

# CONTRACT TERM DATABASE

## Menu of Issues

### Using Your Jurisdiction and Selected Comparables

**Note:** Actual contract language pulled from most current contract available.

**Report:**

Select one or more of the following reports.

**I. Union Operating Rights**

**A. Union Privileges**

- |    |                            |   |
|----|----------------------------|---|
| 1. | Bulletin Boards            | X |
| 2. | Release Time               | X |
| 3. | Special Conferences        | X |
| 4. | Workplace Access           | X |
| 5. | Union Meetings             | X |
| 6. | Office Space and Equipment | X |

**B. Union Dues** X

**II. Labor-Management Relations**

**A. Union Recognition** X

**B. Union Bargaining Rights** X

**C. Management Rights** X

**D. Negotiation Procedures** X

**E. Individual Agreements** X

**F. Labor-Management Committees** X

**G. Policy Manuals** X

**H. No Strike Clauses** X

**III. Employee Rights (Bill of Rights)** X

**A. Nondiscrimination** X

**B. Personnel Files** X

**C. Discipline Rights**

- |    |                          |   |
|----|--------------------------|---|
| 1. | Just Cause               | X |
| 2. | Tenure and Probation     | X |
| 3. | Review Boards            | X |
| 4. | Prediscipline Procedures | X |

**D. Nondisciplinary Discharges**

- |    |                             |   |
|----|-----------------------------|---|
| 1. | Physical and Mental Fitness | X |
| 2. | Medical Reinstatement       | X |
| 3. | Constructive Resignation    | X |

**E. Officer-Involved Lethal Force Investigations** X

**F. Constitutional Rights** X

**G. Workplace Searches** X

**H. Performance Evaluations** X

**IV. Job Security and Assignments**

**A. Contracting Out** X

**B. Reserves and Volunteers** X

**C. Layoffs** X

**D. Seniority** X

**E. Staffing Levels** X

**F. Promotions** X

**G. Out of Class Assignments** X

**H. Transfers and Assignments** X

**I. Job Vacancy Process** X

**V. Conditions of Employment**

**A. Physical Fitness** X

**B. Productivity Standards and Quotas** X

**C. Residency** X

**D. Substance Abuse Testing** X

**E. Tobacco Use** X

**F. Safety** X

**G. Off-Duty Employment** X

**H. Codes of Conduct** X

## VI. Hours and Overtime

<b>A. Hours of Work</b>	<b>X</b>
<b>B. Notice of Schedule Changes</b>	<b>X</b>
<b>C. Special Scheduling Issues</b>	<b>X</b>
<b>D. Breaks</b>	<b>X</b>
<b>E. "Kelley" and Other Offset Days</b>	<b>X</b>
<b>F. Shift Bidding</b>	<b>X</b>
<b>G. Overtime (All Reports 1-3)</b>	<b>X</b>
1. Overtime Eligibility	
2. Overtime Calculations	
3. Overtime Assignments	<b>X</b>
<b>H. Callback</b>	<b>X</b>
<b>I. Court Time</b>	<b>X</b>
<b>J. Training</b>	<b>X</b>
<b>K. Standby Time</b>	<b>X</b>
<b>L. Compensatory Time</b>	<b>X</b>
<b>M. Daylight Savings Time</b>	<b>X</b>
<b>N. Shift Trades</b>	<b>X</b>

## VII. Paid Leave

<b>A. Annual Leave/Vacation (All Reports 1-4)</b>	<b>X</b>
1. Accrual	
2. Scheduling/Bidding	<b>X</b>
3. Accrual Limits/Forfeiture	<b>X</b>
4. Cancellation	
<b>B. Holidays</b>	<b>X</b>
<b>C. Sick Leave (All Reports 1-6)</b>	<b>X</b>
1. Accrual	<b>X</b>
2. Use	<b>X</b>
3. Notice/Verification	<b>X</b>
4. Nonuse Incentives/Conversion	<b>X</b>
5. Donation Programs	<b>X</b>
6. Sick Leave Abuse	<b>X</b>

<b>D. Other Time Off Plans</b>	<b>X</b>
<b>E. Family Leave</b>	<b>X</b>
<b>F. Shared Leave</b>	<b>X</b>
<b>G. Light Duty</b>	<b>X</b>
<b>H. LEOFF II/Disability Supplements</b>	<b>X</b>
<b>I. Leave of Absence</b>	<b>X</b>
<b>J. Administrative Leave</b>	<b>X</b>
<b>K. Bereavement Leave</b>	<b>X</b>
<b>L. Jury Duty</b>	<b>X</b>
<b>M. Other Special Leaves</b>	<b>X</b>

### **VIII. Uniforms and Equipment**

<b>A. Uniforms</b>	<b>X</b>
<b>B. Plainclothes Allowance</b>	<b>X</b>
<b>C. Footware Allowance</b>	<b>X</b>
<b>D. Special Equipment</b>	<b>X</b>
<b>E. Weapons and Ammunition</b>	<b>X</b>
<b>F. Cleaning</b>	<b>X</b>
<b>G. Damaged Uniforms and Equipment</b>	<b>X</b>
<b>H. Take Home Vehicles</b>	<b>X</b>

### **IX. Employee Benefits**

<b>A. Health Insurance</b>	<b>X</b>
<b>B. Life Insurance</b>	<b>X</b>
<b>C. Disability Insurance</b>	<b>X</b>
<b>D. Uninsured/Underinsured Motorist Coverage</b>	<b>X</b>
<b>E. Part Time Employees</b>	<b>X</b>
<b>F. Legal Defense and Indemnification</b>	<b>X</b>
<b>G. Other Benefits</b>	
1. Tuition Reimbursement	<b>X</b>
2. Parking	<b>X</b>
3. Food and Beverages	<b>X</b>
4. Travel Reimbursement	<b>X</b>
5. Health Club	<b>X</b>
6. Retirement Medical Savings Accounts	<b>X</b>

**X. Wages and Wage Premiums**

- A. Wages** X
- B. Wage Progression** X

(Includes details regarding: step systems, satisfactory performance requirements, supervisors' differential and lateral hires)

- C. Pay Periods** X
- D. Premiums**

- 1. Longevity Premiums X
- 2. Education Premiums X
- 3. Combined Education/Longevity Premiums X
- 4. Specialty Assignment Pay X
- 5. Shift Differentials X
- 6. Master Employee Programs X
- 7. Proficiency Programs X
- 8. Physical Fitness Premiums X
- 9. Language/Bilingual Premiums X
- 10. Accreditation Premiums X
- 11. Other Special Premiums X

- E. Deferred Comp and Retirement Benefits** X
- F. Out of Class Pay** X

**XI. Grievance and Arbitration Procedure** X

**XII. General Contract Clauses**

- A. Preambles and other Preliminary Language** X
- B. Savings Clause/ Severability** X
- C. Entire Agreement Clause** X
- D. Zipper Clause** X
- E. Subordination of Agreement** X

(Includes clauses regarding the contract's relation to Civil Service and its relation to other laws and ordinances.)

- F. Parity. "Me Too" Clauses** X
- G. Duration** X

(Includes clauses regarding the term of the agreement and retroactivity of the agreement.)

**XIII. Miscellaneous Clauses** X