

STATE OF MICHIGAN

DEPARTMENT OF CONSUMER & INDUSTRY SERVICES

MICHIGAN EMPLOYMENT RELATIONS COMMISSION

IN THE MATTER OF THE FACT FINDING
BETWEEN:

NORTHEVILLE DISTRICT LIBRARY (Library)
(Employer)

-and-

NORTHEVILLE DISTRICT LIBRARY EMPLOYEES
ASSOCIATION (Association)

MERC Fact Finding Case #D01 L-1297

FINDINGS AND RECOMMENDATIONS

APPEARANCES:

FACT FINDER:	Mario Chiesa
FOR THE ASSOCIATION:	Sommers, Schwartz, Silver & Schwartz By: Joseph Golden 2000 Town Center, Suite 900 Southfield, MI 48075-1100
ALSO PRESENT:	Lynne Hirschelman, Library Associate Al Smittley, Dept. Head Shari Fesko, Librarian Jeaninne Davidson, Dept. Head
FOR THE EMPLOYER:	Michigan Municipal League By: Joseph W. Fremont 1675 Green Road P. O. Box 1487 Ann Arbor, MI 48106-1487
ALSO PRESENT:	Julie Herrin, Library Dir. Judith Williams, Adm. Asst.

ALSO PRESENT:

Anne Mannisto, Asst. Dir.

PROCEEDINGS

By correspondence dated August 20, 2002 authored by Maris Stella Swift, the Commission Chair, I was notified that I was appointed the Fact Finder in the above-mentioned matter. Shortly thereafter I contacted the parties indicating that I would be willing to accept the appointment, but also advising the parties of a very tenuous schedule. Nonetheless, the parties chose to proceed with me as the Fact Finder.

A pre-fact finding conference call was conducted on October 1, 2002. I composed a summary which was forwarded to the parties on October 24, 2002.

The fact finding hearings took place on February 27 and 28, 2003. The parties submitted hundreds of pages of documents and secured testimony from several witnesses. They offered helpful closing summaries. These recommendations follow as soon thereafter consistent with a complete and thorough analysis of the record.

PARTIES

The Employer is the Northville District Library. It is located in Northville, Michigan. Being a District Library it levies its own millage. At the time of the hearing the millage rate was .9859 for operations and .2404 debt reduction.

In Michigan there are several classes of libraries apparently ranging from Class 1 through Class 6. Northville is a Class 5 library. The data establishes that it serves a population of approximately 27,500 individuals by providing a collection of

65,276 books, 3,967 audio items, 2,288 video items, 180 subscriptions, 183 in electronic format for a total collection of 71,894. Keeping in mind that Class 5 libraries vary, the average total collection is about 106,000.

The Employer has been operating as a District Library since approximately February of 1993 when, pursuant to the District Library Establishment Act, the City of Northville and the Charter Township of Northville entered into an agreement titled the District Library Agreement. This agreement created the current entity known as Northville District Library.

While the Association in this case is known as the Northville District Library Employees Association, it is noted that there are two distinct bargaining units. Unit I is defined in the recognition clause of the prior Collective Bargaining Agreement as:

"Unit I: All regular full-time and regular part-time employees of the Library but EXCLUDING executives, supervisors, temporary employees, irregular part-time employees, confidential employees, pages and substitutes. The Library Director, the Assistant Director and the Administrative Assistant are specifically excluded; and the Head of Adult Services, the Head of Youth Services, the Head of Circulation Services, and the Head of Technical Services are considered to be supervisors and are, therefore, also excluded from this Unit."

Unit II is defined in a separate Collective Bargaining Agreement with the recognition clause stating in part:

"Unit II. All regular, full-time employees holding the titles of Head of Adult Services, Head of Youth Services, Head of Circulation Services, and Head of Technical Services, but EXCLUDING all other employees of the Library.."

The record establishes that at the time of the hearing Unit I was comprised of 17 employees. The classifications outlined in the prior Collective Bargaining Agreement are Librarian II, Librarian I, Part-Time Librarian Sunday, Part-Time Librarian, Associate, Electronic Services, Clerk and Senior Clerk.

At the time of the hearing Unit II was comprised of four employees. The classifications existing in Unit II are listed in the prior Collective Bargaining Agreement as Head of Adult Services, Head of Youth Services, Head of Technical Services and Head of Circulation Services.

Both units were previously represented by AFSCME Local 2720. The prior Collective Bargaining Agreements, there was one for each unit, covered the period of 1999 through 2001. Both Collective Bargaining Agreements referenced wage increases that were effective December 1, 1998, December 1, 1999 and December 1, 2000. The language in both contracts indicates they would expire on November 30, 2001.

Notwithstanding the existence of two different units, each with its own Collective Bargaining Agreement, the parties agreed to combine the units for the purposes of the fact finding presentation.

PRELIMINARY ITEMS

The parties agreed that the new Collective Bargaining Agreement, and I will use the word "agreement" even though there are two units, will have a duration of three years commencing on December 1, 2001 and terminating on November 30, 2004. Thus, the

first year of the Collective Bargaining Agreement will begin on December 1, 2001 and end on November 30, 2002. It follows that the second year will begin on December 1, 2002 and end on November 30, 2003. Finally, the last year will begin on December 1, 2003 and end on November 30, 2004.

It is clear from the presentations that the parties agreed the wage increases each have offered will be retroactive. Furthermore, I intend that my wage recommendation shall be retroactive. Retroactivity of any other recommendations will be specifically referenced when those recommendations are displayed.

The Petition for Fact Finding, which was filed on June 21, 2002, contained a list of ten issues. At the hearing nine issues were explored.

In the order of their placement in the Association's data, the issues are: Employee Classification and Definitions, i.e., regular part-time employees; Layoff and Recall; Bereavement Leave; Holidays/Floating Holidays and Business Days; Medical Insurance, i.e., retiree health insurance; Wages; Longevity and Employee Classifications which are characterized as Issues 7 and 8; Call-In Time; and, finally, an issue labelled Joan Hennessy.

For the most part the pertinent language from the prior Collective Bargaining Agreements, along with the proposed changes, are attached hereto behind the page known as "Exhibits". This makes them readily available for analysis.

ABILITY TO PAY

When at issue an employer's ability to pay is a very important consideration. Not only has it been an issue which historically is carefully analyzed, but in binding arbitration is a delineated Section 9 factor.

However, in this dispute the Employer has not taken the position that it lacks the ability to meet current demands. This is understandable considering the evidence of its financial health.

New construction is fairly substantial in Northville Township, with many of the homes being upscale, with some priced at half a million dollars. More than 2,500 residential housing permits have been issued in the last nine years and half of the homes have been built since 1980. In general terms, there is a very healthy tax base.

The vitality of the tax base is reflected in the Employer's financial data. For instance, in the January 8, 2003 audit letter, which covers the fiscal year ending November 30, 2002, the auditors note that during that year the Library transferred approximately \$60,000 to the reserve fund from the operating fund to increase the reserve fund balance to approximately \$230,000. This meant that the fund balance represented about 17% of the annual expenditures of the operating fund. For the period ending November 30, 2001, the fund balance was \$168,092 or approximately 13% of the general fund's annual expenditures.

Perhaps as a cautionary note the January 8, 2003 audit letter recognizes that the Employer offers post-retirement health care

benefits, but neither pre-funds the liability or designates fund balance each year to acknowledge the liability. It has been suggested that the Employer take a critical look at this part of its financial picture.

Nonetheless, as originally indicated, the Employer is well able to comfortably afford the financial demands and ultimately the recommendations I have formatted and presented herein.

ISSUE 1

The first issue listed on the Petition for Fact Finding filed by the Association references a proposal related to parking spaces. This issue was withdrawn and thus there was no evidence or arguments presented.

ISSUE 2 - REGULAR PART-TIME EMPLOYEES

As with most of the other issues, the current language and the Association's position is attached hereto.

The current language in Section 1, paragraph A, subparagraphs 1 and 2, define regular full-time employees and regular part-time employees.

The Association's proposal is characterized as proposed Article 11. The differences in the language are obvious.

Furthermore, it appears that the Association has offered an alternative which it has identified as Article 27 - Medical Insurance.

It seems that the Association's proposal seeks to eliminate regular part-time employees who average less than 20 hours per week. Further, it seems to change the definition of a regular

part-time employee from one whose normal schedule generally averages 20 or more hours per week or one who generally averages less than 20 hours per week, to an employee who works 20 or more hours per week. Apparently the Association's offer would narrow the field to full-time employees who work 37 1/2 or more hours per week and regular part-time employees who work 20 or more hours per week. Anyway, that seems to be the change.

In relation to that portion of this issue, there is no evidence in this record which convinces me that I should make a recommendation changing what already exists. In fact, the evidence suggests that Northville District Library employs a proportionally higher number of full-time employees than most of the Class 5 libraries referenced in the evidence. Out of 16 Class 5 libraries listed in the data only one, Macomb County Library, employs more full-time staff, i.e., 14, than does Northville District Library at 12. This evidence seems to suggest that even though the Association has some concerns regarding part-time employees eliminating full-time employees, that fear has not been realized.

I note that the number of full-time employees referenced in the summary exhibit includes Director, Assistant Director and Administrative Assistant. However, even if those individuals are removed from the list of employees, there are still nine full-time employees in both bargaining units. If that figure is utilized, there are only three Class 5 libraries out of the 16 in the exhibit which have more full-time staff.

There is also that portion of the Association's proposal which deals with medical insurance and the request that regular part-time employees be eligible to purchase health insurance at the group rate. Certainly there is nothing which prevents the parties from exploring this option. Whether regular part-time employees are allowed by the carrier or the provision of the health insurance plan, to purchase at the "group rate" is a question which needs to be resolved. Furthermore, it is unknown whether adoption of this proposal would increase the Employer's costs.

The parties should explore this aspect of the Association's proposal.

RECOMMENDATION

I recommend that the parties explore the possibility of providing regular part-time employees with the option of purchasing health insurance at the group or some other acceptable rate. I cannot currently recommend that the provision be adopted, but only that the parties explore the possibility of doing so.

ISSUE 3

Issue 3 concerns layoff and recall and as can be seen from the exhibit, there are substantial changes sought by the Association.

The Association maintains that there are concerns regarding the layoff procedure which it wishes to address by altering the current contract language. The Employer's position is that there has never been a layoff and the changes are unnecessary and not supported by the evidence.

Keeping in mind that the prior language was bargained for and agreed to by the parties, unless there is an obvious and glaring untenable provision or there is history that indicates that equity and fairness demands that the language be altered, a Fact Finder should be very reluctant to make a recommendation changing the status quo. In this case there is no evidence establishing that there has ever been a layoff. There is no evidence indicating that any employee has been disadvantaged by a reduction in hours. Furthermore, there is little, if anything, in the record indicating the nature of the provisions regarding layoff and recall which exists in other Class 5 libraries, or for that matter any library, referenced by the parties.

RECOMMENDATION

Thus, I can only recommend that the status quo be continued.

ISSUE 4 - BEREAVEMENT LEAVE

As can be seen from the attached display of Issue 4, the Association is seeking language which modifies paragraph C of the current Article 18 - Bereavement Leave, by allowing up to three sick days to be used for bereavement leave or essentially anything the employees seek to use it for.

The Association suggests this is a progressive provision which allows employees to utilize sick days as bereavement leave in circumstances other than a death of a relative. The Employer suggests that it has never heard of such a provision, has never

seen such a provision and it would be inappropriate to change the contract language to accommodate the Association's request.

I recognize that the Association considers the proposal progressive and, frankly, I understand that bereavement leave may be just as valid for some non-relatives than it is for relatives. However, I am sympathetic to the Employer's position that it has never seen such a provision. There is no evidence in the record suggesting that any other library provides this type of benefit. I realize that the addition of the language would allow the use of up to three sick days and arguably an employee would be utilizing sick time. Nonetheless, I do not have the factual basis necessary to conclude that I should recommend that the Association's provision be adopted.

RECOMMENDATION

The status quo should continue.

ISSUE 5

Currently Article 22 - Holidays and Personal Business Days, recognizes in paragraph A that eligible employees in the bargaining unit will be granted eight holidays with pay. Those days are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day. Additionally, regular full-time employees are allowed four paid personal business days.

The Association's proposal seeks to add two stated holidays, i.e., Martin Luther King Day and President's Day, and one floating

holiday to be given for "the religious observance of choice" to each employee.

The Employer's position is that the status quo should continue and there is no need to increase either the number of personal business days, the delineated holidays or to add a floating holiday. It points out that currently the Library is closed on holidays which means that patrons do not have access to the Library on the stated holidays.

There is significant data in the record regarding this issue. First of all, one of the exhibits displays information, inter alia, regarding Class 5 libraries and the number of paid holidays each provides. Excluding Northville, there are 15 other libraries listed. The average number of paid holidays, and apparently this information does not include personal business days or floating holidays, is approximately 11. In this group Macomb County Library provides the most holidays at 14.5, with Northville providing the least at eight. It is noted that there are some obvious deficiencies and inaccuracies in the data.

Another exhibit submitted by the Association lists 16 libraries in various classes and displays the stated holidays, as well as the personal business days and floating days available at each. The average of the all the holidays, personal business days and floating holidays combined is 13. It is noted that Northville offers 12.

As a result, Northville is behind the average in holidays, and personal business days and floating holidays when combined and is

also under the average and, in fact, offers the least amount of set holidays when the Class 5 libraries are considered.

Nonetheless, the evidence goes on to establish that of the 16 libraries offered by the Association in the combined exhibit, only two of them provide a holiday for Martin Luther King Day. Only two of them provide a holiday for President's Day. This is compared to nine of the other libraries which provide a holiday for the Friday after Thanksgiving.

Given the above, it is recommended that members of this bargaining unit receive an additional holiday. The specifics of which particular holiday, or floating holiday, can be left to the parties, but nonetheless, the evidence establishes that another holiday is warranted.

RECOMMENDATION

I recommend that the parties adopt an additional holiday.

ISSUE 6 - MEDICAL INSURANCE RETIREE'S HEALTH INSURANCE

Current language, as well as the Association's proposal, are displayed in the Issue 6 document contained in the exhibits.

One of the changes involves the addition of language to the current paragraph 2 of Section H which would require that a retiree be notified if payment has not been received within a period of ten days from the due date and the grace period of 30 days will be given to the retiree to make the payment. Another change involves the purchase of dental insurance and eliminates the requirement that the insurer must agree and switches the burden of paying from

the retiree to the Employer. Furthermore, the 80% cap on the Employer's liability for paying retiree insurance has been eliminated and the formula has been altered to provide 60% payment of the premium with ten years of full service time.

The Employer's position is that there shouldn't be any change in medical insurance for retirees. In fact, there may be future liabilities because the Employer may have to pre-fund the benefit or at least set aside fund equity to deal with the cost.

The record does not reflect the provisions which exist, if any, in the Collective Bargaining Agreements involving other libraries or if they are not organized, what benefits are available. As a result, there is nothing to which the Association's proposals may be compared. Additionally, there are concerns that portions of the language may not be properly operationalized. For instance, there is a change in the dental provision wherein in the past retirees could purchase dental insurance through the Library's plan if the insurance carrier permitted it, but the proposal states that employees may receive dental insurance through the Library. There is no indication that this is feasible given the original restriction regarding the carrier's permission. Does this mean that the Employer must become self-insured? Furthermore, without displaying any of the costs, the Association seeks to shift the burden of paying for dental insurance to the Employer from the retiree. That may very well be reasonable and an appropriate thing to do, but given the state of the record, I cannot make such a recommendation.

Furthermore, it is impossible to judge the appropriateness of altering the service schedule. It is not known whether other libraries provide the same or similar type of cost coverage now sought by the Association.

In the final analysis, the only recommendation that can be made is that the parties adopt the notice provision requested by the Association in relation to the retiree's premium in the issue of whether it has been received. I am not convinced that a 30-day grace period should be recommended, but it should be considered. The Employer shouldn't be in the business of, in essence, lending funds.

RECOMMENDATION

The only recommendation that I can make is that a retiree be notified by the Library if the payment forwarded by the retiree has not been received within a period of ten days from the due date.

ISSUES 7 AND 8

Issues 7 and 8 involve a combination of proposed wage increases, changes in longevity provisions and changes in classifications.

Attached in the exhibit portion of this award are the salary provisions for both Unit I and Unit II as contained in the prior contracts. They are labeled Unit I and Unit II. Document "A" is the Association's wage scale proposal. Document "B" is the Employer's proposal for Unit I, while Document "C" is the proposal for Unit II. Document "D" is an Employer document outlining the

impact of adoption of its wage offer from the period 1999 to March 1, 2003. Document "E" is a comparison of the impact of the adoption of Employer's offer or the Association's offer and the difference as of 3/1/03. Document "F" is the Association's proposal regarding longevity pay.

Before analyzing the data and formulating recommendations, there are some preliminary observations to be made. First of all, the provisions now under consideration, including the classifications, are reflected in the prior Collective Bargaining Agreements. While members of the Association are now indicating their discontent for provisions of the prior contracts, it must be remembered that they were negotiated, apparently ratified by the parties, and became the agreements which controlled the parties' relationship in those areas the contracts spoke to. The point is that there must be substantial convincing evidence to support a recommendation that changes a fundamental aspect of the parties' relationship.

Secondly, I do recognize, as suggested by the Association, that historically Librarians, who generally must have a Master's Degree, are perceived as not being well treated financially in the workplace. Frankly, over the years it is apparent that certain professions which are generally occupied by very competent and well educated individuals, may not receive the type of financial recognition that they anticipate. As suggested by the Association, and supported by the documentation, Librarians fall into that group. In my experience Museum Curators and other like

professionals are treated in the same fashion. I suppose reasons for this type of financial recognition could very well be an excellent theme for a Ph.D thesis, but it must be understood that a Fact Finder is not a social engineer. It is a Fact Finder's job, and hence mine, to examine the record and make recommendations based upon the facts contained therein.

Issues 7 and 8 contain a combination of economic considerations which, when woven together, present a fairly complex mosaic. For instance, the Association's wage proposal doesn't deal merely with a percentage increase for each year of the Collective Bargaining Agreement, but involves the expansion of the salary tracks out to nine steps beyond the starting rate, the combining of several classifications leading to the elimination of some, and a major alteration of the longevity language currently contained in the Collective Bargaining Agreements.

Recommendation of such substantial and sweeping changes can only come about if supported by extensive and convincing evidence.

The Employer's wage proposal is more conventional in the sense that there are increases allocated to each year of the contract with the salary steps in Unit I commencing at start and ending at after five years. To recall, in Unit I the salary steps ended with the level of "after two years." There doesn't appear to be any substantial change in classifications, although I note in the documentation the Employer refers to part-time Librarian, while the contract refers to part-time Librarian Sunday. It appears that the part-time Librarian classification is in fact the part-time

Librarian Sunday classification. Other than that, there are no substantial classification consolidations, nor are there are any proposed changes in the longevity provisions.

The Association followed a formula in establishing its wage proposal. For the zero step or the starting step it calculated the average of the minimum rate from the data compiled and added 4%. However, the Clerks receive 5% because it was explained that through prior negotiations Clerks lost prorated benefits in the last contract. Then, each of the steps were increased by 4%, with the exception of the Clerks which was increased by 5%.

It was also explained that there is only one Clerk classification because the Senior Clerk and Clerk classifications were combined. Further, there is only one Librarian classification because Librarian I and Librarian II were combined. It is also noted that there is one salary rate for all department heads even though in the prior agreement there was a distinction between the Head of Circulation Services and the other department heads. It also appears that part-time Librarians, which currently there are three, are at the same salary rate as all Librarians noted in the classification of Librarian.

As indicated previously, there are additional steps to the salary schedule beginning with starting zero and ending with nine. Furthermore, in combination with the nine-year step the changes proposed by the Association in longevity provide for a commencement of longevity at the 10th year. The proposal is for longevity payment of \$1,750 and there doesn't seem to be any distinction

between full-time or part-time employees. This amount increases as noted in the exhibit.

Before moving on to an analysis of wage figures contained in the record, I must observe that there is no convincing proof which causes me to recommend the Association's wage proposal as currently drafted. There are fundamental changes made to the wage schedule which are not supported by the record and which, inter alia, combine classifications which apparently were negotiated by the parties, for they distinctly appear in the prior Collective Bargaining Agreements. I recognize there was an explanation given as to why all Librarians are now Librarians and why there is only one classification of Clerk rather than Clerk and Senior Clerk. How these combinations square with the current job responsibilities for the classifications outlined in the contract is not known. To put it in simple terms, the parties negotiated a difference between a Librarian I and a Librarian II, as well as other classifications. Assuming they did so based upon some logic recognizing there was a difference between the classifications and agreeing to salaries which were different for each, there is nothing in the record which convinces me that the distinctions previously drawn by the parties and the differences reflected in the salary rates between the classifications should now be ignored.

Additionally, while I recognize that both parties have altered the steps in the salary schedule, with the Association going to a zero to nine schedule, and the Employer going to a start or zero to five schedule for all classifications, rather than just Unit II as

previously existed, there seems to be little evidence to support a recommendation of a nine-step salary schedule. A careful analysis of the evidence convinces me that with perhaps few exceptions there are no salary schedules displayed in the evidence which support a nine-step progression.

The five-step progression displayed by the Employer's documentation, with the exception of Livonia, which was a start and a two-step progression, is much closer to the progressions existing in the evidence. Furthermore, going to a salary schedule of start and ending at five years for Unit I, seems to do nothing more than bring it into accord with what previously existed in Unit II.

Having stated the above, it must also be observed that even though it is impossible to recommend the Association's salary classification and longevity proposals, there are shortcomings in the Employer's proposals which must be addressed. I note that the Employer has not utilized a consistent percentage in formulating its proposal and the increases over the periods concerned with herein. It was explained that some positions received higher increases than others. However, it seems apparent that at least in the case of department heads, their salary would be increased on a 3% per annum basis.

It must be kept in mind that in analyzing the data, and specifically the salary rates for various classifications employed by other libraries, it is difficult in some cases to determine the year the data represents. Furthermore, some of the data is presented in terms of minimum and maximum rates per classification,

while in at least one case the actual salary rates for five-year Librarians is expressed as of February 2003.

The Employer submitted a comparison of the five-year Librarian salary rates referenced above. The data was secured from Livonia, Madison Heights, Wayne, Auburn Hills, Plymouth, Novi, Milford, Westland, Saline, Chelsea, Crompton and Grosse Pointe. Some of the libraries were Class 5, some were Class 4 and some were Class 6. The high figure was \$42,048 or \$20.22 per hour. The low figure was \$33,000 or \$15.87 per hour. The Employer's offer represents \$38,110 or \$18.32 per hour, which at least for Librarians, place them in about the middle of the span of the data.

Then there is data which represents published salary figures without regard to whether anyone occupies the position. It appears that the data represents figures which were in effect in about the end of 2000 or 2001. The reason I say this is because in dealing with Clerks, the maximum hourly wage for a Northville District Library Clerk is listed as \$8.79 and this is the hourly figure existing in the Unit I contract for employees working more than two years and which was effective on December 1, 2000. The high for the Class 5 libraries is Baldwin at \$15.38, the low is White Lake Township, at \$7.40. Of the 16 libraries in Class 5 represented in the data, Northville comes in 13th, with 12 having a higher maximum hourly rate for Clerks with three having lower maximum hourly rate for Clerks.

Similar data is available for Librarian maximum salary. Northville is listed at \$31,601 which represents the maximum that

a Librarian II would receive after two years effective December 1, 2000. Data was available from 12 Class 5 libraries. Northville was the lowest salary rate of all of them. The data shows that for full-time department heads minimum salary for apparently the year late 2000 or 2001, out of the ten Class 5 libraries listed, six paid a rate higher than Northville, while three paid a rate lower. In the area of full-time annual salary for a department head maximum, out of the ten Class 5 libraries where data was available, Northville ranked ninth, with eight paying higher salary for this classification. This same general ranking applied to Librarians. The data suggests that Northville was towards the bottom of salary rates in most categories.

In the final analysis, a careful examination of the total record, including the financial data, the available comparison data, and all other relevant information, convinces me that the salary proposals offered by the Employer for Units I and II, as are memorialized in Exhibits B and C respectively, should be adopted with certain amendments. It is both equitable and reasonable to increase the Employer's proposal by one percent in each of the last two years of the Collective Bargaining Agreement. As an example and for the purposes of explanation, the salary rate for the classification of Head of Adult Services, which as of December 1, 2000 at five years was \$40,707, would be increased to \$41,928 in the first year of the contract, effective December 1, 2001. That figure would be increased by 4% which means that it would become \$43,605 effective December 1, 2002. Four percent would be applied

to that figure, so effective December 1, 2003 the salary figure for the Head of Adult Services after five years would become \$45,350. The same type of calculation shall be applied to the Employer's proposal for Unit I. All increases are to be retroactive.

It is recommended that the longevity provision remains as it appeared in the prior contract.

RECOMMENDATION

It is recommended that the Employer's salary proposals for Unit I and Unit II, as displayed in Exhibits B and C, be adopted, with the alterations outlined above.

ISSUE 9 - CALL-IN TIME

The Association proposes that for each non-consecutive time period an Association member is required or expected to report to the Library, he/she shall be credited with no less than four (4) hours of work.

The Association explained that it didn't wish to have any split shifts. The Employer seeks continuation of the status quo.

There is little, if any, evidence to support recommendation that the Association's proposal be adopted. There is no indication that the Employer's current practices require that a call-in time or a call-in provision be adopted.

RECOMMENDATION

I recommend that the status quo continue.

JOAN HENNESSY


The record establishes that, at least as of 2001, Joan Hennessy worked as a Library Page in the Technical Services Department. The record establishes that she is a very competent and valuable employee. However, the classification Hennessy works in is not covered by the Collective Bargaining Agreement. The Association is seeking her inclusion as a bargaining unit member.

The Employer's position is that I have no jurisdiction to deal with the issue, and beyond that, whatever Hennessy was doing which suggests she should be in the unit, has been eliminated and she is responsible only for her appropriate job duties.

In analyzing the record I tend to agree with the Employer that if there is a clarification needed as to whether Joan Hennessy belongs in the bargaining unit, there are other avenues which should more appropriately be explored. Having stated so, I also note that the work she was performing, which the Association relied upon as placing her in the unit, has been eliminated from her responsibility and she no longer is responsible for those tasks. As a result, I can make no recommendation.

SUMMARY

It is hoped that the recommendations outlined above will aid the parties in resolving their contractual dispute. While certainly not every bit of evidence or argument was displayed, it should be understood that I have carefully and painstakingly analyzed the entire record.

A handwritten signature in cursive script, appearing to read "Mario Chiesa", is written over a horizontal line.

MARIO CHIESA
Fact Finder

Dated: August 11, 2003

Exhibits

ISSUE 1

W I T H D R A W N

ISSUE 2

ARTICLE 9 (OLD) **EMPLOYEE CLASSIFICATIONS AND DEFINITIONS**

Section 1

Employee Classification

- A. All employees shall be classified according to one of the following:
1. **Regular Full-Time:** An employee who, when hired, is expected to be regularly scheduled for 37½ or more hours per week
 2. **Regular Part-Time:** An employee who, when hired, is expected to be working less than 37.5 hours per week. A regular part-time employee whose normal schedule generally averages 20 or more hours per week shall be eligible for legally required fringe benefits and those specifically delineated herein; a part-time employee whose normal scheduled hours generally average less than 20 hours per week shall receive only legally required fringe benefits.

PROPOSED ARTICLE 11 **EMPLOYEE CLASSIFICATIONS AND DEFINITIONS**

Section 1

Employee Classification

- A. All employees shall be classified according to one of the following:
2. **(New) Regular Part-Time:** An employee who is expected to be working less than 37.5 hours per week. A regular part-time employee works 20 or more hours per week and is eligible for all fringe benefits specifically delineated herein.

OR

ARTICLE 27 **MEDICAL INSURANCE**

I.(new) Regular part-time employees shall be eligible to purchase health insurance at the group rate.

Part-time employees are otherwise not eligible for either health insurance or the cash option of in lieu of insurance unless they elect to purchase health insurance and pay the premium themselves at the group rate of the library. The premium for the insurance will be paid to the library and the library will pay the insurance company for the employee's premium.

ISSUE 3

ARTICLE 13 (OLD) LAYOFF AND RECALL

Section 1

If the Library decides to layoff employees it shall notify the affected employees fourteen (14) calendar days in advance of the layoff, with a copy to the Union. Within each department and job classification layoffs shall be in the inverse order of seniority. A laid off employee may bump a less senior employee in an equal or a lower paid classification if he or she possesses the necessary qualifications and is able to perform the work. A full time employee will not be required to bump into a part-time job. Laid off employees shall be listed on the recall list for a time equal to their seniority at the time of layoff for up to two (2) years. The Library may not hire new employees into positions held by laid off employees while there are names on the recall list.

Section 2

When the Library decides to recall employees from layoff, it shall do so in the reverse order of layoff for each affected position. Notices of recall shall be sent to the employee's last known address by certified mail with return receipt requested, and the employee shall have seven (7) calendar days, fourteen (14) if employed elsewhere, to report for work. It is the responsibility of each laid off employee to keep the Library informed of his or her current address.

ARTICLE 15 (NEW) LAYOFF AND RECALL

Section 1

If the Library decides to layoff or reduce the work hours of employees it shall notify the affected employees fourteen (14) calendar days in advance of the layoff or reduction of hours, with a copy to the Union Association. Within each department and job classification layoffs or reduction of hours shall be in the inverse order of seniority. A laid off employee or employee with reduced hours may bump a less senior employee in an equal or lower-paid classification at no reduction in hourly wage rate, if he or she possesses the necessary qualifications and is able to perform the work. A full-time employee will not be required to bump into a part-time job. Laid off employees or employee with reduced hours shall be listed on the recall list for a time equal to their seniority at the time of layoff for up to two (2) years. The Library may not hire new employees into positions held by laid off employees or employees with reduced hours while there are names on the recall list.

Section 2

When the Library decides to recall employees from layoff or reinstate hours to an employee with reduced hours, it shall do so in the reverse order of layoff or reduction of hours for each

affected position. Notices of recall **from layoff** shall be sent to the employee's last known address by certified mail with return receipt requested, and the **employee, upon receiving notice**, shall have seven (7) calendar days, (14) if employed elsewhere, to report for work. It is the responsibility of each laid off employee to keep the Library informed of his or her current address.

ISSUE 4

ARTICLE 18 (OLD) **BEREAVEMENT LEAVE**

- A. In the case of the death of an eligible employee's spouse, child or step-child or parent, the member shall be allowed up to 5 calendar days leave with pay, said time not to be deferred nor split.
- B. In the case of death of an eligible employee's immediate family, including sister, brother, grandparent, grandchild, mother-in-law or father-in-law, the employee shall be allowed up to three (3) calendar days leave with pay; and, at the option of the employee, two additional days of vacation or personal business days be used in conjunction with this bereavement leave.
- C. Up to three (3) sick days may be used for bereavement leave to attend the funeral of a relative other than immediate family.

ARTICLE 20 (NEW) **BEREAVEMENT LEAVE**

- C. Up to three (3) sick days may be used for bereavement leave ~~to attend the funeral of a relative other than immediately family~~ **for those not addressed above.**

ISSUE 5

ISSUE 6

ARTICLE 25 (OLD) MEDICAL INSURANCE

I. Retirees' Health Insurance

2. The retiree premium will be paid by the Library per the applicable vesting schedule in Section 6. Failure of the employee to pay his/her premium will result in loss of coverage due to non-payment.
5. Retirees may purchase dental insurance through the Library's plan if the insurance carrier permits it, with the retiree paying all of the premium.
6. Each of the above plans shall have the monthly portion of employer premium paid per vesting schedule below.

Vesting period for post retirement health care coverage shall be graduated with ten (10) year minimum actual service, graduated to a maximum of 80% of premium per schedule below:

Less than 10 years full time service = no coverage

10 years full time service = 40% x Library premium

Each additional full year = +4% x Library premium to 80% maximum

ARTICLE 27 (NEW) MEDICAL INSURANCE

J. Retiree's Health Insurance

2. The retiree premium will be paid by the Library per the applicable vesting schedule in Section 6. Failure of the employee to pay his/her premium will result in loss of coverage due to non-payment. **The retiree will be notified by the Library if the payment has not been received within a period of 10 days from the due date and a grace period of 30 days will be given to the retiree to make the payment.**
5. Retirees may receive dental insurance through the library's plan ~~if the insurance carrier permits it, with the retiree~~ **with the library** paying all of the premium.
6. Each of the above plans shall have the monthly portion of employer premium paid per vesting schedule below.

Vesting period for post retirement health care coverage shall be graduated with ten (10) year minimum actual service, graduated to a maximum of ~~80%~~ 100% of premium per schedule below:

Less than 10 years full of service = no coverage

10 years full time service = ~~40%~~ 60% x library premium

Each additional full year = ~~4%~~ 5% up to ~~80%~~ 100% paid.

ISSUES 7 & 8

**WAGES
LONGEVITY
EMPLOYEE CLASSIFICATIONS**

ARTICLE 31
EDUCATION BENEFIT

The Library will pay the cost of tuition, course fees and required materials for college or professional courses which pertain to the employee's position to a maximum of \$250 per calendar year when prior written approval is obtained from the employee's supervisor and the director. The Library shall reimburse the employee after successful completion of the course. Successful completion shall mean that the employee obtains a grade of "C" or better for an undergraduate course and a "B" or better for a graduate course.

ARTICLE 32
WAGE RATES

A. Rates of pay for classifications within the bargaining unit shall be:

1) Effective December 1, 1998:

<u>Classification</u>	<u>Start</u>	<u>After 1 year</u>	<u>After 2 years</u>
Librarian II	\$27,000	\$28,000	\$29,500
Librarian I	26,500	27,500	28,912
Part-time Librarian, Sunday	\$14.00	\$14.25	\$14.50
Part-time Librarian	13.00	13.25	13.50
Associate	11.00	12.00	14.00
Electronic Services	13.00	14.00	15.00
Clerk	8.00	8.10	8.20
Senior Clerk	8.40	8.50	8.60

2) Effective December 1, 1999:

<u>Classification</u>	<u>Start</u>	<u>After 1 year</u>	<u>After 2 years</u>
Librarian II	27,945.00	28,980.00	30,532.50
Librarian I	27,427.50	28,462.50	29,923.92
Part-time Librarian, Sunday	14.49	14.75	15.01
Part-time Librarian	13.46	13.71	13.97
Associate	11.39	12.42	14.49
Electronic Services	13.46	14.49	15.53
Clerk	8.28	8.38	8.49
Senior Clerk	8.69	8.80	8.90

3) Effective December 1, 2000:

<u>Classification</u>	<u>Start</u>	<u>After 1 year</u>	<u>After 2 years</u>
Librarian II	28,923.08	29,994.30	31,601.14
Librarian I	28,387.46	29,458.69	30,971.26
Part-time Librarian, Sunday	15.00	15.27	15.54
Part-time Librarian	13.93	14.20	14.46
Associate	11.79	12.85	15.00
Electronic Services	13.93	15.00	16.07
Clerk	8.57	8.67	8.79
Senior Clerk	8.99	9.11	9.21

B. NOTES:

1. Employees may be hired at rates above the starting rate and advanced through the steps sooner based on prior work experience at the discretion of the Library Director.

ARTICLE 31
EDUCATION BENEFIT

The Library will pay the cost of tuition, course fees and required materials for college or professional courses which pertain to the employee's position to a maximum of \$250 per calendar year when prior written approval is obtained from the employee's supervisor and the director. The Library shall reimburse the employee after successful completion of the course. Successful completion shall mean that the employee obtains a grade of "C" or better for an undergraduate course and a "B" or better for a graduate course.

ARTICLE 32
WAGE RATES

A. Annual rates of pay for classifications within the bargaining unit shall be:

1) Effective December 1, 1998:

<u>Title</u>	<u>Start</u>	<u>1 Year</u>	<u>2 Years</u>	<u>3 Years</u>	<u>4 Years</u>	<u>5 Years</u>
Head of Adult Services	33,000	34,000	36,000	36,500	37,000	38,000
Head of Youth Services	33,000	34,000	36,000	36,500	37,000	38,000
Head of Tech. Services	33,000	34,000	36,000	36,500	37,000	38,000
Head of Circul. Services	24,000	26,000	28,000	31,000	36,000	37,000

2) Effective December 1, 1999:

<u>Title</u>	<u>Start</u>	<u>1 Year</u>	<u>2 Years</u>	<u>3 Years</u>	<u>4 Years</u>	<u>5 Years</u>
Head of Adult Services	34,155	35,190	37,260	37,778	38,295	39,330
Head of Youth Services	34,155	35,190	37,260	37,778	38,295	39,330
Head of Tech. Services	34,155	35,190	37,260	37,778	38,295	39,330
Head of Circul. Services	24,840	26,910	28,980	32,085	37,260	38,295

Unit 2

3) Effective December 1, 2000:

Title	Start	1 Year	2 Years	3 Years	4 Years	5 Years
Head of Adult Services	35,350	36,422	38,564	39,100	39,635	40,707
Head of Youth Services	35,350	36,422	38,564	39,100	39,635	40,707
Head of Tech. Services	35,350	36,422	38,564	39,100	39,635	40,707
Head of Circul. Services	25,709	27,852	29,994	33,208	38,564	39,635

B. NOTES:

1. Employees may be hired at rates above the starting rate and advanced through the steps sooner based on prior work experience at the discretion of the Library Director.
2. Hourly pay rates are determined by dividing the annual rate of pay by 2080.

NDLEA WAGE SCALE PROPOSAL

Effective December 1, 2001:

CLASSIFICATION	YEARS OF SERVICE IN POSTION									
	0	1	2	3	4	5	6	7	8	9
CLERK	9.63	10.11	10.61	11.15	11.70	12.29	12.90	13.55	14.22	14.94
ASSOCIATE	13.37	13.90	14.46	15.04	15.64	16.27	16.92	17.59	18.30	19.03
TECH SUPPORT	16.58	17.24	17.93	18.65	19.40	20.17	20.98	21.82	22.69	23.60
LIBRARIAN	15.20	15.81	16.44	17.10	17.78	18.50	19.24	20.01	20.81	21.64
DEPT HEAD	17.85	18.56	19.30	20.08	20.88	21.71	22.58	23.49	24.43	25.40

Effective December 1, 2002:

CLASSIFICATION	YEARS OF SERVICE IN POSTION									
	0	1	2	3	4	5	6	7	8	9
CLERK	9.96	10.46	10.99	11.54	12.11	12.72	13.35	14.02	14.72	15.46
ASSOCIATE	13.84	14.39	14.97	15.57	16.19	16.84	17.51	18.21	18.94	19.70
TECH SUPPORT	17.16	17.85	18.56	19.30	20.08	20.88	21.71	22.58	23.49	24.43
LIBRARIAN	15.73	16.36	17.02	17.70	18.41	19.14	19.91	20.71	21.53	22.40
DEPT HEAD	18.47	19.21	19.98	20.78	21.61	22.47	23.37	24.31	25.28	26.29

Effective December 1, 2003:

CLASSIFICATION	YEARS OF SERVICE IN POSTION									
	0	1	2	3	4	5	6	7	8	9
CLERK	10.31	10.83	11.37	11.94	12.54	13.16	13.82	14.51	15.24	16.00
ASSOCIATE	14.32	14.89	15.49	16.11	16.75	17.42	18.12	18.85	19.60	20.38
TECH SUPPORT	17.76	18.47	19.21	19.98	20.78	21.61	22.47	23.37	24.31	25.28
LIBRARIAN	16.29	16.94	17.61	18.32	19.05	19.81	20.61	21.43	22.29	23.18
DEPT HEAD	19.12	19.88	20.68	21.51	22.37	23.26	24.19	25.16	26.17	27.21

Employees changing classification shall be placed at 'years of service' one step above the first step which is not less than wage earned prior to change.

Employees may be hired above the starting rate and advance through steps sooner based on prior experience at the discretion of the Library Director.

D

B 2

Northville District Library
Management Salary Proposal
for Unit II

Salary Scale Union Members Unit II						
Classification	Start	After 1 yr	After 2 yr	After 3 yr	After 4 yr	After 5Yr
December 1, 2001(Retroactive)						
Head of Adult	\$ 36,411	\$ 37,515	\$ 39,721	\$ 40,273	\$ 40,824	\$ 41,928
Head of Youth	\$ 36,411	\$ 37,515	\$ 39,721	\$ 40,273	\$ 40,824	\$ 41,928
Head of Technical	\$ 36,411	\$ 37,515	\$ 39,721	\$ 40,273	\$ 40,824	\$ 41,928
Head of Circulation	\$ 26,480	\$ 28,688	\$ 30,894	\$ 34,204	\$ 39,724	\$ 40,824
December 1, 2002 (Current)						
	Start	After 1 yr	After 2 yr	After 3 yr	After 4 yr	After 5Yr
Head of Adult	\$ 37,503	\$ 38,640	\$ 40,913	\$ 41,481	\$ 42,049	\$ 43,186
Head of Youth	\$ 37,503	\$ 38,640	\$ 40,913	\$ 41,481	\$ 42,049	\$ 43,186
Head of Technical	\$ 37,503	\$ 38,640	\$ 40,913	\$ 41,481	\$ 42,049	\$ 43,186
Head of Circulation	\$ 27,275	\$ 29,548	\$ 31,821	\$ 35,230	\$ 40,915	\$ 42,049
December 1, 2003						
	Start	After 1 yr	After 2 yr	After 3 yr	After 4 yr	After 5Yr
Head of Adult	\$ 38,628	\$ 39,799	\$ 42,140	\$ 42,726	\$ 43,310	\$ 44,482
Head of Youth	\$ 38,628	\$ 39,799	\$ 42,140	\$ 42,726	\$ 43,310	\$ 44,482
Head of Technical	\$ 38,628	\$ 39,799	\$ 42,140	\$ 42,726	\$ 43,310	\$ 44,482
Head of Circulation	\$ 28,093	\$ 30,435	\$ 32,775	\$ 36,287	\$ 42,143	\$ 43,310

Northville District Library
Wage Increases
1999 to Current Offer (2003)

Staff Member	Hire Date	Status	1999 Rate Dec. 1, 1999	% Increase 1999 to 2001	Current Rate Dec. 1, 2001	Current Offer 1-Mar-03	% Increase 2001-2003	% Increase 1999 to 2003
Julie Herrin	02/12/96	Director	\$55,016.00	7%	\$59,009.60	\$62,000.00	5%	13%
Anne Mannisto	04/17/97	Assistant Director	\$41,392.00	19%	\$49,400.00	\$50,000.00	9%	30%
	04/24/03	Administrative Assistant	\$32,240.00			\$33,000.00		2%
Shari Fesko	09/08/97	Librarian II	\$26,998.40	17%	\$31,616.00	\$38,110.00	21%	41%
Laura Curtsinger	12/15/97	Librarian II	\$26,499.20	19%	\$31,616.00	\$38,110.00	21%	44%
Mary Brissette	01/10/00	Librarian II	n/a		\$31,595.20	\$35,150.00	11%	
Lynn Hirschelman	07/27/89	Associate	\$30,139.20	4%	\$31,200.00	\$34,278.40	10%	14%
Michael McEvoy	11/30/98	Electronic Services	\$12.99	24%	\$16.07	\$20.00	24%	54%
Patricia Garavogila	04/05/99	Part-time Librarian	\$14.49	7%	\$15.54	\$17.10	10%	18%
Dierdra Morley	04/06/99	Part-time Librarian	\$14.49	7%	\$15.54	\$17.10	10%	18%
Michele Fuher	10/16/02	Part-time Librarian	n/a		\$15.54	\$17.10	10%	
Michele Kaczmarek	01/06/03	Clerk	n/a		\$10.38	\$10.38		
Jill Armstrong	09/26/00	Circulation Clerk	\$8.00	10%	\$8.79	\$10.38	18%	30%
Margaret O'Shea	03/11/02	Circulation Clerk	n/a		\$8.57	\$9.37	9%	
Judy DeFrancesco	12/07/98	Senior Clerk 12-1-00	\$8.38	9%	\$9.11	\$10.83	19%	29%
Judy Geluso	09/20/99	Senior Clerk 9/20/99	\$8.69	6%	\$9.21	\$11.40	24%	31%
Rita Kochan	09/21/99	Senior Clerk 12-1-01	\$8.28	9%	\$8.99	\$10.29	14%	24%
Susan Lewis	09/27/00	Senior Clerk 12-1-01	\$8.28	9%	\$8.99	\$10.29	14%	24%
Cher Swearingin	11/24/98	Senior Clerk 12-1-00	\$8.38	9%	\$9.11	\$10.83	19%	29%
Terry Sneyd	06/24/96	Senior Clerk 12-1-98	\$8.80	5%	\$9.21	\$12.00	30%	36%
Dori Freebury	5/1/95	Dept Head 12/1/97	\$32,011.20	27%	\$40,705.60	\$43,186.00	6%	35%
Jeannine Davidson	06/17/96	Dept Head 3/3/97	\$31,512.00	29%	\$40,705.60	\$43,186.00	6%	37%
Al Smitley	07/21/86	Dept Head 7/26/95	\$31,366.40	30%	\$40,726.40	\$43,186.00	6%	38%
Marlynn Harmon	08/10/87	Dept Head 12/1/94	\$27,664.00	43%	\$39,624.00	\$42,049.00	6%	52%

Pay Rates

Staff Member	Status/Title	Hire Date	Current Pay	Pay Rate as of	Pay Rate as of
FULL TIME			00/01	3/1/03	3/1/03
Shari Fesko	Librarian II	9/8/1997	Hourly \$15.20 Annual \$31,616	Hourly \$18.32 Annual \$38,110	Hourly \$19.14 Annual \$39,811
Laura Curtsinger	Librarian II	12/15/1997	Hourly \$15.20 Annual \$31,616	Hourly \$18.32 Annual \$38,110.00	Hourly \$19.14 Annual \$39,811
Mary Brissette	Librarian II	1/10/2000	Hourly \$15.19 Annual \$31,595	Hourly \$16.90 Annual \$35,150	Hourly \$17.70 Annual \$36,816
Lynn Hirschelman	Associate	7/27/1989	\$15.00	\$16.48	\$19.68
Michael McEvoy	Electronic Services	11/30/1998	\$16.07	\$20.00	\$20.08
PART TIME					
Patricia Garavoglia	Part-time Librarian	4/5/1999	\$15.54	\$17.10	\$17.70
Dierdre Morley	Part-time Librarian	4/6/1999	\$15.54	\$17.10	\$17.70
Michele Fuher	Part-time Librarian	10/16/2002	\$15.54	\$17.10	\$17.70
Michele Kaczmarek	Clerk	1/6/2003	\$10.38	\$10.38	\$10.99
Jill Armstrong	Circulation Clerk	9/26/2000	\$8.79	\$10.38	\$10.99
Margaret O'Shea	Circulation Clerk	3/11/2002	\$8.57	\$9.37	\$9.97
Judy DeFrancesco	Senior Clerk 12-1-00	12/7/1998	\$9.21	\$10.83	\$12.12
Judy Geluso	Senior Clerk 9/20/99	9/20/1999	\$9.21	\$11.40	\$11.54
Rita Kochan	Senior Clerk 12-1-01	9/21/1999	\$9.11	\$10.29	\$11.54
Susan Lewis	Senior Clerk 12-1-01	9/27/2000	\$9.11	\$10.29	\$10.99
Cher Sweatengin	Senior Clerk 12-1-00	11/24/1998	\$9.21	\$10.83	\$12.12
Terry Sneyd	Senior Clerk 12-1-98	6/24/1996	\$9.21	\$12.00	\$13.36
DEPARTMENT HEADS					
Dori Freebury	Department Head 12/1/97	5/1/95	Hourly \$19.57 Annual \$40,706	Hourly \$20.76 Annual \$43,186	Hourly \$22.48 Annual \$46,758
Jeannine Davidson	Department Head 3/3/97	6/17/1996	Hourly \$19.57 Annual \$40,706	Hourly \$20.76 Annual \$43,186	Hourly \$22.48 Annual \$46,758
Al Smitley	Department Head 7/26/95	7/21/1986	Hourly \$19.58 Annual \$40,726	Hourly \$20.76 Annual \$43,186	Hourly \$24.31 Annual \$50,565
Marilynn Harmon	Department Head 12/1/94	8/10/1987	Hourly \$19.05 Annual \$39,624	Hourly \$20.21 Annual \$42,049	Hourly \$25.28 Annual \$52,582

F

From F

NORTHVILLE DISTRICT LIBRARY
Proposal of 3/13/02
Unit I

Amend Art. 28 to read:

ARTICLE 28
LONGEVITY PAY

- A. Each regular full-time and eligible regular part-time employee shall receive an annual longevity payment based on completed years of service in accordance with the following schedule:

<u>Number of Complete Years Of Service as of February 1</u>	<u>Amount of Annual Longevity Payment</u>	
	<u>Full-Time</u>	<u>Part-Time</u>
5 but less than 6	\$ 250.00	\$ 125.00
6 but less than 7	300.00	150.00
7 but less than 8	350.00	175.00
8 but less than 9	400.00	200.00
9 but less than 10	450.00	225.00
10 but less than 11	500.00	250.00
11 but less than 12	550.00	275.00
12 but less than 13	600.00	300.00
13 but less than 14	650.00	325.00
14 but less than 15	700.00	350.00
15 but less than 16	750.00	375.00
16 but less than 17	800.00	400.00
17 but less than 18	850.00	425.00
18 but less than 19	900.00	450.00
19 but less than 20	950.00	475.00
20 and more	1,000.00	500.00

- B. The annual longevity payment shall be made on the first payday in March. Upon termination of employment for retirement, disability or death, the final longevity balance will be pro-rated based on the anniversary date. There shall be no longevity proration for termination for any reason other than those specified herein.

<u>Years</u>	
10 - 14	\$150.00
15 - 20	\$2250.00
20 or more	\$2750.00

The payment shall be made on your anniversary date of the regular pay period following date.