

CITY OF REDMOND, WASHINGTON

RESOLUTION NO. 393

A RESOLUTION, approving an agreement between the City and Newspaper and Magazine Drivers and Chauffeurs, Local Union No. 763, representing certain members of the Police Department; and authorizing the Mayor to execute the same on behalf of the City of Redmond.

WHEREAS, the City of Redmond by its Resolution No. 274, passed September 21, 1971, recognized the Newspaper and Magazine Drivers and Chauffeurs, Local Union No. 763, hereafter referred to as the Union, as the exclusive bargaining representative of the employees therein included; and

WHEREAS, representatives of the City and the Union have met and agreed upon a revised collective bargaining agreement between the parties and the City Council has determined that the same should be approved and executed by the City, Now, Therefore,

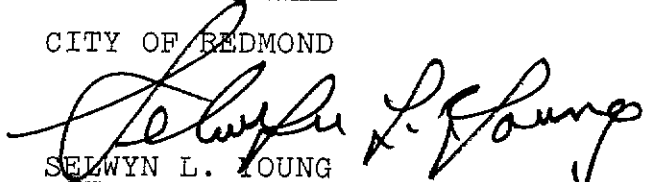
THE CITY COUNCIL OF THE CITY OF REDMOND DO RESOLVE AS FOLLOWS:

1. Collective Bargaining Agreement approved. That certain agreement between the city of Redmond and the Union, covering certain employees of the City of Redmond, a copy of which is attached hereto and by this reference made a part hereof, is hereby approved.

2. Mayor and City Clerk authorized to execute agreement. The Mayor and the City Clerk are hereby authorized and empowered to execute such agreement on behalf of the City of Redmond.

PASSED by the Council of the City of Redmond, Washington, at a regular meeting thereof, and APPROVED by the Mayor this 6 day of April, 1976.

CITY OF REDMOND


SELWYN L. YOUNG
MAYOR

ATTEST:



DORIS A. SCHAIBLE
DEPUTY CITY CLERK

APPROVED AS TO FORM:


JOHN D. LAWSON
CITY ATTORNEY

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Between

THE CITY OF REDMOND

and

TEAMSTERS UNION LOCAL NO. 763

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A G R E E M E N T

Between

THE CITY OF REDMOND

and

TEAMSTERS LOCAL UNION NO. 763

THIS AGREEMENT is by and between the City of Redmond (hereinafter referred to as the Employer) and Teamsters Local Union No. 763 (hereinafter referred to as the Union).

SECTION 1 - PURPOSE

The purpose of the Union and the Employer in entering into this agreement is to set forth their complete agreement with regard to rates of pay, hours of work and working conditions, so as to promote orderly and harmonious relations between the Employer and the Union; to promote the efficiency and effectiveness of law enforcement with maximum consideration of the public safety; and to promote economy and efficiency in the operation of the Department.

SECTION 2 - RECOGNITION

The Employer agrees to recognize the Union as the sole collective bargaining agent for employees of the Redmond Police Department according to the Certification of Representative by the Department of Labor and Industries, dated September 9, 1971, under its Case No. 0-979 and pursuant to City of Redmond Resolution No. 274, dated September 21, 1971, as follows:

Included: All regular full-time members of the City of Redmond Police Department classified as Sergeant; Detective Sergeant; Detective; Patrolman; Policewoman; Clerk-Dispatcher; Clerk-Dispatcher Lead.

Excluded: Chief of Police; Captain; Lieutenant; Members of the Police Reserve; all other City of Redmond, Washington employees.

SECTION 3 - UNION SECURITY

- a) Employees covered by this Agreement who are members of the Union on the date of execution of this Agreement, or subsequently join, must remain members of the Union in good standing through

December 17, 1977, as a condition of continued employment. It is understood and agreed by the Employer and the Union that members may withdraw their membership in the Union during the period of December 18, 1977, through December 31, 1977, and thereafter their membership in the Union would not be required as a condition of employment. Withdrawal procedure requires the member to obtain a withdrawal card from the Union.

- b) Good standing in the Union, for purposes of this Section, means the member must be current in the payment of the regular Union dues.
- c) If any provision of this Section is invalid under the laws of this State, such provision shall be modified to comply with the requirements of State laws or, by mutual agreement, may be renegotiated for the purpose of adequate replacement.

SECTION 4 - DUES CHECK-OFF

Upon receipt of a voluntarily signed authorization by an employee covered by this Agreement, the Employer shall deduct from the employee's wage the regular monthly Union membership dues payable by him to the Union during the period provided for in the signed authorization, provided however that no such authorization shall be irrevocable for a period of more than one year or beyond the termination date of this Agreement, whichever occurs sooner. The Employer will remit said monthly dues to Teamsters Local Union No. 763 on a monthly basis.

SECTION 5 - NONDISCRIMINATION

No employee shall be discriminated against for upholding Union principles and any employee who works under instructions of the Union, or who serves on a committee shall not lose his job or be discriminated against for this reason provided such activities do not interfere with the employee's duties. The Employer and the Union agree not to discriminate against any individual with respect to his hiring, compensation, terms or condition of employment because of such individual's race, color, religion, sex, national origin, marital status.

SECTION 6 - WORK PERIOD

- a) Patrol Division: The work week shall consist of six (6) consecutive days; each work day shall consist of eight (8) hours. Each six (6) day work week will be followed by two (2) consecutive days off, except that on every fifth week four (4) consecutive days will be taken off.
- b) Non-Patrol Division: The work week shall consist of five (5) consecutive days. Each work day shall consist of eight (8) hours. Each five (5) day work week will be followed by two (2) consecutive days off.

- c) An eight-hour work day will include within those eight hours a 30-minute lunch period and two 15-minute coffee breaks. All employees are subject to immediate call during coffee and lunch breaks.
- d) The above schedules shall apply except for appropriate scheduled shift changes, and for bona fide emergencies, declared by the Mayor or Chief of Police, which could not otherwise be anticipated and which require overriding the schedule.

SECTION 7 - OVERTIME

Overtime as used in this Agreement shall mean that time an employee works in excess of eight (8) hours in a work day or forty (40) hours (forty-eight (48) hours for Patrol Division) in any work week, which shall be compensated at the rate of one and one half times the regular hourly rate. A work week is defined as any 7-day period for the Non-Patrol Division and an 8-day work cycle for the Patrol Division.

- a) All overtime shall be authorized in writing by the Department Head, or his designee, in advance or within 24 hours after the work has been performed in order to qualify as paid or compensatory time. Overtime will be adjusted by compensatory leave or by overtime pay at the discretion of the Department Head in accordance with budget allowances and restrictions.
- b) Effective with the signing of this Agreement, all overtime shall be compensated for in increments of 15 minutes with the major portion of 15 minutes being paid as 15 minutes.
- c) Callback and/or court time: Effective with the signing of this Agreement, employees called back to service or who make court or other subpoenaed appearances on behalf of the City while off duty shall be required to perform solely that specific assignment for which they were specifically called out and shall be compensated for actual time spent, but in no event shall such compensation be less than three (3) hours at the overtime rate, provided that there shall be no compensation for callbacks occasioned by the employee's own neglect and wherein the urgency of the situation requires the employee's presence. Court time callbacks shall be compensated in pay or compensatory time at the employee's option. Any compensation received by such employee for said appearances shall be turned over to the City.

Employees called back while on vacation or leave of absence will be reimbursed reasonable transportation costs required to return to duty, provided the employee is more than 100 miles away from his home.

- d) No compensatory time shall be deducted from that accrued to the employee unless the employee actually used that compensatory time or was paid for same, or agreed to deduction of compensatory time in lieu of other discipline.

- e) Accrued compensatory time off shall be taken at a time mutually agreeable to the Employer and the employee, but must be taken within 180 days from date earned. If the compensatory time has not been so taken and adjusted within the time specified, the employee shall receive no compensatory time off for such overtime unless he was unable to do so because the Employer would not permit him the time off. In such instances, compensatory time will be paid at the end of the six-month time period. The Department Head shall limit the accumulation of the compensatory time by any employee and shall arrange for compensatory leave time as soon after the same is approved as possible.
- f) Detective pay allowance above regular base salaries for the employee is intended to compensate the employee in part for overtime work required on the job, and to such extent will be applied as a credit against overtime authorized and performed by such employee.

SECTION 8 - DEPARTMENTAL MEETINGS

All departmental meetings that off-duty employees are required to attend shall be compensated for at the overtime rate set forth in Section 7. Such meetings will not be called with less than four (4) days' notice, except that for bona fide emergency meetings the four (4) day notice will be waived.

Attendance at optional special training classes, whether conducted at the police station or at other locations, shall be without additional compensation.

SECTION 9 - STANDBY TIME

- a) If any off-duty employee is required to keep headquarters informed of his or her whereabouts and/or be available by telephone he shall be considered as being on standby time.
- b) The Employer shall not require the employees covered by this Agreement to be on a standby basis without compensation, except in the case of bona fide emergencies declared by the Mayor or Chief of Police. The employees will endeavor, on an entirely voluntary basis, to keep headquarters informed of their whereabouts, and/or availability. Failure to do so will not result in any disciplinary action.
- c) Standby time shall be authorized only by the Chief of Police or his Second in Command. Standby time shall be paid at a rate of 20% of the employee's regular basic hourly wage.

SECTION 10 - HOLIDAYS

In lieu of holidays, employees shall be paid one day's pay at their regular rate for each completed calendar month of duty, effective with the signing of this Agreement, provided that at the employee's option, up to one half of the annual accumulation of said additional days' pay may be received as compensatory time-off in lieu of pay, and provided further that...

- a) Such compensatory days off shall not be accrued,
- b) employees shall notify administration at the second pay period of each month of their option of pay or compensatory time for the following month, and
- c) that the granting of a compensatory day for any specific month, and the specific day off must be approved by the Department Head.

SECTION 11 - VACATIONS

- a) Each full-time employee shall earn vacation leave time each month according to length of service, with the total vacation accrual to be as noted in the following schedule:

<u>Length of Continuous Service</u>	<u>Annual Vacation Time Accrued</u>
1-2 years	10 days
3 years	11 days
4 years	12 days
5 years	14 days
8 years	15 days
10 years	16 days
15 years and on	20 days

- b) After six (6) months' continuous service, an employee's vacation credits earned shall be vested as of the end of each full month's service and shall be taken in accordance with standard personnel practices in force for the City.
- c) On termination, the following procedures shall apply for payment for vacation time accrued but not taken:
 - 1) Employees who leave the employ of the City because of discharge for cause or resignation without two weeks' notice will receive pay for unused vacation up to the end of the last preceding full year of employment. Discharge for cause shall be defined in the Civil Service Rules and Regulations except that for purposes of this Section, Rule XIII, Section 3, Paragraph One shall not apply.
 - 2) Employees who leave the employ of the City for any reason other than discharge for cause or resignation without two weeks' notice will receive pay for any vacation time earned but not taken up to separation date.

SECTION 12 - SICK LEAVE

a) Employees not covered under L.E.O.F.F.:

- 1) Sick leave shall accumulate at the rate of one (1) day per month and shall accumulate up to a total of ninety (90) working days. As a bonus for regularity, full-time employees shall be entitled to a credit of twenty-five percent (25%) of their unused sick leave accrued during the preceding twelve (12) months, at the option of the employee, to be added to their vacation leave or paid for at their regular rate of pay as determined by the Department Head or appointing authority. Sick leave credit shall be determined and allowed on or about November 30 of each calendar year. Probationary employees with less than six months' service shall not be entitled to sick leave with pay. Sick leave shall be taken in accordance with standard personnel practices in force for the City.
- 2) The certificate of a physician shall be required certifying the employee's need for sick leave in order to qualify for sick leave with pay when the sick leave extends over 3 days.
- 3) A full-time employee who has a member of his immediate family taken by death shall receive up to three (3) days off for bereavement, from accumulated sick leave, with immediate family defined as husband, wife, son, daughter, mother, father, brother or sister and provided that one day off shall be allowed for mother-in-law or father-in-law with up to three days off if travel is necessary as approved by the Department Head.

b) Employees covered under L.E.O.F.F.:

- 1) Effective with the signing of this Agreement, full-time employees covered under the State L.E.O.F.F. Retirement System shall be credited with twelve (12) days sick leave credit on December 1 of each year, provided that probationary employees shall be credited with a pro-rated amount of sick leave credits upon the expiration of six (6) months' service. There shall be no accumulation of sick leave credits from year to year. As a bonus for regularity, full-time employees shall be entitled to twenty-five percent (25%) of their unused sick leave credits, to be paid for at their regular rate of pay, which shall be determined and allowed on or about November 30 of each calendar year. Probationary employees with less than six months' service shall not be entitled to sick leave with pay. Sick leave shall be taken in accordance with standard personnel practices in force for the City.
- 2) The certificate of a physician shall be required certifying the employee's need for sick leave in order to qualify for sick leave with pay when the sick leave extends over 3 days.

- 3) A full-time employee who has a member of his immediate family taken by death shall receive up to three (3) days off for bereavement, from accumulated sick leave, with immediate family defined as husband, wife, son, daughter, mother, father, brother or sister and provided that one day off shall be allowed for mother-in-law or father-in-law with up to three days off if travel is necessary as approved by the Department Head. In the event an employee has already used his maximum annual accrual of twelve (12) days sick leave, this provision for bereavement leave shall continue in effect.
- 4) All sick leave credits accrued prior to January 1, 1976, shall be retained as a credit to the employee until retirement at which time he shall be compensated to the extent of twenty-five percent (25%) of such accrual. In the case of death, such amount shall be paid to the employee's beneficiary designated as such under the applicable retirement system, or in the event no beneficiary has been named, to the employee's estate. In the event of separation for any other reasons, no compensation for accrued credits is paid.
- 5) The sick leave provisions contained herein are to be considered as a part of the Employer's obligation under the Law Enforcement Officers and Fire Fighters Retirement System (RCW Chapter 41.26) to provide health and disability coverage for the employees included therein. All sick leave time off shall be charged against accrued sick leave regardless of whether it is covered under L.E.O.F.F. or not. It is not the intention to provide duplicate coverage.

SECTION 13 - LEAVE OF ABSENCE

A leave of absence without pay may be granted to an employee for a period of not to exceed one year by the Department Head with the approval of the Mayor when the same has been determined to be in the interest and to the welfare and convenience of the City, providing adequate provision can be made for replacement of the absent employee during his or her absence. To obtain leave, the employee must make an application therefor, submitting his reasons for requesting a leave of absence, the length of time requested and his expected return. No leave of absence without pay will be granted until all accrued and unused vacation time has been utilized by the employee. Leave of absence time shall not affect civil service and seniority status of the employee.

SECTION 14 - TRAINING COURSE FEES

- a) When any employee is required to attend law enforcement training courses, the entire costs shall be borne by the Employer, by making arrangements to be billed by the school in advance for tuitions and actual expenses incurred, by reimbursement, or by a combination of these methods. Whenever permitted by State law, the Employer

shall make every effort to obtain authorization for payment of expenses in advance to the end that the employee will not be required, to the extent possible, to attend such schools under a "pay-out-of-your-own-pocket-and-be-reimbursed" arrangement.

- b) The following training will be provided Clerk-Dispatchers by the City of Redmond:

During duty time:

- 1) Care and Custody of Prisoners.
- 2) Booking Procedures.

Voluntary, during off-duty time:

- 3) Basic First Aid Courses.
- 4) Care and Use of Firearms - including an issue of an annual minimum of 75 rounds of ammunition for target practice on a firing range.
- 5) A minimum of 8 hours every 6 months spent in a patrol car riding with a Commissioned Officer or the Duty Sergeant.

SECTION 15 - PERFORMANCE OF DUTY

The Union agrees that all employees covered by this Agreement shall present themselves on time for their duty schedules in proper working uniform, ready to perform their assigned duties and that there shall be no strikes, slow-downs, stoppage of work or any interference with the efficient management of the Police Department.

SECTION 16 - GRIEVANCE PROCEDURE

A grievance shall be defined as an issue raised relating to the interpretation, application or violation of any terms or provisions of this Agreement.

Procedure:

- a) An employee and/or the Union, within ten (10) working days from the occurrence or knowledge of the occurrence of an alleged grievance (but in no event more than sixty (60) calendar days from the date of the occurrence), may bring said grievance to the attention of the Chief.
- b) The Chief shall make every effort to resolve the alleged grievance within five (5) working days. If within five (5) working days the grievance has not been settled it then shall be submitted to the Mayor for adjustment. Failure of the Mayor to resolve the alleged grievance within the following ten (10) working day period, the Union shall then be permitted the right to submit a demand for arbitration to the Employer.

- c) The Employer and the Union shall immediately thereafter select an arbitrator to hear the dispute. If the Employer and the Union are not able to agree upon an arbitrator within three (3) working days after receipt by the Employer of the demand for arbitration, the Union and/or Employer may request a list of five (5) arbitrators from the State Department of Labor and Industries. After receipt of same the parties shall alternately strike the names of the arbitrators until only one name remains, who shall, upon hearing the dispute, render a decision which shall be final and binding upon all parties.
- d) Nothing herein shall prevent an employee from seeking assistance from the Union or the Union from furnishing such assistance at any stage of the grievance procedure.
- e) The expenses of the arbitrator, the cost of any hearing room and the cost of shorthand reporter, unless such are paid by the State of Washington, shall be borne equally by the Employer and the Union.
- f) Union business conducted by the Shop Steward and aggrieved employee under this Section may be performed during duty hours, with the consent of the Chief of Police.

SECTION 17 - HEALTH AND WELFARE AND INSURANCE

- a) The Employer agrees to provide such medical coverage, for those employees to whom it applies, as is mandated by RCW Chapter 41.26, the Law Enforcement Officers and Fire Fighters Retirement System Laws of 1969, as revised (hereafter called L.E.O.F.F. System).
- b) Effective July 1, 1972, the Employer agrees to cover all employees in the bargaining unit and their dependents under the City's Group Insurance Program and further agrees to pay the entire premium for the employees and their dependents' coverage.
- c) It is understood and agreed that if there is an increase in premiums needed to maintain the present level of benefits, during the life of this Agreement, the Employer agrees to maintain such benefits at the cost determined by the insurance carrier or, by option of the Employer, through another insurance carrier.
- d) The Employer shall carry adequate insurance for employees covered by this Agreement against liability for the performance of their duties with the premiums for such insurance borne by the Employer.
- e) The Employer and the eligible employees shall make required financial contributions to the L.E.O.F.F. disability and pension system with the benefits of this program to be available for all eligible employees as provided by State law.

- f) For the period January 1, 1976 through April 30, 1976, the Employer agrees to continue to cover all employees in the bargaining unit under the Teamsters Dental Plan B and further agrees to pay \$10.60 per month per employee towards payment of premiums for such coverage with any remaining amount of premium due to be paid by the employee through payroll deduction. Effective May 1, 1976, the Employer agrees to change dental coverage for all employees to the Blue Cross Dental Plan in effect under the Group Insurance Program for all other employees in the City. The City shall contribute a maximum of \$11.00 per month, plus the amount of any increase in the premium effective during 1976, towards payment of premiums for dental coverage with any remaining premium to be paid by the employee through payroll deductions. Effective January 1, 1977, the City shall pay the entire cost of Dental premiums for employees and their dependents.

SECTION 18 - WAGES

Each employee covered by this Agreement shall receive the salary set forth in the attached Appendix "A", Schedule of Wages (Pay Plan C), which schedule by this reference is incorporated herein as if set forth in full.

SECTION 19 - CLOTHING MAINTENANCE ALLOWANCE

- a) It shall be the Employer's responsibility to provide each employee with the required uniform, weapon, handcuffs, leather goods and other equipment authorized and required, and shall further provide replacements as necessary to properly maintain the employee's uniform in a presentable manner as established by the "Fair Wear and Tear Committee" and required by the Department. In accordance with this standard, the attached Appendix "C" sets forth the minimum issue.
- b) Detectives shall be paid a clothing allowance of \$75.00 each six months and will be provided with holster, cuff case and shell case while on duty.
- c) An employee may choose to furnish his own weapon provided it meets the requirements of the Department and that the Employer has no responsibility for replacement or repairs in the event of loss or damage.
- d) In addition, each employee covered by this Agreement will be paid \$100.00 annual cleaning allowance, payable on or about July 1 of each year.

- e) The employee shall be held accountable for all protective clothing or protective devices so assigned to the employee by the Employer. Loss or destruction of items of clothing or protective devices shall be replaced by the Employer where said loss was incurred as a direct result of the performance of the employee while on the job, or as the result of an occurrence not due to the employee's intentional act or negligence. Accountable items of clothing or protective devices assigned to an employee which are lost or mutilated as a direct result of the employee's negligence shall be replaced by the employee.
- f) All uniforms and equipment issued by the Employer to each employee will remain the property of the Employer.
- g) The Employer shall provide and replace at least semi-annually the necessary duty ammunition for each commissioned officer with such amount to be at least 12 rounds. In addition, at least 100 rounds of target ammunition will be provided each commissioned officer every four months for purposes of firearms training and qualification.
- h) A three-man board shall be established by the Department to review items of uniform to determine "fair wear and tear" and determine that a replacement item is needed. The Board shall further recommend a standard number of uniforms to be assigned each officer and recommend guidelines and regulations governing uniforms worn by Departmental employees. The Board shall be comprised of one Patrol Officer and one Sergeant, selected by the bargaining unit, and one representative selected by the Department Head.

SECTION 20 - POLICE OFFICERS INVESTIGATION PROCEDURE

An Internal Investigative Procedure is established and set forth in Appendix "B", which Procedure by this reference is incorporated herein as if set forth in full.

SECTION 21 - PERSONNEL TENURE AND REDUCTION

- a) The provisions of the Civil Service Rules and Regulations shall prevail regarding personnel tenure and regarding reductions in personnel and placement of the names of such personnel on the Employer's eligibility list for reappointment.

- b) "Seniority", as used in this Agreement, shall accrue from an employees seniority date which shall be his first compensated working day from his most recent date of hire as a fully commissioned Law Enforcement Officer with the City of Redmond Police Department, or first date of most recent hire as a Dispatcher.
- c) The Employer shall provide the Union with a list of all current employees of the bargaining unit with their respective seniority dates on July 1st of each year and shall post a copy of same on the Union Bulletin Board.
- d) Preference in vacation scheduling and extra days off shall be administered in accordance with seniority, within classification.
- e) An employee shall lose all seniority in the event of discharge or voluntary termination.
- f) Length of continuous employment shall govern in layoffs and demotions caused by reductions in force, provided that job performance, proficiency, ability and other qualifications shall be given consideration.

SECTION 22 - APPLICATION OF CIVIL SERVICE LAW

It is specifically understood and agreed that nothing contained in this Agreement is intended to supercede any matter delegated to the Redmond Civil Service Commission by State law or by ordinance, resolution or laws of or pertaining to the City of Redmond and such Commission shall continue to have primary authority over the subjects within the scope of its jurisdiction and authority.

SECTION 23 - SAVINGS CLAUSE

If any provision of this Agreement or the application of such provision should be rendered or declared invalid by a court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect. Furthermore, if any proposal submitted by the Union, and agreed to by the Employer, may not be put into effect because of applicable legislation, Executive Orders or Regulations dealing with Wage and Price Stabilization, then such proposals, or any part thereof, shall become effective at such time, in such amounts, and for such periods as will be permitted by law at any time during the life of this Agreement.

SECTION 24 - SCOPE OF AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties, and any and all rights concerned with the management and operation of the Department, in accordance with its responsibilities and the powers and authority, which the City possesses, are exclusively that of the Employer unless expressly limited by this Agreement.

The personnel administration plan authorized by the City in Ordinance #672 and agreed to by the Union in Memo of Understanding dated January 14, 1975, is hereby made a part of this Agreement except that specific provisions of this Agreement shall prevail wherever a conflict therewith exists.

The parties to this Agreement acknowledge that each has had the unlimited right and opportunity to make proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, the Employer and the Union each voluntarily and unqualifiedly agree to waive the right to oblige the other party to bargain with respect to any subject or matter not specifically covered by this Agreement during the term of the Agreement, except as otherwise mutually agreed upon.

SECTION 25 - TERM OF AGREEMENT

This Agreement shall be effective January 1, 1976, and shall remain in force through December 31, 1977, and may be extended thereafter by mutual agreement; provided, however, that the salary schedule set forth in Appendix "A" shall be subject to amendment for the period of January 1, 1977 through December 31, 1977, with negotiations for such amendment to begin in accordance with the time schedules established by RCW 41.56.

It is further agreed that the Employer or the Union has the right to request opening of this Agreement for renegotiating changes to be effective following the expiration of this Agreement with such notice to be in writing to the other party in accordance with the time schedules established by RCW 41.56.

IN WITNESS HEREOF, we hereunto attach our signatures this 14 day of

April, 1976.

CITY OF REDMOND, WASHINGTON

TEAMSTERS LOCAL UNION NUMBER 763

By [Signature]
Mayor

By [Signature]

ATTEST: [Signature]
Deputy City Clerk

APPROVED AS TO FORM:
[Signature] ATTORNEY
CITY OF REDMOND, WASHINGTON

C I T Y O F R E D M O N D

PERSONNEL ADMINISTRATION MANUAL - 1974 EDITION
ADMINISTRATIVE PROCEDURE - POLICE DEPARTMENT

The following shall be the normal plan for promotion and wage progression for employees in the Police Department subject to L.E.O.F.F., City of Redmond Civil Service rules and regulations and satisfactory passing of established qualification tests.

I. POLICE OFFICER CLASSIFICATION:

(Schedule for individuals hired 7/1/74 and after)

Police Officer - Probationary/ Pay Grade 28 (0 - 12 months
in the classification)

1. Hire at Level A.
2. Eligible for increase at 12 months to Police Officer, Pay Grade 29.

Police Officer / Pay Grade 29 (13 - 42 months)

1. Eligible for promotion into job as 3rd class at Level A after satisfactory completion of probation. (13 - 18 months)
2. Eligible for increase to 2nd class at Level B after one year at Level A. (19 - 30 months)
3. Eligible for increase to 1st class at Level C after one year at Level B. (31 - 42 months)

Police Officer - Sr. / Pay Grade 30 (after minimum of 3-1/2 years total service)

1. Eligible for increase to Police Officer - Sr. at Level B after 42 months total service. (43 - 54 months)
2. Eligible for increase to Level C after 54 months total service.
3. Eligible for increase to Level D after 66 months total service.
4. Eligibility for Level E to be based on special assignments as determined and approved by the Police Chief.

POLICE OFFICER CLASSIFICATION:

(Schedule for individuals hired prior to 7/1/74)

- | | |
|-------------------------|-----------------------|
| 7 - 18 months service: | Pay Grade 29, Level A |
| 19 - 30 months service: | Pay Grade 30, Level A |

31 - 42 months service: Pay Grade 30, Level B
43 - 54 months service: Pay Grade 30, Level C
55 months service: Pay Grade 30, Level D

Effective with this Agreement, the above schedule is modified to the extent that any employee who has been classified at Level C, Pay Grade 30 for one year or longer is eligible for Level D.

II. SERGEANT CLASSIFICATION:

Sergeant - Probationary / Pay Grade 31

Upon promotion, pay to be at 31B (or should be at least one Proficiency Level higher than pay received before promotion).

Sergeant / Pay Grade 32

Upon permanent appointment, pay to be at 32A (or should be at least one Proficiency Level higher than pay received during probation). Progression to Level B, C and D at one year intervals.

Eligibility for Level E to be based on special assignments as determined and approved by the Police Chief.

III. CLERK-DISPATCHER CLASSIFICATION:

Clerk-Dispatcher - Probationary / Pay Grade 21 (0 - 12 months)

1. Hire at Pay Grade 21, Level A.
2. Eligible for increase to Dispatcher, Pay Grade 23, Level A at end of 12 months and upon satisfactory completion of probation.

Clerk-Dispatcher / Pay Grade 23

1. Increase to position at Level A.
2. Eligible for progression to Level B after one year at Level A.
3. Eligible for progression to Level C after one year at Level B.
4. Eligible for progression to Level D after one year at Level C.
5. Eligibility for Level E to be based on special assignments as determined and approved by the Police Chief.

Clerk-Dispatcher - Lead - Probationary / Pay Grade 24

1. Promote to Level in Pay Grade 24 which results in a wage increase one increment higher than current pay.

Clerk-Dispatcher - Lead / Pay Grade 25

1. Eligible for increase to this position at Level A after satisfactory completion of probation.
2. Eligible for increase to Level B after one year at Level A.
3. Eligible for increase to Level C after one year at Level B.
4. Eligible for increase to Level D after one year at Level C.
5. Eligibility for Level E to be based on special assignments as determined and approved by the Police Chief.

IV. SPECIAL ASSIGNMENTS:

1. Detective pay shall be one Proficiency Level higher than the above schedules, or \$35.00 per month above regular base pay, whichever is the greater amount.
2. Other special assignments may be made, as determined and approved by the Department Head, for which an increase of one Proficiency Level will be granted for the duration of the assignment.

C I T Y O F R E D M O N D - P A Y P L A N C
(Non-Exempt)

- - - - - Police Department - - - - -

Effective January 1, 1976

Pay Grade	----- Proficiency Levels -----				
	A	B	C	D	E
20	619	637	656	675	696
21	656	675	696	715	737
22	696	715	737	758	782
23	737	758	782	805	828
24	782	805	828	852	877
25	828	852	877	904	930
26	877	904	930	959	986
27	930	959	986	1014	1045
28	986	1014	1045	1077	1108
29	1045	1077	1108	1143	1176
30	1108	1143	1176	1212	1246
31	1176	1212	1246	1285	1322
32	1246	1285	1322	1362	1403
					*1445

*Maximum applicable for Detective Sergeant only

Effective July 1, 1976

20	650	669	689	707	731
21	689	707	731	751	774
22	731	751	774	796	821
23	774	796	821	845	869
24	821	845	869	895	921
25	869	895	921	949	977
26	921	949	977	1007	1035
27	977	1007	1035	1065	1097
28	1035	1065	1097	1131	1163
29	1097	1131	1163	1200	1235
30	1163	1200	1235	1273	1308
31	1235	1273	1308	1349	1388
32	1308	1349	1388	1430	1473
					*1517

<u>Pay Grade</u>	<u>Job Title</u>
21	** Clerk Dispatcher - Probationary
23	** Clerk Dispatcher
24	** Lead Clerk Dispatcher - Probationary
25	** Lead Clerk Dispatcher
28	# Police Officer - Probationary
29	# Police Officer
30	# Police Officer - Sr.
31	Sergeant - Probationary
32	Sergeant

**Jobs included ("non-exempt") under provisions of the Federal Fair Labor Standards Act, as amended and effective May 1, 1974.

Benchmark Job

APPENDIX "B"

POLICE OFFICERS INVESTIGATION PROCEDURE

Because of the ever-increasing responsibilities and duties required of police officers in the performance of their duties which of necessity increase their contact with the general public and could lead to misunderstandings and questions surrounding the activities of members of the Police Department, it is mutually required, therefore, that procedures be established in order to provide for full investigation of any questions arising from contacts and relationships with the public and also to provide for safeguards in order to protect the police officer in these investigations so that the matters can be dealt with in fairness and in an expeditious manner, the following guidelines are set forth:

- a) An employee of the Redmond Police Department shall be entitled to be advised in writing if he so requests of the particular nature of the investigation and as to whether he is a witness or a suspect. This information shall be provided prior to interrogation of the employee and should include names and addresses or other information which shall reasonably inform him of the allegations against the said employee of the Police Department.
- b) Interrogations of said Police Department employees should be at a reasonable hour; preference for such time of interrogations should be when the individual is on duty and/or during the daytime, provided, however, that the gravity and exigencies of the investigation shall in all cases control the time of said interrogation.
- c) All interrogations shall be held at the Redmond Police Station facility except when this would be impractical. The employees shall be afforded an opportunity and the necessary facilities to contact an attorney prior to commencement of interrogation. The employee's attorney may be present during the interrogation, but said attorney shall not be permitted to participate in the interrogation. Nothing herein shall in any way restrict the rights of the attorney to consult with the employee during the process of the interrogation.
- d) The interrogation shall be conducted in the most expeditious manner consistent with the scope and gravity of the subject matter of the interrogation and the employee shall at all times be given reasonable periods to attend to personal necessities, such as meals, telephone calls to his private attorney and rest periods.
- e) The employee shall not be subjected to any profane language nor threatened with dismissal, transfer or other disciplinary punishment as a guise to obtain the resignation of said employee nor shall the employee be subjected to intimidation in any manner during the process of interrogation. No promises or rewards shall be made to the said employee as an inducement to answering questions.

- f) An employee covered by this Agreement shall not be required to take or be subjected to any lie detector tests or similar tests as a condition of continued employment within the Redmond Police Department.

- g) Nothing contained in any of the above provisions shall restrict and/or limit the authority of the Chief of Police in the performance of his duties and responsibilities as the Chief Administrator of the Redmond Police Department.

APPENDIX "C"

UNIFORM AND EQUIPMENT ISSUE FOR NEW HIRES

POLICE OFFICERS:

<u>Uniforms</u>		<u>Leather Gear and Equipment</u>	
Shirts (Long Sleeve)	3 each	Gun Belt	1 each
Shirts (Short Sleeve)	3 each	Holster	1 each
Trousers	3 each	Keepers	3 each
*Hat	2 each	Mace Holster	
Ties	2 each	Handcuff case	1 each
Tie Bar	1 each	Bullet Pouches	2 each
Buttons	1 set	Mace	1 each
Jacket (Utility)	1 each	Handcuffs	1 each
Jacket (Ike)	1 each	Revolver	1 each
*Shoes	2 pair	Flashlight	1 each
RP's		Nightstick	1 each
		Baton Holder	1 each

DISPATCHERS:

Slacks	2 pair
Shift	1 each
Blouses	3 each
*Shoes	2 pair
*Blazers	2 each

* One issued at hire, second issued at completion of probation.