

# AGREEMENT

Between the

PISCATAQUIS COUNTY COMMISSIONERS

And

AMERICAN FEDERATION OF STATE, COUNTY,  
AND MUNICIPAL EMPLOYEES, AFL-CIO  
(Deputies, Dispatchers, Corrections, Clerk)

January 1, 2021 – December 31, 2024  
(Unless otherwise noted)

## TABLE OF CONTENTS

<u>ARTICLE NUMBER</u>	<u>NAME OF ARTICLE</u>	<u>PAGE NUMBER</u>
	Preamble	1
1	Bargaining Unit Recognition	1
2	Non-Discrimination	1
3	Definitions	1-2
4	Dues Deduction	2
5	Access to Employees	3
6	Management Rights	3
7	Probationary Period	4
8	Job Descriptions	4-5
9	Job Performance and Evaluations	5
10	Promotions and Vacancies	5-7
11	Transfers and Reassignments	7
12	Layoff and Recall	7
13	Resignations	8
14	Personnel Files	8
15	Outside Employment and/or Interests	8-9
16	Smoke Free Workplace	9
17	Drug Testing	9
18	Bulletin Boards	10
19	County Vehicles and Equipment	10
20	Expense Reimbursement	10-11
21	Work Clothing	11
22	Training	12
23	Discipline	13
24	Complaints and Investigations	13-14
25	Grievance Procedure	14-17

26	Wage Administration and Holiday Compensation	17-21
27	Hours of Work/Overtime	21-22
28	Employee Benefits	22-23
29	Earned Time	24-26
30	Unpaid Leave of Absence	26
31	Family and Medical Leave	26
32	Military Leave	26
33	Jury Duty Leave	27
34	Labor Management Meetings	27
35	Severability and Savings	27
36	Duration	27
Appendix A.	Salary Scale	29

## PREAMBLE

Whereas the Piscataquis County Commissioners (hereinafter referred to as County) and the American Federation of State, County, and Municipal Employees, Council 93, AFL-CIO (hereinafter referred to as Union) desire to establish a constructive, cooperative, and harmonious relationship, to promote effective services and equality of work life towards the accomplish of the missions of the County, and to establish an equitable and peaceful procedure for the resolution of differences, do hereby enter into this Agreement.

## ARTICLE 1 – BARGAINING UNIT RECOGNITION

The County recognizes the Union as the sole and exclusive representative for the purpose of representation and negotiations with respect to wages, hours of work, and other conditions of employment for all employees included in the bargaining unit defined by agreement as follows:

All full-time deputies, dispatchers, sergeants, corrections officers, and clerk are included in the bargaining unit. Excluded from the bargaining unit is temporary, on-call, part time and all previously excluded positions.

In the event of a dispute between the parties as to future inclusion or exclusions from the unit resulting from the establishment of new or changed classifications or titles, either party may apply to the Maine Labor Relations Board for resolution of the dispute.

## ARTICLE 2 – NON-DISCRIMINATION

### **A. Employment**

The Piscataquis County Commissioners hereby affirm that no person seeking employment with or employed by the County shall be discriminated against in any term, condition, or privilege of employment on the grounds of race, color, religion, national original, sex, ancestry, age, physical or mental disability, sexual orientation, or marital status.

### **B. Affirmative Action**

The Piscataquis County Commissioners endorse the concept of equal employment opportunity and affirmative action. The goals of such equal opportunity through affirmative action shall be more than mere policy. The Piscataquis County Commissioners have adopted an Affirmative Action Plan with specific goals that delineates action and assigns responsibilities.

## ARTICLE 3 –DEFINITIONS

### **A. Full Time Position**

A full-time position shall be ongoing in nature and an employee who is specifically assigned to work an average of at least forty (40) hours per week shall be designated as a full-time employee.

**B. Benefits**

Full-time employees will be able to participate in all County sponsored employee benefits for which they elect and for which they are eligible as specified within the Agreement between the Union and the County.

**C. Years of Service**

Years of service is calculated on the anniversary date of the most recent date of full-time employment.

**ARTICLE 4 – DUES DEDUCTION**

**A. Non-Discrimination**

All employees shall have the right to join or refrain from joining the Union. Employees who do not join the Union shall have the right of self representation as set forth in 26 M.R.S.A. §967 (2) ¶5. No employee shall be favored or discriminated against either by the County or the Union because of their membership or non-membership in the Union. The Union recognizes its responsibility as exclusive bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.

**B Membership Withdrawal**

Any employee has the right to withdraw his/her membership in the Union twenty (20) days from the expiration date of the Agreement only.

**C. Dues Deductions**

The County agrees to deduct the Union's weekly membership dues from the pay of those employees who individually request in writing that such deductions be made. The amount to be deducted shall be certified to the County by Council 93, and the aggregate deductions of all employees shall be submitted together with a list of employees having deductions made and the total amount deducted for each of those employees to the Union by the fifteenth (15<sup>th</sup>) day of the succeeding month after such deductions are made.

**D. Representation Fee**

Any employee who chooses not to be a member of the Union shall be required by the Union to acknowledge on a form supplied by the Union that the employee was offered the opportunity to join the Union and declined.

**E. Save Harmless**

The Union shall save and hold harmless the County from errors or omissions committed in the execution of the provisions of this Article.

## **ARTICLE 5 – ACCESS TO EMPLOYEES**

### **A. Access to Employees**

Access to employees by Union representatives will be allowed in non-work areas for the purposes of investigating situations, observing working conditions, adjusting grievances, and distributing Union literature. Union representatives shall obtain prior approval from the Sheriff or his/her designees for such purposes. However, duly authorized representatives of the Union shall be permitted to enter work areas only with authorized escort for the purpose of observing conditions under which employees are employed and to carry out the representatives' legal responsibilities.

### **B. Non-Interference**

In no event may such activities interfere with the performance of the employees' duties and/or violate the Department's operational security lock down regulations or policies. The duly authorized representative will, in all cases of access, notify the Sheriff or his/her designee in charge of the facility, of his/her presences. Access shall not unreasonably be denied and if denied, the reason(s) for denial must be stated in writing.

## **ARTICLE 6 – MANAGEMENT RIGHTS**

### **A. Limitations**

The Union agrees that the County has and will continue to retain the sole and exclusive right to manage its operations and retains all management rights, whether exercised or not, unless specifically abridged, modified, or delegated by the provisions of this Agreement.

### **B. Enumeration of Rights**

Management of the operations and direction of the County work force shall be solely and vested exclusively in the Employer. The County Sheriff shall be the designee who shall be responsible for administering and directing the Sheriffs Department as authorized by the Commissioners and pursuant to State and Federal Law. Without limiting the foregoing, the Commissioners shall have the sole and exclusive right to hire or promote, upon recommendation of the Sheriff, to transfer, assign to existing positions within the Department, subcontract or relocate work, to relieve employees from duty because of lack of work, to increase or decrease the work force or to decide the number and location of its operations, to establish the personnel required in supervisory, clerical and other positions, and the right to establish or change procedures, practices, programs, rules or regulations as they pertain to their areas of management rights as listed in this paragraph except when such establishment or change would conflict with the express provisions of this Agreement. Any practices, policies, regulations instituted by the Sheriff shall not violate any terms of this Agreement. Any changes so instituted which affects or impacts the terms of this Agreement or which increases the cost of personnel services may be taken to arbitration by the Commissioners.

## **ARTICLE 7 – PROBATIONARY PERIOD**

### **A. Dispatch and Clerk Employees**

Clerk employees shall serve a probationary period of six (6) calendar months during which the County shall make recommendations as to their continued employment. Dispatch employees shall serve a probationary period of twelve (12) calendar months during which the County shall make recommendations as to their continued employment. This probationary period may be extended, not to exceed an additional ninety (90) days, and the reason therefore stated in writing. During the probationary period or extension thereof, the County may terminate said employee without cause, and the employee shall not have recourse through the grievance procedure. Upon successful completion of the probationary period, the employee's seniority date shall revert to the first day of full-time work on the job. Completion of any required schools, such as MCJA Corrections/Dispatch School, shall be completed within the probationary period or extension thereof.

### **B. Law Enforcement and Correction Employees**

Law enforcement employees shall serve a probationary period of one (1) year after having completed the MCJA Basic Police School, or waiver thereof, as provided by law. Contractual benefits, such as health/life insurance, earned time and holiday premium pay shall commence on the initial day of employment or on the date of eligibility, whichever shall occur first. Corrections employees shall serve a twelve (12) month probationary period. There shall be no extension of the probationary period. After successful completion of the probationary period, the employee's seniority date shall revert to actual date of hire with the County.

### **C. State Law**

The Union acknowledges that, consistent with State law, individuals employed less than six (6) months are not entitled to collective bargaining rights, including rights under this contract. If the State law is amended to increase the probationary period for County employees, the probationary period noted in §A. above shall be so amended.

### **D. Notification**

The County shall notify employees in writing upon completion of the relevant probationary period.

## **ARTICLE 8 – JOB DESCRIPTIONS**

The County shall maintain a detailed job description for each bargaining unit employee. Such descriptions will indicate the employees' job title, qualifications, to whom the employee reports, who the employee supervises, essential/non-essential duties and responsibilities, normal work week and pay grade, all in accordance with the American with Disabilities Act (ADA). While job descriptions are reasonably comprehensive, employee's work obligation will not be restricted only to those duties and responsibilities contained in their job description. Each employee's job description will be signed and dated by the County Commissioners or their designee, the Sheriff, and the employee, and will be reviewed and updated as appropriate. The

County will meet and consult with the Union and the Sheriff to review the job descriptions prior to adoption by the County Commissioners. The County will not alter qualifications for any position that would disqualify the incumbent from retaining the position.

## **ARTICLE 9 – JOB PERFORMANCE AND EVALUATIONS**

### **A. Evaluations**

All bargaining unit employees will have their performance evaluated with reference to their job descriptions by their respective supervisors at least once each calendar year prior to their anniversary date. Evaluations will be discussed with each full-time employee and signed by the employee. Evaluations will be based on the employee's job performance during the entire year for which he/she is being evaluated. A copy of the evaluation will be provided to the employee. The Sheriff shall review and initial all job performance evaluations.

### **B. Employee Signature**

The employee's signature indicates receipt of the evaluation. The original completed job performance evaluations forms will be forwarded to the County Manager and filed in the personnel file maintained for each employee. The Sheriff's Department may maintain a copy of the evaluation.

## **ARTICLE 10- PROMOTIONS AND VACANCIES**

### **A. Promotions**

#### **1. Posting**

Promotional positions that become available and are going to be filled shall be posted and advertised at least seven (7) days before the promotional process begins. Advertisements for open positions shall be advertised, on appropriate professional and association WEB sites and other electronic medium.

#### **2. Seniority**

Bargaining unit seniority shall be a factor in promotions, when employees are otherwise substantially equally qualified by virtue of work performance, knowledge, skills, abilities and experience.

#### **3. Oral Board**

All qualified applicants shall appear before an Oral Board composed of five (5) members, one (1) shall be selected by the Union, one (1) by the Commissioners, one (1) by the Sheriff plus two (2) other members from outside the agency, to be mutually agreed to by the other three (3) members. The Board shall use a prepared list of questions which shall be asked of each candidate. The questions shall be drafted by the promotion board in order to fairly and uniformly test each candidate. The questions will be reviewed by the employee assigned the human resources function for the County in order to ascertain that all of the questions are legal.



The lowest and the highest score of the five (5) Board members shall be eliminated with the remaining three (3) scores averaged. Employees will be ranked according to their total score. Panel members from outside the agency will be familiar with or working in the field of the position being promoted. No current member of the County Commissioners may serve on the oral board.

4. The Sheriff shall submit to the Commissioners, with his/her recommendation, a list of applicants that has been weighted and graded in accordance with the following criteria: work performance to include work records and attendance 45%; seniority 10%; oral board 45%.

5. Non-Arbitrable

The sustentative decision for non selection for promotions, transfers, or special assignments by unsuccessful applicants shall not be grievable under the terms of this Agreement. However, the procedures outlined above may be grieved when there are allegations they have not been followed.

**B. Vacancies**

1. Posting

When a vacancy is to be filled, other than a promotion, notice of the vacancy shall be posted and advertised for at least seven (7) days. Advertisements for open positions shall be advertised, on appropriate professional and association WEB sites and other electronic medium. During this period any applicant meeting the qualifications may apply for the posted position. The Sheriff shall utilize a process that involves a review of the applicants work records and the physical ability to perform all the essential functions and duties of the position. The applicants selected by the Sheriff, shall be forwarded to the oral board.

2. Oral Board

All qualified applicants shall appear before an Oral Board composed of five (5) members, one (1) shall be selected by the Union, one (1) by the Commissioners, one (1) by the Sheriff plus two (2) other members from outside the agency, to be mutually agreed to by the other three (3) members. The Board shall use a prepared list of questions which shall be asked of each candidate. The questions shall be drafted by the interview board in order to fairly and uniformly test each candidate. The questions will be reviewed by the employee assigned the human resources function for the County in order to ascertain that all of the questions are legal. The lowest and the highest score of the five (5) Board members shall be eliminated with the remaining three (3) scores averaged. Employees will be ranked according to their total score. Panel members from outside the agency will be familiar with or working in the field of the position being filled. No current member of the County Commissioners may serve on the oral board.

3. Recommendation of the Sheriff

The Sheriff shall present his recommendation for hire to the Commissioners along with the names of all applicants interviewed by the oral board with their scores and ranking. If

the ability, work records, and qualifications of the applicant are substantially equal, the Sheriff shall recommend the applicant with the greatest work experience to the Commissioners.

### **ARTICLE 11 – TRANSFERS AND REASSIGNMENTS**

When involuntary transfer or reassignment is deemed to the Sheriff to be desirable, the determination of the employee to be transferred or reassigned shall be made on the basis of: (1) past performance; (2) ability to perform essential functions and duties of the position; and (3) the inverse length of continuous service.

### **ARTICLE 12 – LAYOFF AND RECALL**

#### **A. Criteria**

Whenever an employees' position has been eliminated, the selection of the employee who is to be laid off shall be made on the basis of considering three (3) factors as determined by the Sheriff.

1. The employee's effectiveness as determined by performance evaluation.
2. Ability to perform essential functions and duties of position.
3. The number of years of employment for the County.

#### **B. Recall**

Unless an employee has accepted severance pay at the time of layoff, the employee shall have preference for recall for a period of the length of their seniority or twelve months, whichever is greater, from the effective date of lay-off to fill any vacancy for which the employee is qualified. The affected employee shall be given written recall notice sent to the last known address on file with the County. It shall be the employees' responsibility to inform the County of their address. If the employee refuses such recall, the employee shall forfeit rights to re-employment.

#### **C. Benefits**

All benefits to which an employee was entitled at the time of their layoff will be restored upon return to active employment and the employee will be placed at the proper level of the wage schedule for their current position.

#### **D. Severance**

Any employee who is laid off in accordance with this Article shall receive two (2) weeks severance pay at such time as their employment with the County is officially terminated with no recall rights as provided in this article.

## ARTICLE 13 – RESIGNATIONS

### **A. Notice**

A full-time employee planning to resign shall be responsible for providing written notification to the Sheriff and the County at least two (2) calendar weeks prior to the effective date of the resignation.

### **B. Equipment and Property**

All County property and materials held by the employee must be returned to the Sheriff. The Sheriff will notify the County Manager in writing upon the return of all County property and materials held by the employee.

### **C. Forfeiture Provisions**

In the event a full-time employee fails to provide the County with written notice of his/her resignation as detailed above, said employee will forfeit his/her rights to one-half (1/2) his/her accrued earned time unless extenuating circumstances acceptable to the County prevent employee's submission of written notification.

## ARTICLE 14 – PERSONNEL FILES

### **A. Official File**

Insofar as permitted by law, there shall be one official personnel file of employees which shall be confidential, stored, and maintained under the supervision of the Commissioners and/or their agent, and shall not be released to any person other than the Sheriff and/or his designated agent, and the County Commissioners and/or their designated agent, or by legal subpoena. The Sheriff's department may maintain copies of commendations and disciplinary action placed in the personnel file.

### **B. Employee Inspection**

Upon request, an employee shall have the right to inspect the official personnel record maintained for said employee. Inspection shall be during regular business hours and shall be conducted under the supervision of the County. Material related to performance or public comments or discipline shall be added to the personnel file only with the knowledge of the employee and of the Commissioners.

## ARTICLE 15 – OUTSIDE EMPLOYMENT AND/OR INTERESTS

### **A. Primary Employer**

No employee of the Sheriff's Department will engage in any outside employment or other activity which conflicts in any way with their duties and responsibilities of employment. Employees shall consider their employment with the Sheriff Department to be their primary employment and when conflicts arise their commitment to their County job shall govern.

**B. Political Activities**

Political activities are not permitted during working hours. Employees may not:

1. Use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office, or;
2. Directly or indirectly coerce, attempt to coerce, command or advise a State or County officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

**C. No Solicitation**

It is the policy of Piscataquis County Government to permit other agencies/individual to contact employees; but to ensure that the employees have the opportunity to successfully perform assigned duties, no contacts or solicitations are permitted during working hours. The definition of other agencies/individuals includes but is not limited to: insurance companies, general vendors, community/social organization and union/employee associations.

**D. Gift and Gratuities**

Employees are prohibited from soliciting or accepting any gift, gratuity, favor or installment, loan or any other item of monetary value from any person within or outside County government employment whose interests may be affected by the employee's performance or non-performance of official duties. Items such a calendar, pens, pencils, etc., which various businesses give out to regular customers as advertising and for good will shall not be considered as having value in the meaning of this Article.

**ARTICLE 16 – SMOKE FREE WORKPLACE**

**A. Designated Area**

In accordance with Maine Law, no smoking will be allowed in any of the County Buildings. Smoking on or in County property shall be in areas as designated by the County Commissioners.

**B. Non-Discrimination**

Employees or applicants for employment shall not be discriminated against because of their private off-duty use of tobacco products. However, employees shall be required to conform to any workplace smoking policy as may be established by the County.

**ARTICLE 17 – DRUG TESTING**

In the event that a mandatory drug testing law becomes effective during the life of this Agreement, the parties agree to meet and negotiate implementation of such laws and rules into the Agreement, if such implementation is necessary prior to negotiating a successor Agreement.

## ARTICLE 18-BULLETIN BOARDS

### **A. Placement**

The County shall provide bulletin board space for the use of the Union at appropriate work locations. In no instances may the Union post any material which is profane, obscene, or defamatory to the County, its representatives or any individual, or which constitutes campaign material between competing employee organizations if it is determined that the posting of such material would violate any obligation of the County for neutrality.

### **B. Removal of Material**

The County reserves the right to remove any materials in violation of this Article. All posted materials shall be signed by an authorized representative of the bargaining unit or stamped with an official Union logo.

## ARTICLE 19 – COUNTY VEHICLES AND EQUIPMENT

### **A. Assignment**

The County shall continue to implement and maintain a plan to fund vehicles and the Sheriff shall assign vehicles within the scope of the available fleet.

### **B. Unsafe Vehicles**

No employee shall be required to operate any County vehicle or equipment which is unsafe. An employee shall not be subject to any penalty or disciplinary action because of failure to operate or refusal to handle any equipment which they believe to be in an unsafe condition. In any such circumstances, an employee shall have the responsibility to call the matter to the attention of their immediate supervisor for proper action.

### **C. Vehicle Safety Apparatus**

County vehicles shall be equipped with necessary traffic control and accident equipment, i.e., flashing blue lights, safety/health equipment and emergency equipment according to County and/or State standards.

## ARTICLE 20 – EXPENSE REIMBURSEMENT

### **A. Mileage Allowance**

Employees shall be paid a mileage allowance at the then prevailing State rate per mile for the use of their personal vehicle on approved County business.

### **B. Lodging and Meal Expenses**

Employees in travel status in the performance of their duties shall be entitled to expenses of necessary lodging and/or meals, including tax and gratuities. Employees must secure

government rates for all lodging and provide the County's tax-exempt number. Unless part of a registration fee, meals will be reimbursed up to forty dollars (\$40. 00) per day upon presentation of receipts for such meals. Reimbursement shall not include the purchase of alcohol.

**C. Advances and Reimbursements**

Estimated travel expenses shall be advanced to employees when reasonable and when requested. Any reimbursement of expenses shall be made as soon as possible following the submission of expense reports. Receipts for all expenditures will be required.

**D. Travel Calculations**

Payment for travel time will be pursuant to the Fair Labor Standards Act and Personnel Policy 41.0.

**ARTICLE 21 – WORK CLOTHING**

**A. Uniforms**

The County shall continue to supply uniforms to full time employees whom it requires to wear uniforms as a condition of employment. The County agrees that as uniforms for corrections officers are replaced, the two uniform shirts and 2 uniforms pants will be a BDU style.

**B. Replacement**

New uniform items, shoes, and boots will be replaced on an as needed basis. The old item being replaced, except for boots, will be turned in when the new item is issued.

**C. Boot and Shoe Allowance**

The County will fund and the Sheriff shall furnish each full-time employee whom it requires to wear uniforms as a condition of employment one (1) pair of dress service shoes every two (2) years based on need which shall not exceed sixty-five (\$65) dollars per pair. The County will contribute to the cost of insulated boots for patrol and corrections officers in the amount of three hundred (\$300) dollars.

**D. Accoutrements**

The County will fund and the Sheriff furnish each employee whom it requires to wear uniforms as a condition of employment, uniform brass, badges, patches and other insignia required; foul weather gear and traffic vests to those employees who require such items as condition of employment.

**E. Return of Items**

All work clothing and accessories must be returned by the employee to the County upon termination of employment.

## ARTICLE 22 – TRAINING

### **B. Approval and Compensation**

All training shall be requested and approved by the Sheriff or his/her designee in advance of being taken in order for monies to be paid in accordance with this Article. Mandatory training will be compensated at the normal rate of pay for a standard workweek, not including overtime. Actual training time beyond that which is mandatory shall be included on the computation of overtime. When a training assignment is required on an employee's day off or on their unscheduled work time, such time for the actual training shall be considered in the computation of overtime. Travel time shall be paid pursuant to the Fair Labor Standards Act and Personnel Policy 41.0 Employees may swap shifts or the Sheriff may change employee schedules to accommodate training. See Article 20 §D.

### **C. Use of County Vehicles**

Employees may utilize County vehicles, if available, and at the discretion of the Sheriff or his/her designee. If a county vehicle is not available, an employee will be paid mileage for the use of his/her private vehicle at the rate of not less than the then prevailing State rate per mile for necessary miles traveled in connected with authorized training. See Article 20 §A.

### **D. Areas of Training**

Training will be in the area of law enforcement, correctional, and dispatch topics.

### **E. Hazardous Materials and Communications**

The County recognizes its responsibility to inform employees of hazardous materials and/or conditions/tasks which may impact on all employees. In accordance with State of Maine regulations and the OSHA Hazard Communication standards, the County has established a policy and provides employee training to assure safe working conditions. Material Safety Data Sheets (MSDS's) are available as appropriate. It is the employees' responsibility to study such documents and ask any questions s/he may have.

### **F. Video Display Terminals**

In accordance with State law, the County will inform employees of health and safety aspects of using video display terminals (VDT's) If an employee's primary task is to operate a VDT for at least half of more of his/her normal workday, the County will provide periodic in-service training session.

### **G. Monitors**

The County agrees to adjust the positioning of the monitors in the "bubble" dispatch center to be more ergonomically correct.

## ARTICLE 23 - DISCIPLINE

### **A. Intent of Discipline**

It is the intention of the Sheriff's Department that disciplinary action shall serve to correct an employee's attitude, behavior, or performance which has been inadequate in one or more respects to the end that they become a satisfactory employee. The supervisor/Sheriff's designee shall be responsible for initiating and administering appropriate disciplinary action with the approval of the Sheriff.

### **B. Just Cause**

No employee shall be disciplined by the Sheriff's Department without just cause. Notwithstanding the foregoing, new employees in an initial probationary period may be dismissed without establishing just cause or following these procedures.

### **C. Progressive Discipline**

Disciplinary action shall be limited to the following: oral reprimand, written reprimand, suspension, demotion, dismissal. The principles of progressive discipline shall be followed.

### **D. Procedure and Representation**

No employee covered by this Agreement shall be suspended without pay, demoted or dismissed without first having been given notice in writing of the disciplinary action to be taken, except as otherwise specifically provided hereinafter. The conduct for which disciplinary action is being imposed and the action to be taken shall be specified in a written notice. Any employee receiving a notice of suspension or dismissal will be afforded an opportunity for a pre-termination hearing with the appointing authority or his designee prior to the action proposed. A bargaining agent representative may be present. An employee may be suspended, demoted or dismissed prior to the notice of discipline in instances of gross misconduct, or instances where the appointing authority or their designee determines that the employee's continued presence on the job represents a potential danger to persons or property, or would severely interfere with the department operations or security.

### **E. Appeal**

Any employee suspended without pay, demoted or dismissed, may initiate appeal of such disciplinary action at the Commissioners' step of the Grievance and Arbitration process within fifteen (15) work days after the employee becomes aware of such disciplinary action.

## ARTICLE 24 – COMPLAINTS AND INVESTIGATIONS

### **A. External Complaints**

The Sheriff and/or designee shall be responsible for ensuring that all allegations of misconduct or other complaints against an employee on which any action is to be taken or a



record is to be made shall be investigated. This Article applies to complaints or allegations made externally and not from normal supervisor activities.

**B. Non-Criminal Complaints**

Whenever it appears that the complaint or allegation is non-criminal in nature and may be of substance, the investigator shall inform in writing the employee under investigation and their supervisor of the nature of the investigation. The employee shall be informed in writing promptly when the non-criminal investigation is completed and the findings thereto are available.

**C. Appeals**

Should disciplinary action against the employee under investigation be deemed necessary, it shall be taken in accordance with the provisions of Article 23 (Discipline) of this Agreement.

**ARTICLE 25 – GRIEVANCE PROCEDURE**

**A. Definitions and Scope**

1. Grievant

Employees within the bargaining unit, who have completed their initial probationary period and who are eligible for collective bargaining rights under Maine law, shall have the right to present grievances in accordance with the procedures prescribed in this Article.

2. Grievance Definition

For purposes of this Agreement, a grievance is defined as a dispute concerning the interpretation or application of a specific term or provision of this Agreement.

3. Content of Grievance

Any written grievance, which is submitted, must expressly specify identification of the Article, clause, section and alleged violation of the contract, as well as a statement of facts surrounding the issue and the remedial action requested.

4. Days

Days shall be Monday through Friday, excluding legal holidays, when the Court House is open for business.

**B. Procedure**

1. Step 1.

An employee, with or without the designated Union representative (Steward), must present the grievance in writing to the Sheriff or his designee within fifteen (15) days of the

act or omission that gives rise to the grievance or within fifteen (15) days from the time the employee reasonably should have been aware of the grievance. Only grievances concerning discipline (other than termination), change in the work schedule (unless such change impacts wages), outside employment, uniforms, and equipment may be filed at step 1 of this procedure. All other grievances are initiated at Step 2 of this procedure. The Sheriff or designee will provide the grievant with a written response within ten (10) days of receipt of the grievance or may hold a meeting with the grievant. If a meeting is held, the Sheriff or his designee will schedule the meeting within fifteen (15) days of receipt of the grievance. A written decision will be provided to the grievant and the Union within ten (10) days from the day the meeting is held.

2. Step 2.

If the grievance is not settled at Step 1, it should be presented by the Union (executive Director or designee) to the Commissioners in writing within ten (10) days after the response at Step 1 is due. The Commissioners will meet with the Union, with or without the employee, within fifteen (15) days to take up the grievance. The Commissioners will respond in writing to the Union within (10) days from the date of the hearing.

3. Step 3.

If the grievance remains unsettled, the Union may request arbitration within fifteen (15) days after the reply of the Commissioners has been received or when it is due whichever is sooner. Notice of the request to arbitrate must be given in writing to the Commissioners. The parties will mutually attempt to agree on an arbitrator. If they are unable to agree on an arbitrator within seven (7) days of receipt of the arbitration request, the Union may file an arbitration request with the Maine Labor Relations Board of Arbitration and Conciliation, pursuant to their rules and procedures, for selection of an arbitrator.

**B. Communications**

All communications concerning appeals and decisions at this step shall be made by personal service or by registered or certified mail. Employees whose presence at proceedings is required and who are subpoenaed by either party shall be given leave to attend same. If either party desires a verbatim record of the proceedings, it may cause such a record to be made providing it pays for the record and makes copies available without charge to the other parties and to the arbitrator(s).

**C. Authority of the Arbitrator**

The authority of the arbitrator is limited to disposing of the grievance on the basis of the applicable provisions of this Agreement. The arbitrator's authority is confined to the precise issue submitted for arbitration and the arbitrator has no authority to determine any other issues not so submitted and may not submit observations or declarations of opinion which are not essential in reaching the determination. The arbitrator has no power or authority, directly or indirectly, to add to, subtract from, alter or otherwise modify any provisions of this Agreement. The decision or award of the arbitrator shall be final and binding consistent with applicable law and this Agreement. All fees and expenses of the arbitrator shall be divided equally between the parties except that each party shall bear the costs of preparing and presenting its own case.

The arbitrator is bound by the rules of the Maine Labor Relations Board applicable to labor disputes in effect at the time of arbitration. Whenever possible, the arbitrator must render a decision within thirty (30) calendar days of the date the arbitration hearing was conducted. In the event a disagreement exists regarding the arbitrability of an issue, the arbitrator must make a preliminary determination whether the issue is arbitral under the express terms of this Agreement. Once a determination is made that such a dispute is arbitral, the arbitrator shall proceed to determine the merits of the dispute.

**D. Union Grievance Committee**

The Union shall select employees to act as Union Stewards and Chief Stewards. The names of the employees selected as Steward and Chief Steward, and the names of the Union representatives, who may represent employees, shall be certified in writing to the County by the Union and the individuals so certified shall constitute the Union Grievance Committee. Steward lists will be updated as necessary.

**E. Processing Grievances during Working Hours**

The County agrees that the applicable Union Grievance Committee member will be allowed, without loss of pay, to:

1. Respond to a request of an employee(s) to investigate and process a grievance;
2. Transmit official Union communications to the County; and
3. Consult with the employer, or designee, concerning the interpretation and application of this Agreement.
4. A Grievance Committee member shall obtain the consent of their supervisor, or designee, whenever they wish to attend to the aforementioned UNION business. Consent shall not be unreasonably denied. If denied, the reason or reasons shall be stated in writing.
5. The provisions of this Article are not to be abused by Grievance Committee members.

**F. General Provisions**

1. Extension of Time Limits

All of the time limits contained in this Article may be extended by mutual agreement of the parties and shall be confirmed in writing.

2. Waiver

a. Should the employee and/or the Union fail to appeal the grievance within the specified time limits, the grievance shall be considered settled on the basis of the employer's last decision.

b. Should the employer fail to render a decision within the specified time limits, the grievance shall be considered as automatically appealed to the next step of the grievance and arbitration procedure.

3. Written Responses

Written responses at each step will be given to the grievant with a copy to be furnished to the applicable Union representative.

4. By Passing Grievance Steps

The parties mutually agree that from time-to-time by-passing steps of the grievance procedure is warranted.

5. Processing Grievances on Work Time

An aggrieved employee shall not suffer any loss of pay otherwise earned, or be required to utilize earned time as a result of processing grievances during such employees' regularly scheduled working hours, provided, however, that when such activities extend beyond such employee's scheduled working hours, such time shall not be considered as time worked nor shall it be paid. Such time released shall not be construed to include preparation of paper work, record keeping, and conferences among Union officials of preparation for presentation at a grievance hearing.

**ARTICLE 26 - WAGE ADMINISTRATION AND HOLIDAY COMPENSATION**

**A. Wages**

1. January 1, 2022

Effective January 1, 2022, the salary scale will be as noted in Appendix A plus any step for which the employee may be eligible.

2. January 1, 2023 – 3%

Effective January 1, 2023, the salary scale will be increased by 3% as noted in Appendix A plus any step for which the employee may be eligible.

3. January 1, 2024 – 3%

Effective January 1, 2024, the salary scale shall increase by 3% plus any step for which the employee may be eligible.

**B. Shift Differential**

Corrections, dispatch, and law enforcement employees will be paid a shift differential of \$1.00 for all hours actually worked between 5:45 P.M. and 6:00 A.M.

**C. Call Out**

A call out minimum of three (3) hours at time and one-half (1 ½) will be paid to deputies required to leave their residence to respond to a call for service. The officer coming off duty will be on-call for four (4) additional hours beyond his/her regularly scheduled ending time and the officer who is coming on duty will be on call for four (4) hours prior to the regularly scheduled starting of his/her shift. A call out will not be paid if the hours worked are annexed either at the beginning or end of a regularly scheduled shift.

**D. On Call Pay**

Patrol officers will be paid \$100 per month for being on call.

**E. Placement on Scale**

For purposes of initial placement on the wage scale/grid only, the Sheriff with agreement of the County, at its sole discretion, may award up to eleven (11) years' credit in order to recognize past applicable and documentable law enforcement experience and certification for new and rehired employees. This credit does not apply to seniority or longevity.

**F. Longevity**

Longevity payments are set for in attached Appendix A, longevity will be automatically added to base wage at the completion of the appropriate years of service from the completion of year 2 through year 10.

**G. Longevity Bonus**

When an employee reaches the end point twenty-five (25) years on scale additional longevity will be recognized in the form of a lump sum bonus as follows:

25 years anniversary date	\$3,000
30 years anniversary date	\$4,000
35 years anniversary date	\$5,000
40 years anniversary date	\$6,000

**H. Retention Bonus**

1. Employees Hired on or After January 1, 2022

Employees hired on or after January 1, 2022 shall receive a one (1) time retention bonus of five thousand dollar (\$5,000) paid in January of 2024, provided they are still employed by the County on December 31, 2023. This payment can be paid in a lump sum or quarterly at the employee's option.

2. Employee on the Payroll on or Before December 31, 2021

Employees on the payroll on or before December 31, 2021 and still on the payroll on December 31, 2023, shall receive a one (1) time retention bonus of ten thousand (\$10,000) paid

in January of 2024 provided they are still employed by the County on December 31, 2023. This payment can be paid in a lump sum or quarterly at the employee's option.

**I. Holidays**

1. Recognized Holidays

The County shall recognize and observe the actual date on which the holiday falls as designated by the calendar as follows:

New Year's Day	Labor Day
Martin Luther King Day	Columbus/Indigenous People Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving Day
Juneteenth Day	Christmas Day
Independence Day	

2. Additional Holidays

Additional legal holidays as designated by the President of the United States, the Governor or the County, shall also be recognized for full-time Sheriff Department employees covered under this Agreement. New holidays designated by the President of the United States or Governor shall not be effective until the budget year following the effective date of the new holiday if the budget has already been adopted at the time of the effective date of the new holiday.

3. Holiday Pay

If the employee is not scheduled to work a holiday, s/he will receive his/her regularly scheduled pay for that holiday.

4. Work on a Holiday

If an employee is scheduled and actually works on a designated holiday, pay for actual hours worked will be two (2) times the regular hourly rate.

5. When the County is closed for snow days, the clerk will have the day off with pay.

**J. Pay Cycles**

1. Regular Schedule

Employees will be scheduled to work seven (7) shifts of 12.285 hours spread as evenly as possible over fourteen (14) days' pay and work period. The total hours scheduled to work shall be eighty-six (86) hours. The employee is to be paid for 43 hours per week, as if that were the number of hours worked. Over two (2) weeks, the total hours will average 43. If in that

particular pay period (week) the employee works overtime (outside of the regular work schedule) and or works a holiday, those respective pay premiums are added to the standard 43-hour average workweek for pay purposes.

2. Last Pay Adjustment

In the event an employee leaves during a pay cycle (2 weeks), the County will adjust the final paycheck to reflect actual hours worked in the cycle, up or down. If the last paycheck will not cover an employee's prepayment, an adjustment will be made to the earned time value account before its release. In the rare event that the last paycheck and the earned time value account does not cover an employee's prepayment, the County may bill the employee or their estate for any amount due it.

**K. Pay Practice**

Employees are paid on a bi-weekly pay schedule

**L. Direct Deposit**

All employees shall make arrangements for automatic electronic deposit of pay checks to financial institutions of their choice.

**M. Stipends**

1. Medical Records Clerk

When an employee is assigned as the medical records clerk, s/he shall be paid a differential of one (\$1.00) dollar per hour.

2. Compliance Officer

When an employee is assigned as the compliance officer, S/her shall be paid a differential of one dollar (\$1.00 ) per hour.

3. Drug Recognition Expert

When an employee is certified as a drug recognition expert, s/he shall be paid a differential of one dollar (\$1.00) an hour.

4. Accident Reconstructionist

When an employee is certified as an accident reconstructionist, s/he shall be paid a differential of one dollar (\$1.00) an hour.

5. K-9 Handler

When an employee is certified as a K-9 handler, s/he shall be paid a differential of one dollar (\$1.00) an hour.

6. Training Officer

When an employee is certified as a training officer, s/he shall be paid a differential of fifty cents (\$.50) an hour.

7. Training Officer with a Specialty

When an employee is certified as a training officer with a specialty, s/he shall be paid a differential of one dollar (\$1.00) an hour.

8. Annual Review

Annually the Sheriff shall review the need and productivity of the above specialists and determine if the need for the Department continues to exist. The Sheriff shall have the sole right to determine the number of specialists the Department needs.

**ARTICLE 27 – HOURS OF WORK/OVERTIME**

**A. Overtime**

Pay at the rate of time and one half the regular pay will be paid for hours actually worked outside their work schedule. When overtime is offered to a bargaining unit employee, it will be offered evenly by rotation to employees within the classification in which an overtime opportunity has occurred. If overtime is refused by an employee, it will be offered to the next employee in rotation. This provision does not limit or change the practice concerning the use of non-unit employees or personnel for shifts that would be overtime if offered to the bargaining unit.

**B. Corrections and Dispatch Employees**

Corrections and dispatch schedule will be (12.285) hours per shift scheduled over a fourteen (14) day work and pay period. The schedule shall ensure at least two (2) consecutive days off. The exact start and end times will be as determined by the Sheriff of his/her designee as noted in §2 below.

**C. Road Patrol/Investigators**

Road Patrol schedule will be (12.285) hours per shift scheduled over a fourteen (14) day work and pay period. The schedule shall ensure at least two (2) consecutive days off. The exact start and end times will be as determined by the Sheriff or his/her designee. The position of "Primary Investigator" shall have an established or reflect schedule not to exceeds forty-three (43) hours per week.

**D. Shift Times**

The shift shall be as close to 5:45 A.M and 5:45 P.M. as possible to include the full work day. If circumstances change in the Department such as the approval and hiring of additional



employees, the Sheriff shall have the discretion to adjust this schedule as needed provided that at least eighty-six (86) hours are scheduled and worked each fourteen (14) work period.

**E. Clerk Specialist**

The clerk-specialist will be eligible for either overtime or compensatory time after forty (40) hours of work in a 7-day work period. Overtime will be administered in accordance with the Fair Labor Standards Act.

**F. Court Time**

Patrol deputies who are required to attend Court and administrative hearings such as Department of Motor Vehicles, Department of Health and Human Services, etc. during their off-duty time as the legal presenter will be paid up to three (3) hours pay at time and one half (1 ½) their normal rate of pay. Any hours worked beyond three (3) hours shall be paid at their regular rate of pay.

**ARTICLE 28 – EMPLOYEE BENEFITS**

**A. Social Security**

All employees shall participate in Social Security in accordance with Federal and State laws. The rate of contribution for both the County and the employee will be determined by Federal and State laws.

**B. Maine Public Employees Retirement System**

All full-time deputies, correction officers, and dispatchers shall have the option of participating in the Maine Public Employees Retirement System (MEPERS) known as Plan 4C, by contributing a percentage of their wages, as determined by the MEPERS plan. The contribution shall be in the form of a deduction from the employee's paycheck. The County shall, in turn, contribute at a level to be determine annually by the actuary for the Maine Public Employees Retirement System.

**C. Group Life Insurance**

1. Employee Coverage

When the monthly premium rate per thousand dollars (\$1,000.00) is less than sixty-five cents (\$.65), the total cost is assumed by the employee and there is no cost to the County. If the monthly rate is more than sixty-five cents (\$.65) per thousand dollars (\$1,000.00) then the County, shall pay the difference between the sixty-five cents (\$.65) and the stated rate. The rate shall be determined by the insurance company who writes the term insurance coverage through the Maine Public Employees Retirement System. The effective group life insurance rate per month is designated April 1 of each year. Supplemental group life insurance will be made available to full-time employees as in. the past.

2. Dependent Coverage

Dependant life insurance will be made available to full-time employees at their expense.

**D. Health and Major Medical Insurance**

1. During the term of this Agreement, the County shall pay one hundred percent (100%) of the premium cost for the employee's coverage and sixty percent (60%) of the premium cost for the dependent coverage. For any employees hired on or after January 1, 2022, the County shall pay ninety percent (90%) of the cost for the employee's coverage and sixty percent (60%) of the premium for the cost of the dependent coverage.

2. The County will provide a medical insurance plan comparable to the plan in effect for 2015. Employees who have individual coverage will pay the first six hundred (\$600) dollars for all medical services covered by the plan and employees who have dependent coverage will pay the first twelve hundred (\$1200) dollars for all medical services covered by the plan after which, the County will pay one hundred percent (100%) of the medical costs covered by the plan.

3. If permitted by law, employees may elect to contribute funds to an HSA account through payroll deduction up to the maximum amount allowed by law.

**E. Payment In Lieu of Health Insurance**

Employees who elect not to enroll in the County's insurance plan who drop their coverage for themselves if subscribing to a single plan or dependent coverage if subscribing to a dependent plan, will have paid into a retirement plan, other than MEPERS or as a cash payment, fifty percent (50%) of the saving generated. Employee's eligible for this benefit shall, on an annual basis, provide written proof the employee and/or dependents as appropriate, have health insurance coverage elsewhere. Such payments shall be contributed monthly.

**F. Workers Compensation**

The County shall provide Workers' Compensation Insurance coverage for all employees as specified by State and Federal law. The rate of contribution shall be as determined by the applicable carrier. The County shall pay one hundred percent (100%) of the cost of this insurance.

**G. Unemployment Compensation**

As required by law, the County shall pay one hundred percent (100%) of the cost assessed to the County to fund unemployment compensation for all employees.

## ARTICLE 29 - EARNED TIME

### **A. Calculation**

#### 1. Included and Excluded Leaves

Earned time includes and supersedes prior paid benefits provisions including vacation, sick leave, and emergency leave. Unpaid leaves of absences, including but not limited to family and medical leave, military and jury duty leave are not affected by earned time.

#### 2. Rate of Accrual

0-5 years of service:	9% of hours actually worked
6-10 years of service:	10% of hours actually worked
11 years and over of service:	11% of hours actually worked

The maximum number of hours that may be accumulated is 600. No other time shall accrue until the maximum number of hours is reduced below six hundred (600) hours. The record of earned time will be maintained in hours and hundredths of hours and includes all hours worked in a week including overtime and holiday hours. Years of service refers to actual years of continuous full-time service to the County's Sheriff's Department.

3. When an employee uses earned time for any purpose, the time used is deducted from the earned time account. The amount deducted is the actual amount used in hours and hundredths of hours.

4. Earned time is in lieu of and may be used for vacation, sickness, or a personal emergency. Earned time is not part of base pay when earned or used.

### **C. Vacation**

Employees wanting more than one (1) calendar week off for vacation must request such leave at least thirty (30) days in advance of such need. If there are requests for vacation on the same date(s) that exceed the number of employees who can be scheduled off at the same time, seniority will determine whose preference is honored. All other vacation requests will be granted on a first request basis, taking into consideration staffing for the day(s) requested. If the requested leave period exceeds one (1) regular shift, the request will be submitted not less than two (2) weeks prior to the beginning of the requested leave period.

### **D. Sickness**

#### 1. Notification

Earned time off for sickness requires the employee to notify his immediate supervisor at least three (3) hours prior to the start of their regular shift.

2. Family Illness

Earned time for sickness may also be taken to attend to the health needs of an employee's immediate family members to include grandchildren.

3. Doctor Certification

A doctor's certificate may be required by the County if the employee's earned time leave for sickness exceeds three (3) working days.

**D. Emergency**

Earned time off may be requested for personal emergencies of one (1) day per year and may be granted by the Sheriff for occasions such as floods, fire, accidents, court appearances, (either by subpoena or summons) or any Act of God which could endanger life, health, or safety and must be attended to immediately. Emergency leave may also be granted in others instances upon application to and approval of the County Commissioners.

**E. Bereavement**

Full-time employees shall be granted time off for bereavement for a period of up to three (3) working days, if necessary for the death of an employee's husband, wife, son, daughter, father, mother, brother, sister, grandchild, foster parent, step parents or step child, aunt uncle, father-in law, mother-in-law, brother-in law, sister-in-law, nephew, niece or any the person living in the employee's personal household. Such leave will include the day of the funeral.

**F. Payout of Earned Time**

Unused earned time belongs to the employee at the full amount in the earned time value account. If an employee leaves for any reason, the earned time and earned time value accounts will be adjusted to reflect actual hours worked in the final pay cycle. The earned time value account may be adjusted further, if necessary, to offset any prepayment of wages under the average workweek pay plan if there is an insufficient amount in the final week pay check to reimburse the County to the point of pay for actual hours worked. The total amount of the account shall be paid to the employee when, for whatever reason, they leave the employ of the County and the bargaining unit. In the event of the death of the employee, the total amount in the account will be paid to the estate of the employee.

**G. Clerk Specialist**

1. Vacation

After 1 year of continuous employment	10 days
After 2-5 years of continuous employment	12 days (1 day per month)
After 6-9 years of continuous employment	15 days (1.25 days per month)
After 10+ years of continuous employment	18 days (1.5 days per month)

## 2. Sick Leave

a. Sick leave will be earned at the rate of one (1) day per month and may be used when personal illness or physical incapacity renders an employee unable to perform the duties of his/her position or for doctor's office visits. A day is equal to the number of hours an employee is regularly scheduled to work in a regular work day. A maximum of ninety (90) days of sick leave can be accrued and carried forward from one year to the next. Up to five (5) days may be used to care for an ill member of the family as provided by law. The County may require certification of illness of the employee or family member when sick leave to care for the family member is used.

b. Upon voluntary separation from service in good standing after one year of continuous service, the clerk specialist will be paid one-half (1/2) of accrued sick leave of not more than ninety (90) days. Any sick leave accrued beyond ninety (90) days shall be forfeited. If an employee is dismissed for unsatisfactory performance of cause after one year of continuous service, they will not be entitled to sick leave payment hereunder.

### **ARTICLE 30 – UNPAID LEAVE OF ABSENCE**

A leave of absence without pay may be authorized for valid reason up to one (1) year if the Sheriff and the county so approve. Persons returning from an authorized leave of absence shall be entitled to previous service continuing towards benefits. An employee may elect to pay for insurance benefits during an authorized leave of absence provided the insurance carrier permits participation and provided the employee submits payment for such insurance on or before the first (1<sup>st</sup>) of the month.

### **ARTICLE 31 – FAMILY AND MEDICAL LEAVE**

The Piscataquis County Commissioners have adopted a Family Medical Leave Policy consistent with Federal and State Law. The FMLA is based on a rolling twelve (12) month period that begins from the date of the beginning of the FML. Employees are required to use all accumulated leave time first and then will be eligible for unpaid leave time until the FMLA has expired.

### **ARTICLE 32 – MILITARY LEAVE**

The County will comply with the state and federal laws that apply to the County and govern military leave including the Uniformed Services Employment and Reemployment Act.

### **ARTICLE 33 – JURY DUTY LEAVE**

Full time employees shall not lose regular pay or benefits while serving on jury duty. In instances where the amount received by the employee for jury duty is less than that which would be earned in the service of the County, the County shall pay the employees' regular wages. In such instances, the employee shall turn over to the County, any payment received for jury duty.

## **ARTICLE 34 – LABOR MANAGEMENT MEETING**

There will be a labor-management committee composed of no more than three (3) representatives of the Commissioners, one of whom shall be the Sheriff or his/her designee, who will meet with no more than three (3) representatives of the bargaining unit quarterly (four times a year) to discuss questions and concerns of a non-grievable nature and to preserve and continue labor-management relations. Either party may call a meeting and will provide a written agenda for the meeting one week in advance.

## **ARTICLE 35 – SEVERABILITY AND SAVINGS**

If any provisions of this Agreement or any application of this Agreement are found to be contrary to law, such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

## **ARTICLE 36 - DURATION**

### **A. Length of Contract**

This Agreement shall be effective as of January 1, 2022 or the date of ratification; whichever is later, and it shall remain in force until midnight December 31, 2024.

### **B. Complete Agreement**

The parties to this Agreement acknowledge that during the negotiations which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the arena of collective bargaining and that the understanding and Agreements set forth in this Agreement have been arrived at by the parties after the exercise of such right and opportunity. The express provisions in this Agreement, for its duration, therefore constitute the complete and total Agreement between the County and the Union with respect to wages, hours of work, employee benefits, working conditions and contract grievance arbitration.

APPENDIX A

	Start	1 year	2 year	3 years	4 years	5 years	8 years	11 years	14 years	17 years	20 years
<u>January 1, 2022 - December 31, 2022</u>											
Deputy	\$ 19.43	\$ 20.02	\$ 20.62	\$ 21.23	\$ 22.31	\$ 23.42	\$ 24.58	\$ 25.82	\$ 27.09	\$ 28.45	\$ 29.88
Patrol Sergeant	\$ 20.97	\$ 21.62	\$ 22.27	\$ 22.92	\$ 24.08	\$ 25.29	\$ 26.54	\$ 27.08	\$ 29.27	\$ 30.73	\$ 32.27
Communications Sgt	\$ 18.18	\$ 18.71	\$ 19.29	\$ 19.86	\$ 20.85	\$ 21.90	\$ 22.98	\$ 24.13	\$ 25.36	\$ 26.62	\$ 27.95
Dispatcher	\$ 16.83	\$ 17.33	\$ 17.85	\$ 18.38	\$ 19.31	\$ 20.28	\$ 20.87	\$ 22.35	\$ 23.47	\$ 24.64	\$ 25.88
Correction Sergeant	\$ 18.40	\$ 18.92	\$ 19.62	\$ 20.00	\$ 20.96	\$ 21.96	\$ 22.98	\$ 24.10	\$ 25.25	\$ 26.46	\$ 27.74
Correction Corporal	\$ 17.18	\$ 17.66	\$ 18.17	\$ 18.67	\$ 19.67	\$ 20.49	\$ 21.45	\$ 22.43	\$ 23.57	\$ 24.69	\$ 25.88
Correction Officer	\$ 15.97	\$ 16.41	\$ 16.88	\$ 17.36	\$ 18.19	\$ 19.04	\$ 19.93	\$ 20.89	\$ 21.87	\$ 22.91	\$ 24.01
Clerk Specialist	\$ 17.99	\$ 18.54	\$ 19.09	\$ 19.68	\$ 20.64	\$ 21.68	\$ 22.76	\$ 23.89	\$ 25.08	\$ 26.34	\$ 27.65

January 1, 2023 - December 31, 2023

Deputy	\$ 20.01	\$ 20.62	\$ 21.24	\$ 21.86	\$ 22.98	\$ 24.12	\$ 25.32	\$ 26.59	\$ 27.90	\$ 29.30	\$ 30.77
Patrol Sergeant	\$ 21.60	\$ 22.27	\$ 22.93	\$ 23.61	\$ 24.80	\$ 26.04	\$ 27.34	\$ 27.89	\$ 30.15	\$ 31.65	\$ 33.24
Communications Sgt	\$ 18.72	\$ 19.27	\$ 19.87	\$ 20.46	\$ 21.47	\$ 22.56	\$ 23.67	\$ 24.85	\$ 26.12	\$ 27.42	\$ 28.79
Dispatcher	\$ 17.33	\$ 17.85	\$ 18.39	\$ 18.93	\$ 19.89	\$ 20.89	\$ 21.50	\$ 23.02	\$ 24.17	\$ 25.38	\$ 26.65
Correction Sergeant	\$ 18.95	\$ 19.49	\$ 20.21	\$ 20.60	\$ 21.59	\$ 22.62	\$ 23.67	\$ 24.82	\$ 26.01	\$ 27.25	\$ 28.57
Correction Corporal	\$ 17.70	\$ 18.19	\$ 18.72	\$ 19.23	\$ 20.26	\$ 21.10	\$ 22.09	\$ 23.10	\$ 24.28	\$ 25.43	\$ 26.66
Correction Officer	\$ 16.45	\$ 16.90	\$ 17.39	\$ 17.88	\$ 18.74	\$ 19.61	\$ 20.53	\$ 21.52	\$ 22.53	\$ 23.60	\$ 24.73
Clerk Specialist	\$ 18.53	\$ 19.10	\$ 19.67	\$ 20.27	\$ 21.26	\$ 22.33	\$ 23.44	\$ 24.61	\$ 25.83	\$ 27.13	\$ 28.48

Effective January 1, 2024 - December 31, 2024

Deputy	\$ 20.61	\$ 21.24	\$ 21.88	\$ 22.52	\$ 23.67	\$ 24.85	\$ 26.08	\$ 27.39	\$ 28.74	\$ 30.18	\$ 31.70
Patrol Sergeant	\$ 22.25	\$ 22.94	\$ 23.62	\$ 24.32	\$ 25.55	\$ 26.83	\$ 28.16	\$ 28.73	\$ 31.06	\$ 32.60	\$ 34.24
Communications Sgt	\$ 19.28	\$ 19.85	\$ 20.46	\$ 21.07	\$ 22.12	\$ 23.23	\$ 24.38	\$ 25.60	\$ 26.90	\$ 28.24	\$ 29.65
Dispatcher	\$ 17.85	\$ 18.39	\$ 18.94	\$ 19.50	\$ 20.48	\$ 21.51	\$ 22.14	\$ 23.71	\$ 24.90	\$ 26.14	\$ 27.45
Correction Sergeant	\$ 19.52	\$ 20.07	\$ 20.81	\$ 21.22	\$ 22.24	\$ 23.30	\$ 24.38	\$ 25.57	\$ 26.79	\$ 28.07	\$ 29.43
Correction Corporal	\$ 18.23	\$ 18.74	\$ 19.28	\$ 19.81	\$ 20.87	\$ 21.74	\$ 22.76	\$ 23.80	\$ 25.01	\$ 26.19	\$ 27.46
Correction Officer	\$ 16.94	\$ 17.41	\$ 17.91	\$ 18.42	\$ 19.30	\$ 20.20	\$ 21.14	\$ 22.16	\$ 23.20	\$ 24.31	\$ 25.47
Clerk Specialist	\$ 19.09	\$ 19.67	\$ 20.26	\$ 20.87	\$ 21.90	\$ 23.00	\$ 24.14	\$ 25.34	\$ 26.61	\$ 27.94	\$ 29.34

IN WITNESS THEREOF, the parties hereto have set their hands and seal this 29th  
day of January, 2022.

For the Union

[Signature]  
John Nuttall/Council 93, AFSCME

[Signature]  
Guy E. Dow

[Signature]  
Michael E. Gould

[Signature]  
Col. Rick Blodgett

[Signature]  
Rick Blodgett

[Signature]  
Eric Bearce

For the County

[Signature]  
James L. White, Chairman

[Signature]  
Wayne E. Erkkinen, Member

[Signature]  
Andrew R. Torbett, Member



## INDEX

<u>NAME OF ITEM</u>	<u>PAGE NUMBER</u>
Access to Employees	3
Affirmative Action	1
Arbitration	15-16
Benefits	22-23
Bereavement Leave	25
Bonus	18
Boots and Shoes	11
Bulletin Boards	10
Call Out	18
Clerk Specialist	25-26
Complaints	13-14
Court Time	22
Definitions	1-2
Direct Deposit	20
Discipline	13
Drug Testing	9
Dues Deduction	2
Duration	27
Earned Time	24
Earned Time Payout	25
Emergency Leave	25
Equipment	8, 10
Evaluations	5
Expense Reimbursement	10-11
Family Medical Leave	26
Full Time Positions	1

Gifts and Gratuities	9
Grievance Procedure	14-17
Hazardous Materials	12
Holidays	19
Job Descriptions	4-5
Jury Duty Leave	27
Just Cause	13
Labor Management Committee	27
Layoff and Recall	7
Life Insurance	22-23
Lodging and Meal Expenses	10
Longevity	18
Maine State Retirement	22
Management Rights	3
Medical Insurance	23
Mileage Reimbursement	10
Military Leave	26
No Solicitation	9
Non-Discrimination	1, 2, 9
On-Call Pay	18
Outside Employment	8
Overtime	21
Pay Cycles, Practice	19-20
Personnel Files	8
Political Activities	9
Posting	5
Preamble	1
Probationary Period	4
Promotions	5-6
Reassignments	7
Recall	7

Recognition	1
Representation Fee	2
Resignations	8
Retention Bonus	18-19
Save Harmless	2
Schedules	20-21
Seniority	5
Severability and Savings	27
Severance	7
Service calculation	2
Shift Differential	17
Sick Leave	26
Smoking	9
Social Security	22
Stipends	20-21
Training	12
Transfers	7
Unemployment Compensation	23
Uniforms	11
Union Membership Withdrawal	2
Unpaid Leave of Absence	26
Use of County Vehicles	12
Vacancies	6-7
Vacation	24
Vehicles	10, 12
Video Display Terminals	12
Wages	17-18, 29
Workers Compensation	23