



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

**SUBJECT: COLLECTIVE BARGAINING/
GRIEVANCE PROCEDURES**

NUMBER: 2.01

ISSUED: 08/03/2021

EFFECTIVE: 08/03/2021

SCOPE: All Department Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI State Statues: 19.33, 111.70

RESCINDS

AMENDS

WILEAG 5TH EDITION

STANDARDS: 2.1.1, 2.1.2, 2.2.1,
2.2.2

INDEX AS: Collective Bargaining Units
Grievance Procedures
Labor Agreements

PURPOSE: The purpose of this Policy & Procedure is to; identify the collective bargaining units that represent the employees of the Sturgeon Bay Police Department, to establish guidelines to ensure that supervisory personnel are aware of the provisions of collective bargaining units, that they comply with the provisions, and to establish the procedures for employees to file a written grievance.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. RECOGNITION OF COLLECTIVE BARGAINING UNITS
- IV. BARGAINING PROCESS
- V. SUPERVISORY COMPLIANCE
- VI. GRIEVANCE PROCEDURES

I. POLICY

- A. It is the policy of the City of Sturgeon Bay and the Sturgeon Bay Police Department to bargain in good faith, to acknowledge, and comply with the terms of the current bargaining agreements. The Department will not intentionally violate any portion of current collective bargaining agreements when formulating policies.
 - 1. The City of Sturgeon Bay is legally mandated under municipal employment relations law to collectively bargain with certain City employees as outlined in Wisconsin State Statute 111.70.
- B. It is the policy of the Sturgeon Bay Police Department to provide employees with the opportunity to resolve their grievances with the Department administration equitably and effectively, and to respond to all grievances in accordance with applicable labor agreements, state statutes, and Department policy

II. DEFINITIONS

- A. **GRIEVANCE:** A formal complaint against the employer, in written format, usually filed by a labor steward on behalf of a member of the labor union/association.

It is typically understood as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Bargaining Agreement regarding wages, hours, working conditions, or breach of the current labor agreement that is in effect, but it can also concern violations of common law, such as workplace safety regulations or a human rights code.

III. RECOGNITION OF COLLECTIVE BARGAINING UNITS

- A. The City and the Department recognize the WPPA for and on behalf of its affiliate local, the Sturgeon Bay Professional Police Association as the sole bargaining agent for the sworn officers of the Sturgeon Bay Police Department, excluding non-represented members of the Department.
- B. The intent and purpose of the agreements between the City and the Collective Bargaining Units is to promote and improve working conditions, and to promote better understanding, harmony, and cooperation between the involved parties.

IV. BARGAINING PROCESS

- A. The City and Collective Bargaining Unit shall each specify a bargaining team. The bargaining team for the City may generally consist of:

1. City Administrator (Chief Negotiator)
 2. Chief of Police or designee
 3. Staff Support Person
 4. The City bargaining members may vary based upon the needs of the Chief Negotiator
- B. Ground rules for the conduct of the collective bargaining sessions may be agreed upon as soon as practical after the initial bargaining meeting.
- C. The City shall bargain in good faith. This will ensure that oral arguments made during negotiations are reflected in written documents.
- D. At the successful conclusion of a bargaining session, a contract or agreement (whichever is appropriate) will be prepared. The contract or agreement will be signed by the City Administrator, the Mayor, the Chairperson for the Personnel Committee, the Chief of Police or his/her designee (for the City), and by members of the Collective Bargaining Unit team (for the Collective Bargaining Unity).
- E. Dissemination of written agreements between the City and the Collective Bargaining Units to members of the respective Collective Bargaining Units shall be done in accordance with the policies of the bargaining unit.
- F. Department Policy & Procedures shall be reviewed and amended, if necessary, to coincide with the terms of the new agreement.

V. SUPERVISORY COMPLIANCE

- A. Written agreements between the City and the Collective Bargaining Units shall be distributed to all supervisory personnel.
1. Supervisory personnel shall acknowledge with their signature, receipt of a copy of a written agreement between the City, and their Collective Bargaining Unit.
 2. Supervisory personnel are expected to be knowledgeable of the terms of any collective bargaining agreement affect personnel under their supervision.

VI. GRIEVANCE PROCEDURES

- A. Initiating a grievance- Represented Employees

1. Represented employees who disagree with an administration practice that directly impacts wages, hours or working conditions, may initiate a grievance in accordance with the procedures of their respective labor agreements.
2. The labor agreement establishes specific procedures for initiating a formal grievance to include:
 - a) Presenting or filing a grievance;
 - b) Procedural steps;
 - c) Time limitations; and
 - d) Employee representation.
3. The grievance procedure for the WPPA is outlined in Article 23 of their labor agreement.
4. The Chief of Police or designee shall be responsible for coordinating all grievances. A copy of all grievances along with the resolutions shall be maintained in the office of the Chief of Police.

B. Initiating a grievance- Non-Represented Employees

1. Non-represented employees who disagree with an administration practice that directly impacts wages, hours, or working conditions, may initiate a grievance in accordance with the procedures outline in the City of Sturgeon Bay Manual for Non-Represented Employees.
2. The Manual establishes and outlines specific procedures for initiating a formal grievance to include:
 - a) Presenting or filing a grievance;
 - b) Procedural steps;
 - c) Time limitations; and
 - d) Appeal process
3. The grievance procedure for non-represented employees is outlined in 5.10.

C. Initiating a grievance- Department and Division Heads

1. Department and Division Heads who disagree with an administration practice that directly impacts wages, hours, or working conditions, may initiate a grievance in accordance with the procedures outlines in the City of Sturgeon Bay Policy and Procedure Manual for Department and Division Heads.
2. The Manual establishes and outlines specific procedures for initiating a formal grievance to include:
 - a) Presenting or filing a grievance;
 - b) Procedural steps;
 - c) Time limitations; and
 - d) Appeal process
3. The grievance procedure for Department and Division Heads is outlined in 5.10 Administrative Employee Handbook.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/29/2020