

AN AGREEMENT

Between the

CITY OF HALLOWELL

and

**GRANITE CITY EMPLOYEE
ASSOCIATION**

July 1, 2025 – June 30, 2028

DRAFT

ARTICLE 1 AGREEMENT

A. This agreement is entered into by and between the City of Hallowell, a municipal corporation located at Hallowell, Maine hereinafter called the "City", and the Granite City Employee Association, herein after called the "Association".

B. The City recognizes the Association as the exclusive bargaining agent for all regular employees properly included in the City of Hallowell bargaining unit, as set forth in ARTICLE 2, for the purposes of collective bargaining with respect to wages, hours and working conditions and contract grievance arbitration.

ARTICLE 2 RECOGNITION

The City recognizes the Association as the sole and exclusive bargaining agent for all employees holding positions in the bargaining unit set forth by the MLRB, namely, the Deputy City Clerk, Assistant City Clerk, Code Enforcement Officer, Patrol Sergeant, Police Officers 1, 2, 3, Highway Foreman, Public Works Employees 1, 2, 3.

ARTICLE 3 MANAGEMENT RIGHTS

The Association agrees that the City has the sole and exclusive right to manage its operations and retains all management rights, whether exercised or not, unless such rights are limited by the specific and express terms of this Agreement.

ARTICLE 4 ASSOCIATION BUSINESS

A. Authorized representatives of the Association shall have access to employee workplaces and locations during working hours for the purpose of investigating and adjusting grievances, and ascertaining that the Agreement is being adhered to, providing there is no interruption of employee(s) work or duties. Discussions with unit members shall be on off-duty times.

B. The City agrees to grant the necessary time off without loss of pay, seniority or discrimination to participate in negotiations and grievance processing whenever meetings are mutually agreed upon and scheduled during employees scheduled work time. Regular Union meetings and special meetings related to contract negotiation will be conducted outside of regular work hours.

ARTICLE 5 DUES DEDUCTIONS

A. The City agrees to deduct Association dues from those employees who maintain on file with the City a signed dues deduction authorization card. The amounts to be deducted shall be certified to the City by the Treasurer of the Association. The aggregate amount of deductions of all employee deductions under this Article 5 shall be remitted together with an itemized statement to the Association by the 15th of the month following deductions. The Association shall indemnify and hold harmless the City against all crimes and suits, which may arise as a result of deductions that are made in compliance with this agreement.

B. A unit employee may change their status at any time. To change membership status, a unit employee must submit their request in writing to the Association and Association shall notify the City.

ARTICLE 6 GRIEVANCE PROCEDURE

Should an employee or group of employees be aggrieved concerning the interpretation, application and/or meaning by the City of any provision of this Agreement the affected employee, group of employees or the Association shall present their grievance in accordance with the following steps in the grievance procedure. They are:

Step 1 Immediate Supervisor

The aggrieved employee, group of employees or the Association, within ten (10) business days of the occurrence of the incident giving rise to the grievance, or within ten (10) business days after the time such event becomes known or should have become known to the grievant(s), shall present their grievance to their immediate supervisor in writing. The supervisor shall attempt to resolve any grievance promptly and fairly, and respond in writing to the employee, group of employees or the Association within seven (7) business days of the receipt of the grievance.

Step 2 City Manager

If unresolved at Step 1, the grievant(s) shall present the grievance to the City Manager in writing within fifteen (15) business days of the written decision by the immediate supervisor. Within fifteen (15) business days thereafter, the City Manager shall meet with the grievant(s) with the purpose of resolving or attempting to resolve the grievance. The City Manager shall render a decision in writing within seven (7) business days following the conclusion of the meeting(s).

Step 3 City Council

In the event the grievance is not satisfactorily resolved in Steps I and/or 2 the

grievant(s) shall present their grievance to the City Council Personnel Committee in writing within fifteen (15) business days of the City Manager's decision. The City Council Personnel Committee shall meet with the grievant(s) within fifteen (15) business days of receiving said grievance in an effort to resolve the grievance. The City Council Personnel Committee shall render its decision in writing to the grievant(s) within ten (10) business days following the conclusion of the meeting.

Step 4 Grievance Arbitration

A. If the grievance has not been resolved at Step 3, the Association may submit the grievance to binding arbitration and so notify the City in writing. Upon receipt by the City of a notice for arbitration, the parties shall attempt to mutually agree upon an arbitrator, or arbitrators. If the City is unresponsive or the parties fail to agree upon an arbitrator(s) within ten (10) business days of the receipt of the notice to arbitrate, the Association shall file for arbitration of the grievance under the procedures of the Maine Board of Arbitration and Conciliation (BAC). The decision of the Arbitrator(s) shall be issued to the parties within thirty (30) days after the conclusion of testimony and final argument and shall be binding upon the parties. Each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it shall cause a record to be made providing it pays for the record and makes copies available without charge to the other party and to the Arbitrator(s).

Employee(s) shall be granted the necessary time off without loss of pay or benefits to participate in grievance processes that occur during working hours. Employees in this case shall mean the grievant(s), witnesses and association leader(s).

When a grievance or a grievance response is not received by the required recipient as set forth above by close of business on the last business day due, the matter shall be deemed settled in favor of the other party.

By mutual written agreement, the parties may agree to bypass any of the steps or alter the times contained herein.

The only grievances which can be taken to binding arbitration shall be disputes between the parties as to the interpretation, meaning or application of any of the terms of the Agreement. An arbitrator(s) with the power to make binding decisions pursuant to any provisions of the Agreement shall have no authority to add to, subtract from or modify the collective bargaining agreement.

ARTICLE 7 RULES AND REGULATIONS

A. The City retains the right to make such rules and regulations governing its employees consistent with the provisions of the Agreement.

B. All work and personnel rules shall be posted at least ten (10) business days prior to their effective date except for emergency rules and regulations concerning employee or public safety.

C. All proposed rules and regulations prior to posting shall be mailed to the Association Representative by regular prepaid mail at least ten (10) days prior to the effective posting date.

ARTICLE 8 WAGES

A. The wages of each employee covered by this Agreement are set forth in Appendix A which is attached hereto and made a part hereof.

B. Police officers who are called into work before or after a normal scheduled shift as a result of their duties as a police officer for the City, and all other city employees who are called into work before or after a normal scheduled shift shall be compensated for a minimum of four (4) hours at one and a half (1½) times their regular pay.

ARTICLE 9 WORKING HOURS AND OVERTIME

A. The work week for all city employees unless otherwise specified herein shall be Monday through Friday for forty (40) hours, excluding lunch breaks. The Public Works Department hours shall be from 7:00 AM to 3:30 PM from October through April 14th, and April 15th through September the workweek will be 6:00 AM through 4:30 PM Monday through Thursday. The Police Department will provide 24/7 coverage. Other employees whose responsibilities require a different schedule may have flexible work schedules, as agreed to by the employee's immediate supervisor and the City Manager. The Public Works manager has the discretion to change the Public Works schedule of four 10 hour days, Monday-Thursday, if the Public Works manager chooses to do so

B. Employees covered by this Agreement shall receive pay according to the provisions of the Fair Labor Standards Act (FLSA) for all hours worked in excess of forty (40) hours per week at a rate of one and a half (1½) times their regular rate. In addition to these provisions, "hours worked" will also include vacation time. Police Officers who are attending the Basic Law Enforcement Training Program (BLETP) through the Maine Criminal Justice Academy (MCJA) will be paid forty (40) hours per week for the training. Police Officers who are requested to work in a patrol capacity in addition to attending the BLETP, will be paid at one and a half (1½) times the employee's rate of pay for hours worked or can bank these hours as compensatory time.

C. Compensated time earned by any non-public works employee may accumulate up to one hundred sixty (160) hours. Any compensatory time earned in excess of one hundred sixty

(160) hours will be paid in cash, unless operational needs require otherwise. Public works employees may accumulate up to one hundred ninety (190) hours of compensatory time. Any compensatory time earned by public works employees in excess of one hundred ninety (190) hours will be paid in cash, unless operational needs require otherwise. Supervisor/City Manager shall approve requests for compensatory time off as required under the Fair Labor Standards Act.

While still giving due consideration to the operational needs of the City, all employees will make their best effort to use their accumulated compensatory time prior to November 1 of any given year. Any employee who has accrued compensatory time in excess of 40 hours as of November 1 will be paid out for any compensatory time in excess of 40 hours.

D. In the event that an employee is assigned to an open position for any period of time by the City Manager and the position is of higher rank and pay than held by the assigned employee, said employee shall be compensated at the base rate of pay for the position.

In the event that an employee is assigned as acting supervisor in a department supervisor's absence or Field Training Officer duties for an interim of at least one week, upon approval of the City Manager, said employee shall be compensated at 5% higher rate of his/her current pay for this period of time.

E. New employees shall serve a probation period of six (6) months. Such probationary employees shall not be subject to the provisions of this Agreement. Employees retained beyond six (6) months shall be subject to the terms of this Agreement and their seniority rights and length of service, unless otherwise specifically provided, shall be deemed to have begun on the date of initial employment. Newly hired, full-time police officers, who are not Academy trained, are subject to the probationary employment requirements of State law, 25 M.R.S.A., section 2804(C)2-A), and will be considered probationary employees by the City for one year after graduation from the academy.

ARTICLE 10 HOLIDAYS

A. The following days shall be recognized and observed as paid holidays for all unit employees when holidays fall on normal workdays. Holidays that fall on Saturday or Sunday shall be observed on the Friday preceding or the Monday following, respectively. The paid holidays are:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Patriots Day
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Indigenous Peoples' Day
10. Veteran's Day
11. Thanksgiving
12. Friday After Thanksgiving
13. Christmas

An employee shall be eligible for holiday pay if he/she is in pay status at any time during the pay period which includes the official observance of the holiday. An employee shall be deemed to be in a pay status if the employee is (1) actually working; (2) on sick leave; (3) on vacation; (4) on court leave; (5) on administrative leave; or (6) scheduled day off.

Unit employees, who are scheduled to work, shall be paid for days in addition to the aforementioned which shall include and not be limited to emergency shutdowns, state and federal mandated shutdowns e.g. national emergency, or federal and state disasters etc.

B. The amount of holiday pay shall be in addition to regular pay for hours/time actually worked. Employees required to work outside their normal work schedule during a week that a holiday is observed shall receive overtime pay for those hours worked. Employees required to work on the day of the official observance Independence Day, Thanksgiving, Christmas, and New Year's Day shall be compensated at one and a half (1½) times for the hours actually worked in addition to their holiday pay.

ARTICLE 11 VACATION

A. Regular full time employees shall annually accrue vacation time at normal pay in accordance with the following schedule:

<u>Continuous Years of Service</u>	<u>Vacation Time Off</u>
One (1) to Five (5) Years	Eighty (80) hours
Six (6) to Ten (10) Years	One Hundred and Twenty (120) Hours
Eleven or more Years	One Hundred and Sixty (160) Hours

The City Manager may, in their sole discretion, give up to 10 Continuing Years of Service credit to newly hired employees for documented comparable and relevant work experience for purposes of determining eligibility for vacation time off.

B. Regular part time employees shall receive a prorating of this provision to be calculated in accordance with the employee's regularly scheduled work week hours.

C. Vacations shall be scheduled at such time or times as shall be mutually agreeable to the employee and their department head.

D. Employees may cash in up to one (1) week in wages of accrued vacation time each year.

E. For employees hired before July 1, 2025 vacation time shall be accrued in cumulative amounts not to exceed four hundred (400) hours of vacation time in the aggregate. For employees hired after July 1, 2025 vacation time shall be accrued in cumulative amounts not to exceed two hundred forty (240) hours of vacation time in the aggregate. City

Manager may waive, in writing, the maximum vacation time for individual employees at his/her discretion.

F. Employees are encouraged to schedule vacations at times that do not conflict with major work responsibilities, critical work seasons (such as snow seasons for PW employees), and around holidays and peak seasons that may create scheduling conflicts from multiple, simultaneous requests for time off.

ARTICLE 12 SICK LEAVE

A. Sick leave shall be earned at the rate of eight (8) hours per month of active service. Sick leave shall be earned from the employee's date of employment. Regular part time employees shall have their sick leave prorated to conform to their workweek.

B. Sick leave shall be granted for illness, medical or dental care, or other disability of the employee or member of the employee's immediate family which requires the attention or presence of the employee. Immediate family shall mean spouse, parents, stepparents, children, stepchildren, brothers, stepbrothers, sisters, stepsisters, wards, grandparents, grandchildren, registered domestic partners and significant others of the employee. Employees are encouraged to consult with the City to determine their eligibility for benefits under the Federal/State Family and Medical Leave Act. In matters concerning the use of sick leave for attending to immediate family shall be with the approval of the City Manager, however, no request for said leave shall be unreasonably denied.

C. Notification of absence under the provisions of this Article shall be given on the first day and each day thereafter of absence, or as soon thereafter when unusual circumstances occur.

D. An employee's supervisor may ask for a physician's, or licensed health care practitioner's reason for an absence after three (3) consecutive days of absence, or after ten (10) days in the aggregate in a calendar year.

E. Regular full-time employees and regular part-time employees may choose to donate up to 24 hours to another full-time/part-time employee of the City of Hallowell. The City Manager shall at his/her discretion permit such sick leave he/she deems appropriate.

F. Employees will receive for accumulated earned sick leave at the end of each fiscal year (June 30), a \$100 bonus if in excess of 100 hours; a \$200 bonus if in excess of 200 hours; a \$300 bonus if in excess of 300 hours; a \$400 bonus if in excess of 400 hours and a \$500 bonus if in excess of 500 hours.

ARTICLE 13 BEREAVEMENT LEAVE

- A. In the event of a death occurring in the family of an employee that employee shall be eligible to take up to five (5) working days off per fiscal year without loss of pay or benefits for travel and family arrangements with a death in the employee's immediate family. Immediate family is herein defined as; spouse, parents, stepparents, children, stepchildren, brothers, stepbrothers, sisters, stepsisters, siblings, step-siblings, wards, grandparents, and registered domestic partners of the employee.
- B. The City Manager shall at his discretion permit such other days of leave he/she deems appropriate upon the request of the employee.

ARTICLE 14 MILITARY / RESERVE LEAVE

- A. City employees who are members of the National Guard / Military Reserve and who are required to perform active duty for training will be granted active duty training leave.
- B. This article shall apply to temporary active duty orders, or to active duty orders, recall or any other activating orders issue by the military issued to Military Reservists or National Guard personnel. The City shall extend the rights and benefits of military leave for not less than six (6) months, however periods in excess of six (6) months may be granted if circumstances warrant.
- C. Upon ending military leave, an employee will be restored to the position occupied by the employee immediately prior to the commencement of the leave, or an equivalent position with the same employee benefits and pay as existed prior to the commencement of said leave.

ARTICLE 15 GENERAL PURPOSE LEAVE

- A. All unit employees shall be eligible to apply in writing to their immediate supervisor for extended unpaid leave up to six (6) months in duration.
- B. Extended leaves of absence shall be granted by the City Council based on the recommendation of the City Manager. Authorization for extended leave(s) should not be unreasonably denied.
- C. Employees on extended leave may choose to continue the employee's insurance and retirement benefits for the duration of the leave provided the employee assumes the City's share of the respective benefit program. Vacation and sick leave will not continue to accrue during the period the employee is on leave.

ARTICLE 16 FAMILY MEDICAL LEAVE

The City shall provide “family medical leave” pursuant to the terms of the Maine Family Leave Act, Title 26 M.R.S.A., Chapter 7, § 843 – § 849) and U.S. Public Law 103-3, Family and Medical Leave Act, Titles I – VI. These acts shall apply to all affected employees as may be most appropriate for said employee.

ARTICLE 17 COURT/JURY DUTY LEAVE

Employees selected for and required to serve jury duty, or who are required to be in court as a witness shall be compensated at the regular rate of compensation and benefits from the City. Any monies received from the court for the aforementioned responsibilities shall be turned over to the City. Employees will provide documentation / proof of service to the satisfaction of the City Manager at the end of their Jury Duty.

ARTICLE 18 PERSONAL TIME

Unit employees shall be entitled to two (2) paid days off each year for personal business. This time shall not be charged to any other leave, holiday or vacation time. Unit members should give as much notice as is practicable when using this provision. In an emergency that prevents prior notice, the unit member shall notify his/her immediate supervisor as soon after the commencement of the work shift as possible. A half day is the minimum increment for the use of personal time. This personal time allotment shall be given to all unit employees on July 1 on each year. Unused time may not be carried over into the next fiscal year but can be compensated in the year it was issued.

ARTICLE 19 MILEAGE ALLOWANCE

Unit members who are required or granted permission to use their personal vehicles for City business and job-relating functions shall be paid at the IRS permissible rate. A signed voucher indicating the mileage driven and the reason therefore shall be submitted to the City Manager for payment.

ARTICLE 20 HEALTH INSURANCE

- A. The City of Hallowell participates in the Maine Municipal Employee Health Trust. The City shall pay one hundred percent (100%) of the cost of the employees’ premium for said health insurance plan and fifty percent (50%) of the cost of the dependent premium for all regular full-time employees.

- B. During the period of annual insurance coverage the city will fund a health savings account with an amount to fund the increase between the POS C out of pocket maximum (deductible plus co-insurance) and PPO 500 out of pocket maximum (deductible plus co-insurance) for individual and family plans, to the effect that employee deductibles will not exceed \$500 for single or \$1000 for family employee health plans. Employees can access funds from the dedicated account based on policies and protocols established by the account manager. Based on availability, the city will request the account manager to provide direct feed of claims payment information between the PPO500 plan and the HRA account.
- C. The City shall participate in group dental, short-term disability and basic life insurance plans with the City paying one hundred percent (100%) of the cost for providing these benefits for the individual employee. The City will also pay fifty percent (50%) of the cost of the family or dependent premium of group dental insurance for the employee.
- D. Regular part-time employees may participate in the above mentioned insurance plans and the cost to the City will be pro-rated based on the average number of hours worked each week.
- E. Current employees may choose health insurance plan POS –C and pay the differential in cost from the city expense for PPO 500. Individuals employed after the date of the contract agreement are not eligible for the option to purchase employer sponsored POS-C health plans.
- F. An employee may choose not to be covered under Section A above, and shall receive payment of one half of the City’s cost per month for the single plan. Section B above shall not be considered in the payment calculation. This option shall be available to employees at the beginning of each fiscal year providing the request be made in writing to the City Manager no later than January 15 prior to the beginning of the fiscal year on July 1.
- G. IRS Code, Section 125 shall be administered by the City.

ARTICLE 21 RETIREMENT

A. Maine Public Employees Retirement System – The City of Hallowell is a participating district in the Maine Public Employees Retirement System (MPERS). Any regular full-time or part-time employee may participate in the MPERS defined benefit retirement program. Employees are not required to participate in this program. Participation in the Maine Public Employees Retirement System requires an employee contribution of a percentage of gross salary at a rate established annually by MPERS. The City will match the employee contribution of a percentage of gross salary at the rate established annually by MPERS.

B. 457 Plan – Regular full-time and regular part-time employees may choose to participate in a tax-deferred, defined contribution retirement plan administered by the City. Employee contributions will be matched by the City at a rate of up to 8.5% of gross salary provided the employee contributes an equal amount and provided the employee does not participate in the Maine Public Employees Retirement System.

C. Social Security – The City of Hallowell participates in Social Security and provides the employer match for Social Security and Medicare. Employees must also contribute to Social Security and Medicare.

ARTICLE 22 PROMOTION

In all cases of promotion the City shall consider ability to perform the functions and duties of the position, past performance and length of service with the City. All open or opening positions shall be posted with the unit prior to advertising in the open employment market and giving first consideration to current employees and employees on recall status.

ARTICLE 23 SENIORITY

A. Seniority lists shall be maintained by the City. Seniority shall be based upon the length of continuous employment from the date of last hire.

B. In the event it becomes necessary for the City to reduce the workforce, employees will be laid off according to seniority within their respective departments. The layoffs will be in the inverse order of seniority meaning beginning with the least senior employee and moving towards the most senior in that order. All affected employees shall have not less than fifteen (15) business days advance notice of a layoff.

Employees so affected shall be recalled from lay-off according to their seniority to any position for which the employee is qualified. Recall rights shall be in effect for a period of thirteen (13) months from the date of layoff.

C. Any affected employee(s) by reduction in force or position elimination who remains with the City shall retain their current wage (the wage immediately prior to the event) until such time as the “new” wage assignment is equal to or surpasses the wage of their former classification.

D. Unit members shall accrue seniority when any of the of the following occur:

- 1) Layoffs due to reduction in force and other dislocations,
- 2) Any authorized paid or unpaid leave.

E. Seniority will be applied to all details and work schedules. Details are special duty work for private companies or organizations that have requested a police officer and pay the City for those services. Management reserves the right to limit the number of consecutive shifts an employee can work for safety reasons.

ARTICLE 24 SUBCONTRACTING

The City agrees that no work or services of the kind, nature or type covered by, or hereinafter assigned to or by the City shall be subcontracted, if the action shall cause displacement or have the effect of causing displacement of any City employee(s). The City under Article 3 reserves "management rights" to consolidate or regionalize municipal services with other governmental entities. If economically justified, the City has the limited right to subcontract the following municipal services to the private sector: (1) custodial services; (2) code enforcement and/or assessing services; (3) lawn maintenance, mowing, and weed removal; and (4) parking enforcement services. Subcontracting can only take place if a vacancy occurs or when a privatized service does not displace a current unit member.

ARTICLE 25 EMPLOYEE RIGHTS

A. No employee shall be disciplined, reprimanded, suspended, discharged or suffer a reduction in compensation without just cause. In all cases of employee discipline the affected employee(s) and the Association shall receive notice simultaneously.

B. In the event that a complaint is received by any City official regarding any employee or group of employees from any resident, receiver of community services, or other person(s) said complaint shall be taken in writing and brought to the attention of the named or affected employee(s). No complaint shall be placed in an employee's personnel file unless the City Manager or designee attaches a letter stating that an investigation of the complaint has been completed and the complaint is deemed valid by the City Manager. The affected employee shall be given the opportunity to reply in writing to any such complaint. If the City Manager deems the complaint invalid, the City Manager shall provide a written statement to that effect to the employee.

C. Any unit employee shall have the right, upon request, to review the contents of her/his personnel file and to make copies prepared by the City of any documents contained therein not more than once each year except that in instances where personnel matters warrant additional materials. Unit employees shall also have the right to review material to be placed in their personnel file and respond in writing for inclusion in an employee's personnel file.

ARTICLE 26 CLOTHING/EQUIPMENT

A. Public Works Department - Each employee shall receive a personal protective footwear allowance of up to two hundred and fifty dollars (\$250.00) each year to be paid upon presentation of a receipt to the City Manager. The City will provide uniforms and employees are required to wear uniforms and steel toed boots while working.

B. Police Department - Uniforms and all duty gear shall be furnished by the City of Hallowell, including cleaning costs. A professional allowance of two hundred dollars (\$200.00) is to be paid on the officer's anniversary date of hire each year. The City shall provide each officer with basic equipment. the Basic Equipment Issue listed in Appendix B attached hereto and made a part of this Agreement. The City shall replace all BEI listed items when damaged, destroyed, lost or worn out. Bike patrol uniforms are only for qualified bike officers.

C. The Code Enforcement Officer (CEO) shall receive an allowance for personal protective equipment and clothing of up to two hundred dollars (\$200.00) each year to be paid upon presentation of a receipt to the City Manager.

D. The Code Enforcement Officer, the Public Works Supervisor, and all Police Officers shall receive a cell phone stipend in the amount of \$50. The stipend shall not be paid to employees who are provided with a cell phone by the City.

ARTICLE 27 SAVINGS AND SEPARABILITY

If any provision of this Agreement should be held invalid by operation of law, or competent jurisdiction, or if compliance with or enforcement of any provision should be restrained pending final determination as to the validity, the remainder of the Agreement or application thereof to persons and circumstances other than those as to which it has been held invalid shall not be effected.

ARTICLE 28 MAINTENANCE OF STANDARDS

A. All negotiable conditions of employment except those subject to negotiations leading to this Agreement, or have been modified by the Agreement shall be maintained at their current levels during the term of this Agreement.

B. Except as provided under Article 10, Section A, the City agrees not to enter into any agreement or contract with employees individually or collectively which in any way conflicts with terms and provisions of this Agreement. Any such agreement shall be null and void.

C. It is understood and agreed that should any employee come under the provisions of the Fair Labor Standards Act (FLSA) or similar legislation, then any provisions of this Agreement that do not comply with the requirement of such statutes are to be changed so as not to be in conflict with such statutes

ARTICLE 29 EMPLOYEE DEVELOPMENT

A. Employee Development - The City will make available development opportunities to the employees for the development of specific skills and expertise for the mutual benefit to the employee and the City.

B. The City Manager shall encourage the improvement of service by providing employees with training opportunities including training for advancement and general fitness for public service.

C. Employees who are required to participate in authorized training and city sponsored events shall receive no loss of pay or benefits, if within the regular workday, and shall receive compensatory time for similar programs that occur outside the regular work schedule.

D. In providing for employee development the City hereby agrees to assist employees in their education and development options with the following:

- (1) All requests for training and development programs must be submitted in writing by the employee to the City Manager including its name, or course, a brief description and cost.
- (2) All training and development reimbursements shall receive prior approval from the City Manager to receive funding.
- (3) After successful completion of an approved training and/or development program [course(s)] the employee shall receive reimbursement upon showing proof of completion.
- (4) Preferences will be given to employees for training and development opportunities on a rotating basis as funds and opportunities permit.

ARTICLE 30 LONGEVITY PAY

Each member shall receive a longevity bonus on their anniversary date of hire according to the following schedule:

<u>After Anniversary Years</u>	<u>Bonus</u>
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Five (5)	\$400.00
Ten (10)	\$500.00
Fifteen (15)	\$600.00
Twenty (20)	\$700.00
Twenty-five (25)	\$800.00

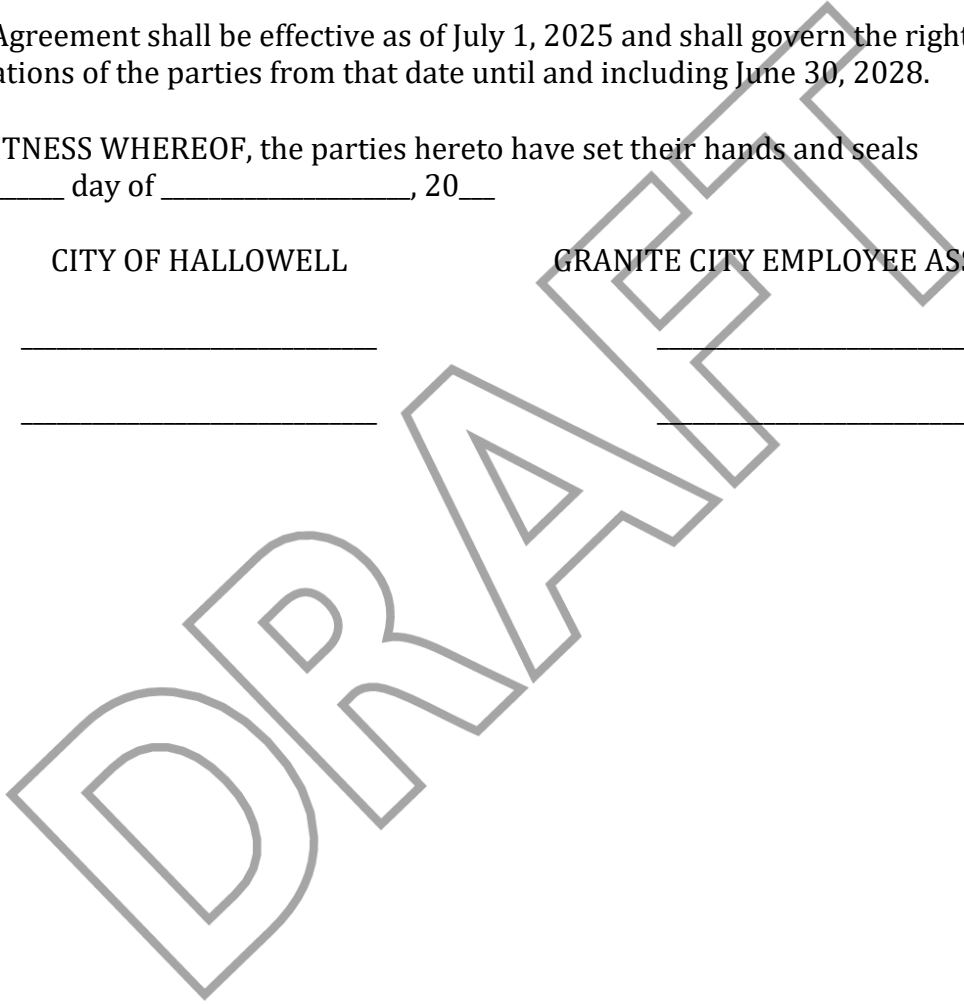
ARTICLE 31 DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2025 and shall govern the rights and obligations of the parties from that date until and including June 30, 2028.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals
this ____ day of _____, 20__

CITY OF HALLOWELL

GRANITE CITY EMPLOYEE ASSOCIATION



Appendix A Pay Rates

Wages						
Position	FY 2025-26		FY 2026-27		FY 2027-28	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
CEO (20HR)	\$32.04	\$33,322	\$33.32	\$34,654	\$34.65	\$36,041
Deputy City Clerk	\$23.90	\$49,714	\$24.86	\$51,703	\$25.85	\$53,771
Assistant City Clerk (20HR)	\$19.09	\$19,856	\$19.86	\$20,650	\$20.65	\$21,476
Patrol Sergeant	\$35.63	\$74,106	\$37.05	\$77,070	\$38.53	\$80,153
Officer 1	\$33.35	\$69,371	\$34.69	\$72,146	\$36.07	\$75,032
Officer 2	\$31.44	\$65,386	\$32.69	\$68,001	\$34.00	\$70,032
Officer 3	\$31.02	\$64,529	\$32.26	\$67,110	\$33.56	\$69,795
Public Works Foreman	\$34.61	\$71,998	\$36.00	\$74,878	\$37.44	\$77,873
Public Works 1	\$24.97	\$51,946	\$25.97	\$54,023	\$27.01	\$56,184
Public Works 2	\$22.17	\$46,114	\$23.06	\$47,959	\$23.98	\$49,877
Public Works 3	\$20.16	\$41,930	\$20.97	\$43,608	\$21.80	\$45,352

Appendix B Police Basic Equipment Issue

- Pants
- Shirts (summer & winter)
- Footwear
- Shirt badge
- Collar brass (ME & HPD)
- Name tag
- Gun belt with attachments, handcuffs with case, Cap stun with case, issued Firearm with holster and ammunition, 3 magazines with 1 case, 5 belt keepers and pants belt
- Jacket for universal use with badge
- dress hat with badge (summer & winter)
- Winter hat
- Approved Protective Armor Vest
- Winter gloves