

**COLLECTIVE BARGAINING  
AGREEMENT**

**between**

**THE CITY OF SUNRISE**

**and**

**CITY OF SUNRISE**

**FRATERNAL ORDER OF POLICE, INC.,  
FOR POLICE OFFICERS AND SERGEANTS**

**October 1, 2018 - September 30, 2021**

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# **ARTICLE 1**

## **PREAMBLE**

**SECTION 1.** In accordance with the provisions of Florida's Public Employees Relations Act, Chapter 447, Part II, Florida Statutes, this Agreement is entered into by and between the CITY OF SUNRISE, a municipality in the State of Florida, hereinafter called "Employer" or the "City" and the CITY OF SUNRISE FRATERNAL ORDER OF POLICE, INC. hereinafter referred to as the "FOP", the "Union" or the "Employee Organization." This Collective Bargaining Agreement is applicable to employees defined in Certification Number 1428, issued to the FOP by the Public Employees Relations Commission on September 22, 2003.

**SECTION 2.** The purpose of this Agreement is to promote and maintain a harmonious and cooperative relationship between the Employer and employees, both individually and collectively, and the FOP; to provide an orderly and peaceful means for resolving differences which arise concerning the interpretation and the application of this Agreement; and to set forth herein the basis and entire agreement between the parties in the determination of wages, hours, and terms and conditions of employment.

**SECTION 3.** The parties recognize that the best interests of the community will be served by assuring the public, at all times, of orderly and uninterrupted operations and functions of the municipal government, and by providing in the most efficient manner, superior public service to citizens of the community.

**SECTION 4.** The FOP acknowledges that this Collective Bargaining Agreement underscores the City's commitment to providing the best possible level and quality of police protection to the citizens of the City of Sunrise. This Agreement is fair and equitable for the FOP and all of its members. In recognition of the generous wages, benefits and working conditions contained herein, the FOP and its members agree that they will provide better and more efficient service to the City and its Police Department and that they will utilize their best efforts to increase the already high level of employee morale.

## **ARTICLE 2**

### **RECOGNITION**

**SECTION 1.** The City hereby recognizes the FOP as the exclusive representative for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment for all employees in the following bargaining unit:

**INCLUDED:** All full-time sworn personnel within the rank of Police Sergeant and Police Officer.

**EXCLUDED:** All non-sworn personnel, all Reserve Police Officers, Chief of Police, Deputy Chief of Police, Police Major and Police Lieutenant.

**SECTION 2.** For the purpose of this Agreement, the term “bargaining unit employees” or “employees” shall be synonymous.

## **ARTICLE 3**

### **NON-DISCRIMINATION**

**SECTION 1.** No employee covered by this Agreement will be discriminated against by the City or by the FOP with respect to any job benefits or other conditions of employment accruing from this Agreement because of Union membership, non-membership in the Union, race, color, sex, creed, national origin, marital status, disability, or political affiliation.

## **ARTICLE 4**

### **MANAGEMENT RIGHTS**

**SECTION 1.** The FOP and its members recognize and agree that the City has the sole and exclusive right to manage and direct any and all of its operations. Accordingly, unless otherwise provided herein, the City specifically, but not by way of limitation, reserves the sole and exclusive right to:

- a) decide the scope of service to be performed and the method of service;
- b) hire and/or otherwise determine the criteria and standards of selection for employment;
- c) fire, demote, suspend or otherwise discipline for just cause;
- d) promote and/or otherwise establish the criteria and/or procedure for promotions within and without the bargaining unit subject only to contrary provisions contained in this Agreement covering the issue of promotion;
- e) transfer employees from location to location and from time to time;
- f) lay off and/or relieve employees from duty due to lack of work or any other legitimate reason;
- g) rehire employees;
- h) determine the starting and quitting time and the number of hours and shifts to be worked including the need for overtime work, subject only to contrary provisions in this Agreement;
- i) determine the allocation and content of job classifications;
- j) and/or amend job descriptions;
- k) merge, consolidate, expand, curtail or discontinue operations, temporarily or permanently, in whole or in part, whenever in the sole discretion of the City's good business judgment makes such curtailment or discontinuance advisable;
- l) contract and/or subcontract any existing or future work for any reason so long as it is not motivated by anti-union animus;
- m) expand, reduce, alter, combine, assign or cease any job;
- n) determine whether and to what extent the work in its operation shall be performed by employees covered by this Agreement;
- o) control the use of equipment and property by the City;

- p) determine the number, location, and operation of headquarters, annexes, substations and/or divisions thereof;
- q) schedule and assign the work to the employees and determine the size and composition of the work force;
- r) determine the services to be provided to the public, and the maintenance procedures, materials, facilities, and equipment;
- s) take whatever action may be necessary to carry out the mission and responsibility of the City, and specifically the Police Department, in unusual and/or emergency situations;
- t) formulate, amend, revise and implement policy, procedures and rules and regulations, provided however, that such formulation, amendment, revision and/or implementation is neither arbitrary nor capricious;
- u) establish, amend, revise and implement any programs and/or procedures;
- v) require employees to observe and obey the City's and Police Department's policies, procedures, ordinances, resolutions, rules and regulations.

**SECTION 2.** The above rights of the City are not all inclusive but indicate the type of matters or rights which belong to and are inherent in the City in its general capacity as management. Any of the rights, powers, and authority that the City had prior to entering into this Collective Bargaining Agreement are retained by the City, except as specifically abridged, delegated, granted or modified by this Agreement.

**SECTION 3.** If the City fails to exercise any one or more of the above functions from time to time, this will not be deemed a waiver of the City's right to exercise any or all of such functions.

**SECTION 4.** Should the exercising of the above referenced rights materially affect or impact upon the wages, hours, or terms and conditions of employment of bargaining unit members, the City agrees to give thirty (30) calendar days written advanced notice to the President of the FOP. Upon written demand by the FOP, within this thirty (30) calendar day period, the City agrees to meet and discuss the impact or effect of the exercising of said management rights. This provision will also apply should the City desire to formulate, amend, revise and/or delete any of its policies, rules and regulations or ordinances that would have a material impact upon employee wages, hours, or terms and conditions of employment. The City may implement its decision as proposed, but this will not preclude further impact bargaining. In cases where the City is faced with an emergency

or exigent circumstances, it may act with less than thirty (30) calendar days' notice, but it will still engage in required impact bargaining.

# **ARTICLE 5**

## **LAW ENFORCEMENT OFFICERS'**

### **RIGHTS**

**SECTION 1.** The City agrees to abide by the requirements contained in the Law Enforcement Officers' Bill of Rights [i.e., Section 112.531, et seq., Florida Statutes], including any and all subsequent revisions thereto, and that statute is incorporated herein by reference.

**SECTION 2.** Whenever an employee covered by this Agreement is under investigation and subject to interrogation by members of his or her agency as a result of a citizen's complaint, for any reason which could lead to disciplinary action, the employee shall be given, if reasonably possible, at least twenty-four (24) hours' notice of the meeting wherein he or she is to be questioned.

**SECTION 3.** An employee covered by this Agreement shall have the rights, upon request, to be represented by a FOP representative and/or an attorney at law, at all questioning, meetings, or examination of that employee which are part of any formal investigation concerning that employee. The employee shall have the right to consult privately with his or her representative and/or attorney at any time during an investigation, provided such consultation does not unreasonably delay the investigation.

**SECTION 4.** No employee, after completing his or her probationary period, will be required to submit to a polygraph examination nor shall any disciplinary action be taken against any such (non-probationary) employee for refusing to submit to such an examination.

## **ARTICLE 6**

### **CITY PROPERTY**

**SECTION 1.** When an employee leaves the City's employment, the City has the right to demand and receive any and all City property in the possession of said employee before making final payment to the employee.

**SECTION 2.** Employees may not deface or attach any unauthorized material (including but not limited to buttons, pins, bumper stickers, decals, etc.) to any City property or equipment (including but not limited to vehicle, radio, etc.) or uniforms.



## **ARTICLE 7**

### **FOP REPRESENTATION**

**SECTION 1.** Neither party, in negotiations, shall have any control over the selection of the negotiating or bargaining representatives of the other party. The bargaining committee of the FOP shall consist of not more than five (5) representatives, three (3) of which may attend negotiations without loss of pay.

**SECTION 2.** The names and shift assignments of all FOP officers, representatives, and FOP agents, except attorneys, shall be given in writing to the City Manager, as well as any change in such list, prior to the effective date of their assuming duties of office. Such notification shall be made by an officer of the FOP.

**SECTION 3.** FOP representatives shall be allowed to communicate official FOP business, including the distribution of literature, to unit employees prior to on-duty roll call and following off-duty roll call provided only that there is no interference with the conducting of the roll call.

**SECTION 4.** Copies of special orders, general orders of training bulletins affecting FOP unit employees shall be given to the FOP upon request.

**SECTION 5.** Special conferences on important matters will be arranged between the representative of the FOP and the Chief of Police or his or her designee upon the request of either party. Special conferences will be called by department management to notify the representatives of the FOP of proposed changes in working conditions. Arrangements for any special conferences shall be made five (5) calendar days in advance whenever possible, and an agenda of the matters to be taken up at the meeting shall be presented in writing at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda and FOP representatives shall be limited to no more than three (3) at any one conference. Whenever a special conference is scheduled, the FOP will be notified.

## **ARTICLE 8**

### **FOP BUSINESS**

**SECTION 1.** Elected officials of the FOP will be granted time off without loss of pay to attend monthly FOP meetings. Such leave will be subject to the following conditions:

- A) Leave to attend a monthly FOP meeting will be limited to a maximum of two (2) persons in any one instance not to exceed eleven and one-half (11.5) hours per person; and
- B) A written request shall be submitted to the Chief of Police (or a designee) at least seventy-two (72) hours in advance of the requested time off; and
- C) Sufficient staffing is available to cover existing scheduled assignments and no overtime cost would result if the leave were approved. The determination of whether sufficient staffing is available as well as whether overtime would result will be made by the Chief of Police (or a designee) in his or her sole and exclusive discretion.

**SECTION 2.** The Department retains the right to restrict time off for FOP business when in the opinion of the Department, an unusual and/or emergency condition exists or is imminent and that such time off from work assignments would create a danger to public safety.

**SECTION 3.** Employees covered by this Agreement, who are members of the FOP, shall be granted up to a total of 330 hours of leave per fiscal year at no loss of pay in order to attend state and local FOP meetings, and/or the annual Police Memorial services held in Washington D.C. and Tallahassee. These 330 hours are the total number of hours available per fiscal year to the entire bargaining unit regardless of which bargaining unit members utilize said leave. However, in order to assure proper coverage of assignments, the Chief of Police, no later than thirty (30) days prior to the aforementioned events, shall be notified in writing of the names of the employees (who must also be FOP members) designated by the FOP to attend the above-listed functions.

## **ARTICLE 9**

### **DUES DEDUCTION**

**SECTION 1.** On receipt of a lawfully executed written authorization from a City bargaining unit member, on a form approved by the Sunrise Lodge 80 President (or designee) and the City's Finance and Administrative Services Director, the City will deduct each pay period from the employee's pay the amount so specified by said employee, but not less than regular dues.

**SECTION 2.** The City will remit to the Union Treasurer, on a monthly basis, such sums together with a list of employees for whom deductions were made.

**SECTION 3.** Changes in the Union's membership dues rate shall be certified to the City, in writing, over the signatures of the authorized officer or officers of the Union, at least thirty (30) days in advance of the effective date of such change.

**SECTION 4.** The City's remittance shall be deemed correct if the Union does not give a written notice to the City within two (2) calendar weeks after remittance is received of its belief, with reasons stated therefore that the remittance is incorrect.

**SECTION 5.** Any employee may revoke, in writing, with thirty (30) days prior notice to the City Finance Director and the Union, his or her authorization for dues deductions.

**SECTION 6.** The Union will indemnify, defend and hold the City harmless against any and all claims made and against it as well as any suit instituted against the City on account of the administration of this Article.

# **ARTICLE 10**

## **BULLETIN BOARDS**

**SECTION 1.** The City will provide four (4) locked bulletin boards for the use of the FOP for posting bulletins, notices, and other Association materials. The Chief of Police will be provided with a key to the bulletin boards. One bulletin board will be placed in the Detective Division and the second in the squad room.

**SECTION 2.** The FOP agrees that it shall use space on these four (4) bulletin boards provided for in the above Section, only for the following purposes:

- Notices of FOP meetings
- FOP elections
- Reports to FOP committees
- Rulings and policies of FOP
- Recreational and social affairs of the FOP
- Notices by public bodies

All material to be posted shall be subject to the prior approval of the Chief of Police.

**SECTION 3.** Neither the FOP nor any employee may post on the City issued bulletin boards any notice or document or material which is political in nature, which incites or encourages employees to file grievances against the City, or which notice, document or material tends directly or indirectly to disparage the City or any elected or appointed official or employee of the City.

**SECTION 4.** The City will provide the FOP with a list of the names and addresses of its bargaining unit members bi-annually. However, it is agreed that any unit member may direct the City to exclude his or her home address from such a list. Further, the FOP agrees to indemnify, defend and hold the City harmless against any and all claims made against it as well as any suit instituted against the City on account of any action commenced because of the City's compliance with this Section.

# **ARTICLE 11**

## **HOLIDAYS**

**SECTION 1.** Employees covered by this Agreement will receive pay (at their base rate of pay adjusted by Longevity incentive pay) for twelve (12), eight (8) hour non-designated holidays per calendar year. Employees will be paid for six (6), eight (8) hour holidays on May 15th each year and will be paid for the remaining six (6), eight (8) hour holidays on November 15th. Each of these non-designated holiday payments will be issued separately from the employee's regular paycheck within the first full pay period that starts on or after each of the above noted dates. For new employees or for employees who have one month or more unpaid leave (whether or not the leave is consecutive), holiday pay will be adjusted on a pro rata basis. Employees may elect to receive accrued annual leave in lieu of some or all of the non-designated holiday payments in each payment cycle under this section. To exercise this option, an employee must timely submit a written request to the Finance Department that specifies the amount of hours the employee wants to receive as accrued annual leave (which must be in full hourly increments) in lieu of the same value/amount of the non-designated holiday payment. Such written requests must be received by the Finance Department no later than April 15th and/or October 15th (or the first business day thereafter if the 15th falls on a weekend or holiday) to be eligible for selection of this option during each non-designated holiday payment cycle. Absent a timely written request, the applicable non-designated holiday payment will be made to each employee in each payment cycle.

**SECTION 2.** Employees covered by this Agreement shall be entitled to utilize one (1) Floating Holiday each fiscal year. The length of the holiday will be equal to the length of the employee's normal workday. The holiday may be observed on any regularly scheduled workday that is mutually convenient to the employee and his supervisor. The City may require up to three (3) weeks advance notice of the date the employee intends to utilize the Floating Holiday. The Floating Holiday must be taken within the fiscal year in which it was accrued or it will be forfeited (i.e., it cannot be accumulated from year to year). Only those employees with 26 weeks of continuous service are eligible.

## **ARTICLE 12**

### **WORKWEEK - SCHEDULING - RECALL**

**SECTION 1.** Scheduling and assignments are managerial decisions to be made in the sole and exclusive discretion of the Chief of Police. It is agreed that, if the work schedule of an entire unit or division is to be changed, the Chief of Police will provide fourteen (14) calendar days' notice. In the case of all other changes of schedules and/or assignments, seven (7) calendar days' notice will be given. Notice may be shortened or waived in actual or reasonably anticipated emergencies.

**SECTION 2.** The City reserves the right to alter or change any employees' hours of work and/or work schedule in order to minimize or avoid the payment of overtime. However, the City agrees that, when scheduled court time would cause an employee to work overtime, the City will (in this case only) not alter or change the affected employees' hours of work or work schedule for the purpose of avoiding the payment of overtime.

**SECTION 3.** Employees will be paid at one and one-half (1-1/2) times their regular rate of pay for all hours worked in excess of their scheduled work day.

**SECTION 4.** In the event that an employee is recalled for duty outside the employee's regular work schedule (excluding court appearances), and the employee actually reports to work, he or she shall receive a minimum of two (2) hours pay at one and one-half (1-1/2) times his or her regular rate of pay. However, if the employee is recalled to duty within sixty (60) minutes of his or her starting time or within sixty (60) minutes after his or her quitting time, no guaranteed minimum payment will be made. Employees covered by this Agreement may elect to receive compensatory time in lieu of overtime payments. In that event, compensatory time will be granted at the rate of one and one-half (1-1/2) hours for each hour of overtime worked. Employees may take their compensatory time upon proper advance notice to the Chief of Police, (with at least twenty-four (24) hours' notice) provided there is sufficient manpower available to permit the employee to utilize (compensatory) time off work. Employees may accumulate compensatory time up to, but never to exceed, eighty (80) hours. Compensatory time must be taken in no less than fifteen (15) minute increments.

**SECTION 5.** The term "base rate of pay" is a reference to an employee's hourly rate of pay as reflected in the pay plan, whereas the term "regular rate of pay" is a reference to the employee's base rate of pay adjusted by Longevity incentive pay, assignment pay, supplemental pay, and education incentive pay.

SECTION 6. Road patrol police officers and road patrol police sergeants who are regularly assigned to work on the Alpha (midnight) shift will receive a shift differential while so assigned. The shift differential will be five percent (5%) of the employee's base rate of pay, plus Longevity incentive pay. The FOP acknowledges that differentials for other shifts are not warranted.



## **ARTICLE 13**

### **OFF-DUTY COURT APPEARANCES**

**SECTION 1.** An employee who, while off-duty, is actually required to appear as a witness in a criminal or civil proceeding as a result of his or her employment with the City will be compensated for the actual time spent in court at one and one-half (1-1/2) times their regular rate of pay. Employees will be guaranteed a minimum of three (3) hours pay at one and one-half (1-1/2) times their regular rate of pay for such off-duty court appearances in the event the court appearance commences more than one (1) hour before the employee's starting time or more than one (1) hour after the employee's quitting time. For court appearances which commence within sixty (60) minutes or less of the employee's starting/quitting time, the three (3) hour minimum will not apply. However, the intervening time [sixty (60) minutes or less] will be considered as time worked. Employees who have been notified by the Court liaison, at least one (1) hour in advance, that a required appearance has been cancelled shall not be entitled to any court time pay.

**SECTION 2.** All witness fees received for any court appearance(s) will be returned to the City.

**SECTION 3.** Employees who are required to remain on standby status in connection with a job-related court case will be provided with "beepers." Accordingly, they will not be required to remain at home in a constant state of instant readiness to appear in court. Such stand-by time will not, therefore, be considered as time worked and employees will not receive compensation (overtime or straight time).

**SECTION 4.** The City will not compensate an employee who is a character witness for a fellow employee who is a plaintiff in a civil suit against the City.



# **ARTICLE 14**

## **ANNUAL LEAVE**

**SECTION 1.** Employees shall accrue annual leave time based on continuous service with the City according to the following schedule:

<b>COMPLETED MONTHS OF SERVICE</b>	<b>HOURS OF ANNUAL LEAVE EARNED</b>
Up to and including the first 60 months	96 hours
Greater than 60 months through 120 months	136 hours
Greater than 120 months through 180 months	176 hours
Greater than 180 months	216 hours

**SECTION 2.** The Chief of Police or his or her designee will establish a procedure for scheduling vacations. The Department will make every effort to meet the desires of the employees consistent with the requirements of its operations and shall give preference to the most senior employees. A Leave Form for vacation leave may be submitted six (6) months in advance. The Leave Form will be approved/disapproved within three (3) months of the date the vacation is requested to commence.

**SECTION 3.** Should an employee request a change in his or her previously scheduled annual leave, a written request for such change shall be submitted to the Chief of Police, or his or her designee, seven (7) days prior to the original scheduled annual leave date and it is agreed that such a request will not be unreasonably denied.

**SECTION 4.** Employees may carry-over and accumulate annual leave time up to but never to exceed the maximum allowed hours. Annual leave hours in excess of 290 hours as of September 22, 2019, and September 20, 2020 and September 23, 2021, will be forfeited. However, where an employee makes a timely request to utilize annual leave time which is denied by the City, and where the City's denial of annual leave usage results in an employee exceeding the 290 hours' cap, the City will give the employee an additional period of time (up to 180 days) within which to utilize the excess annual leave hours. Such excess annual leave will not be forfeited if the City, in its discretion, determines that the employee made repeated good faith efforts to utilize said leave prior to the close of the additional period but those requests were denied for manpower reasons. Except as provided for in Section 8, below, annual leave time will be paid at the employee's regular rate of pay.

SECTION 5. Employees will be allowed, one time each year, the option of receiving a cash payment of 100% for up to forty (40) hours of accrued annual leave, calculated on base pay adjusted by Longevity incentive pay, provided however; that no such cash payment shall be paid to the extent that such cash payment will cause the employee's accrued annual leave bank to fall below eighty (80) hours as of the first pay-period before September 15<sup>th</sup> of each year. In order to elect this cash payment, the employee must submit a written request to the Human Resources Department no later than September 1<sup>st</sup> of each year. Payments will be made in the first pay period after September 15<sup>th</sup>, each year.

SECTION 6. Annual leave time may be taken as earned. Annual leave time may be taken all at one (1) time, or may be split into increments of no less than fifteen (15) minutes at the employee's choice, if first approved by the Chief of Police. The decision of the Chief of Police in rejecting or approving an employee's request to split annual leave time will be in his or her sole and exclusive discretion. An employee requesting approval for annual leave must submit a Leave Request Form to the Chief of Police or designee as much in advance of the requested leave date as is possible. Requests for annual leave must be submitted (and approved), at a minimum, on the business day before the requested leave date. In cases of emergency, an employee may request that the Chief of Police approve annual leave without advance notice. If the Chief of Police approves the requested leave, proof of the emergency may be required.

SECTION 7. Annual leave (plus up to eight (8) hours of sick leave annually) at the option of the employee may be donated (on an hour for hour basis) to any FOP bargaining unit member who is in need of such "extra time off" due to a serious illness or injury. Annual leave time may also be donated to any City employee for any other unusual or emergency reason, subject to the prior approval of the Chief of Police.

SECTION 8. In the event that a non-probationary, full-time employee retires, resigns, or is terminated, said employee will be paid for all accrued but unused annual leave at his or her base rate of pay adjusted by Longevity incentive pay. In case of death, such payment will be made to the employee's estate and/or designated beneficiary.

SECTION 9. During the term of this 2018-2021 Agreement, the parties agree to participate in a labor management committee to develop a uniform Citywide leave donation program.

## **ARTICLE 15**

### **SICK LEAVE**

**SECTION 1.** Sick leave shall be earned at the rate of 1.84 hours per week, for each week worked (including annual leave, sick leave and other authorized paid leave). For employees who work the full year, this is 96 hours. There is no waiting period for an employee to utilize sick leave.

**SECTION 2.** An employee may accrue unlimited days of earned sick leave for legitimate sick leave usage purposes. For the purposes of sick leave payoff upon “separation” from employment:

- (1) Employees will be paid for one-half (½) of their accumulated sick leave hours upon retirement and one-quarter (1/4) of their accumulated sick leave upon resignation.
- (2) Upon the death of an employee in the line of duty, the City will compensate such employee’s beneficiary or other person designated by the employee in writing for 100% of the employee’s accumulated sick leave within thirty (30) days of the death. The payoff amount will be calculated on the basis of the employee’s base rate of pay adjusted by Longevity incentive pay at the time of “separation.” However, employees fired for just cause, as determined by the Chief of Police, will forfeit all accrued sick leave.

**SECTION 3.** Sick leave is to be used for the following reasons:

- a) Personal illness or physical incapacity to such an extent that the employee is rendered unable to satisfactorily perform duties of his or her position. After three (3) calendar days, a doctor’s slip justifying illness or injury may be required by the Chief of Police.
- b) Enforced quarantine when established by the Department of Health or other competent authority for the period of such quarantine.

**SECTION 4.** Except as provided in Article 19, Section 5, sick leave is for the illness or injury of an employee and is to be used for no other purpose.

**SECTION 5.** An employee shall not feign illness or injury.

**SECTION 6.** In cases of non-job related illness or injury, including pregnancy, the Chief of Police may, in his or her discretion, permit an employee to return to work to perform light or limited duty assignments. Light or limited duty assignments will be reviewed every thirty (30) days.

**SECTION 7.** No employee who misses work due to illness or injury may work an off-duty police detail within twenty-four (24) hours of the scheduled starting time of the missed shift.

SECTION 8. Any employee who has provided a notice of resignation cannot use accrued sick leave for paid time-off unless the employee provides a doctor's note from a doctor who treated the employee on the day that the employee seeks to be paid from accrued sick leave (or before the employee seeks to use accrued sick leave). If no doctor's note is provided, then the time that the employee is out of work will be charged to annual leave or no pay status.

# **ARTICLE 16**

## **FUNERAL LEAVE**

**SECTION 1.** Employees covered by the Agreement, upon approval of the Chief of Police, will be granted three (3) working days leave with pay (at their regular rate of pay) in order to attend the funeral in the event of a death in the employees' immediate family, as defined in Section 2, below. In the event the funeral is held out of state, the employee shall be granted up to four (4) consecutive work days leave with pay (at their regular rate of pay) in order to attend the funeral, except that employees who work a five (5) day, eight (8) hour schedule will be granted five (5) consecutive work days to attend an out of state funeral.

**SECTION 2.** The employee's immediate family shall be defined as the employee's spouse, father, mother, brother, sister, son, daughter, step-parents, stepchildren, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, spouse's grandparents or other relative domiciled in the employee's home who are the employee's dependents.

**SECTION 3.** Funeral leave under Section 1 shall not be charged to annual leave, holiday or sick leave.

**SECTION 4.** Should an employee require additional time off other than that provided in Section 1 of this Article, he or she may request such additional time from the Chief of Police. The decision of the Chief of Police to grant or deny such request is within his or her sole and exclusive discretion. Additional leave may be paid or non-paid, also in the sole and exclusive discretion of the Chief of Police. Additional time off, if approved, will be charged to annual leave or compensatory time.

**SECTION 5.** The City reserves the right to require documentation supporting all approval of funeral leave after the employee returns to work. Acceptable documentation will include a copy of the death certificate, an obituary from a newspaper that has the employee's name and specifically describes the "immediate family" relationship between the deceased and the employee (must be original, with name of newspaper and date, not a photocopy), or other similar original documentation deemed acceptable by the City. The employee must also submit a City funeral leave form certifying that such leave meets the requirements of this Article.

# **ARTICLE 17**

## **MILITARY LEAVE**

**SECTION 1.** RESERVE TRAINING: Any employee who is a member of the Armed Forces or of the National Guard will be granted military leave not to exceed two hundred and forty (240) working hours every fiscal year after presentation of official orders and submission of a Leave Request. The employee shall receive pay for the number of working days, according to his or her regular work schedule.

**SECTION 2.** ACTIVE DUTY DURING PEACETIME: Employees who enlist in the Armed Forces during peacetime are not eligible for military leave. They are entitled to reemployment with the City within ninety (90) days of their release from active duty with an honorable discharge without loss of benefits or seniority. The reinstated employee will not accrue leave or merit increases during the absence.

**SECTION 3.** Any member of a Reserve component of the Armed Forces of the United States who enters upon active duty or whose active duty is extended during a period when the President is authorized to order units of the Ready Reserve or members of a Reserve component to active duty shall be eligible for military leave benefits (pay for the number of working days, according to the employee's regular work schedule, in accordance with Section 1).

**SECTION 4.** Upon returning from military leave, employees will be reinstated to the same step of the pay plan at which they were situated at time of leave of absence. Thus, employees on military leave will receive any general salary adjustments that were granted during their absence to their job classification. Employees on military leave do not earn time towards merit raises or longevity pay steps during the unpaid period of military leave. However, they retain such service time as they had at time of leave of absence. Drafted or extended employees will continue to earn seniority credit toward longevity, annual leave and promotional examination.

**SECTION 5.** ACTIVE DUTY DURING WARTIME: An employee who enters the Armed Forces during a period of war between the United States and a foreign government or who is called to active duty in the Armed Forces or National Guard during wartime, shall be granted military leave for this period of military commitment. Upon presentation of official orders, such an employee shall receive pay for the number of working days, according to his or her regular work schedule in accordance with Section 1.

## **ARTICLE 18**

### **SICK DAY BONUS PLAN**

**SECTION 1.** Bargaining unit employees who do not use sick leave for a three (3) month period, (October 1st to December 31st; January 1st to March 31st; April 1st to June 30th; or July 1st to September 30th) will have their annual leave account increased by ten (10) hours for each three (3) month period.

**SECTION 2.** Sick leave used for a doctor or dentist appointment for routine preventive purposes and made two (2) or more weeks in advance will be deducted from an employee's sick leave accruals and will not count against an employee for the purpose of Section 1.



## **ARTICLE 19**

### **FAMILY MEDICAL LEAVE**

**SECTION 1.** The Family Medical Leave Act of 1993 (FMLA) requires employers to provide up to 12 weeks of job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for the City for at least one (1) year and for at least 1,250 hours of service over the previous 12 months. Employees must contact the Human Resources Department (or the City’s third party FMLA administrator when established) to arrange for this type of leave. The required 12 weeks under FMLA will include any paid or unpaid leave taken. The twelve (12) FMLA weeks start with a “rolling” twelve (12) month period measured backward from the date the employee uses any FMLA leave.

**SECTION 2.** BIRTH OF A CHILD - Eligible employees (mother or father) may take up to twelve (12) weeks of leave for the birth of a child according to the FMLA. If both parents are employed by the City, a combined total of only twelve (12) weeks is available for the birth of a child. Upon further written request from the employee, the Human Resources Director may, pursuant to Article 37, extend leave (although it will not be FMLA leave) up to a maximum of one (1) year. In no case shall the total period of leave exceed twelve (12) months.

Disabilities resulting from or contributed to by pregnancy, miscarriage, abortion or childbirth shall be treated the same as any other medical disability and may be charged against accrued paid sick leave. Sick leave may not be used for child care purposes. A leave of absence without pay may be granted only after an employee has exhausted his or her floating holiday and annual leave accruals.

**SECTION 3.** Annual leave time, at the option of a bargaining unit member may be donated (on an hour for hour basis) to any other bargaining unit member for the birth of a child. However, the bargaining unit member must keep at least one (1) week of annual leave for their own personal use.

**SECTION 4.** ADOPTION - Adoption leave for eligible employees will be governed by the regulations of the FMLA. A leave of absence without pay may be granted only after an employee has exhausted his or her floating holiday and annual leave accruals.

If an employee is not eligible for coverage under the FMLA, the Human Resources Director may grant up to forty (40) hours unpaid leave to a mother or father upon the adoption of a child. If both parents are employed by the City, they may each be granted up to forty (40) hours. Employees should contact the Human Resources Department to request Adoption Leave.



SECTION 5. CARING FOR A SPOUSE, CHILD OR PARENT - Leave to care for a spouse, child or parent with a serious medical condition will be governed by the regulations of the FMLA. The employee is required to furnish to the City (or the City's designated third party FMLA administrator when established) a medical certificate from a health care provider demonstrating that the employee is needed to care for a spouse, child or parent. For this purpose, the employee will be allowed to use up to eighty (80) hours of sick leave annually (during the City's fiscal year). Employees will be allowed forty (40) hours of sick leave, then forty (40) hours of annual leave, then forty (40) hours of sick leave, then annual leave thereafter. A leave of absence without pay may be granted only after an employee has exhausted his or her floating holiday and annual leave accruals.

SECTION 6. AN EMPLOYEE'S SERIOUS HEALTH CONDITION - Leave requested for an eligible employee's own serious health condition will be governed by the regulations of the FMLA. Upon further written request from the employee, the Human Resources Director may extend the leave up to a maximum of one (1) year. Sick leave may be used for the period of time that the employee is unable to work due to the serious health condition. The employee will be required to provide a medical certification from a health care provider demonstrating the employee's inability to perform the essential functions of his or her position. A leave of absence without pay may be granted only after an employee has exhausted his or her floating holiday and available sick leave and annual leave accruals.

SECTION 7. Any unpaid leave of absence of thirty (30) consecutive calendar days or more will toll an employee's continuous service and thus cause an adjustment to the employee's anniversary date.

SECTION 8. No employee who is granted a leave of absence (with or without pay) may engage in any career transition during said leave without the express permission of the City Manager or designee. Employees on unpaid leave status will not earn or accrue any benefits during the period of unpaid leave.

## **ARTICLE 20**

### **LEGAL PROBLEMS**

**SECTION 1.** When a bargaining unit employee is sued because of his or her status as a police officer, the City will continue its practice of evaluating the complaint and determining what actions, if any, it will take pursuant to Section 111.07, Florida Statutes regarding the defense of civil actions against bargaining unit employees which arises from a complaint for damages or injury suffered as a result of any act or omission of action for an act or omission arising out of and in the scope of his or her employment or function. The City will also continue to evaluate its obligation, if any, pursuant to Section 111.065, Florida Statutes, regarding the payment of attorney fees and costs.

## **ARTICLE 21**

### **PROBATION**

**SECTION 1.** The probationary period shall be regarded as an integral part of the employment process. It shall be utilized for closely observing the employee's work and for securing the most effective adjustment of the new employee to his or her position, and for "separating" employees whose performance does not meet the required standards.

**SECTION 2.** The standard probationary period for all new employees will be twelve (12) months of continuous employment at full duty from the date that the employee becomes state certified, or, if the employee is certified at the time he or she is hired, twelve (12) months at full duty from the date the employee begins working as a paid full-time sworn officer. Effective for all employees hired on or after the ratification date of the 2015-2018 Agreement, the initial twelve (12) month probationary period shall start on the date the new sworn officer is assigned to the solo-phase of the Field Training Officer Program. The first merit pay increase shall not be earned until the employee successfully completes the initial probationary period, and that first merit pay increase shall be paid prospectively from the date the probationary employee has been approved for retention as provided below. The anniversary date for the employees hired on or after the ratification date of the 2015-2018 Agreement shall be based on the employee's date of hire unless the employee's initial twelve (12) month probationary period is extended. The initial probationary period of any Police Officer shall be automatically extended for any time the officer is not on full duty status (i.e., the officer is on light duty status or absent from work due to illness or injury) in excess of fourteen (14) days, which time shall be counted on a cumulative basis throughout the probationary period. In addition, the Chief of Police may extend the initial probationary period for any newly appointed Police Officer by up to an additional six (6) months. Upon the expiration of this time period, the Chief of Police shall either: (1) approve, in writing, retention of the employees, at which time the employee shall be granted permanent status; or (2) in the event the Chief of Police shall fail to approve retention, the employee shall automatically be separated from employment with the City, said separation being absolutely final, with no rights of appeal to any authority, including the grievance/arbitration procedure contained herein.

**SECTION 3.** During an employee's probationary period, he or she serves at the will and pleasure of the City. Accordingly, no probationary employee may grieve, or otherwise challenge, any decision involving discipline, layoff or discharge (for whatever reason). Probationary employees may otherwise utilize the grievance/arbitration procedure contained in this Agreement.

SECTION 4. In the event an employee receives a promotion from a lower to a higher bargaining unit position, that employee shall serve a probationary period of twelve (12) months (of continuous employment) from the date of promotion. Upon the expiration of said time period, the Chief of Police may approve retention of the employee in the position to which he or she was promoted. In the event the Chief of Police fails to approve retention, the employees shall automatically revert to their former classification from which he or she has been promoted. Such reversion shall be final and no rights of appeal to any authority including the grievance/ arbitration procedure contained in this Agreement.

SECTION 5. Substitute, temporary, part-time employees and reserve officers all serve at the will and pleasure of the City. Thus, the City may separate them from employment whenever it is deemed appropriate, said employees have no right of appeal to any authority, including the grievance/arbitration procedure contained in this Agreement.

## **ARTICLE 22**

### **INSURANCE**

**SECTION 1.** Coverage for full-time employees under the City's Group Health Insurance Plan is made available on the first of the month following thirty (30) days of employment, provided that the employee completes and returns the enrollment application documents within thirty (30) days of employment. The City will pay one-hundred percent (100%) of the unblended cost for HMO single/employee coverage only and two-thirds (2/3) of the unblended cost for HMO eligible dependent coverage only, but for any employee who selects any plan other than an HMO, the City will contribute only the same dollar amount that it contributes towards the unblended costs of the HMO plans, for the single/employee coverage and eligible dependent coverage for that/those alternative plan(s). The City will not contribute toward the cost of any optional benefits offered to employees. The City may change insurance carriers and/or the scope and level of benefits at its discretion, provided that the City will, absent exigent circumstances, offer a Point of Service or Preferred Provider Organization plan and an HMO and bargaining unit members will be covered by the same insurance plan as are the City's non-represented employees. If the scope and level of benefits is materially reduced, the FOP will be notified in writing thirty (30) days in advance or as soon as practicable and may request post-implementation impact bargaining.

**SECTION 2.** There is currently in effect the following minimum amounts of statutory and group life insurance coverage per employee:

- A) One-hundred and fifty thousand dollars (\$150,000) on-duty statutory life coverage if the employee is unlawfully or intentionally killed while in the actual performance of his or her duties;
- B) One-hundred thousand dollars (\$100,000) on-duty statutory life coverage for an accidental death while in response to fresh pursuit or an emergency;
- C) Fifty thousand dollars (\$50,000) on-duty statutory life coverage for accidental death; and
- D) Twenty-five thousand dollars (\$25,000) group life coverage and twenty-five thousand dollars (\$25,000) group accidental death and dismemberment.

Coverage is made available on the first of the month following thirty (30) days of employment.

**SECTION 3.** In the event that the City's Group Health Insurance Plan is provided by two (2) or more companies, or if the City offers multiple plans through a single company which

establishes separate rates for the plans, the City may, in its discretion, establish a uniform rate which would then be paid for as provided in Section 1.

SECTION 4. Insurance benefits for full-time Police Officers and Police Sergeants who suffer a catastrophic line of duty injury will be governed by Section 112.19, Florida Statutes.

SECTION 5. Employees hired or rehired on or after September 30, 2015, who participate in the Police Pension Plan under the Tier 2 benefit structure and who retire and separate employment (after DROP participation, if applicable) under the normal or early retirement provisions of the Police Pension Plan on or after ratification of this 2018-2021 Agreement, shall be paid a monthly subsidy of \$500.00, until age sixty-five (65), which shall be thereafter reduced to a monthly subsidy of three hundred fifty dollars (\$350.00) per month.

SECTION 6. Upon the request of the FOP, the City agrees to meet with the FOP during the term of this 2018-2021 Agreement at mutually agreed times/dates to review and consider information the Union may present related to the Union's inquiry into the possibility of creating a future proposal to establish a health trust for the FOP membership.

## **ARTICLE 23**

### **SAFETY DAY**

**SECTION 1.** In cases where unit members who are regularly assigned to drive a City car or motorcycle and are not involved in a chargeable accident as determined by the Chief of Police and the Safety Officer, occurring within twelve (12) months measured by the fiscal year period, the City agrees to increase the employee's annual leave (for the year in which the 12th month falls) by eight (8) hours. No time period will be pro-rated for the purpose of this Article. For employees who are involved in a chargeable accident during a particular fiscal year, they will begin their next twelve (12) month cycle the next October 1st following the chargeable accident. Employees hired after October 1st must wait until the following October 1st in order to begin accumulating their time for the purpose of participation in this incentive. After the City adds these additional hours, they will be reflected on the employee's pay check stub under the annual leave category. The City will advise employees in writing when the eight (8) hours is added to the annual leave category. The City agrees to make its best efforts to complete the administrative work that is needed to add these hours to each eligible employee's annual leave category within ninety (90) days of the end of the cycle.

## **ARTICLE 24**

### **SENIORITY**

**SECTION 1.** Seniority shall consist of continuous accumulated paid service with the Police Department as a sworn law enforcement officer. Seniority shall be computed from the date of appointment in each rank. Seniority shall accumulate during absence because of illness, vacation, military leave, or other authorized paid leave.

**SECTION 2.** Seniority shall govern the following matters:

- a) Vacation for each calendar year shall be selected by employee on the basis of unit seniority preference, subject to the restrictions contained in Article 14;
- b) In the event of a permanent vacancy, employees with the most seniority, by rank, shall be first considered for the position by the Department, before new applicants are considered;
- c) Shift work assignments, shall not be subject to this Agreement.



# **ARTICLE 25**

## **GRIEVANCE AND ARBITRATION**

### **PROCEDURE**

**SECTION 1.** A grievance is limited to and defined as any difference, dispute or complaint between the City and the FOP involving the application or interpretation of this Agreement. It is mutually agreed that a grievance shall be settled only in accordance with the procedure herein provided and that there shall at no time be any concerted strikes, work stoppages, tie-ups of equipment, slow-downs, walk-outs, safety strikes or any other concerted failure or refusal to perform assigned work for any reason. Every effort shall be made to adjust controversies and disagreements in an amicable manner between the City and the FOP.

**SECTION 2.** Time is considered to be of the essence for the purposes of this Article. Accordingly, any grievance which is not filed and processed within the time limits set forth in this Article will be presumed to be barred, forfeited, abandoned and foreclosed for all contractual and legal purposes. Any grievance not answered by the City within the time limits provided below will be deemed to be denied, and the aggrieved employee may proceed to the next higher step of the grievance procedure if he or she so desires. The City may raise the FOP's and/or an employee's untimely submission and/or processing of a grievance at any step of the grievance procedure.

**SECTION 3.** Grievances shall be presented in the following manner:

**STEP 1.** The aggrieved employee shall orally present his or her grievance to his or her immediate supervisor within seven (7) calendar days of the time when the alleged grievance occurred or within seven (7) calendar days of the time when the employee reasonably should have known of the alleged grievance. The aggrieved employee may request that a FOP representative be present. Discussion will be informal for the purposes of settling differences in the fastest, simplest and most direct manner. The immediate supervisor shall render a decision, in writing, within seven (7) calendar days from the date on which the grievance was communicated to him or her. The written decision will be given to the employee and to the FOP representative.

**STEP 2.** If the grievance is not resolved at Step 1, it shall be the responsibility of the aggrieved employee to reduce the grievance to writing on the regular

grievance form as approved by the City and supplied by the FOP. The grievance shall be signed by the employee and shall specify: a) the date of the alleged grievance; b) the specific Article(s) of this Agreement allegedly violated; c) the basic facts pertaining to or giving rise to the alleged grievance; and d) the relief requested. The grievance shall be presented to the Chief of Police within seven (7) calendar days after the date of receipt of the immediate supervisor's decision at Step 1 above, or, if the immediate supervisor fails to render a decision, within five (5) working days from the date on which the decision was due. The Chief of Police shall render his or her decision in writing seven (7) calendar days from the date on which he or she receives the grievance.

**STEP 3.**

If the grievance has not been satisfactorily resolved at Step 2, above, the grievant or the FOP representative may forward the grievance to the Human Resources Director, within seven (7) calendar days from receipt of the written decision of the Chief of Police or, if no decision is rendered, within seven (7) calendar days after the Chief of Police's decision was due. The Human Resources Director shall meet with the aggrieved employee and designated FOP representative within seven (7) calendar days after receipt of the grievance. If an adjustment of the grievance is not reached at this meeting, the Human Resources Director shall furnish a copy of his or her decision to the aggrieved employee and FOP within seven (7) calendar days after the meeting, unless this period is extended by mutual agreement in writing. The Human Resources Director will either affirm, modify or reverse the decision of the Chief of Police or propose a settlement of the grievance. Upon seven (7) days written notice, the City Manager may designate another individual to hear Step 3 grievances.

**SECTION 4.** In the event that a grievance processed through the grievance procedure has not been resolved at STEP 3, above, the FOP may request that the employee's grievance be submitted to arbitration within seven (7) calendar days after receipt of the Human Resources Director's response, or, if no response is made, within seven (7) calendar days after the response was due. The arbitrator may be any impartial person mutually agreed upon by the parties. However, in the event the parties are unable to agree upon said impartial arbitrator, the parties shall jointly request the Federal Mediation and Conciliation Service to furnish a panel of seven (7) names from which each

party shall have the option of striking three (3) names in alternating fashion, thus leaving the seventh (7th) name, who will be the neutral or impartial arbitrator. The party requesting arbitration will strike the first (1st) name.

SECTION 5. Any of the time limits specified in Sections 3 or 4 may be waived or extended only by the mutually written agreement of the parties.

SECTION 6. When a grievance involves discipline in the form of suspension, demotion or termination, or where a grievance is general in nature in that it applies to a number of employees having the same issue to be decided, or if the grievance is directly between the FOP and the City, it shall be presented directly at STEP 2 of the grievance procedure, within the time limits provided for the submission of a grievance at STEP 1, and shall be signed by the aggrieved employees or the FOP representative on their behalf.

SECTION 7. The City and the FOP shall mutually agree in writing as to the statement of the grievance to be arbitrated prior to the arbitration hearing, and the arbitrator, thereafter, shall confine his or her decision to the particular grievance thus specified. In the event the parties fail to agree on the statement of the grievance to be submitted to the arbitrator, the arbitrator will confine his or her consideration and determination to the written statement of the grievance presented in STEP 2 of the grievance procedure, as well as any defenses raised by the City. The arbitrator shall have no authority to change, amend, add to, subtract from or otherwise alter or supplement this Agreement or any part thereof or amendment thereto. The arbitrator shall have no authority to consider or rule upon any matter which is stated in this Agreement not to be subject to arbitration or which is not a grievance as defined in this Article, except to the extent as specifically provided herein.

SECTION 8. The arbitrator may not issue declaratory opinions and shall confine himself or herself exclusively to the question(s) presented to him or her, which question(s) must be actual and existing.

SECTION 9. Each party shall bear the expense of its own witnesses and of its own representatives for the purposes of the arbitration hearing. The arbitrator's fee and related expenses, and expenses of obtaining hearing room, if any, shall be equally divided between the parties. Any person desiring a transcript of the hearing shall bear the cost of such transcript unless both parties mutually agree to share such cost.

- A. City Witnesses: FOP members required to testify in an arbitration hearing will be paid by the City. Time spent testifying will count as hours worked.
- B. FOP Witnesses: On-duty employees required to testify at an arbitration hearing by the FOP will be made available to testify without loss of pay, however, whenever

possible, they shall be placed on call to minimize time lost from work. Employees who have completed their testimony shall return to work. The intent of the parties is to minimize time lost from work. Under no circumstances will off-duty FOP witnesses be paid for testifying at arbitration proceedings.

SECTION 10. The arbitrator's award shall be issued within thirty (30) days after receipt of briefs by the parties, if any. Said award will be final and binding on the parties.

SECTION 11. For the first twelve (12) months of consecutive service at full duty (as defined more specifically in Article 21, Section 2) with the City as a sworn and certified law enforcement officer, an employee is probationary. That is, the employee serves at the will and pleasure of the City and thus he or she may be disciplined or discharged without explanation and for any reason deemed sufficient by the City. Accordingly, probationary employees shall have no right to utilize this grievance/arbitration procedure for any matter concerning discharge, suspension or other discipline.

SECTION 12. The FOP will be furnished with a copy of each grievance filed by an employee within the bargaining unit, and the City's response(s) thereto.

SECTION 13. Employees may request to have a FOP representative present at any step of the grievance procedure.

**ARTICLE 26**  
**LETTERS OF REPRIMAND/  
INTERNAL AFFAIRS INVESTIGATIONS**

**SECTION 1.** Letters of reprimand shall be shown to the affected employee and the employee will be required to sign same before it is placed into his or her file. The employee's signature indicates only that the employee has seen the letter of reprimand, and not that the employee agrees to the contents of the letter of reprimand. An employee who is issued a letter of reprimand may submit a written response to the letter of reprimand which will be placed with the letter in the employee's file.

**SECTION 2.** The findings of internal affairs investigations shall be labeled "sustained," or "not sustained," "unfounded" or "exonerated." No other terminology may be used, unless otherwise required by state law.

**SECTION 3.** The City shall comply with Section 112.532 et seq., Florida Statutes (including any subsequent modifications and/or revisions thereto) when receiving, investigating, determining, and releasing information on citizens' complaint against employees covered by this Agreement.

**SECTION 4.** All internal affairs investigations of employees will be completed as expeditiously as reasonably possible.

# **ARTICLE 27**

## **WAGES AND PERFORMANCE EVALUATIONS**

### **A. WAGES**

**SECTION 1.** The salary ranges for the job classifications covered by this Agreement are contained in Appendix A.

**SECTION 2.** Effective at the beginning of the first full pay period that starts on or after October 1, 2018, there shall be a retroactive across-the-board wage increase of two percent (2.0%) for all eligible bargaining unit employees. This across-the-board wage increase shall increase the value of each step of the pay plan by two percent (2.0%).

**SECTION 3.** Effective at the beginning of the first full pay period that starts on or after October 1, 2019, there shall be an across-the-board wage increase of two percent (2.0%) for all eligible bargaining unit employees. This across-the-board wage increase shall increase the value of each step of the pay plan by two percent (2.0%).

**SECTION 4.** Effective at the beginning of the first full pay period that starts on or after October 1, 2020, there shall be an across-the-board wage increase of two percent (2.0%) for all eligible bargaining unit employees. This across-the-board wage increase shall increase the value of each step of the pay plan by two percent (2.0%).

### **SECTION 5. PREMIUM PAY**

Special assignment allowances shall be provided to bargaining unit employees as described below, after approval by the Chief of Police, or as otherwise designated:

- a. All Detectives, including the VIN Unit: \$37.50 weekly.
- b. Law enforcement personnel regularly assigned to full time motorcycle patrol duty and those regularly assigned full time to the Traffic Unit of the Uniform Division: \$22.50 weekly.
- c. SWAT Team Officers: \$15.00 weekly.
- d. SWAT Negotiator: \$15.00 weekly.
- e. K-9 Officers: \$15.00 weekly.

The above special assignment allowances will be paid only for those weeks that an employee is actually assigned to and actually performing the special assignment duties listed above.

- f. Law enforcement personnel assigned to honor guard duties: \$7.50 weekly.



## **SECTION 6. LONGEVITY SERVICE AWARD**

Employees may receive additional Longevity incentive pay for continuous full-time service with the City.

a). The City and the Union agree that due to pending changes to payroll automation processes, the City is amending the prior practice of treating Longevity as a “Step” in the Pay Plan with the agreement that the value of each Longevity Step incentive pay for employees hired before the ratification date of this 2018-2021 Agreement will include the prior impact of compounding that was created when the incentive was a “Step” in the Pay Plan. As a result, to eliminate any need for manual calculations, effective at the beginning of the first full pay period that starts on or after the ratification date of this 2018-2021 Agreement or the implementation date of the changes to the payroll automation processes, whichever occurs last, employees hired before the ratification date of this Agreement shall be paid the Longevity incentive pay benefits based on the following schedule:

- (1) Bargaining unit employees who have completed ten (10) years of continuous (uninterrupted) City service shall be paid a Longevity incentive pay increase of five and one-tenth percent (5.10%) calculated on the employee’s base rate of pay. This Longevity incentive pay increase will be classified as Longevity Step 1 (L1).
- (2) Bargaining unit employees who have completed fifteen (15) years of continuous (uninterrupted) City service shall be paid a Longevity incentive pay increase of two and six-tenths percent (2.6 %), for a total incentive of seven and seven-tenths percent (7.7 %) calculated on the employees base rate of pay. This Longevity incentive pay increase will be classified as Longevity Step 2 (L2).
- (3) Bargaining unit employees who have completed twenty (20) years of continuous (uninterrupted) City service shall be paid a Longevity incentive pay increase of two and seven-tenths percent (2.7 %), for a total Longevity incentive pay increase of ten and four-tenths percent (10.4%) calculated on the employee’s base rate of pay. This Longevity incentive pay increase will be classified as Longevity Step 3 (L3).

b). For those employees hired on or after the ratification date of this 2018-2021 Agreement, the parties agree that each of the Longevity incentive pays shall be treated as a supplemental pay, which shall not be compounded in any way, based upon the following schedule:

- 1) Bargaining unit employees hired on or after ratification of this 2018-2021 Agreement who have completed ten (10) years of continuous (uninterrupted) service shall be paid a Longevity incentive pay increase of five percent (5.0%) calculated on the

employee's base rate of pay. This Longevity incentive pay shall be classified as Longevity Step 1.

- 2) Bargaining unit employees hired on or after ratification of this 2018-2021 Agreement who have completed fifteen (15) years of continuous (uninterrupted) service shall be paid a Longevity incentive pay increase of two and one-half percent (2.5%) for a total of seven and one-half percent (7.5%) calculated on the employee's base rate of pay. This Longevity incentive pay shall be classified as Longevity Step 2.
- 3) Bargaining unit employees hired on or after ratification of this 2018-2021 Agreement who have completed twenty (20) years of continuous (uninterrupted) service shall be paid a Longevity incentive pay increase of two and one-half percent (2.5%) for a total of ten percent (10.0%) calculated on the employee's base rate of pay. This Longevity incentive pay shall be classified as Longevity Step 3.

Any employee who may have met the above requirements will receive longevity pay effective on the date of ratification of the contract by the City Commission.

SECTION 7. For payroll purposes (i.e., merit pay, longevity, etc.) service must be continuous, however, any unpaid leave of absence of thirty (30) consecutive calendar days or more will toll an employee's continuous service and thus cause an adjustment to the anniversary date.

SECTION 8. For the effective date of a longevity increase: (1) If the employee's anniversary date falls in the first week of a pay period, the effective date of the longevity increase shall be the beginning of that pay period. (2) If the employee's anniversary date falls in the second week of the pay period, all increase will be effective at the beginning of the following pay period.

SECTION 9. SUPPLEMENTAL PAY

- 1) First Responder Pay Supplement: The base rate of pay adjusted by Longevity incentive pay of all bargaining unit employees shall be adjusted by a biweekly supplemental pay of two and one-half percent (2.5%).
- 2) Accreditation Pay Supplement: In recognition for the Police Department attaining and maintaining the Accreditation by the Commission for Florida Law Enforcement Accreditation (CFA), effective in the first full pay period on or after February 25, 2015, the base rate of pay adjusted by Longevity incentive pay of all bargaining unit employees shall be adjusted by a biweekly supplemental pay of two and one half percent (2.5%). The Accreditation Pay Supplement shall remain contingent upon the Police Department maintaining a law enforcement certification from a certified state or national law enforcement accreditation agency. The Police Chief shall have the



sole and exclusive right to determine any changes to the accreditation status. In the event the Police Department loses law enforcement accreditation, the Accreditation Pay Supplement shall cease immediately upon the effective date that the Police Department loses the accreditation, unless the accreditation is lost due to an intentional act(s) by the City meant to cause the loss of accreditation.

SECTION 10. In order to be eligible for any retroactive payments provided in this Agreement, an employee must have been employed on the date of ratification of this 2018-2021 Agreement by the City Commission, and eligibility for retroactive payment shall go back only to the date the employee has been in a classification covered by the terms of this Agreement.

SECTION 11. For those employees who entered the Deferred Retirement Option Plan (DROP) prior to ratification of this 2018-2021 collective bargaining agreement by the City Commission, retroactive payments shall not be used to recalculate any employee's DROP or retirement benefits.

## **B. PERFORMANCE EVALUATIONS**

SECTION 1. Employees will be evaluated on their anniversary date. Employees who are evaluated as being overall satisfactory or above will receive a step increase as provided for in Sections 4 or 5, below, provided that no employee will receive more than the maximum step within the pay plan. An overall satisfactory evaluation as referred to above is one where an employee is rated satisfactory or better in all categories. In the event an employee receives an overall unsatisfactory evaluation that employee will be denied a merit increase. In the event an employee receives a "needs improvement", that employee will receive a deferred evaluation and, if all categories are brought up to the satisfactory level (or better), the employee will receive a prospective merit increase only. A single deferment will not cause an adjustment to an employee's anniversary date. For the effective date of a merit increase: (1) If the employee's pay anniversary date falls in the first week of a pay period, the effective date of the merit increase shall be the beginning of that pay period. (2) If the employee's pay anniversary date falls in the second week of the pay period, all increase will be effective at the beginning of the following pay period.

SECTION 2. Employees will be evaluated in the following categories:

- a. Quantity of work
- b. Quality of work
- c. Attendance (including punctuality)
- d. Work habits
- e. Judgment and decision-making

- f. Personal appearance
- g. Supervisory ability (where applicable)

SECTION 3. Employees will be rated as being *Excellent; Above Average; Satisfactory; Needs Improvement or Unsatisfactory.*

SECTION 4. For the purposes of this Section, the term “steps” refers to pay steps which do not reflect longevity or shift differential.

- A. A police officer hired on or after October 1, 2000, shall be eligible for three (3) consecutive two (2) step merit increases beginning on the police officer’s first anniversary date, and shall thereafter continue within the present salary range with single step merit increases until reaching the maximum step in the range.
- B. Notwithstanding the aforementioned, all police officers hired on or after September 30, 2015, who participate in the Tier 2 benefit structure of the City of Sunrise Police Pension Plan, shall only be eligible for single-step merit increases beginning with the police officer’s first anniversary date until reaching the maximum step in the range.

As stated above, all merit increases require an employee to receive an overall satisfactory or better evaluation.

In no event will an employee be permitted to advance higher than the maximum step within their salary range. Employees who reach the maximum step will be entitled to advance, if at all, only when negotiated across-the-board raises, in any, raise the “value” of the highest step.

SECTION 5. For the purposes of this Section, the term “steps” refers to pay steps which do not reflect longevity or shift differential.

- A. A police sergeant promoted into the rank of sergeant on or after October 1, 2000, shall be eligible for three (3) consecutive two (2) step merit increases beginning on the first anniversary date of the police sergeant’s promotion, and shall thereafter continue within the present salary range with single step merit increases until reaching the maximum step in the range.
- B. Notwithstanding the aforementioned, all police officers promoted into the rank of police sergeant on or after September 30, 2015, who participate in the Tier 2 benefit structure of the City of Sunrise Police Pension Plan, shall only be eligible for a single-step merit on each anniversary date after promotion until reaching the maximum step in the range.

As stated above, all merit increases require an employee to receive an overall satisfactory or better evaluation.

In no event will an employee be permitted to advance higher than the maximum step within their salary range. Employees who reach the maximum step will be entitled to advance, if at all, only when negotiated across-the-board raises, if any, raise the "value" of the highest step.

SECTION 6. If a police officer is promoted to police sergeant, and if his/her actual pay anniversary date for a merit increase is within the ninety (90) days, the newly promoted employee will be given credit for his/her merit increase and then will be given the pay increase for the promotion.

SECTION 7. When a police officer is promoted to police sergeant, the employee will be moved to the minimum starting salary for the rank of police sergeant or will be given a two-step increase, whichever is greater.

SECTION 8. The parties have agreed to extend the trial/pilot program, under the terms noted below, through September 30, 2018, to address concerns related to the delayed issuance of employee evaluations:

- A) Except as provided in this section, any employee who is eligible for a merit raise, but who has not been issued a performance evaluation within 45 days of his/her anniversary date, may send written notice to the Chief of Police with a copy to the Human Resources Director advising of the over-due evaluation.
- B) The Department shall have 30 days from the date the written notice is received by the Police Chief to complete the employee's evaluation.
- C) Absent a mutually agreed written extension of the 30-day period, if the evaluation is not completed by the end of that 30-day period, the evaluation will be presumed to be satisfactory and the employee shall, if eligible, be granted a merit increase.
- D) The terms of this trial/pilot program shall not apply to any employee whose evaluation is overdue if there was any disciplinary action issued to the employee which arose out of the employee's conduct during the evaluation period and which has been appealed via the grievance procedure, or because there is any pending investigation of any type regarding the employee's conduct.
- E) The City may elect to continue this trial program by providing the Union written notice of its intent to extend the program for one more year on or before September 30, 2018. Absent this written notice from the City to extend the program, it shall be discontinued as of that date, unless the parties through a Letter of Understanding mutually elect to resume the program under the above-noted terms or under different terms that the parties find mutually acceptable. In either event, the parties agree that

this trial/pilot program shall not become part of the status quo terms of this Agreement.

SECTION 9. The parties agree to work together to revise the current performance evaluation process and forms memorialized in Article 27, Sections B.1., 2., and 3., above, and if the parties are able to reach agreement on mutually acceptable changes that may alter the current terms in those Sections during the term of this 2018-2021 Agreement, the parties agree to memorialize those agreed changes in a Letter of Understanding that may be executed and implemented without the need for ratification votes by the Union and City.

## **ARTICLE 28**

### **RULES AND REGULATIONS**

**SECTION 1.** It is agreed and understood that the City and the Police Department currently have Rules, Regulations, Policies and Procedures governing employment. The FOP agrees that, consistent with Article 4, Paragraph 1 §§ (t), (u) and (v), said Rules, Regulations, Policies and Procedures shall be formulated, amended, revised and implemented in the sole and exclusive discretion of the Chief of Police and the City Manager (or designee), provided, however, that said new, amended, revised and implemented rule or regulation will be neither arbitrary or capricious nor will it be in conflict with the provisions of this Agreement.

**SECTION 2.** The FOP President or designee will be provided with a copy of any newly proposed rule, regulation, policy or procedure as well as any proposed amendment or revision to a rule, regulation, policy or procedure. Said Rules, Regulations, Policies and Procedures will be provided prior to their effective date, if possible. As provided in paragraph 1, above, the Rules, Regulations, Policies and Procedures will be formulated, amended, revised and implemented in the sole and exclusive discretion of the City. However, the FOP may submit a written request to bargain over the impact of the new and/or revised rule, regulation, policy or procedure, within thirty (30) calendar days from receipt of the proposed rule, regulation, policy or procedure. The City agrees that it will immediately participate in requested impact bargaining, provided that the effective date of the new and/or revised rule, regulation, policy or procedure will not be delayed until after the completion of impact bargaining. Failure of the FOP to request impact bargaining within said thirty (30) calendar days shall constitute a waiver.

**SECTION 3.** It is agreed and understood that the department will provide each member of the bargaining unit with a copy of departmental rules and regulations, policies and procedures and formulate general orders formulated subsequent to the execution of this Agreement. The department will distribute any such new departmental rules, regulations, policies and general orders to members within thirty (30) calendar days after formal adoption, or as soon as practical after that. Employees will sign for their copy of the rules, regulations, policies and procedures.

## **ARTICLE 29**

### **EDUCATION AND TRAINING**

**SECTION 1.** The City will attempt to provide each full-time sworn and certified law enforcement officer covered by this Agreement with at least twenty (20) hours of in-service training each year.

**SECTION 2.** When an employee participates in required training which is mandated by the City or the Police Department, either on or off-duty, he or she will be compensated for the time spent in such training at his or her regular rate of pay, and this will count as hours worked when computing an employee's entitlement to overtime compensation. An employee is deemed to be engaged in such mandated training when he or she is given a direct order to participate in said training by the Chief of Police or his or her designee. An employee who attends a course, even if the City advises him or her of it and/or pays course tuition, is engaged in voluntary (non-compensable) training if he or she attends said courses without receiving an order to attend.

**SECTION 3.** The City and FOP agree that the Tuition Refund Program attached as Appendix B to this Agreement is incorporated herein by reference.

**SECTION 4.** The City will pay the following incentive pay for law enforcement related education, as defined by the State of Florida Criminal Justice Standards and Training Commission, to all eligible bargaining unit members who have attained one or the other (but not both) of the following college degrees:

- A) Employees who have attained an Associate's Degree or equivalent as defined in Section 943.22(c), Florida Statutes, will receive educational incentive pay of \$30.00 per month, or
- B) Employees who have attained a Bachelor's Degree, as defined in Section 943.22(b), Florida Statutes, will receive educational incentive pay of \$75.00 per month.



## **ARTICLE 30**

### **LAY-OFF AND RECALL**

**SECTION 1.** In the event that the City determines that the number of bargaining unit employees must be reduced, for any reason (including layoff, contracting and/or subcontracting, etc.), employees will be laid off according to seniority (i.e., least senior employees laid off first) provided that the employees retained must be immediately qualified to perform the work required to be accomplished. However, the City may disregard seniority in lay-off and recall situations for public safety reasons, which are not arbitrary and capricious. The Police Chief will meet with the Union President and discuss such reasons five working days prior to a decision to disregard seniority.

**SECTION 2.** Except as provided in Section 1, above, any employee covered by this Agreement who is affected by a reduction in force shall have the right to displace any employee with less seniority in any lower rated classification or rank covered by this Agreement, provided that said employee is immediately qualified to perform the necessary services to be performed in that classification or rank. When an employee elects to "bump" into a lower rated classification or rank, said employee will be paid the rate of pay of that lower classification or rank.

**SECTION 3.** All laid off employees shall have the right of first recall, according to seniority, for up to twelve (12) months after their layoff occurs. If an employee is recalled into a position for which he or she is qualified, and refuses that position, the City is no longer obligated to offer the right of first recall to said employee.

**SECTION 4.** Employees shall receive two (2) weeks' notice of layoff, or, in lieu therefore, shall receive two (2) weeks' pay at their straight time rate of pay.

**SECTION 5.** An employee on layoff status does not accrue seniority but does retain his or her accumulated seniority for twelve (12) months, or until recall, whichever occurs first. If recalled, the employee again begins to accrue seniority.

# **ARTICLE 31**

## **UNIFORMS**

**SECTION 1.** The City agrees that uniformed officers hired after the effective date of this Agreement will be provided with the following:

- a) five (5) shirts with patches;
- b) four (4) pairs of trousers;
- c) one (1) uniform jacket;
- d) one (1) raincoat;
- e) one (1) dress hat with rain cover;
- f) one (1) tie with pin;
- g) one (1) bullet proof vest;
- h) one (1) collapsible baton and belt strap;
- i) one (1) shirt badge and one (1) hat badge;
- j) one (1) I.D. card;
- k) one (1) citation book holder, and
- l) one (1) rank insignia (if appropriate).

This will be a one-time issuance and the Department will replace these items on an as-needed basis.

**SECTION 2.** In addition to the items specified in Section 1 above, officers of the motor division hired after the effective date of this Agreement will receive the following:

- a) three (3) pairs of motor trousers; and
- b) one (1) pair of motorcycle boots.

This will be a one-time issuance and the Department will replace these items on an as-needed basis.

**SECTION 3.** Pursuant to established practices and procedures, the Chief of Police may purchase (via direct department purchase or via reimbursement to employees, after written pre-approval) additional uniform items that the Chief of Police has determined or may determine, in his sole and exclusive discretion, to be necessary for bargaining unit employees assigned to the following specialty units or positions: the Training Unit, Honor Guard, SWAT, K-9 officers, Bicycle officers and Hostage Negotiators, as well as other specialty uniform items for any officer(s) as determined necessary by the Chief of Police.



SECTION 4. In the event that an employee's personal property, including firearms, is damaged or destroyed as a result of on-the-job activities, not to include normal wear and tear, and through no fault or negligence of the employee, the City agrees to repair or replace said item. In the case of personal property, the City will not repair or replace "luxury items" such as gold chains, expensive jewelry, Rolex watches, etc., or any electronic and/or communication devices or equipment (including but not limited to, cell phones, beepers, personal organizers, palm pilots, computer equipment, etc.). No reimbursement will be made for cash. Reimbursement/repair costs for jewelry and watches will not exceed \$50.00. Reimbursement/repair of prescription eyeglasses will not exceed \$150.00. These reimbursement/repair costs are per incident.

SECTION 5. A clothing allowance of two hundred dollars (\$200.00) will be paid by the City quarterly to all plain clothes officers while so assigned.

SECTION 6. All employees, including employees assigned to the Detective Division, shall receive an annual check of \$300.00 payable the first pay period in December for uniform maintenance.

SECTION 7. A clothing allowance of one hundred dollars (\$100.00) will be paid by the City quarterly to all Delta Unit officers while so assigned.

## **ARTICLE 32**

### **EMERGENCIES**

**SECTION 1.** The City Manager shall have the right, in his or her sole and exclusive discretion, to determine if and to what extent an emergency situation exists, with respect to City property and/or to the Citizens of the City of Sunrise. Immediately after making such determination, the City Manager's Office shall notify the President of the FOP, or a designee, of the decision, and, to the extent possible, the length of time the emergency condition is expected to continue.

**SECTION 2.** During the declared emergency, all provisions of this Agreement may be suspended, except the provision of Article 5 (Law Enforcement Officers Rights); Article 12 (Workweek-Scheduling-Recall) - Section 1 and 5; Article 20 (Legal Problems); and Article 27 (Wages and Performance Evaluations). Any provision so suspended will be reinstated upon order of the City Manager after the emergency has ended.

**SECTION 3.** Disputes concerning the Agreement arising during the declared emergency shall not be subject to the grievance and arbitration procedures except disputes concerning salary and wages arising pursuant to Article 27 (Wages and Performance Evaluations) of this Agreement.

## **ARTICLE 33**

### **RETIREMENT**

**SECTION 1.** Except as provided for below, the City will maintain the existing pension ordinance provisions regarding benefits and contributions for bargaining unit employees for the duration of this Agreement.

**SECTION 2.** The City agrees to amend, as necessary, Section 11-3 (and/or any other applicable sections that may be required) of the Police Pension Plan ordinance within sixty (60) calendar days after the ratification date of this 2018-2021 Agreement, in order to allow for qualifying Police Pension Plan members to complete the payment of a buy-back of creditable military or prior law enforcement service within sixty (60) months, but no later than DROP entry or separation from employment, whichever occurs first; and allowing for payment to be deducted from the employee's paycheck on a biweekly basis. Failure of the qualifying member to complete his/her buy-back within the established sixty (60) month period shall result in an immediate refund of all buy-back contributions, without interest to the employee/member. Any/all costs of any such buy-back, including interest as calculated by the plan actuary using the assumed investment rate of return, but excluding City administrative staff time, shall be borne/paid by the employee/member.

**SECTION 3.** The purpose of this section is to implement the provisions of Chapter 185, Florida Statutes, as amended by Chapter 2015-39, Laws of Florida. Section 185.35(6) requires that a defined contribution plan ("share plan") be established as a component of the pension plan, but does not require that the share plan be funded. The parties have agreed that all Chapter 185 premium tax revenues received during each fiscal year up to \$2,137,895 shall be used to reduce the City's annual required contribution to the pension fund. The parties have further agreed that any premium tax revenues received during any fiscal year in excess of \$2,137,895 shall be held in reserve in the pension fund, and may be used to provide defined contribution benefits through a share plan that has been established as a component of the Pension Plan. Accordingly, the parties agree that a share plan was established as a component of the Pension Plan, to be funded solely with Chapter 185 premium tax revenues, but the share plan shall not be funded until premium tax revenues received in any fiscal year exceed \$2,137,895. The parties agree to negotiate the use of Chapter 185 premium tax revenues received in any fiscal year that exceed \$2,137,895, as well as the provisions of the share plan, and their resulting agreement shall determine the "available funds" that will be used to fund the share plan, as well as the provisions of the share plan

SECTION 4. It is understood and agreed that implementation of the wage increases in this Agreement is contingent on the City and Police Pension Board reaching agreement on actuarial assumptions, cost methods and procedures to be utilized during the term of that agreement, procedures for pension board action or plan interpretation that may result in an increase in plan liabilities or required by employer contributions, as well as the use of premium tax revenues as set forth in Section 3, above, which agreement will be incorporated as Appendix D to this Agreement. Any changes in assumptions, cost methods and procedures during this time period will only be made in accordance with the agreement between the City and the Police Pension Board (Appendix D). All actuarial assumptions, cost methods and procedures, and any pension board action or plan interpretation that results in an increase in plan liabilities or required employer contributions shall be individually realistic and based on the actuary's best estimates of anticipated future experience under the plan. In the event the Police Pension Board should at any time take action that is contrary to the agreement on the use of premium tax revenues as set forth in Section 3, above, the employee contribution shall immediately be increased by the amount required to offset the cost of the Police Pension Board's action.

SECTION 5. The parties acknowledge that there may be changes in state laws affecting the City's police pension plan during the term of this Agreement. Should such legislation become law while this Agreement is in effect (including any time periods after contract expiration but prior to a successor agreement becoming effective), regardless of the effective date of the legislation, or if the police pension board attempts to use the income from the Chapter 185 premium tax for any purpose other than as provided by this Article, it is agreed that the City may reopen any provisions of this Agreement for negotiations. Re-opener negotiations shall commence upon the City's request, and the parties agree to meet and negotiate the issues raised by the City within two (2) weeks following a request from the City for such negotiations. Re-opener negotiations will be limited to the items raised by the City. If negotiations reach an impasse, the impasse will be resolved utilizing statutory impasse resolution procedures. The City may proceed to impasse on re-opener issues even if collective bargaining negotiations on other issues are ongoing. In accordance with Chapter 185, Florida Statutes, effective with the date of ratification of the 2012-2015 Agreement, payments for accrued unused sick and annual leave shall be excluded from salary for pension purposes effective upon ratification of that Agreement.

SECTION 6. The City agrees to amend, as necessary Section 11-52(c) of the Police Pension Plan ordinance within sixty (60) calendar days after the ratification date of this 2018-2021 Agreement, to provide that police officers hired prior to September 30, 2015 who terminate

employment and begin receiving normal or early retirement benefits on or after the ratification date of this 2018-2021 FOP Agreement, shall receive a supplemental monthly benefit in the initial amount of thirty-five dollars (\$35.00) per year of creditable service up to a maximum of seven hundred dollars (\$700.00) per month until age sixty-five (65), and fifteen dollars (\$15.00) per year of creditable service up to a maximum of three hundred dollars (\$300.00) per month thereafter; contingent on the annual adjustment described in Section 11-52(d). The prior value(s) of the supplemental payments for members who retired before this Agreement is ratified shall remain unchanged.

SECTION 7. Effective upon ratification of this 2018-2021 Agreement, if the Police Pension Board takes any action or interprets the pension plan in a manner that does not change the actuarial assumptions, cost methods and procedures, but results in an increase in Plan liabilities or required employer contributions to the pension plan, the City may re-open the Retirement Article of this Agreement to negotiate changes to the pension plan benefits and/or employee contributions to offset the increases in Plan liabilities or employer contributions.

## **ARTICLE 34**

### **SEVERABILITY CLAUSE**

**SECTION 1.** Should any provisions of this Collective Bargaining Agreement, or any part thereof, be rendered or declared invalid by reason of any existing or subsequently enacted legislation, or by any decree of a court of competent jurisdiction, all other articles and sections of this Agreement shall remain in full force and effect for the duration of this Agreement. Further, the parties will meet within thirty (30) days in order to negotiate a successor provision.

**ARTICLE 35**  
**PROHIBITION AGAINST REOPENING  
OF NEGOTIATIONS**

**SECTION 1.** Except as specifically provided herein, neither party hereto shall be permitted to reopen or renegotiate this Agreement or any part of this Agreement. This Agreement contains the entire agreement of the parties on all matters relative to wages, hours, working conditions, and all other matters which have been, or could have been negotiated by and between the parties prior to the execution of this Agreement.

**SECTION 2.** The City, however, in its sole discretion, may reopen this Agreement for the sole purpose of negotiating additional provisions, or modifications or existing provisions, thereto where new federal, state or county legislation, regulations or ordinances have created a hardship upon the City in implementing any of the terms of this Agreement. In that case, the parties at the City's request, shall promptly meet to negotiate such new provisions, or revisions of existing provisions, as would alleviate the hardship upon the City.

## **ARTICLE 36**

### **ON THE JOB INJURY**

**SECTION 1.** Whenever an employee covered by this Agreement suffers an illness or injury deemed compensable under Florida's Workers' Compensation Act, the City will pay to the employee his or her full net pay, less any Workers' Compensation benefits received until:

- A) the employee is unable to return to his or her regular employment with the City; or
- B) the employee returns to light duty work, as provided below; or
- C) the employee is awarded a disability pension from the City; or
- D) one (1) year has passed since the employee began receiving the above benefit.

An employee who is injured on the job by a criminal action involving a physical altercation may receive an extended period of entitlement up to an additional twelve (12) months if approved by the City Manager upon the recommendation of the Risk Manager and Chief of Police.

**SECTION 2.** As a condition to continued receipt of the on the job injury supplement, the employee shall submit, upon request by the City, to a physical or psychiatric examination by a physician selected by the City.

**SECTION 3.** Employees suffering on the job injuries will be entitled to an evaluation(s) and/or examination(s) by an authorized treating physician and/or hospital, if approved by the City Workers' Compensation Administrator for medical care, providing all charges of the physician and hospital comply with the Workers' Compensation laws.

**SECTION 4.** As a condition of receiving the supplement benefits, the City may require (but is under no obligation to provide) the employee to perform light duty work as deemed appropriate by the Chief of Police.



## **ARTICLE 37**

### **LEAVE WITHOUT PAY**

**SECTION 1.** An employee may be granted a leave of absence without pay for a period of not more than one (1) year for attending an accredited education institution (when such leave and education is related to the employee's employment); sickness; mental or physical disability; or other good and sufficient reasons which are considered to be in the best interest of the City. Such leave shall require the approval of the Human Resources Director. No more than five (5) employees shall be on such leave at any time.

**SECTION 2.** Unpaid leave or a leave of absence without pay may be granted only after an employee has exhausted his or her annual leave accruals and Floating Holiday. In addition, in cases of sickness, mental or physical disability, the employee must exhaust his or her sick leave accruals.

**SECTION 3.** Any time without pay for one pay period (two-weeks) or less is considered unpaid leave and does not need the approval of the Human Resources Director.

**SECTION 4.** Employees are eligible for a leave of absence without pay if they have worked for the City for at least one (1) year.

**SECTION 5.** No employee who is granted a leave of absence (with or without pay) may engage in any career transition during said leave without the express permission of the City Manager or designee. Employees on unpaid leave status will not earn or accrue any benefits or seniority during the period of unpaid leave.

**SECTION 6.** Any unpaid leave of absence of thirty (30) consecutive calendar days or more will toll an employee's continuous service and thus cause an adjustment to the employee's anniversary date.

## **ARTICLE 38**

### **FIELD TRAINING OFFICERS**

**SECTION 1.** Certified Field Training Officers will receive twenty-five dollars (\$25.00) per day for each day that they are actively engaged in training newly hired Police Officers or Public Service Aides (PSA's).

**ARTICLE 39**  
**MANAGEMENT/LABOR LIAISON**  
**COMMITTEE**

**SECTION 1.** There shall be established a management/labor liaison committee to be composed of the Chief of Police, up to five (5) bargaining unit members selected by the FOP and such other persons as are deemed appropriate by the Chief of Police.

**SECTION 2.** Said committee will meet on an as needed basis as determined by the Chief of Police. FOP committee members will be compensated for attendance at said meetings. The call-back provisions of Article 12 will not apply.

**SECTION 3.** Said committee shall have neither regulative nor arbitrate authority, but shall serve as a “think tank” reference matters of mutual concern to all ranks, feasibility projections and staff investigations. Objects of study shall include, but shall not be limited to, such matters or concepts as pertain to the common good of all sections of the department (e.g., awareness programs for spouses; improved classroom and practical survival; tactical instruction to include improved realistic sidearm/shotgun training; department-provided or department-sponsored physical fitness facilities for employees; modified rating/evaluation procedures; equipment improvement/alteration/substitutions; initiating of temporary or permanent specialized units).

**SECTION 4.** Neither the Police Department nor the City shall be bound by the results of any discussions, studies or reports generated by said committee, but shall give serious consideration to suggested improvements or programs determined by the committee to be potentially beneficial to the morale, performance and financial management of the department.

## **ARTICLE 40**

### **PROMOTIONS**

**SECTION 1.** The City agrees that, when it gives a promotional examination for the position of police sergeant or police lieutenant, it will post a notice at least ninety (90) days in advance of the examination advising interested employees of: (1) the date the examination is to be given; (2) the type of examination (written, oral, other); (3) the location of the test; and (4) the scoring formula used for each type of examination (i.e. weight assigned to various portions of the test). The City will provide ninety (90) calendar days' advance notice of the sources of information (i.e., study materials) for the examination.

**SECTION 2.** In order to take a promotional examination for police sergeant, an employee must have three (3) years of continuous employment with the City as a certified police officer as of the date of the promotional examination, and a minimum of sixty (60) semester or ninety (90) quarter hours or an associate degree from an accredited institution. The candidate must provide proof of the education requirement at least thirty (30) days before the date of the examination. An employee who does not meet this minimum educational requirement is still eligible to take the promotional examination if they have five (5) years of continuous employment with the City as a certified police officer as of the date of the promotional examination.

**SECTION 3.** In order to take a promotional examination for police lieutenant, an employee must have twenty-four (24) months employment with the City as a certified police sergeant as of the date of the promotional examination, and a minimum of sixty (60) semester or ninety (90) quarter hours or an Associate Degree from an accredited institution. The candidate must provide proof of the education requirement at least thirty (30) days before the date of the examination.

**SECTION 4.** The City will maintain an existing promotional eligibility list for promotions to the rank of police sergeant and the rank of police lieutenant. The lists will be valid for up to twenty-four (24) months unless it is exhausted/expired sooner as determined by the Chief of Police. Any such list will be deemed exhausted/expired sooner than the stated period if it falls below five (5) names for Police Sergeant and three (3) names for Police Lieutenant. In that event, the City will immediately take steps to give a promotional examination and establish a new

eligibility list provided that there is a vacancy anticipated within the twelve (12) months following the expiration of the existing list.

SECTION 5. Whenever a budgeted sergeant or lieutenant position becomes vacant and the position remains in the budget, the City will fill said position within sixty (60) days provided there is an existing eligibility list large enough to accommodate the number of vacancies. If not, the City will immediately take steps to give a promotional examination and will make said promotion(s) within sixty (60) days from the establishment of the new eligibility list.

SECTION 6. The Chief of Police shall make a promotion from an eligibility list established under this Article. In deciding which eligible employee to promote, the Chief of Police, in his or her sole discretion, will select any one of the top five (5) scores on the eligibility list (i.e., if candidates obtain tie scores, those candidates will share the same rank and, as a result, more than five (5) candidates may be included among the top five (5) ranked positions on the eligibility list of candidates).

SECTION 7. The Chief of Police alone determines the nature of the promotional examination to be administered (i.e., written, oral, other). The promotional examinations shall consist of the skills, knowledge and abilities necessary for the promoted position, as determined by the Chief of Police.

# **ARTICLE 41**

## **DRUG FREE AND ALCOHOL FREE WORKPLACE POLICY**

**SECTION 1.** The City and the FOP recognize that employee substance and alcohol abuse has an adverse impact on City government, the image of City employees, the general health, welfare and safety of employees, and to the general public at large. Therefore, it is in the best interest of the parties to negotiate over the subject of drug and alcohol testing.

**SECTION 2.** Using, selling, possessing or being under the influence of drugs or controlled substances is prohibited. "Under the influence" as used in this Article shall be defined as those amounts of drugs, alcohol or controlled substances which are specified within this Article and/or for which there are state and/or federal standards. "Drugs or controlled substances" as used in this Article shall be defined as illegal substances, controlled substances, substances which may legally be prescribed but which were not prescribed for the particular employee and/or prescribed drugs used by the particular employee in non-conformance with the prescription. Employees are further prohibited from consuming alcohol on duty and/or abusing alcohol off duty to the extent that such use and/or abuse tends to have an effect upon the performance of their job functions.

**SECTION 3.** The City has the right to randomly drug/alcohol test up to fifty percent (50%) of all bargaining unit employees each calendar year. Additionally, all employees who are assigned/transferred in and out of the VIN unit will be required to submit to drug/alcohol testing. In addition to random testing, the City shall apply the reasonable suspicion standard in ordering testing for drugs, alcohol or controlled substances.

**SECTION 4.** Testing for drugs or controlled substances shall be done through a blood and/or urine analysis at the City's discretion. Testing for alcohol will be done through a blood analysis or through an intoxilyzer. Blood samples shall be taken to test for alcohol and/or drugs or other substances where it is generally accepted by medical and/or toxicological experts that testing for such substance is insufficiently accurate through urine samples or where testing of the substance through blood samples provides substantially greater accuracy. Urine sample shall be collected under supervision of the medical laboratory personnel in the following manner:

- (1) Urine sample collection will be unwitnessed unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided.

- (2) The urine specimen collected shall be sufficient for two drug tests as determined by the Agency for Health Care Administration.
- (3) Employees may inspect the container to be utilized for collection of the urine sample and may request a substitute container.
- (4) Employees may observe the labeling, sealing and packaging for routing of their urine samples by laboratory personnel.
- (5) A record of the "chain of custody" or urine specimens shall be maintained.
- (6) In the event a urine specimen is tested as positive under the drug testing screen, as specified below, a portion of that sample shall be subjected to gas chromatography/mass spectrophotometry (GC/MS) testing. If the GC/MS confirmation test also is positive, the employee may request a portion of the urine sample to be supplied to a qualified laboratory for independent analysis, the cost of which will be paid by the employee.
- (7) Every specimen that produces a positive, confirmed test result shall be preserved by the licensed or certified laboratory that conducted the confirmation test for a period of at least 210 days after the result of the test was mailed or otherwise delivered to the medical review officer. However, if an employee undertakes an administrative or legal challenge to the test result, the employee shall notify the laboratory and the sample shall be retained by the laboratory until the case or administrative appeal is settled. During the 180-day period after written notification of a positive test result, the employee who has provided the specimen shall be permitted by the City to have a portion of the specimen retested, at the employee's expense, at another laboratory, licensed and approved by the Agency for Health Care Administration, chosen by the employee. The second laboratory must test at equal or greater sensitivity for the drug in question as the first laboratory. The first laboratory that performed the test for the City is responsible for the transfer of the portion of the specimen to be retested, and for the integrity of the chain of custody during such transfer.

SECTION 5. Drugs, their metabolites, alcohol and other substances for which the City will screen an employee's urine and/or blood sample include, but are not limited to the following: alcohol, amphetamines, barbiturates, benzodiazepines, cocaine metabolites (benzoylecgonine), marijuana metabolites (delta-9-tetrahydrocannabinol-9-carboxylic acid), methaqualone, opiates, phencyclidine, propoxyphene, and effective October 1, 2007, anabolic steroids. All testing shall



be done by a qualified laboratory with expertise in toxicology testing and methodology. All positive test results shall be evaluated by a certified toxicologist. All samples which test positive on a screening test shall be confirmed by gas chromatography/mass spectrophotometry ("GC/MS"). Employees shall be required to document their legal drug and/or substance use, as defined above, within twenty-four (24) hours after the specimen is donated. Test results shall be treated with the same confidentiality as other medical records (except that they may be released to the employee; the FOP [if applicable]; in any proceedings held regarding any disciplinary action on account of a positive drug test result; and to any governmental agency).

The standards to be used for employee drug testing are as follows:

#### **DRUG TESTING STANDARDS**

<b><u>DRUG/METABOLITE TEST</u></b>	<b><u>SCREENING</u></b>	<b><u>CONFIRMATION</u></b>
Amphetamines	1000 ng/ml	500 ng/ml
Barbiturates	300 ng/ml	150 ng/ml
Benzodiazepines	300 ng/ml	150 ng/ml
Cocaine	300 ng/ml	150 ng/ml
Cannabinoids	50 ng/ml	15 ng/ml
Methadone	300 ng/ml	300 ng/ml
Methaqualone	300 ng/ml	150 ng/ml
Opiates	2000 ng/ml	150 ng/ml
Phencyclidine	25 ng/ml	25 ng/ml
Phopoxyphene	300 ng/ml	150 ng/ml

An employee will be considered to test positive for alcohol at the level equal to or exceeding 0.04g%. Other drugs and substances may be tested for by the City in its discretion. In that event, they will be tested at levels according to generally accepted toxicology standards. Effective on October 1, 2007, the drug testing program will be expanded to include testing for the presence of the following anabolic steroids and their metabolites:



Bolasterone	Methyltestosterone
Boldenone	Nandrolone
Clenbuterol	Norethandrolone
Clostebol	Oxandrolone
Danazol	Oxymesterone
Dehydrochloromethyletosterone	Oxymetholone
Dromonstanolone	Probenecid
Ethylestrenol	Stanozolol
Fluoxymesterone	Stenbolone
Mesteronlone	Testosterone
Methandienone	Trenbolone
Methenolone	

The initial screening for each of the steroids and their metabolites will be at 10 ng/ml and the confirmation screening will be at 1 ng/ml.

**SECTION 6.** Each employee shall have the right to challenge the City's adherence to the contractual requirements of drug testing set forth herein in the same manner that the employee may grieve any managerial decision.

**SECTION 7.** The City, in its discretion, may discipline an employee for alcohol use/abuse and/or the City may choose to rehabilitate the employee. It is recognized that the City must make its determination as to whether to discipline and/or attempt to rehabilitate an individual who tests positive for alcohol on a case-by-case basis. Prohibited drug use/abuse will be dealt with by immediate termination. If the FOP believes the City has acted arbitrarily and capriciously in its determination of whether to recommend rehabilitation of an employee, the FOP may grieve the City's decision. In the event the City chooses to rehabilitate an employee, the City may place the employee on administrative leave without pay during the period of rehabilitation. An employee who fails to complete the entire rehabilitation program, including follow-up care, may be immediately terminated. Also, in the event the City elects to rehabilitate an employee, the City is only obligated to offer rehabilitation to an employee one time and future "relapses" may be dealt with by immediate termination.

**SECTION 8.** It is recognized that technology may, from time to time, improve the type and/or testing methods available for drug and/or alcohol testing. In that event, the City may change

its testing methods or procedures and the FOP may challenge said change through the grievance procedure if it believes the City acted arbitrarily and capriciously.

SECTION 9. An employee who refuses drug or alcohol testing may be subject to disciplinary action up to and including termination.

SECTION 10. The parties acknowledge that the City has a Drug Free/Alcohol Free Workplace Policy. That policy applies City-wide. In the event of a conflict between that policy and this Agreement, the terms of the Agreement will prevail.

**ARTICLE 42**  
**AMERICANS WITH DISABILITIES ACT**  
**(ADA)**

**SECTION 1.** The City and the FOP agree that they are both covered under the ADA and that they will comply with the provisions of the ADA.

**SECTION 2.** Whenever a bargaining unit member advises the City or the FOP that action needs to be taken by either party to comply with obligations arising under the ADA, the party so informed will -- if and to the extent permitted by law -- have the affected employee make the necessary disclosures to the other party. Then, the City, the FOP and the affected employee will meet in order to attempt to resolve the employee's claims.

## **ARTICLE 43**

### **NO STRIKE**

**SECTION 1.** The FOP agrees to accept and abide by all the terms and conditions of this Agreement. During the term of this Agreement, the FOP further agrees it will not call, countenance, or encourage any strike as defined below and will not interfere with the efficient management of the City and its individual departments. In the event of any breach of this Article, the FOP agrees that the City will have all statutory rights of recourse as provided in Chapter 447, Florida Statutes. The FOP acknowledges that any employee who violates this Article and/or who engages in a strike (as defined herein or as determined by PERC or a court) shall be subject to discharge.

**SECTION 2.** Strike, as used in this Agreement, shall mean the concerted failure to report for duty; the concerted absence of employees from their positions; the concerted stoppage of work; the concerted submission of resignations (from any unit, assignment or from employment); the concerted abstinence in whole or in part by a group of employees from the full and faithful performance of the duties of employment with a public employer (City) for the purpose of inducing, influencing, condoning or coercing a change in the terms and conditions of employment or participating in a deliberate and concerted course of conduct which adversely affects the service of the public employer; the concerted failure to report for work after the expiration of a collective bargaining agreement and picketing in furtherance of a work stoppage.

**SECTION 3.** Members of the FOP shall not engage in any walkout, strike, sit-down, slow-down, or other interference with or interruption of work during the term of this Agreement. If any member or group of members of the FOP should violate this section, the FOP, through its proper officers, will promptly notify the City's Human Resources Director, and such member or members of the FOP, in writing, of its disapproval and will take immediate steps to effect a resumption of work.

**SECTION 4.** The City recognizes the right of the FOP to engage in informational picketing as long as such picketing is done in a lawful manner in accordance with Florida Statutes. The FOP agrees that there will be no interference with the free and unrestricted right of any City employee to enter and leave City property.

## **ARTICLE 44**

### **EMPLOYEE ASSISTANCE PLAN (EAP)**

**SECTION 1.** The City agrees to provide an Employee Assistance Plan (EAP) available for use by bargaining unit employees. The City will attempt to utilize the services of a mental health worker familiar with police-related matters (provided that the mental health worker is not affiliated with a labor organization).

## **ARTICLE 45**

### **DURATION OF AGREEMENT**

**SECTION 1.** Unless otherwise specifically provided herein, this Agreement shall become effective upon the date of its ratification by both parties and shall continue in effect until September 30, 2021. No bargaining unit member who left the City's employ prior to the date of ratification of this Agreement by both parties will be eligible for any wages or benefits under this Agreement. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

**SECTION 2.** Any prior Letters of Understanding which are not attached to this Agreement are null and void.

IN WITNESS WHEREOF, the CITY OF SUNRISE, FRATERNAL ORDER OF POLICE, INC. and the CITY OF SUNRISE, FLORIDA, have caused the Agreement to be executed by the respective officers and agents these unto duly authorized, all as of \_\_\_\_\_.

**CITY OF SUNRISE FRATERNAL ORDER OF POLICE, INC.**      **CITY OF SUNRISE, FLORIDA**

By: \_\_\_\_\_  
Ben Hodgers, President, FOP Lodge 80

By: \_\_\_\_\_  
Mayor Michael Ryan

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Felicia M. Bravo, City Clerk  
Date: \_\_\_\_\_

Approved as to form and legal sufficiency:

\_\_\_\_\_  
Kimberly A. Kisslan, City Attorney  
Date: \_\_\_\_\_

\_\_\_\_\_  
Paul T. Ryder, Jr., Labor Counsel  
Date: \_\_\_\_\_



## **APPENDIX A**

### **FOP Contract 2018-2021 Pay Grade Steps**

#### **Police Officer – Pay Grade Steps: 46-60**

	2.0% COLA Effective First Full Pay Period on or After 10/1/2018	2.0% COLA Effective First Full Pay Period on or After 10/1/2019	2.0% COLA Effective First Full Pay Period on or After 10/1/2020
<b>STEP</b>			
46	\$63,047.37	\$64,308.32	\$65,594.49
47	\$64,622.45	\$65,914.90	\$67,233.20
48	\$66,239.11	\$67,563.89	\$68,915.17
49	\$67,895.44	\$69,253.35	\$70,638.42
50	\$69,592.29	\$70,984.14	\$72,403.82
51	\$71,331.80	\$72,758.44	\$74,213.61
52	\$73,116.49	\$74,578.82	\$76,070.40
53	\$74,943.61	\$76,442.48	\$77,971.33
54	\$76,816.34	\$78,352.67	\$79,919.72
55	\$78,736.82	\$80,311.56	\$81,917.79
56	\$80,706.51	\$82,320.64	\$83,967.05
57	\$82,723.94	\$84,378.42	\$86,065.99
58	\$84,791.02	\$86,486.84	\$88,216.58
59	\$86,911.56	\$88,649.79	\$90,422.79
60	\$89,084.29	\$90,865.98	\$92,683.30

#### **Police Sergeant – Pay Grade Steps: 54 - 68**

	2.0% COLA Effective First Full Pay Period on or After 10/1/2018	2.0% COLA Effective First Full Pay Period on or After 10/1/2019	2.0% COLA Effective First Full Pay Period on or After 10/1/2020
<b>STEP</b>			
54	\$76,816.34	\$78,352.67	\$79,919.72
55	\$78,736.82	\$80,311.56	\$81,917.79
56	\$80,706.51	\$82,320.64	\$83,967.05
57	\$82,723.94	\$84,378.42	\$86,065.99
58	\$84,791.02	\$86,486.84	\$88,216.58
59	\$86,911.56	\$88,649.79	\$90,422.79
60	\$89,084.29	\$90,865.98	\$92,683.30
61	\$91,311.11	\$93,137.33	\$95,000.08
62	\$93,593.75	\$95,465.63	\$97,374.94
63	\$95,933.66	\$97,852.33	\$99,809.38
64	\$98,332.35	\$100,299.00	\$102,304.98
65	\$100,789.79	\$102,805.59	\$104,861.70
66	\$103,309.62	\$105,375.81	\$107,483.33
67	\$105,892.45	\$108,010.30	\$110,170.51
68	\$108,540.84	\$110,711.66	\$112,925.89

## **APPENDIX B**

### **TUITION REFUND PROGRAM**

In order to assist employees who wish to attain additional training or education, the City of Sunrise has a Tuition Refund Program which reimburses employees a percentage of tuition costs at an accredited institution. In order to be eligible for the Tuition Refund Program an employee must be a full-time career status employee with at least one (1) year of employment prior to the starting date of the class. The employee must submit a Tuition Refund Application prior to the initiation of the class and no later than three (3) weeks after the first class meeting. Applications should be submitted to the Human Resources Department.

The Applications are reviewed by the Tuition Refund Committee to determine whether the course work is eligible. Under the guidelines of the Tuition Refund Program, employees may take two (2) English courses, two (2) Humanities, two (2) Social Science, and one (1) Math, as part of a General Educational Program. Additional course work will be evaluated in terms of the specific course and individual's specific job assignments. Applicants for tuition refund should explain the connection between the course work and their job assignments. In order to assist employees to attain degrees, the Tuition Refund Committee will review specific degree goals and determine whether the degree is in a police related field acceptable by the Police Standards Commission. If the degree program is approved, and specified required course in the degree program will be eligible for tuition reimbursement. This permits employees to plan their educational program.

Employees should be encouraged to apply as far in advance as possible for course work so that they can be informed of their eligibility. If an employee feels that the Tuition Refund Committee has made an error in their determination, he or she may ask the committee to reconsider its decision by supplying additional information as to the direct applicability of the classes to their current position. The Committee will then reconsider the original application with the further information.

When an employee completes the approved course work, it is their responsibility to submit copies of the grades and the tuition receipt to the Human Resources Department. In order to maintain eligibility for the tuition reimbursement, the employee must submit all applicable paperwork to the Human Resources Department within ninety (90) days of the date the employee is issued his grades. The reimbursement procedure will consist of the following: 100% reimbursement when a grade of "A" or "B" is earned, and 50% reimbursement when a grade of

“C” is earned. If the institution only gives credit or no credit, a credit or no credit grade will be accepted as satisfactory completion and equal to a grade of “A”. It takes approximately three (3) weeks from the Human Resources Department receipt of the grades and tuition vouchers before a separate check is prepared and given to the employee by the Finance Department. Employees receiving aid or who have a scholarship as well as employees qualifying for benefits under the G.I. Bill or other State or Federal Programs are eligible for municipal reimbursement, only the difference (if any) between what they receive from these other sources and what is eligible for reimbursement under this program. The maximum amount of credit hours eligible for payment in a semester is six (6) semester hours or seven (7) quarter hours.

**CITY SERVICE OBLIGATION:** An employee will be expected to remain with the City of Sunrise for at least one (1) year following completion of courses for which he or she has received a refund. If the employee resigns or retires within the one (1) year period, he or she shall reimburse the City for tuition refund benefits applicable to courses completed during this period. Reimbursements shall be payroll deducted from the employee’s final paycheck.

# **APPENDIX C**

## **PROGRAM RULES**

### **TUITION REFUND PROGRAM OBJECTIVE:**

To improve service to the public by promoting a program encouraging City employees to obtain additional training which may improve their effectiveness, improve their performance in their current position, and prepare them for increased responsibility.

**BENEFITS:** Employees whose applications are approved will be entitled to a refund of tuition upon successful completion of each approved course. The reimbursement will be 100% when a grade of "A" or "B", 50% for a "C" is obtained. If the institute only gives credit or no credit, a credit or no credit grade will be accepted as satisfactory completion and equal to a grade of "A".

**ELIGIBILITY:** All full-time employees of the City who by the starting date of class have completed one (1) year of service and have received a "Satisfactory" or better Employee Performance Evaluation prior to the beginning of the course work are eligible to apply. Guidelines for establishing course work are as follows:

- (a) All basic core courses, as required by the college will be approved for all eligible employees.
- (b) Life experience credit will not be approved for tuition refund.
- (c) Degree programs which relate directly to the employee's current position will be approved. Once degree approval is granted, all courses specifically required will be approved.
- (d) For those employees who have been approved for a degree program, all general educational courses specifically required by the school will be approved.
- (e) All other course work will be considered on a course by course determination.

Employees receiving financial aid or a scholarship, as well as employees qualifying for benefits under the G.I. Bill or other State or Federal Programs are eligible for reimbursement under this program. The maximum amount of credit hours eligible for payment in a semester is six (6) semester hours or seven (7) quarter hours.

The rater's overall evaluation on the Employee Performance Evaluation conducted immediately preceding the beginning of classes must be "Satisfactory" or better for the employee

to be eligible for tuition refund UNLESS the course work for the employee receiving a less than "Satisfactory" evaluation relates to the area of weak performance.

The tuition refund program covers tuition, books and laboratory fees only. It does not cover registration, taxes, gas, food, or other costs. Prior to purchasing any required books, the employee will check with the City in order to determine if the book(s) are available on loan. Books for which reimbursement has been paid by the City shall become City property.

Employees should also be reminded that after having received tuition refund, that they are under a one (1) year obligation, the amount of the tuition refunded will be deducted from the employee's final paycheck. In addition, the City will only pay an amount equivalent to the tuition charged by a State community college, college or university.

# **APPENDIX D**

## **POLICE PENSION AGREEMENT**

The City of Sunrise (City) and the Sunrise Police Officers Pension Board of Trustee (Board), in exchange for the mutual promises and consideration outlined below, agree as follows:

1. The parties recognize that reaching agreement on reasonable actuarial assumptions, cost methods and procedures is beneficial to the City, the Board and members of the Police Pension Plan and their beneficiaries. The City and Board agree that the procedure for reaching agreement on actuarial assumptions, cost methods and procedures contained in paragraph 2 below, will save the parties valuable time and effort, and constitutes adequate and complete consideration for this Agreement.

2. The Board hereby approves the actuarial assumptions, cost methods and procedures to be used for the 10/1/17 valuation, as recommended by the plan actuary and approved by the City actuary for all purposes during the term of this Agreement. Any changes in assumptions, cost methods and procedures during the term of this Agreement will be reviewed and discussed by the plan actuary and City actuary, and if they agree, the proposed changes will be implemented. If the plan actuary and City actuary cannot agree, a third actuary selected by mutual agreement of the other two shall review and discuss the two actuaries' positions and submit and discuss the reports with the Board. The Board shall consider the actuaries' reports and take the most appropriate, reasonable and prudent final action. At the time of its action, the Board shall provide a detailed written explanation of why, in its judgment, the action taken is the most appropriate, reasonable and prudent. All actuarial assumptions, cost methods and procedures shall be individually realistic and based on the actuary's best estimates of anticipated future experience of the plan.

3. The parties acknowledge and agree that the current method for funding the plan, including the method for determining City and employee contributions, fully complies with all applicable laws.

4. The parties acknowledge and agree that Chapter 185 premium tax revenues shall be used as provided in Article 33 of the 2018-2021 collective bargaining agreement.

5. If the Board should consider taking any action or interpreting the plan in a manner that does not change actuarial assumptions, cost methods and procedures, but may result in an increase in plan liabilities or required employer contributions to the pension fund, the Board must notify the Finance & Administrative Services Department Director in writing within thirty (30) days following the Board meeting where such action or interpretation of the plan is considered. Within sixty (60) days of receipt by the City of the above written notice, the City may request that the plan actuary provide an estimate of the impact of such action or interpretation on plan liabilities and employer contributions. The Board agrees that upon the City's request, it will authorize the plan actuary to provide such estimate, and further agrees that no final action or interpretation will be taken until at least sixty (60) days after the plan actuary's estimate has been provided to the

City. The City actuary may review the plan actuary's estimate, and if the City actuary disagrees with the Plan actuary's estimate, the plan actuary and City actuary shall discuss the estimate and attempt to resolve their differences. If the plan actuary and City actuary cannot resolve their differences within thirty (30) days from the date the City was provided the plan actuary's estimate, a third actuary selected by mutual agreement of the other two shall review and discuss the two actuaries' positions and submit and discuss them with the Board. The Board shall consider the actuaries' reports and take the most appropriate, reasonable and prudent final action. At the time of its action, the Board shall provide a detailed written explanation of why, in its judgment, the action taken is the most appropriate, reasonable and prudent.

6. Nothing in this Agreement shall be construed to limit, restrict or relinquish the legal authority of either party.

7. This Agreement shall take effect upon ratification of the 2018-2021 collective bargaining agreement between the City and the FOP, and shall remain in effect for the duration of the collective bargaining agreement (including any time periods after contract expiration but prior to a successor agreement becoming effective). In implementing the provisions of this Agreement, all parties agree to act expeditiously and in good faith.

\_\_\_\_\_  
Pension Board

Date: \_\_\_\_\_

\_\_\_\_\_  
City of Sunrise

Date: \_\_\_\_\_