



# GENERAL ORDER

## MINOCQUA POLICE DEPARTMENT

**SUBJECT: COLLECTIVE BARGAINING/  
GRIEVANCE PROCEDURES**

SCOPE: All Department Personnel  
DISTRIBUTION: General Orders Manual

REFERENCE: WI State Statutes: 19.33, 111.70

NUMBER: 2.01

ISSUED: 01/31/2020

EFFECTIVE: 02/10/2020

RESCINDS

AMENDS

WILEAG 5<sup>TH</sup> EDITION

STANDARDS: 2.1.1, 2.1.2, 2.2.1,  
2.2.2

INDEX AS: Collective Bargaining Units  
Grievance Procedures  
Labor Agreements

PURPOSE: The purpose of this General Order is to; identify the collective bargaining unit that represents the officers of the Minocqua Police Department, to establish guidelines to ensure that supervisory personnel are aware of the provisions of the collective bargaining unit and that they comply with the provisions, and to establish the procedures for officers to file a written grievance.

This General Order consists of the following numbered sections:

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

I. POLICY

- A. It is the policy of the Town of Minocqua and the Minocqua Police Department to bargain in good faith, and to acknowledge and comply with the terms of the current bargaining agreement. The Department will not intentionally violate any portion of the current collective bargaining agreement when formulating policies.

1. The Town of Minocqua is legally mandated under municipal employment relations law to collectively bargain with certain Town employees as outlined in Wisconsin State Statute 111.70.
- B. It is the policy of the Minocqua Police Department to provide officers with the opportunity to resolve their grievances with Department administration equitably and effectively, and to respond to all grievances in accordance with the applicable labor agreement, state statutes and Department policy.

## II. DEFINITION

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

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

## III. RECOGNITION OF THE COLLECTIVE BARGAINING UNIT

- A. The Town and the Department recognize the Wisconsin Professional Police Association (WPPA) for and on behalf of its affiliate local, the Minocqua Professional Police Association as the sole bargaining agent for the sworn officers of the Minocqua Police Department, excluding non-represented members of the department.
- B. The intent and purpose of the agreements between the Town and the collective bargaining unit is to promote and improve working conditions, and to promote better understanding, harmony, and cooperation between the involved parties.

## IV. BARGAINING PROCESS

- A. The Town and collective bargaining unit shall each specify a bargaining team. The bargaining team for the Town may generally consist of:
  1. Town Clerk (Chief Negotiator)
  2. Town Chairman
  3. Chief of Police or designee
  4. The Town bargaining members may vary based upon the needs of the chief negotiator.
- B. Ground rules for the conduct of the collective bargaining sessions may be agreed upon as soon as practical after the initial bargaining meeting.
- C. The Town shall bargain in good faith. This will ensure that oral arguments made during negotiations are reflected in written documents.
- D. At the successful conclusion of a bargaining session a contract or agreement (whichever is appropriate) will be prepared. The contract or agreement will be signed by the Town Clerk, the Town Chairman, the Chief of police or his/her designee (for the Town) and by members of the collective bargaining unit team (for the collective bargaining unit).
- E. Dissemination of written agreements between the Town and the collective bargaining unit members shall be done in accordance with the policies of the bargaining unit.
- F. Department General Orders shall be reviewed and amended, if necessary, to coincide with the

terms of the new agreement.

## V. SUPERVISORY COMPLIANCE

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

## VI. GRIEVANCE PROCEDURES

### A. Initiating a grievance – Represented Employees

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

### B. Initiating a grievance – Non-Represented Employees

- 1. Non-represented employees who disagree with an administration practice that directly impacts wages, hours or working conditions, may initiate a grievance in accordance with the procedures outlined in the Town of Minocqua Employee Handbook.
- 2. The Manual establishes and outlines specific procedures for initiating a formal grievance to include:
  - a) Presenting or filing a grievance;
  - b) Procedural steps;
  - c) Time limitations and
  - d) Appeal process
- 3. The grievance procedure for non-represented employees is outlined in Section 8-1 of the handbook.

### C. Initiating a grievance – Department and Division Heads

- 1. Department and Division Heads who disagree with an administration practice that directly

- impacts wages, hours or working conditions, may initiate a grievance in accordance with the procedures outlined in the Town of Minocqua Employee Handbook.
2. The Manual establishes and outlines specific procedures for initiating a formal grievance to include:
    - a) Presenting or filing a grievance;
    - b) Procedural steps;
    - c) Time limitations and
    - d) Appeal process
  3. The grievance procedure for Department and Division Heads is outlined in Section 8-1 of the handbook.

*David J. Jaeger*

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David J. Jaeger  
Chief of Police

This General Order cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 12/13/2016