

**AGREEMENT**

**between**

**STATE OF MAINE**  
**and**  
**MAINE STATE**  
**LAW ENFORCEMENT**  
**SUPERVISORS**



**2023-2025**

## TABLE OF CONTENTS

Article	Page
Preamble.....	1
1. Union Recognition.....	2
2. Access to Employees.....	2
3. Acting Capacity.....	3
1. Temporary Assignments.....	3
2. Seasonal Employees – Off Season Assignments.....	3
4. Approval of Legislature.....	4
5. Bereavement Leave.....	4
6. Bulletin Boards.....	5
7. Childbearing and Adoption Leave.....	5
8. Compensating Time.....	6
A. Seasonal Employees at ACF, DMR & IF&W.....	6
B. Law Enforcement Employees.....	6
9. Compensation.....	6
A. General Salary Increase.....	6
B. Retirement Contribution.....	7
C. Salary Schedule Progression.....	7
D. Non-Standard Workweek.....	8
E. Call Out.....	9
F. Overtime.....	9
G. Shift Differentials.....	11
H. Double Shift Premium.....	11
I. Standby.....	11
J. Divers' Stipend.....	11
K. Longevity.....	11
L. Weekend Differential.....	12
M. Institutional Stipend.....	12
N. Educational Incentive Stipend.....	12
O. Availability Pay.....	12
P. Special Unit Pay.....	13
Q. Physical Fitness and Wellness Stipend.....	13
R. Marine Patrol Lieutenant Weekend Coverage.....	14
S. Duty Officer Detail.....	14
T. Game Warden Sergeant Coverage.....	15
U. Short Haul Stipend.....	15
V. Marine Patrol Sergeant Coverage.....	15
W. Certified Evidence Response Technicians.....	15
X. Whale Disentanglement Team.....	16
10. Complaints and Investigations.....	16
11. Conclusion of Negotiations.....	18
12. Contract Administration.....	18
13. Contracting Out.....	18
14. Copies of Agreement.....	19

## TABLE OF CONTENTS

Article	Page
15. Court Service.....	19
16. Court Time.....	19
17. Deferred Compensation.....	19
18. Dental Insurance.....	20
19. Dependent Children Post-Secondary Education Benefit.....	20
20. Discipline.....	20
21. Electronic Mail.....	21
22. Living Resources Program.....	21
23. Employee Data or Employee Information.....	21
24. Employee Development and Training.....	22
25. Employee Organization Leave.....	22
A. Leave for FOP/MSLES Organization Activities.....	22
B. Leave for Negotiations.....	22
C. Stewards and Chief Stewards.....	23
D. FOP/MSLES Grievance Committee.....	23
E. Travel Time.....	24
26. Expense Reimbursement.....	24
A. Mileage Allowance.....	24
B. Lodging and Meal Expenses.....	24
C. Uniform Maintenance Allowance.....	24
D. Reimbursement for Advanced Courses.....	25
E. Assignment Out-of-State.....	26
27. Extra Hazardous Injuries (Law Enforcement Employees Only).....	26
28. First Responders Leave.....	27
29. Grievance Procedure.....	27
1. Definitions and Scope.....	27
2. Procedure.....	27
3. General Provisions.....	29
30. Health and Safety.....	30
31. Health Insurance.....	30
32. Holidays.....	30
33. Hours and Work Schedules.....	31
34. Labor/Management Committees.....	32
A. Statewide.....	32
B. Department Labor/Management Committee.....	33
C. Employee Health.....	33
35. Life Insurance.....	33
36. Maine State Employees Combined Charitable Appeal.....	33
37. Maintenance of Benefits.....	33
38. Management Rights.....	34
39. Military Leave.....	34
40. Non-Discrimination.....	34
41. Outside Employment.....	35

## TABLE OF CONTENTS

Article	Page
42. Overtime Assignments.....	35
43. Permanent Status.....	35
44. Personal Services.....	35
45. Personnel Files.....	35
46. Property Damage.....	36
47. Reclassifications.....	37
48. Relocations.....	38
49. Responsibilities of the Parties.....	39
50. Rest and Lunch Periods.....	39
51. Rules and Regulations.....	40
52. Safety Footwear.....	40
53. Seniority.....	40
A. Definition and General.....	40
B. Layoffs.....	41
C. Recalls.....	42
D. Filling of Vacancies.....	42
E. Promotions, Demotions and Transfers.....	43
F. Permanent Seasonal Employees.....	44
G. Part-Time Employees.....	44
H. Positions Outside Bargaining Unit.....	45
I. Health Insurance Coverage for Laid Off Employees.....	45
J. Short-Term Seasonal Positions.....	45
54. Severability.....	45
55. Shift Assignments.....	46
56. Sick Leave.....	46
Sick Leave.....	47
57. State Vehicles and Equipment.....	49
58. Union Membership and Dues Deduction.....	50
59. Unpaid Personal Leave of Absence.....	51
60. Use of State Facilities.....	52
61. Vacation.....	53
Vacation.....	54
A. Maximum Vacation Accruals for Part-Time Employees.....	55
62. Withdrawal of Resignation.....	56
63. Work Clothing.....	56
64. Work Rules.....	56
65. Work Stoppage and Slowdown.....	56
66. Workers' Compensation.....	57
67. Term of Agreement.....	58
Classifications Listings .....	59

## **PREAMBLE**

Whereas, the Executive Branch of the State of Maine (hereinafter referred to as "State" or "employer") and the Fraternal Order of Police, Maine State Law Enforcement Supervisor's (hereinafter referred to as FOP/MSLES) desire to establish a constructive, cooperative and harmonious relationship; to avoid any interruption or interference with the operations of the employer; to promote effective service and quality of work life towards the accomplishment of the missions of the State; and to establish an equitable and peaceful procedure for the resolution of differences;

Therefore, this Agreement by and between the parties is entered into as of February 23, 2022.

## **ARTICLE 1. UNION RECOGNITION**

Pursuant to the Maine Labor Relations Board certification dated September 7, 1977, the State recognizes Fraternal Order of Police (FOP/MSLES) 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 Supervisory Services Bargaining Unit.

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

Employees who are employed on a seasonal basis, i.e., for regularly recurring seasonal periods of three (3) months or more, shall be covered by the provisions of this Agreement upon the completion of six (6) months employment, subject to any special provisions relating to their employment. In order to qualify, such six (6) months must be worked in not more than three (3) consecutive years and only time in pay status during such seasons shall count. Employment time of persons outside State service who are on acting capacity assignment to a seasonal position, and employment time of persons holding a seasonal intermittent position shall not count towards the completion of such six (6) months.

Part-time employees will be covered by the provisions of this Agreement after completion of six (6) months of service except for the provision for dismissal for just cause. The just cause provision for dismissal shall apply after completion of 1,040 compensated hours exclusive of overtime hours. All benefits provided to part-time employees shall be prorated to the extent required by State law.

Temporary, seasonal and on-call employees, excluded by law from the bargaining unit, include project employees, seasonal employees not covered by the preceding paragraphs, persons from outside State service who are on acting capacity assignment, and intermittent employees. Project employees are employees appointed to a project position which is restricted to a planned work program to be completed within a specified period of time and which is not regularly recurring. Intermittent employees are employees who are appointed for a period of time on a sporadic basis and who work not more than one thousand forty (1,040) hours in any consecutive twelve (12) month period beginning with the date of hire or anniversary of date of hire.

Nothing in this Article shall be interpreted as removing any rights or benefits of temporary, intermittent, project or seasonal employees provided under Title 5, M.R.S.A., Sections 7068 and 7053, Public Law 667, 1978, or any other provision of law or rule.

## **ARTICLE 2. ACCESS TO EMPLOYEES**

FOP/MSLES shall have access to employees covered by this Agreement to carry out its legal responsibilities as a bargaining agent as provided for in this Article.

FOP/MSLES representatives will be granted reasonable access to employees during employees' working hours for the purpose of investigating and processing grievances and for the purposes of administering this Agreement. Such access will be subject to the representative providing the appropriate State representative with advance

notice of the visit. Such access will not disrupt State operations or violate agency security procedures. If access needs to be temporarily delayed for special reasons, those reasons shall be explained to the FOP/MSLES representative.

Any FOP/MSLES representative may have access to employees in this unit for the purpose of explaining FOP/MSLES programs and benefits during employees' non-working time, e.g., breaks, lunch periods and after hours, provided such access does not interfere with State operations. Such access shall be on non-work areas.

The agencies of the State shall inform FOP/MSLES of their new employee orientations and/or new hire paperwork processes and shall invite FOP/MSLES to participate in orientation or new hire meetings through a brief presentation on FOP/MSLES either in person or electronically. Each new employee, including employees who are new to an FOP/MSLES bargaining unit, shall be allowed one (1) hour of paid work time within his or her first six (6) months of employment to meet with a representative of FOP/MSLES for the purpose of explaining FOP/MSLES programs and benefits. This meeting shall be scheduled at a time approved by the employee's supervisor and shall take place in a non-work area.

### **ARTICLE 3. ACTING CAPACITY**

#### **1. Temporary Assignments**

When an employee is assigned temporarily by his/her appointing authority to a job for which he/she is qualified in a higher pay grade for a period of five (5) days or his/her regular workweek, whichever is less, the employee shall be paid retroactively from the initial date of the temporary transfer for the duration of the temporary assignment. The employee shall be paid as if he/she has been promoted during such assignment. In no event may an employee acquire any status in a higher classification as a result of his/her temporary assignment. Acting capacity assignments shall not be made on an arbitrary or capricious basis. Employees shall not be rotated in acting capacity in an arbitrary or capricious manner in order to avoid payment of acting capacity pay.

This Article shall not be used in lieu of the proper processing of any request for reclassification or reallocation of a position pursuant to the Personnel Rules and the Reclassifications, or the filling of a vacancy pursuant to the Personnel Rules and the Seniority Article.

#### **2. Seasonal Employees – Off Season Assignments**

A seasonal employee who accepts a temporary or acting capacity assignment during his or her off season shall be eligible to accrue vacation, sick leave, and holiday benefits upon appointment to the temporary or acting capacity assignment. In this case, the vacation accrual rate will be consistent with the permanent seasonal position, making any appropriate adjustment for part-time versus full-time hours. Full-time seasonal employees shall accrue no more than the hours of sick leave provided to full-time employees under the Sick Leave article, pro-rated for part-time employees.

#### **ARTICLE 4. APPROVAL OF LEGISLATURE**

The parties agree to jointly support any legislative action necessary for the implementation of any cost items in this Agreement. If the Legislature rejects any cost items submitted to it, all cost items shall be returned to the parties for further bargaining.

#### **ARTICLE 5. BEREAVEMENT LEAVE**

Each full-time employee covered by this Agreement shall be allowed up to forty (40) hours leave with full pay, for absences resulting from the death of a spouse or significant other, or the death of a child, grandchild, parent, stepparent, grandchild, or sibling of either the employee or the employee's spouse or significant other, or the death of the stepchild, guardian, stepsibling, ward, grandparent, or co-parent of shared minor children of the employee. Employees whose regular schedule is more than eighty (8) hours in a biweekly pay period shall be allowed up to one-half of the biweekly schedule (number of biweekly hours X .5) for such paid leave. Part-time employees shall receive paid leave on a prorated basis.

"Significant other" means that a relationship exists between two people, neither of whom is married, that is intended to remain indefinitely and where there is joint responsibility for each other's common welfare, there are significant shared financial obligations, and there is a shared primary residence. This relationship must have existed for at least six (6) continuous months before benefits under this Article may be provided.

#### **40 hours of leave for the death of the following relatives:**

<b>Relatives of the employee</b>	<b>Relatives of the spouse or significant other</b>
Spouse	Child
Significant Other	Grandchild
Child	Parent
Stepchild	Stepparent
Grandchild	Sibling
Parent	
Stepparent	
Grandchild	
Guardian	
Sibling	
Stepsibling	
Ward	
Grandparent	
Co-Parent of shared minor child(ren)	



## **ARTICLE 6. BULLETIN BOARDS**

The State shall continue to provide present bulletin board space for the use of FOP/MSLES at each work location where bulletin boards are presently provided for the purpose of posting bulletins, notices and other materials in conformance with this Article. The posting of any FOP/MSLES materials shall be restricted to such bulletin board space only except that, in each work location where bulletin board space is not provided for FOP/MSLES, the State shall designate an appropriate alternative space where such materials may be posted.

In no instance may FOP/MSLES post any material which is profane, obscene or defamatory to the State, its representatives or any individual, or which constitutes campaign material between competing employee organizations it is determined that the posting of such material would violate any obligation of the State for neutrality. FOP/MSLES is solely responsible for the accuracy and ethical standards of any material posted pursuant to this Article. The State retains the right to remove any materials in violation of this Article.

All posted FOP/MSLES materials shall be signed by an authorized representative of the Association or stamped with an official FOP/MSLES logo.

## **ARTICLE 7. CHILD CARE**

### **Child Care Reimbursement Process**

**A.** Employees employed as of March 1 who meet all of the following criteria shall be eligible for a lump sum payment payable each year. Eligible employees may apply for this payment between March 1 and April 15 of each year. Payment shall be made within thirty (30) days of receipt of the completed application. Any application received after April 15 will be considered on a case by case basis and shall not be arbitrarily rejected.

- 1.** Employed full time during the entire previous calendar year;
- 2.** Full-time State employees employed for more than six (6) months but less than twelve (12) months of the previous calendar year are eligible for this program on a prorated basis;
- 3.** Part-time and seasonal employees covered by this Agreement who have completed one thousand forty (1,040) hours of regularly scheduled work in any calendar year in which they qualify on a prorated basis; and
- 4.** Had a minimum of five hundred dollars (\$500.00) employment-related child care expenses for the previous calendar year.

**B.** Employees must submit an application for Child Care Reimbursement along with a copy of their filed Form 1040 and a copy of their receipt for child care expenses for the previous calendar year to be eligible for reimbursement.

**C.** Employees whose adjusted gross family income is less than \$60,000 for the previous calendar year shall be eligible for reimbursement not to exceed two thousand dollars (\$2,000.00).

<b>Adjusted Gross Family Income from IRS Tax Return in Previous Calendar Year</b>	<b>Maximum Reimbursement Amount</b>
Less than \$60,000	\$2,000

**D.** In families with both parents working for the State, each qualifying parent may apply for the Child Care Reimbursement provided that in no event will both parents be reimbursed for the same expense.

## **ARTICLE 8. COMPENSATING TIME**

### **A. Seasonal Employees at ACF, DMR and IF&W**

At the end of each season, seasonal employees in the Departments of Agriculture, Conservation and Forestry; the Department of Marine Resources; and the Department of Inland Fisheries and Wildlife will be paid for any compensating time balance.

### **B. Law Enforcement Employees**

The maximum accumulation shall not exceed two hundred forty (240) hours. It shall be the employee's responsibility to ensure that his/her accumulation does not exceed two hundred forty (240) hours. Except where operational needs require otherwise, employees shall be entitled to use compensating time at times of their choice.

The following procedure shall be used regarding the maximum accumulation of compensating time:

1. If an employee earns compensating time which puts him/her above the maximum, the state shall pay the excess comp. time down within one month.
2. Upon mutual agreement, an agency may at any time pay an employee up to two hundred forty (240) hours of that employee's accumulated time. Such payment shall be made at the employee's hourly rate of pay in effect at the time of payment.

## **ARTICLE 9. COMPENSATION**

### **A. General Salary Increases and New Step 9**

Effective after the implementation of the State's new payroll system, the State will move to one pay cycle. In order to accomplish this, employees on cycle B will move to cycle A. Information regarding the change to one pay cycle will be communicated with employees in advance.

1. Effective with the start of the pay week commencing closest to January 1, 2024, employees shall be provided an across-the-board salary increase of six

percent (6%) added to the base hourly rate, rounded to the nearest cent. Salary schedules shall be increased accordingly.

2. Effective on the first Cycle B and Cycle A of February 2024, full time employees in pay status will receive an eight-hundred-dollar (\$800) lump sum payment, less applicable taxes and deductions. This lump sum amount will be pro-rated for seasonal and part time employees. Intermittent employees covered by this Agreement will be eligible on a pro-rated basis based upon the hours worked in the twelve months immediately prior to January 1, 2024.

3. Effective with the start of the pay week commencing closest to July 1, 2024, employees shall be provided an across-the-board salary increase of three percent (3%) added to the base hourly rate, rounded to the nearest cent. Salary schedules shall be increased accordingly.

4. Effective with the start of the pay week commencing closest to July 1, 2024, a new Step 9 shall be created on all applicable salary schedules by adding four percent (4%) to the base hourly rate of the Step 8 rate in place after the salary increase identified in section 2 above, rounded to the nearest cent; employees shall then be advanced to the next higher step on the appropriate salary schedule upon satisfactory completion of one year of service for Steps 1 through 9 on their next scheduled anniversary date consistent with the Salary Schedule Progression language of this article.

## **B. Retirement Contribution**

1. The State shall, as permitted by 5 M.R.S. A §17702 §§5 and 6, pay its cost of the 6.5% or 7.5% retirement contribution for employees in the bargaining unit who are covered under special Law Enforcement retirement plans.

Those classifications eligible for this benefit are:

- Baxter Park Enforcement Ranger
- Baxter Park District Ranger
- Capitol Police Lieutenant
- Capitol Police Sergeant
- District Forest Ranger
- Fire Investigations Sergeant
- Game Warden Lieutenant
- Game Warden Pilot Supervisor
- Game Warden Sergeant
- Marine Patrol Lieutenant
- Marine Patrol Pilot Supervisor
- Marine Patrol Sergeant
- Ranger Pilot Supervisor
- Regional Forest Ranger
- Senior Motor Vehicle Detective
- State Police Lieutenant

2. The State shall, as permitted by 5 M.R.S. A §17702 §§5 and 6, pay the cost of the 6.5% or 7.5% retirement contribution for employees in the following classifications.

Senior Motor Vehicle Detective

### **C. Salary Schedule Progression**

Employees shall progress from step to step in salary grade on the basis of satisfactory job performance based upon established standards of performance.

Seasonal employee's initial anniversary date shall be established after being in pay status for two thousand eighty (2,080) hours. Such date shall then be used for annual performance evaluation and step progression consideration.

When an employee's anniversary date falls on any day from the first day of a pay week through Wednesday of the pay week, the employee's merit increase shall be effective as of the first day of the pay week within which the anniversary date falls. Otherwise, the merit increase shall be effective on the first day of the next pay week.

Once the HRMS has the capability and employees of an agency have been notified, merit increases earned as set forth above shall be effective on the employee's anniversary date.

Grievances arising from the denial of merit increases shall not be arbitrable under this Agreement but shall be processed as follows:

1. Within fifteen (15) workdays after an employee is notified that his or her merit increase has been denied, the employee and/or his or her union representative may grieve the denial by notifying the employee's supervisor in writing that the employee wishes to grieve it. That grievance will be heard and decided by the Agency Merit Increase Appeals Board ("Agency Appeals Board").

2. Each Department or Agency shall, jointly with MSLES, form an Agency Appeals Board when needed to hear and decide grievances regarding denial of a merit increase. MSLES and the Department or Agency shall each select one member to serve on the Agency Appeals Board. These two Board members shall mutually agree to a third Board member who shall serve as the Chair of the Board. The Board shall hear and decide the grievance within thirty (30) days of the date it is filed with the supervisor.

3. A decision of an Agency Appeals Board shall be final and binding, subject to appeal to the Director of Human Resources on the following grounds only: that the decision of the Agency Appeals Board was based upon clearly erroneous findings of fact or upon erroneous application of performance standards. An employee and/or his or her union representative may appeal the Board's decision by filing a written notice of appeal with the Director of Human Resources within fifteen (15) workdays of the date the employee and the union receive the decision. The Director of Human Resources shall hear and decide the appeal within thirty (30) days of the date of the appeal.

## **D. Non-Standard Workweek**

1. Classifications listed in Section 3 which meet the following criteria shall be designated as non-standard.

- a. Positions in a classification have been determined by the Bureau of Human Resources to be exempt for overtime compensation from the Fair Labor Standards Act.
- b. Employees are required by working conditions to work a variable workweek in excess of forty (40) hours; and
- c. Employees' workweeks are irregular and work hours cannot be scheduled or determined except by the employee.

2. Employees in a classification which is designated as non-standard shall be compensated at a rate of sixteen percent (16%) above the basic rates in their salary grades, except that any position that is found by the Bureau of Human Resources not to be exempt from the Fair Labor Standards Act for overtime compensation purposes shall not be designated non-standard.

3. The following classes are designated as meeting the above criteria:

Baxter Park Enforcement Ranger  
Baxter Park District Ranger  
Capitol Police Lieutenant  
District Forest Ranger  
Fire Investigations Sergeant  
Game Warden Lieutenant  
Game Warden Pilot Supervisor  
Game Warden Sergeant  
Marine Patrol Lieutenant  
Marine Patrol Pilot Supervisor  
Marine Patrol Sergeant  
Ranger Pilot Supervisor  
Regional Forest Ranger  
Senior Motor Vehicle Detective  
State Police Lieutenant

## **E. Call Out**

Any employee who is eligible for overtime who is called out for work outside of and not continuous with his/her regular hours will be paid a minimum of four (4) hours of the employee's regular rate of pay or hours actually worked at the appropriate rate, whichever is greater. Any additionally call outs occurring within the same four (4) hour period shall be compensated for actual time worked at the appropriate rate. This section shall not apply to an employee who is called in four (4) hours or less prior to the start of his/her workday or shift and who continues to work that day or shift or to an employee held over at the end of their regular workday.

When non-standard law enforcement employees are called out for work on any of the scheduled days off they shall be granted one and one-half (1 ½) hours of compensating time for each hour worked. In lieu of compensating time, upon mutual

agreement, employees may be paid one and on-half (1 ½) their regular hourly rate for each hour worked. Unless the employees are to receive pay rather than compensating time, the compensatory time shall be scheduled as soon as practicable and ordinarily will be within thirty (30) days of the day worked unless on an otherwise mutually agreed upon later day, except that the thirty (30) day period maybe extended because of seasonal high workload in the agency in which the employee is employed. If such compensating time off is not granted within six (6) months of the date the employee was scheduled to work his/her day off, the employee shall be paid in lieu of compensating time off.

Notwithstanding non-standard and other language of this Agreement, non-standard members of the Warden Service, Forest Service, Marine Patrol, and Maine State Police who, after working a regular day, are directed to respond by policy or by their superior to incidents as listed below after 6:00 P.M. and before 6:00 A.M., shall receive premium overtime pay for their hours worked between 6:00 P.M. and 6:00 A.M. while responding as required in the below circumstances for the respective agencies.

#### Warden Service

1. Serious personal injury and/or fatal ATV, Snowmobile or boat crashes,
2. Any Hunting Related Shooting Incident or other suspicious in woods death investigation
3. Drownings
4. Search and Rescue
5. Execution of Search Warrants
6. Request for assistance by another agency
7. Line of Duty Death
8. Use of Deadly Force or physical force causing serious injury
9. Complaint of Domestic Violence
10. Barricaded Suspect
11. Serious fish and wildlife violations in progress that have a high likelihood of apprehension
12. Or as otherwise approved / directed by a supervisor.

#### Forest Service

1. Response to serious facility damage, destruction, or vandalism
2. Line of duty death
3. Use of deadly force or physical force causing serious injury
4. Or as otherwise approved / directed by a supervisor

#### Marine Patrol

1. Incidents constituting "emergency operational needs" as defined and specifically identified by Bureau of Marine Patrol policy
2. Or as otherwise approved / directed by a supervisor

#### Maine State Police

1. Use of deadly force regardless of the result, or physical force causing serious bodily injury
2. Line of duty deaths
3. Homicide, suspicious deaths, seriously injured persons likely to result in a homicidal death or suspicious missing persons
4. Barricaded subjects
5. Car crashes resulting in multiple fatalities
6. Pursuits resulting in serious injury to the suspect, member or a third party
7. Incidents resulting in serious injury to a member requiring hospitalization
8. Critical incidents involving multiple troops/units that necessitate a Lieutenants response
9. Incidents where State Police General Orders require a Lieutenants response
10. Or as otherwise approved / directed by a supervisor

## **F. Overtime**

1. Excepting employees designated as non-standard, full-time employees in pay ranges 01 through 21 shall be paid one and one-half (1½) times the regular hourly rate of pay after actually working eight (8) hours in any day, or after their regular scheduled hours if greater, or forty (40) hours of actual work in any workweek.

The above provisions shall apply to full-time employees working alternative compressed work weeks but shall not include other alternative work schedules such as flextime schedules, etc. or part-time employees who shall be eligible for overtime after forty (40) hours of actual work in any week. In lieu of premium pay employees may, upon mutual agreement, take compensating time at the rate of one and one-half (1½) hours of compensating time for each hour of overtime worked.

2. MSLES members who are required to work beyond 5:00 p.m. on the day preceding their scheduled days off shall be paid one and one-half (1 ½) times their regular rate of pay for all hours of work after 5:00 p.m.

3. Employees in pay ranges 22 and above who do not receive any form of overtime compensation shall receive three (3) personal leave days per year with pay, as of January 1 of each year. Employees who leave state service prior to January 30 shall not receive or be paid out any personal leave days. Employees who first become eligible for personal leave days under this Article on or after July 1 of a calendar year shall receive only one and one-half (1½) days for the year, instead of three (3). Except where operational needs require otherwise, these employees shall be entitled to take these personal leave days at times of their choice. At the end of the calendar year, unused personal leave days may be carried over and applied toward the maximum vacation accrual.

4. Employees who are not eligible for overtime under the collective bargaining agreement, but are entitled to premium overtime after forty (40) hours of actual work because they are "non-exempt" under the Fair Labor Standards Act (FLSA), may, in lieu of premium pay, upon mutual agreement, take compensating time at the

rate of one and one-half (1½) hours of compensating time for each hour of overtime worked.

5. Compensating time earned by the employees described in Paragraph 4 may be accumulated up to two hundred forty (240) hours. Except where operational needs require otherwise, employees shall be entitled to use compensating time at times of their choice.

6. Any compensating time accrued by such employees will be recorded on official time reports. Such time must be used consistent with this agreement.

7. Time during which an employee is excused from work with pay under the Holidays Article, shall be considered as time worked for the purpose of computing overtime.

8. There shall be no pyramiding or duplication of compensation by reason of overtime or holiday or other premium pay provision of this Agreement. It is understood, however, that with this limitation, the method of payment which gives the greatest amount will be followed.

9. Employees of the Department of Agriculture, Conservation and Forestry, Forest Protection Division, listed below, who are covered by a written cooperative agreement between the federal government and the State of Maine for forest fire and emergency mobilization, shall be paid at one and one-half (1½) times their non-standard hourly rate of pay, if applicable by classification for each hour worked after eight (8) hours in a day or after forty (40) hours in a given week. Such payment is contingent upon the federal government's ability to reimburse the State of Maine for the overtime hours and applies only for work conducted under the applicable agreement, otherwise employees shall be compensated pursuant to the applicable bargaining agreement.

District Forest Ranger  
Regional Forest Ranger  
Ranger Pilot Supervisor

10. In the Maine Warden Service, once a special detail overtime opportunity has been offered on a state-wide basis and has not been accepted by any Game Warden, it will be offered to available Game Warden Sergeants on a state-wide basis.

## **G. Shift Differentials**

A shift differential of forty-five cents (\$.45) per hour shall be paid for shifts starting between 2:00 p.m. and 9:59 p.m. for employees regularly assigned to such shifts.

## **H. Double Shift Premium**

An employee required to work two (2) shifts in a twenty-four (24) hour period will be paid an additional eight dollars (\$8.00) for the additional shift. This provision does not apply to employees who voluntarily work such shifts for their own convenience. The State retains the right to establish schedules which minimize the payment of the premiums provided under this provision.



## **I. Standby**

1. Any employee who supervises employees eligible for and receiving standby pay who is specifically directed to stand by in a specific location or locations, and who is available for immediate recall duty, shall be paid at sixteen percent (16%) of his/her regular hourly rate for each hour he/she remains in standby status. Such standby pay shall not be paid for any period during the time not available when called.

2. Employees in classifications who now receive standby pay shall not lose it as a result of this provision.

## **J. Divers' Stipend**

Those employees who are members of the SCUBA diving teams engaging in law enforcement and search and recovery dive operations shall receive an annual stipend of fifteen hundred dollars (\$1,500.00). This stipend shall be paid to employees on a semiannual basis, with half paid in January and half paid in July to eligible employees, including employees on initial probation, on the payroll at the time of the payment.

All qualified employees assigned to SCUBA diving activities shall, when actually diving in the water, including training activities, be compensated at the rate of ten dollars (\$10.00) an hour in addition to their regular hourly rate of pay. Employees shall be compensated for a minimum of one (1) hour of such work regardless of the length of the diving assignment for any assignment less than one (1) hour.

## **K. Longevity**

1. Effective January 1, 2024, employees with five (5) years but less than ten (10) years of continuous service shall receive longevity pay of a total of ten (\$.10) cents per hour to the base upon eligibility. Employees who become eligible after that date shall receive the longevity pay of a total of ten cents (\$.10) per hour to the base upon eligibility.

2. Employees with ten (10) years but less than fifteen (15) years of continuous State service shall receive longevity pay of a total of twenty cents (\$.20) per hour to the base upon eligibility.

3. Employees with fifteen (15) years but less than twenty (20) years of continuous State service shall receive longevity pay of thirty cents (\$.30) per hour to the base.

4. Employees with twenty (20) years but less than twenty-five (25) years of continuous State service shall receive longevity pay of a total of forty cents (\$.40) per hour to the base.

4. Employees with twenty-five (25) years but less than thirty (30) years of continuous State service shall receive longevity pay of a total of sixty cents (\$.60) per hour to the base upon eligibility.

5. Effective January 1, 2024, employees with thirty (30) years or more of continuous State service shall receive longevity pay of a total of seventy cents (\$.70) per hour to the base upon eligibility. Employees who become eligible after that date shall receive the longevity pay of a total of seventy cents (\$.70) per hour to the base upon eligibility.

6. Continuous State service is defined as continuous employment, including all authorized leaves of absences since the last date of hire into a status-granting position.

#### **L. Weekend Differential**

Capitol Security Police Sergeants in the Department of Public Safety shall be eligible for a weekend differential of sixty cents (\$.60) per hour to the base for shifts beginning between 10:00 p.m. Friday and 9:59 p.m. Sunday.

#### **M. Institutional Stipend**

Employees assigned to work in Correctional and Mental Health Institutions will receive an Institutional Stipend of sixty cents (\$.60) per hour to the base.

#### **N. Educational Incentive Stipend**

All recognized MSLES members shall be eligible for an educational incentive stipend included in the regular hourly rate based upon the highest educational level attained beyond high school as follows:

Associate Degree	\$ .24 per hour
Baccalaureate Degree	\$ .36 per hour or \$.12 per hour after Associate Degree
Master's Degree or above	\$ .48 per hour or \$.12 per hour after Baccalaureate Degree

Payment shall begin after the employee provides notice and proof of attainment of the degree.

#### **O. Availability Pay**

1. It is expected that Maine State Police Lieutenants will be called out during off duty times and will extend their shifts when required to perform duties associated with their assignments. Because of this need to be flexible, Availability Pay of two dollars and forty cents (\$2.40) per hour was added to each step of the appropriate salary schedule in January 2018.

2. It is expected that the Marine Patrol Pilot Supervisor, Game Warden Pilot Supervisor, and the Ranger Pilot Supervisor will be called out during off-duty times in order to perform duties associated with his/her assignment. Because the Marine Patrol Pilot Supervisor, Game Warden Pilot Supervisor, and Ranger Pilot Supervisor will answer his/her telephone during off-duty weekends and will be available to respond to emergencies and operational need when possible, one dollar and twenty-five cents (\$1.25) per hour was added to each step of the appropriate salary schedule in January 2018.

## **P. Special Unit Pay**

When on duty, Maine State Police Lieutenants will receive fifteen dollars (\$15.00) an hour for underwater recovery and tact team responses. Special Unit Pay applies to the Tact Team which includes the State Police Bomb Squad, Crisis Negotiation Team, and the State Police K-9 Unit, when tracking a criminal suspect or who are bomb dog handlers, when on a bomb call.

## **Q. Physical Fitness and Wellness Stipend**

### Forest Protection

District Forest Rangers and Regional Forest Rangers who successfully meet a minimum of 60/70th percentile as part of the Forest Ranger Physical Fitness Program will be eligible to receive a physical fitness incentive payment once per year. The maximum incentive payment an employee may receive is seven hundred fifty (\$750.00) annually.

Employees who voluntarily show proof of (a) a meeting with a mental health professional at least once annually, will be eligible to participate in physical fitness testing as part of an Agency Wellness Protocol. Members must successfully meet the following minimum physical achievements to qualify for any wellness incentive payment. An employee will be tested in three different areas to be determined by the Department. In each separate test, an employee may be eligible for a one-time payment of up to two hundred dollars (\$250.00) annually with a maximum annual total incentive for all three tests of seven hundred fifty dollars (\$750.00) annually.

- To be eligible for the minimum one-hundred-fifty-dollar (\$150.00) stipend, an employee must meet the 60th percentile level of physical fitness testing.
- To be eligible for a two-hundred-dollar (\$200.00) stipend, employees must meet the 70th percentile level of physical fitness testing.
- To be eligible for the maximum two-hundred-fifty-dollar (\$250.00) stipend, an employee must meet the 80th percentile of physical fitness testing.

Participation in this program is strictly voluntary. Nonparticipation will not result in any adverse employment action.

## **R. Marine Patrol Lieutenant Weekend Coverage**

Marine Patrol Lieutenants employed by the Bureau of Marine Patrol will earn one (1) hour of straight time compensation for each weekend day, not to exceed two (2) hours of straight pay per weekend. This additional compensation will be included in the time entered into TAMS each payroll cycle. It is expected that Lieutenants will, within reason, be available to answer calls and respond if necessary. Lieutenants who are on vacation, leave or otherwise unavailable will be responsible for notifying the Major

and/or Colonel of their absence and must opt out of weekend coverage pay during that period of time.

In addition, Marine Patrol Lieutenants will earn two (2) hours per week of straight compensating time in recognition of extended days, availability and flexibility demanded of them in order to properly oversee and provide sound advice to supervisors and officers within their divisions. Compensatory time may not exceed two hundred forty (240) hours and may only be used when authorized by the Major or Colonel.

## **S. Duty Officer Detail**

1. Regional Forest Rangers may be assigned on a rotating basis for weekend duty officer detail, with authorization and approval by the Commissioner or his designee. The supervisor designated as "on-call" shall be the contact person for emergencies outside of normally scheduled work days and work hours. Duty officer detail periods will be in place from 5:00 p.m. Friday to 5:00 p.m. on the following Friday. Employees who are designated duty officer on Saturday and Sunday shall receive three (3) hours of pay at the rate of time and one-half for each weekend day while in duty officer status. In lieu of pay, and upon mutual agreement, employees may receive three (3) hours of compensatory time at the rate of time and one-half for these hours.

2. Game Warden Lieutenants will be assigned on a rotating basis for weekend duty officer detail. The Lieutenant designated as "on-call" shall be the contact person for emergencies outside of normally scheduled work days and work hours. Duty officer detail periods will be in place from 5:00 p.m. Friday to 5:00 p.m. on the following Friday. Employees who are designated duty officer on Saturday and Sunday shall receive three (3) hours of pay at the rate of time and one-half for each weekend day while in duty officer status. In lieu of pay, and upon mutual agreement, employees may receive three (3) hours of compensatory time at the rate of time and one-half for these hours.

In addition, schedules for Game Warden Lieutenants shall be adjusted one day every two months providing one additional day off during that period in recognition of availability on weekends. Employees must have worked a minimum of forty (40) hours in the week that the additional day off is taken. These days off shall not accrue and will not result in additional compensation.

3. State Police Lieutenants required to work as duty officer on weekends and/or holidays shall receive eight (8) hours of premium overtime for each weekend day or holiday worked. On Thanksgiving, Christmas, and New Year's Day, the Lieutenant assigned as duty officer may, instead of working, opt to be available for calls and receive eight (8) hours premium compensating time in lieu of pay.

State Police Lieutenants shall be eligible to work special details according to established work rules. When working a special detail, the rate of compensation shall be premium overtime. In order to be eligible for these details, any minimum training requirements must be met. Assignments are subject to supervisory approval. Details cannot be performed during regular working hours. When filling these details, the order of seniority shall be: first, Lieutenant of the respective Troop/Unit that the detail occurs in; second, Lieutenants within the Division that the detail occurs in; third, Lieutenants in other Divisions.

#### **T. Game Warden Sergeant Coverage**

Game Warden Sergeants will be compensated one (1) hour at the rate of time and one-half per regular day off cycle within each six-day work cycle for a maximum of sixty (60) hours per calendar year in recognition of time worked after regularly scheduled work hours.

#### **U. Short Haul Stipend**

All qualified rescuers assigned to perform rope rescue for the State of Maine shall be compensated at the rate of ten dollars (\$10.00) an hour in addition to their regular hourly rate of pay when actually performing rescue missions or when actually on the rope training. Agency management shall determine the number and composition of Short Haul Rescuers, as well as the length and content of its formal Field Training Program.

#### **V. Marine Patrol Sergeant Coverage**

Marine Patrol Sergeants will be compensated five (5) hours at the rate of time and one-half on the first day of each month totaling sixty (60) hours per calendar year in recognition of time worked after regularly scheduled work hours.

#### **W. Certified Evidence Response Technicians**

Certified Evidence Response Technicians shall have the following stipends added to their base hourly rate for attaining the following certification levels:

- Level 1: one dollar (\$1.00)
- Level 2: one dollar and twenty-five cents (\$1.25)
- Level 3: one dollar and fifty cents (\$1.50)

The maximum number of Evidence Response Technicians eligible for this pay shall be set by management.

#### **X. Whale Disentanglement Team**

All members of Marine Patrol's whale disentanglement team shall be paid ten dollars (\$10.00) an hour, in addition to their appropriate hourly rate, for all hours on scene of a whale or sea turtle disentanglement. Agency management shall determine the size of the whale disentanglement team.

## ARTICLE 10. COMPLAINTS AND INVESTIGATIONS

1. The department head shall be responsible to ensure that all allegations of misconduct and other violations shall be investigated as follows.

2. The department head, or other designated officer, shall conduct a preliminary investigation of all such allegations. The investigator shall be allowed to interview the complainant prior to notifying the employee.

3. **Probable cause determination; minor discipline only.** In the course of determining whether probable cause exists to conduct an investigation, in cases that could result only in minor discipline (a written warning or written reprimand), an investigator (or other designated management representative) may conduct an informal interview with the employee(s) about whom a complaint has been made under this article. The purpose of the interview is to assist in the determination of probable cause for an investigation under this article.

a. Prior to being interviewed with respect to a determination of probable cause, the employee shall be informed in writing of the nature of the allegation and the purpose of the interview, and be afforded a reasonable opportunity to contact and consult privately with a union steward or other union representative.

b. The interview shall be conducted at a reasonable time and, when practicable, on the department's premises when the employee is on duty. A union representative may participate in the interview.

c. The interview shall be limited to questions that are directly, narrowly, and specifically related to the allegation(s). The employee shall not be subjected to any offensive language, nor be threatened with transfer, dismissal or other disciplinary action. Confidentiality of the interview shall be maintained.

d. An interview of an employee under this section is not required in order to proceed under sections 4 or 5 below.

e. Upon completion or termination of the interview, the remaining sections set forth in this article shall be followed.

4. **No probable cause.** If, after preliminary investigation, no probable cause is found, the investigation shall terminate and the employee shall be informed in writing that a complaint was made against him or her but was unfounded.

5. **Notice of probable cause.** If, after preliminary investigation, the department head or his/her designee determines that there is probable cause to believe that misconduct or other violation has been committed by a particular employee, the investigator shall inform (1) the employee under investigation, (2) his/her supervisor, and (3) the FOP/MSLES, of the nature of the investigation before proceeding any further with said investigation. If diligent efforts to contact the employee fail, the investigator shall advise FOP/MSLES. Sufficient information to apprise the employee of the allegations shall be provided in writing.

6. **Investigatory interview.** When an investigator believes that probable cause has been established, and the employee under investigation is to be interviewed concerning alleged misconduct which, if proven, could result in disciplinary action, the employee shall be afforded three (3) working days, unless an emergency exists, to contact and consult privately with a union attorney and/or other union representative before being interviewed. The union attorney and/or union representative may attend

the interview. For the purpose of this section, working days shall be Monday through Friday, exclusive of holidays. In the event of an emergency, a reasonable amount of time will be afforded.

a. The interview of any employee under this section shall be conducted at a reasonable hour and without unreasonable delay. It shall take place at a suitable location designated by the investigating officer and shall be at the appropriate agency headquarters when feasible.

b. The employee being interviewed shall be informed of the identity of all persons present during the interview.

c. If it is known that the employee being interviewed is a witness only, he/she shall be so informed.

d. The interrogation shall be conducted with the maximum amount of confidentiality possible.

e. The interview of the employee shall be recorded.

7. **Polygraph examination.** If the employee under investigation is requested to submit to a polygraph examination, he or she will be furnished a list of questions to be asked sufficiently prior to the examination to enable the member to confer with an FOP/MSLES representative and/or counsel prior to the polygraph examination.

8. Within five (5) workdays of the completion of the investigation, the person being investigated shall be advised of the final outcome in writing.

9. Should an agency become aware the above procedures have not been followed, the investigation may be stopped and started over, ensuring the procedures are properly followed. A complete failure to follow the above procedures, when such failure results in substantial prejudice to the employee, shall result in dismissal of all charges with prejudice. In the instance of dismissal of the charges, the record of the investigation shall not be retained in the employee's personnel files and material contained in such records shall not be used against the employee in the future.

10. All investigations under this Article shall be initiated by the department/agency within a reasonable time of when the department/agency became aware of the alleged misconduct. A good faith effort will be made to complete investigations within six (6) months.

## **ARTICLE 11. CONCLUSION OF NEGOTIATIONS**

A. The State and FOP/MSLES agree that this Agreement concludes all collective negotiations during its term. Neither party will during the term of this Agreement seek to unilaterally modify its terms through legislation or other means which may be available to them.

B. Each party agrees that it shall not attempt to compel negotiations during the term of this Agreement on matters that could have been raised during the negotiations that preceded this Agreement, matters that were raised during the negotiations that preceded this Agreement or matters that are specifically addressed in this Agreement.

C. This is the entire Agreement between the parties and terminates any other written agreements in place prior to the signing of this 2023-2025 Agreement, except

those impacting only specifically named individual(s) and written agreements representing agreement between the parties relating to organizational units and/or unit divisions.

## **ARTICLE 12. CONTRACT ADMINISTRATION**

The parties acknowledge that problems of general administration (as opposed to individual employee grievances) may arise during the administration of this Agreement which may require the State and FOP/MSLES to meet from time to time for the purpose of reviewing the general administration of the Agreement. The parties agree to so meet within a reasonable time at the request of either party. Unless a problem is of an emergency nature, the party requesting a meeting will submit a written agenda one (1) week in advance of any such meeting.

## **ARTICLE 13. CONTRACTING OUT**

If the State contracts out work normally performed by employees within this unit, and if the contracting out results in the elimination of jobs within the unit, the State will negotiate the impact of the contracting on the affected employees. Negotiations, if demanded, will occur no longer than a sixty (60) day period prior to implementation of the layoff. If the parties have not reached agreement within the sixty (60) day period, the obligation to bargain shall continue.

In addition, the State shall assist those employees whose jobs are eliminated by such actions to find other employment. The resources of the Bureau of Human Resources, the Department of Labor and the affected department shall be used in coordination with FOP/MSLES to help the affected employees secure employment inside or outside of State government. When an employee receives notice that he/she is being displaced as a result of contracting out, the State and FOP/MSLES will exchange information on vacancies which can be useful in assisting the affected employee find employment. Appropriate preference shall be given affected employees for placement in State service.

### **Electronic Listing of Contracts**

The State will provide FOP/MSLES, on a monthly basis, with an electronic listing of service contracts reviewed in the prior month by the Division of Purchases. The report will include department code, vendor name, service name, start and end date of contract, contract amount, and encumbered date.

## **ARTICLE 14. COPIES OF AGREEMENT**

The parties shall jointly arrange for printing copies of this Agreement. Each party shall pay for the copies it requires for distribution.



## **ARTICLE 15. COURT SERVICE**

An employee is required to appear in court or pursuant to a subpoena or other order of a court or body or to perform jury service, and such appearance or service results in his/her absence from work, he/she shall be granted court service leave for the period of time necessary to fulfill such requirement. Any employee who makes an appearance and whose service is not required shall return to work as soon as practicable after release.

An employee on court service leave shall receive the payment received for such court service, including any travel allowance, in addition to his/her regular pay.

The provisions of this Article shall not apply to an employee summoned to or appearing before a court or body as a party to any private legal action which is not job related.

## **ARTICLE 16. COURT TIME**

An employee who is called to appear as a witness in his/her official capacity by a court, including administrative court, on a scheduled day off, a scheduled vacation day or other approved day off shall be paid for the hours so spent, including actual, necessary travel time, at one and one-half (1½) of his/her base hourly rate for a minimum of four (4) hours. Payment under this Article shall be the total payment for such court time from all sources other than regular pay for the scheduled day off. An employee who is assigned a State vehicle shall be entitled to use such vehicle on such occasions.

## **ARTICLE 17. DEFERRED COMPENSATION**

The State agrees to submit deductions of the employees who participate in the Deferred Compensation program by payroll deduction as soon as practicable but no later than ten (10) work days after such deductions are made.

## **ARTICLE 18. DENTAL INSURANCE**

The State agrees to pay one hundred percent (100%) of the employees premium of a dental insurance program for full-time employees. The benefit levels of this program shall provide one hundred percent (100%) coverage for preventive care and eighty percent (80%) coverage for general service care. The State agrees to provide payroll deduction for dental insurance, provided such arrangements are agreed to by the insurance carrier. Dependent coverage will be available provided there is sufficient employee participation in the dental insurance program. Dependent coverage will be at the employee's expense.

## **ARTICLE 19. DEPENDENT CHILDREN POST-SECONDARY EDUCATION BENEFIT**

In the event an employee is killed during the performance of his/her job duties, the State shall pay the tuition of his/her dependent children who are accepted as students through the normal admissions process to attend the University of Maine, the Community College System, or the Maine Maritime Academy. Each dependent child shall be eligible

for this benefit for five (5) years from his/her first admission date to either system or until the requirement for a degree has been met, whichever comes first.

## **ARTICLE 20. DISCIPLINE**

1. No employee shall be disciplined by the State without just cause. Notwithstanding the foregoing, new employees in an initial probationary period may be dismissed without the necessity on the part of the State of establishing just cause.

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

2. No employee covered by this Agreement shall be suspended without pay, demoted or dismissed without first having been given at least three (3) workdays' notice in writing of the disciplinary action proposed to be taken. 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 such a notice of suspension, demotion, or dismissal will be afforded an opportunity to meet with the appointing authority or his/her representative prior to the action proposed, no less than three (3) workdays after the notice was given. The employee will be entitled to have a Union representative or steward present. At that meeting the appointing authority or his/her designee will give the employee an explanation of the employer's evidence against the employee (if that has not already been provided) and offer the employee an opportunity to respond. Employees are on notice that a finding of having committed the offense of physical abuse is excluded from progressive discipline and may result in termination on first offense.

Any employee suspended without pay, demoted or dismissed, may initiate appeal of such disciplinary action at the department or agency head step of the Grievance and Arbitration Procedure within fifteen (15) workdays after the employee becomes aware of such disciplinary action.

## **ARTICLE 21. ELECTRONIC MAIL**

Electronic mail capabilities as available to unit members in the course of their work may be used for the purpose of reasonable communication on union matters consistent with applicable law and the State of Maine E-Mail Usage and Management Policy. Any use of the State's e-mail system under this Article must be of an incidental nature (e.g., meeting announcements) and must not interfere with State government functions and purposes.

## **ARTICLE 22. LIVING RESOURCES PROGRAM**

There shall be a broad-brush comprehensive LRP to provide confidential assessment and referral services for State employees. The LRP is intended to aid State employees and their families, and retirees, in cases where personal problems of any nature are having a detrimental effect on the employee's job performance. Services provided directly by the LRP shall be at no cost.

## **ARTICLE 23. EMPLOYEE DATA OR EMPLOYEE INFORMATION**

1. Where not prohibited by law, the State shall furnish to FOP/MSLES on a weekly basis, an electronic computer file of the then-available information, specified hereinafter, for each employee covered by this Agreement. The computer file shall contain, to the extent practicable, the name, home mailing address (including street, city/town, state and zip code), unique alpha and/or numerical identifier, class code, classification title, pay range and step, department, employing agency, initial date of hire, current date of hire, city employed in, work location address, home phone, work phone, bargaining unit, salary specification, pay cycle, authorized hours, authorized weeks, status, union membership code, Income Protection insurance code, annual salary amount, appointment code, hire type, position type and work email address for each employee covered by this Agreement. In addition, the State shall supply FOP/MSLES with those employees who have terminated their State service on the same weekly basis. shall indemnify, defend and hold the State harmless against all claims and suits, which may arise as a result of the State's furnishing such listing and file to FOP/MSLES.

2. The parties anticipate that the new Human Resources Management System will have the capability to provide physical work location address. Within thirty (30) days of the availability of that capability, the State will provide physical work location address for each employee covered by this Agreement as part of the data provided to FOP/MSLES on a weekly basis.

3. Upon mutual agreement, the State and FOP/MSLES will use technology available to each party for the purpose of transmitting and receiving the aforementioned electronic data in the most efficient and secure manner possible. FOP/MSLES Information Technology staff will work with the State on file format and transfer protocols.

## **ARTICLE 24. EMPLOYEE DEVELOPMENT AND TRAINING**

1. The State agrees to provide advice and counseling to employees with respect to career advancement opportunities and agency developments which have an impact on their careers.

2. Regular review of its job-related and career development and training programs will be made by the State in order to provide suitable programs for employees covered by this Agreement. When undertaking any such review, the State shall notify employees of such review and take into account suggestions and proposals made by employees.

3. Employees shall be given a reasonable notice of applicable, development and training programs available. Such notice shall include an explanation of the procedure for applying for the program. Notices of development and training programs shall be posted for reasonable periods in advance on bulletin boards at applicable work locations within the agencies involved. An appointing authority shall make every effort to permit employees' participation in such career development and training programs. Participation in any training inside or outside of work hours which is required by the State as a condition

of fulfilling the requirements of the employee's job, or any in-service State training which is conducted or undertaken during normally scheduled work hours will be considered as time worked.

4. The State shall pay tuition, course-related fees, other approved course required costs and for necessary travel and lodging pursuant to established policies and procedures.

## **ARTICLE 25. EMPLOYEE ORGANIZATION LEAVE**

### **A. Leave for FOP/MSLES Organization Activities**

The State shall provide Employee Organization Leave without loss of pay or benefits for members and officers of the FOP/MSLES Board of Directors to attend a maximum of nine (9) one-day meetings per year of the Board of Directors. For purposes of this Article, the Board of Directors shall consist of sixteen (16) members: twelve (12) from the Council, the President, Vice President, Secretary and Treasurer of FOP/MSLES.

### **B. Leave for Negotiations**

Members of the FOP/MSLES bargaining team whose numbers shall not exceed three (3) for each unit plus the President and/or Vice President of FOP/MSLES shall suffer no loss in pay or benefits for participation in negotiations for a successor Agreement. Additionally, leave may be requested for other members necessary for participation on specific negotiations issues and such leave shall not be unreasonably denied.

FOP/MSLES shall give reasonable notice to the Office of Employee Relations of the names of those bargaining team members who will be attending particular bargaining sessions. FOP/MSLES recognizes that exceptional circumstances might preclude the release of an individual on a particular day. The Office of Employee Relations will notify affected agencies of those individuals designated or otherwise requested to be made available on particular dates for participation in negotiations and will inform those agencies of the day, or days, when negotiations will take place.

No additional compensation shall be paid if negotiations extend beyond the end of an employee's normal work hours. However, a good faith effort shall be made to schedule non-standard workweek employees so that their days off shall not fall on days of negotiations.

Any designated employee who has a State vehicle assigned shall be allowed to use the vehicle while traveling to and from negotiations. Such employee shall be considered to be in duty status and shall have his/her uniform available for necessary use.

### **C. Stewards and Chief Stewards**

1. The Union may designate a reasonable number of employees to act as stewards and chief stewards on their behalf. A list of such employees designated as stewards or chief stewards shall be given to the Office of Employee Relations and to appropriate officials at the institution or agency levels on a quarterly basis in July, October, January and April. Such stewards or chief stewards will be allowed a reasonable amount

of time away from their work without loss of pay to investigate and process grievances. A steward or chief steward will also be allowed time away from his or her work without loss of pay to meet with new employees within the first six (6) months of employment consistent with the Access to Employees article. Prior to leaving his/her workstation to attend such business, a steward or chief steward shall obtain consent of his/her supervisor. If operational considerations or workloads temporarily delay the release of a steward or chief steward to attend to proper duties under this Article, he/she will be released for such purposes as soon as practicable. Whenever a steward or chief steward works on union business and such work extends beyond the end of his/her normal workday, such activity shall not be considered as time worked for overtime purposes. Any travel or other expenses of stewards' or chief stewards' activities shall not be borne by the State.

2. Stewards and chief stewards shall be entitled to two (2) days of leave per year without loss of pay or benefits to participate in official FOP/MSLES sponsored steward training. FOP/MSLES shall provide the Office of Employee Relations with at least two (2) weeks' notice of names and work locations of the stewards and chief stewards participating. No additional compensation shall be paid if the training extends beyond the end of the employee's normal work hours. Such leave shall not be withheld unless operational needs so require and shall not be arbitrarily denied.

#### **D. FOP-MSLES Grievance Committee**

FOP/MSLES grievance committee members traveling one hundred (100) miles or more to grievance committee meetings shall be entitled to leave without loss of pay or benefits for actual and necessary travel time. The State agrees to provide up to four (4) days leave of absence without loss of pay or benefits for each of three (3) grievance committee members. Such leave shall not be withheld unless operational needs so require and shall not be arbitrarily denied.

#### **E. Travel Time**

Leave provided in paragraphs A and B of this Article shall apply to and cover actual and necessary travel to and from such meetings required during normal working hours on the day of the meeting or negotiations, except that FOP/MSLES bargaining team members traveling 100 miles or more to negotiations shall be entitled to travel time outside of days of negotiations.

### **ARTICLE 26. EXPENSE REIMBURSEMENT**

#### **A. Mileage Allowance**

1. Effective on the first of the month following the effective date of this contract, the mileage allowance will be calculated as 75% of the federal rate in effect as of October 1, 2023, rounded up to the nearest cent. Thereafter, effective November 1 of every calendar year, the mileage allowance will be calculated as 80% of the federal rate in effect as of October 1 of that same year, rounded up to the nearest cent.

2. Employees who are disabled and use their own personal adapted vehicle on State business, shall receive the current mileage reimbursement plus an additional ten cents (\$.10) per mile.

The State retains the right to require employees to use State vehicles in lieu of mileage reimbursement.

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

1. Employees in travel status in the performance of their duties shall be entitled to expenses of necessary lodging and/or meals as provided for in Section 40 of the Manual of Financial Procedures, Travel and Expense Reimbursement Policy.

Nothing contained in this Article shall be deemed to alter the present State policy prohibiting reimbursement for noon meals unless the meal is part of an organized meeting or program or overnight travel.

2. 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.

3. Receipts shall not be required for reimbursement for meals eight dollars (\$8.00) and under.

4. Meal allowances for extended days will be paid at the rate of eight dollars (\$8.00) for breakfast and twenty dollars (\$20.00) for dinner.

## **C. Uniform Maintenance Allowance**

1. The State shall continue to supply uniforms to employees whom it requires to wear uniforms as a condition of employment. When uniform maintenance is the responsibility of the employee, such employee shall be paid a uniform maintenance allowance of two hundred dollars (\$200.00) per year unless the State makes other arrangements for uniform maintenance. The uniform maintenance allowance shall be paid to full-year employees on a semiannual basis with half paid in January and half paid July to eligible employees at the time of the payment. Seasonal employees shall be paid the uniform maintenance allowance on a monthly basis provided that such employee is in pay status as of the fifteenth (15th) of any calendar month.

The classes currently receiving uniforms and which shall be eligible for the uniform maintenance allowance are as follows:

District Forest Ranger  
Fire Investigations Supervisor  
Game Warden Lieutenant  
Game Warden Sergeant  
Marine Patrol Lieutenant  
Marine Patrol Sergeant  
Ranger Pilot Supervisor  
Regional Forest Ranger

Members of the Game Warden and Marine Patrol Services in the above classes who work in civilian clothing shall receive the same allowance for supplying and maintaining civilian clothing.

2. Maine State Police Lieutenants shall receive seventy-five dollars (\$75.00) per month toward the cost of supplying and maintaining uniforms and civilian clothing. This allowance will be paid semi-annually, with half paid in January and half paid in July to eligible employees on the payroll at the time of the payment. In addition, the State shall pay an annual coat/shoe allowance of two hundred fifty dollars (\$250.00). This allowance will be paid semi-annually, with half paid in January and half paid in July to eligible employee on the payroll at the time of the payment.

3. As long as Capitol Police Sergeants are required to utilize an all wool or wool blend uniform which requires dry cleaning only, the State will pay Capitol Police Sergeants sixty-five dollars (\$65.00) per month as a uniform maintenance allowance. Should the State replace the dry clean only uniforms with wash and wear equivalents employees would revert to the two hundred (\$200.00) per year allowance. The uniform maintenance allowance shall be paid to full-year employees on a semiannual basis with half paid in January and half paid in July to eligible employees on the payroll at the time of the payment.

#### **D. Reimbursement for Advanced Courses**

Employees shall be reimbursed, based upon availability of funds, by their appointing authority for tuition, course-related fees and other course-required and approved costs paid for advanced courses in their field or reasonably related to their work which will help improve their skills and improve the services provided by the State and which are taken while in the employ of the State. Prior approval for taking any such course shall have been obtained from the appointing authority and the employee shall have met the agency's requirements for satisfactory completion of the course. Each appointing authority shall endeavor to allocate a reasonable amount of available funds in each fiscal year to reimburse employees for such approved advanced courses. The employee shall make every reasonable effort to attend approved courses after regular business hours. In the event an approved course is not available after regular business hours the department may, subject to operational needs and with prior supervisory approval, permit employees to work a temporary flex schedule in order to attend such course(s). Employees utilizing this flex time option shall only be eligible for overtime after forty (40) hours of actual work in that workweek.

#### **E. Assignment Out-of-State**

Where it is reasonably anticipated that an Employee will be assigned to work out-of-state for more than five (5) consecutive workdays with an intervening Saturday and Sunday without a work assignment, the affected Employee may request in advance of the work assignment that his/her appointing authority approve reimbursement for expenses necessary to return the Employee to his/her Maine headquarters for the weekend. Such a request shall be approved if the travel costs incurred by returning to Maine for the

weekend are equal to or less than lodging and estimated meal expenses for the weekend if the Employee remains at the out-of-state assignment location.

The State agrees to make a good faith effort to schedule out of state travel sufficiently far in advance to allow employees to request an advance to cover travel expenses.

## **ARTICLE 27. EXTRA HAZARDOUS INJURIES – (LAW ENFORCEMENT EMPLOYEES ONLY)**

Employees covered by this agreement who are injured on the job while performing extra-hazardous duties in accordance with established agency rules, regulations, policies and procedures, shall receive, in addition to compensation paid or payable under the Workers Compensation Act, an amount of compensation sufficient to bring them up to full salary for up to one-hundred (120) workdays from the date the injury occurred. Absence from work because of such injuries shall not be charged to accumulated sick leave during this one-hundred twenty (120) day period.

Extra-hazardous injuries shall be defined as follows:

1. Injuries sustained while making an arrest
2. Injuries sustained from firearms discharge, unless intentionally self-inflicted
3. Injuries sustained as a result of use of force, or by a dangerous/lethal weapon. Such injuries shall only be considered when they are the direct result of the action of another party.
4. Injuries sustained while actively engaged in suppressing riots, insurrections and similar civil disturbances.
5. Injuries sustained while maintaining a roadblock as defined in Title 29A §2414 M.R.S.A., while directing vehicle traffic, assisting motorists, or while conducting authorized official checkpoints. Such injuries shall only be considered when they are the direct result of the action of another party.
6. Injuries sustained while engaged in a high speed pursuit.
7. Injuries sustained when responding to an emergency call with lights and sirens.
8. Injuries sustained from exposure to weapons of mass destruction, incendiary or explosive devices or materials.
9. Injuries sustained while engaged in containing active wildfires for employees of the Maine Forest Service.
10. Injuries sustained by accidental exposure to fentanyl or other drugs in the line of duty.

## **ARTICLE 28. FIRST RESPONDERS LEAVE**

The State shall make every effort possible to allow all first responders (i.e. community volunteer firefighters, EMS, search and rescue personnel), based on supervisory approval and operational need, the opportunity to respond to emergencies in the community. The employee shall be released for these purposes, and the use of



leave time will be determined as either vacation, compensating time or personal time upon return to work. Such release shall not be unreasonably denied.

## **ARTICLE 29. GRIEVANCE PROCEDURE**

### **1. Definitions and Scope**

**1.1** Employees shall have the right to present grievances in accordance with the procedures prescribed in this Article.

**1.2** For purposes of this Agreement, a grievance is a dispute concerning the interpretation or application of the terms or provisions of this Agreement. It is intended that this shall not mean administrative matters under the Retirement System and the Group Health Insurance Program.

### **2. Procedure**

**2.1 Step 1:** Within twenty-one (21) calendar days workdays after the act or omission which gives rise to the grievance or an employee becomes aware or should have reasonably become aware that he/she has a grievance, the employee and/or his/her representative shall present the grievance in writing to his/her department or agency head. The writing shall state the nature of the grievance and the remedial action requested. The department or agency head or his/her representative may meet with the employee and/or his/her representative and shall provide the employee and his/her representative with his/her decision in writing within twenty-one calendar days of receipt of the grievance at this Step 1.

**2.2 Step 2:** If the grievance is not resolved at Step 1, within fourteen (14) calendar days after receipt of the written decision of the department or agency head the employee and/or his/her representative may appeal to the State Chief Counsel Office of Employee Relations by filing with him/her a written notice of appeal, together with copies of the written grievance and the Step 1 decision. The Chief Counsel Office of Employee Relations or his/her representative may meet with the employee and/or his/her representative and shall provide the employee and/or his/her representative with a written decision within twenty-one (21) calendar days of receipt of the appeal; or, if a meeting is held, within fourteen (14) calendar days after the conclusion of such meeting.

#### **2.3 Step 3:**

**(a)** If the grievance has not been satisfactorily resolved at Step 2, then FOP/MSLES may submit the grievance to arbitration by submitting a request for arbitration to the Chief Counsel Office of Employee Relations as well as a statement of the grievance specifying the Article, section or clause of the contract alleged to have been violated, along with the concise statement of facts surrounding the issue and the remedial action requested. The request for arbitration shall be received by the Chief Counsel Office of Employee Relations through personal service, fax, email or by mailing by registered or certified mail within fifteen (15) workdays of the receipt of the Step 3 decision.

**(b)** Upon receipt by the Chief Counsel Office of Employee Relations of a request for arbitration, the parties shall attempt to mutually agree upon an arbitrator. If un-

able to agree upon an arbitrator within five (5) workdays of receipt of the request for arbitration, the arbitrator shall be selected through the Labor Relations Connection ("LRC") in accordance with the LRC rules then in effect.

The request for arbitration along with a request for a list of arbitrators must be received by LRC within six (6) weeks of the Office of Employee Relations' receipt of the request for arbitration, in order for the LRC administration fees to be shared equally by the parties. If such request is not received by LRC by the expiration of the six (6) weeks but is received within twelve (12) weeks, FOP/MSLES shall pay the entire LRC administration fee. If a request has not been received by LRC within twelve (12) weeks of the Office of Employee Relations' receipt of the request for arbitration, FOP/MSLES will be deemed to have waived its right to appeal the Step 2 decision to arbitration.

**(c)** The decision of the arbitrator shall be binding consistent with applicable law and this Agreement. The arbitrator shall have no authority to add to, subtract from or modify any provisions of this Agreement. The arbitrator shall have no authority to award interest on any award. All costs of arbitration, including fees and expenses of the arbitrator, shall be divided equally between the parties, except as provided in section 2.3(b) of this Article, and except that each party shall bear the costs of preparing and presenting its own case.

**(d)** The arbitrator shall fix the time and place of the hearing, taking into consideration the convenience of the parties. The arbitrator shall be requested to issue a written decision within thirty (30) days after completion of the proceedings. The arbitrator shall be bound by the rules of the LRC which are applicable to labor relations arbitrations and which are in effect at the time of the arbitration. In the event of a disagreement regarding the arbitrability of an issue, the arbitrator shall make a preliminary determination as to whether the issue is arbitrable. Once a determination is made that such a dispute is arbitrable, the arbitrator shall then proceed to determine the merits of the dispute.

**(e)** In grievances involving discharge of an employee and/or discipline which has led to a discharge, the arbitration hearing shall be held within twelve (12) months of the submission of the demand for arbitration, unless the parties mutually agree to waive this requirement. Subsequent hearing dates, if necessary, shall be held at the earliest date(s) offered by the assigned arbitrator and which is mutually acceptable to the parties. The parties agree that in the event of a conflict in the scheduling of grievance arbitrations, grievances involving discharge and/or discipline which has led to a discharge shall have priority over all other pending grievance arbitration matters between the parties.

### **3. General Provisions**

**3.1** The State shall not deny any employee FOP/MSLES representation at any stage of the grievance procedure and FOP/MSLES shall have the exclusive right to represent employees in any grievance.

When an employee elects to pursue a grievance at Steps 1, 2 without representation, FOP/MSLES shall have the right to be present at any grievance step meeting and shall receive copies of written determinations, if any, at all stages. No resolution of a grievance shall be inconsistent with the provisions of this Agreement.

**3.2** All of the time limits contained in this Article may be extended by mutual agreement of the parties and such extensions shall, in order to be effective, be confirmed in writing. The parties may mutually agree to bypass steps of the grievance procedure.

**3.3** In no event can a grievance be taken to the next or any succeeding step of this procedure unless the employee and/or his/her representative meets the time limits or extensions thereof. Failure to the State and its representatives to adhere to the prescribed time limits or extensions thereof shall constitute a waiver of the applicable step and the employee and/or FOP/MSLES may proceed to the next step.

**3.4** Grievances resolved at Steps 1 or 2 shall not constitute a precedent unless a specific agreement to that effect is made by the Chief Counsel Office of Employee Relations or his/her designee and FOP/MSLES.

**3.5** Any grievance involving two (2) or more employees within the bargaining unit within the same department or agency may be processed jointly and shall be initiated with the most immediate common supervisor of the employees involved.

**3.6** An aggrieved employee and/or his/her representative shall have the right to inspect and to obtain copies of any records, documents and other materials relevant to the grievance and in the possession of the State. The State shall have the right to inspect and to obtain copies of any records, documents and other materials relevant to the grievance and in the possession of the Union.

Relevant records and documents may be provided electronically.

**3.7** An aggrieved employee and any employee's witnesses as may be reasonable shall not suffer any loss of pay and shall not be required to charge leave credits as a result of processing grievances during such employee's or witnesses' regularly scheduled working hours, provided, however, that when such activities extend beyond such employee's or witnesses' scheduled working hours such time shall not be considered as time worked. Such release time shall include up to a total of one (1) hour, per grievance meeting, to meet with an FOP/MSLES representative before and /or after a grievance meeting under this Article, but shall not be construed to include preparation of paper work, record-keeping, conferences among Association officials or preparation for representation at a grievance hearing, except as provided above.

**3.8** The settlement or an award upon a grievance may or may not be retroactive as the equities of each case demand.

## **ARTICLE 30. HEALTH AND SAFETY**

**1.** The State will take appropriate action to assure compliance with all of applicable laws concerning the health and safety of employees in its endeavors to provide and maintain safe working conditions. FOP/MSLES agrees to support any programs required to meet the health and safety needs of employees.

An employee may request his/her department to provide safety related equipment, clothing, devices or tools as may be required to maintain a safe working environment. Such requests, if denied, may be appealed, upon notice to the department, to the Labor/Management Committee on Safety of State Buildings, which decision shall be final and binding on the parties. In this regard, formal votes required by the Committee shall be cast as one (1) vote by labor and one (1) vote by management.

2. No employee shall be required to operate any vehicle or equipment, which he or she reasonably believes to be in an unsafe condition. In any such circumstance, the employee shall bring the matter to the attention of his/her supervisor for proper inspection and/or repair. Once the vehicle or equipment is deemed safe by the supervisor, operation shall continue.

## **ARTICLE 31. HEALTH INSURANCE**

The State shall provide health plan coverage for employees pursuant to Title 5 §285. The State shall pay sixty percent (60%) of the cost of dependent premium for each eligible employee who selects dependent coverage.

Part-time and seasonal employees hired into permanent full-time positions will be allowed to apply for health insurance within 60 days of the permanent appointment with no evidence of insurability.

## **ARTICLE 32. HOLIDAYS**

1. Employees have the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Indigenous Peoples Day
Presidents' Day	Veterans Day
Patriot's Day	Thanksgiving Day
Memorial Day	Friday following Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

Employees released from work on these holidays shall be paid for their regularly scheduled hours of work. Time during which an employee is excused from work on holidays shall be considered as time worked for the purpose of computing overtime.

2. Any holiday falling on Saturday shall be observed on the preceding Friday and any holiday falling on Sunday shall be observed on the following Monday. Employees who work the calendar date and who are off on the observed date shall be paid the appropriate holiday rate for the calendar date only. Employees who are off on the calendar date and who work on the observed date shall be paid the appropriate holiday rate for the observed date only. Employees who work both the calendar date and the observed date shall be paid the appropriate holiday rate for either the calendar date or the observed date but not both. An employee who works both the calendar date and the observed date shall receive the appropriate holiday rate for the calendar date only. A reasonable attempt shall be made not to schedule an employee for both the calendar date and the observed date of a holiday. Employees who are not scheduled to work either the calendar or the observed day of the holiday shall be given either another day off within the same workweek or a day's pay at the option of the agency. For the purposes of this article, being "off" shall be defined as any regular day off or any approved leave.

3. In addition to pay for holidays, those employees who are currently eligible for premium overtime pay shall be entitled to one and one-half (1½) times their regular hourly

rate for time worked on holidays. In lieu of premium pay, eligible employees may, upon mutual agreement, take compensating time at the rate of one and one-half (1½) hours of compensating time for each hour of holiday worked. Employees not eligible for premium pay shall be paid or, upon mutual agreement, be given compensating time off at an hour for hour basis. Compensating time shall be used pursuant to the provisions of the Compensating Time Article.

4. When a non-standard law enforcement employee is required to work on a holiday, he/she will be given one and one-half (1½) times their hourly rate of pay for each hour worked. In lieu of pay, upon mutual agreement, employees will be given one and one-half (1½) hours of compensating time for each hour worked. Such time shall be accrued and used in accordance with the Compensating Time Article.

#### **5. Holiday Pay for Part-Time Employees**

Holiday pay for part-time employees will be prorated. Paid holiday hours are determined by dividing the number of authorized hours by forty (40) and multiplying by eight (8). Holiday hours to be paid are subtracted from the authorized position hours.

### **ARTICLE 33. HOURS AND WORK SCHEDULES**

1. The basic department, agency or other operational unit work schedules and practices, including work schedules or practices peculiar to particular classes, in effect on the effective date of this Agreement, shall not be changed without the employer informing FOP/MSLES in advance and negotiating the impact of such changes, if requested, on the affected employees. Negotiations shall occur no longer than a thirty (30) day period prior to the implementation of the change. If the parties have not reached agreement within the thirty (30) day period, the obligation to bargain shall continue.

2. To the extent practicable, employees shall be scheduled in a manner that will not result in split shifts, split days off or frequent changes in work schedules. Every practical effort will be made to equitably treat employees whose jobs require that they work irregular or frequently changed hours, shifts or workweeks.

3. It is recognized that involuntary work schedule changes may have an adverse impact on employees, and the employer recognizes its obligation to avoid or minimize such adverse impact to the extent practicable. An employee will be given at least fourteen (14) calendar days' notice prior to the effective date of the change in his/her individual schedule unless emergency or unforeseen developments preclude the possibility of such notice.

4. All time during which an employee is required to be on active duty shall be considered hours worked.

5. Job sharing by qualified employees may be permitted at the discretion of the appointing authority as permitted by statutory procedures.

6. Law Enforcement employees within this unit designated as non-standard shall have their scheduled days off commence at 5:00 p.m. on the day preceding the scheduled day or days off, and their time off shall end at 8:00 a.m. on the day scheduled to return to work. However, if conditions warrant, an employee occasionally may have to work beyond 5:00 p.m. on the day preceding the scheduled day/days off.

7. The scheduled activities listed below will require District Forest Rangers to make temporary work schedule changes in the event that the meeting(s) should fall on a scheduled day off:

Statewide District Ranger Meetings;  
Fire Readiness Review Inspections;  
State Initiated Regional Trainings;  
Statewide Training;  
Statewide Meetings (Division, Bureau or Department);  
As well as infrequently occurring scheduled meetings with  
cooperatives.

8. Work schedule changes shall not be made on an arbitrary or capricious basis.

## **ARTICLE 34. LABOR/MANAGEMENT COMMITTEES**

### **A. Statewide**

There shall be established a Labor/Management Committee comprised of five (5) members appointed by FOP/MSLES' president or designee and one (1) representative from each of the bargaining units) and five (5) members selected by the Governor to address workplace concerns or other matters assigned to the committee with the approval of the State Office of Employee Relations and FOP/MSLES. The committee will be co-chaired by labor and management, and the chairs will agree on an agenda before each meeting.

Meetings will be held periodically, although either chair may call special meetings with the concurrence of the other chair. There should be at least two (2) meetings each year. Committee members may participate in Committee meetings during working hours without loss of pay or benefits including necessary travel time.

Any action taken by the committee will be by mutual agreement and approval by the State Office of Employee Relations and FOP/MSLES. The labor/management committee has no authority to add to, delete from, or modify this agreement or requirements established by statewide policy.

### **B. Department Labor/Management Committee**

Departments will establish Departmental/Agency Labor/Management Committees to provide a problem-solving setting to deal with day-to-day problems or concerns regarding the workplace, or other matters assigned to the committee with the approval of the State Office of Employee Relations and FOP/MSLES. One standing agenda item for Committee meetings will be plans to contract out work that was previously or is currently performed by bargaining unit members.

Generally, there will be a total of between four (4) and six (6) representatives appointed each by FOP/MSLES and management including at least one (1) labor representative from each affected bargaining unit. However, a proportional number of

members will be allowed for smaller agencies. The committee will be co-chaired by labor and management (Department Head or Commissioner or designee). The chairs will agree on an agenda before each meeting.

Meetings will be held periodically, although either chair may call special meetings with the concurrence of the other chair. Generally, there should be at least four (4) meetings each year. All committee members may participate in the work of the committee during working hours without loss of pay or benefits including necessary travel time, during the employees regularly scheduled work hours/day to attend meetings and preparatory meetings. Any action taken by the committee will be by mutual agreement.

The labor/management committee has no authority to, add to, delete from, or modify this agreement or requirements established by statewide policy.

### **C. Employee Health**

There is established by law (Title 5, Chapter 13, Subchapter II, Section 285-A) the State Employee Health Commission. The State Employee Health Commission may also conduct the work of the Labor/Management Committee for Employee Assistance Program. Commission members who are covered by this agreement may participate in the work of the Commission during work hours without loss of pay and benefits.

### **D. Premium Overtime for Baxter State Park Call Outs**

There shall be established a Labor/Management Committee comprised of up to five members appointed by FOP/MSLES' president or designee and up to five members selected by the Director of Compliance for the Office of Employee Relations to explore the interest in, and possible funding of, expanding eligibility for certain instances of premium overtime to include employees at Baxter State Park. This Committee shall meet no less than once before March 1, 2024.

Any action taken by this committee will be by mutual agreement and approval by the State Office of Employee Relations and FOP/MSLEA. The labor/management committee has no authority to add to, delete from, or modify this agreement or requirements established by statewide policy.

## **ARTICLE 35. LIFE INSURANCE**

The State shall pay the full premium of employees' basic group insurance.

## **ARTICLE 36. MAINE STATE EMPLOYEES' COMBINED CHARITABLE APPEAL**

Employees may be asked to participate voluntarily in the Maine State Employees' Combined Charitable Appeal (MSECCA). The State shall not condition additional days off on employees' participation.

## **ARTICLE 37. MAINTENANCE OF BENEFITS**

With respect to negotiable wages, hours and working conditions not covered by this Agreement, the State agrees to make no changes without appropriate prior consultation and negotiations with the Association unless such change is made to comply with law, and existing regulations, Personnel Rules, written Policies and Procedures, General Orders, General Operating Procedure, or Standard Operating Procedure.

## **ARTICLE 38. MANAGEMENT RIGHTS**

The FOP/MSLES agrees that the State has and will continue to retain the sole and exclusive right to manage its operations and retain all management rights, whether exercised or not, unless specifically abridged, modified or delegated by the provisions of this Agreement. Such rights include but are not limited to: the right to determine the mission, location and size of all agencies and facilities; the right to direct its work force; to administer the merit system; to establish specifications for each class of positions and to classify or reclassify and to allocate or reallocate new or existing positions in accordance with the law; to discipline and discharge employees; to determine the size and composition of the work force; to eliminate positions; to make temporary layoffs at its discretion; to contract out for goods and services; to determine the operating budget of the agency; to install new, changed or improved methods of operations; to relieve employees because of lack of work or for other legitimate reasons; to maintain the efficiency of the government operations entrusted to them; and to take whatever actions may be necessary to carry out the mission of the agency in situations of emergency.

## **ARTICLE 39. MILITARY LEAVE**

Employees who are members of the National Guard or other authorized State military or naval forces, and those employees who are members of the Army, Air Force, Marine, Coast Guard or Naval Reserve shall be entitled to a leave of absence from their respective duties, without loss of pay, and shall accrue sick and annual leave and seniority during periods of military training that do not exceed 136 hours in any calendar year.

## **ARTICLE 40. NON-DISCRIMINATION**

The State agrees to continue its established policy against all forms of illegal discrimination, including 1) discrimination with regard to race, creed, color, national origin, sex, sexual orientation, protected union activity, marital status, age, physical or mental disability, unless based upon a bona fide occupational qualification; and 2) intimidation or harassment on the basis of race, creed, color, national origin, sex, sexual orientation, protected union activity, marital status, age, physical or mental disability.

FOP/MSLES agrees to admit all members to membership and to represent all members without regard to race, creed, color, national origin, sex, marital status, age, physical or mental disability, or sexual orientation.



FOP/MSLES agrees to support affirmative action programs mandated by law and any other affirmative action programs affecting the State which comply with or are mandated by applicable State and federal laws.

FOP/MSLES and the State agree that discrimination, intimidation, or harassment of employees, as defined by the State of Maine Policy Statement Against Harassment including harassment because of sexual orientation, is unacceptable conduct and will not be condoned or tolerated by FOP/MSLES or the State. The State agrees to annually post and/or distribute the State of Maine Policy Statement Against Harassment.

The State and FOP/MSLES agree that any disputes arising out of the provisions of this Article may be processed through the grievance procedure contained in the Grievance Procedure Article subject to the State's right to have any such grievance considered at the appropriate level or steps by the State's Equal Employment Opportunity Coordinator. This provision shall not preclude other legal remedies provided by law.

#### **ARTICLE 41. OUTSIDE EMPLOYMENT**

Employees may engage in other employment outside of their State working hours so long as the outside employment does not involve a conflict of interest with their State employment. Whenever it appears that any such outside employment might constitute a conflict of interest, the employee is expected to consult with his/her appointing authority or other appropriate agency representative prior to engaging in such outside employment. Employees of agencies where there are established procedures concerning outside employment for the purpose of insuring compliance with specific statutory restrictions on outside employment are expected to comply with such procedures.

#### **ARTICLE 42. OVERTIME ASSIGNMENTS**

Work in progress, when appropriate, shall be completed by the employee performing the work at the time the determination is made that overtime is required except that an employee for whom the requirement of overtime work would cause undue hardship shall be excused from the overtime assignment.

#### **ARTICLE 43. PARENTAL LEAVE**

Paid parental leave for the birth or adoption of a child(ren) to be raised by the employee shall be granted to the employee with pay for their regularly scheduled hours during a period of time not to exceed forty-two (42) calendar days, taken continuously, beginning no later than eight (8) weeks on and directly following the birth or adoption of the child or children.

Additional childbirth or adoption leave shall be granted to an employee without salary for a period not to exceed one (1) year inclusive of any period of disability covered under the Sick Leave Article and the paid parental leave described above. Employees shall have the option of using accumulated compensating time, vacation time and/or personal leave during such period. Employees shall be allowed to retain insurance benefits during such leave. Except during any period covered by the use of compensating time or annual leave, retention of insurance benefits shall be at the employee's expense.

Employees are encouraged to consult with their agency Human Resources office to determine if they are eligible for benefits under the Federal Family and Medical Leave Act (FMLA). Paid and unpaid leave provided for in this article may run concurrently with leave available under the FMLA.

#### **ARTICLE 43. PERMANENT STATUS**

No employee's probationary period shall be extended without the employee being informed in writing prior to the expiration of such period. Unless notified in writing otherwise prior to expiration of his/her probationary period or extension thereof, the employee shall be granted permanent status immediately following such probationary period.

#### **ARTICLE 44. PERSONAL SERVICES**

No employee shall be required to perform services of a personal nature.

#### **ARTICLE 45. PERSONNEL FILES**

1. An employee, upon written request to or after prior arrangement with the State Bureau of Human Resources, or the appropriate official at his/her work location or in his/her agency, shall be permitted to review his/her personnel files. Such review shall take place during normal office hours and shall be conducted under the supervision of the appropriate records custodian or agency representative. An employee may review his/her personnel files at reasonable times during his/her regular work hours if such review does not require travel out of the normal work area. An employee shall be allowed to place in such file a response of reasonable length to anything contained therein which the employee deems to be adverse.

2. An employee's personnel file shall include, but not be limited to, all memoranda and documents relating to such employee which contain commendations, employee performance appraisals or ratings and records of training programs completed.

3. In addition to the employee's right to view his/her file as set forth above, the employee shall have the right to receive copies of materials included in his/her file as set forth below:

a. an employee may request, in writing, a copy of his/her entire personnel file no more than once in any twelve-month period, at no cost to the employee;

b. an employee may request, in writing, a copy of all the material added to the personnel file after the copy of the entire file was provided;

c. an employee may request a copy of specifically identified documents in his/her personnel files;

d. if a document, other than routine processing documents, is added to the personnel file for an action of which the employee is not reasonably aware, the employee will either be notified or receive a copy of the document; and

e. requested documents may be provided in paper copy or electronically at the discretion of management.

4. Upon request of an employee, records of warnings, reprimands, and preventable accident reports shall be removed from personnel files after three (3) years from the date of the occurrence provided that the employee has had no further disciplinary action since that date. Upon request of an employee, records of suspensions and disciplinary demotions shall be removed from personnel files after five (5) years from the date of the occurrence provided that the employee has had no further disciplinary action since that date. However, records of disciplinary suspensions resulting from patient/client abuse, neglect or mistreatment shall not be removed from personnel files under the provisions of this paragraph.

Records of warnings and reprimands shall be deemed to be removed from the personnel files after three (3) years from the date of the occurrence provided that the employee has had no further discipline since that date.

Records of preventable accident reports shall be deemed to be removed from the personnel files after three (3) years from the date of the occurrence.

#### **ARTICLE 46. PROPERTY DAMAGE**

The State shall continue to reimburse employees for personal property of reasonable value damaged, destroyed or stolen while in the performance of their duties in accordance with established procedures.

#### **ARTICLE 47. RECLASSIFICATIONS**

1. **Definitions.** For the purposes of this Agreement the following terms are defined as follows:

(a) Classification and Reclassification. Classification and reclassification are the assignment or reassignment, respectively, of a position or group of positions to an occupational classification which is appropriate for compensation and employment purposes.

(b) Allocation and Reallocation. Allocation and reallocation are the assignment or reassignment, respectively, of a classification to the appropriate grade in the compensation plan.

2. FOP/MSLES may appeal to binding arbitration a determination of the Director of Human Resources on the classification, reclassification, allocation or reallocation of a position or classification. Such appeal shall be made within twenty-one (21) calendar days of the Director's determination. Arbitration cases involving two or more employees will be given priority in scheduling; other cases will be heard chronologically, by date of appeal, unless the parties mutually agree otherwise. The parties agree to utilize the services of an arbitration panel. Subsequent selection of panel members, if necessary, shall be agreed to within sixty (60) days of the termination of an arbitrator. Arbitrators shall be experienced in job evaluation disputes. If the parties cannot agree on the selection of arbitrator(s), they shall seek the assistance of the Labor Relations Connection. The parties shall share equally the costs and expenses of the arbitrator(s) and each party shall bear the costs of preparing and presenting its own case.

**3.** The Arbitrator shall not assign any existing classification to a new salary grade unless there has been a significant change except as provided below. The Arbitrator's decisions shall be binding on:

**(a)** The combination or merging of classifications and the allocation of the resulting new classifications to pay grades;

**(b)** reclassification or pay grade reallocation of positions the duties of which have significantly changed since their last classification or allocation;

**(c)** assignment to classifications or the establishment and pay grade allocations of new classifications for new positions;

**(d)** the establishment of separate classifications and pay grade allocations for positions within the same classification on the basis of significant difference in duties.

**4.** Except for reclassifications and reallocations in connection with a reorganization, any reclassification or reallocation decision of the Director of Human Resources or the Arbitrator shall be effective as of the date of the written initiation of the reclassification or reallocation request by the employee, FOP/MSLES or State and shall be implemented retroactively when the funds are provided pursuant to budgetary procedures.

The State shall pay the employee reclassified or reallocated interest of one sixth of one percent (1/6%) per month on all monies due as a result of the reclassification or reallocation from the date of the final decision until payment.

**5.** Reclassifications and reallocations in connections with a reorganization shall be effective on the date they are approved and implemented.

**6.** No employee shall be reduced in salary as a result of reclassification or reallocation.

**7.** An employee shall be provided with a copy of his/her job description and specifications when appointed to a position and whenever the job description and/or specifications are changed.

**8.** If qualifications for a classification change, affected employees currently working in the class will be grandfathered except where licensing, registration, certification or special qualifications are required by state law, federal law or court order, or except where licensing, registration, certification or special qualifications are required to obtain or maintain federal funds.

**9.** Any party who postpones or cancels a scheduled arbitration date concerning a reclassification or reallocation case without the agreement of the other party shall be responsible for the entire cost of the cancellation.

**10.** The provisions of this Article shall be effective as provided in the Term of Agreement Article; provided, however, that provisions of this Article shall be re-opened for negotiation upon thirty (30) day written notice, or demand to reopen, given by either party when such notifying party has concluded that reopened negotiations are necessary relative to current compensation system bargaining being conducted pursuant to 26 M.R.S.A. §979-D(1)(E)(1)(g), (h) and (i). Such re-opened negotiations shall be conducted only as a part of compensation system bargaining and only pursuant to 26 M.R.S.A. §979-D(1)(E)(1)(h).

## **ARTICLE 48. RELOCATIONS**

When an employee is permanently reassigned or transferred to a new work location thirty-five (35) or more miles away from his/her present work location to accommodate the State's operational needs, he/she shall be reimbursed for actual reasonable and necessary moving expenses by common carrier. If the State requires an employee to live in a specific zone or district after initial assignment, the employee will be reimbursed for actual reasonable and necessary moving expenses by common carrier.

An employee will not be permanently reassigned or transferred for disciplinary, arbitrary or capricious reasons. Unless specific requirements dictate otherwise, transfers and reassignments shall be on a voluntary basis from among qualified employees. The most senior employee who is qualified to perform the duties of the position shall be entitled to the transfer or reassignment. If there are no qualified volunteers, the least senior qualified employee shall be transferred. In the event the least senior qualified employee has children of elementary or secondary school age, he/she shall be exempted from this provision in the event no schools are available in the new assignment area or if suitable educational arrangements for such children cannot be mutually agreed to.

When an employee is reassigned to a new work location under this Article, he/she will have the option, in lieu of relocation, to have recall rights under the Seniority Article of this Agreement as though he/she were laid off as of the effective date of the reassignment.

The State shall provide ninety (90) days advance notice of such relocations whenever possible, and in the event that less than ninety (90) days notice is provided, the State will pay reasonable temporary relocation expenses, pursuant to the Expense Reimbursement Article Lodging and Meals Section of this Agreement, for any period of less than ninety (90) days notice.

This Article does not apply to employees relocating in connection with any reduction in force or to employees in job classes which traditionally have required performance of duties at other than a fixed location.

## **ARTICLE 49. RESPONSIBILITIES OF THE PARTIES**

The State and FOP/MSLES acknowledge the rights and responsibilities of the other party and each agrees to discharge its responsibilities under this Agreement. The FOP/MSLES, its officers and representatives at all levels, and all employees are bound to observe the provisions of this Agreement. The State and its officers and representatives at all levels are bound to observe the provisions of this Agreement.

In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

**(a)** Exclusive Negotiations. The State will not bargain collectively or meet with any employee organization other than FOP/MSLES with reference to terms and conditions of employment of employees covered by this Agreement. If any such organizations request meetings they will be advised by the State to transmit their requests concerning terms and conditions of employment to FOP/MSLES.

**(b)** Employees' Rights. There shall be no interference, intimidation, restraint, coercion or discrimination by either the State or FOP/MSLES as a result of the exercise by

any employee within the bargaining unit of his/her statutory rights related to membership in FOP/MSLES or any right granted under the State Employees Labor Relations Act.

**(c)** Fair Representation. FOP/MSLES acknowledges its statutory responsibility to represent and handle grievances for all employees within the bargaining unit. The State shall not be responsible for actions taken or not taken by FOP/MSLES with respect to its responsibility to provide fair representation.

**(d)** Efficient Public Service. The State and FOP/MSLES acknowledge their mutual responsibility to encourage and foster efficient and economical service in all activities of the State involving employees. The parties recognize the responsibility of employees to perform the duties assigned them in an efficient and expeditious manner. The parties further recognize the responsibility of the State to promote a working environment and a quality of work life conducive to achievement of these goals.

**(e)** Settlement of Grievances. The applicable procedures of this Agreement shall be followed for the settlement of all grievances. All grievances shall be considered carefully and processed promptly.

## **ARTICLE 50. REST AND LUNCH PERIODS**

Present practices of agencies, departments or organizational units with respect to lunch periods during the regular workday shall be continued.

## **ARTICLE 51. RULES AND REGULATIONS**

In the event of a conflict between the provisions of this Agreement and the Personnel Rules or departmental rules or regulations as they now exist or may be from time to time amended, the provisions of this Agreement shall apply. NOTE: MSLES / State of Maine Agree

## **ARTICLE 52. SAFETY FOOTWEAR**

1. The State will provide employees in the classifications listed in Section 4 below, and employees who are currently required to wear safety footwear by Department Work Rules, an allowance of one hundred fifty dollars (\$150.00) for replacement of safety footwear. This allowance will be paid to employees on a semiannual basis, with half paid in January and half paid in July to eligible employees on the payroll at the time of the payments. Employees of Departments with work rules that provide such safety footwear will not be eligible for the safety footwear allowance.

2. Safety footwear purchased must meet ANSI standards where applicable. Requirements for the wearing of safety footwear will be in accordance with work rules published by the State.

3. Department of Agriculture, Conservation and Forestry will provide fire retardant boots to District Forest Rangers and Regional Forest Rangers according to the departmental replacement schedule.

4. Classifications required to wear safety footwear:

Regional Forest Ranger

## **ARTICLE 53. SENIORITY**

### **A. Definition and General**

1. Seniority for the purposes described herein is defined as continuous employment, since the last date of hire into a status-granting position. Employees shall attain seniority upon completion of their initial probationary period retroactive to the date of initial hire.

2. Seniority shall be broken only as provided in paragraph 4 of this Section. An employee shall continue to accrue seniority during any period while he/she is on layoff and subject to the recall provisions of this Article, during military leave, leaves occasioned by incapacity for work and during any period of an authorized leave of absence except those pursuant to the Unpaid Personal Leaves of Absence Article and voluntary cost savings.

3. Lists of employees by seniority in their current classifications within an organizational unit shall be posted on the appropriate State bulletin boards on April 1, or if April 1 is not a work day then on the first following work day, of each year and shall be provided to FOP/MSLES simultaneously. An email will also go out to agency employees notifying them of the posted seniority lists. These lists shall be updated from time to time as necessary.

4. An employee shall lose his/her seniority if he/she:

- (a) voluntarily resigns;
- (b) is discharged for just cause;
- (c) is laid off and not recalled for work within three (3) years from the date of layoff;
- (d) fails to return to work or supply a satisfactory reason for not reporting within five (5) workdays of being recalled to work from layoff. Written notice of recall shall be sent by regular mail to the employee's last known address.

5. Layoffs and recalls to work for a period of three (3) working days or less are temporary and not subject to the provisions of this Article.

### **B. Layoffs**

When an appointing authority determines that a reduction in force is necessary, implementation of that reduction in force will proceed as follows:

(1) The appointing authority determines which positions, in each organizational unit and unit division, are to be abolished or funding eliminated.

(2) The least senior employee(s) in the affected classification and unit division will be laid off. More senior employees who occupy positions that are abolished or for which funding is eliminated will be reassigned to vacancies created by these layoffs or to other available vacancies in the class and unit division. These employees will be offered their choice of vacancies into which they may be reassigned in order of seniority, provided they are qualified to perform the duties of the position they select.

(3) If no option exists in (2), in lieu of layoff a displaced employee may accept, in order of seniority, reassignment to an available vacant position in his or her last previously held classification, regardless of changes to range, title, and/or bargaining unit of the classification since the employee left the classification, in the same unit division, provided the employee is qualified to perform the duties of the position.

(4) If no option exists in (3) above, in lieu of layoff a displaced employee may displace, in order of seniority, the least senior employee in his or her last previously held classification, regardless of changes to range, title, and/or bargaining unit of the classification, since the employee left the classification, in the same unit division, provided he or she has greater seniority than the employee being displaced and is qualified to perform the duties of the position. The employee may also accept reassignment, in order of seniority, to an available vacancy in classifications that are lower related to the employee's current classification in the same unit division, provided the employee is qualified to perform the duties of the position.

Any employee displaced pursuant to this provision shall have like reassignment and displacement rights.

No classified employee may displace any unclassified employee. No unclassified employee may displace any classified employee except to the classification in the other service that was the last previously held.

The State and FOP/MSLES shall negotiate to establish appropriate organizational units and unit divisions. Either party may request a review of an organizational unit or unit division on a departmental basis. In the event that the parties are unable to agree to appropriate organizational units and unit divisions either party may submit the dispute at any time thereafter for a binding determination to a qualified arbitrator mutually agreed upon by the parties or selected through the American Arbitration Association or the Labor Relations Connection in accordance with the rules and procedures of that Association.

No employee other than a permanent employee, including permanent seasonal employees, shall be used to perform work in a class in the unit division while a permanent employee who is qualified to do the work is on layoff unless the laid off employee refuses the work.

### **C. Recalls**

A recall register shall be established for each class by organizational unit or unit division, as appropriate, from which any employee has been laid off, transferred or demoted in lieu of layoff. An employee who is notified of layoff will be placed on the recall register, immediately upon receipt of written notice to the Bureau of Human Resources from the employee in the manner prescribed by the Bureau, for the class from which he or she was laid off and, when applicable, his or her last previously held classification. Any vacancy occurring in that class, or the class last previously held shall be offered first to the employee on the recall register. Recalls to work shall be made as follows:

(1) To the most senior employee in the unit division who possesses the minimum qualifications to perform the duties of the position;



(2) To the most senior employee in the organizational unit who possesses the minimum qualifications to perform the duties of the position;

(3) To the most senior employee statewide who possesses the minimum qualifications to perform the duties of the position.

Employees who refuse recall to the same classification, or to the last previously held classification, for a unit division, organizational unit, or on a statewide basis, from which he or she was laid off or to which they have recall rights shall be removed from the appropriate recall register.

#### **D. Filling of Vacancies**

In the event of a vacancy in a direct hire position, positions shall be filled on the basis of: first, ability and qualifications to perform the duties of the classification and second, where the "first" is equal among two or more employees, seniority will govern.

All job vacancies shall be posted in the applicable department, agency, organizational unit or unit division for ten (10) workdays. Notice of vacancies shall include the full particulars of the positions, including a job description, job location, pay rate, required qualifications and requirements for applying. Any employee wishing to be considered for the applicable position shall file a written, dated application with his/her appointing authority or designee within the posting period. Employees in a department or agency who are in the same classification who apply for transfer into a vacancy shall be offered the opportunity to interview for such vacancy. Job posting notices shall indicate the name and title of the person to whom applications should be submitted. Seasonal and part-time employees shall have the right to apply for full-time vacancies and shall be given consideration in accordance with their abilities, qualifications and seniority.

Upon promotion an employee shall be entitled to return to his/her former position voluntarily within thirty (30) days of promotion; otherwise voluntary demotion rules will apply. If an employee exercises these return rights, the State at its discretion may hire consistent with the other terms of this article, from the previous group of applicants rather than repost the position. Employees promoted under the provisions of this Article will be in a probationary status for a period of six (6) months from the effective date of the promotion. Such probationary period may be extended for just cause for an additional six (6) months. During such period the employee may be removed from the position promoted to for failure to fulfill the duties of the position. In such case he/she shall be returned to his/her former position if the employee so desires. An employee filling a position created by the promotion shall be likewise entitled to return to his/her former position.

No grievance may be filed by or on behalf of a candidate with less seniority than the selected candidate, if the grievance alleges that the senior candidate was selected in violation of the provisions of this Article.

#### **E. Promotions, Demotions and Transfers**

An employee who promotes to a position in a higher pay grade shall have his/her rate of pay adjusted to the lowest rate in the new grade which is at least seven percent

(7%) higher than the rate in the class from which promoted. The percentage will be calculated as seven percent (7%) of the base rate plus the following pay premiums, when applicable: scheduled overtime (when part of an employee's negotiated work schedule; if an employee promotes into a position with more scheduled overtime than the promoted-from position, the extra scheduled hours shall not count towards the seven percent (7%) pay increase; for example, when an employee promotes from a position with 2.5 hours of negotiated scheduled overtime to a position with 4.0 hours of negotiated scheduled overtime, calculations will be based on 2.5 hours of scheduled overtime for both positions); medication administration stipend; appropriate state-paid retirement differential. Notwithstanding the foregoing, the Director of the Bureau of Human Resources may consider exceptions pursuant to Civil Service Rules.

An employee who demotes to a lower pay grade shall have his/her rate of pay adjusted to the highest rate in the new pay grade which is lower than the rate of the class from which the employee left, considering the same pay components listed above.

When an employee transfers (remains in the same pay grade) and remains within the same or equivalent salary schedule, his/her rate of pay will remain the same.

When an employee transfers (remains in the same pay grade), but moves from one salary schedule to another dissimilar salary schedule, his/her rate of pay will be adjusted to the closest step in the new salary schedule that does not result in a loss of pay, considering the same pay components listed above.

When an employee transfers (remains in the same pay grade) from any other bargaining unit to the Supervisory Services bargaining unit, his/her rate of pay will be adjusted to one step higher than the closest step in the new salary schedule that does not result in a loss of pay, considering the same pay components listed above.

Determining the appropriate salary step upon promotion, demotion, or transfer may not result in a salary that is greater than the maximum or less than the minimum rates established in the salary schedule for the new classification.

An employee who transfers to another position must remain in that position a minimum of six (6) months before he/she is eligible to apply for another transfer. This requirement does not apply to seasonal employees.

Notwithstanding the above, Maine Sergeants promoted to Maine Lieutenants shall be placed at salary step 8. For the purposes of this paragraph only, District Forest Rangers shall be considered Sergeants and Regional Forest Rangers shall be considered Lieutenants.

## **F. Permanent Seasonal Employees**

The provisions of this Article shall apply to seasonal employees covered by this Agreement but in a separate seniority, layoff, reassignment, displacement and recall track, for their respective seasons, except that for seasonal positions of fifteen (15) weeks or less in the Department of Agriculture, Conservation and Forestry the exercise of all rights are limited to the unit division. Permanent employees laid off from their permanent position shall be entitled to return to previously held permanent seasonal positions. For purposes of this Article, when a seasonal employee moves from the seasonal track to the year-round track, seniority calculations shall be converted to reflect actual time worked in the seasonal position. Seniority credits for the purpose of

this conversion shall be calculated in weekly increments. Any time worked within a given week shall be recognized as a full week.

Once a permanent seasonal employee who accepts a second seasonal position during his or her off season passes probation in the second seasonal position, performance review and salary review dates shall revert to those tied to the initial permanent seasonal position. Such employee shall have his/her seniority, adjusted service, and longevity dates tied to the initial permanent seasonal position, with credit for time in the second seasonal position.

## **G. Part-Time Employees**

Separate track seniority systems for layoff, reassignment, displacement and recall purposes shall be implemented for full-time and part-time employees. Full-time employees will only be given options in full-time positions. Part-time employees will only be given options in part-time positions.

Full-time positions shall be defined as any position regularly scheduled for forty (40) or more hours per week.

If an employee is the least senior employee in his or her classification and unit division, he or she shall be given the options prescribed in section B of this Article in the other track, provided the employee has previously held that classification in the other track with the agency.

For purposes of this Article, when a part-time employee moves from the part-time track to the full-time track, seniority calculations shall be converted to reflect actual time worked in the part-time position. Seniority credits for the purpose of this conversion shall be calculated according to the employees scheduled workweek. Any time worked within a given week shall be recognized as a scheduled workweek.

Recall rights shall be limited to the track from which the employee is initially laid off, displaced, reassigned or demoted in lieu of layoff.

## **H. Positions Outside Bargaining Unit**

An employee in the bargaining unit as of the effective date of this Agreement in a position in a class covered by this Agreement but who becomes excluded pursuant to Section 979-A(6)(C) of the State Employees Labor Relations Act and an employee who by way of a promotion through a normal career ladder is in a classified position excluded from the bargaining unit pursuant to Section 979-A(6)(B) or Section 979-A(6)(D) of the State Employees Labor Relations Act and any other employee promoted through a normal career ladder to a position outside of the bargaining unit shall have the same layoff, seniority, displacement, recall and other rights under this Article for return to a position in the bargaining unit as a covered employee would have if the exercise of those rights is occasioned by a layoff.

Employees covered by previous FOP/MSLES Agreements in any status described above shall continue to have such rights for return to a position in the bargaining unit as described above.

Otherwise, employees excluded from bargaining units pursuant to the State Employees Labor Relations Act shall have no rights under this Article within the bargaining unit.

#### **I. Health Insurance Coverage for Laid Off Employees**

The State agrees to provide laid off employees with group health insurance at the employee's expense for one (1) year provided that the employee is unemployed. Premiums are to be paid directly to the insurance carrier. Failure to make payments would result in cancellation of insurance with no conversion privileges.

#### **J. Short-Term Seasonal Positions**

Short-term seasonal position vacancies of fifteen (15) weeks or less duration shall not require posting as a method of filling the vacancy.

### **ARTICLE 54. SEVERABILITY**

In the event that any Article, section or portion of this Agreement is found to be invalid or unenforceable by final decision of a tribunal of competent jurisdiction, or shall have the effect of a loss to the State of funds or property or services made available through federal law, then such specific Article, section or portion specified in such decision or which is in such conflict or having such effect, shall be of no force and effect. Upon the issuance of such decision, if either party requests, the parties shall negotiate a substitute for such specific Article, section or portion thereof, provided that the remainder of this Agreement shall continue in full force and effect. The parties agree to use their best efforts to contest any such loss of federal funds which may be threatened.

### **ARTICLE 55. SHIFT ASSIGNMENTS**

When an opening occurs in a shift assignment in an appropriate work group at a location, preference shall be given to employees within the classification who possess the training, ability and any required special qualifications to perform the work required, on the basis of seniority. In the event that no employee desires a shift assignment, employees shall be selected in order of inverse seniority.

This provision shall not apply to necessary training assignments. This provision shall not in itself alter the practice of rotating shifts where such practice presently exists. No employee, who has a regular shift assignment on the effective date of the Agreement, shall be involuntarily displaced from such shift assignment as a result of this Article.

### **ARTICLE 56. SICK LEAVE**

1. Sick leave credit shall be earned at the rate of one (1) day per calendar month of service. The current practices concerning the earning of sick leave credits shall be continued. Sick leave shall be earned from the employee's date of employment. Sick leave credit shall be earned for any month in which the employee has been in pay status

for ten (10) or more workdays or eighty (80) hours. A part-time employee shall earn sick leave in the same proportion as his/her part-time service bears to full-time service. An employee may accumulate unused sick leave up to a maximum of one hundred and twenty (120) days. Employees currently with lapsed sick leave credits shall have such lapsed sick leave added to their accumulated sick leave up to the maximum allowable accumulation of one hundred and twenty (120) days. However, the amount of unused sick leave accruals which can be credited towards State service for retirement purposes shall be ninety (90) days. When the maximum limitation has been accumulated, days that would normally thereafter be earned shall lapse but shall be recorded by the appointing authority. Any employee who has such lapsed sick leave to his/her credit may apply to the Director of Human Resources to have the sick leave restored in the event of an extended illness. The Director of Human Resources at his/her discretion may authorize restoration of all or any part of the lapsed sick leave after thorough investigation, including complete medical reports of the illness requiring the continued absence of the employee.

**2.** Sick leave may be used for illness, necessary medical or dental care, or other disability of the employee or a member of the employee's immediate family which requires the attention or presence of the employee. Immediate family as used in this Article shall mean the spouse or significant other, the parents of the spouse or significant other, the children of the spouse or significant other, the parents, stepparents, guardian, children, stepchildren, brothers, stepbrothers, sisters, stepsisters, wards, grandparents and grandchildren of the employee. For the purposes of this Article, "significant other" means that a relationship exists between two people, neither of whom is married, that is intended to remain indefinitely and where there is joint responsibility for each other's common welfare, there are significant shared financial obligations, and they must be living together in a shared primary residence. This relationship must have existed for at least six (6) continuous months before benefits under this Article may be provided.

Employees are encouraged to consult with their agency/department Personnel Officer to determine if they are eligible for benefits available under the Federal Family and Medical Leave Act. A medical examination or doctor's certificate may be required on account of use of sick leave for five (5) or more consecutive workdays, or because of repeated absences on days preceding or days following a holiday or weekend. When a medical examination or doctor's certificate is required on account of use of sick leave in excess of five (5) consecutive workdays, the State shall pay the difference between the cost of obtaining such certificate and the amount covered by insurance.

**3.** Notifications of absence under the provisions of this Article shall be given as soon as possible on the first day of absence or as soon thereafter as circumstances permit.

**4.** Upon application of an employee, a leave of absence without pay may be granted by an appointing authority for a period of disability because of sickness or injury. If the appointing authority denies the requested leave, it shall state its reason in writing. The appointing authority may, from time to time, require that the employee submit a certificate from the attending physician or a designated physician. If a certificate from a physician other than the attending physician is required, the State shall pay the difference between the cost of obtaining such certificate and the amount covered by insurance.

5. An employee who is transferred to the jurisdiction of another appointing authority or who accepts employment under the jurisdiction of a new appointing authority without interruption of service to the State shall retain his/her accumulated unused sick leave credits.

6. A former State employee who is reappointed within four (4) years of his/her separation may have his/her previously accumulated and unused balance of sick leave revived and placed to his/her credit upon approval of the new appointing authority.

7. Any employee returning from layoff, including seasonal employees covered by this Agreement, shall have the unused sick leave accrued as of the time of layoff restored upon his/her reinstatement.

8. A seasonal employee who accepts another seasonal position during his or her off season may use sick leave accrued in either position, regardless of which position the employee is serving in at the time of the use.

### **[Effective upon implementation of an Automated System]**

## **ARTICLE 56. SICK LEAVE**

1. Sick leave credit shall be earned at the rate of 3.7 hours per completed two-week pay period of service. The current practices concerning the earning of sick leave credits shall be continued only for those employees regularly scheduled to work in excess of forty (40) hours per week and only for as long as they are so scheduled. Sick leave shall be earned from the employee's date of employment. Sick leave credit shall be earned for any pay period in which the employee has been in pay status for five (5) or more workdays or forty (40) hours. A part-time or intermittent employee shall earn sick leave as follows: a part-time or intermittent employee shall earn .04625 hours of sick leave for each hour in pay status per two-week pay period. For part-time employees, "hours in pay status" shall be an employee's regularly scheduled budget authorized hours. An employee may accumulate unused sick leave up to a maximum of nine hundred sixty (960) hours. However, the amount of unused sick leave accruals which can be credited towards State service for retirement purposes shall be seven hundred twenty (720) hours. For part-time or intermittent employees, the maximum accumulation of sick leave and the amount of unused sick leave which can be credited toward State service for retirement purposes shall be a percentage of nine hundred sixty (960) hours and seven hundred twenty (720) hours, respectively, equal to ten percent (10%) for each eight (8) hours in pay status per two-week pay period. When the maximum limitation has been accumulated, days that would normally thereafter be earned shall lapse but shall be recorded by the appointing authority. Any employee who has such lapsed sick leave to his/her credit may apply to the Director of Human Resources to have the sick leave restored in the event of an extended illness. The Director of Human Resources at his/her discretion may authorize restoration of all or any part of the lapsed sick leave after thorough investigation, including complete medical reports of the illness requiring the continued absence of the employee.

2. Sick leave may be used for illness, necessary medical or dental care, or other disability of the employee or a member of the employee's immediate family which requires the attention or presence of the employee. Immediate family as used in this Article shall mean the spouse or significant other, the parents of the spouse or

significant other, the children of the spouse or significant other, the parents, stepparents, guardian, children, stepchildren, brothers, stepbrothers, sisters, stepsisters, wards, grandparents and grandchildren of the employee. For the purposes of this Article, "significant other" means that a relationship exists between two people, neither of whom is married, that is intended to remain indefinitely and where there is joint responsibility for each other's common welfare, there are significant shared financial obligations, and they must be living together in a shared primary residence. This relationship must have existed for at least six (6) continuous months before benefits under this Article may be provided.

Employees are encouraged to consult with their agency/department Personnel Officer to determine if they are eligible for benefits available under the Federal Family and Medical Leave Act. A medical examination or doctor's certificate may be required on account of use of sick leave for five (5) or more consecutive workdays, or because of repeated absences on days preceding or days following a holiday or weekend. When a medical examination or doctor's certificate is required on account of use of sick leave in excess of five (5) consecutive workdays, the State shall pay the difference between the cost of obtaining such certificate and the amount covered by insurance.

3. Notifications of absence under the provisions of this Article shall be given as soon as possible on the first day of absence or as soon thereafter as circumstances permit.

4. Upon application of an employee, a leave of absence without pay may be granted by an appointing authority for a period of disability because of sickness or injury. If the appointing authority denies the requested leave, it shall state its reason in writing. The appointing authority may, from time to time, require that the employee submit a certificate from the attending physician or a designated physician. If a certificate from a physician other than the attending physician is required, the State shall pay the difference between the cost of obtaining such certificate and the amount covered by insurance.

5. An employee who is transferred to the jurisdiction of another appointing authority or who accepts employment under the jurisdiction of a new appointing authority without interruption of service to the State shall retain his/her accumulated unused sick leave credits.

6. A former State employee who is reappointed within four (4) years of his/her separation may have his/her previously accumulated and unused balance of sick leave revived and placed to his/her credit upon approval of the new appointing authority.

7. Any employee returning from layoff, including seasonal employees covered by this Agreement, shall have the unused sick leave accrued as of the time of layoff restored upon his/her reinstatement.

## **ARTICLE 57. STATE VEHICLES AND EQUIPMENT**

1. No employee shall be required to operate any State vehicle or equipment which is unsafe. An employee shall not be subject to any penalty or disciplinary action because of failure or refusal to operate or handle any equipment which he/she reasonably believes to be in unsafe condition. In any such circumstance an employee shall call the matter to the attention of his/her supervisor for proper action.

**2.** Other than motor vehicles, and except where employees have traditionally supplied their own tools, all employees shall be provided such equipment and tools as are reasonably necessary for their jobs.,

**3.** Effective the signing of this Agreement, the State agrees to insure or indemnify each bargaining unit member for personal liability up to a total amount of three hundred thousand dollars (\$300,000) per occurrence for the personal use of a State vehicle which is authorized by this Article. The State also agrees to provide comprehensive coverage, with a fifty dollar (\$50.00) deductible, and collision coverage, with a one hundred dollar (\$100.00) deductible, for the personal use of a State vehicle which is authorized by this Article.

**4.** Use of vehicles while on duty status:

**(a)** Members of the bargaining unit, while on duty, are authorized to transport members of their immediate family within their assigned area.

**(b)** Members of the bargaining unit may use their assigned motor vehicles for personal errands within their assigned area while on duty.

**(c)** Transportation, while on duty, for a member of his/her immediate family, beyond the member's assigned area or station, shall require prior permission from his/her immediate supervisor.

**5.** Use of vehicles when not on scheduled duty status:

**(a)** No State vehicle shall be used outside a member's assigned area when the member is not on scheduled duty status without prior approval from the appropriate appointing official of his/her designee.

**(b)** Whenever a State vehicle is used by a member during a non-duty status, the member must assume an "on duty" status for the communication and operational purposes.

**(c)** Expenses incurred for gasoline, oil and other costs as the result of using a State vehicle under this section shall be borne by the member involved.

**(d)** The use of State vehicles within the provisions of this section shall be restricted to occasions that involve necessary personal business or emergencies. Such use shall be kept at an absolute minimum.

**6.** Employees of the Warden Service in the Department of Inland Fisheries and Wildlife shall not be subject to the provisions of this Article on the use of vehicles while on duty status or when not on scheduled duty status, but instead shall continue to be subject to the provisions of Inland Fisheries and Wildlife Policy #33 - Personal Use of State Owned Vehicles and Equipment.

**7.** In addition to present practice, Forest Rangers with assigned State vehicles may use such vehicles for transportation to work from their residences and return.

**8.** The State agrees to reimburse each Maine State Police Lieutenants five dollars (\$5.00) per week towards the cost of keeping his/her assigned state vehicle clean and presentable to the public. This payment will be done on a semi-annual basis in January and July and shall be prorated for those employees who become eligible or terminate employment between the semi-annual payments.



## **ARTICLE 58. UNION MEMBERSHIP AND DUES DEDUCTION**

### **A. Union Membership**

1. Membership in FOP/MSLES is not a condition of employment with the Executive Branch.
2. Employees in positions covered by this Agreement may become members in FOP/MSLES or drop their membership at any time, including during their first six (6) months of employment, by providing a written request to FOP/MSLES.
3. FOP/MSLES is solely responsible for processing any change to membership status.
4. FOP/MSLES shall promptly notify the State of any validly executed membership application or request to drop membership.
5. In the event that the State receives a membership application or a request to drop membership directly from an employee, it shall promptly forward such application or request to FOP/MSLES for processing.
6. It may take up to four (4) weeks to process a validly executed membership application or request to drop membership.

### **B. Payroll Deduction**

1. The Fraternal Order of Police (Maine Law Enforcement Supervisors) shall have exclusive rights to payroll deduction of membership dues and premiums for current FOP/MSLES sponsored insurance programs. Deductions for other programs may be mutually agreed to by the parties.
2. The State agrees to deduct FOP/MSLES membership dues and insurance premiums from the pay of those employees who individually request in writing that such deductions be made. New employees eligible upon completion of six (6) months service may also have such payroll deduction during their initial six (6) month period. The employee's written authorization for payroll deductions shall contain the employee's name, agency in which employed, and work location. Such authorization shall be transmitted by an authorized representative of FOP/MSLES or the employee to the State Controller through the applicable agency payroll clerk. When such authorization is transmitted directly from the employee to the agency payroll clerk, a copy of the authorization shall be sent to FOP/MSLES.
3. Employees who have already authorized such deductions shall not be required to submit new authorizations upon the execution of this Agreement.
4. A validly executed authorization for payroll deduction is an agreement between the employee and FOP/MSLES. The State agrees that it shall rely solely upon FOP/MSLES for notice of such authorizations or cancellations or changes thereto.
5. FOP/MSLES shall notify the State Controller, through the applicable agency payroll clerk, of any such authorizations, cancellations or changes thereto.
6. It may take up to four (4) weeks to process a validly executed authorization for payroll deduction or cancellations or changes thereto.

7. Any change in the amounts to be deducted shall be certified to the Director of the Bureau of Human Resources by the Treasurer of FOP/MSLES at least thirty (30) days in advance of the change. The aggregate deductions of all employees shall be submitted to FOP/MSLES together with an itemized statement as soon as practicable but no later than ten (10) workdays after such deductions are made.

### **C. Indemnification**

FOP/MSLES shall indemnify and hold the State harmless against any and all claims, suits, orders or judgments brought or issued against the State as the result of the action taken or not taken by the State under the provisions of this Agreement.

## **ARTICLE 59. UNPAID PERSONAL LEAVE OF ABSENCE**

1. Any employee may apply for an unpaid personal leave of absence for good and sufficient reason. Leave pursuant to this provision may be for a period not exceeding six (6) months in any fourteen (14) consecutive months. Such leave may be granted at the discretion of the appointing authority and shall not be unreasonably denied. Employees are encouraged to consult with their agency/department Personnel Officer to determine if they are eligible for benefits available under the Federal Family and Medical Leave Act. All requests for such leave and responses shall be in writing. The application for leave must specifically state the reasons for such application and the length of time requested. After completion of a period of personal leave of absence, the employee shall be entitled to return to the organizational unit, status and position held immediately prior to the beginning of the leave of absence. If the employee's position is abolished during any such leave, he/she shall be notified and allowed to exercise his/her rights under the Seniority Article of this Agreement.

2. A leave of absence without pay and without loss of seniority not to exceed one (1) year may be granted to an employee to permit the employee to accept a position in State service that is excluded from bargaining units under 26 M.R.S.A. §979-A(6) (the State Employees Labor Relations Act). Such employee shall be entitled to return to the organizational unit, status and position held immediately prior to the beginning of the leave of absence within the one (1) year period. Any employees who have filled vacancies created by the initial movement of the returning employee shall likewise be entitled to return to their former positions.

3. Except as provided in the Seniority Article, if an employee is laid off from an excluded position for reasons beyond his/her control after the expiration of said one (1) year leave, he/she shall at his/her request be placed on any reemployment registers for which he/she is eligible. Upon reemployment he/she shall be credited with the seniority earned up to the start of the leave granted pursuant to this Article.

4. Any employee currently on leave of absence from a position in this bargaining unit under Personnel Rules, Chapter 11, Section 3C shall be continued on such leave through the end of his/her current coterminous or fixed term appointment or for one (1) year from the effective date of this Agreement if he/she is serving in a position which does not involve a fixed or coterminous term. An employee on leave for a fixed term or

coterminous appointment may upon application have such leave extended for up to three (3) months pending reappointment to such excluded position.

5. Any leave of absence pursuant to this Article may be canceled by the appointing authority at any time for good reason upon prior written notice to the employee, specifying a reasonable date of termination of the leave and the reason for cancellation.

## **ARTICLE 60. USE OF STATE FACILITIES**

Where there is available appropriate meeting space in buildings owned or leased by the State, FOP/MSLES shall be allowed reasonable use of such space at reasonable times for specific meetings, including space suitable for meetings in private between FOP/MSLES staff representatives or stewards and employees in the investigation and processing of grievances.

In addition, in buildings owned or leased by the State that have video conferencing facilities FOP/MSLES may be allowed reasonable use of those facilities.

Advance arrangements for the use of State facilities shall be made with the department or agency concerned. FOP/MSLES shall reimburse the State for any additional expense incurred in allowing use of such space. No other employee organization, except such as have been certified or recognized as the bargaining agent for other State employees, shall have the right to meeting space in State facilities for purposes pertaining to terms and conditions of employment of employees. The use of State facilities for meetings shall be in non-work areas or where work is not in progress. Other than meetings in private between FOP/MSLES staff representatives or stewards and employees in the investigation and processing of grievances, all meetings in State facilities shall be during the off-duty time of employees attending and, in all instances, attendance shall be voluntary. Arrangements for any meetings in State facilities will be made so as to avoid interference with the department's or agency's operations or violation of the department's or agency's security.

## **ARTICLE 61. VACATION**

1. Each employee shall earn vacation with pay on the following basis: An employee who is in pay status for five (5) or more workdays or forty (40) hours for each completed two week pay period shall earn their biweekly accrual on the following basis:

0 through 5 years – 4.7 hours

Thereafter, provided the last three (3) years of service have been continuous:

6 through 10 years – 5.15 hours

11 through 15 years – 5.6 hours

16 through 20 years – 6.5 hours

20+ years – 7.4 hours

Employees who are regularly assigned to workweeks that exceed forty (40) hours shall accrue vacation credits on a prorated basis. This does not apply to employees who are designated as non-standard.

Part-time and intermittent employees shall earn vacation credits at the higher rates after having worked for the State for the required number of calendar years specified above, such credit to be earned as follows:

For part-time employees, "hours in pay status" shall be an employee's regularly scheduled budget authorized hours.

a. a part-time or intermittent employee with less than five (5) years of service shall earn .05875 hours of vacation for each hour in pay status per two-week pay period;

b. provided the last three (3) years of service have been continuous, a part-time or intermittent employee with at least five (5) but less than ten (10) years of service shall earn .06437 hours of vacation for each hour in pay status per two-week pay period;

c. provided the last three (3) years of service have been continuous, a part-time or intermittent employee with at least ten (10) but less than fifteen (15) years of service shall earn .07 hours of vacation for each hour in pay status per two-week pay period; 55

d. provided the last three (3) years of service have been continuous, a part-time or intermittent employee with at least fifteen (15) but less than twenty (20) years of service shall earn .08125 hours of vacation for each hour in pay status per two-week pay period;

e. provided the last three (3) years of service have been continuous a part-time or intermittent employee with at least twenty (20) years of service shall earn .0925 hours of vacation for each hour in pay status per two-week pay period. Seasonal employees shall earn vacation credits at the higher rates after having worked for the State on a seasonal basis during the required number of calendar years specified above regardless of the number of hours or days worked during those calendar years. The current practices concerning the earning of vacation leave credits shall be continued only for those employees regularly scheduled to work in excess of forty (40) hours per week and only for as long as they are so scheduled.

2. Except where operational needs require otherwise, employees shall be entitled to use vacation leave credits at times of their choice. Requests for use of vacation leave credits shall not be unreasonably denied. In scheduling vacations, choice of time shall be governed by seniority. All eligible employees within each appropriate work group desiring vacations for periods of a week or more during the months of June, July and August will choose such vacation periods prior to May 1. In the event of conflict among employees in scheduling such vacation leave, seniority shall govern. Later requests for vacation during June, July and August can be granted subject to operational needs.

3. Except in cases of extreme emergency, no employee shall be required to work during vacation.

4. Time during which an employee is excused from work because of holidays or other leave with pay shall be considered as time worked for the purpose of computing vacation leave credit.

5. Employees with less than ten (10) years of continuous State service shall be entitled to accumulate two hundred sixty (260) hours of unused vacation leave and shall be compensated for accumulated vacation leave credits upon termination of State service. Employees with ten (10) years or more of continuous State service shall be

entitled to accumulate three hundred forty (340) hours of unused vacation leave, for which they shall be paid upon separation. However, a maximum of two hundred forty (240) hours pay of unused vacation shall be credited towards an employee's average final compensation upon retirement. For part-time and intermittent employees, the maximum amount of accumulated vacation leave and the amount of vacation leave to be paid upon separation shall be:

A. Maximum Vacation Accruals for Part-Time Employees

Prorate 260/340 based on authorized position hours. For example:

- (1.) 8-hour employee [1/5 or .2 full time] = 52/68;
- (2.) 16-hour employee [2/5 or .4 full time] = 104/136;
- (3.) 20-hour employee [2.5/5 or .5 full time] = 130/170;
- (4.) 24-hour employee [3/5 or .6 full time] = 156/204;
- (5.) 32-hour employee [4/5 or .8 full time] = 208/272. 56

7. An employee who is transferred to another appointing authority without interruption of his/her services to the State shall be entitled to transfer his/her unused vacation credits or be paid for all or part of such credits and transfer the remainder.

8. Seasonal employees shall be entitled to carry over from one season to the next accumulated vacation credits up to the amount of one season's accumulation. The maximum which may be carried over is one-half ( $\frac{1}{2}$ ) the regular maximum allowable accumulation. The State retains the right to determine the length of seasons.

9. A seasonal employee who accepts another seasonal position during his or her off season shall earn vacation at the rate that is higher between the two seasonal positions. Vacation time earned while serving in either position may be used for either position.

**[Effective upon implementation of an Automated System]**

**ARTICLE 61. VACATION**

1. Each employee shall earn vacation with pay on the following basis: An employee who is in pay status for five (5) or more workdays or forty (40) hours for each completed two week pay period shall earn their biweekly accrual on the following basis:

0 through 5 years – 4.7 hours

Thereafter, provided the last three (3) years of service have been continuous:

6 through 10 years – 5.15 hours

11 through 15 years – 5.6 hours

16 through 20 years – 6.5 hours

20+ years – 7.4 hours

Employees who are regularly assigned to workweeks that exceed forty (40) hours shall accrue vacation credits on a prorated basis. This does not apply to employees who are designated as non-standard.

Part-time and intermittent employees shall earn vacation credits at the higher rates after having worked for the State for the required number of calendar years specified above, such credit to be earned as follows:

For part-time employees, "hours in pay status" shall be an employee's regularly scheduled budget authorized hours.

a. a part-time or intermittent employee with less than five (5) years of service shall earn .05875 hours of vacation for each hour in pay status per two-week pay period;

b. provided the last three (3) years of service have been continuous, a part-time or intermittent employee with at least five (5) but less than ten (10) years of service shall earn .06437 hours of vacation for each hour in pay status per two-week pay period;

c. provided the last three (3) years of service have been continuous, a part-time or intermittent employee with at least ten (10) but less than fifteen (15) years of service shall earn .07 hours of vacation for each hour in pay status per two-week pay period; 55

d. provided the last three (3) years of service have been continuous, a part-time or intermittent employee with at least fifteen (15) but less than twenty (20) years of service shall earn .08125 hours of vacation for each hour in pay status per two-week pay period;

e. provided the last three (3) years of service have been continuous a part-time or intermittent employee with at least twenty (20) years of service shall earn .0925 hours of vacation for each hour in pay status per two-week pay period. Seasonal employees shall earn vacation credits at the higher rates after having worked for the State on a seasonal basis during the required number of calendar years specified above regardless of the number of hours or days worked during those calendar years. The current practices concerning the earning of vacation leave credits shall be continued only for those employees regularly scheduled to work in excess of forty (40) hours per week and only for as long as they are so scheduled.

2. Except where operational needs require otherwise, employees shall be entitled to use vacation leave credits at times of their choice. Requests for use of vacation leave credits shall not be unreasonably denied. In scheduling vacations, choice of time shall be governed by seniority. All eligible employees within each appropriate work group desiring vacations for periods of a week or more during the months of June, July and August will choose such vacation periods prior to May 1. In the event of conflict among employees in scheduling such vacation leave, seniority shall govern. Later requests for vacation during June, July and August can be granted subject to operational needs.

3. Except in cases of extreme emergency, no employee shall be required to work during vacation.

4. Time during which an employee is excused from work because of holidays or other leave with pay shall be considered as time worked for the purpose of computing vacation leave credit.

5. Employees with less than ten (10) years of continuous State service shall

be entitled to accumulate two hundred sixty (260) hours of unused vacation leave and shall be compensated for accumulated vacation leave credits upon termination of State service. Employees with ten (10) years or more of continuous State service shall be entitled to accumulate three hundred forty (340) hours of unused vacation leave, for which they shall be paid upon separation. However, a maximum of two hundred forty (240) hours pay of unused vacation shall be credited towards an employee's average final compensation upon retirement. For part-time and intermittent employees, the maximum amount of accumulated vacation leave and the amount of vacation leave to be paid upon separation shall be:

**A. Maximum Vacation Accruals for Part-Time Employees**

Prorate 260/340 based on authorized position hours. For example:

- (1.) 8-hour employee [1/5 or .2 full time] = 52/68;
- (2.) 16-hour employee [2/5 or .4 full time] = 104/136;
- (3.) 20-hour employee [2.5/5 or .5 full time] = 130/170;
- (4.) 24-hour employee [3/5 or .6 full time] = 156/204;
- (5.) 32-hour employee [4/5 or .8 full time] = 208/272. 56

7. An employee who is transferred to another appointing authority without interruption of his/her services to the State shall be entitled to transfer his/her unused vacation credits or be paid for all or part of such credits and transfer the remainder.

8. Seasonal employees shall be entitled to carry over from one season to the next accumulated vacation credits up to the amount of one season's accumulation. The maximum which may be carried over is one-half (½) the regular maximum allowable accumulation. The State retains the right to determine the length of seasons.

9. A seasonal employee who accepts another seasonal position during his or her off season shall earn vacation at the rate that is higher between the two seasonal positions. Vacation time earned while serving in either position may be used for either position.

**ARTICLE 62. WITHDRAWAL OF RESIGNATION**

An employee may resign in good standing by giving written notice to his/her appointing authority at least seven (7) calendar days in advance of the effective date of his/her resignation. Such an employee may, with the approval of his/her appointing authority, withdraw his/her resignation up to ten (10) calendar days after the effective date. Such approval shall not be unreasonably denied. An employee who fails to give written notice to his/her appointing authority at least seven (7) calendar days in advance of the effective date of his/her resignation may not withdraw that resignation.

**ARTICLE 63. WORK CLOTHING**

The State shall continue to furnish foul weather gear and work clothing. The State shall be responsible for continuing to provide laundering of work clothing where such service is being provided as of the effective date of this Agreement.

## **ARTICLE 64. WORK RULES**

The State may change or adopt work rules during the term of this agreement but such changed or adopted work rules shall not be inconsistent with the terms and provisions of this Agreement. Whenever such work rules are to be changed or adopted, they shall be posted on bulletin boards in the appropriate organizational units for seven (7) days before they are to become effective. Simultaneously with such posting a copy of same shall be forwarded to FOP/MSLES. Upon request by FOP/MSLES the State will meet and consult with FOP/MSLES on the proposed changed or new rules.

## **ARTICLE 65. WORK STOPPAGE AND SLOWDOWN**

Employees within the bargaining unit, FOP/MSLES and its officers at all levels, agree that they will not instigate, promote, sponsor, condone or engage in any work stoppage, sympathy work stoppage or slowdown.

"Work stoppage" means a concerted failure by employees to report for duty, a concerted absence of employees from work, a concerted stoppage of work or a concerted slowdown in the full and faithful performance of duties by a group of employees.

The officers of FOP/MSLES, at all levels individually and collectively, agree that it is their continuing obligation and responsibility to maintain compliance with this Article, including the remaining at work during any interruption or slowdown of work which may take place.

## **ARTICLE 66. WORKERS' COMPENSATION**

The State shall make every possible effort to promptly pay all compensation awards in accordance with the decisions of the Workers' Compensation Commission. Upon each award of the Workers' Compensation Commission, interest shall be assessed from the date on which the petition is filed at a rate of six percent (6%) per year, provided that if the prevailing party at any time requests and obtains a continuance for a period in excess of thirty (30) days interest will be suspended for the duration of the continuance. From and after the date of the decree, interest shall be allowed at the rate of ten percent (10%) per year.

Where an employee has been unable to work for one (1) year, the employee may be terminated from his or her position. Such termination shall not be considered disciplinary in any way. If the employee later becomes capable of performing the job duties of the position from which he/she was terminated, the employee may return to that position if it is vacant. If that position is filled, unfunded, or no longer exists, then the employee shall be entitled to be placed in a vacant position, or the next available position if no such vacancy exists in the same classification within the department or agency and for which the employee is qualified, and shall be treated as if on layoff status.

Prior to possible termination after one (1) year on compensation, an employee will receive at least a ninety (90) day notification of the termination process and, at the same time, will be requested to provide an updated, current medical report which assesses his/her ability or tolerance to return to his/her last position. Should the medical report



indicate potential fitness to return to work in the position formerly held within six (6) months of the employee's one (1) year date on workers' compensation, the termination date will be projected ahead to the specified date in the medical report, but in no case, for a period of more than six (6) months on a "one time only basis". The termination date will then become the date established beyond the one (1) year anniversary and will become the automatic date of termination unless the employee returns to work able to perform the duties of the job. However, reasonable accommodations will be made for employees who are disabled.

If an employee who is terminated pursuant to this Article is eligible for and makes application for disability retirement, the State shall continue to provide the employee's group health insurance and shall continue to pay the cost of the employee's coverage, as well as sixty percent (60%) of the dependent coverage, until the employee receives his/her first disability retirement check or until six (6) months after the termination, whichever occurs first.

In the event that any employee who has been terminated pursuant to this Article regains a work capacity and returns to work, the employee shall not lose the benefit of any prior years of State service immediately preceding his/her termination, for purposes of seniority, vacation accrual rate, restoration of sick leave credits, and longevity pay.

## **ARTICLE 67. TERM OF AGREEMENT**

This Agreement shall be effective from December 31, 2023 through June 30, 2025, unless otherwise specifically provided herein. Either party shall give sixty (60) days' written notice of a desire to negotiate a new collective bargaining agreement or to modify this Agreement.

Provided, however, that the terms and conditions of this Agreement shall remain in full force and effect after the expiration date of this Agreement and during the period of collective bargaining negotiations for a new Agreement, until such time as a new Agreement is arrived at, except that if either party desires to terminate the Agreement after the Agreement's expiration date, it may provide written notice to the other party following the expiration date and not less than sixty (60) days prior to the desired termination date.

## **LAW ENFORCEMENT SUPERVISORS**

Baxter Park District Ranger  
Baxter Park Enforcement Ranger  
Capitol Police Lieutenant  
Capitol Police Sergeant  
District Forest Ranger  
Fire Investigations Sergeant  
Game Warden Lieutenants  
Game Warden Pilot Supervisor  
Game Warden Sergeants  
Marine Patrol Lieutenants  
Marine Patrol Pilot Supervisor

Marine Patrol Sergeants  
Regional Forest Ranger  
Ranger Pilot Supervisor  
Senior Motor Vehicle Detective  
State Police Lieutenant

Agreed to this 31<sup>st</sup> day of December, 2023

**STATE OF MAINE**

By:

Scott Helmke, Chief Negotiator, Office of Employee Relations  
Kelsie Lee, Office of Employee Relations  
Andrew Mason, Office of Employee Relations  
Lisa McGrotty, Bureau of Human Resources  
Col. Dan Scott, Maine Warden Service  
Lt. Col. Brian Scott, Maine State Police  
Lt. Troy Gardner, Office of the State Fire Marshal

**The Fraternal Order of Police-Maine State Law Enforcement Supervisors**

By:

Sgt. Wesley Dean, President, FOP-MSLES, Maine Marine Patrol  
Lt. Brian Harris, Maine State Police  
Lt. Josh Bubier, Maine Warden Service  
District Ranger Ritchie Hafford, Maine Forest Service  
Sgt. Edward Archer, Office of the State Fire Marshal  
Michael Edes, Labor Representative