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**CITY OF DETROIT
DEPARTMENT
OF
STREET RAILWAYS**

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**Resolution Providing
RULES AND REGULATIONS**

**Governing Salaries and Conditions of
Employment for Those Employees in
Office Work and Related Assignments
and who are under the Union
Representation of Local #214,
A.F.S.C.M.E., A.F.L.**

Resolution City of

**Adopted by The
Board of Street Railway Commissioners**

November 4, 1952

LABOR AND INDUSTRIAL
RELATIONS LIBRARY



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**Adopted by The
Board of Street Railway Commissioners
November 4, 1952**

DEPARTMENT OF STREET RAILWAYS

RESOLUTION

Resolved that the following RULES AND REGULATIONS GOVERNING SALARIES AND CONDITIONS OF EMPLOYMENT FOR THOSE EMPLOYEES IN OFFICE WORK AND RELATED ASSIGNMENTS AND WHO ARE UNDER THE UNION REPRESENTATION OF LOCAL #214, THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFFILIATED WITH THE AMERICAN FEDERATION OF LABOR, shall be in effect in the Department of Street Railways as therein stated.

City of Detroit

Department of Street Railways

Rules and Regulations Governing Salaries and Conditions of Employment for Those Employees in Office Work and Related Assignments and Who are under the Union Representation of Local #214, the American Federation of State, County and Municipal Employees Affiliated with the American Federation of Labor.

Purposes of Rules and Regulations

The purposes of the following Rules and Regulations governing conditions of employment are to assure adequate and dependable municipal transit service to the public; to provide the employees affected hereby with working conditions as good as may be reasonably provided within the pertinent laws and Civil Service rules; to protect the interests of the public, these employees and the Department; to provide a procedure for adjusting grievances pertaining to these employees, to prescribe wage and salary rates and working conditions for employees to whom these conditions are applicable; to set forth various provisions relative to the rights, privileges, duties and obligations of these employees.

Section 1—Employee Representation

For the purpose of discussing and conferring with respect to any matters of their salaries, wages, working conditions or employer-employee relationship, the Board of Street Railway Commissioners will meet exclusively with such persons as may represent Local #214, American Federation of State, County and Municipal Employees, and who act on behalf of those salaried and hourly employees whose classifications are now listed, or which may be from time to time added to the wage and salary schedule of Appendix A hereof; provided that said Local #214 shall not represent employees in the Maintenance Division.

The Board will so discuss and confer with representatives of the Union concerning those employees

who are building attendants in the Administration of-
fices and transportation terminals.

Said Local #214 shall at no time represent or solicit membership from Department employees classified as Division Heads, or from any employee who is classified in a position the duties of which establish him as the first assistant of a Division Head. Further, the said Local shall not represent or solicit membership from employees serving in the following classifications:

- ✓ Assist. General Cashier
- Assist. Supt. of Rolling Stock
- Assist. Supt. of Transportation
- ✓ Assist. Transp. District Supt.
- Associate Automotive Engineer
- ✓ Auto Repair Superintendent
- Auto Repair Supervisor
- Chief Claims Adjuster
- Engineer of Street Railways
- General Auditor
- Heating Plant Supervisor Grade II
- ✓ Junior Attorney
- Labor Relations Counsel
- ✓ Personnel Officer V
- ✓ Personnel Officer III
- ✓ Principal Accountant
- Principal Attorney
- Principal Claims Investigator
- Principal Purchases Agent
- Public Service Counsel
- ✓ Secretary to the Commission
- ✓ Senior Attorney
- Senior Associate Elec. Engineer-Maintenance
- ✓ Senior Auto Repair Foreman
- Senior Physician
- Supervisor of Chartered Service
- Supervisor of Claims
- Supervisor of Payrolls
- Supervisor of Plant Protection
- Supervisor of Purchases and Supplies
- Supervisor of Transportation Planning
- Superintendent of Rolling Stock
- ✓ Supt. of Transportation Operations
- Track Supervisor

- Transportation District Superintendent
- Transportation Operations Assistant

The Board will do nothing to prevent or discourage any employees covered within Appendix A attached hereto from becoming or continuing to be members of the Union, and will in no way discriminate against any member thereof because of union membership or union activity which activity does not violate the intent of these or any Rules and Regulations of the Department.

Section 2—Supervisors' Chapter

Employees with the following classifications, and also those who later acquire the same or similar new supervisory classifications shall be considered as a separate chapter or unit of the said Local #214. Representatives of said group will meet with the Board in the matter of grievances and will represent the supervisory employees in discussing salaries or working conditions. In no event shall a supervisory employee be represented by a subordinate employee in any discussions of grievances, salaries, working conditions, or other matter.

List of Supervisory Classifications

List of supervisory classifications:

- Associate Electrical Engineer
- Building Maintenance Supervisor
- Head Clerk
- Paymaster
- Principal Cash Clerk
- Sr. Accountant
- Sr. Assistant Civil Engineer
- Sr. Assistant Mechanical Engineer
- Sr. Trans. Emergency Dispatcher
- Sr. Trans. Timekeeper
- Stores Supervisor #2
- Supervising Trans. Schedule Maker
- Supv. Money Machine Operator
- Way Shop Foreman

Section 3—Bulletins

Said Union will have the exclusive right of use of its own bulletin boards for the purpose of publishing notices pertaining to the conduct of its affairs. Said bulletin boards may be posted in all buildings on the property of the Department of Street Railways where necessary to reach the membership of the Union.

The Union shall furnish to the Board a copy of each bulletin at the time it is placed on a bulletin board.

Section 4—Salary and Wage Assignments

The Board will accept and honor from such employees as may be members of the Union, voluntary written salary or wage assignment for monthly membership dues, union membership reinstatement fees, union initiation fees and such general assessments as may be levied by the general union assembly or membership pursuant to the provisions of its constitution and by-laws.

Such sums withheld from the employee's salary or wages will be forwarded to the duly accredited financial secretary of the union.

The Union shall be responsible for the accuracy of its check-off list and shall immediately indemnify the Board for any sums improperly withheld from any employee and paid to the Union.

All the aforesaid salary or wage assignments shall be voluntary and no such assignment shall be revocable unless sixty (60) days written notice is given in duplicate to the secretary of the Board of Street Railway Commissioners.

A copy of said notice of revocation will then be forwarded by the said secretary to the financial secretary of the Union.

Section 5—Grievance Procedure

If any employee has a grievance to present, it shall be first discussed with his immediate supervisor.

If it is not there settled to his satisfaction, and he desires to appeal, then he shall refer the matter to his

union representative who shall discuss it with the said supervisor.

3 If it is not settled, and he desires to appeal, the said union representative shall then submit the grievance in duplicate on the standard written form to the Division Head who will return the copy containing his written answer to the union.

4 If it is not settled, and he desires to appeal, the union grievance committee shall then present the grievance to the General Manager or his authorized representative.

5 If the matter is not settled, and he desires to appeal, the grievance shall then be presented in writing by the Union grievance committee to the Board of Street Railway Commissioners.

If a union representative and/or the Union grievance committee desires to present a grievance on their initiative, the procedure above outlined shall be followed; provided that the first discussion may begin with the Department Supervisor at whose level the grievance originated.

Any grievance not presented within thirty (30) days of its occurrence shall be held invalid. To retain validity, grievances shall be presented to the higher level within thirty (30) days following an unsatisfactory decision in the lower level of the grievance procedure.

Each grievance will be answered with reasonable promptness by the Department.

Section 6—Notice to Union

(a) Notice to the union will be given forty-eight (48) hours before any promotion, demotion, transfer or layoff, or before the elimination of a position which is under its representation. If the matter contained in any such notice is objected to by the union, the same may be treated as a grievance and so processed as provided in Section 5 of these Rules and Regulations.

Section 7—Work Day and Work Week

(a) The regular work day for employees shall consist of eight (8) consecutive hours exclusive of the

lunch period; provided that in certain limited instances the Department in scheduling said eight (8) work hours in a day will provide for unworked intervals which are in excess of the said lunch period. (See Section 23 of these rules and regulations.)

(b) The regular work week shall consist of forty (40) hours, composed of five (5) consecutive days of eight (8) hours each, excepting that said work days may not always be scheduled consecutively in Divisions where work is performed on a six (6) or seven (7) day basis; and further provided that the forty (40) hour week will not be scheduled for those in the classification of Cash Service Man.

(c) The work week will begin on the first day after an employee's second off day.

Section 8—Overtime

(a) All work performed in excess of eight (8) hours per day will be compensated for at the rate of time and one-half.

(b) All work in excess of forty (40) hours straight time performed within six (6) days of the work week will be compensated for at the rate of time and one-half; provided that when off days are not consecutive, the payment of weekly overtime will be paid after forty (40) hours of straight time within the scheduled work week.

(c) All work in excess of forty-eight (48) hours per week (excluding all daily overtime) which is performed on the seventh (7) day of an employee's work week will be compensated for at the rate of double time.

(d) All paid sick leave time, and all paid holidays on which no work was scheduled or performed, will be counted as days worked by an employee in computing his weekly overtime. When computing the amount of weekly overtime due an employee, all paid sick leave time, and all paid holidays on which no work was required of him will be counted as days worked.

(e) The hourly rate will be determined by dividing the annual salary by 2,080 hours.

Section 9—Meal Time

(a) Time for meals will be thirty (30) minutes, which shall be in addition to the eight (8) hour work period and shall not be compensated for by the Department.

(b) Insofar as it is practicable the Department will schedule the daily meal time of its employees, but it is recognized that employees in certain positions cannot enjoy scheduled meal periods and must take their food while on active duty during the eight (8) hour workday.

(c) When the Department, by written schedule or otherwise, determines that the duties of a position do not allow an employee to enjoy a meal period either the spread of hours will be reduced to eight (8), or one-half hour at the regular straight time rate will be allowed in lieu of a lunch period, which one-half ($\frac{1}{2}$) hour will not be used in the computation of overtime.

Section 10—Work Schedules

(a) The Management will designate the time and place of starting work and also the time when the work is scheduled to end. Management will also designate the sixth (6th) and seventh (7th) days of an employee's work week when such days are not consecutive.

(b) Before work schedules are posted they will be first made available to the Union grievance committee for discussion with Management.

(c) Except in cases of emergencies, all schedules will be placed into effect on the beginning of a pay period.

(d) When an employee is required to work more than five (5) consecutive days because of the work schedule having been changed, no overtime will be paid him excepting for any work in excess of eighty (80) hours in the regular pay period.

(e) If in an emergency it is necessary that the off days of an employee be temporarily changed, requiring six (6) and/or seven (7) consecutive days of work, payment for the sixth and/or seventh day will

be made pursuant to the provisions of Section 8 of these Rules and Regulations. When upon the termination of the emergency an employee returns to his regular scheduled off days, no penalty will be imposed upon either the Department or the employee unless the employee has earned more than eighty (80) hours in the pay period, in which case the overtime rate shall be paid for such period in excess of eighty (80) hours.

(f) Certain Transportation Division employees may pick their work assignments from printed schedules, and will be scheduled in their respective transportation districts; provided that an employee, having reported for work, may in an emergency be assigned beyond the district.

Senior Transportation Service Supervisors will, in the discretion of the Department, be assigned work which may or may not require the use of an automobile.

Section 11—Work Selection

In determining seniority, with respect to choice of shift or property location, consideration will be given to an employee's total salaried service; provided that for those employees of the Transportation Division the date of classification appointment will govern; and provided, further, that in all instances the employees must be fully capable of performing the duties of the work chosen.

Section 12—Dual Classifications

(a) The management will establish, within the limitations of the Civil Service Commission's rules and decisions sufficient dual classified positions to provide replacements for as many temporary or emergency vacancies as may be normally anticipated. The term "dual class" shall be applied to an employee who holds a regular status in one classification but has qualified for work in one or more higher classifications and shall, in the event of an emergency be available and subject to call for work in the higher classifications for a temporary period.

(b) When dual classification employees are assigned work in the higher classification for which they

are qualified, they will be paid for work performed in the higher classification a rate consistent with that provided in the regular rules for promotion.

(c) When an employee is given and accepts a dual classification, he shall, when assigned work in his higher classification, perform the work with the understanding that he shall be subject to the same conditions as those employees who hold and are regularly assigned to the said classification.

(d) To be recommended for a dual classification, each employee must be able to qualify for the higher classification, and in such case shall be interviewed by a superior in his Division, who will explain all of the conditions as set forth above after which the employee shall be required to indicate in writing his acceptance or rejection of the dual class status. Such acceptance or rejection will be recorded in the Personnel Office of the Department.

(e) When in the discretion of Management it is necessary to use dual class Transportation Equipment Operators to fill temporary vacancies in salaried positions in the Transportation Division, said operators will be used only as Yard Men and Cash Clerks, but their use as Cash Clerks shall be limited to those instances when no salaried employees from that district are available from the Yard Man group for use on a straight time basis as Cash Clerks.

Section 13—Holidays

(a) Salaried and hourly employees will be given New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day off without loss of pay, provided that no employee shall receive pay for any such day if it is during his absence without permission or during leave of absence.

(b) When any of the said holidays fall on the seventh (7th) day of an employee's work week, the following day will prevail as his holiday.

(c) When an employee is required to work on one of the aforementioned holidays and it does not fall on his seventh (7th) scheduled work day, he will be paid the double time rate. When an employee, a holiday

having fallen on the seventh (7th) day of his scheduled work week, is required to work on the day following, he shall receive the double time rate for such work.

(d) When an employee works on one of the above designated holidays and it is also his sixth (6th) or his seventh (7th) consecutive day of work, payment of the premium for working such holiday will satisfy the provision requiring payment of weekly overtime.

Section 14—Re-Classification

(a) The following procedure will be followed when any employee has a reason to believe he or she is performing work of a classification higher than that for which he or she is paid.

- (1) The employee or his representative will, at the time of the performance of the particular work, bring his claim in writing to the attention of his supervisor.
- (2) Upon receipt of such claim a classification survey will then be requested from the Civil Service Commission. Their decision approving such claimed classification shall be effective as of the date of certification to the classification.

Section 15—Salary Step Increases

(a) Salaried employees will, upon meriting same, be granted salary step increases as indicated in Appendix A hereof.

(b) Eligibility for any salary step increase will be determined to a large extent by the merit reports submitted by the employee's supervisor.

(c) When denial of a salary step increase is recommended, the Union will be given seventy-two (72) hours notice before final action in the matter is taken by the Department.

Section 16—Vacations

(a) Annual paid vacation will be granted to those employees who qualify for same.

(b) Subject to the conditions hereinafter stated, employees will be allowed an annual vacation upon earning pay for 225 days in the service year, or will be allowed one-twelfth (1/12) of such annual vacation for each month of service in said year.

(c) Service for which an employee may be given credit toward vacation shall mean:

- (1) Time for which he drew pay from the Department for employment.
- (2) Any time spent by him in military service, as per conditions set forth in Resolution No. 7 of Meeting No. 1596 of the Board of Street Railway Commissioners and made Appendix B hereof.
- (3) Any time he worked in certain other Departments of the City, but subject to the conditions set forth in Common Council resolution of January 15th, 1952, and made Appendix C, hereof.

(d) If an employee fails to earn pay for 225 days in the service year, thus entitling him to a full annual vacation on the basis of annual service, then he shall be allowed one-twelfth (1/12) of a vacation for each month in which pay for eighteen (18) or more days was earned. (No credit whatsoever to be given for month in which less than eighteen (18) days pay was earned.)

A day for which an employee receives any pay shall be regarded as a paid service day.

(e) The length of vacation period to be enjoyed by each employee shall be determined by his length of service, to wit:

Years of Service	Maximum Number of Calendar Days of Vacation	Maximum Number of Service Days Paid
1	7	5
2	14	10*
3	21	15

*21 days with pay for 15 days allowed if hired on or before January 1st, 1951.

(f) Vacation leave when paid shall be on the basis of eight (8) hours per day at the then regular base rate of pay of the employee.

(g) Employees who separate from the Department with a year or more of service will be allowed on a pro rata basis all vacation leave due them; provided that those who resign or are discharged from service shall be allowed no vacation leave for the period of service subsequent to the last anniversary date of their employment.

(h) In determining an employee's total service for the purpose of computing the length of vacation leave, service shall be defined as follows:

- (1) Time when his name appears on the Department payroll as an active employee.
- (2) Time when he is on military service as provided in said Appendix B.
- (3) Time when he is employed in certain other departments of the City, but subject to the provisions of said Appendix C.
- (4) Time when he is on leave of absence granted on the basis of ill health.

Leaves of absence for other reasons, and periods of layoff shall not be deemed to be service with the Department.

(i) No employee shall be entitled to enjoy more than one full vacation in any calendar year except those separating from the service, and those hired in October, November and December in any calendar year since and including 1951, who shall, at the time they are allowed their first vacation leave, be granted sufficient added days of paid vacation leave on a pro rata basis, to adjust their anniversary employment date to January 1st for vacation purposes.

(j) No vested right shall accrue in an earned vacation as to permit survivors of a deceased employee to be paid for same.

(k) When one of the six (6) major holidays falls on the regular service day of an employee who is on vacation leave, an additional service day will, in the discretion of the Department, either be added to the vacation or allowed at a later period, or an additional day of eight (8) hours straight time will be paid.

(l) Employees hired in October, November or December in any calendar year since and including 1951 shall enjoy their annual vacation in the calendar year following that in which they complete each service year. Employees hired prior to October 1st in any calendar year since and including 1951 shall enjoy their annual vacation within the calendar year in which they complete each service year as shall all other employees not provided for above.

(m) When such an employee enjoys a vacation and later separates from the service before reaching the said anniversary of the date when the said vacation would have been fully earned, the Department shall recover from him pay for that portion of the vacation which was enjoyed but not earned according to these Rules and Regulations.

(n) Available vacation periods will be selected by employees in order of seniority and so far as service needs permit, vacation periods will be scheduled throughout the year. In consideration of service requirements Management will determine the total number of vacation leaves to be scheduled at any given time of the year.

(o) Vacation credits will not be allowed in multiples of less than one quarter (1/4) day.

Section 17—Sick Leave

Paid sick leave will be granted as provided in Section 2 of Detroit City Ordinance 412-D in its present form, which is made Appendix D hereof, provided that:

- (1) No sick leave will be paid during an employee's first year of service with the Department.
- (2) Upon completion of said first year of service, one day of sick leave will be credited to an employee's current bank for each of the six (6) months immediately preceding in which he was paid for eighteen (18) or more days of service.
- (3) The five (5) annual sick leave reserve days provided for in the said ordinance shall not be credited to an employee's sick leave bank for his first year of service.

Section 18—Insurance, Hospitalization and Surgery

(a) Each employee will, at his or her option, be insured by the Michigan Medical Service for surgery costs and by the Michigan Hospital Service on the basis of Ward Care for hospital costs, according to the terms of the policies of the firms. The Department will pay a maximum of \$2.53 per month per insured employee for all such surgical and hospital insurance.

(b) An employee is permitted to obtain at his expense more costly insurance with the said firms, or he may obtain coverage with them for spouse or children under nineteen (19) years of age as per the terms of the policies of the firms. The costs of any such extra insurance coverage will be billed by the insurer to the employee, and will be deducted by the Department once each month from his salary and forwarded to the insurer.

Section 19—Leave of Absence for Union Officers or Delegates

(a) Insofar as it can be permitted without injury or loss to the transit service:

- (1) Officers or representatives of the Local Union will be afforded time off, without pay, to assist in the executive affairs of the Union.
- (2) Employees selected by the Union as delegates to conventions or for other official union business, will be given necessary leave of absence without pay.

Section 20—Promotions and Transfers

(a) When positions need be filled by transfer or promotion, the employee transferred or promoted will be selected on the basis of his merit, ability, qualifications and seniority.

(b) When an employee is promoted from one to another of the classifications listed in Appendix A hereof, he will receive such established salary rate of the higher classification as will assure him a minimum salary increase in the amount of one salary step of the

classification from which he was promoted; provided that in no instance will an employee so promoted be allowed a salary rate in excess of the established maximum for the classification.

Section 21—Service Credit

(a) An employee who is promoted while serving at the higher level of his dual classification will receive credit for continuous service in that class when the determination of his status within the new classification is made.

Section 22—Grievance Time

Employee members of the grievance committee, not to exceed four (4) in number, will be allowed time with pay during working hours for the purpose of investigating and settling grievances; provided that no more than four hundred (400) hours per year will be allowed to any one member; and further provided that each committee member shall in each instance give his superior at least twenty-four (24) hours notice before absenting himself for this purpose.

All time so consumed on grievance matters shall be reported by the union, and each interview shall be recorded by the Management Representative interviewed.

Section 23—Split Shifts

(a) In certain instances it may be necessary that the daily work of employees be scheduled as split assignments to be performed in two parts, and to be separated by an unworked interval greater than the thirty (30) minute lunch period.

(b) When as a result of such scheduling an employee, in order to complete eight (8) hours work is assigned over a period in excess of eleven (11) hours, an extra one half ($1/2$) time will be paid him for all work performed after such eleventh (11th) hour.

(c) Such split assignments shall at all times be limited in number to the lowest possible minimum.

Section 24—Miscellaneous Time Allowances

(a) Employees in the cashier's department, when required by the Management to change from street clothes to uniform on the premises of the Department of Street Railways, will be allowed five (5) minutes time for such purpose at the start and finish of the scheduled work day without loss of compensation.

(b) Employees on the money car who are required by regulation to carry firearms and must secure the necessary permit from the police department in order to carry said firearms, will be permitted six (6) hours with pay to secure such permit.

(c) If overtime payment is to be avoided, transportation employees, when required to leave their post of duty and return to a terminal to make out written reports, will be permitted to leave said post of duty in sufficient time to allow for transportation to the terminal and time to make out the required report by the scheduled off time of the shift.

Section 25—Call Out Time

(a) When in an emergency an employee is given less than three (3) hours notice to report to work a regular shift on his or her off day and, because of lack of sufficient notice cannot report until after the starting time of the shift, he or she will be paid for the work performed plus a bonus of one hour at the regular straight time rate, but in no event will said employee be paid more than the total time of the shift.

(b) Any employee called in to work on his off day will be paid not less than two (2) hours pay at the appropriate rate.

Section 26—Premium Pay for Night Work

(a) Hourly employees on all regular eight (8) hour shifts that end after 7:00 P.M. or begin prior to 6:00 A.M. will receive premium pay at the rate of seven cents (7c) per hour.

(b) Salaried employees on all regular shifts which start after 2:29 P.M. and before 9:30 P.M. will receive premium pay at the rate of seven cents (7c) per hour.

Salaried employees on all regular shifts which start after 9:29 P.M. and before 4:30 A.M., will receive premium pay at the rate of ten cents (10c) per hour.

(c) The premium pay provided in this section will apply to all time worked inclusive of overtime, but will not apply to spread time as covered in Section #23.

Section 27—Rates of Compensation

(a) The base rates of compensation paid to the employees covered hereunder will be as listed in the attached Appendix A.

Section 28—Duration of Rules and Regulations

(a) It is the intent of the Board that these Rules and Regulations shall remain in effect until August 31, 1953, or until revised or modified.

(b) At least thirty (30) days prior to August 31, 1953, the Board will review these Rules and Regulations for the purpose of determining any modification or revision then found desirable or necessary by the Board.

(c) Nothing contained in these Rules and Regulations is intended to conflict with the City Charter, or the statutes of the State of Michigan or the laws of the United States and any provision herein found to be contrary to said charter, statutes or laws shall be of no effect.

APPENDIX A
SCHEDULE OF RATES
LOCAL #214, A.F.L.
EFFECTIVE SEPTEMBER 1, 1952

20

	<i>Step Increases by Year (a)</i>					<i>5th Maximum</i>
	<i>Minimum</i>	<i>1st</i>	<i>2nd</i>	<i>3rd</i>	<i>4th</i>	
Assistant Mechanical Engineer -----	\$4,909	\$5,085	\$5,261	\$5,434		\$5,434
Assist. Paymaster -----	4,354	4,530	4,706	4,882		4,882
Assist. Transp Emergency Dispatcher-----	4,441	4,617	4,793	4,969		4,969
Assoc. Electrical Engineer (Design) ----	6,703	6,967	7,231	7,493		7,493
Auto Deliveryman -----	3,682 (b)	3,786				3,786
Bookkeeper -----	3,697	3,873	4,049	4,143		4,143
Building Attendant -----	3,210 (b)	3,276				3,276
Building Cleaner (Female) -----	3,169 (b)	3,235				3,235
Building Maintenance Supervisor -----						6,656
Calculating Machine Operator -----	3,238	3,414	3,519			3,519
Cash Clerk -----	4,096	4,272	4,448	4,624		4,624
Cash Service Man (Hourly)-----						\$1.32 hour
Chartered Service Dispatcher -----	4,441	4,617	4,793	4,969		4,969
Claims Adjuster -----	4,960	5,136	5,312	5,488		5,488
Claims Investigator -----	4,096	4,272	4,448	4,624		4,624
Clerk -----	3,052 (b)	3,187	3,321	3,386	3,453	3,453
Counting Machine Operator (F) -----	3,189 (b)	3,277	3,365	3,453		3,453
Employee Welfare Investigating Clerk----	4,268	4,444	4,620	4,796		4,796
Fare Box Inspector -----	4,008	4,184	4,360	4,536		4,536
Head Clerk -----	5,806	6,070	6,334	6,597		6,597
Instructor—T. E. O.'s -----	4,441	4,617	4,793	4,969		4,969

APPENDIX A SCHEDULE OF RATES— *Continued*

	Step Increases by Year (a)					4th	5th Maximum	
	Minimum	1st	2nd	3rd	4th			
Intermediate Change Handler -----	4,164	4,340	4,516	4,692				4,692
Intermediate Money Handler -----	4,164	4,340	4,516	4,692				4,692
Intermediate Purchases Agent -----	4,822	4,998	5,174	5,350	5,526	5,609		5,609
Junior Change Handler -----	3,921	4,097	4,273	4,449				4,449
Junior Chartered Service Dispatcher ----	4,008	4,184	4,360	4,536				4,536
Junior Civil Engineer -----	4,083 (c)	4,259	4,435	4,559				4,559
Junior Claims Investigator -----	3,523	3,699	3,875	4,051				4,051
Junior Clerk -----	2,751 (b)	2,940	3,140					3,140
Junior Electrical Engineer -----	4,083 (c)	4,259	4,435	4,559				4,559
Junior Mechanical Engineer -----	4,083 (c)	4,259	4,435	4,559				4,559
Junior Money Handler -----	3,921	4,097	4,273	4,449				4,449
Junior Purchases Agent -----	4,014 (c)	4,190	4,366	4,474				4,474
Junior Transportation Service Inspector --	4,441	4,617	4,793	4,969				4,969
Junior Typist -----	2,751 (b)	2,940	3,140					3,140
Legal Investigator -----	4,528	4,704	4,880	5,056				5,056
Messenger -----	2,229	2,470	2,546	2,622				2,622
Money Machine Operator -----	3,921	4,097	4,273	4,449				4,449
Offset Printer -----	4,845	5,021	5,197	5,373				5,373
Park Maintenance Helper -----								3,713
Paymaster -----	4,991	5,167	5,343	5,519	5,695			5,695
Photo Copy Operator -----	3,519	3,678	3,717					3,717
Posting Machine Operator (Num-TM) --	3,238	3,414	3,519					3,519
Principal Cash Clerk -----	5,044	5,220	5,396	5,572	5,748			5,748
Principal Clerk -----	4,479	4,655	4,831	5,007	5,180			5,180
Principal Money Machine Operator ----	4,761	4,937	5,113	5,289				5,289
Secretarial Stenographer -----	4,335	4,511	4,687	4,860				4,860
Semi-Senior Accountant -----	4,822	4,998	5,174	5,350	5,526	5,609		5,609
Senior Accountant -----	6,207	6,471	6,735	6,998				6,998

APPENDIX A SCHEDULE OF RATES— *Continued*

	Step Increases by Year (a)					5th Maximum
	Minimum	1st	2nd	3rd	4th	
Senior Assistant Civil Engineer -----	5,853	6,117	6,380			6,380
Senior Assistant Mechanical Engineer --	5,853	6,117	6,380			6,380
Senior Bookkeeper -----	4,335	4,511	4,687	4,860		4,860
Senior Building Attendant -----	3,370	3,494				3,494
Senior Cash Clerk -----	4,354	4,530	4,706	4,882		4,882
Senior Change Handler -----	4,527	4,703	4,879	5,055		5,055
Senior Claims Investigator -----	4,607	4,783	4,959	5,135		5,135
Senior Clerk -----	3,627	3,803	3,979	4,059		4,059
Senior Draftsman -----	4,848	5,024	5,200	5,374		5,374
Senior Electrical Engineering Aid -----	4,336	4,512	4,688	4,853		4,853
Senior Gun and Locksmith -----	4,874	5,050	5,226	5,402		5,402
Senior Identification Technician -----	4,521	4,693	4,865	5,037		5,037
Senior Money Handler -----	4,527	4,703	4,879	5,055		5,055
Senior Money Machine Operator -----	4,096	4,272	4,448	4,624		4,624
Senior Purchases Agent -----	6,207	6,471	6,735	6,998		6,998
Senior Stenographer -----	3,697	3,873	4,059			4,059
Senior Telephone Operator -----	3,697	3,873	4,059			4,059
Senior Traffic Checker -----	3,519	3,717	3,823			3,823
Senior Transp. Emergency Dispatcher --	5,259	5,523	5,787	6,051		6,051
Senior Transportation Schedule Maker --	5,138	5,402	5,666	5,930		5,930
Senior Transportation Service Inspector--	4,874	5,050	5,226	5,402		5,402
Senior Transp. Timekeeper -----	6,156	6,420	6,684	6,948		6,948
Senior Typist -----	3,627	3,803	3,979	4,059		4,059
Senior Watchman -----	3,631	3,807	3,860			3,860
Stenographer -----	3,238	3,414	3,519			3,519
Storekeeper -----	4,335	4,511	4,687	4,860		4,860
Stores Clerk -----	3,892	4,059				4,059
Stores Supervisor #1 -----	4,947	5,123	5,299	5,473		5,473

APPENDIX A SCHEDULE OF RATES— *Continued*

	Step Increases by Year (a)					5th Maximum
	Minimum	1st	2nd	3rd	4th	
Stores Supervisor #2 -----	5,653	5,917	6,181	6,445		6,445
Supervising Schedule Maker -----	6,427	6,691	6,955	7,219		7,219
Supervising Transp. Investigator -----	4,320	4,496	4,672	4,848		4,848
Supervisor Money Machine Operator ---	5,653	5,917	6,181	6,445		6,445
Supervisor Stockhandler -----	3,856	4,032	4,208	4,234		4,234
Survey Instrumentman -----	4,309 (c)	4,485	4,661	4,833		4,833
Technical Aide -----	3,838 (c)	4,014				4,014
Telephone Operator -----	3,052	3,321	3,453			3,453
Traffic Checker -----	3,174	3,367				3,367
Transportation Complaint Investigator --	4,096	4,272	4,448	4,624		4,624
Transportation Emergency Dispatcher --	4,874	5,050	5,226	5,402		5,402
Transportation Operation Clerk -----	4,960	5,136	5,312	5,488		5,488
Transportation Schedule Maker -----	4,960	5,136	5,312	5,488		5,488
Transportation Service Investigator ----	5,259	5,523	5,787	6,051		6,051
Transportation Station Master -----	4,874	5,050	5,226	5,402		5,402
Transportation Terminal Assistant -----	4,441	4,617	4,793	4,969		4,969
Transportation Timekeeper -----	4,268	4,444	4,620	4,796		4,796
Transportation Yardman -----	4,008	4,184	4,360	4,536		4,536
Typist -----	3,052 (b)	3,187	3,321	3,386	3,453	3,453
Way Shop Foreman -----	5,021	5,197	5,373	5,549		5,549
Window Cleaner -----	4,015 (b)	4,119				4,119

SCHEDULE OF STEP INCREMENTS

For Salary Classifications with minimum rates:

From	Through	Annual Increment (a)
-----	\$3,068	\$ 76
\$3,069	5,075	176
5,076	7,262	264
7,263	9,245	305

24

- (a) Except as noted
- (b) Step increases are full steps to be received each six months.
- (c) Step increases are full steps to be received each year, but half of a step, or \$88, is to be received each six months.

APPENDIX A SCHEDULE OF RATES— *Continued***SUPPLEMENTAL SCHEDULE OF RATES**

**Applicable to Employees Entering the Following Classifications
After OCTOBER 28, 1952**

	Step Increases by Year (a)					5th Maximum
	Minimum	1st	2nd	3rd	4th	
Building Attendant -----	3,174 (b)	3,240				3,240
Building Cleaner -----	3,108 (b)	3,174				3,174
Calculating Machine Operator -----	3,238	3,414	3,502			3,502
Clerk -----	3,052 (b)	3,128	3,204	3,280	3,356	3,392
Counting Machine Operator -----	3,052 (b)	3,128	3,204	3,280	3,356	3,392
Identification Tech. -----	3,848	4,024	4,200	4,376	4,421	4,421
Jr. Clerk -----	2,751 (b)	2,827	2,903	2,979		2,979
Jr. Stenographer -----	2,841 (b)	2,917	2,993	3,069		3,069
Jr. Typist -----	2,751 (b)	2,827	2,903	2,979		2,979
Messenger -----	2,229	2,305	2,381	2,457		2,457
Photo Copy Operator -----	3,458	3,634	3,665			3,665
Posting Machine Operator -----	3,238	3,414	3,502			3,502
Sr. Building Att. -----	3,306	3,438				3,438
Sr. Identification Tech. -----						4,596
Sr. Traffic Checker -----	3,489	3,665	3,823			3,823
Sr. Watchman -----	3,526	3,702	3,860			3,860
Stenographer -----	3,238	3,414	3,502			3,502
Stores Clerk -----	3,766	3,942	4,059			4,059
Supervising Stockhandler -----	3,856	4,032	4,208			4,208
Telephone Operator -----	3,052	3,228	3,392			3,392
Traffic Checker -----	3,174	3,306				3,306
Typist -----	3,052 (b)	3,128	3,204	3,280	3,356	3,392

(a) Except as noted.

(b) Step increases each six months.

City of Detroit
Department of Street Railways

APPENDIX B

**RESOLUTION OF
BOARD OF STREET RAILWAY
COMMISSIONERS**

ADOPTED JULY 29TH, 1952

“Employees of the Department who heretofore have been granted leave of absence for military service and who have served in the Korean emergency, or who hereafter shall be granted leave of absence for military service during the Korean emergency, or who shall be granted leave of absence for the purpose of entering the Armed Forces of the United States in time of war, or emergency as declared by the Common Council, shall, subject to the limitations and conditions herein provided, retain certain present and future rights as to vacation and pay increment privileges (excepting for increments to those in apprentice or training programs) during such military service, to the same extent as enjoyed by employees in D. S. R. service under existing D. S. R. Rules and Regulations.

“Employees shall be entitled to the vacation leave and/or pay due them under the Rules existing at the time of departure from D. S. R. service for military service.

“Employees honorably discharged from military service who within ninety (90) days thereafter apply

for re-entry in the service of the Department of Street Railways, shall, after they have paid ninety (90) days of normal service exclusive of premium overtime following such re-entry, be entitled to vacation leave as follows for time spent in military service.

"Newly inducted employees who have not qualified for vacation privileges prior to military leave shall be permitted to add military service to any previous D. S. R. service so as to qualify according to Department rules governing such vacation privileges.

"In such instances vacation leave will be allowed only for D. S. R. service namely for each month of such service prior to military leave in which the employee earned credit toward vacation.

"Employees who had qualified for vacation privileges prior to military service shall be given credit toward vacation on a forty hour week basis, for each month spent in military service the same as if he were fully employed with the Department; provided that no such employee with less than a total of two years of D. S. R. and military service shall be entitled to vacation leave in excess of five days for the entire period of military service; and provided that no such employee with less than a total of fifteen years of D. S. R. and military service shall be entitled to vacation leave in excess of ten days for the entire period of military service; and provided that no employee with a total of fifteen or more years of D. S. R. and military service shall be entitled to vacation leave in excess of fifteen days for the entire period of military service.

"Vacation credits to be allowed for time spent in military service shall be reduced to the extent that an employee, before entering military service, might have enjoyed vacation not earned.

"In no event shall the provisions of this resolution be construed to entitle an employee to more than one full vacation during any calendar year.

"Resolution adopted with the provision that the length of each vacation be determined by the Department rates and regulations covering each employee involved."

City of Detroit
Department of Street Railways

APPENDIX C

**COMMON COUNCIL RESOLUTION OF
JANUARY 15, 1952**

“Resolved. That the resolution of May 20, 1947, page 1395 of the Journal of the Common Council be and it is hereby rescinded; and be it further

“Resolved. That when employees are transferred or re-certified from one department to another the accepting department shall honor prior time worked toward qualifying these employees for vacation or sick leave on the basis of rules governing in said accepting department; and be it further

“Resolved. That when employees are hired other than under seasonal or camp rates of pay and when they return to the payroll following periods of broken service, such employees may qualify by accumulating any prior service within the two year period immediately preceding their return to the payroll provided further that service prior to resignation or discharge may not be used in any respect. The term “service” should be construed to include paid time only. The term “paid time” shall not include lapsed payroll time showing no pay, nor shall it include premium or over-time.

“Resolved. That upon qualifying as above, employees affected shall be entitled to sick leave granted on the basis of one day for each month containing 18 days of paid time, accumulated for the purpose of qualifying, and they shall likewise be entitled to vaca-

tion leave on the basis of one day for every 25 days of paid time accumulated for the purpose of qualifying; and be it further

“Resolved. That when employees leave one department for another after qualifying for a vacation, they shall upon departure, be granted all vacation leave due at that time under the ordinances or rules prevailing in the department releasing them provided that departments involved may by agreement adjust the amount of vacation credit to be transferred, and be it further

“Resolved. That when employees transfer in the midst of the fiscal year without interruption or service from one department to another the accepting department shall grant credit for all time served up to the point of transfer, toward the employee’s vacation for that fiscal year. Provided that when transfers to the D. S. R. are effected vacation time shall be liquidated on a pro rata basis before transfer; and be it further

“Resolved. That where necessary the department may with the approval of the Controller pay from available funds within the account affected, for any amount of vacation credit which cannot properly be liquidated prior to transfer; and be it further

“Resolved. That in case of transfers of personnel as above stipulated sick leave shall be honored by the accepting department in amounts certified according to ordinances of rules covering the department from which the employee departs; and be it further

“Resolved. That none of the provisions of this resolution shall be construed so as to grant leave time more than once for the same period of service.

“Resolved. That the above rules shall prevail immediately for transfers or recertification to and from City Departments covered by the General City Ordinances relative to sick leave and vacation rights. Provided further that these rules shall not apply to the Department of Street Railways, Board of Education, the Detroit Public Library, the Jury Commission, Recorder’s Court (except in Traffic and Ordinance Division), nor shall it apply to the uniform division of the Police and Fire Department unless and until such

departments shall signify their agreement in writing to the City Clerk.

“Adopted as follows:

“Yeas—Councilmen Beck, Connor, Garlick, Kronk, Rogell, Smith, Van Antwerp, and the President—8.

Nays—None.

City of Detroit
Department of Street Railways

APPENDIX "D"

CITY OF DETROIT
COMPILED ORDINANCES—CHAPTER 15

SEC. 2—All officers and employees of the City of Detroit, except those otherwise provided for by charter, contractual employees and those who shall not have completed six (6) months of continuous service, may be granted sick leave with full pay for one (1) eight-hour service day or straight time for each period of service equal to to the departmental service month. Such sick leave days shall accrue monthly and shall be computed on the basis of not less than eighteen (18) normal service day per month. Such time shall be computed from the date of appointment and thereafter from the beginning of each fiscal year. Sick leave shall accrue in terms of full days only and shall not exceed twelve (12) service days in any one (1) fiscal year. Part time, seasonal, temporary and intermittent (those failing to work at least eighteen (18) service days in each month of the fiscal year) employees may be entitled to sick leave at their regular rate of pay on the basis of one (1) day for each period equivalent to twenty-one (21) normal service days. Sick leave as above provided shall accrue from date of appointment but only after the officer of employee shall have become eligible for sick leave according to the provisions of this Ordinance.

(a) As of July 1, 1944, every officer and employee may be credited for unused sick leave for all prior service as far back as July 1, 1941. Such unused sick

leave to be computed according to the provisions of the Ordinance then governing; Provided, that no officer or employee shall be credited with less than five (5) days of accrued sick leave as of July 1, 1944; Provided further that any employee who shall not yet have been eligible for sick leave under the terms of Ordinance 114-D shall be eligible as of July 1, 1944, for such sick leave from the date of appointment in accordance with the provisions of this Ordinance.

(b) Unused sick leave may be accumulated for each officer and employee to the extent of one hundred (100) working days except as herein otherwise provided.

(c) Sick leave or absences for any reason specified in subdivision (i) hereof shall first be deducted from current sick leave heretofore provided for under Section 2 and Subdivisions (a) and (b).

(d) Additional sick leave may be granted for each full year of service herein defined, of five (5) eight-hour service days, including prior service to July 1, 1941, and subsequent to July 1, 1944, but not exceeding a total of one hundred (100) days. Such sick leave shall be granted on the basis of length of service free from any interruptions; Provided further, that continuous absences in excess of four (4) years shall be deemed to terminate any rights accruing under the provisions of this subsection. It is the intent of this subsection to provide a reserve based upon length of service in addition to but not a part of current sick leave as herein otherwise provided.

(e) Sick leave may not be granted in anticipation of future service.

(f) The following holidays falling within a period of sick leave shall not be counted as service days: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

(g) Absences shall not interrupt the accrual of sick leave where the employee's name appears on the payroll and he is actually receiving compensation; provided, that absences without pay, except for employees receiving workmen's compensation, shall stop the accrual of sick leave; provided further that upon his re-

turn to service in good standing, the employee may be granted all sick leave accrued on the basis of his prior service; provided further that any employee returning from any branch of the Armed Service whether or not he may have resigned to enter such service, shall be granted all sick leave accrued on the basis of his prior service, including service in the Armed Services: Provided, that the accrual of sick leave granted on the basis of length of service as provided in subsection (d) of Section 2 hereof, shall not be affected by these provisions.

(h) An employee transferred or certified to another Department, and otherwise entitled to the benefits of this Ordinance, shall not thereby lose any accumulated and unused sick leave, and the department from which he is separated shall certify the amount of such unused sick leave due such employee.

(i) Absences for the purpose of taking City of Detroit examinations, except non-competitive promotional examinations, attending a wedding of an immediate member of the family, consulting the Draft Board, death in the immediate family, attending funerals and other justifiable absences in the judgment of the Department head, shall be considered proper charges against current sick leave reserves: Provided, that where possible permission for such absence must be secured from the Department head: Provided, that the Department head may permit such absences with pay to the extent of five (5) working days in any one fiscal year.

(j) The term "sick leave" shall be construed to be absence due to illness and also to include absence due to exposure of contagious disease, attendance upon immediate members of the family within the household of the employee, where necessary: Provided, that such absence shall not exceed three (3) days in any instance.

(k) The term "immediate family" shall be construed to include husband, wife, children, father, mother, brothers and sisters, and also relatives living in the same household no matter what the degree of relationship.

(1) An employee absent for any reason which may be charged to his sick leave reserve, where permission has not already been granted, must notify his immediate superior within two hours after starting time, or at least within the working hours of the first day of absence if, in the judgment of the department head, no earlier notice was possible. Failure to give proper notice may be used by the department head, as a just reason for the refusal of sick leave with pay.

(m) Evidence of illness must be provided by medical certificate or other suitable proof for all sick leave granted beyond three (3) consecutive days: Provided, that the granting of sick leave for not more than three (3) days without the necessity of evidence shall be discretionary with the department head, and all excuses for absences shall be subject to such verification as the department head may see fit to require, including examination by a physician selected by said department head.

(n) Sick leave may be allowed in case of sickness or injury occurring during annual leave. Evidence of such incapacity from the first day must, however be provided to the satisfaction of the department head.

(o) Any employee sustaining injury or occupational disease arising out of and in the course of city employment shall be continued on the payroll and his time shall be charged to his sick leave reserve: Provided, that in the absence of any sick leave reserve, he shall be paid regular wages or salary to the extent of two-thirds ($2/3$) of his daily wage or salary but for a period not to exceed seven (7) days: Provided, also, that where the employee has a sick leave reserve and receives income under the workmen's compensation act, such income shall be supplemented by the City with an amount not to exceed that of his sick leave reserve, and such reserve shall be charged for all sick leave days, or portions thereof, paid to such employee.

(p) No right of action shall accrue to any officer or employee as a basis for recovery of pay for any used sick leave. Death or termination of service shall terminate any and all liability under this Ordinance for any such unused sick leave.

(q) Sick leave shall not be charged against the employee's reserve in amounts of less than half-days: Provided, that this Rule shall not be construed to excuse absences of less than half-days. (Effective August 17, 1944. Ord. 412-D).

Local No. 214 Rules and Regulations

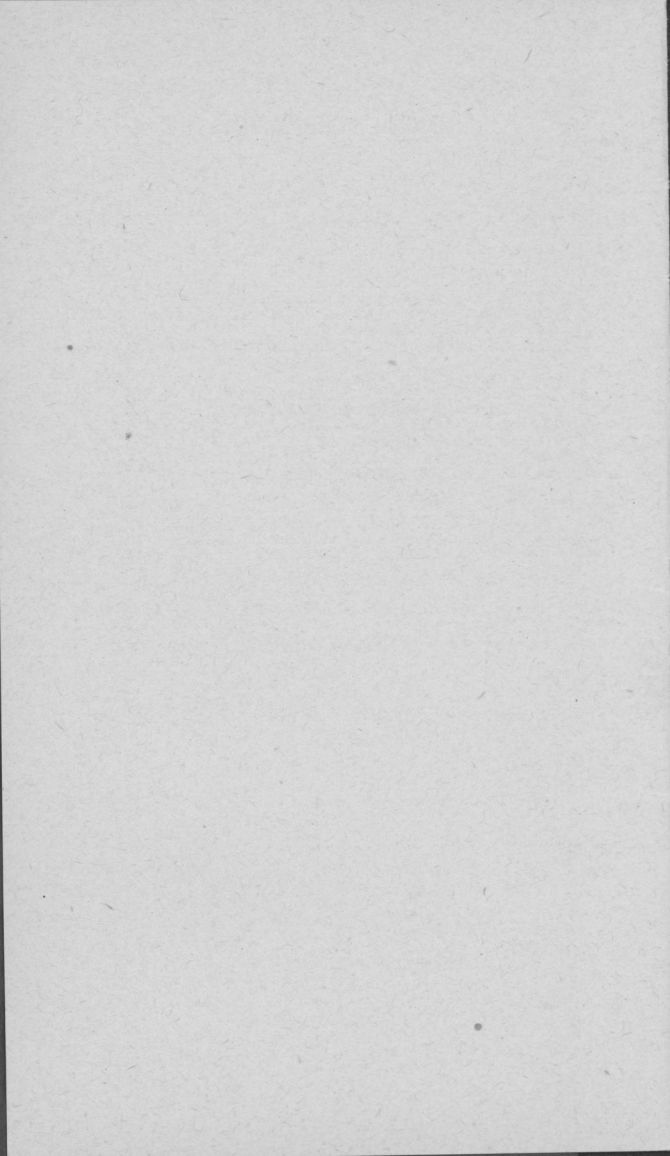
INDEX

	Page	Section
Assignment of Salary and Wages.....	6	4
Automobiles—As Required In Work.....	10	10(f)
Bulletin Boards.....	6	3
Call Out Pay—Minimum.....	18	25(b)
Call Out Time.....	18	25
Check-Off.....	6	4
Compensation:		
Holidays Worked.....	11-12	13(c,d)
Night Work.....	18-19	26
Regular Rates.....	19	27
Split Assignments.....	17	23(b)
Determination of Hourly Rate.....	8	8(e)
Dual Classifications.....	10-11	12
Eligibility:		
Salary Step Increases.....	12	15(b)
Vacations.....	13	16(b,c,d)
Emergency Call Out Pay.....	18	25(b)
Employees Classified as Division Heads.....	3-5	1
Employee Representation.....	3-5	1
Grievance Procedure.....	6-7	5
Grievance Time Allowance.....	17	22
Holidays Paid.....	11-12	13
Holidays Falling on Vacation Leave.....	14	16(k)
Hospitalization and Surgery.....	16	18
Insurance.....	16	18
Leaves of Absence for Union		
Officers or Delegates.....	16	19
Meal Time.....	9	9
Notice to Union:		
Before Posting Work Schedules.....	9	10(b)
Denial of Salary Step Increase.....	12	15(c)
Promotion, Demotion, Transfer, Layoff.....	7	6
Overtime.....	8	8
Paid Holidays and Sick Leave		
Counted as Days Worked.....	8	8(d)
Pick of Work.....	10	10(f)
Premium Pay for Night Work.....	18-19	26
Promotions and Transfers.....	16-17	20
Pro Rating Vacation Leave.....	14	16(g)
Purpose of Rules and Regulations.....	3	Preface
Rates of Compensation.....	19	27
Reclassification.....	12	14
Revocation of Salary or		
Wage Assignments.....	6	4
Salary and Wage Assignments.....	6	4
Salary Step Increments.....	12	15
Service Credit.....	17	21
Service Used in Computing		
Vacation Leave.....	14	16(h)
Sick Leave.....	15	17
Split Shifts.....	17	23
Supervisor's Chapter.....	5	2
Time Limit on Grievances.....	6-7	5

Local No. 214 Rules and Regulations

INDEX (Continued)

	Page	Section
Time Allowances:		
Changing Clothes -----	18	24(a)
Firearm Permits -----	18	24(b)
Grievances -----	17	22
Travel and Report -----	18	24(c)
Union:		
Check-Off -----	6	4
Employee Representation -----	3-5	1
Grievance Procedure -----	6-7	5
Grievance Time Allowance -----	17	22
Leaves of Absence -----	16	19
Notice:		
Promotions, Demotions -----	7	6
Salary Step Denial -----	12	15(c)
Work Posting Schedule -----	9	10(b)
Representation of Supervisors -----	5	2
Use of Bulletin Boards -----	6	3
Vacations in General -----	12-15	16
Vacations for Employees Hired in October, November or December -----	15	16(1,m)
Wage Assignments -----	6	4
Work Day and Work Week -----	7-8	7
Work Schedules -----	9-10	10
Work Selection -----	10	11



CERTIFICATE

I William B. Fitzgerald, Secretary of the Board of Street Railway Commissioners of the City of Detroit, do hereby certify that the attached Resolution was on November 4, 1952, at a regular meeting of the Board of Street Railway Commissioners of the City of Detroit today adopted by said Board.

(Signed) WILLIAM B. FITZGERALD
Secretary

Board of Street Railway Commissioners
of the City of Detroit

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