

1976

AN AGREEMENT

BETWEEN

THE CITY OF SAN ANTONIO

AND

THE SAN ANTONIO

POLICE OFFICERS' ASSOCIATION

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PREAMBLE

The following agreement by and between the City of San Antonio, Texas, hereinafter referred to as the City, and the San Antonio Police Officers' Association, hereinafter referred to as the Association, is recorded in accordance with the Fire and Police Employee Relations Act of the State of Texas. The City and the Association agree that the efficient and uninterrupted performance of the municipal police function is a primary purpose of this agreement, as well as the establishment of fair and reasonable compensation and working conditions for the Police Officers of the City. The agreement has been reached through the process of collective bargaining with the objective of serving the aforementioned purposes and with the further objective of fostering effective cooperation between the City and its Police Officers. Therefore, this agreement is intended to be in all respects in the public interest.

ARTICLE I - DURATION OF AGREEMENT

This agreement shall be effective as of the 1st day of August, 1976, and shall remain in full force and effect until the 31st day of July, 1977.

ARTICLE II - DEFINITIONS

- A. "City" means the City of San Antonio.
- B. "Association" means the San Antonio Police Officers' Association.
- C. "Executive Board" means those members of the Association duly elected, selected, or appointed members of the Board of Directors of that organization.
- D. "Employee" means any sworn Police Officer of the City with the exception of the Chief of Police.
- E. "Grievance" means any and all disputes arising under the Grievance Procedure in Article XVI.
- F. "Chief" means the Chief of Police of the City of San Antonio.
- G. "City Manager" means the City Manager of the City of San Antonio.

ARTICLE III - ASSOCIATION RIGHTS

- A. Association Recognition and Scope of Unit :
The City hereby recognizes the Association as the sole and exclusive collective bargaining agent for the unit consisting of all sworn Police Officers, except the Chief.

1. The City shall checkoff monthly Association fees voluntarily and individually authorized, from each member. The procedure in effect during FY 75-76 shall be continued.
2. The City shall notify the Association of any member who revokes his membership within the seven (7) working days after the effective date of this agreement.
3. At such time as the consolidated data processing center has the capacity to deduct special assessments, the City shall deduct said special assessments upon the request of the Association.

B. Time Off for Association Business

1. The Executive Board shall have the right to visit the premises of the Police Department for the purpose of administering this agreement. Such visits shall be conducted in a manner so as not to interfere with the functions of the Department.
2. The Association's negotiating team, not to exceed six members, shall be permitted to attend negotiating sessions with City representatives, where such sessions are scheduled during working hours, without loss of pay.

C. Bulletin Boards

1. The Association may maintain two (2) bulletin boards to be used by members of the Association. Bulletin boards will be located at the assembly room and the lobby of the second floor.
2. These boards shall be used only for the following notices:
 - a. Recreation and Social Affairs of the Association
 - b. Association Meetings
 - c. Association Elections
 - d. Reports of Association Committees
 - e. Rulings or Policies of the State or National Association
 - f. Legislative Enactments and Judicial Decisions Affecting Public Employee Labor Relations
3. Notices or announcements shall not contain anything political, or anything reflecting on the City, any of its employees, or any labor organization among its employees.

4. Members of the Executive Board who are on duty shall be permitted to attend the two regularly scheduled board meetings each month, subject to emergency recall. The Association shall insure the immediate response capability of these Officers.

ARTICLE IV - MANAGEMENT DUTIES TO THE ASSOCIATION

- A. The City shall provide the following materials to every employee:
 1. A copy of special orders, general orders, training bulletins, and rules and regulations; and
 2. A copy of this agreement.
- B. The City shall not engage in the following practices:
 1. Interfere with, restrain, or coerce employees in the exercise of rights granted in this agreement.
 2. Dominate, interfere, or assist in the formation, existence or administration of any employee organization; or contribute financial support to any such organization.
 3. Encourage or discourage membership in any employee organization by discrimination in hiring, tenure, training or other terms or conditions of employment.
 4. Discharge or discriminate against any employee because he has filed any affidavit, petition, grievance, or complaint; or given any information or testimony alleging violations of this agreement; or because he has formed, joined or chosen to be represented by any employee organization.
 5. Discriminate against any employee protected under Title VII of the Civil Rights Act or because of association, or non-association, or affiliation; or discriminate in the application or interpretation of the provisions of this agreement.
- C. The City recognizes its responsibility to a consistent interpretation and application of Departmental Rules and Regulations, Special Directives and Administrative Orders which govern the conduct of employees on the job.

ARTICLE V - NON-DISCRIMINATION BY THE ASSOCIATION

- A. No action shall be taken by the Association or any employee in the bargaining unit which constitutes discrimination under Title VII of the

Civil Rights Act. The provisions of this agreement shall be applied equally to all employees covered by the agreement.

- B. The Association shall not cause or attempt to cause an employee to discriminate against another employee because of the employee's membership or non-membership in any employee organization; or discriminate against any employee because he or she has signed or filed an affidavit, petition or complaint or given any information or testimony alleging violations of this agreement.

ARTICLE VI - NO STRIKE CLAUSE

The Association shall not cause, counsel, or permit its members to strike, slow down, disrupt, impede or otherwise impair the normal functions of the Department; nor to refuse to cross any picket line by whomever established, where such refusal would interfere with or impede the performance of the employee's duties as an employee of the City. The City shall not lock out any employee.

ARTICLE VII - MANAGEMENT RIGHTS

- A. Subject to the terms of this agreement, the Association recognizes the management of the City of San Antonio and the direction of the Police Department are vested exclusively in the City, and nothing in this agreement is intended to circumscribe or modify the existing right of the City to operate and manage its affairs in all respects. The Association recognizes the City statutory and Charter rights to:
1. Direct and schedule the work of its employees to include the scheduling of overtime work in a manner most advantageous to the City. Employee work schedules shall not be changed solely to avoid or curtail overtime pay.
 2. Hire, promote, demote, transfer, assign and retain employees in positions within the City.
 3. Discharge employees for just cause.
 4. Maintain the efficiency of governmental operations.
 5. Lay off employees from duty because of lack of work, consistent with Civil Service Regulations, City ordinances and State laws.
 6. Determine the methods, processes, means, and personnel by which operations are to be carried out.
 7. Transfer any City operation now conducted by it to another unit of government, and such transfer shall not require any

prior negotiations or the consent of any association, group, organization, union or labor organization whatsoever.

8. Contract and subcontract when it is in the best interest of the City.
9. Use security personnel, which include, but are not limited to, such job classifications incorporated within the Classification Manual as Airport Security Guard, Park Ranger, Lifeguard, School Crossing Guard, and Municipal Guard, which require training in law enforcement, safety and security duties, firefighting skills, emergency medical treatment, water safety, and other similar related skills.
10. Use civilians in the Police Department to perform duties which do not require a commissioned Officer or the power of arrest. The scope of such duties include, but are not limited to, communications, information systems, records, community services, clerical support, maintenance, school safety crossing, and jail operations. Civilians performing such duties are not subject to the terms of this agreement.
11. Establish classifications, job descriptions, and standards which provide the basis for recruiting and assignment. It is also understood that every duty connected with operations enumerated in job descriptions is not always specifically described. It is, nevertheless, intended that all duties relating to the present mission of the Police Department, as a public safety organization, shall be performed by the employees.

B. Subject to review by the City Manager, the Chief shall have the exclusive right to:

1. Establish departmental rules and regulations.
2. Transfer employees within the Department to accomplish the mission of the Department in the most efficient manner.

C. Except as otherwise specifically provided in this agreement, the City, acting through the City Manager and the Police Chief, shall retain all rights and authority to which by law it is its responsibility to enforce.

ARTICLE VIII - MAINTENANCE OF STANDARDS

All standards, privileges, and working conditions enjoyed by the City of San Antonio Police Officers at the present time, which are not included in this agreement, shall remain unchanged for the duration of the agreement.

ARTICLE IX - LABOR RELATIONS COMMITTEE

The City and the Association, having recognized that cooperation between management and employees is indispensable to the accomplishment of sound and harmonious labor relations, shall jointly maintain and support a Labor Relations Committee. The Labor Relations Committee shall discuss the working conditions of employees, including, but not necessarily limited to safety and specifications for equipment, discipline, departmental policies and procedures, and other areas of common employee interest. The Committee shall recommend to the Police Chief changes in any of these working conditions where necessary. Matters subject to the grievance procedure shall not be appropriate items for consideration by the Committee. The Labor Relations Committee shall consist of four (4) members who shall serve for the term of this agreement. The Association shall designate two (2) members and the Police Chief shall designate two (2) members. Vacancies shall be filled by the appointing party for the balance of the term to be served. The Labor Relations Committee shall meet once per month at a time mutually agreeable to both parties and at such other times as mutually agreeable to both parties. The Chairmanship of the Committee shall rotate monthly; and, there shall be a written agenda of matters to be discussed. The Committee shall make its recommendations in writing to the Chief of Police with a copy to the City Manager. No matter within the jurisdiction of the Committee shall be discussed by the Association at a higher administrative level until it has been discussed by the Committee.

ARTICLE X - MAINTENANCE OF POLICE VEHICLES

The City shall insure that all Police vehicles assigned to Police Officers are in a safe condition and shall maintain a preventive maintenance program for Police vehicles. The Chief shall assign a supervisor to the vehicle maintenance shop for the purpose of inspecting the safety of Police vehicles. If, in the discretion of an employee, an assigned vehicle is not in safe condition, said employee shall notify the supervisor assigned to the vehicle maintenance shop that the vehicle is not in a safe condition. The supervisor assigned to the vehicle maintenance shop shall make the decision as to the safety of the Police

vehicle. In the event that the supervisor assigned to the vehicle maintenance shop deems the Police vehicle to be in safe condition, and the employee disagrees with the supervisor's decision, said employee may protest the supervisor's decision in writing. The supervisor assigned to the vehicle maintenance shop shall acknowledge the employee's protest in writing.

ARTICLE XI - PROMOTIONS

An employee taking a promotional examination shall only be placed on a promotional eligibility list when said employee scores a minimum of seventy percent (70%) on the written examination. The City shall announce all reading materials to be covered in any written promotional examination no less than sixty (60) days prior to said examination. Personnel evaluations shall not be considered in any promotional examination, except as a tie breaker consistent with the provisions of 1269M and the Rules and Regulations of the Firemen's and Policemen's Civil Service Commission.

ARTICLE XII - SENIORITY

- A. Seniority shall be defined as the length of service by an employee within his/her civil service classification, and except as provided in Section C below, shall operate within a platoon or bureau. Time spent in the armed forces, on military leaves of absences, other authorized leaves and time lost because of duty-connected disability shall be included in length of service. Seniority shall be lost upon discharge for cause or retirement of an employee. In the event of a tie in the seniority of two or more employees, the employee placing higher on the hiring or promotion list shall be the senior employee.
- B. All other factors being equal, seniority shall be the determining factor in vacation selection and assignment of relief days. There shall be no bumping of a less senior employee as a result of an incoming transfer of a more senior employee.
- C. Seniority shall be a factor in promotions and lay-off/recall consistent with State law and City ordinances and regulations.
- D. In no instance shall this section be applied in a manner inconsistent with the Equal Employment Opportunity Act of 1972 and binding judicial determinations interpreting said Act.

ARTICLE XIII - DECLARATION OF
THE FULL AND FINAL SCOPE OF THE AGREEMENT

The parties agree that each has had full and unrestricted right and opportunity to make, advance and discuss all matters properly within the province of collective bargaining. The above and foregoing agreement constitutes the full and complete agreement of the parties and there are no others, oral or written, except as herein contained. Each party for the term of this agreement specifically waives the right to demand or petition for changes herein, whether or not the subjects were known to the parties at the time of execution hereof as proper subjects for collective bargaining. Subject to the Maintenance of Standards Clause (Article VIII), it is agreed that the employer shall not be subject to provide additional wages, compensation, or emoluments of any kind beyond that which is specified in this contract; and should any future State law be enacted which requires cities to compensate City Police in any manner beyond the scope of this contract, the compensation or emolument levied against the City shall be waived and disclaimed in toto.

ARTICLE XIV - HOURS OF WORK

Employees who are not subject to shift work shall work eight consecutive hours except for interruptions for lunch periods. The work day shall conform to those hours set by the City Manager for the other City employees who work regular non-shift work. The hours presently prescribed are from 7:45 A.M. to 4:30 P.M. with forty-five minutes for lunch. The work schedule shall be an average forty-hour work week. All employees who are required to work shifts shall report for roll-call fifteen minutes prior to the beginning of the shift. The shift shall consist of eight consecutive hours within which time shall be included a thirty (30) minute lunch break. Five (5) full shifts constitute a work week.

City policy has for some time permitted two fifteen (15) minute coffee and/or rest breaks per day when they can be taken without a serious interference with the work at hand. Such breaks are normally taken mid-morning and mid-afternoon for employees working non-shift, and for shift workers at a comparable time during the shift. This policy shall continue to apply to the Police Force, however, the missing of any coffee and/or rest breaks because of the press of business shall not be grounds for overtime payment or for a grievance.

ARTICLE XV - OFF-DUTY EMPLOYMENT

The existing policies for off-duty employment shall prevail.

ARTICLE XVI - GRIEVANCE PROCEDURE

The City and the Association agree that grievances involving the interpretation, the application or an alleged violation of a specific clause of this Collective Bargaining Agreement may be submitted to arbitration. Except as modified by this agreement, matters subject to Fire and Police Civil Service Regulations are not subject to this grievance procedure. The City and the Association shall bear the expense of the arbitrator equally. The City shall bear the expense of any witnesses called by the City and the Association shall bear the expense of any witnesses called by the Association. The City and the Association shall share equally any other expenses incidental to an arbitration case. Grievances as defined above shall be settled in the following manner:

- Step 1 - Any employee having a complaint which is felt to be an abridgment of this contract, or to conditions or relationships prohibited by the contract, first will verbally discuss the problem with his immediate supervisor. The supervisor is required to render a decision within three working days.
- Step 2 - If the grievance is not resolved at Step 1, the Association shall determine if a grievance exists. Said determination shall be made by a Grievance Committee, appointed by the Association. In the event that the Grievance Committee decides that a grievance exists, the Association, representing the aggrieved employee, shall proceed to Step 3. In the event that the Grievance Committee decides that no grievance exists, there shall be no further action taken under this procedure.
- Step 3 - If a grievance does exist, it shall be presented in writing to the Chief of Police for adjustment. If within five (5) business days the grievance has not been settled, it shall be submitted to the City Manager for adjustment.
- Step 4 - If within five (5) business days the grievance has not been settled, it shall then be submitted to arbitration for adjustment. Since the City may also grieve against

the Association, any grievance by the City against the Association will be filed directly with the President of the Association; and, if not settled within five (5) business days may be submitted to arbitration for adjustment.

Arbitration arising out of this agreement shall be handled according to the following procedure:

Within five (5) working days the City and the Association shall mutually agree upon an arbitrator. If they fail to agree, a list of seven (7) qualified neutrals shall be requested from the American Arbitration Association (AAA). Within five (5) working days after receipt of the list, the City and the Association shall alternately strike the names on the list, and the remaining name shall be the arbitrator. The Expedited Labor Arbitration Rules attached to this agreement as Attachment 1, and incorporated herein, shall apply whenever a grievance under this grievance procedure is submitted to arbitration. The arbitrator's award is final and binding, except that the arbitrator shall not have the power to add to, modify, amend or delete any terms or provisions of this agreement.

ARTICLE XVII - WAGES

Wages shall be paid in accordance with the schedule outlined in Attachment 2, and incorporated herein.

ARTICLE XVIII - DEATH IN FAMILY LEAVE

In the event of a death in the immediate family of an employee, the employee shall be granted three (3) working days off with pay. The immediate family shall be defined as the employee's mother, father, husband, wife, child, brother, sister, or other members of the immediate household. The mother-in-law and father-in-law of the employee are included.

ARTICLE XIX - COURT AND CALL BACK PAY

- A. Off-duty court time and call back shall be paid at the rate of time and one-half with a three (3) hour minimum; paid at double time with a three hour minimum on vacation days.
- B. Employees who are subpoenaed to testify outside the City of San Antonio are compensated by the State. If such State compensation is

unduly delayed the Police Department shall advance the payment to the employee and shall recover the sum of the payment when it is forthcoming from the State. Should the day of court time occur on a day off, the employee shall be given a day of compensatory time in lieu thereof.

ARTICLE XX - HOLIDAYS

In the event an employee works on Christmas Eve Day, Christmas Day, or Thanksgiving Day, said employee shall be paid time and one-half, and shall be given a day off in lieu thereof or paid for one day at straight time.

ARTICLE XXI - OTHER PAY POLICIES

Other pay policies currently in effect shall be maintained for the duration of this contract.

ARTICLE XXII - VACATIONS

The City shall provide employee vacation days on the basis of the following schedule:

<u>Years of Service</u>	<u>Vacation Days</u>
<u>1 - 15</u>	<u>15 Working Days</u>
15 and Over	20 Working Days

Service shall be determined in accordance with existing policies.

ARTICLE XXIII - OTHER LEAVE POLICIES

All other leave policies in effect at the beginning of the contract year shall remain in effect for the duration of the contract.

ARTICLE XXIV - LENGTH OF SERVICE

- A. The purpose of this Article is to permit evaluation of the performance of an employee with thirty or more years of service. It is the intent of this Article to allow employees with thirty or more years of service to continue said service where they have in the past, and do presently satisfy the standards of employment established by the Police Department.
- B. The length of service for all employees shall be set at thirty (30) years. "Years" shall be defined as that time in the Police Pension Plan.
- C. The Chief shall, after an employee's thirtieth year of service, review said employee's performance, and may continue the employee's service for a period of not less than one year.

D. In the event that the Chief is not satisfied with the performance of an employee under this Article, the Chief shall appoint a Review Board composed of sworn Police Officers to evaluate the employee's performance and recommend retention or non-retention. The Review Board shall take the following criteria into consideration:

1. Quality of Work History
2. Degree of Responsibility
3. Past Contributions
4. Record of Achievements
5. Presence or Absence of Past Disciplinary Actions

E. In the event that the Review Board recommends the employee not be retained, the employee may file a grievance under the grievance procedure in this agreement. If the grievance proceeds to Step 4, the arbitrator shall decide whether or not the Review Board properly applied the criteria in Section D above.

ARTICLE XXV - PROBATIONARY PERIOD

A. There shall be a six (6) month probationary period for all civil service promotional ranks. During the promotional probationary period, an employee may be demoted by the Chief to the rank from which he was promoted on the basis of the employee's inefficiency, incompetency, or inability to supervise.

B. In the event that an employee is demoted under Section A above, said employee may file a grievance pursuant to the grievance procedure in this agreement. If the grievance proceeds to Step 4 of the grievance procedure, the employee shall only raise to the arbitrator the issue of whether or not the employee was demoted for some reason other than inefficiency, incompetency, or inability to supervise. The burden of proof shall be on the employee to demonstrate that the demotion was for some reason other than incompetency, inefficiency, or inability to supervise. In the event that the arbitrator rules that the demotion was for some reason other than incompetency, inefficiency, or inability to supervise, the arbitrator shall rescind the demotion, and restore the employee to the promotional rank from which the employee was demoted.

C. Upon demotion while holding a probationary promotion, an employee

shall resume the competitive rank from which appointed and the salary shall be in accordance with said competitive rank with service time credited as continuous time in that competitive rank and with all salary increases to which the employee would have been automatically entitled had the employee continuously remained in said competitive rank.

- D. A twelve month probationary period is hereby established for the classification of Police Officer (Probationary). A Police Officer (Probationary) may be discharged at the discretion of the Chief, without appeal to the Commission, at any time during the probationary period. This provision shall apply only to those employees hired after the starting date of this contract.

ARTICLE XXVI - SUSPENSIONS

The Chief may exercise as a disciplinary measure the suspension of any employee covered by this agreement as follows:

- A. For periods not to exceed thirty (30) days, which suspension may be appealed to the Commission in accordance with the appeal procedure set out in Article 1269M of the Fire and Police Civil Service Law; except that in the event an employee appeals to the Commission, the Commission shall automatically grant a hearing on the suspension and conduct said hearing pursuant to the rules and regulations of the Commission.
- B. For periods not to exceed ninety (90) days when voluntarily accepted in writing by the employee. The employee shall have no right to appeal such an accepted suspension, nor shall the Commission have any jurisdiction, power, or authority to investigate or review such a suspension or to alter the terms of such suspension.

ARTICLE XXVII - SAVINGS CLAUSE

Should any provision of this agreement be found to be inoperative, void or invalid by a court of competent jurisdiction, all other provisions of this agreement shall remain in full force and effect for the duration of this agreement, it being the intention of the parties that no portion of this agreement or provision herein shall become inoperative or fail by reason of the invalidity of any other portion or provision.

ARTICLE XXVIII - STABILITY OF AGREEMENT

No agreement, understanding, alteration or variation of the agreement, terms or provisions herein contained shall bind the parties unless made and executed in writing by the parties hereto. The failure of the City or the employees to insist in any one or more instance, upon performance of any of the terms or conditions of this agreement, shall not be considered as a waiver or relinquishment of the right of the City or the employees to future performance of any such term or condition, and the obligations of the City and the employees to such future performance shall continue in full force and effect.

ARTICLE XXIX - CIVIL SERVICE

In the event that any provision of this agreement conflicts or is inconsistent with any provision of Article 1269M, Revised Civil Statutes of Texas, this agreement shall prevail notwithstanding any such provision of Article 1269M.

Signed this 9th day of July, 1976.

John H. Burpo
JOHN H. BURPO
Negotiator
by Guy Buckel

Claude C. McRaven
CLAUDE C. McRAVEN
City Chief Negotiator

Signed this 16th day of July, 1976.

Gerard P. Clancy
GERARD P. CLANCY
President, San Antonio
Police Officers' Association

Sam Granata, Jr.
SAM GRANATA, JR., P.E.
City Manager

ATTACHMENT NO. 1

EXPEDITED LABOR ARBITRATION RULES

1. Agreement of Parties - These Rules shall apply whenever the parties have agreed to arbitrate under them, in the form obtaining at the time the arbitration is initiated.
2. Appointment of Neutral Arbitrator - As agreed to in the basic contract.
3. Initiation of Expedited Arbitration Proceeding - Cases may be initiated by joint submission in writing, or in accordance with a collective bargaining agreement.
4. Qualifications of Neutral Arbitrator - No person shall serve as a neutral arbitrator in any arbitration in which that person has any financial or personal interest in the result of the arbitration. Prior to accepting an appointment, the prospective arbitrator shall disclose any circumstances likely to prevent a prompt hearing or to create a presumption of bias. Upon receipt of such information, the AAA shall immediately replace that arbitrator or communicate the information to the parties.
5. Vacancy - The AAA is authorized to substitute another arbitrator if a vacancy occurs or if an appointed arbitrator is unable to serve promptly.
6. Time and Place of Hearing - The AAA shall fix a mutually convenient time and place of the hearing, notice of which must be given at least 24 hours in advance. Such notice may be given orally.
7. Representation by Counsel - Any party may be represented at the hearing by counsel or other representative.
8. Attendance at Hearings - Persons having a direct interest in the arbitration are entitled to attend hearings. The arbitrator may require the retirement of any witness during the testimony of other witnesses. The arbitrator shall determine whether any other person may attend the hearing.
9. Adjournments - Hearings shall be adjourned by the arbitrator only for good cause, and an appropriate fee will be charged by the AAA against the party causing the adjournment.
10. Oaths - Before proceeding with the first hearing, the arbitrator shall take an oath of office. The arbitrator may require witnesses to testify under oath.
11. No Stenographic Record - There shall be no stenographic record of the proceedings.
12. Proceedings - The hearing shall be conducted by the arbitrator in whatever manner will most expeditiously permit full presentation of the evidence and arguments of the parties. The arbitrator shall make an appropriate minute of the proceedings. Normally, the hearing shall be completed within one day. In unusual circumstances and for good cause shown, the arbitrator may schedule an additional hearing within five days.
13. Arbitration in the Absence of a Party - The arbitration may proceed in the absence of any party who, after due notice, fails to be present. An award shall not be made solely on the default of a party. The arbitrator shall require the attending party to submit supporting evidence.
14. Evidence - The arbitrator shall be the sole judge of the relevancy and materiality of the evidence offered.

ATTACHMENT NO. 1

EXPEDITED LABOR ARBITRATION RULES, CONTINUED

15. Evidence by Affidavit and Filing of Documents - The arbitrator may receive and consider evidence in the form of an affidavit, but shall give appropriate weight to any objections made. All documents to be considered by the arbitrator shall be filed at the hearing. There shall be no post hearing briefs.
16. Close of Hearings - The arbitrator shall ask whether parties have any further proofs to offer or witnesses to be heard. Upon receiving negative replies, the arbitrator shall declare and note the hearing closed.
17. Waiver of Rules - Any party who proceeds with the arbitration after knowledge that any provision or requirement of these Rules has not been complied with and who fails to state his objections thereto in writing shall be deemed to have waived his right to object.
18. Serving of Notices - Any papers or process necessary or proper for the initiation or continuation of an arbitration under these Rules and for any court action in connection therewith or for the entry of judgment on an Award made thereunder, may be served upon such party (a) by mail addressed to such party or its attorney at its last known address, or (b) by personal service, or (c) as otherwise provided in these Rules.
19. Time of Award - The Award shall be rendered promptly by the arbitrator and, unless otherwise agreed by the parties, not later than five business days from the date of the closing of the hearing.
20. Form of Award - The Award shall be in writing and shall be signed by the arbitrator. If the arbitrator determines that an opinion is necessary, it shall be in summary form.
21. Delivery of Award to Parties - Parties shall accept as legal delivery of the Award the placing of the Award or a true copy thereof in the mail by the AAA, addressed to such party at its last known address or to its attorney, or personal service of the Award, or the filing of the Award in any manner which may be prescribed by law.
22. Expenses - The expenses of witnesses for either side shall be paid by the party producing such witnesses.
23. Interpretation and Application of Rules - The arbitrator shall interpret and apply these Rules insofar as they relate to his powers and duties. All other Rules shall be interpreted and applied by the AAA, as Administrator.

ATTACHMENT NO. 2

WAGES

A. A Step C in Class 600, Police Officer, is hereby created. This step shall maintain a three (3) percent differential above Step B and is attained only after five years of continuous service. Additionally, there shall be a ten (10) percent differential between Step C, Class 600, Police Officer, and Step A, Class 603, Police Detective-Investigator. A fifteen (15) percent differential shall be maintained between all ranks above Detective-Investigator.

B. Wage scales for the duration of this contract are as follows:

<u>CLASS</u> <u>NO.</u>	<u>TITLE</u>	<u>RANGE</u>	<u>A</u>	<u>B</u>	<u>C</u>
601	Police Officer (Probationary)	303	826		
<u>600</u>	<u>Police Officer</u>	307	950	1060	<u>1092</u>
603	Police Detective-Investigator	311	1201		
604	Police Sergeant	315	1381		
605	<u>Police Lieutenant</u>	<u>321</u>	<u>1588</u>		
606	Police Captain	325	1826		
608	Police Inspector	329	2100		

C. These wage scales become effective the first pay period in August, 1976.