

AGREEMENT

By and Between

THE CITY OF SEATTLE

and

SEATTLE POLICE MANAGEMENT ASSOCIATION

Effective January 1, 2014 through December 31, 2019

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AGREEMENT  
BY AND BETWEEN  
THE CITY OF SEATTLE  
AND  
SEATTLE POLICE MANAGEMENT ASSOCIATION

This Agreement is between the City of Seattle (hereinafter called the Employer or the City) and the Seattle Police Management Association (hereinafter called the Association) for the purpose of setting forth the wages, hours and other conditions of employment for those employees for whom the Association is the exclusive bargaining representative.

ARTICLE 1 - RECOGNITION AND BARGAINING UNIT

- 1.1 The Employer recognizes the Association as the exclusive bargaining representative for the collective bargaining unit described in decision(s) emanating from Washington State Public Employment Relations Commission Case No. 1620-E-78-314.
- 1.2 Pursuant to Section 1.1 above, the classifications of employees covered by this Agreement are set forth in Appendix A of this Agreement.
- 1.3 The elected President of the Association or his/her designated representatives are recognized by the Employer as official representatives of the Association empowered to act on behalf of members of the bargaining unit for negotiating with the Employer.
- 1.4 The President of the Association or his/her designated alternate shall be the liaison between the Association and the Seattle Police Department.
  - 1.4.1 Upon sufficient notification the Employer shall grant the President of the Association or his/her designee a special leave of absence with pay to attend legislative hearings and/or conduct business for the Association to the extent that such leave does not interfere with the reasonable needs of the police department. The sum total of all such absences shall not exceed fifteen (15) work days in any calendar year. The Association shall reimburse the Employer for the hourly rate of pay including any premium pay for such time said Association representative spends on special leave of absence.

## ARTICLE 2 - UNION MEMBERSHIP AND DUES

- 2.1 Each member of the bargaining unit shall be required as a condition of employment to maintain membership in good standing in the Association not later than 30 days after the individual becomes a member of the bargaining unit or 30 days after this contract is effective, whichever is later. For purposes of this Article, membership in good standing means the individual:
- A. is a fully paid, regular member of the Association; or
  - B. pays to the Association an amount equivalent to the dues and initiation fees uniformly required of regular members, without becoming a regular member of the Association.
  - C. Employees who satisfy the religious exemption requirements of RCW 41.56.122 shall contribute an amount equivalent to regular Association dues and initiation fees to a non-religious charity or to another charitable organization mutually agreed-upon by the Association and the individual.

The individual opting to make such charitable contributions in lieu of paying dues and initiation fees to the Association, shall furnish contemporaneous written proof that such payments have been timely made in accord with the times when dues and initiation fees would otherwise be due the Association. If the individual and the Association do not reach agreement on the matter, the Public Employment Relations Commission shall designate the charitable organization.

If an individual fails to satisfy his/her obligations as described above, the individual shall be discharged from the bargaining unit upon the Employer's receipt of the Association's written demand for same, which demand the Employer shall immediately honor; provided, however, that prior to making such a demand for discharge, the Association must have made reasonable attempts to inform the subject individual (at her/his last address known to the Association) in writing of that individual's financial obligations described in this Article, and the Association must have given the individual seven (7) calendar days thereafter in which to perfect payment to the Association of all monies due per the Association's notice of delinquency to the individual. If the individual has not made all such required payments within the aforesaid seven (7) calendar days, the individual shall forthwith be discharged from employment in the bargaining unit upon the Association's written demand therefore and written representation to the City's Director of Labor Relations (with copies to the Chief of Police and to the individual) that full payment has

not been made.

- 2.2 Neither party to this Agreement will discriminate for or against any unit personnel in terms and/or conditions of employment due to union activity except as provided above.
- 2.3 The Employer agrees to deduct from the paycheck of each unit member who has so authorized it, the regular initiation fee, regular monthly dues and assessments uniformly required of regular members of the Association, or amounts contributed to a qualifying charity as described above. The amounts so deducted shall be transmitted twice each month to the Association on behalf of each individual authorizing such deductions, at intervals of approximately 15 calendar days. Authorization by the employee unit members for such automatic deduction shall be on a form approved by the parties hereto, substantially in accord with the form appended hereto as Appendix C, and may be revoked in futuro by an individual upon written request. The performance of the deductions described herein is recognized as a service to the Association performed by the Employer.
- 2.4 It is the responsibility of the Association to notify individuals of their options regarding financial obligations to the Association. The Association will administer the provisions of this Article in accord with its obligations under the law. Disputes concerning the amount of dues or fees, if any, due the Association, or the responsibility of the Association to the individuals covered by this Agreement, shall not be subject to the grievance and arbitration procedures of this Agreement. The Association agrees to indemnify and save harmless the Employer from any and all liability arising out of this Article, which is not caused by the Employer's error.

### ARTICLE 3 - EMPLOYMENT PRACTICES

- 3.1 Selection of employees for the rank of Police Lieutenant or Police Captain shall be accomplished by the Employer in accordance with applicable rules established by the Public Safety Civil Service Commission for as long as the Commission has jurisdiction over such matters pursuant to City ordinance.
- 3.2 Rehires - In the event an employee leaves the service of the Employer and within the next two years the Employer re-hires said former employee in the same classification to which assigned at date of termination, such employee shall be placed at the step in the salary range which he/she occupied at the time of the original termination. Such previous time worked shall be included for the purpose of determining eligibility for service steps.
- 3.3 Overtime and Executive Leave
- 3.3.1 Lieutenants shall receive eight hours' pay for their regularly scheduled eight-hour day, which includes a one-half-hour meal period and therefore constitutes seven and one-half hours worked. In the event a Lieutenant works through a meal period, the Lieutenant shall not receive additional compensation. Lieutenants shall receive additional compensation for work in excess of eight hours, excluding meal periods. Lieutenants shall either be (a) compensated at the rate of time and one-half (1-1/2) or (b) provided with one and one-half (1-1/2) hours off for each hour worked in excess of eight (8) in a day, excluding meal periods.
- 3.3.2 Lieutenants working the four (4)/two (2) schedule shall receive nine hours' pay for their regularly scheduled nine-hour day, which includes a one-half-hour meal period and therefore constitutes eight and one-half (8-1/2) hours' worked. In the event a Lieutenant works through a meal period, the Lieutenant shall not receive additional compensation. Lieutenants working the four (4)/two (2) schedule shall receive additional compensation for work in excess of nine hours, excluding meal periods. Lieutenants shall either be (a) compensated at the rate of time and one-half (1-1/2) or (b) provided with one and one-half (1-1/2) hours off for each hour worked in excess of nine (9) in a day, excluding meal periods.
- 3.3.3 The work period for Lieutenants shall be one hundred seventy-one (171) hours in a twenty-eight- (28) day work period. Lieutenants shall either be (a) compensated at the rate of time and one-half (1-1/2) or (b) provided with one and one-half (1-1/2) hours off for each hour worked in excess of one hundred seventy-one (171) in a twenty-eight- (28) day work period. The Employer shall not arbitrarily change



nor reschedule furlough days in order to avoid the earning of overtime by Lieutenants who work the 4/2 schedule.

- 3.3.4 Lieutenants who have worked overtime and are thereby eligible for overtime compensation will be allowed the choice of whether they will be a) compensated by a cash payment at the rate of time and one-half; or b) compensated by receiving additional paid leave at the rate of time and one-half for all overtime hours worked up to forty or in excess of ninety in a payroll year. The Department Bureau Commanders will have sole discretion to decide that the form of compensation due to Lieutenants eligible for overtime for all overtime hours worked from forty through ninety in a payroll year shall be a cash payment rather than additional paid leave.
- 3.3.5 In the event Lieutenants are called back to work overtime which is not an extension either at the beginning or end of a normal shift, they will be compensated for a minimum of two (2) hours at the time and one-half (1-1/2) rate in the form of either a cash payment or time off. A shift extension is defined as reporting for duty within two (2) hours preceding or within one (1) hour following a Lieutenant's regularly scheduled shift.
- 3.3.6 Management employees of the rank of Police Captain may be ordered by the Employer to work overtime and to be on standby although they will not receive and are not entitled to overtime and/or standby pay. In lieu thereof, each Captain will be granted sixty-four (64) hours of non-cumulative paid Executive Leave per calendar year. Such leave shall be available on January 1 of each year, provided that if an employee fails to remain employed throughout the calendar year, such leave shall be prorated. Each Captain will have the option of cashing out a maximum of ten (10) hours of Executive Leave each calendar year; provided that the employee gives the Police Department notice by July 1 of each such year. Any such Executive Leave cashout will be paid on the first pay-date in August of that calendar year.
- 3.3.7 Employees promoted to the rank of Captain after January 1 of any calendar year shall, for the calendar year in which promoted or assigned, only be entitled to a prorated share of sixty-four (64) hours of Executive Leave time based upon the number of full pay periods remaining in that calendar year. Such prorated share shall accrue immediately upon such promotion or assignment.
- 3.3.8 Use of Executive Leave shall be accomplished in the same manner as vacation leave or in accordance with specific policies promulgated by the Seattle Police Department for use of Executive Leave. Such

leave shall not accumulate from year to year. It must be used in the calendar year in which it is granted or else it will be lost.

- 3.4 The daily work hours of an employee may, upon direction from or with the concurrence of the Employer, be adjusted to accommodate the varying time demands of the activities for which the employee is responsible. For example, upon direction from or with the concurrence of the Employer, an employee may work ten (10) hours one day and six (6) hours the next day, or six (6) days one week, and four (4) days the following week, or any other variation specifically approved by the Employer on a case-by-case basis.
- 3.5 On-Call for Lieutenants - The Employer and the Association agree that the use of off-duty on-call time shall be minimized consistent with sound law enforcement practices and the maintenance of public safety. Off duty on-call assignments shall be for a fixed predetermined period of time. Employees formally placed on off duty on-call status shall be compensated on the basis of ten percent (10%) of straight time pay. If the employee is actually called back to work, the off duty on-call premium shall cease at that time. Thereafter, normal overtime rules shall apply.
- A. On-call time at the 10% rate shall be defined as that period of time during which a Lieutenant is required by the Employer to remain in a state of readiness and is available by telephone to respond to a summons to duty and for which discipline may attach for failure to respond.
  - B. The Employer and the Association agree that the issuance of a cell-phone to an employee does not constitute placing the employee on on-call status. Units will be assigned on-call as directed by the Employer consistent with sound law enforcement practices and will be minimized consistent with the needs of public safety. The units identified as on-going for which the City may establish on-call are Homicide, CSI, SWAT, ABS, Force Investigations, DV/SAU, and Robbery/Gangs. The Employer may designate additional positions/units for episodic on-call status consistent with law enforcement needs. If the Employer seeks to designate additional units as “on-going” it will provide notice to the Association and bargain the same upon request.
  - C. In the case of riot or other large-scale disturbance or incident requiring mass police presence, employees placed on on-call shall be compensated at the rate of 50% for each hour on-call.
  - D. Officers utilizing the voluntary on-call program for reporting to court shall not receive any compensation while on-call.

- E. In the event the on-call assignment within a unit or units is on-going, the City will make a good faith effort to establish a rotational unit of at least three members.
  - F. The City recognizes that it is a sound law enforcement practice to develop the skill-sets required for these positions in order to expand the pool of potential back-up candidates. The City and the Association will establish a small work-group to make recommendations to the Department on potential training that could be undertaken in order to expand the pool of relief roster candidates. The work-group will be convened within ninety (90) days. The decision as to what training will be provided will be made by the Department.
- 3.6 An employee who is assigned by appropriate authority to perform all the duties of a higher paying classification and/or assignment for a continuous period of one day or any portion thereof or longer shall be paid at the first pay step of the higher position for each day worked at the higher classification and/or assignment.
- 3.7 No employee who successfully completes all of the mandatory requirements of firearms qualification with their Department issued or approved primary weapon shall be required to work without a firearm, except when reasonably deemed necessary by the Employer to be in the best interest of the City.
- 3.8 The Employer's firearms policies as amended from time to time pertaining to uniformed officers of the rank of Police Officer and Sergeant, including all of the mandatory requirements of firearms qualification with a Department issued or approved primary weapon, shall also apply to employees covered by this Agreement.
- 3.9 Personnel Files - The personnel files are the property of the Employer. The Employer agrees that the contents of the personnel files shall be confidential to the extent permitted by law and shall restrict the use of information in the files to the extent permitted by law to internal use by the Employer or other police agencies, in the absence of a signed release from the subject employee; provided the Employer may release the personal photograph and biographical information to the public when an employee is promoted to any rank covered by this Agreement or is the recipient of a Commendation. This provision shall not restrict such information from being presented to any court or administrative tribunal, nor from producing information as required by public disclosure laws. Nothing in this Agreement will be interpreted in a manner inconsistent with the requirements of the Public Records Act and other applicable law.

- 3.9.1 Employees shall be allowed to make written responses to any materials which are in their personnel files, and such responses shall be maintained in their personnel files.
- 3.10 In accordance with Ordinance 104526, as amended, it shall be a condition of employment that in the event there is made against an employee any claims and/or litigation arising from any conduct, acts or omissions of such employee in the scope and course of their City employment, the City Attorney of the City shall, at the request of, or on behalf of said employee, investigate and defend such claims and/or litigation and, if a claim be deemed by the City Attorney a proper one or if judgment be rendered against such employee, said claim or judgment shall be paid by the City in accordance with procedures established by Ordinance 104526, as amended, for the settlement of claims and payment of judgments.
- 3.11 The City agrees to adhere to its obligations pursuant to SMC Chapter 4.64 to provide defense and indemnity to Association members in accordance with the terms set forth in the Municipal Code.
- 3.12 Sickness/Serious Injury in the Family - In the event of a sudden, unexpected, disabling illness or injury to a member of the immediate family of an employee, said employee, upon approval of the Chief of Police or his/her designee, will be granted such release time as is reasonably necessary to stabilize the employee's family situation. The employee will, upon request, provide the necessary documentation to establish the nature and duration of the emergency.
- 3.13 The City shall offer a group Life Insurance option to eligible employees. The employee shall pay sixty percent (60%) of the monthly premium, and the City shall pay forty percent (40%) of the monthly premium, at a premium rate established by the City and the carrier. The City will offer an option for employees to purchase additional life insurance coverage for themselves and/or their families, at the employees' sole expense.
- 3.14 The Employer agrees to provide a fund to repair or replace clothes or equipment damaged in the line of duty.
- 3.15 Employees who are authorized by the City to provide a personal automobile for use in City business shall be reimbursed for such use at the cents per mile mileage reimbursement rate adjusted annually, on January 15, to reflect the United States Internal Revenue Service audit rate then in effect for purposes of United States Income Tax deductions for use of a privately owned automobile for business purposes.
- 3.16 Acting Positions

- A. The decision on whether to fill a vacant Lieutenant position shall be made by the Department. Open permanent vacancies for Lieutenant positions, budgeted or not, within the established work jurisdiction of the Association, shall be filled by an Association member of commensurate rank generally within sixty (60) days of the position opening or the establishment of the position. During the pendency of the promotion process, or when the current promotion list does not have any eligible candidates, an Acting Lieutenant may be appointed until a promotion can be made.
- B. In the event the Department determines that a special project needs to be temporarily filled, the Department will notify the Association in writing of the specific qualifications needed, a summary of the project specifics and a projected time period for the assignment. Association members will be given notice of a temporary position for special projects and offered the opportunity submit an interest in filling the position. The Department will consider these expressions of interest prior to filling the position, and will make the decision based upon the operational needs of the Department. It is understood that in some cases, such as where a Sergeant has specific qualifications that interested Lieutenants do not have, or where the Department determines that based on reasonable operating needs an interested Lieutenant(s) should not be reassigned, an Acting Lieutenant may be used. If an Acting Lieutenant is utilized, the status of the position will be reviewed by the City and Association after 180 days. When the Department determines that a Sergeant has specific qualifications not matched by any interested Lieutenant, the Association will be notified. In the event the need for the special project reasonably can be expected to reoccur, the Association will have thirty (30) days to request a meeting regarding the feasibility of conducting training designed to qualify Association members for the position in the event the special project arises again.
- C. Acting Lieutenants may be used to fill in for an existing Lieutenant that is absent due to illness, injury, or other leave.
- D. Upon promotion to a lieutenant or captain position, an individual promoted who has previously served in an acting capacity will be given credit, for step placement purposes, for all his/her time served in any acting assignments within 365 days prior to the promotion.
- E. Certain functions relating to command of Special Events and/or Unusual Occurrences are agreed to be the traditional work of the Association bargaining unit. The Department affirms its intent to use Association unit members to do such work to the extent possible.

3.17 Parking Reimbursement - Employees will be reimbursed for any parking expenses incurred as a result of travel for work related business. Employees will make a good faith effort to minimize any such expense. Employees may park free of charge at any Department controlled garage/lot for work related business. The City will provide parking to employees free of charge at their regularly assigned workplace (I.e.- headquarters or a precinct).

3.18 Labor-Management Leadership Committee - The Labor-Management Leadership Committee will be a forum for communication and cooperation between labor and management to support the delivery of high-quality, cost-effective service to the citizens of Seattle while maintaining a high-quality work environment for City employees.

The management representatives to the Committee will be determined in accordance with the Labor-Management Leadership Committee Charter. The Coalition of City Unions will appoint a minimum of six (6) labor representatives and a maximum equal to the number of management representatives of the Committee. The co-chairs of the Coalition will be members of the Leadership Committee.

3.19 Employment Security - Labor and management support continuing efforts to provide the best service delivery and the highest-quality service in the most cost-effective manner to the citizens of Seattle. Critical to achieving this purpose is the involvement of employees in sharing information and creatively addressing workplace issues, including administrative and service delivery productivity, efficiency, quality controls, and customer service.

Labor and management agree that, in order to maximize participation and results from the Employee Involvement Committees (EIC), no one will lose employment or equivalent rate of pay with the City of Seattle because of efficiencies resulting from an EIC initiative.

In instances where the implementation of an EIC recommendation does result in the elimination of a position, management and labor will work together to find suitable alternative employment for the affected employee. An employee who chooses not to participate in and/or accept a reasonable employment offer, if qualified, will terminate his/her rights under this employment security provision.

ARTICLE 4 – SALARIES AND DEFERRED COMPENSATION

- 4.1 The Employer shall pay the salaries set forth in Appendix A of this Agreement.
- 4.2 The Employer shall provide a deferred compensation match benefit as set forth in Appendix A of this Agreement.

ARTICLE 5 - HOLIDAYS

- 5.1 Captains shall be allowed twelve (12) holidays off per year with pay, or twelve (12) days off in lieu thereof, at the discretion of the Chief of Police. Lieutenants shall be allowed twelve (12) holidays off per year with pay, or twelve (12) days off in lieu thereof, for a total of ninety-six (96) hours of paid holiday time, at the discretion of the Chief of Police. A holiday shall be defined as commencing at 0001 hours and ending at 2400 hours on the dates specified at Section 5.2 below for those Lieutenants working a 4/2 schedule. A holiday shall be defined as the day of observance recognized by the City for those employees working a 5/2 schedule.
- 5.2 Lieutenants who are regularly scheduled to work during the holiday time periods enumerated below shall be compensated at the rate of one and one-half (1-1/2) times their regular hourly rate of pay for each hour worked during said period; provided, however, there shall be no pyramiding of the overtime and holiday premium pay. The dates of the holidays are set forth in parentheses.
- |                                    |  |
|------------------------------------|--|
| New Year's Day                     | (January 1)  |
| Martin Luther King, Jr.'s Birthday | (third Monday in January)  |
| President's Day                    | (third Monday in February)   |
| Memorial Day                       | (last Monday in May)   |
| Independence Day                   | (July 4)   |
| Labor Day                          | (first Monday in September)  |
| Thanksgiving Day                   | (fourth Thursday in November)<br>(The day immediately following<br>Thanksgiving Day) |
| Christmas Day                      | (December 25)  |
- 5.3 Whenever an employee has actually worked a holiday covered in Section 5.1, and the employee has not been given a day off with pay in lieu thereof, and the employee is subsequently prevented from taking such a day off during that calendar year because of illness, injury, or department work schedule, the employee may carry over to the next succeeding year such unused holiday time, or the Employer may compensate the employee at his/her regular rate for said holiday time.
- 5.4 Lieutenants assigned to units that are traditionally closed or operate with a reduced staff on the holidays may elect to work on those days but will not be entitled to the premium compensation set forth for the holidays enumerated in Section 5.2.
- 5.5 When a LEOFF II employee is on disability leave or sick leave and a holiday occurs, he/she shall be marked holiday on the time sheet. When a LEOFF I



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employee is on disability leave and a holiday occurs, he/she shall not be allowed to cash out that holiday or save it for future use. This provision shall not prevent the Association from contesting the legality of such practice.

ARTICLE 6 - VACATIONS

- 6.1 Annual vacations with pay shall be granted to eligible employees computed at the rate shown in Section 6.3 for each hour on regular pay status as shown on the payroll, but not to exceed eighty (80) hours per pay period; except in the case of Lieutenants who work a six (6)/two (2) or four (4)/two (2) schedule whose work hours are equivalent to eighty (80) hours biweekly on an annualized basis.
- 6.2 "Regular pay status" is defined as regular straight-time hours of work plus paid time off such as vacation time and holiday time off. At the discretion of the Employer, up to one hundred and sixty (160) hours per calendar year of unpaid leave of absence may be included as service for purposes of accruing vacation.
- 6.3 The vacation accrual rate shall be determined in accordance with the rates set forth in Column No. 1. Column No. 2 depicts the corresponding equivalent annual vacation for a regular full-time employee. Column No. 3 depicts the maximum number of vacation hours that can be accrued and accumulated by an employee at any time.

<u>COLUMN NO. 1</u> <u>ACCRUAL RATE</u>		<u>COLUMN NO. 2</u> <u>EQUIVALENT ANNUAL</u> <u>VACATION</u> <u>FOR FULL-TIME EMPLOYEE</u>			<u>COLUMN NO. 3</u> <u>MAXIMUM</u> <u>VACATION</u> <u>BALANCE</u>
Hours on Regular Pay Status	Vacation Earned Per Hour	Years of Service	Working Days Per Year	Working Hours Per Year	Maximum Hours
0 through 08320.....	.0460	0 through 4.....	12	(96)	192
08321 through 18720.....	.0577	5 through 9.....	15	(120)	240
18721 through 29120.....	.0615	10 through 14.....	16	(128)	256
29121 through 39520.....	.0692	15 through 19.....	18	(144)	288
39521 through 41600.....	.0769	20.....	20	(160)	320
41601 through 43680.....	.0807	21.....	21	(168)	336
43681 through 45760.....	.0846	22.....	22	(176)	352
45761 through 47840.....	.0885	23.....	23	(184)	368
47841 through 49920.....	.0923	24.....	24	(192)	384
49921 through 52000.....	.0961	25.....	25	(200)	400
52001 through 54080.....	.1000	26.....	26	(208)	416
54081 through 56160.....	.1038	27.....	27	(216)	432
56161 through 58240.....	.1076	28.....	28	(224)	448
58241 through 60320.....	.1115	29.....	29	(232)	464
60321 and over.....	.1153	30.....	30	(240)	480

- 6.4 An employee shall accrue vacation from the date of entering City service and may accumulate a vacation balance which shall generally not exceed at any time two (2) times the number of annual vacation hours for which the employee is currently eligible, except under circumstances outlined in Section 6.6 of this Agreement. Accrual and accumulation of vacation time shall cease at the time an employee's vacation balance reaches the maximum balance allowed and shall not resume until the employee's vacation balance is below the maximum allowed.

- 6.5 Employees may, with Employer approval, use accumulated vacation with pay after completing one thousand forty (1040) hours on regular pay status.
- 6.6 In the event that the Employer cancels an employee's already scheduled and approved vacation leaving no time to reschedule such vacation before the employee's maximum balance will be reached, the employee's vacation balance will be permitted to exceed the allowable maximum and the employee shall continue to accrue vacation for a period of up to three months if such exception is approved by both the Chief of Police and the Personnel Director in order to allow rescheduling of the employee's vacation. In such cases the Chief of Police shall provide the Personnel Director with the circumstances and reasons leading to the need for such an extension. No extension of this grace period will be allowed.
- 6.7 "Service year" is defined as the period of time between an employee's date of hire and the one-year anniversary date of the employee's date of hire, or the period of time between any two consecutive anniversaries of the employee's date of hire thereafter.
- 6.8 The minimum vacation allowance to be taken by an employee shall be one-half (1/2) of a day or, at the discretion of the Chief of Police, such lesser fraction of a day as shall be approved by the Chief of Police.
- 6.9 An employee who retires or resigns or who is laid off after more than six (6) months' service shall be paid in a lump sum for any unused vacation he/she has previously accrued.
- 6.10 Upon the death of an employee in active service, pay shall be allowed for any vacation accrued prior to the death of such employee.
- 6.11 Except for family and medical leave granted pursuant to Ordinance 116761, an employee granted an extended leave of absence which includes the next succeeding calendar year shall be paid in a lump-sum for any unused vacation he/she has previously accrued or, at the Employer's option, the employee shall be required to exhaust such vacation time before the leave of absence commences.
- 6.12 Where an employee has exhausted his/her sick leave balance, the employee may use vacation for further leave for medical reasons only with prior approval of the Chief of Police. Except for family and medical leave granted pursuant to Ordinance 116761, employees must use all accrued vacation prior to beginning an approved unpaid leave of absence.
- 6.13 An employee who goes on leave does not have a greater right to reinstatement or other benefits and conditions of employment than if the

employee had been continuously employed during the leave period. Nothing in this Section is intended to alter the existing practice with respect to LEOFF I or LEOFF II disability leave.

- 6.14 The Chief of Police shall arrange vacation time for employees on such schedules as will least interfere with the functions of the department but which accommodate the desires of the employees to the greatest degree feasible.
- 6.15 If the Employer cancels vacation time once it has been approved, and the employee has incurred non-refundable travel or lodging expenses, the employee shall be reimbursed by the City upon submittal of appropriate documentation of the loss.

ARTICLE 7 - PENSIONS

- 7.1 Pensions for employees and contributions to pension funds will be governed by the Washington State Statute in existence at the time.

ARTICLE 8 - HEALTH INSURANCE COVERAGE

- 8.1 Medical coverage shall be provided in accordance with the laws of the State of Washington, R.C.W. 41.20.120 and/or R.C.W. 41.26.150. The administration of LEOFF I medical benefits shall be maintained consistent with the Letter of Understanding signed by the Mayor on January 10, 1998.
- 8.2 For employees covered by this Agreement who were hired before October 1, 1977, and are covered by State Statute R.C.W. 41.26, the City will provide dental coverage, as established by the City. The City will also provide, for the dependents of eligible employees pursuant to Ordinance 102498, as amended, and a medical, dental, and vision coverage, as established by the City.
- 8.3 For employees covered by this Agreement who are not covered by State Statute R.C.W. 41.26 or who are hired on or after October 1, 1977, and who are not entitled to medical coverage under State Statute R.C.W. 41.26, the City shall provide a medical and dental care program, as established by the City, for eligible employees and their eligible dependents.
- 8.4 Effective January 1, 2009, the City shall provide medical, dental, and vision coverage, as mentioned in 8.2 and 8.3 above, for all regular employees (and eligible dependents) represented by unions that are a party to the Memorandum of Agreement established to govern the plans, including the Association. The parties agree to continue the terms of the Memorandum of Agreement previously established by the parties in 2007 to govern the Joint Labor-Management Health Care Committee process (which shall be attached hereto as Appendix D and by reference is incorporated herein) as follows. For calendar years 2014 through 2019, the selection, addition and/or elimination of medical, dental and vision benefit plans, and changes to such plans including, but not limited to, changes in benefit levels, copays and premiums, shall be established through the Labor-Management Health Care Committee in accordance with the provisions of the Memorandum of Agreement established to govern the functioning of said Committee.
- 8.5 Association members may “buy up” to the SPOG medical plan by paying the difference between the cost of the SPOG medical plan and the cost of the medical plan otherwise available to Association unit members under this Agreement. Association unit members have the option of “buying up” to either the SPOG medical plan only, or “buying up” to the entire SPOG medical, dental and vision benefit package, at the individual’s option, by paying the associated increase in premium costs.

ARTICLE 9 - SICK LEAVE, LONG TERM DISABILITY AND INDUSTRIAL INSURANCE

- 9.1 Employees covered by this Agreement hired on or after October 1, 1977, who are not entitled to disability leave under State Statute R.C.W. 41.26, shall be granted sick leave benefits as provided under Ordinance 88522, as amended. Upon retirement or death, twenty five percent (25%) of an employee's unused sick leave credit accumulation can be applied to the payment of health care premiums, or to a cash payment at the straight-time rate of pay of such employee in effect on the day prior to the employee's retirement or death.
- 9.2 For employees covered by this Agreement who were hired on or after October 1, 1977, and who are not covered by State Statute RCW 41.26 for non-occupational disability leave, the Association will make available a long term disability (LTD) program concerning non-occupational accidents or illnesses as established by the City.
- 9.3 The LTD program cited in Section 9.2 above shall be a group plan requiring mandatory participation by all eligible employees. Each eligible employee's share of the cost shall be contributed through payroll deduction pursuant to authorization by the Association in its capacity as the representative of the affected employees.
- 9.4 The Association will notify the Seattle Police Department (SPD), Finance and Administration (FAS) and the Seattle Department of Human Resources (SDHR) in writing at least two months in advance of any premium rate changes, unless such information has already been provided to the City by SPOG.
- 9.4.1 During the term of this Agreement, if the insurance carrier providing the LTD benefits covered by Section 9.2 above is unable or unwilling to continue to provide coverage or to maintain a major long term disability benefit, the parties will re-open the Agreement in order to find a mutually acceptable alternative.
- 9.4.2 In the event the Seattle Police Officers' Guild releases the City from any liability to provide long term disability benefits and assumes sole responsibility for providing such benefits, the Association shall have the option to do the same under the same terms and conditions. If the Association exercises such option, the Vision Services Plan approved by the Joint Labor-Management Insurance Committee will be provided by the City to all LEOFF II employees within the bargaining unit and dependents, and to all LEOFF I dependents, at no charge to the employee. At that time, the City may eliminate vision benefits available under existing medical plans.

9.5 Sick Leave Incentive - Employees covered by this Agreement, hired on or after October 1, 1977, who are not entitled to disability leave under State Statute R.C.W. 41.26, shall be eligible for the following sick leave incentive program:

- A. Employees who use no sick leave in a payroll year, shall have sixteen (16) hours of additional sick leave credited to their account for the next payroll year; for example, employees who use no sick leave in the payroll year ending December 19, 1989, shall have sixteen (16) hours of additional sick leave credited to their account for 1990;
- B. Employees who use two (2) days or less of sick leave in a payroll year, shall have twelve (12) hours of additional sick leave credited to their account for the next year;
- C. Employees who use four (4) days or less of sick leave in a payroll year, shall have eight (8) hours of additional sick leave credited to their account for the next year.
- D. Such incentive sick leave shall be subject to all rules, regulations and restrictions as normally earned sick leave, except as provided below.
- E. Incentive sick leave may be used only for the three-day elimination period for industrial injuries or after all regular sick leave has been used.
- F. Incentive sick leave may not be cashed out or applied to the payment of health care premiums pursuant to Section 9.1 above.
- G. If an employee is absent from work due to an on-duty injury or illness or a leave of absence for thirty (30) days or more, the amount of incentive sick leave that can be potentially earned will be proportionally reduced.
- H. If an employee is appointed to a rank covered by this Agreement on or after January 1st of the payroll year, eligibility for incentive sick leave will be based upon the sick leave use by the employee for the entire payroll year.

9.6 Industrial Insurance - Employees must meet the standards listed in SMC 4.44.020 to be eligible for the benefit amount provided herein, which exceeds the rate required to be paid by state law, hereinafter referred to as supplemental benefits. These standards require that employees: (1) comply with all Department of Labor and Industries rules and regulations and related City of Seattle and employing department policies and procedures; (2) respond, be available for, and attend medical appointments and treatments, and meetings related to rehabilitation, and work hardening, conditioning or other treatment arranged by the City and authorized by the attending



physician; (3) accept limited duty assigned by supervisors when released to perform such duty by the attending physician; (4) attend all meetings scheduled by the City of Seattle Workers' Compensation Unit or Police Department concerning the employee's status or claim when properly notified at least five (5) working days in advance of such meeting, unless other medical treatment conflicts with the meeting and the employee provides twenty-four (24) hours' notice of such meeting or examination.

9.6.1 The City will provide a copy of the eligibility requirements to employees when they file a workers' compensation claim. If records indicate two (2) no-shows after the employee has been properly notified in advance, supplemental benefits may be terminated no sooner than seven (7) days after such notification has been received by the employee.

ARTICLE 10 - MANAGEMENT RIGHTS

- 10.1 The management of the City and the direction of the work force are vested exclusively in the City, except as may be limited by an express provision of this Agreement. Without limitation, implied or otherwise, all matters not specifically and expressly covered by this Agreement shall be administered by the City in accordance with such policy or procedure as the City from time to time may determine.
- 10.2 Except where limited by an express provision of this Agreement, the City reserves the right to manage and operate the Police Department at its discretion. Examples of such rights include the right:
- A. To recruit, hire, assign, transfer or promote employees;
  - B. To suspend, demote and/or discharge employees or take other disciplinary action with just cause;
  - C. To determine the methods, processes, means and personnel necessary for providing police service, including the increase, or diminution, or change of operations, or police equipment, in whole or in part, including the introduction of any and all new, improved, automated methods or equipment, the assignment of employees to specific jobs, the determination of job content and/or job duties and the combination or consolidation of jobs;
  - D. To determine work schedules and the location of departmental headquarters and facilities; and
  - E. To control the departmental budget.
- 10.3 The City further reserves the right to take whatever actions are necessary in emergencies in order to assure the proper functioning of the department.
- 10.4 Promotions - Promotions and the filling of vacancies are made from a list of eligible candidates certified by the Public Safety Civil Service Commission (“PSCSC”) Secretary. The Association recognizes that the Chief, as the appointing authority, can select any of the certified eligible candidates in accordance with the law and the PSCSC rules. If the top candidate is passed over on two or more occasions, upon request the candidate will have a meeting with the Chief (or designee) to discuss ways to enhance their skills, abilities and/or performance.

ARTICLE 11 - WORK STOPPAGES

- 11.1 Nothing in this Agreement shall be construed to give an employee the right to strike and no employee shall strike or refuse to perform his/her assigned duties to the best of his/her ability. The Association agrees that it will not cause, condone or engage in any strike, slowdown, sick-out or any other form of work stoppage or interference to the normal operation of municipal functions. Employees shall not cause, condone or engage in any strike, slowdown, sick-out or any other form of work stoppage or interference to the normal operation of municipal functions. Employees who engage in any of the foregoing actions shall be subject to such disciplinary actions as may be determined by the City, including but not limited to discharge and/or the recovery of any financial losses suffered by the City.
- 11.2 The Employer shall not engage in lockout.

ARTICLE 12 - SUBORDINATION OF AGREEMENT

- 12.1 It is understood that the parties hereto and the employees of the City are governed by the provisions of applicable Federal Law, State Law, and City Charter. When any provisions thereof are in conflict with or are different from the provisions of this Agreement, the provisions of said Federal Law, State Law and City Charter are paramount and shall prevail.
- 12.2 Employees of the City are governed by applicable City Ordinances, and said Ordinances are paramount except where they conflict with the express provisions of this Agreement, and except where, in the event of changes to the wages, hours, or working conditions of employees covered by this Agreement, bargaining is required by chapter 41.56 RCW.

ARTICLE 13 - SAVINGS CLAUSE

- 13.1 If any provision of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations with respect to issues arising from such holding of invalidity or such restraint.

ARTICLE 14 - ENTIRE AGREEMENT

- 14.1 The Agreement expressed herein in writing constitutes the entire Agreement between the parties, and nothing shall add to, or supersede any of its provisions, except by written agreement.
- 14.2 The parties acknowledge that each has had the unlimited right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, except as otherwise provided in this Agreement, the City and the Association for the duration of this Agreement, each voluntarily and unqualifiedly, agree to waive the right to oblige the other party to bargain with respect to any subject or matter whether or not specifically governed by this Agreement; provided that the Association does not waive its right to obligate the City to bargain with respect to any changes proposed by the City in the wages, hours or working conditions of employees covered by this Agreement.

ARTICLE 15 - GRIEVANCE PROCEDURE

- 15.1 Any dispute between the Employer and the Association concerning the interpretation or claim of breach or violation of the express terms of this Agreement shall be deemed a grievance. Such a grievance shall be processed in accordance with this Article. Any other type of dispute between the parties including disputes involving: (1) Public Safety Civil Service Commission Rules or Regulations whether specified in this Agreement or not, if there be such; and (2) Article 7 - Pensions, shall not be subject to the procedure delineated in this Article.
- 15.2 A grievance as defined in Section 15.1 of this Article shall be processed in accordance with the following procedures. The Association has thirty (30) calendar days from the day the Association knew, or should have known, of the alleged contract violation to either request a Pre-Grievance Meeting or file a Step 1 grievance. Any grievance regarding a suspension, demotion or termination must be filed at Step 2.

Pre-Grievance Meeting.

The Association may request a Pre-Grievance Meeting by submitting a written summary of the issue to the aggrieved employee's Bureau Chief, (with a copy to the designated sworn member of Command Staff, Senior Leadership Team, and the Police Department Human Resources Director) within thirty (30) calendar days of the alleged contract violation. A Pre-Grievance Meeting shall be held within fifteen (15) calendar days of the Association's submission. The outcome of the Pre-Grievance Meeting shall be reduced to writing by the parties within fifteen (15) calendar days of the meeting.

- STEP 1. The Step 1 submission shall be in writing, stating the Section(s) of the Agreement allegedly violated, a detailed explanation of the grievance and the remedy sought. The submission shall go to the designated sworn member of the Command Staff (with a copy to the employee's Bureau Chief and the City Director of Labor Relations). The Step 1 submission must be filed within thirty (30) calendar days of the alleged contract violation or within fifteen (15) calendar days of the written outcome of the Pre-Grievance Meeting if that option was utilized. In the event there was no Pre-Grievance Meeting, the Employer may request that the parties convene a meeting to discuss the grievance. The Employer shall have thirty (30) calendar days from the date of the Step 1 submission to provide a written response.

STEP 2. The Association may submit a matter to Step 2 of the grievance procedure within fifteen (15) calendar days of receiving the City's Step 1 response. Any grievance regarding a suspension, demotion, or termination, shall be filed by the Association within fifteen (15) calendar days of the day the Department provides notice to the employee of the Department's final decision to impose a suspension, demotion or termination. The Step 2 submission shall go to the City Director of Labor Relations with a copy to the Chief of Police, the designated sworn member of the Command Staff, the Police Department Human Resources Director and the Bureau Chief. The Director of Labor Relations or his/her designee shall investigate the grievance. Either the Director of Labor Relations or his/her designee, or the Association may request a meeting between the appropriate parties to discuss the facts of the grievance. The Director of Labor Relations shall thereafter make a recommendation to the Chief of Police within fifteen (15) calendar days after receipt of the written grievance or the meeting between the parties, whichever is later. The Chief of Police shall, within fifteen (15) calendar days thereafter, provide the Association with his/her written decision on the grievance with a copy to the City Director of Labor Relations.

STEP 3. Arbitration - If the grievance is not settled at Step 2, referral to arbitration must be made in writing within thirty (30) calendar days after the final decision in Step 2. Written reprimands shall not be subject to Step 3 of the grievance procedure. If the Employer introduces into evidence a written reprimand, any written response given by the employee at the time the reprimand was issued shall be admitted in the same proceeding.

15.3 Arbitrator Selection - The parties will jointly request that the United States Federal Mediation and Conciliation Service (FMCS) provide a list of labor arbitrators in random order meeting the following qualifications: attorney; office in Washington or Oregon; and member of the National Academy of Arbitrators (the List). This will be the List used by the parties for arbitrator selection for the duration of the Agreement. Selection of an arbitrator will operate as follows:

- A. The parties will alternate who goes first, starting with the Association going first in the first arbitration conducted under this Agreement.
- B. The party going first will have the option to strike or accept the top name on the List. The other party then will have the option to strike or accept the top name on the List. After each party has gone, the top name on the List will be the arbitrator that hears the grievance.



- C. The parties will continue sequentially down the List for all future arbitrations. If the parties get to the bottom of the List, they will jointly request that FMCS re-re-randomize the List. The parties will then start at the top of the re-randomized List.

The List will remain in effect until a new collective bargaining agreement is reached, at which time the parties will go through the above process and update the List, thereby ensuring that there will be a sufficient number of Labor Arbitrators to resolve disputes. The List will be appended to the 2014-2019 bargaining agreement.

15.4 Referral to arbitration must be accompanied by the following information:

- 1. Identification of the Section(s) of the Agreement allegedly violated.
- 2. Details or nature of the alleged violation.
- 3. Position of the party who is referring the grievance to arbitration.
- 4. Question(s) which the arbitrator is being asked to decide.
- 5. Remedy sought.

15.5 The parties agree to abide by the award made in connection with any arbitrable difference.

15.6 In connection with any arbitration proceeding held pursuant to this Agreement, it is understood as follows:

- A. The Arbitrator shall have no power to render a decision that will add to, subtract from, alter, change or modify the terms of this Agreement, and his/her power shall be limited to interpretation or application of the terms of this Agreement.
- B. The decision of the arbitrator shall be final, conclusive and binding upon the City, the Association and employees involved.
- C. The cost of the arbitrator shall be borne equally by the Employer and the Association, and each party shall bear the cost of presenting its own case.
- D. The arbitrator's decision shall be made in writing and shall be issued to the parties within thirty (30) days after the case is submitted to the arbitrator.

Any arbitrator selected under Step 3 of this Article shall use the voluntary labor arbitration regulations of the American Arbitration Association, unless stipulated otherwise by the parties of this Agreement, as a guideline for hearing procedures.

E. If arbitration has been timely requested, the parties may with mutual consent, attempt grievance mediation. The process will use a mutually acceptable professional mediator and conclude within thirty (30) calendar days after the mutual request.

15.7 The time for processing a grievance stipulated in Section 15.2 may be extended for stated periods of time by mutual written agreement between the Employer and the Association, and the parties to this Agreement may likewise, by mutual written agreement, waive any step or steps of Section 15.2.

15.8 Failure by an employee or the Association to comply with any time limitation of the procedure in this Article shall constitute withdrawal of the grievance. Failure by the Employer to comply with any time limitations of the procedure in this Article shall allow the Association to proceed to the next step without waiting for the Employer to reply at the previous step.

15.9 Grievance settlements shall not be made retroactive beyond the date of the occurrence or nonoccurrence upon which the grievance is based, that date being fifteen (15) or less days prior to the initial filing of the grievance.

15.10 If at any step in the grievance procedure the Employer's response is deemed unsatisfactory, the Association's reason(s) for non-acceptance must be presented in writing when, and if, the grievance is reinitiated at the next step of the grievance procedure.

15.11 A grievance decision at any step of the procedure in Section 15.2 of this Article shall not necessarily be conclusive nor set a precedent, with the exception of Step 3. A decision at Step 1 or 2 shall be subject to review and/or reversal by the Employer at any time; provided, however a decision at Step 2 shall not be reversed beyond ninety (90) calendar days after the issuance of the Step 2 decision. In case a decision is set aside as described in this Section, the ensuing grievance time limits shall become operative when the Association is notified of the reversal.

15.12 Employees will follow all written and verbal directives which are alleged to be in conflict with the provisions of this Agreement. Disputes concerning conflicts between directives and the contract shall subsequently be subject to the grievance procedure.

15.13 As an alternative to answering the Step 2 grievance or conducting an investigation or hearing at Step 2, the Director of Labor Relations after

consultation with the Chief of Police may, in writing, refer the grievance back to the Association. The Association may then initiate Step 3 of this procedure within the time frames specified therein.

- 15.14 An employee must upon initiating objections relating to actions subject to appeal through either the contract grievance procedure or pertinent Public Safety Civil Service Commission appeal procedures use either the grievance procedure contained herein or pertinent procedures regarding such appeals to the Public Safety Civil Service Commission. Under no circumstances may an employee use both the contract grievance procedure and the Public Safety Civil Service Commission procedures relative to the same action. If both a grievance and an appeal to the Public Safety Civil Service Commission are filed, the City will send a notice of such dual filings by certified mail to the employee(s) and the Association. The Association will notify the City within fifteen (15) calendar days from receipt of the notice if it will use the grievance procedure. If no such notice is received by the City, the contractual grievance shall be deemed to be withdrawn.

ARTICLE 16 – INTERNAL INVESTIGATION PROCEDURES AND THE POLICE  
OFFICERS' BILL OF RIGHTS

- 16.1 The parties agree that discipline is a command function, and that the Department may institute a disciplinary procedure. So much of said procedure that relates to the right of an employee to a hearing and the mechanics thereof are outlined in this Article; provided, however, that it is understood that if deemed appropriate by the Chief of the Department, discipline or discharge may be implemented immediately, and the disciplinary action shall be subject to the grievance and arbitration procedures as provided under this Agreement or the hearing procedures of the Public Safety Civil Service Commission, but not both. Disciplinary action shall be for just cause and the discipline shall be proportional to the offense. The standard of review and burden of proof in labor arbitration will be consistent with established principles of labor arbitration, applying the same evidentiary standard as in any other allegation of misconduct.

In the case of an officer receiving a sustained complaint involving dishonesty in the course of the officer's official duties or relating to the administration of justice, a presumption of termination shall apply. Dishonesty is defined as intentionally providing false information, which the officer knows to be false, or intentionally providing incomplete responses to specific questions, regarding facts that are clearly material to the allegation(s). Specific questions do not include general or 'catch-all' questions. For purposes of this Section dishonesty means more than mere inaccuracy or faulty memory. Notwithstanding this provision, consistent with the principals of just cause, an Association member retains the right to challenge both an investigative finding and/or the associated discipline in the grievance/arbitration process.

- 16.2 For purposes of this Article, a "named employee" shall be an employee who is alleged to have violated Department rules.
- 16.3 Indefinite Suspensions - On indefinite suspensions used for investigative purposes which do not result in termination of employment or reduction in rank, the resultant punishment shall not exceed thirty (30) days including the investigative time incorporated within the indefinite suspension. However, if an employee has been charged with the commission of a felony or a gross misdemeanor where the allegation if true could lead to termination, or if the Chief determines that leave without pay is necessary in order to maintain the public trust (e.g. – an employee being investigated but not yet charged with a serious crime), the Employer may indefinitely suspend that employee beyond thirty (30) days as long as the length of such suspension is in accord with all applicable Public Safety Civil Service Rules. The Association will be notified when the Department intends to indefinitely suspend an Association member. The Association has the right to request a meeting with the Chief to discuss

the suspension. The meeting will occur within fifteen (15) days of the request. An employee covered by this Agreement shall not suffer any loss of wages or benefits while on indefinite suspension if a determination of not sustained is made by the Chief of Police. In those cases where an employee covered by this Agreement appeals the disciplinary action of the Chief of Police, the Chief of Police shall abide by the decision resulting from an appeal as provided by law with regard to back pay or lost benefits.

#### 16.4 Internal Investigations Procedures

- A. The parties expressly agree that the following internal investigation procedures apply only to administrative investigations being conducted by OPA. Both parties affirm their commitment to comply with the intent of this Article. In the event an Association member is investigated, the lead investigative function will be performed by an officer of equal or greater rank, as long as officer(s) meeting this requirement are permanently assigned to OPA. If officers holding the rank of Lieutenant or Captain have been replaced through civilianization, the lead investigative function may be performed by a civilian permanently assigned to the OPA. In no event will these functions be performed by a lower ranking sworn official. All interviews will be consistent with the provisions of 16.4(H), regardless of the status or rank of the interviewer. This does not preclude investigative assistance by a non-bargaining unit member. In the case of criminal investigations, more limited rights to notice, advisements and representation may apply. Minor policy violations, incidents of minor misconduct and work performance issues will, at the discretion of OPA, be assigned for investigation by the chain of command and/or Human Resources.
- B. Except in cases where notice would jeopardize the investigation, OPA shall furnish the named employee with a preliminary notification within ten (10) calendar days of the date the complaint is assigned for investigation by OPA. The preliminary notification shall include the basic details of the complaint. The OPA shall furnish the named employee and the Association with a classification report no later than thirty (30) days after receipt of a complaint. At a minimum, the classification report shall include information sufficient to allow the named employee to prepare for any subsequent investigation (including a factual summary of the allegations against the employee), the time and place of the alleged wrongdoing unless providing the place would violate Seattle Ordinance 3.29.130, and if the Department intends to investigate the complaint, the procedures it intends to use in investigating the complaint (e.g., OPA investigation or “front-line” investigation). The notification will include a good faith identification of the potential policy and/or rule violation(s). This identification need not be exhaustive and subsequently may be amended. In the event an amendment occurs less than seven (7) days

before an interview, upon request the interview will be rescheduled in order to provide seven (7) days notice. In the case of allegations involving discrimination, harassment, retaliation or other EEOC laws the classification report will indicate whether the investigation will be managed through the Seattle Department of Human Resources.

- C. Except in cases where the named employee or witness employee is physically or medically unavailable to participate in the internal investigation, no discipline may result from the investigation, unless within one-hundred eighty (180) days after either receipt or initiation of the complaint by the OPA, written notification is provided to the named employee of the proposed investigative finding and discipline. Such written notification will be provided via email and either hand delivery or via U.S. Mail sent to the employee's home address on file with the Department. A copy of the written notification will be sent to the Association via email on the same day that notice is provided to the employee. When the conduct under investigation has been adjudicated by a supervisor providing formal performance counseling and that adjudication has been reviewed and approved by an OPA employee, the 180 days will begin upon OPA's approval of the supervisory adjudication.
1. The one-hundred eighty (180) day time period will be suspended when a complaint involving alleged criminal conduct 1) is being reviewed by a prosecuting authority or is being prosecuted at the city, county, state, or federal level; 2) occurred in another jurisdiction and is being criminally investigated or prosecuted in another jurisdiction; or 3) is being criminally investigated by the Seattle Police Department. The suspension of the one-hundred eighty (180) day time period only applies so long as the OPA is not engaged in an administrative investigation. The one hundred eighty (180) day time period will be tolled until the date OPA recommences the investigation, or after OPA receipt of either a decline notice from a prosecuting authority, notification regarding the judicial acceptance of a guilty plea (or equivalent, such as a nolo contendere), or notification regarding a verdict in a criminal trial. Provided, however, in the case of a criminal conviction, nothing shall prevent the Department from taking appropriate disciplinary action within forty-five (45) days, and on the basis of, a criminal conviction or judicial acceptance of a guilty plea (or judicial equivalent, such as a nolo contendere).
  2. Additionally, the failure of an employee or Department witness, or their representative, to participate in the investigation in a timely manner will result in an automatic extension of the 180-day limit by

the additional amount of time the employee, Department witness, or representative took to participate.

3. Subject to the listed conditions, the Department may request, and the Association will grant, an extension of the one-hundred eighty (180) day time restriction if the Department can show that it has made the request before the one-hundred eighty (180) day time period has expired; and has exercised due diligence in conducting the investigation of the complaint. A request for an extension due to the unavailability of witnesses must be supported by a showing by the Department that the witnesses are reasonably expected to become available (both physically available and willing to participate in the investigative process) within the time period requested. In the event the OPA Director position becomes vacant due to unforeseen exigent circumstances, the one-hundred eighty (180) day time restriction will be extended by sixty (60) days.
  4. In the event that the Department makes a request for an extension of the 180-day time limit within the time frame set forth above, and in conformance with all the other requirements set forth above, the Association will give a written response thereto within seven calendar days from the date the request was first received by the Association President, or his/her designee. Failure to so respond shall result in the extension request being approved.
  5. The parties recognize the importance of avoiding disputes concerning the operation of the one hundred eighty (180) day time period for investigations, and thus will communicate in good faith in order to minimize disputes over this issue. In order to maintain full disclosure regarding the 180-day time period the Department will notify the Association whenever the OPA Director believes the time period has been tolled.
- D. Employees who have been notified that they are the subject of an internal investigation will be advised of the status of the investigation upon inquiry to OPA. Classification of cases as administrative or criminal shall be made in good faith and based upon the evidence. The Commander of the investigative unit conducting the investigation shall stay in contact with the appropriate prosecutor's office to facilitate a timely filing decision.
- E. When a named employee is to be interviewed or directed to complete a written statement in lieu of an in-person interview relative to a complaint against him/her, the interview notice will include:

1. Except in cases where notice would jeopardize the investigation, the address of the alleged misconduct (if known) and other information necessary to reasonably apprise him/her of the allegations of such complaint.
  2. The name of the individual in charge of the investigation and the name of the investigator who will be conducting the interview
- F. Nothing in Section B or D shall function to limit the scope of the investigation. The named employee is obligated to participate in and respond to questions asked during the interview or as part of the required written statement. Additional acts, allegations, or circumstances unrelated to the subject matter of the current interview, if investigated, will be made the subject of a separate interview or statement after compliance with the notification provisions of this Agreement.
- G. When an employee is to be interviewed or is required to make a statement relative to a complaint against him/her by any other City agency or its agents, that employee will be afforded his/her rights under the Police Officers' Bill of Rights by that City agent.
- H. OPA Interviews
1. The OPA may conduct in-person interviews of the complainant (if an employee), named employee and witness(es) during the course of an OPA investigation
  2. At least three business days and no more than thirty days prior to the interview, the City shall provide notice to the employee and the Association of the interview. The notice shall include all notice required by this Agreement and shall advise the employee of his/her right to representation by the Association during the interview.
  3. Should the City wish to question the employee about an incident or allegations unrelated to the subject investigation, the notification requirements set forth in this section shall be complied with before the questioning on such incident or allegations commences, unless otherwise agreed by the OPA, the Association and the employee.
  4. The Association will be allowed reasonable on-duty release time for a Board member to provide representation requested by the employee during the questioning.



5. Persons in attendance at interviews will be limited to the employee, the employee's Association representative and/or attorney (no more than two persons), the OPA investigator(s) assigned to the case and one OPA command staff member (no more than three persons), and a court reporter or stenographer, if requested. Attendance at interviews by OIG representatives shall be as a neutral observer. OIG will make a good faith effort to provide the Association at least three (3) days notice when an OIG representative will be in attendance at any interview, unless such notice would be inconsistent with the duties of the OIG.
  6. Any person in attendance at interviews shall be precluded from making recommendations or otherwise determining disciplinary outcomes for the employee.
  7. The OPA interviews shall be digitally recorded, unless in the Department's discretion the nature of the interview does not require recording. A copy of the City's digital recording will be provided to the Association at the conclusion of the interview, either by email or other electronic format. The employee and/or the Association shall have the right to make an independent recording of any interview, a copy of which shall be made available to the City upon request. If an interview of a named employee is recorded by the City, the City shall provide the employee a copy of the transcript of the interview at no cost within five days after completion of the transcript, if prepared.
- I. Although a sustained finding may be entered, no disciplinary action, loss in pay or reduction in benefits will result from a complaint of misconduct where the complaint is made to the OPA more than five years after the date of the incident which gave rise to the complaint, except:
    1. where the allegations against the employee, if substantiated, would have constituted a crime at the time the conduct occurred, or
    2. where the named employee concealed acts of misconduct, or
    3. dishonesty, or
    4. Type III force, as defined in the SPD policy manual or by applicable law

Any Association member who has been denied a promotion or transfer opportunity by invoking this section (excluding the exceptions in I (1)-(4) above) upon request will be given a written description of measurable

performance standards and the period of time these standards must be sustained in order to resolve the Department’s concerns

- J. OPA shall conduct a preliminary investigation on every complaint before determining whether to proceed with a full investigation of the complaint
- K. Unless pursuant to a court order or by operation of law, access to internal investigation files shall be limited to members of the OPA, Bureau Chief/Deputy Chief , the OPA Director, the OPA Auditor, the SPD Legal Counsel, SDHR, the SPD Human Resources Director, the City Attorney’s Office, employees of the Office of Inspector General, the Chief of Police and the Association when otherwise allowed by law. The Chief of Police or his or her designee may authorize access to others in his/her discretion only if those others are involved in (1) the disciplinary process; (2) the defense of civil claims; (3) the processing of a public disclosure request; or (4) the conduct of an administrative review. To the extent allowable by law at the time of the request, the City will consider application of relevant exemptions to the public disclosure laws with respect to personally identifying information in internal disciplinary proceedings files and OPA files, the nondisclosure of which is essential to effective law enforcement. Except as provided herein, any disclosure of an OPA internal investigation file involving an Association member that is not in response to a court order or other lawful process will be disclosed to the Association.

To the extent allowable by law, an officer’s personal identifying information shall be redacted from all records released. Records of all sustained complaints, including the punishment imposed, should be made public in a format designed to protect the privacy of the officers and complainants.

- L. The OPA shall maintain a record showing which files have been removed from the OPA office, the date of removal, who accessed the files, and to where the files have been transferred.
- M. An employee may request access to the investigatory portion of closed internal investigation files in which the employee was an accused. Such a request shall be in writing fully stating the reasons such access is desired. The OPA shall consider the circumstances and not unreasonably deny such access. If an employee has appealed proposed discipline, the employee and the Association shall be allowed to access the investigatory portion of the internal investigation file related to the discipline of that employee on the incident involved in the appeal.
- N. OPA closed investigative files will be retained based on their outcome. Investigations resulting in findings of “Sustained” shall be retained for

the duration of the City employment plus six years, or longer if any action related to that employee is ongoing. Investigations resulting in a finding of “Not Sustained” shall be retained for six years plus the remainder of the current year.

- O. Nothing in this Agreement will be interpreted in a manner inconsistent with the requirements of the Public Records Act and other applicable law.
- P. Absent good cause shown, undisclosed witnesses or evidence known by the employee or the bargaining representative at the time of the OPA interview shall not be allowed into the record at arbitration or civil service appeal if i) the existence of the undisclosed witness or evidence was known by the employee or representative during the OPA investigation; ii) was believed by that employee or representative to be material to the investigation; and iii) if the OPA offered the employee an opportunity to discuss any additional witnesses or evidence during the course of the employee’s interview.
- Q. Effective upon ratification of this Agreement: 1) all disciplinary appeals will be handled through the appeal process described in SMC 3.29.420 or the grievance procedure in the Agreement; and 2) the City may implement the revised composition of the Public Safety Civil Service Commission as provided in the Accountability Legislation at 4.08.040.

## 16.5 Criminal Investigations

- A. In the event of a criminal investigation of an Association member, all constitutional protections shall apply. No negative inference shall be drawn from the exercise of the constitutional right against self-incrimination.
- B. OPA will not conduct criminal investigations. While OPA will not direct or otherwise influence the conduct of a criminal investigation, OPA may communicate with the criminal investigators and/or prosecutors about the status and progress of a criminal investigation. In the discretion of the OPA Department, simultaneous OPA and criminal investigations may be conducted. In the event the Department is conducting an OPA investigation while the matter is being considered by a prosecuting authority, the 180-day timeline provision continues to run. Additionally, in the case of concurrent investigations, OPA may coordinate with the criminal investigators and prosecutors regarding administrative investigatory details, such as witness interview scheduling or review of evidence articles.

In the case of criminal allegations, OPA (after consulting with the Investigations Bureau Chief) shall identify the appropriate investigative unit outside of OPA with expertise in the type of criminal conduct alleged to conduct the criminal investigation and the associated interviews of the named employee(s), witness employee(s) and other witnesses. The criminal investigation shall become part of the administrative investigation. The OPA may, at its discretion, recommend to the Chief of Police that an outside law enforcement agency conduct a criminal investigation.

16.6 Bill of Rights - The “Police Officers’ Bill of Rights” spells out the minimum rights of an officer but where the language of the contract or the past practices of the Department grant the officer greater rights, those greater rights shall pertain. Both parties affirm their commitment to comply with the intent of this Article. The wide-ranging powers and duties given to the Police Department and its members involve them in all manner of contacts and relationships with the public. From these contacts come many questions concerning the actions of members of the force. These questions often require immediate investigation by superior officers designated by the Chief of the Seattle Police Department.

16.6.1 Administrative Investigation Defined - For the purposes of this Article, the term "administrative investigation" means an investigation by or under the authority of the Chief of Police/OPA of activities, circumstances, or events pertaining to the conduct or acts of an employee. The parties expressly agree that the provisions of this Article apply only to administrative investigations being conducted by OPA. In the case of criminal investigations, more limited rights to notice, advisements and representation may apply. Nothing in this collective bargaining agreement shall limit an employee’s Constitutional rights.

16.6.2 Right to Representation - Before any interview commences or written statement is provided, the employee shall be afforded a reasonable opportunity and facilities to contact and consult privately with a personal attorney or bargaining unit representative(s) before being interviewed or providing a statement.

16.6.3 Interviewing procedures - Interviews shall be held at a reasonable hour and preferably when the employee to be interviewed is on duty unless the exigencies of the interview dictate otherwise. Interviewing shall be completed within a reasonable time and shall be accomplished under circumstances devoid of intimidation or coercion, and no questions shall be asked “off the record.” The employee being interviewed shall be entitled to such intermissions as he/she reasonably shall request for personal necessities, meals,

telephone calls, and rest periods. The employee is obligated to participate in and respond to questions asked during the interview or as part of the required written statement. All interviewing shall be limited in scope to activities, circumstances or events which pertain to the conduct of the employee under investigation. Additional acts, allegations, or circumstances unrelated to the subject matter of the current interview, if investigated, will be made the subject of a separate interview or statement.

- 16.6.4 Intimidation of employee prohibited - No employee under investigation shall be falsely threatened with dismissal or other disciplinary action should he/she refuse to resign, nor shall any employee be subjected to abusive or offensive language or in any other manner intimidated or offered promises or reward as an improper inducement to answer questions.
- 16.6.5 Department attendees at the due process hearing will be limited to the Chief of Police, the OPA Director, the Department HR Director (or designee), an Assistant or Deputy Chief, the Inspector General (or designee), SPD Counsel/CAO representative, and at the request of the named employee any employee(s) of the Department. This section concerns the Department's representation during due process hearings and is not meant to limit an employee's established rights to representation during the due process hearing.
- 16.6.6 If new material facts are revealed by the named employee during the due process hearing and such new material facts may cause the Chief to act contrary to the OPA Director's recommendation, the Chief will send the case back to the OPA for further investigation and the 180-day period will be tolled for up to 60 days (or longer if mutually agreed) in order to allow the further investigation to be conducted. The named employee has no obligation to attend his/her due process hearing or to present any information during the due process hearing if he/she chooses to attend.
- 16.6.7 When the Police Chief changes a recommended finding from the OPA, the Chief will be required to state his/her reasons in writing and provide these to the OPA Director, the Mayor and City Council. In stating his/her reasons in writing for changing an OPA recommendation from a sustained finding, the Chief shall use a format that discloses the material reasons for his/her decision. The explanation shall make no reference to the officer's name or any personally identifying information in providing the explanation. In the event the change of recommendation is the result of personal, family, or medical information the Chief's explanation shall reference "personal information" as the basis of his decision.

16.7 Mediation – Alternative Resolution Process

1. The parties recognize and embrace the value of having a process whereby officers and community members can openly discuss situations in which a member of the public felt dissatisfied with an interaction with an officer. Through communication and dialogue, officers will have the opportunity to hear the perspective and concerns of the public, and complainants will have an opportunity to get a better understanding of the role and responsibility of a police officer. The parties commit to monitoring and improving, as needed, the alternative resolution process detailed in the section of the Agreement. While this section references mediation, the parties may choose to utilize other means of alternative dispute resolution by mutual agreement.
2. For cases involving dissatisfaction with an interaction with an officer, the initial notification will ask the officer whether he/she is willing to mediate the complaint.
3. Assuming the officer is interested in mediation, the Department will have the discretion to determine whether or not mediation of a complaint is appropriate. The classification report will normally be used to inform the named employee that the Department has determined that a complaint is eligible for mediation. Complaints may also be deferred to mediation after an investigation has been commenced. A deferral will not be made until such time as the complainant has agreed to participate in the mediation process. Nothing herein shall affect the obligation of the employer that any discipline be imposed in accordance with just cause.
  1. Voluntary process - Mediation will occur only if both the complainant and employee agree.
  2. The Mediator will attempt to schedule the mediation as soon as reasonably possible, recognizing the importance of holding the mediation at a time that is convenient for the complainant.
  3. If the Mediator informs the Department that the employee participated in the process in good faith, the complaint will be dismissed and no discipline will be imposed. Good faith means:
    - a. The officer actively listens to the perspective of the other party; and
    - b. The officer fully communicates his/her own position and engages in the discussion.

Good faith does not require the officer to agree to any particular resolution of a complaint.

4. In the event the complainant changes their mind and does not participate in the mediation, or if the employee does not participate in the mediation in good faith, a finding of which shall not be subject to challenge, the complaint will be returned to OPA. If returned to OPA, the 180-day time period shall be considered to have been tolled during the time from when the complaint was deferred to mediation until the matter is returned to OPA.
5. Confidential process - The parties to mediation will sign a confidentiality agreement. The mediator will only inform the Department whether or not the parties met and participated in good faith. Any resolution will be confidential.
6. Time spent at the mediation shall be considered on-duty time.
7. The panel of mediators will be jointly selected by the parties through the JLMC annually. All costs of mediation shall be borne by the City.

#### 16.8 Rapid Adjudication Process

- A. The parties agree to try a rapid adjudication process during the term of this Agreement. There are situations when an officer recognizes that their conduct was inconsistent with required standards, and is willing to accept discipline for the infraction rather than requiring an extensive investigation by OPA.
- B. At or prior to the time that the classification report is issued, the OPA may provide notice to the officer suggesting that the matter may be appropriate for the Rapid Adjudication Process.
- C. Within seventy-two (72) hours of receipt of the classification report, or at any time prior to that time, an officer may inform OPA and their unit commander, in writing, that they want to utilize the rapid adjudication process. This notification to OPA and the unit commander shall toll the 180-day limitation.
- D. The decision of whether to accept the request for rapid adjudication will be made by the Bureau Chief (or designee), with the concurrence of OPA. Within thirty (30) days after receiving the notification from the officer, the OPA shall respond to the officer, letting him/her know whether the OPA and Bureau Chief accept the request for rapid adjudication processing. If the Bureau Chief (or designee) or OPA

rejects the request for rapid adjudication, the matter will be returned to OPA for investigation, with written notice to the officer. The 180-day clock will resume upon issuance of the written notice.

- E. If the Bureau Chief and OPA agree to use the rapid adjudication process, the Department will determine what discipline is appropriate, using the just cause standard, and inform the officer. If the officer rejects the proposed discipline, the matter will be returned to OPA for investigation. If the officer accepts the proposed discipline, the matter will be closed and the discipline will be final and binding, and not subject to challenge through either the grievance procedure or the Public Safety Civil Service Commission. Neither the Department's proposed discipline, the willingness of the Department, OPA, and the officer to consider rapid adjudication, or rejection of the discipline may be offered as evidence in any subsequent proceeding.

#### 16.9 EEO Investigations

- A. Complaints of Discrimination, Harassment, Retaliation, and other matters related to Equal Employment Opportunity laws and regulations shall be investigated under supervision of the Human Resources Unit.
- B. EEO Investigations may be conducted by a sworn officer assigned to the Human Resources Unit or, in the Department's discretion, by a civilian employed or retained by the City of Seattle.
- C. In all investigations, the officer has the right to Association representation at the investigative interview.
- D. At the Department's discretion, an investigation may culminate in a written report or an oral report of investigative findings to the Human Resources Director or Command Staff, as appropriate.
- E. No discipline may result from an EEO investigation unless a written report is provided to the affected employee, and the affected employee has an opportunity to respond to any findings and conclusions. The Department may, at any time, refer an EEO matter to the Office of Professional Accountability for a disciplinary investigation.
- F. All notification and interview procedures will conform with the provisions contained in Articles 16.4(B), 16.4 (E), 16.4 (F), 16.4(H), 16.4(G), 16.6.2, 16.6.3 and 16.6.4.



ARTICLE 17 – JOINT LABOR MANAGEMENT COMMITTEE

- 17.1 There shall be a Police Department Joint Labor Management Committee consisting of three (3) employees named by the Association and three (3) representatives of the Department named by the Chief of Police. The Chief of Police, or his/her representative, shall sit as one of the three (3) Employer representatives to the maximum extent practicable, but any of the six (6) members may be replaced with an alternate from time to time. Either party may add additional members to its JLMC committee whenever deemed appropriate. A representative of the City shall be requested through Labor Relations to attend JLMC meetings, and shall be provided an agenda in advance.
- 17.2 The JLMC shall meet on an ad hoc basis at the request of either party and shall consider and discuss matters of mutual concern pertaining to the improvement of the Police Department and the welfare of the employees.
- 17.3 The purpose of the JLMC is to deal with matters of general concern to members of the Department as opposed to individual complaints of employees and shall function in a consultive capacity to the Chief of Police.
- 17.4 Either party may initiate discussion of any subject of a general nature affecting the operations of the Department or its employees. However, at any sessions which involve the interpretation or application of the terms of this Agreement or any contemplated modifications thereof, the Director of Labor Relations and the President of the Association or their designees shall be in attendance and no such changes shall be made without the approval of same.
- 17.5 An agenda describing the issue(s) to be discussed shall be prepared by the initiating party and distributed at least three (3) days in advance of each meeting. Nothing in this section shall be construed to limit, restrict, or reduce the rights of the parties provided in this Agreement and by law.

ARTICLE 18 - DURATION OF AGREEMENT

- 18.1 This Agreement shall become effective on January 1, 2014 or upon signing by both parties, whichever is later, and shall remain in effect through December 31, 2019. Written notice of intent to amend or terminate this Agreement must be served by the requesting party upon the other party five (5) months prior to the submission of the City budget in the calendar year 2019 as stipulated in RCW 41.56.440. Notwithstanding an effective date of January 1, 2014, pay increases for each calendar year shall be effective as of the pay period that begins the closest to January 1 of each such year. Those dates are specified in Appendix A.
- 18.2 Any contract changes desired by either party must be included in the written notice of intent to amend or terminate this Agreement described in Section 18.1 and any modifications requested at a later date shall not be subject to negotiations unless mutually agreed upon by both parties.
- 18.3 Upon thirty (30) days advance written notification, the City may require that the Association meet for the purpose of negotiating amendments to this Agreement which relate to productivity improvements within the Police Department.
- 18.4 The City reserves the right to open this Agreement for the purpose of negotiating any mandatory subjects that may be associated with the adoption of amendments to Title 4 of the Seattle Municipal Code in the event agreement is reached on such amendments with other City unions.

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Signed this \_\_\_\_ day of \_\_\_\_\_, 2017.

SEATTLE POLICE MANAGEMENT  
ASSOCIATION

THE CITY OF SEATTLE  
Executed under authority of  
Ordinance \_\_\_\_\_

\_\_\_\_\_  
Scott Bachler, President

\_\_\_\_\_  
Tim Burgess, Mayor

\_\_\_\_\_  
, Vice-President

\_\_\_\_\_  
Joe Kessler, Secretary

APPENDIX A – SALARIES

A.1 Effective January 1, 2014, the new monthly salary schedule shall be as follows:

<u>Classification</u>	<u>Start</u>	<u>6 Months</u>	<u>18 Months</u>	<u>30 Months</u>
Lieutenant	10,080	10,490	10,922	11,359
Captain	11,987	12,471	12,988	13,508

A.2 Effective December 31, 2014, the new monthly salary schedule shall be as follows:

<u>Classification</u>	<u>Start</u>	<u>6 Months</u>	<u>18 Months</u>	<u>30 Months</u>
Lieutenant	10,307	10,726	11,168	11,615
Captain	12,257	12,752	13,280	13,812

A.3 Effective December 30, 2015, the new monthly salary schedule shall be as follows:

<u>Classification</u>	<u>Start</u>	<u>6 Months</u>	<u>18 Months</u>	<u>30 Months</u>
Lieutenant	10,539	10,967	11,419	11,876
Captain	12,533	13,039	13,579	14,123

A.4 Effective December 28, 2016, the new monthly salary schedule shall be as follows:

<u>Classification</u>	<u>Start</u>	<u>6 Months</u>	<u>18 Months</u>	<u>30 Months</u>
Lieutenant	10,829	11,269	11,733	12,203
Captain	12,878	13,398	13,952	14,511

A.5 Effective December 27, 2017, the new monthly salary schedule shall be as follows:

<u>Classification</u>	<u>Start</u>	<u>6 Months</u>	<u>18 Months</u>	<u>30 Months</u>
Lieutenant	11,154	11,607	12,085	12,569
Captain	13,264	13,800	14,371	14,946

- A.6 Effective December 26, 2018, the base wage rates set forth in A.5 above shall be increased across-the-board by one hundred percent (100%) of the percentage increase in the Seattle-Tacoma-Bremerton area Consumer Price Index (“CPI”) for June 2018 over the same index for June 2017; provided, however, said CPI percentage increase shall not be less than one and one-half percent (1.5%) nor shall it exceed four percent (4%). The index used shall be the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), All Items, Revised Series (1982-84=100 unless otherwise noted), covering the period June 2017 – June 2018 as published by the Bureau of Labor Statistics. The resulting percentage increase shall be rounded to the nearest tenth (10<sup>th</sup>) of a percent.
- A.7 A salary premium based on five percent (5%) of their actual base wage rates shall be paid to Police Lieutenants assigned to the Bomb Squad only after that lieutenant has been sent to bomb technician school and is a certified bomb technician, including being used in the bomb technician rotation to be sent down range. (Current Bomb Squad Lieutenant shall be grandfathered in to premium for the duration of his assignment to the unit.)
- A.8 Longevity premiums based upon the top pay step of the classification Police Lieutenant shall be added to salaries during the life of this Agreement in accordance with the following schedules:

Longevity	Effective 1/1/14	Effective 12/26/18*
Completion of fifteen (15) years of service	5%	6%
Completion of twenty (20) years of service	6%	7%
Completion of twenty-five (25) years of service	11%	12%
Completion of thirty (30) years of service	13%	13%
*This is the pay period begin date for 2019 wages.		

A.9

- A. Per the May 28, 2010 Memorandum of Agreement between the City and the Association, the following premiums shall apply to the stated captains based on their actual base wage rate while so assigned:

Precinct Captain:	5%
Violent Crimes Captain:	3%
Permanent Night Captain:	3%

Traffic Captain: 2%

B. Effective January 1, 2004, an actual base salary increase of 3.5% was paid to all police captains per the 2004-2005 collective bargaining agreement for performing rotating night duty commander assignments.

A.10 Correction of Payroll Errors. In the event it is determined there has been an error in an employee's paycheck, an underpayment shall be corrected within two pay periods; and upon written notice, an overpayment shall be corrected as follows:

- A. If the overpayment involved only one paycheck;
  - 1. By payroll deductions spread over two pay periods; or
  - 2. By payments from the employee spread over two pay periods.
- B. If the overpayment involved multiple paychecks, by a prepayment schedule through payroll deduction not to exceed twenty-six (26) pay periods in duration, with a minimum payroll deduction of not less than twenty-five dollars (\$25) per pay period.
- C. If an employee separates from the City service before an overpayment is repaid, any remaining amount due the City will be deducted from his/her final paycheck(s).
- D. By other means as may be mutually agreed between the City and the employee. The Association Representative may participate in this process at the request of the involved employee. All parties will communicate/cooperate in resolving these issues.

A11 Deferred Compensation.

- 1. Effective January 1, 2017, the City shall provide a total annual match of an employee's contribution to the City's voluntary deferred compensation program of a maximum of 1% of the top step base salary of Police Lieutenant.
- 2. Effective January 1, 2019, the City shall provide a total annual match of an employee's contribution to the City's voluntary deferred compensation program of a maximum of 2% of the top step base salary of Police Lieutenant.
- 3. In the event that the City is unable to provide a deferred compensation match because such a benefit is determined to be illegal, the benefit shall be converted to an across-the-board percentage wage increase commensurate with the City's percentage match at the time it is determined to be illegal, less

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any savings accruing to the City under a deferred compensation match system because the deferred compensation match does not necessitate the payment of the same salary-dependent rollup costs (such as LEOFF contributions) as does an across-the-board wage increase.

## APPENDIX B – MEMORANDUM OF UNDERSTANDING

The Association and the City of Seattle enter into the following agreements pursuant to their negotiations for the 2014-2019 collective bargaining agreement.

### **Accountability Legislation**

The results of the bargaining on the Accountability Ordinance are incorporated into Article 16 of the CBA between the parties. In accordance with this, the City may implement the Accountability Ordinance. The Association retains the right to bargain any unforeseen effects arising out of the implementation of the Accountability Ordinance.

### **Body Worn Video**

The Executive Order on Body Worn Video applies to all patrol officers and sergeants. Upon ratification of the Agreement, the City and Association will engage in a volunteer only sixty (60) day pilot period for a BWV program for lieutenants and captains. Association members participating in the BWV pilot program will not be subject to discipline for use or non-use of body worn video during the pilot, except for intentional misuse of the cameras to capture unauthorized footage or intentional non-use to conceal other misconduct. Association members participating in the BWV program shall follow the provisions of SPD Manual section 16.090 (“In-Car and Body-Worn Video”).

If after the pilot program the Department decides to require uniformed lieutenants to wear BWV, the parties will engage in effects bargaining and will use their best efforts to complete the bargaining within sixty (60) days. It is understood that the Department’s intent is to require uniformed personnel to wear BWV. In the event that the Department decides to extend the BWV program to captains or non-uniformed Association members, the City will provide notice and the opportunity to bargain upon request. The parties will use their best efforts to complete this bargaining within sixty (60) days. Nothing in this agreement prevents captains from volunteering to wear BWV.

Within 120 days of this Agreement, the parties will create a work group containing representatives of the City, the Department, and the Association to negotiate potential impacts on Association members’ workloads resulting from the implementation of the BWV program.

### **Civilianization**

The City may civilianize the Association positions in the OPA (a Captain and 2 Lieutenants), and the SPD HR Lieutenant work that is unrelated to the management of sworn background and recruiting. The decision as to



when/whether to civilianize any of these positions will be made by the City. Current incumbents will be given one month’s notice prior to being transferred, and offered the opportunity to provide the Department with any preference(s) in terms of assignment. The civilianization of these positions will not directly result in a reduction in the number of Captains or Lieutenants through the duration of this Agreement. The City retains the right to reduce the number of such positions for other reasons (e.g. – due to financial issues, in order to better align the number of actual positions with the number of budgeted positions, etc.). Prior to implementing the civilianization of these position(s), the City will first give the Association notice in order to provide an opportunity for effects bargaining.

### **Contract Effectiveness**

Unless otherwise provided in this Agreement (such as retroactive wages), the provisions of this Agreement shall become effective upon ratification by the parties.

### **Executive Leave and Flex Time**

The parties agree to meet within ninety (90) days of ratification of this Agreement to reopen the CBA to address each of these issues. These issues may be addressed through a separate Memorandum of Understanding.

### **Gender/Race Equity, Workforce Equity**

For the duration of this Agreement, the Association agrees that the City may open negotiations associated with any changes to mandatory subjects related to the Gender/Race Workforce Equity efforts.

### **Secondary Employment**

Within twenty (20) days of the recommendations from the Interdepartmental Taskforce on the City Management of All SPD Secondary Employment to the Mayor, representatives of the City, the Department, and the Association will create a work group to negotiate impacts related to the Executive Order to establish an internal office to regulate and manage the secondary employment of SPD employees, including Association members.

The Association recognizes the City’s ability to regulate and manage secondary employment through an internal office. The City recognizes that there may be impacts to Association members (e.g. – workload for any Association member involved in making or overseeing the assignments), and commits to bargain any such impacts upon the request of the Association.

### **Unfair Labor Practice**

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Pursuant to the terms of a settlement agreement between the parties, the Union will withdraw the ULP filed in Case Number 128498-U-16 upon ratification of this collective bargaining agreement by both parties.

Dated this \_\_\_\_ date of \_\_\_\_\_, 2017.

**Seattle Police Management Association**

**City of Seattle**

By \_\_\_\_\_

By \_\_\_\_\_

APPENDIX C

AUTHORIZATION AND ASSIGNMENT

The City of Seattle is hereby authorized and directed to deduct from my periodic wages, my financial obligations to the Seattle Police Management Association (SPMA) as set forth in Article 2 of the Collective Bargaining Agreement between the City and the SPMA, effective by its terms from January 1, 2014 through December 31, 2019. Such deduction from my wages shall be remitted to the SPMA treasurer twice monthly and at approximate intervals of 15 days. This continuing authorization and direction is subject to cancellation for future deductions upon express, written instructions from the undersigned after service thereof upon responsible officials of both the City and the SPMA.

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Print Employee Name

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Employee Signature

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Date

APPENDIX D

**MEMORANDUM OF AGREEMENT  
by and between  
THE CITY OF SEATTLE  
and the  
SIGNATORY UNIONS**

**LABOR-MANAGEMENT HEALTH CARE COMMITTEE**

This Memorandum of Agreement (hereinafter, "MOA"), describes the processes and time frames agreed to between the City and the signatory Unions governing the medical, dental and vision, life, long term disability, long term care and employee assistance program benefits for all benefits-eligible employees represented by Unions that are a party to this MOA, including the changes thereto and premiums established through the Labor-Management Health Care Committee (hereinafter "Committee") in accordance with the provisions contained herein.

**I. CONTRACTUAL PROVISIONS**

Each Union that is a party to this MOA shall adopt and incorporate as part of their applicable Collective Bargaining Agreement, a provision that authorizes the Labor-Management Health Care Committee to govern benefit plans for all benefits-eligible employees represented by said Union, including premiums and changes thereto, in accordance with the provisions of this MOA.

**DEFINITIONS**

As utilized in this MOA, the term "total average plan cost of medical, dental and vision premiums" means the cost of premiums not diminished by funds from the Rate Stabilization Fund applied to reduce City and employee costs, which shall be determined using the following calculation:

For each program year of January 1, through December 31, after 2005, multiply the number of City employees covered by this MOA in each medical plan, as of June 30, of the applicable program year by the respective monthly medical plan premiums charged departments and the respective monthly premiums paid by those employees to determine the total monthly medical premiums. Divide the resulting total by the total number of employees covered by this MOA to determine the average monthly plan medical premium. Conduct the same calculations for the dental and vision plans. Total the average monthly medical, dental and vision plan premiums derived from these calculations, add to this total the monthly amount utilized if any from the Rate Stabilization Fund referenced in IV, below, to reduce City and employee costs, and multiply by twelve to determine the total average plan cost, as referenced in this section, and sections VII and VIII, below.

As utilized in this MOA, the term “average City cost of medical, dental and vision premiums” means the cost of premiums excluding resources from the Rate Stabilization Fund (hereinafter “Fund”) and employee premium sharing, which shall be determined using the following calculation:

For each program year of January 1, through December 31, after 2005, multiply the number of City employees covered by this MOA in each medical plan, as of June 30, of the applicable program year by the respective monthly medical plan premiums charged departments to determine the total monthly City medical premiums. Divide that total by the total number of employees covered by this MOA to determine the average monthly City medical premium. Conduct the same calculations for the dental and vision plans. Total the average monthly City medical, dental and vision plan premiums derived from these calculations and multiply by twelve to determine the average City cost, as referenced in this section, and sections VII and VIII, below.

### **III REQUIRED CITY CONTRIBUTION**

For each program year of January 1, through December 31, after 2005, the City shall pay up to one hundred and seven percent (107%) of the average City cost of medical, dental and vision premiums for the previous January 1, through December 31, period towards the projected, increased premium costs of employee medical, dental and vision programs that have been approved by the Committee.

If the total average plan cost for medical, dental and vision premiums for a program year of January 1, through December 31, after 2005, is projected by the Labor-Management Health Care Committee to exceed one hundred and seven percent (107%) of the average City cost of medical, dental and vision premiums paid by the City for the previous January 1, through December 31, program year, the matter shall be addressed as provided in section VII.

If the total average plan cost for medical, dental and vision premiums for a program year is projected to be less than one hundred and seven percent (107%) of the average City cost of medical, dental and vision premiums paid by the City for the previous program year, the City shall only be obligated to pay that percentage increase in the average City cost of medical, dental and vision premiums paid by the City for the previous program year that is required to cover the projected increased total average plan cost for medical, dental and vision premiums.

### **IV. RATE STABILIZATION FUND**

The Fund previously established by the parties shall be continued for utilization in year 2006 and beyond for the purposes described below. The initial funding shall be that level of funding that is contained within said previously existing Fund on the effective date of this MOA. The Fund shall also include money contributed on behalf of other Unions that may become a party to the MOA in the future, in addition to any interest, refunds, performance guarantee payments, excess premium revenues and other money that may become available or that is placed in the Fund as described in VIII, below. All such money shall be proportionately determined based upon the

number of employees that are represented by the Unions that are a party to this MOA.

**V. LABOR-MANAGEMENT HEALTH CARE COMMITTEE**

The Committee shall continue as previously established by the parties. The Committee shall be composed of six (6) voting representatives identified annually by the Unions that are or become subject to this MOA, and six (6) voting representatives selected annually by the City. The Committee shall function as defined by the protocol and procedures previously established by the Committee or as hereinafter amended by the Committee.

**VI. COMMITTEE RESPONSIBILITIES**

In addition to those specific responsibilities defined in sections VII and VIII, below, the Committee shall have responsibility for the following:

- a. Reviewing quarterly reports of fund activity for the Fund provided for in section IV, above.
- b. Reviewing medical, dental and vision claims activity and plan performance at each monthly meeting. The Committee can request preparation of special reports to monitor specific areas of concern or interest to the extent that the costs for such request(s) can be accommodated as part of the Personnel Department budget and/or the contract terms with consultants. The benefits consultant shall participate in these reviews on at least a quarterly basis.
- c. Determining benefit plan design. The Committee can request that research and study reports be prepared by staff and/or consultants to the extent that the costs for such request(s) can be accommodated as part of the Personnel Department budget and/or the contract terms with consultants, and may share employee feedback on benefit issues.
- d. Selection of health care plan providers and consultants, and participation in the Request for Proposal process when appropriate.
- e. Authorizing expenditures from the Fund to pay the cost for mailings to Union members, costs for special research and/or study reports referenced in b and c, above, that exceed the Personnel Department budget and/or the contract terms with consultants, and related costs associated with educational activities intended to positively impact plan cost.

## **VII. DECISION-MAKING ASSOCIATED WITH COST PROJECTIONS**

If the total average plan cost of medical, dental and vision premiums for any program year (January 1 through December 31) after 2005 is projected to be greater than seven percent (7%) over the average City cost of medical, dental and vision premiums paid by the City for the prior program year (January 1, through December 31), then:

- a. The Committee must utilize existing Fund resources (including any special reserve resources pursuant VIII, below) applied to the total, annual premiums of the respective health care plan(s) to the extent necessary or until all the Fund is exhausted in an effort to remain within the projected total plan costs of medical, dental and vision premiums.
- b. If the Fund is exhausted, excess costs shall be addressed by the City paying eighty-five percent (85%) of the total excess costs, and employee premium sharing shall be increased in such a manner so that fifteen percent (15%) of the total excess costs are addressed.
- c. The respective health care plan benefit designs may only be modified by the agreement of the Committee.
- d. No decision by the Committee shall be permitted that modifies the percentages established in b, herein.

## **VIII. DECISION-MAKING ASSOCIATED WITH ACTUAL EXPERIENCE**

Once the actual health care costs for a given program year have been determined, the Committee shall assess whether or not those costs exceeded premiums paid by the City, money utilized from the Fund, and premiums paid by employees.

If the actual total plan costs of medical claims or premiums and dental and vision premiums were less than the premiums paid by the City, money utilized from the Fund, and premiums paid by employees, the positive balance shall be retained as a reserve in the Rate Stabilization Fund until the Committee makes projections for health care premium rates for the next program year to determine whether and/or to what extent all or a portion of this positive balance must be utilized as part of the decision-making process defined in VII, a, above. Once such projections are made, the Committee shall address the disposition of any remaining positive balance.

If the actual total plan costs of medical claims or premiums and dental and vision premiums were more than the premiums paid by the City, money utilized from the Fund, and premiums paid by employees, the Committee shall determine the amount by which the premiums paid by the City, money utilized from the Fund, and premium shares paid by employees were exceeded. The Committee shall be required to address recovering the negative balance from the prior year through the decision-making process defined in VII, above, for cost projections for the next program year.

**IX. AMENDMENTS**

This MOA may be amended to the extent authorized by law upon agreement by the Committee or by the signatories.

**X. DEFINITION OF THE TERM "AGREEMENT"**

The definition of having reached an "agreement" as contemplated in sections VI, VII, VIII, and IX, above, shall mean that at least four (4) of the Labor members and four (4) of the City members of the Committee concur with the decision in question.

**XI. TERM OF AGREEMENT**

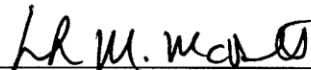
This MOA shall be valid for two (2) years from January 1, 2006, and shall renew itself for a three-year period on each third-year anniversary of said date. Provided, however, the City or a Union which is a party to this MOA may give notice not more than one hundred twenty (120) days prior to a third-year anniversary date of their intent to amend this MOA through the collective bargaining process or withdraw as a party to which the terms of this MOA are applicable. In the latter case, the MOA shall remain in full force and effect for all Unions which remain a party to it and the City, if the City has not withdrawn.

Signed this 1<sup>st</sup> day of May, 2007.

**THE CITY OF SEATTLE**



David Bracilano  
Director of Labor Relations



Mark McDermott  
Personnel Director



Dan Oliver  
Seattle Police Management Association President



## APPENDIX E

The City and the Association agree that the Memoranda of Agreement listed below remain operative and shall be retained by the parties and incorporated into the Agreement by reference. The parties agree that MOAs not referenced are either invalid, expired, or completed.

- 1997 – LEOFF members reemployed as civilians
- 1999 – Salary step placement upon promotion
- 2001 – Administration of vacation for LEOFF II on disability leave
- 2006 – Assessment Center Testing process pilot for promotion from lieutenant to captain
- 2007 – Flextime use and accrual by Captains
- 2009 – Executive Leave cash out for Captains
- 2009 – 2006 pilot process for promotion from lieutenant to captain becomes permanent
- 2010 – Captain premium pay, classification of directors within SPD, and out-of-class compensation
- 2014 – Implementation of the Settlement Agreement and Memorandum of Understanding between the City and the Department of Justice (July 27, 2012)
- 2014 – Formation of the Community Police Commission
- 2014 – Access and confidentiality of the DOJ Monitor
- 2016 – Night Duty Commanders and Night Duty Commander Duty Rotation Calendar
- 2016 – Creation and implementation of Precinct Administrative Lieutenants