

AGREEMENT
BETWEEN
DOVER ORGANIZATION OF EMPLOYEES
AND
THE CITY OF DOVER, DELAWARE

JULY 1, 2021 – JUNE 30, 2024

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AGREEMENT

THIS AGREEMENT, made and entered into this ___ day of _____, 2021, by and between THE CITY OF DOVER, a municipal corporation of the State of Delaware, hereinafter referred to as the "City" or as the "Employer," and Dover Organization of Employees, hereinafter referred to as the "Union" or DOE. The term of this Agreement shall be from July 1, 2021 to June 30, 2024

1. PURPOSE OF THE AGREEMENT

The purpose of this agreement is to achieve better understanding between the employer and the employees; and to provide for the equitable adjustment and successful resolution of differences which may occur between Employer and Employees.

2. RECOGNITION

The City recognizes Dover Organization of Employees (DOE) as the exclusive bargaining representative of the unit certified by the State of Delaware Department of Labor, Division of Industrial Affairs, under Chapter 13, Title 19, Delaware Code under case number 194 including any subsequent amendments and job title changes. Included in such recognition are all full-time and part time employees who work twenty (20) hours or more per week included in the job classifications as set forth in appendix "A". Excluded from representation are all Confidential, Professional, Supervisory or Managerial employees; Temporary employees, guards, part time employees who work less than 20 hours per week (except those who work in the Library Clerk I and Library Page classifications), or who are not permanently employed.

The City is to provide the DOE President a monthly report with the names and job title of all employees who have been placed in, or separated from, the classifications represented by DOE.

3. ORGANIZATION REPRESENTATIVES

A written list of the Union Representatives shall be furnished to the employer immediately after their designation and the Union shall notify the employer of any changes in the list which occur from time to time.

Time spent by Union Representatives in handling grievances or attending meetings with City Representatives shall be without loss of pay provided Union Representative notifies his/her Department Head and provided that such time does not exceed two (2) hours per week. Time spent by Union President and/or Vice President in handling grievances or attending meetings shall not be subject to the two-hour limit provided the Department Head is notified and such time is reasonable. Coordination with the President's and/or Vice President's supervisor is required. Union Representatives will notify their Department Head and Human Resources in writing of actual time spent on union business.

Representation from the Union will be included on a Safety Committee, for DOE represented employees when a program is implemented by the City.

Changes in working conditions must be negotiated with a Union Representative before implementation.

4. **MANAGEMENT**

The management of the City of Dover and the direction of all department personnel, including the right to hire, assign, set standards, suspend, transfer, promote, discharge, or discipline for violation of the rules and regulations of the department, duly promulgated, providing for such discipline, and to maintain the discipline and efficiency of its members; the right to relieve members from assignments for legitimate reasons; the right to determine the manner of operation, and to change the methods or processes, or to use new equipment; the right to establish schedules; to introduce new or improved methods of operation; and to extend, limit, or curtail its operation, is vested exclusively in the City Manager. The above statement of management functions shall not be deemed to exclude other functions not listed herein. In no case shall the exercise of the above prerogatives of management be in derogation of the terms and conditions of this agreement or of State Law.

For the purpose of the implementation of any provision of this agreement wherein the authority is vested in the City Manager, the City Manager may designate any member of his staff to act in his behalf.

It is understood that the scheduling of Dover Police Department employees is set by the Chief of Police and that nothing in this agreement negates that authority. The Chief of Police retains “the right to establish schedules” and is not obligated to permanently maintain the Police Communication Operators schedule or any other schedule.

5. **NO DISCRIMINATION**

The parties to this Agreement agree that they shall not discriminate against any person because of race, marital status, genetic information, color, sex, sexual orientation, age, religion or national origin in accordance with Title 19, Labor, Chapter 7, Employment Practices of the State of Delaware Code: and such persons shall receive the full protection of this Agreement.

6. **WORK DAYS AND WORK WEEK**

The basic work schedule for the City shall be five (5) days per week from Monday to Friday inclusive with the exception of the Library. Eight (8) hours of work shall constitute a normal work day and forty (40) hours of work shall constitute a normal work week. For payroll purposes, the work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 a.m. (midnight).

The workday for Police Communications Operators assigned to 12 hour shifts shall be considered the day the shift begins. Each dispatcher will be scheduled off for a single 4-hour block during the pay period, either at the beginning or end of the assigned shift, unless requested otherwise by the dispatcher for hardship and with management’s approval. If this 4-hour block cannot be accomplished reasonably within the pay period, the resulting 4 hours will not be paid in overtime but will instead be compensated with an additional 4 hours off with straight pay in the following pay period. For purposes of determining Holiday worked as it relates to the pay versus vacation option, a dispatcher will be considered to have worked the holiday only if their regular shift begins on the calendar day of the City recognized holiday. Any regular shift hours worked on a holiday will be paid at straight time. The 8-hour city holiday benefit pay shall count towards total hours worked for the pay period. A day for pay purposes is 8 hours regardless of the dispatcher working an 8-hour or 12-hour day.

In 2001 the Police Chief agreed to implement twelve (12) hours shifts for Communication Operators (Police). It is understood that the schedule of Dover Police Department is set by the Chief of Police. The Chief of Police retains “the right to establish schedules” and is not obligated to permanently maintain this or any other schedule.

A shift employee is defined as an employee who works at a job which is operated on a rotating twenty-four (24) hour per day, seven (7) day a week basis. Shift employees work eight (8) hour shifts except in fire dispatch, Communication Operators and the Water Treatment Plant.

All City employees are expected to be at their assigned place and ready for work at the start of the work day. Lateness, for justifiable reasons, will be excused, but habitual tardiness will not. Prior arrangements for planned absences must be made with the employee's supervisor.

The City Manager is empowered to adjust work schedules as he/she deems necessary in the best interest of the City. If substantial changes are made, management agrees to consult with DOE.

The City will maintain a bi-weekly pay period with Friday as payday. If payday falls on a City recognized holiday, payday will be Thursday.

7. **REST PERIODS (BREAK)**

The City authorizes two (2) fifteen (15) minute breaks per normal work day in addition to lunch hour or lunch one-half hour, depending upon the area worked in. These fifteen (15) minute breaks should not be abused and must be taken at a time that will not disrupt the operation of the job function. The supervisor shall have the authority to assign a break time if necessary, as well as a lunch period.

8. **SEVERE WEATHER EMERGENCY**

Effective July 1, 2021 all past practices will cease.

In the event of a severe weather emergency, and the City Manager puts liberal leave into effect, employees not on the Essential Personnel List will have the option of using vacation, comp time or leave without pay when leave is exhausted to cover the normal working hours missed as a result of the weather emergency.

If a decision is made to close City Hall Offices during the normal work week, Monday through Friday, and the City elects to pay employees for the normal work day or part thereof, all DOE bargaining unit members understand they may be required to work and will be compensated at the rate of one and one-half (1 1/2 x) times their regular rate of pay for hours worked. This pay will be in addition to their normal rate during the normal work day for total compensation paid at double time and one-half (2 1/2 x). All DOE bargaining unit members who are part of an emergency plan will provide a current telephone number where they may be contacted during the emergency. Work performed outside of normal working hours will continue to be compensated at the normal overtime rate of one and one-half time (1 1/2 x).

Employees will only receive compensation for hours actually worked during a weather event.

Employees who are teleworking on a regular basis when the severe weather events occurs, will continue to work during the weather emergency with no additional compensation beyond his or her normal hours. Shall the same employee be unable to work during the severe weather event, the employee will be required to use accumulated vacation leave.

The operating hours of the library on the weekend will be taken into consideration when determining if the City will close due to severe weather.

The operating hours of the library on the weekend will be taken into consideration when determining if the City will close due to severe weather.

The City Manager will establish the time period for the weather emergency.

9. **MEALS DURING SEVERE WEATHER EMERGENCIES**

In the event of a severe weather emergency, the City will provide DOE employees listed on the weather emergency plan who work and work a minimum of at least 10 continuous hours with either (1) a meal at a local establishment of the City's choice or (2) a \$10 non-taxable meal allowance which will be paid via petty cash within 14 days of the last date of the severe weather event. The City of Dover will have the sole decision on which option is chosen.

10. **OVERTIME**

Employees shall be paid time and one half (1 & 1/2) their regular hourly rate for all hours worked in excess of eight (8) hours per day and/or forty (40) per week; except that employees scheduled to work flex shifts or regular ten hour shifts shall receive overtime pay for hours worked in excess of their normal daily shift and/or for all hours worked in excess of forty (40) per week.

Overtime compensation for Police Department Communication Operators working the 12-hour schedule shall be paid time and one-half (1-1/2) the regular straight time rate for hours worked in excess of the scheduled 12-hour shift as well as forty (40) hours each week.

No pyramiding of overtime will be permitted, i.e. there shall not be payment of more than one premium rate for the same hours of overtime.

For the purpose of computing overtime pay, time spent on holidays, comp time and earned vacation time shall be considered as hours worked by employees required to work scheduled overtime. The use of accumulated leave time on the holiday will not be considered as actual hours worked.

Lost time due to general leave, personal business, unexcused absence and lateness shall not be considered as hours worked

Hours worked on a city recognized holiday shall be paid at time and one half in addition to holiday pay received. All overtime must be authorized by the department manager prior to working overtime hours except in the case of an emergency at which time the overtime may be authorized by the employee's supervisor.

A minimum of three hours' overtime pay will be paid to Police Communications Operators and Fire Dispatchers, and Police Code Enforcement Personnel who are subpoenaed for court appearances during non-working hours, except as follows:

Police communications operators assigned to 12-hour shifts will be paid a two (2) hour minimum for court appearances scheduled prior to 11:00 AM that occur on off duty time during the calendar day that the dispatcher is scheduled to report for night shift. Any time worked 11:00 AM or after is subject to

rescheduling at management's discretion. Subpoenas for a time of 11:00 AM or later are not subject to the two (2) hour minimum.

This article is intended to define the normal overtime policy in effect at the time of the execution of this agreement. Consistent with Section 6, Work Days and Work Week, nothing contained herein shall be construed as preventing the City from restructuring the normal work day or work week as deemed necessary to provide service. This may include flex hours for an individual or ten hour days. In such cases the standard shall be time and one half for all hours in excess of 40 hours in a week. Except in Emergency cases, should such changes be necessary the city will provide at least 24 hour advance notice to affected employees.

Compensatory Time

Effective July 1, 2018 employees will be permitted to accumulate a maximum of forty (40) hours of compensatory time. Employees with a balance greater than forty (40) hours on July 1, 2018 will be permitted to maintain their balance and use it. Upon reaching a balance of forty (40) hours, the employee cannot accumulate any compensatory time beyond forty (40) hours.

11. **HOLIDAYS**

The following days shall be considered to be paid holidays:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Day
Independence Day	

When a holiday falls on a Saturday a paid holiday will be granted on Friday. When a holiday falls on a Sunday, a paid holiday will be granted on Monday.

All regular employees shall receive a normal day's pay for each of the recognized holidays even when they do not work on such holiday. Employees who are required to work on a holiday shall receive holiday pay plus pay at one and one half the regular rate for actual hours worked. The use of accumulated leave time on the holiday will not be considered as actual hours worked.

Part-time regular employees working less than thirty (30) hours per week shall not be eligible for holiday pay.

An employee who is on an authorized vacation during a holiday period shall not be charged a vacation day for the holiday. In all other cases, to receive holiday pay an employee must have worked the regular scheduled work day before and after the holiday or have been on an approved time off with pay absence.

Holidays are considered as hours worked for payroll purposes.

12. VACATIONS

Vacations shall be earned as follows:

Employees with less than six (6) months of service will accrue one (1) day per month vacation credited upon successful completion of six (6) months of employment after which vacation shall be accrued as follows:

Each full-time regular employee with more than six (6) months of service and fewer than eight (8) complete years of service shall earn vacation leave at the rate of one and one quarter ($1\frac{1}{4}$) day per completed month of service.

Each full-time regular employee with eight (8) completed years of service but less than fifteen (15) complete years of service shall earn vacation leave at the rate of one and three quarter ($1\frac{3}{4}$) days per completed month of service.

Each full-time regular employee with fifteen (15) complete years of service but less than twenty (20) complete years of service shall earn vacation leave at the rate of two (2) days per month of service.

Each full-time regular employee with twenty (20) or more complete years of service shall earn vacation leave at the rate of two and one quarter ($2\frac{1}{4}$) days per month of service.

Part-time regular employees working thirty (30) hours or more per week shall accumulate vacation leave at one-half ($\frac{1}{2}$) the rate of full-time employees. Part-time regular employees working less than thirty (30) hours per week shall not be eligible for vacation leave. For the purposes of this section, a completed month is any month in which an employee works or is on leave with pay at least one-half ($\frac{1}{2}$) the work days.

Upon implementation by other employee groups, leave will be recorded in 15 minute blocks.

13. **VACATION SELL BACK**

Effective December 2022, a regular employee may, during the month of December, sell back to the City unused vacation leave earned by the employee since the prior December. Employees are only permitted to sell back 40 hours. Employees who sell back 40 hours of vacation will be compensated for 35 hours while their accumulated balance will be reduced by 40.

The payment in lieu of vacation shall be made only in December of each year and shall be deducted from the current calendar year's unused vacation leave. The employee will be paid based on his or her base salary plus cost of living increases and longevity increases at the date of the issuance of the pay back check.

This pay shall be optional. The employee must request in writing to the employee's department head, prior to the submission of his/her department's annual preliminary operating budget to the City Manager to reserve the option of pay in lieu of vacation in the budget.

Pay in lieu of vacation shall not be considered pay for pension purposes. No employee pension contributions will be deducted, the City will not make pension contributions based on the pay and the pay shall not be used to compute pension benefits.

14. **SICK LEAVE**

- A. Sick leave with pay is not a right which an employee may demand but a privilege granted by the City for the benefit of an employee. Sick leave may be granted to an employee absent for work for any of the following reasons: sickness, bodily injury, required physical or dental examinations or treatment, exposure to contagious disease when continuing to work might jeopardize the health of others and for the well care of the immediate family residing in the employee's principle place of residence.
- B. Each Department Head may establish an appropriate written notification policy for their department that will best serve the City's interest. Unless modified by the Department Head, notification of the desire to use sick leave should be submitted to the employee's supervisor prior to the shift whenever possible, but certainly never later than one half hour after the beginning of the scheduled start time. Shift workers must notify the on-duty supervisor/employee at least one hour prior to the beginning of their shift. Persons failing to give adequate advance notice will be considered absent without leave and pay will be withheld.
- C. A physician's certificate is required for an employee who is out over three (3) consecutive working days unless waived by the Department Head. In all cases, a sick leave request must be submitted by the employee and approved by the supervisor. Excessive absenteeism, tardiness, or the abuse of sick leave will continue to be just cause for progressive disciplinary action.
- D. Sick leave shall be accumulated at the rate of one (1) day per month of service or twelve (12) days per completed year of service for full time regular and probationary employees. Sick leave shall be earned in any month in which an employee shall have worked or shall have been on leave with pay for at least one-half (1/2) of the scheduled workdays. Effective 07/01/2000 the maximum number of sick days an employee may accrue is unlimited.
- E. Part time employees shall earn sick leave in any month in which they have worked or have been on leave with pay for at least one-half (1/2) of the scheduled workdays. Part-time regular

employees who work thirty (30) or more hours per week shall accumulate sick leave at one half the rate of full time employees.

- F. Sick leave shall be taken by eligible employees in minimum increments of one half (1/2) hour. Upon implementation with other employee groups, sick leave shall be recorded in 15 minute increments. The use of sick leave may require verification by the City from the first hour used as deemed appropriate by the Department Head. Excessive absenteeism, tardiness, or the abuse of sick leave will continue to be just cause for progressive disciplinary action.
- G. For the purposes of Police Communications Operators assigned to 12-hour shifts, all references to accrual of sick time, vacation time, bereavement time, and any other reference to a “day” worked shall remain the same as the original contract with the understanding that the term “day” refers to 8 hours and not 12.

15. **BEREAVEMENT LEAVE**

Bereavement leave shall be granted to all regular employees and probationary employees who are regularly scheduled to work 30 hours or more per week and Library Clerk I and Library Page who work less than 30 hours per week who experience a death of a member of the employee’s immediate family. Upon request, the employee may be granted up to three (3) scheduled working days leave with pay. If the funeral is more than four hundred (400) miles from the City, the employee shall be granted up to five (5) scheduled working days, with pay, not charged to any leave balance, to arrange for and/or attend the funeral service or related matters. Bereavement leave may only apply for days used in accordance with the employee’s regular schedule.

Immediate family is defined for the purpose of this section as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law and adopted relationships that can be derived from those named, in addition to significant other if not married or separated from spouse, and any relative living with the employee.

The City reserves the right to request verification of the relationship and funeral location. Hours granted as bereavement time shall be counted as hours worked for purposes of computing overtime and shall not be charged as vacation leave if such occurs while the employee is on vacation.

16. **FAMILY EMERGENCY**

In the case of a family emergency such as a death or illness, leave of absence without pay may be granted by the City Manager without requiring the prior exhaustion of vacation leave.

17. SALARIES

Newly hired employees must be employed for six (6) months before any salary increase is granted.

Effective July 1, 2021, the July 1, 2020 - June 30, 2021 Salary/Progression Table will increase by 2.5%. Effective July 1, 2021, Step 21/U will be added to the July 1, 2020- June 30, 2021 Salary/Progression Table. The Step will reflect a 1.5% increase to Step 20/T of the July 1, 2020- June 30, 2021 Salary/Progression Table.

Effective July 1, 2022, the July 1, 2021 – June 30, 2022 Salary/Progression Table will increase by 3%. Effective July 1, 2022, Step 22/V will be added to the July 1, 2021- June 30, 2022 Salary/Progression Table. The Step will reflect a 1.5% increase to Step 21/U of the July 1, 2021- June 30, 2022 Salary/Progression Table.

Effective July 1, 2023, the July 1, 2022 – June 30, 2023 Salary/Progression Table will increase by 2.5%. No additional steps will be added.

- A. Temporary upgrades are defined in the personnel rules and are to be granted after 20 continuous days worked or 35 days worked in any 90-day period. Should there be another occasion in a twelve-month period, the temporary upgrade in pay will take place after 10 days worked.
- B. Library Pages hired on or after January 28, 2013 will be assigned to labor grade six (6). If the minimum wage increases to a point where the increase would cause labor grade six (6) to exceed labor grade seven (7), employees within labor grade six (6) will be placed in the same step in labor grade seven (7).

18. ON CALL & CALL IN PAY

- A. Employees who are scheduled for on-call service in any given week shall receive an additional seven (7) hours of straight time pay over and above the normal hours worked in that week, even if the employee is not called out. The on-call pay provided for herein shall be calculated into the employee's overtime rate and included in pension calculations.
- B. In addition to the on-call pay provided above, the paid call out time shall be a minimum of two hours at the employee's applicable rate of pay, for each separate call-out. If an employee is called out again during the same two hours timeframe, an additional two hour minimum will not apply. Only when an employee has returned home and is again called out shall it be considered a separate call-out. The minimum two-hour call out pay shall not apply if an employee is called into work within one (1) hour before the employee's normal starting time and the employee continues working into the normal shift. In this situation, the employee shall only receive one (1) hour on-call compensation.
- C. Any trading of on-call duty between employees must be approved, in writing, by the supervisor of the employee who was originally assigned for duty. Trading of on-call assignments for less than the full week shall not alter the method by which payroll will compensate only the original employee who was assigned for that week.
- D. Any employee assigned to on-call duty, who is found to be unavailable when called at the

number listed with the Dispatch Center of his/her department, will be subject to disciplinary action by the department head.

- E. Employees who are subject to call-out shall be responsible to assure that his/her phone number listed in the appropriate Dispatch Center is correct and current at all times.
- F. Any employee who is not assigned to be on-call, but who is called in to work before, or called back to work after, the normal hours of his/her shift, shall be guaranteed a minimum of two (2) hours of overtime unless the employee is called into work within one (1) hour before the employee's normal starting time and the employee continues working into the normal shift. In this situation, the employee shall only receive one (1) hour overtime compensation.
- G. Sections A and B above shall not be applicable to Communication Operators assigned to 12-hour shifts, however that portion of Section B referring to the two (2) hour minimum pay per call out shall apply as well as the one (1) hour minimum. Communication Operators will be compensated at double time when actually called into work.

When employees are required to perform work for special work assignment, ie: trash pick-up on Tuesday evenings and watering of flowers on weekends, the two-hour minimum will apply.

19. **SHIFT DIFFERENTIAL PAY**

Shift differential pay shall be granted to any full time regular employee assigned to work a rotating shift, or the evening or night shift for an extended period of time. Periodic and/or occasional evening or night shift assignments or off shift work by part time or temporary employees does not qualify an employee for shift differential pay.

In addition to the above the City of Dover agrees to pay shift differential to full time employees scheduled to flush the City's water system. Shift differential will apply for all employees who are assigned to flush the City's water system for five (5) consecutive shifts or more during a pre-approved work schedule. This altered work schedule is being assigned to facilitate improvements to the City's water quality and will continue indefinitely. Periodic and/or occasional off shift work as outlined above does not qualify an employee for shift differential.

The amount of shift differential pay shall be calculated for each hour actually worked subject to the following schedule:

Day Shift (8:00 a.m. - 4:00 p.m.)	0 cents per hour
Evening Shift (4:00 p.m. - Midnight)	\$1.00 per hour
Midnight Shift (Midnight - 8:00 a.m.)	\$1.00 per hour

This shift differential shall not become part of base pay and shall be paid biweekly.

20. **HEALTH CARE INSURANCE PAYMENTS**

The City participates in the State of Delaware Group Health Insurance Program and employees are entitled to select their desired level of coverage from the options available thereunder.

The City shall notify the Union if it desires to leave the State of Delaware Group Health Insurance Program during the term of this Agreement. The parties shall then enter into negotiations. In the event that the parties are unable to reach agreement, the parties agree to submit all unresolved issues to the dispute resolution services offered by the Delaware Public Employment Relation Board, including binding interest arbitration.

For employees who are hired prior to December 22, 2015 the City will pay 85% of the total monthly insurance premium regardless of plan or tier (employee, child(ren), spouse or family) coverage. The employee will pay 15% of the total monthly insurance premium regardless of plan or tier (employee, child(ren), spouse or family) coverage.

For employees who are hired on or after December 22, 2015 the City will pay 80% of the total monthly insurance premium regardless of plan or tier (employee, child(ren), spouse or family) coverage. The employee will pay 20% of the total monthly insurance premium.

Part-time regular employees working thirty (30) or more hours per week, shall be eligible to enroll in the City's health insurance plan. However, the City's share shall be one-half (1/2) that for full-time regular employee (full-time is defined as forty (40) hours per week). Part-time regular employees working less than the required number of hours shall not be eligible for the coverage.

21. **VISION PLAN**

The City will provide a \$10 deductible eye care plan for all DOE employees. This will be an insured plan and is subject to the terms of the plan sponsor. Employees who are assigned to positions which require safety glasses for work are to specify safety eye wear with side shields when purchasing glasses to be worn at work.

Part-time regular employees working thirty (30) or more hours per week shall be eligible to enroll in the City's vision insurance plan. However, the City's share shall be one-half (1/2) that for full-time regular employee.

Part-time regular employees working less than the required number of hours shall not be eligible for the coverage.

22. **DENTAL PLAN**

The City agrees to sponsor an optional, employee paid group dental plan. The City will solicit employee representative input to any plan design changes.

23. **RETIREMENT HEALTH CARE INSURANCE PAYMENTS**

For Historical Purposes:

For employees who retire after September 1, 1991, the City shall pay 100% of individual employee monthly premiums. Also, the City shall pay 75% of the retiree's dependent coverage. The same arrangement will be made for those who select the 401 retirement option and obtain the necessary age and length of service required by the regular retirement options.

Employees hired after 7/1/94 who select early retirement, as defined by the regular pension plan, will not be provided the benefit but may purchase health care at the City's group rates.

Effective – January 31, 2010

For employees hired on or before July 1, 1994, the City shall pay 100% of the individual employee monthly premiums. Also, the City shall pay 75% of the retiree's dependent coverage.

Employees hired after July 1, 1994, the City shall provide retirement health care coverage for those employees who retire directly from the City with unreduced pension payments subject to the following:

For the City employee/retiree the City will pay 100% of the individual retiree premium. Also the City will pay 75% of the retiree's dependent coverage.

The City of Dover's General Employee Pension Plan ordinance as stated on July 1, 2007 shall determine retirement eligibility and qualifications for a reduced or unreduced pension for all employees who occupy a position that the DOE represents, regardless of the employee's pension plan membership (Defined Benefit or Defined Contribution).

"Retire directly from the City" shall be defined as no lapse in last date of employment and first date of retirement eligibility whether on such date employee is active or inactive. (Inactive defined as approved leave of absence or terminal leave.)

Employees not eligible for health care upon retirement, shall be given the opportunity to purchase health care at the City's group rates.

If any change is made in the active employee's cost-sharing formula as described above, the City will give consideration to an identical change for existing retirees.

Effective - March 1, 2013

The City shall pay 100% of the individual employee monthly premiums and 75% of the retiree's dependent coverage for employees retired prior to or on May 31, 2013. Employees retiring after May 31, 2013 will be responsible for 15% of the total monthly premium for the health plan the retiree elects.

The City shall provide retirement health care coverage for those employees hired after July 1, 1994, who retire directly from the City with unreduced pension payments subject to the following:

Employees retired after May 31, 2013 will be responsible for 15% of the total monthly premium for the health plan the retiree elects.

The City of Dover's General Employee Pension Plan ordinance as stated on July 1, 2007 shall determine retirement eligibility and qualifications for a reduced or unreduced pension for all employees who occupy a position that the DOE represents, regardless of the employee's pension plan membership (Defined Benefit or Defined Contribution).

“Retire directly from the City” shall be defined as no lapses in last date of employment and first date of retirement eligibility whether on such date employee is active or inactive. (Inactive defined as approved leave of absence or terminal leave.)

Employees not eligible for health care upon retirement shall be given the opportunity to purchase health care at the City’s group rates.

If any reduction is made in the active employee’s cost-sharing formula as described above, the City will give consideration to an identical change for existing retirees.

Conclusion of Historical information.

Current

The City shall pay 100% of the individual employee monthly premiums and 75% of the retiree’s dependent coverage for employees who retired directly from the City with an unreduced pension and retired prior to or on May 31, 2013.

Employees who are hired prior to December 22, 2015, upon direct retirement with an unreduced pension, the City will pay 85% of the total monthly insurance premium regardless of plan or tier (employee, child(ren), spouse or family) coverage. The employee will pay 15% of the total monthly insurance premium.

Employees who are hired on or after December 22, 2015, upon direct retirement with an unreduced pension, the City will pay 80% of the total monthly individual insurance premium. The City will not contribute towards dependent coverage. The employee/retiree will have the option to purchase dependent coverage under the City’s group rate plan at full cost to the employee/retiree.

The City of Dover’s General Employee Pension Plan ordinance as stated on July 1, 2007 shall determine retirement eligibility and qualifications for a reduced or unreduced pension for all employees who occupy a position that the DOE represents, regardless of the employee’s pension plan membership (Defined Benefit or Defined Contribution).

“Retire directly from the City” shall be defined as no lapses in last date of employment and first date of retirement eligibility whether on such date employee is active or inactive. (Inactive defined as approved leave of absence or terminal leave.)

Employees not eligible for health care upon retirement shall be given the opportunity to purchase health care at the City’s group rates.

If any reduction is made in the active employee’s cost-sharing formula as described above, the City will give consideration to an identical change for existing retirees.

24. **SHORT-TERM DISABILITY**

Sickness: The employee is entitled to up to fifty-two (52) weeks of short-term disability coverage. There is an initial waiting period of seven (7) calendar days following the onset of an illness. During this seven (7) day period no benefits are paid. The seven (7) day waiting period counts towards the fifty-two (52) weeks.

Off Duty Accident: There is no waiting period following an off-duty accident. The employee is entitled to up to fifty-two (52) weeks of short-term disability payments.

The disability benefit will be 70% of wages to a maximum of \$400 per week.

Part-time regular employees working thirty (30) or more hours per week shall be eligible to enroll in the City's short-term disability plan. However, the City's share shall be one-half (1/2) that for full-time regular employee.

Part-time regular employees working less than the required number of hours shall not be eligible for the coverage.

Employees eligible for short-term disability will utilize accrued sick, vacation and/or compensatory time to offset loss of income. Employees must use a minimum of twenty (20) hours per week and a maximum of forty (40) hours per week. During the absence, employees shall be allowed to make one (1) modification to the amount of time used.

The insurance carrier is responsible for all decisions and management of the plans.

25. **401 RETIREMENT CONTRIBUTION**

For employees who have chosen the 401 Money Purchase Plan (also referred to as the Defined Contribution Plan) as their primary pension plan, the following chart depicts contribution levels.

	Minimum Employee Contribution	City's Match (Up To)
March 27, 2016	4%	7%
July 1, 2016	5%	8%
July 1, 2017	6%	9%

Each May, employees will have the opportunity to change their contribution to the 457 plan thus effecting the City's matching contribution to the 401 Money Purchase Plan. The change will be effective July 1 and irrevocable until the following July. Employee contributions cannot be below the minimum employee contribution as indicated in the chart above.

The first opportunity for DOE members to change their contribution will occur in September 2021. Changes will be reflected in the October 22, 2021 paycheck. DOE will notify their members of the initial change. Thereafter, the city will provide notice during open enrollment (May) of each year.

26. **TERMINAL LEAVE**

For employees who retire on or after July 1, 1994 or otherwise separate employment with the City after obtaining the necessary age and length of service as required for retirement, a regular employee is eligible to take terminal leave prior to his/her retirement or separation date under the following conditions.

Terminal leave shall consist of a total of both an employee's unused sick leave and unused vacation time. For employees hired prior to 7/1/12, a maximum of 100 sick days can be converted to terminal leave. Employees hired on or after July 1, 2012, a maximum of 75 days of sick days can be converted to terminal leave. The same limits apply for employees electing to receive a lump-sum payment for accumulate sick leave.

Terminal leave shall consist of a total of both an employee's unused sick leave and unused vacation time.

- A. Once terminal leave begins the employee ceases to earn vacation or sick leave credits and is no longer eligible for annual salary increases.
- B. Once terminal leave begins; the employee cannot return to active service unless approved by the City Manager. If a return to active service is approved, the employee will have the option to either:
 - 1.) Refund the value of sick leave credits expended as terminal leave to the City and have those credits restored, or
 - 2.) Not refund the value of sick leave credits expended as terminal leave. The maximum amount of sick leave credits available for future terminal leave will be reduced by that already expended.
- A. In order to qualify for terminal leave, an employee must request leave a minimum of 30 days prior to the employee's retirement date. The same notice is required for retirements in which a cash payout is requested.
- B. Employees on terminal leave shall be required to use accumulated leave for holidays.

27. **SAFETY SHOES, UNIFORM SHOES & UNIFORMS**

- A. The City shall provide an annual allowance of \$175 for safety shoes to employees in classifications which require the wearing of safety shoes. In the classifications which required safety shoes, the wearing of proper safety shoes is a condition of employment. Persons who report to work without proper footwear will be sent home without pay.
- B. An annual allowance of \$175 shall be provided to Communication Operators, Field Service Representative I & II's, Animal Control and Parking Enforcement for safety shoes.
- C. The annual payments/allowances described herein will be provided via a debit card to a local shoe vendor. Payment/allowance will be payable in full in May of each year for active employees within the affected classification of record as of February 1st and who continue within the affected classification at time of payment.
- D. In the event of an on the job accident that results in the destruction of an employee's safety shoes, the City shall provide a replacement pair at its sole cost and expense.

E. The City shall provide uniforms to non-clerical employees who work in the following City divisions:

- Central Services
- Water/Waste Water
- Streets/Stormwater
- Sanitation
- Grounds/Parks
- Facilities Management
- Field Service Reps I & II
- Fire Dispatchers

Uniforms shall be cleaned by the City. City shall choose color and style. Uniforms shall be mandatory and must be worn in a neat, clean manner.

Effective July 1, 2022, the City will supply an appropriate winter work jacket and bibbed work pants for all non-clerical uniformed employees that predominantly work outdoors. Replacements will be provided as needed.

F. All Communication Operators and Inspector I and II personnel shall receive an annual clothing allowance in the amount of \$150 for the purchase of relaxed clothing in place of a full uniform. For the Communication Operators the relaxed uniform shall consist of City of Dover polo type shirt (issued by the City) and docker or cargo type pants, (color selected by the Department Head: tan, black, blue or light/dark gray), belt (black, brown, black, blue or light/dark gray) and brown or black shoes. For the Inspector I and II personnel the relaxed uniform shall consist of a City of Dover polo type shirt or appropriate shirt for the fall and winter seasons (issued by the City) and ~~tan~~ docker or cargo pants (color selected by the Department Head: tan, black, blue or light/dark gray) and belt (black, brown, black, blue or light/dark gray).

Based upon current IRS regulations, the clothing allowance is considered a taxable benefit and will be reflected on the employee's annual tax statement from the City of Dover.

This allowance shall be paid annually in the month of February to all active employees who are in the affected classification as of January 15 of the current year and who remain active in the affected classification at the time of payment.

The Communication Operators and Inspector I and II personnel shall be responsible for maintaining their uniforms in a proper manner, including repair, dry cleaning and laundering as required. They shall also be responsible for replacing any worn out or lost uniform items, as set forth above, so as to maintain a complete uniform at all times. Unserviceable uniform shirts will be replaced by the City of Dover.

28. **CONTRACTING OUT**

It is the general policy of the City to continue to utilize its employees to perform work they are qualified to perform. However, the City reserves the right to contract out any work it deems necessary in the interests of efficiency, economy, improved work product or emergency.

Except where an emergency situation (including natural and/or man-made disasters) exists, at least sixty (60) days before the City contracts out work, where such contracting out would result in the layoff of existing bargaining unit employees, the City will notify the Union and offer the Union an

opportunity to meet and discuss the matter before the date any existing bargaining unit employee is laid off as a direct result of such contracting out.

Such discussions may include, among other items, the relative economic costs and the effects of such action upon bargaining unit employees who may be laid off; provided the City's decision following such discussions shall be final and shall not be made the subject of grievance or unfair labor practice charge alleging a refusal to bargain under the Delaware Public Labor Relations Act, as amended.

29. **JOB OPENINGS & PROMOTIONS**

- A. When the City determines to fill a vacancy or promotion within the bargaining unit, notice of such opening shall be posted on all City bulletin boards for seven (7) normal business days; and shall be provided to the Union in writing. The City may also advertise the position to the public simultaneously. Employees who are interested in being considered for the open position may submit an application to the Human Resources Department during the posting period. The posting will indicate the requirements and pay level of the open position.
- B. Factors that will be considered in the filling of job openings include skill, ability, education, experience and seniority. Preference for interviews will be given to current employees; however, the City reserves the right to fill an open position with the person it considers the best qualified candidate.
- C. Employees will receive adequate instruction and training in the new position, and will be regularly appraised of their progress, and what areas, if any, they need to improve upon.
- D. An employee who fails to meet the job requirements within a reasonable period (not to exceed 90 calendar days) shall be reassigned to their previous classification and wage rate. In the event the former position has been filled, the employee may be placed in an open position, or the next available open position for which the employee is qualified.
- E. Successful bidders shall be placed in the new position at the starting rate for the new position if it is above the employees existing rate of pay. If the starting rate for a higher paying position is below the employee's existing rate of pay, the employee will be placed at the Step closest to, but above the employee's existing rate of pay however the increase will be no less than 5%. In the event of a lateral move, the employee will maintain their existing rate of pay. In the event of a demotion or downward move, the union and the city will discuss the placement on the salary scale since there are several situations in which this event could occur. Downward bidding shall be allowed only at the City's discretion. In any event, an employee's change in wage progression shall commence from the date of actual transfer to the new position.

30. **SENIORITY**

- A. Seniority is defined as the length of continuous service with the City beginning with the most recent date of hire. An employee's seniority shall not be reduced by time spent on authorized leave of absence or layoff for less than twelve months.
- B. All newly hired employees shall be considered probationary for the first six calendar months of employment, during which time they may be disciplined or discharged by the City without recourse to the grievance procedure herein. Upon completion of the probationary period, an employee shall be credited with seniority from the date of hire.
- C. Seniority shall be lost for the following reasons:
 - 1.) Discharge for just cause
 - 2.) Resignation or Retirement
 - 3.) Layoff or Leave of Absence for more than 12 months
 - 4.) Failure to return to work on the date specified in a notice of recall

31. **PERSONNEL FILES**

An employee shall have the right to review his/her Personnel file at reasonable times upon request to the Human Resources Department. The City may require the employee to do so on his or her own time. The employee, who may request to be accompanied by a Union representative, will not be allowed to remove the file from the premises but may take notes and/or request copies of the file contents at the employee's expense. If the employee disagrees with any information contained in his/her personnel file the employee may submit a written statement explaining his/her position. Such statement shall be maintained as part of the employee's file.

32. **REDUCTION IN FORCE**

In the event that it becomes necessary to lay off employees, the City shall notify DOE's President of the reasons with at least two weeks notice prior to the layoff of non-probationary employees. In reducing the number of employees in a classification within a department, qualifications and seniority shall govern.

- A. The employee being laid off may not displace employees in other departments.
- B. The City has the sole right to determine if a vacancy exists in any other classification and/or department, and whether or not the displaced employee could fulfill all job requirements of the vacancy after a reasonable trial period.
- C. DOE will not oppose a reasonable transfer of an employee from the curtailed classification to another department or classification.
- D. During the trial period the employee will be reviewed, counseled and instructed on their progress in the job.

- E. Should the employee fail to meet the requirements of the job and be disqualified, he/she shall be reassigned to other classifications by step "B" above or laid off.
- F. The employee shall be paid within the range for the job to which transferred at the wage closest to their present wage.
- G. When additional employees are needed in a classification, the regular employees who have been laid off or transferred out of that classification within a one year period, due to the lack of work, shall be offered the jobs before they are filled by promotion or transfer of employees with less seniority, or by hiring of new employees. A notification shall be sent to them by registered mail to the latest mailing address supplied to the City, and copies of such notification shall be forwarded to DOE's President. The City shall be notified within five working days after receipt of the notice by the former employee of their desire to accept the offer of the job and the former employee will start work not later than three weeks after receipt of the notice. Should the employee fail to respond or report, he/she will be dropped from the City employment rolls.

33. **GRIEVANCE PROCEDURE**

A grievance is defined as a disagreement or dispute between the City and an employee or the Union over the application, interpretation or meaning of this Agreement, and shall be acted upon in accordance with the procedure outlined below:

A. **Processing Grievances**

Grievances shall be presented during normal working hours; however, no meeting or discussion shall exceed one (1) hour in duration, unless otherwise agreed between the parties. A Union Representative shall be present at meetings in Step 1 and above.

Grievances of a policy nature or which effect all similarly situated employees may be submitted directly to Step 2. A grievance of a discharge shall commence at Step 2.

Note: The meetings required in Steps 1 and 2 of the grievance process shall be coordinated with the Human Resources Director, and the Human Resources Director shall be permitted to participate in the meetings.

Step 1 - An employee covered by this agreement who has a grievance shall place the said grievance in writing to his/her Department Head within seven (7) calendar days after the occurrence of the event giving rise to the grievance or within seven (7) calendar days after the employee knows, or through the use of reasonable diligence, should have known, of the event giving rise to the grievance. The grievance should include the employee's name, the article of the contract believed to be violated, and the remedy the union is seeking. The Department Head shall review the grievance, hold a meeting with the parties involved and then render a written decision. The written decision should be completed within 14 calendar days of the meeting.

Step 2 - If the grievance is not settled at Step1, it may be referred to the City Manager and/or his/her designee within seven (7) calendar days after the receipt of the Department Head's written answer in Step 1. The City Manager and/or his/her designee shall review the grievance, hold a meeting with the parties involved, and then render a written decision.

The written decision should be completed within 14 calendar days of the meeting.

Step 3 - If the Union is dissatisfied with the City Manager's and/or his/her designee's decision; it may submit the grievance to the FMCS within 30 calendar days of the completion of Step 2. A grievance submitted to the FMCS shall be processed in accordance with the rules and regulations of the FMCS. The arbitrator shall have no power to add to, subtract from or otherwise modify the express written terms of the agreement.

Each party shall be responsible for any and all of its costs which it incurs as a result of participating in any FMCS proceeding, including all costs of witnesses, attorneys or other persons who may attend the proceeding. The cost of the arbitrator will be split by the parties.

The decision of the arbitrator, in a matter concerning contractual interpretation, shall be final and binding on the parties. In matters concerning grievances of a personnel /disciplinary nature the arbitrator's decision shall not be final or binding. In the event such a decision does not resolve the dispute, it is understood that the aggrieved party shall have the right to submit the dispute to a court of competent jurisdiction.

B. Time Limits for Filing

No grievance shall be entertained or processed unless it is submitted at Step 1 within seven (7) calendar days after the occurrence of the event giving rise to the grievance or within seven (7) calendar days after the employee knows or through the exercise of reasonable diligence should have known of the occurrence of the event giving rise to the grievance. If the grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not provide a written response to the grievance or appeal thereof within the specified time limits, the grievant and/or the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step in accordance with the procedure set forth in this Article.

The time limits at any step may be extended by the mutual written agreement of the parties involved at that particular step, which consent shall not be unreasonably withheld.

34. STRIKE CLAUSE

It is agreed that during the term of this agreement neither DOE, its officers or its members shall instigate, call, sanction, condone or participate in any strike, slowdown, stoppage of work, boycott, picketing or willful interference with production, transportation or distribution, and there shall be no lockout of employees by the City.

Any employee participating in the foregoing practices will be subject to discipline; the discipline may include discharge.

35. **DUES DEDUCTION**

- A. The City agrees to make payroll deductions of Union dues and initiation fees, if any, for employees of the bargaining unit who provide written authorization for the City to do so. The amount of such deductions shall be furnished in writing to the Human Resources Director and shall be in uniform amounts. The Union will notify the Human Resources Director at least thirty days in advance of any change in the amount of such deductions. When a member retires however is still on terminal leave they are no longer obligated to pay dues.
- B. Employees hired after July 1, 1997, shall, as a condition of employment, on and after the thirty-first (31st) day of employment or within thirty days of the signing of this Agreement, either become a member of the Union or pay a fair share fee for collective bargaining and contract administration services rendered by the Union as the exclusive representative of the employees covered by this Agreement. Such fair share fee shall not exceed eighty-five percent (85%) of the normal membership dues; and will be deducted by the City and remitted to the Local Union with the same frequency and in the same fashion as normal dues payments.
- C. Employees may revoke their dues authorization during the month of June of each calendar year by submitting a written request to the Human Resources Director and the Local Union President. Such employee shall then be subject to the fair share provisions contained in this Article.
- D. The City recognizes that it is within the proper authority of the Union to establish dues and fair share/service fee amounts. The Union agrees to assume full responsibility for compliance with the requirements laid down by the U.S. Supreme Court with respect to the rights of service fee payers.
- E. The Union shall indemnify the City and hold it harmless against any and all claims, demands, suits, or other forms of liability that may arise out of, or by reason of, any action taken by the City for the purpose of complying with the provisions of this Article.
- F. The City shall forward to the Local Union Treasurer such dues and fair share fees, along with a list of employees for whom such deductions were made, by the seventh (7th) day of each calendar month following the month of deduction.

36. **FUNDING**

No collective bargaining agreement shall be valid or enforceable if its implementation would be inconsistent with any statutory limitation on the public employer's funds, spending, or budget or would substantially impair or limit the performance of any statutory duty by the public employer or would otherwise be contrary to law. A collective bargaining agreement may provide for benefits conditional upon specified funds to be obtained by the public employer, but the agreement shall provide either for automatic reduction of such conditional benefits or for additional bargaining if the funds are not obtained or if a lesser amount is obtained.

37. **FAILURE IN PERFORMANCE OF DUTIES**

Disciplinary Actions shall be as provided in the employee handbook dated July, 2004 except as modified herein.

An employee whose work is unsatisfactory over a period of time shall be notified by the supervisor in what way the employee's work is deficient and what must be done if the work is to be satisfactory.

An employee whose work is unsatisfactory shall normally receive at least two warnings before the first disciplinary step of suspension, demotion or dismissal. First, one or more oral warnings must be issued by the employee's supervisor, and second, a written warning must be issued by the Department Head; serving notice upon the employee that corrected performance must take place in order to avoid disciplinary action.

The supervisor and department head must record the dates of their discussions with the employee along with the performance deficiencies noted and the corrective action recommended. The information must be entered in the employee's personnel folder. After a period of 24 months the previous oral and written warnings become in-valid.

38. **ISSUANCE OF DISCIPLINE**

The City will contact the Union President at the phone number provided by the union to advise that the issuance of discipline will take place. It will be the union's responsibility to ensure a union representative is present during the issuance. The issuance of the discipline will not be delayed by the unavailability of an union representative. The employee has a right to copies of any disciplinary notices which are placed in his/her personnel file.

39. **GPS**

The City has the right to install and utilize GPS units in City vehicles. Data collected cannot be used for disciplinary purposes without corroborating evidence of a violation of City personnel policies.

40. **ZIPPER CLAUSE**

Both parties had the opportunity to raise issues during the course of negotiations. If an agreement was reached on those issues, it is reflected herein and the parties are obligated to abide by the terms of this Agreement. The terms of this Agreement may not be altered or changed without the mutual consent of the parties.

41. **TERMINATION OF AGREEMENT**

This agreement shall be effective as of the date of ratification by the union and approval of the City Council and shall remain in full force and effect until the 30th day of June 2021 and shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing not later than 150 days prior to the anniversary date that it desires to modify or terminate this agreement. In the event such notice is given, negotiations shall begin no later than thirty (30) days following the date of the notice.

If negotiations are not concluded as of June 30, 2021, the provisions of this agreement shall remain in full force and effect until negotiations are completed and shall automatically be extended until such time as a new or modified agreement is approved by both parties, effective date of termination notwithstanding.

42. **NOTICES BETWEEN DOE AND THE CITY**

Notices hereunder shall be deemed to have been adequately given if served by registered mail upon the persons named below at the address indicated unless otherwise notified in writing and receipt acknowledged by the signature of the recipient or other responsible person in recipient's office.

Dover will provide the Union President with a City of Dover email address which will only be used for communication between the DOE President and City of Dover officials. The City will utilize the "Request a delivery receipt" option when sending emails. This will serve as official notice to DOE.

Notices to the City shall be addressed to:

Human Resources Director
City of Dover
P.O. Box 475
Dover, Delaware 19903-0475

43. **SEVERABILITY CLAUSE**

In the event that any provision of this agreement is invalid or unenforceable, the remainder of the agreement shall not be affected thereby and all other provisions of this agreement that are valid shall be fully enforceable.

44. **PRECEDENCE OF AGREEMENT**

In the event of a conflict between a provision of this agreement and any rule, regulation or ordinance of the City insofar as said rule, regulation or ordinance affects the employees covered by this agreement, the provisions of this agreement will control and the City will take whatever legislative action is necessary to accomplish same. It is understood that from time to time the City may have to adopt ordinances in order to comply with State and/or Federal mandates. In the event of a conflict in relationship to this agreement and said rules, regulations or ordinances, the parties will work together in an expeditious fashion to resolve said conflict.

45. **MOTOR VEHICLE RECORD POLICY**

In keeping with the City or Dover's Vision of a clean, safe community where people want to live, it is important that all our employees who operate motor vehicles do so in a safe and responsible way. Vehicle operations create substantial risk to the City and its citizens. Therefore, a best practice for reducing risk is to ensure only safe drivers are allowed to operate City vehicles. Evaluating an employee's motor vehicle record (MVR) has long been a recognized component of a driver screening process. The following constitutes our MVR policy.

Any staff member who operates a vehicle for business is subject to the MVR Policy. This includes all staff operating city owned vehicles, personal vehicles for business purposes, or rental cars, only when rented for business purposes.

- All drivers must have a valid driver's license of the proper class and appropriate endorsements where necessary.
- Drivers must not drive and immediately notify their supervisor or Human Resources if their license has been suspended or revoked.
- Drivers must report all accidents and moving vehicle violations in any jurisdiction, including those received operating non-City owned vehicles used for business purposes to their supervisor or Human Resources.
- Employees using their personal vehicle for city business, must provide proof of insurance coverage with the appropriate amount of coverage.

This policy is effective July 1, 2021 for new hires; however, current City employees will be phased-in to this policy from July 2021 through December 2023 to allow ample time to address current violations that may be on the MVR. During the phasing-in period, current employee MVR's will be reviewed and addressed with the employee by the employee's supervisor. During the phase in period, for those employees with a score of up to eleven points, no formal action will be taken however the conversation regarding the employee's MVR will be documented and placed into the employee's personnel file. Employees who have 12 or more points will be issued a written warning rather than a one (1) day suspension, required to provide documentation of their successful completion of a behavior modification/attitudinal driving course and may incur the loss of city driving privileges. The employee will be placed on driver probation when points are 12 or more. After the 30-month grace period of phasing-in has expired, employee's MVR will be obtained and scored according to the Profile Points.

Prior to any employee driving a city vehicle, using their personal vehicle for business related purposes or driving a rental car for city relate business, Human Resources must be notified. Notification is to be received no later than 48 hours for Delaware Residents and seven (7) days for out of state residents. Human Resources will provide this policy to the employee and obtain a copy of the employee's valid driver's license and MVR.

The Human Resources Department will be responsible for conducting MVR reviews for all civilian employees and advising the employee's supervisor of any findings. MVRs for Delaware residents will be obtained through the Delaware Division of Motor Vehicle. For employees who resident in another state, the MVR will be obtained through a third party. If unattainable, the employee will be responsible for providing the MVR. MVR's will be reviewed for prospective employees after an offer of employment is accepted. This is considered a part of the new employee's background investigation. Existing employees MVR will be reviewed when employees need to drive for city related business. All employees that are subject to this policy will have their MVR reviewed no less than annually. The employee's record will be

obtained during the month of the employee’s birthday. MVR’s will also be reviewed following any accident involving a City vehicle, a personal vehicle used for business purposes or a rental car used for business purposes. Drivers may be subject to more frequent reviews based on accumulated points and offense. The accumulation of 12 or more points on your MVR will result in revocation of city driving privileges and those whose job requires them to drive shall be subject to termination.

Employees with motor vehicle records which indicate revocation or suspension shall not be permitted to drive a city-owned vehicle or drive any vehicle in the performance of city duties, during the period of said revocation or suspension. Employees whose license has been revoked or suspended and whose position description requires the retention of a valid motor vehicle operator's license shall be subject to disciplinary action, including suspension or, in the case of revocation, up to termination.

Driver Probation: The employee will be placed on driver probation when points are 12 or more. The accumulation of 12 or more points on your MVR will result in revocation of city driving privileges and those whose job requires them to drive shall be subject to termination. Employees whom are placed on driver probation by the City of Dover will have their MVR reviewed at least quarterly. New violations discovered at periodic review may result in progressive discipline up to and including dismissal.

PROFILE POINTS/RISK CATEGORY	
POINTS	CORRECTION ACTION GUIDELINES
1 TO 3	- Generally no action necessary
4 to 5	- Supervisor to discuss record and improvement with employee. Employee will be advised of responsibility to drive in a safe and courteous manner in accordance with defensive driving principles.
6 TO 7	- Supervisor to discuss record and improvement with employee. - Verbal warning - Driver training – classroom defensive driving program. Driver to pay first \$50 of the training
8 TO 11	- Supervisor to discuss record and improvement with employee. - Written Warning - Possible loss of city vehicle, to be determined on an individual basis based on offenses. This is to include the use of city vehicle for on-call purposes.
12 OR MORE	- Supervisor to advise employee that his or her driving record has resulted in “revoked driving privileges.” - One (1) day unpaid suspension - If the employee can no longer perform the essential functions of his or her position, or other job assignments are not an option, dismissal could result.

Employees enrolling and successfully completing the DUI first offender's program may retain their position, provided the individual agrees to random alcohol and/or drug testing at his or her cost as directed by the Human Resources Director. The City's Substance Abuse Policy as contained in the Personnel Policy shall apply. There must be another staff member able to drive and provide transportation for work related duties to the employee.

All drivers remain subject to the driving laws for the state of issuance and for the type of license held.

Acknowledgement:

I have read and understand this policy. My signature below provides authorization for the City of Dover to obtain my motor vehicle record (MVR).

Employee Signature

Date

Employee Name - Printed

46. DONATED SICK LEAVE

The City and DOE agree that any DOE member may voluntarily donate their own sick time to another DOE member to address a significant health issue of the employee and who has exhausted all of their own accumulated leave (sick, vacation, comp-time, etc.). Donations must be in eight hour increments and for immediate use by a DOE member. Employees are not limited on the number of hours they may donate. The donating employee must maintain a balance of 80 hours of sick leave. Donated leave is not to be used to pay wages already determined to be an offset under short-term disability. Employees who have submitted a notice of retirement, may not donate any excess balance that exceed the maximum permitted to sell back or use for terminal leave. Donated sick leave can only be used for time off related to the request.

Donations of sick time are to be paid to the recipient DOE member as sick time at the recipient DOE member's regular pay rate. Donations are considered taxable. The use of sick leave does not protect one's employment. FMLA would apply, if applicable.

All requests from DOE members and all solicitations to the DOE members will be conducted by DOE. The DOE President must submit notice of the donation in writing to the City's Human Resources Office. The parties agree that sick time donation is solely to assist a DOE member in present need and not to sick time for later use.


The city of Dover is indemnified for any legal matters related to the donated leave program.

In the event that the City promulgates a sick time donation policy for all City employees, the DOE reserves the right to opt-in all DOE members to the City policy.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives have hereunto set their hands and seals the day and year aforesaid.

CITY OF DOVER

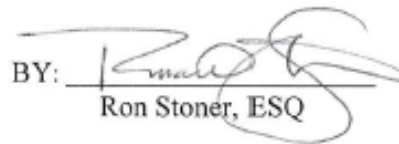
BY: 
Matt Harline
Interim City Manager

BY: 
Kim Hawkins
Human Resources Director

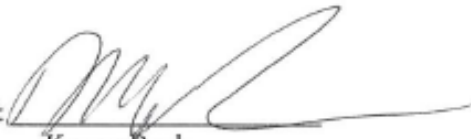
BY: 
Lori Peddicord
Controller

BY: 
Kristina Deakins
Human Resources Coordinator

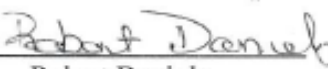
DOVER ORGANIZATION OF EMPLOYEES

BY: 
Ron Stoner, ESQ

BY: 
Matthew Brown

BY: 
Kenny Back

BY: 
Ron Coburn

BY: 
Robert Daniels

BY: 
Tim Welch

DATE: 8/18/2021

APENDIX A

JOB TITLE/GRADES ASSIGNMENTS

July 1, 2021 - June 30, 2024

CLERICAL /FINANCE	PAY GRADE	LABOR, TRADES AND TRANSPORTATION	PAY GRADE
Account Clerk I	12	CAD Technician	23
Account Clerk II	14	Construction Inspector	21
Computer Operator	15	Public Works Inspector	20
Customer Service Clerk I	12	BUILDING MAINTENANCE	
Customer Service Clerk II	14	Building Maintenance Craftsperson I	15
Field Service Rep I	12	Building Maintenance Craftsperson II	19
Field Service Rep II	14	Building Maintenance Craftsperson III	20
Key Punch Operator	12	Building Maintenance Utility Technician	17
Office Assistant I	8	Custodian I	10
Office Assistant II	12	Custodian II	12
Receptionist	7	GROUNDS MAINTENANCE	
Secretary I	10	Arborist	16
Secretary II	13	Crew Leader	17
LIBRARY		Laborer I	7
Library Assistant	14	Laborer II	12
Library Clerk I	12	Lead Laborer	15
Library Clerk II	13	MEO I	11
Library Page	7	MEO II	13
Library Page <i>(hired after 12/28/13)</i>	6	Gardener I	13
INSPECTIONS/PLANNING		Gardener II	15
Inspector I	17	Small Engine Mechanic	13
Inspector I, Fire Marshal's Office	17	SANITATION/STREETS/CONSTRUCTION/	
Inspector II	20	WATER/WASTEWATER	
Inspector II, Fire Marshal's Office	20	Crew Leader	17
Inspector Aid	7	Heavy Equipment Operator I	15
Planning Technician	12	Heavy Equipment Operator II	19
POLICE		Laborer I	7
Animal Control Officer	12	Laborer II	12
Communications Operator	18	Lead Laborer	15
Parking Enforcement Officer	11	MEO I	11
Evidence Technician	19	MEO II	13
Police Clerk I	11	MEO III	15
Police Clerk II	13	Sign/Street Painter	13
Police Clerk III/IV <i>(closed 12/22/15)</i>	14	Utility Construction Worker	14
FIRE		Utility Construction Crew Leader	20
Fire Dispatcher	17	Utility Locator I	14
WAREHOUSE/PURCHASING		Utility Locator II	16
Central Mailroom Clerk	13	Utility Maintenance Mechanic I	15
Inventory Clerk	15	Utility Maintenance Mechanic II	19
Material Expeditor	17	Water Service Person	14
Storekeeper/Buyer I	13	Water Treatment Plant Operator I	15
Storekeeper/Buyer II	15	Water Treatment Plant Operator II	19
VEHICLE MAINTENANCE			
Mechanic Helper	12		
Mechanic I	15		
Mechanic II	19		

2.5%

Exhibit B**DOE Wage Scale****July 1, 2021 – June 30, 2022**

	1	2	3	4	5	6	7	8	9	10	11
	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
Grade	A	B	C	D	E	F	G	H	I	J	K
6	10.76	10.94	11.24	11.57	11.90	12.20	12.51	12.81	13.14	13.47	13.82
7	12.64	12.85	13.23	13.62	14.02	14.38	14.75	15.14	15.52	15.93	16.34
8	13.05	13.27	13.66	14.07	14.49	14.87	15.25	15.65	16.05	16.47	16.91
9	13.52	13.75	14.16	14.58	15.02	15.40	15.81	16.21	16.64	17.09	17.53
10	13.99	14.23	14.66	15.10	15.55	15.96	16.38	16.81	17.25	17.70	18.17
11	14.50	14.76	15.20	15.66	16.13	16.56	16.99	17.46	17.92	18.38	18.87
12	15.02	15.27	15.73	16.22	16.71	17.15	17.61	18.07	18.55	19.05	19.56
13	15.57	15.85	16.33	16.83	17.34	17.81	18.28	18.77	19.27	19.78	20.32
14	16.16	16.45	16.95	17.48	18.01	18.49	18.98	19.50	20.02	20.55	21.10
15	16.79	17.09	17.61	18.15	18.72	19.22	19.73	20.27	20.81	21.37	21.96
16	17.43	17.73	18.28	18.85	19.43	19.96	20.50	21.04	21.62	22.20	22.82
17	18.09	18.41	18.98	19.58	20.18	20.74	21.30	21.87	22.47	23.07	23.71
18	18.81	19.14	19.74	20.36	21.00	21.57	22.16	22.76	23.37	24.02	24.67
19	19.61	19.96	20.58	21.24	21.90	22.50	23.12	23.76	24.41	25.07	25.76
20	20.48	20.85	21.51	22.19	22.90	23.51	24.16	24.82	25.51	26.22	26.93
21	21.37	21.76	22.45	23.17	23.90	24.56	25.23	25.91	26.63	27.38	28.14
22	22.31	22.71	23.44	24.19	24.96	25.65	26.34	27.07	27.83	28.61	29.41
23	23.28	23.71	24.47	25.25	26.06	26.79	27.53	28.29	29.08	29.89	30.73
24	24.31	24.76	25.55	26.38	27.23	27.98	28.76	29.56	30.39	31.24	32.11

Exhibit B**DOE Wage Scale****July 1, 2021 – June 30, 2022**

	12	13	14	15	16	17	18	19	20	21
	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
Grade	L	M	N	O	P	Q	R	S	T	U
6	14.17	14.53	14.78	15.04	15.29	15.56	15.83	16.10	16.39	16.64
7	16.77	17.21	17.52	17.82	18.14	18.46	18.79	19.13	19.46	19.76
8	17.35	17.82	18.14	18.46	18.79	19.13	19.46	19.81	20.17	20.47
9	17.99	18.47	18.80	19.14	19.48	19.82	20.18	20.54	20.91	21.22
10	18.66	19.16	19.50	19.84	20.20	20.57	20.94	21.32	21.70	22.02
11	19.38	19.90	20.25	20.61	20.99	21.37	21.75	22.15	22.55	22.89
12	20.08	20.62	20.99	21.37	21.76	22.15	22.56	22.97	23.38	23.73
13	20.87	21.43	21.82	22.22	22.62	23.03	23.45	23.88	24.31	24.68
14	21.68	22.27	22.67	23.09	23.51	23.94	24.37	24.83	25.28	25.66
15	22.55	23.18	23.60	24.03	24.47	24.92	25.38	25.84	26.31	26.71
16	23.43	24.08	24.52	24.97	25.43	25.89	26.37	26.86	27.36	27.77
17	24.35	25.02	25.48	25.95	26.42	26.92	27.41	27.92	28.43	28.86
18	25.36	26.05	26.53	27.02	27.51	28.02	28.55	29.07	29.61	30.06
19	26.48	27.20	27.71	28.22	28.74	29.27	29.82	30.38	30.94	31.41
20	27.69	28.44	28.98	29.51	30.06	30.62	31.19	31.78	32.37	32.86
21	28.92	29.73	30.28	30.84	31.42	32.01	32.61	33.22	33.84	34.34
22	30.23	31.07	31.65	32.24	32.84	33.46	34.09	34.73	35.38	35.91
23	31.59	32.47	33.08	33.70	34.34	34.98	35.64	36.31	36.99	37.55
24	33.03	33.94	34.57	35.23	35.88	36.56	37.26	37.96	38.68	39.26

For any employee hired after July 1, 2021, upon hire, management reserves the right to place new hires in Step A-E

3.0%

Exhibit C

DOE Wage Scale

July 1, 2022- June 30, 2023

	1	2	3	4	5	6	7	8	9	10	11
	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
Grade	A	B	C	D	E	F	G	H	I	J	K
6	11.09	11.26	11.58	11.92	12.26	12.56	12.88	13.20	13.53	13.87	14.23
7	13.02	13.24	13.63	14.03	14.44	14.81	15.19	15.59	15.98	16.41	16.83
8	13.44	13.67	14.07	14.50	14.93	15.32	15.71	16.12	16.53	16.97	17.42
9	13.93	14.16	14.58	15.01	15.47	15.86	16.28	16.69	17.13	17.60	18.05
10	14.41	14.65	15.10	15.55	16.02	16.44	16.87	17.31	17.77	18.23	18.72
11	14.94	15.20	15.66	16.13	16.62	17.06	17.50	17.98	18.45	18.93	19.44
12	15.47	15.73	16.21	16.70	17.21	17.66	18.14	18.61	19.11	19.63	20.14
13	16.04	16.32	16.82	17.34	17.86	18.35	18.82	19.33	19.85	20.38	20.92
14	16.65	16.94	17.46	18.00	18.55	19.05	19.55	20.08	20.62	21.17	21.74
15	17.29	17.60	18.14	18.70	19.28	19.80	20.32	20.88	21.43	22.01	22.61
16	17.95	18.26	18.82	19.42	20.02	20.56	21.12	21.67	22.27	22.87	23.50
17	18.63	18.96	19.55	20.16	20.79	21.36	21.94	22.53	23.14	23.76	24.42
18	19.37	19.71	20.33	20.97	21.63	22.21	22.83	23.44	24.07	24.74	25.41
19	20.20	20.56	21.20	21.88	22.56	23.17	23.82	24.47	25.14	25.82	26.53
20	21.09	21.47	22.16	22.86	23.59	24.22	24.88	25.56	26.28	27.01	27.73
21	22.01	22.41	23.12	23.86	24.62	25.30	25.98	26.69	27.43	28.20	28.98
22	22.98	23.40	24.15	24.92	25.71	26.41	27.13	27.88	28.66	29.47	30.29
23	23.98	24.42	25.20	26.00	26.84	27.60	28.36	29.14	29.95	30.79	31.65
24	25.04	25.51	26.32	27.18	28.05	28.82	29.62	30.45	31.30	32.18	33.08

Exhibit C

DOE Wage Scale

July 1, 2022- June 30, 2023

	12	13	14	15	16	17	18	19	20	21	22
	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
Grade	L	M	N	O	P	Q	R	S	T	U	V
6	14.59	14.97	15.22	15.49	15.75	16.03	16.30	16.59	16.88	17.13	17.39
7	17.27	17.73	18.04	18.36	18.69	19.01	19.35	19.70	20.05	20.35	20.65
8	17.87	18.36	18.69	19.01	19.35	19.70	20.05	20.41	20.78	21.09	21.41
9	18.53	19.02	19.36	19.71	20.06	20.42	20.79	21.16	21.54	21.86	22.19
10	19.21	19.73	20.08	20.44	20.81	21.19	21.57	21.96	22.35	22.69	23.03
11	19.96	20.49	20.86	21.23	21.62	22.01	22.40	22.81	23.23	23.57	23.93
12	20.68	21.24	21.62	22.01	22.41	22.81	23.24	23.66	24.08	24.44	24.81
13	21.50	22.08	22.48	22.89	23.30	23.72	24.16	24.60	25.04	25.42	25.80
14	22.33	22.94	23.35	23.79	24.22	24.66	25.11	25.57	26.03	26.43	26.82
15	23.23	23.87	24.30	24.75	25.20	25.67	26.14	26.62	27.10	27.51	27.92
16	24.13	24.80	25.25	25.72	26.19	26.67	27.16	27.66	28.18	28.60	29.03
17	25.08	25.77	26.25	26.73	27.22	27.72	28.23	28.76	29.29	29.73	30.17
18	26.12	26.83	27.32	27.83	28.34	28.86	29.40	29.94	30.50	30.96	31.42
19	27.27	28.02	28.54	29.06	29.60	30.15	30.71	31.29	31.87	32.35	32.84
20	28.52	29.30	29.85	30.40	30.97	31.54	32.13	32.73	33.34	33.84	34.35
21	29.78	30.62	31.19	31.77	32.36	32.97	33.58	34.22	34.85	35.37	35.90
22	31.13	32.00	32.60	33.20	33.83	34.46	35.11	35.77	36.44	36.99	37.55
23	32.54	33.45	34.07	34.71	35.37	36.03	36.71	37.39	38.10	38.67	39.25
24	34.02	34.96	35.61	36.29	36.95	37.66	38.38	39.09	39.84	40.44	41.05

For any employee hired after July 1, 2021, upon hire, management reserves the right to place new hires in Step A-E

2.5%											
Exhibit D											
DOE Wage Scale											
July 1, 2023 - June 30, 2024											
	1	2	3	4	5	6	7	8	9	10	11
	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
Grade	A	B	C	D	E	F	G	H	I	J	K
6	11.36	11.55	11.87	12.22	12.56	12.88	13.20	13.53	13.87	14.22	14.59
7	13.34	13.57	13.97	14.38	14.80	15.18	15.57	15.98	16.38	16.82	17.25
8	13.78	14.01	14.42	14.86	15.30	15.70	16.10	16.52	16.95	17.39	17.86
9	14.27	14.51	14.94	15.39	15.85	16.25	16.69	17.11	17.56	18.04	18.50
10	14.77	15.02	15.47	15.94	16.42	16.85	17.29	17.75	18.21	18.69	19.19
11	15.31	15.58	16.05	16.54	17.03	17.49	17.94	18.43	18.92	19.40	19.92
12	15.85	16.12	16.61	17.12	17.64	18.10	18.59	19.08	19.59	20.12	20.65
13	16.44	16.73	17.24	17.77	18.31	18.81	19.29	19.81	20.34	20.89	21.45
14	17.07	17.37	17.90	18.45	19.01	19.52	20.04	20.58	21.13	21.70	22.28
15	17.73	18.04	18.59	19.16	19.76	20.29	20.83	21.40	21.97	22.56	23.18
16	18.40	18.72	19.29	19.90	20.52	21.07	21.64	22.22	22.82	23.44	24.09
17	19.10	19.44	20.04	20.67	21.31	21.89	22.49	23.09	23.72	24.36	25.03
18	19.86	20.20	20.84	21.49	22.17	22.77	23.40	24.02	24.67	25.35	26.05
19	21.70	22.07	22.73	23.42	24.13	24.75	25.41	26.08	26.77	27.47	28.19
20	21.62	22.01	22.71	23.43	24.18	24.82	25.51	26.20	26.93	27.68	28.43
21	22.56	22.97	23.70	24.46	25.24	25.93	26.63	27.36	28.11	28.90	29.70
22	23.56	23.98	24.75	25.54	26.35	27.08	27.81	28.58	29.38	30.20	31.05
23	24.58	25.03	25.83	26.65	27.51	28.29	29.07	29.87	30.70	31.56	32.44
24	25.67	26.14	26.98	27.85	28.75	29.54	30.36	31.21	32.09	32.98	33.90

Exhibit D											
DOE Wage Scale											
July 1, 2023 - June 30, 2024											
	12	13	14	15	16	17	18	19	20	21	22
	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
Grade	L	M	N	O	P	Q	R	S	T	U	V
6	14.96	15.34	15.60	15.88	16.15	16.43	16.71	17.00	17.30	17.56	17.83
7	17.70	18.17	18.49	18.82	19.15	19.49	19.84	20.19	20.55	20.86	21.17
8	18.32	18.82	19.15	19.49	19.84	20.19	20.55	20.92	21.30	21.62	21.94
9	18.99	19.50	19.85	20.20	20.56	20.93	21.31	21.69	22.08	22.41	22.74
10	19.70	20.23	20.58	20.95	21.33	21.72	22.11	22.51	22.91	23.25	23.60
11	20.46	21.00	21.38	21.76	22.16	22.56	22.96	23.39	23.81	24.16	24.53
12	21.20	21.77	22.16	22.56	22.97	23.39	23.82	24.25	24.68	25.05	25.43
13	22.03	22.63	23.04	23.46	23.88	24.32	24.76	25.21	25.67	26.05	26.44
14	22.89	23.51	23.94	24.38	24.82	25.28	25.73	26.21	26.69	27.09	27.49
15	23.81	24.47	24.91	25.37	25.83	26.31	26.79	27.28	27.78	28.20	28.62
16	24.74	25.42	25.88	26.36	26.85	27.33	27.84	28.35	28.88	29.32	29.76
17	25.71	26.42	26.90	27.40	27.90	28.42	28.94	29.48	30.02	30.47	30.93
18	26.77	27.50	28.01	28.53	29.04	29.59	30.14	30.69	31.26	31.73	32.21
19	28.95	29.72	30.25	30.79	31.34	31.91	32.48	33.07	33.67	34.16	33.66
20	29.23	30.03	30.59	31.15	31.74	32.32	32.93	33.55	34.17	34.69	35.21
21	30.53	31.38	31.97	32.56	33.17	33.80	34.42	35.07	35.72	36.26	36.80
22	31.91	32.80	33.42	34.03	34.67	35.32	35.99	36.66	37.36	37.92	38.48
23	33.35	34.28	34.92	35.58	36.25	36.93	37.63	38.33	39.05	39.64	40.23
24	34.87	35.83	36.50	37.19	37.88	38.60	39.34	40.07	40.84	41.45	42.07

For any employee hired after July 1, 2021, upon hire, management reserves the right to place new hires in Step A-E

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APPENDIX E
The General Employee Pension Plan ordinance was updated in June 2010.
This appendix pre-dates June 2010.

DIVISION 7. GENERAL EMPLOYEE PENSION PLAN*

***Charter references:** Authority of city to establish pension plans, subpart A.

Subdivision I. In General

Sec. 2-321. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accumulated contributions means the aggregate contributions made by a member under the plan, with interest thereon at the rate of five percent per annum, compounded annually from the last day of the plan year in which such contribution was made to the earlier of the date of commencement of retirement income or the date on which contributions are payable pursuant to the provisions of the plan.

Continuous service means regularly employed without interruption, except for allowable interruptions aggregating not over five years. Allowable interruptions shall include:

- (1) Leaves of absence granted to employees for illness, research, travel, training or study;
- (2) Employment in an office to which the employee had been elected by popular vote at a regular city election;
- (3) Involuntary severance which shall include a required leave of absence on account of maternity, and the employee returns to active employment at the end of that leave of absence.

To the extent required by federal law, if an employee leaves the employ of the city to enter the military service of the United States and, upon his discharge from service, is reemployed by the city at a time when his reemployment rights are protected by federal law, the employee shall be considered to have been employed by the city during his period of military service and shall be credited with continuous service which he would have been credited with as an employee of the city but for his military service. The period for which disability pension benefits shall have been paid shall be considered as an allowable interruption which is permitted in addition to the allowable interruptions aggregating not over five years in determining subsequent eligibility for retirement benefits under the terms of this division.

Deferred compensation plan means the plan defined in division 8 of this article.

Eligible employee means any person regularly employed in rendering service to the city on a full-time, permanent basis, who is not participating in any other retirement plan to which the city contributes for them, and whose compensation is paid directly by the city. An employee will be considered a full-time employee if he regularly works 37 1/2 or more hours each week.

Group annuity contract means the group annuity contract entered into between an insurance company and the pension board of trustees.

Participant means any eligible employee of the city who has met all of the requirements for participation in the pension plan as defined in this section and who has satisfied all of the conditions and requirements set forth in this division.

Pension board means the pension board of trustees.

Pension plan and *plan* mean the city's general employee pension plan.

Plan year means the period of one year, commencing on any July 1 and ending immediately prior to the following July 1.

Retired participant means a participant of the plan who has terminated service and is eligible to receive retirement income under this division.

(Code 1968, § 2-87; Ord. of 1-12-1970; Code 1981, § 2-176; Ord. of 7-11-1983; Ord. of 7-26-1993, § 1; Ord. of 4-25-1994; Ord. of 5-22-2000)

Sec. 2-322. Established; purpose.

(a) *Generally.* There is hereby established the city employee pension plan. The purpose of the plan is to establish the terms and conditions under which retirement and disability benefits and other benefits shall be provided to eligible employees of the city. The benefits under the plan shall be in addition to amounts received as social security benefits or from any other pension plan.

(b) *For employee exclusively.* This plan is created for the exclusive benefit of the employees of the city and shall be interpreted in a manner consistent with it being an employee's trust, as defined in section 401(a) of the Internal Revenue Code (26 USC 401(a)). Therefore, under no circumstances shall any funds contributed to this plan or any assets of the plan or trust ever revert to or be used or enjoyed by the city, nor shall any such funds or assets ever be used other than for the benefits of the employees of the city and their beneficiaries, prior to the satisfaction of all liabilities under this plan to the employees.

(Code 1968, § 2-88; Ord. of 1-12-1970; Code 1981, § 2-177; Ord. of 7-26-1993, § 2)

Sec. 2-323. Eligibility of participant.

Each eligible employee not drawing any retirement benefits from the mayor and city council as of January 1, 1967, shall, upon compliance with the provisions of this division, become a pension plan participant under this division, commencing on July 1, 1967, or at any subsequent time immediately upon his employment.

(Code 1968, § 2-97; Ord. of 1-12-1970; Code 1981, § 2-178; Ord. of 6-8-1987)

Sec. 2-324. Participation mandatory; exceptions.

The pension plan shall not be construed to give any employee the right to be retained in the employ of the city. All new employees hired after July 1, 1991, shall be required, as a condition of employment, to join the plan or the deferred compensation plan and to remain members of either plan thereafter unless they shall leave the employment of the city, retire or pass away.

(Code 1968, § 2-97; Ord. of 1-12-1970; Code 1981, § 2-179; Ord. of 5-28-1991; Ord. of 5-22-2000)

Sec. 2-325. Defraudment.

It shall be unlawful for any person to knowingly make any false statement or falsify, or permit to be falsified, any record of the pension plan in an attempt to defraud the plan.

(Code 1968, § 2-98; Ord. of 1-12-1970; Code 1981, § 2-180)

Sec. 2-326. Normal retirement.

The normal retirement date for each participant shall be the first day of the month following the attainment of the age of 65 years, provided that he has completed ten years of continuous service.

(Code 1968, § 2-99; Ord. of 1-12-1970; Code 1981, § 2-181; Ord. of 6-24-1996)

Sec. 2-327. Early retirement.

(a) *Reduced benefits.* A participant who has completed ten years of continuous service and who has attained the age of 55 years may retire at any time within the ten years preceding his normal retirement date; provided, however, that his retirement benefits shall be computed at a reduced rate of one-half percent for each month computed from the date of early retirement to age 65 years.

(b) *Unreduced benefits.*

(1) *Hired May 1, 1994, or later.* For eligible employees hired on or after May 1, 1994, a participant who has attained the age of 55 years, and whose attained age plus years of continuous service is equal to or greater than 80, may retire at any time prior to his normal retirement date with no reduction in retirement benefits.

(2) *Hired before May 1, 1994.* For eligible employees hired before May 1, 1994, a participant who has completed 25 years of continuous service, or has attained the age of 50 years and completed 20 years of continuous service may retire at any time prior to his normal retirement date with no reduction in retirement benefits.

(Code 1968, § 2-100; Ord. of 1-12-1970; Code 1981, § 2-182; Ord. of 10-12-1982, § 1; Ord. of 4-25-1994)

Sec. 2-328. Later retirement.

If a participant works beyond his normal retirement date, the payment of the participant's retirement benefits shall be deferred and shall commence on the first day of the month following his actual retirement.

(Code 1968, § 2-101; Ord. of 1-12-1970; Code 1981, § 2-183; Ord. of 7-26-1993, § 3)

Sec. 2-329. Forced retirement with pension.

The pension board of trustees, upon recommendation of the city council or the city manager, may require retirement in any case where deemed necessary due to the lack of work or inability of the employee to perform with a satisfactory degree of efficiency, provided that the employee qualifies for either normal retirement pursuant to section 2-326, or early retirement pursuant to section 2-327. The employee shall then be entitled to receive, commencing on the first day of the month coinciding with or next following his date of retirement, pension benefits equal to the benefits computed in accordance with the provisions of section 2-330 on the basis of the employee's service completed prior to actual retirement.

(Code 1968, § 2-102; Ord. of 1-12-1970; Code 1981, § 2-184)

Sec. 2-330. Amount of retirement benefits.

(a) *Retirement January 1, 1995, or later.* The amount of retirement benefits payable to a participant who retires on or after January 1, 1995, shall be computed on the basis of one-fiftieth of his average actual monthly earnings multiplied by the total number of years of continuous service. Average actual monthly earnings shall be a participant's base pay plus scheduled overtime, payment for being on-call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments during any period of 36 consecutive months in his final ten years of continuous service, which results in the highest average monthly earnings. In no instance shall actual monthly earnings be less than \$150.00.

(b) *Retirement prior to July 1, 1967.* To each retired employee receiving retirement benefits from the mayor and city council prior to July 1, 1967, there shall be payable under this division the same retirement benefits that existed prior to July 1, 1967, except that there shall be no deductions from retirement benefits under this division for any payments received by the retired employee under any state or federal social security program.

(Code 1968, § 2-103; Ord. of 1-12-1970; Code 1981, § 2-185; Ord. of 10-12-1982, § 2; Ord. of 7-26-1993, § 4; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 7-10-2000)

Sec. 2-331. Form of benefits.

(a) *Normal form.* Payments of benefits in the normal form shall commence on the first day of the month for

which the benefit is for, if the participant is then living, and shall be pro rated and paid on the first day of the month of the participant's actual retirement date. Payments of benefits shall be payable monthly thereafter during his lifetime, and terminating with the last payment on the first day of the month of the death of the participant.

(b) *Death of participant, etc.* Upon the death of a participant who has retired, or who is eligible to be retired under any of the provisions of this division, payment shall be made to his eligible survivors in the amount of 50 percent of the monthly payments to which the participant was or would have been entitled. Upon the death of a participant who has completed a minimum of 20 years of service but is not yet eligible to retire because of age, payment shall be made to his eligible survivors in the amount of 50 percent of the monthly payment that would have resulted by using his service time; however, the benefit is to be computed at a reduced rate of one-half percent for each month the participant was under the correct age for normal retirement. In no instance shall actual monthly payments be less than \$200.00, to be effective July 1, 2000. Upon the death of both the participant and eligible survivor, if the benefit payments received in aggregate are less than the member's contributions, the balance of the member's contributions, plus interest, will be paid to the surviving beneficiary designated or his estate if no designation has been made and submitted to the pension board. The amount of benefit payments received and the amount of the member's contributions shall be determined from the record of the pension board of trustees. Interest will be paid at the Federal Reserve discount rate on the date of death, plus three percent.

(c) *Eligible survivor.* An eligible survivor shall be one of the following in the order of preference listed:
(1) *Spouse.* The participant's spouse who was married to the participant for at least one year and who was not domiciled apart from the participant at the date of his death;
(2) *Children.* The surviving children of the participant, who have not attained their 18th birthday.

(d) *Commencement of payment.* Benefits payable to eligible survivors shall commence on the first day of the month following the date of the participant's death.

(e) *Benefits payable.* Benefits payable to eligible survivors shall cease:
(1) *Spouse.* With respect to an eligible survivor who is a spouse, with the payment due for the month in which their remarriage or death shall occur, whichever occurs first.
(2) *Children.* With respect to an eligible survivor who is a child(ren), with the payment due for the month in which his 18th birthday or death shall occur, whichever shall occur first.

(f) *Eligibility for benefits.* The eligibility of any person or persons to receive payment of benefits as an eligible survivor shall be determined conclusively by the pension board based on application of such person or persons and any other information which the pension board deems to be appropriate.

(Code 1968, § 2-104; Ord. of 1-12-1970; Code 1981, § 2-186; Ord. of 6-8-1987; Ord. of 7-26-1993, § 5; Ord. of 4-25-1994; Ord. of 12-11-1995; Ord. of 4-14-1997; Ord. of 5-22-2000; Ord. of 7-10-2000; Ord. of 3-12-2001; Ord. of 5-12-2003)

Sec. 2-332. Early retirement due to permanent disability.

Any employee who, at the time of the effective date of the ordinance from which this division is derived, has completed ten years of continuous service, or any employee who, after completing years of continuous service, shall be injured or whose health shall become permanently impaired to such an extent as to render him totally and permanently disabled, shall be retired upon application and approval of the pension board of trustees.

(Code 1968, § 2-105; Ord. of 1-12-1970; Code 1981, § 2-187)

Sec. 2-333. Total and permanent disability.

(a) *Definition.* As used in this division, a participant shall be deemed to be "totally and permanently disabled" when the pension board of trustees, on the basis of a medical examination by a physician or physicians selected by the pension board of trustees, finds the employee:

(1) *Work generally.* To be totally and permanently prevented from engaging in any occupation or employment for remuneration or profit as a result of bodily or mental injury or disease, whether occupational or nonoccupational in cause; or

(2) *Employment.* To be totally and permanently prevented from continuing in his capacity as an employee as a result of bodily or mental injury or disease, whether occupational or non-occupational in cause.

(b) *Exclusions.* Total and permanent disability, within the terms of this division, shall exclude disability resulting from or consisting of chronic alcoholism, addiction to narcotics, engaging in a felonious criminal act for which he is found guilty, or a willful effort on his part to bring about the injury or illness to himself or any other person or service in the armed forces of any foreign country.

(Code 1968, § 2-107; Ord. of 1-12-1970; Code 1981, § 2-188; Ord. of 5-22-2000)

Sec. 2-334. Commencement of disability benefits.

(a) *Removed from payroll.* A participant who files for a disability pension shall not work and be kept on the active payroll and receive credited service from the inception of the disability to the end of the first full calendar month following the date of application.

(b) *Change in compensation; leave.* During the application period above, the participant's compensation shall not be increased, and no vacation time or sick leave shall be debited or credited to the participant.

(c) *Commencement of benefits.* The eligibility for payment of disability benefits under this division shall commence, if approved, on the first day of the month following the application period set forth in subsection

(d) of this section. The participant shall receive a lump sum payment for accumulative vacation time and sick leave as provided for in the city personnel policy.

(e) *Disapproved time away charged.* Should the participant not have the application approved, the time away from work during the application period shall be charged against any accumulated sick leave or vacation time.

(Code 1968, § 2-107; Ord. of 1-12-1970; Code 1981, § 2-189; Ord. of 8-10-1987)

Sec. 2-335. Termination of employment.

(a) *Forfeiture of participation.* Any participant whose employment is terminated prior to the date he becomes eligible for retirement benefits and is not reemployed by the city within five years shall forfeit his status as a participant in the pension plan and all accumulated credit for continuous service.

(b) *Exception.* Subsection (a) of this section shall not apply to those persons receiving disability pension benefits under this division.

(c) *Ten years' service.* Any participant with a minimum of ten years of continuous service and whose employment is terminated prior to the date he becomes eligible for retirement benefits under section 2-326, 2-327, 2-328 or 2-332, upon attaining the age of 65 years, shall be eligible for retirement benefits under the provisions of section 2-330, upon application to the pension board of trustees. The form of the benefit will be based on the formula which was in effect at the time of termination.

(d) *Terminated less than five years.* Any participant whose employment had been terminated for less than five years, as detailed in subsection (a) of this section, may apply to have their previous service credits restored,

provided they meet the new service requirements, and if they have withdrawn their contributions, they repay them with interest at a rate equal to the investment return assumption used in the most recent actuarial analysis. A returning employee must make an election to return previously refunded amounts, plus calculated interest, within 30 days. Contributions will be reimbursed based on the gross amount received. The new service requirements are as follows:

- (1) Participants reemployed by the city within 90 calendar days of termination shall have their prior service credits immediately restored.
- (2) Participants with less than 20 years of service must first be reemployed for five continuous years prior to applying for past service credits.
- (3) Participants with previous service of more than 20 years must be reemployed for a period of two continuous years prior to applying for past service credits.

(e) *Request for refund.* When an employee leaves the employment of the city and is entitled to withdraw his contributions, then he shall submit a written notarized request for a refund of these contributions before payment shall be made.

(Code 1968, § 2-108; Ord. of 1-12-1970; Code 1981, § 2-190; Ord. of 10-12-1982, § 3; Ord. of 11-28-1988; Ord. of 7-26-1993, § 6; Ord. of 4-25-1994; Ord. of 4-14-1997; Ord. of 7-10-2000; Ord. of 5-12-2003)

Sec. 2-336. Cessation of disability pension benefits.

(a) A participant shall cease to qualify for disability pension benefits:

- (1) *Recovered.* At the time that a pension board of trustees determines, on the basis of a medical examination by a physician or physicians selected by the pension board, that a participant is no longer totally and permanently disabled or has sufficiently recovered, but refuses to resume his regular occupation as an employee or to be reemployed by the city in some other position for which he is suited or which is appropriate to his training and experience;
- (2) *Refuses examination.* When the participant refuses to undergo a medical examination requested by the pension board of trustees; or
- (3) *Age 65 years.* On the first day of the month coinciding with or next following the participant's 65th birthday.

(b) Upon the occurrence of the earliest of the above events, disability pension benefits shall cease, except that, if the event of subsection (a)(3) of this section occurs, payment of the normal retirement benefits shall commence on that date, in the same amount as the disability pension benefits.

(Code 1968, § 2-109; Ord. of 1-12-1970; Code 1981, § 2-191)

Sec. 2-337. Effect of state workers' compensation on disability benefits.

Any disability pension benefits received by a participant under the terms of this division as the result of an injury or illness compensable under the workers' compensation laws of the state shall be reduced by the amount of the workers' compensation payments actually received by the participant.

(Code 1968, § 2-110; Ord. of 1-12-1970; Code 1981, § 2-192)

Sec. 2-338. Benefits to cease upon reemployment; exceptions.

Any employee of the city who is receiving, or who shall receive, benefits under this division, and who is thereafter reemployed by the city or appointed to any position by the mayor or council bearing remuneration, shall cease to draw benefits during the period of reemployment. Upon termination of the reemployment, the benefits shall be restored. The provisions of this section shall not apply to any employee who receives remuneration as a result of being elected or appointed to an elective or appointed office in the city, nor to any employee reemployed by the city in a temporary capacity, so long as city earnings do not result in a reduction of the Social Security benefits actually received by the employee because the employee exceeded the earnings limit defined by Social Security for benefit reduction for postretirement earnings.

(Code 1968, § 2-111; Ord. of 1-12-1970; Code 1981, § 2-193; Ord. of 8-27-1990; Ord. of 4-25-1994; Ord. of 6-11-2007)

Sec. 2-339. Benefit assignment, transfer, etc.

No participant or beneficiary under the plan shall assign, transfer, hypothecate, encumber, commute or anticipate any interest he may have in payments, funds or contracts under this plan. No interest shall in any way be subject to any legal process, levy of execution, attachment or garnishment proceedings for the payment of any claim against the participant or any beneficiary under the plan, nor shall any such interest be subject to the jurisdiction of any bankruptcy court or insolvency proceedings.

(Code 1968, § 2-112; Ord. of 1-12-1970; Code 1981, § 2-194)

Sec. 2-340. Correction of payment errors.

Should any change or error in the records result in any member or beneficiary receiving from the plan more or less than he would have been entitled to receive had the records been correct, the pension board of trustees shall have the power to correct the error, and as far as practicable and just, to adjust the payments in a manner that the equivalent of the benefit to which the member or beneficiary was correctly entitled shall be paid.

(Code 1968, § 2-113; Ord. of 1-12-1970; Code 1981, § 2-195)

Sec. 2-341. Contributions.

(a) *Payroll deductions*

(1) *Amount.* For each year, while a participant of the plan, a participant shall contribute, by payroll deductions, an amount equal to 3 1/2 percent of his average actual monthly earnings as described in section 2-330 (effective May 1, 1994).

(2) *Employer contributions.* The city, pursuant to the provisions of section 414(h)(2) of the United States Internal Revenue Code (26 USC 414(h)(2)), shall pick up and pay the contributions which would otherwise be payable by the employee under this section. The contributions so picked up shall be treated as employer contributions for purposes of determining the amounts of federal income taxes to be withheld from the employee's compensation.

(3) *Employee contributions picked up by city.* Employee contributions picked up by the city shall be paid from the same source of funds used for the payment of compensation to an employee. A deduction shall be made from each employee's compensation equal to the amount of the employee's compensation picked up by the employer. This deduction, however, shall not reduce the employee's compensation for purposes of computing benefits under the retirement system pursuant to this division.

(4) *Employee contributions credited.*

a. Employee contributions shall be credited to a separate account within the employee's individual account so that the amount contributed prior to the effective date for the pickup of employee's contributions may be distinguished from the amounts contributed on or after the effective date.

b. The contributions, although designated as employee contributions, are being paid by the employer in lieu of the contributions by the employee. The employee will not be given the option of choosing to receive the contributed amounts directly instead of having them paid by the employer to the retirement system.

(b) *City contributions.* The city shall make such contributions as necessary to meet the requirements of the plan. Effective May 1, 1994, the city shall pick up the employee contributions by a reduction in current earnings. Such picked up contributions shall be treated as employer contributions in determining tax treatment under the Internal Revenue Code; however, the contributions so picked up shall be included in earnings for purposes of the plan. Participant contributions which are picked up shall be treated, for all purposes of this plan, in the same manner as participant contributions made prior to May 1, 1994.

(c) *Other contributions.* The pension board of trustees shall receive all appropriations, contributions and interest allowances as may be received from time to time by the city from the state or any other source, and designated specifically for employee pensions.

(d) *Withdrawal from plan.* A member who withdraws from the pension plan for any reason, other than retirement, death or disability, may request his accumulated contributions, plus interest, be paid to him after such date of withdrawal; provided, however, his contributions shall not be refunded to him earlier than 90 days after receipt of his application for the same. Interest shall be calculated using the prevailing Federal Reserve discount rate, plus three percent, on the date of request.

(e) *Death of ineligible member.* Upon the death of a member not eligible to retire under any provision of this division, his employee contributions shall be payable in a single sum to his designated beneficiary or his estate if no designation has been made, and submitted to the pension board.

(f) *Deferred compensation.* Each eligible employee not drawing any retirement benefits from the city as of February 1 of each year, who makes an irrevocable decision to join the deferred compensation plan, shall become a deferred compensation plan participant on February 1 of that same year and shall forfeit participation in the city employees pension plan. A member who withdraws from the pension plan in this manner shall have his accumulated contributions paid to him after such date of withdrawal and he shall forfeit any other payments from the pension plan.

(Code 1981, § 2-196; Ord. of 10-12-1982, § 4; Ord. of 12-13-1982; Ord. of 7-11-1983; Ord. of 4-25-1994(2); Ord. of 12-11-1995; Ord. of 7-10-2000; Ord. of 5-12-2003)

Sec. 2-342. City paramedics transferred to county.

Notwithstanding any other provision of this division, all persons employed by the city as paramedics, who are transferred to the county emergency medical services department and who make a written election to remain in the city general employee pension plan, shall continue to be considered eligible employees within the meaning of the pension plan as long as they are employed by the county emergency medical services department. All pension benefits for any such paramedic shall be calculated as if the paramedic had remained a city employee during his employment with the county emergency medical services department.

(Code 1981, § 2-197; Ord. of 8-26-1991)

Sec. 2-343. Limitation on benefits.

To the extent necessary, the participant's benefit under this plan and all plans of the city shall be limited in accordance with section 415 of the Internal Revenue Code (26 USC 415) and the regulations thereunder, and such code section and regulations shall hereby be incorporated herein.

(Code 1981, § 2-198; Ord. of 7-26-1993, § 7)

Sec. 2-344. Distributions.

All distributions from this plan shall be made in accordance with section 401(a)(9) of the Internal Revenue Code (26 USC 401(a)(9)) and the regulations thereunder, and such code section and regulations shall hereby be incorporated herein.

(Code 1981, § 2-199; Ord. of 7-26-1993, § 8)

Sec. 2-345. Maximum compensation.

The maximum earnings utilized for purposes of determining benefits shall be limited in accordance with section 401(a)(17) of the Internal Revenue Code (26 USC 401(a)(17)) and the regulations thereunder, and such code section and regulations shall hereby be incorporated herein.

(Code 1981, § 2-200; Ord. of 7-26-1993, § 9)

Secs. 2-346--2-360. Reserved.

Subdivision II. Board of Trustees

Sec. 2-361. Established; duties.

There is hereby established a pension board of trustees the duties of which shall be to manage the city employees pension plan.

(Code 1968, §§ 2-72, 2-89; Ord. of 1-12-1970; Code 1981, § 2-201; Ord. of 5-22-2000)

Sec. 2-362. Composition.

The pension board of trustees shall consist of the following persons:

(1) *Manager*. The city manager.

(2) *City officials*. Two elected city officials who shall be appointed by the council president, subject to confirmation of a voting majority of the city council at its annual meeting.

(3) *Participants*. Three participants or retired participants of the plan who shall be elected by the participants and retired participants of the plan.

(4) *Finance director/treasurer*. The city finance director/treasurer.

(5) *Election*.

(a) Such election shall be for three-year staggered terms, beginning July 1 and ending June 30 three years later. A regular election for filling these positions will be held the third week of June each year.

(b) In the first week of April of each year, the city clerk shall notify those eligible to vote of the exact time and place of the election. Any general employee pension plan member that is eligible to vote and appears on the listing of qualified voters who will be unable to appear at the polling place on the date and time of the election may cast his or her vote by absentee ballot in the general employee(s) pension plan election for the following reasons: 1) armed forces, 2) public service, 3) occupation, 4) sickness, 5) disability, 6) religion, 7) vacation, or 8) residency outside of the Dover area which makes it infeasible to vote in person.

(Code 1968, §§ 2-89, 2-90; Ord. of 1-12-1970; Code 1981, § 2-202; Ord. of 5-10-1982; Ord. of 8-23-1982; Ord. of 11-26-1990, § 5; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 10-8-2007(1))

Sec. 2-363. Term of office of members.

The term of office of each member of the pension board of trustees, except the city finance director/treasurer, city manager, and elected city officials, shall commence on the first day of the month following his election and continue for a period of three years or until his successor shall be elected and qualified.

(Code 1968, § 2-91; Ord. of 1-12-1970; Code 1981, § 2-203; Ord. of 8-23-1982; Ord. of 4-25-1994; Ord. of 5-22-2000)

Sec. 2-364. Officers and ex officio members.

The pension board of trustees shall elect a chairperson, a vice-chairperson who shall serve when the chairperson is absent, a secretary and a treasurer or fiscal agent designated by the pension board. The city finance director/treasurer shall be the pension fund treasurer and his bond shall cover all monies deposited with him.

(Code 1968, § 2-1992; Ord. of 1-12-1970; Code 1981, § 2-204; Ord. of 4-25-1994; Ord. of 5-22-2000)

Sec. 2-365. Vacancies.

If a vacancy occurs in the offices of the pension board of trustees, the vacancy shall be filled for the unexpired term within 60 days and in the same manner as the office was originally filled. Should a member of the pension board of trustees cease to be in the employ of the city, other than by retiring in accordance with this division, his office as a member of the board shall be declared vacant.

(Code 1968, § 2-95; Ord. of 1-12-1970; Code 1981, § 2-205; Ord. of 5-22-2000; Ord. of 10-8-2007(2))

Sec. 2-366. Compensation of members.

Members of the pension board of trustees shall serve without compensation.
(Code 1968, § 2-89; Ord. of 1-12-1970; Code 1981, § 2-206; Ord. of 5-22-2000)

Sec. 2-367. Meetings.

The pension board of trustees shall make all rules as to the time and place of meetings; and a majority of its membership shall be required to transact pension board business.
(Code 1968, § 2-94; Ord. of 1-12-1970; Code 1981, § 2-207; Ord. of 5-22-2000)

Sec. 2-368. Powers.

The pension board of trustees, in administering the pension plan, shall have the following powers in carrying out the purposes thereof:

- (1) *Payment of funds.* To pay funds to those entitled to receive them. The pension board chairperson shall sign all vouchers for the disbursements of the funds and his written order shall fully protect the pension board treasurer or fiscal agent designated by the pension board in the payment of those funds;
 - (2) *Purchase annuity contracts.* To purchase and pay the costs of group annuity contracts from any insurance company for the benefit of participants;
 - (3) *Employment of agents, employees, etc.* To employ agents, employees or experts to assist the pension board of trustees in carrying out the provisions of this division, including an agent to advise and make recommendations concerning the investment of funds, and to pay reasonable compensation for those services, and the compensation may be paid from income or corpus of the pension fund or by direct appropriation by the city council as the pension board of trustees and the city council may determine;
 - (4) *Investments.* To invest and reinvest money in the pension fund, without any limitation, in United States or state municipal bonds or group annuity contracts. Money in the pension fund may also be invested and reinvested in other types of bonds, stocks, and securities to the extent the pension board of trustees may deem best and as is not prohibited by any law now or hereafter in force limiting the investments of the trustees. The pension board of trustees may from time to time change the investments of the fund and, to this end, may make sales of any investment privately, without advertisement and without the necessity of any court order, upon the terms that the pension board deems proper. The funds and investments may also be from time to time turned over to and placed in the custody of any fiscal agent designated by the pension board;
 - (5) *Contracts.* To generally contract in matters relevant to effectuating and achieving the purposes of this plan;
 - (6) *Pension benefits.* To receive and pay out pension benefits in accordance with the provisions of this division, or designate a fiscal agent to receive and pay out the pension benefits;
 - (7) *Rules and regulations.* To make rules and regulations as may be necessary to effectuate this division.
- (Code 1968, § 2-93; Ord. of 1-12-1970; Code 1981, § 2-208; Ord. of 5-22-2000; Ord. of 5-12-2003)

Sec. 2-369. City solicitor to render legal services.

The city solicitor shall render whatever legal service the pension board of trustees shall require.
(Code 1968, § 2-115; Ord. of 1-12-1970; Code 1981, § 2-209; Ord. of 5-22-2000)

Sec. 2-370. Appeals.

Any employee dissatisfied with the action of the pension board of trustees shall have the right to appeal to the city council within 30 days from the date of formal notification of that action.
(Code 1968, § 2-116; Ord. of 1-12-1970; Code 1981, § 2-210; Ord. of 5-22-2000)
Secs. 2-371--2-390. Reserved.