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CITY OF DETROIT

DEPARTMENT OF STREET RAILWAYS

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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 NO.
214 A.F.S.C.M.E., A.F.L.-C.I.O.**

Adopted by The
Board of Street Railway Commissioners

June 22, 1959

Effective July 1, 1959

7-1-60



Western City of

CITY OF DETROIT
DEPARTMENT OF STREET RAILWAYS

RULES AND REGULATIONS
GOVERNING SALARIES
AND
CONDITIONS OF EMPLOYMENT
FOR
OFFICE AND SALARIED EMPLOYEES
REPRESENTED BY
LOCAL 214
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES
A.F.L.-C.I.O.

City of Detroit
Department of Street Railways

RULES AND REGULATIONS

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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, AFL-CIO.

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:

Asst. Supt. of Rolling Stock
Asst. Supt. of Trans. Operations
Asst. Trans. District Supt.
Attorney
Auto Repair Superintendent
Auto Repair Supervisor
Cashier
Chartered Service Supervisor
Chief Accountant, DSR
Engineer of Street Railways
Head Claims Investigator
Heating Plant Supervisor II
Labor Relations Counsel
Medical Examiner, DSR
Personnel Director
Personnel Officer III
Principal Accountant
Principal Attorney
Principal Purchases Agent
Secretary to the Commission
Sr. Attorney
Sr. Assoc. Electrical Engr. (Mtce.)
Sr. Auto Repair Foreman
Sr. Transportation Timekeeper
Supvg. Trans. Schedule Maker
Supervisor of Claims
Supervisor of Payrolls, DSR
Supervisor of Plant Protection
Supervisor of Purchases
Supervisor of Supplies
Supt. of Rolling Stock
Supt. of Trans. Operations
Trans. District Superintendent
Trans. Materials Adjuster
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.

Assistant Cashier
Associate Electrical Engineer
Head Clerk
Principal Cash Clerk
Principal Money Handler
Senior Accountant
Senior Assistant Civil Engineer
Senior Assistant Electrical Engineer
Senior Assistant Mechanical Engineer
Senior Trans. Emergency Dispatcher
Stores Supervisor

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 (1) 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 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 decisions at 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*

* Except in those cases where 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 provided that in limited instances, Management will schedule unworked intervals in excess of the said lunch break (see Section 21): provided also that where persons are permitted by the General Manager to work less than eight (8) hours per day or less than forty (40) hours in a normal service week, employees therein shall be paid at the same rates provided for in the salary schedule on the basis of forty (40) hours per week, and such compensation shall be construed to be full compensation for all work performed up to and including forty (40) hours per week. (See exception in next paragraph.)

Such employees shall receive no premium pay for any time worked beyond the regular eight (8) hour work day until they shall have worked at least forty (40) hours in a normal service week, exclusive of meal periods, provided that if such an employee works on his sixth (6th) or seventh (7th) day, he shall receive the compensation due him as if he had performed on an eight (8) hour basis on each day on which he worked during the week.

(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, except for those in the classification of Cash Service Man, and excepting as provided in paragraph (a) of this section.

(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, subject to provisions of Section 7 hereof.

(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.

(f) Overtime work will be distributed as evenly as possible under the terms of the following resolution adopted by the Board of Street Railway Commissioners on November 4, 1952:

"Under the proposed new Rules and Regulations submitted to you Tuesday last, and covering employees under the union representation of Local #214, A.F.S.C.M.E., the Department is no longer obligated to invariably fill temporary job vacancies on the first day with those receiving overtime rates.

But, if the said new Rules and Regulations are adopted by your Board, it is recommended that to assure equitable assignment of overtime, the following policy be adhered to in filling future temporary vacancies.

"When a temporary vacancy occurs in a position, said vacancy may be filled by using either an employee with the same classification, or by moving up an employee or employees holding dual classifications.

"When employees are available in the classification in which the vacancy occurs, the dual class move up plan will not be resorted to if, at the time the assignment is made, it is apparent that it will necessitate payment of overtime to one in a lower classification." "

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, meal times 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 workschedules 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 (1st) day of payroll period 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.

(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 at 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.

(f) 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 13. Holidays

For the eight (8) holidays consisting of Independence Day, Labor Day, Thanksgiving Day, Christmas, New Year's Day, Memorial Day, Veterans' Day, and election day (*), employees shall be compensated as follows:

((*) For the fiscal year ending June 30, 1960, only, employees will be permitted to enjoy their birthday rather than election day as a paid holiday.)

(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 (1) employment hour and the absence is for reasons other than paid sick leave, vacation or off with permission.

(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, his total compensation shall be 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 (1) employment hour. Should he so absent himself, however, and such absence is for reasons other than paid sick leave, vacation or off with permission, 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 (6th) or seventh (7th) 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 that 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) 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 calendar year of status as City Employees;
- (2) An additional five (5) 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 shall complete ten (10) 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 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 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, 1956, 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 credited to an employee after the January 1st following the July 1st date upon which such entitlement is computed.

(d) 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 (10th) anniversary of employment occurred. This additional leave will be granted 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 lay off 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) 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.

(b) Effective January 1, 1956, employees upon retirement as prescribed by Title IV, Chapters XV 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 in accordance with the following:

- (1) Payment of unused sick leave shall be limited to compensation for one-half (1/2) of the retirants' sick leave, not to exceed thirty (30) sick leave days.

- (2) Such payment shall be effected in lump sum by special payroll dated the day prior to that of retirement and computed at rates existing as of that date, with the further proviso that no credit shall be granted for periods of less than one-half (1/2) day.
- (3) Payrolls shall not be processed except and until certification by the Retirement Board to the effect that the employee has actually retired.
- (4) Payment shall be limited to only service retirants, under Charter Title IV, Chapters XV and XXI and Charter Title IX, Chapters V, VI, and VII, and only to those who retire with a service retirement allowance.
- (5) Duty and non-duty retirants will participate in the privilege at such time only as they shall become service retirants with service retirement allowance; payrolls in this case as of the day prior to date of retirement shall be processed at the rate of pay at which the retirant was last compensated on the regular payroll.
- (6) Qualified widows or widowers of so-called automatic Option II retirants (those eligibles who die before electing to retire) shall be entitled to the above benefits in the same manner and extent as though the employee had participated under the regular service retirement by choice.
- (7) Retirants may avail themselves of the privileges of the above resolution only once.
- (8) Lump sum payments above provided for shall have no effect upon the amount of pension payments and shall not be subject to deductions except withholding tax.

Section 18. Hospitalization Insurance

(a) The Department will pay the cost of premiums not to exceed \$3.12 per month per insured employee for providing group surgical and hospital insurance for those employees desiring same.

(b) Employees may by payroll deduction elect to pay to the same insurance company the costs of additional benefits for family coverage.

(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).

(e) Any change in rate of premium contribution by the City of Detroit shall be adopted as of the same effective date for these employees.

Section 19. Leave 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. Split Assignments

(a) The daily work assignments of certain employees must be scheduled in two (2) 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 22. 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 firearms, 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 four (4) hours at the appropriate rate.

Section 23. Premium Pay for Night Work

Employees working on afternoon and night shifts shall be eligible for a ten cent (10¢) 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 P.M. and 6 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 24. Rates of Compensation

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

Section 25. Longevity Pay

(a) Longevity pay of not less than \$100 or more than \$150 per annum shall be granted as of and after December 1, 1957 to all employees who on that date shall have completed eleven (11) years of service coupled with six (6) years of service in the same basic classification.

(b) The aforesaid amount of longevity pay shall also be granted additionally to all employees who on the above date shall have completed sixteen (16) years of service coupled with six (6) years of service in the same basic classification.

It is the intent that longevity pay shall be administered according to the provisions of the latest City of Detroit ordinance governing the subject matter for employees of the general city government.

(c) Longevity pay shall be granted only to employees who shall be eligible according to equitable and uniform rules and conditions as shall be recommended by the departments and the Controller with approval by the Common Council by ordinance on or before December 1, 1957.

Section 26. 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 and conducting wage negotiations; 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 27. Duration of Rules and Regulations

(a) It is the intent of the Board that these Rules and Regulations shall remain in effect until July 1, 1960 or until revised or modified.

(b) At least thirty (30) days prior to July 1, 1960, 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	Min.	Steps by Six Month Periods								Max.
		1st	2nd	3rd	4th	5th	6th	7th	8th	
Asst. Cashier	7356		7671		7986		8008			8008
Asst. Civil Engineer	6140		6455		6770		6972			6972
Asst. Electrical Engr.	6140		6455		6770		6972			6972
Asst. Mechanical Engr.	6140		6455		6770		6972			6972
Asst. Paymaster	5311		5521		5731		5903			5903
Asst. Trans. Emer. Disp.	5414		5624		5834		6013			6013
Auto Deliveryman	4701	4805								4805
Bookkeeper	4886		5096		5306		5344			5344
Building Attendant	4186	4252								4252
Calculating Mche Opr.	4208		4418		4472					4472
Cash Clerk	5156		5366		5576		5732			5732
Cash Service Man	1.72 $\frac{1}{2}$									1.72 $\frac{1}{2}$
Chartered Service Disp.	4944		5154		5364		5510			5510
Claims Adjuster	6058		6373		6680					6680
Claims Investigator	5405		5615		5732					5732
Clerk	4022	4127	4232	4337	4362					4362
Counting Machine Operator	4022	4127	4232	4337	4362					4362
Employee Welfare Inv. Clerk (Interim)	5418		5628		5838		6012			6012

Classification	Min.	Steps by Six Month Periods						Max.	
		1st	2nd	3rd	4th	5th	6th		7th
Fare Box Inspector	4944		5154		5364		5510		5510
Head Clerk	7293		7608		7923		8217		8217
Head Storekeeper	6273		6588		6892				6892
Identification Technician	4783		4993		5203		5383		5383
Instructor - TEO	5414		5624		5834		6013		6013
Inter. Money Handler (a)	4856		5066		5276		5412		5412
Inter. Purchases Agent	6247		6562		6877		7189		7189
Jr. Calculating Mche Opr.	3686	3762	3838	3914					3914
Jr. Civil Engineer	5637	5742	5810						5810
Jr. Clerk	3596	3672	3748	3824					3824
Jr. Electrical Engineer	5637	5742	5810						5810
Jr. Governmental Analyst	5412	5517	5622	5720					5720
Jr. Mechanical Engineer	5637	5742	5810						5810
Jr. Purchases Agent	5412	5517	5622	5720					5720
Jr. Stenographer	3686	3762	3838	3914					3914
Jr. Typist	3596	3672	3748	3824					3824
Legal Investigator	5608		5818		6028		6219		6219
Messenger	3074		3150		3226		3302		3302
Money Handler (b)	4816		5026		5236		5257		5257
Offset Printer	6195		6510		6825		6971		6971
Park Maintenance Helper	4660								4660
Photographer	6132		6447		6752				6752
Posting Mche. Opr.	4208		4418		4472				4472

Classification	Min.	Steps by Six Month Periods						Max.		
		1st	2nd	3rd	4th	5th	6th		7th	8th
Principal Clerk	5728		5938		6148		6358		6549	6549
Prin. Money Handler	5925		6135		6345		6549			6549
Secretarial Stenographer	5565		5775		5985		6171			6171
Semi-Senior Accountant	6247		6562		6877		7189			7189
Sr. Accountant	7919		8234		8549		8845			8845
Sr. Asst. Civil Engr.	7254		7569		7884		8183			8183
Sr. Asst. Electrical Engr.	7254		7569		7884		8183			8183
Sr. Asst. Mechanical Engr.	7254		7569		7884		8183			8183
Sr. Bookkeeper	5565		5775		5985		6171			6171
Sr. Building Attendant	4368		4500							4500
Sr. Cash Clerk	5311		5521		5731		5903			5903
Sr. Chartered Serv. Disp.	5414		5624		5834		6013			6013
Sr. Claims Investigator	5698		5908		6118		6312			6312
Sr. Clerk	4816		5026		5236		5257			5257
Sr. Draftsman	6068		6383		6698		6903			6903
Sr. Gun and Locksmith	5983		6193		6403		6605			6605
Sr. Money Handler (c)	5301		5511		5721		5895			5895
Sr. Publicist	7919		8234		8549		8845			8845
Sr. Purchases Agent	7919		8234		8549		8845			8845
Sr. Stenographer	4886		5096		5257					5257
Sr. Storekeeper	5565		5775		5985		6171			6171
Sr. Telephone Operator	4886		5096		5257					5257
Sr. Trans. Emer. Disp.	6308		6623		6938		7238			7238

Classification	Min.	Steps by Six Month Periods								Max.
		1st	2nd	3rd	4th	5th	6th	7th	8th	
Sr. Trans. Schedule Maker	6266		6581		6896		7202			7202
Sr. Trans. Serv. Inspector	5983		6193		6403		6605			6605
Sr. Typist	4816		5026		5236		5257			5257
Sr. Watchman	4538		4748		4873					4873
Stenographer	4208		4418		4472					4472
Storekeeper	4956		5166		5257					5257
Supvg. Trans. Investigator	5274		5484		5694		5863			5863
Supvg. Watchman I	4916		5126		5336		5357			5357
Technical Aid	5217	5315								5315
Telephone Operator	4022	4127	4232	4337	4362					4362
Trans. Complaint Inv.	5405		5615		5732					5732
Trans. Emer. Dispatcher	5983		6193		6403		6605			6605
Trans. Operations Clerk	6003		6213		6423		6626			6626
Trans. Schedule Maker	6058		6373		6680					6680
Trans. Service Inspector	5414		5624		5834		6013			6013
Trans. Service Investigator	6310		6625		6940		7238			7238
Trans. Station Master	5983		6193		6403		6605			6605
Trans. Terminal Assistant	5414		5624		5834		6013			6013
Trans. Timekeeper	5218		5428		5638		5803			5803
Trans. Traffic Checker	4445		4577							4577
Trans. Yardman	4944		5154		5364		5510			5510
Typist	4022	4127	4232	4337	4362					4362
Window Cleaner	4920	5024								5024

Classification	Min.	Steps by Six Month Periods								Max.
		1st	2nd	3rd	4th	5th	6th	7th	8th	
(a) Employees in class before 9-1-55 and those in (b) below who enter class	5017		5227		5437		5592			5592
(b) Former Jr. Change Handler, Jr. Money Handler and Money Machine Operator	4816		5026		5236		5322			5322
Former Sr. Money Machine Operator										5514
(c) Employees in class before 9-1-55: Former Prin. Money Machine Operator										6008
										6282

Appendix B

RESOLUTION OF BOARD OF STREET RAILWAY COMMISSIONERS

Adopted July 29, 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 the 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 (40) 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 (2) years of D.S.R. and military service shall be entitled to vacation leave in excess of five (5) days for the entire period of military service; and provided that no such employee with less than a total of fifteen (15) years of D.S.R. and military service shall be entitled to vacation leave in excess of ten (10) 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 (15) 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 rules 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 DSR 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 the Traffic and Ordinance Division), nor shall it apply to the uniform division of the Police and Fire Departments unless and until such departments shall signify their agreement in writing to the City Clerk.

"Adopted as follows:

"Yeas -- Councilman Beck, Connor, Garlick, Kronk, Rogell, Smith, VanAntwerp, and the President -- 8

"Nays -- None."

Appendix D

CITY OF DETROIT COMPILED ORDINANCES

Chapter 15

SECTION 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 sub-division (i) hereof, shall first be deducted from current sick leave heretofore provided for under Section 2 and sub-divisions (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.

(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 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 to contagious disease, attendance upon immediate members of the family with in 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 (2) 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. Evi-

dence 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.)

