



OAK HARBOR CITY COUNCIL WORKSHOP MEETING NOTICE

NOTICE IS HEREBY GIVEN that the Oak Harbor City Council will hold a Workshop Meeting on:

Date: Wednesday, November 18, 2015

Time: 3:00 p.m. – 5:00 p.m.

Location: City Hall Council Chambers, 865 SE Barrington Drive, Oak Harbor, WA 98277

Note that no action will be taken.

AGENDA

1. Departmental Briefings

- a. Clean Water Facility – Windjammer Park Integration Plan

2. Pending Agenda Items

- a. WAIF Agreement (12/01) – PD
- b. ICOM Agreement (12/01) – PD
- c. Whidbey General Hospital Agreement for EMS Services (12/01) – FD
- d. Horse Drawn Carriages, Carts or Conveyances (12/01)– Legal
- e. Police Association (Union) Agreement for the Commissioned Unit (12/01) – HR
- f. Agreement with Ft. Nugent Electric Flyers (12/01) – PW

3. Emerging Issues

- a. Council Vacancy on January 1, 2016 – Legal

Anna M. Thompson
City Clerk
Posted on November 13, 2015

POSTED: City Hall Bulletin Boards
www.oakharbor.org

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Mayor Scott Dudley
Oak Harbor City Council
Directors

REMOVE: After November 18, 2015

The City Council may meet informally in workshop sessions (open to the public) to do concentrated strategic planning, review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Administrator, provided that all discussions and conclusions thereon shall be informal. Council shall make no disposition of any item at a workshop meeting. Public comment is not normally allowed at workshop meetings, although Council may allow, or request participation.

Please contact the City Clerk at 360-279-4539 within 24 hours advance notice for special accommodations.



Workshop Item

Pending Agenda Items

Item 2.c Whidbey General Agreement for EMS Services

Ray Merrill

Attachments

Attachment A: Proposed Agreement with Whidbey General Hospital

Now, therefore,

The parties hereto agree as follows:

1. Term. This Agreement commences on January 1, 2016 ("Commencement Date"), and will continue in effect for two (2) years until December 31, 2017, unless terminated earlier under Section 8 below.
2. EMS Services. The City shall provide the emergency medical services listed on Exhibit A (the "EMS Services") for the District. The City shall provide EMS Services in the manner required to ensure the District's compliance with the guidelines of applicable accrediting agencies, with all rules and regulations promulgated by local, state, and federal regulatory agencies and with all requirements necessary for the District to bill patients and third party payers for the EMS services should the District decide to do so. The City shall provide EMS services only through City Fire Department personnel who are appropriately trained and licensed first responders or emergency medical technicians.
3. Payment and Calculation. The District shall compensate the City for the EMS Services provided under this Agreement according to a payment methodology set forth below.
 - a. The District will pay to the City a fixed amount of \$98.75 per call based on the City's number of emergency medical responses excluding motor vehicle accidents, patient entrapment and high angle rescues each year. Only CPR calls and requests for medical response by the District will be used in total run calculation.
 - b. The City's number is based on the City's total pre-hospital emergency medical responses made by the City's fire department. For example, if the City completed 400 responses, they would be compensated at \$98.75 per call for a total of \$39,500. Only those responses where the City documents that they arrived at the scene of an emergency and were prepared to provide EMS Services or that they had initiated an EMS response that was cancelled by the District prior to the City's arrival at the scene shall be included in the calculation. The City and the District shall agree to necessary documentation which the District must be able to audit for verification of the payment calculation.
 - c. The City will invoice the District semi-annually for the current contract year. Invoicing will occur during July for the previous 6 months of service (January 1 – June 30) and during January for the previous 6 months of service (July 1 – December 31). The District will remit payment within 30 days of invoicing. All calls for service as entered into the Records Management System (RMS) using 311 (assist other EMS agency) code will

be used as the basis for billing.

- d. Payments to the City under this Agreement can be used to provide emergency medical care or emergency medical services, including related personnel costs, training for such personnel and related equipment, supplies, vehicles, and structures needed to provide the EMS Services.
4. Financial Responsibility. Each party shall bear financial responsibility for its own respective activities except to extent set out above.
5. Relationship to Existing Agreements. Unless expressly provided otherwise in this Agreement, this Agreement is not intended to modify or supersede existing agreements and shall be construed in a manner which is consistent therewith.
6. Amendments. This Agreement may be amended from time to time by written amendment. All amendments must be agreed to by the City and the District.
7. Termination.
 - a. Termination Without Cause. Either party may terminate this Agreement at any time by giving written notice to the other party at least one hundred twenty (120) days in advance of the termination date.
 - b. Immediate Termination by the District for Cause. The District may terminate this Agreement immediately upon written notice to the City if the City fails to perform any term or condition of this Agreement, or fails to comply with the policies, standards or regulations of the District after written notice and a reasonable opportunity to cure.
8. Administration.
 - a. The provisions of this Agreement shall be managed by District Administrator and Oak Harbor Fire Chief. They shall meet as necessary to ensure that the provisions of this Agreement are fulfilled, and shall maintain records of all actions as required to accomplish the work of the Agreement. They may delegate responsibilities under this Agreement as they chose fit.
 - b. This Agreement is not intended to create an independent government body to manage the provisions of this Agreement.
9. Property. There is no joint property to be held under this agreement.
10. Indemnification.
 - a. The District shall indemnify and hold harmless the City and its officers, agents and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever,

by reason of or arising out of any negligent act or omission of the District, its officers, agents and employees, or any of them, in the performance of activities carried out under this Agreement. In the event that any such suit based upon such a claim, action, loss or damage is brought against the City, the District shall defend the same at its sole cost and expense. If final judgment be rendered against the City and its officers, agents and employees, or any of them, or jointly against the City and the District and their respective officers, agents and employees, or any of them, the District shall satisfy same.

- b. In executing this Agreement, the District does not assume liability or responsibility for, or in any way release the City from liability or responsibility which arises in whole or in part from the existence or effect of City's own negligence, act or omission. If any cause, claim, suit or action is commenced in which the City's negligent act or omission is at issue, the City shall defend the same at its sole expense and if judgment is entered or damages are awarded against the City, the District, or both, the City shall satisfy the same, including all chargeable costs and attorney's fees.
- c. The City shall indemnify and hold harmless the District and its officers, agents and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, by reason of or arising out of any negligent act or omission of the City, its officers, agents and employees, or any of them, in the performance of the activities it undertakes pursuant to this Agreement. In the event that any such suit based upon such a claim, action, loss or damage is brought against the District, the City shall defend the same at its sole cost and expense. If final judgment be rendered against the District and its officers, agents and employees, or any of them, or jointly against the City and the District and their respective officers, agents and employees, or any of them, the City shall satisfy the same.
- d. In executing this Agreement, the City does not assume liability or responsibility for, or in any way release the District from liability or responsibility which arises in whole or in part from the existence or effect of the District's negligence, act or omission. If any cause, claim, suit or action proceeding is commenced which the source of liability is the Hospital's negligence, act or omission of care, the District shall defend the same at its sole expense and if judgment is entered or damages are awarded against the City, the District, or both, the District shall satisfy the same, including all chargeable costs and attorney's fees.

11. Insurance. The City shall maintain and/or ensure the maintenance of, at its sole expense, policies of professional liability insurance issued by reputable commercial insurers licensed to do business in Washington or a system of self-insurance or membership in an insurance pool that is acceptable to the District and that cover

the City and any City personnel against claims of professional malpractice or negligence that arise out of or relate to EMS Services provided under this Agreement. The insurance or self-insurance or insurance pool shall have minimum policy limits of One Million Dollars (\$1,000,000) per incident and Five Million Dollars (\$5,000,000) in the annual aggregate.

12. Dispute Resolution. All disputes between the parties, including, without limitation, disputes missing from or relating to this Agreement or the relationship between the parties, shall be resolved by the dispute resolution process set forth in Exhibit B.
13. Severability. In the event that any provision of this Agreement is declared invalid or illegal, such declaration shall in no way affect or invalidate any other provisions thereof, and such other provisions shall remain in full force and effect.

DATED this 14 day of Oct, 2015.



Administrator
Whidbey Island Public Hospital District

Mayor
City of Oak Harbor

ATTEST:

City Clerk

Approved as to Form:

City Attorney

EXHIBIT A

EMS SERVICES

The City shall provide the following EMS Services for the District:

1. First responder services for any medical emergency that occurs within the boundaries for which the City provides Fire Protection Services, including but not limited to first aid for soft tissue and bone injuries, assist in childbirth and assistance with extracting, packaging, moving and transporting patients.
2. Assistance to District EMS personnel who arrive at the scene, including emergency medical assistance, patient extraction, patient movement and transportation. Such assistance shall be at the Direction of District EMS personnel.
3. Maintain equipment, vehicles and supplies necessary to provide the EMS Services.
4. Ensure that all City personnel who provide services under this Agreement are adequately trained emergency medical technicians or first responders, as deemed appropriate by City and District.

EXHIBIT B

DISPUTE RESOLUTION

1. **POLICY.** The parties hope there will be no disputes arising from this Interlocal Agreement for EMS Services (the "Agreement"). If a dispute arises, the parties shall first try to negotiate a fair and prompt resolution through an internal process. If they are unsuccessful, the dispute shall be resolved by binding arbitration, the parties acknowledging that they intend to give up their right to have any dispute arising out of this Agreement decided in court by a judge or jury. The provisions of the Washington arbitration statute, Chapter 7.04A RCW, are incorporated herein to the extent not inconsistent with the other terms of this Agreement.

2. **INTERNAL DISPUTE RESOLUTION PROCESS.** Each party agrees that if a dispute arises it will promptly notify the other party. The parties shall attempt in good faith to resolve the dispute pursuant to District's internal dispute resolution process. This process shall entail at least one meeting between Hospital administration and the City to discuss the dispute and such meeting may be facilitated, at the request of either party, by an independent facilitator. The cost of the facilitator shall be divided equally between the parties. If the parties are unable to resolve the dispute within 60 days, the dispute shall be resolved by binding arbitration as set forth in Section 3.

3. **BINDING ARBITRATION.** Any controversy or claim between the parties arising from or relating to this Agreement shall be resolved by an arbitration to be commenced in the manner provided in RCW Chapter 7.04A; provided, however, that all statutes of limitations that would otherwise apply shall apply to disputes submitted to arbitration. This process applies regardless of when the dispute arises and will remain in effect after termination of this Agreement.

3.1 **Commencement.** Arbitration shall be commenced by serving a written demand for arbitration on the other party, either personally or by both regular first class mail and certified mail, return receipt requested in accordance with the terms of RCW 7.04.060.

3.2 **Arbitrator.** There shall be one arbitrator selected by mutual agreement of the parties. If the parties cannot, within 15 days after commencement of the Arbitration, agree on an arbitrator, he/she shall be selected by the administrator of the Judicial Dispute Resolution ("JDR") office in Seattle, Washington, within 15 days thereafter. In the event JDR no longer operates in Seattle, the mediator shall be chosen by the administrator of the American Arbitration Association ("AAA") in Seattle, Washington.

When the arbitrator cannot be mutually agreed upon, the party seeking arbitration shall apply to JDR or AAA within 10 days of completion of the internal process and shall request arbitration within 120 days. The venue of the arbitration shall be Coupeville, Washington, or another location agreed to by the parties.

3.3 Arbitrability. The arbitrator shall determine whether a controversy or claim is covered by this Agreement.

3.4 Third-Party Intervention. If either party so requests at any time within 75 days of the submission of the dispute to arbitration, the parties shall try to resolve it by nonbinding third-party intervention, including mediation, evaluation or both, but without delaying the arbitration hearing date.

3.5 Arbitration Procedures. The arbitration shall be conducted under the JDR Dispute Resolution Rules or the AAA Commercial Arbitration Rules, whichever entity presides over the arbitration, in effect on the date that the arbitrator is selected, to the extent consistent with this Exhibit B. Any discovery authorized by the arbitrator shall not extend the time limits established by this section. The arbitrator shall not be bound by the rules of evidence or of civil procedure, but rather may consider such evidence as reasonable business people would consider in the conduct of their day-to-day affairs. The parties wish to minimize the cost of the dispute resolution process. To that end, the arbitrator shall have the authority to limit live testimony and cross-examination and may require the parties to submit some or all of their case by written declaration, but only to the extent the arbitrator determines that such procedure can be done without jeopardizing a fair hearing of the dispute.

3.6 Time Limits. The arbitrator and the parties shall do what is reasonably necessary to conduct the arbitration hearing within 120 days of the date the arbitrator is selected, and the arbitrator shall make every effort to limit the hearing to two days and to render his/her opinion within 14 days after the hearing. The parties have specified these time limits to expedite the proceeding, but they are not jurisdictional, and the arbitrator may for good cause afford or permit reasonable extensions or delays, which shall not affect the validity of the award.

3.7 Construction of Agreement. The arbitrator shall have no authority to add to, subtract from, or otherwise change or modify the provisions of this Agreement and shall only interpret existing provisions of this Agreement as they may apply to the specific facts of the issue in dispute.

3.8 Award. The arbitrator shall render his/her decision in writing. The decision shall contain a brief statement of the claim(s) determined and the award made on each claim. In making the decision and award, the arbitrator shall apply applicable law.

Absent fraud, collusion or willful misconduct by the arbitrator, the award shall be final, and judgment may be entered in any court having jurisdiction. The arbitrator may award injunctive relief or any other remedy available from a judge, including the joinder of parties or consolidation of this arbitration with any other involving common issues of law or fact or that may promote judicial economy. If a court, applying applicable substantive state law, would be authorized to award punitive or exemplary damages, the arbitrators shall have the same power, but the arbitrators otherwise shall not award punitive or exemplary damages.

3.9 Representation by Counsel. All parties shall have the right to representation by legal counsel at any stage of the proceedings.

3.10 Costs. The parties shall share equally the cost of the arbitrator's fees, filing fees and any other expenses such as court reporter fees that are jointly incurred. All other costs and expenses, including attorney fees, shall be paid by the party incurring them.

3.11 Failure to Pay Arbitrator's Fee. In the event that any party fails or refuses to pay that party's designated portion of the fees above, the other party who has paid that party's share of the arbitrator's fee may request of the arbitrator an award of default against the non-paying party, which shall be granted absent extenuating circumstances that in the arbitrator's judgment exist making it unfair to grant a default award to the requesting party.



Workshop Item

Pending Agenda Items Review for City Council Meeting December 1, 2015

Item 2.d Horse Drawn Carriages, Carts or Conveyances

Edgar J. Green, Chief of Police

Attachments

Attachment A: Horse Drawn Carriage Ordinance 1711

ORDINANCE NO. 1711

AN ORDINANCE OF THE CITY OF OAK HARBOR ADDING A NEW CHAPTER 5.31 ENTITLED "HORSE DRAWN CARRIAGES, CARTS OR CONVEYANCES" TO THE OAK HARBOR MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

Section One. There is hereby added a new Chapter 5.31 to the Oak Harbor Municipal Code entitled "Horse Drawn Carriages, Carts or Conveyances" to read as follows:

**CHAPTER 5.31
HORSE DRAWN CARRIAGES, CARTS OR CONVEYANCES**

Sections:

- 5.31.010 License required.
- 5.31.020 License fee.
- 5.31.030 Chief of police authorized to review, award licenses – Route requirements.
- 5.31.040 Operator, horse and carriage requirements.
- 5.31.050 Route requirements.
- 5.31.060 Suspension or revocation of license and appeals thereof.
- 5.31.070 Denial of a license.

5.31.010 License Required.

It is unlawful to operate a business, or engage in a social/recreational activity, that involves a horse drawn carriage, cart, or similar conveyance used to transport people on the public roadways, rights-of-way, and/or parks of the city of Oak Harbor without a valid city issued license. Operating a horse drawn carriage, cart, or similar conveyance used to transport people on the public roadways, rights-of-way, and/or parks of the city of Oak Harbor is a privilege, not a right. The submission of an application shall not create a right to a license. No license required by this chapter shall be required of a person operating a horse drawn carriage, cart or similar conveyance as an entry in a parade, special event or as temporary free entertainment on private property if permission of the landowner has been obtained.

5.31.020 License Fee.

An applicant will be required to pay a nonrefundable fee upon approval of their submitted license. An applicant will be assessed a fee set by resolution and incorporated into a Master Fee Schedule.

5.31.030 Chief of Police Authorized to Review, Award Licenses.

- (1) The chief of police is authorized to accept and review applications for a license described within this code for the activities described elsewhere within this chapter.
- (2) Applicants seeking an annual business license shall submit a letter requesting a license and provide the following information as part of the application:
 - (a) Proof of applicable insurance in the minimum amounts acceptable to the City's risk pool.

Written proof of such insurance is required prior to license issuance. The insurance policy shall be written on an occurrence basis, shall name the city as an additional insured, shall be written for a period not less than 24 hours prior to the start of operations and extending for a period not less than 24 hours following the completion of the operations, and shall contain a provision prohibiting cancellation of the policy, except upon 30 days' written notice to the city.

- (b) Narrative description of the carriage, cart, wagon, or conveyance to be utilized by the applicant to include:
 - (i) Installed safety devices, as well as any other proposed safety measures the applicant plans to implement as part of its operations;
 - (ii) Passenger limit for the carriage; not to exceed manufacturer's specifications;
- (c) Narrative description of the training of the operator to include the operator's experience in operating such a mode of transportation, emergency procedures, animal commands and controls in handling unruly or uncontrollable animals;
- (d) Narrative description of how equipment and animals will be inspected each day of operations; how animals will be provided with potable drinking water at least once per hour, access to food once every four (4) hours and how animal waste will be collected and disposed of;
- (e) Applicants shall file their schedule of rates and charges, and all amendments thereto, with the city clerk.

- (f) Proposed routes of operation with city streets;
 - (g) A copy of a certificate of health issued within the last three (3) months from a licensed veterinarian certifying that the animal to be used is fit to draw the carriage, cart, wagon, etc. In addition, the veterinarian statement must include proof of current vaccinations including but not limited to tetanus, rabies, equine influenza, strangles, eastern/western encephalomyelitis and rhino pneumonitis. If vaccinations are administered by someone other than a veterinarian, the applicant may submit a certification signed under the penalty of perjury by the person who administered the vaccinations when those were administered, and what was administered.
 - (h) A written safety plan; to keep patrons a safe distance from the horse.
 - (i) Proof of ownership of the horse(s) intended to be used in the conduct business.
- (3) Applicants seeking a license associated with a specific event must submit a letter at least seven (7) days in advance of the event that contains the information found within subsections (2)(a), (b), (c), (d) (if applicable), (f), and (g) (if applicable) of this section.
 - (4) The chief of police shall have the right to request additional information of the applicant; determine if an application is complete and providing sufficient information in which to review and make a decision regarding the awarding of a license; and to approve or deny an application for a license. If the chief approves a license, the chief will provide a license/ID badge to the applicant. The applicant shall wear the license/ID badge on the outermost exterior of their clothing, visible to patrons of their service.
 - (5) If the license is denied by the chief, the applicant may request a meeting with the chief to discuss the denial and may resubmit their application one time without charge within a month of the date of the denial for the chief to consider. If the applicant still is not satisfied they may file an appeal in accordance with OHMC 5.31.070 (4)(a).
 - (6) A license shall be granted upon a reasonable determination by the chief that the proposed activities of the applicant will be operated in the best interests of the public's safety, with adequate consideration given for the safety and comfort of the passengers and animal(s); and with adequate safety measures associated with the operations to protect the passengers, operator(s), animals, and motor vehicles traveling along the same public rights-of-way.

5.31.040 Operator, Horse and Carriage Requirements.

- (1) Operator Requirements. The operator of the carriage, cart or conveyance shall be required to:

- (a) Be at least eighteen (18) years of age with a valid Washington State driver's license in their possession while operating the carriage, cart or conveyance;
 - (b) Have proof of insurance in their possession for the operation of the carriage, cart or conveyance;
 - (c) Have information in their possession as to who is the owner/operator of the business to include business name, contact phone number and address;
 - (d) Have been trained in emergency procedures to include, but not be limited to: fixing equipment that has malfunctioned and to handling unruly or uncontrollable animals via reasonably appropriate commands; and
 - (e) Have necessary equipment needed to collect and dispose of animal waste, as well as being able to provide water and feed to the animal while operating.
- (2) Animal Requirements. The animal utilized to draw the carriage, cart or conveyance shall be:
- (a) The horse must be a mare or gelding; stallions are not permitted.
 - (b) In good health and clean condition;
 - (c) Vaccinated at least annually to include but not limited to tetanus, rabies, equine influenza, strangles, rhino pneumonitis, eastern/western encephalomyelitis and rhino pneumonitis;
 - (d) Seen by a licensed veterinarian at least twice per year to certify that the animal can in fact pull and/or draw a carriage, cart, or conveyance, when being used for that purpose pursuant to the business license requirements found herein; and
 - (e) Outfitted in such a manner as to have proper protection of its feet as recommend by a farrier.
 - (f) Teeth must be floated at least once per year.
 - (g) If horse becomes lame at any time, use of the horse to convey a carriage, cart, or conveyance must cease until a licensed veterinarian clears the animal to return.
- (3) Carriage Requirements. The carriage, cart, or conveyance shall be:

- (a) In good, serviceable condition with a record of maintenance and repair kept by the owner and/or operator in a location where inspection of said records can quickly occur;
- (b) Able to be slowed or stopped by using a manual breaking system;
- (c) Outfitted with the necessary slow vehicle placards and safety reflectors of sufficient size to be seen by any vehicle following or coming upon the carriage. Some of the reflectors are to be located on the rear of the carriage and at height readily visible by approaching traffic;
- (d) Either outfitted with lighting or, in the alternative, be paired with a vehicle that can act as a support/chase vehicle with lights on, if being operated after dusk and before dawn in areas not well lit by existing street lights.

5.31.050 Route Requirements.

When approving a license, the chief of police shall consider the proposed route(s) of operations for any license and work with the applicant to reduce the potential for safety concerns, vehicular delays, adverse vehicular interactions with the carriage, cart, or other such conveyance, and utilization of roadways where insufficient road width exists for safe travel of the horse drawn carriage, cart or other such conveyance and automobiles. The applicant will be required to make reasonable alterations to their route when requested by the chief in the application review process. Any proposed change associated with safety must be accepted by the applicant. However, nothing within the license requirements associated with a designated route shall override the ability of the owner, and/or operator if applicable, to deviate from said route in those situations where there is an immediate need to avoid harm to passengers, operators, and/or animals; or to address a reasonably perceived threat of harm to passengers, operators, and/or animals; or to address other emergencies that could result in or be reasonable perceived to harm passengers, operators, and/or animals.

5.31.060 Suspension or Revocation of License and Appeals.

- (1) The chief may summarily suspend the license of any operator of a horse drawn cart, carriage or other such conveyance permitted to operate within the city of Oak Harbor pursuant to this chapter prior to any hearing in the following situations:
 - (a) The chief has in writing determined that there is reasonable cause to believe that grounds for suspension are necessary to prevent a clear, substantial and imminent hazard to life, animal health, safety, or property; or
 - (b) The chief has reason to believe that the owner, and/or operator if applicable, does not possess a valid Washington State driver's license; or
 - (c) The chief has reason to believe that the owner, and/or operator if applicable, has failed to maintain their insurance coverage.

(2) Suspensions.

- (a) In addition to the reasons for which a license may be summarily suspended, the chief may suspend any license issued pursuant to this chapter:
 - (i) For two (2) or more violations by the owner, and/or operator, of OHMC 5.31.040 within a twelve (12) month period. In such a situation, the chief may suspend the license up to sixty (60) days.
 - (ii) If, in the course of operations, the owner, and/or operator, is witnessed by a law enforcement officer as being engaged in activities that are potentially dangerous to passengers, the operator, and/or the horse being utilized. Such suspensions may be for a period no longer than forty-eight (48) hours and are to be aimed at ensuring the correction of the behavior witnessed.
 - (iii) If, in the course of operations, the carriage, cart, or other such conveyance is found to have mechanical problems amounting to either a real or reasonably potential safety concern.
- (b) The chief shall suspend a license issued pursuant to this chapter in writing articulating the reason(s) for the suspension and the necessary remedial actions required to terminate the suspension. Notice of the suspension shall be delivered either in person or by first class mail to the mailing address of the licensee.
- (c) Suspensions not timely appealed shall be final. Suspensions shall be effective upon the date of any notice of suspension if not appealed, or upon the date an order on appeal affirms such a notice. Suspensions shall be for the period of five (5) days; however, if the suspension was issued in association with specific safety, licensing, or administrative issues that could be cured by the licensee, and are subsequently cured by the licensee, the chief may reduce or terminate the suspension period. Except in the case where a timely appeal is filed by the licensee pursuant to this chapter, a licensee may continue to operate pursuant to this chapter pending a final decision on appeal.

(3) Revocations.

- (a) A license may be revoked under this chapter if it is determined that:
 - (i) The application for the license contained a material misstatement or omission of fact;
 - (ii) The licensed owner, and/or operator if applicable, has a conviction, bail forfeiture or other adverse finding of animal cruelty under the laws of any state or governmental subdivision thereof;

- (iii) The licensed owner, and/or operator if applicable, has had their license suspended pursuant to this chapter for failure to comply with licensing requirements, safety concerns, or animal-related safety concerns and has continued to operate during that suspension period; or has returned to operations following the suspension period and has failed to address the identified issues that resulted in the suspension;
 - (iv) The licensed owner, and/or operator if applicable, has had their Washington State driver's license suspended or revoked;
 - (v) The licensed owner, and/or operator if applicable, has had a bail forfeiture, conviction, or other adverse finding for a crime that would include, but not be limited to, a crime involving driving or vehicular safety in association with alcohol and/or narcotics, reckless endangerment, fraud, theft, or other felonious behavior.
- (b) The licensed owner will be notified of the revocation by delivery in person or by first class mail to the mailing address of the licensee. The notice of revocation will articulate the reason(s) for the revocation and the effective date of the revocation.
- (4) Appeal Process Associated with Denials, Suspensions or Revocations.
- (a) Any notice of a denial of a license, violation, suspension or revocation shall include a statement that the licensee, owner, and/or operator is entitled to a hearing upon their making a written request for such a hearing to the chief within ten (10) days of the date of the notice. The hearing will be conducted in accordance of OHMC 1.24.

5.31.070 Denial of a License.

- (1) The chief shall deny a license application if it is determined that:
 - (a) The application submitted is incomplete with regard to required information, associated fees, or inadequate in the information provided;
 - (b) The application contains a material misstatement or omission of fact;
 - (c) The applicant has received a prior suspension of a license and the time for suspension has not expired, or the reason for the suspension has not been cured;
 - (d) The applicant had a prior license issued under this chapter that was revoked and not reinstated;

- (e) The applicant had within a two (2) year period prior to applying for a license a bail forfeiture, conviction or adverse finding for a crime involving a horse drawn carriage, cart, or other conveyance, animal cruelty, or criminal traffic offense associated with a mandatory suspension of the applicant's driver's license.
- (2) The chief may deny a license application if it is determined that:
- (a) Within the past two (2) years prior to applying for a license, the applicant has engaged or exhibited past driving or operating a horse drawn carriage, cart, or other conveyance which would lead the chief to reasonably conclude that the applicant will not comply, comport and/or conduct their activities with the requirements found within this chapter;
 - (b) Within one (1) year prior to applying for a license, the applicant operated a horse drawn carriage business without the required licenses established within this chapter, and did so after receiving notice to correct that deficiency and continued to operate in spite of such notice;
 - (c) Within the last 10 years been convicted of assault, a felony in the last seven years, a gross misdemeanor in the last five years, or who has ever been convicted of sexual offenses as defined under state law or an offense which is similar to those as defined in Chapter 9A.44 RCW.
 - (d) A license granted under this chapter shall be revoked when license holder is convicted of a felony, gross misdemeanor, assault or sexual offense as defined under state law or an offense which is similar to those defined in Chapter 9A.44 RCW.
- (3) Notice of a denial of a license shall be done in writing indicating the reason for the denial and any period of time in which the applicant is permitted to attempt to cure the problems identified in the denial. After the expiration of that cure period, the denial shall be final unless the applicant appeals that determination in the manner described above with regard to suspensions and revocations. The appeal of a denial must be filed within ten (10) days of the expiration of the cure period found within the notice of denial. As noted elsewhere, if the applicant resubmits their application within thirty(30) days of the date of the denial, the applicant need not resubmit the application fee.

Section Two. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder or the Ordinance or the application of the provision to other persons or circumstances is not affected.

Section Three. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication.

PASSED by the City Council this _____ day of _____, 2014.

THE CITY OF OAK HARBOR

Veto ()
Approve ()

By _____
Scott Dudley, Mayor

Dated: _____

Attest:

Anna Thompson, City Clerk

Approved as to Form:

Nikki Esparza, City Attorney

Published: _____



Workshop Item

Pending Agenda Items

Item 2.e Police Association Agreement for the Commissioned Unit

Sara Piccone

Attachments

Attachment A: Labor Agreement between the City of Oak Harbor and Oak Harbor Police Association - Commissioned Unit

Attachment B: Agenda Bill

Attachment C: Resolution 15-38

AGREEMENT

by and between

THE CITY OF OAK HARBOR

and

OAK HARBOR POLICE ASSOCIATION

*** * COMMISSIONED UNIT * ***

JANUARY 1, 2013 through DECEMBER 31, 2016

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Article 1 PREAMBLE

- 1.1 This Agreement is effective January 1, 2013, between the City of Oak Harbor and the Oak Harbor Police Association. The parties recognize that the Mayor, or designee, is the Chief Executive Officer and the Police Chief, or designee, is the official of the day-to-day operations of the Police Department. Accordingly, the term “Employer” or “City shall be used herein and shall apply interchangeably to those officials or their authorized designees. The Oak Harbor Police Association, shall herein be referred to as the “Association” or “Bargaining Unit Members.”
- 1.2 The Employer and the Association recognize the need to provide efficient service to the public and to enhance the quality of service. Further, both parties agree to the need for establishing and maintaining a sound labor-management relationship and mutually agree to continue working toward this goal. Each party had been afforded the opportunity to put forth all its proposals and to bargain in good faith and both parties agree that this Agreement expressed the results of their negotiations.

Article 2 RECOGNITION, MEMBERSHIP AND PAYROLL DEDUCTION

- 2.1 Recognition – Employer recognizes the Association as the exclusive bargaining representative for full-time, commissioned law enforcement officers of the Oak Harbor Police Department excluding rank of Lieutenant or above, full-time confidential employees, and all other employees of the Employer not otherwise represented by the Association or any other certified bargaining representative.
- 2.2 Association Membership - All employees who are, or who hereafter become, members in good standing in the Association on or after the effective date of this Agreement, shall maintain their membership in good standing in the Association as a condition of continued employment. All employees who are not now members in the Association and/or all new employees hereinafter employed shall, within thirty-one (31) days from their first date of hire, or within thirty-one (31) days from the effective date of this Agreement, whichever is later, become and remain members in good standing in the Association as a condition of continued employment, or pay a service fee to the Association not exceeding the amount of regular Association dues and initiation fees and not exceeding the maximum agency fee that may be assessed as a matter of law.
- 2.3 Payroll Deduction – The Employer shall deduct from the pay of each employee covered by this Agreement, upon their written authorization, the dues and fees of the Association, and shall remit to said Association all such deductions monthly.

The Association shall indemnify, defend and hold the Employer harmless against any claims made and against any suit instituted against the Employer on account of any check-off of dues and fees for the Association. The Association shall refund to the Employer any amount paid to it in error on account of this check-off provision upon presentation of proper evidence thereof.

- 2.4 Normal Police Use of Reserves in Functions - Reserve officers shall not be regularly assigned to perform police functions normally performed by a sworn officer working in a paid status. It is understood that Reserve officers may be used by the Department to supplement police services, such as for additional staffing for special projects, (i.e., Community Oriented functions, civic activities, monitoring city parks, surveillance by reserves and citizens); in emergencies, for traffic or crowd control, or in other short-term circumstances. If the Association believes that Reserve Officers are being utilized inappropriately, it may meet with the Chief of Police or his or her designee to discuss such disputes or disagreements, and to attempt to resolve any disputes or disagreements. Disputes regarding the utilization of Reserve Officers shall be subject to grievance procedure.

Article 3 NON-DISCRIMINATION/GENDER

- 3.1 Non-Discrimination – The Employer and the Association shall abide by federal, state and local laws against discrimination towards all individuals with respect to their hiring, compensation and terms and conditions of employment.

Claims of unlawful discrimination shall be pursued privately through State and Administrative agencies or through the courts and are not subject to the grievance procedure.

- 3.2 Gender – Wherever words denoting a specific gender are used in this Agreement, they are intended and shall be construed so as to apply equally to either gender.

Article 4 PROBATION, SENIORITY, EMPLOYEE ROSTER

- 4.1 Initial Probation Period – New employees shall be subject to a probation period for new or inexperienced employees and lateral entry employees commencing with their date of hire and concluding eight (8) months following graduation from or certification by the Washington State Criminal Justice Training Commission Academy, or from date of hire, as it would apply to lateral Entry new hires. Said initial probationary period may be extended up to an additional four (4) months. During either the initial or extended probationary periods, such employee may be disciplined and/or discharged at the sole discretion of the Employer.

4.1.1 For the purposes of pay, an entry level employee's pay step will increase from the 1st grid step to the 2nd grid step on the anniversary date of his/her date of hire. A lateral entry employee's pay step will increase from the grid step in which they were placed at hire to the next grid step on the anniversary of their hire date as provided in the wage grid.

- 4.2 Promotion Probation Period – A member of the Bargaining Unit who has been promoted in rank shall serve a six (6) month probationary period commencing with their first work shift. In the event the employee does not satisfactorily complete the probationary period as

determined solely by the Employer, said employee shall be returned to their former position and pay if such is available or to a comparable position and pay.

- 4.3 Seniority – An employee’s seniority, as it applies to this agreement, shall be defined as that period from the employee’s date of hire or promotion within the Bargaining Unit within classification.
- 4.4 Employee Roster – The Employer shall provide the Association annually a roster of all current employees in the bargaining unit with their respective seniority dates effective each July 1st during the term of this Agreement.
- 4.5 Termination - An employee shall lose all seniority in the event of discharge or voluntary termination.

Article 5 ASSOCIATION BUSINESS

- 5.1 Association Officials Time Off – Association officials who are employees in the Bargaining Unit shall be granted reasonable time off with pay while conducting contract negotiations or grievance resolution on behalf of the employees in the Bargaining Unit, provided that the Employer is able to properly staff the employees’ job duties during the time off, and without any additional expense to the Employer. The Association Negotiations Committee shall consist of not more than four (4) Association members.
- 5.2 Bulletin Boards – The Employer shall provide space for a bulletin board at each station which may be used by the Association.
- 5.3 Access to Office Equipment – The employer shall allow Association access to the telephone, photocopiers and computers for purposes of administering this contract; provided reasonable reimbursement is made for the use of materials and services, by providing their own paper and paying .02 cents per page for each copy as well as paying any actual long distance charges for any phone calls made. The Association will coordinate payment details with the department’s Administrative Assistant.
- 5.4 Association Investigative and Visitation Privileges – The Labor Representative of the Association may visit the work location of employees covered by this Agreement at any reasonable time for purpose of investigating grievances. Such representative shall coordinate his/her visitation in advance with the Chief of Police or designee for a mutually agreed-upon time and shall limit his/her activities during such investigations to matters relating to this Agreement. Employer work hours shall not be used by employees or Association Representatives for the promotion of Association affairs other than stated in Article 5.1. The Association may utilize Employer Facilities for meetings, subject to availability, and with the prior approval by the Chief of Police or designee.

- 5.5 Reservation of Rights – The Chief of Police or designee reserves the right to determine the total amount of specific hours of official time which will be approved for Association officials to conduct other Association business on duty time, not addressed in Article 5.1.

Article 6 WORK PERIOD

- 6.1 Work Period – Defined – Employees will be assigned to a work period under Section 7(k) of the Fair Labor Standards Act, 29 U.S.C., 207(k), based on their schedule.
- 6.1.1 3/12 Schedule – For employees working a schedule of three (3) twelve-hour days, followed by three (3) days off, the work period will consist of twenty-four (24) consecutive days.
- 6.1.2 5/8 or 4/10 Schedule – For employees working a schedule of five (5) eight-hour days followed by two (2) days off, or four (4) ten-hour days followed by three (3) days off, the work period will consist of twenty-eight consecutive days.
- 6.2 Five-8 Hour Shifts: Employees who work eight (8) hour shifts shall work five (5) consecutive days and have two (2) consecutive days off. Any hours worked in excess of the above will be compensated at the overtime rate. The High School Resource Officer will work the 5-8 shift.
- 6.3 Four-10 Hour Shifts: Employees who work the ten (10) hour shift shall work four (4) consecutive days and have three (3) consecutive days off. Any hours worked in excess of the above shall be compensated at the overtime rate. Employees assigned to the Detective and Special Operations Division will work the 4-10 hour shift.
- 6.4 Changing Hours of Work - An employee's hours of work can be changed if mutually agreed upon by the Association and the Employer.
- 6.5 Breaks - For employees who work the three (3) twelve (12) hour shift plan, the workday shall include one (1) 40-minute lunch break, and three (3) 20-minute rest breaks. For employees who work the five (5) eight (8) hour shift plan, and the four (4) ten (10) hour shift plan, the workday shall include at least one (1) 40-minute lunch break and two (2) 20-minute rest breaks. All employees shall be subject to immediate call during rest and lunch breaks at no cost to the Employer. Management reserves the right to schedule breaks and lunches.
- 6.6 Alteration of Schedules - With Employer approval, work schedules may be altered upon written request of the employee. The Employer shall post a monthly work schedule. Schedules shall be posted not less than three (3) days in advance of a change. Any shifts changed with less than three (3) days' notice shall be compensated at the overtime rate. In the event of planned schedule changes, i.e., training, vacations, special events, extended illness or injury, etc., and with three (3) days' notice, those employees working the 4-10 shift may have their schedules adjusted to maintain shift coverage. Days off and shift hours may be changed to reflect a 5-8 schedule to cover shifts, at no cost to the Employer.
- 6.7 Shift Changes - Employees agree that additional days worked as a result of monthly shift schedule changes will not be considered overtime. Employer agrees that days not worked as a result of quarterly shift schedule changes will not place employee under any

obligation to "make up" for time not worked. This same policy will apply to hours worked or not worked due to changes from Standard to Daylight Savings Time.

6.7.1 The parties agree that additional days worked as a result of bi-monthly shift and yearly squad rotation schedule changes will not be considered "overtime." Likewise, days not worked as a result of such shift and squad changes are not required to be "made up" for time not worked. The same policy regarding hours worked/not worked arising from daylight savings time change will be applied.

Article 7 WORK HOURS, OVERTIME, CALLBACK, STANDBY, COURT TIME

7.1 **Overtime** - Overtime pay shall be paid for any work authorized and performed in excess of that provided by these provisions. All such work shall be paid at the rate of one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay.

7.1.1 **Definition** - "Overtime" as used in this Agreement shall mean that time an employee works in excess of the regularly established hours of work. Shifts which commence within eight (8) hours of the end of the preceding shift shall constitute an overtime shift.

7.1.2 **Rate** - Overtime shall be paid at the rate of one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay; provided however, with the mutual agreement of the employee and the employer, the employee may elect to receive compensatory time off at the rate of one and one-half (1-1/2) times the time worked, in lieu of paid overtime. Overtime shall be paid on the check for the time period in which it is earned; unless such overtime is earned after the deadline for payroll preparation, in which case it will be paid on the following month's check.

7.2 **Callback** - Employees ordered to report back to duty after going home from their regular shift, or called in on their day off, shall be guaranteed two (2) hours at the time and one half (1½) rate and may be required to perform work for the entire time.

7.2.1 **Court Time** - Time spent in court, including time spent en route to and from court, may be taken as compensatory time, if mutually agreed between employee and the Chief of Police. All officers subpoenaed to appear in court will call their OHPD Voice Mail service, between 1600 and 1700 the day before the court date, (or the Friday before if the court date is a Monday), to see if their court appearance has been cancelled. Employees who are not notified that they need not respond to scheduled court appearances before the end of the prior business day shall receive three (3) hours minimum at the time and one half (1 1/2) rate.

7.2.2 **Vacation Call Back** - Any employee called back to duty for any reason once vacation has been approved, and the affected employee has incurred expenses in planning for the same, shall be reimbursed for costs involved in returning for duty, or any other non-refundable expenses incurred. Reimbursement for travel shall be

made on the same basis as the original mode of transportation. If applicable, mileage shall be paid at the approved City rate. Vacation approval shall not unreasonably be withheld to frustrate the intent of this section. For purposes of the Vacation Call Back section, all vacations will have been previously approved according to Department procedures, and will have been for a block of five (5) days minimum. Employee shall suffer no loss of vacation time.

- 7.3 Department Meetings - The Chief of Police may require employees to attend department meetings upon one (1) week's advance notice; time spent by employees at such meetings will be governed by the appropriate overtime policy.
- 7.4 Time of Effect for Overtime - Overtime pay will come into effect after fifteen (15) minutes of the employee's regular shift and he/she will be paid for the one (1) hour's overtime until he/she is at one hour and fifteen minutes past his/her shift, at which time he/she will be paid for two (2) hours, etc., until his/her duties are completed or he/she is relieved, at the rate of one and one-half (1½) his/her regular hourly rate.
- 7.5 Overtime Earned At Department Mandated Training - Any overtime that is earned while at Department mandated training will be computed using the above described process, (Articles 7.1 – 7.6).
- 7.6 Compensatory Time Accumulation - Any payable compensatory time given, in excess of eighty (80) hours, in lieu of paid overtime, will be by mutual agreement between the Department and the employee. A maximum of eighty (80) hours of payable comp time or 120 non-payable comp time hours can be carried over from one month to the next. Any additional hours in excess of eighty (80) payable hours at the end of the month will be paid to the employee at his/her regular pay rate. Any additional non-payable hours in excess of 120 hours will be carried for one month with notification that the employee has that period of time to use the non-payable comp time overage or it will be forfeited. The Department reserves the right to schedule this time off if at the end of a reasonable period of time (within the three (3) month period) the employee fails to schedule the excess time. Upon termination or retirement, unused payable compensatory time will be paid to the employee at the regular rate of pay. An employee may request to carry over more than 120 hours, for a specific amount of time, and for a specific period and purpose, upon approval by the Chief of Police.
- 7.7 No Loss - No payable compensatory time shall be deducted from that accrued to the employee unless the employee actually used that compensatory time, or was paid for same or agreed to having it removed for disciplinary purposes (see §7.6).
- 7.8 Death - Upon the death of any employee in active service within the bargaining unit, his estate shall be paid any accrued but unused payable compensatory time. An employee is deemed on active service for purpose of this Section if he is on duty status, or is on annual leave, sick leave, compassionate leave, jury duty or other leave for a period of time not to exceed one (1) calendar year. Any such payment shall be made as a lump sum settlement for the number of payable hours accumulated.

- 7.9 Time Chits in Duplicate - Time chits recording overtime shall be made in duplicate, with the employee retaining a copy.
- 7.10 Approval of Overtime - All overtime work performed must be requested and/or approved by the Department.

HOURS OF WORK

- 7.11 Three-12 Hour Shifts: Employees who work a twelve-hour shift, shall not exceed three consecutive days in a week (excluding overtime). All employees on this plan are entitled to nine (9) "Kelly" days per year. "Kelly" days shall be taken as time off, and cannot be paid. Any employee who does not use his/her Kelly Day within a six (6) week period may be assigned a day off by management. The shifts will rotate from AM (days) to PM (nights) every sixty (60) days. Employees assigned to the Patrol Division work the three 12-hour shift.
- 7.11.1 The Employer may have the Dayshift teams designate one of the Dayshift Officers to a mandatory cover shift (for the purposes of this section, cover shift will be designated as a dayshift team assignment).
- 7.11.2 Officers working the cover shift are to be assigned as part of the dayshift team for scheduling purposes. (If the cover shift is to be filled on a rotating basis within each dayshift team, it will have a priority to be filled).
- 7.11.3 Shift Rotation: The Employer may implement a once yearly squad rotation for one (1) team member per squad. The designated patrol team member will rotate from one squad to another (days to nights and nights to days). The rotation for these officers will occur using a two (2) shift on two (2) shift off schedule until the rotation is complete (to be completed within two (2) work shift cycles). This rotation will be coordinated by the Patrol Supervisors. The Employees agree that additional days worked, (with in the two work/ week cycles), as a result of the rotations, will not be considered overtime. The Employer agrees that days not worked as a result of the rotation will not place the employee under any obligation to make up for time not worked. It is agreed that consistent with Article 16.5, vacations that have been approved by the Department will not be changed as a result of a Department imposed shift change occurring after the vacation selection period set out in Article 12.7.
- 7.11.4 Employees assigned to the Patrol Division work the 12-hour shift working three (3) consecutive days and having three (3) consecutive days off.
- 7.11.5 On an annual basis (between January and March) the patrol sergeants and their respective squads will be subject to review by the Captain for productivity and effectiveness. After review the Captain may deem it necessary to move all the patrol sergeants from their respective squads to a different squad. Moving sergeants from squads shall be for the primary purpose of career development and not for disciplinary reasons. The rotation shall be for a period of at least one year.

7.11.5.1 In making the rotation the Captain will ensure there is no loss of time or pay or benefits including any overtime that is due. The Department will pay overtime as necessary consistent with the CBA. The Captain will also ensure that issues such as sergeant's current shift, sleep pattern, etc. are taken into consideration before effectuating a rotation.

7.11.5.2 After twelve (12) months the Captain will study the effect on staffing levels, productivity and other factors.

7.12 Offers of Overtime - The employer shall offer employees to volunteer for known overtime shifts, on a seniority basis and within job classification. If no employee(s) volunteer for the overtime shift the junior most employee will be assigned.

7.13 Use of Reserves to Circumvent Overtime - The employer will in no event use police reserves to do normal work of Association members or to circumvent the holiday overtime and/or any other provisions of this Agreement.

Article 8 **MAINTENANCE OF STANDARDS**

8.1 No Reductions – No employee shall suffer any reduction of wages or less favorable working conditions or any loss of vacation benefits through the adoption or operation of this Agreement, except as negotiated.

Article 9 **HOLIDAYS**

9.1 Holidays Identified – the following shall be considered Holidays:

January 1 st	Labor Day	Thanksgiving Day
President's Day	July 4 th	Day after Thanksgiving
Memorial Day	Veteran's Day	Floating Holiday (1)
Martin Luther King Day	Christmas Day	

9.2 Pay for Holidays – Employees shall receive pay for Holidays listed herein, regardless of which day of the week on which the Holiday falls. Employees shall be paid for such Holidays, if no work is performed, at the hourly rate of the employee's regularly scheduled work shift for their classification.

9.3 Additional Compensation – If an employee works on any of the above Holidays, on a regular work day, he/she shall receive pay at one (1) times the regular rate performed, in addition to Holiday Pay. The employee may elect to add the Holiday Pay to the compensatory time bank.

9.4 Regular Day Off – If a Holiday falls on the employee's regular work day off, he/she will not receive any extra pay for that day. The employee shall receive compensatory time in the amount of the employee's regularly scheduled work shift, which must be taken as such. Holidays which occur during the employee's vacation or sick leave shall not be charged against such leave. This compensatory time may be carried over from month to month and will be drawn on first.

- 9.5 Called in on Holidays – If an employee is called in to work on a Holiday, on his/her regular day off, he/she will receive overtime pay (1-1/2) pay for the number of hours worked; in addition to the compensatory time received in §9.4 above.
- 9.6 Definition of Work on a Holiday – In the event an employee works the bulk of his shift hours on a given date, that date is the one for which he will be considered paid, regardless of the date upon which the shift commenced.
- 9.7 Treatment of Vacation or Sick Leave – Holidays which occur during the employee’s vacation or sick leave shall not be charged against such leave.

Article 10 WAGES

- 10.1 Wage Schedule – Wages effective January 1, 2013 through December 31, 2016 are listed on the attached Classification Schedule, as Addendum A to this Agreement
- 10.2 Out-of-Class Pay/Supervisor Pay – An employee assigned to perform in a higher paid job classification shall receive the base rate of pay for the higher classification for the duration of such assignment.

Article 11 LEAVES OTHER THAN VACATION

- 11.1 Sick Leave – All full-time Employees shall receive sick leave benefits in accordance with the following:
- 11.2 Accrual – Each Employee shall accrue eight (8) hours sick leave for each calendar month from their date of hire as a full-time employee. All sick leave accrued by the current policy of the Employer shall be included with all future accumulation. The total accumulation shall be limited to one-hundred eighty (180) days, as it pertains to “Payment Upon Separation” as outlined in Article 11.8, but shall continue to accrue for sick leave usage.
- 11.3 Authorization – Sick leave shall be taken as needed up to the limit of accrual on occurrence of the following conditions:
 - 11.3.1 Personal Illness – Personal illness or physical incapacity which renders the employee unable to perform the duties of his position.
 - 11.3.2 Quarantine – Enforced quarantine in accordance with health regulations.
 - 11.3.3 Medical Appointments, etc. – Medical, Dental, or optical appointments; or
 - 11.3.4 Family Care Sick Leave – Sick leave days of absence from the job shall be granted to an employee due to a requirement to care for immediate family members, as defined in Article 11.13. Written or verbal verification for family care sick leave may be required from an attending physician by the Chief of Police or his/her designee. The Employer will comply with the Family Medical Leave Act of 1993.

11.3.5 Sick Leave as Supplement to State Industrial Insurance – Sick leave may be used to supplement partial benefits received from State Industrial Insurance, provided that in no event shall an Employee receive more than otherwise would have been received in base salary. In the event that State Industrial Insurance benefits are later received for a period for which an Employee has already received payment through sick leave benefits, the Employee shall pay the partial benefit back to the Employer and the sick leave shall be reinstated. And, when sick leave is so used the required supplemental amount of sick-leave shall be charged against the Officer’s sick leave account on the basis of only one-half (½) of the amount actually required for the wage supplement for work related disability or illness with the City making up the other one- half without charge to the Officer’s sick-leave accrued balance.

11.4 Verification – After three (3) days of sick leave, the Employer may require a doctor’s certificate.

11.5 Accounting – Sick leave shall be computed exclusive of holidays and vacations.

11.6 Family Leave – An employee may use up to twelve (12) weeks of Family Leave per year, to care for a newborn, adopted or foster child, or seriously ill child, parent or spouse, or because of the employee’s own serious illness. The employee may choose to use accrued sick leave and other paid leave time, or take unpaid leave time. The employee may use a combination of paid and unpaid leave. The Employer shall agree to continue health and dental benefits only to employees while on unpaid leave. Any additional related costs shall be borne entirely by the Employee.

11.7 Transfers and Rehires – Employees transferring from one department or office to another shall retain all accrued and unused sick leave benefits. Any employee rehired within one (1) year after termination who, within sixty (60) days after rehire, reimburses the Employer for any lump sum sick leave settlement paid him/her shall retain all accrued and unused sick leave benefits.

11.8 Payment Upon Separation – Upon retirement, or termination, unused sick leave shall be paid according to the following schedule:

After:					
5	years	of	service	10%	of accumulated sick leave.
10	“	“	“	25%	“ “
15	“	“	“	35%	“ “
20	“	“	“	45%	“ “
25	“	“	“	50%	“ “
30	“	“	“	60%	“ “

11.9 Death – Upon the death of any Bargaining Unit employee, his estate shall be paid accrued but unused sick leave in accordance with Article 11.8. An employee is deemed on active service for the purpose of this Article if he is on duty status, or is on annual leave, sick

leave, compassionate leave, jury duty or other leave for a period of time not to exceed one (1) calendar year. Any such payment shall be made as a lump sum settlement for the number of days provided for in this Article.

11.10 Sick Leave Bank – Effective his/her date of employment with the Employer, a new employee will be credited with ninety-six (96) hours of sick leave. Upon completion of the first 12 full months of employment employees will begin to accrue monthly sick leave as otherwise herein provided.

11.11 Light Duty Assignments— The Chief of Police or designee will evaluate and determine whether or not a departmental need exists that would warrant the use of an employee in a light duty capacity. The prior approval of a medical doctor may be required.

11.12 Compassionate Leave – In the event of a death in the “immediate family” of an employee, the Chief of Police or designee shall, upon request, grant the employee compassionate leave with pay. The maximum number of consecutive work hours granted shall be forty (40); provided however, if necessary for health or travel, an amount up to an additional forty (40) hours leave can be charged to the employee’s sick leave, upon approval of the Chief of Police or designee.

11.12.1 Definition of Family – The term “immediate family” shall include:

- Spouse and children, including step-children and foster children of the employee;
- Mother, Father, Brother, Sister of the employee or spouse;
- Any relative living in the immediate household of the employee;
- Any individual for whom the employee is legally responsible.
- Step Parents
- Employees will, with approval, be allowed to use accrued paid-time-off as compassionate leave with pay for unlisted relations close to the employee but not in the employee’s household.

11.13 Maternity Leave – Disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom, are, for all job-related purposes, to be considered temporary disabilities. Accrued sick leave, annual leave and Family Leave may be used for childbearing or related circumstance (i.e., miscarriage, or recovery there from). The Employer shall continue health and dental benefits only to employees while on unpaid leave. Any additional related costs shall be borne entirely by the employee. If the period of disability because of childbirth or related circumstances extends beyond the employee’s accrued sick leave, Family Leave and Maternity Leave, then she may take a leave of absence not to exceed one year without pay and fringe benefits, unless the employee reimburses the employer the cost of such benefits. When the above occurs, the employee must work out the conditions of the leave of absence with the Chief of Police or designee. Eligibility for sick leave benefits due to childbearing or related circumstances require that an employee provide the Employer thirty (30) days’ notice, if possible, of the anticipated date of departure and date of intention to return to active employment.

Employees shall not be categorically denied the opportunity to work during the entire period of pregnancy, and may continue to work as long as the individual and her physician concur in her ability to work, and the demands of the job are satisfied. Proof of the physician's concurrence shall be submitted at regular intervals during the employee's pregnancy, when requested by the Employer.

Upon return from disability leave, if related to pregnancy, childbirth or related circumstances, an employee shall return to her same job and pay.

11.13.1 Adoption – The above Article 11.13 shall also apply in cases of adoption by an employee.

11.13.2 Equal Rights – Male employees shall be entitled to use up to two (2) weeks of sick leave, vacation, or compensatory time upon the birth or adoption of a child.

11.13.3 Maternity Leave of Absence – A Maternity Leave of Absence without pay may be Granted to the employee, upon written request, for a defined period of time, upon approval of the Chief of Police or designee.

11.14 Military Leave In the event an employee covered by the Agreement is a member of the Washington National Guard or a Federal Military Reserve unit who is called to temporary or full-time active duty or is called or volunteers for service with the Armed Services of the United States or Washington National Guard, such employee shall be entitled to the applicable provisions of R.C.W. 38.40.060 and/or the Uniformed Services Employment and Reemployment Rights Act (USERRA).

11.15 Jury Leave – Employee shall be granted leave with pay except as herein limited while required to perform jury service; or required to appear before a court or other public body on any matter related to his work. In order to receive such leave, employees must surrender to the City all fees connected with their court service or appearance.

11.16 Political Leave – Employees elected or appointed to a political or legislative position which is incompatible with the employee's employment, may, upon request, be granted leave of absence without pay. The period of leave may be for up to one (1) year. Requests for political leave renewals shall be granted at the discretion of the Chief of Police or designee.

11.17 Education Leave – Employees may request a leave of absence without pay for educational purposes to attend accredited institution. The period of leave may be for up to one (1) year. Requests for educational leave and educational leave renewals shall be granted at the discretion of the Chief of Police or designee.

11.18 Leave of Absence – Leave of absence without pay may be granted to the employee upon written request, which shall specify the reason for the request and the requested period of time for the leave. Such requests shall be granted at the discretion of the Chief of Police or designee.

Article 12 VACATION

12.1 Vacation Leave – Employees shall accrue annual leave with pay for the number of working days corresponding to the following schedule:

CONTINUOUS YEARS OF SERVICE	VACATION ACCRUED PER YEAR	
0-5 years	12 days	96 hours
6-10 years	15 days	120 hours
11-15 years	20 days	160 hours
16-20 years	22.5 days	180 hours
21 + years	25 days	200 hours

12.2 Prior Vacation Accumulation – All vacation accrued under a prior policy of the Employer shall be included with all future accumulation.

12.3 Annual Leave/Maximum Accrual – Except when approved by the Chief of Police or designee for good cause shown, an employee’s accrued unused annual leave may not exceed two (2) times her/his annual accrual at the end of her/his anniversary month. Annual leave accrued and unused in excess of that permitted by this Article shall be forfeited.

12.4 No Deduction of Vacation - Except as provided in Article 12.3, no annual leave shall be deducted from that accrued until it has actually been used; or the employee has agreed to the deduction in lieu of other discipline; or there has been a lump sum settlement.

12.5 Termination – Upon termination from all City employment, the employee shall be paid a lump sum settlement for the number of days of annual leave accrued and not previously used.

12.6 Transfers, Leave of Absence and Termination – Employees transferring from one department or office to another or granted a leave of absence for more than one (1) month or rehired within one (1) year after layoff for lack of funds shall accrue annual leave benefits based on the total time of active employment with the Employer which, in the case of lay-off, was not separated by more than one (1) year. In the event of a transfer, leave of absence for more than a month, or lay-off for a time less than one (1) year, the employment anniversary date shall be adjusted to reflect the actual period of active duty employment.

Employees rehired after lay-off for more than one (1) year shall accrue leave benefits on the same basis as provided for lateral transfer employees under Article 11.10. Employees re-hired after layoff for more than one (1) year shall have their employment anniversary

date adjusted to reflect the actual period of active duty employment. An individual on sick leave or disability leave shall for purposes of this Section be deemed to be on active duty employment.

12.7 Seniority / Scheduling – Vacation periods shall be selected by seniority. Vacation requests shall be submitted in writing by March 1st for proper scheduling. Vacation requests submitted prior to March 1st shall be responded to by the Chief of Police or designee within two (2) weeks following submittal. After the said March 1 date any vacation requests shall be subject to availability.

12.7.1 Right to Request – The above sections do not serve to bar the employee from submitting vacation requests later than the relevant dates, but sets forth deadlines for those who wish to have priority pursuant to seniority provisions. Late requests will be granted to the extent consistent with staffing needs and approval will not be unreasonably withheld.

12.8 Leave - Leave shall be at a time when it shall not impair the efficiency of the Department or section; and, if the nature of the work is such that no employees or a limited number of employees may be on vacation at a given time, the Employer may establish non-leave period and priority list for assigning the order in which leaves may be taken.

12.9 Military Leave - During the term of this Agreement, employees who serve in the military reserve or National Guard shall provide the Chief of Police or designee with their individual training dates in writing for that calendar year on or before each January 15. The Employer shall block out such training dates in determining the number of employees that may be scheduled off, other than the employee's annual vacation, consistent with the current minimum staffing standard. The Employer shall not incur overtime expense as a direct result of scheduled military or National Guard training.

12.10 Lateral Transfer Employees – Employees who laterally transfer from an agency outside the City of Oak Harbor into the Department shall be considered to have seniority for vacation purpose as is reflected by their actual period of employment with the Employer.

12.11 Death – Upon death of any employee in active service within the Bargaining Unit, his estate shall be paid any accrued unused vacation time. An employee is deemed on active service for purpose of this Section if he is on duty status, or is on annual leave, sick leave, compassionate leave, jury duty or other leave for a period of time not to exceed one (1) calendar year. Any such payment shall be made as a lump sum settlement for the number of hours accumulated.

Article 13 **DISTANCE FROM RESIDENCE**

13.1 Distance from Residence – Due to the emergency nature of the Police function, employees recognize a responsibility to be available and ready to perform assigned functions in a proper and effective manner. To accomplish these assigned functions, employees will reside at a residence that will allow them to be present at the Department in an elapsed time of no more than (90) minutes travel time under normal travel conditions. Full-service tactical team members will be available and ready for

assignment within thirty (30) minutes.

Article 14 UNIFORMS, CLOTHING ALLOWANCE AND CLEANING ALLOWANCE

14.1 Fair Wear and Tear – Uniform and equipment items in need of replacement shall be reviewed by the Chief of Police or designee for approval. In the event that a replacement has been denied, the employee will take the item to the Chief of Police or designee in the form of a grievance as described in article 15.

14.2 Standard Uniform Items:

Shirts	2 short sleeve,
	2 long sleeve
Trousers	2 pair
Utility Jacket.	1
Ties.....	2
Tie Bar	1
Soft Body Armor	1
Collar Devices	1 pair
Uniform Shoe	1 pair
Dress Shoe/Detective	2 pair
Uniform Boots	1 pair
Baseball Hat	1
Rain gear	1 set
Jumpsuit.....	2 (winter/summer: officer choice)

14.3 Standard Weapon, Weapon Items & Equipment:

Service Weapon	1 (new employee only)
Chemical Irritant.....	1
Hinged & Chained Handcuffs.....	1 pair each
Night Stick.....	1
Portable Radios Holder.....	1

14.4 Standard Leather Gear Items:

Gun Belt.....	1
Uniform Pan Belt.....	1
Gun Holster.....	1
Chemical Irritant Holster.....	1
Handcuff Cases.....	2
Bullet Pouches.....	2
Riot Helmet.....	1 (optional)
Keepers.....	4
Night Stick Ring/Flashlight Ring.....	1

Badge Holder or Badge Wallet.....	1
Ammo Pouch (Detective).....	1
Key Holder.....	1
Wrist Watch	1 (replacement only/up to \$40 value)
Trouser Belts.....	1
Glove.....	1 pair

14.5 Standard Miscellaneous Items:

Gear Bag.....	1
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14.6 Standard Special Department Uniforms/Accessories:

Detective Raid Jacket.....	1
Motorcycle Boots.....	1
Motorcycle Uniform Pants.....	3
Motorcycle Gloves.....	2
Motorcycle Helmet.....	1

14.7 Miscellaneous Special Team Equipment – Required SWAT, Dive, Motorcycle and K-9 Uniform and miscellaneous items will be furnished by the Employer.

14.8 BASIC Academy Uniform/Supplies – Uniforms and supplies required for an officer’s attendance at the Basic Police Academy will be furnished by the Employer.

14.9 Required Uniform Attachments – All required patches, cloth badges, name emblems, service bars or any such items will be provided and affixed to all such uniform items issued to employees, at Employer cost.

14.10 Uniform Maintenance – All reasonable uniform maintenance, alterations and repairs shall be provided by the Employer.

Body Armor Replacement – Soft body armor shall be replaced by the Employer based on the Manufacturer’s replacement recommendation.

14.11 Uniform Accountability – The employee shall be held accountable for all uniforms, weapons and leather gear which is issued to the employee by the Employer. Items which become worn out and/or items which become lost or destroyed as a direct result of the performance of the employee’s duties, or as a result of an occurrence not due to the employee’s intentional act or willful negligence, shall be replaced by the Employer. Accountable items of clothing or protective devices assigned to an employee which are lost or mutilated as a direct result of that particular employee’s willful negligence shall be replaced by the employee.

14.12 Plainclothes officers – Plainclothes officers assigned to the Investigative Unit shall receive \$600 maximum per budget year, effective on the 1st of January each year while in the Investigative Unit. Plainclothes officers, upon initially entering the Investigative Unit, shall receive a clothing allowance of \$500 and, after six (6) months of satisfactory service,

may receive \$400 additional allowance, for a maximum of \$900 during the first twelve (12) months in the Unit. After the first twelve (12) months in the Unit, the officer shall receive a pro-rated amount of the annual allowance, calculated on the month in which the first twelve (12) month period ends. Thereafter, effective January 1st of each subsequent year while assigned to the investigative unit, the officer will receive the standard \$600 per budget year.

14.13 Cleaning Allowance – The Employer shall pay all cleaning costs.

14.14 Property of Employer – All uniforms and equipment issued by the Employer to each employee shall remain the property of the Employer.

Article 15 GRIEVANCE PROCEDURE

15.1 Grievance Defined – A “grievance” is defined as a claim, allegation or dispute, with respect to the interpretation or application of the provisions of this agreement, by an employee or group of employees or the Association on behalf of a member of the bargaining unit.

15.2 Grievance Process – The procedure shall be as follows:

15.2.1 Step 1 – An employee or group of employees, or their delegated representative, who consider they have a grievance, may present such grievance within ten (10) working days of its alleged occurrence, or knowledge of its alleged occurrence to the employee’s immediate supervisor or designee, who shall attempt to resolve it within ten (10) working days after it is presented.

15.2.2 Step 2 – If the employee is not satisfied with the solution by the immediate supervisor or designee, the employee may present the grievance within ten (10) working days, in writing together with all other pertinent material, to the Chief of Police or designee, who shall attempt to resolve the grievance within (10) working days. The Chief of Police or designee shall make his decision in writing and a copy of such decision will be given to the employee.

15.2.3 Step 3 – If the employee is not satisfied with the decision of the Chief of Police or designee, may present the grievance to the President of the Association, or his designee. Upon receipt of such grievance, the President shall call for a meeting of the Association Executive Board, who will review all of the pertinent facts. The Executive Board shall attempt to resolve the grievance within ten (10) working days, and shall make their decision in writing, with a copy given to the employee.

15.2.4 Step 4 – If the grievance is not resolved, the matter may be submitted by the signatory parties to this agreement to final and binding grievance arbitration. Arbitration shall be the exclusive method of appeal of a grievance not resolved in step 3. Either party may submit a demand for arbitration to the other party within ten (10) working days of the step 3 decision. The parties may attempt to agree on an arbitrator to hear the dispute. The arbitrator shall have no authority to alter, modify, vacate or amend any terms of this agreement. If the Employer and the

Association are unable to agree upon an arbitrator within ten (10) working days after receipt of the demand for arbitration, either party may request a list of nine (9) arbitrators from the Federal Mediation and Conciliation Service (also known as the FMCS). Determination of payment shall be made based on existing law governing grievance arbitration payment.

15.3 Association Right to Grievance – None of the foregoing is intended to mean that the Association itself cannot lodge a grievance and process the same through the various steps, in accordance with and subject to the provision thereof. The right of the Association to so lodge and process a grievance is expressly confirmed. No settlement of a grievance with an employee or the Association shall be contrary to the terms of this Agreement.

15.4 Time limits may be modified by mutual agreement of the parties.

15.5 Working days shall be defined as Monday through Friday and shall exclude Saturday, Sunday and holidays.

Article 16 MANAGEMENT RIGHTS

16.1 Recognition by Association - The Association recognizes the prerogative of the Employer to operate and manage its affairs in all respects, in accordance with its responsibilities and power of authority. Scheduling Work – Subject to the provisions of this Agreement, the Employer has the right to schedule work as required in a manner most advantageous to the Department and consistent with requirements of municipal employment and public safety.

16.3 Job Description - It is understood by the parties that every incidental duty connected with operations enumerated in job descriptions is not always specifically described.

16.4 Rights Reserved to Management - Subject to the provisions of this Agreement, the Employer reserves the right to:

16.4.1 Recruiting and Promotions - Recruit, assign, transfer, or promote members to positions within the Department.

16.4.2 Discipline - Suspend, demote, discharge, or take other disciplinary action against members for just cause.

16.4.3 Levels and Methods of Service - Determine methods, means and personnel necessary for departmental operations.

16.4.4 Budget Control - Control the departmental budget and to take whatever action is necessary in emergencies including unforeseen budget issues and shortfalls, which adversely impact the levels of service to the community, and which would cause a hardship to the Department.

16.4.5 Emergencies. The Chief of Police may take whatever action is necessary for the

duration of an emergency in order to assure proper functioning of the Department.

Article 17 LIABILITY INSURANCE PROTECTION

- 17.1 **Employer Contributions** – The Employer will purchase insurance coverage in the following amounts, on behalf of employees covered by this Agreement against false arrest and detention, malicious prosecution, assault and battery, negligent or wrongful act, errors and omission, with the following limits: \$2,000,000 each person, \$2,000,000 each occurrence; \$2,000,000 total aggregate.
- 17.2 The policy will provide for the payment of judgment against any member of the bargaining unit within its coverage, and will provide for the legal defense of the member, based upon a lawful act performed in the course of his/her duty.
- 17.3 **Judgment and Legal Defense** – The Employer shall provide legal counsel or reasonable attorney’s fees for representation and defense, settlement or monetary judgments from such actions, claims, or proceedings arising out of or incident to acts and/or omissions occurring while the employee was acting in good faith in the performance or purported failure of performance of his official duties or employment and provided further that the employee was not engaging in criminal or malicious misconduct. A criminal conviction shall be deemed conclusive but not exclusive proof of criminal misconduct for the purposes of this Section. If the Employer elects to pay reasonable attorney’s fees hereunder, no claim for such payment may be made by an employee prior to the conclusion of a criminal lawsuit.

Article 17(B) SEPARATION

- 17(B).1 **Separation Payment** – Upon an employee’s separation for any reason, the City shall not be required to pay additional monies to cover any increased pension benefits, due to compensation for accrued Vacation, Holidays or Sick Leave.

Article 18 HEALTH AND WELFARE

- 18.1 Eligibility and continued employee and dependent participation in any group insurance or other financially based group benefit plan provided through the Employer shall be in accordance with the applicable Group Insurance Plan Document or Master Plan Agreement.
- 18.2 The Employer will provide an IRS Code Section 125, Flexibility Benefits Plan for enrolled members of the bargaining unit and their enrolled dependents shall be consistent with the provisions of this Article 18.
- 18.3 The Employer shall provide eligible enrolled employees a group medical and group dental

plan at no cost to the employee during the term of this Agreement. In the event of extraordinary increases in group insurance premiums imposed by the group insurance carrier(s), the Employer and the Association agree to reopen this Article 18 for renegotiation.

- 18.4 The Employer shall provide eligible enrolled employee only group long term disability and basic group term life insurance benefits at no cost to the employee. Enrolled employees shall have the option at their expense to purchase additional group term life insurance as well as participate in other group benefit plans as may be offered by the Employer's group benefit carrier(s) with payments by payroll deduction.
- 18.5 The Employer shall pay seventy-five percent (75%) of premium amount required to provide eligible enrolled dependents of enrolled employee covered by this Agreement with group medical and group dental insurance coverage.
- 18.6 Effective July 1, 2015 – December 31, 2016, employees enrolled in the HealthFirst Plan will pay the difference between the employer's maximum contribution under the HealthFirst 250, Group Health \$10 or High Deductible Health Plan (as the case may be) and the cost of the HealthFirst Plan. Effective in 2016 there shall be an open enrollment for 2017 plan selection afforded to bargaining unit employees offering the same choices as the City provides to unrepresented staff pursuant to Resolution 13-24.
- 18.6.1 Bargaining unit employees paid "opt out money" prior to August 27, 2015 and who did not enroll in any City medical plan such employees will be eligible for medical enrollment no earlier than thirty (30) days following the date of ratification, consistent with the terms of the medical plans. .
- 18.6.2 It is agreed that all "opt out money" ended as of [the date of ratification].
- 18.6.3 Employees receiving money considered to be "opt out money" shall as of August 27, 2015, be covered by City Resolution 13-27 whereby their "opt out money" payments will be included in their individual wage rate (red circle rate) until such time as the wage rate in Appendix B for their classification shall exceed their individual wage rate. Administration of this provision shall be consistent with Resolution 13-27.
- 18.6.4 All "opt out money" received by any employee after August 27, 2015 shall be constructive wages and such amounts are paid as "red circle" wages pursuant to Resolution 13-27

Article 19 MISCELLANEOUS

- 19.1 **Training** – When any employee is required to attend law enforcement training courses, unless otherwise paid for, the entire cost shall be borne by the Employer by making arrangements to be billed by the school in advance for tuition and actual expenses incurred, by reimbursement, or by a combination of these methods. Whenever permitted by State Law, the Employer shall make every effort to obtain authorization for payment of expenses in advance to ensure the employee shall not be required, to the extent possible, to attend

such schools under a “pay out of your own pocket and be reimbursed” arrangement.

19.1.1 Schedule Adjustment – The schedule of an employee attending full day or longer training courses shall be adjusted to conform to the hours of the training program and to exclude breaks and meal periods from the work day. Employees will be paid for travel time to and from training at the overtime rate except for employees attending Basic Academy. Employees attending Basic Academy will be paid travel time at the outset of training and upon completion of training.

19.1.2 Mileage Reimbursement – In the event an Employer vehicle is not available and an employee travels to required training in his personal vehicle, he shall be reimbursed for mileage at the approved IRS rate.

19.2 Performance of Duty – All employees covered by this Agreement shall present themselves on time for their duty schedules in proper working uniform, ready to perform their assigned duties. There shall be no strikes, slow-downs, stoppage of work or any interference with the efficient management of the Police Department.

19.3 Special Sick Leave – All LEOFF II, PERS I, PERS II and PERS III employees who have been employed through Civil Service examination shall be provided with fifteen (15) days special sick leave, which shall be used only to supplement the employee’s industrial insurance benefit should the employee be injured on the job during his or her first calendar year on the job. The special sick leave shall not be used until regular sick leave has been exhausted, and will be reimbursed by the employee should he/she leave City employment before having earned enough regular sick leave to pay back any Special Sick Leave used.

Article 20 DISCIPLINE

20.1 Discipline and Discharge – The Employer reserves the right to suspend, demote, discharge, or take disciplinary action against an employee covered by this Agreement for just cause.

Article 21 EMPLOYEE RIGHTS

21.1 Preamble – Because of the ever increasing responsibilities and duties required of law enforcement officers in the performance of their job duties which of necessity increase their contact with the general public and could lead to misunderstandings and questions surrounding the activities of employees covered by this Agreement, it is mutually required, therefore, that procedures be established in order to provide for full investigation of any questions arising from contacts and relations with the public and also to provide for safeguards in order to protect the police officer in these investigations so that the matters can be dealt with in fairness and in an expeditious manner, the following guidelines are set forth. The following provisions shall apply anytime the employer is conducting any investigation, (including those that did not arise from contacts or relations with the public), where the agent of the Department who is conducting the investigation or questioning an employee knows, (or reasonably should know), that the questioning could reasonably result in the employee being suspended, demoted or terminated as opposed to a routine inquiry.

- 21.2 Notice in Writing – An employee shall be advised in writing of the particular nature of the investigation and as to whether he/she is a witness or suspect. This information shall be provided 24 hours prior to the interview of the employee and should include names and addresses or other information which shall reasonably inform him/her of the allegations against the said members of the bargaining unit.
- 21.3 Interview – Interviews of said employee shall be at a reasonable hour; preference for such time of interviews shall be when the individual is on duty and/or during the daytime; provided, however, that the gravity and exigencies of the investigation in all cases control the time of said interview.
- 21.4 Location of Interview – All interviews shall be held at the Employer's Police Station facility except when this would be impractical. The employee shall be afforded an opportunity and the necessary facilities to contact an attorney and/or Association representative prior to commencement of the interview. The employee's attorney and/or the Association representative may be present during the interview, but said attorney and/or Association representative shall not be permitted to participate in the interview. Nothing herein shall in any way restrict the rights of the attorney and/or the Association representative to consult with the employee during the process of the interview.
- 21.5 Expeditious Handling – The interview shall be conducted in the most expeditious manner consistent with the scope and gravity of the subject matter of the interview and the employee shall at all times be given reasonable periods to attend to personal activities, such as meals, telephone calls to his/her private attorney and rest periods. Employees shall be granted up to three (3) hours to contact an attorney or Association representative in administrative matters. No employee shall be compelled to waive his/her constitutional rights in criminal matters.
- 21.6 Disposition of Investigation – The employee shall be advised of the results of the investigation and any future action which the Employer has decided to take on the incident.
- 21.7 When the Investigation Results in Departmental Charges Being Filed – After the investigation is complete, the employee will be furnished with a copy of the reports of the investigation which will contain all known material facts of the matter to include any tape recording at no cost. The employee will also be furnished with the names of all witnesses and complaints known to the Employer, who will appear against him or her and/or whose statements will be used against him or her. This obligation shall continue after charges have been filed against the employee. Under no circumstances shall said employee, or representative, attempt to intimidate or harass any witness and/or complainant or other individual who provides information regarding an investigation of misconduct.
- 21.8 No Abuse – The employee shall not be subject to any profane language nor threatened with dismissal, transfer or other disciplinary punishment as a guise to obtain the resignation of said employee nor shall the employee be subjected to intimidation in any manner during the process of interview. No promises or rewards shall be made to said employee as an inducement to answer questions.

- 21.9 Taping of Interview – Upon mutual agreement and at no cost to the employee, the interview shall be recorded on tape and the tape(s) shall be immediately turned over to a third (3rd) party (i.e., City Clerk) who shall be responsible for their safekeeping.
- 21.10 Lie Detector Test – An employee covered by this Agreement shall not be required to take or be subjected to any lie detector tests or similar tests as a condition of continued employment within the Police Department.
- 21.11 No limitation on Chief's Authority – Nothing contained in any of the above provisions shall restrict and/or limit the authority of the Chief of Police or designee in the performance of his duties and responsibilities as the Chief Administrator of the Police Department.
- 21.5 Use of Force Situations – Employees involved in the use of force where deadly force or force resulting in serious bodily injury shall be advised of their rights to and allowed to consult with an Association representative or attorney prior to being required to give an oral or written statement about the use of force. In such cases no statement will be mandatorily required by the employer for twenty-four (24) hours after the incident. In all other incidents where the use of any force occurred the employee would have three (3) hours, (or within a reasonable proximity of three (3) hours), after having been informed of the above mentioned rights to consult with an attorney or an Association representative or both.

Note: It shall not be considered a violation of this article, if, based on the information known at the time, there was no information available that would lead a reasonable person to believe that excessive use of force occurred.

Article 22 WHISTLEBLOWER ACT

22.1 The following principles are to be followed with regard to the City of Oak Harbor Whistleblower regulations:

22.1.1 The provisions of the Whistleblowers policy are a “safe harbor” protection for employees. Thus, an employee following the provisions of the “Whistleblowers” policy and/or acting in good faith are protected from discipline. Conversely, failing to follow the designated procedures is not a “rule of discipline.”

22.1.2 Failure to follow these procedures, depending on the circumstances, may be a relevant evidence as to (1) whether the violation of applicable rules of conduct has occurred; (2) whether the violation, if it has occurred, was done maliciously or with other bad motive; or (3) whether serious discipline, if any, is appropriate.

Article 23 SEPARABILITY AND SAVINGS

23.1 Compliance – It is the intention of the parties hereto to comply with all applicable

provisions of the State or Federal Law, and they believe that each and every part of this Agreement is lawful. All provisions of this Agreement shall be complied with unless any of such provisions shall be declared invalid or inoperative by final judgment of a Court of competent jurisdiction. In such event upon request, the parties shall meet for renegotiation of such invalid provisions for the purpose of adequate and lawful replacement thereof.

Article 24 ENTIRE AGREEMENT

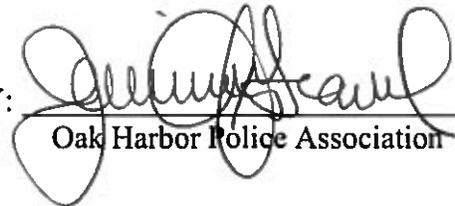
25.1 This Agreement and all of its Articles and/or Appendices constitute the entire Agreement between the parties and no oral statement shall add to nor supersede any of its provisions. Each party to this Agreement agrees that it has had the unlimited right to make proposals that are proper subjects for collective bargaining and waives the right to oblige the other party to negotiate any matters to become effective until the expiration of this Agreement.

Article 25 TERM OF AGREEMENT

This Agreement shall be effective upon adoption by the City unless otherwise provided for herein, and shall remain in full force and effect through December 31, 2016, and year to year thereafter, unless written notice is given by the Employer to the Association or the Association to the Employer not later than September 01, 2016, to the effect that the Employer or the Association wishes to terminate or modify the Agreement.

SIGNED THIS _____ DAY OF _____, 2016.

BY: _____ BY:  _____
Mayor, City of Oak Harbor Oak Harbor Police Association

BY: _____ BY:  _____
Chief of Police Oak Harbor Police Association

APPENDIX A
TO THE
AGREEMENT
by and between
THE CITY OF OAK HARBOR
and
OAK HARBOR POLICE ASSOCIATION
COMMISSIONED UNIT

January 1, 2013 through December 31, 2016

A.1 Wage rates shall be as set out below to be effective the first full pay period of January of the referenced year:

2013

POLICE OFFICER		0-12 Mo.	13-24 Mo.	25-36 Mo.	37 - 48 Mo.	49-60 Mo.	61+ Mo.
	2013	\$4,816	\$5,057	\$5,298	\$5,538	\$5,779	\$6,020
SERGEANT (Months as Sergeant)		0-12 Mo.	13-24 Mo.	25-36 Mo.			
	2013	\$6,622	\$6,742	\$6,863			

0% COLA

2014

POLICE OFFICER		0-12 Mo.	13-24 Mo.	25-36 Mo.	37 - 48 Mo.	49-60 Mo.	61+ Mo.
	2014	\$5,105	\$5,360	\$5,616	\$5,870	\$6,126	\$6,381
SERGEANT (Months as Sergeant)		0-12 Mo.	13-24 Mo.	25-36 Mo.			
	2014	\$7,019	\$7,147	\$7,275			

2% COLA

4% Mkt Increase

2015

POLICE OFFICER		0-12 Mo.	13-24 Mo.	25-36 Mo.	37 - 48 Mo.	49-60 Mo.	61+ Mo.
	2015	\$5,284	\$5,548	\$5,812	\$6,076	\$6,340	\$6,605
SERGEANT (Months as Sergeant)		0-12 Mo.	13-24 Mo.	25-36 Mo.			
	2015	\$7,265	\$7,397	\$7,529			

*It is agreed that 1.5 % wage increase was granted in recognition that Officers are called upon to perform assignments which involve special training or duties.

2% COLA

1.5%*

2016

POLICE OFFICER		0-12 Mo.	13-24 Mo.	25-36 Mo.	37 - 48 Mo.	49-60 Mo.	61+ Mo.
2016		\$5,416	\$5,687	\$5,958	\$6,228	\$6,499	\$6,770
SERGEANT (Months as Sergeant)		0-12 Mo.	13-24 Mo.	25-36 Mo.			
2016		\$7,447	\$7,582	\$7,718			

2.5% COLA

A.1.1 Additional Wage Increases

Effective the first full pay period in 2014 there shall be an additional four percent (4%) "market" increase for a total of six percent (6%) in 2014.

Effective the first full pay period in 2015 there shall be an additional one-time increase of one and one-half percent (1.5%) in the wage table rates in recognition that Officers are from time-to-time assigned to perform duties requiring training or duty emphases. This recognition of assignment wage increase shall remain a part of the wage of Officers. See note in wage table. Total increase is three and one-half percent (3.5%) in 2015.

A.2 Wage Step Increases – Any wage STEP increase shall become effective the first of the month coincident with or next following the employee's anniversary date of employment.

A.3 In the event an employee covered by this Agreement is on disciplinary status and becomes otherwise eligible for a wage increase in accordance with Appendix A.1, such increase shall not be granted until the employee has been removed from such status by the Chief of Police or designee. There shall be no retroactive pay adjustment under such circumstance.

A.4 Wage Step Placement – The Association recognizes the Employer may find it necessary to hire individuals with current or prior law enforcement experience in the classification of Police Officer. Such lateral entry placement may be assigned to any step in the Police Officer Classification wage rate structure in Appendix A.1 at the sole discretion of the Chief of Police or designee.

Education Incentive Pay

A.5 Employees covered by this agreement with 45 college credits from an accredited institution shall receive one hundred and one half percent (101.5%) of the applicable wage rate in section A or as amended.

A.5.1 Employees covered by this Agreement with an Associate Arts or Science degree from an accredited institution shall receive one hundred three percent (103%) of the applicable wage rate in Appendix A or as amended.

A.5.2 Employees covered by this Agreement with an Associate Arts or Science degree in Criminal Justice, Behavioral Science(s), or Public Administration from an accredited institution shall receive one hundred four and one half percent (104.5%) of the applicable wage rate in Appendix A or as amended.

A.5.3 Employees covered by this Agreement with a Bachelor of Arts or Science degree in the Criminal Justice, Behavioral Science(s), or Public Administration from an accredited institution subject to the approval of the Police Chief or designee shall receive one hundred six percent (106%) of the applicable wage rate in Appendix A or as amended.

A.5.4 It is understood that the Education Pay in Appendix A.5 and A.6 shall only be awarded upon completion of probation and when an actual degree from an accredited college or university is presented by the applicant for the applicable incentive increase.

- A.6 45 College Credits.....Add \$50.00/Mo. to Grid
- AA Degree.....Add \$100.00/Mo. to Grid
- LE-AA/90 Credits.....Add \$150.00/Mo. to Grid
- BA/BA-LE/180 Credits.....Add \$200.00/Mo. to Grid A.1

- A.7 Longevity will be paid to employees as follows based on base wage:
 - Fifteen (15) years.....One percent (1%)
 - Twenty-plus (20+) years.....Two percent (2%)

EFFECTIVE 1st pay period 2014

- Ten (10) years.....One percent (1%)
- Fifteen (15) years.....Two percent (2%)
- Twenty-plus (20+) years.....Three percent (3%)

EFFECTIVE 1st Pay period 2015

- Ten (10) years.....Two percent (2%)
- Fifteen (15) years.....Three percent (3%)
- Twenty-plus (20+) years.....Four percent (4%)

EFFECTIVE 1st Pay period 2016

- Ten (10) years.....Three percent (3%)
- Fifteen (15) years.....Four percent (4%)
- Twenty-plus (20+) years.....Five percent (5%)

A.7.1 Longevity percentages are not compounded

A.8 Retroactive checks to be issued within thirty (30) days after signing of contract.

ADDENDUM A DRUG RELATED PROVISIONS

DRUG TESTING

1. General Rule – The employer and the Association jointly recognize the need for a drug free workplace and the appropriate use of drug testing. Tests are permitted when probable cause of unlawful drug use exists.
2. Testing Mechanisms – The following testing mechanism shall be used for any drug test performed on member of the Association:
 - a. Screening Test – Any screening test shall be performed using the Immunoassay (IA) method.
 - b. Positive Results – Any positive results on the initial screening test shall be confirmed through the use of Gas Chromatography/Mass Spectrometry (GC/MS).
3. Procedures to be Used When the Sample is Given – The testing procedure shall be used whenever an employee is required to give a urine sample.
 - a. Listing of Drugs Taken – Prior to testing, the employee will be requested to list all drugs currently being used by the employee on a form to be supplied by the testing facility.
 - b. Sampling – A urine sample will be taken of the employee. The test shall be given in such a manner as to protect the authenticity and reliability of the sample and the privacy of the individual.
 - c. Tests – The sample will first be tested using the screening procedure set forth in Addendum 2.a. If the sample tests are positive for any prohibited drug, the confirmatory test specified in Addendum 2.b will be employed.
 - d. Procedure After Positive Results – If the confirmatory test is positive for the presence of an illegal drug, the employee will be notified of the positive result, and will be provided with copies of all documents pertinent to the test sent to or from the employer by the laboratory. The employee will then have the option of having the untested sample submitted to NIDA Certified lab of the employee's own choosing, to be tested at the employee's cost. If the retest results in a negative, the employer will reimburse the employee for all costs. The employer and employee will be given a copy of the results.
 - e. Documentation – Each step in collecting and processing of urine specimens shall be documented to establish procedural integrity and a chain of evidence.

- f. Right of Access – The employer and any employee who test positive shall be given access to all written documentation available from the testing laboratory which verifies the accuracy of the equipment used in the testing process, the chain of custody of the specimen and the accuracy rate of the laboratory.
4. Limitation or Action “First Offense” – Any action taken by the employer for a “first offense” shall be rehabilitative in nature (i.e., counseling referral, treatment.), except when the employee is involved in criminal activity.
5. Second Offense – Second or more offenses by an employee shall be subject disciplinary action, up to and including dismissal.
6. Informing Employees about Drug and Alcohol Testing – All employees shall be fully informed of the Employer’s drug and alcohol testing policy. Employees will be provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, the Employer shall inform the employees on how the tests are conducted, what the test can determine and the consequence of testing positive for drug use. All newly hired employees will be provided with this information on their initial date of hire. No employee shall be tested before this information is provided to him/her. Employees who voluntarily come forward and ask for assistance to deal with the drug or alcohol problem shall not be disciplined by the Employer for doing so. No disciplinary action will be taken against an employee unless he/she refuses the opportunity for rehabilitation, fails to complete a rehabilitation program successfully, or again tests positive for drugs after completing an appropriate program.
7. Employee Testing – Employees shall not be subjected to random medical testing involving urine or blood analysis or other similar or related tests for the purpose of discovering possible drug or alcohol abuse. If, however, objective evidence exists establishing probable cause to believe an employee’s work performance is impaired due to drug or alcohol abuse, the Employer will require the employee to undergo a medical test consistent with the conditions as set forth in the Policy.
 - a. In the event an employee is involved in an accident with serious injury requiring off-site medical treatment, or shooting incident, the employee may be ordered to submit to drug testing where surrounding circumstances provide an articulate suspicion that the employee is impaired.
 - b. “For Cause” (also known as “Reasonable Cause”) is defined as work-related performance, behaviors and actions that a reasonable and prudent person would believe constitute a potential hazard, either to oneself or others which could indicate that an employee may be under the influence of an illegal drug, or may be abusing a prescription or over the counter (OTC) drug, or alcohol.
8. Sample Collection – The collection and testing of the samples shall be performed only by a laboratory and by a physician or health care professional qualified and authorized to

administer and determine the meaning of any test results. The laboratory performing the test shall be one that is certified by the National Institute of Drug Abuse (NIDA). The laboratory chosen must be agreed to between the Association and the Employer. The laboratory used shall also be one whose procedures are periodically tested by NIDA where they analyze unknown samples sent to an independent party. The results of the employee tests shall be made available to the Medical Review Physician.

Collection of blood or urine samples shall be conducted in a manner which provides the highest degree of security for the sample and freedom from adulteration. Recognized strict chain of custody procedures must be followed for all samples as set by NIDA. The Association and the Employer agree that security of the biological urine and blood samples is absolutely necessary; therefore, the Employer agrees that if the security of the sample is compromised in any way, any positive test shall be invalid and may not be used for any purpose.

Blood or urine sample will be submitted as per NIDA Standards. Employees have the right for Association or legal counsel representatives, whichever is more readily accessible, to be present during the submission of the sample. Employees shall not be witnessed while submitting a urine specimen. Prior to submitting a urine or blood sample, the employee will be required to sign a consent and release form (as attached to this Policy).

A portion of the original sample will be separated by the lab in all cases for an independent analysis in the event of a positive test result. All samples must be stored in a scientific acceptable preserved manner as established by NIDA. All positive confirmed samples and related paperwork must be retained by the laboratory for at least twelve (12) months or for the duration of any grievance disciplinary action or legal proceedings, whichever is longer. At the conclusion of this period, the paperwork and specimen shall be destroyed. Tests shall be conducted in a manner as to ensure that an employee's legal drug use and diet does not affect the test results.

9. Drug Testing – The laboratory shall test for only the substances and within the limits as follows for the initials and confirmation test as provided within NIDA standards. The initial test shall use an immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. The following initial cutoff levels shall be used when screening specimens to determine whether they are negative for drugs or classes of drugs.

INITIAL TESTING

Marihuana metabolites	100ng/ml
Cocaine metabolites	300ng/ml
Opiate metabolites	300ng/ml
Phencyclidine	25ng/ml
Amphetamines	1,000ng/ml
<u>Barbiturates:</u>	
Secobarbital	300ng/ml
Phenobarbital	1,000-3,000ng/ml
Butalbital	1,000ng/ml
<u>Benzodiazepines:</u>	
Oxazepam	300ng/ml
Chlordiazepoxide	3,000ng/ml
Diazepam	2,000ng/ml
Methadone	300ng/ml
Methaqualone	300ng/ml
Propoxyphene	300ng/ml
Ethanol	0.03g/dl

- (1) If immunoassay is specific for free morphine, the initial test level is 25ng/ml. If initial testing results are negative, testing shall be discontinued, all samples destroyed and records of the testing expunged from the employee's file. Only specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the following listed cutoff values:

(2) CONFIRMATORY TESTING

Marihuana metabolites (1)	15ng/ml
Cocaine metabolites (2)	150ng/ml
<u>Opiates</u>	
Morphine	300ng/ml
Codeine	300ng/ml
Phencyclidine	25ng/ml
<u>Amphetamines</u>	
Amphetamine	500ng/ml
Methamphetamine	500ng/ml
Barbiturates	200ng/ml
Benzodiazepines	200ng/ml
Methadone	100ng/ml
Methaqualone	300ng/ml
Propoxyphene	100ng/ml
Ethanol	0.03g/dl

(1) *Delta-9-tetrahydrocannabinol-9-carboxylic acid*

(2) *Benzoylcegonine*

If confirmatory testing results are negative, all samples shall be destroyed and record of the testing expunged from the employee's file.

- a. Alcohol Consumption Disclosure – An employee who has consumed any alcoholic beverage and who is called in on off-duty time will advise his/her supervisor of that consumption.
10. Medical Review Physician – The Medical Review Physician shall be chosen and agreed upon between the Association and the Employer and must be a licensed physician with a knowledge of substance abuse disorders. The Medical Review Physician shall be familiar with the characteristics of test (sensitivity, specificity and predictive value), the laboratories running the tests and the medical conditions and work exposures of the employee.

The role of the Medical Review Physician will be to review and interpret the positive test results. He must examine the alternate medical explanations for any positive test results. This action shall include conducting a medical review of any other relevant biomedical factors. The Medical Review Physician must review all medical records made available by the tested employee when a confirmed positive test could have resulted from legally prescribed medication.
 11. Laboratory Results – The laboratory will advise only the employee and the Medical Review Physician of the positive results. The results of a positive drug or alcohol test can only be released to the Employer by the Medical Review Physician once he has completed his review and analysis of the laboratory's test. The Employer will be required to keep the results confidential and it shall not be released to the general public.
 12. Testing Program Costs – The Employer shall pay for all costs involving drug and alcohol testing as well as the expenses involved with the Medical Review Physician. The Employer shall also reimburse each employee for their time and expenses including travel incurred involved in the testing procedure only, if outside normal shift schedule.
 13. Association Held Harmless – This drug and alcohol testing program was initiated at the request of the Employer. The Employer assumes the sole responsibility for the administration of this Policy and shall be solely liable for any legal obligations and costs arising out of the provisions and/or application of this collective bargaining agreement relating to drug and alcohol testing. The Association shall be held harmless for the violation of any employee rights arising from the administration of the drug and alcohol testing programs.
 14. Changes in Testing Procedures – The parties recognize that during the life of this Agreement, there may be improvements in the technology of testing procedures which provide more accurate testing. In that event, the parties will bargain in good faith whether

to amend this procedure to include such improvements. If the parties are unable to agree on the amendments they will be submitted to dispute resolution procedures as agreed upon in this contract.

15. Conflict with other Laws – This Article is in no way intended to supersede or waive any constitutional or other rights that the employee may be entitled to, or legal rights and obligations that the Employer may have, under Federal, State or local statutes.

DRUG TESTING

CONSENT/RELEASE

I consent to the collection of a urine sample by _____, and its analysis by _____, for those drugs specified in the Collective Bargaining Agreement.

The laboratory administering the tests will be allowed to release the results to my Employer only after the laboratory's results have been reviewed and interpreted by the Medical Review Physician. The information provided to the Employer shall be only whether the tests were confirmed positive or were negative and not any other results of the test without my written consent.

The laboratory is not authorized to release the results of this test to any other person without my written consent.

I understand that I have the right to my complete test results and that the laboratory will preserve the sample for at least twelve months. I have the right to have this sample separated at the lab and a portion tested at my expense at a second NIDA Certified laboratory of my choice, in the event the test results are confirmed positive.

I understand that the Employer is requiring me to submit to this testing as a condition of my employment and that alteration of the sample or failure to reasonably cooperate with the collection of a urine sample may result in disciplinary action by the Employer.

I understand that a confirmed positive test may result in a requirement that I undergo rehabilitation.

By signing this consent form, I am not waiving any of my rights under any federal, state, or local law, statute, constitution, ordinance, administrative rule or regulation or common law provision. I understand that I have the right to challenge any confirmed positive test results and any Employer action based thereon, by filing a grievance under the Collective Bargaining Agreement.

Date _____ Employee _____

CITY OF OAK HARBOR

**Confidential Reinstatement Agreement
Oak Harbor Police Association**

I, _____, request reinstatement to my former position with the City of Oak Harbor. I understand that my reinstatement to employment is conditional, subject to the following terms:

1. I have successfully completed an approved rehabilitation program at a licensed, approved facility and will actively comply with any and all follow-up requirements as stated by the program mandates
2. I understand that any future violation of the substance abuse policy, or failure to comply with and complete the follow-up terms of the approved treatment program will result in my immediate termination of employment.
3. I understand and recognize the importance of involving, (if applicable) my spouse, family or the significant other person in my life in the process of my recovery program.
4. I understand and agree that, as a condition to reinstatement, I am expected to meet all established requirements of the policies and procedures and that I will continue to be subject to established procedures for failure to comply with these standards.
5. I understand that my past conduct and my recovery program require that I comply with random drug screening requests during the period of this Agreement. My failure to comply with this section may result in my immediate termination.
6. I understand that I will be subject to the terms of this Reinstatement Agreement for a period of twelve (12) months from the date of my reinstatement. Upon completion of this twelve (12) month period, I will receive a formal, written review of my work performance and recovery progress during such period. This evaluation will determine if the terms of this Agreement have been met, require modification or, if special detailed circumstances warrant, should be extended.

ACKNOWLEDGEMENT

I understand and agree that my reinstatement and continued employment are conditioned upon my satisfactory compliance with the terms listed above. I have discussed these terms with my supervisor(s) and understand that, should I fail to comply with the terms of those sections specifically cited or in all other sections not so noted, I will be subject to further disciplinary action, up to and including termination of employment with the City of Oak Harbor.

Date: _____

Employee Signature

Copy received and acknowledged:

Print Name of Employee

Initials _____

City of Oak Harbor City Council Agenda Bill

Bill No. 15.38
Date: November 18, 2015
Subject: The City of Oak Harbor & Oak Harbor Police Association – Commissioned Unit Settlement Agreement

FROM: Sara Piccone, Human Resource Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- _____ Scott Dudley, Mayor
- _____ Doug Merriman, City Administrator
- _____ Doug Merriman, Finance Director
- _____ Nikki Esparza, City Attorney, as to form

PURPOSE

To address and resolve the outstanding labor contract between The City of Oak Harbor and Oak Harbor Police Association – Commissioned Unit. The labor agreement will commence upon City Adoption through December 31, 2016.

SUMMARY STATEMENT

The City of Oak Harbor and Oak Harbor Police Association – Commissioned Unit Employees have engaged in mediation to address and resolve outstanding contract issues regarding agreement language, wages, benefits and the termination of the medical “opt out program.”

Pursuant to negotiations both parties have settled these outstanding issues the details of which are outlined below and in the attached documents:

- Labor Agreement between the City of Oak Harbor and Oak Harbor Police Association Commissioned Unit Employees; and
- Appendix A – Wages

Wages

<u>Contract Year</u>	<u>COLA</u>	<u>Market</u>	<u>Longevity</u>
2013	0%	0%	Addition of 1.0% increase at 10 years
2014	2.0%	4.0%	1.0% increase
2015	2.0%	1.5% one-time increase in recognition of specialty pay	1.0% increase
2016	2.5%	0%	1.0% increase

City of Oak Harbor City Council Agenda Bill

Benefits

Employees receiving money considered to be “opt-out money” shall as of August 27, 2015 be covered by Resolution 13-27 whereby their “opt out money” payments will be included in their individual wage rate.

Bargaining unit employees paid “opt-out money” prior to August 27, 2015 and who did not enroll in any city medical plan will be eligible for a medical enrollment.

Effective July 1, 2015 – December 31, 2016, employees enrolled in the HealthFirst Plan will pay the difference in premiums between the employer’s maximum contribution plan (HealthFirst 250) and their current plan, Health First. Effective 2016 there shall be an open enrollment for 2017 plan selection afforded to bargaining unit employees offering the same choices as the City provides to unrepresented staff.

STANDING COMMITTEE REPORT

None

RECOMMENDED ACTION

Adopt Resolution 15-38 adopting the labor agreement between The City of Oak Harbor (Employer) and; Oak Harbor Police Association – Commissioned Unit.

ATTACHMENTS

Resolution 15-38

Exhibit A- Labor Agreement between The City of Oak Harbor and the City of Oak Harbor Police Association’s – Commissioned Unit.

RESOLUTION NO. 15.38

A RESOLUTION OF THE COUNCIL OF THE CITY OF OAK HARBOR ADOPTING THE LABOR AGREEMENT BETWEEN THE CITY OF OAK HARBOR (EMPLOYER) AND OAK HARBOR POLICE ASSOCIATION – COMMISSIONED UNIT (UNION) .

WHEREAS, the City of Oak Harbor and Oak Harbor Police Association – Commissioned Unit labor agreement will commence upon Council approval and will terminate December 31, 2016; and

WHEREAS, The City of Oak Harbor and Oak Harbor Police Association – Commissioned Unit, have engaged in mediation and have settled the issues of agreement language, wage adjustments, benefits and the termination of the medical “opt out program” money for impacted employees in the bargaining unit.

NOWTHEREFORE, BE IT RESOLVED, by the City Council of the City of Oak Harbor that:

Section1.The labor agreement between The City of Oak Harbor (Employer) and; the Oak Harbor Police Association – Commissioned Unit, commencing upon Council approval, shall be adopted.

Section2.This resolution shall become effective upon its passage and approval.

PASSED and approved by the City Council this day of, 2015.

THE CITY OF OAK HARBOR

SCOTT DUDLEY, MAYOR

Attest:

Approved as to Form:

Anna Thompson, City Clerk

Nikki Esparza, City Attorney

Introduction:

Adopted:

Published:



Workshop Item

Calls for Service

Calls for Service - October 2014/ October 2015

Edgar J. Green, Chief of Police

Attachments

Attachment A: Calls for Service October 2014 / October 2015

OAK HARBOR POLICE
 Law Total Incident Report, by Nature of Incident
 October 2014

Nature of Incident	Total Incidents
(Not Defined)	2
911 Hang Up	108
Alarm Commercial	26
Alarm Residence	8
Animal	80
Assault Physical	19
Assist Agency	20
Assist Public	80
Bomb Found Ordinance	1
Burglary Attempt	6
Burglary Commercial	3
Burglary Residential	12
BURN COMPLAINT	1
Civil	22
Court Detail	1
Court Order Violation	11
Custodial Interference	1
Death Invest Unattended	2
Disorderly Conduct	23
Physical Domestic	30
Verbal Domestic	21
Fire Brush	1
Fire Residential	1
Fire Service Call	1
Fire Vehicle	1
Fireworks Complaint	1
Fraud Other	21
Harassment	11
Hazardous Material	1
Information Report	4
Juvenile Complaint	10
Juvenile Neglect/Abuse	14
Juvenile Runaway	8
Littering	1
Malicious Mischief	21
Marine Incident-Non Emergency	1
Medical Emergency	22
Medical Emergency	2
Mental Non Criminal	8
Missing Person	5
Non Injury Accident	36
Unknown Injury Accident	12
Noise Complaint	20
Nuisance Other	1
Patrol Check	3
Telephone Message	1
Lost or Found Property	15
Prowler	2

Rape	2
Reminder (office use)	1
Sex Offense Other	3
Soliciting	2
Threatened Suicide	13
Suspicious Person/Circumstance	60
Theft	29
Theft Services	1
Theft Shoplift	15
Threats	12
Tobacco Violation	1
General Traffic	37
TRAFFIC CRIMINAL FAIL TO STOP	1
Traffic Disable	4
TRAFFIC CRIMINAL DWLSR	6
Traffic Hazard	7
TRAFFIC POSSIBLE DUI	11
Trespass Other	19
Unsecure Premise	3
Utility Problem	16
VEHICLE ABANDON	13
Vehicle Impound	3
Prowl Motor Vehicle	7
Vehicle Theft	6
Verbal Dispute	5
Vice Liquor HBD	14
Vice VUCSA	21
Wanted Person	13
Weapon Offense	11
Welfare Check	22

Total Incidents for This Report: 1059

OAK HARBOR POLICE
 Law Total Incident Report, by Nature of Incident
 October 2015

Nature of Incident	Total Incidents
911 Hang Up	84
Alarm Commercial	22
Alarm Residence	11
Animal	80
Assault Physical	21
Assist Agency	13
Assist Public	85
Attempt to Locate	1
Burglary Attempt	3
Burglary Commercial	1
Burglary Residential	3
BURN COMPLAINT	3
Civil	16
Court Order Violation	14
Custodial Interference	5
Death Invest Unattended	2
Disorderly Conduct	21
Physical Domestic	25
Verbal Domestic	23
Commercial Fire Alarm	1
Fire Commercial	1
Fire Vehicle	1
Fraud Bad Check	1
Fraud Other	15
Harassment	17
Information Report	9
Juvenile Complaint	8
Juvenile Neglect/Abuse	7
Juvenile Runaway	5
Littering	8
Malicious Mischief	15
Marine Incident-Non Emergency	1
Medical Emergency	24
Mental Non Criminal	4
Missing Person	4
Non Injury Accident	40
Unknown Injury Accident	12
Noise Complaint	18
Nuisance Other	2
Lost or Found Property	14
Prowler	4
Reminder (office use)	4
Sex Lewd Conduct	2
Sex Offense Other	2
Threatened Suicide	16
Suspicious Person/Circumstance	61
Theft	22
Theft Shoplift	14

Threats	13
Tobacco Violation	1
General Traffic	46
Traffic Disable	9
TRAFFIC CRIMINAL DWLSR	10
Traffic Hazard	15
TRAFFIC POSSIBLE DUI	12
Trespass Other	38
Unsecure Premise	3
Utility Problem	16
VEHICLE ABANDON	11
Vehicle Impound	6
Prowl Motor Vehicle	26
Vehicle Theft	8
Verbal Dispute	1
Vice Liquor HBD	6
Vice Liquor MIP	1
Vice VUCSA	23
Wanted Person	26
Weapon Offense	9
Welfare Check	46

Total Incidents for This Report: 1091
