



**RESOLUTION NO. 25-025**  
**APPROVAL OF THE STAYTON POLICE OFFICERS ASSOCIATION COLLECTIVE**  
**BARGAINING AGREEMENT EFFECTIVE JULY 1, 2025 TO JUNE 30, 2028**

**WHEREAS**, the Stayton Police Officers Association's (SPOA) Collective Bargaining Agreement expired June 30, 2025;

**WHEREAS**, City staff met in negotiations with SPOA beginning February 2025;

**WHEREAS**, the City and the SPOA bargaining team reached an agreement following our bargaining sessions; and

**WHEREAS**, the SPOA members voted to ratify the proposed Collective Bargaining Agreement (Exhibit A).

**NOW THEREFORE, BE IT RESOLVED THAT:**


1. The Council approves the Stayton Police Officers Association Collective Bargaining Agreement as proposed, effective July 1, 2025 to June 30, 2028.

This Resolution shall become effective upon its adoption by the Stayton City Council.

**ADOPTED BY THE STAYTON CITY COUNCIL THIS 21<sup>ST</sup> DAY OF JULY 2025.**

CITY OF STAYTON

Signed: 7-21, 2025

By:   
Brian Quigley, Mayor

Signed: 7-22, 2025

ATTEST:   
Julia Hajduk, City Manager

# **Collective Bargaining Agreement**

**The City of Stayton**

**and**

**Stayton Police Officers' Association**

**July 1, 2025 through June 30, 2028**

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## **PREAMBLE**

This agreement is made and entered into by the Stayton Police Officers Association, hereinafter referred to as the "Association," and the City of Stayton, hereinafter referred to as the "City" for the purpose of collective bargaining. Now, therefore, it is hereby agreed by and between the parties as follows:

## **ARTICLE 1 – RECOGNITION**

- Section 1. Scope of Unit. The City recognizes the Association as the exclusive bargaining agent for all police officers working half-time or more, excluding supervisors and confidential employees.
- Section 2. Exclusive Representative. The City shall not enter into any agreements regarding employment relations with any other organization or individual claiming to represent any group of employees in the bargaining unit nor engage in any conduct which would recognize anyone other than the Association as a representative of employees in the unit, unless specifically authorized to do so by the Association. It is understood that the Association Attorney, President, Vice-President and Secretary/Treasurer serve as Association representatives for purposes of collective bargaining, contract administration and employee representation.

## **ARTICLE 2 – EXISTING CONDITIONS**

The City agrees not to unilaterally change existing employee rights and benefits which are not specifically addressed in this agreement, and which are mandatory subjects of bargaining without first notifying the Association.

## **ARTICLE 3 – MANAGEMENT RIGHTS**

- Section 1. The Association recognizes the right of the City to operate and manage its affairs in all respects in accordance with its lawful authority. The City retains the authority that the City has not expressly delegated or modified by this Agreement.
- Section 2. Management rights and responsibilities shall include, but are not limited to, the following examples:
1. The City and the Department shall retain all rights and authority to which by law they are entitled.
  2. The City shall have the authority to organize and reorganize the operations within the Department.

3. The Association recognizes the right of the Department to enforce the Department Rules and Regulations, and operational procedures and guidelines.
4. The City has the exclusive right to schedule work and overtime work as required in the manner most advantageous to the City, consistent with the applicable provisions of this Agreement.
5. The City has the right to assess an employee's performance of their job.
6. The City has the right to:
  - a. discipline, suspend, and discharge non-probationary employees for just cause. Scheduling of disciplinary days off will be at the convenience of Department operations, so long as the days off are consecutive, unless mutually agreed otherwise.
  - b. discharge probationary employees for any reason. Employees who are discharged before completing their probationary period shall not have access to the grievance procedures of this Agreement to protest or challenge the discharge, or the reasons, therefore.
  - c. to recruit, hire, promote, fill vacancies, transfer, assign, and retain employees.
  - d. to lay off employees for lack of work or funds or other legitimate reasons.
7. The City has the right to control the Police Department budget.
8. The City has the right to determine the methods, location, means and processes by which work shall be accomplished.
9. The City shall have the right to take any and all actions necessary in the event of an emergency.

Section 3. The parties recognize the City may perceive a need to make operational changes in areas that are not covered by the above management responsibilities. In the event the City desires to make such a change in a mandatory subject of bargaining, the City shall give the Association at least fourteen (14) days written notice of the desired change. The Association may request bargaining of the issue, and the City thereafter will meet with the Association in an effort to resolve the issue. Should resolution not be achieved, either party may request the assistance of an ERB mediator. If mediation is unsuccessful within thirty (30) days after a mediator is assigned, the issue will be taken to interest arbitration expeditiously.

## ARTICLE 4 – EMPLOYEE RIGHTS

- Section 1. Association Activities. Employees shall have the right to form, join and participate in the activities of employee organizations of their own choosing, for the purpose of representation on matters of employee relations. Employees shall also have the right to refuse to join or participate in the activities of any employee organization. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City or by any employee organization because of his exercise of these rights.
- Section 2. Equal Employment Opportunities. The provisions of this agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, marital status, race, color, sex, sexual orientation, gender orientation, religion, national origin, disability, Association affiliation or political affiliation, or any other classification protected under federal or Oregon Law. The Association shall share equally with the City, the responsibility for applying the provisions of this Agreement.
- Section 3. Gender References. All references to employees or officers in this Agreement designate all genders, and wherever the male gender is used, it shall be construed to include employees of all genders.
- Section 4. Association Dues Deductions. Upon the signed written consent of an employee within the bargaining unit, the City will begin deducting Association dues or other deductions for the next pay period and will continue to make the regular deduction until such time as the employee rescinds the request in writing. The Association shall be solely responsible for creating and offering dues deduction authorization and cancellation forms to bargaining unit employees and solely responsible to store the originals of same. Upon the City's written request, the Association shall promptly deliver complete and legible copies of signed authorization or cancellation forms to the City.

The aggregate deductions of all employees shall be remitted together with an itemized statement to the Secretary-Treasurer of the Association no later than the tenth (10) of the month following the month for which the deductions were withheld. Except for technical questions about deductions that only the City's Finance Department can answer, the City shall direct employees with requests to start or to end dues deductions to the Association.

The Association will indemnify, defend and hold the City harmless against any claims made or any suit instituted against the City on account of any payroll deductions for the Association. The Association agrees to refund to the City any amount paid to it in error.

Section 5. Association Activities. Members of the bargaining unit elected to serve as authorized representatives of the Association shall be expected to perform their duties as a representative of the Association on their own time, except as provided elsewhere in this Agreement. Two (2) employees appointed by the Association as members of the Association's Collective Bargaining Committee shall be granted time, if necessary subject to emergency call, to attend labor negotiations with the City without loss of pay during a regularly scheduled shift, if at least ten (10) days' notice is provided. In no event will the City be required to cover an authorized representative's shift and incur overtime expenses; however, the parties will cooperate scheduling and shift trade options.

Section 6. Arbitration of Anti-Association or EEO Claims. Sections 1 and 2 of this Article shall not be subject to the grievance procedure beyond step 3 unless the employee first agrees to be bound by the Arbitrator's decision and waives, in writing in a form acceptable to the City, the right to pursue claims in all other forums including the Bureau of Labor and Industries, the E.E.O.C., and State and Federal Court.

## **ARTICLE 5 – WORK SCHEDULES**

Section 1. Workweek. The workweek shall consist of a forty (40) hour workweek of five (5) eight (8) hour shifts, four (4) ten (10) hour shifts, or a combination of two eight (8) hour shifts and two twelve (12) hour shifts at the option of the management. However, changes in the work schedule shall not be made for reasons that are arbitrary or capricious. An employee's work week shall commence on Sunday and shall end on the following Saturday.

Section 2. Workday. The workday is defined as a twenty-four (24) hour period, commencing at the beginning the employee's scheduled shift. Each shift shall have regular starting and quitting times.

Section 3. Work Schedule and Shift Change. The City shall post the work schedule showing the employees' workdays, shifts and hours on the Department scheduler not less than seven (7) days in advance and shall not change employee schedules unless for the following exceptions to this rule:

1. Emergencies. Defined as a declaration of emergency in any part of the City by a governmental body with the authority to declare an emergency; a determination by the Chief of Police of the occurrence of civil unrest in the City; or as a specific and fast emerging pattern of crime posing a critical threat to public safety in the City requiring a directed patrol response in less than seven (7) days;
2. Waiver by written agreement between the Chief of Police or his/her designee and the affected employee;



3. When employees voluntarily wish to exchange shifts of work or days of work, and the City approves the exchange;
4. When staffing situations must be resolved by holdover or call-back within one hour of the end or beginning of the shift at the overtime rate as a shift extension or to fill a shift vacancy. (When this occurs overtime pay is calculated according to Article 7;
5. Scheduling work in special assignments such as investigations, narcotics enforcement, canine and SRO.

Other than for the above-stated exceptions, employees whose schedules are changed less than seven (7) days from the day his/her schedule is posted on the Department scheduler will be paid an additional half (½) time differential for time worked in excess of their posted hours of work in accordance with Article VII.

Section 4. Individual Shift Trades. Employees in the same classification who have successfully completed FTEP and/or who have been released as qualified to work independently without direct supervision in a solo status, may trade shifts with written approval prior to the trade (on a shift trade form) from the affected shift supervisor(s). Shift trades will not occur as a matter of entitlement and are intended as a means to accommodate unique and personal employee situations. The City shall not record hours worked on a trade in the time to payroll records of the City; both employees' records of hours of work shall be maintained as if each employee worked the regular hours assigned and shall be paid accordingly. In the event an employee who trades and works a shift for another employee in a holdover or call back situation, thereby working contractual overtime, such overtime, call back or other appropriate compensation shall be paid to the employee who actually works the hours and shall not be reciprocated as part of the trade agreement. Each employee involved in a shift trade is responsible for maintaining and being able to produce a record of shift trades (the shift trade forms) they have participated in. Any dispute related to shift trades shall not be subject to grievance and shall be resolved by and between the employees who trade.

Section 5. Shift Rotation Trades. With approval of the Chief of Police, or authorized designee, employees may trade an entire quarterly shift rotation, provided that the trade does not result in overtime expense to the City. Such trades shall be requested in writing, signed by both affected parties, at least fourteen (14) days prior to the scheduled shift rotation.

Section 6. Shift Assignments. The association may choose to conduct a shift bidding process where the officers will bid for the shift(s) worked, based on a seniority bidding process. If a bidding process is chosen by the association the bidding process for the year will take place prior to November 1<sup>st</sup> of each year prior to the vacation bid process as set forth in Article 19. The bidding will be for the upcoming year for

March through February. The bidding year will be broken into four quarters of March through May, June through August, September through November, December through February. The most senior officer will choose a shift rotation in each of the four quarters of their choosing. The second most senior officer will then choose a shift rotation in each of the four quarters they choose to work. This process will continue until all officers have chosen a shift in each of the four quarters. When a different shift is available an officer must choose to work at least one shift rotation that is different than the other three quarters that they choose. The shift rotation that is different from the first three quarters must be a different time of day. In other words, if an officer chooses to work "day shift" for three quarters they must choose to work a "lap shift", a "swing shift", or a "graveyard shift" for the fourth quarter. They may not choose another "day shift" even if it is different days of the week.

If an officer chooses not to participate whether on purpose or not showing up to the bidding process, they will be placed into the remaining shifts. If an officer can't attend the process they may participate through a proxy or by phone at their own initiative.

Pursuant to Article 3 Section 4, Management has the right to choose the hours and the days of the shifts. Management has the right to change a particular shift(s) due to operational needs throughout the year pursuant to Article 5 Section 4. If this occurs the affected officer(s) will move with the shift that changes or participate in a mutually agreed upon shift trade with another officer as described below. Management has the right to assign a particular shift for an operational need to a particular skill assignment such as a motor officer or drug K9 assignment. If an extended vacancy occurs to a particular shift due to an extended illness or employment resignation, Management has the right to move an officer into that shift. Management will do what is feasible to minimize the impact when operational adjustments need to be made. Mid-year new employee placements will be put into a shift that causes the least amount of disruption possible to the other shifts but taking into consideration the amount of supervision the new employee needs based on their experience.

If the Association chooses not to conduct a bidding process, Management will place officers into the schedule. The officers' assignments will then rotate quarterly throughout the year.

Section 7. Rest Periods. All employees are provided a paid fifteen (15) minute rest period during each one-half (½) shift, or when workload requires may be taken as part of other break periods. Must be able to show that workload required the combining of rest periods and they may not be saved up to go home early.

Section 8. Meal Periods. All employees are provided with a paid meal period of not less than forty-five (45) minutes during each work shift on a 4-10 shift schedule and thirty (30) minutes each work shift if on a 5-8 shift schedule. Employees assigned as Detective may be scheduled to an eight (8) hour shift with a one (1) hour unpaid meal period, which if interrupted will be flexed if possible or paid.

Section 9. Flex Time and Alternate Schedules. Officers assigned to Detectives, SRO, DARE, Motor Investigative, Canine, Narcotics, or other Task Force units, may flex hours of work or work any alternate schedule mutually agreed upon. Officers attached to a Task Force will work the schedule and breaks of the host department to which assigned.

## **ARTICLE 6 – TIME BETWEEN SHIFTS**

If an employee, because of court time or call back time, believes that the employee has not had adequate rest prior to the beginning of the next shift, the employee shall consult with a supervisor as soon as practical so that the supervisor may determine whether the employee should be relieved from all or part of their next regularly scheduled shift.

Section 1. 16 Hour Safety Clause. Employees working sixteen or more hours in a twenty-four-hour period who provide notice to their supervisor at least one hour prior to reaching the sixteen-hour threshold may be given their consecutive scheduled shift off with pay. The department will ensure there are eight (8) consecutive hours off before returning to work. Employees who work a shorter shift due to the 8-hour adjustment will be compensated for the time they were off (i.e., no extension of next shift hours). In such an event where an employee return to work to work due to the 16-hour clause and the remaining shift time is less than three hours in length the employee will be paid for the entire shift. The twenty-four-hour period described herein shall commence at the start of the employee's regularly scheduled shift.

## **ARTICLE 7 – OVERTIME**

Section 1. Overtime Defined. Employees shall be compensated at the rate of one and one-half (1½) times the employee's regular rate of pay for overtime work under the following conditions:

1. All assigned work in excess of eight (8) hours on any scheduled eight (8)-hour work day or in excess of ten (10) hours on any scheduled ten (10)-hour work day;
2. All assigned work in excess of forty (40) hours in any one (1) work week;
3. All assigned work in excess of forty (40) hours in a work week or the hours in excess of the regularly assigned shift.

Section 2. Call-Back. An employee called to work outside their regularly scheduled shift shall be paid overtime at the rate of one and one-half (1½) times the employee's regular hourly rate, for a minimum of three (3) hours. This shall include all notarizations and all court appearances resulting from Stayton cases, not occurring during the employee's regularly scheduled work shift. Court appearances which do not arise from work performed as a Stayton police officer do not constitute "hours worked." Members are responsible for calling the court scheduling hotline after 5:00 p.m. on the evening prior to their scheduled court appearance to confirm whether court will proceed. Failure to do so will result in forfeiture of any entitlement to call-out pay if the court is subsequently canceled.

For purposes of this section, a call back must occur more than one (1) hour before the start of the work shift. Holdover for work contiguous with and additional to work performed during the employee's scheduled shift is not a "call-back" but is payable at the overtime rate for the reasons described in Subsection 1 of this Article. For example: If an employee's scheduled shift starts at 11:00 hours but the employee is called in to work at 10:00 hours, the employee would earn overtime for an additional hour only. If the officer was called in to work prior to 10:00 hours, the officer would be paid at the overtime rate for a minimum of (3) hours.

This applies also to an employee who is called back to work after their shift ends when there is a break between the end of the shift and the employee being called back. For example: If an employee's shift ends at 2100 hours but is called back prior to 2200 hours, any overtime payable is due to a continuation of the shift and is governed by subsection 1 of this Article. If the employee is called back to work after 2200 hours, the employee would be paid for a minimum of (3) hours. If the officer's shift is scheduled to end at 2100 hours, but the employee is authorized by the City to continue working until 2300 hours, the officer is paid hour for hour at the overtime rate in accordance with Subsection 1 of this Article.

Section 3. Overtime Call Back List. Supervisors will determine available staff to work overtime shifts. Callbacks for the overtime shifts will be based on seniority. If the supervisor receives either a "No" or "Maybe" or is not able to reach the employee, they will call the next senior officer. If the supervisor is not able to find someone willing to work, they may mandate an officer to work after calling officers by seniority.

## **ARTICLE 8 – COMPENSATORY TIME**

Compensatory time will be accrued at the employee's regular overtime rate and paid at the employee's regular straight time rate. Compensatory time may be earned and taken off with the mutual agreement of the City and the employee. Compensatory time off must be granted within a

reasonable time of an employee request if the use of comp time does not unduly disrupt operations.

Employees may accumulate up to eighty (80) hours of compensatory time.

- Section 1. Upon separation from employment, accrued compensatory time will be paid to the employee or heirs, whichever the case may be, at the final regular rate earned by the employee.
- Section 2. Compensatory time will be taken off by the employee at times which do not disrupt operations or cause the City undue hardship or otherwise avoidable overtime expense.
- Section 3. The City may substitute cash and purchase the requested compensatory time off if an agreement to schedule requested compensatory time off cannot be reached.
- Section 4. Employees may request payment of up to twenty (20) compensatory time hours to be paid off by the City up to two times each fiscal year. The City may purchase an employee's compensatory time balance at any time.
- Section 5. Compensatory time requests may be submitted not more than ninety (90) days in advance. A supervisor shall respond within ninety-six (96) hours of receipt of a request for compensatory time utilization. Compensatory time shall be taken off in blocks no greater than forty (40) hours.

## **ARTICLE 9 – ASSOCIATION REPRESENTATION**

- Section 1. Association Representation. When a member reasonably believes that an interview may result in discipline, the employee may request to have an Association representative present. The schedule of such representative will be reasonably accommodated. The role of the Association representative is limited as follows:
  - 1. The representative may inquire, at the outset of the interview, regarding its purpose, including inquiring about the general subject matter of the questioning to follow.
  - 2. During the questioning of the employee by the employer, the representative may participate only to the extent of seeking clarification of questions.
  - 3. After the employer has completed the questioning of the employee, the representative may ask the employee questions designed to clarify previous answers or to elicit further relevant information.
  - 4. Before the end of the meeting, the representative may suggest to the employer other witnesses to interview and may describe relevant practices, prior situations, or mitigating factors that could have some bearing on the employer's deliberations concerning discipline.

If an employee refuses to participate in an interview and the purpose of the interview does not relate to discipline of that employee, or the employee's belief that discipline may result is not reasonable, the investigator shall so inform the employee. The employee's failure to proceed under such circumstances, after being ordered to answer questions, may lead to discipline.

Section 2. Use of Tape Recordings. The complete interview of a member may be recorded consistent with applicable laws. If a tape recording is made of the interview, a member under investigation shall have access to the tape after request. If a transcription of the taped interview is made, the member under investigation shall be provided a copy of the transcription. A member under investigation may use a personal recording device and record any aspect of an interview.

Section 3. Employee Responsibilities. A member under investigation for non-criminal misconduct may be required to meet with a supervisor or an internal affairs investigator for an interview when a formal complaint has been filed against the member and the member has been notified of the complaint. When to do so does not jeopardize the interests of the City, at least 24-hours' notice will be given. Other employees will also be interviewed as appropriate. Members will answer fully all questions which they may be asked regarding an internal affairs investigation and will cooperate with the internal investigation process. At the same time, no employee shall be deprived of any rights or freedoms afforded to any ordinary citizen by the United States Constitution or by the laws of the State of Oregon.

## **ARTICLE 10 – DISCIPLINE AND DISCHARGE**

Section 1. Non-Embarrassment. If disciplinary action is to be taken against an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section 2. Counseling. When there is evidence of unsatisfactory conduct, ordinarily the supervisor will verbally discuss the problems with the employee, thus affording the employee an opportunity to correct the situation. Documentation of verbal warnings will not be kept in the employee's central personnel file, but may be retained in a separate file by the employer.

Section 3. Just Cause and Progressive Discipline.

1. Just Cause: No employee who has completed the initial probationary period shall be disciplined or discharged without just cause, or without benefit of due process procedures established by the City as required by state and federal law. The parties recognize the tenets of progressive discipline and acknowledge that they may not always apply based upon the severity of or repetitive nature of the misconduct involved.

2. Discipline: Disciplinary actions include suspension without pay, demotion, discharge and any combination thereof, or in lieu thereof with the consent of the employee, loss of vacation, holiday or compensatory time. Discipline shall not include administrative leave from duty with pay.
3. Pay Reduction in Lieu of Suspension Without Pay: In lieu of imposing a specified suspension without pay, the City with the employee's and Association's consent may permit an employee to remain on the job and may reduce the employees hourly rate of pay for a period of up to sixty (60) days. The reduction in hourly pay shall be an amount necessary so that the total loss of pay suffered by the employee equals the loss which would have resulted had the suspension been imposed. The City must declare the duration of the suspension relied upon to set the hourly pay reduction. This declaration shall be deemed the basis for challenging the discipline. The overtime rate shall not be affected by the reduction in the employee's hourly rate of pay.
4. Imposition of Suspension Without Pay and Discharge: Prior to suspending an employee without pay the City shall notify the employee of the reasons for which the City intends to suspend that employee without pay, including notification of the facts relied upon. The employee shall be furnished and provided an opportunity to respond to the charges and express the employee's point of view. Prior to discharging an employee, the City shall furnish the nature of the offense and the facts known to the City at the time upon which the discharge decision is being based. Any such investigative documents will be made available to the employee if relied upon in the administration of discipline. Any information relied upon to impose discipline or to assess the level of discipline must be made available to the employee for review and rebuttal.

After notice and reasonable time, the employee shall be provided the right to present the employee's point of view based upon the reasons and facts presented. If it is necessary for the employee to do so, the City will provide an opportunity to review tapes which relate to the reasons and facts upon which the discipline is based. Any information provided to the employee shall be provided to the Association upon request of the employee.

With the employee's and the Association's consent, the City may place an employee on probation for a fixed period up to one year in lieu of discipline resulting in loss of the job, pay or benefits.

Section 4. Dismissal. When the Chief believes cause for dismissal exists, the Chief shall give the employee whose dismissal is under consideration, written notice containing:

1. A statement of improper conduct, inadequate performance, or other cause of discipline engaged in by the employee;

2. A statement that dismissal is being considered as a possible sanction to the stated improper conduct, inadequate performance or other cause; and,
3. A statement of the time within which the employee may choose to respond to the statement of cause and statement of discipline under consideration.

An employee who has been notified that dismissal is under consideration must be given at least ten (10) calendar days prior to the effective date of such dismissal, to respond to the statements in the notice. If an employee is suspended during this period, such suspension shall be with pay for at least ten (10) calendar days and, if the employee has not yet responded, the suspension may then be converted administratively to a suspension without pay until such time as the employee has responded and a determination can be made.

Section 5. Notice of Complaint and Investigation. When the City intends to open an Internal Affairs Investigation in or to fully and formally determine facts related to suspicion of misconduct, the employee will be notified unless to do so would compromise an investigation of criminal misconduct. Employees will be notified of the disposition of all formal complaints in accordance with City policy.

Dismissal shall be by written notice to the employee setting forth the cause for dismissal. Dismissal may be effective upon delivery of notice of dismissal to the employee or upon any stated time thereafter.

Section 6. Use of Deadly Force Situations. The City of Stayton Police Department will comply with Policy 305 and the Marion County Law Enforcement Use of Deadly Physical Force Response Plan relating to officer-involved shootings which the City will not amend without prior notice to the Association and bargaining, as provided for by the Public Employees Collective Bargaining Act known as PECBA.

## **ARTICLE 11 – GRIEVANCE PROCEDURE AND ARBITRATION**

Section 1. Internal Resolution. This grievance procedure is designed to provide an orderly dispute resolution process, thereby maintaining harmonious relationships. The City agrees that no employee shall suffer any form of reprisal as the result of filing a grievance. Any grievance which may arise between the parties to this Agreement may be settled as set forth below:

Step 1. The aggrieved employee, or group of employees, with or without Association representation, shall present in writing the grievance to the immediate supervisor within seven (7) working days of its occurrence, not including the day of occurrence. The Supervisor shall give their written reply within seven (7) working days of the date of presentation of the grievance, not including the date of presentation.



Step 2. If the grievance is not settled in Step 1, the written grievance shall be presented along with all pertinent correspondence, records and information accumulated to date to the Chief of Police seven (7) working days after the immediate supervisor's response is given. The Chief of Police shall meet with the aggrieved employee or group of employees, the Association representative, and the immediate supervisory personnel. The Chief of Police shall reply to the grievance in writing within seven (7) working days of the date of presentation of the written grievance.

Step 3. If the grievance is not settled in step 2, the written grievance shall be presented along with all pertinent correspondence, records and information accumulated to date to the City Administrator seven (7) working days after the Chief of Police presents their response. The City Administrator shall meet with the aggrieved employee or group of employees, the Association representative, the immediate supervisory personnel and the Chief of Police. The City Administrator shall reply to the grievance in writing within seven (7) working days of the date of presentation of the written grievance.

Section 2. Arbitration. If the grievance has been so submitted through step 3 and the Association does not accept the outcome, the Association may advance the grievance to arbitration by notifying the City within fourteen (14) business days of the City Administrator's decision. Thereafter, the City or the Association shall, singularly or jointly, request the State Employment Relations Board for a list of thirteen (13) arbitrators who reside in Oregon or Washington and are approved on the Federal Mediation and Conciliation Service list.

The City and the Association shall select an arbitrator from the list by mutually agreeing to an arbitrator or by alternately striking the names. The first strike shall be determined by the flip of a coin. The final name left on the list shall be the arbitrator. The arbitrator's decision shall be final and binding, but he shall have no power to alter, modify, add to or subtract from the terms of this Agreement. The decision shall be within the scope and terms of this Agreement and in writing.

The arbitrator shall be asked to submit their award within thirty (30) calendar days from the date of the hearing. The decision may also provide retroactivity to the original date of this Agreement. The City and the Association shall equally divide the compensation of the arbitrator's fee and the cost of any hearing room unless such are paid by the State of Oregon.

Any and all time limits specified in the grievance procedure may be waived by mutual consent in writing of the parties but shall not be subject to any alteration by a third (3rd) party. Failure to submit the grievance in accordance with these time limits without such waiver shall constitute abandonment of the grievance. Failure of the City to respond timely shall move the grievance to the next step. Time limits

shall be satisfied so long as the mailing of a grievance and/or response of the responsible party was postmarked within the time limits specified. A grievance may be withdrawn at any time upon receipt of a signed statement from the Association or the employee. Authorized representatives or the bargaining unit shall process grievances during regular business hours without loss of pay or benefits.

## **ARTICLE 12 – LAYOFF**

- Section 1. Seniority Defined. Seniority is defined as the length of continuous service in the Department from the date of the employee's most recent hire. Seniority under this agreement shall apply only to layoffs and to vacation scheduling as provided in Article 13.
- Section 2. Layoff. In the event a layoff is necessary, the City shall advise the affected employees fifteen (15) working days in advance of the effective date. Layoff shall be determined solely by seniority.
- Section 3. Recall. Employees who have been laid off will receive priority consideration for job openings in the department for a period of twelve (12) months following layoff. During that time, notices of all department openings will be mailed directly to the laid off employee's last known address. It shall be the employee's responsibility to keep the City apprised of their current mailing address for that period. No new employees shall be hired in any vacated classification until all employees on layoff have had an opportunity, ten (10) working days from date of mailing of job openings to laid-off employees, to return to work in their former classification.

## **ARTICLE 13 – TRIAL SERVICE PERIOD AND SENIORITY**

- Section 1. Trial Service Period. All employees shall serve an eighteen (18) month trial service period from their last date of hire. During the first (1st) eighteen (18) months following the last date of hire, trial service employees shall have no recourse to the grievance procedure of this Agreement as pertains to items of discipline and discharge. In-lieu of probation termination the Chief of Police may extend the trial service period up to six (6) additional months, if the Chief of Police feels the employee is showing progress but needs more time. If this occurs the Chief of Police will notify the Association President of the decision. The Chief of Police has the option to offer a certified lateral employee a (12) month trial service period if they left previous employment under satisfactory terms. Upon promotion, an employee shall serve a nine (9) month trial service period during which the employee may be returned to the former position without loss of seniority.
- Section 2. Seniority. Police officers who are senior in grade, service and performance of duty will be recognized through the designation of Senior Police Officer. A police officer becomes eligible for senior police officer designation upon reaching ten years (10)

as a certified officer with the Stayton Police Department and has not had any disciplinary actions against them in the past two (2) years. Prior law enforcement experience is not included in calculating the years of service for this recognition.

#### **ARTICLE 14 – PERSONNEL RECORDS**

- Section 1. Inspection. Each employee, upon written request, shall have the right to review the contents of their own personnel file at the convenience of management within two business days of receipt of the request by the City's Human Resources representatives.
- Section 2. Access. Access to a staff member's personnel file shall be limited to only the individual employee involved and/or their designated representative, such supervisors and administrators of the City who are assigned to review or place materials therein, such clerical personnel whose duty it is to maintain personnel files, and the City Council, acting as a body, provided such access does not conflict with the provisions of the Oregon Revised Statutes.
- Section 3. Signature/Copy and Response Rights. No material, which in any form can be construed, interpreted or acknowledged to be derogatory toward the employee, shall be placed in an employee's personnel file that does not bear either the signature of the employee indicating that he has been shown the material, or a statement by the employee's supervisor that the employee has been shown the material and has refused to sign it. A copy of such material shall be furnished to the employee. An employee may file a response to be attached in the personnel file within ten (10) working days of receipt of the material.
- Section 4. Removal of Letters of Warning. Letters of warnings shall be considered temporary contents of the personnel file and shall be removed and retained in a separate file by the City no later than eighteen (18) months after they have been placed in the employee's personnel file.
- Section 5. Restriction on City Reliance and Transmittal. Material placed in the personnel file of an employee without conforming with the provisions of this Article will not be used by the City in any disciplinary proceeding involving the employee. No portion of an employee's personnel file shall be transmitted without the explicit consent or request of the employee other than those authorized in this Article or by order of a court of competent jurisdiction or as otherwise required by law.
- Section 6. Commendations. All letters and material of commendation shall become a permanent part of the employee's personnel file and the employee shall be furnished a copy of all such material at the time it is placed in the personnel file.

## ARTICLE 15 – HEALTH AND WELFARE

- Section 1. Health Benefits. The City shall use its best efforts to continue to make available to the employees a medical health, dental, and vision insurance policy, equal to or better than current coverage, for each employee and their dependents.
1. The City retains the right to change insurance carriers, and/or plan features, if premium increases in the current plans make such action appropriate or for any other legitimate business reason.
  2. The City agrees in the event it determines that such changes are necessary, it will make every effort to continue to offer medical plans with benefits.
  3. In the event the City determines a change in carrier or plan features becomes necessary under this provision, it will notify the union of the proposed changes.
  4. The parties acknowledge they do not have control over tier structure, or the plan year configuration of the insurance provided but do recognize the potential duty to bargain significant impacts caused by such changes.
  5. The parties recognize that all other City employees are subject to cost containment and cost sharing measures
  6. The City shall agree to fund the existing HRA VEBA accounts annually.
- Section 2. Life and Disability. The City shall provide the employee with life and disability insurance equal to or better than the current coverage at no cost to the employee.
- Section 3. Liability. The City shall provide the employee with liability insurance equal to or better than the current coverage at no cost to the employee, while acting in an official capacity.
- Section 4. Retirement. The City shall provide the present retirement system for all eligible employees at no cost to the employees.
- Section 5. Flexible Spending Account. At no cost to the City, an employee may elect to participate in flexible spending account on the same basis and for the same purposes as City non-represented employees.

## ARTICLE 16 – SICK LEAVE

- Section 1. Accrual. All employees accrue paid sick leave benefits as insurance against the impact of illness or injury. Sick leave shall accrue at the rate of ten (10) hours per full calendar month of service. For employees whose accrual of unused sick leave on July 1, 2019 was 1,040 hours or less the cap on sick leave accrual shall be 1,040 hours. Accrual shall begin on the first day of employment.

- Section 2. Utilization. Employees are eligible to use sick leave in accordance with state law and as listed in the City of Stayton Employee Handbook. Newly hired employees are entitled to use sick leave from their date of hire. Employees must notify their supervisor no less than two hours prior to their shift start time.
- Section 3. Bereavement Leave. Employees are eligible for bereavement leave in accordance with state law and as listed in the City of Stayton Employee Handbook.
- Section 4. Leave Donations. Employees may be eligible for leave donations as referenced in the City of Stayton Employee Handbook.
- Section 5. Job-Related Injuries. If an employee becomes absent from work due to illness or injury for which the City's worker's compensation insurer accepts a claim, the employee shall be paid the difference between the time loss benefit paid to the employee by the insurer and the employee's net salary, after all mandatory deductions or withholdings required by law. Such payments shall be made until the employee returns to work or the employee's bank of accrued sick leave is exhausted.

#### **ARTICLE 17 – LIMITED DUTY**

When an officer who has been injured is certified as fit for limited or light duty but not full duty, the City may provide and the officer may, if offered, accept light-duty work employment subject to the following limitations:

1. The maximum duration of any such light duty employment assignment shall be six (6) months, which may be extended by mutual agreement if the City determines that it is in the City's interest to do so. All such assignments are temporary.
2. There is light-duty work which is sustainable and available in a department of the City.
3. Pay for such position shall be as follows:
  - a. If the disability was the result of an injury suffered in the course of employment with the City, salary will be paid through workers' compensation.
  - b. If the disability is not the result of an injury suffered in the course of employment with the City except as excluded below, the employee shall be paid at the employee's regular rate.

With respect to both (a) and (b) above, there shall be no charge to sick leave or supplemental pay available from the employee's accumulated sick leave bank for the time spent working in a limited-duty capacity. Paid leave time, including sick leave at the employee's regular hourly rate, shall, however, continue to be available while on a limited-duty assignment, and shall be available with respect to hours not worked.

4. The City may limit light duty to one (1) full-time equivalent employee (FTE) placed in light-duty positions. In the event more than one (1) employee is eligible to be placed in the position, employees may share the job with each employee assigned to an equal share of the forty (40) weekly work hours available.
5. The officer must be medically released to perform available, suitable work.
6. This Article 17 relating to Limited Duty shall not be interpreted or applied in a manner which is not consistent with the legal requirements of the ADA, ADAA, FMLA, OFLA and Oregon laws relating to injured workers.

## **ARTICLE 18 – MILITARY LEAVE**

Leave for active duty and active duty for training (including weekend drills) shall be granted in accordance with state and federal law. Employees intending to take such leave shall provide the Police Chief with written notice of all dates of military leave within five workdays of learning of the unit's training schedule or of learning of approval for individual training.

An officer's request for military leave shall take precedence over another officer's request for five (5) or more days' leave under the provisions of Article 22 of this Agreement, provided that the City shall make reasonable good faith efforts to accommodate both, the request for military leave and the request for five (5) or more days leave.

## **ARTICLE 19 – VACATIONS**

Section 1. Vacation Entitlement. Regular full-time employees shall earn vacation leave monthly based on the number of continuous years of service the employee has worked for the City:

1 - 3 years	80 hours annually
4 - 7 years	120 hours annually
8 - 12 years	160 hours annually
13 years or more	200 hours annually

Section 2. Continuous Service and Unused Vacation. Continuous service shall be service unbroken by separation from the department, other than military leave, vacation, sick leave, or leaves of absence. Upon termination of a permanent employee, he shall be paid for all earned but unused vacation time. Unused vacation will be charged off in the order in which it was earned. In case of death, compensation of accrued vacation leave shall be paid in the same manner that salary due to the decedent is paid.

Section 3. Accrual. Vacation leave may accumulate from year to year up to a maximum accumulation of two hundred forty (240) hours. If the number of vacation hours

accumulated on January 1<sup>st</sup> on any year exceeds two hundred forty (240) hours, the employee will automatically lose any unused vacation over the maximum of two hundred forty (240) hours with no other compensation being given to the employee. An employee whose vacation is denied or canceled due to operational needs shall not suffer a forfeiture of vacation hours; this exclusion applies to vacation hours up to the number denied or scheduled and then canceled. Hours carried forward and not forfeited shall be used within six (6) months or they will be forfeited. Unless otherwise agreed upon.

Section 4. Utilization and Scheduling. An employee shall not be eligible to take vacation leave during the first six months of employment. The new employee may take leave during the first 6 months if it was agreed upon prior to the date of hire by agreement with the Chief of Police due to a previously scheduled and paid-for trip or for special circumstances such as a funeral or wedding. Employees shall be permitted to take a portion of, or all of their vacation time in ten (10) hour increments, except for good cause and at the discretion of the Chief of Police, employees may take vacation in five (5) hour increments. Employees who work an eight (8) hour schedule may request to take four (4) or eight (8) hour blocks of time. Prior to December 1<sup>st</sup> but after/post "shift bidding" process of each year employees may submit requests to schedule vacation, in a minimum of forty (40) hour blocks and a maximum of 120 hours for the period of arch through February of the following year. Longer vacations may be approved by the Chief of Police.

The SPOA will organize together prior to December 1st to submit requests to schedule vacation. The employees will each have the opportunity by seniority to request one (1) block of vacation starting with the most senior employee and continuing until all employees have had an opportunity to request one (1) block of vacation time. After the least senior employee has had an opportunity to request a block of vacation, the selection process will start over. Again, the most senior officer will have a second opportunity to request a block of time and continue through to the least senior employee. The selection process may continue in this rotating method until requesting is complete. During this process employees may not request more time than what they would have accrued by the time the vacation occurs. The employee may not request blocks of time during the bid process knowing the employee could only take the time by combining vacation and unearned comp time together. The SPOA will submit the requests by December 1<sup>st</sup> to the scheduling supervisor.

Vacations requested during the bid process are subject to cancellation prior to December 31st of the year the bid was submitted without any compensation by the City due to reasonable scheduling issues.

During the bid process no more than one employee may request a bid block or portions of a block of time. Such conflict will be resolved in favor of seniority. This

does not prevent the supervisors from later granting a second employee time off on a particular date(s) if staffing levels permit.

It may become necessary to restrict vacation bids on certain dates of the year. Examples may be such as a major planned community event or anticipated employee absence or due to a block of department-wide training. In such cases, if at all possible, the SPOA will be notified prior to the vacation bid process.

Employees may submit vacation requests during other parts of the year or for periods of time in blocks of less than forty (40) hours which shall be approved or denied case by case and first come first served. Requests for vacation shall not be unreasonably denied by the City, and supervisors shall respond to such requests within ten (10) calendar days of their submission.

Section 5. Deductions. The City shall not deduct earned vacation time from an employee without the employee's consent. In cases of disciplinary action, the City may deduct vacation time from the accruals of the employee without their consent. The deduction of time cannot be removed until a final determination on discipline has been made.

Section 6. Cancellation. An employee's scheduled vacation may be canceled by the City because of an emergency. In such cases, the City shall reimburse the employee for all non-refundable deposits incurred because of reliance on the scheduled vacation period.

Section 7. Mandatory Vacation. The Chief of Police may require an employee, who the Chief determines has permitted job performance to deteriorate significantly, to take vacation from any date after the employee has given Notice of Resignation from employment, until the date of job termination.

## **ARTICLE 20 – HOLIDAYS**

In lieu of holidays, employees will receive one personal day per month. Employees shall be entitled to either use this day as an additional day off or receive an additional day of pay within the month the personal day was earned. There will no accrual of personal days. Employees who wish to use the day as an additional day off will be required to submit a written request. In the event the request is denied by the City for operational reasons and is unable to be re-scheduled within the month the personal day was earned, the employee will be paid for the day.

Upon the ratification of July 1, 2022 SPOA Collective Bargaining Agreement, holiday time (personal day per-month) has been converted into the salary schedule and shall remain as part of salary unless negotiated otherwise.



## ARTICLE 21 – HEALTH AND SAFETY REGULATIONS

Section 1. The City agrees to abide by and maintain, in its facilities and operations, standards of safety and health in accordance with the Oregon Safe Employment Act (ORS 654.001 to 654.295 and 654.991).

Section 2. Substance Abuse.

1. Policy: the City considers its employees its most valuable asset and is concerned for the safety, health, and well-being of its employees, and the health risks and performance problems that substance abuse can cause. This drug and alcohol policy and procedure is established based on these concerns.

The misuse of alcohol and other drugs can impair an employee's performance and their physical and mental health. It may also jeopardize employee safety and the safety of the public, which relies on the ability of city personnel to respond in emergencies. The City is committed to maintaining a safe and healthy workplace for all employees by identifying the misuse of alcohol and drugs and by assisting employees to overcome drug or alcohol related problems through appropriate treatment and, if necessary, disciplinary action. Each employee will be responsible for meeting performance, safety, and attendance standards.

The City has responsibilities pursuant to the Drug Free Workplace Act of 1988. The City expects and requires that employees will not report to a scheduled work shift under the influence of intoxicating liquor or illegal drugs and that on-call employees will not report to a call-out when intoxicated. The use, sale, possession, manufacture, distribution, and/or dispensation by an employee of an intoxicating liquor, controlled, or illegal substance, or a drug not medically authorized, or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee, other employees, or the public, is strictly prohibited, except for alcohol or medically prescribed controlled substances used off-duty, and except for lawful possession of evidence by police employees while on-duty. The parties recognize that conduct in violation of this policy may result in disciplinary action and/or criminal investigation if appropriate. This policy will be enforced and administered in a manner which is consistent with the value statements set forth in this section.

Nothing in this section shall be construed or applied to prevent a supervisor from responding in an on-call circumstance when, in the judgment of the supervisor who has recently consumed an alcoholic beverage, the supervisor is able to respond and discharge his or her duties appropriately.

2. Reports of Permitted Use. Each employee must report to his/her immediate supervisor the use of medically authorized drugs or other substances which the employee knows or should know can impair job performance and shall provide proper written medical authorization to work from a physician while using such authorized drugs. It is the employee's responsibility to determine from the physician whether or not the prescribed drug would impair job performance. Any failure to provide proper evidence of medical authorization can result in disciplinary action.
3. Reports of Drug Conviction. Each employee must report facts and circumstances to the department head no later than five (5) days after conviction for violating any criminal drug statute.
4. Employee Education. The City will afford employees an opportunity to deal with drug and alcohol-related problems. The Finance Officer maintains information relating to the hazards of and treatment for drug and alcohol related problems. Any employee may seek advice, information, and assistance voluntarily. Medical confidentiality will be maintained, consistent with this policy.
5. Employee Assistance. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. The Finance Officer (who will consult with health care providers as appropriate) will assist employees who wish to identify and select an appropriate treatment program.

If an employee seeks drug treatment voluntarily and not under adverse employment circumstances, earned sick leave benefits may be used while attending rehabilitation. After such accommodation, the discontinuation of any involvement with alcohol or drugs may be an essential requisite for employment and is consistent with the City's policy of maintaining a drug free workplace.

6. Discipline Related to Abuse. As a result of disciplinary action arising from a drug or alcohol problem, an employee may be directed to consult with or be evaluated by a health care provider. Such an employee may be required to participate in a drug or alcohol treatment program as a condition of continued employment.

A supervisor, based on reasonable suspicion that substance abuse is a factor in employment, may require an employee to be evaluated for drug and alcohol use and treatment. An employee may be required to participate in

follow-up care as part of a comprehensive alcohol and drug treatment program based upon medical advice.

An employee may be required to authorize the Finance Officer or department head to monitor treatment and satisfactory participation, and to submit to random blood and urine screening for alcohol and/or drugs for a specified period of time, not to exceed thirty-six (36) months in any situation when treatment is the result of City intervention. Medical confidentiality will be preserved, subject to rights granted by the employee to the supervisor and Chief of Police to monitor treatment and program compliance through the Finance Officer or directly with a health care provider.

7. Drug Testing Upon Reasonable Suspicion. Where a supervisory employee of the Department has a reasonable suspicion that an employee is under the influence of alcohol or drugs, the employee in question will be asked to submit to discovery testing including but not limited to urinalysis, a blood screen, breathalyzer, or multiple tests to confirm involvement with alcohol or drugs or that the employee is drug or alcohol free at the time in question. If drug use is confirmed, sick leave benefits will not apply if the employee seeks drug treatment, even if treatment is imposed as a condition of return to work or continued employment.
8. Consequence of a Positive Test. An employee who is found to be under the influence of or impaired by alcohol or illegal drugs as a result of a test requested by the City based upon reasonable suspicion will be subject to disciplinary action including suspension or dismissal.
9. Consequence of Refusal to Submit to Testing. An employee who refused to submit to discovery testing for alcohol and drugs promptly upon request of the supervisor will be subject to suspension or discharge, or both. Alleged lack of reasonable suspicion is not grounds to refuse to submit to a test; however, it is reason to challenge discipline if discipline is imposed based on the test result alone.
10. Testing Procedure. When the employee is notified that he/she is required to consent and submit to such tests, he/she may request the presence of a witness to the test. The test may not be delayed unreasonably in order to wait for the witness. The absence of a witness will not be grounds for the employee to refuse to consent and submit to such tests or searches. The presence of a witness will not disrupt or interfere with the tests. If requested, the employee will consent to blood, urine, or Breathalyzer test(s), or any combination, by signing a consent form. The form will contain the following information:

- a. Employee consent to release test results to the City;
- b. The procedure for confirming an initial positive test result for a controlled substance, including marijuana;
- c. The consequences of a confirmed positive test result for a controlled substance, including marijuana;
- d. The consequences of a positive test for alcohol, under the circumstances;
- e. A listing provided by the employee of legally prescribed and over-the-counter medications which may be in the employee's body;
- f. The right to explain a confirmed positive test result for a controlled substance, including marijuana, or a positive test for alcohol;
- g. The consequences of refusing to consent to the blood, urine or breathalyzer test.

In the event that the blood or urine test results are positive for controlled substance(s), including marijuana, the City will require that a second confirmatory test from the same sample be conducted, using gas chromatography, mass spectrograph techniques, or a qualitative equivalent, which also must be positive, before concluding the employee has such substance(s) present in the body.

If the blood or confirmed urine test is positive, the City will instruct the laboratory to retain the blood or urine sample for a period of not less than thirty (30) calendar days from the date the tests are complete for the purpose of allowing the employee to conduct an independent test at his or her own expense at a laboratory approved by the City.

The procedures to obtain, handle, and store blood and urine samples and to conduct laboratory tests will be documented to establish procedural integrity and chain of evidence. Such procedure will be administered with due regard for the employee's privacy and the need to maintain the confidentiality of test results to an extent which is not inconsistent with the needs of this policy. The employee will be notified of the results of all tests conducted pursuant to this policy.

11. Definitions. For the purpose of this policy, the following definitions of terms are provided:

- a. Reasonable suspicion is defined as specific articulable observations by a supervisory employee concerning the work performance,

appearance (including noticeable odor of an alcoholic beverage), behavior, or speech of the employee. Any accident or incident involving physical injury to any person may be considered to constitute reasonable suspicion for discovery testing for drugs and alcohol, where human factors contribute to the incident and where a question of sobriety short of reasonable suspicion exists.

- b. Under the influence is defined as any detectable level of drugs (in excess of trace amounts which can be attributable only to secondary exposure) in an employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties, or any such impairment coupled with a blood-alcohol level of at least .02 percent.
- c. Intoxicated is defined as being under the influence with a blood alcohol level of .08 percent or higher by weight of alcohol in the blood.
- d. Controlled substances is defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, the sale, purchase, transfer, or use or possession of which is prohibited or restricted by law.
- e. Over-the-counter drugs are those which are generally available without a prescription from a medical doctor and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform his/her duties.
- f. Prescription drugs is defined as those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.
- g. Searches: Employees have no expectation to be free from search of a patrol vehicle, locker, desk, or contents of other similar department-controlled spaces. A search of areas used exclusively by an employee (when directed at or against an individual employee due to suspicion of a violation of this policy) will be based on reasonable belief that the employee possesses any controlled substance. If possible, notice to the employee and an opportunity to be present will be given.

## **ARTICLE 22 – CLOTHING ALLOWANCE**

If uniforms are required, they shall be furnished and maintained by the City, at no cost to the employee. Employees regularly assigned to patrol will be reimbursed for documented uniform cleaning expenses of all issued clothing based upon receipts submitted during the months of May and November of each year, not to exceed \$25 per month. Employees regularly assigned to non-

uniform detective positions are not eligible for cleaning reimbursement and will be paid \$200 in May and November, prorated if necessary. This payment is to be spent on clothing used at work, particularly suits, sport coats, slacks, ties and/or dress shirts. Original receipts must be turned in with the City-approved expense form when reimbursement is requested. Clothing allowance reimbursement is subject to the IRS taxable fringe benefit guidelines.

## **ARTICLE 23 – SALARIES AND INCENTIVES**

Section 1. Initial Placement. On recommendation from the Chief, a starting employee may be paid at a higher step if the employee's experience justifies it.

Section 2. Salary Administration.

1. Effective July 1, 2025, salaries of Patrol personnel shall receive a 4% COLA adjustment.
2. The City of Stayton and SPOA agree that regular market updates are a priority and should be completed a minimum of once every five (5) years. The City and SPOA agree to engage McGrath Human Resources Consultants, or a suitable agreed upon equivalent if they are not available, to complete a market update during the fiscal year beginning July 1, 2025. Upon completion of the update, the City and SPOA agree to meet to discuss the results.
3. Effective July 1, 2026, salaries of Patrol personnel shall be increased between 1-4% based on the average of the west CPI rate from January to December of the previous year.
4. Effective July 1, 2027, salaries of Patrol personnel shall increase between 1-4% based on the average of the west CPI rate from January to December of the previous year.

Section 3. Anniversary Date Defined. For employees hired before July 1, 2019, and for the purpose of advancement on the step schedule, an employee's "anniversary date" shall be the first day of the month of the employee's hire if the employee was hired not later than the fifteenth or the first day of the month following the month of hire if the employee was hired after the fifteenth.

Section 4. Advancement on the Step Schedule. Employees shall be advanced one step on the salary schedule on the annual anniversary of the employee's date of hire, provided that during the preceding year, the employee received a satisfactory performance evaluation.

*Note:* Receiving a salary increase before completing trial service shall in no way shorten the length of trial service nor otherwise improve a trial service employee's job security.

Section 5. Certificates. Each full-time employee who possesses one of the certificates listed below from the Department of Public Safety Standards and Training (DPSST) shall receive, in addition to their regular monthly salary the following amount:

1. Intermediate Certificate – \$200 per month
2. Advanced Certificate – \$300 per month
  - a. An employee who receives the Advanced Certificate incentive is not eligible to receive the intermediate incentive; these are not cumulative.

Section 6. Degrees. Each full-time employee who possesses one of the following degrees listed below shall receive, in addition to their regular monthly salary, the following amount:

1. Associates Degree – \$150 per month
2. Bachelor's Degree – \$200 per month
  - a. An employee who receives the Bachelor's Degree incentive is not eligible to receive the Associates Degree incentive; these are not cumulative.
3. Master's Degree – \$250 per month
  - a. An employee who receives the Master's Degree incentive is not eligible to receive the Associates Degree incentive; these are not cumulative

Section 7. Special Pay. Below are incentives available, with approval of the Police Chief, to Officers. No pyramiding is allowed (with the exception of bilingual pay); only one incentive per Officer at a time.

1. Employees who demonstrate fluency in Spanish (verbal and written) to the satisfaction of the bilingual committee selected by the Chief of Police shall be paid an additional 5% of base pay.
2. Employees shall receive 5% of base pay for hours worked while serving as a certified FTO and directly supervising a recruit/trainee.
3. Assigned Detective shall receive 3% of base pay.
4. School Resource Officer (SRO) shall receive 3% of base pay when assigned to schools.
5. Motor Officer shall receive 3% of base pay when riding motor.

Section 8. Merit Bonus. Employees who have reached the top salary step for their classification shall continue to be subject to annual performance appraisals as a measure of the employee's ongoing performance and as an opportunity to refresh the employee's and supervisor's mutual understanding of the supervisor's performance expectations. Upon a satisfactory evaluation, an employee at the top salary step for their classification will be eligible for an annual percentage bonus based on their annual salary as follows.

1. Exceeds Expectations (2.34 and above): 1%
2. Meets Expectations (2.11 to 2.33): 0.75%
3. Meets Expectations (1.90 to 2.10): 0.5%
4. Meets Expectations (1.67 to 1.89): 0.25%

An employee not meeting expectations following their annual review will not be eligible for the bonus.

Section 9. Longevity Pay. Longevity pay will be tied to merit and awarded to employees who meet or exceed expectations on their annual performance review. Award of longevity pay can be received in addition to the merit bonus (Article 23, Section 8).

1. City employees who have completed ten (10) years of continuous employment with the City will receive a one-time, 1% bonus based on their annual salary.
2. City employees who have completed fifteen (15) years of continuous employment with the City will receive a one-time, 1.25% bonus based on their annual salary.
3. City employees who have completed twenty (20) years of continuous employment with the City will receive a one-time, 1.5% bonus based on their annual salary.
4. City employees who have completed twenty-five (25) years of continuous employment with the City will receive a one-time 1.75% bonus based on their annual salary.
5. City employees who have completed thirty (30) years of continuous employment with the City will receive a one-time 2% bonus based on their annual salary.

Section 10. Fitness.

1. The fitness test is voluntary and available to any sworn staff member, not on probation, once every six (6) months.
2. The test administered may be the ORPAT or CRT, both of which are state recognized demonstrations of fitness in law enforcement.



3. There will be no compensation for the time it takes to come in and/or run the course. If an Officer chooses to do the fitness test and it happens to fall while on duty, they can perform the test on duty time.
4. There will be no DPSST training credits earned for running the course.
5. Officers receiving a passing score, as set by DPSST, will receive 10 hours of vacation time.
6. It is the responsibility of the Association to coordinate the procurement of the necessary equipment and secure an appropriate facility for proctoring the fitness test. These tasks should be carried out, when possible, during duty hours and must be approved by a supervisor to avoid conflict with shift coverage or other department needs. If logistics dictate a necessity of overtime to accomplish these tasks, overtime may be considered but would need to be done with prior approval. Additionally, Association members are responsible for scheduling the fitness test with those interested in taking the test. One ORPAT instructor will be authorized to proctor the test on duty time, and in some cases, when authorized by a supervisor, receive compensation at an overtime rate.

## **ARTICLE 24 – TRAINING**

Section 1. Training Approved for Compensatory Time. The City may authorize compensatory time off to cover off-duty training within the 80-hour compensatory time bank limits of this Agreement. Employees approved to attend non-mandatory training using compensatory time who are at the 80-hour compensatory time bank limit may be permitted to attend the training function if the employee submits a date certain for use of the generated compensatory time. The employee's original training request must state the number of hours of compensatory time that will be generated and the date and shift when the compensatory time will be used. The general guideline for the use of compensatory time generated in this manner will be within the payroll period in which it was earned, however, the City will permit up to two payroll periods for the employee to use the time.

Section 2. Training Not Subject to FLSA or Contract Overtime. Nothing in this Agreement shall be construed as preventing an employee, on the employee's own initiative, from attending an independent school or course after hours or on leave with or without pay, including but not limited to courses offered by DPSST and outside agencies. This subsection shall not apply to any training offered and conducted by the Stayton Police Department or the City. (This Article is based on FLSA Regulation 29 CFR Section 785.30.)

Section 3. The Department may schedule on duty, in service training required of all employees, or required of the entire Department. The City may change the scheduled hours of work in order to facilitate Department-wide training.

Mandated training may be scheduled with at least thirty (30) days advance notice. If an employee's hours of work are changed in order to attend training, the employee shall be afforded time off necessary to permit the employee to work safely and efficiently.

Section 4. DPSST Recruit Academy/New Hire Lateral. A recruit officer or new hire lateral officer attending DPSST Basic Academy Training (recruit/lateral) will work the schedule designated by the academy staff; overtime is not authorized without pre-approval. Recruit/lateral Officers attending the basic academy class are exempt from training schedule change requirements and shall be considered to be paid on a forty (40) hour per week salary basis, with overtime to be computed in accordance with FLSA Section 7k and forty-two (42) hours in a seven (7) day period.

#### **ARTICLE 25 – SAVINGS CLAUSE**

Should any section or portion thereof of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction or upon mutual agreement of the parties, such decision shall apply only to the specific section or portion thereof, directly specified in the decision. Upon issuance of such a decision, the parties agree immediately to negotiate a substitute, if possible, for the invalidated section or portion thereof.

#### **ARTICLE 26 – TERM OF AGREEMENT**

This agreement shall become effective on July 1, 2025 and shall remain in full force and effect through the 30<sup>th</sup> day of June, 2028, and shall continue in effect during the period of successor negotiations until a successor agreement is reached.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
\_\_\_\_\_ 2025.

**STAYTON POLICE OFFICERS ASSOCIATION**

**CITY OF STAYTON, OREGON**

\_\_\_\_\_  
David Bevens, President

\_\_\_\_\_  
Brian Quigley  
Mayor

\_\_\_\_\_  
Matthew Leonard, Vice President

\_\_\_\_\_  
Julia Hajduk  
City Manager

## SCHEDULE A

Effective July 1, 2025 employees shall be paid according to the Salary Schedule below.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$66,197.09	\$69,506.94	\$72,982.28	\$76,631.40	\$80,462.97	\$84,486.11	\$88,710.42