

**LETTER OF UNDERSTANDING
BETWEEN THE
GRAND TRAVERSE COUNTY BOARD OF COMMISSIONS
AND THE
GRAND TRAVERSE COUNTY SHERIFF
AND
POLICE OFFICERS ASSOCIATION OF MICHIGAN
(DEPUTIES' BARGAINING UNIT)**

WHEREAS, The Employer and Union are parties to a collective bargaining agreement, herein referred to as Agreement, which is dated January 1, 2021, and remains in effect until December 31, 2023, and

WHEREAS, The Employer and Union wish to amend the collective bargaining agreement Sections 21.1 and 21.2 for the promotion to the rank of Sergeant within the Field Services Division,

THEREFORE, THE FOLLOWING IS AGREED:

1. The Sheriff and the Union agree to amend the qualification requirements in the collective bargaining agreement in **ARTICLE XXI, PROMOTIONS, Section 22.1 General Provisions and Section 22.2 Promotion to Sergeant.**
2. The Sheriff and Union agree to the following changes listed below as outlined in the current collective bargaining agreement. Nothing in this Agreement shall modify any other terms or conditions of the Agreement but for that which is specifically set forth below.

**ARTICLE XXI
PROMOTIONS**

Section 21.1 General Promotions

- A) The Employer will make promotions within the department available to its employees who possess the qualifications necessary for the job under consideration.
- B) It is herein agreed that the term "promotion" shall apply only to the position/classification of Sergeant.
- C) Promotions shall be on a competitive basis.
- D) Employees must have the ability and qualifications to perform the work as described in the vacancy posting.

- E) Vacancies are to be filled within sixty (60) days unless mutually agreed by the Employer and the Union to extend.
- F) Promotional vacancies shall be posted for a period of ten (10) days on departmental bulletin boards. The notice shall contain the names of those employees eligible to test for the vacancy.
- G) The Employer will not be obligated to consider a request for promotion unless said request is submitted during the ten (10) day period. Employees absent during the ten (10) day period must give notice of their intent upon their return to work.
- H) Promotion to the classification of Sergeant in the Road Patrol Division will be limited to certified officers.

Section 21.2 Promotion to Sergeant

- A) Written and oral examinations shall be given when a vacant sergeant's position exists and there is no current eligibility list. Such examination shall be based on the job requirement of the sergeant's classification to be filled. All eligible employees who take the written and oral examination shall have their names listed in order of their scores.
~~Said list shall be current for one (1) year from the date the scores are known or until no one remains on the list.~~
- B) By the date of the written test, candidates must have completed four (4) years consecutive seniority with the Grand Traverse County Sheriff's Office, and five (5) total years law enforcement experience. Experience is defined as working full time as a law enforcement officer for a law enforcement agency.
- C) Testing procedures shall be as follows: 1. Written Exam: the written examination shall be a standard validated sergeant test selected by the Sheriff. There is no "passing score." 2. Oral Exam: The process for oral examination shall be conducted by a four (4) member panel consisting of one (1) captain, (1) lieutenant, (1) sergeant, who is selected by the candidates, and one (1) member at large, who is selected by the Sheriff. The Employer will provide each candidate ~~their~~ final tabulation of results. There is no minimum passing score for the oral exam.

Record kept of test scores: The Sheriff or their designee shall maintain a record of the written ~~test~~ score achieved by each testing candidate. For each new promotional process, eligible candidates may elect to participate using any written score they earned during a previous promotional process, provided the score was earned sometime in the previous 5 years. Candidates must participate in an oral examination during each promotional process.

Internal Review: To fill a promotion in the rank of sergeant, the Sheriff shall have his/her choice from the top three (3) candidates on the promotional list. The Sheriff and/or his designees will review the personnel files of the three (3) candidates with the highest

point totals. The Sheriff will give consideration to work performance, disciplinary record, and other materials in the personnel files. Based on consideration of the point totals and personnel file review, the Sheriff will rank the top three (3) candidates, and will then post, on a department bulletin board, a list of the placement ranking of the top three (3) candidates in the promotional process. In the event there are not three eligible candidates to choose from, the promotional process may proceed with fewer than three candidates. During the process, the candidates from the initial top three will be considered for any promotions until the list expires.

The list of the initial top three will remain for one year from the date of posting. When this list of three (3) is exhausted, a new promotional process shall take place.

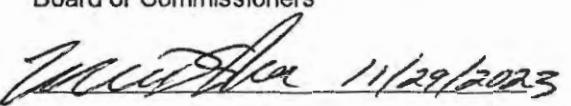
- D) The percentage for each portion of the examination shall be 50% for written, and 50% for oral. One half (.5) point shall be added to the total score for each year of uninterrupted GTSO service of the candidate. The procedure for scoring the written and oral exam is as follows: take the total score for the written examination based on one hundred (100%) percent, dividing it in half and adding it to the total score for the oral examination based on one hundred (100%) percent, divided in half, with the addition of one half (.5) point for each year of uninterrupted GTSO service for the candidate, calculated to the nearest completed month.
- E) Employees promoted to the classification of sergeant shall serve a one (1) year orientation period. During such orientation period, the Employer, with justification, may demote such employee back to his/her former classification. It is further agreed that employees may exercise the right to voluntarily return to their former classification during or after the orientation period; provided, however, they may not exercise this right during any early retirement window that the employer may offer. In the event of a return to a former classification, employees shall be credited with seniority for previous time spent in the former classification and the time spent during the orientation period in the new position. Employees who are demoted from a higher classification for disciplinary reasons may be required to serve a six (6) month probationary period and shall be subject to all terms of this agreement. The employee demoted, or voluntarily returning shall not be permitted to disrupt the then in effect shift preference of other employees within the Bargaining Unit.
- F) Prior to actual promotion, the selected candidate must pass a urine drug screen based upon MCOLES standards.

COUNTY OF GRAND TRAVERSE COUNTY

 12/4/23

Chairman,
Board of Commissioners

Date

 11/29/2023

Sheriff,
Michael Shea

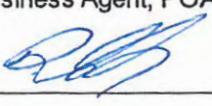
Date

POAM

 11/29/23

Wayne Beerbower
Business Agent, POAM

Date

 11/29/23

Christopher Whetstone
GTSO Union President

Date

APPROVED AS TO FORM
FOR COUNTY OF GRAND TRAVERSE
COHL, STOKER & TOSKEY, P.C.

By: /s/Mattis D. Nordfjord 12/5/2023