

SECONDARY AGREEMENT

BETWEEN

THE MICHIGAN STATE EMPLOYEES ASSOCIATION

For Employees in the
Labor & Trades
And
Safety and Regulatory Units

And

MICHIGAN DEPARTMENT OF STATE POLICE



Effective upon approval by the Civil Service Commission through December 31, 2027

Table of Contents

ARTICLE 4 Section C. Bulletin Boards.....	1
ARTICLE 4 Section G. Telephone Directory	2
ARTICLE 4 Section H. Office Space.....	3
ARTICLE 4 Section I. Access to Premises by MSEA Staff	4
ARTICLE 7 Section B. MSEA Officers	5
ARTICLE 14 Section F. Wash-Up Time.....	6
ARTICLE 15 Section E. Compensatory Time.....	7
ARTICLE 18 Section A. 5 MSEA Representatives and Jurisdictions	8
ARTICLE 19 Section B. Representation	9
ARTICLE 21 Grooming and Attire	10
ARTICLE 22 Section F. Protective Clothing.....	11
ARTICLE 29 Training	12
ARTICLE 35 Section A. Clothing.....	13
ARTICLE 35 Section F. Lounge and/or Eating Areas.....	14
ARTICLE 53 Drug and Alcohol Testing	15
LETTER OF UNDERSTANDING Article 9-Disciplinary Action Section A. Investigation and Representation	16
LETTER OF UNDERSTANDING	18
TERMINATION OF SECONDARY AGREEMENT	19

ARTICLE 4

SECTION C. BULLETIN BOARDS

In work sites where MSEA employees are assigned, where bulletin board space is currently provided for the use of the Association, the Employer shall continue to provide such space subject to continued availability and operational requirements. The specific location of additional bulletin boards requested and provided by MSEA is an appropriate subject for labor/management meetings.

The department agrees to furnish space for MSEA bulletin boards at mutually agreed upon locations. The locations of bulletin boards shall be accessible and conspicuous in buildings where MSEA members are assigned.

ARTICLE 4

SECTION G. TELEPHONE DIRECTORY

The Employer agrees to publish free of charge the names of the MSEA spokesperson and alternate spokesperson and the MSEA office telephone numbers in the next and subsequent departmental telephone directories.

MSEA will be responsible for notifying the departmental (Human Resources Division) of any changes to the above information.

ARTICLE 4

SECTION H. OFFICE SPACE

The parties agreed not to negotiate this issue because the Department of State Police is not considered an Institutional Employer.

ARTICLE 4

SECTION I. ACCESS TO PREMISES BY MSEA STAFF

For meetings called or agreed to by the Employer, the MSEA representative will notify the Employer representative upon his/her arrival at the work location. For meetings not called or agreed to by the Employer, the MSEA representative will provide notice to the work site supervisor prior to arriving at the work site. The representative will identify the party or parties with whom he/she wishes to meet, the nature of the business to be conducted, and the approximate length of time the meeting will last.

ARTICLE 7

SECTION B. MSEA OFFICERS

Any departmental employee duly elected or appointed a member of the MSEA Board of Directors or Executive Council will furnish his or her immediate supervisor with written notification of his/her intent to attend an MSEA Board meeting. Such notice shall occur no later than two (2) work days in advance of the date that work schedules must be established.

ARTICLE 14

SECTION F. WASH-UP TIME

Reasonable wash-up time will be granted to employees covered under this agreement as necessary.

ARTICLE 15

SECTION E. COMPENSATORY TIME

Employees may, by mutual agreement of the employee and the Employer, elect to receive compensatory time off at time and one-half for overtime hours worked within the pay period in lieu of cash payment for such hours worked. At no time will compensatory time be allowed for restricted fund overtime or state auction overtime.

The maximum amount of compensatory time an employee may accumulate is one hundred sixty (160) hours. Any unused compensatory time credits remaining at the end of the fiscal year may be paid by the Employer, however, the employee may request and shall receive approval to carry sixty (60) hours over to the new fiscal year.

ARTICLE 18

SECTIONS A. 5 MSEA REPRESENTATIVES AND JURISDICTIONS

Departmental Spokespersons within the Department shall have statewide jurisdiction.

ARTICLE 19

SECTION B. REPRESENTATION

For the purpose of departmental level labor/management committee meetings, MSEA shall designate the number of MSP employee representatives to attend. An MSEA staff representative may attend. Nothing shall prohibit the parties from agreeing on a case-by-case basis to include additional representatives or witnesses.

ARTICLE 21

GROOMING AND ATTIRE

The Employer and the MSEA agree that the employees have an obligation to maintain reasonable grooming and attire standards which bear a reasonable relationship to their work.

The Employer will not be arbitrary or capricious when requiring any employee to conform to any standards.

Conflicts with current practices may be discussed in a labor management committee meeting.

ARTICLE 22

SECTION F. PROTECTIVE CLOTHING

In keeping with current practices, the Department will continue to provide protective items required for bargaining unit members to perform their job duties.

Whenever protective items are prescribed as a result of federal or state statutes for particular types of jobs, no employee will be expected to perform such duties until the required safety and/or protective items are provided.

Any concern regarding the footwear is a proper subject for labor/management meetings.

The issue of protective clothing shall be discussed through labor/management meetings.

There shall be a uniform equipment committee of up to three members appointed by the MSEA and up to three members appointed by the Employer. The committee shall meet at least annually, and at such other times as uniform changes are contemplated and before such changes are made. It shall be the responsibility of the committee to make recommendations to the Director on changes in uniform equipment. Such recommendations shall be advisory to the Director and may be rejected for just cause shown. The Director's decisions on uniform equipment matters are final and not subject to the grievance procedure. However, the Director's decisions may be the subject of a labor management meeting.

ARTICLE 29

TRAINING

The parties agree that in lieu of not having a Training Committee, training issues shall be an appropriate subject for departmental labor/management meetings.

Newly hired Motor Carrier Officers, State Properties Security Officers, Hazardous Materials Storage Inspectors, and Vehicle Safety Inspectors shall be provided training sufficient to prepare them to perform the duties statutorily assigned to them.

If the period of initial training for recruits requires lodging in, and restriction to, the State Police Training Academy, such training will be planned to comply with the requirements of the Fair Labor Standards Act. If found to be in conflict, resolution will occur consistent with Letter of Understanding #17 of the primary Agreement.

The Department of State Police shall continue to enhance State Properties Security Officers' professionalism by providing in-service training. A committee, consisting of an equal number of representatives from MSEA and the Employer shall review such training. This committee shall be dissolved one year after the approval of the secondary agreement but may continue upon mutual agreement.

In the event the Employer decides to hire retired police officers or State Properties Security Officers, the Employer shall seek and consider input from current members regarding proposed training and will be discussed in a labor/management committee meeting.

ARTICLE 35

SECTION A. CLOTHING

By current practice, the Department does not require uniforms to be worn by employees in the labor and trades unit. Uniforms are made available at no cost to employees who wish to use them. Uniforms, identifying insignia, and/or protective apparel, which are required by the Employer as a condition of employment will be furnished or reimbursed by the Employer. Reimbursement limits will, upon request, be discussed in labor-management meetings in accordance with Article 19. The Employer will continue to provide uniforms to all employees currently receiving uniforms as of the effective date of this agreement and throughout the life of this contract.

The Supervisor shall have the discretion to replace an employee's footwear at any time when it is determined that the footwear has become damaged or worn as a result of performing their normal job duties.

The Employer will continue to be responsible for the cleaning of State Properties Security Officer uniforms.

State Properties Security Officers shall be provided five (5) minutes after the start of a shift and five (5) minutes prior to the end of a shift to change into and out of uniforms as long as they are not allowed to wear their uniforms to and from work.

All State Properties Security Officers shall be issued dress blouses. Such blouses shall be worn in accordance with current departmental, post and district policies.

ARTICLE 35

SECTION F. LOUNGE AND/OR EATING AREAS

When space becomes available at work sites without lounge/eating areas, such space will be considered for a lounge/eating area at a labor/management committee meeting.

ARTICLE 53

DRUG AND ALCOHOL TESTING

The parties agree not to negotiate this article.

LETTER OF UNDERSTANDING
ARTICLE 9-DISCIPLINARY ACTION

SECTION A. INVESTIGATION AND REPRESENTATION

The Michigan State Employees association (MSEA) and the Michigan State Police (MSP) understand and agree to the following.

1. It is understood and agreed by the parties that the employer possesses the sole power, duty, and right to operate and manage its departments, agencies and programs and carry out constitutional, statutory and administrative policy mandates and goals. The powers, authority and discretion necessary for the employer to exercise it's right and carry out it's responsibilities shall be limited only by the express terms of this agreement.

2. The practice of creating electronic records will be:

A) MSP will continue to electronically record the interviews, using its own devices and resources.

B) MSEA, its representatives or the employee who is the subject of the investigation will be permitted to use an electronic recording device to record during the interview, subject to the following restrictions:

(I) The recording device and tape, disc, CD or other recording medium must be provided by the MSEA, its representatives, or the employee.

(II) All parties to the interview shall be advised that MSEA, its representatives, or the employee intend to tape the interview before the commencement of the interview.

(III) MSEA, its representatives, or the employee shall be responsible for any costs associated with the record made by them.

(IV) If the investigator deems it necessary, the electronic record made of the interview by MSEA, its representatives, or the employee shall be placed in a sealed envelope and initialed by all parties to the interview. The investigator shall state the reason for the envelope to be retained by the MSP. Further, if the employee or the MSEA representative is dissatisfied with the investigator's reason they shall comply and no further discussion shall take place at the interview. The envelope shall be marked by the employee or the MSEA representative with the name and address of the person it is to be returned to.

(V) The tape, disc, CD or other recording medium shall be returned to the MSEA representative or the employee, upon completion of the investigation.

MSP/MSEA

3. Upon written/electronic request of the employee or their MSEA representative, a copy of the completed internal affairs investigation shall be provided prior to the disciplinary conference.
4. The investigating officer assigned to an Internal Affairs Investigation of an employee shall not be present in the disciplinary conference.

LETTER OF UNDERSTANDING

Due to the humanistic and economic advantages of bringing personnel back to work as soon as possible, the Employer will strive, in the exercise of its discretion, to identify and assign legitimate and appropriate light duty work to employees who have a duty or non-duty temporarily disabling condition. Where possible, such assignment will be at, or in close proximity to, the employee's current work location.

In addition, the Employer and the employee recognize the stress placed upon survivors and dependents of disabled or deceased employees at the onset of the disability or the immediate period following death.

The Employer agrees to promptly gather and prepare necessary forms for processing of all benefits due the employees or survivors and explain them to an appropriate representative of the employee at a time mutually agreeable. The Employer shall process them on behalf of the employee and family upon receipt of necessary supportive information required.

1

TERMINATION OF SECONDARY AGREEMENT

This agreement shall be effective upon approval by the Civil Service Commission and continue through December 31, 2027. It is the understanding of the parties this Secondary Agreement shall remain in force throughout the term of the Primary Agreement. It is understood if the Primary Agreement is extended this agreement continues for the same period. It is further agreed provisions of this Secondary Agreement may not supersede or conflict with any provision of the Primary Agreement, and to the extent conflict exist those sections shall be declared null and void.

For Michigan State Employees Association:

Clyde Gentry, MSEA MSP Spokesperson

Date _____

For the Michigan Department of State Police:

Jessica Mendez-Dunn MSP Labor Relations Manager

Date

Notes
