

AGREEMENT

Between

THE STATE OF MAINE

and

**THE MAINE STATE TROOPERS
ASSOCIATION**



**STATE POLICE UNIT
2025 - 2027**

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PREAMBLE

WHEREAS, the Executive Branch of the State of Maine (hereinafter referred to as "State" or "employer") and the Maine State Troopers Association (hereinafter referred to as the "Association") desire to establish a constructive, cooperative and harmonious relationship; to set forth the Agreement in relation to salaries, wages, hours of work, and other terms and conditions of employment; to promote and increase efficiency and quality of service from employees; to avoid any interruption or interference with the operation of the employer; to promote effective service towards the accomplishment of the mission of the Bureau of State Police; and to establish an equitable and peaceful procedure for the resolution of differences;

THEREFORE, this Agreement by and between the parties is entered into December 25, 2025.

ARTICLE 1 **APPROVAL OF THE LEGISLATURE**

It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law, or by providing the additional funds therefore, shall not become effective until the Legislature has taken necessary action. The parties agree to mutually support all necessary legislation. The State shall be responsible for preparing such legislation and securing its introduction.

ARTICLE 2 **ASSOCIATION RECOGNITION**

Pursuant to the Maine Labor Relations Board certification dated March 28, 1977, the State recognizes the Maine State Troopers Association as the sole and exclusive bargaining representative for negotiations with respect to wages, hours of work and other conditions of employment of employees included in the State Police Unit.

For the purpose of this Agreement the terms "employee", "employees", "member" and "members" refer to employees included

in the State Police Unit who have completed six (6) months of continuous service in the Bureau of State Police.

Nothing in this article shall affect or impair the right of the State to consult or meet with individual members or a group of members.

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

ARTICLE 3 **BEREAVEMENT LEAVE**

Each 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 qualifying relative (defined in the below chart) or in the event the employee, significant other or coparent experiences a stillbirth or miscarriage after the first thirteen weeks. Any unused bereavement leave is waived after three-hundred-sixty-six (366) calendar days following the death of the covered relative.

“Significant other” means that a relationship exists between two people neither of whom are married, that is intended to remain indefinitely and where there is joint responsibility for each other’s common welfare, there is 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 for at least six (6) continuous months before benefits under this article may be provided.

“Co-parent” for the purposes of the article means a former spouse or significant other of the employee who, with the employee, shares the duties of raising their biological child or children.

Relatives of the employee	Relatives of the spouse or significant other
Spouse	Child
Significant Other	Grandchild
Child	Parent

Stepchild	Stepparent
Grandchild	Sibling
Foster Child	Foster Child
Sibling	Sibling-in-Law
Stepsibling	Grandparent
Sibling-in-Law	
Parent	
Stepparent	
Guardian	
Ward	
Grandparent	
Co-Parent of shared minor child(ren)	

ARTICLE 4
BULLETIN BOARDS

The State agrees to make space available on each barracks bulletin board for posting of Association notices of meetings, recreational or social affairs, elections or other appropriate notices and literature. The Association is solely responsible for posting in terms of accuracy and ethical standards. In no case shall information be posted that is obscene, profane or derogatory to any individual or State official.

In the event of a dispute of appropriateness or material posted, a representative of the Association shall meet with the Troop Commander and the material shall be removed until the dispute is resolved.

ARTICLE 5
CELL PHONE ALLOWANCE

Members are required to provide cell phone availability during core hours or while in work status. Members will receive a cell phone allowance of sixty dollars (\$60.00) per month unless the member is otherwise provided with a cell phone by the State. This allowance shall be paid on a semiannual basis in January and July and shall be prorated for those employees who become eligible or terminate

employment between the semi-annual payments.

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 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 \$70,000 for the previous calendar year shall be eligible for reimbursement not to exceed two thousand dollars (\$2,000.00).

Adjusted Gross Family Income from IRS Tax Return in Previous Calendar Year	Maximum Reimbursement Amount
\$70,000	\$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 both parents be reimbursed for the same expense.

ARTICLE 6
COMPENSATION

1. Pay Cycle

A. 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 currently on cycle B will move to cycle A. Information regarding the change to one pay cycle will be communicated with employees in advance.

The State shall implement the new Human Resources Management System (HRMS) ensuring wages, stipends, and other pay components are configured consistent with this contract and applicable state and federal laws.

B. The State shall prepare, secure introduction of and recommend passage by the Legislature of necessary and appropriate legislation to provide the economic benefits described in this article.

C. The State agrees to continue to pay the costs of the seven and one-half percent (7½%) retirement contribution as previously agreed to pursuant to 5 M.R.S.A. §17702.

2. General Salary Increase

A. Effective with the pay week commencing closest to January 16, 2026, employees shall be provided an across-the-board salary increase of two percent (2%) added to the base hourly rate, rounded to the nearest cent. Salary schedules shall be increased accordingly.

B. Effective with the start of the pay week commencing closest to July 1, 2026, employees shall be provided an across-the-board salary increase of two percent (2%) added to the base hourly rate, rounded to the nearest cent. Salary schedules shall be increased accordingly.

3. Trooper Step Adjustment

Step 1 is the “Academy Rate”; should the salary grade change, the Academy Rate goes at the beginning of the new salary grade as Step 1, and the former Step 1 becomes Step 2, etc.

A. A recruit that is hired as a blue pinner with 5-9 years of post BLETP or equivalent full time law enforcement service from another Law Enforcement Agency, shall be placed at step 5 upon hire.

B. A recruit that is hired as a blue pinner with 10+ years of post BLETP or equivalent full-time law enforcement service from another Law Enforcement Agency, shall be placed at step 6 upon hire.

A Trooper that has not been hired as a blue pinner shall advance to step 2 upon graduation from the BLETP. A Trooper shall thereafter be advanced pursuant to the Salary Schedule Progression paragraph below. Promotions, demotions, and transfers will be implemented pursuant to Personnel Rules.

4. Salary Schedule Progression

Employees in this unit who have not yet reached the maximum of their grade shall be advanced to the next higher step of their grade upon the completion of each year of service which satisfactorily meets performance standards.

Once the HRMS system has the capability, merit increases earned as set forth above shall be effective on the employee's anniversary date.

Any grievance arising from the denial of a merit step increase shall not be arbitrable under this Agreement, but shall be handled pursuant to existing procedures.

5. Non-Standard Workweek Premium

A. Classifications determined by the Bureau of Human Resources to meet the following criteria shall be designated as non-standard:

(1) 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;

(2) Employees are required by working conditions to work a variable workweek in excess of hours specified for non-exempt employees; and

(3) Employees' workweek are irregular and work hours cannot be scheduled or determined except by the employee.

B. 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.

C. In the event that the exempt status of any employee in any position designated by the Bureau of Human Resources to be non-standard is subsequently found to be incorrect by the U.S. Department of Labor or a court of competent jurisdiction, the parties agree that the State may:

(1) Put the member on the standard work schedule consistent with other bargaining unit employees who are covered by the FLSA; or

(2) Readjust the employee's duties to meet FLSA exemption requirements.

The parties agree further that nothing in this section restricts the State from exercising any appeal rights the State may have in relation to such determination of coverage.

6. Court Service

Any member who 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.

7. Court Time

Any member of the bargaining unit who, in his/her official capacity is called to appear as a witness by an administrative, Federal, district or superior court in civil proceedings or criminal proceedings on a regular scheduled day off or scheduled time off, shall be paid for the hours so spent at one and one-half (1½) of his/her regular hourly rate for a minimum of four (4) hours. This paragraph provides benefits in addition to those presently provided pursuant to 25 M.R.S.A. §1504.

In those instances where a member is on vacation or compensating time off, he/she shall be paid at the appropriate hourly rate for the hours so spent, unless the vacation or compensating time was approved prior to the establishment of the court date or during the member's off shift.

8. Acting Capacity

When the Chief or Deputy Chief specifically assigns an employee the full responsibilities of a higher rank for a period in excess of six (6) consecutive workdays, the employee shall be paid as if he/she had been promoted during such assignment unless it is otherwise mutually agreed upon by the member and management. In the case of such agreement, the employee may remain at his/her current pay and status for up to sixty (60) days, after which time the employee shall assume Acting Capacity and shall be paid as if he/she had been promoted during such assignment.

9. Availability Pay

In recognition of the unique on-call availability requirement of Law Enforcement, availability pay of eighty-five cents (\$.85) per hour shall be added to the base hourly rate for all members of the association.

10. Special Detail Pay

Employees in this unit shall be eligible to receive Special Detail Pay at one and one-half (1½) of their regular hourly rate with a four (4) hour minimum for working in non-emergency situations when they are off duty, but not when in on-call status. Officers assigned to wide load, over-length, and construction special details, shall be provided with at least twelve (12) hours' notice of cancellation of such work. In the event notification is not given at least twelve (12) hours in advance of such detail, the officer shall be compensated for the minimum four (4) hours pay at time and one-half. Any member assigned to court duty (not as a witness) on a scheduled day off or scheduled time off shall receive Special Detail Pay.

When the State establishes Special Details, including Escort Special Details, and is unable to adequately staff the special detail, the State shall assign employees within the work location involved from the appropriate work group to perform the special detail by continuing rotation in inverse order of seniority. Prior to inverting, members shall be allowed to schedule vacation or CTO after the

posting of the special detail pending operational needs. When using vacation or CTO scheduled after the posting of the special detail, assignment shall be determined by using the existing seniority processes. Barring a breakdown in normal procedures, escorts which require a permit from the Secretary of State's Office shall be performed by off duty personnel.

When an escorted load travels more than fifty (50) miles from the point of origin, employees will be compensated at the appropriate rate for return travel to the point of origin or to their residence, whichever is greater.

Sergeants will be eligible for special details after all personnel within the troop/unit have declined the special detail.

When a division roster is utilized, assignment will be made based upon date of hire regardless of rank.

In order to qualify for a special detail the member must wear the uniform of the day specified for the assignment and must utilize the type of vehicle, if a vehicle is integral to the assignment, specified for the assignment. In those instances when the member's issued vehicle does not meet the requirements the member must secure a spare vehicle prior to the start of the special detail. Time spent securing a vehicle is not compensable.

Employees who are eligible for overtime and who are inversed to work a special detail on their regularly scheduled day off, shall be paid double their regular hourly rate.

11. Overtime

A. Excepting employees assigned to the Executive Protection Unit, employees shall be paid at one and one-half (1½) times the regular hourly rate of pay for work after their regularly scheduled hours.

Employees assigned to the Executive Protection Unit shall be paid at one and one-half (1 1/2) times the regular hourly rate of pay after actually working beyond eight (8) hours in any day, or after their regularly scheduled hours if greater, or one hundred sixty (160) hours in a twenty-eight (28) day work cycle.

In lieu of premium pay employees may, upon mutual agreement, take compensating time at the rate of one and one-half (1 1/2) hours of compensating time for each hour of overtime worked.

B. There shall be no pyramiding or duplication of compensation by reason of overtime 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.

C. A member may not be extended past the Department's 80-hour work rule (Addendum A) except under exigent circumstances based on an identified operational need, as determined by the Troop OD, Troop Commander or Specialty Team Commander.

12. Call Out

A. Bargaining unit employees below the rank of Sergeant who are eligible for overtime, who are called out by their supervisor or manager within the twelve (12) hour shift shall be guaranteed a minimum of three (3) hours at one and one-half (1½) times their regular hourly rate. These same employees when called out outside of their twelve (12) hour shift or called out on a day off or on a previously scheduled and authorized vacation or compensatory day off shall be guaranteed a minimum of four (4) hours pay at one and one-half (1½) times the regular hourly rate. Employees assigned different work schedules shall be eligible if called outside of their scheduled shift or called out on a day off.

Sergeants, Polygraph Supervisors, Pilots and Pilot Supervisors who are called out within the twelve (12) hour shift, shall be guaranteed a minimum of three (3) hours pay at one and one-half (1½) times the regular hourly rate.

B. Sergeants, Polygraph Supervisors, Pilots and Pilot Supervisors who are required to work on any regularly scheduled day off or on a previously scheduled and authorized vacation or compensatory day off shall be guaranteed a minimum of three (3) hours pay at one and one-half (1½) times the regular hourly rate.

C. When a Sergeant, Polygraph Supervisor, Pilot or Pilot Supervisor is called to work on the calendar day following a day off but prior to the start of his/her 12-hour shift, he/she shall be guaranteed a minimum of three (3) hours pay at one and one-half (1½) times the regular hourly rate. When a Sergeant, Polygraph

Supervisor, Pilot or Pilot Supervisor is called to work on the calendar day prior to a day off but after the end of his/her 12-hour shift, the Sergeant, Polygraph Supervisor, Pilot or Pilot Supervisor shall be guaranteed a minimum of three (3) hours pay at one and one-half (1½) times the regular hourly rate. However, when a Sergeant, Polygraph Supervisor, Pilot or Pilot Supervisor is required to extend work on the calendar day prior to a day off and after the end of his/her twelve (12) hour shift, the Sergeant, Polygraph Supervisor, Pilot or Pilot Supervisor shall be guaranteed a minimum of three (3) hours pay at one and one-half (1½) times the regular hourly rate.

D. Work related telephone calls received by employees, or other work related public contact on non-work time or outside the regular scheduled shift, which do not require an employee to actually be called out to work (leave their residence or otherwise respond), shall be compensated at a fifteen (15) minute minimum at the appropriate rate for such time. Additional calls received or made by the officer or additional public contact during one fifteen (15) minute period shall not be subject to another fifteen (15) minute minimum.

13. Special Unit Pay

A. Underwater Recovery Unit, Assigned Dives

(1) When on duty, members of the State Police Underwater Recovery Unit shall be paid ten dollars (\$10.00) an hour in addition to their hourly rate when actually diving or when actually called to an emergency rescue dive.

(2) When off duty, members of the State Police Underwater Recovery Unit shall be compensated at time and one half (1½) of their regular hourly rate for a minimum of four (4) hours, plus ten dollars (\$10.00) an hour when actually diving or when actually called to an emergency rescue dive.

B. Underwater Recovery Unit, Training Dives

(1) When on duty, members of the State Police Underwater Recovery Unit shall be paid ten dollars (\$10.00) an hour in addition to their hourly rate when actually diving.

(2) When off duty, members of the State Police Underwater Recovery Unit shall be paid ten dollars (\$10.00) an hour when

actually diving plus compensating time at the appropriate rate during training.

C. Tactical Team Assignments

(1) When on duty, members of the State Police Tactical Team shall be paid ten dollars (\$10.00) an hour in addition to their hourly rate when actually called.

(2) When off duty, members of the State Police Tactical Team shall be compensated at time and one-half (1½) of their regular hourly rate for a minimum of four (4) hours plus ten dollars (\$10.00) an hour when actually called. When off duty, but not on day off, sergeants, except those sergeants covered under the FLSA, who are members of the State Police Tactical Team shall be paid fifteen dollars (\$15.00) an hour when actually called. When on day off sergeants who are members of the State Police Tactical Team shall be paid ten dollars (\$10.00) an hour in addition to their hourly rate when actually called.

(3) Members of the State Police Bomb Squad, Crisis Negotiation Team, and members of the State Police K-9 Unit, when tracking a criminal suspect or who are bomb dog handlers, and when on a bomb call, shall be eligible for benefits under this section.

D. K9 Assignment

Except for days during which the dog is kenneled or when a K-9 handler is not able to be deployed due to leave or any other reason, excluding those exempted in the list below, the Department will pay members assigned to the K9 Unit time and one-half of their regular hourly rate for one (1) hour per day for servicing their K9. If a K-9 handler is not being paid for the one (1) hour per day pursuant to this paragraph, the Department shall pay for the dog to be kenneled if requested by the K-9 handler.

- 1.** The following circumstances are exempt if the K-9 handler is not able to be deployed for more than thirty (30) calendar days due to:
 - The K-9 Team is currently in pre-certification training;
 - The dog is injured and requires care;
 - The handler is on administrative leave due to a

- deadly force encounter;
- The handler is on maternity or paternity leave; or
- The handler is on military leave and caring for the K-9, with the approval of the Support Services Major.

E. Clandestine Lab Assignment

When on duty, the employee assigned to investigate and/or to dismantle an actual or suspected Clandestine Lab shall be paid ten dollars (\$10.00) an hour in addition to their hourly rate when called to the site of a Clandestine Lab.

When off duty, the employee assigned to dismantle a Clandestine Lab shall be compensated at time and one-half for a minimum of four (4) hours and ten dollars (\$10.00) an hour when called to the site of a Clandestine Lab.

14. Compensating Time

A. The maximum accumulation of compensating time 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. In no instances will the State pay for more than the maximum allowed accumulation upon an employee's separation from State service.

B. Employees, at their option, shall be eligible to earn up to forty (40) hours of compensating time in lieu of State Police Funded overtime compensation, at the appropriate rate, each calendar year. Employees with fifteen (15) or more years of consecutive service, at their option, shall be eligible to earn up to eighty (80) hours of compensating time in lieu of overtime compensation, at the appropriate rate, each calendar year.

C. Upon mutual agreement, the Department may at any time pay an employee up to one hundred twenty (120) 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 the payment.

15. Longevity Pay

A. Employees with five (5) but less than ten (10) years of continuous State service shall receive longevity pay of a total of fifteen cents (\$.15) per hour to the base upon eligibility.

B. Employees with ten (10) years but less than fifteen (15) years of continuous State service shall receive longevity pay of a total of twenty five cents (\$.25) per hour to the base upon eligibility.

C. Employees with fifteen (15) years but less than twenty (20) years of continuous State service shall receive longevity pay of thirty five cents (\$.35) per hour to the base.

D. 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 five cents (\$.45) per hour to the base.

E. 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 five cents (\$.65) per hour to the base.

F. Employees with thirty (30) years or more of continuous State service shall receive longevity pay of a total of seventy five (\$.75) per hour to the base upon eligibility.

G. 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.

16. Special Detail/Underwater Recovery/ Tactical Unit Premium Pay

All exempt employees shall be compensated on the basis of the non-exempt overtime hourly rate for all work performed on special detail/underwater recovery, and Tactical Unit.

17. Night Shift Differential

A shift differential of forty-five cents (\$.45) per hour shall be paid for shifts starting between 1:00 p.m. and 3:59 p.m. for members of the unit regularly assigned to such shifts. A shift differential of fifty-five cents (\$.55) per hour shall be paid for shifts starting between 4:00 p.m. and 2:59 a.m., for members of the unit regularly assigned to such shifts.

18. Standby Pay

Detectives, Detective Corporals, State Police Investigators, and Sergeants assigned to the Major Crimes Unit required by the Colonel or their designee to perform weekend standby shall receive sixteen percent (16%) of their regular hourly rate for such standby time.

19. Standby

Members who are specifically directed by the Colonel or their designee to standby in a specific location or locations for the remaining four (4) hours within their twelve (12) hour core, and are available for immediate recall duty, shall be paid at sixteen percent (16%) of their regular hourly rate for each of those remaining four (4) hours within their twelve (12) hour core. When such member or employee is being compensated pursuant to other provisions of the agreement or in any type of leave status during the standby period for which such member or employee is responsible, they shall not receive 16 % standby pay.

20. Weekend Differential

Members regularly scheduled to work weekends shall be eligible for a weekend differential of sixty cents (\$.60) per hour to the base for shifts beginning between 4:00 p.m. Friday and 11:59 p.m. Sunday.

21. Evidence Response Technicians

MSP 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 MSP Evidence Response Technicians eligible for this pay shall be set by management.

22. Crash Reconstruction Specialists and Forensic Mappers

Crash Reconstruction Specialists shall have twenty-five cents (\$.25) added to their base hourly rate; Forensic Mappers shall have twenty-five cents (\$.25) added to their base hourly rate; and dual-disciplined Crash Reconstruction Specialists-Forensic Mappers shall have fifty cents (\$.50) added to their base hourly rate.

23. Drug Recognition Experts

Certified Drug Recognition Experts shall have twenty-five cents (\$.25) added to their base hourly rate.

24. Field Training Officers

Designated Field Training Officers shall receive one dollar (\$1.00) per hour added to the base when actively training a probationary trooper on field training status. Management shall determine the number and composition of Field Training Officers, as well as the length and content of the formal Field Training Program.

25. Specialty Teams

Members on the Tactical, Underwater Recovery, Crisis Negotiation and Bomb teams who are subject to emergency call out will receive a \$500.00 annual payment.

Commanders and Assistant Commanders on the Tactical, Underwater Recovery, Crisis Negotiation and Bomb teams who are subject to emergency call out will receive a \$750.00 annual payment.

Members receiving this payment who are covered by the FLSA will have any stipend paid on an hourly basis rather than annually or semi-annually. Members who are exempt from the FLSA will receive this payment on a semi-annual basis, with half paid in January and half paid in July to eligible employees on the payroll at the time of the payment.

26. Recruiting Stipend

Members who recruit a new Trooper Cadet (not a currently certified full-time law enforcement officer) that ultimately graduates from the Maine Criminal Justice Academy (BLETP) may be eligible for up to a \$1,000 stipend as determined by the State Police Colonel or designee. Members who recruit a Trooper Recruit (a currently certified full-time law enforcement officer) that ultimately graduates from the State Police Recruit Training Troop (RTT) may be eligible for up to a \$1,000 stipend as determined by the State Police Colonel or designee.

27. Multilingual Stipend

Employees who are certified to communicate in a language other than English, to include American Sign Language (ASL), as part of their assigned duties or to assist as needed in the workplace, will receive a Multilingual Stipend of one dollar (\$1.00) per hour to the base. The departmental Human Resources Director shall certify employees eligible to receive this stipend, consistent with the process determined by the Bureau of Human Resources.

ARTICLE 7 **CONTRACT ADMINISTRATION**

The parties agree 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 MSTA to meet from time to time for purpose of reviewing the general administration of the Agreement. The parties agree to meet within a reasonable time at the request of either party. Unless a problem is of any emergency nature, the party requesting a meeting will submit a written agenda one (1) week in advance of any such meeting.

ARTICLE 8 **DENTAL INSURANCE**

For full time employees, the State agrees to pay the full cost of individual coverage of dental insurance as provided by the State Employee Health Commission.

The State agrees to continue to provide payroll deduction for dependent dental insurance, provided such arrangements are agreed to by the insurance carrier. It is understood that dependent coverage will be available provided that there is sufficient employee participation in the dental insurance program. Any dependent coverage shall be at the employee's expense.

ARTICLE 9
DEPENDENT CHILDREN POST-SECONDARY
EDUCATION BENEFITS

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 System, the Maine 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 10
DUES DEDUCTION

The State agrees to continue to deduct from wages money for Maine State Troopers Association dues and insurance premiums. New members' dues shall be deducted upon receipt of individual written authorization from members of the bargaining unit.

In the event that the dues are increased, the Maine State Troopers Association shall notify the Office of Employee Relations and the Office of the State Controller at least thirty (30) days prior to the effective date of the dues increase.

The Maine State Troopers Association shall indemnify, defend and hold the State harmless against any claims made in any suits against the State on account of payroll deductions of said dues, or the failure to make such deductions.

The Maine State Troopers Association agrees to refund to the State any amounts paid to it in error upon presentation of proper evidence.

ARTICLE 11
EDUCATIONAL INCENTIVE STIPEND

1. Employees who provide notice and proof of a degree shall be eligible for an educational incentive stipend. It is the responsibility of the employee to inform the department and provide documentation of the degree of higher education in order to receive this incentive stipend. Degrees must be job related. The amounts below shall be added to the base as appropriate.

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

Payment shall begin following attainment of the degree and paid only for the highest degree obtained.

2. Employees shall be reimbursed by their appointing authority for tuition, course-related fees and other course-required and approved costs paid for advanced courses in their field 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, provided that prior approval for taking any such course shall have been obtained from the appointing authority and provided that 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.

ARTICLE 12
EMBODIMENT OF AGREEMENT

Except as herein provided, neither party shall demand any modification to this Agreement nor shall either party be obligated to bargain collectively with the other with respect to any subject or matter specifically referred to or covered herein.

This is the entire Agreement between the parties and terminates any other agreements in place prior to the signing of this Agreement, except those written agreements impacting specifically named

individual(s) only.

ARTICLE 13
EXCLUSIVE NEGOTIATIONS WITH THE ASSOCIATION

The State will not bargain collectively or meet with any other employee organization with reference to terms and conditions of employment of employees. If any such organizations request meetings, they will be advised by the State to transmit their requests concerning terms and conditions of employment to the Association.

ARTICLE 14
EXTRA-HAZARDOUS DUTY INJURIES

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

Extra-hazardous duty injuries shall be defined by the following or as determined by the Colonel of the Maine State Police or their designee in agreement with Public Safety's Human Resources Director:

1. Injuries sustained while making an arrest.
2. Injuries sustained from firearms discharge, unless self-inflicted.
3. Injuries sustained while actively engaged in suppressing riots, insurrections and similar civil disturbances.
4. Injuries sustained while maintaining a roadblock as defined in Title 29A §2414 M.R.S.A. or while directing traffic or assisting motorists. Such injuries shall only be considered when they are the result of the action of another party.
5. Injuries sustained when engaged in high speed chase.
6. Injuries sustained when responding to an emergency call with lights and sirens.
7. Injuries sustained while performing required patrol duties

during extreme weather conditions as determined by the Colonel of the Maine State Police or his/her designee.

8. Injuries sustained by a canine handler while on an active canine track, which does not include training.

ARTICLE 15

GRIEVANCE PROCEDURE

1. Definitions and Scope

1.1 Employees within the bargaining unit shall have the right to present grievances in accordance with the procedures prescribed in this article, except that employees in their initial probationary period, as specified in the Seniority Article, paragraphs 1.1 and 1.5, shall not have the right to grieve disciplinary action.

1.2 For the purpose of this Agreement a grievance is defined as a dispute concerning the interpretation or application of a specific term or provision of this Agreement or the regulations, rules, directives or orders referred to in the Maintenance of Benefits Article. A grievance may be presented by a member, group of members or by the Association.

1.3A Disputes over the terms, conditions and administration of the pension and insurance programs shall not be subject to the provisions of this article.

1.3B Any disputes over the classification or allocation of new positions, or the reclassification or reallocation of existing positions, and any disputes over performance appraisals, promotions, and transfers shall be processed pursuant to existing procedure.

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

1.5 Unless otherwise provided, the provisions of this article shall replace all preexisting grievance procedures for employees in this unit, and shall be the exclusive procedures for resolving differences which arise under this Agreement and other disputes between employees and the employer.

2. Procedure

2.1 Step 1 An employee shall present his/her grievance in writing to the Chief of Police within thirty (30) calendar days of the act or omission which gives rise to the grievance, or within forty-five (45) calendar days from the date when the grievant should reasonably have been expected to become aware of the event which gave rise to the grievance. The Chief of Police shall be responsible for taking such steps as are advisable, including meeting with the grievant, an MSTA representative, and any necessary witnesses for a review of the grievance. The Chief of the State Police will issue a decision within twenty (20) calendar days from the date the dispute was presented.

2.2 Step 2 If the grievance is not resolved at Step 1 then within fourteen (14) calendar days after receipt of the written decision of the Chief of the Police or the Department head, the employee and or the representative may appeal to the Office of Employee Relations. Such an appeal must be specific in stating the reasons for appealing the decision and include a copy of the Step 1 answer. A representative of the Office of Employee Relations may issue a written Step 2 decision within twenty-one (21) calendar days after receipt of the written appeal or meet with the grievant and/or his/her representative and provide a written specific response within twenty-one (21) calendar days following the Step 2 meeting.

2.3 Step 3 (a) In the event that an arbitrable grievance has not been satisfactorily resolved at Step 2, then a request for arbitration may be brought only by the Association through the President of the MSTA, or his/her designee, within twenty one (21) calendar days from the day the Association received the Step 2 decision, by mailing, faxing or emailing, a request for arbitration to the Office of Employee Relations. A request for arbitration shall contain the names of the department or agency and employee involved, copies of the original grievance, appeal documents and written decisions rendered at the lower steps of the grievance procedure. Only a single grievance shall be submitted for hearing by an arbitrator at one time.

(b) The request for arbitration along with a request for a list of arbitrators must be received by LRC within six (6) calendar 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, MSTA 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, MSTA will be deemed to have waived its right to appeal the Step 2 decision to arbitration.

(c) Within fifteen (15) working days from the day of receipt of said list from LRC, the parties shall meet for the purpose of selecting an arbitrator. The parties shall select the arbitrator by alternately striking one name from the list until one name remains. The right of a party to first strike a name from the list shall be determined by lot. In the event the last name on the list is unsatisfactory to either of the parties, the matter shall then be submitted that day to LRC for selection of an impartial arbitrator within five (5) days.

(d) The arbitrator's authority shall be limited to disposing of the grievance submitted to him/her on the basis of the applicable provisions of this Agreement. He/she shall confine himself/herself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him/her, nor shall he/she submit observations or declarations of opinion which are not essential in reaching the determination. The arbitrator shall have no power or authority, directly or indirectly, to add to, subtract from, alter, or otherwise modify any provisions of this Agreement. The decision or award of the arbitrator shall be binding consistent with applicable law and this Agreement. All fees and expenses of the arbitrator shall be divided equally between the parties except that each party shall bear the costs of preparing and presenting its own case, and except that a party canceling within seven days of arbitration for a reason other than a catastrophic event involving a primary participant in the arbitration shall bear the full cost of the arbitrator fee. No arbitrator at any time or under any circumstances shall have authority to change, adjust, or modify in whole or in part any compensation plan, wage rate or classification plan.

(e) The arbitrator shall hold the hearing at a time and place convenient to the parties within twenty (20) calendar days of his/her acceptance to act as arbitrator. The arbitrator shall issue a written decision within thirty (30) days after completion of the hearing. The arbitrator shall be bound by the rules of the Labor Relations Connection, which are applicable to labor relations arbitrations and which are in effect at the time of the arbitration. In the event a disagreement exists regarding the arbitrability of an issue, the

arbitrator shall make a preliminary determination whether the issue is arbitrable under the express terms of this Agreement. Once a determination is made that such a dispute is arbitrable, the arbitrator shall then proceed to determine the merits of the dispute.

3. General Provisions

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

3.2 In no event can a grievance be taken to the next or any succeeding step of this procedure unless the employee files notice in writing to the appropriate State official within the time period specified. If the employer's representative, fails to meet the time limits, the grievance shall be considered as automatically appealed to the next step of the procedure with the exception of Step 4 arbitration.

3.3 The parties may mutually agree, when circumstances warrant, to bypass steps of the grievance procedure.

3.4 An aggrieved employee shall not suffer any loss of base pay or be required to charge leave credits as a result of processing grievances during such employee's regularly scheduled working hours, provided, however, that when such activities extend beyond such employee's scheduled working hours such time shall not be considered as time worked.

3.5 The settlement or award upon a grievance may or may not be retroactive as the equities of each case demand, but in no event shall such resolution be retroactive to a date prior to the date on which the grievant was aware of the act or omission or should reasonably have been expected to be aware of the act or omission.

3.6 The Bureau of State Police is a semi-military organization and orders must be obeyed and grievance procedures invoked later. Any member of the Bureau of State Police who fails to carry out orders or comply with the rules, regulation or instructions is subject to disciplinary action, including discharge. Normal courtesy shall be observed by all parties in the processing of grievances.

ARTICLE 16 **HEALTH PLAN**

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.

ARTICLE 17
HOLIDAYS

There shall be thirteen (13) paid holidays as follows:

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

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. Employee who work both the calendar date and the observed date shall be paid the appropriate holiday rate for the observed date only.

In addition to regular pay for holidays, all members of the unit shall be entitled to one and one-half (1½) times their hourly rate for time worked on holidays.

When an MSTA member works on a holiday, in addition to the premium holiday pay as described in the collective bargaining agreement, members may have the option of taking their regular holiday compensation as paid time at the regular rate of pay, or, may be given compensating time in lieu of holiday compensation. The regular holiday pay at their regular rate of pay, or the compensating time, will be hour for hour for the full amount of the hours that the employee is regularly scheduled to work. In other words, if the employee is regularly scheduled to work a ten (10) hour shift, they will receive ten (10) hours of regular holiday pay at their regular rate or ten (10) hours of compensating time.

When a holiday falls on a regularly scheduled day off, MSTA members, at their option may be given eight (8) hours of compensating time in lieu of holiday compensation. The compensating time will be hour for hour, the total or eight (8) hours.

Employees shall be eligible for holiday pay only if they were in pay status on the normal workday immediately preceding and following the holiday for which payment is made.

In the event that compensating time by mutual agreement is allowed in lieu of overtime payment, the parties agree that compensating time may be used and accrued consistent with the Fair Labor Standards Act.

Time during which an employee is excused from work on holidays shall be considered as time worked for the purpose of computing overtime.

ARTICLE 18

HOURS AND WORK SCHEDULES

The State will maintain the present on-call practice for non-exempt employees. They shall not be worked in excess of twelve (12) hours a day except under unusual circumstances or conditions described in the Scheduled Days Off Article. Although Patrol Sergeants are an exempt position within FLSA, they will be regularly scheduled to work the same shift as those employees they supervise.

Except employees assigned to the Executive Protection Unit, any employee who is eligible for overtime shall be scheduled to work eighty (80) hours in each fourteen (14) day work cycle. Employees assigned to the Executive Protection Unit shall be scheduled to work one hundred sixty (160) hours in each twenty-eight (28) day work cycle.

Employees covered under this article shall be paid a base hourly rate of pay in accordance with the appropriate salary schedules.

The State agrees to continue the schedule for Uniformed Patrol Troopers, Corporals and Sergeants assigned to the Southern Field Troop, Central Field Troop, Northern Field Troop, and Troop F, G and I. The schedule will be four (4) days on, two (2) days off and shall consist of one hundred sixty (160) hours within a 28-day cycle unless otherwise mutually agreed to by the parties. It is understood that this work schedule may be altered to accommodate training assignments that are of a limited duration.

Other schedules will continue to be assigned based on

operational needs and pursuant to Article 23, Management Rights.

The State agrees to provide at least fourteen (14) days' notice for any temporary schedule changes that are required by operational needs. Schedule changes that exceed the fourteen (14) day or twenty-eight (28) day cycle, whichever is applicable, shall be considered a permanent schedule change. At least a sixty (60) day notice shall be given prior to any permanent schedule changes. Such schedule changes shall not be made on an arbitrary and capricious basis.

ARTICLE 19 **LABOR/MANAGEMENT COMMITTEES**

Employee Health

There is established by law (Title 5, Chapter 13, Subchapter II, Section 285-A) the State Employee Health Commission. Commission members may participate in the work of the Commission during work hours without loss of pay or benefits.

ARTICLE 20 **LIFE INSURANCE**

The State shall pay the basic group life insurance premiums for those employees who are members of this bargaining unit. This provision shall not diminish the right of employees to carry additional insurance on themselves or their dependents under present statutes.

ARTICLE 21 **ELECTRONIC DATA**

Upon request, the State of Maine agrees to provide the Association with an electronic file containing the names and addresses of all Association members. Such electronic file will be supplied at no cost to the Association and within a reasonable period of time.

ARTICLE 22 **MAINTENANCE OF BENEFITS**

With respect to negotiable benefits or terms and conditions

affecting members of this unit which are not covered by this Agreement, but which are presently provided pursuant to law, written regulations, personnel rules, written directives or special orders, the State agrees to make no changes without appropriate prior consultation and negotiations with the Association.

ARTICLE 23 **MANAGEMENT RIGHTS**

The Association agrees that the State has and will continue to retain the sole and exclusive right to manage its operations and retains all management rights, whether exercised or not, unless specifically abridged, modified or delegated by the provisions of this Agreement. Such rights include but are not limited to: the right to determine the mission, location and the size of the agency and facilities; the right to direct its work force; to administer the merit system, including the examination, recruitment, selection, hiring, appraisal, training, promotion, assignment or transfer pursuant to law; 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 for just cause; to determine the size and composition of the work force; to participate in reciprocal mutual assistance pacts; 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 cause in accordance with the Seniority Article of this Agreement; 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 24 **MEAL ALLOWANCES**

When employees are entitled to reimbursement for meals pursuant to present policies, reimbursement will be provided as allowed by Section 40 of the Manual of Financial Procedures, Travel and Expense Reimbursement Policy.

Reimbursable amounts for extended days will not exceed five dollars (\$5.00) for breakfast; fourteen dollars (\$14.00) for dinner; no

reimbursement for lunch. Receipts will be required for all meal reimbursement requests for extended workdays that are for five dollars (\$5.00) or greater. Reimbursements will only be made for the actual amount that was spent on meals when the employee was not able to get home to eat.

ARTICLE 25

COMPLAINTS AND INVESTIGATIONS

The Chief or Deputy Chief shall be responsible to ensure that all allegations of misconduct and other violations shall be investigated. Such investigation shall be completed within a reasonable time based upon the circumstances or the alleged misconduct and the investigation. If the investigation is as a result of a complaint from the public, misconduct or other violations that come to the attention of a superior officer, the following procedure shall be followed:

Upon receipt/knowledge of an allegation of misconduct or other violations(s) by a member, the Office of Professional Standards (OPS) will seek to determine if there are recordings or reports related to the circumstances surrounding the allegation. The Investigator will consider several issues, including but not limited to, the following before moving forward:

- a. nature of the allegation(s); and
- b. history of the member(s) involved.

If deemed appropriate by the Office of Professional Standards (OPS), they or their designee will take steps to review the available recordings and/or reports in an effort to gain further information and insight about the allegation(s) and member's conduct.

UNFOUNDED/EXONERATION: If review of the recording(s) prove the member's actions are within policies, procedures, rules and regulations, and provide a clear and complete rebuttal of the allegations, the case will be closed as Unfounded or with the member being Exonerated, and the designated representative of the Association will be notified.

FURTHER INVESTIGATION NEEDED: If review of the recording(s) reveals a need to continue further efforts to fully investigate the circumstances surrounding the allegations, the Investigator shall provide formal notice of the investigation to the member and the designated representative of the Association pursuant to the following:

The Chief or Deputy Chief (or designated officer) shall investigate all such allegations. Such investigator shall inform any member under investigation and his/her commanding officer of the nature of the investigation before it commences. If diligent efforts to contact the member fail, the investigator shall advise the designated representatives of the Association. If the investigation is the result of an outside complaint, the Investigator shall mail written notice or e-mail notice to the member and the MSTA within fourteen (14) calendar days after providing verbal notice. The member's notice shall be sent to the member's work location. The MSTA's notice shall be sent to their business address. Sufficient information to apprise the member of the specific allegations will be provided. The investigating officer shall be allowed to interview the complainant prior to notifying the member. In the case of a third-party complainant, the investigator may also interview the actual person whom the complaint was made on behalf of. Where no probable cause is found, the investigation will terminate and the record will indicate the same in the member's personnel file.

When an investigator believes that there is reasonable cause to interview a member under investigation concerning an alleged violation of the Department's operating procedure or misconduct, the member shall be afforded forty-eight (48) hours, unless an emergency exists or such right is waived, to contact and consult privately with an attorney or other counsel of his/her own choosing before being interviewed.

When, as part of an investigation, a member is to be interviewed as a "witness only," the member shall be afforded forty-eight (48) hour notice, unless an emergency exists or such right is waived, to contact counsel of his/her own choosing before being interviewed. In instances where a member is being interviewed as a witness only, and s/he chooses to have representation present, said representation shall not be the same individual representative/counsel as the member who is the subject of the investigation unless mutually agreed to by the parties. Initial notification of the member (whether verbal or in writing) shall be made concurrently to the Association. The Chief or Deputy Chief (or designated officer) shall mail written notice or e-mail notice to the member and the MSTA within fourteen (14) calendar days after providing verbal notice. The member's notice shall be sent to the member's work location. The MSTA's notice shall be sent to its business address or the MSTA President's work email address.

The interview of any Department member shall be at a reasonable hour, preferably when the member is on duty, and during the daylight hours, unless the course of the investigation dictates otherwise, and such interview will be conducted without unreasonable delay.

The interview shall take place at a location designated by the investigating officer and shall be at a State Police headquarters when feasible. If requested, a union representative may be present at the initial interview and shall be allowed to confer privately with the employee. The member of the Department being questioned shall be informed of the identity of all persons present during the interview. If it is known that the member of the Department being interviewed is a witness only, he/she shall be so informed. The interview shall be conducted with the maximum amount of confidentiality possible. The questions shall be specifically related to the alleged violation. If any other previously undisclosed matter is discovered which may be subject to investigation, it shall be handled pursuant to this procedure.

If after the investigating officer has interviewed the complainant and the member in question and it is determined by the Chief or Deputy Chief that such misconduct, or other violation, is not a dismissible offense or of such magnitude that a suspension or demotion would result, the findings shall be provided to the member's commanding officer for disposition within ten (10) days of such determination, and the member so informed.

Upon completion of such investigation where probable cause exists to warrant suspension, demotion or dismissal, the results of such investigation and interviews shall be provided to the Chief or Deputy Chief. In such cases, when formal charges are preferred, such charges shall be provided the member in question in writing and a copy provided to the President of the Association. In cases where probable cause exists that a criminal offense has been committed, the member may be suspended immediately without pay pending disposition of the charges.

If the member under investigation is requested to submit to a polygraph examination, he/she will be furnished a list of the questions to be asked, sufficiently prior to the examination to enable the member to confer with counsel of his/her choosing prior to the polygraph examination. If a member is requested to submit to any other type of test, he/she shall be advised of the type of test and the member will be afforded an opportunity to obtain a similar

independent test if available.

Within fifteen (15) calendar days of the completion of the investigation, the member shall be advised of the final outcome. No charges shall be brought by the investigating officer unless the proper interview procedures were followed as outlined in the previous paragraphs and probable cause was found by the investigating officer.

Failure to follow the above procedures, unless waived by the member in question, shall result in dismissal of all charges, with prejudice and destruction of all related records.

ARTICLE 26 **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, Space Force, Marine, Coast Guard or Naval Reserve shall be entitled to a leave of absence from their duties, without loss of pay, and shall accrue sick and annual leave and seniority during periods of military training that do not exceed twenty (20) workdays in any calendar year as specified by the National Defense Act or Armed Forces Reserve Act of 1952. In addition, employees whose training is extended beyond the twenty (20) days shall receive the difference between their regular pay and their military pay, if there is a difference, for an additional five (5) days.

ARTICLE 27 **MOVING EXPENSES**

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 specified zone or district after initial assignment, the employee will be reimbursed for actual reasonable and necessary moving expenses by common carrier.

The State shall provide sixty (60) days advance notice of such relocations whenever possible, and in the event that less than sixty (60) days' notice is provided, the State will pay reasonable temporary

relocation expenses, pursuant to the Lodging and Meals Article of this Agreement, for any period of less than sixty (60) 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 28 **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, marital status, age, physical or mental disability, and sexual orientation, unless based upon a bona fide occupational qualification; and 2) intimidation or harassment on the basis of race, creed, color, national origin, sex, marital status, age, physical or mental disability.

The MSTA agrees to continue its policy 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.

The MSTA and the State agree that discrimination, intimidation, or harassment of employees, including sexual harassment in all its various forms is unacceptable conduct and will not be condoned or tolerated by MSTA or the State. The State and the MSTA agree that any disputes arising out of the provisions of this article may be processed through the grievance procedure contained in the Grievance and Arbitration Procedure article subject to the State's right to have any such grievance considered at the appropriate level or steps by the State. This provision shall not preclude other legal remedies provided by law.

ARTICLE 29 **PAID LEAVE**

All employees eligible for overtime shall accrue and use leave credits on the basis of an eight (8) hour day.

ARTICLE 30
PARENTAL LEAVE

Paid Parental leave for the birth or adoption of a child(ren) shall be granted to an employee with pay for hours regularly scheduled to work during a period of time not to exceed forty-two (42) calendar days (six weeks), taken continuously, beginning no later than twelve (12) weeks directly following the birth or adoption of the child(ren). Employees shall be allowed to retain insurance benefits during such leave.

Parental leave is not available to a surrogate or gestational carrier; however, it is available to the intended parent(s) of the child(ren).

Employees are encouraged to consult with their agency Human Resources Office to determine if they are eligible for benefits available under the Federal Family and Medical Leave Act (FMLA), State Family and Medical Leave Act (SFML) and/or State Paid Family and Medical Leave Act (PFML). Time available under FMLA, SFML, and/or PFML would run concurrent with paid and unpaid parental leave for the birth of a child(ren).

ARTICLE 31
PERSONNEL FILES

Upon request of an employee, corrective memos shall be removed from his/her personnel file after one (1) year from the date of the corrective memo if the employee has received no further discipline. Upon request of an employee, reprimands shall be removed from his/her personnel file after three (3) years from the date of the reprimand if the employee has received no further discipline. Upon request of an employee, suspensions shall be removed from his/her personnel file after five (5) years from the date of the suspension if the employee has received no further discipline. Upon written request of an employee sixty (60) days prior to his/her retirement date, corrective memos, reprimands and suspensions shall be removed from his/her personnel file if the employee has received no further discipline within the past three (3) years, notwithstanding the time frames stated above. However, if the employee then decides not to retire, the removed record of discipline will be returned to his/her personnel file.

The Chief of the State Police or his/her designee shall comply with the law and reporting requirements of the Maine Criminal

Justice Academy in reporting acts of misconduct by employees. Only a synopsis of the alleged misconduct shall be provided to the Academy Board, not the complete investigation file, unless the Department is required to do otherwise under the law.

ARTICLE 32
POLICE PROFESSIONAL LIABILITY INSURANCE

The State agrees to continue the present level of Police Professional Liability Insurance for members of this unit during the term of this Agreement.

ARTICLE 33
PRINTING OF AGREEMENT

The State and MSTA will share the responsibility for printing copies of the Agreement.

ARTICLE 34
PROMOTIONAL PROCEDURES

The State shall consult with the Association before making any changes in the promotional procedures used for selecting Corporals and Sergeants. Such consultation shall cover the nature of any changes under consideration and the timing of the implementation of any changes finally adopted.

Positions assigned to the training unit for the Maine State Police shall be allowed to utilize a Physical Assessment Test (PAT) as part of the selection process for Academy-based assignments.

An employee who promotes to a position with a higher pay grade shall have their 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. If there is no step in the new grade that is at least 7% higher than the rate in the class from which promoted, the employee will be placed at the top step of the new grade. Notwithstanding the foregoing, the director of the Bureau of Human Resources may consider exceptions pursuant to Civil Services Rules.

ARTICLE 35
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 as long as there is a clear connection between the property damaged and work activities. Personal items which are already provided by the State (e.g. computers, cameras, weapons, etc.) and items which do not have a connection to any work-related tasks (e.g. jewelry, personal electronics, etc.) shall not be reimbursable.

ARTICLE 36
RECLASSIFICATIONS

1. Definitions. For the purposes of the Agreement the following terms are defined as follows:
 - a. Allocation and Reallocation. Allocation and reallocation are the assignment or reassignment, respectively, of a classification to the appropriate grade in the compensation plan.
 - b. 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.
 - c. Employee Initiated. A Classification, Reclassification, Allocation, and/or Reallocation submitted for review by an employee(s) and/or union.
 - d. Management Initiated. A Classification, Reclassification, Allocation, and/or Reallocation submitted for review by Management.
 - e. Requests. For the purposes of this Article, Requests shall mean Allocation, Reallocation, Classification and/or Reclassification, whether Employee Initiated or Management Initiated, unless otherwise specified.

2. Procedure. In reviewing all Requests, the below procedures shall be used.

- a. The Requestor shall complete the FJA-1P or successor form to initiate the request.
- b. The appropriate HR Director or designee will review the FJA request for sufficiency. The HR Director may take reasonable steps to correct insufficiencies in the request. The HR Director may return the FJA to the requestor for insufficiency with an explanation of the insufficiency; such a return will be without prejudice. All sufficient FJA requests will be submitted to the Compensation and Classification Division.
- c. The Compensation and Classification Division shall review all such requests consistent with the Division's Policy and Procedures. The Division may return the FJA to the HR Director for insufficiency with an explanation of the insufficiency, such a return will be without prejudice. The Division may also issue a final decision on the FJA request and shall be considered the decision of the State Human Resources Officer. MSTA shall be notified of all final decisions issued on the FJA request by the Division. Good faith efforts will be made to process FJAs as expediently as possible but will occur within six (6) months of the initiation of the request.

3. Appeals

- a. The Grievance Article of this Agreement shall not apply to Appeals under this Article. Instead the Appeals shall be subject to this Article.
- b. MSTA may appeal a determination of the State Human Resources Officer. Such appeal shall be made within twenty-one (21) calendar days of the determination and shall be submitted to the Office of Employee Relations' Chief Counsel.
- c. The Chief Counsel, or designee, will convene a conference with MSTA within sixty (60) days of the Appeal. MSTA will present information related to:

- i. Comparison of job duties referenced by the class specification to which the position is currently allocated within the class specification to which the appeal is directed;
 - ii. Documentation which supports a new and different classification consistent with the present classification plan;
 - iii. Changes in organizational structure and/or job duties since the position in question was last allocated; and/or
 - iv. Other relevant information.
- d. The Chief Counsel or designee, will issue a written decision on the Appeal within twenty-one (21) calendar days fo the conference.
- e. MSTA may appeal the Chief Counsel’s decision on an Employee Initiated Request to binding arbitration. Such appeals shall be made within twenty-one (21) calendar days of the determination. MSTA may not appeal a Management Initiated Request.
- f. The parties agree to utilize the services of an arbitrator. Subsequent selection of the arbitrator 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 an arbitrator, they shall seek the assistance of the American Arbitration Association or Labor Relations Connection (LRC).
- g. Arbitration cases will be heard chronologically within MSTA, by date of appeal, unless the parties mutually agree otherwise.
- h. 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.
- i. The Arbitrator shall not assign any existing classification to a

new salary grade unless there has been a significant change in duties except as provided below. The Arbitrator's decision shall be binding on:

- i. The combination or merging of classifications and the allocation of the resulting new classifications to pay grades;
 - ii. Reclassification or pay grade reallocation of positions the duties of which have changed since their last classification or allocation;
 - iii. Assignment to classifications or the establishment and pay grade allocations of new classifications for new positions;
 - iv. The establishment of separate classifications and pay grade allocations for positions within the same classification on the basis of significant difference in duties.
- j. The scope of the Arbitrator's authority shall be to determine that the process, procedures utilized, and determinations made in classification, reclassification, and reallocation matters are fair, objective, and equitable. A lack of fairness, objectivity, or equity must be shown by clear and convincing evidence.
- k. On awards for Employee Initiated Requests, any retroactive payments will go back no further than the date of the written initiation of the Request. All such awards shall be implemented retroactively when the funds are provided pursuant to budgetary procedures.
- l. The State shall pay the employee reclassified or reallocated one sixth on 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.

4. General Provisions

- a. Reclassifications and reallocations in connection with a reorganization shall be effective on the date they are approved

and implemented.

- b. No employee shall be reduced in salary as a result of a reclassification or reallocation.
- c. An employee shall be provided with a copy of their job description and specifications when appointed to a position and whenever the job description and/or specifications are changed.
- d. 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.
- e. The provisions of the Article (36) shall be effective as provided in the Term of Agreement Article; provided, however, that provisions of this Article shall be reopened 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)(l)(g), (h) and (i). Such re-opened negotiations shall be conducted only as part of a compensation system bargaining and only pursuant to 26 M.R.S.A. §§979-D(1)(E)(l)(g)(h).

ARTICLE 37

RESPONSIBILITIES OF THE PARTIES

Each of the parties hereto acknowledges the rights and responsibilities of the other party and agrees to discharge its responsibilities under this Agreement.

The Association, 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) There shall be no intimidation or coercion of anyone employed by the State into joining the Association or into continuing his/her membership therein.

(b) There shall be no interference with the right of anyone employed by the State, and within the applicable bargaining unit, to become a member of the Association or to continue his/her membership therein.

(c) The Association agrees to fulfill its duties to represent all employees in the bargaining unit and to handle grievances for all employees in the bargaining unit, not merely for its members.

(d) There shall be no discrimination, restraint or coercion against anyone employed by the State because of his/her membership or non-membership in the Association.

(e) The employees recognize that the State has a right to require from every employee efficient and economical services in the performance of his/her duties.

(f) Employees shall promptly and efficiently execute the instructions and orders of their supervisors and of other authorized executives of the State.

(g) 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 38 **RETIREMENT**

The State agrees to continue to provide retirement benefits to employees pursuant to applicable statute.

ARTICLE 39 **SCHEDULED DAYS OFF**

Regularly scheduled days off shall not be canceled or rescheduled except in cases of emergencies, as declared by the Chief, Maine State Police, Deputy Chief or his/her designee.

When an employee has his/her day off canceled, the employee shall be paid for the actual hours worked at the appropriate rate.

ARTICLE 40

SENIORITY

1. Probationary Periods

1.1 For the purpose of administering discipline or discharge, an employee will be considered a probationary employee for a period of twelve (12) consecutive months of service beginning with the date the employee graduates from the Maine State Police post school. If a member is assigned to a pre-field training evaluation period prior to attending the Maine State Police post school, the time assigned shall be counted towards the probationary period. In no case shall the probationary period after graduating the Maine State Police post school be less than six (6) consecutive months.

1.2 For all other applications of this Agreement, an employee will be covered after a period of six (6) consecutive months of service, beginning with the employee's date of hire.

1.3 Upon completion of the six (6) consecutive months of service after graduation, employees will have their names placed on the appropriate seniority list and his/her seniority shall then be computed from the most recent date of hire.

1.4 For the purpose of layoff, recalls to work and demotions in lieu of layoff, seniority shall be considered as being from the date of entrance into the applicable affected classification, and shall be cumulative as to positions in lower rate ranges than that from which he/she is being laid off. However, time spent in project status will be calculated as part of total seniority for the purposes of layoff, recalls, demotions in lieu of layoff and Special Detail assignments.

1.5 Any ex-member who is reemployed within three (3) years of separation shall be on probation for twelve (12) months.

2. Loss of Seniority

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

- (a)** resigns from his/her employment.
- (b)** is discharged for just cause.
- (c)** is absent from work without just cause for a period of three (3) consecutive days without notifying the appropriate State authority.
- (d)** is laid off and not recalled for work within three (3) years from the date of layoff.

(e) accepts a position outside of State service.

(f) accepts a position outside of the agency but within State service and does not return to a vacancy within the agency for a period of six (6) months beginning with the date he/she left the position in the agency.

(g) fails to notify the appropriate State authority, within five (5) calendar days of the receipt of the notice of recall, if such notice has been mailed to the last known address, of the intent to return to work, unless extenuating circumstances beyond the control of the employee prevent the employee from doing so.

(h) When an officer is suspended without pay for disciplinary reasons, the suspension will not affect the officer's seniority with the Maine State Police so far as the seniority relates to the assignment of the officer to special details and other overtime duty.

3. Layoffs

When an appointing authority determines that a reduction in force is necessary, he/she shall determine the positions which are to be abolished. An employee whose position is abolished may exercise his/her right to displace the least senior employee in his/her classification within the Bureau of the Maine State Police.

(a) The least senior employee(s) within the classification shall be laid off or may exercise his/her right to displace the least senior employee in the lower classification the employee previously held in the bargaining unit. Should the employee desire to be laid off, and not exercise his/her right to displace the least senior employee in the lower classification the employee previously held in the bargaining unit, he/she may sign a waiver attesting to his/her desire to be laid off and subject to the conditions outlined in the waiver.

(b) In those instances where the employee(s) affected in paragraph (a) cannot exercise the right to bump, such employee(s) shall be laid off.

(c) Employees to be affected by a layoff shall receive notice as soon as practicable, but at least fifteen (15) calendar days before the effective date of the layoff. Employees who are laid off as a result of other employee's bumping rights shall also be given notice as soon as practicable, but at least seven (7) calendar days before the effective date of the layoff.

4. Recalls

4.1 Recalls to work shall be made on the basis of the most senior employee who has previously held the applicable classification shall be the first to be recalled.

4.2 Recall registers shall carry the name of a former employee for a period of three (3) years from date of layoff.

4.3 Should a job vacancy occur in a classification held by an employee who exercised the right to bump, the State must return the employee to such classification and the employee will be required to return to such original classification.

4.4 The recalled employee on layoff must report to work, to the position for which recalled, within thirteen (13) calendar days of the date of receipt of the notice of recall if such notice has been mailed to the last known address. Failure to do so shall be considered as a break in service and terminate all rights of recall.

4.5 Notices of recall shall be sent by certified mail, return receipt requested, to the employee's last known address. Employees on layoff are required to keep the appropriate State authority informed of their current address.

4.6 No new employees shall be hired until all employees on layoff status from the applicable classifications have been recalled.

5. Promotions to Supervisory Positions Outside Bargaining Unit but Within the Agency

5.1 An employee who accepts a promotion to a supervisory position outside the bargaining unit, but within the agency, shall have the right, at any time, to return to a position in the bargaining unit, provided such return is occasioned by a layoff or a reason beyond the control of the employee.

5.2 If such employee returns to a position within the bargaining unit, he/she may exercise the right to bump the most junior employee in the highest rate range position he/she held prior to his/her promotion.

5.3 Such employee will be returned to the bargaining unit with all credited seniority at the time of his/her return, including continuous service accumulated in the supervisory position.

6. Leaves of Absence

6.1 Should an employee accept a position outside the bargaining unit and yet within State service, he/she may, within six (6) months from the date of leaving the agency, return to a vacant position he/she has previously held. In such case, the employee will be returned with credited longevity held at the time of leaving the applicable classification minus the time spent in the position outside the agency.

6.2 The aforementioned six (6) month period may be extended upon application of the employee and at the sole discretion of the appointing authority of the agency.

7. Promotions, Demotions and Transfers

7.1 An employee who promotes to a position in a higher pay grade shall have their 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 they 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; recruitment and retention stipend; market pay adjustment; 16% non-standard, appropriate state-paid retirement differential; and institutional stipend, provided that the employee is permanently assigned to work in a Correctional or Mental Health Institution. Notwithstanding the foregoing, the State Human Resources Offices may consider exceptions pursuant to Civil Service Rules.

7.2 An employee who demotes to a lower pay grade shall have their 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.

7.3 When an employee transfers (remains in the same pay grade) and remains within the same or equivalent salary schedule, their 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, their rate of pay will be adjusted 45 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, their 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.

7.4 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.

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

ARTICLE 41 **SICK LEAVE**

Sick leave shall be earned at the rate of 3.7 hours per completed two-week pay period of service. Service shall begin on the date of State employment and time on layoff, suspension or leave without pay, except as otherwise provided by law or this Agreement, shall not be counted in determining the completion of a full two-week pay period. Should the HRMS system calculate earned sick leave at a different rate, in no case shall the calculation of earned sick leave result in an amount less than the 3.7 hours identified above. The maximum amount of sick leave which employees may accumulate shall be nine hundred sixty (960) hours. However, the amount of unused sick leave accruals which can be credited toward State service for retirement purposes shall continue as presently provided for by statute. When 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 shall grant such request unless just

cause is shown to deny the request. Part-time employees employed normally the year-round and established on a regular hourly work schedule shall be allowed sick leave credits pro-rated on the amount of time worked.

Employees may utilize their allowance of sick leave on the basis of application approved by their respective appointing authorities and reported to the Director of Human Resources, for absences necessitated by inability to perform the duties of their positions by reason of illness or injury, by necessity for acute medical or dental care, by exposure to contagious disease under circumstances in which the health of the employees with whom associated or members of the public necessarily dealt with would be endangered by attendance on duty, or by illness in the immediate family of the employee for such periods as the attendance of the employee shall be necessary. Immediate family as used in this article shall mean the employee's spouse, or significant other, the parents of the spouse or significant other, and the parents, stepparents, guardian, children, brothers, stepbrothers, sisters, stepsisters, grandparents, grandchildren, stepchildren, foster children or wards of the employee. For the purpose 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 Human Resources Officer to determine if they are eligible for benefits available under the State Family and Medical Leave Act, State Paid Family Medical Leave Act and/or Federal Family and Medical Leave Act which will be administered on a rolling basis effective after the implementation of the new HRMS. Either the appointing authority or the Director of Human Resources may require such medical examination or certificate as he/she deems necessary before approving the utilization of sick leave.

All sick leave shall expire on the date of separation from State service, and no employee shall be reimbursed for sick leave outstanding at the time of termination of his/her State employment.

A former State employee who is reappointed within four (4) years of his/her separation from the service under the provisions of the personnel law and these rules, with probationary or permanent

status, 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.

ARTICLE 42

UNIFORMS

The State shall issue such uniforms and accessory equipment as it may require members to use in the performance of their duties, including any such replacement parts thereof as may reasonably be necessary, provided, however, that nothing in this article shall excuse a member from being accountable for such uniforms and equipment as required by the rules, regulations and instructions of the Department.

The State shall pay an allowance of sixty-five dollars (\$65.00) per month to members who are required to wear uniforms, to be used toward the cost of cleaning and maintaining uniforms and equipment which they have been issued. Members of this unit assigned to work in civilian clothes shall receive an allowance of seventy-five dollars (\$75.00) per month toward the cost of supplying and maintaining civilian clothing. In addition, the State shall pay an annual coat/shoe allowance of two hundred fifty dollars (\$250.00) to members assigned to work in civilian clothes.

These allowances shall be paid on a semiannual basis in January and July and shall be prorated for those employees who become eligible or terminate employment between the semiannual payments.

ARTICLE 43

UNION SECURITY

Within thirty (30) days following the execution of this Agreement, all employees covered by the Agreement and who are not members of MSTA shall be provided and required to choose from the options of membership in MSTA or exclusion from membership.

Any employee thereafter who is or becomes covered by the Agreement and is not a member of MSTA shall be provided and required to choose from such options within thirty (30) days after such conditions are met. A failure to choose membership shall

constitute a choice of exclusion from membership.

Any employee choosing the option of membership in MSTA may sign a written payroll deduction authorization form authorizing deduction from his/her pay of the membership dues from the thirtieth (30th) day following the execution of the Agreement or the day thereafter the employee becomes covered by the Agreement and such written authorization shall be irrevocable for the term of this Agreement.

Any employee choosing exclusion from membership shall be bound by such choice for the term of the Agreement and shall be entitled to the services of MSTA under the Agreement only upon payment to MSTA of reasonable fees and costs, including reasonable fees for employee representative services and attorneys' fees, and costs and expenses, including arbitrators' fees and expenses, incurred by MSTA.

Any such employee complying with these conditions shall be entitled to MSTA services under the Agreement only on the same basis and under the same terms as MSTA members.

MSTA shall indemnify, defend and hold the State harmless against all claims and suits which may arise as a result of action taken pursuant to this article.

ARTICLE 44 **USE OF STATE VEHICLES**

1. 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 State Police General Order E-80. 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 State Police General Order E-80.

2. The State agrees to reimburse each employee 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 45
VACATION

Each employee shall earn vacation with pay on the following basis: 4.7 hours shall be earned for each completed full two-week pay period of service during the first five (5) years of service with the State. Thereafter, provided the last three (3) years of service shall have been continuous, vacation shall be earned on the following basis: for each completed two-week pay period of service with the State, 5.15 hours shall be earned until ten (10) years shall have been completed; 5.6 hours shall be earned until fifteen (15) years shall have been completed; 6.5 hours shall be earned until twenty (20) years shall have been completed; thereafter, 7.4 hours shall be earned.

Upon implementation of HRMS, each employee who completes a full two-week period shall earn their biweekly accrual on the following basis:

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

- 1 through 5 years – 4.7 hours
- 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

Should the HRMS system calculate earned vacation at a different rate, in no case shall the calculation of earned vacation result in an amount less than those identified above.

Service shall begin on the date of State employment, and time on layoff, suspension, or leave without pay shall not be counted in determining the date of completion of a full two-week pay period or a full year of service.

Vacations shall be granted at such time or times as shall be mutually agreeable to the employees and appointing authority involved. Employees having less than ten (10) completed years of service may accumulate vacation leave to a total of two hundred sixty (260) hours. Those employees having more than ten (10) years of service, the last five (5) years of which have been continuous, may accumulate vacation time to a total of three hundred forty (340)

hours, provided, however, that an employee who is about to lose vacation leave because of the limitation of accrual imposed by this rule, upon advance notice to the appointing authority, may within thirty (30) calendar days following absent himself/herself with the consent of his/her appointing authority to prevent the loss of such time. Continuous service for the purpose of determining eligibility for vacation leave benefits shall be defined as all uninterrupted State service, to include both classified and unclassified service employment.

An employee on military leave shall not be limited to two hundred sixty (260) hours or three hundred forty (340) hours accrual of vacation leave, whichever applies. He/she may, immediately upon his/her reinstatement from military leave, take all vacation leave in excess of two hundred sixty (260) or three hundred forty (340) hours accrued, whichever applies, with or without the consent of his/her appointing authority. In the alternative, he/she may elect to be credited with the vacation leave in excess of two hundred forty (240) or three hundred twenty (320) hours, whichever applies, but such leave shall be taken at a time determined by the appointing authority within two (2) years of the date of reinstatement.

Any employee who is separated from State service by layoff, resignation, death or otherwise, shall be paid, or shall have payment made to his/her estate, for the unused vacation leave and overtime accumulated to his/her credit.

Previously approved vacation schedules shall not be canceled except in emergencies.

ARTICLE 46

VOLUNTARY WELLNESS INITIATIVE

Members who voluntarily show proof of a meeting with a mental health professional at least once annually, will be eligible to participate in physical fitness testing twice a year 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 payment of up to one hundred fifty dollars (\$150.00) annually with a

maximum annual total incentive for all three tests of nine hundred dollars (\$900.00) annually.

- To be eligible for a seventy five dollar (\$75.00) stipend, an employee must meet the 60th percentile level of physical fitness testing.
- To be eligible for a one hundred dollar (\$100.00) stipend, an employees must meet the 70th percentile level of physical fitness testing.
- To be eligible for a one hundred fifty dollar (\$150.00) 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.

Specialty team members who are required to pass a PFT shall be waived from the PFT process outlined above.

ARTICLE 47 **WITHDRAWAL OF RESIGNATION**

Members are required to submit a written notice of resignation to the employer at least fifteen (15) calendar days prior to the effective date of the resignation. During the first ten (10) days of such fifteen (15) day period, the member may retract his/her resignation in writing without prejudice and the employer must accept such retraction. Any retraction submitted during the period beginning five (5) days prior to the effective date and extending through ten (10) days after the effective date may be accepted at the sole discretion of the Chief of the Maine State Police.

Members who intend to utilize accrued vacation credits and/or compensating time immediately prior to separation in lieu of a lump sum payment (“termination leave”) are required to submit a written notice to the employer at least fifteen (15) calendar days prior to the first day of such “termination leave”. During the fifteen (15) day notice period and the first fifteen (15) calendar days of “termination leave”, the member may retract his/her resignation without prejudice and the employer must accept such retraction. Any retraction submitted fifteen (15) days after the commencement of “termination leave” may be accepted at the sole discretion of the Chief of the Maine

State Police.

ARTICLE 48
WORK STOPPAGE AND SLOWDOWN

Employees within the bargaining unit, the Association, and its officers at all levels, agree that they will not instigate, promote, sponsor, condone or engage in any work stoppage, sympathy work stoppage, slowdown or any other interruption of the operations of the State.

The officers of the Association 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.

The parties agree that the grievance procedure is the sole and exclusive means of settling grievances under this Agreement.

ARTICLE 49
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.

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 50

TERM OF AGREEMENT

This Agreement shall be effective as of December 25, 2025, until June 30, 2027, unless otherwise specifically provided herein.

MEMORANDUM OF AGREEMENT
between
State of Maine
and
Maine State Troopers Association

The parties agree to the following with regard to MSTA 's request for recruitment and retention adjustments for the classifications of the Maine State Troopers Association:

- The State will conduct the process for recruitment and retention adjustments and any related permanent funding requirements consistent with Title 5, Administrative Procedures and Services, Chapter 372, State Civil Service System, Article 2-D, Recruitment and Retention adjustments.
- The committee established under the statute shall complete its work and submit a report with any recommendations on recruitment and retention adjustments for Maine State Trooper classifications to the State Human Resources Officer by the end of March 2024.
- If permanent funding is not available for recruitment and retention adjustments approved consistent with statute until finalization of a budget process, the parties agree to enter into a memorandum of agreement (MOA) to immediately fund any approved recruitment and retention adjustments with the use of salary savings through FY24. The effective date of such MOA will be the start of the pay week following the signing of the MOA through the date in June that ends funding for FY24.
- If permanent funding is not available for FY25, so long as ongoing temporary funding through salary savings is approved by the State Budget Officer, the parties will enter into another MOA to further fund recruitment and retention adjustments until the end of FY25 or until permanent funding is available, or until the MOA is canceled with 15 days' notice due to temporary funding no longer being available-whichever comes first. Cancellation of the MOA will only be undertaken under

advice of the State Budget Officer due to the lack of ongoing temporary funding through salary savings.



Joel Wilkinson, MSTA, Chief Negotiator

12/30/2023
Date



Kelsie Lee, OER. Chief Negotiator

Date 12/30/2023

Addendum A

STATE POLICE UNIT
CLASSIFICATIONS

State Police Corporal
State Police Detective
State Police Detective Corporal
State Police Investigator
State Police Pilot
State Police Pilot Supervisor
State Police Polygraph Examiner
State Police Polygraph Examiner Supervisor
State Police Sergeant-E
State Police Specialist
State Police Specialist Corporal
State Police Trooper
Transitional Duty (MSTA)

FOR THE STATE OF MAINE:

Janet T. Mills
Janet T. Mills
Governor

Elaine Clark
Elaine Clark
Commissioner, DAFS

Jessica Ford
Jessica Ford
Chief Negotiator

Lisa McGrotty
Lisa McGrotty
Member, Negotiating Team

Nick Laskey
Nick Laskey
Member, Negotiating Team

FOR THE MAINE STATE TROOPERS ASSOCIATION:

Joel T. Wilkinson
Joel. T. Wilkinson
Chief Negotiator

Joseph Bureau
Joseph Bureau
President

Christopher Hashey
Christopher Hashey
Northern Vice President

William Plourde
William Plourde
Central Vice President

Jason Wing
Jason Wing
Southern Vice President

Kristopher Kennedy
Kristopher Kennedy
Treasurer

Benjamin Handzel
Benjamin Handzel
Secretary