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12/31/98

# **AGREEMENT**

**between**

**THE**

**CITY OF KALAMAZOO**

**and**

**KALAMAZOO  
MUNICIPAL EMPLOYEES  
ASSOCIATION**

**1995 through 1998**

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**AGREEMENT**

**by and between**

**THE CITY OF KALAMAZOO**

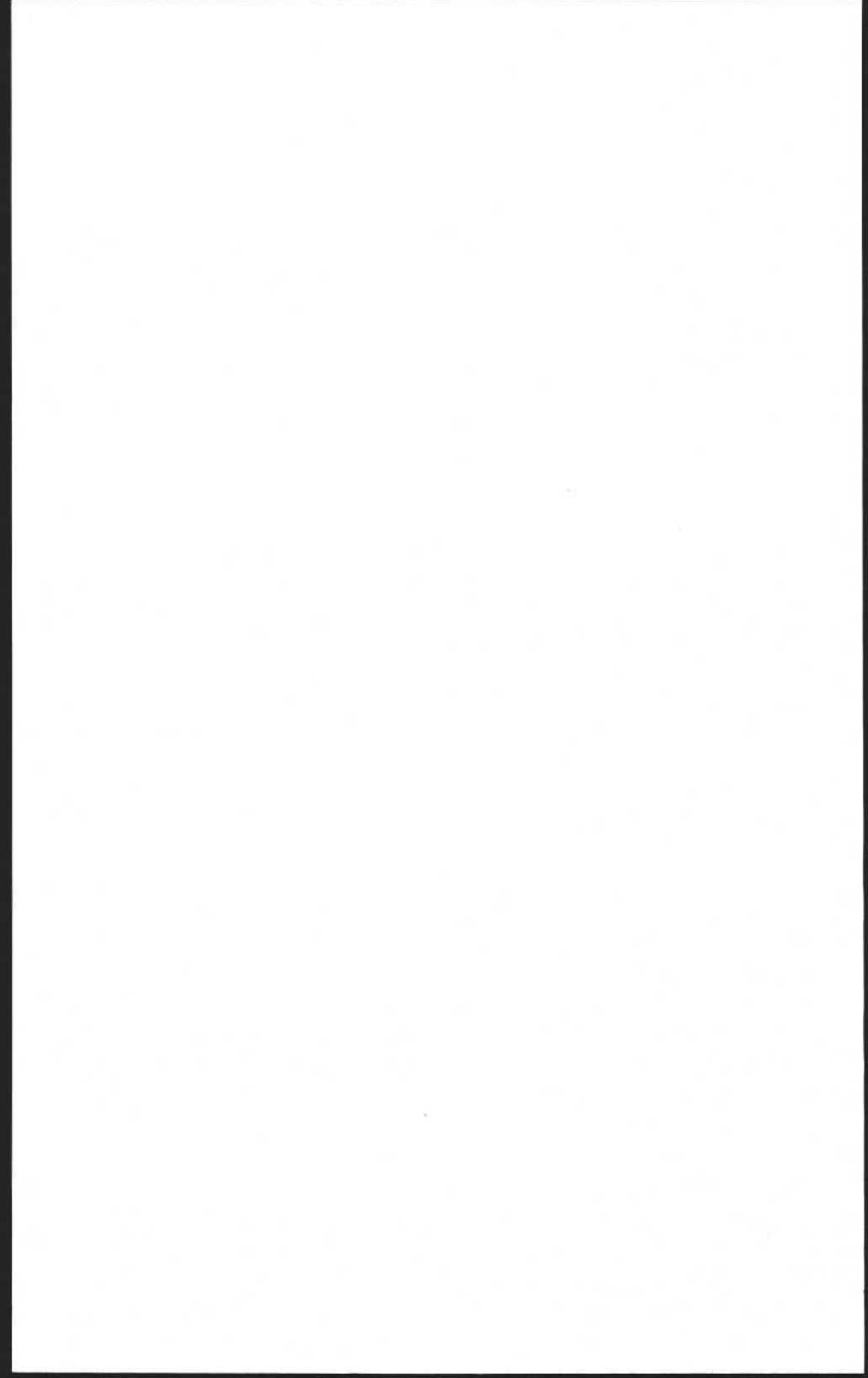
**and**

**KALAMAZOO MUNICIPAL EMPLOYEES ASSOCIATION**

**January 1, 1995**

**through**

**December 31, 1998**

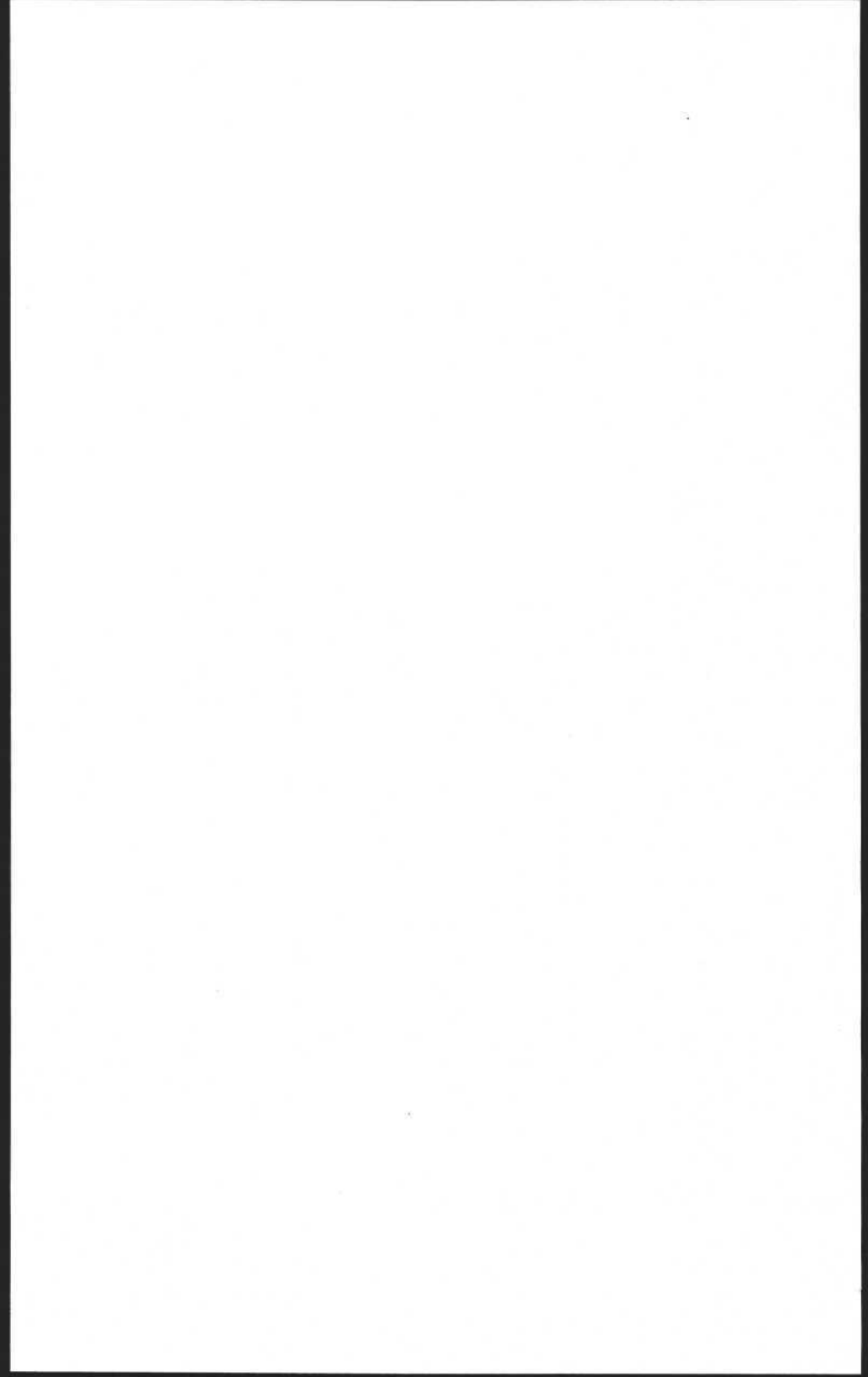


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## AGREEMENT

THIS AGREEMENT by and between the CITY OF KALAMAZOO, Michigan, hereinafter referred to as the "City", and the KALAMAZOO MUNICIPAL EMPLOYEES ASSOCIATION, a non-profit Michigan corporation, hereinafter referred to as the "Association".

### WITNESSETH:

The general purpose of this Agreement is to set forth the rates of pay, wages, hours of employment or other conditions of employment which shall prevail for the duration of this Agreement, and to promote orderly and peaceful labor relations for the mutual interest of the City, its employees and the Association. Recognizing that the interest of the community and the job security of the employees depend upon the City's ability to continue to provide proper services to the community, the City and the Association, for and in consideration of the mutual promises, stipulations and conditions hereinafter specified, agree to abide by the terms and provisions set forth herein for the duration of this Agreement.

### ARTICLE I - RECOGNITION

Section 1 - Association Description. Pursuant to and in accordance with the applicable provisions of Act 379 of the Public Acts of 1965, the City recognizes the Association as the sole exclusive collective bargaining agency for all of the full-time regular and part-time regular office clerical and technical employees of the City, including those positions set forth in Appendix "A" attached hereto and by this reference made a part hereof, but excluding elected officials, department heads, assistant department heads, managerial employees, professional employees, police service officers, Court employees, confidential employees, and supervisors within the meaning of the Act, and all other employees.

(a) The City agrees that, during the life of this Agreement, it will not negotiate with any organization other than the Association with respect to the rates of pay, wages, hours of employment and other working conditions of employment of the employees covered by this Agreement.

(b) The City shall, each April 1st and October 1st, prepare a list for the Association containing the names and departments of all employees who for a continuous period of six (6) months have been classified as a "temporary full-time employee".

(c) The purpose of an intern program is to provide work experience which is an adjunct to the intern's education. Student interns shall not be utilized so as to displace a position otherwise held by a KMEA employee. Student interns shall not be utilized so as to reduce the normal work week of a KMEA employee. KMEA employees shall be

given the opportunity to work overtime pursuant to the overtime provision in Article VII, Section 5 prior to a student intern or volunteer being given the opportunity to work overtime, if KMEA work is involved.

Section 2 - City's Rights. All rights to manage the City and to direct the work force are vested exclusively in the City, including but not limited to, the right to hire, to establish reasonable rules and procedures, the right to determine the hours, daily schedules and work assignments of employees, the right to determine the acceptable quality standards, the right to establish new jobs and eliminate existing jobs, and the right to determine when a need exists for the layoff or recall of employees. The City shall also have the exclusive right to determine the means, methods, and processes used in operations. The foregoing enumeration of rights is not intended to be all inclusive, but indicates the type of matters arising which belong to and are inherent to the City and shall not be deemed to exclude other rights of the City not specifically set forth. However, the City acknowledges that such management rights have been limited by the provisions of this Agreement and, therefore, agrees to exercise such rights in such a fashion so as not to violate the specific terms and provisions of this Agreement.

Section 3 - Payroll Deduction. During the term of this Agreement, for those employees for whom properly executed payroll deduction authorization cards are delivered to the Accounting Division, the City will deduct from their pay each month the monthly Association dues as designated to the Accounting Division by the Secretary of the Association and shall promptly remit any and all amounts so deducted to the Association. The Association agrees to indemnify and save the City harmless against any and all claims, suits, and other forms of liability that may arise out of or by reason of action taken in reliance upon individual authorization cards or by reason of the City's compliance with the provisions of Section 7 below.

Section 4 - Anti-Discrimination. The City and the Association agree that for the duration of this Agreement neither shall discriminate against any employee in the application of the provisions of this Agreement because of race, color, creed, age, sex, marital status, height, weight, nationality or political belief, nor shall the City or its agents, nor the Association, its agents or members discriminate against any employee because of his or her membership or non-membership in the Association.

Section 5 - Association Activity. The Association agrees that, except as specifically authorized by an employee's supervisor or specifically provided by the terms and provisions of this Agreement, employees shall not be permitted to engage in Association activity during working time. The negotiating committee may utilize up to a total of ninety-six (96) hours (for the entire committee, not per person) during a twelve month period in which this contract is re-negotiated.

Section 6 - Steward Designation. Employees covered by this Agreement shall be represented by the following stewards:

City Hall and Metro Transit Division Employees	One (1) Steward
Department of Public Safety Employees	One (1) Steward
Water Division Employees	One (1) Steward
Waste Water and Sewer Divisions Employees	One (1) Steward
All other KMEA employees	Grievance Chairperson

It is agreed that stewards, other than the Grievance Chairperson, must be a part of the group they represent and have completed their probationary periods. The Association President shall promptly notify the Human Resources Office, in writing, of the names of the Grievance Chairperson, the stewards, and the areas each represent, and will promptly notify the Human Resources Office, in writing, of any changes or replacements thereof. In the absence of a steward, the Grievance Chairperson, Association President, or any board member shall be the alternate steward.

Section 7 - Association Security. As a condition of continued employment, all present employees covered by this Agreement, who are not members of the Association, shall become and remain members in good standing of the Association or cause to be paid to the Association a service fee equivalent to the amount of dues uniformly required of members within one hundred eighty (180) days after the execution of this Agreement. All employees covered by this Agreement who are hired after the effective date thereof, shall, as a condition of continued employment, become and remain members of the Association in good standing or pay a service fee equivalent to the amount of dues uniformly required of members, within one hundred eighty (180) days after the date of hire.

Section 8 - Scheduling of Special Conferences. Special conferences for the discussion of important matters (not grievances) may be arranged at a mutually satisfactory time between the Association and the City within ten (10) regularly scheduled working days after request of either party, subject to the following conditions:

- (a) Such meetings shall be held not more frequently than once each calendar month.
- (b) Such meetings must be attended by the President of the Association and not to exceed an additional two (2) members of the Association, the Human Resources Director of the City and/or other designated representatives of the City.

(c) There must be at least one (1) calendar week's advance written notice of the desire to have such meeting, which notice must be accompanied by an agendum of the subjects the party serving such notice wishes to discuss. If both parties have subjects they wish to discuss, they shall exchange agendum at least one (1) calendar week prior to such meeting. Discussions at such special conferences shall be limited to the items set forth in the agenda.

(d) Employees shall be paid at their regular rate of pay for all time necessarily lost from their regularly scheduled work while attending such conferences.

## **ARTICLE II - GRIEVANCE PROCEDURE**

Section 1 - Definition. A grievance shall be defined as any dispute regarding the meaning, interpretation, application or alleged violation of the terms and provisions of this Agreement.

Section 2 - Steps. In the event a complaint has not been resolved by oral discussion with the supervisor designated for that purpose by the department head, the matter shall be resolved in the following manner:

FIRST STEP: Within five (5) regularly scheduled working days after the employee has knowledge of the occurrence of the event upon which the grievance is based, the grievance must be reduced to writing and signed by the employee and by the employee's steward (or, in his or her absence, the Grievance Chairperson or the Association President) and presented to the employee's division head or the division head's designee. However, no grievance shall be processed hereunder regarding an occurrence which happened more than fifteen (15) regularly scheduled working days prior to the date the written grievance was presented to the proper supervisor, except for clerical errors in the calculation of an employee's paycheck which may be filed at any time but any settlement shall not be retroactive for a period in excess of one (1) year. Grievances shall be made out in triplicate, two (2) copies of which must be presented to the appropriate division head or designee. A written grievance shall state (a) who is affected, (b) what happened, (c) when it happened, (d) where it happened, (e) what section of the contract has allegedly been violated and (f) what adjustment is requested. The division head or designee may elect to meet with the steward and grievant to discuss the grievance prior to giving his or her written answer. Such meetings, if scheduled, shall occur within two (2) regularly scheduled working days. The division head or designee shall give a written answer, which shall include a general statement of the reasons for the answer, to the aggrieved employee within two (2) regularly scheduled working days after the receipt of the written grievance or the meeting, whichever is applicable.

SECOND STEP: If the grievance has not been resolved, then within five (5) regularly scheduled working days after receipt by the employee of the First Step answer, the Association grievance committee chairperson shall present the grievance, in writing, which shall include the reasons that the City's prior answer is deemed unacceptable, to the Human Resources Director or designated representative. Within ten (10) regularly scheduled working days after the grievance has been presented to the Human Resources Director or designated representative, a meeting between the Association's grievance committee and the City's committee shall be held. Within five (5) regularly scheduled working days after such meeting, the Human Resources Director or designated representative shall give the written answer, which shall include a general statement of the reasons for the answer to the Association grievance committee chairperson.

THIRD STEP: If the grievance has not been resolved in the foregoing steps, and the Association desires to carry it further, the Association shall, within thirty (30) calendar days following receipt of the City's Second Step answer, advise the City in writing that such answer is unacceptable, the reasons it is deemed to be unacceptable, and in such communication further advise the Human Resources Director that the matter is being referred to the Appeal Board.

(a) The Appeal Board shall consist of one (1) representative selected by the City and one (1) representative selected by the Association. The Appeal Board shall meet within fourteen (14) calendar days after receipt of the above appeal notice by the City and the City's Appeal Board representative shall render a decision within seven (7) calendar days following such meeting. If the City's decision is acceptable to the Association's Appeal Board representative, he or she shall so indicate on the decision and then the decision shall be final and binding on the parties to this Agreement.

(b) In the event the Appeal Board above described is unable to arrive at a mutually acceptable solution to the grievance, and the Association desires to carry the grievance further, it shall submit the grievance to arbitration by the American Arbitration Association in accordance with its Voluntary Labor Rules, then pertaining, provided such submission is made within thirty (30) calendar days after the decision of the City's Appeal Board representative.

(c) Neither the Appeal Board in (a) above nor the arbitrator in (b) above shall have any authority to add to, subtract from, change or modify any provisions of this

Agreement but shall be limited solely to the interpretation and application of the specific provisions contained herein. However, nothing contained herein shall be construed to limit the authority of an arbitrator, in his or her own judgment, to sustain, reverse, or modify any alleged unjust discharge that may reach this stage of the grievance procedure.

(d) The expenses and fees, if any, of the members of the Appeal Board shall be borne by the parties by whom they are selected. The expenses and fees of the arbitrator shall be shared equally by the City and the Association.

(e) Any employee covered by this Agreement may view the contents of his or her personnel file in the presence of a representative of the City at any reasonable time, upon request.

Section 3 - Time Limits. In the event the City fails to reply to a grievance at the First Step of the procedure within the specified time limit, said grievance shall automatically be referred to the Second Step. If the City fails to reply to a grievance at the Second Step of the grievance procedure, the Association shall process the grievance to the Third Step. In the event the Association does not appeal a grievance from one (1) step to another within the time limits specified, the grievance shall be considered as settled on the basis of the City's last answer.

Section 4 - Unionwide Grievances. Grievances on behalf of the entire Association shall be filed not later than fifteen (15) regularly scheduled working days following the occurrence which is being grieved, shall be signed by the Grievance Chairperson, and shall be processed starting at the Second Step of the grievance procedure.

Section 5 - Grievance Meetings. Meeting of the joint grievance committees provided for in the Second Step of the grievance procedure shall be held at a mutually agreeable time on the day for which they are scheduled. The Association's committee members, consisting of the Association President and Grievance Chairperson (or steward involved in the case) shall suffer no loss of pay due to time lost from their regularly scheduled work while attending such meeting. The grievant, Association President and Grievance Chairperson (or steward involved in the case) shall be paid for time lost from their scheduled work while attending arbitration hearings. Other Association witnesses shall not be paid by the City for time lost from scheduled work.

Section 6 - Regularly Scheduled Working Days. Wherever the words are used in this Agreement, "regularly scheduled working days" shall be defined as those days which are scheduled for work between Monday and Friday, both inclusive, excluding holidays recognized under this Agreement.

Section 7 - Extension of Time Limits. Any of the time limits specified in the grievance procedure may be extended if such extension is mutually agreed to in writing by the City and the Association.

### **ARTICLE III - DISCHARGE CASES**

Section 1 - Disputing a Discharge or Suspension. In the event an employee shall be suspended from work for disciplinary reasons or is discharged from employment after the date hereof and believes he or she has been unjustly suspended or discharged, such suspension or discharge shall constitute a case arising under the grievance procedure, provided a written grievance with respect thereto is presented to the Human Resources Director within three (3) regularly scheduled working days after the Association receives written notification of such discharge or suspension.

(a) The City agrees to immediately verbally notify the employee's steward and promptly in writing notify the Grievance Chairperson (or in his/her absence, the Association's President) of such discharge or suspension and to state in said notice reasons for such discharge or suspension.

(b) A suspended or discharged employee, if he or she so desires, will be allowed to discuss the suspension or discharge with a steward (or in his or her absence, the chairperson of the Association's grievance committee or the Association President) if either is readily available before being required to leave the property of the City.

(c) It is understood and agreed that when an employee files a grievance with respect to disciplinary action, suspension or discharge, the act of filing such grievance shall constitute his or her authorization of the City to reveal to the participants in the grievance procedure any and all information available to the City concerning the alleged offense and such filing shall further constitute a release of the City from any and all liability by reason of such disclosure.

Section 2 - Unjust Discharge or Suspension. In the event it should be decided under the grievance procedure that the employee was unjustly suspended or discharged, the City 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 the amount of any unemployment compensation received or any compensation earned as a result of being available for other work during the period of suspension or discharge.

(a) In the event an employee is discharged and files a grievance concerning the City's action, the discharged employee shall have the option of maintaining health and life insurance in effect during the period that the matter is being processed under the grievance procedure, by

paying to the City, in advance, the monthly premium. If, as a result of the grievance procedure an employee is awarded back pay, the employee shall be reimbursed by the City for any insurance premiums paid by the employee covering the period for which the back payment is due.

#### ARTICLE IV - STRIKES AND LOCKOUTS

Section 1 - No Strike - No Lockouts. The Association agrees that during the life of this Agreement neither the Association, its agents nor its members will authorize, instigate, aid or engage in a work stoppage, slowdown, strike, sympathy strike, or any other curtailment of full service to the City. However, bargaining unit employees shall not be required to perform the work of any striking employees. The City agrees that during the same period there will be no lockouts.

Section 2 - Discipline. Individual employees or groups of employees who instigate, aid or engage in a work stoppage, slowdown, strike, sympathy strike or any other curtailment of full service to the City, may be disciplined or discharged in the sole discretion of the City. However, it is understood and agreed that the question as to whether an employee's or employees' activity was such as is proscribed by this section may be a proper subject for the grievance procedure.

#### ARTICLE V - SENIORITY

Section 1 - Definition. Seniority shall be defined as an employee's length of continuous service with the City as a regular employee in the KMEA bargaining unit. Implementation of this definition shall not change the dates established as of December 31, 1979. No time shall be deducted from an employee's seniority due to absences occasioned by authorized leaves of absence, vacations or layoffs, except as hereinafter provided.

(a) Continuous service shall be defined as an employee's length of service with the City since his or her last hiring date as a regular employee. "Last hiring date" shall mean the date upon which an employee first reported for work at the instruction of the City as a regular employee since which he or she has not quit, retired, or been discharged. Implementation of this definition shall not change the dates established as of December 31, 1979.

Section 2 - Probationary Period. All new employees shall be probationary employees for the first six (6) consecutive calendar months of their employment. The purpose of this probationary period is to provide an opportunity for the City to determine whether the employee has the ability and other attributes which will qualify him or her for regular employee status. During the probationary period, the employee shall have no seniority status and may be laid off or terminated in the sole discretion of the City without regard to his or her relative length of service. At the conclusion of the first six (6) consecutive calendar months of employment, the employee's name shall be added to the seniority list as of his or her last hiring date.



(a) When calculating the probationary period, absences of more than five (5) calendar days shall serve to allow the City to extend the probationary period by the total number of work days missed as a result of such absences.

(b) New employees may not bid on another position for a period of twelve (12) months outside of the employee's own division or work section.

Section 3 - Seniority List. The City will maintain an up-to-date seniority list. A copy of the seniority list will be posted on the appropriate bulletin boards each six (6) months. The names of all employees who have completed their probationary periods shall be listed on the seniority list, starting with the senior employee at the top of the list. If two (2) or more employees have the same last date of entry as a regular employee into a classification covered by this Agreement, their names shall appear on the seniority list alphabetically by the first letter or letters of their last names. If two (2) or more employees have the same last name, the same procedure shall be followed with respect to their first names.

Section 4 - Termination of Seniority. An employee's seniority shall terminate:

(a) If he or she quits, retires or is justifiably discharged.

(b) If following a layoff for lack of work, he or she fails or refuses to notify the City of the intention to return to work within five (5) regularly scheduled working days after a written notice of such recall is sent by certified mail to the last address on record with the City, or, having notified the City of the intention to return to work, fails to do so within ten (10) regularly scheduled working days after such notice is sent.

(c) If he or she is absent for two (2) regularly scheduled working days without notifying the immediate supervisor or department head prior to or within such two (2) day period of a justifiable reason for such absence if it was possible for such notice to be given.

(d) If he or she accepts employment elsewhere while on a leave of absence (without having received prior written permission from the City and the Association) or does not return to work immediately following the expiration of the leave of absence, unless, in the latter case, he or she presents evidence satisfactory both to the City and the Association that it was impossible to return to work at the expiration of such leave.

(e) When he or she has been laid off for lack of work for a continuous period of time equal to his or her length of seniority in the

collective bargaining unit covered by this Agreement up to a maximum of two (2) years.

Section 5 - Layoffs. When it becomes necessary to reduce the size of the work force, employees without seniority who are performing work of the type performed by bargaining unit employees shall be terminated in the following order: first, temporary part-time employees; second, temporary full-time employees; and third, probationary employees; provided always, that there are employees with seniority in the bargaining unit who are available and have the ability, after a break-in training period of not to exceed ten (10) regularly scheduled working days, to satisfactorily perform all of the duties and responsibilities of the job.

Thereafter, the City shall determine the job classifications within each department from which employees can be spared. Probationary employees in the affected classifications shall first be returned to their former job classifications and then the least senior bargaining unit employee in each affected job classification shall be the one removed therefrom, providing employees in the department with more seniority in the bargaining unit are available and have the ability, after a break-in or training period of not to exceed five (5) regularly scheduled working days, to satisfactorily perform all of the duties and responsibilities of the job.

An employee removed from his or her job classification must displace the least senior employee in a job classification in the department with a maximum rate not more than Five Hundred Dollars (\$500.00) below the maximum in his or her current job classification provided he or she has the ability, after a break-in or training period of not to exceed five (5) regularly scheduled working days, to satisfactorily perform all of the duties and responsibilities of the job. If no such job classification exists within the department, the employee shall be placed in a job classification with an equal or lower maximum rate in the bargaining unit then occupied by an employee with less seniority provided he or she has the ability, after a break-in period of not to exceed three (3) regularly scheduled working days, to satisfactorily perform all of the duties and responsibilities of such job.

It is understood and agreed that the City shall not be required to offer or allow an employee to complete a break-in or training period when in its judgment it is clear that the employee will not be able to satisfactorily complete the break-in or training period.

(a) If it is necessary to eliminate a job classification or reduce the number of occupants of a job classification in a department in other than a general City-wide layoff situation, probationary employees in the affected classification shall first be returned to their former job classification and thereafter, employees will be displaced from the job classification in the department in accordance with the procedures outlined above. The Association shall be promptly notified in writing of any such proposed reduction or eliminations.

(b) In the case of a layoff as provided in this section, the Association's grievance chairperson and the Association's President shall have top seniority in the collective bargaining unit covered by this Agreement. It is understood and agreed that this provision shall not apply until such time as the affected employee's regular seniority in the collective bargaining unit covered by this Agreement shall subject him or her to layoff and then only if the employee has the ability after a break-in or training period of not to exceed five (5) regularly scheduled working days, to satisfactorily perform all of the duties and responsibilities of the available job.

Section 6 - Recall. When recalling employees to work following a layoff, the senior employee on layoff status who has the then present ability to satisfactorily perform the available work with simple instructions, but without a break-in or training period, shall be the first to be recalled to such work. If there are no employees on layoff status who have the then present ability to satisfactorily perform the available work with simple instructions, but without a break-in or training period, and the available work is of such a nature that an employee should be able to learn to perform such work with a reasonable break-in or training, the senior laid off employee in the bargaining unit who has the requisite physical ability to perform the work, and the special qualifications that may be required for the performance of the work and appears to have the mental ability to satisfactorily perform the work, shall be the one recalled and given a reasonable amount of break-in and training. If, under this section, there are no laid off employees who qualify for recall, then the City shall be free to hire new employees to perform such work.

(a) If an employee is given a reasonable break-in and training as above provided and demonstrates during such break-in and training he or she is unable to satisfactorily perform such work, he or she shall then be returned to layoff status and not again be eligible for recall to work until work is again available in his or her own job classification to which seniority entitles him or her.

Section 7 - Promotions. When it is necessary to fill a new, regular job classification or a regular vacancy in an existing job classification, notice of such regular job or vacancy along with a statement of any special qualifications required for the performance of the job, shall be posted on the appropriate bulletin boards referred to in Section 2 of Article XVI of this Agreement for a period of five (5) regularly scheduled working days, during which time employees may bid for such job or vacancy by presenting to the Human Resources Office a written, signed notification of their desire to so bid. From among those employees who bid therefor, the job or vacancy shall be filled on the basis of ability, and seniority. If an employee, upon returning from vacation, discovers a job has been posted during the previous 10 days, said employee may, on the day of his or her return from work, send a bid letter to the Human Resources Director who will ensure that the interviewing supervisor receives said bid for employee selection consideration.

(a) The bidding employee within the bargaining unit who is physically able to perform the job, who has the best special qualifications or has had the most appropriate experience or training, who has satisfactory work habits and who appears to have the mental ability to satisfactorily perform the work involved shall be awarded the job. In determining whether an employee appears to have the prerequisite requirements, reference will be made to such employee's work history and experience as depicted by his or her personnel records with the City in the area of the posted job requirements and whether the job applicant is capable of satisfactorily passing a test designed to reveal the required ability for the job in question, if and when such tests have been devised.

(b) When all of the requirements specified in subsection (a) are satisfied on a relatively equal basis among the top applicants, preference shall first be given based upon seniority. Exception shall be made when a downward or lateral bid is from an employee whose job is being eliminated or who is being displaced from his or her job classification. Bids from such individuals will be given preference over other bidders if they satisfy the minimum requirements for the position.

(c) If there are no bidding employees who possess the requirements specified in subsection (a) above or who possess required special qualifications, then the job or vacancy may be filled by hiring new employees, provided that the new employee passes the same test referenced in paragraph (a) above.

(d) It is understood and agreed that the position of Clerk-Typist shall be considered as being continuously posted. Employees who have seniority status with the City who desire to transfer to a Clerk-Typist position and who, prior to an opening occurring within such position, advise the Human Resources Department in writing of their desire to so transfer, shall be given consideration before persons outside the bargaining unit will be considered. The City agrees to honor such regular transfer requests when, in its judgment, it appears practical and desirable to do so.

(e) It is the policy of the City of Kalamazoo that in the workplace no City employee shall directly or indirectly supervise a spouse, parent, child, brother, or sister. Any employee who is directly or indirectly supervised by a spouse, parent, child, brother, sister as of the effective date of this policy (May 16, 1994) may remain in his or her current position.

(f) In the event that a relationship as defined in subsection (e) above is created between employees within the same department, then one (1) of said employees shall, within thirty (30) calendar days, move to a position outside of said department or an exception shall be granted

by the City Manager. Failure to fully comply with this provision shall result in the immediate termination of one or both employees at the sole discretion of the City. The provisions of this subsection and subsection (e) above shall be construed as being amended to automatically adopt any less stringent requirements which may be contained in an ordinance or policy adopted by the City.

(g) If a vacancy occurs and the City determines that the position need not be posted or filled immediately, it will so advise the Association within sixty (60) days of the date the position became vacant.

Section 8 - Job Probation. When an employee is awarded a job under the provisions set forth in Section 7 of this Article, he or she shall receive a reasonable break-in or training period of not to exceed five (5) regularly scheduled working days. The purpose of the break-in or training period referred to herein is to give the City an opportunity to observe the employee at work in such classification and form an opinion as to whether the employee appears to demonstrate an ability to develop the knowledge and skills required to satisfactorily perform the job duties. During the first ninety (90) days of work in the job classification, the employee shall be on job probation and may be removed therefrom at any time he or she demonstrates that he or she is or will be unable to satisfactorily perform the requirements of the job. If so removed, the employee shall be returned to the last previous job classification he or she had regularly occupied.

(a) Any employee awarded a job under Section 7 above shall not be awarded another job under said Section during the next succeeding twelve (12) months, unless the job is a higher level position within the employee's own (current) division or work section, provided, however, that this prohibition may be waived if such an employee's current and prospective Department Heads consent. When calculating this probationary period, absences of more than five (5) work days shall serve to allow the City to extend the probationary period by an amount equal to the period of the absence. Any employee who is removed from a job classification for which he or she had bid or into which he or she had transferred because of the inability to perform the requirements thereof, as above provided, shall be ineligible to bid for or transfer to another job during the six (6) month period following the date of the setback.

Section 9 - Temporary Transfers. The City shall have the right to temporarily transfer employees irrespective of their seniority status, from one job classification to another within the bargaining unit to cover for employees who are absent from work due to illness, accident, vacations or leaves of absence for the period of such absences. The City shall also have the right to temporarily transfer employees within the bargaining unit, irrespective of their seniority status, to fill jobs or temporary vacancies and to take care of unusual conditions or situations which may arise for a

period of not to exceed ninety (90) calendar days. It is understood and agreed that any employee within the unit temporarily transferred in accordance with the provisions of this section, shall not acquire any regular title or right to the job to which he or she is temporarily transferred but shall retain his or her seniority in the regular classification from which he or she was transferred.

(a) Employees temporarily transferred for the convenience of the City as provided in this Section shall, during the period of such temporary transfer, receive the rate of pay they would have received on their regular job assignment or, if the period of such temporary transfer equals or exceeds three (3) regularly scheduled working days within a two (2) week pay period, the rate of pay for the days of the transfer they would have received had the job been awarded under the bidding system, whichever is greater. It is understood and agreed that the employees shall not be considered temporarily transferred into a classification unless the transfer results in the employee actually performing in a satisfactory manner all of the duties and responsibilities of the position to which the employee is temporarily transferred. The performance of part of one employee's duties during a period of the employee's absence or as an assistant shall not be considered a temporary transfer.

(b) Effective January 1, 1995, employees who are assigned to work in a higher paid classification shall be paid the appropriate rate in that classification immediately upon beginning work on such an assignment.

Section 10 - Continuation of Seniority. Any employee, as of August 14, 1986, who has been promoted from what is now the bargaining unit to a supervisory or non-union position shall have the following bargaining unit seniority rights:

(a) For the first two (2) years of their employment in such a job, they shall or shall have retained and accumulated seniority;

(b) After this two (2) year period expires or has expired, the seniority accumulated at that point shall be frozen;

(c) If such employees are removed from their management jobs with the City for any reason other than discharge for a reason considered valid under this Agreement, they shall be allowed to return to a job within the bargaining unit in line with their seniority.

Any employee who is, subsequent to August 14, 1986, promoted from what is now the bargaining unit to a supervisory or non-union position shall retain and continue to accumulate seniority while he or she remains on such job for a period of one (1) year. After such one (1) year period, all bargaining unit seniority rights shall be terminated.

## ARTICLE VI - LEAVES OF ABSENCE

[Mutually agreed upon language to reflect the new City policy regarding medical and family leave].

Section 1 - Personal Leave of Absence. The City may grant a leave of absence for personal reasons of not to exceed thirty (30) calendar days without pay and without loss of seniority to an employee who has completed the probationary period provided, in the judgment of the City, such employee can be spared from his or her work.

Section 2 - Disability Leave. An employee who because of illness, accident or pregnancy is physically unable to report for work shall be placed on a leave of absence for the duration of such disability, but not to exceed twenty-four (24) consecutive calendar months. An employee who desires a medical leave of absence must promptly notify the City of the necessity therefor, and supply the City with a certification from a medical doctor of the necessity for the leave of absence and the continuation thereof when the same is requested by the City.

(a) The City may require an employee to submit to a medical examination at such times as it has reason to believe that employee is either physically or mentally unfit to perform all of his or her job duties. The examination shall be paid for by the City and shall be made by a licensed physician designated by the City. Should the medical examination reveal the physical or mental unfitness of the employee involved to perform all of his or her duties, then the employee may be placed on a medical leave of absence by the City. If the employee believes that he or she is not physically or mentally unfit to perform all of the duties, then the matter shall be subject to resolution under the grievance procedure.

(b) If a medical leave of absence is requested, the employee must have used all available sick leave before the leave will be granted.

Section 3 - Military Reserve Leave. Leaves of absence shall be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserves for the purposes of fulfilling their annual field training obligations. Applications for leaves of absence for such purpose must be made as soon as possible after the employee's receipt of his or her orders. Employees who are ordered to report for annual field training hereunder and who present evidence that they reported for and fulfilled such obligation, upon presenting evidence as to the amount of compensation received from the government, shall be paid the difference, if any, between what they received in the form of pay therefor and what they would have received from the City had they worked during such period. The compensation thus paid by the City shall not exceed the difference in pay for a period of two (2) weeks (ten regularly scheduled working days) in any one calendar year.

Section 4 - Regular Military Leave. A full-time employee who enters the military service by draft or enlistment shall be granted a leave of absence for that purpose and at the conclusion of such leave of absence shall be reinstated in accordance with all applicable provisions of the Selective Service and Training Act and any other applicable laws then effective.

Section 5 - Jury Duty. An employee who has completed six (6) months of continuous service since his or her last hiring date and who is summoned and reports for jury duty, as prescribed by applicable law, for each day on which he or she performs jury duty and on which he or she otherwise would have been scheduled to work for the City shall be paid the difference between what he or she receives from the Court as daily jury duty fees and what he or she would have earned from employment with the City on that day on the basis of eight (8) hours of work at the regular rate of pay. The City's obligation to pay an employee for jury duty as provided herein is limited to a maximum of sixty (60) days in any calendar year. In order to receive the payment referred to above, an employee must give the department head prior notice that he or she has been summoned for such jury duty on the days for which he or she claims such payment. The provisions of this section are not applicable to an employee who, without being summoned, volunteers for jury duty.

Section 6 - Serving as a Witness. An employee who is subpoenaed as a witness in a legal matter (except where the employee is an "expert witness" for another party litigant or where the employee is a party litigant) shall be paid for such time as he or she necessarily loses from regularly scheduled work while appearing as a witness in the amount of the difference between what he or she is paid as a witness and what he or she would have earned from the City on that day on the basis of eight (8) hours of work at his or her regular rate of pay.

Section 7 - Critical Illness and Funeral Leave. Qualified employees who furnish proof satisfactory to the City that a critical illness exists or a death has occurred within their immediate family may use paid leave, subject to the following limitations:

(a) Paid critical illness leave shall be available when a critical illness threatens the life of the employee's then current spouse, the employee's child or parent, or a person for whom the employee is the legal guardian. Such paid emergency leave shall be granted for the amount of time reasonably necessary up to a maximum of one (1) regularly scheduled working day at any one (1) time.

(b) Paid funeral leave for the death of a member of an employee's immediate family shall be available for hours necessarily lost from scheduled work in the event of the death of the employee's then current spouse, the employee's child or a person for whom the employee is a legal guardian, parent, brother, sister, grandchild, grandparent, grandparents-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepparent and step-child (provided they resided in a parental relationship for at least six (6) months). Relatives other than those



herein designated shall not be considered members of the immediate family for the purpose of this subsection. Paid funeral leaves under this subsection may be allowed for up to three (3) consecutive regularly scheduled working days if the funeral subsequent to such death occurs within a radius of three hundred (300) miles of Kalamazoo, or up to five (5) consecutively regularly scheduled working days if the funeral subsequent to such death occurs beyond three hundred (300) miles from Kalamazoo. To be eligible for paid leave under this subsection, the employee must attend the funeral.

(c) In order to be eligible for such paid leave, an employee must notify his or her immediate supervisor as soon as practicable after becoming aware of the need for the leave.

Section 8 - Approval. Leaves of absence referred to in this Article must be applied for in writing by the employee and approved in writing by the department head and the Human Resources Director in order to preserve the employee's job rights during such leave. If an employee is on an unpaid leave, layoff or disciplinary suspension, any of which lasts more than fifteen (15) consecutive calendar days, the employee has the choice of continuing health, life and dental insurance benefits or having them canceled. If the employee chooses to continue coverage, he or she must at the beginning of the absence, execute the proper form at the Human Resources Office agreeing to be responsible for paying the cost of the health, dental and life insurance premiums and that such amount may be deducted from any compensation due from the City. Additionally, the employee shall not accrue sick leave and vacation benefits and the longevity benefit shall be prorated or reduced by 1/12 for each month that the employee is on unpaid status for more than one-half (1/2) of the work days that would have been available to the employee had the unpaid absence not occurred.

(a) Notwithstanding the above, the City shall continue its regular payments for the insurance coverage and there shall be no vacation or longevity proration for the first fifty-two (52) weeks of a medical leave due to an injury compensable under the Michigan Workers' Disability Compensation Act, or a jury duty leave. For example, if an employee were on workers' compensation for 8 months in one year, he or she would use up 8 months of credit and receive a full longevity check and accrued full credit for vacation that year. In subsequent years, he or she would have a total of 4 months of credit remaining for the same injury before the pro rata longevity and vacation calculation goes into effect.

Section 9 - Family and Medical Leave Act of 1993 ("Act"). The Association has no objection to the City's current Family and Medical Leave Act policy.

## ARTICLE VII - HOURS OF WORK

Section 1 - Normal Work Schedule. The normal work day shall consist of eight (8) hours and the normal work week shall consist of forty (40) hours, Monday through Friday, both inclusive. However, nothing contained herein shall be construed as a guarantee of eight (8) hours of work per day or forty (40) hours of work or pay per week.

(a) It is understood and agreed that of necessity the work week for some positions will vary from the normal schedule.

(b) Each Department may schedule all, or a portion of its employees with "flex hours," with the written approval of the Human Resources Department, provided that said schedules do not adversely affect the level of service being rendered by the department, and the normal office hours of the department are maintained. Upon development of mutually agreed scheduling, wherein employees will work in excess of eight (8) hours in a day, as per this "flex" schedule, employees shall not qualify for overtime as per Article 8, Section 6, page 18, for hours worked in excess of 8 hours in a day.

Section 2 - Work Week. For the purpose of this Agreement, the week shall begin at midnight Sunday night and the day shall be a calendar day. However, any shift that starts work prior to midnight and continues until after midnight shall be considered as having been worked in its entirety on the day on which the shift started.

Section 3 - Shifts. For those operations scheduled for day shift operations only, the normal starting hours shall be at 7:30 a.m. or 8:00 a.m. as specified by the department head and shall continue for eight (8) hours of work excluding a one (1) hour or one-half (1/2) hour unpaid lunch period at or near the midpoint of the shift, at the discretion of the supervisor.

(a) It is understood and agreed that of necessity the working hours for some positions will vary from the normal schedule. Prior to a work schedule being permanently (more than thirty (30) days) changed, the City shall give written notice to the Association and, if requested within fourteen (14) calendar days, meet with the Association to discuss the necessity for the shift change.

(b) From Memorial Day up to Labor Day each department may schedule all or a portion of its employees to work a "Summer Hours Schedule" with the written approval of the Human Resources Department, provided that such schedule does not alter the current level of service being rendered by the department and that the normal office hours of the department acceptable to the City are maintained.

Section 4 - Break Periods. Employees shall be entitled to a fifteen (15) minute break period at or near the midpoint of the first half of their shift and a fifteen (15) minute break period at or near the midpoint of the second half of their shift. It is understood and agreed that the timing of the break period may vary depending upon the nature of the work being performed by the employee at the time, it being recognized that under certain conditions it will be impossible for employees to take a break period until the urgent aspect of the job then being performed has been completed.

(a) Employees shall be required to be ready to start work at the start of their shift and shall be required to remain at work until the end of their shift except as above provided and except for the unpaid lunch period referred to in Section 3 above.

Section 5 - Overtime Provision. Except in cases of emergency or extreme need, the City will endeavor to give the employees involved ample notice of available overtime. Overtime shall be worked on a voluntary basis, however, overtime will be required under certain circumstances as provided in subsection (c) below.

(a) After agreeing to work overtime, or after being required to work overtime as provided in subsection (c) below, an employee who fails to work such overtime hours without permission of the City shall be subject to disciplinary action. In addition, the City may replace such employee with any other bargaining unit or non-bargaining unit employee for such overtime period.

(b) The City will endeavor to equalize the opportunity to work overtime among the employees within the job classification where the work occurs who are capable of satisfactorily performing the required work. Such endeavor shall include the posting and maintaining of a list in each department showing the number of overtime hours worked and the dates on which they were worked for each employee in that department. For the sole purpose of maintaining this list, overtime refused by an employee and overtime an employee fails to work after agreeing or being required to work, shall be considered as time worked.

(c) Overtime work will be required of some employees when, because of an Act of God or other emergency situations, or to take care of important, demanding, or pressing situations and projects, immediate attention is necessary.

## ARTICLE VIII - WAGES

Section 1 - Rates. The labor grades, job classifications and the applicable rates of pay therefor are set forth in Appendix "A" attached hereto and by this reference made a part hereof. It is understood and agreed, however, that at its discretion, the City may utilize up to and including the two (2) year rate in any labor grade when hiring new employees. Retroactive wage payments shall be made only to those

eligible employees still employed at the time this Agreement is ratified by the KMEA and approved by the City Commission.

Section 2 - Position Descriptions. The City agrees to maintain an up-to-date position description for all positions within the bargaining unit.

(a) The City agrees to provide the Association with a copy of all such current position descriptions upon request and all such new and revised position descriptions immediately upon their issuance.

(b) Within thirty (30) calendar days following the issuance of a new position description, the City agrees, if so requested by the Association President in writing, to meet and confer with appropriate Association representatives, not to exceed three (3) in number, for the purpose of discussing any alleged inaccuracies in such descriptions.

(c) The final judgment as to the content of the position descriptions shall rest solely with the City.

Section 3 - Request for Reclassification Study. Employees shall have the right to request a study of the pay group classification of their then current position; provided that such request is filed in writing with the Human Resources Director or designated representative, and provided further that the City shall, in its sole judgment, decide whether such study will be conducted based upon the desirability and necessity therefor.

(a) Should such study not be undertaken, the employee who filed the request will be informed as to the reasons by the Human Resources Director or designated representative.

(b) Should such study be undertaken and result in no change or a downward change in pay group classification, the employee who filed the request will be informed as to reasons by the Human Resources Director or designated representative.

Section 4 - Creation of New Jobs. If, during the life of this Agreement, a new job is created or a substantial or material alteration in job content is effected by the City in an existing job classification, the City shall establish a rate of pay and the requirements therefor and shall promptly notify the Association of its decision. If, during a period of forty-five (45) days after the establishment of the new job classification or alteration in job content of an existing job, the Association desires to question the adequacy of the rate of pay established for such job classification, it may file a grievance starting at the Second Step of the grievance procedure. If no grievance is filed within the forty-five (45) day period, the rate of pay thus established by the City shall become regular.

Section 5 - Fair Day's Work. It is understood and agreed that in return for the wages, fringe benefits and working conditions specified in this Agreement, employees shall be required, as a condition of continued employment, to render a fair day's work for the City.

Section 6 - Overtime Computations. For those employees who have been specifically authorized by their department head or her or his designee to work overtime, time and one-half their regular straight time hourly rate of pay shall be paid for all work performed in excess of eight (8) hours per day or forty (40) hours per week, whichever results in the greater amount of pay.

(a) In order for an employee to be entitled to pay for time worked in excess of eight (8) hours per day or forty (40) hours per week, such employee must be authorized to work such overtime by the department head or his/her designee prior to each instance in which such work is performed.

(b) For the purpose of determining the point at which time and one-half shall be paid for work performed in excess of forty (40) hours in a work week, any day occurring prior to forty (40) hours in the work week for which the employee received pay (namely, paid vacation, paid holiday or paid sick leave) although unworked shall be counted as time worked to the extent of the number of hours of pay received by the employee for such day.

(c) If special training is required by State or federal law and/or when an outside trainer is hired by the City to conduct scheduled training, and it is necessary to have certain off duty employees attend the training, for those employees the overtime shall be mandatory when the City gives said employees five (5) days notice of such scheduled training.

Section 7 - Minimum Increase on Promotions. When, through the bidding procedure, an employee is promoted to a job for which the maximum of the rate range is greater than the maximum of the rate range for the regular job classification from which he or she bid, such employee, upon being awarded such job, shall be advanced to the nearest pay range step in the job classification for which he or she bid which will result in an increase in his or her salary of not less than Three Hundred Dollars (\$300.00) per year and thereafter shall be governed by the pay range increments set forth for such job in Appendix "A" attached hereto.

Section 8 - Moving to Lesser Paying Job. When, through the bidding procedure, an employee voluntarily elects to bid for and is awarded a job for which the maximum of the rate range is less than the maximum of the rate range for the regular job classification from which he or she bid, such employee shall be paid at the same step in the new classification that he or she occupied in the former classification. When an employee is placed in a lower rated job classification due to

a layoff or a bid resulting from the employee's job being eliminated, he or she shall continue to be paid the rate of pay received on the job from which he or she bid or was removed or the maximum of the rate range of the job onto which he or she was thus placed, whichever is the lesser, and thereafter shall be governed by the pay range increments set forth for such job in Appendix "A" attached hereto.

Section 9 - Removal from a Job. If an employee becomes disabled and is, as a result thereof, unable to satisfactorily perform the duties of his or her classification, the City shall have the right to place the employee in any vacant job classification which the employee has the ability to satisfactorily perform, subject to satisfactory completion of the probationary period set forth in Article V, Section 8, notwithstanding any provisions in the job bidding procedure to the contrary. With the approval of the Association, an employee who has not suffered a disability, but is unable to satisfactorily perform the duties of the classification, may be assigned to a vacant job classification with an equal or lower maximum rate, notwithstanding any provisions of the job bidding procedure to the contrary. The City shall have no obligation to offer such assignments and application of this section will be limited to employees who have made a consistent good faith effort and otherwise have a satisfactory work record.

(a) In the event of such reassignment, the employee shall be placed at the same pay range step in the new classification and the wage rate not increased unless and until the rate for the applicable step exceeds his or her then current rate. In no event shall an employee receive less than the rate received in his or her classification, unless he or she is assigned to a job in a pay group whose maximum rate is less than was the employee's rate in such previous classification in which case said employee shall receive the maximum rate for the job to which he or she is assigned.

Section 10 - Premium Pay for Overtime. An employee who is called in to perform work at a time other than that for which he or she had previously been scheduled shall receive a minimum of three (3) straight time hours of pay or premium pay for the hours actually worked, whichever is greater. This provision does not apply to employees who were previously scheduled to start work prior to their regular starting time or who may be retained after their regular quitting time nor shall it apply to employees who are called in for periods of less than three (3) hours prior to the start of their shift but who continue to work their regular shift thereafter. However, the City agrees not to terminate the employee's shift at the end of eight (8) hours for the purpose of avoiding the payment of premium pay.

Section 11 - Reporting Pay. An employee who reports to work at the start of his or her own regularly scheduled shift and is sent home because of a lack of work, shall receive two (2) hours of pay for so reporting, at the rate he or she would have received on his or her own job. If such employee is put to work, he or she shall be guaranteed a minimum of two (2) hours of work or two (2) hours of pay at the rate he or she would have received on his or her own job in lieu thereof. This reporting

pay provision shall not apply when the failure to have work available for such reporting employee is due to causes beyond the control of the City, provided the City has made a reasonable effort, under the circumstances, to advise the employee in advance that there would be no work, nor shall it apply when the employee is offered work for such two (2) hour period and he or she refuses to perform the same.

Section 12 - Hours Lost from Scheduled Work. In the event the City directs certain employees not to report for work, due to weather conditions, power shortages, or other conditions beyond the control of the City, such employees shall be allowed to charge hours lost from regularly scheduled work against their accumulated days of paid vacation or to the extent deemed practicable by the City, be allowed to make up hours lost from regularly scheduled work by working overtime hours.

Section 13 - Shift Premiums. Employees who are scheduled for work and work the second (afternoon) shift shall receive a shift differential of twenty cents (20¢) per hour above their regular hourly rate of pay. Employees who are scheduled for and work the third (night) shift shall receive a shift differential of thirty cents (30¢) per hour above their regular hourly rate of pay.

Section 14 - Group Leader. For the period of time during which an employee is designated by the City as being a group leader, he or she shall receive a group leader's premium of at least thirty-five cents (35¢) per hour, which shall be added to his or her base hourly rate. It is understood and agreed that an employee will not be designated as a group leader unless he or she regularly directs the routine assignment of work and training among other employees. The designation of group leader may be withdrawn at any time by the City when, in its judgment, the employee is no longer performing the responsibilities of a group leader.

Section 15 - Higher Paid Classification. Employees who are assigned to work in a higher paid classification shall be paid the appropriate rate in that classification beginning immediately.

## ARTICLE IX - PENSION

Section 1 - Program Provisions. The City agrees, for the life of this Agreement, to maintain its present pension program on the same basis and under the same conditions as prevailed immediately prior to the execution of this Agreement, except in the following regards:

(a) KMEA employees' contributions to the pension program shall be 3½% effective January 1 upon Union ratification of this Agreement and City Commission approval in January, 1992.

Effective January 1, 1996, the employees' pension contribution is reduced from 3.5% to 3% and the .5% is transferred to a mandatory contribution to one of the two available deferred compensation programs (ICMA or PEBSCO) as selected by the employee. The employee may

contribute additional monies to deferred compensation with the City contributing .5% for every 1% contributed by the employee up to a maximum contribution by the City of 1%.

(b) The "multiplier" factor for KMEA employees shall be increased to 1.7%, effective July 22, 1986.

Section 2 - General Provisions. The City agrees to the following:

(a) Each employee shall be provided with an annual report setting forth the total amount of the employee's contributions to the pension program including interest.

(b) KMEA employees have been qualified for eligibility under Section 414H-2 of the Internal Revenue Code.

(c) The City will provide group hospital and master medical coverage for the retiree and the retiree's spouse when a KMEA employee retires between the ages of 62 and 65. At age 65, both the retiree and spouse shall be provided the Medicare supplement. At the time of the retiree's death, the retiree's surviving spouse will have continuing coverage for a period of twelve (12) months. Beyond that time period, the spouse may continue group insurance totally at his or her expense. When an employee retires before age 62, the City will provide the same medical insurance outlined above for the retiree only (not for the retiree's spouse). All persons (retirees and spouses) eligible for insurance under this section will pay the same health care contribution during retirement as the retiree paid during the last month of the retiree's employment.

(d) The City recognizes KMEA's right to negotiate pension improvement benefits independent of other bargaining units.

ARTICLE X - LONGEVITY PAY

Section 1 - Payment Computation. Employees who, during the calendar year, complete six (6) or more years of continuous service with the City, and who, as of the date of payment thereof in such year are still employed by the City, shall qualify for a lump sum longevity payment in December of that year which shall be computed on the basis of Thirty Dollars and no/100 (\$30.00) for each full year of continuous service completed during the year in which the payment is made, up to a maximum payment of Seven Hundred Eighty Dollars and no/100 (\$780.00).

(a) Employees who have qualified for longevity pay shall upon retirement, receive a pro rata share of their annual longevity pay as of the effective date of retirement for the year in which they retire. The pro rata share shall be equal to the fraction of the year during which they were employed prior to retirement.



(b) Payment to the beneficiary of a deceased qualified employee of a pro rata share of his or her longevity pay for the year in which the death occurred shall be made on the same basis as payment to a retired employee.

#### ARTICLE XI - HOLIDAYS

Section 1 - Designated Days. New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas are recognized as holidays under this Agreement. If any of the above holidays fall on a Saturday, it will be celebrated on the preceding Friday. If any of these holidays occur on a Sunday, the following Monday shall be recognized as the holiday, except for continuous operations, which shall recognize the holiday on its actual date. For any of these holidays which occur on a Monday through Friday, although not worked, qualified employees will receive their regular rate of pay for the day. Employees shall likewise be entitled to December 24th or December 31st, as a recognized holiday, subject to the following conditions: it is recognized that when December 24th and December 31st occur on a Monday through Friday, it will be necessary that the City's offices remain open. (If Christmas or New Years Day fall on Sunday or Monday, the floating holiday is celebrated on Friday.) Therefore, approximately one-half (1/2) of the bargaining unit employees will be required to notify their department heads as to which one (1) of the two (2) days they wish to elect for a holiday on or before December 15 of each year. Consistent with the need for numbers and classifications of personnel to be present on such two (2) days, employees shall be permitted to take the day of their choice, unless so doing would result in inadequate personnel being present on each of such days. If this should occur, employees with the most seniority within their respective classifications shall have preference for the day of their choice. Employees may also choose to, with appropriate notice, trade this floating holiday for either Martin Luther King Day or President's Day.

(a) To qualify for holiday pay as specified in Section 1 above, an employee must have worked all of the scheduled hours on his or her last regularly scheduled work day before and his or her next regularly scheduled work day following such holiday, or on the day the holiday is celebrated if scheduled to work on that day: [1] unless such day or days occur during regularly scheduled vacation, [2] unless the absence on such day or days is due to an illness or injury paid under the sick leave program, the start of which absence occurred within the fourteen (14) calendar days immediately preceding such holiday, or [3] unless the absence on such day or days is due to the death of his or her current spouse, his or her parent or child, which death occurred within the seven (7) calendar days immediately preceding such holiday.

Section 2 - Holiday Pay. One (1) day's pay as referred to in Section 1 for full-time employees shall consist of eight (8) hours of pay at the employee's regular

straight time hourly rate. For part-time employees, one (1) day's pay shall be equal to the number of hours such employee was scheduled to work on such day.

## ARTICLE XII - VACATIONS

**Section 1 - Amounts.** Employees who, as of December 31 of any year, have completed one (1) or more months of continuous service with the City since their last hiring date, shall receive vacation with pay in accordance with the following:

(a) Employees who, as of December 31, have completed less than one (1) year of continuous employment shall be entitled, during the next calendar year, to receive pro rata their applicable portion of vacation and vacation pay calculated on the basis of two (2) weeks (ten (10) regularly scheduled working days) of paid vacation for a full year's service.

(b) Employees who, as of December 31, have completed one (1) but less than five (5) years of continuous employment since their last hiring date shall be entitled to two (2) weeks (ten (10) regularly scheduled working days) of paid vacation.

(c) Employees who, prior to said December 31, will have completed five (5) but less than eleven (11) years of continuous employment since their last hiring date shall be entitled to three (3) weeks (fifteen (15) regularly scheduled working days) of paid vacation. Such vacation may be taken at any approved time during each year in which the employee's fifth (5th) through tenth (10th) annual anniversary date falls, subject to the provisions of Section 3 below.

(d) Employees who, prior to said December 31, have completed eleven (11) but less than twelve (12) years of continuous employment since their last hiring date shall be entitled to sixteen (16) regularly scheduled working days of paid vacation. Such vacation may be taken at any approved time during the year in which the employee's eleventh (11th) annual anniversary date falls, subject to the provisions of Section 3 below.

(e) Employees who, prior to said December 31, have completed twelve (12) but less than thirteen (13) years of continuous employment since their last hiring date shall be entitled to seventeen (17) regularly scheduled working days of paid vacation. Such vacation may be taken at any approved time during the year in which the employee's twelfth (12th) annual anniversary date falls, subject to the provisions of Section 3 below.

(f) Employees who, prior to said December 31, have completed thirteen (13) but less than fourteen (14) years of continuous employment

since their last hiring date shall be entitled to eighteen (18) regularly scheduled working days of paid vacation. Such vacation may be taken at any approved time during the year in which the employee's thirteenth (13th) annual anniversary date falls, subject to the provisions of Section 3 below.

(g) Employees who, prior to said December 31, have completed fourteen (14) but less than fifteen (15) years of continuous employment since their last hiring date shall be entitled to nineteen (19) regularly scheduled working days of paid vacation. Such vacation may be taken at any approved time during the year in which the employee's fourteenth (14th) annual anniversary date falls, subject to the provisions of Section 3 below.

(h) Employees who, prior to said December 31, have completed fifteen (15) years of continuous employment since their last hiring date shall be entitled to four (4) weeks (twenty (20) regularly scheduled working days) of paid vacation. Such vacation may be taken at any approved time during the year in which the employee's fifteenth (15th) or more anniversary date falls, subject to the provisions of Section 3 below.

Section 2 - Pay During Vacation. A week of vacation pay as provided for in Section 1 above shall equal forty (40) hours of pay at the employee's base hourly rate as of such anniversary date; one (1) day of vacation pay shall equal eight (8) hours of pay at the employee's base hourly rate as of such anniversary date.

Section 3 - Approval. Employees may take their vacations at any time between the December 31 in the calendar year in which the vacation has been earned and December 31 of the following year provided they have made advance arrangements with their department heads and in the judgment of the department heads can be spared from their work at the time requested. Vacation paychecks shall be delivered to eligible employees on their last day worked prior to the start of their vacation provided they make written request therefor to the Accounting Division at least fifteen (15) calendar days in advance of the start of such vacation.

(a) The department heads shall determine the number of employees who can be excused from their departments for vacation purposes at any one time.

(b) No vacation time off shall be accumulative from year to year without the written consent of the employee's department head and the City Manager.

Section 4 - Accrued Vacation Leave. If an employee who is otherwise eligible for vacation with pay quits, is discharged, retires, or dies on or after December 31 of any calendar year upon which he or she qualifies for such vacation with pay without

having received the same, such employee or beneficiary will receive, along with the final paycheck, the vacation pay for which he or she qualified as of such December 31. Additionally, if an employee quits, is discharged, retires, or dies prior to the December 31 upon which he or she would have qualified for paid vacation time off, he or she or the beneficiary will be entitled to a pro rata share (as of the date of termination or death) of the vacation pay for which he or she would have qualified on such following December 31.

### ARTICLE XIII - INSURANCE

Section 1 - Life and Health Benefits. The City agrees, for the life of this Agreement, to maintain the level of group insurance benefits in effect for regular full-time employees as of this date with an insurance carrier or carriers authorized to transact business in the State of Michigan, or through self-insurance, on the same basis and under the same conditions as prevailed immediately prior to the execution of this Agreement, except that each employee shall contribute 5% per month toward the cost of this insurance effective upon Union ratification and City Commission approval of this Agreement in January, 1992. The program thus includes the following:

(a) The City will provide group health insurance for each employee or employees and their dependents, as described in paragraph (b) below.

(b) The City will provide Blue Cross and Blue Shield M.V.F.I. M-L rider group health insurance or for one of the two Health Maintenance Organization ("HMO") programs available through the City, with a Five Dollar (\$5.00) deductible prescription drug rider effective January 1, 1996, and Master Medical insurance with a One Hundred Dollar (\$100.00) deductible for single coverage and Two Hundred Dollar (\$200.00) deductible for two-person or family coverage for regular and full-time employees or substantially equivalent benefits with another insurance carrier or carriers authorized to transact business in the State of Michigan. Additionally, the City will pay the cost for the F rider (coverage for children over age 19) through December 31, 1978; thereafter the benefit will be optional and paid for by the employees electing the coverage. The employee will contribute 5% per month to defray the cost of the group health insurance program (this 5% contribution [as adjusted each year of the contract] applies to all employees, including HMO participants).

(c) The City will pay the entire premium for Twenty Thousand Dollars (\$20,000.00) group term life insurance effective January 1, 1996, with a Fifteen Thousand Dollar (\$15,000.00) accidental death and dismemberment rider for each regular, active, full-time employee in the bargaining unit after such employee has completed nine (9) months of continuous employment with the City since his or her last hiring date.

(d) The City will pay the entire premium for a Delta Dental Insurance Plan for each employee or employees and their dependents, including an orthodontic rider effective August 1, 1986, providing for fifty percent (50%) coverage for children of employees, with a lifetime maximum of One Thousand Dollars (\$1,000.00) per child effective January 1, 1996.

Section 2 - Cost Containment. The parties recognize the mutual benefit of continuing review of cost containment measures regarding health insurance. The City is reviewing such measures, including but not limited to, Preferred Provider Organizations ("PPO's"), mandatory second opinions for certain surgical procedures, pre-admission certification, hospital bill audits, coordination of benefits, and home health care. The parties agree to meet and negotiate such cost containment procedures (not to include increases in the 5% employee contribution) during the life of this contract if proposed by the City.

Section 3 - Waiver. Employees who at the date of execution of this Agreement have either two party or family BCBS, KHP, or Blue Care Network coverage and who are covered under their spouses' medical insurance with another Employer may, by execution of the waiver of health insurance coverage form, elect an annual payment of \$1,000.00 in lieu of health insurance, in accordance with the terms on the waiver form.

#### ARTICLE XIV - PAID SICK LEAVE

Section 1 - Agreement. For employees who qualify therefor, paid sick leave shall be acquired and applied in accordance with the provisions set forth in this Article.

Section 2 - Accumulation. Starting with the month in which this Agreement is ratified, regular full-time employees shall accumulate paid sick leave credits on the basis of one (1) day of paid sick leave for each month of continuous service. Regular part-time employees shall accumulate paid sick leave credits on a pro rata basis by determining the relationship between the normal hours they work per week and the normal forty (40) hour work week. Notwithstanding the above, employees hired on or after January 1, 1978, shall not accumulate paid sick leave credits until they have completed three (3) months of continuous service.

(a) For the purpose of determining the amount of paid sick leave credits earned by an employee, time spent on approved vacation leave and sick leave for which the employee was paid hereunder, shall be considered as time worked.

(b) Unused paid sick leave credits may be accumulated from year to year.

Section 3 - Qualification. In order to qualify for sick leave payments, the employee must report to the department head or immediate supervisor not later than such employee's normal starting time on each day of such absence regardless of duration, unless the circumstances surrounding the absence made such reporting impossible, in which event such reporting must be made as soon thereafter as is possible. The City may make exceptions in specific cases to the requirement of reporting on each day of a continuing absence referred to above. All absences for which sick leave pay is desired, regardless of the length of the duration of such absences, require the submission and approval of a "Report of Absence from Duty" form which shall state the reason for such absence, be signed by the employee involved and approved by the employee's department head before payment is made.

(a) In the event of an absence of more than three (3) consecutive regularly scheduled working days, or if the employee has three (3) or more occasions of sick leave in the preceding six (6) month period not documented by a physician's statement as described below, or if the City has reason to believe an employee is misusing paid sick leave, the "Report of Absence from Duty" form or a physician's statement, must also be signed by the physician who attended the employee unless under subsection (b) such signature is not required. If the "Report of Absence from Duty" form or physician's statement is required, it must state the cause for such absence, confirm the necessity therefor and, before the employee resumes normal duties, must state that the employee is physically able to return to and perform the job duties. The "Report of Absence from Duty" form or physician's statement will be required for each occasion of absence due to illness for a period of six (6) months following the warning letter issued to employees who have three (3) or more occasions of such leave in the preceding six (6) month period.

(b) The department head may waive the requirements of the physician's signature in subsection (a) above provided the department head or the employee's immediate supervisor has knowledge that the employee was ill to the degree that absence was required and that the attendance of a physician was not necessary. In such event, the department head shall sign the "Report of Absence from Duty" form in the space provided for the physician's signature.

(c) An employee who makes a false claim for paid sick leave or who falsely calls in sick or in some other manner indicates or causes to have indicated a false illness or inability to work shall be subject to disciplinary action or dismissal, depending upon the circumstances involved.

Section 4 - Eligibility. Qualified employees, subject to the provisions set forth in this Article, shall be eligible for paid sick leave from (and to the extent of) their unused accumulated paid sick leave credits in the following situations:

(a) When an employee's absence from work is due to a non-industrially incurred illness, injury or pregnancy, provided such disability was not attributable to causes stemming from employment or work in the service of another employer or while acting in the capacity of a private contractor.

(b) For the first twenty-six (26) weeks that an employee receives disability benefits pursuant to the Workers' Disability Compensation Act, he or she shall receive the difference between the amount of daily benefit to which he or she is entitled under such Act and the amount of daily pay the employee would have received in his or her own job classification, had the employee worked, but not to exceed the total equivalent of what would have been received in daily pay on an eight (8) hour per day basis.

(c) When the twenty-six (26) week period in paragraph (b) expires, he or she shall be entitled to use unused paid sick leave credits to make up the difference between the amount of daily benefit to which he or she is entitled under such Act and the amount of daily salary he or she would have received in his or her own job classification had the employee worked, but not to exceed the total equivalent of what he or she would have received in daily pay on an eight (8) hour per day basis.

**Section 5 - Usage.** Effective January 1, 1992, employees who have accumulated at least forty (40) sick leave days (320 hours) may apply to their immediate supervisor to use up to eight hours of their accumulated sick leave per year as personal leave, in two hour increments and may apply to use up to 16 hours of accumulated sick leave as personal leave if the employee has a total of at least 500 hours of accumulated sick leave. PLEASE NOTE: This is not in addition to the 8 hours for 320 accumulated hours in the sick leave "bank" but, rather, is a total of 16 hours that may be used as personal leave. This provision will be evaluated after eleven (11) months to determine if it has, on an annualized basis, resulted in a reduction in the average use of sick and personal time off below 7 days per year per employee. If this goal is not met, effective January 1, 1995, and each year of the contract, the use of sick leave as personal time will be discontinued.

**Section 6 - Accrued Paid Sick Leave Deduction.** One (1) day of paid sick leave, funeral leave or critical illness leave for regular full-time employees shall be equivalent to eight (8) hours of pay at the rate applicable to the employee's regular job classification assignment at the start of the absence for which compensation is requested. One (1) day of paid sick leave, funeral leave, or critical illness leave for regular part-time employees shall be equivalent to the number of hours such part-time employee normally works per day at the applicable rate as above specified.

(a) Whenever sick leave payments are made under this Article, the amount of such payments shall be deducted from the employee's accumulated unused bank of paid sick leave credits.

(b) The usage of sick leave pay under this Article shall be deducted to the nearest hour.

Section 7 - Pay for Unused Sick Leave. If and when an employee quits or is discharged from his or her employment, any unused accumulation of paid sick leave shall be canceled. When an employee retires under the City's retirement program or dies while an employee of the City, he or she or the designated beneficiary (whichever is applicable) shall be entitled to be paid one-half (½) of his or her accumulated unused paid sick leave as of the date of retirement or death. If an employee who has quit, retired or been discharged from employment is subsequently rehired, such employee shall, as any other new employee, accumulate paid sick leave credits as set forth in Section 2 of this Article.

Section 8 - House Fires. If an employee suffers a fire to his or her home which is so substantial that the employee is required to move out while repairs are made, then the employee may use up to eight hours of accumulated sick leave time for making required arrangements.

#### **ARTICLE XV - STANDBY PAY**

Section 1 - Purpose. City department heads may institute a standby pay program when, in the sole judgment of management, essential operating situations require immediate response to cover frequent but unpredictable emergency situations involving bargaining unit employees.

Section 2 - Payment. Payment shall be based upon one (1) hour standby pay at the employee's straight time hourly rate, for each fifteen (15) hours of standby. Each time an employee is on standby on a contractually observed holiday, or on a Sunday, he/she shall be paid at the rate of one and one-half (1½) times the employee's straight time hourly rate for each fifteen (15) hours of standby, with the exception of the optional holiday.

The standby pay shall be made a part of the regular bi-weekly check. It is understood and agreed that standby pay will be paid in addition to pay for time actually worked as a result of being called in only for those persons actually assigned to standby and all work performed as a result of a call-in shall be paid at one and one-half (1½) an employee's regular rate. Hours worked as a result of being called in from standby shall be included in the equalizing of overtime hours per employee.

The minimum call-in provisions set forth in Article VIII, Section 10 shall apply in all situations when an on-call employee is required to report to work.

Section 3 - Pagers. Employees on standby shall be provided with pagers so they can respond in a timely fashion to the service needs of their department. It is understood that employees on standby will remain within the range of the pager or, if temporarily out of range, provide the City with a phone number where they can be reached.



Section 4 - Covered Classifications. Bargaining unit employees are eligible for standby pay upon receiving notification from their supervisor that they are required to assume a standby status.

Section 5 - Trading. Employees who desire to trade or give away assigned weeks or days are responsible for notifying management in writing at least twenty-four (24) hours in advance. Time given away or traded will be considered as time on standby. The employee desiring to trade or give away time within the department shall be responsible for doing so from a list provided by the City except in cases of critical illness or death as covered in the current bargaining agreement, in which case the City will secure a replacement. Trading for partial weeks shall only be on the basis of a full day.

Section 6 - Hold Over. If an emergency occurs when employees are working their regular shift, the emergency will be covered by holding over employees in accordance with the regular overtime assignment procedure, rather than standby employees.

Section 7 - Employee Responsibility. Failure to respond to a pager as promptly as possible, or failure to respond to a call to work as promptly as possible shall result in loss of standby pay for that day (one (1) hour straight time). Repeated failure to respond will be treated in a manner consistent with the City's Progressive Disciplinary Policy depending upon the mitigating circumstances.

#### **ARTICLE XVI - GENERAL**

Section 1 - New Rules. It is understood and agreed that the City shall have the right to make such reasonable rules and regulations not in conflict with this Agreement as it may from time to time deem necessary for the purpose of maintaining discipline, order, efficient operations and service to the community. The rules and regulations with respect to the general conduct of the employees are attached to this Agreement as Appendix "B". The reasonableness of any new rule with respect to the general conduct of employees which would involve warning, disciplinary layoffs or discharges may be questioned through the grievance procedure set forth in this Agreement.

Section 2 - Bulletin Boards. The City will provide a bulletin board in each building in which employees covered by this Agreement regularly work, upon which the Association shall be permitted to post notices concerning its business and activities. Such notices shall contain nothing of a political, controversial or defamatory nature.

Section 3 - Supervisors Performing Bargaining Unit Work. Nothing contained in this Agreement shall be construed to prohibit the City from using supervisors or other non-bargaining unit employees for the performance of work performed by the bargaining unit employees in the same manner, under the same or similar

circumstances and to the same extent as such work was performed by such people prior to the execution of this Agreement.

(a) This section shall not be construed in such a manner as to permit supervisors to replace bargaining unit employees on a permanent basis.

Section 4 - Subcontracting. Nothing contained in this Agreement shall be construed to prohibit the City from subcontracting any work normally performed by bargaining unit employees which, in its sole judgment, it does not have the available personnel, proper equipment, capacity or ability to perform or cannot perform on an efficient or economical basis. If the City's decision results in the elimination of positions covered by this Agreement, the City, upon written request, shall meet with the Association to discuss the effects of the displacement on the affected employees.

Section 5 - Bi-Weekly Pay. Employees shall be paid on Wednesdays on a bi-weekly basis. The following provision shall be effective only during 1980, thereafter employees will be paid on an hourly basis:

(a) During 1981, all "old timer" employees (those who do not have a forty (40) hour holdback in pay) establish a forty (40) hour holdback. Upon termination, the forty (40) hour holdback will be paid at the rate then in effect.

Section 6 - Contract Legality. If, during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provisions should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, upon written request by either party hereto, the City and the Association shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provision.

Section 7 - Contract Supremacy. It is understood and agreed that this Agreement supersedes any rules, regulations or practices of the City which are contrary to or inconsistent with the terms and provisions contained herein. However, where not negated or modified by the provisions herein contained, the Civil Service Ordinances and the Personnel Rules, Regulations and Personnel Policies of the City shall apply.

Section 8 - Mileage. Employees shall be reimbursed for authorized mileage in their personal car at the rate of twenty-two cents (.22¢) per mile. In the future the amount of reimbursement per mile shall automatically increase to equal the maximum amount allowed by the Internal Revenue Service.

Section 9 - Parking. Effective January 1, 1990, "downtown" employees shall receive Twenty Dollars (\$20.00) per month towards parking expenses, paid quarterly

for the preceding three month period. In the 4th year of the contract (1998), the parking allowance increases from \$20.00 per month to \$25.00 per month.


Section 10 - City Vehicles. City vehicles are not to be used for personal matters of any kind, unless specifically authorized, in advance, by an employee's immediate supervisor.

**ARTICLE XVII - DURATION**

This Agreement shall become effective as of the first (1st) day of January, 1995, and shall remain in full force and effect through 12:00 midnight on December 31, 1998, and from year to year thereafter unless either party hereto serves a written notice upon the other at least sixty (60) calendar days prior to the expiration date of this Agreement or sixty (60) calendar days prior to the expiration of any subsequent automatic renewal period of its intention to amend, modify or terminate this Agreement.

DATE SIGNED: September 13, 1995

KALAMAZOO MUNICIPAL  
EMPLOYEES ASSOCIATION

  
James Collins

  
Sylvia Pahl

  
Linda Tanksley

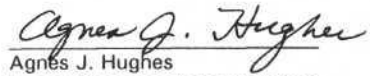
  
John Thompkins

CITY OF KALAMAZOO

By:

  
Marc A. Ott  
City Manager

By:

  
Agnes J. Hughes  
Human Resources/Labor Relations  
Director

Prepared by:  
Thomas P. Hustoles  
Miller, Canfield, Paddock and Stone  
Labor Relations Counsel to the City

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<u>Pay Group</u>		(01)	(02)	(03)	(04)	(05)	(06)	(07)	(08)
<b>S-32</b>									
Engineering Tech I (Utility)	1/02/95	13.34	13.70	14.08	14.39	14.79	15.17	15.50	15.90
Engineering Tech I (Pub. Wks.)	1/02/96	13.74	14.11	14.50	14.82	15.23	15.63	15.97	16.38
Traffic Engineering Tech I	1/01/97	14.25	14.63	15.04	15.37	15.79	16.21	16.56	16.99
Lab Tech II	1/01/98	14.82	15.22	15.64	15.99	16.42	16.86	17.22	17.67
Industrial Services Records Specialist									
Programs Specialists									
Environmental Inspector									
<b>S-34</b>									
Preventive Maintenance Tech	1/02/95	13.96	14.33	14.73	15.08	15.48	15.84	16.25	16.65
Cross Connection Inspector	1/02/96	14.38	14.76	15.17	15.53	15.94	16.32	16.74	17.15
	1/01/97	14.91	15.31	15.73	16.11	16.53	16.92	17.36	17.79
	1/01/98	15.51	15.92	16.36	16.75	17.19	17.60	18.05	18.50
<b>S-36</b>									
Zoning Inspector	1/02/95	14.67	15.06	15.47	15.84	16.25	16.67	17.07	17.46
Electrical Inspector	1/02/96	15.11	15.51	15.93	16.32	16.74	17.17	17.58	17.98
Housing Inspector II	1/01/97	15.67	16.08	16.52	16.92	17.36	17.81	18.23	18.65
Buyer	1/01/98	16.30	16.72	17.18	17.60	18.05	18.52	18.96	19.40
Mechanical Inspector									
Property Assessor II									
Rehabilitation Coordinator									
Engineering Tech II									
Electronic Tech									
Housing/Electrical Inspector									
Building Tech									
Industrial Pre-Treatment Inspector									
<b>S-38</b>									
Accountant	1/02/95	15.30	15.77	16.15	16.59	17.01	17.44	17.82	18.30
Accountant (Part Time)	1/02/96	15.76	16.24	16.64	17.09	17.52	17.96	18.36	18.85
Property Assessor III	1/01/97	16.34	16.84	17.26	17.72	18.17	18.63	19.04	19.55
Bldgs Inspec./Plan Review Tech	1/01/98	16.99	17.51	17.95	18.43	18.90	19.38	19.80	20.33
Mechanical/Plumbing Inspector									
Sr. Programs Specialist									
<b>S-40</b>									
Sr. Accountant	1/02/95	15.97	16.42	16.84	17.32	17.71	18.17	18.61	19.04
Sr. Rehab. Specialist	1/02/96	16.45	16.91	17.35	17.84	18.24	18.72	19.17	19.61
	1/01/97	17.06	17.54	17.99	18.50	18.92	19.41	19.88	20.34
	1/08/98	17.74	18.24	18.71	19.24	19.68	20.19	20.68	21.15
<b>S-44</b>									
Instrument Tech	1/02/95	17.44	17.91	18.39	18.91	19.32	19.82	20.29	20.75
Utility Electrician	1/02/96	17.96	18.45	18.94	19.48	19.90	20.42	20.90	21.37
	1/01/97	18.63	19.13	19.64	20.20	20.64	21.18	21.67	22.16
	1/01/98	19.38	19.90	20.43	21.01	21.47	22.03	22.54	23.05

APPENDIX B

CITY OF KALAMAZOO

Guidelines for Acceptable Employees Personal Conduct

As with any company or organization, there are certain guidelines for acceptable personal conduct with which employees are required to comply.

Towards that end, the City of Kalamazoo publishes and distributes the following list of such guidelines. The guidelines are not intended to unduly restrict or control; rather, they are designed to:

1. Ensure a safe, efficient, effective, and productive work force and environment.
2. Better enable the City of Kalamazoo to maintain and administer fair and consistent corrective discipline for its employees.
3. Serve as protection for all employees.
4. Serve as an information source regarding acceptable personal conduct.
5. Assist in guiding individuals to become well informed, satisfied employees of the City.

This listing shall not substitute or alter any existing terms and provisions or rules and regulations established by Civil Service Ordinances, the administrative code, individual departments, or any Collective Bargaining Agreement entered into by the City of Kalamazoo.

When an employee's personal conduct is deemed unacceptable as per the guidelines, the facts and circumstances surrounding the situation will be thoroughly reviewed. Although discharge is usually undertaken only when an extremely serious violation or series of violations occur, it must be realized that the penalty of discharge may be assessed for first violations of the guidelines listed under Section I below.

Normally, for violations of the guidelines under Section II the employee will be subjected to disciplinary action in accordance with the "Progressive Disciplinary Policy" as set forth and administered by the Human Resources Department. The purpose of progressive discipline is to provide a series of corrective disciplinary actions in an attempt to correct an employee's unacceptable behavior. These disciplinary actions will usually follow a pattern of: (1) a verbal warning; (2) a written reprimand; (3) a short suspension; (4) a possible longer suspension; and finally, (5) discharge. Even though there is a Progressive Disciplinary Policy, it must be understood that an employee has no right or guarantee of a specific number of progressive disciplinary steps or that all disciplinary actions shall commence with a verbal warning. The initial discipline applied shall be related to the seriousness of the offense of policy violation and may range from a verbal warning to discharge depending on the offense.

The following lists, set forth by the Human Resources Department, are intended to serve as guidelines which depict and divide certain types of unacceptable employee personal conduct into two (2) major subcategories according to the degree of severity.

I. Any of the unacceptable behaviors contained herein shall, under normal circumstances, result in immediate discharge for the first offense:

1. Gross or flagrant neglect of duty.
2. Insubordination - refusal to comply with a direct order from management, unless such order is injurious to employee's safety or health; or disrespectful conduct toward management.
3. Falsification of personnel records, time reports or other City records and reports.
4. Theft and/or intentional destruction of the City's, the public's, or another employee's property or monies.
5. Sleeping on the job.
6. Drinking, using, or possession of controlled substances or intoxicants while on the employer's time or premises.
7. Provoking, instigating, or participating in a fight or physically assaulting another person on employer's time or premises.
8. Soliciting or accepting any fee, gift, or other consideration in the course of or in connection with one's work when such fee, gift, or consideration is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.
9. Violation and/or conviction of any criminal or penal statute or enactment that impairs the credibility of the position or the employee's ability to perform the regularly assigned job duties.
10. Carrying of any weapon on the employer's time or premises without having received prior authorization from the City Manager, even if the employee has legal permit to carry such weapon.



- II. Any of the unacceptable behaviors contained herein shall, under normal circumstances, result in the application of progressive discipline described above:
1. Indulging in offensive, threatening, or unacceptable conduct, or using language or gestures intended to offend or harass other employees or the public while the employer's time or premises.
  2. Unsatisfactory job performance.
  3. Reporting to work under influence of any substance, medication, intoxicant, etc. which impairs the ability to satisfactorily perform job duties.
  4. Repeated absenteeism and/or tardiness.
  5. Violation of any departmental rule or other official regulation, order or rule of the City, or failure to report knowledge of such activity to the City.
  6. Using or threatening to use personal or political influence in an effort to secure promotion, leave of absence, transfer or change of grade, pay, character or work, or any type of personal advantage or advancement.
  7. Inducing or attempting to induce any employee in the service of the City to commit an unlawful act or to in violation of any departmental rule or other official regulation, order, or rule of the City.
  8. Quitting work or leaving the assigned work area without obtaining necessary permission from management.
  9. Action which constitute conflict of interest toward the City.
  10. Horseplay.
  11. Smoking in unauthorized areas.
  12. Vending, soliciting, distributing literature, circulating a petition, or collecting contributions.
  13. Negligent, careless, or hazardous activities or job performance and/or conduct or safety violation which endangers the safety of oneself or others.

