



ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Administration		
POLICY & PROCEDURE # 4.24	DATE OF ISSUE: 1/23/2024	EFFECTIVE DATE: 1/30/2024
SUBJECT: Contract Management	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission # 24.1.1; 25.1.1; 25.1.2	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	

I. POLICY

- A. All collective bargaining contracts shall be in written form and signed by all applicable parties. The Chief of Police and each bargaining unit shall maintain a copy of all contracts.
- B. The Chief of Police shall meet with representatives from each affected bargaining unit after ratification of any new contract for the purpose of reviewing and amending (if necessary), all written directives and procedures that are in conflict with the new contract. This shall be accomplished in a reasonable period of time following negotiations and signing, and the effective date of the contracts.
- C. After the aforementioned meeting, the Chief of Police shall disseminate information relative to a new contract (including modifications to existing policies and procedures) to managers and supervisors of bargaining unit employees. This dissemination shall be performed in at least one of the following ways:
- Distribution of new printed agreements
 - Training sessions
 - Staff meetings
 - Electronic distribution
- D. Each new hire shall be given a copy of the most recent applicable contract. Newly hired or promoted employees will review the contract in its entirety with an officer from their respective bargaining unit. All benefits will be explained in detail, whether in the contract or available to the new employee by law or regulation. Benefits explained shall include but not be limited to:
- Wages
 - Hours of work/overtime
 - Retirement

- Health insurance
- Disability/Death benefits (MGL c. 41 s. 111f, **benefits for sworn personnel only**)
- Liability Protection
- Education benefits
- Sick Time Benefits
- Family Medical Leave Act
- Union membership/dues
- Grievance Procedures **[25.1.1(1)]**
 1. A “grievance” shall mean a complaint that there has been, as to a party to the contract or member of the bargaining unit, a violation or misinterpretation of any of the provisions of the contract. **[25.1.1(5I)]**
 2. The grievance shall contain all information about violations and/or misinterpretations of the union contract(s). **[25.1.1(5III)]**
 3. A union member may use union representation during any step of the grievance process. **[25.1.1(5II)]**
 4. The union executive board is responsible for coordinating grievances **[25.1.2]**

CONTRACT MANAGEMENT INFORMATION:

History: Manual I, Section II & III.