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COLLECTIVE BARGAINING AGREEMENT
BETWEEN
COUNTY OF INGHAM
AND
POLICE OFFICERS ASSOCIATION
OF MICHIGAN
FOR THE
ANIMAL CONTROL OFFICERS, LICENSE
ENFORCEMENT OFFICERS AND KENNEL PERSONS

Ingham County

January 1, 1993 through December 31, 1995

ALPHABETICAL INDEX

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PREFACE

The COUNTY OF INGHAM (hereinafter referred to as "County") and the POLICE OFFICERS ASSOCIATION OF MICHIGAN (hereinafter referred to as the "Union" or "POAM") recognize their moral and legal responsibilities under Federal, State, and local laws relating to fair employment practices.

The County and the Union recognize the moral and legal principles involved in the area of civil rights and have reaffirmed in their collective bargaining agreement their commitment not to discriminate because of race, creed, color, national origin, age, sex (including sexual harassment, sexual orientation, or sexual preference), religion, marital status, handicap, height, weight, or political affiliation.

AGREEMENT

This Agreement shall be effective January 1, 1993, by and between the COUNTY OF INGHAM (hereinafter referred to as the "County") and the POLICE OFFICERS ASSOCIATION OF MICHIGAN (hereinafter referred to as the "Union" or "POAM").

It is the intent and purpose of this Agreement to assure sound and mutually beneficial working and economic relationships between the parties hereto, to provide an orderly and peaceful means of resolving any misunderstandings or differences which may arise, and to set forth herein the basic agreement between the parties concerning wages, hours, and other conditions of employment.

ARTICLE 1

RECOGNITION OF THE UNION

Section 1. Recognition. Pursuant to and in accordance with the provisions of Act No. 379 of the Public Acts of the State of Michigan of 1965, as amended, the County hereby recognizes the POAM as the exclusive representative of all the public employees in the bargaining unit defined below.

Section 2. Definition of the Bargaining Unit. The bargaining unit shall consist of all full-time and regular part-time Animal Control Officers, License Enforcement Officers and Kennel Workers employed at the Ingham County Animal Control Department (hereinafter referred to as "Department"), excluding supervisors, office and clerical employees.

ARTICLE 2

DEFINITION OF EMPLOYEES

Section 1. Full-Time Employees. Employees regularly scheduled to work forty (40) hours per week shall be considered full-time employees. Full-time employees shall be entitled to all of the benefits set forth in this Agreement. Any change in the concept of full-time employment is subject to the mutual agreement of the parties hereto.

Section 2. Part-time Employees. Employees regularly scheduled to work less than full time, but at least half time, i.e. 20 hours per week, shall be considered "regular part-time employees". Such employees shall: (a) Be paid for hours worked at the regular rate of their salary grade; (b) Receive overtime pay on the same basis as full-time employees, i.e. any time worked over 40 hours per week; (c) Receive vacation, sick leave, holiday pay and uniform cleaning allowance, at one-half the rate hereinafter stated; (d) Be eligible for single subscriber health insurance coverage; (e) Receive retirement benefits where eligible on a pro-rated basis in proportion to their work schedule. Employees regularly scheduled to work less than half time, i.e. 20 hours per week, shall be considered "special part-time employees". Such employees shall not be covered by this agreement.

Section 3. Probationary Employees. See Article 10, Section 1, for the definition of probationary employees.

Section 4. Temporary Employees. Employees hired for a period of six months (6) or less, regardless of the number of hours scheduled, shall be considered temporary employees. Temporary employees shall not attain seniority in the bargaining unit, and shall be compensated by wages only. Wages for such employees shall not exceed a rate of ten percent (10%) above the beginning salary rate for the position in question. Should a temporary employee be hired into a posted permanent position, normal hiring procedures shall be followed to determine the permanent compensation rate. Temporary employees shall be eligible for compensation by wages only, and shall not be entitled to any other economic benefits hereinafter provided for.

ARTICLE 3

MANAGEMENT RIGHTS

Section 1. Rights. The Union recognizes that the County reserves and retains, solely and exclusively, all rights to manage and direct its work force and to manage and operate the County's affairs.

All rights, functions, powers and authority which the County has not specifically abridged, delegated, or modified by this Agreement are recognized by the Union as being retained by the County.

Section 2. Amendments. The County shall have the right to promulgate, amend, supplement, or add to its Departmental rules and regulations during the term of this Agreement. The County shall notify the Union, in writing, of any such amendments, supplements, or additions, at least five (5) calendar days in advance of its effective date, and shall post the same at least five (5) days prior to the effective date.

If the Union believes that a rule or regulation is unreasonable, the Union may invoke the Special Meeting provision under Article 7 of this Agreement. In no event shall the Union grieve any rule or regulation pursuant to the Grievance Procedure set forth in Article 8, until such rule or regulation has been applied to an employee of the bargaining unit.

Section 3. Constitutional and Statutory Rights. Neither the Constitutional nor the statutory rights of the County, its duties and obligations, shall in any way whatsoever be abridged by this Agreement.

Section 4. Nothing in this Agreement shall be construed to limit the Employer's ability to comply with State or federal civil rights requirements, including compliance with any medically verified accommodations requirements under the Michigan Handicappers Act or the Americans with Disabilities Act; and/or any State or federal judicial or administrative orders directing compliance with an applicable State or federal civil rights law or regulation.

ARTICLE 4

MANAGEMENT SECURITY

The parties to this Agreement mutually recognize that the services performed by the employees covered by this Agreement are services essential to the public health, safety, and welfare. The Union therefore agrees that there shall be no interruption of these services, for any cause whatsoever by the employees it represents, nor shall there by any concerted failure by them to report for duty, nor shall they absent themselves from their work, stop work or abstain in whole or in part from the full, faithful and proper performance of the duties of their employment, or picket the County's premises. The Union further agrees that there shall be no strikes, sit-downs, slow-downs, stay-ins, stoppages of work or any acts that interfere in any manner or to any degree with the services of or to the County.

ARTICLE 5

UNION SECURITY AND CHECK OFF

Section 1. Union Security. The County shall not discriminate against any employee because of his/her membership in the Union. As a condition of continued employment, all employees in the bargaining unit shall either become and remain members in good standing of the Union or pay a representation fee to the Union which shall be less than one hundred percent (100%) of the regular monthly dues paid by Union members and which sum accurately represents the amount due the Union as said employee's fair share of the costs attributable to negotiating and enforcing terms of this Agreement. The representation fee shall not include, by way of example, but not by way of limitation, State, national, or other dues and assessments or other amounts for Union activities.

The requirements set forth above shall become effective thirty (30) days after the effective date of this Agreement or thirty (30) days after an employee's date of employment, whichever is later. However, when an employee is in a probationary period, the Union may only represent said employee for hours and rates of pay and applicable fringe benefits during said probationary period. Union dues or representation fees for regular part-time employees shall be fifty percent (50%) of the regular full-time Union dues or representation fees.

Section 2. Dues Checkoff. The County agrees to deduct monthly Union dues and/or representation fees from the pay of employees within the bargaining unit and forward to the POAM Treasurer, subject to the following:

- a. The Union shall obtain from the employee, a completed checkoff authorization form which shall conform to the respective State and Federal laws concerning that subject or any interpretations made thereof. The checkoff authorization form shall be filed with the County Personnel Director who may return an incomplete or incorrectly completed form to the Union's Treasurer and no checkoff shall be made until such deficiency is corrected.
- b. The County shall check off only obligations which come due at the time of checkoff and will make checkoff deductions only if the employee has enough pay due to cover such obligation, and will not be responsible to the employee if he/she has duplicated a checkoff deduction by direct payment to the Union.
- c. The County's remittance shall be deemed correct if the Union does not give notice, in writing,

to the County Controller within two (2) weeks after a remittance is sent, which shall set forth, with particularity, the allegations of error.

- d. Any employee may terminate his/her checkoff authorization by written notice to the County Personnel Director.
- e. The Union shall provide at least thirty (30) days written notice to the County Personnel Director and the Animal Control Director of the amount of Union dues and/or representation fees to be deducted from the pay of employees within the bargaining unit in accordance with this Article. Modifications in the dues or representation fees may be permitted once within each calendar year.
- f. The amount designated for Union dues shall be a flat rate uniform for all Department Union members, and similarly, the representation fee shall be a flat uniform fee.

Section 3. Indemnity Provision. The POAM agrees to defend, indemnify, and save the County harmless against any and all claims, lawsuits, or other forms of liability arising out of its deduction from an employee's pay of Union dues or the representation fee, or reliance on any list, notice, certification, or authorization furnished under this Article. The POAM assumes full responsibility for the disposition of the deductions so made once they have been sent by the County to the Union.

ARTICLE 6

UNION BARGAINING COMMITTEE

Section 1. Bargaining Committee. The bargaining committee of the Union shall not include more than two (2) employees of the unit and may include two (2) non-employee representatives, and in the event there are more than twelve (12) employees within the unit, may include, in addition, the President of the Union. The Union shall furnish the County Personnel Director and the Animal Control Director with a written list of the Union's bargaining committee at least two (2) calendar weeks prior to the first bargaining meeting, and substitution changes thereto, if necessary, to allow for adequate re-scheduling of working personnel.

Section 2. Time Spent in Negotiations. Employee members of the Union bargaining unit will be paid for the time spent in negotiations with the County, in the event they are scheduled to work during a bargaining meeting. Said time shall be only for straight time hours they would otherwise have worked, had they worked their regularly scheduled shift. If the employee is scheduled to work on the day of a regularly scheduled bargaining session, the employee will be credited with the number of hours spent in bargaining including a reasonable length of time for travel to and from the place of bargaining as time worked. An employee participating in the contract bargaining in accordance with this Article for at least six (6) hours on a given day and whose scheduled work shift begins less than four (4) hours after the negotiating session terminates, shall be allowed two (2) hours off with pay at the end of his/her shift.

ARTICLE 7

SPECIAL MEETINGS

Section 1. Request for Special Meetings. The parties 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 reasons 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 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 at a time and place which is mutually agreeable to the parties. Each party shall be represented by not more than four (4) persons.

Section 2. Consultation Preceding Meeting. The Union representatives may meet for a period not to exceed one-half (1/2) hour immediately preceding a meeting for which a written request has been made.

Section 3. Time Spent at Special Meetings. Employee representatives of the Union at special meetings will be paid by the County for time spent in special meetings, but only for the straight time hours they would otherwise have worked on their regular work schedule.

ARTICLE 8

CONTRACT GRIEVANCE PROCEDURE

Section 1. Definition. A grievance is defined as and limited to a claim reasonably and sensibly founded on a violation of this Agreement and/or the Rules and Regulations of the Department, when applied to an employee. Any grievance filed shall refer to the specific provisions alleged to have been violated and it shall adequately set forth the facts pertaining to the alleged violation. A grievance which does not set forth the foregoing information shall be automatically denied as not constituting a valid grievance. This Article shall not be utilized for disciplinary suspension and/or discharge except as stated in Article 9, page 14, caption "Discharge and Discipline."

Section 2. Grievance Processing. An employee having a grievance shall present it as follows:

Step 1: A grievance shall be reduced to writing by the employee and presented to the Director of the Department or his/her designated representative who shall be made available at all times, within five (5) working days (Monday through Friday) after the employee knew or should have known of the matter grieved. A grievance not timely filed shall be deemed waived. In order to be a proper matter for the grievance procedure, the grievance shall be dated and signed by the aggrieved employee(s) and shall set forth the facts, including dates, and provisions of the Agreement allegedly violated and/or the rules and regulations of the Department, and the remedy desired. The grievance shall not be considered submitted until the Director of the Department or his/her representative receives the written grievance. At the time a grievance is received, it shall be dated and a copy returned to the aggrieved employee. A meeting shall be arranged within five (5) working days unless the Director is unavailable, in which case the meeting must be held within five (5) working days of the Director's return whereby the employee and/or a Union representative and the Director of the Department, or his/her representative shall meet and discuss the grievance. Within five (5) working days after the date of this meeting, the Director of the Department or his/her representative shall submit to the aggrieved employee and the Union a written response to the grievance.

Step 2: If the employee is not satisfied with the response to his/her grievance received in Step 1, the Union representative, within the five (5) working days

after receipt thereof, may submit a notice of appeal to the Ingham County Personnel Director. The Personnel Director, Director of the Department, Union representative and aggrieved employee shall meet within five (5) working days after the notice of appeal has been received. The Personnel Director shall submit a written response to the aggrieved employee and the Union within five (5) working days following the meeting.

Step 3: If the response received in Step 2 is not satisfactory to the aggrieved employee or to the Director of the Department, either party may appeal the decision to the Personnel Committee of the Ingham County Board of Commissioners, by submitting a notice of appeal within five (5) working days after receipt of said response. The Personnel Committee shall meet and discuss the grievance at its next regularly scheduled committee meeting, provided that the notice of appeal is received by the Personnel Director at least five (5) working days prior to the next regularly scheduled meeting. The County Personnel Director shall notify the Union or the aggrieved employee, in writing, at least four (4) working days prior to the meeting. At this meeting, the Personnel Committee shall review the facts and each of the parties involved shall have the right to present whatever evidence and witnesses they deem necessary. Within five (5) working days following the meeting, the Personnel Committee shall submit to the aggrieved employee and the Union, its decision in writing.

Step 4: Arbitration.

1. Appeal to the Arbitrator. Any grievance which is not resolved at Step 3 of the grievance procedure may be submitted to arbitration, if the case is the type on which an arbitrator is empowered to rule. Arbitration shall be invoked by written notice of the Employer or the Association provided said written notice is submitted within fifteen (15) days after receipt of the answer in Step 3.
2. Selection of the Arbitrator. If a timely request for arbitration is filed by the Union, the parties to this Agreement shall select, by mutual agreement, one (1) arbitrator who shall decide the matter. The Employer and the Union agree to use the following arbitrators on a rotating basis with arbitrator "A" being selected first.

- A. David Grissom
- B. Richard Kanner
- C. Barry Brown
- D. Mario Chiesa

If the arbitrator up for selection is not available, the next arbitrator will be used. If none of the listed arbitrators are available, the Employer and the Union will attempt to agree on an impartial arbitrator. In the event the Employer and the Union are unable to agree on an impartial arbitrator, the arbitrator will be selected from a list of arbitrators submitted by the American Arbitration Association consistent with such Association's normal procedures. All arbitration proceedings will be conducted in accordance with the rules and procedures of the American Arbitration Association.

3. Powers of the Arbitrator. The arbitrator shall be empowered to investigate, hear and decide a grievance as heretofore defined in Article 8, Section 1, subject to the limitations stated below. The arbitrator shall have full discretion to uphold, rescind or modify disciplinary measures imposed by the Employer. The arbitrator shall have no power to:

- A. Add to, subtract from or otherwise modify any of the provisions of this agreement;
- B. Establish or modify any salary rate or plan.

In the event a case is appealed to an arbitrator and he/she finds that he/she has no power to rule on the case, the matter shall be referred back to the parties without decision or recommendation. At the arbitration hearing, each party shall have the option of presenting witnesses and documents and such witnesses may be cross-examined by the arbitrator or party opposing.

4. Arbitrator's Decision. There shall be no appeal from an arbitrator's decision, if made in accordance with his/her jurisdiction and authority under this Agreement. It shall be final and binding on the Union, on all bargaining unit employees and on the Employer.

5. Fees and Expenses. The fees and expenses of Arbitrator shall be paid by the non-prevailing party. If there is a dispute as to who has prevailed, the arbitrator shall allocate the arbitrator's fees. All other expenses related to the arbitration process, including any expenses incurred by calling witnesses, shall be borne by the party incurring such expense.

Section 3. Participation at Meetings. The aggrieved employee and his/her representative shall have the right to be present at all steps outlined above. The aggrieved employee shall be required to attend any of the meetings set forth in Section 2, if and when requested by the County representative.

The Employer will grant necessary and reasonable time off with pay during such Union designated representative's scheduled working hours in any calendar week when the Union designated representative must be present to participate in the processing of grievances with the management representatives.

Section 4. Rights. No person or body constituting one of the steps of the grievance procedure outlined herein shall have the power to add to, or subtract from, nor modify any of the terms of this Agreement, nor shall he/she substitute his/her discretion for that of the County, the Director, or the Union.

Section 5. Time Limits. Grievances not appealed to the next higher step within the time limit shall be deemed permanently denied. Should the County or its representative fail to respond on time at any step, the relief requested by the aggrieved shall be deemed to have been granted. Time limits may be extended by mutual written consent of the parties hereto. The General Counsel and/or the grievance representative will make every reasonable effort to send a copy of the grievance to the Personnel Office when said grievance is filed. Saturdays, Sundays and holidays, shall not be counted in regard to time limitations and dates for submission of grievances, appeals, answers, etc.

Section 6. Election of Remedies. When remedies are available for any complaint and/or grievance of an employee through any administrative or statutory scheme or procedure, such as for a Veteran's Preference hearing pursuant to Act 305 of the Public Acts of 1897, et seq, or any Federal law pertaining thereto, and/or Civil Rights matters pursuant to Act 453 of the Public Acts of 1976, or any Federal law pertaining thereto, in addition to the grievance procedure provided under this Contract, and the employee elects to utilize the statutory or administrative remedy, the Union employee shall not process the complaint through any grievance procedure provided for in this contract.

If an employee elects to use the grievance procedure provided for under this contract and subsequently elects to utilize any administrative or statutory remedy, then the grievance shall be deemed to have been withdrawn and the grievance procedure provided for hereunder shall not be applicable and any relief granted shall be forfeited.

ARTICLE 9

DISCHARGE AND DISCIPLINE

Section 1. Action. In the event an employee in the bargaining unit shall be suspended from work for disciplinary reasons or is discharged from his/her employment, after his/her probationary period has ended, and he/she believes he/she has been unjustly suspended or discharged, such disciplinary action may constitute a case arising under the grievance procedure stated in Article 8. The employee shall utilize said grievance procedure as stated in Article 8, with time limits of five (5) working days so that the employee must provide a written grievance signed by him/her within five (5) working days after such disciplinary action is imposed. Said grievance shall be processed starting at Step 1 and the time period stated in Article 8 shall remain. In the event of suspension or discharge, the County shall provide said non-probationary employee, at the time of the disciplinary action, with a statement of the reasons why said action is being taken. The non-probationary employee shall have the opportunity to meet with his/her Union representative at the time he/she receives notice of upcoming disciplinary action and the Union representative shall be present if so requested by the employee at the time of the disciplinary action.

In no event shall the Union representative selected to act for the grievant reduce the available work force on any one shift to less than three (3) officers. The County shall have the right to reschedule its work force, at no additional overtime expense to the County, to insure that not less than three (3) officers are available on any shift at the discretion of the Director.

It is understood and agreed that when a non-probationary employee files a grievance with respect to his/her disciplinary action, the act of filing such grievance shall constitute his/her authorization of the County to reveal to the decision-making participants in the grievance procedure relevant information available to the County concerning the alleged offense and such filing shall further constitute a release of the County from any and all claimed liability by reason of such disclosure.

Section 2. Trial Board. In the event that an employee utilizes the Trial Board procedure specified in the Rules and Regulations of the Animal Control Department, if any, he/she shall be deemed to have waived his/her rights under this Article. It is the intent of this provision that an employee claiming to have been unjustly discharged or disciplined shall only have the right to one forum.

Section 3. Compensation. In the event it should be decided under the grievance procedure that the employee was unjustly suspended or discharged, the County shall reinstate such employee and pay full compensation, partial, or no compensation as may be decided under the grievance procedure, which compensation, if any, shall be at the employee's regular rate of pay at the time of such discharge or the start of such suspension, less any compensation earned by the employee during

the period of time he/she was off work due to the suspension or discharge. However, notwithstanding the foregoing, in no event shall the County be liable for any back compensation pursuant to the grievance procedure to a reinstated employee in excess of one (1) year's pay for that employee at his/her regular rate of pay, except this period may be extended to correspond to any mutually agreed time extensions of the grievance procedure time limit.

ARTICLE 10

PROBATIONARY PERIOD

Section 1. Probationary Period. When a full-time employee is hired into the unit, he/she shall be considered as a probationary employee for a period of six (6) months. When a new, regular, part-time employee is hired into the unit, he/she shall be considered a probationary employee for a period of nine (9) months. An employee is presumed to have terminated his/her probationary period and obtained permanent status at the end of the six (6) or nine (9) month period, unless the Director notifies him/her and the Union in writing to the contrary at which time the probationary period may be extended up to an additional three (3) months.

Section 2. Representation. The Union may represent a probationary new hire employee only for rates of pay, wages, number of hours of employment.

Section 3. Grievance Procedure. Employees disciplined, terminated or laid off during the probationary period shall not have recourse to the grievance procedure. Probationary employees may be disciplined or terminated with or without cause within the sole discretion of the Director.

Section 4. Transfers. Should an employee of the bargaining unit be transferred from one classification within the unit to another, said employee shall be considered a probationary employee for a three (3) month period, except that said employee will not lose their eligibility for cost of living and other similar benefits providing they have satisfied the requirements under Article 30.

ARTICLE 11

SERVICE/SENIORITY

Section 1. Definition.

A. Service, for economic and fringe benefit purposes, shall mean the status attained by continuous length of service as an employee within Ingham County employment.

B. Seniority is defined as total time within the POAM collective bargaining unit positions within the Animal Control Department, providing there is no break in service involving an actual termination and re-hire.

C. Seniority, for the purposes of layoff and recall, shall mean the length of time in an Animal Control Department classification within the POAM bargaining unit.

Section 2. Seniority Lists. The Personnel Office shall maintain a roster of employees, arranged according to seniority, showing name, position, class and seniority date, and shall furnish a copy to the Union at the first of each year, or as soon as practical each year. The Department head will post a seniority list.

ARTICLE 12

LOSS OF SENIORITY

An employee shall lose his/her seniority and his/her status as an employee if:

1. He/she resigns or quits;
2. He/she is discharged and is not reinstated;
3. He/she retires;
4. He/she has been on layoff for a period of time equal to his/her seniority at the time of his/her layoff or two (2) years, whichever is lesser;
5. He/she is absent from work, including failure to return to work at the expiration of a leave of absence, vacation, or disciplinary layoff, for three (3) consecutive working days without notifying the Director or his/her designated representative, except when the failure to notify and work is due to circumstances beyond the control of the employee, which must be satisfactorily verified by the employee;
6. If he/she occupies a grant position and the position is eliminated or terminated; and
7. If he/she is convicted of a high misdemeanor or felony or other misdemeanor connected with his/her employment.
8. If an employee is on workers compensation for a period in excess of two (2) years.

ARTICLE 13

LAYOFF AND RECALL

Section 1. Layoff Definition. Layoff shall mean the separation of the employee from the work force when determined necessary by the Ingham County Board of Commissioners. The procedure for implementing any layoff shall be governed by this Article.

Section 2. Order of Layoff. If and when it becomes necessary to reduce the number of employees in the work force, employees shall be laid off in seniority order within a classification based on capability to perform available jobs and job performance, and they shall be recalled in the same order. Notwithstanding the foregoing, the County, in making layoffs, shall have the right to take into consideration its affirmative action responsibilities as directed by law.

Section 3. Bumping in Lieu of Layoff.

A. An employee subject to layoff, who so requests, shall in lieu of layoff, bump within the Bargaining Unit to a lower paying classification, or a part-time position, provided he/she is qualified for the classification to which he/she seeks to bump and has more Departmental seniority than the employee holding that position.

An employee who has his/her job eliminated may use the aforementioned bumping procedure if applicable.

B. Employees who bump into a lower classification shall be on probation for a period of three (3) months. During this period the employee shall retain all fringe benefits afforded to him/her before bumping.

If during this period the County feels the employee is unsuitable for the new classification, the employee shall be returned to layoff status. Suitability shall be in the County's sole discretion and shall not be reviewable through the collective bargaining grievance procedure.

Section 4. Notice of Recall. Employees who have been laid off and who, within five (5) days after notice by certified mail to the last known address, fail to respond as directed, or who decline recall, shall be presumed to have resigned and their names shall be removed from the seniority list.

ARTICLE 14

HOURS AND RATES OF PAY

Section 1. Workweek. Employees covered hereunder are required to be on duty a minimum of eight (8) hours during each scheduled day, for a total of five (5) days of eight (8) hours each, or to be on duty a minimum of ten (10) hours during each scheduled day, for a total of four (4) days of ten (10) hours each, except as otherwise excused by the Director or his/her designee.

Section 2. Breaks. Employees shall be given two (2) fifteen (15) minute coffee breaks and a thirty (30) minute lunch break per work day which are to be taken at a time scheduled by the County to allow for the continuous and effective operation of the Department. Such time shall not accumulate if not taken. Breaks shall be taken within the assigned work district. At all times while on breaks, employees shall be on an on-call status and will remain in constant radio contact with the Department and, when necessary for communications, employees shall also call in a phone number at which they may be reached. Lunch and coffee breaks shall be logged on the officer's Daily Report.

Section 3. Overtime. The Animal Control Director, or his/her designee, may prescribe overtime to meet operational needs. An employee shall receive compensation at time and one-half times the regular rate at which the employee is employed for employment in a work week in excess of forty (40) hours.

Overtime shall be authorized by the employee's immediate supervisor at the time he/she is instructed to perform any assignment that extends beyond the end of that duty day and shall be on a form furnished by the Director, or his/her designee, and signed by the employee's immediate supervisor. Overtime may be denied, within the discretion of the County, if the employee does not obtain authorization as provided above.

Complete records of overtime shall be maintained in the Department and reported each payroll period to the Payroll Office by the Director.

Section 4. Court Time. When an off-duty Animal Control Officer or License Enforcement Officer is required to spend time in court, he/she shall receive a witness fee, if one is payable, plus the difference between such witness fee and pay at time and one-half for the time actually spent on the assignment, with a minimum of two (2) hours of pay at time and one-half. If no witness fee is payable, he/she shall receive pay at time and one-half for the time spent on the assignment with a minimum of two (2) hours of pay at time and one-half. Mileage that may be paid by the court will be considered separate payment and will not be included in the above pay.

Section 5. Scheduling. The shift schedules shall be posted thirty (30) days in advance showing the normal workday and workweek for each employee covered hereby. Leave days shall be posted with the schedule.

Any changes made in the schedule as posted shall be made and posted at least five (5) days prior to the effective date of the change. However, if an employee who is scheduled to work calls in sick, or is not otherwise available to work, where the County does not have advance notice, in such event, the County need not adhere to the above stated five (5) day posting change, but shall make notification of changes in the schedule as soon as possible.

Section 6. Overtime Distribution.

A. Overtime which the Department becomes aware of as being necessary more than twenty-four (24) hours prior to the scheduled shift, shall be offered on a seniority basis with the most senior employee either accepting or rejecting the overtime, and so on down the list until the overtime position is filled.

In the event no one accepts the overtime offered, then, and in that event, the lowest non-probationary seniority employee working shall be required to work the overtime.

B. Overtime which must be considered by the Department on less than twenty-four (24) hours' notice, shall be assigned to the scheduled on-call employee. In the event the on-call employee is already working or is unavailable, overtime shall be offered on a seniority basis with the most senior employee working either accepting or rejecting the overtime, and so on down by seniority, from employees working that shift until the overtime position is filled.

In the event no one accepts the overtime offered, then, and in that event, the lowest non-probationary seniority employee working shall be required to work the overtime.

C. In the event, through error in administering this policy, the Employer fails to offer overtime to a more senior employee, it is agreed that the employee's only recourse will be getting first priority for the next overtime assignment pursuant to the above policy. In the event an employee is required to work under the above policy through error in the policy administration, that employee's only recourse will be to be excused from the next mandatory overtime assignment that he/she may have been required to work.

Section 7. Overpayments. Any undisputed overpayment of compensation shall be repaid through payroll deduction. The Employer and employee shall attempt to negotiate a repayment schedule. If the parties are unable to agree on a repayment schedule, the Employer may deduct up to five percent (5%) of an employee's gross bi-weekly pay.

ARTICLE 15

EMERGENCY ON-CALL

Section 1. Emergency "On-Call" Status. Regular full-time and part-time employees may be placed on emergency "on-call" status by the Animal Control Director or his/her designee. Employees who are on emergency "on-call" status shall respond to all calls forwarded by the Animal Control Director or his/her designee when no other unit officer is on duty.

Employees on an emergency "on-call" status shall remain accessible for necessary communications. Employees on an emergency "on-call" status shall have available to them a Department vehicle and a pager unit while on such status. Any time an employee takes on-call for three (3) or more days during a week (Monday to Monday), they will be allowed to keep the County's vehicle for the entire week. The County vehicle shall be used for official County business only. Emergency "on-call" status shall be equally distributed among all regular full-time and part-time Animal Control and License Enforcement Officers, as set forth in Section 2 below. Employees may voluntarily exchange "on-call" status assignments with the approval of the Animal Control Director by submitting a written request signed by both employees involved to the Director prior to the assignment date.

Section 2. Weekday Assignments. Daily workweek "on-call" status assignments shall be selected by a lottery. There shall be eight (8) weekday "on-call" status slots, being slots A₁, A₂, B₁, B₂, C₁, C₂, D₁, D₂, which shall be scheduled as follows:

		M	T	W	TH	"Days"
S C H E D U L E W E E K S	1	A ₁	B ₁	C ₁	D ₁	
	2	A ₂	B ₂	C ₂	D ₂	
	3	A ₁	B ₁	C ₁	D ₁	
	4	A ₂	B ₂	C ₂	D ₂	
	5	A ₁	B ₁	C ₁	D ₁	
	6	A ₂	B ₂	C ₂	D ₂	
	7	A ₁	B ₁	C ₁	D ₁	
	8	A ₂	B ₂	C ₂	D ₂	

Section 3. Weekend Assignments. Weekend "on-call" status slots for persons regularly scheduled to work weekends shall be slots W₁, X₁, Y₁,

and Z₁; and slots for persons not regularly scheduled weekends shall be W₁, X₂, Y₂ and Z₂. Persons assigned slots W₁, X₁, Y₁ and Z₁ shall also be assigned to work the Saturday shift for the weekend that they are on "on-call" status. Employees not regularly scheduled to work weekends shall bid on weekend "on-call" assignment slots based upon seniority and subject to the operational needs of the Department. The weekend "on-call" schedule shall be as follows:

		F	Sat	Sun	"Days"
S C H E D U L E W E E K S	1	W ₁	W ₁	W ₁	
	2	X ₂	X ₂	X ₂	
	3	Y ₁	Y ₁	Y ₁	
	4	Z ₂	Z ₂	Z ₂	
	5	W ₁	W ₁	W ₁	
	6	X ₂	X ₂	X ₂	
	7	Y ₁	Y ₁	Y ₁	
	8	Z ₂	Z ₂	Z ₂	

Section 4. Slot Reassignments. Slots will be reassigned based upon the above bidding or lottery methods each January, April, July and October of each year. Management Department employees may also be included in the "on-call" schedule at the Director's discretion and shall receive first choice of weekend assignments that are bid on if so included.

Section 5. Back-Up Coverage. Employees with the same letter designations shall provide back-up coverage for sick leave, etc., for the employee assigned the other slot with the same letter designation (i.e. A₁ covers for A₂ and W₂ covers for W₁, etc.).

Section 6. Part-time Employees. Part-time employees shall be required to participate in at least one of the two "on-call" schedules (i.e. weekday or weekend) as determined by the Director.

Section 7. "On-Call" Bonus.

A. Officers on emergency "on-call" status shall receive an "on-call" bonus equal to two (.2) hour's pay at their regular straight time rate for each day on a weekday (Monday through Friday). Officers on emergency "on-call" status shall receive an "on-call" bonus equal to three (3) hour's pay at their regular straight time rate for each day on a weekend or a County recognized holiday. "On-call" bonuses shall not be included in calculating overtime.

ARTICLE 16

VACATIONS

Section 1. Vacation Schedule. Full time employees shall earn vacation credits according to the following schedule:

<u>CONTINUOUS SERVICE</u>	<u>HOURS EARNED EACH PAYROLL PERIOD WORKED</u>
1 year	3.384 hours (88)
2 years	3.693 hours (96)
3 years	4.000 hours (104)
4-8 years	4.923 hours (128)
9 years	5.231 hours (136)
10 + years	5.846 hours (152)

Effective from January 1, 1995:

15 years or more	6.492 hours (168)
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Section 2. Use. Vacation hours may not be used until the employee has six (6) months of continuous service with the County.

Section 3. Maximum Accumulation. Vacation hours not used may only be accumulated to a maximum of two hundred forty (240) hours.

Section 4. Absence. Absence on account of sickness, illness, or disability in excess of that hereinafter authorized for such purposes, may, at the request of the employee, be charged against vacation allowance.

Section 5. Records. The County shall keep a record of vacation credit, and shall permit use of vacation leave to accord with operating requirements as determined in its sole discretion, and, insofar as possible, with the requests of the employees.

Section 6. Scheduling. The County shall establish a schedule of available vacation times for employees. Such schedule shall indicate how many employees may be absent for any given week.

Said schedule shall be posted the 15th day of February for one (1) year. Each employee shall have an opportunity to indicate his/her vacation time preference on the time schedule on the basis of seniority, with the most senior employee first. Each employee shall be given ten (10) calendar days to select his/her vacation. Employees not selecting vacation time within the ten (10) days shall be placed at the bottom of the seniority list for vacation selection and shall take vacation as the vacation schedule permits. Employees selecting vacation time must provide the Department a written request at least one (1) week in advance of the time requested. However, employees may use up to twenty (20) hours for each of 1991 and 1992, with less than one (1) week advance

request in cases of a verifiable emergency. Employees shall not be allowed to take more than two (2) weeks during the period of Memorial Day week through Labor Day week, unless said vacation list has available weeks after all employees have had an opportunity to select.

Section 7. Vacation Bonus.

a) Effective December 26, 1992, each full-time employee will be credited with twenty (20) hours of vacation bonus hours to be used during the year of 1993. The first twenty (20) hours of annual leave taken during 1993 will be the vacation bonus hours and so indicated on the time card. Any portion of the vacation bonus hours not taken during 1993 will be lost effective December 24, 1993. This vacation bonus will not accumulate nor will it be paid upon any termination of employment.

b) Effective December 25, 1993, each full-time employee will be credited with twenty (20) hours of vacation bonus hours to be used during the year of 1994. The first twenty (20) hours of annual leave taken during 1994 will be the vacation bonus hours and so indicated on the time card. Any portion of the vacation bonus hours not taken during 1994 will be lost effective December 23, 1994. This vacation bonus will not accumulate nor will it be paid upon any termination of employment.

c) Effective December 24, 1994, each full-time employee will be credited with twenty (20) hours of vacation bonus hours to be used during the year of 1995. The first twenty (20) hours of annual leave taken during 1995 will be the vacation bonus hours and so indicated on the time card. Any portion of the vacation bonus hours not taken during 1995 will be lost effective December 22, 1995. This vacation bonus will not accumulate nor will it be paid upon any termination of employment.

Section 8. Use Increments. Vacation hours and vacation bonus hours may be used in not less than one-half (1/2) hour increments. Vacation bonus hours may be used during the probationary period of employment.

ARTICLE 17

HOLIDAYS

Section 1. Recognized Holidays. The following holidays are recognized by the County:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Friday following Thanksgiving
Independence Day	Christmas Day

Section 2. Holiday Pay. Non-probationary employees who are not required to work on the above recognized holidays shall be paid for the holidays.

Section 3. Observance. When a holiday listed 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.

Section 4. Vacation Holiday. When a holiday falls within an employee's vacation period and the employee is absent from work because of vacation, the employee will receive compensation for that day as a holiday, and the day will not be considered as a vacation day.

Section 5. Compensation/Holidays Not Worked. Full-time, non-probationary employees who are not required to work on the above recognized holidays shall be paid for the holiday with eight (8) hours pay at their regular straight time rate of pay.

Regular part-time, non-probationary employees who are not required to work on the above recognized holidays shall be paid for the holiday with four (4) hours pay at their regular straight time rate of pay.

Section 6. Compensation/Holidays Worked. Full-time, non-probationary employees who are required to work on one of the days designated above as a holiday shall receive eight (8) hours holiday pay in addition to their regular straight time rate of pay for the hours worked on said holiday, and shall receive another day off during the same pay period without pay, which day shall be selected in the County's discretion, and, insofar as possible, in compliance with the request of the employee.

Regular part-time, non-probationary employees who are required to work on one of the days designated above as a holiday shall receive four (4) hours holiday pay in addition to their regular straight time rate of pay for the hours worked on said holiday.

Section 7. Eligibility for Holiday Pay. To be eligible for holiday pay, an employee must work the last scheduled day before the holiday and the first scheduled day after the holiday (plus the holiday if scheduled) unless the absence has been previously approved by the Director.

Section 8. Probationary Period. Upon successful completion of the probationary period, employees shall be paid for eligible holidays that occurred during the employee's probationary period. Termination of employment for any reason prior to the completion of the probationary period shall result in no holiday payment.

Section 9. Scheduling. Regular full-time employees shall not be scheduled for work on December 24th and December 31st.

Section 10. Preceding Days Off. Full-time, non-probationary employees shall be entitled to the preceding day off with pay, whenever Christmas falls on Tuesday, Wednesday, Thursday or Friday. Whenever New Year's Day falls on Tuesday, Wednesday, Thursday or Friday, employees shall be entitled to the preceding day off with pay. Those who are required to work shall be paid in accordance with Section 6 above.

ARTICLE 18

LEAVE OF ABSENCE

The Animal Control Director may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed ten (10) work days in any calendar year. With the prior approval of the Personnel Department, the Animal Control Director may authorize an employee to be absent without pay for personal reasons for a longer period, but not to exceed thirty (30) days in a calendar year.

ARTICLE 19

SICK LEAVE

Section 1. Each regular full-time employee covered hereby shall earn sick leave credits at the rate of four and one-half (4.5) hours with pay for each completed bi-weekly payroll period of active employment.

Section 2. Unused sick leave credits shall be cumulative to a maximum of 1,920 hours.

Section 3. An employee eligible for sick leave may use such leave upon approval of the Director for absence due to illness, injury, exposure to contagious disease or death in the employee's immediate family, in accordance with the applicable provisions contained in Article 21. An employee taking sick leave shall inform his/her immediate supervisor of the fact and reason therefore within the first one-half (1/2) hour of the regular shift of said employee. Failure to do so may cause the denial of pay for the period of the absence, and/or discipline. The Director may require proof of medical treatment when he/she deems it appropriate.

Section 4. 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 no smaller than one-half (1/2) hour.

Section 5. Upon resignation or dismissal from County Services, all sick leave credits shall be canceled and shall not be paid for, and shall not be reinstated if said person is re-employed, unless ordered by a court pursuant to a Veterans Preference hearing.

Section 6. Upon retirement or death of an employee, accumulated sick leave credits shall be compensated for on the basis of one-half (1/2) of accumulated unused sick leave and paid at the employee's current rate of pay, not to exceed eighty (80) days (640 hours).

Section 7. An employee, at his/her option, shall receive compensation at his/her regular rate of pay, for each year of the contract for the difference between forty (40) hours and the hours of sick leave utilized (excluding funeral leave) in each contract year by an employee. When the payment option is selected by an employee, said payment shall be no later than December 1 of that particular year.

Section 8. Workers' Compensation. Employees in the bargaining unit are permitted to use accumulated sick leave while on workers' compensation as provided below:

- A. The maximum time an employee may use accumulated sick leave while on workers' compensation is eight (8) weeks.

- B. Employees shall not accumulate sick leave or vacation time while off work on workers' compensation. All other fringe benefits shall terminate after an employee is off on workers' compensation for ninety (90) days.
- C. Employees who have 159 hours of accumulated sick leave or less shall not be entitled to utilize this section.
- D. Employees who have accumulated 160 hours of sick leave and up to 400 hours, are permitted to use their accumulated sick leave to supplement their workers' compensation so that they will receive approximately 80% of their normal straight time pay.
- E. Employees who have accumulated sick leave of 401 hours or more may use their accumulated sick leave so as to receive 90% of their normal straight time pay.
- F. The 80% and 90% wages noted above shall be gross wages minus normal tax deductions and other deductions.

EXAMPLE: If an employee's gross paycheck is \$150.00 and their net paycheck is \$100.00, the worker's compensation payments are \$60.00, the County's obligation is to pay \$20.00, provided the employee meets the above requirements.

Section 9. Sick Leave Verification.

- A. The Director may require proof of medical treatment when he/she deems it appropriate.
- B. The Director may require an employee to submit to an examination by a physician of the County's choice when the Director suspects sick leave abuse. In all cases where an employee uses in excess of 40 sick leave hours in a twelve (12) month period, the employee shall either provide proof of medical treatment or submit to an examination by a physician designated by the County, as directed by the Director.
- C. When an employee is directed to submit to an examination by a physician designated by the County, this section shall apply:

In the event that the County physician finds the employee was able to work, then the employee shall not receive sick leave benefits for any days missed, excepting the time spent at the County physician's office, which shall be taken from the employee's sick leave accumulations; and, on the first (1st) such event, the employee shall be subject to a one (1) day suspension. On the second (2nd) such event, the employee may be subject to up to a five (5) day suspension. On the third (3rd) such event, the employee may be subject to discharge. No incidence of two (2) years old shall be used in determining discipline under this section. The determination of the County physician shall be final, though he/she may consider such input from the employee's physician. Discipline under this section may be subject to the contract grievance procedure in Article 8, excepting that the arbitrator's and filing fees and costs for an arbitration of such matters shall be fully paid by the non-prevailing party.

Section 10. Family Illness. A full-time employee may use accrued sick leave credit, not to exceed forty (40) hours in a contract year, for the illness of a member of the immediate family, defined as spouse, and minor/child residing in the employee's household. Regular part-time employees may use accrued sick leave on the same basis, but subject to a pro-rata limit. The Employer, in its discretion, may require evidence in the form of medical verification of the need for use of sick leave credit for family purposes.

ARTICLE 20

LEAVE FOR CONFERENCES OR CONVENTIONS

Section 1. State Meeting. The County will grant a leave of absence with pay to Union members of the bargaining unit of the Police Officers Association of Michigan for the following function:

Two (2) persons for one (1) day to attend the POAM State of Michigan meeting each calendar year.

ARTICLE 21

FUNERAL LEAVE

Section 1. Funeral Leave. If a death occurs among members of an employee's immediate family, the employee will be excused from work to attend the funeral and make other necessary arrangements from the day of death until the day after the funeral, up to a maximum of five (5) days, three (3) of which will be with pay and, if necessary, two (2) additional days to be charged against earned sick leave. The immediate family shall be defined as: spouse, children, parents, brother or sister, and step-parents.

One (1) day, the day of the funeral, is allowed in the case of the death of an uncle, aunt, nephew, niece, brother-in-law, sister-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandfather, grandmother, or grandchild, to be charged against earned sick leave.

Section 2. Notice. The Director is to be notified immediately of a death in the family and the extent of the expected absence. The Director, within his/her discretion, may require the employee to provide appropriate verification to confirm his/her eligibility for the provisions of this Article.

ARTICLE 22

STATUTORY BENEFITS

Section 1. Workers' Compensation. The County shall provide, at its sole expense, workers' compensation benefits coverage for each employee covered by this Agreement to the extent required by Michigan law.

Section 2. Unemployment. Unemployment benefits shall be paid to all eligible employees of this bargaining unit, at the County's expense, to the extent required by Michigan law.

ARTICLE 23

MEDICAL DISPUTE

In the event of a dispute involving an employee's physical or mental ability to perform his/her job, and the County or the Director are not satisfied with the determination of the treating physician, M.D. or D.O., the County or the Director may require a report from a medical doctor of their choosing and at their expense. If the dispute still exists, at the request of the Union, the employee's doctor and the County or the Director's doctor shall agree upon a third medical doctor to submit a report to the County or the Director and the employee, and the decision of such third doctor will be binding on both parties. The expense of the report of the third party shall be borne equally by the County and the employee. The employee shall make himself/herself available to the County or Director's physician for examination at a time set by the physician.

ARTICLE 24

HOSPITALIZATION - MEDICAL COVERAGE

Section 1. Health Insurance. The Employer will make available the following Health Insurance Programs for eligible employees and dependents:

A. Physicians Health Plan Plus 534/311-11010: \$10.00 office visit co-pay; \$15.00 urgent care facility co-pay; \$5.00 per prescription co-pay; and, 100% hospitalization coverage.

B. Blue Care Network - Health Central: BCN-5 Certificate, Dependent Child Continuation, Sponsored Dependent, \$5.00 Prescription Drug (including Needles, syringes & Contraceptives), Waiver of Mental Health/Substance Abuse Co-payment and Waiver of Emergency Room Co-payment; SNF-120; P&O 20%; DME 20%; AS-5.

C. BCBSM-PPO: Comprehensive Hospital, Semi-private, D45NM, DC, MVF-II, CC, FAE-RC, ML, SAT-2, SOT-PE, GLE-1, VST, RM, PCES-1, PCES-2, RPS, Prescription Drug Program \$5.00 co-pay with PD-MAC, APDBP, Master Medical Option IV (excluding drugs), MMC-POV, TRUST-20, PLUS-20, SOPC.

D. BCBS-TRADITIONAL: Comprehensive Hospital, Semi-Private, D45NM, OPC, CC, XF, COB-3, SOT-PE, GLE-1, PRE/100, MVF-II, PCES-1, PCES-2, ML, DC, SD, FAE-RC. Prescription Drug Program \$5.00 co-pay (PD-MAC), APDBP, Master Medical-Option II, (excluding drugs).

If the premium cost for the Health Insurance Program chosen by the employee exceeds that of the above described Option C (BCBSM-PPO), or Option D (BCBSM - Traditional), whichever is less, such premium cost difference shall be paid by the employee through payroll deduction.

Effective January 1, 1994, if the premium cost for the Health Insurance Program chosen by the employee exceeds that of the above described Option A (PHP-Plus), Option C (BCBSM-PPO), or Option D (BCBSM - Traditional), whichever is less, such premium cost difference shall be paid by the employee through payroll deduction.

Section 2. Enrollment. The employee shall become covered upon the completion of the required forms and upon acceptance of him/her by the applicable carrier as a participant. The County shall pay the premium cost of full-family coverage for each eligible full-time employee up to the maximum set forth in Section 1 of this Article. Deductions will be made for any additional coverages the employee chooses to select.

Section 3. Substitution of Carriers. The County reserves the right to substitute other carriers, provided the fundamental provisions of the coverage will not be changed.

Section 4. Waiver. An employee whose spouse is eligible for medical/hospitalization insurance via another source and who executes a

health waiver verification to that affect may elect not to be covered by the medical insurance provided under this Article. The decision to waive coverage shall be made once per calendar year. A waiver agreement drafted by the Employer shall be executed by the employee. In the event that employee elects to forego medical insurance, the Employer shall pay an amount equal to thirty (30) percent of the premium cost of the plan to which the employee is otherwise eligible at the time of election (full family, single subscriber, etc.) into a deferred compensation plan as selected by the employee or directly to the employee as taxable compensation.

Section 5. Dual Coverage. In the event a husband and wife are both employees of the County the option provided for under Section 4 shall be mandatory by either the husband or wife.

Section 6. Other Plans. The Employer reserves the right to add additional, or alternative, plans should they become available to the Employer and in the event health insurance cost containment measures are identified and recommended to the Employer following the date of ratification of the agreement that the Bargaining Unit agrees to negotiate those measures so identified in good faith.

ARTICLE 25

DISABILITY PLAN

Section 1. Disability Plan. The County will provide a short term disability plan for regular, non-probationary, full-time employees, as follows:

- A. Upon proper medical determination of disability due to a non-work related illness or injury, the disability plan will provide fifty percent (50%) of an employee's gross salary to a maximum of three hundred dollars (\$300.00) per week for a maximum of twenty-four (24) months.
- B. The disability payments shall not commence until the completion of a ninety (90) calendar day waiting period after sustaining the non-work related illness or injury.
- C. The regular full-time employee may use sick time accumulations during the ninety (90) calendar day waiting period and also may use vacation accumulations. If the employee's total accumulations exceed ninety (90) calendar days, the short-term disability payments shall commence on the 91st day, at the option of the employee, with the remaining accumulations to stay on record.

Section 2. Fringe Benefits. Seniority shall accrue while an employee is being paid disability payments, but all other benefits such as, but not limited to, health insurance, sick leave, life insurance, holidays, dental insurance, vacation accumulation, and longevity, shall cease.

Section 3. Plan Terms and Conditions. All terms and conditions of the disability plan shall be governed by the conditions in the group disability insurance contract between the County and the insurance carrier.

Section 4. Hospitalization/Medical Coverage. Employees on disability may pay group rates for hospitalization/medical coverage to the extent required by Federal law.

ARTICLE 26

DENTAL INSURANCE

Section 1. Coverage. The County shall provide dental insurance for full-time employees and their dependents as follows:

<u>Class I Benefits</u>	<u>Insurance Pays</u>	<u>Employee or Patient Pays</u>
Diagnostic	100%	0%
Preventive	100%	0%
Emergency Palliative	100%	0%
Radiographs	50%	50%
Oral Surgery	50%	50%
Restoration	50%	50%
Periodontics	50%	50%
Endodontics	50%	50%

<u>Class II Benefits</u>	<u>Insurance Pays</u>	<u>Employee or Patient Pays</u>
Bridges, Partial and Dentures	50%	50%

Payments under this provision are limited to eight hundred dollars (\$800.00) maximum per person per contract year for Class I and Class II Benefits.

Section 2. Eligibility. Probationary, special part-time and temporary employees are not eligible for coverage.

Section 3. Part-time Employees. Part-time employees are eligible for dental coverage as stated above in Section 1.

Section 4. Substitution of Carriers. The County reserves the right to substitute other carriers, provided the fundamental provisions of the coverage will not be changed.

ARTICLE 27

LIFE INSURANCE

Section 1. Coverage.

A. The County shall provide life insurance coverage for full-time employees with death benefits of \$20,000.00. Such insurance shall include double indemnity (\$40,000.00) for accidental death.

B. Life insurance and accidental death and dismemberment benefits will follow the schedule below regarding active employees over age sixty-four (64):

Age 65 through 69 - benefit reduced to 65% of coverage
Age 70 through 74 - benefit reduced to 45% of coverage
Age 75 through 79 - benefit reduced to 35% of coverage
Age 80 through 84 - benefit reduced to 30% of coverage
Age 85 and over - benefit reduced to 25% of coverage

Section 2. Effective Date. The life insurance coverage shall be effective the 1st day of the month after the person has been employed by the County.

Section 3. Eligibility. Part-time employees and all other employees not specified in Section 1 are not eligible for life insurance benefits.

ARTICLE 28

RETIREMENT BENEFITS

Section 1. Retirement Plan. Employees are covered by the Municipal Employees' Retirement System, Benefit plan C-1. The County shall abide by all the terms and conditions of that program; or a similar retirement plan with the Municipal Employees' Retirement System or provided by another carrier, which is equal to or exceeds the present plan. Employees in this bargaining unit will be covered with the Municipal Employees' Retirement System's 55-F waiver with fifteen (15) years of service, on a contributory basis as provided below. The County will pay one percent (1%) on behalf of the employees, with the employees paying the balance of the cost for the 55-F waiver through payroll deduction. Effective December 31, 1992, Benefit Plan B-1 shall be adopted, with the employees to pay the full cost of the B-1 Plan through payroll deduction.

Section 2. Hospitalization Coverage.

A. Employees who have retired since January 1, 1971, and are immediately eligible for retirement benefits as provided in the above plan, shall be provided single subscriber health and hospitalization coverage supplementing Medicare.

B. Employees who retire after January 1, 1992, and are immediately eligible for retirement benefits shall be provided single subscriber health and hospitalization coverage. These retirees shall be given an opportunity to select from health insurances provided for active employees under the terms of Article 24, Section 1. Single subscriber health and hospitalization coverage supplementing Medicare shall be provided for retirees eligible for Medicare. The cost for this insurance to be paid by the County shall not exceed the maximum single subscriber amount required to be paid under Article 24 for active employees by the County. After age 65, retirees are no longer eligible for the PPO coverage and shall, therefore, be required to select from among the other programs offered and under the same terms and conditions as active employees under Article 24.

C. The Employer shall offer an additional option for retirees of BCBS Traditional Option I coverage (CMM100) any time after this contract is executed by the parties in 1992.

D. In the event a retiree wishes to cover his or her spouse he/she may do so by prepaying the County the difference between the applicable two-person rate and the appropriate benchmark amount.

E. A retiree who chooses the option of BCBS Traditional Option I coverage (CMM100) may apply the difference between the premium for that coverage, if less, and the maximum single subscriber amount paid under Article 24 for active employees, if any, to the coverage for his/her spouse.

Section 3. Notwithstanding any contrary provision contained in this Article, the obligation of the Employer to pay for and provide retiree health insurance shall cease in the event that comparable health insurance is available to the retiree through another Employer or source, such as his/her spouse's Employer. Further, there shall be a requirement to coordinate with other available health insurances, Medicare, Medicaid, Federal insurance or any other health insurance which may be available in part or in total to the retired employee. All questions of eligibility shall be determined by the regulations and rules established by the carrier providing such coverage.

Retirees losing medical coverage from another source shall notify the County Personnel Department in time so that retiree can be re-enrolled the first of the month following their loss of alternate coverage.

The retiree shall apply for medicare, medicaid or similar federal program benefits as soon as he/she is eligible. As of said date, all benefits payable by the County shall be reduced by an amount equal to federal benefits pertaining at that time and shall be supplemented to such coverage. In the event the name of any of the Federal coverages/benefits referred to herein shall be changed, this section shall be deemed to apply to any and all similar or replacement programs subsequently designated.

Section 4. Life Insurance Coverage. Employees who retire during the period of this Agreement, or who have retired since January 1, 1971, and are immediately eligible for retirement benefits as provided in the above plan, shall be provided with \$2,000.00 life insurance coverage, payable to their beneficiary at the time of their death, and the total cost of this coverage shall be borne by the County.

Section 5. Payment. The County shall pay the employee's portion of the retirement costs through December 29, 1989. Effective December 30, 1989, the 55-F with fifteen (15) years of service will be added with the cost being paid as outlined in Section 1 above. Effective December 31, 1992, the B-1 Plan shall be adopted with the cost being paid by the employees as outlined in Section 1 above.

Section 6. Change of Provider. The County reserves the right to obtain a retirement plan different than the Municipal Employees' Retirement System, provided that the current benefits provided to employees are not reduced. However, prior thereto, the County shall notify the Union at least ten (10) days in advance and meet and confer with the Union.

ARTICLE 29

LONGEVITY PLAN

Section 1. Eligibility. All regular full-time employees having completed four (4) years of continuous, regular, compensated employment prior to December 1, shall be eligible to receive a longevity bonus for service with the EMPLOYER. A year is defined as December 1 through the following November 30. Payments to employees who become eligible to receive a longevity bonus prior to December 1 of any year, shall be paid the first regular work day of December. The following will not affect eligibility during the initial four (4) year eligibility period only: ten (10) days or less of authorized unpaid leave and/or thirty (30) days or less of unpaid sick leave, including workers' compensation, each year.

Employees must have completed continuous full-time employment equal to that required for original eligibility, as stated above, plus one (1) additional year of continuous, regular, EMPLOYER compensated full-time employment to be eligible for each additional annual payment.

After the four (4) year eligibility period, employees whose employment terminates before December 1 because of service or disability retirement shall be paid a prorated bonus when they retire, based on the number of calendar months of full-time active employment credited to them from the preceding December 1st to the date of cessation of their active employment. All other employees whose employment terminates for other reasons prior to December 1 shall not be eligible to receive a longevity bonus.

After the four (4) year eligibility period, as stated above, employees on an authorized unpaid leave of absence, as permitted under this contract, during the twelve (12) month eligibility period for a longevity bonus other than their initial longevity bonus, shall receive a prorated payment, based on the number of complete months he/she received full EMPLOYER compensation (excludes workers' compensation), provided that the employee is eligible and receives a longevity payment the following year. Under such circumstances, the employee shall receive a retroactive pro-rata payment at the rate it was earned. The above limitation shall not be applicable to authorized leaves of absence which do not exceed in total thirty (30) days in a year. For example, if an employee is granted a fifteen (15) day leave one (1) month and a fifteen (15) day authorized leave another month, and is otherwise eligible, he/she shall not lose any longevity payment. Employees on unpaid leave of absence due to illness during the twelve (12) month eligibility period for a longevity bonus, other than their initial longevity bonus, shall receive a prorated payment based on the number of complete months he/she received full EMPLOYER compensation.

Section 2. Schedule. The longevity bonus payment schedule shall be as follows:

Continuous Employment

Annual Bonus

4 or more, but less than 8 years	3% of Annual Wage
8 or more, but less than 12 years	5% of Annual Wage
12 or more, but less than 16 years	7% of Annual Wage
16 or more years	9% of Annual Wage

Section 3. Computation. The longevity bonus shall be computed as a percentage of the employee's annual base salary or wage. Base salary or wage shall be that which an employee is being paid on October 1 of the fiscal year in which a longevity bonus is due, and shall not include overtime pay, premium pay, uniform allowance, per diem, or travel allowance, or any other compensation, including workers' compensation. No longevity payment, as above scheduled, shall be made for that portion of an employee's base salary which is in excess of EIGHTEEN THOUSAND DOLLARS (\$18,000.00).

Section 4. Longevity List. By November 1 of each year, each department head shall furnish the Personnel Office with a list of employees who are eligible to receive a longevity payment. The department head shall indicate the amount of the longevity bonus due such employee. The Personnel Office shall review each list to assure that dates of continuous employment correspond with the employment records and that the proposed payments are consistent with the collective bargaining agreements; make any revisions necessary; inform the department head; and provide one (1) list of approved longevity payments to the Controller. The Controller shall authorize payment pursuant to County procedure.

Section 5. Proration. After the four (4) year eligibility period, those employees who are then placed on either part-time or special part-time status from their regular full-time position by the Employer, are laid off, or commence disability insurance compensation, shall have their longevity computed on a prorata basis.

Section 6. Workers' Compensation. It is expressly understood and agreed that workers' compensation is not considered paid time or "compensation" for the purposes of this Article.

ARTICLE 30

RECLASSIFICATIONS

Section 1. Reclassifications. Reclassifications shall be conducted once a year on a timetable allowing presentation to the Personnel Committee by its first meeting in August. Any position which has been reclassified through this process shall not be considered for the reclassification procedure for three (3) years. Requests for reclassification, if any, may then be presented to the Board of Commissioners for final decision. Prior to submission to the Board of Commissioners, requests for reclassifications, if any, may be reviewed by the Finance Committee.

In the event that certain requests for reclassifications are approved, the same will become effective, if funds are available, within the pay period following the Board of Commissioners meeting or the start of the next budget year. The Finance Committee has sole discretion to determine whether or not funds are available for this purpose.

Section 2. Procedure for Positions Covered by UNION Agreements.

A. Department heads will discuss reclassification requests with the employees at either the request of the supervisor or the employee.

B. A meeting will be held by the Job Evaluation Committee. The Job Evaluation Committee shall include seven (7) members, consisting of one (1) member from the UAW; one (1) member from the ICEA; one (1) member from the OPEIU; two (2) County managerial employee members; one (1) County confidential employee member; and one (1) Personnel Department representative member. In considering reclassification requests, the Job Evaluation Committee shall meet with the applicable Department Head and the employee seeking the reclassification. A vote of the majority of the committee to approve a proposed reclassification will be required for it to be forwarded to the Personnel Committee for further consideration.

C. The Personnel Committee will hear the forwarded proposals and may make recommendations to the Finance Committee and the Board of Commissioners to reclassify said employee.

D. In order for the reclassification to be heard on the above-stated timetable, reclassification requests must be submitted no later than July 1 of each year to the department head.

E. The Board of Commissioners, within its sole discretion, shall make the final determination if an employee is to be reclassified.

It is expressly understood and agreed that the decision made by the Board of Commissioners is not subject to any grievance procedure contained in this collective bargaining agreement.

ARTICLE 31

CONTRACTED BENEFITS

Notwithstanding the provisions of this contract, no benefits shall be afforded to any employee when the County's contractual arrangement with a third party for said benefits do not cover said employee.

ARTICLE 32

UNIFORMS AND EQUIPMENT

Section 1. Uniforms. In the selection, procurement and issuance of uniforms, the County will give due consideration to the items, numbers, materials and quality consistent with the needs, use, function and responsibility of the employee. However, ultimate selection of said items shall be solely discretionary with the County, as long as the selection complies with the above.

Section 2. Uniform Maintenance. The County shall pay a dry cleaning and laundering allowance in the sum of TWO HUNDRED FIFTY DOLLARS (\$250.00) per annum to each regular full-time Animal Control Officer, License Enforcement Officer, and Kennel Person issued a uniform payable at the end of each calendar quarter.

Section 3. Boots. The County shall provide over-the-ankle boots for unit members as needed, up to one pair annually for Animal Control Officers and License Enforcement Officers, and up to two (2) pairs annually for Kennel Persons.

Section 4. Uniforms Provided. The County shall provide uniforms (3 short-sleeve shirts, 3 long-sleeve shirts, 3 pants) to kennel workers of the same quality as those provided to officers at the time of issue.

Section 5. Fans. The County will provide cab fans for each Animal Control Department vehicle not equipped with air conditioning.

ARTICLE 33

PARKING AND TRAVEL

Section 1. Parking Allowance. Each employee shall be reimbursed for actual and necessary parking fees paid by him/her for use of his/her automobile in the course of his/her employment. Requests for reimbursement shall be submitted on a monthly basis.

Section 2. Mileage Allowance. Mileage allowance based on the following plan shall be allowed:

- A. All employees required to drive their own motor vehicle in the course of their employment with the County shall be reimbursed at the current IRS rate for the first fifteen thousand (15,000) miles, for the simplified method of computing deductible costs in operating passenger automobiles for business purposes for employees. The mileage computation shall be figured on a monthly basis. Any changes in the standard IRS mileage reimbursement rate, either upward or downward, shall be effective prospectively only from and after the first full calendar month after the IRS announces such a change in writing.
- 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.
- D. The place of employment shall be the Ingham County Animal Control Shelter in Mason, Michigan, but no employee shall be paid mileage for going to and/or returning from work.

Section 3. Conferences, Conventions or Seminars. The following regulations shall apply to all claims for reimbursement of expenses for attending meetings, conventions, conferences, or seminars on behalf of the County:

- A. Attendance at a meeting, convention, conference or seminar outside the State of Michigan shall have the prior approval of the appropriate committee of the Board of Commissioners.
- B. Travel by private automobile shall be reimbursed at no less than the Internal Revenue

Service Standard mileage rate of the first fifteen thousand (15,000) miles, for the simplified method of computing deductible costs in operating passenger automobiles for business purposes for employees.

- C. 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 upon tender of the receipts.
- D. If travel is by common carrier, tourist fares will be reimbursed if receipts have been retained and submitted with an Expense Voucher.
- E. Reimbursement for meals will be allowed while to and from and at the place of any meeting, conference, seminar or convention at a rate of not to exceed \$15.00 per day plus 15% of the actual receipts for tips.
- F. When a member of the employee's family, i.e. wife, husband, son, or daughter, shares the hotel or motel room, the single occupancy rate will be reimbursed, if receipts have been retained and submitted with an Expense Voucher.
- G. Tolls, telephone and telegraph expense will be reimbursed when it is necessary as a part of the trip on behalf of the County.
- H. Parking fees during the conference, convention, seminar or meeting will be reimbursed if receipts are retained and submitted with an Expense Voucher.
- I. Expense Vouchers shall be submitted for the next regular Board of Commissioners meeting following the convention, conference, seminar, or meeting attended by the employee.
- J. The following items will not be reimbursed under any circumstances:
 - 1. Travel Insurance;
 - 2. Laundry or Dry Cleaning;
 - 3. Hospitality or Entertainment Expense.
- K. Taxi fare is reimbursable only if the trip was made by common carrier.

Section 4. Advance Payment. Employees may receive a travel advance prior to their traveling on County business. Said advancement requires the prior approval of the Director and the County Controller, under the following procedures:

- A. The request for advance payment shall be in writing on a form provided and received by the Controller at least five (5) days prior to issuance date desired.
- B. A complete report shall be made by the employee to the Controller within five (5) working days after his/her return.
- C. Receipts for hotel bills, registration fees, meals, plane, railroad or bus tickets shall be filed with the report.
- D. If a private car is used for transportation, mileage will be paid at the prevailing County rate.
- E. All other expenses to be advanced shall be in accordance with the previous sections hereunder dealing with travel allowances.

ARTICLE 34

IRS SECTION 125

Section 1. The Employer will provide on or before July 1, 1991, IRS Section 125 document(s), allowing employees who choose to participate, the ability to pay for employee contributions with pre-tax dollars for the following:

1. Medical hospitalization expenses
2. Dependent care programs
3. Employee payroll deductions for health care premiums

The above requirement is subject to and contingent upon CPA verification that the same is permissible and will not jeopardize County tax deductions and is authorized by the IRS.

ARTICLE 35

PAST PRACTICES AND WAIVER

Section 1. Past Practices. There are no agreements which are binding on any of the parties other than the written agreements enumerated or referred to in this Agreement. No further agreement shall be binding on any of the parties until it has been put in writing and signed by the parties to be bound.

Section 2. Waiver. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with regard to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter not referred to or not covered in this Agreement.

ARTICLE 36

SAVINGS CLAUSE

If any provision of this Agreement is held invalid by a court or other tribunal, the remainder of this Agreement shall not be affected thereby.

This Agreement shall be effective from the 1st day of January, 1993, and continue in full force and effect until December 31, 1995, exclusive, excepting employees who voluntarily or involuntarily terminate their employment prior to December 1, 1992, will not receive salary or benefits retroactively.

IN WITNESS WHEREOF, the parties have set their hands and seals this _____ day _____ of 1992.

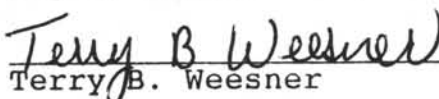
FOR THE POAM:



James DeVries

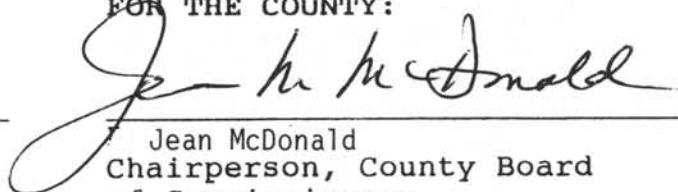


Guy E. Carris



Terry B. Weesner

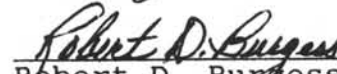
FOR THE COUNTY:



Jean McDonald
Chairperson, County Board
of Commissioners



Lingg Brewer, County Clerk



Robert D. Burgess, Director
Animal Control Department

APPENDIX A

Section 1. 1993 Schedule. Listed below are the classifications which are covered by this Agreement and the corresponding annual salaries for current employees for 1993.

Effective December 26, 1992

	<u>Kennel Worker</u>	<u>Enforcement Officer Animal Control Officer</u>
Start	\$18,012	\$18,676
1 Year	19,842	20,558
2 Years	21,542	23,340
3 Years	22,349	24,225
4 Years	23,403	24,684
5 Years	23,886	27,395

Section 2. 1994 Schedule. Listed below are the classifications which are covered by this Agreement and the corresponding annual salaries for current employees for 1994.

Effective December 25, 1993

	<u>Kennel Worker</u>	<u>Enforcement Officer Animal Control Officer</u>
Start	\$18,552	\$19,236
1 Year	20,437	21,175
2 Years	22,188	24,040
3 Years	23,019	24,952
4 Years	24,105	25,425
5 Years	24,603	28,217

Section 3. 1995 Schedule. Listed below are the classifications which are covered by this Agreement and the corresponding annual salaries for current employees for 1995.

Effective December 24, 1994

	<u>Kennel Worker</u>	<u>Enforcement Officer Animal Control Officer</u>
Start	\$19,294	\$20,005
1 Year	21,254	22,022
2 Years	23,076	25,002
3 Years	23,940	25,950
4 Years	25,069	26,442
5 Years	25,587	29,346

APPENDIX B

LETTER OF UNDERSTANDING

BETWEEN

THE COUNTY OF INGHAM

AND

THE POLICE OFFICERS ASSOCIATION OF MICHIGAN,

INGHAM COUNTY ANIMAL CONTROL UNIT

It is hereby understood and agreed between the parties hereto that while Dale Bodiford is in the full-time kennel position, he may be assigned a workweek in such a manner that may result in more than eight (8) hour workdays. While Mr. Bodiford is on his one-half (1/2) hour paid lunch break, he must remain in the building and shall be on "on-call" status. When Mr. Bodiford leaves the Kennel Worker position, all of the Kennel Workers shall receive a one (1) hour unpaid lunch period, which may be taken away from the Kennel Worker's work site.

IN THE PRESENCE OF:

Rebecca Bennett

Katy Clark

Beverly J. Dropping

COUNTY OF INGHAM

BY Jean McDonald
Jean McDonald
Chairperson, County Board
of Commissioners

BY Ling Brewer
Ling Brewer, County Clerk

BY Robert D. Burgess
Robert D. Burgess, Director
Animal Control Department

POLICE OFFICERS ASSOCIATION
OF MICHIGAN

James DeVries
James DeVries

Guy E. Carris
Guy E. Carris

Terry B. Weesner
Terry B. Weesner

APPENDIX C

LETTER OF UNDERSTANDING

BETWEEN

THE COUNTY OF INGHAM

AND

THE POLICE OFFICERS ASSOCIATION OF MICHIGAN,

INGHAM COUNTY ANIMAL CONTROL UNIT

It is hereby understood and agreed between the parties hereto that the County may implement the accrual of benefits and seniority based on compensated hours for certain sections of this agreement as set forth below. The County shall implement this program at such time that it's computer system is programmed on a county-wide basis to use compensated hours for these purposes. Until such time as the compensated hours system is implemented, seniority, fringe benefits, and similar provisions provided for within this agreement shall remain in effect.

1) Modify Article 2, Definition of Employees, Sections 1 and 2 and a new Section 5 to read as follows:

Section 1. Full-Time Employees. Employees regularly scheduled to work forty (40) hours per week shall be considered full-time employees. Full-time employees shall be entitled to all of the benefits set forth in this agreement based on their actual compensated hours of employment except where otherwise indicated. Any change in the concept of full-time employment is subject to the mutual agreement of the parties hereto.

Section 2. Part-Time Employees. Employees regularly scheduled to work less than full-time, but at least half time, i.e., 20 hours per week, shall be considered regular part-time employees. Such employees shall be entitled to benefits based on their actual compensated hours of employment except where otherwise indicated, as follows: (a) Be paid for hours worked at the regular rate of their salary grade. (b) Receive overtime pay on the same basis as full-time employees, i.e. any time worked over 40 hours per week. (c) Receive vacation, sick leave, holiday pay and uniform cleaning allowance, at a pro-rata amount based upon their actual hours of compensated employment. (d) Be eligible for single subscriber health coverage. (e) Receive retirement benefits where eligible on a pro-rated basis in proportion to their work schedule. Employees regularly scheduled to work less than half time, i.e. 20 hours per week, shall be considered "special part-time

employees". Such employees shall not be covered by this agreement.

Section 5. Compensated Hours. For the purposes of calculating an employee's probationary period, advancement on the salary schedule, vacation accumulations, sick leave accumulations, and longevity, the term "hours" or "compensated hours" shall mean hours for which an employee receives wages (excluding overtime and on-call pay) vacation pay, funeral leave pay, sick leave pay, jury duty pay, or pay while on an approved leave of absence (but not worker's compensation or disability benefits).

2) Modify Article 10, Probationary Period, Section 1 to read as follows:

Section 1. Probationary Period. When an employee is hired into the unit, he/she shall be considered as a probationary employee until he/she has been compensated for 1,040 hours. At the completion of 1,040 hours, he/she is presumed to have terminated his/her probationary period and obtained permanent status unless the Director notified him/her and the Union in writing to the contrary at which time the probationary period may be extended up to an additional 520 hours.

3) Modify Article 11, Service/Seniority, Section 1 to read as follows:

D. Seniority as used in subsection B & C above shall be calculated based on compensated hours as defined in Article 2, Section 5.

4) Modify Article 16, Vacation, Sections 1 & 2 to read as follows:

<u>Continuous Service</u>	<u>Vacation Credits Earned Each Compensated Hour</u>	<u>Maximum Accumulation Per Pay Ending</u>
2,080 hours	.0423 hours	3.384 hours
2,081-4,160 hours	.0461 hours	3.693 hours
4,161-6,240 hours	.0500 hours	4.000 hours
6,241-16,640 hours	.0615 hours	4.923 hours
16,641-18,720 hours	.0653 hours	5.231 hours
18,721 hours or more	.0730 hours	5.846 hours

Effective after January 1, 1995:

20,801 hours	.081 hours	6.492 hours
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Section 2. Vacation hours may not be used until the employee has 1,040 hours of continuous service with the County.

5) Modify Article 19, Sick Leave, Section 1 to read as follows:

Section 1. Each regular full-time or part-time employee as defined in Article 2 shall earn .056 hours of sick leave credit for each compensated hour to a maximum of 4.5 hours per bi-weekly pay period of active employment.

IN THE PRESENCE OF:

Rebecca Bennett

Katy Clark

Beverly J. Drapping

COUNTY OF INGHAM

BY Jean McDonald
Jean McDonald
Chairperson, County Board
of Commissioners

BY Lingg Brewer
Lingg Brewer, County Clerk

BY Robert D. Buggess
Robert D. Buggess, Director
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POLICE OFFICERS ASSOCIATION
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James DeVries
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