

12-31-72

Ingham County

AGREEMENT BETWEEN
THE COUNTY OF INGHAM AND
THE INGHAM COUNTY EMPLOYEES ASSOCIATION

LABOR AND INDUSTRIAL
RELATIONS LIBRARY
Michigan State University

1991

LIST OF OCCUPATIONAL CLASS TITLES

INGHAM COUNTY, MICHIGAN

<u>Class Code</u>	<u>Class Grade</u>	<u>Class Title</u>
CLERICAL, ADMINISTRATIVE AND FISCAL GROUP:		
100	7	Switchboard Operator
	10	Microfilm-Photostat Technician I
	11	Microfilm-Photostat Technician II
	10	Drivers' License Examiner
	8	Clerk Typist I
	9	Clerk Typist II
	11	Clerk Typist III
	7	Clerk Stenographer I
	10	Clerk Stenographer II
	12	Clerk Stenographer III
	7	Account Clerk I
	10	Account Clerk II
	13	Account Clerk III
	15	Account Clerk IV
	14	Legal Stenographer I
	15	Legal Stenographer II
	14	Administrative Assistant
	16	Administrative Assistant I
	17	Administrative Assistant II
	9	Youth Project Assistant
	18	Deputy County Treasurer II
	15	Deputy Register of Deeds I
200 COURTS AND LEGAL GROUP:		
	12	Court Clerk
	17	Chief Court Clerk
	19	Court Investigator
	22	Court Officer - Research Clerk
	17	Court Officer II - Probate
	15	Assignment Clerk
	12	District Court Bailiff
	17	Secretary-Court Reporter - District Court
	31	Circuit Court Reporter
	26	Probate Court Registrar
	15	Deputy Probate Registrar
	23	Probation Officer
	12	Deputy Register - Clerk Steno III
	14	Legal Steno I - Juvenile Reg.
	23	Program Coordinator
	10	Assistant Juvenile Registrar
	26	Probate Court Administrative Assistant
	21	Investigator
	17	Office Manager

LIST OF OCCUPATIONAL CLASS TITLES - Continued

<u>Class Code</u>	<u>Class Grade</u>	<u>Class Title</u>
300 CUSTODIAL, DOMESTIC AND MAINTENANCE GROUP:		
	6	Housekeeper
	6	Cook I
	9	Cook II
	11	Custodial Worker
	12	Building Custodian - Co. Bldg.
	15	Building Custodian - Court House
	14	Building Maintenance Mechanic
	16	Building Maintenance Superintendent
	13	Janitor-Maintenance - Shelter Home

400 ENGINEERING AND TECHNICAL GROUP:

	18	Drain Project Technician
	21	Property Description Engineer
	19	Appraiser II
	20	Appraiser III
	22	Appraiser IV

500 PUBLIC HEALTH GROUP:

	8	Dental Clinical Assistant
	11	Vision Technician
	13	Hearing Technician
	14	Vision-Hearing Technician
	15	Phonocardiogram Technician
	16	Dental Hygienist
	19	Dental Hygienist Educator
	23	Health Educator
	23	Nursing Coordinator
	23	T. B. Control Coordinator
	13	Licensed Practical Nurse
	19	Public Health Sanitarian I
	24	Supervising Public Health Sanitarian II
	21	Public Health Sanitarian II
	21	V. D. Field Representative
	24	Assistant Director - Sanitarian II
	20	Research Associate

(Family Planning Grant)

	24	Maternal & Ch. Health Nurse Consultant
	24	Coordinator of Education (Infor. & Train.)
	24	Public Health Nutritionist
	24	Medical Social Worker
	9	Community Aide
	17	Clinic Nurse
	13	Licensed Practical Nurse
	9	Clinic Aide
	10	Clerk - Receptionist
	12	Stenographer, III
	12	Building Custodian

LIST OF OCCUPATIONAL CLASS TITLES - Continued

<u>Class Code</u>	<u>Class Grade</u>	<u>Class Title</u>
600 PUBLIC SAFETY GROUP:		
	18	Sr. Animal Control Officer
	18	Administrative Assistant
	16	Animal Control Officer
700 WELFARE GROUP:		
	6	Juvenile Home Aide
	9	Resident Supervisor
	11	Juvenile Home Superintendent
	19	Psychologist
	19	Caseworker - Teacher
	19	Child Welfare Worker
	21	Juvenile Casework Supervisor
	21	Casework Supervisor
	14	Supervisor - Juvenile Home
	21	Sr. Child Welfare Worker
	24	Assistant Child Welfare Director
	21	Intake Supervisor
	23	Adoption & Boarding Home Superintendent
	16	Rehab. Service Officer
	16	Rehab. Field Service Officer
	11	Rehab. Caseworker
	11	Shelter Home Superintendent
	9	Assistant Shelter Home Superintendent
	9	Shelter Home Cook
	6	Laundress
	14	Supervisor - Shelter Home

SALARY SCHEDULE

BASE ANNUAL SALARY RATES

Grade	First Year Only						
	1	1 1/2	2	3	4	5	6
5	4,200	4,325	4,425	4,725	5,025	5,350	5,650
6	4,375	4,500	4,625	4,925	5,250	5,550	5,875
7	4,575	4,700	4,825	5,150	5,450	5,775	6,125
8	4,775	4,900	5,050	5,350	5,675	6,025	6,400
9	5,000	5,125	5,250	5,575	5,925	6,300	6,650
10	5,200	5,350	5,475	5,825	6,200	6,550	6,950
11	5,425	5,600	5,725	6,100	6,450	6,850	7,250
12	5,675	5,850	6,000	6,350	6,750	7,150	7,550
13	5,950	6,100	6,250	6,650	7,050	7,450	7,875
14	6,200	6,375	6,550	6,950	7,350	7,775	8,225
15	6,500	6,675	6,850	7,250	7,675	8,125	8,575
16	6,800	6,975	7,150	7,575	8,025	8,475	8,975
17	7,100	7,300	7,475	7,925	8,375	8,875	9,350
18	7,425	7,625	7,825	8,275	8,775	9,250	9,775
19	7,775	7,975	8,175	8,675	9,150	9,675	10,225
20	8,125	8,350	8,575	9,050	9,575	10,125	10,675
21	8,525	8,725	8,950	9,475	10,025	10,575	11,475
22	8,900	9,150	9,375	9,925	10,475	11,375	12,000
23	9,325	9,575	9,825	10,375	11,275	11,900	12,550
24	9,775	10,025	10,275	11,175	11,800	12,450	13,125
25	10,225	10,650	11,075	11,700	12,350	13,025	13,725
26	11,025	11,300	11,600	12,250	12,925	13,625	14,375
27	11,550	11,850	12,150	12,825	13,525	14,275	15,050
28	12,100	12,400	12,725	13,425	14,175	14,950	15,750
29	12,675	13,000	13,325	14,075	14,850	15,650	16,475
30	13,275	13,625	13,975	14,750	15,550	16,375	17,250
31	13,925	14,275	14,650	15,450	16,275	17,150	18,075
32	15,300	15,700	16,075	16,950	17,875	18,825	19,825
33	16,800	17,250	17,675	18,625	19,625	20,650	21,750

Effective January 1, 1970

Larry Jacobs

A G R E E M E N T

This Agreement is entered into this _____ day of _____, 1970 between the County of Ingham and the Ingham County Employees Association. The County of Ingham hereby recognizes The Ingham County Employees Association as the sole and exclusive bargaining agent for all County employees not represented by or classified as Michigan Nurses Economic Security Organization; a division of Michigan Nurses Association, law enforcement personnel of the Ingham County Sheriff Department, or Managerial or Professional personnel.

The Ingham County Board of Social Services, as of 11/1/71, has accepted the Ingham County Employees Association Contract for the use of our employees who belong to that group.

The three points listed below were included from our Personnel Policy Handbook for the duration of this contract.

1. To retain July 1st anniversary date.
2. In addition to the eight holidays, to retain the Easter Holiday for those that actually work Easter - which would involve only our LPN's that were on duty.
3. Instead of time off for Good Friday to retain the clause in the Personnel Policy which states... "before commencing vacation an employee may be excused from work two hours prior to his regular 'clock out' time".

ARTICLE I

CLASSIFICATION SYSTEM

SECTION I - POSITION CLASSIFICATIONS.

All positions of Ingham County employment, except those of elected officials and other statutory positions exempt hereafter, shall be grouped into classes and each class shall include those positions sufficiently similar in respect to their duties and responsibilities, so that similar requirements as to training, experience, knowledge, skill, abilities, and the same rates of compensation are applicable thereto. Such positions, with exceptions as stated above, shall be known as classified positions of Ingham County employment. *7/1/70 date 1970*

SECTION II - CLASS SPECIFICATIONS.

Class specifications shall be approved and maintained by the Ingham County Board of Commissioners Personnel Committee. These specifications shall show the duties of all positions as assigned by the responsible department authorities, and the desirable minimum qualifications for successful performance of such duties.

SECTION III - ADOPTION OF CLASSIFICATION PLAN.

The classification of positions as set forth hereinafter is hereby adopted and, together with the specifications for the respective classes shall constitute the classification plan on the basis of which all positions shall be recorded and rated. The class lists and class specifications shall be maintained by the Personnel Committee to reflect currently and properly the duties, responsibilities, and qualification requirements of the respective classes of positions in County Service.

ARTICLE II

APPLICATION AND INTERPRETATION OF
CLASSIFICATION PLAN

SECTION I - ALLOCATION OF EXISTING POSITIONS.

The allocation of individual positions to standard classes and any reallocations, which may be required subsequently, shall be made by the Personnel Committee.

SECTION II - PURPOSE OF CLASS SPECIFICATIONS.

Each class specification shall outline the main characteristics and qualifications required for positions of that class, and shall give examples of specific duties which employees holding such positions may properly be required to perform. The class specifications are descriptive and explanatory, but not restrictive. The listing of particular examples of duties does not preclude the assignment of other tasks by the department head.

SECTION III - APPLICATION OF SPECIFICATIONS.

In determining the class to which a position should be allocated, the specification of each class shall be considered in its entirety and in relation to the specifications of the other classes in the classification plan.

SECTION IV - STATEMENT OF QUALIFICATIONS.

The statement of qualifications in a class specification is intended to be used as a guide in recruiting and selecting persons for employment or promotion and for use in determining the relative value of positions in a class with positions in other classes.

ARTICLE III

CONTENT AND COVERAGE
OF THE
CLASSIFICATION PLAN

SECTION I - CLASSES IN THE PLAN.

The classification plan shall consist of the classes listed hereinafter, with such changes from time to time as may be recommended by the Personnel Committee and approved by the Board of Commissioners. All positions in each class shall be compensated in accordance with the class grade level assigned to such position, as shown in the current Salary Schedule, as hereinafter set forth. The salary rates as established for each class grade shall be the compensation for work of salaried employees on a normal full-time schedule.

SECTION II - POSITIONS NOT COVERED HEREIN.

The provisions of this section do not cover positions of elected officials, members of boards and commissions, as well as other statutory officials who have specifically been exempt, not members of other recognized unions or professional associations.

ARTICLE IV

DEFINITION AND ADOPTION
OF COMPENSATION PLAN

SECTION I - DEFINITION OF COMPENSATION PLAN.

The pay of County employees occupying classified positions shall be on the basis of an appropriate schedule of annual salaries, as prescribed hereinafter for the respective classes of positions. For each grade there shall be entrance, intermediate and maximum salary rates. The Salary Schedule showing the ranges of annual rates as included hereinafter, together with the provisions for fringe benefits and other policy matters approved within this document, shall comprise the entire compensation plan for county employees.

SECTION II - FULL-TIME BASIS OF SALARY SCHEDULE.

The rates of pay prescribed hereinafter are based on full-time employment at normal working hours for the respective classes of positions as indicated; provided that the salaries of classes above grade 21 are fixed according to the responsibilities to be fulfilled, and are not based on a fixed number of hours of work per week. All regular, permanent full-time employees shall be paid the annual salaries prescribed herein for their respective classes of positions. Salaries of temporary, seasonal or part-time positions shall be determined as provided hereinafter in this plan.

SECTION III - ADOPTION AND EFFECTIVE DATE OF COMPENSATION PLAN.

This Compensation Plan, when approved by the Ingham County Board of Commissioners, shall be adopted effective January 1, 1971.

SECTION IV - SPECIAL SALARY PROVISIONS.

- A. Temporary Promotions. In any case when an employee is qualified for and is temporarily required to regularly serve in and accept the responsibility for work in a position of a higher class, such employee shall receive the entrance rate of that class, or one step above his present rate, whichever is higher, while so assigned, subject to the approval of the department head involved and the approval of the Personnel Committee; provided that for an employee to qualify for the higher rate of pay in such temporary assignment to a higher position, said employee shall be assigned on a regular and continuous basis in the higher paid position for at least one full pay period. An employee may be temporarily assigned to the work of any position in the same or lower class grade without change in pay.

- B. Computation of Salary of Part-time Employees. Any permanent salaried employees regularly employed on a continuing work schedule of less than full time, shall be compensated at a reduced rate of pay computed as follows:

$$\text{REDUCED RATE} = \frac{\text{FULL-TIME WEEKLY RATE}}{\text{WEEKLY RATE}} \times \frac{\text{ACTUAL HOURS PER WEEK}}{\text{NORMAL HOURS PER WEEK}}$$

- C. Computation of Salary of Temporary and Seasonal Employees. A temporary or seasonal employee shall be employed initially at the rate equivalent to the entrance salary in the range for the class in which employed. Such employee may be advanced in pay based upon satisfactory service in the same manner as full-time employees, except that only actual periods of employment shall be considered for such advancement. When the full-time equivalent of required minimum periods of service has been attained, advancement to the higher step rates may be affected in accordance with the provisions herein for permanent full-time employees. Temporary and seasonal employees shall be paid only for the hours actually worked, and shall not receive or accumulate any vacation, sick leave, or longevity allowance.
- D. Employment of Temporary and Seasonal Employees. Before hiring temporary, seasonal, or part-time employees, the head of a department must have the prior approval of the Personnel Committee, provided that the money for paying such employee is within the budgetary allowance for the year and, if not, such approval must be joint with the Personnel and Finance Committees.

SECTION V - APPLICATION AND INTERPRETATION OF COMPENSATION PLAN.

A. Entrance Salary Rates:

1. Starting Rate on Initial Employment. Original appointment to any position shall be made at the entrance rate according to the current Salary Schedule. Advancement from the entrance rate to maximum rate within a salary range shall be by successive steps upon recommendation of the department head and approval of the Personnel Committee. Upon recommendation of the department head, the Personnel Committee may approve initial compensation at a rate higher than the minimum rate in the Salary Schedule for the class when the needs of the service make such action necessary; provided that any such exception is based on the outstanding and unusual character of the individual employees experience and ability over and above

the desirable minimum qualifications specified for the class, or that it is based on the proven impossibility of recruiting qualified personnel at that class level. In the latter case, salaries of incumbents of positions of the class shall be adjusted to at least equal the higher starting rate.

2. Starting Rate on Return to Duty. When an employee returns to duty in the same class of position after a separation from the county service of not more than one year, which separation was not due to discreditable circumstances, such employee shall receive the rate in the compensation schedule corresponding to the step rate received at the time of separation, and shall subsequently serve thereat for at least one year before any advancement to the next higher step rate may be recommended. ✓
3. Starting Rate on Return From Military Service. An employee who leaves or has left the county service, by the request of the Federal Government, to enter the Armed Services of the United States and who subsequently is reinstated by the county to a position previously held by him shall be entitled to receive compensation at the step rate to which he would have been entitled had his service with the county not been interrupted by service in the Armed Forces.
4. Starting Rate in New Position. Whenever an employee is assigned permanently to duty in a position not previously held by him, and such change is not in the nature of a promotion, he shall receive the entrance rate in the range established for such position, or such other rate within the applicable range, as he may be entitled to by reason of crediting him in his new position with such prior service that is found to meet the following conditions:
 - (a) The character and nature of the duties of the position to which the employee was assigned are similar to those of the new position.
 - (b) The services in the former position provided experience valuable to the performance of the new position.

5. Starting Rate on Demotion. Whenever an employee is demoted to a position for which he is qualified, he shall receive the rate in the lower pay range which provides the smallest possible decrease in pay if the action was not for cause, or, if the action was for cause, any lower step in the range deemed appropriate by the department head involved and approved by the Personnel Committee.
6. Rate of Pay on Promotion. In any case, when an employee is promoted to a class with a higher pay range, the entrance rates shall be at the lowest step in the higher range that will provide an increase in pay, except in unusual circumstances when the department head may request placement of the employee at more than one step above his previous rate of pay in the higher range.

B. Probation and Advancements Within a Pay Range:

1. After initial appointment or promotion to a position covered by this resolution, the first six months of service in the position to which appointed or promoted shall be considered the period of probation. In the event the employee does not satisfactorily complete his probationary period, he shall be separated from the service, except that, in the case of promotion from a lower position, he shall revert to such lower position with the rate of pay to which he would have been entitled had he continued to serve in such lower position without promotion.
2. An employee whose entrance is at the minimum of the base range may be advanced to the next step in the range effective the first day of the pay period following the successful completion of the probationary period and may receive an additional step increase upon the satisfactory completion of one year of service, if recommended by the department head, and approved by the Personnel Committee, provided that Step 1 1/2 only applies to new employees of the county who have satisfactorily finished their probationary period.
3. All employees may be advanced to the higher rates within the range as recommended by the department head upon approval of the Personnel Committee, based upon their manner of performance. Such

advancement may be made yearly until the employee has reached the maximum base rate of the class grade for his position. An employee shall not be eligible for more than one advancement between anniversary dates, except as set forth in paragraph 4, below.

4. In recognition of an employee's unusual progress in the performance of his duties, the Personnel Committee may approve additional increments within the base range within a 12 month period. Such increases shall not affect the employee's anniversary date for periodic increases.
- C. Requirements as to Continuity of Service. Minimum service requirements for advancement within pay ranges and for the purposes of longevity shall have the implication of continuous service, which means employment in the county service without break or interruption. Leaves of absence with pay and leaves of absence without pay of 10 or less days shall not interrupt continuous service, not be deducted therefrom. Absences on leave without pay in excess of 10 days, except for extended service within the Armed Services of the United States, shall be deducted in computing total service, but shall not serve to interrupt continuous service. Absences without leave in excess of 3 days in the calendar month shall be deducted from and shall interrupt continuity of service.
- D. Anniversary Dates. For purposes of carrying out the provisions of this plan and policy, the anniversary date of employment for employees on the county payroll as of January 1, 1970, shall be the date listed on the Personnel Records as of December 31, 1969, provided said employment has been continuous. Employees hired subsequent to January 1, 1970, shall have the actual date of hiring as their anniversary date.

ARTICLE V

OVER-TIME WORK AND COMPENSATION

SECTION I - OVER-TIME ADMINISTRATION.

In emergencies, a department head may prescribe reasonable periods of over-time work to meet operational needs. Complete records of over-time of employees shall be maintained by each department head. Over-time shall consist of any and all time assigned by the department head to be worked by the employee over and above the normally prescribed work hours.

SECTION II - OVER-TIME COMPENSATION.

When an employee in grade 21 or below is required to work assigned over-time beyond his normally prescribed hours of employment, he may be compensated at one and one-half times his regular rate of pay, or he may ask for equal time off in lieu of payment, as above enumerated, provided it is agreeable to the department head involved. Employees in grade 22 and above shall not be entitled to compensation for over-time work, but may be granted time off in unusual circumstances when approved by the Personnel Committee of the Ingham County Board of Commissioners.

ARTICLE VI

GRIEVANCE PROCEDURE

SECTION I - DEFINITION OF A GRIEVANCE

A Grievance is defined as a claim, reasonably and sensibly founded, of a violation of this Classification and Compensation Plan. Any grievance filed shall refer to the provision or provisions alleged to have been violated and shall adequately set forth the facts pertaining to the alleged violation.

SECTION II - GRIEVANCE PROCEDURE.

A. Steps of Grievance Procedure:

Step 1 - An employee at anytime may present a grievance to his immediate supervisor and request the grievance be adjusted. The employee shall suffer no loss of pay for the time spent with the supervisor to discuss the grievance.

Step 2 - If the employee feels the adjustment, or lack of adjustment, is not consistent with the terms of this plan, he shall within five (5) days after talking to his supervisor, submit his grievance in writing to his department head and his association representative.

Step 3 - The association representative, within the appropriate department, shall no later than two days following the employee contact, discuss the grievance with the department head.

Step 4 - If the answer of the department head received in Step 3 is not considered satisfactory by the employee, the association representative, within seven (7) days thereafter, shall give the County Controller notice of desire for consideration of the grievance by the Personnel Committee of the Board.

Step 5 - The Personnel Committee shall meet within two (2) weeks from the association appeal to it. The Chairman of the Personnel Committee shall designate the time, date and location of the meeting(s) and the County Controller shall notify the association in writing at least five (5) days prior to the meeting(s). At this meeting, the Personnel Committee will review the facts as they relate to the interpretation and application of the plan. The Personnel Committee shall reply with their decision in writing on the grievance, no later than three (3) days following the meeting(s) of the Committee.

In the event the members of said committee are unable to agree upon a final decision on the grievance, or if unsatisfactory to the employee, said dispute will be submitted for arbitration in accordance with the procedures and rules of the American Arbitration Association. The fees and approved expenses of said arbitration shall be paid equally by the County and the employee.

- B. Failure to Comply. Failure to comply with all the requirements as set forth in the following grievance procedure or to the rules for grievance processing may be cause for the employer, at any step, to issue a permanent grievance denial.

SECTION III - RULE OF GRIEVANCE PROCEDURE.

- A. Any grievance must be brought up as soon as it might reasonably have become known to exist and that in any event, no grievance claimed shall be valid for a period of more than one calendar month subsequent to the date upon which the grievance actually did or should have become known to the aggrieved employee. Back pay shall be limited to the amount of wages the employee would have earned, within the foregoing limitation, less any amount received by him from other employment, self-employment, or, if applicable, unemployment compensation.
- B. For the purposes of the Grievance Procedure a "day" shall mean Monday through Friday, and shall not include the day in which a grievance is presented or appealed by the association or is returned to it by the county.
- C. Any time limit listed in the Grievance procedure may be extended by mutual agreement of the parties' representatives at that step.
- D. A grievance presented at any step shall be dated and signed by the association representative presenting it; and any answer given in return to the association representative shall be dated and signed by the county's representative at that step.
- E. When a grievance is presented, the county's representative shall acknowledge his receipt of it and the date thereof, on said document, and when he returns it with his answer, the association representative shall acknowledge his receipt of it and the date thereof.

- F. In the absence of a representative at any step, the party whom he represents may designate an alternate to act in his place.
- G. A grievance not advanced to the next higher level within the time limit provided shall be deemed permanently withdrawn and as having been settled on the basis of the answer most recently given it. A grievance not answered within the time limit provided shall be automatically advanced to the next higher level.
- H. All dispositions of written grievances shall be made in writing and one copy sent to the Ingham County Controller and one copy sent to the President of the Employees Association.

SECTION IV - EMPLOYEE'S PRIVILEGES.

- A. Notwithstanding any other provisions hereof, any employee may elect to present or pursue his own grievance under this Article without assistance from or representation by the association. When that election is made by the employee, then with respect to that grievance this Article shall be read and interpreted as if the word "employee" were substituted for the words "association" and "association representative" wherever they appear in this Article.

ARTICLE VII

HOLIDAYS

SECTION I - COMPENSATION FOR ABSENCE ON HOLIDAYS.

All employees of the County shall receive their regular compensation for the following legal holidays or parts thereof or any other day proclaimed as a holiday by the Board of Commissioners, during which the public offices of the County are closed:

New Year's Day
Washington's Birthday
Memorial Day
Fourth of July
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day

*pro-rate - PT
if not a holiday*

SECTION II - COMPENSATION FOR A HOLIDAY FALLING ON A REGULARLY SCHEDULED DAY OFF.

Except for employees regularly scheduled to work on a shift basis, when a holiday listed in Section I above falls on a Saturday, the preceding Friday shall be observed as the legal holiday and, when the legal holiday falls on Sunday, the following Monday shall be observed as the legal holiday.

✓ "no"

SECTION III - COMPENSATION FOR WORK PERFORMED ON HOLIDAYS.

Any permanent employee who shall be required to perform work or to render services on one of the holidays listed in Section I above, shall be compensated therefore in accordance with Section II of Article V above.

SECTION IV - CHRISTMAS AND NEW YEAR'S.

All employees, except those working on a regularly scheduled shift basis, shall be entitled to the preceding afternoon off with pay, whenever Christmas and New Year's Day fall on Tuesday, Wednesday, Thursday, or Friday.

✓ "no"

ARTICLE VIII

INSURANCE BENEFITS

SECTION I - HEALTH INSURANCE.

All employees shall be eligible to participate in the Blue Cross - Blue Shield Insurance Plan carried by the county which coverage shall include a \$2.00 prescription drug rider. An employee shall become covered upon completion of the required forms and upon acceptance of him by Blue Cross - Blue Shield as a participant. The county shall pay the first twenty-two and 50/100 dollars (\$22.50) of the cost for each employee after six (6) months of satisfactory employment. Prior to the expiration of said six (6) months the employee shall be required to authorize deductions for premium cost of the group coverage provided herein. Payroll deductions will be made for family dependents upon request. The county reserves the right to substitute another carrier, provided, the fundamental provisions of the above coverage will not be changed. The drug prescription rider contained herein shall not take effect until January 8, 1971.

SECTION II - LIFE INSURANCE.

All employees shall be eligible to participate in the Group Life Insurance Program through the Minnesota Mutual Life Insurance Company in the amount of \$7,500.00 coverage. Each employee wishing to participate shall authorize a payroll deduction of \$2.25 per month. The County shall pay the balance of the premium. The provisions of this Section II shall not apply to employees of the Ingham County Sheriff's Department who may be afforded coverage different from that provided herein.

SECTION III - RETIREMENT BENEFITS.

- A. All employees shall receive upon retirement from County service in accordance with the County Classification and Compensation Plans and the Municipal Employees Retirement System, paid-up life insurance in the amount of One Thousand Five Hundred Dollars (\$1,500.00).
- B. All employees shall receive upon retirement from County service Blue Cross - Blue Shield insurance coverage as provided by the County. The County reserves the right to substitute another carrier.
- C. The provisions of this Section III shall not take effect until January 8, 1971.

ARTICLE IX

LEAVES OF ABSENCE

SECTION I - ANNUAL LEAVE.

- A. All employees, except temporary and seasonal employees, who have completed:
1. One year of continuous service with the County shall have earned 5/6 of a day per month annual leave during said first year of such employment.
 2. Two years of continuous service with the County shall have earned 5/6 of a day per month annual leave during said second year of such employment.
 3. Three years of continuous service with the County shall have earned 5/6 of a day per month annual leave during said third year of such employment.
 4. Four years of continuous service with the County shall have earned one (1) day per month annual leave during said fourth year of such employment.
 5. Five years of continuous service with the County shall have earned one (1) day per month annual leave during said fifth year of such employment.
 6. Six years of continuous service with the County shall have earned one (1) day per month annual leave during said sixth year of such employment.
 7. Seven years of continuous service with the County shall have earned one (1) day per month annual leave during said sixth year of such employment.
 8. Eight years of continuous service with the County shall have earned 1 1/4 days per month annual leave during said eighth year of such employment.
 9. Nine years of continuous service with the County shall have earned 1 1/4 days per month annual leave during said ninth year of such employment.
 10. Ten years or more of continuous service with the County shall have earned 1 1/2 days per month annual leave during said tenth year and all subsequent years of uninterrupted employment.

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- B. Annual leave days may not be used before they are earned as set forth in Subsection A, above. In no case shall any annual leave time be used during the first year of employment with the County.
 - C. Annual leave days not used may only be accumulated to a maximum of 20 days. ✓ 2
 - D. Permanent part-time employees shall receive annual leave day credits at the same rate, but proportional to the time actually worked.
 - E. Absence on account of sickness, illness, or disability in excess of that hereinafter authorized for such purposes, may at the request of the employee and with the approval of the department head, be charged against annual leave allowance.
 - F. Each department head shall keep a record of annual leave credit, and shall schedule vacation leaves to accord with operating requirements, and, insofar as possible, with the written request of the employee.

SECTION II - SICK LEAVE.

- A. Each permanent employee of the County shall earn sick leave credit at a rate of one work day with pay for each completed month of service. Employees who under permanent part-time service shall be entitled to sick leave credit at the same rate as that granted full-time employees, but when earned sick leave credit is used, they shall be paid at their regular part-time rate. ✓
- B. Unused sick leave credit shall be cumulative to a maximum of 240 work days.
- C. An employee eligible for sick leave may use such leave upon approval of his department head for absence due to illness, injury, exposure to contagious disease, or death in the employee's immediate family. An employee taking sick leave shall inform his immediate superior of the fact and the reason thereof as soon as possible, and failure to do so within a reasonable time may be cause for denial of pay for the period of absence. The department head may require proof of medical treatment when he deems it appropriate.

- D. Absence for a fraction or a part of a day that is chargeable to sick leave in accordance with these provisions shall be charged proportionately in an amount not smaller than one-half day. ✓
- E. Upon resignation or dismissal from County service, all sick leave credits shall be cancelled and shall not be reinstated or paid for.
- F. Unused sick leave credit shall be paid upon the retirement of the employee at a rate of one-half the annual pay, based upon the previous January 1st, up to a maximum payment equivalent to eighty (80) work days pay.

SECTION III - MATERNITY LEAVE

An employee who becomes pregnant shall be entitled to a Maternity Leave of Absence. Such leave shall commence not later than the end of her 7th month of pregnancy, unless the department head, with the advice of her personal physician, consents to her working after that period. A Maternity Leave of Absence shall end no later than six (6) months following the termination of her pregnancy if the employee, after examination by her personal physician, is reportedly physically able to work. However, if further leave due to pregnancy is recommended by her physician, additional leave may be granted by the department head for up to 90 days. Vacations, holidays, sick leaves, and other fringe benefits which have been earned prior to the leave will be retained, but additional benefits will not accumulate during such leave of absence. However, maternity leave will not be considered an interruption of continuous service, for the purposes of eligibility for benefits after return to work. After the time limitations herein mentioned have been used, the employee's position will not automatically be held open for her. ✓

SECTION IV - SPECIAL LEAVES.

- A. In addition to leaves authorized above, a department head may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed 10 working days in any calendar year. With the prior approval of the Personnel Committee, a department head may authorize an employee to be absent without pay for personal reasons for a longer period, but not to exceed ninety (90) days in any calendar year.

- B. Upon prior approval of the Personnel Committee, department heads may authorize special leaves of absence for any period or periods not to exceed three (3) calendar months in any one calendar year, for the following purposes:
1. With or without pay, for attendance at a college, university, or business school for the purpose of training in subjects relating to the work of the employee and which will benefit the employee and the County service.
 2. Without pay, for urgent personal business requiring the employee's attention for an extended period such as settling estates or liquidating a business.
 3. With pay, for serving on a jury or attending court as a witness, except in cases involving a criminal act committed by the employee, or a civil case initiated by the employee; provided in all such instances the county receives the employee's per diem jury or witness fee.
 4. Without pay, for purposes other than the above that are deemed beneficial to the county service.
- C. The Personnel Committee, upon the recommendation of the department head concerned, may grant leaves of absence with or without pay in excess of the above limitations, for the purposes of attending extended courses of training at a recognized university or college, and for other purposes that are deemed beneficial to the county service.
- D. The County of Ingham shall abide by the provision of the Federal Regulation regulating re-employment rights as stated in the Universal Military Training and Service Acts of 1940 and 1948, as amended, with respect to the re-employment rights of an employee, and to granting leaves of absence in accordance therewith.

SECTION V - ABSENCE WITHOUT LEAVE.

An employee who is absent from duty shall report the reason therefore to his supervisor prior to the date of absence, when possible, and in no case later than the second day of absence. All unauthorized and unreported absences shall be considered absences without leave, and deduction of pay shall be made for the period of absence. Two consecutive days of absence without leave shall be construed as representing resignation from the county service.

SECTION VI - RECORDS.

Attendance and leave records for all county employees shall be maintained on a current basis by the respective department heads and shall be available for inspection at all times by the Board of Commissioners.

ARTICLE X

COMPENSATION LIMITED BY APPROPRIATIONS

SECTION I.

No provisions of this plan shall be construed as authorizing an increase in salary during a fiscal year which would result in exceeding appropriations made for such purposes.

ARTICLE XI

MAINTENANCE OF THE CLASSIFICATION AND COMPENSATION PLAN

SECTION I - RESPONSIBILITY FOR MAINTENANCE.

The Personnel Committee of the Ingham County Board of Commissioners shall be responsible for the maintenance of the classification and compensation plans, including, but not limited to, the review and recommendation of appropriate actions to assure that the classification plan is kept current and reflects important changes in duties and responsibilities of existing positions and the creation of new positions; and the determination of proper compensation rates within the existing resolution provisions and the preparation of adjustments and revisions to the plan on the basis of changes in prevailing rates of pay for comparable positions outside County service.

SECTION II - RECLASSIFICATION AND ADJUSTMENT.

Any employee shall have the right to consideration of any request he may have with respect to a change in classification or compensation of his position. The employee shall make his request initially to the department head who shall promptly seek to arrive at a solution which is consistent with the classification and compensation plan and acceptable to the employee. Where the department head is unable to resolve such a request, the matter shall be submitted in writing to the Personnel Committee for recommendation of a solution consistent with the classification and compensation plan.

SECTION III - POSTING.

In order to allow opportunity for promotions from within the departments of the County, a promotion policy shall exist requiring a notice of promotional opportunities to be posted not less than three (3) working days prior to any subsequent promotion or hiring to fill a vacancy within this County. Such posting will include the promotional vacancy and the necessary qualifications. Such information shall be posted both on the bulletin board in the Courthouse in Mason and the bulletin board in the lobby of the County Building in Lansing. Any qualified employee of the County may apply for said promotion and shall be considered by the appropriate department head, with employees of the same department given first consideration, before the vacancy is filled.

ARTICLE XII

TRAVEL ALLOWANCE

SECTION I - PARKING ALLOWANCE.

Whenever it is found necessary in the course of the employment with the County for an employee to have available his motor vehicle during the hours of employment, the department head shall request the Personnel Committee's approval of a parking allowance to be made on a monthly basis for said employee. Said allowance shall act as a reimbursement for expenses incurred in parking said vehicle in the course of their employment.

SECTION II - MILEAGE ALLOWANCE.

- A. All employees required to drive their own motor vehicle in the course of their employment with the County shall be paid at the rate of 11 cents per mile. Mileage accumulations shall be figured on a monthly basis. Effective January 1, 1972 the rate shall be 12 cents per mile.
- B. Mileage shall always be figured on the basis of the shortest distance between the point of departure and the destination.
- C. There shall be a short explanation given on all claims made to the Board of Commissioners for reimbursement of expenses for all trips.

SECTION III - CONFERENCES, CONVENTIONS, OR SEMINARS.

- A. The following regulations shall apply to all claims for reimbursement of expenses for attending meetings, conventions, conferences or seminars on behalf of the County of Ingham:
 1. Attendance at a meeting, convention, conference or seminar outside of the State of Michigan shall have the prior approval of the appropriate committee of the Board of Commissioners.
 2. Travel by private automobile shall be reimbursed at the regular County rate as provided in Section II above.

3. If transportation is by a County owned vehicle, no mileage shall be allowed. Actual expenses of operation of said vehicle will be paid by the County of Ingham upon tender of the receipts.
4. If travel is by common carrier, an Exemption Certificate shall be obtained from the County Controller. Railroad - First Class, air travel - First Class, or tourist fares will be reimbursed if receipts have been retained and submitted with the Expense Voucher.
5. Reimbursement for meals will be allowed while to and from and at the place of any meeting, conference, seminar or convention at a rate not to exceed \$10.00 per day plus 10% of the actual receipts for tips.
6. When a member of the employee's family, i.e. wife, husband, son, or daughter shares the hotel or motel room, 75% of the double occupancy rate will be reimbursed, if receipts have been retained and submitted with the Expense Voucher. ✓
7. Tolls, telephone and telegraph expense will be reimbursed when it is necessary as a part of the trip on behalf of the County; taxi fare is reimbursable only if the trip was made by common carrier.
8. Parking fees during the conference, convention, seminar or meeting will be reimbursed if receipts are retained and submitted with the Expense Voucher.
9. Expense vouchers shall be submitted at the next regular Board of Commissioners' Meeting following the convention, conference, seminar or meeting attended by the employee.
10. The following items will not be reimbursed under any circumstances:
 - (a) Travel Insurance
 - (b) Laundry or Dry Cleaning
 - (c) Hospitality or Entertainment Expense

SECTION IV - ADVANCE PAYMENT.

- A. Act 27 of the Public Acts of 1963 authorizes the County Treasurer to make advance payment of travel funds to County employees prior to their traveling on County business, said advancement payment needing the approval of the department head and the County Controller, under the following provisions:
1. The request for advance payment shall be in writing on a form provided by the Controller. ✓
 2. A complete report shall be made by the employee to the Controller within five (5) working days after his return. The report shall be accompanied by a County Treasurer's Departmental Receipt for Excess Funds. Reimbursement for personal funds will be made following the next meeting of the Board of Commissioners at which claims are allowed.
 3. Receipts for hotel bills, registration fees, meals, plane, railroad or bus tickets shall be filed with the report.
 4. If a private car is used for transportation, mileage will be paid according to the regular County Mileage Schedule. If commercial transportation is used, an Exemption Certificate shall be furnished by the Controller.
 5. All other expenses to be advanced shall be in accordance with the previous sections hereunder dealing with travel allowances.

ARTICLE XIII

HOURS OF EMPLOYMENT

SECTION I - POSTING HOURS.

It shall be the duty of the department head in each department of this County to post within their main office the regular hours of business conducted by said department for review by the employees.

SECTION II - SPECIAL EXEMPTIONS.

- A. On Good Friday of each year, all employees shall be excused from 1:00 p.m. to 3:00 p.m. from their normal duties, in addition to their regular lunch hour, for the purposes of attending church services of their choice. ✓

- B. On each and every nationwide or statewide election day, all employees of the County over 21 years of age shall be allowed one (1) hour off from their normal duties for the purposes of casting their vote in said election. The decision as to which hour an employee shall be entitled to take off for the above stated exemption shall be made by the department head, or such person as he designates to make such decision within his department. ✓

SECTION III - WORK BREAKS.

Each employee of this County shall be allowed to have two (2) work breaks during the work day. No more than one (1) work break may be taken before lunch, and no more than one (1) may be taken after lunch on any one day. The duration of said break shall not exceed fifteen (15) minutes in length, and during said break the employee shall remain in and around the office area, unless the department head has established a policy allowing the time to be spent outside of the office facilities.

ARTICLE XIV

SECTION I - SENIORITY.

Whenever merit and ability are equal between two or more County employees in the considerations of promotions or other priorities dealing with their employment, seniority shall govern.

ARTICLE XV

LONGEVITY PLAN

SECTION I - ELIGIBILITY.

All regular full time employees, in the active service of the County of Ingham as of their Annual Anniversary Date of any year, shall be entitled to receive a longevity bonus for length of service with the County, according to the following rules and schedule of payment.

- A. Longevity bonus shall be computed as a percentage of employee's regular annual base salary or wage. Base salary or wage shall be that salary or wage which an employee is being paid on the first regularly scheduled pay period of the fiscal year in which a longevity bonus is due. Base salary or wage shall not include overtime pay, premium pay, uniform allowance, per diem or travel allowance, or any special fees.
- B. Longevity bonus shall be based on full time continuous service.
- C. Following completion of five (5) full years of continuous full time service, each employee shall receive annual longevity payments as provided in the schedule. ✓
- D. To be eligible for longevity payment subsequent to the first payment, an employee must have completed continuous full time service equal to the service required for original eligibility, plus a minimum of one additional year for each such service for each payment, excepting that employees who retire between annual anniversary dates shall be eligible for a prorated payment as outlined under Section (H) below.
- E. Payments to employees who become eligible by their annual anniversary date of any year shall be due the following December 1st. The first payment shall be due December 1, 1971. ✓
- F. It shall be the duty of all department heads on November 1st of each year, beginning November 1st, 1971, to furnish to the County Controller a list of employees who are eligible to receive a longevity payment of December 1st of each year. Department heads shall indicate in the manner prescribed by the County Controller, the amount of longevity bonus due each such employee, and the Controller shall then authorize payment as of December 1 of each year.

G. Longevity Bonus Schedule:

(Continuous Service)	(Annual Bonus)
5 or more, but less than 10 years	2% of Annual Wage
10 or more, but less than 15 years	4% of Annual Wage
15 or more, but less than 20 years	6% of Annual Wage ✓
20 or more years	8% of Annual Wage

H. Effective January 1, 1970, employees who are thereafter eligible for longevity bonus payments and who retire on a service or disability retirement basis, shall be paid a pro-rated bonus. Such pro-rated payment shall be based on the number of calendar months of full time service credited to an employee from the preceding October 1st at the date of retirement.

I. No longevity payment as above scheduled, shall be made for that portion of an employee's regular annual salary or wage which is in excess of Eight Thousand Dollars (\$8,000.00).

ARTICLE XVI

SPECIAL MEETINGS

SECTION I - PURPOSES AND PROCEDURE.

The Employer and the Association agree to meet and confer on matters of clarification of the terms of this Agreement upon the written request of either party. The written request shall be made in advance and shall include an agenda stating the nature of the matters to be discussed and the reason(s) for requesting the meeting. Discussion shall be limited to matters set forth in the agenda, but it is understood that these special meetings shall not be for the purpose of conducting continuing collective bargaining negotiations, nor to in any way modify, add to, or detract from the provisions of this Agreement. Special meetings shall be held within ten (10) calendar days of the receipt of the written request and shall be held between 8 a.m. and 5 p.m. at a time and place which is mutually agreeable to the parties. Each party shall be represented by not more than four (4) persons at such special meetings.

SECTION II - MEETING PLACE.

The Association representatives may meet at a place designated by the Employer, on the Employer's property, for a period not to exceed one-half (1/2) hour immediately preceding a meeting for which a written request has been made.

SECTION III - SALARY LIMITATION.

Employee representatives of the Association at special meetings will be paid by the Employer for time spent in special meetings, but only for the straight time hours they would otherwise have worked on their regular work schedule.

ARTICLE XVII

SALARIES

SECTION I - BASE SALARY.

No full-time county employee shall receive a salary of less than \$5,000.00 per year. ✓

SECTION II - SALARY ADJUSTMENT

Subsequent to December 31, 1970, each and every employee who has completed or thereafter completes one year in step number six of the salary schedule, shall receive a salary increase on five (5) per cent. Only one raise shall be given pursuant to this Section during the duration of this contract.

SECTION III - COST OF LIVING

The County shall pay a cost of living allowance based on the following plan:

- A. The cost of living allowance is to be paid only upon the first 40 work hours per week per employee. ✓
- B. The cost of living allowance shall be based on the .04 formula, .04 per cent cost of living increase constituting a one cent (\$.01) increase in salary per hour.
- C. There shall be a fifteen cent (\$.15) ceiling on the cost of living allowance calculated and paid during the first year and an eighteen cent (\$.18) ceiling calculated and paid during the second year of this contract.
- D. Cost of living allowance does not apply to overtime or holiday pay.
- E. Cost of living allowance shall be paid proportionately to part-time employees.
- F. The basis used to determine cost of living adjustments shall be the Bureau of Labor Statistics Consumer Price Index for October 1, 1970.
- G. The cost of living allowance shall be calculated and payable based upon the Bureau of Labor Statistics Consumer Price Index as follows:

1. Calculated upon the Bureau of Labor Statistics Consumer Price Index for:
 - a. December 1st
 - b. March 1st
 - c. June 1st
 - d. September 1st

2. Payable, respectively, upon the above calculations on the first full pay period following:
 - a. January 1st
 - b. April 1st
 - c. July 1st
 - d. October 1st

- H. In the event the Bureau of Labor Statistics does not issue the Consumer Price Index on or before the beginning of the new quarters (listed in G2 above) the Consumer Price Index for the previous quarter shall continue to prevail until the Bureau of Labor Statistics does issue such Index at which time any increases due to the result of the issuance of said Index shall become due for the balance of the report.

- I. The amount of the cost of living allowance shall be payable for three (3) months or until a new adjustment can be calculated under paragraph "G" above, whichever is longer.

- J. No adjustments, retroactive or otherwise, shall be made due to any revision which may later be made in the published figures for the Bureau of Labor Statistics Consumer Price Index for any base month.

- K. The parties of this Agreement agree that the continuance of the cost of living allowance is dependent upon the availability of the Official Monthly Bureau of Labor Statistics Consumer Price Index in its present form and calculated on the same basis as the Index for October 1, 1970 unless otherwise agreed upon by the parties.

- L. The amount of the cost of living allowance which shall be effective for any three (3) month period as provided above shall be in accordance with the following table:

B.L.S. CONSUMER
PRICE INDEX

COST OF LIVING ALLOWANCE
IN ADDITION TO WAGE SCALE
BY JOB CLASSIFICATION

137.4, October, 1970 equals base

137.4 to 137.799 inclusive	0¢
137.8 to 138.199 inclusive	1¢
138.2 to 138.599 inclusive	2¢
138.6 to 138.999 inclusive	3¢
139.0 to 139.399 inclusive	4¢
139.4 to 139.799 inclusive	5¢
139.8 to 140.199 inclusive	6¢
140.2 to 140.599 inclusive	7¢
140.6 to 140.999 inclusive	8¢
141.0 to 141.399 inclusive	9¢
141.4 to 141.799 inclusive	10¢
141.8 to 142.199 inclusive	11¢
142.2 to 142.599 inclusive	12¢
142.6 to 142.999 inclusive	13¢
143.0 to 143.399 inclusive	14¢
143.4 to 143.799 inclusive	15¢

This represents the maximum ceiling to be calculated and paid during the first year of this contract.

143.8 to 144.199 inclusive	16¢
144.2 to 144.599 inclusive	17¢
144.6 to 144.999 inclusive	18¢

This represents the maximum ceiling to be calculated and paid during the second year and life of this contract.

ARTICLE XVIII

REPEAL OF CONFLICTING RESOLUTIONS,
PROVISIONS AND ORDERS

The Board of Commissioners hereby declares that it is its intent and purpose that the terms and provisions of this Resolution or plan shall control as relates to all matters set out herein except as otherwise provided by State law, and the Board of Commissioners hereby repeals and rescinds any and all provisions, orders, resolutions and ordinances in conflict herewith and further prescribes that in all instances wherein an ordinance amendment or changes may be necessary to effectuate the repeal of conflicting ordinance provisions that the County Corporation Counsel prepare such ordinance or ordinances repealing such conflicting provisions to be effective from and after January 1, 1971 and present the same to the Board of Commissioners for its action.

ARTICLE XIX

SAVING CLAUSE

If any section, sentence, clause or phrase of this Resolution or plan shall be held, for any reason, to be inoperative, void, or invalid, the validity of remaining portions of this Resolution shall not be affected thereby, it being the intention of the Board of Commissioners in adopting this Resolution, that no portion thereof or provision herein shall become inoperative or fail by reason of the invalidity of any other portion or provision and the Board of Commissioners hereby declares that it would have severally passed and adopted the provisions contained herein, separately and apart one from the other.

This Agreement shall become effective on the 1st day of January, 1971 and shall continue in full force and effect until December 31, 1972 inclusive.

IN WITNESS WHEREOF, the parties have set their hands and seals the _____ day of _____, 1970.

COUNTY OF INGHAM

By _____
Chairman, Ingham County Board of
Commissioners

Witness

By _____
County Clerk

Witness

THE INGHAM COUNTY EMPLOYEES ASSOCIATION

By _____
President

Witness

ADDENDUM

ADDENDUM to Contract dated December 22, 1970, by and between the COUNTY OF INGHAM and the INGHAM COUNTY EMPLOYEES ASSOCIATION.

WHEREAS, there has been a showing by greater than fifty percent (50%) of those persons at the Ingham County Extended Care Facility who are not presently organized under existing labor agreements of their interest in joining the Ingham County Employees Association; and

WHEREAS, a few modifications are necessary due to certain special circumstances at the Facility;

NOW THEREFORE, IT IS HEREBY AGREED by and between the parties that the above-mentioned Contract be modified to include those persons at the Extended Care Facility who are not represented by the Michigan Nurses Association or the American Federation of State, County & Municipal Employees, AFL-CIO, with the following modifications;

That whenever the terms County Controller, Personnel Committee, or the Ingham County Board of Commissioners are used, the terms Administrator, Director of the Ingham County Department of Social Services and Ingham County Social Services Board shall be used as they would apply to the situation relating to the employees herein;

That the annual date of all employees covered hereby shall be July 1st except those hereafter employed whose anniversary date shall be deemed to be the date upon which they commence work;

That in addition to the eight (8) holidays listed in the above-mentioned Contract in Article VII, that employees at the Extended Care Facility required to work on Easter Sunday shall receive holiday benefits for that holiday, and further, that instead of the two (2) hours permitted off for Good Friday, employees at the Extended Care Facility covered by this Contract

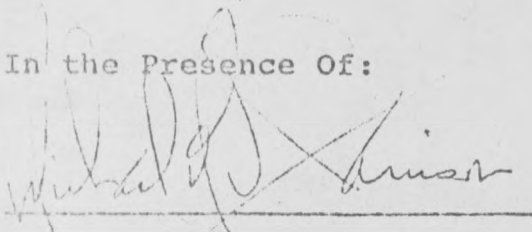
may commence their vacation period two (2) hours prior to the regular clock-out time when said vacation is scheduled to commence.

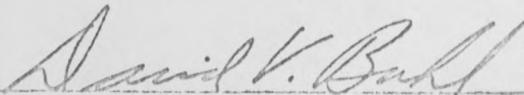
IT IS FURTHER AGREED that the Ingham County Employees Association shall be, and hereby is, designated as the sole and exclusive bargaining unit for the above-mentioned employees for the duration of the above-mentioned Contract.

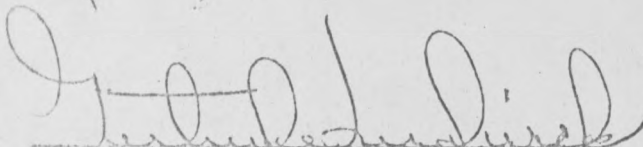
IN WITNESS WHEREOF, the parties have set their hands and seals this 16th day of January, 1972

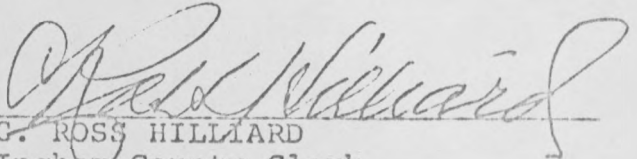
In the Presence Of:

COUNTY OF INGHAM




BY 
DAVID V. BUHL, Chairman
Ingham County Board of Commissioners


GERTRUDE LUDWICK

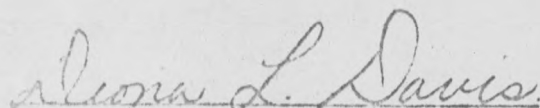
BY 
G. ROSS HILLIARD
Ingham County Clerk

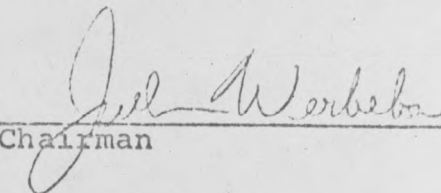
INGHAM COUNTY EMPLOYEES ASSOCIATION



BY 
President

INGHAM COUNTY BOARD OF SOCIAL SERVICES



BY 
Chairman

ACCT. CODE	CLASS GRADE	CLASS TITLE	FIRST STEP	SECOND STEP	THIRD STEP	FOURTH STEP	FIFTH STEP	SIXTH STEP	SEVENTH STEP
050	10	Clerical-Receptionist (rate/hr.)	2.50	2.57	2.63	2.80	2.98	3.15	3.34
		(Bi-weekly-80/hr.)	200.00	205.60	210.40	224.00	238.40	252.00	267.20
		(Yearly)	5200.00	5350.00	5475.00	5825.00	6200.00	6550.00	6950.00
		Clerk-Accounting							
		Clerk-Supply							
		Clerk-Typist							
	12	Stenographer-Clerical	2.73	2.81	2.88	3.05	3.25	3.44	3.63
			218.40	224.80	230.40	244.00	260.00	275.20	290.40
			5675.00	5850.00	6000.00	6350.00	6750.00	7150.00	7550.00
		Personnel Payroll-Clerical							
		Accounts-Clerical							
		Medical Records-Steno							
		Social Services-Clerical							
		Central Supply- Manager — <i>Grade 13</i>							
	13	Secretary-Nursing	2.86	2.93	3.00	3.20	3.39	3.58	3.79
			228.80	234.40	240.00	256.00	271.20	286.40	303.20
			5950.00	6100.00	6250.00	6650.00	7050.00	7450.00	7875.00
	<i>5/72 #16</i>	Community Relations Co-Ord.							
		Social Services Asst.							
	16	Accounts Manager	3.27	3.35	3.44	3.64	3.86	4.08	4.31
			261.60	268.00	275.20	291.20	308.80	326.40	344.80
			6800.00	6975.00	7150.00	7575.00	8025.00	8475.00	8975.00
		Social Services-Asst. Supervisor							
	18	Office Manager	3.57	3.67	3.76	3.98	4.22	4.45	4.70
			285.60	293.60	300.80	318.40	337.60	356.00	376.00
			7425.00	7625.00	7825.00	8275.00	8775.00	9250.00	9775.00
		Personnel Manager							
		Social Services Supervisor							
	22	Purchasing Director	4.28	4.40	4.51	4.77	5.04	5.47	5.77
			342.40	352.00	360.80	381.60	403.20	437.60	461.60
			8900.00	9150.00	9375.00	9925.00	10475.00	11375.00	12000.00

ACCT. CODE	CLASS GRADE	CLASS TITLE	FIRST STEP	SECOND STEP	THIRD STEP	FOURTH STEP	FIFTH STEP	SIXTH STEP	SEVENTH STEP
052	13	Maint. Dept. Manager	2.86	2.93	3.00	3.20	3.39	3.58	3.79
			228.80	234.40	240.00	256.00	271.20	286.40	303.20
			5950.00	6100.00	6250.00	6650.00	7050.00	7450.00	7875.00
	17	Bldg. Services Supervisor	3.41	3.51	3.59	3.81	4.03	4.27	4.50
			272.80	280.80	287.20	304.80	322.40	341.60	360.00
			7100.00	7300.00	7475.00	7925.00	8375.00	8875.00	9350.00
054	10	Laundry Manager	2.50	2.57	2.63	2.80	2.98	3.15	3.34
			200.00	205.60	210.40	224.00	238.40	252.00	267.20
			5200.00	5350.00	5475.00	5825.00	6200.00	6550.00	6950.00
	16	Laundry Supervisor	3.27	3.35	3.44	3.64	3.86	4.08	4.31
			261.60	268.00	275.20	291.20	308.80	326.40	344.80
			6800.00	6975.00	7150.00	7575.00	8025.00	8475.00	8975.00
056	10	Housekeeper Asst. Head	2.50	2.57	2.63	2.80	2.98	3.15	3.34
			200.00	205.60	210.40	224.00	238.40	252.00	267.20
			5200.00	5350.00	5475.00	5825.00	6200.00	6550.00	6950.00
	14	Housekeeper Certified Exec.	2.98	3.07	3.15	3.34	3.53	3.74	3.95
			238.40	245.60	252.00	267.20	282.40	299.20	316.00
			6200.00	6375.00	6550.00	6950.00	7350.00	7775.00	8225.00
058	10	Food Service Asst. Supervisor	2.50	2.57	2.63	2.80	2.98	3.15	3.34
			200.00	205.60	210.40	224.00	238.40	252.00	267.20
			5200.00	5350.00	5475.00	5825.00	6200.00	6550.00	6950.00
	18	Food Service Supervisor	3.57	3.67	3.76	3.98	4.22	4.45	4.70
			285.60	293.60	300.80	318.40	337.60	356.00	376.00
			7425.00	7625.00	7825.00	8275.00	8775.00	9250.00	9775.00
070	22	Pharmacist	4.28	4.40	4.51	4.77	5.04	5.47	5.77
			342.40	352.00	360.80	381.60	403.20	437.60	461.60
			8900.00	9150.00	9375.00	9925.00	10475.00	11375.00	12000.00

ACCT. CODE	CLASS GRADE	CLASS TITLE	FIRST STEP	SECOND STEP	THIRD STEP	FOURTH STEP	FIFTH STEP	SIXTH STEP	SEVENTH STEP
072	15	Licensed Practical Nurse	3.15	3.21	3.29	3.49	3.69	3.91	4.12
			252.00	256.80	263.20	279.20	295.20	312.80	329.60
			6500.00	6675.00	6850.00	7250.00	7675.00	8125.00	8575.00
	16	LPN - Med Nurse	3.27	3.35	3.44	3.64	3.86	4.08	4.31
			261.60	268.00	275.20	291.20	308.80	326.40	344.80
			6800.00	6975.00	7150.00	7575.00	8025.00	8475.00	8975.00

Note....ON HOURS WORKED...an afternoon bonus of 26 cents per hour on base rate
a night bonus of 28 cents per hour on base rate