



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **COLLECTIVE BARGAINING/
GRIEVANCE PROCEDURES**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE: WI State Statutes: 19.33, 111.70

NUMBER: 2.01

ISSUED: 02/2/2022

EFFECTIVE: 02/2/2022

RESCINDS

AMENDS

WILEAG 5TH EDITION

STANDARDS: 2.1.1, 2.1.2, 2.2.1,
2.2.2

PURPOSE: The purpose of this Policy & Procedure is to; identify the collective bargaining units that represent the employees of the Portage Police Department, to establish guidelines to ensure command personnel are aware of the provisions of collective bargaining units and that they comply with the provisions, and to establish the procedures for employees to file a written grievance.

This Policy & Procedure 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 City of Portage and the Portage Police Department to bargain in good faith, and to acknowledge and comply with the terms of the current bargaining agreements. The department will not intentionally violate any portion of current collective bargaining agreements when formulating policies.

1. The City of Portage is legally mandated under municipal employment relations law to collectively bargain with certain city employees as outlined in Wisconsin State Statute 111.70.

B. It is the policy of the Portage Police Department to provide employees with the opportunity to resolve their grievances with department administration equitably and effectively, and to respond to all grievances in accordance with applicable labor agreements, 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 COLLECTIVE BARGAINING UNITS

A. The City and the Department recognize the Wisconsin Professional Police Association for and on behalf of its affiliate local, The Portage Professional Police Association as the sole bargaining agent for the sworn officers of the Portage Police Department, excluding non-represented members of the department.

B. The City and the Department recognize civil employees, command staff, and all seasonal and temporary employees are not represented by a collective bargaining unit.

C. The intent and purpose of the agreements between the City 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 City and collective bargaining unit shall each specify a bargaining team. The bargaining team for the City may generally consist of:

1. City Administrator (Chief Negotiator)

2. Chief of Police or designee

3. Staff Support Person

4. The City 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 City 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 City Clerk and the Mayor, (for the City) and by members of the collective bargaining team (for the collective bargaining unit) and business agent.
- E. Dissemination of written agreements between the City and the collective bargaining units to members of the respective collective bargaining units shall be done in accordance with the policies of the bargaining unit.
- F. Department Policy & Procedures shall be reviewed and amended, if necessary, to coincide with the terms of the new agreement.

V. SUPERVISORY COMPLIANCE

- A. Written agreements between the City and the collective bargaining units shall be distributed to all supervisory personnel.
 - 1. 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. 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 of their respective labor agreements.
- 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 16 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 City of Portage Personnel Policies and Procedures Section 702 Manual.
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 702 Corrective Action / Progressive Discipline and Grievance Procedure.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 02/2/2022
Updated 03/13/2026