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**CITY OF DETROIT
DEPARTMENT
OF
STREET RAILWAYS**

LABOR AND INDUSTRIAL
RELATIONS LIBRARY

**Resolution Providing
OCT 25 1958
RULES AND REGULATIONS**

MICHIGAN STATE UNIVERSITY

**Governing Salaries and Conditions of
Employment for Those Employees in
Office Work and Related Assignments
and who are under the Union
Representation of Local No. 214**

A.F.S.C.M.E., A.F.L.

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

August 31, 1954,

amended

September 14 and October 5



Historic City of

CITY OF DETROIT
DEPARTMENT OF STREET RAILWAYS

RESOLUTION

RESOLVED that the following RULES AND REGULATIONS GOVERNING WAGES AND CONDITIONS OF EMPLOYMENT FOR THOSE EMPLOYEES IN OFFICE AND RELATED WORK AND WHO ARE UNDER THE UNION REPRESENTATION OF LOCAL NO. 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, with the proviso that negotiations continue on the issues that the Union and Management are not in agreement on.

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City of Detroit
Department of Street Railways

RULES AND REGULATIONS GOVERNING SALARIES AND
CONDITIONS OF EMPLOYMENT FOR THOSE EMPLOYEES
IN OFFICE AND RELATED WORK AND WHO ARE UNDER
THE UNION REPRESENTATION OF LOCAL #214, THE
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES AFFILIATED WITH THE AMER-
ICAN FEDERATION OF LABOR.

PURPOSE OF RULES AND REGULATIONS.

The purposes of the following Rules and Regulations are to assure adequate and dependable municipal transit service to the public; to provide the employees with working conditions as good as may be reasonably provided; to protect the interests of the public, the employees and the Department; to provide a procedure for adjusting grievances, to prescribe wages, salaries and working conditions; and to set forth various provisions relative to the rights, privileges, duties and obligations of the employees.

SECTION 1. EMPLOYEE REPRESENTATION.

(a) 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, acting 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 Union shall not represent employees in the Maintenance Division.

(b) The Board will so discuss and confer with representatives of the Union concerning Building Attendants in the Administration Office and in the Transportation Terminals.

(c) The Board will not prevent or discourage eligible employees from becoming or continuing as union members.

(d) The Union shall not represent Division Heads, and shall not solicit membership from or represent those classified or serving as a Division Head's first assistant.

(e) The said Union shall not solicit membership from or represent those in the following classifications:

Assistant General Cashier
Assistant Supt. Rolling Stock
Assistant Supt. Transportation Operations
Assistant Trans. District Superintendent
Auto Repair Superintendent
Auto Repair Supervisor
Chief Claims Adjuster

Engineer of Street Railways
General Auditor
Head Claims Investigator
Heating Plant Supervisor II
Junior Attorney
Labor Relations Counsel
Medical Examiner - Street Railways
Personnel Director
Personnel Officer III
Principal Accountant
Principal Attorney
Principal Purchases Agent
Secretary to the Commission
Senior Attorney
Senior Assoc. Elect. Engineer (Maintenance)
Senior Auto Repair Foreman
Supervising Trans. Schedule Maker
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
Superintendent of Transportation Operations
Track Supervisor
Training Assistant
Trans. District Superintendent
Trans. Operations Assistant

SECTION 2. SUPERVISORS' CHAPTER.

Those in the following classifications shall be grouped in a separate chapter of the Union, and they shall meet with the Board on all matters pertaining to their group. No supervisory employee shall be represented by a subordinate employee.

Associate Electrical Engineer
Building Maintenance Supervisor
Head Clerk
Paymaster
Principal Cash Clerk
Senior Accountant
Senior Assistant Civil Engineer
Senior Assistant Electrical Engineer
Senior Assistant Mechanical Engineer
Senior Trans. Emergency Dispatcher
Senior Trans. Timekeeper
Stores Supervisor II
Supv. Money Machine Operator
Way Shop Foreman

SECTION 3. BULLETINS.

(a) The Union will have the right to the exclusive use of its bulletin boards on all properties of the Department for publishing notices pertaining to the conduct of its affairs.

(b) Copies of each bulletin shall be given to management when posted.

SECTION 4. SALARY AND WAGE ASSIGNMENTS.

There will be accepted from the employees, voluntary written salary assignments for payment of monthly union dues, initiation or reinstatement fees, and such general union assessments as may be levied.

Such assigned sums will be forwarded to the financial secretary of the Union.

The assignments shall be voluntary, and shall be revocable if sixty (60) days' written notice is given in duplicate to the Secretary of the Board, who will forward one copy to the Union's financial secretary.

SECTION 5. GRIEVANCE PROCEDURE.

In presenting a grievance, the following successive steps must be followed until its settlement:

- (a) The employee shall first discuss it with his immediate supervisor.
- (b) He shall then refer it to his union representative for discussion with the said supervisor.
- (c) The union representative shall then submit the grievance in writing to the Division Head, with a copy to the General Manager.
- (d) The Union grievance committee shall then present the grievance to the General Manager or his authorized representative.
- (e) They shall then present it in writing to the Board of Street Railway Commissioners.

The union representative and/or the union grievance committee, in presenting a grievance on its initiative shall follow the above procedure, the first discussion to be at the level of the origin of the grievance.

Grievances shall be deemed invalid if not presented within thirty (30) days of their occurrence, and if not appealed within thirty (30) days from each supervisory level.

Grievances will be answered with reasonable promptness.

SECTION 6. NOTICE TO THE UNION.

Notice as to changes in status of employees of thirty (30) or more days service will be given by the Management, as follows:

<u>Action</u>	<u>Hours Prior Notice to Union</u>
Promotion	48
Demotion	48
Transfer	48
Lay Off	48
Elimination of Position	48
*Suspension	24

*No prior notice will be necessary in those cases where the nature of the offense is such that immediate suspension is necessitated.

SECTION 7. WORK DAY AND WORK WEEK.

(a) The regular work day shall consist of eight (8) consecutive hours exclusive of the thirty (30) minute lunch period; but in limited instances, management will schedule unworked intervals in excess of the said lunch break. (See Section 23).

(b) The regular work week shall consist of forty (40) hours composed of five (5) consecutive days of eight (8) hours each, excepting in those divisions where work is performed on a six (6) or seven (7) day basis, and except 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) A daily overtime premium of time and one-half will be paid for work in excess of eight (8) hours per day.

(b) A weekly overtime premium of time and one-half will be paid for work on the sixth (6th) day in excess of forty (40) straight time hours.

(c) A weekly overtime premium rate of double time will be paid for work on the seventh (7th) day which is in excess of forty-eight (48) hours for the week exclusive of daily overtime.

(d) Paid sick leave, holidays or vacation will be treated as days worked in computing weekly overtime.

(e) The hourly rate will be determined by dividing the annual salary by 2080.

SECTION 9. MEAL TIME.

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

(b) Where practicable, mealtimes will be scheduled, but certain employees must remain on duty while having lunch.

(c) When Management indicates that a lunch period will not be allowed a position, either the usual spread of hours will be reduced to eight (8) or one-half hour at straight time will be paid but not used in computation of overtime.

SECTION 10. WORK SELECTION.

Employees may select open job locations or shifts according to seniority if qualified to perform the chosen work.

For this purpose, total salaried seniority shall govern except as to Transportation Division employees, for whom seniority shall be based on length of time in the classification.

SECTION 11. WORK SCHEDULES.

(a) Management will prepare and post for selection of positions written work schedules for certain classified groups.

Before posting same they will be made available to the Union Committee for discussion.

(b) Such schedules will indicate when and where work begins for each position and when it will terminate. If off days are not consecutive, the schedules will indicate which is the sixth (6th) and seventh (7th) day.

(c) Work schedules will be placed into effect on the first day of payroll periods, except in emergencies.

(d) If the revision of a work schedule necessitates that an employee work more than five (5) consecutive days, weekly overtime will be paid only for time in excess of eighty (80) hours in the pay period.

(e) If the changing of an employee's off days in an emergency necessitates his working six (6) or seven (7) consecutive days, weekly overtime payment will be made pursuant to Section 8.

(f) When his normal off days are restored at the termination of the emergency, no weekly overtime will be paid unless it results in his working more than eighty (80) hours in the pay period.

(g) Employees selecting positions from work schedules, must be capable of performing the chosen duties.

In the Transportation Division, selections shall be limited to the selector's assigned transportation district.

(h) No such employee will be required to perform work beyond his assigned transportation district except in an emergency.

(i) The Management shall determine when Senior Transportation Service Supervisors require the use of automobiles in performance of their duties.

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 classifications for which they are qualified, they will be paid for work performed in the higher classifications 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.

For the six (6) holidays consisting of Independence Day, Labor Day, Thanksgiving, Christmas, New Year's and Memorial Day, employees shall be compensated as follows:

(a) Where either salary or prevailing rate employees are excused by the Department Head from work on any of the above holidays they shall receive their regular pay; provided, however, that if a holiday falls on Sunday, it shall be celebrated on the following day; and provided further that an employee shall receive no pay for the holiday if, on either of the scheduled service days immediately before or after the holiday he absents himself for any portion of such service days in excess of one employment hour, and the absence is for reasons other than paid sick leave or vacation.

(b) Holiday allowance will not be allowed one who is off with permission on both the scheduled service days before and after the holiday.

(c) If an employee is scheduled and not excused from work on a holiday and fails to work for reasons other than paid sick leave or vacation he shall receive no pay for the holiday.

(d) If an employee works on any of the holidays above mentioned, he shall be paid 200 per cent of his basic or hourly rate, provided, on either of the scheduled service days immediately before or after the holiday he does not absent himself for any portion of such service days in excess of one employment hour. Should he so absent himself, however, and such absence is for reasons other than paid sick leave or vacation, he shall be entitled to straight time only for the holiday.

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

SECTION 14. RECLASSIFICATION.

The following procedure will be followed when any employee believes he is performing work beyond his classification.

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

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 largely determined by the merit reports submitted by the employee's supervisor.

(c) The Union will be notified seventy-two (72) hours before final action in the matter is taken in denying a salary step increase.

SECTION 16. VACATIONS.

(a) Effective January 1, 1955, and subject to the conditions and limitations contained herein employees shall be eligible for:

- (1) A ten-day vacation leave without deduction of pay for each fiscal year of status as City employees;

- (2) An additional five-day vacation leave without deduction of pay based upon accumulated unused sick leave;
- (3) Additional vacation leave not to exceed five (5) days annually without deduction of pay to employees who, on or after January 1, 1955, shall complete ten years of service with the City.

(b) Employees shall be entitled to the ten (10) day vacation in (a-1) above on the basis of one (1) day for each month of eighteen (18) or more days of accumulated paid time during the immediately preceding calendar year. No vacation will be granted during an employee's first year, but upon completion of same, he will be entitled to one (1) day of vacation for each month of eighteen (18) or more days of service preceding the first January 1st, after employment. On each January 1st thereafter, he will be entitled to a full ten (10) day vacation, subject to the limitations herein contained.

(c) Additional vacation in (a-2) above shall be allowed employees who, on any July 1st date, including July 1, 1954, have accumulated a combined total of fifty (50) or more days of unused sick leave in both their current and reserve sick leave banks. They shall be entitled to one-half (1/2) the difference between the amount of current sick leave credited and the amount of sick leave used during the fiscal year immediately preceding any July 1st date provided that said additional vacation leave shall not exceed five (5) days, and same shall not be computed in amounts of less than one-half (1/2) days, and provided further that said additional leave shall not be charged against an employee's sick leave credits. This additional leave shall be taken after the January 1st following the July 1st date upon which such entitlement is computed.

(d) On or after January 1, 1955, employees who have accumulated ten (10) years of service may be entitled to an additional five (5) days of vacation leave for each calendar year thereafter, to be enjoyed during the calendar year beginning after the one in which the tenth anniversary of employment occurred. This additional leave will be granted at the rate of one-half (1/2) day for each month of eighteen (18) or more days of paid time within the preceding calendar year exclusive of premium or overtime. The term "service" shall not include leaves of absence or absence due to layoff except military leaves.

(e) No pro-rated vacation will be granted an employee who is discharged.

(f) Management shall determine the number of vacation leaves to be scheduled at any given time of the year, and they shall base such determination on the requirements of the service. Vacation periods will then be selected by employees according to seniority.

(g) Vacation time, no matter how earned, shall not be allowed to accumulate past any December 31st date.

SECTION 17. SICK LEAVE.

(a) For those employees hired prior to September 1, 1954, 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 employment.
- (2) Upon completion of said first year of employment, one (1) 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 employment.

(b) For those employees hired on or after September 1, 1954, paid sick leave will be granted without exception as provided in Section 2 of Detroit City Ordinance 412-D in its present form, which is made Appendix D hereof.

(c) Effective January 1, 1955, employees, upon retirement as prescribed by Title IV, Chapters XII, and XXI, and Title 9, Chapters V, VI and VII of the Charter of the City of Detroit shall be entitled to the payment of one-half (1/2) of their unused sick leave balances not to exceed thirty (30) days.

SECTION 18. HOSPITALIZATION INSURANCE.

(a) The Department will pay the cost premiums not to exceed \$1.50 per month per insured employee providing group surgical and hospital insurance for those employees desiring such insurance.

(b) Those employees electing to have such insurance may have any added premium cost for themselves and all costs for their family coverage withheld from their pay check for payment of same.

(c) The name of the insurer and the full terms of coverage of employee protection shall be subject to review by the Department at any time.

(d) Any change of insurer shall be subject to the approval of the Department in consideration of the premium payment provided in Sub-Section (a).

SECTION 19. LEAVES OF ABSENCE FOR UNION OFFICERS OR DELEGATES.

Insofar as it can be permitted without 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 the 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) Upon promotion an employee will receive an established salary which will assure him an increase of at least one (1) salary step, provided it is not in excess of the established maximum rate. The salary step shall be of the class from which he was promoted.

SECTION 21. SERVICE CREDIT.

An employee who is promoted to his higher dual classification while serving in same will receive credit for such continuous service when determining his status in the new classification, including any continuous service preceding one (1) break of not more than sixty (60) days.

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 ASSIGNMENTS.

(a) The daily work assignments of certain employees must be scheduled in two parts separated by an unworked interval greater than the thirty (30) minute lunch period.

(b) Employees who are required to spend over eleven (11) hours to complete such an assignment, shall receive an extra one-half (1/2) time for work performed after such eleventh (11th) hour.

(c) Split assignments shall always be limited to the lowest possible minimum.

SECTION 24. MISCELLANEOUS TIME ALLOWANCE.

(a) Employees in the Cashier's Division, 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 who are required to carry fire arms, will be permitted four (4) hours with pay to secure police permit for such purpose.

(c) Any employee called to work on his off day will be paid for no less than two hours at the appropriate rate.

SECTION 25. PREMIUM PAY FOR NIGHT WORK.

Employees working on afternoon and night shifts shall be eligible for a seven and one-half (7-1/2) cent per hour premium pay subject to the following conditions:

(a) The said premium shall be paid to all employees for all hours actually worked in any regularly assigned daily afternoon and night shift which has at least four (4) hours scheduled between the hours of 6:00 P.M. and 6:00 A.M.

(b) The said premium shall be paid in addition to the basic rate of pay of such employees, and shall be paid for all hours actually worked over and above the regular premium shift hours.

(c) The said premium pay shall not be taken into consideration in computing overtime premium.

SECTION 26. RATES OF COMPENSATION.

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

SECTION 27. 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, 1955, or until revised or modified.

(b) At least thirty (30) days prior to August 31, 1955, 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

Classification	Minimum	STEPS BY SIX MONTH PERIODS								Maximum
		1st	2nd	3rd	4th	5th	6th	7th	8th	
Asst. Civil Engineer	\$5287		\$5474		\$5661		\$5848		\$6033	\$6033
Asst. Elect. Engineer	5287		5474		5661		5848		6033	6033
Asst. Mech. Engineer	5287		5474		5661		5848		6033	6033
Asst. Paymaster	4609		4796		4983		5168			5168
Asst. Trans. Emer. Dispatcher	4701		4888		5075		5260			5260
Assoc. Elect. Engineer	7395		7675		7955		8225			8225
Auto Deliveryman	3994	4098								4098
Bookkeeper	4141		4328		4515		4593			4593
Building Attendant	3518	3584								3584
Building Cleaner	3452	3518								3518
Building Maint. Supervisor	7332									7332
Calculating Machine Operator	3528		3715		3792					3792
Cash Clerk	4338		4525		4712		4895			4895
Cash Service Man	1.43-1/2									1.43-1/2
Chartered Service Dispatcher	4701		4888		5075		5260			5260
Claims Adjuster	5251		5438		5625		5809			5809
Claims Investigator	4361		4548		4735		4918			4918
Clerk	3342	3436	3529	3623	3682					3682
Counting Machine Operator	3342	3436	3529	3623	3682					3682
Employee Welfare Invest'g. Clerk	4518		4705		4892		5076			5076

Classification	Minimum	STEPS BY SIX MONTH PERIODS								Maximum
		1st	2nd	3rd	4th	5th	6th	7th	8th	
Fare Box Inspector	4248		4435		4622		4802			4802
Head Clerk	6408		6688		6968		7238			7238
Identification Technician	4088		4275		4462		4649		4680	4680
Instruct. Trans. Equip. Oper.	4701		4888		5075		5260			5260
Intermediate Change Handler	4408		4595		4782		4967			4967
Intermediate Money Handler	4408		4595		4782		4967			4967
Intermediate Publicist	5429		5709		5989		6171			6171
Intermediate Purchases Agent	5429		5709		5989		6171			6171
Jr. Calculating Machine Oper.	3081	3157	3233	3309						3309
Jr. Change Handler	4161		4348		4535		4709			4709
Jr. Chartered Service Dispatcher	4248		4435		4622		4802			4802
Jr. Civil Engineer	4613	4707	4800	4894	4987					4987
Jr. Clerk	2991	3067	3143	3219						3219
Jr. Electrical Engineer	4613	4707	4800	4894	4987					4987
Jr. Governmental Analyst	4436	4530	4623	4717	4810	4904	4995			4995
Jr. Mechanical Engineer	4613	4707	4800	4894	4987					4987
Jr. Money Handler	4161		4348		4535		4709			4709
Jr. Purchases Agent	4436	4530	4623	4717	4810	4904	4995			4995
Jr. Stenographer	3081	3157	3233	3309						3309
Jr. Transp. Service Inspector	4701		4888		5075		5260			5260
Jr. Typist	2991	3067	3143	3219						3219
Legal Investigator	4793		4980		5167		5352			5352
Messenger	2469		2545		2621		2697			2697

Classification	Minimum	STEPS BY SIX MONTH PERIODS								Maximum
		1st	2nd	3rd	4th	5th	6th	7th	8th	
Money Machine Operator	4161		4348		4535		4709			4709
Offset Printer	5325		5512		5699		5886		6053	6053
Park Maint. Helper	3952									3952
Paymaster	5244		5431		5618		5805		5984	5984
Photocopying Operator	3748		3955							3955
Posting Machine Operator	3528		3715		3792					3792
Principal Cash Clerk	5301		5488		5675		5862		6040	6040
Principal Clerk	4998		5185		5372		5559		5740	5740
Prin. Money Machine Operator	5039		5226		5413		5598			5598
Secretarial Stenographer	4845		5032		5219		5401			5401
Semi-Senior Accountant	5429		5709		5989		6171			6171
Senior Accountant	6930		7210		7490		7760			7760
Sr. Assistant Civil Engineer	6287		6567		6847		7121			7121
Sr. Asst. Electrical Engineer	6287		6567		6847		7121			7121
Sr. Asst. Mechanical Engineer	6287		6567		6847		7121			7121
Senior Bookkeeper	4845		5032		5219		5401			5401
Senior Building Attendant	3700		3832							3832
Senior Cash Clerk	4609		4796		4983		5168			5168
Senior Change Handler	4792		4979		5166		5351			5351
Senior Claims Investigator	4876		5063		5250		5435			5435
Senior Clerk	4071		4258		4445		4507			4507
Senior Draftsman	5223		5410		5597		5784		5972	5972
Sr. Electrical Engineering Aid	4589		4776		4963		5137			5137

Classification	Minimum	STEPS BY SIX MONTH PERIODS								Maximum
		1st	2nd	3rd	4th	5th	6th	7th	8th	
Senior Gun and Locksmith	5159		5346		5533		5718		5718	
Sr. Identification Technician	4865								4865	
In class before 10-22-52	5037								5037	
Senior Money Handler	4792		4979		5166		5351		5351	
Sr. Money Machine Operator	4338		4525		4712		4895		4895	
Senior Purchases Agent	6930		7210		7490		7760		7760	
Senior Stenographer	4141		4328		4507				4507	
Senior Telephone Operator	4141		4328		4507				4507	
Senior Traffic Checker	3833		4020		4167				4167	
Sr. Transp. Emergency Disp.	5526		5806		6086		6359		6359	
Sr. Transp. Schedule Maker	5438		5718		5998		6277		6277	
Sr. Transp. Service Inspector	5159		5346		5533		5718		5718	
Sr. Transp. Timekeeper	6516		6796		7076		7354		7354	
Senior Typist	4071		4258		4445		4507		4507	
Senior Watchman	3870		4057		4204				4204	
Stenographer	3528		3715		3792				3792	
Storekeeper	4845		5032		5219		5401		5401	
Stores Clerk	4210		4397		4507				4507	
Stores Supervisor I	5493		5773		6049				6049	
Stores Supervisor II	6090		6370		6650		6923		6923	
Superv'g. Money Machine Oper.	5940		6220		6500		6773		6773	
Supervising Stockhandler	4300		4487		4661				4661	
Supv'g. Transp. Investigator	4573		4760		4947		5132		5132	

Classification	Minimum	STEPS AT SIX MONTH PERIODS								Maximum
		1st	2nd	3rd	4th	5th	6th	7th	8th	
Supervising Watchman I	4071		4258		4445		4507			4507
Survey Instrumentman	4653	4747	4840	4934	5027	5121	5207			5207
Technical Aid	4346	4440	4532							4532
Telephone Operator	3342	3436	3529	3623	3682					3682
Traffic Checker	3518		3650							3650
Transp. Complaint Investigator	4361		4548		4735		4918			4918
Transp. Emergency Dispatcher	5159		5346		5533		5718			5718
Transp. Operations Clerk	5251		5438		5625		5809			5809
Transp. Schedule Maker	5251		5438		5625		5809			5809
Transp. Service Investigator	5526		5806		6086		6359			6359
Transp. Station Master	5159		5346		5533		5718			5718
Transp. Terminal Assistant	4701		4888		5075		5260			5260
Transp. Timekeeper	4518		4705		4892		5076			5076
Transp. Yardman	4248		4435		4622		4802			4802
Typist	3342	3436	3529	3623	3682					3682
Way Shop Foreman	5380		5660		5935					5935
Window Cleaner	4254	4358								4358

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 been paid ninety (90) days of normal service exclusive of premium and overtime following such re-entry, be entitled to vacation leave as follows for time spent in military service.

"Newly inducted employees who had 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."

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 recertified 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 overtime.

"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 vacation 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 of 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 ac-

count 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 the 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.

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 of one (1) eight-hour service day or straight time for each period of service equal 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 days per month. Such time shall first 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 or 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 (1) hereof shall first be deducted from current sickleave 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 sub-section. It is the intent of this sub-section 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 return 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 Forces; provided, that the accrual of sick leave granted on the basis of length of service as provided in sub-section (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, consult-

ing 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 to 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.

(l) 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) An 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 sufficient to maintain his regular salary or wage for a period 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 unused 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).

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