

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
THE COUNTY OF YORK
AND THE
NATIONAL CORRECTIONAL EMPLOYEES UNION

FOR THE
CORRECTIONS UNIT

AGREEMENT EFFECTIVE
JANUARY 01, 2025 THROUGH DECEMBER 31, 2027

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ARTICLE 1 - INTRODUCTION

This Agreement is entered into between the County of York, hereinafter referred to as the "County" and the **National Correctional Employees Union**, hereinafter referred to as the "Union."

ARTICLE 2 - PREAMBLE

Pursuant to the provisions of the Municipal Public Employees Labor Relations Act (Title 26, **M.R.S.A.** 961 through 974, 1981, as amended), the parties hereto have entered into this Agreement in order to establish mutual rights, preserve proper employee morale, and to promote effective and efficient County operations.

ARTICLE 3 - RECOGNITION

The County recognizes the Union as the sole and exclusive bargaining agent for the purpose of negotiating wages, hours and other conditions of employment for all its eligible employees within the bargaining units of the Sheriff's Department, as determined in accordance with the Maine Labor Relations Board, on September 1, 2010, with the units consisting of the following:

- A. Corrections Division:
Full-time Correctional Officer(s)

- B. Supervisory Division:
Full-time Corrections Corporal(s)
Full-time Corrections Sergeant(s)
Full-time Corrections Lieutenant(s)

ARTICLE 4 - ACCESS TO PREMISES

Authorized representatives of the Union may enter County premises during normal working hours for the purposes of inquiring into pending disputes and for the purpose of carrying into effect the provisions of this Agreement, provided that neither such representative nor such visit shall disrupt the County's operations. Such visits by such representative shall be arranged with reasonable notice to the Jail Administrator, and shall not interfere with departmental operations. A list of authorized Union representatives who may enter County premises will be furnished by the Union to the County Manager within fourteen (14) days of signing of this Agreement.

ARTICLE 5 - UNION MEMBERSHIP AND ACCESS

1. All employees shall have the right to join the Union or refrain from doing so except as otherwise provided herein. No employee shall be favored or discriminated against either by York County or by the Union because of membership or non-membership in the Union. The Union recognizes its responsibilities as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.
2. Pursuant to the provisions of 26 M.R.S.A. §975, not later than 30 calendar days after the date of hire of a new member of the bargaining unit, the Employer shall provide the following information to the NCEU with respect to each such individual: (1) Name; (2) Job title; (3) Workplace location; (4) Home address; (5) Work telephone numbers; (6) Home telephone and personal cellular telephone numbers, if known; (7) Work e-mail address; (8) Personal e-mail address, if known; and (9) Date of hire. In addition, the Employer shall provide the NCEU with an opportunity to meet with newly hired employees, without charge to the pay or leave time of the employees, for a minimum of 30 minutes during the new employee's orientation or, if an orientation is not conducted, at an individual or group meeting.
3. Instead of meeting with a new employee, the NCEU may request that the County provide the employee with a membership packet (to be supplied by the NCEU) along with other orientation materials which are regularly provided to new employees. The NCEU shall be solely responsible for the material contained in such packets and shall supply them Director of Human Resources.
4. In the event this provision shall be declared to be invalid by any tribunal of competent jurisdiction, the Union shall indemnify and hold harmless the County of York from any and all damages, restitution of amounts paid hereunder, or other monetary liability which may accrue against the County of York by virtue of this provision.

ARTICLE 6 - CHECK-OFF

The County shall deduct regular weekly dues and /or agreed upon fees upon receipt of a signed authorization card from a unit member (a copy of which is to be retained by the County) and a certified statement from the Secretary/Treasurer of the Union as to the amount of the dues or fees. All such forms shall be supplied by the Union. The County shall forward all such dues and fees so collected to the NCEU office before the tenth (10th) day of the succeeding month for which deductions were made. The Union shall indemnify and save the County harmless against all claims and suits which may arise by reason of any action taken in making deductions of said dues and remitting the same pursuant to this Article.

ARTICLE 7 - MANAGEMENT RIGHTS

Except as expressly modified or restricted by a specific provision of this agreement, all statutory and inherent managerial rights, prerogatives and functions are retained and vested exclusively in management, including, but not limited to, the rights, in accordance with its sole and exclusive judgment and discretion: to take whatever action is either necessary or advisable to determine, manage and fulfill the mission of the organization and to direct the agency's employees; to reprimand, suspend, discharge or otherwise discipline employees for cause; to determine the number of employees to be employed; to hire employees, determine their qualifications and assign and direct their work; to evaluate employees performances; to promote, demote, transfer, layoff, recall to work and retire employee; to set standards of productivity, the services and products to be produced; to maintain the efficiency of operations; to determine the personnel, methods, means and facilities by which operations are conducted; to set the starting and quitting times and the number of hours and shifts to be worked; to expand, reduce, alter, combine, transfer, assign or cease any job, department, operation, or service, to control and regulate the use of facilities, equipment and other property of the agency; to introduce new or improved research, production, service, distribution and maintenance methods, materials, machinery and equipment; to determine the number, location and operation of departments, divisions, and all other units of the agency, to issue, amend and revise policies, rules, regulations, general orders, administrative directives and practices. The agency's failure to exercise any right, prerogative or function hereby reserved to it or the agency's exercise of any such right, prerogative or function in a particular way, shall not be considered a waiver of the agency's management right to exercise such right, prerogative or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this agreement.

ARTICLE 8 - MAINTENANCE OF STANDARDS

Section 1 - Protection of Conditions

The employer agrees that all conditions of employment relating to wages, hours of work, overtime differentials and general working conditions shall be maintained at not less than the highest standards in effect at the time of the signing of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvements are made elsewhere in this Agreement. This provision does not give the employer the right to impose or continue wages, hours and working conditions less than those contained in this Agreement, unless specifically agreed to by both parties.

Section 2 - Extra Contract Agreements

The employer agrees not to enter into any agreement or contract with members of the bargaining unit individually or collectively, which in any way conflicts with the terms and provisions of this Agreement. Any such agreement shall be null and void. This shall not preclude the Union and the County from entering into negotiating an approved addendum to this collective bargaining agreement.

ARTICLE 9 - STEWARDS

An employee who is an authorized Steward of the Union (or Alternate) will be allowed time off, with pay during his/her regular work hours or shift hours, by permission of the Department Head, to investigate grievances, to attend grievance hearings, and to transmit official messages, but in no case shall such time-off exceed a total of four (4) hours per week except with the verbal permission of the Department Head. The Alternate Steward shall serve only in the absence of the Steward from work for his/her shift.

The local leaders or Steward shall be allowed one day off with pay and two days off without pay, for up to three (3) days per year to attend seminars put on by the Union. The Steward who plans to attend said seminars will be required to notify his/her Department Head at least thirty (30) days in advance of the date of said seminar.

ARTICLE 10 - GRIEVANCE PROCEDURE

A grievance is hereby defined as any dispute between the parties as to the meaning or application of the specific terms of this Agreement. Disputes arising between the parties shall be settled as follows:

- A) The aggrieved employee and/or the Steward must present the grievance in writing to the Division Head or designee within thirty (30) days of knowledge of the grievance.
- B) Within ten (10) working days after the grievance is presented by the employee and/or the Steward, the Division Head or designee, will meet with the employee and/or the Steward to discuss the grievance. The Department Head or designee will respond, in writing, to the aggrieved employee within five (5) working days after the meeting date.
- C) Within five (5) working days after the written response of the Division Head is due, if the grievance is not resolved between the parties, the aggrieved employee and/or the Steward may submit the grievance, in writing, to the Sheriff setting forth in writing the basis for the dissatisfaction with the prior decision.

Within five (5) working days after the receipt of the grievance by the Sheriff, the Sheriff or designee will meet with the employee and/or Steward to discuss the grievance. The Sheriff will respond, in writing, to the aggrieved employee within five (5) working days after the meeting.

- D) Within five (5) working days after the written response of the Sheriff is due, if the grievance is not resolved between the parties, the aggrieved employee may submit the grievance, in writing, to the County Manager setting forth in writing the basis for the dissatisfaction with the prior decision.
- E) Within ten (10) working days after the receipt of the grievance by the County Manager, the County Manager or designee will meet with the employee and/or Steward to discuss the grievance. The County Manager will respond, in writing, to the aggrieved employee within five (5) working days after the meeting.
- F) Within five (5) working days after the written response of the County Manager is due, if the grievance is not resolved between the parties, the aggrieved employee may submit the grievance,

in writing, to the County Commissioners setting forth in writing the basis for the dissatisfaction with the prior decision.

- G) Within ten (10) working days after the receipt of the written answer to the grievance by the County Manager, the County Commissioners will hold a meeting on the grievance with all concerned. This meeting will not be during or annexed to a Commissioners' Meeting unless there are no other dates available. Within five (5) working days after the meeting, the County Commissioners will respond, in writing, to the aggrieved employee as to the decision on the grievance. In the event that the decision of the County Commissioners as rendered pursuant to Section F, above, is not acceptable to the grievant, the Union or the employee may within twenty (20) working days of the receipt of the County Commissioner's decision, file a written request for a grievance arbitration of the issue. If the County and the Union or employee cannot agree upon the selection of the Arbitrator(s) within ten (10) working days from the receipt of the written request for arbitration, the party(ies) may request arbitration of the grievance under the procedures of the Maine Board of Arbitration and Conciliation. The decision of the Arbitrator(s) shall be final and binding on the parties.
- H) The Arbitrator(s) shall have no authority to amend, nullify, ignore, add to, or subtract from the specific provisions of this Agreement, consistent with applicable law and this Agreement.
- I) The Arbitrator's decision shall be final and binding on the parties and the Arbitrator(s) shall be requested to issue the decision within thirty (30) days after the conclusion of testimony and final argument.
- J) Expenses for the Arbitrator(s) services and the proceedings shall be borne equally by the County and the Union. However, each party shall be responsible for compensating its outside witnesses. If either party desires a verbatim record of the proceedings, it may cause a record to be made providing it pays for the record and makes copies available, without charge, to the other party and to the Arbitrators.
- K) The time limits for the processing of grievances may be extended by a written mutual consent of the County and the employee or the Union.
- L) All grievances shall be initiated not later than thirty (30) days after the occurrence of the event giving rise to the grievance, or within thirty (30) days of the first knowledge of the grievance.
- M) The Arbitrator shall be without power or authority to make any decisions which require the commission of any act prohibited by law or which is a violation of express terms of this agreement. The decision of the Arbitrator shall be final and binding on the parties.

ARTICLE 11 - SEPARATION FROM COUNTY EMPLOYMENT

Upon separation from employment the County will pay to the separating employee all wages owed, and any accrued vacation which is due the employee. Such wages and accrued vacation will be paid on the next regular payroll day provided that all issued equipment, clothing and any gear have been returned to the County.

In all cases of voluntary separation, the employee shall provide the County with a written notice of intent to terminate employment at least ten (10) working days in advance of the actual termination date, whenever possible.

ARTICLE 12 - SENIORITY

The County will prepare a seniority list for the supervisory division and a separate seniority list for the corrections division.

For the corrections division the employee with the most years of continuous service from the last date of hire will be listed first. For the supervisory division, seniority will be further listed and applied by rank. Rank seniority begins when promoted.

The seniority lists will be updated annually by the County.

The annual updated lists will be submitted to the Secretary/Treasurer and stewards of the Union by January 2nd of each year for the Union review. Any objections to the list, by the Union, shall be reported in writing to the Sheriff or County Commissioners by January 15th next or the list shall stand as presented.

Seniority, for the purpose of this Agreement shall generally mean the length of continuous service from the date of last hire in the respective division. However, when an employee moves from one classification or rank to another classification or rank, seniority shall start when moved, except for the purpose of accumulating sick time, vacation time, and retirement/pension benefits.

Seniority shall be a factor in promotions, when employees are otherwise substantially equally qualified by virtue of work performance, knowledge, skills, abilities and experience and will be a factor in all matters affecting lay-off, recall from lay-off and vacation preference.

In the event of a pending reduction, all affected employees shall receive a two (2) calendar week notice of lay-off and the Department Head will meet with the affected employees, prior to the lay-off date, if the employee requests it in writing. Seniority will be a factor for consideration and employees shall be recalled in the inverse order of the lay-off unless they decline to return. No new employees will be hired until all employees on lay-off status have been afforded one (1) recall notice. All recall notices shall be sent by registered mail and acceptance certified.

Employees affected by a reduction in force in their current classification, shall have bumping rights over less senior employees in any classification previously held by the affected employee. Less senior employees shall be determined by date of hire within the Corrections Department.

Seniority will allow an employee to bid on shift vacancies and days off as they become available. Probationary employees are not qualified to exercise seniority until they complete their probationary period.

On a full complement shift, one correctional officer must be a woman. If no woman correctional officer wants the shift, it will be filled by ordering in the least senior woman correctional officer.

ARTICLE 13 – PROMOTIONS

I. PURPOSE

To establish the procedure for promotion to the positions of Corporal, Sergeant or Lieutenant within the York County Sheriff's Office Corrections Division.

II. PROCEDURE

Full-time correctional officers of the York County Sheriff's Office shall meet the listed criteria for consideration to promotion for the positions of Corporal, Sergeant or Lieutenant:

A. CRITERIA

1. At the time the promotion posting expires, employees must have at least two (2) years of full-time continuous corrections experience OR at least eighteen (18) months of full-time continuous corrections experience working at the York County Jail to be considered for a promotion.
2. Successful completion with a passing grade on the written test as provided in Section III, Paragraph C below. Failure to pass the written test shall result in the candidate being eliminated from consideration.
3. Demonstrated evidence that candidate for promotion has maintained and currently holds a certificate of eligibility from the Maine Criminal Justice Academy as a full-time corrections officer.
4. A staff member is ineligible when subject to discipline and / or a consent agreement by the Maine Criminal Justice Academy Board of Trustees which includes a period of probation pursuant to 25 MRS §2806-A.6.F, during the time the conditions of probation are in effect.
5. An employee is not entitled to participate in a promotional process unless the employee physically and mentally able to perform the core functions of the promotion

process, related training and the position sought, subject to applicable law.

B. PROMOTIONAL STEPS

1. Sheriff shall email and post within the department the intent to fill a Corporal, Sergeant or Lieutenant's position for seven (7) calendar days.

2. Candidates interested in participating shall submit a written letter of intent to the Sheriff's Office, along with a resume listing experience, training, certifications, awards, etc., as a Corrections Officer.

Eligible candidates will progress through a process which will consist of the following five components:

- a. Oral Board 30 points
- b. Work Record 25 points
- c. Written Exam 20 points
- d. Years of Service/Seniority 15 points
- e. Sheriff's Interview 10 points

III COMPONENTS

A. ORAL INTERVIEW BOARD

The oral interview board shall consist of one (1) member of the public, two (2) corrections professionals as chosen by the Sheriff or his designee, and one (1) member chosen by the candidates' bargaining unit for a total of four (4) board members. The County Manager or designee will conduct and oversee the oral interview. He or she will ensure that proper procedures are followed during the interview. The moderator does not score the proceeding. He or she tabulates each member's score. Scores will be averaged.

Candidates will be ranked accordingly on a scale of 1 point to 30 points with 1 being the lowest and 30 being the highest. The oral boards scores will be averaged for a final score.

Each candidate shall receive their oral interview score from the County Manager or their designee. No candidate will be eliminated as a result of this score from the Oral Interview Board. The Oral Interview shall occur after the Written Test as the second step in the promotion process.

B. Work Record

The Work Record Review Board shall consist of one (1) member of the public, two (2) corrections professionals as chosen by the Sheriff or his designee, and one (1) member chosen by the candidates' bargaining unit for a total of four (4) board members. The County Manager or designee will conduct and oversee the Work Record Review process. He or she will ensure that proper procedures are followed during the interview. The moderator does not score the proceeding. He or she tabulates each member's score. Scores will be averaged. The Work Record Review will occur following the Oral Interview as the third step in the promotion process.

Each member shall automatically receive 25 points at the outset of the Work Record Review process. Documents which compliment an employee's work performance shall add to the overall score and documented discipline received during the last calendar year shall detract from the overall score. Points shall be added or subtracted as outlined below. If an employee's score exceeds 25,

additional points shall be added to the final score.

- a) Documents complementing employees' work shall be classified according to the Sheriff's Department Policy and awarded by the Awards Board within the last two (2) calendar years receive the following points:

- i. Meets Standards or Above Performance Review +1 Point
- ii. FTO/OIC Service or Commendations +2 Point
- iii. Special Teams Service +3 Points
- iv. Awards of Merit +4 Points
- v. Officer of the Year +5 Points

- b) Discipline which was received within the last calendar year in an employee's personnel file shall be treated for promotional purposes as follows:

- i. Needs Improvement or Below Performance Review -1 Point
- ii. Corrective Memo -2 Points
- iii. Written Reprimand -3 Points
- iv. 1-2 Day Suspension -4 Points
- v. 3-5 Day Suspension -5 Points
- vi. 6+ Day Suspension -10 Points

C. WRITTEN TEST

The County will provide a limited number of study materials no less than thirty (30) days prior to the scheduled testing date.

The written promotional test will be administered by the Sheriff or his designee. The passing score for the written test will be at least 70% correct answers out of a total of 100% of the total questions asked on the examination or the passing score as recommended by the vendor of the examination used by the Sheriff. Each candidate will be made aware of this, two weeks prior to the administration of the written examination. The final score of the written component will be weighed at 20%. For example,

RAW PASSING SCORE 70% X .20 = 14 points
 RAW PASSING SCORE 100% X .20 = 20 points

Each candidate shall receive their written score from the County Manager or their designee. Seventy percent (70%) correct answers of the total questions asked on the examination is a passing score, and will be the minimum required to progress to the next step. The Written Test will be the first step in the promotion process.

D. SENIORITY

The definition of seniority for purposes of this promotional procedure is actual full-

time Corrections Experience. One (1) point for each year of actual full-time Corrections employment with the York County Sheriff's Office to a maximum of fifteen (15) points. No candidate shall accumulate in the aggregate more than fifteen (15) points. Points awarded for Seniority shall be calculated as the fourth step of the promotional process.

E. SHERIFF'S INTERVIEW – FINAL STEP

After eliminating candidates who did not pass the written test, the County Manager, or designee will review and tabulate the scores of components A, B, C and will present a list, excluding the scores, of the candidates to the Sheriff.

Once the Sheriff has interviewed each candidate, the Sheriff shall affix a score, between 1 point and 10 points, with 1 being the lowest and 10 being the highest which he/she determines for that candidate's performance in the Sheriff's interview. A passing score shall be a minimum of 5 points. Resumes will be reviewed by the Sheriff and this consideration will be factored into the Sheriff's interview overall scoring.

Once the scores of the Sheriff's interview have been forwarded to the County Manager, a list will be submitted to the Sheriff of those candidates who are eligible for promotion. The list shall include the candidates' name and the score overall. The Sheriff shall have the authority to select from the top three (3) candidates and shall select the candidate for the position. The Sheriff's Interview will take place as the fifth and final step of the promotion process.

F. NON-ARBITRABLE

Promotions shall not be arbitrable, as long as the promotional process has been completely adhered to.

G. REGARDING PROMOTIONAL SALARY SCALE

The County of York and the NCEU agree that when unit members are promoted in accordance with the provisions of Article 13 of this agreement, they will retain the same salary scale longevity step as at present and simply receive the increased compensation identified in this agreement for a particular rank.

This specifically protects an individual being promoted from suffering financial penalty. This does not apply retroactively to any employee promoted prior to July 1, 2024.

H. Promotions are not effective until approved by the County Commissioners.

ARTICLE 14 - WORK WEEK AND OVERTIME

A. Schedule

The work week schedule for all divisions set forth in this Agreement shall remain in effect for the duration of this Agreement except as provided herein. As additional staff are hired, new shifts and/or posts will be created and/or implemented by the County based on operational needs. Open shifts may be filled by administration with probationary employees in accordance with existing contractual languages and practices. In addition, as more staff are hired and more premium days off open up (Friday/Saturday; Saturday/Sunday; Sunday/Monday) they may be offered to employees subject to the Jail's operational needs, provided however, that there is no obligation to return to pre-redeployment shifts. It is anticipated that bidding on open shifts based on openings occur through attrition or departure of employees, provided; however, that such on seniority may occur bidding will be opened and made available at such times as the County determines is appropriate based on its operations and needs. There will be no less than three (3) officers per shift in any combination of premium days off. Supervisor positions and specialist positions will not be impacted by this minimum premium day language. Currents days off held by staff at the time of the signing of this Agreement shall not be impacted. Additional permanent premium day off availability shall be created and offered to bid as staffing numbers allow upon mutual agreement of the parties on such creation in the future. Probationary employees may be provided with premium days off during their training period to meet training needs; however, such allocation of additional premium days off for training purposes shall not constitute the creation of a permanent set of premium days off for bid.

The achievement of a minimum roster of 68 staff members for the duration of at least three consecutive calendar months will trigger an obligation of both parties to confer on a possible contract amendment related to a move to a 12-hour rotating schedule.

Modified Duty: The parties agree to the application and terms of the Modified Duty policy as set forth in Appendix C.

Shift Swaps: Employees may be granted permission to *swap shifts* with another employee. Such swaps are subject to approval by management and will be subject to the following limitations:

- Employees requesting to swap a shift must complete and file a request with at least five (5) day notice;
- Both shifts of the swap must be worked within the same payroll period;
- An employee who does not work their designated shift in a swap will be subject to discipline and shall be denied future swap requests;
- Employees may swap shifts as many times in a year as they wish, so long as they follow the above limitations and the shift swaps do not create a regular or long-standing change in their assigned shift.

Post Orders: Work assignments will be rotated every thirty (30) days subject to staffing and operational needs.

Scheduling: Management will assume the responsibility for scheduling. Supervisors will continue to participate in scheduling issues the day before or the day on which a scheduling issue arises, such as is done at present with call lists and order-ins. There will be a six (6) month period for the transition unless the Sheriff implements it earlier.

B. Overtime:

All hours actually worked in excess of forty (40) hours in any one Pay period shall be compensated at the rate of one and one-half (1-1/2) times the base hourly rate of pay of the employee if he/she works in his/her classification. Effective October 1, 2011, all overtime shall be calculated in compliance with the Fair Labor Standards Act.

In order to minimize the burden of forced overtime and eliminate "split-shifts" overtime unless it is annexed to an existing shift, the parties agree to the following procedures. Should there be a conflict between the provisions of this section and section A, this section shall control.

A four (4) week work schedule shall be posted by the County at least four weeks on a weekly rotating basis in advance, listing all known overtime opportunities. The posting will be made available in the employee break area and at some point in the future it is anticipated that it will be available online. If there are an insufficient number of volunteers, the remaining overtime slots are filled by seniority utilizing a rotating call list as follows:

- a. On the preceding Tuesday, an overtime call list will be completed for the following payroll week (Monday at 0000 hours through Sunday at 2400 hours). Overtime shifts will be filed by seniority on a rotating basis.
- b. If a shift vacancy arises or remains open within one (1) hour of the commencement of the shift, it may be filled from available staff on duty at that time by offering it to them based on seniority. In the event that the vacancy still remains after being offered to available staff on duty at that time, the shift supervisor shall hold the least senior employee (or employees if more than one shift needs to be filled) on that shift to fill the respective vacancy. The process will be followed on a rotating basis so that the second time it occurs, the second least senior employee will be held over to fill the vacancy.
- c. Overtime will be offered in four (4) hour increments, including when the hard copy of the schedule is presented. If/when an overtime shift comes up and it cannot be voluntarily filled by two (2) officers, two (2) officers shall be ordered for the four (4) hour increments attached to their shift. In any event where the order-in will cause a split shift, one employee will be ordered for the full eight hours to avoid such split.

- d. Split shifts shall be prohibited except on a voluntary basis or when the open shift is annexed to the beginning or end of an existing shift.
- e. For the purposes of overtime “days off” shall commence at the end of the employees regularly scheduled shift and shall end at the beginning of the employee’s 1st regular shift after his/her scheduled days off.
- f. Employees must work a minimum of two (2) ours of overtime before their card can be moved.
- g. Scheduled overtime will be posted five (5) days in advance.

C. Correctional Officers

All available open shifts of less than five (5) days duration, and as excepted elsewhere in this Agreement, will be directed to full-time, off duty and available employees, on a rotating list by seniority, in classification. The intent of this is to fill shifts by employees in the appropriate classifications first, followed by employees from other classifications as provided in this Agreement. The order in rotation shall include employees from all job classifications covered under this Agreement. In cases where overtime is refused, the shift supervisor shall order in the most junior employees on the seniority list in a reverse rotation upward. Employees ordered in may choose to find a suitable replacement and shall have fulfilled their responsibility. Open or vacant shifts created by illness, accident, training, bereavement, suspension, leave of absence, retirement, resignation, critical duty re- assignment or promotions will be filled by the use of reserve officers when the vacancy exceeds five (5) consecutive days. Employees cannot be ordered in on days off unless there is an emergency as determined by the Sheriff or his/her designee.

Employees can be ordered in, in advance, when necessary. Employees cannot grieve the loss of overtime if they are not available by phone, answering machine, pagers, etc.

Reserves may be used for a twenty (20) work day period after the initial five (5) day vacancy and then the vacancy shall again be filled by unit members for the next five (5) days.

During storms or other emergency situations. the maximum hours worked should not exceed two (2) shifts in a twenty-four (24) hour period. Emergency short notice substitutions may be made by the Sheriff from Reserve personnel to obtain shift coverage when regular employees are not available.

Employees may elect or be required to work a maximum of sixteen (16) hours per day or fifty-six (56) hours per work week, unless there is an emergency as determined by the Sheriff or his/her designee. Employees may voluntarily work up to seventy-two (72) hours per week.

If an employee signs up for an open shift, that employee is responsible for working that shift. If the employee is unable to work that shift, that shift will be filled by utilizing the call list.

Order in cards become overtime cards. Whenever an employee fills an open shift over their 40 (forty) hours, either voluntarily or by order in, that individual's card is moved to the back of the cards.

D. Supervisors

As indicated in Article 3, there is a separate supervisory division that includes corporals, sergeants and lieutenants.

York County will utilize a separate call list for lieutenants, sergeants and corporals to solicit a volunteer to cover the supervisory assignment shift. In the event there are no volunteers, sergeants and corporals will be ordered to cover supervisory shifts in accordance with established procedures, before these shifts are offered to employees outside of this classification. If a sergeant or corporal is not eligible to fill a supervisory shift, an available lieutenant may be assigned to cover the supervisory shift provided that it is on a shift with similar working hours. When practical advance notice of the assignment will be given to the lieutenant. In the event a lieutenant is not available, York County may use the call list of officers in charge, and may offer the shift assignment to an individual on that shift who is qualified as an officer in charge so long as it does not cause an order in to backfill. In the event that there are no officers in charge who volunteer for the shift assignment, York County will order in a sergeant or corporal in accordance with established procedures.

Notwithstanding the separate nature of the supervisory division, all divisions and classifications of employees will be covered under the order-in policy. As a result, in the event a line staff position cannot be filled either voluntarily or through order-in by a correctional officer, an eligible Corporal or Sergeant can be ordered to cover that position. Any supervisor may volunteer to work any open shift, both at the supervisory and line staff level, provided however, that a supervisor may do so at the line staff level only if there are no supervisory openings during the specified work week.

Individuals volunteering for or being ordered to fill open shifts in the jail will be paid as follows: Lieutenant will receive Lieutenant pay; Sergeant will receive Sergeant pay; and Corporal will receive Corporal pay.

Employees working in a higher classification will be paid at the higher rate for all hours worked. All hours worked as an Officer in Charge (OIC) will be paid at the Corporal's rate of pay in the appropriate seniority step.

E. States of Emergency

A state of emergency shall be defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. The Sheriff has the exclusive authority to make such a determination and declare a State of Emergency as contemplated by this

provision. In the event that a State of Emergency is declared, the Sheriff shall promptly notify the County Commissioners (through the County Manager) of the declaration of the emergency and its anticipated length as of that point in time. In the event that a State of Emergency lasts more than 72 hours, the Sheriff shall seek the approval of the County Commissioners for the funding of any overtime operations associated with the continuation of a State of Emergency beyond the initial 72 hour period. The NCEU shall not be a party to or have any right to participate in any such discussions between the Sheriff and the Commissioners. Employees who are forced will receive two times (2x, double time) their regular rate of pay for hours worked during a state of emergency, regardless of any funding decisions made by the Commissioners. Time worked under this provision does not count towards overtime.

F. Shift Vacancies

Whenever a shift vacancy occurs, management will determine whether or not it will be filled within ten (10) working days. For vacancies that will be filled, the County will post the vacancy for a period of fourteen (14) days. The shift will be offered to the most senior employee who has submitted a letter of interest in response to the posting.

G. Vehicle Reimbursement

Employees assigned to work in locations outside the York County Jail and who use their personal vehicles to travel to the work site shall be paid the mileage reimbursement rate adopted by the York County Commissioners annually for travel from the Jail or the employee's residence, whichever is less, to the work site. Requests for reimbursement shall be in writing on forms provided by the county for travel after August 26, 2011.

ARTICLE 15 - COMMUNICATIONS DEVICES

Any employee who is issued a communication device by the county and is on call shall be compensated at a rate of seven (7) hours per week.

ARTICLE 16 - CALL-BACK TIME

An employee called back to work shall receive a minimum of four (4) hours pay at one and one-half (1 ½) times the hourly rate of his/her base hourly rate of pay for the work for which they are called back. This section applies only when call-back results in hours worked which are not annexed consecutively to one end or the other of the working day or the working shift. Time compensated for by call-back pay shall not be considered time worked for overtime computation purposes.

ARTICLE 17 - HOLIDAYS

The following days shall be recognized and observed and paid as holidays:

New Year's Day
Martin Luther King Day

Labor Day
Indigenous People's Day

President's Day
Patriot's Day
Memorial Day
Independence Day

Veterans Day
Thanksgiving Day
Christmas Day
Juneteenth

1. On the observed holidays, all employees shall receive their regular rate of pay for a full shift in an amount equal to their regularly scheduled shift. This time shall count towards overtime only if the holiday falls on their regularly scheduled shift.
2. Employees who are scheduled to work on the observed holiday will receive compensation at the rate of one and one half (1 ½) times their regular rate of pay for all hours worked. Actual hours worked under this provision count towards overtime.
3. Employees who call out sick on any holiday will not be eligible for holiday pay unless a legitimate illness has/is occurred.
4. In addition to the above schedule holidays, employees covered by this agreement shall receive any holidays, declared as holidays by the President of the United States, the Governor of the State of Maine, or any other holidays if approved by the County Commissioners. Days of Mourning shall not be included as holidays.

HOLIDAY PAY WILL ONLY BE PAID ONCE TO EACH EMPLOYEE PER HOLIDAY.

The Friday following Thanksgiving shall be designated as Administrative Leave Day with the following conditions:

Corrections Officers when required to work on this day, shall receive their regular pay for a full shift and in addition, will receive additional vacation time in an amount of time equal to the amount of time worked. The County shall have the right to use any reserve officer as replacements for full-time employees using time earned in this manner only. Swapping shifts for purposes of attaining this benefit will not be allowed.

To be eligible for holiday pay, the employee must have worked his/her last scheduled work day prior to the holiday, and/or his/her first scheduled work day after the holiday and must have been in an employee status for at least thirty (30) days preceding the holiday.

ARTICLE 18 - VACATIONS

- A. The vacation schedule for all full-time members shall be as follows:

After completion of six (6) months of continuous, full-time service, which shall be a probationary period, the employee will be entitled to six (6) days of vacation leave at his/her regularly scheduled rate of pay. Said vacation leave shall have been earned at the rate of twelve (12) days per annum, but calculated at a weekly accrual rate in hours and total amount earned printed on the employee's leave and earnings statement.

A probationary employee may not use vacation leave unless due to unexpected and unusual circumstances and approved by the Department Head.

Thereafter, the employee shall earn vacation leave at the rate of twelve (12) days per year of continuous full-time service, calculated and accrued as stated above.

No vacation leave may be used without prior approval of the Department Head or his/her designee.

After completion of five (5) years of continuous full-time service, the employee shall earn fifteen (15) days of vacation leave per year and said leave shall be calculated weekly in hours and printed as a total in the employee's weekly leave and earnings statement.

After completion of ten (10) years of continuous full-time service, the employee shall earn twenty (20) days of vacation leave per year. Said leave shall be calculated weekly in hours and printed as a total accrual on the employee's weekly leave and earnings statement. After completion of fifteen (15) years of continuous full-time service, the employee shall earn twenty-five (25) days of vacation leave per year. After completion of twenty (20) years of continuous full-time service, the employee shall earn thirty (30) days of vacation leave per year. Said leave shall be calculated weekly in hours and printed as a total on the employees' weekly leave and earnings statement.

B. The employer will make every effort to implement an electronic vacation schedule to aid employees in selecting vacation. This electronic schedule will use as a guideline a minimum of one (1) supervisor and one (1) line officer per shift for each day of the year, or two (2) employees off per shift regardless of rank when only one (1) employee has approved vacation. When the staffing level in the Jail reaches 55 full-time members of this bargaining unit, the County will increase the number of line officers who may select vacation on a shift to two (2), provided that in advance of that move, there is a redeployment of personnel on all shifts so as to allow appropriate staffing levels on all shifts while providing the increased vacation opportunities. If the staffing level drops below 55 full-time members of the bargaining unit, the vacation selection opportunity for line officers will revert to one (1) per shift. Bargaining Unit employees who hold the rank of Lieutenant or positions in classifications, community works, maintenance, and training and programs may use vacation time in exemption of the requirements listed in this subsection subject to County approval and based on seniority as it is not necessary to backfill these positions.

The vacation selection process will be administered on a divisional basis. Supervisors will make vacation selections based on seniority within the supervisory division. Correctional Officers will make vacation selections based on seniority within the corrections division.

- a. Employees will be provided the opportunity to select vacation at three (3) different times per year during the first two (2) weeks in October, the first two (2) weeks in November, and the first two (2) weeks in December. During the October selection period employees may select up to one(1) week of vacation leave. During the November selection period employees may select up to one (1) week of vacation leave and during the December selection period employees will have the opportunity to make individualized vacation leave selections. The County agrees to repost additional vacation opportunities that arise and allow

current picks to be surrendered upon the receipt of the employee's written request made no less than thirty (30) days in advance of when the vacation time is scheduled to be taken. Other employees may then submit a request in writing for this time and such time will be distributed on a first-come, first-served basis. If any employee who has already selected vacation time separates from County employment, their selected vacation time will once again become available to all employees. Employees will be notified of this availability and will be allowed to submit a request in writing for this time and such time will be distributed on a first-come, first-served basis. All vacation requests made during the selection periods of October, November and December will be awarded by seniority according to availability.

- b. All employees may submit additional vacation requests for increments of less than one (1) week (i.e. 1 day, 2 days, 3 days or 4 days). Employees may also submit vacation requests in four (4) hour increments for a total of five (5) four (4) hour increments for the period January 1st through December 31st. All vacation requests during this period will be awarded by seniority according to availability.
- c. Other than during the designated vacation selection periods, all vacation requests will be submitted with five (5) days notice and be approved or denied on a first come first serve basis.
- d. Employees may cancel use of previously selected vacation leave so long as notice is submitted in writing to management no less than thirty (30) days in advance of when the vacation leave is scheduled to occur.
- e. All vacation picks will coincide with the County's payroll period.
- f. All vacation time which is made available through either separation of employment or notice of cancellation shall be announced to employees, shall be posted in the breakroom and reflected on the electronic vacation schedule.

Vacations scheduled and approved may only be changed by the employee on an equal swap basis, with approval of the Bargaining Unit Head.

Scheduled vacations shall not be taken without prior written approval of the Department Head, or his/her designee shall be considered tentative and must be confirmed prior to use. However, denial of a scheduled vacation leave must be in writing and the employee may request a personal meeting with the Department Head for discussion. A Union Representative may accompany the employee at the employee's option.

Employees shall at no time carry an accrued amount of vacation time leave that exceeds his/her annual entitlement by more than ten (10) days. An employee whose earned leave is in excess of this amount shall utilize said leave within the next thirty (30) days. Under extenuating circumstances, the Department Head may waive this requirement subject to approval by the County Commissioners.

Vacation time will not accrue while an employee is out on unpaid leave, except leaves that are covered by Statute. Employees are not entitled to additional vacation time other than that listed above.

All vacation hours will be treated as hours worked.

Selling of Vacation Time: Employees may choose to receive payment of accrued vacation time for all hours accrued in excess of 240 hours or up to a maximum of forty (40) hours annually. Requests for payment must be submitted to the Human Resources Office two (2) weeks prior to the payment date. Payment will be made on the first payroll in December.

ARTICLE 19 - SICK LEAVE

A. General - The purpose of sick leave is to ease the financial burden of personal illness or injury (not connected to an outside employment activity). A full-time employee may be granted sick leave in the following cases:

- 1) Personal illness or physical incapacity of such a degree as to render the employee unable to perform the duties of the assigned position.
- 2) Medical leave consisting of medical and/or dental appointments.
- 3) Medical illness of a relative or significant other residing in the household of the employee.

Absences for a fraction or part of a day that are chargeable to sick leave shall be charged in direct hourly amounts to the time taken. Should the employee have insufficient time the County will utilize other accruals, including personal and vacation time to cover the absence.

B. Accrual Method - Sick leave will be posted on employees checks monthly at the rate of 6.67 hours per month at the end of the month for a total of ten (10) days annually. Employees may accumulate to a maximum of one hundred twenty (120) days. Accruals in excess of one hundred twenty (120) days will be paid at the rate of 1/2 day on the first pay period of December each year.

C. Employee Reporting - An employee shall report sick leave absences to his/her immediate Supervisor prior to the start of his/her regularly scheduled work day if possible and in no instance later than one (1) hour before the start of his/her regularly scheduled work day. Failure to comply with this requirement without just cause may be cause for disciplinary action.

D. Physician's Certificate - When an employee is absent for more than three (3) consecutive working days due to illness or injury to himself/herself or to the spouse or child, the Department Head may require the attending physician's statement to certify the reason for the absence. In all cases of hospitalization of an employee a physician's certificate will be required releasing the employee to work. The Department may require the County physician to see the employee prior to return.

E. Employees with five (5) years of creditable service, who leave in good standing, shall be reimbursed for their unused sick leave at twenty-five percent (25%) percent of their current base hourly rate. Employees, with five (5) years of creditable service, who leave in good standing who retire under any recognized retirement plan, shall be reimbursed for their unused sick leave at fifty percent (50%) of their current hourly base rate. Full payment of unused sick leave, regardless of length of service, shall be paid to an employee's estate in the event of his/her demise.

- F. Family and Medical Leave – Family and medical leave will be requested, designated and administered pursuant to and in accordance with the County’s personnel policy on family and medical leave. The procedures, requirements, benefits and provisions of the County family and medical leave policy will be applicable to all members of the bargaining unit. The parties agree that any change in the County’s personnel policy affecting Family and Medical Leave will not be applicable to the bargaining unit unless and until the employer has met its obligation to bargain any proposed changes prior to the implementation. On January 1, 2026 OR on the date the Maine Paid Family and Medical Leave law takes effect, whichever is later, the provisions of said law other than the collection and payment of the respective taxes will be applied to bargaining unit employees and said provisions will supersede any conflicting county personnel policy on family and medical leave. The parties understand and agree that costs associated with the leave will be funded by a payroll tax, currently 1%, and that the County and each bargaining unit member shall each be responsible for the payment of 50% of the tax. Through this provision, each bargaining unit member authorizes the County to withhold and pay the bargaining unit member’s share of the tax effective as of the commencement of the tax collection period on January 1, 2025.

- G. Excess Sick Days – Employees are subject to the County’s personnel policy which addresses the excessive, unauthorized or improper use of sick days or time. The parties agree that any change in the County’s personnel policy effecting sick leave will not be applicable to the bargaining unit unless and until the employer has met its obligation to bargain any proposed changes prior to implementation.

Sick leave will not accrue while an employee is out on any unpaid leave except leaves that are designated by Statute.

In the event no sick leave is taken, additional vacation time will be earned in the following manner for each trimester:

January - April 30	=	1 Vacation Day
May - August 31	=	1 Vacation Day
September - December 31	=	1 Vacation Day

Sick time used for on the job injuries will not be considered in the earning of personal days. Employees are required to give a five (5) day written notice. Employees may opt for a buy out of personal days due the first pay period in January. Personal days will count toward overtime in the week that they are used.

Employees may use up to three (3) sick days per year for personal use. Employees are not entitled to additional sick/personal time other than that listed above.

Selling of Sick Time: Employees may choose to receive payment of accrued Sick time up to a maximum of forty (40) hours annually in the first pay period in December.

ARTICLE 20 – BEREAVEMENT LEAVE

In the event of death in the immediate family of an Employee, the Employee shall be granted five (5) working days leave of absence with full pay for each death to make household adjustments or to attend funeral services. Immediate family is defined as spouse, domestic partner (as defined under State law), mother, father, foster parents, children, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, step parents, step children, or persons living in the

immediate household. Employees shall be granted one (1) working day to attend the funeral or services for other relatives.

In the event of an employee attending the funeral or services of other relatives, permission may be granted to swap shifts in order to attend the one (1) day of the funeral or service. Permission to swap shifts must be approved by the Department Head or their designee.

ARTICLE 21 - MILITARY AND RESERVE LEAVE

Employees who are members of the organized military reserves or National Guard, and who are required to perform field duty, will be granted leave in accordance with 38 USC, Chanter 43 (USERRA Law).

ARTICLE 22 - WORK RULES AND DISCIPLINE

The County may adopt reasonable work rules. All rules or amendments thereto, shall be posted on the Departmental bulletin board and shall become effective on the fifth (5th) day after the date of posting. It shall be the responsibility of the unit members to read the bulletin board daily.

Employees are required to abide by the terms of this Agreement. Should there be any doubt as to the employee's obligations, he/she shall comply with the rules and then grieve if he/she feels he/she has been wronged. All discipline shall be for just cause including, but not limited to, violations of any rules adopted, above, and the provisions of this Agreement. All suspensions and discharges shall be stated, in writing, and will be forwarded to the affected employee and the Union office within five (5) working days of the date said actions were taken.

Employees who operate a County vehicle must have a valid operator's license. Employees are responsible to notify the County if his/her operator's license is suspended. Failure to do so may result in discipline up to and including discharge.

Disciplinary action or measures shall include the following types of discipline:

- | | |
|--------------------|---|
| -Written Reprimand | The measures need not be applied in sequence depending on the seriousness of the disciplinary infraction. |
| -Suspension | |
| -Demotion | |
| -Discharge | |

Corrective actions such as verbal counseling and/or written corrective memos are available to facilitate adherence to work rules. A written corrective memo and a verbal counseling are not disciplinary and do not require "just cause" for issuance. They are the equivalent of a written, direct order that, in the future, a particular employee will follow the terms of the written corrective memo or verbal counseling when confronted by a relevant situation. Although not a step in the disciplinary procedure, employees may incur discipline to the same extent as would be just in any failure or refusal to follow a direct order. Written corrective memos may be considered for promotional purposes within one year following the date of the memo. Corrective actions shall not be grievable. Non-disciplinary records shall be included in the personnel file and purged after twelve (12) months.

All disciplinary infractions placed in an employee's file which are received for an infraction which is less than suspension shall be purged from the file if there is no disciplinary offense within the next twelve (12) months subsequent. All serious offenses (suspension, but less than discharge) shall be purged from the file if no recurrence of disciplinary action is received by an employee within an eighteen (18) month period subsequent to the serious offense. Employees suspended for disciplinary reasons will not be eligible for holiday time, accrued vacation or sick time during the disciplinary period.

All discipline that is purged from the files of the employees shall be placed and separately stored in a file which is marked "Purged Discipline". Purged discipline shall not be used for any disciplinary purpose. Purged discipline will only be used or disclosed in connection with civil or criminal litigation, external investigations, and nondepartmental administrative agency hearings as well as in response to subpoenas, court orders or when otherwise required to be disclosed pursuant to law or legal process.

The Department Head or their designee shall apply all levels of discipline except discharge, which shall be the sole responsibility of the Board of York County Commissioners, provided however, that the Department Head may issue a decision containing his or her determination of employment is appropriate.

ARTICLE 23 - LEGAL (CIVIC) LEAVE

An employee summoned to jury duty will be excused from his/her work for the required period necessary to perform jury duty. He/she will be entitled to his/her regular wages during this period, less the amount received from jury duty. An employee excused early or who is not called to duty shall report to his/her supervisor for assignment.

ARTICLE 24 - INSURANCE

Worker's Compensation Insurance in accordance with Maine State Statutes will be provided employees covered by this agreement

A comprehensive group insurance policy covering health, dental, life, weekly disability, long term disability and accidental death and dismemberment (collectively the "insurance plan") is provided for full-time employees of the Corrections Unit. As a condition of employment, employees are required to enroll in this insurance program. The health insurance plan will require the employee to elect between two different plans as set forth below. An employee may opt out of coverage if the employee has alternative health insurance coverage. All employees, other than those who are on Medicare, who opt out of coverage will be eligible for an insurance buyback at the same rate as other County employees.

Accordingly, for the period of time from September 1, 2024 through August 31, 2025, the County will contribute the following amounts towards the insurance plan on a monthly basis: \$693.19 towards the single plan, \$1,106.72 towards the employee plus spouse plan, \$1,106.72 towards the employee plus children plan, and \$1,613.13 towards the family plan. The County will also establish an HRA to cover the full cost (100%) of the deductibles of the individual plan, employee plus spouse plan, employee plus children plan and family plan, not to exceed \$3,000 for an

individual plan or \$6,000 for the employee plus spouse plan, the employee plus children plan, or the family plan.

Beginning September 1, 2025, the County agrees to annually increase the contributions by 5% for each of the plans specified above.

All unit employees are covered by Unemployment Insurance, which is paid for by the County.

The County agrees to pay one hundred thousand dollars (\$100,000) for any employee who is killed in the line of duty.

The County agrees to maintain the comprehensive Sheriff Liability Insurance, now in effect, at the current coverage or a plan equal to or better than the current policy.

A Group Life Insurance in the amount equal to his/her gross wages for the previous year provided to all full-time employees covered by this agreement.

The County will offer Section 125 for all eligible County employees under this agreement at no cost to the County.

The County agrees to pay one hundred percent (100%) of a weekly income protection plan, starting within sixty (60) days of ratification of this agreement. The plan will pay the employee a minimum of seventy percent (70%) of his/her weekly base pay. The employee may elect to use accumulated sick time to make up the remaining thirty percent (30%). This plan provides income protection from the first day of the accident: eight (8) days of sickness and is available for up to twenty-six (26) weeks' duration. Sick leave can be used for the first eight (8) days. If accident/illness is covered by worker's compensation, then this benefit is not applicable.

The county agrees to payroll deduction for NCEU sponsored employee benefits at no cost to the county. NCEU assumes all liability.

ARTICLE 25 - RETIREMENT

The County will participate in the Maine State Retirement System Special Plan #2. The County will continue to participate in the Social Security Program (HCA/OASI) during the term of this agreement

The County of York and National Correctional Employees Union for the Corrections, Communications and Supervisory Unit of York County agree to the implementation of a Section 409(a) pension plan for employees in the bargaining unit.

1. Employees who are members of the Maine State Retirement System will not be able to participate in the Section 409(a) plan.
2. The County of York will match employee contributions to the plan to a maximum amount of six percent (6%).
3. All employees with ten (10) years of creditable service who retire at age sixty (60) under any recognized plan, will be allowed to purchase insurance at the Group rate that is provided by the County of York to its employees.

The above-mentioned provision will apply only until the employee becomes eligible for medical benefits under Medicare.

ARTICLE 26-NON-DISCRIMINATION

The County and the Union agree not to discriminate against any individual with respect to hiring, compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin, age (particularly between the years of forty (40) and seventy (70)), or condition of handicap, except where based on a bona fide occupational qualification, nor will they limit, segregate, or classify employees in any way, to deprive any individual employee of employment opportunities because of race, color, religion, sex, national origin, age (particularly between the years of forty (40) and seventy (70)), or condition of handicap, except where based on a bona fide occupational qualification.

The use of male and female gender of nouns or pronouns is not intended to describe any specific employee or group of employees, but is intended to refer to all employees in job classifications regardless of sex.

ARTICLE 27 - HEALTH AND SAFETY

The Union recognizes the right of the County to establish rules and regulations for the safe, sanitary and efficient conduct of the County's business and reasonable penalties for the violation of such rules and regulations.

The County is responsible for meeting safety standards which are considered to be a minimum standard required by the Occupational Safety and Health Act of 1970 as well as other federal and state laws. Non-compliance with the act may result in fines and penalties to the County.

The County shall make every reasonable effort to provide any vaccines as mandated by State or Federal laws for all collective bargaining unit members.

Proper safety devices shall be provided by the County for all employees engaged in work where such devices are necessary. Such devices, where provided, must be used as intended.

If a unit member deems his/her vehicle or equipment to be unsafe, he/she shall notify his/her supervisor, in writing, who shall arrange for an appropriate inspection and the qualified inspector shall determine whether the vehicle or equipment is safe for use. If the vehicle or equipment is deemed unsafe, the employee will not be required to use same.

Any employee involved in any work-connected accident shall immediately report to his/her immediate, non-unit supervisor of said accident, when possible, any physical injury sustained. Said reports will be made, on a proper form provided by the County. The employee may elect to provide a copy to the Union.

ARTICLE 28 - PROBATIONARY PERIOD

Probationary period shall be a twelve (12) month period during which the County's right to discharge shall be incontestable and non-grievable for all new hires and/or first time County employees. The twelve (12) month period shall be extended by the time that employee is attending his/her respective academy training.

There shall also be a twelve (12) month probationary period applied to promotions, transfers of positions and/or classification. Revocation of probations for failure to satisfactorily perform in the employee's new assignment shall not warrant discharges, unless for just cause, and shall not be contestable or grievable.

At the end of the probationary period, seniority will be of that date in that position. Seniority in the employee's prior classification will be maintained for bumping rights. If probation is revoked, the employee will revert to his prior classification with retention of his/her prior seniority.

Notwithstanding any State law to the contrary, a new employee shall be entitled to all benefits of this agreement. Discipline imposed on probationary employees shall not set precedent for bargaining unit members.

ARTICLE 29 - SEPARABILITY OR SAVINGS

If any Article or Section of this Agreement shall be found contrary to any law, such invalidity shall not affect the validity of the remaining provisions. The County and the Union agree to meet and discuss and negotiate a replacement clause within thirty (30) days of the declaration of invalidity of such Article or Section.

ARTICLE 30 - POLITICAL ACTIVITY

Political and Other Activities - Political activities of County employees shall conform to State and Federal mandates. Political activities are not permitted during working hours or on County property. Employees may not:

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

It is the policy of the York County Government to permit other agendas/individuals to contact employees, but to insure that employees have the opportunity to successfully perform their duties, no contacts or solicitations are permitted during working hours.

The definition of other agencies/individuals includes, but is not limited to: insurance companies, general vendors, and community/social organizations.

ARTICLE 31 - NO STRIKE/NO LOCKOUTS

The employees covered by this Agreement agree that during the term of this Agreement, they shall not engage in:

1. a work stoppage;
2. a slowdown;
3. a strike; or
4. the blacklisting of any public employee for the purpose of preventing them from filling employee vacancies.

In the event that unit members participate in such activities in violation of this provision, the Union shall notify those unit members so engaged to cease and desist from such activities and shall instruct the unit members to return to their normal duties.

The County agrees that there will be no lockouts during the term of this Agreement.

ARTICLE 32 - EMPLOYMENT OF RELATIVES

Unless the County Commissioners shall, following the recommendation of the Department Head, determine that the best interests of the County shall be served, the following relatives of any elected or appointed officer or other County employee are disqualified from employment, promotion or transfer within the same department: son, daughter, spouse, parent, grandchild, grandparent, brother, sister, half or step brother, half or step sister, or the spouses of any of them. All relationships shall include those arising from adoption.

The provision of this sub-section shall not apply to any County personnel employed as of December 31, 2017.

ARTICLE 33 - CONFLICT OF INTEREST

Any County employee who has a substantial financial interest in any contract with the County or in the sale of any land, material, supplies or services to the County or to a contractor supplying the County shall make known that interest and shall refrain from voting upon or otherwise participating in his/her capacity as a County employee in the making of such sale or in the making or performance of such contract. In the absence of actual fraud, no employee shall be deemed to have a substantial direct or indirect financial interest merely because he/she is an official, officer, employee or stockholder of a private corporation to which question relates or with which the County contracts, unless the employee is directly or indirectly the owner of at least ten percent (10%) of the stock of the private corporation. Any County employee who willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit his/her office position. Willful violation of this Section by the person or corporation contracting with or making a sale to the County, shall render the contract or sale voidable.

ARTICLE 34 - EMPLOYEE FILES

Insofar as permitted by law, all personnel records, including home addresses, telephone numbers and pictures of members of the units shall be confidential and shall not be released to any person other than County officials, except upon a legally authorized subpoena or written consent of the employee involved.

Upon request, a unit member shall have the right to inspect his/her official personnel record during normal office hours, which shall be maintained in the County Commissioners' Office. A member or their designated representative, with signed authorization, shall have the right to make duplicate copies for his/her own use. No records shall be withheld from a member's inspection. A member shall have the right to have added to his/her personnel file, a written, signed and dated refutation of any material which he/she considers detrimental. The employee has the right to provide written authorization for their bargaining representative or attorney to act for him/her in requesting access to his/her personnel file and receiving the material(s) to which the employee is entitled.

A written reprimand which has not previously been the subject of a hearing shall not be placed in the member's personnel file unless the member is first given the opportunity to see a copy of the reprimand. Within five (5) calendar days thereafter, the member may file a signed and dated written reply. If the Department Head thereafter places the written reprimand in the member's personnel file, he/she shall also include the member's written reply.

ARTICLE 35 - OUTSIDE EMPLOYMENT

An employee may engage in outside employment provided:

- a. Prior written approval of the Department Head is obtained.
- b. There will be no interference with the performance of duties at the York County job.
- c. There will be no conflict of interest as a result of the outside employment.
- d. The employee in no way will utilize resources of the York County Government for purposes of his/her outside employment.

If it is determined that such outside employment is not advantageous to York County and after a hearing with the employee, the employee will be notified in writing, that the outside employment must be terminated or the employee must resign his/her York County employment.

ARTICLE 36 - EMPLOYEE RIGHTS

Internal investigations of any unit member will be conducted in a manner conducive to good order and discipline, while observing and protecting the individual rights of each member of the Department, the following rules of procedure are established:

- A. The investigating officer shall advise the employee that an official investigation is being conducted within seventy-two (72) hours of the commencement of the investigation. The interrogation will be conducted within a reasonable time, taking into consideration the working hours of the employee, and the interests of the Department. The investigating

officer shall inform the employee of the nature of the alleged conduct which is the subject matter of the investigation, and the complainant shall be identified. If it is known that the employee being interrogated is a witness only, he/she shall be so informed.

- B. The interrogation shall be conducted with the maximum amount of confidentiality.
- C. The interrogation of the employee suspected of violating department rules and regulations shall be limited to questions which are directly related to the employee's involvement in the alleged violation.
- D. The interrogation may not be conducted by more than two (2) interrogators at any one (1) time.
- E. The employee shall be read the following statement:

Officer _____, you are being questioned as part of an administrative investigation of the York County Sheriff's Office. You will be asked questions that are specifically directed and related to the performance of your official duties. The purpose of this questioning is to obtain information, which will assist in the determination of whether administrative disciplinary action is warranted. I am not questioning you for the purpose of institution criminal proceedings against you. As a result, I am ordering you to answer questions that I direct to you regarding this matter.

With that having been said, you are still entitled to all the rights and privileges guaranteed by the law, the Constitution of the State of Maine and the Constitution of the United States, including the right to not be compelled to incriminate yourself.

If you do answer questions, neither your statements nor any information or evidence which is gained by reason of such statements can be used against you at any subsequent criminal proceeding. However, your statements, as well as any information or evidence that is obtained may be used against you in relation to subsequent departmental charges, disciplinary or administrative actions, or any proceeding related to your employment status.

If you refuse to answer questions relating to the performance of your duties, you will be subject to disciplinary charges, which could result in your dismissal from the York County Sheriff's Office.

- F. Any and all investigations shall be conducted within thirty (30) days, and the employee shall be advised of the final outcome of the investigation within fifteen (15) days. If the charges are sustained, a hearing must be held within ten (10) days and discipline shall be issued within ten (10) days of the hearing.
- G. If the results of an investigation against an employee prove that the charges are unfounded, then it shall be so noted in the final report of the investigation.
- H. An employee shall have the right to a private or public hearing, if he/she so desires.

- I. All suspensions will be on paid leave pending completion of the Internal Affairs Investigation.

ARTICLE 37 - COMPENSATION CLAIMS

The County agrees to cooperate toward the prompt settlement of the employee on-the-job injury claims when such claims are due and owing as required by law. The County shall provide Worker's Compensation protection for all employees if the illness or injury arose out of and in the course of employment to facilitate prompt settlements, employees should provide the County with prompt written notice of any injury sustained on the job.

In the event that the employee is injured on the job, the County shall pay such employee his/her guarantee for that day lost because of injury. An employee who is injured on the job and must be sent home or to the hospital, or who must receive medical attention, shall receive pay at the applicable hourly rate for the balance of his/her regular shift on that day. Employees who are injured on the job and who are receiving Worker's Compensation benefits, will continue to receive all the benefits and provisions of this Agreement for the duration of the Worker's Compensation Claim, but will not be entitled to utilize any leave benefits during the period of the Claim.

Employees may use any accrued sick leave to provide income only until Worker's Compensation Benefits begin. Sick leave benefits covering time also covered by Worker's Compensation Benefits shall be returned to the County.

The employer will notify the Union as soon as it becomes aware of any situation requiring a reasonable accommodation within the terms of the Americans with Disabilities Act, will provide the Union with all relevant information, and will bargain with the Union concerning any accommodation that departs from any of the terms of this contract or from any existing practice.

ARTICLE 38 - LEAVE OF ABSENCE

A regular employee may be granted a leave of absence without pay by the Department Head when approved by the York County Commissioners for a period not greater than one (1) year [three (3) years for Union elective office]. Failure of an employee to return to work at the expiration of the leave without having arranged for an extension will be deemed a resignation. Full seniority rights shall be maintained during the absence, however, all use and/or further accumulation of leave benefits will be forfeited. The Union shall be notified, by Commissioners, in writing, of any such leave of absence within one (1) week of the effective date, if possible. If, due to emergency, the leave of absence is granted, notification to the Union will be made as soon as possible thereafter.

The leave of absence shall be used for the purposes for which it was originally approved. Failure to comply with this provision could result in termination of employment.

ARTICLE 39 - SUBCONTRACTING

It is expressly understood by the Union that management retains all rights necessary to carry out the functions of the County and its various departments, including the right to determine the methods, means, personnel, and policies and procedures by which departmental operations are to be conducted, and the right to contract out for services shall not be used to undermine the Union, unless the subcontracting provides a more economical or efficient operation.

ARTICLE 40 - IDENTIFICATION FEES

The County requires employees to carry or record full personal identification. Such requirements shall be complied with by the employees. The cost of such personal identification shall be borne by the County.

ARTICLE 41 - CLOTHING ALLOWANCE

The County will provide the initial issue uniform as outlined in Appendix A and B (See Attached) and replaced as needed. If any items are no longer required as a part of the uniform, the County will not be required to provide it nor will the employee be required to wear it. Employees shall be responsible for safekeeping of their uniform and will produce all items for inventory upon request.

Damage to Personal Effects - The County will pay a reasonable amount for any damage to an employee's personal clothing when such damage occurs while the employee is on duty as a result of the performance of such duties, unless the employee is otherwise reimbursed by insurance or other collateral source. The maximum jewelry reimbursement will be limited to (\$100.00) one hundred dollars.

ARTICLE 42 - SPECIAL DETAILS and Task Assignments

The following provisions shall govern the assignment of extra special details to officers where the detail is to be paid for by an outside individual, group, corporation or organization:

1. A "Paid Special Detail" is to be defined as any consumer paid detail requiring an officer to be present at a dance, athletic event or other social function, guard an individual or home, direct traffic flow into/out of or on private property, and direct traffic flows that have been disrupted or obstructed by street excavations. No paid special detail may be accepted where alcohol is served or consumed. The officers shall be paid for all time on detail prior to his/her departure if alcohol is present.
2. Assignments to "Paid Special Details" shall be made by the Department Head, with first preference to certified and qualified, in classification off-duty and available, full-time employees, on a rotating basis. Paid Special Details will be posted for five (5) days for sign up and if not filled by the posted specified date will be filled at the discretion of the Department Head.

3. Compensation to be in accordance with the Fair Labor Standards Act and Article 14. Hours worked in excess of forty (40) in any work week shall be compensated at a rate of one and one half (1 ½) times the employee's rate of pay as governed by Article 14. Hours worked that do not exceed forty (40) hours in a work week will be compensated at the employee's hourly rate of pay as governed by Article 14.
4. Task Assignments – The parties agree from time to time employees shall be tasked with performing specific duties associated with assisting management in meeting certain departmental objectives, goals and requirements. Task assignments are ordinarily short in nature and cannot exceed six (6) months. Management retains the exclusive right to assign any officer to a particular task for the six (6) month duration. The duties; however, must be defined and specific as to the nature of the assignment. In any event where a task assignment will go beyond six (6) months the task assignment must be reviewed in the context of whether or not a new position should actually be created. The creation of a new position is subject to the approval of the County Commissioners. If the Commissioners decide not to create a new position or determine that the work needing to be performed is still better filled through a task assignment of more than six months such continuation of the task assignment will be subject to a bidding process. A task assignment may be canceled at any time. Assignments to and removal from task assigned positions are non-grievable as long as the above process is followed.

ARTICLE 43 - EDUCATIONAL REIMBURSEMENT

The County will provide tuition reimbursement based on the following conditions:

An employee in good standing with three (3) years of employment may apply for a scholarship. One scholarship is equal to one (1) course. The course will be taken voluntarily and on the employee's own time.

The County agrees to provide six (6) scholarships per year. The six (6) scholarships will be divided throughout the year, whenever possible, by allotting two (2) classes per semester (i.e.: spring, summer & fall).

Only one (1) scholarship will be allotted per employee per year. Exceptions to this will be if scholarships are not applied for, then an employee may apply for a second and even a third scholarship during the same year. In the case of two (2) or more employees applying for one slot, seniority will be a deciding factor. In cases when there are more than six (6) employees competing for the scholarships, seniority on a rotating basis will be the deciding factor. In an attempt to fairly distribute this benefit, the Department Head and/or County Manager will keep a running list of employees involved in the Educational Reimbursement Scholarship Program.

Books purchased by reimbursement will be retained by the County, but books purchased by the employee will be the employee's property.

To apply for a scholarship, an employee must have attained his third anniversary. The employee must apply in writing to the Department Head and/or County Manager for authorization in advance. The Department Head and/or County Manager will respond to the applicant in writing. During the course the employee must maintain a grade point average of a C or better. A copy of the transcript must be submitted to the Department Head for reimbursement at the completion of the course.

Reimbursed courses must meet one of the following conditions:

- A. A course must be directly related to the employee's job.
- B. A course must be part of the degree program and the degree program must be directly related to the employee's job.

ARTICLE 44 - ARMS QUALIFICATION

The County agrees to provide arms qualifications, twice annually, to those employees who are issued a weapon by the County. Training will be provided for inside and outside situations and night and day qualifications. Ammunition will be supplied by the County only for those arms classified an issue.

Employees holding certifications at the time of the signing of this agreement shall continue to be qualified at the County's expense.

ARTICLE 45 - BULLETIN BOARDS

The Union shall be provided a glass-enclosed bulletin board or space on an existing bulletin board in the work areas of Corrections, and Communications and make provisions to transmit notices to any contract officer, for the purpose of posting notices and other official Union business and the Union shall be responsible for the maintenance of its materials, and shall immediately remove any obscene or objectionable material.

ARTICLE 46 - AVAILABILITY OF AGREEMENT

The County agrees to supply each unit member with a copy of the executed Agreement and to supply each probationary employee with a copy of this Agreement upon the expiration of his/her probationary period.

ARTICLE 47 - COMPENSATION "WAGE" RATES

Upon approval of this agreement by this Agreement by the York County Commissioners after ratification by the Union, the attached Wage Scale and the increases set forth below shall apply.

For employees who have completed five full years of employment as a York County Corrections Officer as of the date that the increases described below go into effect, they will receive an increase to their base hourly wage in the following amounts at the specified times:

- January 1, 2025: Four Percent (4%)
- January 1, 2026 Four Percent (4%)
- January 1, 2027 Three Percent (3%)

Any additional increases are as described on the PayScale. Because the additional increases described in the PayScale are implemented on an employee's anniversary date and on an every other year basis, there will be variations from employee to employee on the effective date of those increases.

For employees who have not completed five full years of employment, they will receive increases as described on the PayScale for their first five full years of employment.

If as a result of the initial increase to the base wage on January 1, 2025, an employee with less seniority ends up having a base wage which is greater than an employee with more seniority as a correctional officer in York County, the more senior employee will have a increase to the base wage so as to equal the base wage of the less senior employee. However, this provision does not apply to any situation in which the County hires an employee at a higher wage rate than any existing employee.

Should health insurance premiums for bargaining unit members increase more than ten percent (10%) at any time during the pendency of this Agreement, the parties agree they may reopen negotiations on compensation dependent upon economic feasibility.

Employees temporarily assigned to a job classification with a pay rate less than their normal rate of pay shall continue to receive their normal hourly rate.

When hired, any full-time Academy Certified Fulltime Correction Officer, with a minimum of one (1) year of correctional experience shall have a PayScale adjustment. The pay scale will be directed as follows:

- One (1) years of Fulltime Correctional Experience – Enter at STEP YEAR 1
- Two (2) years of Fulltime Correctional Experience – Enter at STEP YEAR 2
- Three (3) years of Fulltime Correctional Experience – Enter at STEP YEAR 3
- Four (4) years of Fulltime Correctional Experience – Enter at STEP YEAR 4
- Five (5) years of Fulltime Correctional Experience – Enter at STEP YEAR 5

This in no way affects the employee's seniority and accrual rates for sick and vacation.

ARTICLE 48 – TRAINING

All regularly scheduled full-time Corrections Officers will be offered training in accordance with State standards as determined by the Sheriff. All training to be compensated in accordance with the Fair Labor Standards Act. All training to be structured and approved by the Sheriff and must be consistent with state standards. Mandatory training can be scheduled on days off after giving the employees ten a (10) day notice.

ARTICLE 49 - DRIVE & DIRECT DEPOSIT

Section 1 – Drive

The employer agrees to deduct from the paycheck of all employees covered by this Agreement voluntary contributions to the Union. The Union shall notify the employer of the amounts

designated by each contributing employee that are to be deducted from his/her paycheck on a weekly basis for all weeks worked. The phrase “weeks worked” excludes any week other than a week in which the employee earned a wage. The employer shall transmit to the Union on a monthly basis, in one (1) check the total amount deducted along with the name of each employee on whose behalf a deduction is made, the employee’s social security number, and the amount deducted from the employee's paycheck. The Union shall reimburse the employer annually for the employer's actual cost for the expenses incurred in administering the weekly payroll deduction plan.

Section 2 - Direct Deposit

The employer agrees to deduct designated amounts each week from the wages of those employees who shall have given the employer written notice to make such deductions. The amount so deducted shall be remitted to the applicable financial institution each month. The employer shall not make deductions and shall not be responsible for remittance to the financial institution for any deductions for those weeks during which the employee’s earnings shall be less than the amount authorized for deduction.

ARTICLE 50 - LABOR/MANAGEMENT

The County and the Union, desiring to foster better day-to-day communications, and to achieve and maintain a mutually beneficial relationship through the use of a continuing communications program, to effectively maintain labor-management relations, and to avoid controversies, do endorse the Labor/Management Committee. The Committee shall have no authority to change, delete, or modify any of the terms of the existing County-Union Agreement. Committee discussions will be publicized as mutually agreed upon. The Labor/Management Committee shall consist of the County Manager or designee, the Sheriff or his/her designee and one (1) appointed member of management, one (1) shop steward of the Union, one (1) Union member as appointed by the Union and the Union Business Representative.

Labor/Management Committee meetings will occur at east quarterly, but may occur more frequently, and will be initiated via written request from either party. One a written request is submitted, the Labor/Management Committee will be called to meet within fifteen (15) business days of receipt of request. This timeline may be extended upon mutual agreement of both parties.

ARTICLE 51 - DURATION OF AGREEMENT

Except as otherwise herein specifically stated, this Agreement shall be effective as of January 1, 2025, and shall remain in full force and effect until December 31, 2027, provided however, that either party may reopen this agreement in March or April of each year of this Agreement by giving written notice to the other party of its intent to do so and by specifying the provisions to be reopened. Once one party exercises that right, the other party shall have up to 30 days to identify and provide notice of any different or additional provisions that it desires to reopen. Notwithstanding the exercise of these rights, this Agreement shall be automatically renewed from year to year thereafter unless superseded by a new agreement. This Agreement shall remain in full force and effect during the period of negotiations and until notice of termination of the Agreement is provided to the other party in the following manner. In the event that either party desires to terminate this Agreement, a written notice must be given to the other

party not less than ten (10) days prior to the desired termination date, which said date shall not be before December 31, 2027.

ARTICLE 52 - RED CIRCLING OF EMPLOYEES

When an Employee of the Bargaining Unit is transferred from a higher classification to a lower classification-and holds a higher rate of pay, he/she will be red-circled at the higher rate of pay until the wage classification catches up to his/her rate of pay where the employee will once again be eligible for salary increases.

ARTICLE 53 - SHIFT CHANGE/ROLL CALL

All employees who work in the Corrections Divisions shall report to work twelve (12) minutes early in order to attend roll call. The twelve (12) minutes will be paid at the time and one half (1 ½) rate for overtime of the employees regular rate of pay.

Failure to attend roll call could result in disciplinary action being taken; up to and including discharge.

ARTICLE 54 – OTHER COMPENSATION

Differential Pay:

- A. Will be paid to the first shift (Midnight to 8 AM) at the rate of one dollar (\$1.00) per hour plus two dollars (\$2.00) per hour as a premium pay addition; and,
- B. Will be paid to the third shift (4 PM to Midnight) at the rate of one dollar (\$1.00) per hour, plus one dollar (\$1.00) per hour as a premium pay addition.
- C. Will be paid beginning on Friday at 4pm and ending on Monday at 8am at the rate of two dollars (\$2.00) per hour as an additional premium pay addition.
- D. Officer in Charge (OIC) – Will be paid an additional \$1.50 per hour when performing duties as an OIC.
- E. Field Training officer (FTO) – Forty dollar (\$40) per week stipend while training
- F. Commissioned Officer – Fifty dollars (\$50) per week while carrying weapon.
- G. Intake Officers – Primarily assigned to intake, exempt from 30-day rotation.
- H. Master Correctional Officer Position-Upon the signing of this Agreement, the parties shall be obligated to confer on a possible contract amendment related to the creation of a Master Correctional Office (MCO) task assignment which shall replace the current positions of OIC and FTO. The parties shall utilize the Labor Management Committee process to discern the duties, scheduling, duration of task assignment and requirements for task assignment appointment. The MCO position, once established, will receive an additional \$1/hr. stipend which shall be added to an employee's base wage for all hours worked.

All references to premium pay contained in Article 54 refer to additional compensation that is being provided in accordance with the terms of the American Recovery Act.

ARTICLE 55 – HEALTH AND WELLNESS STIPEND

The parties to this Agreement recognize that an employee’s physical condition and overall wellness can have significant implications for the employee while in the performance of his or her duties. Therefore, all employees covered by this contract are encouraged to maintain a level of health and wellness appropriate to the demands of corrections work.

Consistent with this recognition, York County agrees to provide up to a \$350 annual payment to the employee paid in two equal installments of \$175 each. Payment one will be issued on or about July 1st for the preceding six (6) months and the second payment will be made on or about December 31st for the preceding six (6) months. These funds can be utilized for an activity which promotes overall health and wellness. These funds may only be used on subscription, class, or membership and may not be utilized to purchase equipment, clothing, footwear or gear. For the purposes of this provision, the payment will be made by adding the respective amount to the employee's weekly payment of wages. Any addition to the payment of wages under this provision shall be considered taxable income and will be treated in the same manner as other wages paid to the employee. Employees must submit receipts substantiating these requests at least thirty (30) days in advance of the anticipated payment dates of July 1st and December 31st.

IN WITNESS WHEREOF, the parties have hereto set their hands this _____ day of _____, 2025.

FOR THE COUNTY:

Signed by:
Richard Dutremble
BA7A5CE832BF440
Richard Dutremble, Chairperson
Commissioner

Date: 1/27/2025

DocuSigned by:
Gregory Zinser
920347308B65412
Gregory Zinser, County Manager
and Lead Negotiator

Date: 1/15/2025

FOR THE UNION:

Signed by:
Kenneth Hamilton
FE33A2E3108D491
Kenneth Hamilton, Local President

Date: 1/20/2025

DocuSigned by:
Giovanna Peruzzi
55435DA9CF39450
Giovanna Peruzzi, Labor Representative

Date: 1/15/2025

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Employee PayScale for NCEU 1/1/2025-12/31/2027

		Up to 12	13-24	25-36	37-48	49-60	61-72
		Entry	1 YEAR	2 YEARS	3 YEARS	4 YEARS	5 YEARS
A	Correctional Officers/Classifications	\$23.32	\$23.97	\$24.65	\$25.36	\$26.12	\$26.90
B	Corrections Corporals	Employees promoted to corporal receive a 1.50 increase in base hourly wage.					
C	Corrections Sergeants	Employees promoted to sergeant receive a 1.50 increase in base hourly wage.					
D	Corrections Lieutenants	Employees promoted to lieutenant receive a 1.50 increase in base hourly wage.					

York County Corrections personnel hired will be paid a starting rate of pay based between entry and step 5 based on prior full-time experience in conjunction with the wording in Article 47. The base hourly pay will be cumulative as it pertains to the employees being promoted. Example: if a corrections officer is promoted to sergeant that CO will receive both the corporal increase of \$1.50 and the Sergeant's increase of 1.50 for a cumulative \$3.00/hour increase. The base hourly pay will be cumulative as it pertains to employees being promoted. This PayScale establishes a starting rate of pay based on years of full-time experience. After the initial base wage is determined, employees will receive an additional three percent (3%) to their base pay on the anniversary date for the first five years of employment. Thereafter, each employee will receive a two percent (2%) increase to their base wage every other year beginning with their 7th anniversary in addition to any COLA that is negotiated. For clarity, all step increases will be implemented on the anniversary date of the employee and any negotiated COLA raises will be implemented on January 1st of the applicable contract year. Because this PayScale is not a compoundable PayScale, any additional increases contained in the Collective Bargaining Agreement are only applied to an employee's base hourly rate and not to this PayScale.

APPENDIX A

CLOTHING & EQUIPMENT ISSUES - CORRECTIONS OFFICERS

INITIAL ISSUE: (TO BE ISSUED FULLY UPON COMPLETION OF PROBATION)

-
- 1 JACKET
 - 1 HAT (BASEBALL STYLE)
 - 4 SHIRTS (ANY COMBINATION OF EMPLOYEE'S CHOICE)
 - 2 PAIRS OF SHOES
 - 2 PAIRS OF PANTS
 - 1 TROUSER BELT
 - 1 ID CARD
 - 2 NAME TAGS
 - 2 CORRECTIONS BADGES AND COLLAR BRASS
 - 1 SET OF HANDCUFFS, CUFF KEYS, PORTABLE RADIO HOLDER, BELT, FLASHLIGHT WITH HOLDER WILL BE ISSUED FOR USE WHILE ON DUTY
 - 1 RAINCOAT WILL BE AVAILABLE WHILE ON DUTY
 - 1 UTILITY BELT
 - 1 RADIO
 - 1 MAN DOWN CAPABILITY UNIT

CORRECTIONS OFFICERS WHO HOLD A DEPUTY SHERIFF COMMISSION WILL BE ALLOWED TO RETAIN ONE COMPLETE DEPUTY SHERIFF UNIFORM TO BE WORN WHEN ASSIGNED TO DETAILS THAT REQUIRE THAT UNIFORM.

THESE OFFICERS MAY ALSO BE ALLOWED TO PURCHASE NECESSARY EQUIPMENT FOR THIS DUTY SUCH AS LEATHER GEAR, HAT, AND HOLSTER, NOT TO EXCEED THE COST ALLOTTED TO THEM FOR CLOTHING.

CORRECTIONS OFFICERS DESIGNATED BY THE SHERIFF MAY BE ALLOWED TO PURCHASE CIVILIAN ATTIRE IDENTIFIED BY THE DEPARTMENT FOR USE ON DUTY.

FOOTWEAR: COUNTY WILL PAY \$105.00 FIRST YEAR PER PAIR; \$110.00 SECOND YEAR PER PAIR; AND \$115.00 THIRD YEAR PER PAIR. ANY FOOTWEAR PURCHASED ABOVE THIS PRICE WILL BE PAID BY THE EMPLOYEE.

APPENDIX B

CLOTHING & EQUIPMENT ISSUES - COMMISSIONED OFFICERS

INITIAL ISSUE: (TO BE ISSUED FULLY UPON COMPLETION OF PROBATION)

- 1 BALL CAP
- 1 SET COLLAR BRASS (YC & SD)
- 2 NAME TAGS
- 1 GUN BELT
- 1 WEAPON HOLSTER
- 1 WEAPON
- 2 CARTRIDGE CASES
- 2 BADGES
- 1 SET OF BODY ARMOR, PER OFFICER, NOT TO EXCEED 1 SET PER OFFICER FOR TRANSPORT OFFICERS ONLY
- 1 RADIO
- 1 RADIO HOLDER
- 1 MAN DOWN CAPABILITY UNIT

APPENDIX C

NCEU Return to Work - Modified Duty Policy

(Implementation and Procedure)

I. Purpose and Scope

To define the Return to Work - Modified Duty Program in accordance with the County's Workers' Compensation Program.

York County Government values the health and welfare of all employees. The County believes injuries and illness affect the whole person and that effective rehabilitation and treatment must address the whole person. It is important for an injured employee to continue to be physically and mentally active within the restrictions of their injury or illness. York County is committed to assisting employees in maximizing the healing process as well as facilitating the opportunity to return to work.

II. Policy

A. Eligibility and Usage

1. Any employee, (full-time or part-time,) of York County Government who:
 - a. Sustains an injury or illness that arises out of the course and scope of employment and is a compensable injury or illness as defined by Maine Workers' Compensation.
 - b. Is temporarily unable to perform his/ her full duties due to a job-related injury or illness as determined by his/her treating physician.
 - c. Can carry out work of a modified nature as evidenced by a written statement from a qualified physician with the expectation of returning to regular duties within 90 calendar days.
 - d. On a case-by-case basis, the County may provide modified duty for employees who have an illness or injury that is not job-related. Priority for temporary modified duty assignments will be for employees with job-related illness or injury. Employees requesting a temporary modified duty assignment for an illness or injury that is not work-related must provide a written statement from a qualified physician with the expectation of returning to regular duties within 90 calendar days.
 - e. For the purposes of this policy, regular duties includes being able to meet the job requirements for a given assignment, which may include the ability to work overtime hours as provided in the Collective Bargaining Agreement.

B. Policy

1. Consistent with Maine Workers' Compensation law, York County Government will make every reasonable effort to return to the workplace those employees who have sustained job related injuries or illnesses, and as a result are temporarily prevented from returning to their regular position. Placement in a modified duty position is not a permanent reassignment. The modified duty assignment will continue until the employee reaches Maximum Medical Improvement (MMI) or is released to return to his/ her regular position by a physician. All modified duty is for a limited time not to exceed 90 days.

reasonable effort to return to the workplace those employees who have sustained job related injuries or illnesses, and as a result are temporarily prevented from returning to their regular position. Placement in a modified duty position is not a permanent reassignment. The modified duty assignment will continue until the employee reaches Maximum Medical Improvement (MMI) or is released to return to his/ her regular position by a physician. All modified duty is for a limited time not to exceed 90 days.

2. The Return to Work- Modified Duty Program is for the benefit of the employee and the County. Its purpose is to keep the employee in the working environment actively employed (receiving his/ her normal rate of pay in a modified position) and contributing to County productivity.

III. Procedure

A. General

1. Once it is determined that an employee has sustained a work-related injury and the proper paperwork has been completed, the supervisor will coordinate with human resources to determine if a modified duty job is available.

2. The injured employee must provide Human Resources a Fitness for Duty Medical Certification completed by the attending physician. This certification shall indicate whether the employee may return to work with restrictions, limitations and the specified time restrictions should be observed. The Fitness for Duty Medical Certification will assist the supervisor and the Department of Human Resources in placing the employee in a modified position.

3. The County will make every effort to return the employee in a modified duty assignment within the employee's regular work unit.

4. The supervisor shall communicate with Human Resources to clarify and obtain specifications on physical restrictions relative to job duties, responsibilities, work availability and workload demands. This communication will assist the County in determining appropriate placement of the modified duty employee.

5. If it is determined that no modified duty jobs are available in the employee's regular department, Human Resources will review other possible assignments within the County. The modified assignment may or may not be in the same classification or location as to the employees' regular job. The temporary assignment may or may not be equivalent (in terms of hours worked) to the employee's regular job dependent on medical restrictions.

6. Temporary assignments may include changes to regularly scheduled shift and/or days off when these changes can help reduce the impact on staffing resulting from the need to provide an accommodation.

7. It is not the responsibility of the County to create modified duty jobs if they are not available. If there are no modified/light duty positions available, the employee will adhere to the Workers' Compensation Program without the option of modified duty.

8. If the employee refuses the modified duty assignment that is within the specified physical restrictions, the County is not obligated to provide alternatives. The employee may be subject to termination and or cancellation of income benefits as determined by the Workers' Compensation Board.

9. Hourly wages in a modified position will continue at the employee's current rate.

10. In the event that an employee's physician determines that the employee's injury/illness has resulted in permanent disability preventing him/her from performing regular duties as defined in the American's With Disabilities Act (ADA), the employee should notify Human Resources. If there are other positions for which the employee is qualified, and those positions are available the Department of Human Resources will assist the employee in applying for those vacancies.

11. If there is no work for which the employee is qualified given the imposed restrictions, Human Resources will assist the employee in applying for Long Term Disability and any other programs the employee would be eligible to receive. At this point the employer/employee relationship would be terminated.

12. Employees who wish to seek a promotion while on modified duty should refer to Article 13 for guidelines on promotion criteria.

B. Affected Employee Responsibilities

1. Report any injury/illness immediately to supervisor.
2. Complete all needed paperwork as soon as possible.
3. Follow county rules and practices that have been published, applicable to, and available in the Corrections Division.
4. Maintain contact with Supervisor, Human Resources and the Workers' Compensation Coordinator.
5. Follow treatment plans and recommendations as established by the treating physician and the Workers' Compensation Coordinator, including attending scheduled appointments.
5. Provide regular updates, at least weekly, with medical reports on health condition and treatment to Human Resources and Workers' Compensation Coordinator as applicable.
6. Return to offered modified duty (if applicable), which is within medical restrictions (if applicable) as set by the treating physician.

C. Supervisor Responsibilities

1. Initiate immediate medical treatment for injured employee when necessary.
2. Conduct investigation and identify and correct hazard.
3. Report the injury (First Report of Injury) to the shift supervisor or other more senior supervisor or manager and complete all appropriate paperwork as soon as possible.
4. Inform employee of county work rules and practices.
5. Maintain contact with the injured worker and Human Resources.

6. Work with Human Resources, to identify or develop modified duty assignments, within medical restrictions for the affected employee.

IV. Implementation

- A. This policy will go into effect on the same day it is ratified by the National Corrections Employee Union (NCEU).
- B. Employees currently on a non-work-related injury and who provide a written statement from a qualified physician with the expectation of returning to regular duties within 90 calendar days may be offered modified duty under this agreement for up to a 90 day period. At the expiration of the 90 day period, employees may have available to them, any insurance, disability, and leave provisions as set forth in Articles 19, 24, and 38 of the Collective Bargaining Agreement.
- C. If they are unable to transition back to full-duty, Human Resources will assist in determining if there is another applicable leave available to the employee. Human Resources will also aid employees unable to return to work in applying for applicable short and/or long-term disability programs.

Definitions:

Maine Municipal Association – (MMA) The County’s Workers Compensation Insurance provider.

Workers Compensation Coordinator – County representative for Maine Municipal Association. (MMA)

Modified Duty Job Assignment – Is a temporary assignment, no more than 90 days, that conforms to the treating physician’s-imposed limitations. Restrictions may include but are not limited to, physical or hourly limitations.