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Agreement Between

CITY OF LANSING, MICHIGAN

and

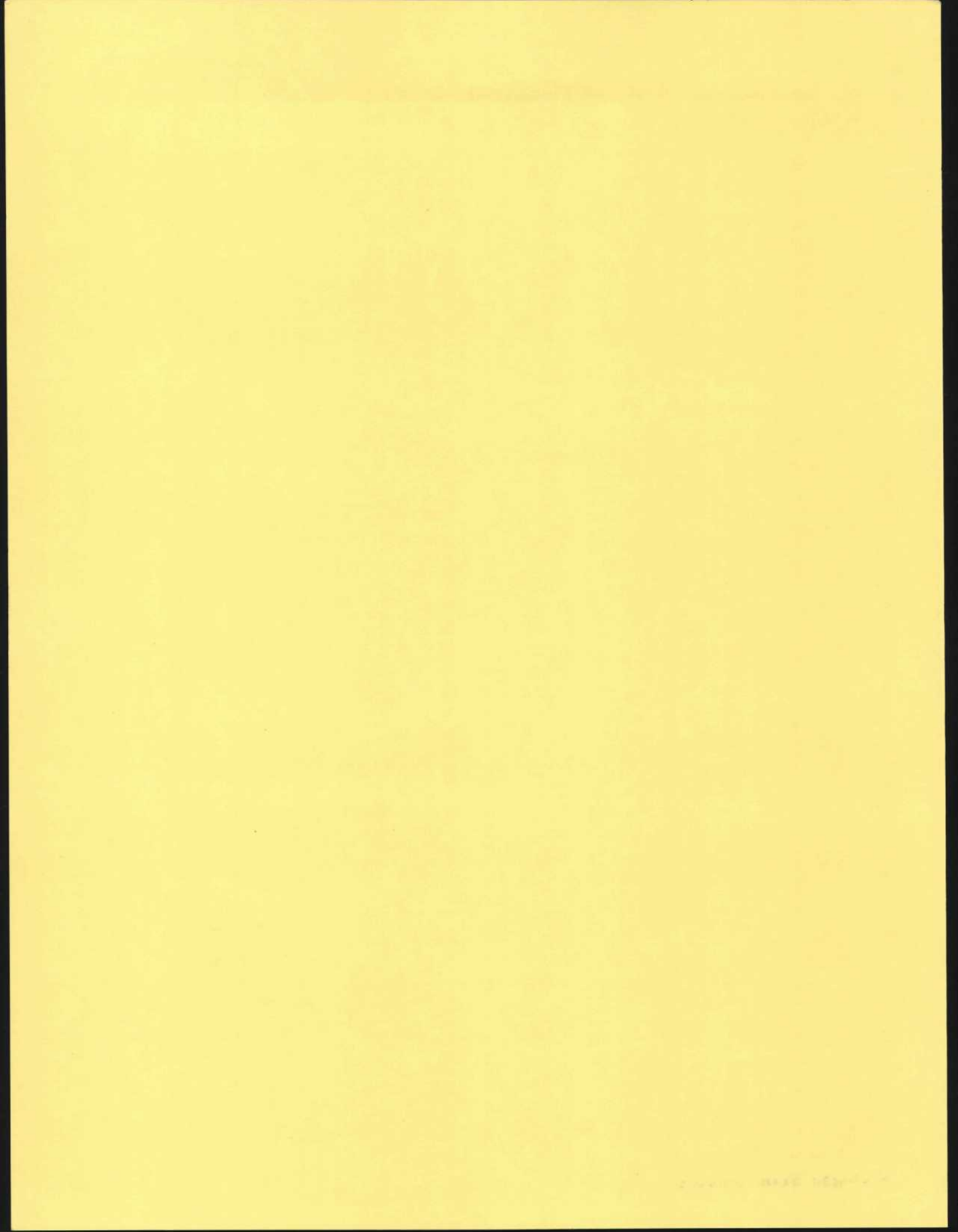
**INTERNATIONAL BROTHERHOOD OF
TEAMSTERS, CHAUFFEURS &
WAREHOUSEMEN, LOCAL 580**

July 1, 1994 through January 31, 1997



**Clerical, Technical, Professional
Bargaining Unit**

Lansing City of



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P R E A M B L E

This contract is entered into between the City of Lansing, Michigan, a municipal corporation (hereinafter referred to as the "CITY") and the Teamsters & Chauffeurs, Local 580, Clerical, Technical, Professional Bargaining Unit, (hereinafter referred to as the "UNION")

ARTICLE 1

DECLARATION OF POLICY

PURPOSE & INTENT

WHEREAS: the general purpose and intent of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees and the Union.

WHEREAS: the parties recognize that the interest of the community and the job security of the employees depend upon the Employer's success in establishing a proper service to the community. To these ends the Employer and the Union encourage to the fullest degree, friendly and cooperative means of facilitating peaceful adjustment of all grievances which may arise from time to time between the Employer and the employees and of promoting and improving peaceful municipal and economic relations between the parties.

ARTICLE 2

MANAGEMENT RIGHTS

The City, on its own behalf and on behalf of its electors, hereby retains and reserves unto itself without limitation all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, the City Charter, The Lansing Code and any modifications made thereto and any resolution passed by City elected officials. Further, all rights which ordinarily vest in and are exercised by employers except such as are specifically relinquished herein are reserved to and remain vested in the City, including but without limiting the generality of the foregoing the right (a) to manage its affairs efficiently and economically, including the determination of quantity and quality

of services to be rendered, the control of materials, tools and equipment to be used, and the discontinuance of any services, material or methods of operation; (b) to introduce new equipment, methods, machinery or processes, change or eliminate existing equipment, and institute technological changes and where practicable to train existing employees on new equipment or machinery; and, to decide on materials, supplies, equipment and tools to be purchased; (c) to determine the number, location and type of facilities and installations; (d) to determine the size of the work force and increase or decrease its size; (e) to hire, assign and lay off employees, to reduce the work week or the work day or effect reductions in hours worked by combining lay-offs and reductions in work week or work day; (f) to direct the work force, assign work and determine the number of employees assigned to operations; (g) to establish, change, combine or discontinue job classifications and prescribe and assign job duties, content and classification, and to establish wage rates for any new or changed classifications; subject to the rights of the Union under PERA; (h) to determine lunch, rest periods and cleanup times, the starting and quitting time and the number of hours to be worked; (i) to establish work schedules; (j) to adopt, revise and enforce reasonable work rules and general requirements and to carry out cost and general improvement programs; (k) to transfer, promote and demote employees from one classification or department to another except that demotion shall not be utilized for the purpose of disciplining an employee; (l) to select employees for promotion or transfer to supervisory or other positions, and to determine the qualifications and competency of employees to perform available work subject to the provisions of Article 6.

ARTICLE 3

RECOGNITION OF THE UNION

SECTION 1. Definition of the Bargaining Unit. Pursuant to and in accordance with all applicable provisions of Act 336, Public Acts of Michigan, 1947, as amended, the City does hereby recognize the Union as the exclusive representative, for the purpose of collective bargaining in respect to rates of pay, wages, and conditions of employment, for the duration of the Agreement, of all employees of the City included in the bargaining unit described below:

All office clerical, technical and professional employees of the City of Lansing.

Excluding all of the following:

All exempt and confidential positions; all elected officials; all members of the City Council staff; all members of the Mayor's staff; all internal auditors and their staff; all employees in the Legal Department; the Safety Administrator in the Personnel Services Department; all Department Directors, Deputy Department Directors, Assistant Department Directors, Department Heads and Division Heads; all employees covered by the executive pay plan; all Police employees of the Police Department who are currently represented by Capitol City Lodge #141, Fraternal Order of Police, in either the Supervisory, Non-Supervisory, or 911 Operators Units; all employees of the Fire Department who are currently represented by Local #421 of the International Association of Fire Fighters; all employees who work in the following departments or areas and are currently represented by the Lansing City Unit of the United Auto Workers, Local 2256: Central Garage, Parks and Recreation, Public Service and Traffic engineering; one secretarial or clerical employee in each of the following departments: Police, Public Service, Finance, Planning and Neighborhood Development and all other confidential employees and Guards.

SECTION 2. Seasonal, Part-Time and Temporary Employees. A seasonal employee is an employee who is hired for a limited duration and whose employment is not of a permanent nature, but it is contemplated that they shall work a normal work week while employed. Seasonal employees can be utilized for predictable, recurring seasonal peak work loads or special projects. A seasonal employee is defined under this agreement to be an employee who performs bargaining unit work and who generally works full time but for a period not to exceed one hundred and twenty (120) days or one thousand (1,000) hours, whichever is shorter, in a one year period. A seasonal may work more than a regular 40 hour schedule provided that said overtime work is not so assigned for the purposes of avoiding overtime work by regular full time staff. Seasonal employees are not represented by the Union nor are seasonal employees covered under the terms and conditions of this Agreement.

A part-time employee is defined under this Agreement to be an employee who performs bargaining unit work and who works at least twenty (20) hours per week but less than full time for an indefinite time period. Any part-time employee as so defined who is employed more than a total of 1,000 hours or (1) year period, with duties consisting of bargaining unit work, shall become a permanent bargaining unit position with wages and benefits established on a prorated basis as set forth in Article 22. In the event a full-time employee becomes a part-time employee, prorated benefits shall start immediately.

Temporary help is a service agency employee. Temporary help may provide services under the following conditions:

- 1) Temporary help may be utilized whenever there are compensated or unpaid absences of regular full time employees. Such temporary help may only be utilized until the incumbent returns full time.
- 2) Temporary help may be utilized whenever there is a vacancy in a funded position. Such temporary help may be utilized only until the position is filled. If filling of a vacancy is not completed within 90 calendar days after payroll clearance, such temporary help shall be terminated unless the City provides written explanation to the bargaining unit of extenuating circumstances beyond the City's control. If this is concurred with by the bargaining unit, an extension shall be granted. This subsection only applies if there are referred bargaining unit members.

Further, if the vacancy is not filled within 90 calendar days, and an extension is not granted, and a bargaining unit member is selected, the seniority date and merit eligibility date shall be as of the 61st day. This shall not affect any other economic provisions nor probationary periods.

- 3) Temporary employees may be utilized for special projects with the prior concurrence of the bargaining unit.
- 4) Temporary help may work more than a regular 40 hour schedule provided said overtime work is not so assigned for the purposes of avoiding overtime work by regular full time staff.

Contractual employees are special purpose non-covered employees who do not occupy a full time permanent position, and who perform a variety of special duties which are contracted on an individual basis, including but not limited to special activities and leisure time services. Contractual employees are not represented under the terms and conditions of this agreement.

SECTION 3. Condition of Employment. It shall be a continuing condition of employment that all employees who are presently members of the Union shall maintain such membership and pay the Union's uniform dues, fees and assessments. It shall be a continuing condition of employment that all employees, who are not members of the Union and who do not become and remain members of the Union, pay a service fee proportional to the Union's collective bargaining costs including costs of collective bargaining and contract administration, the amount of which fee the Union shall certify to the City. Employees who fail to comply with this requirement within thirty (30) days shall be discharged by the Employer.

The Union agrees to indemnify and save the City harmless against any and all claims, suits or other forms of liability arising out of its deductions from an employee's pay of Union dues or collective bargaining service fees. The Union assumes full responsibility for the disposition of the deductions so made, once they have been sent to the Union.

SECTION 4. Equal Representation. Membership in the Union is separate, apart, and distinct from the assumption by an employee of his/her equal obligations to the extent that he/she received equal benefits. The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union. The terms of this Agreement have been made for all employees in the bargaining unit and not only for members in the Union, and this Agreement has been executed by the Employer after it has satisfied itself that the Union is the choice of a majority of the employees.

SECTION 5. Payroll Deduction of Dues. During the period of time covered by this Agreement, the Employer agrees to deduct from the pay of any employee all dues and/or initiation fees of Local No. 580 provided, however, that the Union presents to the Employer authorizations, signed by such employees, allowing such deductions and payments to the Local Union. This may be done through the Steward of the Union.

A. Amount of initiation fee and dues will be certified to the Employer by the Secretary-Treasurer of the Union.

B. Monthly agency fees and initial agency fees will be deducted by the Employer and transmitted to the Union as prescribed above for the deduction and transmission of Union dues and initiation fees.

SECTION 6. Partial Invalidity. If any provision of the Article is invalid under federal law or the laws of the State of Michigan, such provision shall be modified to comply with the requirements of federal or state law or shall be renegotiated for the purpose of adequate replacement.

SECTION 7. Hiring and Termination Notice. Within two (2) weeks after the City hires or terminates an employee covered under this Agreement, the City shall notify the Union in writing of the name of the employee, job classification, salary level, and starting date or termination date.

Upon request the City will provide the Union with the current address of all bargaining unit members.

SECTION 8. Letter of Introduction. As a way of introducing newly hired employees to the Teamster #580 Union, the City will give each new employee a letter of introduction provided by the Union.

SECTION 9. Consistency in Hiring. No employee hired after the effective date of this contract, shall be hired in any manner inconsistent with this Agreement.

ARTICLE 4

UNION REPRESENTATION

SECTION 1. Stewards. All employees covered by this Agreement shall be represented by six (6) stewards and four (4) alternate stewards in the areas of representation that are mutually agreeable.

Should the need arise to change the areas of representation for stewards and/or alternate stewards, the Union shall notify the City's Labor Relations Office in writing of the names of the stewards and alternate stewards and the areas of representation.

In the absence of one of the above stewards, the Union may appoint an alternate steward by notifying the City's Labor Relations Office in writing. The Labor Relations Office will then notify the immediate supervisor of the alternate steward status.

The Union shall keep the City's Labor Relations Office advised at all times in writing of the names of all stewards and alternate stewards.

Alternate stewards acting in the capacity of a steward has the same authority as a steward.

Employees shall have an opportunity to meet with or request the services of their steward, or alternate steward in the event the regular steward is not available, as is necessary for the investigation and adjustment of grievances provided it does not interfere substantially with the employee's work responsibilities and the steward's or alternate steward's work responsibilities. Employees must obtain the approval of their on-site supervisor before leaving the work place.

SECTION 2. Negotiations. The City will authorize a total of six (6) stewards to attend negotiation sessions that occur during their regular work hours without loss of pay. One (1) alternate steward at Waste Water or Public Service shall be considered a steward for purposes of this Section.

SECTION 3. Steward Seniority. Notwithstanding their position on the seniority list, the Union stewards specified in Article 4, Section 1, shall, in the event of layoff, continue to work on condition that there is work available for them that they have the ability to perform in the area of representation that they represent when layoffs occur.

SECTION 4. Paid Union Time. All stewards shall be permitted reasonable time not to exceed two (2) hours per week to investigate, present and process grievances without loss of time or pay provided they receive written authorization in advance from their supervisor who shall grant such authorization as soon as practicable under the circumstances.

SECTION 5. Monthly Stewards' Meeting. All stewards and alternate stewards, shall be relieved from duties without loss in time or pay for a monthly steward's meeting, not to exceed two (2) hours. Such time shall be included within the foregoing two (2) hours per week limitation. The Union agrees that it shall attempt to schedule such monthly steward's meetings during the last two (2) hours of the work day.

ARTICLE 5

SENIORITY

SECTION 1. Definition. An employee's seniority shall be his/her continuous length of service in the Clerical, Technical, Professional or Supervisory bargaining units determined from the date the employee entered such bargaining units. Seniority shall not be cumulative for length of service in other bargaining units. Continuous service can be broken only by a termination notice. The amount of continuous service as heretofore provided shall be applied to an employee's probationary period hereinafter set forth but seniority shall not accumulate during any leave of absence or layoff. Seniority shall be applied only as specifically set forth in this Agreement. The City will record the seniority dates for the employees in each department on departmental seniority lists, however, except as otherwise provided, seniority shall be bargaining unit wide.

Every six (6) months after the initial posting, which shall be posted within thirty (30) calendar days after the effective date of this Agreement, the City will post on the bulletin boards and will furnish to the Union's Secretary-Treasurer these seniority lists revised up to one (1) week prior to the date of their posting.

Departmental seniority for employees shall be defined as the period of employment within the current department in which they work.

In all cases where seniority is based upon the same hiring date creating a preference problem the determination will be made by drawing numbers.

SECTION 2. Probationary Employees. An employee in a salary level 26 and below covered hereby shall be considered a probationary employee for the first one hundred twenty (120) calendar days. Employees in a salary level 27 and above covered hereby shall be considered a probationary employee for the first six (6) calendar months.

There shall be no seniority among probationary employees.

The City shall have no obligation to reemploy an employee who is laid off or discharged during his/her probationary period.

The Union reserves the right to represent a probationary employee who, in its opinion, has been disciplined or discharged for Union activity, however, other than the foregoing, the Union shall not represent a probationary employee in matters of discharge or discipline.

SECTION 3. Seniority Status. If a regular, full time employee completes his/her probationary period within nine (9) months from his/her first day of work the employee shall have seniority as of that first day of work.

As between any two (2) or more employees who have the same seniority date, seniority shall be determined by drawing numbers.

SECTION 4. Loss of Seniority. An employee shall lose his/her seniority if the employee: resigns or quits; is discharged and the discharge is not reversed through the grievance procedure; retires by voluntary, (deferred), compulsory, duty or non-duty disability retirement, except as provided below; is not actively engaged in employment with the City for a period exceeding two (2) calendar years; or for any other reason terminates, except a layoff in which case the provisions of Article 6 of this contract shall apply. Furthermore, an employee shall lose his/her seniority and shall be considered to have resigned if the employee is absent from work for three (3) consecutive working days without notifying the City including the failure to return to work at the expiration of a vacation, disciplinary layoff or leave of absence.

In the event that exceptional circumstances exist, the City may waive this requirement.

For purposes of clarification the three (3) days shall commence upon the termination of the above mentioned leaves.

SECTION 5. Return from Disability. If it is determined by the Board of Trustees of the City's Retirement System that an

employee, who is receiving a duty or non-duty disability allowance, is capable of resuming employment with the City and, in accordance with Section 26-32 of Chapter 26 of the Code of the City of Lansing, the employee's disability retirement allowance is terminated, such employee shall have his/her seniority restored.

Such an employee shall return to the position the employee held prior to the disability retirement provided that the employee is still capable and qualified to perform the duties of the position. If the employee is no longer capable or qualified to perform the duties of his/her former position or if the former position no longer exists, the employee may exercise bumping rights in accordance with Article 6, Section 3.

In accordance with Section 26-33 of Chapter 26 of the Code of the City of Lansing, such an employee shall receive service credit for the period the employee was receiving a disability retirement allowance if within such period the employee was in receipt of worker's compensation, however such an employee shall not accumulate seniority for purposes of any other fringe benefit under this Agreement.

ARTICLE 6

APPLICATION OF SENIORITY

SECTION 1. Permanent Transfer. The employer will make every effort to fill vacant positions within ninety (90) days after payroll clearance. All open or vacated jobs as determined solely by the City will be posted on the bulletin boards for six (6) calendar days.

All qualified bargaining unit members who sign the job posting shall be given consideration in accordance with Personnel Procedure 27.

The posting will specify the class title, salary range, and qualifications required of the applicant. An employee who works in the same division and does not have the same class title; or who works in another division, regardless of class title; and who possesses the qualifications, knowledge, skills, ability, and experience required may indicate that he/she would like to be considered by signing the job posting within the prescribed time limits and/or filing a personnel skills inventory form with the Personnel Services Department. The personnel skills inventory form may be updated at any time by an employee.

The following conditions shall apply in awarding positions to qualified employees:

A. Positions in Salary Level 27 and Above.

The position will be awarded to the most qualified employee, taking into account his/her qualifications, knowledge, skills, ability, experience, and seniority. The employer will not by-pass Teamster #580 Supervisory or Clerical, Technical and Professional bargaining unit members who bid on positions except to hire a significantly more qualified applicant. If the most senior employee is by-passed, the employee shall be offered an opportunity through the Personnel Services Department to participate in an assessment of the employee's strengths and weaknesses with respect to the qualifications of the position for which they were by-passed. The assessment shall be used to identify a program designed to further develop the required knowledge, skills and abilities required of the position for which they were by-passed.

Participation in this developmental program is voluntary. Education and/or training recommended and successfully completed shall be eligible for reimbursement under the education and training provisions of this contract.

If more than one bargaining unit member is equally qualified for the position, and a bargaining unit member is selected for the position, the position shall be given to the most senior qualified bargaining unit member.

B. Positions in Salary Level 26 and Below.

Bargaining unit members shall be selected in seniority order for posted job openings provided that the bidder has the minimum qualifications which shall be directly related to the position (i.e., knowledge, skills, ability, experience and education). The employer will not by-pass Teamster #580 Supervisory or Clerical, Technical and Professional bargaining unit members unless none of the bargaining unit members have the minimum qualifications.

C. 30-Day Trial Period.

An employee awarded such a position shall be placed initially in the new position on a thirty (30) day trial basis. During the trial period, the employee shall be paid at the rate applicable to the new position and shall be evaluated on a weekly basis. Evaluations shall include any deficiencies in job performance, and a copy of the evaluations shall be provided to the employee. Upon successful completion of the trial period, the transfer shall become permanent, and the effective date of the permanent placement shall revert back to the first date of the trial period for purposes of classification seniority and merit increases. Prior to the end of the trial period, the transferred employee may elect to return to the position from which he/she transferred. If the transferred employee does not successfully complete the trial

period, the employee shall be returned to his/her prior position by the City.

SECTION 2. Temporary Transfer to Higher Classification. A temporary transfer is a transfer authorized by a Department Head or authorized designee, to a higher job classification, in which substantially all of the duties and responsibilities of the higher job classification are performed for a period which exceeds fifteen (15) consecutive work days. Beginning on the sixteenth (16) day an employee shall be paid the rate of the job to which he/she is transferred effective to the first day of transfer. When there is more than one (1) employee within the classification(s) and within the division from which the temporary transfer is to be made, the senior qualified employee will have the option of taking the position. If the senior qualified employee does not opt for the temporary transfer, the department head shall select an employee for the temporary transfer.

In the event the temporary transfer lasts six (6) months or longer, the employee will be eligible for a merit increase after serving six (6) months in the temporary assignment and annually thereafter until the employee reaches the maximum step of the classification in which he/she is assigned or the employee is returned to his/her regular full-time position. Any merit increases for which the employee was eligible in his/her regular full-time position will be suspended until such time as the employee is returned to his/her regular full-time position. At the time the employee is returned to his/her regular full-time position, the employee will be placed at the step in the pay grade that he/she would have been at had the employee not taken the temporary transfer assignment.

In the event the employee is selected for the position in which the employee has been temporarily transferred and was solely assigned to the position during the time of the vacancy, the employee shall have his/her date of promotion adjusted back to the first day of the out of class assignment.

SECTION 3. Transfer Out of and Back Into the Bargaining Unit. If an employee voluntarily transfers to a position under the City not included in the bargaining unit and thereafter returns to a position covered by the supervisory or clerical, technical, professional unit within one (1) year, that employee shall retain bargaining unit seniority accrued prior to the transfer outside the bargaining unit. Employees transferred under the above circumstances shall retain all rights accrued for the purposes of any benefits provided for in this Agreement.

If to avoid layoff an employee transfers to a position under the City not included in the bargaining unit and is thereafter transferred again to a position within the bargaining unit, the employee shall have accumulated seniority while working in the

position to which he/she was transferred. Employees transferred under the above circumstances shall retain all rights accrued for the purposes of any benefits provided for in this agreement.

SECTION 4. Layoffs and Recalls. The word "layoff" means a reduction in the working force due to a decrease of work. If it becomes necessary to have a layoff, the following procedure will be mandatory. Within the positions affected by the decrease of work, probationary employees will be laid off first, and then seniority employees in inverse order of seniority according to the following:

A. General Provisions.

1. At least thirty (30) days before implementation of a layoff, the Union will be notified.

2. Within five (5) calendar days of written notification to the Union of a pending layoff, the Union may meet with the City to discuss the implementation of the layoff procedure, to identify the positions anticipated to be affected by the layoff, and to discuss special issues, if any, which were not anticipated when the layoff procedure was negotiated.

3. Employees to be laid off for an indefinite period of time will have at least fourteen (14) calendar days notice of the layoff.

4. The Union's Secretary shall be notified by the City of the names and positions of employees being laid off on the same date the notices are issued to the affected employees.

5. Probationary employees within the affected positions will be laid off first, followed by seniority employees in inverse order of seniority.

6. The City and the Union agree to bumping, layoff and recall procedures for bargaining unit employees which shall be governed in accordance with the contract including, but not limited to, Article 5, Seniority; Article 6, Application of Seniority; Article 8, Leaves of Absence and Article 11, Grievance Procedure. Layoffs shall never occur for punitive or disciplinary purposes.

7. The City and the Union agree that for purposes of layoffs and bumping, seniority shall be determined according to Article 5, Seniority and Article 6, Application of Seniority.

8. The City and the Union agree for purposes of layoffs and bumping, it shall be assumed that an employee is capable and qualified to perform the duties of a position if the classification and level of the position is equal to or lower than the classification and level of the position currently held by the employee being laid off and, either: (1) the employee had

previously successfully held the position, or (2) the employee has training, education or prior experience that initially demonstrates that he/she can perform the work of the position within a trial period of no less than eighty (80) work hours. An employee shall not be entitled to bump into a position if he/she is not capable as defined above.

9. An employee shall have the opportunity to review the job specification, his/her personnel file and meet with the Personnel Services Departments prior to bumping into a position in order to determine if the employee is qualified to perform the duties of the new position. If the employee bumps into a position and ultimately is found not capable of performing the duties, the City shall have the right to lay him/her off without bumping rights. If there is a dispute over an employee's qualifications to bump into a position, it shall be discussed by a joint committee comprised of an equal number of Union and City representatives. If the joint committee cannot agree within three (3) days, the matter may be subject to the grievance procedure as provided in Section 15, below.

10. Employees subject to layoff status shall have the right to bid on vacant positions according to Article 6, Section 1.

11. An employee scheduled for layoff who fails or is unable in accordance with this Agreement to exercise the option to bump into the position held by the least senior employee, as provided under Section B, Layoff and Bumping Procedures, for which he/she is qualified, or to accept a temporary transfer if one is offered, shall be laid off.

12. An employee who is bumped out of his/her position by a more senior employee will be considered as having been laid off and will be subject to the provisions set forth in this Agreement.

13. An employee may bump only once after receiving a layoff notice or after being displaced. However, an employee shall have the right to again exercise his/her bumping rights each time he/she is subsequently displaced as a result of another employee exercising his/her bumping rights in a subsequent layoff.

14. The City and the Union agree that there may be an exceptional case when the City may wish to retain or transfer an employee or recall a laid off employee regardless of seniority when and if the position is vital to the City and where the position involves state mandated licensing requirements which cannot be performed except by such a licensed individual. If the City intends to invoke this provision, the City shall notify the Union and the employee to be bumped fourteen (14) calendar days in advance of initiation or implementation of such action.

15. Any grievance regarding the layoff, reassignment, bumping, transfer (temporarily or otherwise), any reducing personnel action, recall, and/or abolition of non-filling of a position shall be presented to the City of Lansing Labor Relations Administrator at Step 3 of the grievance procedure contained in Article 11 of the contract.

16. Prior to the layoff of any seniority employee, each temporary, contract and seasonal position shall be evaluated to determine whether the work can be offered on a temporary transfer basis to a seniority employee subject to layoff.

17. The City and the Union agree that in the event an employee is improperly laid off or not recalled in accordance with his/her seniority rights, said employee is entitled to retroactivity.

B. Layoff and Bumping Procedures.

1. Within five (5) working days of receipt of the notification of layoff, the employee scheduled for layoff shall notify the Personnel Services Director of his/her decision to either accept layoff or bump in accordance with the procedures described herein.

2. An employee who becomes subject to layoff and/or bumping shall be entitled to exercise bumping rights in the order enumerated each time he/she becomes subject to layoff and/or bumping until such employee is placed in a vacant position, bumps into a position occupied by the least senior employee as provided below, exhausted his/her seniority, or accepts a temporary transfer as provided below.

(a) Vacancy: The employee shall exercise his/her seniority and accept placement into a vacant position in his/her current classification and level, for which he/she is qualified, according to Article 6, Section 4.

(b) Bumping:

(1) Should an employee be unable to be placed into a vacant position as provided in (a), he/she may meet with representatives of the Personnel Services Department to review the classifications and job specifications of positions to which the employee may exercise bumping rights. An employee must exercise bumping rights at the first available step, as enumerated below.

(2) The employee shall exercise his/her seniority and bump the least senior employee in a position for which he/she is qualified, according to the General Provisions of this Section, to perform the work with the same classification and salary level.

(3) Should an employee be unable to bump into a position within his/her same classification and salary level, the employee shall exercise seniority by bumping into a position held by the least senior employee for which he/she is qualified, according to the General Provisions of this Section, to perform the work within any classification at the same salary level.

(4) Should an employee be unable to bump into a position within any classification at his/her same salary level, the employee may accept a demotion to any occupied position by bumping the least senior employee in the next lower salary level, provided the employee is qualified according to the General Provisions of this Section. If no position is available based on the employee's seniority and qualifications, the employee may continue to exercise his/her bumping rights, as described above, in the next lower salary level (or levels) until the employee can claim a position which he/she is qualified to perform or exhausts his/her seniority. Alternatively, an employee may accept a demotion to a vacant position for which he/she is qualified at any lower salary level.

(c) Temporary Transfer:

(1) Should an employee be unable to exercise bumping rights, prioritized above, the City shall offer a temporary transfer to a position where the incumbent is off work due to an injury or extended illness of thirty (30) days or more, and where the employee being held off has the qualifications according to the General Provisions of this Section.

(2) If an employee scheduled for layoff is unable to transfer to a vacant position as provided in (a), or bump into another position as provided in (b), and if a temporary transfer is offered to a position at the same or equivalent classification or level, the employee shall accept the temporary transfer. Similarly, if a temporary transfer is offered, but the position is at a lower classification or level than that previously held by the employee, acceptance of the transfer shall be at the option of the employee.

(3) Should the incumbent return to active status, the employee temporarily transferred will be laid off and be eligible to exercise the provisions of this Article, including bumping rights. Should the incumbent be unable to return to work and the position declared vacant, the employee temporarily transferred will be transferred to the position on a permanent basis if the position is the same as or equal to the classification or level previously held by the employee. Should the position be of a lower classification or level than that previously held by the employee, the employee will be given the option to accept the permanent transfer or be laid off, and be eligible to exercise the provisions of this Article, including bumping rights.

C. Recall. When the working force is increased after a layoff, employees shall be recalled in order of seniority and shall be subject to the same conditions of layoff. An employee on layoff will be recalled to a position with the same classification. An employee may elect to be recalled to the first available position that they are qualified to perform rather than waiting to be recalled to their original classification. The following general rules shall apply:

1. Notice of recall may be given by telegram, or by registered or certified mail. In case of notice given by telegram or mail, the employee's last address or record with the City shall be used.

2. An employee who fails to report for work when notified to do so by telegram or mail, by the starting time of his/her shift on the sixteenth (16th) calendar day after the date such notice is received, or by the starting time of his/her shift, on any later day on which he/she was instructed to report, shall likewise be deemed to have quit and shall lose seniority. However, if an employee's failure to report for work is on account of illness or injury or other serious reason beyond his/her control, he/she may retain his/her seniority if he/she has notified the City's Personnel Services Director of such reasons by telegram or by registered or receipted mail, received prior to the deadline for his/her reporting for work. It is recognized that the City may require substantiation of the reason given by an employee. If it is not substantiated promptly upon request of the Personnel Services Director, the Personnel Services Director may determine that the employee's loss of seniority shall stand.

3. An employee who is laid off for a period equal to his/her seniority at time of layoff, or for a period of five (5) years, whichever is the shorter period, shall cease to have seniority and his/her name shall be removed from the seniority list.

ARTICLE 7

WAGE SUPPLEMENTS

SECTION 1. Bereavement Time. At the time of the death of a spouse, child, step child, parent, step parent and parent of a current or deceased spouse, an employee will be entitled to use a maximum of the next five (5) work days with pay, not to be deducted from the accumulated sick leave, to arrange for and/or attend the funeral.

An employee will be entitled to use a maximum of three (3) work days with pay, not to be deducted from the accumulated sick

leave, to make arrangements and attend the funeral for any other immediate family member. "Other immediate family" shall mean niece, nephew, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law and grandchild.

A period of time taken off for bereavement under this section which is less than or equal to one half a day, shall only be considered one half day. A period of time taken off in excess of one half day shall be considered a full day.

The City may require verification of the death and/or of the relationship of the employee to the deceased, at its discretion, following the leave and before making payment for the bereavement time. The City may withhold payment if the employee did not make prompt notification for leave, prior to taking the time off, so that his/her work would be covered in his/her absence.

In the event of the death of a member of the immediate family, including spouse, child, step child, parent, parent of a current or deceased spouse, and step parent, additional time may be taken off, with the approval of the department head. This time off may be charged to vacation, personal leave time or compensatory time earned.

SECTION 2. Holidays. The City will pay an employee, as provided below for the following holidays:

- One Full Day Prior to New Years Day
- New Years Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday After Thanksgiving
- One Full Day Prior to Christmas Day
- Christmas Day

Provided that the employee meets all of the following eligibility rules:

He/she works or is paid pursuant to this Agreement, the full period of his/her last scheduled work day prior to, and his/her next scheduled work day following, the holiday.

When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday recognized by this Agreement; when it falls on a Sunday, the following Monday shall be so observed as the holiday, excepting that, whenever state or federal statute requires that any of such holidays be observed on a day or date other than

as set forth above, the holiday shall be observed on the day or date prescribed by state or federal statute, whichever is controlling.

An employee who works any of the holidays designated above shall receive one and one half the hourly rate for all hours worked in addition to the holiday pay. At the employee's option the employee may receive an additional eight (8) hour day off instead of the holiday pay.

Employees working in a twenty-four (24) hour continuous operation and who are not scheduled to work on the date the designated holidays are celebrated shall have the option to receive the holiday pay or receive an additional eight (8) hours of vacation.

Employees working in operations run on a seven (7) day schedule shall observe the holidays on the actual rather than the recognized day that the holiday falls as listed in Appendix A attached to this agreement. Those employees who are eligible to and do "save holidays" must use the holiday time saved within one (1) year of the date accrued.

SECTION 3. Hospital, Medical, Surgical Insurance.

A. Traditional Blue Cross/Blue Shield. The City will continue to make available to an employee covered hereby, a Blue Cross-Blue Shield (MVF-2 with Master Medical Option II, FAC-RC, a Preferred RX \$5.00 Prescription Drug Rider and Mail Order Prescription drug service) Plan of hospital, medical and surgical insurance. Such insurance shall include mandatory second surgical opinion and hospital predetermination terms. This plan shall be the base health care plan for all CTP and Supervisory Bargaining Unit members hired prior to October 29, 1990. The City shall pay no more than the amount paid for the BC/BS Plan provided for in this section for these bargaining unit members each health care contract year. Such changes shall become effective the 20th of the month which is sixty (60) days following ratification of this agreement by both parties.

B. Optional Coverage. As long as they are available, the City will provide as an option, one open panel or group practice health maintenance organization and one closed panel or individual practice health maintenance organization.

1) As an open panel or group practice health maintenance organization, the City shall provide as an option, coverage through Health Central. Such Health Central coverage shall include "Plan 7" with an optical rider and a Preferred RX \$5.00 prescription co-pay effective the 20th of the month which is sixty (60) days following ratification by both parties.

2) As a closed panel or individual practice, the City shall provide as an option, coverage through Physicians Health Plan. A description of Physicians Health Plan is available through the City's Personnel Services Department.

3) The City shall provide a health care plan (herein referred to as Plan D) which provides the same coverages as the current BC/BS Plan, however having a limited provider panel and a Preferred RX \$5.00 Co-pay prescription drug rider and mail order prescription drug service effective the 20th of the month which is sixty (60) days following ratification of this agreement by both parties. This plan shall be employer paid.

Plan D shall be an optional plan for bargaining unit members hired prior to October 29, 1990. It shall, however, be the base health care plan for all CTP and Supervisory bargaining unit members hired on or after October 29, 1990, and the City shall pay no more than the amount paid for the Plan D provided for in this section for these bargaining unit members each health care contract year.

C. Enrollment.¹ An employee shall become covered by insurance or a health maintenance organization through his/her completion of the required forms (at time of hire, rehire, or during an annual enrollment period), and his/her acceptance by Blue Cross-Blue Shield or a health maintenance organization as a participant. Such forms, and information as to the Plans, shall be available at the City's Personnel Services Office.

For a seniority employee or a probationary employee after the completion of one hundred twenty (120) calendar days the City will pay one hundred percent (100%) of the premium for single-person or full family ward coverage, provided the employee makes the first four (4) premium payments through payroll deduction or waits to enroll during the annual enrollment period. The employee will pay, by payroll deduction, the balance of the total premium due for service he/she has selected which is more expensive than ward coverage. Such deduction and any other deduction pursuant to this Agreement, will not be made from pay for the same payroll period.

D. Premium Computation. The employee shall be responsible for any cost differential between their applicable computation baseline and their chosen plan through payroll deduction.

E. Substitute Carrier. The City reserves the right to substitute another carrier if it would be economically advantageous, providing the current level of benefits are maintained or improved.

¹A special open enrollment period following ratification will be provided to members of each bargaining unit.

F. Opt Out.

1) Procedures. The parties will meet and mutually agree to written procedures for implementation of the terms of an opt-out program.

2) Members of the bargaining unit, up to a maximum of fifteen percent (15%) of each bargaining unit, will be allowed to opt out of the City's health care plan annually, during the City's open enrollment period² provided the employee provides written proof of coverage from another source.

Re-enrollment in one of the City's medical insurance plans will only be permitted at the time of the City's open enrollment which is at least one (1) year from the initial date of the opt out with the following exception. In the event the bargaining unit member loses his/her alternative coverage and provides written documentation of loss of such coverage, re-enrollment in one of the City's medical insurance plans will be permitted and the effective date of coverage will be as soon as allowable by the applicable insurance vendor.

3) Payment. Any employee who opts out of the City's health care plan will be eligible to receive \$1500 in any year which they receive coverage from another source. Such payment shall not be eligible to be considered in the calculation of the employee's final average compensation. In addition such payments shall be made at least twice a year, by separate check, following the period of time the employee had alternate coverage. Employees who do not choose to opt out shall incur no additional cost other than those costs provided in above sections which the employee may currently be paying.

4. Cancellation. In the event that IRS Code, Section 125 and/or opt out plans are no longer permissible under State or Federal statutes or IRS Regulations, the City may cancel this option.

G. Retiree Health Care Coverage. Eligible retirees shall be covered by the same insurance as active bargaining unit members.

1. Employees hired on or after July 1, 1987 shall not become eligible retirees under this provision unless they work at least fifteen (15) years for the City, and are eligible to receive age and service retirement benefits or they are eligible for duty

²Initially a special opt-out period may be implemented outside of the City's open enrollment period.

disability retirement, under the terms of the General Employees' Retirement System ordinance.

2. Employees hired before July 1, 1987, shall become eligible retirees under this provision when they are eligible to receive age and service retirement benefits (deferred or immediate) or a disability retirement under the terms of the General Employees' Retirement System ordinance, consistent with the practice then in effect.

SECTION 4. Dental Insurance Coverage.

A. Active Employees. The City shall continue to pay the full premium costs of Delta Dental Plan C coverage for each employee and his/her family. Plan C provides fifty percent (50%) of treatment costs of Class I and Class II benefits with an \$800 maximum per person per contract year. Coverage under this plan is afforded to each employee who is a member of this bargaining unit and his/her dependents. When an employee and spouse are both employed by the City and eligible for coverage, dental benefits shall be coordinated in accordance with the policy of the insurance carrier. Additionally, employees and their dependents will receive orthodontic coverage which provides fifty percent (50%) of treatment costs, with a \$1,000.00 lifetime maximum per person.

B. Retiree Dental Insurance Coverage. Eligible retirees shall be covered by the same insurance as active bargaining unit members.

1. Employees hired on or after July 1, 1987 shall not become eligible retirees under this provision unless they work at least fifteen (15) years for the City and are eligible to receive age and service retirement benefits, or they are eligible for duty disability retirement benefits, under the terms of the General Employee's Retirement System ordinance.

2. Employees hired before July 1, 1987 shall become eligible retirees under this provision when they are eligible to receive age and service retirement benefits (deferred or immediate) or a disability retirement under the terms of the General Employees' Retirement System ordinance, consistent with the practice then in effect.

SECTION 5. Jury Duty or Witness Pay Supplement. During the period when an employee is performing required jury duty service or is required to serve as a witness in a criminal action as a result of being served with a subpoena, the City will pay the employees, the difference, if any, between any fees for jury service or witness service and the pay he/she would have received had the employee worked his/her scheduled hours during his/her period of jury duty or witness service, provided that the employee gives the Department Head prompt notice of the call for jury service or

witness service and, thereafter, provides evidence of his/her performance of jury service or witness service and of the payment he/she received for it.

For witness service which is directly related to the employee's assigned job duties, the employee shall receive his/her appropriate rate, however, any witness fees received shall be returned to the employee's Department Head.

SECTION 6. Life Insurance. The City agrees to pay the premium on a base \$50,000 of group life and \$50,000 Accidental Death and Dismemberment Insurance for regular full time employees.

Such employees shall have the option of obtaining at their cost dependent life insurance according to the following schedule:

<u>Classification</u>	<u>Amount of Insurance</u>
Spouse	\$25,000
Unmarried child, age 14 days to 6 months	\$ 500
6 months to 23 years	\$ 2,000

Further, employees who retire and receive a pension, other than a deferred vested pension, may continue \$3,000 of group coverage on a contributory basis. Employees that defer age and service retirement benefits may resume contributing to and receive group coverage of \$3,000.

This coverage is subject to the conditions set forth in the booklet "Group Life Insurance Plan" available in the Personnel Services Department.

The City reserves the right to substitute another carrier of this coverage; the fundamental provisions of the present plan will not be changed.

SECTION 7. Retirement Pension.

A. General. Except for part-time, seasonal and temporary employees covered by Article 3 Section 2 the City will continue to provide to full time regular employees the retirement pension under the plan which has been in effect, which shall remain intact for the remainder of this Agreement. The City reserves the right to substitute another means of providing this coverage, the fundamental provisions of the plan and the benefits thereunder will not be reduced however.

Effective June 30, 1987, the actuarial bases for member's monthly retirement benefits shall be sex neutral. Any costs associated with equalizing monthly pensions for similarly situated

employees, or "topping up" the benefits, shall be assumed by the City.

B. Age and Service Retirement Allowance

1. Effective July 1, 1987, Section 26-22, subsection (a) (2), of the City of Lansing Ordinances covering the General Employees Retirement System, will be amended to provide the following benefits to members of this bargaining unit:

(2) A pension which, when added to the member's annuity, shall provide a straight life retirement allowance equal to the number of years and fraction of a year, through a maximum of thirty-five (35) years, of the member's credited service multiplied by two and three-tenths per cents (2.3%) of the member's final average compensation. Credited service in excess of thirty-five (35) and through forty (40) years, shall be multiplied by one and one half percent (1.5%) of the member's final average compensation and shall be included in the member's straight life retirement allowance. Credited service in excess of forty (40) years shall be multiplied by one percent (1%) of the member's final average compensation and included in the member's straight life retirement allowance.

2. Effective October 1, 1988, Section 26-22, subsection (a) (2), of the City of Lansing Ordinances covering the General Employees Retirement System, will be amended to provide the following benefits to members of this bargaining unit:

(2) A pension which, when added to the member's annuity, shall provide a straight life retirement allowance equal to the number of years and fraction of a year, through a maximum of thirty-five (35) years, of the member's credited service multiplied by two and four-tenths per cent (2.4%) of the member's final average compensation.

Credited service in excess of thirty-five (35) and through forty (40) years, shall be multiplied by one and one half per cent (1.5%) of the member's final average compensation and shall be included in the member's straight life retirement allowance. Credited service in excess of forty (40) years shall be multiplied by one per cent (1%) of the member's final average compensation and included in the member's straight life retirement allowance.

3. Effective July 1, 1989, Section 26-22, subsection (a) (2), of the City of Lansing Ordinances covering the General Employees Retirement System, will be amended to provide the following benefits to members to this bargaining unit:

(2) A pension which, when added to the member's annuity, shall provide a straight life retirement allowance equal to the number of years and fraction of a year, through a maximum of thirty-five (35) years, of the member's credited service multiplied by two and five-tenths per cent (2.5%) of the member's final average compensation. Credited service in excess of thirty-five (35) and through forty (40) years shall be multiplied by one and one half per cent (1.5%) of the member's final average compensation and shall be included in the member's straight life retirement allowance. Credited service in excess of forty (40) years shall be multiplied by one per cent (1%) of the member's final average compensation and included in the member's straight life retirement allowance.

C. Employee's Savings Fund

1. Effective October 1, 1987, Section 26-34, subsection (B), of the City of Lansing Ordinances covering the General Employee's Retirement System, will be amended to require members of this bargaining unit to make a contribution, as follows:

(4) Effective October 1, 1987, each member shall contribute to the retirement system two and one-half per cent (2.5%) of the member's annual compensation. Effective October 1, 1988, each member's contribution shall be increased to three per cent (3%) of the member's annual compensation. Effective October 1, 1989, each member's contribution shall be increased to four per cent (4%) of the member's annual compensation.

2. Effective July 1, 1992, Section 26-34, subsection (B), of the City of Lansing Ordinances covering the General Employee's Retirement System, will be amended to require members of this bargaining unit to make a contribution, as follows:

(4) Effective July 1, 1992, each member shall contribute to the retirement system three per cent (3%) of the member's annual compensation.

D. Alternate Retirement Pension. The City will provide an alternative plan to the current defined benefit retirement plan. The provisions shall be exactly the same as for the plan for exempt employees and any clarifications or adjustments shall also be exactly the same.

The alternative retirement plan shall have the following provisions, with appropriate plan documents and/or ordinances to be put in place by the City, implementing these provisions:

1. Employees Hired Prior to October 29, 1990

- a. Shall have the option to remain in the employees retirement system with an added early retirement formula of age + service = 65 to be eligible for retirement.
- b. Shall have a six month one-time, one-way option to elect to have the funded present value of their accrued benefits (as determined by the actuary) transferred in cash into the new Defined Contribution Money Purchase Plan. Additionally, such employees shall retain the same post retirement health care coverage with 65 points that applies to Teamster #580 members of the ERS.

No such employee has to make any change. Change would be totally voluntary.

2. Employees hired after October 29, 1990 shall not belong to ERS, but shall instead belong to the City of Lansing's Defined Contribution Money Purchase Plan. Said plan shall provide 5% of eligible pay as City contribution for each covered employee's retirement account; 1% of covered pay for the employee's account to defray health care premiums or, at employee's sole option, to be combined with the retirement account at point of termination.

Employees shall be vested in the Defined Contribution Plan at the completion of three years' credited service.

In addition, the City shall provide a long-term disability policy for members of the Defined Contribution Plan.

Also, members of the Defined Contribution Plan may make up to 5% voluntary contribution to the plan to the extent permitted by law.

Effective 7/1/95 and following approval of plan amendments by the IRS, members of the Defined Contribution Plan may make up to eight percent (8%) voluntary contribution to the plan to the extent permitted by law.

This language shall govern the provisions of the alternative plan ordinance, and plan language will not be subject to further negotiation.

E. IRS 414(H) Plan. Immediately following ratification of this contract by both parties, the City will begin the process to implement an IRS 414(h) Plan (pretax contributions). The City will provide monthly updates to the bargaining units as to the status of the process by sending a letter to the business representative and a copy to each steward who will be responsible for posting it on the appropriate union bulletin board.

SECTION 8. Sick Leave. During the period of an employee's absence from work due to his/her illness or injury, including pregnancy, or an illness or injury in his/her immediate family, an employee will be paid from his/her sick leave credit hereinafter provided for, in accordance with the following conditions.

A. Notification Requirements. An employee who falls ill or is injured and who expects to be off work so as to use sick leave credit, with pay, must notify a supervisor in his/her department or designated location as promptly as is practicable under the circumstances but, in any event, not later than his/her starting time. In exceptional circumstances the City may waive this requirement. Employees who are assigned to continuous operations

(24 hours per day) must notify the supervisor on duty not less than one (1) hour prior to the time he/she is scheduled to report for work. In exceptional circumstances the City may waive this requirement. Sick leave may be used in minimum increments of one (1) hour.

B. Usage for Waiting Period Under Worker's Compensation. An employee's sick leave credit may be used to cover his/her "waiting period" under the Worker's Compensation Act and thereafter, to make up the difference between his/her Worker's Compensation payments and his/her regular wage.

C. Physician's Certification. The City may require a physician's certificate to confirm the reason for an absence from work for which an employee makes an illness or injury claim against his/her sick leave credit, if the absence occurs the day before or after a holiday, the day before or after a vacation period, or the day before or after his/her scheduled day(s) off, or if the employee has been absent five (5) or more times during the past six (6) months. If the City requires a physician's certificate at any time, the City shall pay the expense.

SECTION 9. Sick Leave Donation. Whenever an employee shall have exhausted all of his/her sick leave, vacation leave and compensatory time, the Union may make a written request to have its members donate sick time or vacation time to a Clerical, Technical, Professional or Supervisory bargaining unit employee. All such requests shall be approved subject to the following conditions:

1. Total received donations shall be limited to sixty (60) work days restricted to employees who have a nonoccupational illness or injury.

2. If the determination is of permanent disability, the other provisions of this agreement and the City's ordinance and Charter shall take effect.

SECTION 10. Sick Leave Credit. An employee shall be credited with one (1) day (8 hours) of sick leave with pay, upon completion of each calendar month of service to a maximum accumulation of one hundred and seventy (170) days, which the employee may use as set forth in Section 1 and 10 of this Article. No sick leave credit shall be accrued by an employee during an unpaid leave of absence.

An employee or his/her beneficiary will be paid for one-half (1/2) of his/her unused accrued sick leave credit at the date of his/her retirement or death, not exceeding eight-five (85) days and subject to the procedure as enumerated in the Official Proceedings of the City Council of the City of Lansing, Michigan, March 6, 1967, beginning on page 262 thereof. An employee who otherwise leaves the City's service may not cash in any part of his/her unused sick leave accrual when he/she leaves.

SECTION 11. Sick Leave Reimbursement. The City agrees to pay employees who use eight (8) or less hours of sick leave during the twelve (12) month period between October 1 and September 30 of any year one-hundred fifty dollars (\$150.00); payable not later than December 15 of each year. This proposal is subject to the following conditions:

A) Should a pattern of absenteeism become evident disciplinary action may be taken as provided below. Upon evidence of an absence pattern, management may review the employee's absenteeism record for the previous twelve month period. Such review shall be used to determine whether disciplinary action is appropriate. "Patterns" may include, but shall not be limited to, frequent use of sick leave, over utilization of sick leave credit banks, and sick leave taken adjacent to holidays, weekends, and other scheduled days off work. Progressive disciplinary concepts shall be applied.

B) This provision shall be initially effective October, 1985 through September 30, 1986 with the first payment to be made in December 1986.

C) This payment shall not be included in the Final Average Compensation for calculating retirement benefits.

D) Sick leave that is donated shall be considered as sick time used.

SECTION 12. Vacation Leave.

A. Eligibility and Allowances. A regular full time employee shall be eligible for a vacation, with pay to be accrued and available for use on a monthly basis after one (1) year, as follows:

SENIORITY

1 Year through 5 Years

VACATION, WITH PAY

10 Work Days

One (1) additional day per each year of additional full-time service, not to exceed a maximum vacation leave of 20 work days. Vacation leave beyond the basic 10 work day allotment, must be earned by the completion of full additional years of seniority based upon each employee's City seniority date. An employee whose vacation period includes an authorized holiday shall have equivalent time added to his/her vacation period. No vacation leave shall be accrued by an employee during an unpaid leave of absence.

B. Scheduling. Vacations will be scheduled at a time mutually agreeable to the employee and his/her department head at such time(s) as will least interfere with the efficient operation

of the department and with due regard for the expressed preference of the employee.

Authorized carry-over shall not exceed ten (10) work days.

Vacation leave is expressed in work days so that an employee who desires to take one or two days at a time may do so. Vacation leave must be taken in minimum increments of one (1) hour.

For vacations to be taken during the period of October 1 through March 31 of a year, employees shall make vacation selections during the period of August 1 to August 31 each year. For vacations to be taken during the period of April 1 through September 30 of a year, employees shall make vacation selections during the period of February 1 to February 28 each year. (Selection periods may be earlier in the Police Department.) For vacations to be taken during a period which overlaps either of the above two periods, employees shall make vacation selections during the above selection period which corresponds to when the vacation will begin. If two (2) or more employees request the same vacation period, or vacation periods which would overlap, and cannot be so scheduled consistent with the City's performance of its services, choice of vacation period shall be granted in seniority order of the employees involved. For vacation selections made after the period of August 1 to August 31 and February 1 to February 28, where two (2) employees request the same vacation period, the vacation request shall be granted to the employee who first made the request.

C. Payment. Vacation pay shall be computed at the employee's regular, straight time rate of pay at the time the vacation is taken.

If an employee leaves the City's service before completing one (1) full year of service, no accrued vacation will be allowed. An employee who has served one (1) year or more shall be paid for any accrued vacation due, on leaving the City's service, at his/her regular, straight time rate of pay during his/her last pay period of active service for the City.

SECTION 13. Workers' Compensation. Pursuant to Michigan Law, the City provides, at its sole expense, Workers' Compensation coverage for each employee covered by this Agreement. Employees who are receiving workers' compensation benefits as a result of a injury or illness arising out of their employment with the City of Lansing shall in addition to any workers' compensation payments continue to accrue sick leave, vacation benefits and be covered by hospitalization and life insurance for a period not to exceed one hundred and four (104) weeks.

SECTION 14. Longevity Bonus. All regular full time employees covered hereby shall be entitled to receive a longevity bonus for

length of service with the City according to the following rules and schedule of payment:

(A) Longevity bonus, shall be computed as a percentage of employees regular annual base salary or wage. Base salary or wage shall be that salary or wage which an employee is being paid on the first regularly scheduled pay period of the fiscal year in which a longevity bonus is due. Base salary or wage shall not include overtime pay, premium pay or uniform allowance. Longevity bonus shall be based on full time, continuous service.

(B) Following completion of five (5) years of continuous full time service by October 1 of any year and continuing in subsequent years of such service, each employee shall receive annual longevity payments as provided in the schedule.

(C) To be eligible for longevity payment subsequent to the first payment, an employee must have completed continuous full time service equal to the service required for original eligibility plus a minimum of one additional year of such service for each payment, excepting that employees who retire between October 1st dates shall be eligible for a pro-rated payment as outlined under Subsection F below.

(D) Payments to employees who become eligible by October 1 of any year shall be due the subsequent December 1.

(E) It shall be the duty of all Department Heads on November 15, of each year, to furnish the City Finance Director with a list of employees who are eligible to receive a longevity payment on December 1 of each year. Department Heads shall indicate, in the manner prescribed by the Finance Director, the amount of longevity bonus due each such employee and the Controller shall then authorize payment as of December 1 of each year.

(F) Longevity Bonus Schedule:

<u>Continuous Service</u>	<u>Annual Bonus</u>
5 or more and less than 10 years	2% of annual wage
10 or more and less than 15 years	4% of annual wage
15 or more and less than 20 years	6% of annual wage
20 or more years	8% of annual wage

(G) Employees who are eligible for longevity bonus payments and who retire on a service or disability retirement basis shall be paid a pro-rated longevity bonus. Such pro-rated payment shall be based on the number of calendar months of full time service credited to an employee from the preceding October to the date of

retirement. An employee whose service with the City terminates for any reason, including retirement, between October 1 and December 1 of any year, shall be paid longevity bonus immediately upon termination or retirement.

No longevity payment as above scheduled shall be made for that portion of an employee's regular salary or wage which is in excess of \$20,000. Retroactive payment under this paragraph is limited to employees on the payroll as of the date this Agreement is approved by the City Council and to employees who have retired after June 30, 1990.

SECTION 15. Personal Leave Days. An employee shall be entitled to time off with pay for two (2) personal leave days per calendar year provided that such employee shall submit a written request to the Department Head or his/her designee not less than 24 hours prior to the requested leave day. In order to conform to the calendar year provision of this benefit, actual usage of the two personal leave days shall commence at the beginning of the calendar year. Such personal leave time may be used in increments of one (1) hour at the sole discretion of the Department Head.

SECTION 16. Absence from Employment. If an employee has been terminated or resigned, or is absent from active employment for a period exceeding ninety (90) days and such absence is not due to vacation or paid sick leave, then the City may terminate hospital/medical insurance coverage under Section 3 above, dental insurance coverage under Section 4 above, and life insurance under Section 6 above for such employee, subject to provisions of federal law allowing an employee to continue such benefits at his/her expense.

ARTICLE 8

LEAVES OF ABSENCE

SECTION 1. Military Service. Employees who are inducted into the Armed Forces of the United States under the provisions of the selective service act of 1940, and as amended, shall be entitled to a leave of absence without pay for a period of service required by such original induction. Upon their honorable discharge and if physically fit to perform the duties of the position which they held upon entering military service, such employees shall be reinstated to their former position or one comparable to it providing that they make formal application for reinstatement within 90 days after the date of military service discharge. Military service as above defined shall be credited to a reinstated employee's length of City service subject to the provisions of Article V; Section 3 and 4 of the City of Lansing Employee's Retirement System, Ordinance Number 132.

SECTION 2. Military Reserve Leave of Absence. Regular, full time employees who are members, with active status, of an armed forces reserve unit shall, at their request, be granted a leave of absence for such time as is required to engage in an annual reserve training program. The City will make the employee whole for lost wages (difference between military pay and City pay) exclusive of overtime or premium pay for all time lost from work not to exceed ten (10) working days per year. Any such leave in excess of ten working days per year shall be charged against an employee's vacation leave or if vacation leave is exhausted an unpaid leave of absence. Requests for Military Reserve Leave of Absence must be accompanied by a written order from the commander of the armed forces reserve unit involved, indicating report and return dates of training period. Employees who subsequent to their date of hire, desire to become active members of an armed forces reserve unit, must notify their department head as soon as practicable.

SECTION 3. Leave of Absence. Employees may be granted a leave of absence without pay, without loss of accumulated seniority in cases such as: settlement of an estate; serious illness or disability of an employee or member of his/her family; pregnancy or maternity, or other special need; the temporary termination of work which will not adversely affect the operations of the Department. All such leaves of absence shall be subject to whatever documentary evidence the department head and Personnel Services Director may require and shall be granted in increments of not less than thirty (30) consecutive calendar days, the total of which will not exceed one (1) year unless extensions are approved at the discretion of the department head and the Personnel Services Director. There shall be no fringe benefit entitlement after thirty (30) calendar days of the leave of absence.

SECTION 4. Special Union Leave. Any member of the bargaining unit who is selected for or elected to a full time union position shall, upon request, be granted a leave of absence without pay for a period not to exceed two (2) years without loss of seniority. This leave of absence may be renewable. Such employee shall be permitted to remain a member of the pension and group insurance plans by paying to the City an amount equal to both the employee's and the City's contributions thereto.

SECTION 5. Sick Leave Without Pay. An employee who is ill or suffers an injury and is incapable of performing his/her customary duties may with the approval of the department head, be placed on sick leave of absence without pay.

If the illness continues beyond thirty (30) work days the employee must request a leave of absence. All such requests must be supported by evidence from the employee's physician that is satisfactory to the City that the employee is incapable of returning to work and provide the anticipated length of disability. Leaves of absences due to sickness or illness shall not exceed

increments of one hundred twenty (120) days. All such extension requests must be similarly supported by a physician's statement.

An employee who is on a special sick leave of absence for more than two (2) years shall be terminated as a voluntary resignation. But such an employee shall have the right to preferential hiring to the next available opening for which he/she is qualified after overcoming the disability. If and when re-hired the employee will then regain seniority earned before his/her voluntary resignation. This section does not apply to any one on sick leave without pay prior to July 1, 1984.

Employees who are on an approved special sick leave without pay as a result of a non-duty related illness or injury shall continue to accrue sick days and receive fully paid hospitalization and life insurance for a period not to exceed one hundred twenty (120) calendar days. At the request of the employee the City may at its discretion extend the entitlement period for these benefits. All such requests shall be submitted to the department head in a timely manner and must be supported by satisfactory evidence from the treating physician that documents that the employee is currently incapable of returning to work, however it is anticipated that the employee will be capable of returning to work after a brief additional recovery period.

ARTICLE 9

MISCELLANEOUS

SECTION 1. Addresses and Telephone Numbers of Employees. Each employee covered hereby, whether on or off the active payroll, must keep the City currently advised of his/her correct mailing address and of his/her telephone number, if any. The City shall attempt to keep all unlisted phone numbers confidential.

In the case of an employee on the City's active payroll, notice of change of address or telephone number shall be deemed given only if the employee makes the change on the form available at the Personnel Services Office and returns such form there, duly completed. The City shall give the employee a receipt for his/her notice of change of address or of telephone number, at the time the employee turns in such notice.

In the case of an employee off the City's active payroll (such as on layoff, leave of absence, vacation, etc.), notice of change of address or of telephone number shall be deemed given only if the employee follows the procedure above, or gives notice by registered or receipted mail addressed to "Personnel Services Director, City of Lansing, 119 N. Washington Square, Lansing, Michigan".

The City shall be entitled to rely on the last address and telephone number furnished to it by an employee, and it shall have no responsibility to the employee for his/her failure to give notice which arises from the employee not following the procedures above.

SECTION 2. Aid to Other Unions. The City will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.

SECTION 3. Anti-Discrimination. The City will not discriminate against any employee because of membership in the Union. The City and the Union agree that no employee or other person shall be subject to any discrimination in any manner or for any reason because of such member's or other person's race, creed, color, sex, political affiliation, age, handicap, religion, national origin, or other legally protected status. The City shall take steps to assure that employment assignments and promotions are given on a non-discriminatory basis.

It is the continuing policy and recognized obligation of the City and the Union that the provisions of the Agreement shall be applied fairly and in accordance with those federal, state and city employment laws relating to equal employment opportunity. Each party agrees to advise the other of equal employment opportunity problems of which they are aware. The City and the Union will jointly seek solutions to such problems through the procedures and programs provided in this Agreement. Furthermore, the City and the Union will take necessary action to promote goals and objectives of equal employment opportunities. In this vein, the City and the Union agree to cooperate in providing equal opportunity in employment for all persons, to prohibit discrimination in accordance with state, federal and city law. The City and the Union agree, however, that if a satisfactory resolution of discrimination charges is not reached using internal procedures other than arbitration, the affected employee(s) will be responsible to pursue such charges through procedures established under federal, state or local law.

SECTION 4. Bulletin Boards. The City will provide bulletin boards at appropriate locations, which may be used by the Union for posting notices of the following types:

Meetings of the Union
Union Elections
Results of Union Elections
Union Recreational and Social Events

Other types of notices shall not be posted unless approved by the City's Personnel Services Director. The Union will provide the City with a list of locations for bulletin boards.

SECTION 5. Effect of this Agreement. This Agreement supersedes any past practice and it supersedes any previous agreement, verbal or written between any of the parties hereto or between any of them and any employee(s) covered hereby.

SECTION 6. Effect of Invalidity of Provision of this Agreement. If any provisions of this Agreement be held invalid under existing or future legislation, state or federal, the remainder of this Agreement shall not be affected thereby.

SECTION 7. Strikes, Work Interruptions. The parties to this Agreement mutually recognize that the services performed by employees covered by this Agreement are services essential to the public health, safety and welfare. The Union therefore agrees that there shall be no interruption of these services, for any cause whatsoever, by the employees it represents, nor shall there be any concerted failure by them to report for duty, nor shall they absent themselves from their work, stop work, or abstain in whole or in part from the full, faithful and proper performance of the duties of their employment, or picket the City's premises. The Union further agrees that there shall be no strikes, sit-downs, slow-downs, stay-ins, stoppages of work or any acts that interfere in any manner or to any degree with the services of the City.

Any violation of the foregoing shall be made the subject of disciplinary action or discharge from employment, as to employees, and/or of exercise of any legal right or remedy as to the Union, and/or cancellation of this Agreement by the City.

SECTION 8. Waiver Clause. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge and contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

SECTION 9. Union Access to City Premises. The employer agrees to allow properly accredited business representatives access to the employer's premises, other than security areas, after

notification of department head or supervisor in charge, during working hours for the purpose of policing the terms and conditions of this Agreement.

SECTION 10. Union Access to City Records. The Union shall have the right to examine time sheets and other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the employer pertaining to a specific grievance.

SECTION 11. Protection of Rights. The City may request an employee to cross a picket line or to enter upon any City property involved in a labor dispute so long as there is not a probability that doing so will affect the personal safety of the employee.

SECTION 12. Payroll Deductions. At such time as the City acquires a new payroll system and it has become operational, employees will be given the opportunity to authorize payroll deduction to pay for a prepaid legal insurance plan and/or to contribute to the Teamster DRIVE political action committee. No representations have been made, nor were deadlines discussed, for the acquisition of a new payroll system.

ARTICLE 10

DISCIPLINARY ACTION, DISCHARGE, SUSPENSION

A representative of the City may discipline an employee for just cause. Such discipline may take the form of a verbal warning, a written notice, a disciplinary layoff, or discharge, depending on the seriousness of the offense and the facts and circumstances involved in each case. In determining appropriate disciplinary action on a current charge, the City will consider the seriousness of the incident and any prior infractions which did not occur more than two years previously.

Within thirty (30) calendar days of the date of the alleged offense or the employer's knowledge of the alleged offense which may subject an employee to disciplinary action, a representative of the City shall give the employee either: 1) a written and signed statement of the nature of the employee's offense, of its date and time, of the penalty assessed, and of the date and time the penalty becomes effective; OR 2) a written notice of pre-determination hearing, its date, time and location, and the nature of the employee's offense. In either case, as immediately as is practicable thereafter, the City's representative shall provide the employee's steward, or in the steward's absence another Union representative, with a copy of the above notice. If a pre-determination hearing is held, and disciplinary action is deemed appropriate by the City representative, the statement described in

(1) above, will be provided to the affected employee and Union representative within five (5) work days after the hearing; provided, this time limit may be extended by the parties for purposes of investigating new information provided at the hearing.

Upon request, the discharged or suspended employee must be allowed to discuss his/her discharge or suspension with his/her steward and the City will make available an area where he/she may do so before he/she is required to leave the property of the City. The department head or his/her designated representative must discuss the discharge or suspension with the employee or his/her steward as immediately as is practicable, if requested to do so.

Should the Union consider the discharge or suspension to be improper, an employee of Teamsters Local 580 shall submit within ten (10) work days of the effective date of the discharge or suspension a written grievance to the Labor Relations Office, with a copy to the department head, in accordance with Step 3 of the Grievance Procedure.

Discharge and suspension cases shall be processed in accordance with rules and procedures of the Grievance Procedure.

Under circumstances where he/she deems it appropriate to do so, a representative of the City may suspend an employee pending investigation to determine whether or not disciplinary action is warranted and, if so, the penalty to be assessed. A period of suspension shall not last longer than the end of the fourteenth (14) day following suspension without pay. Thereafter such suspension shall be with pay, and in no case shall the suspension exceed thirty (30) days following the date of suspension. If no penalty has been assessed within that period the employee shall return to work and shall be paid for time lost during suspension. If disciplinary action is taken within the suspension period, it shall be effective from the time of suspension. The employee's Steward, or, in his/her absence another Union representative, shall be given a copy of the notice of discipline, and the employee's right shall arise to pursue the procedures above provided for the situation where disciplinary action is taken initially, without a period of suspension.

ARTICLE 11

GRIEVANCE PROCEDURE

SECTION 1. Definition of a Grievance. A grievance is defined as a claim as it relates to the interpretation and/or application of this agreement. In order to be a proper matter for the grievance procedure, the grievance must be submitted within thirty (30) calendar days from date of knowledge of its occurrence. Any

grievance filed shall refer to the specific provision or provisions alleged to have been violated, and shall adequately set forth the facts pertaining to the alleged violation.

A. For the purpose of the grievance procedure, a day shall mean Monday through Friday, and shall not include the day on which the grievance is presented or appealed by the Union, or is returned to it by the City. The representatives of the City and the Union shall acknowledge receipt of the grievances by signing and dating the grievance when presented, or received.

B. The grievance not advanced to the next higher level within the time limits provided shall be deemed permanently withdrawn, and as having been settled on the basis of the answer most recently given it. A grievance answered within the time limits provided shall be automatically advanced to the next higher level. The time limits at any step of the grievance procedure may be extended by mutual agreement by the parties' representatives at that step in writing.

C. For working time necessarily spent in investigating a grievance already submitted in the grievance procedure, or in discussion of such a grievance with the City's representative(s), one (1) Union representative employed by the City shall be paid, at his/her regular, straight-time rate for those hours during which he/she would otherwise have been at work for the City, from his/her report station including not more than one half (1/2) hour before and after a meeting with the respective designated management representative, it being agreed that such investigation or discussion shall be performed without undue loss of working time.

D. In no event shall any Union representative leave work for grievance purposes, above, without first notifying and obtaining the approval of his/her immediate supervisor, which must be granted as promptly as is practicable under the circumstances.

E. The City recognizes that the Union reserves the right to grieve, in accordance with the procedure hereinafter provided, when action taken by the City may be claimed to be contrary to a specific limitation set forth in this Agreement of the rights of the City.

F. The parties mutually agree that an employee covered by this Agreement shall immediately proceed to carry out any order or instruction given him/her by the City (unless doing so would obviously jeopardize the health or safety of the employee or others). The employee shall raise any question he/she has as to the City's right to give him/her the order or instruction, and the question must be based on a reasonable and sensible reading of a specific provision, or specific provisions, of this Agreement.

SECTION 2. Steps of the Grievance Procedure. Any employee, at any time, may present a grievance to his/her immediate supervisor and have the grievance adjusted without intervention of the employee's steward, if the adjustment is not inconsistent with the terms of this Agreement, provided that the employee's steward has been given an opportunity to be present at such adjustment. The employee shall suffer no loss of pay for the time spent with his/her first line supervisor to discuss the grievance. If the issue is unresolved, the employee may contact his/her steward who shall then reduce the grievance to writing on a form provided by the Union, and then present it according to the following procedure and to all of the rules for the grievance procedure as above defined. Failure to comply with all of the requirements as set forth in the following grievance procedure, or to the rules of the grievance procedure, may be used by management representatives at any step as a basis of permanent grievance denial.

STEP 1. A steward or an alternate steward within the appropriate departmental division or location no later than five (5) days following the employee's contact, shall first attempt to resolve the issue by discussing the matter with the immediate supervisor, or other representative designated by the Department, with an earnest attempt to settle the matter.

STEP 2. If the Supervisor's or other designated Department representative's answer in Step 1, denying a grievance, is not satisfactory to the grievant, the steward may, within five (5) days thereafter, present to the employee's department head, or the person designated by the department head to receive and answer grievances. The department head or representative shall investigate and answer in writing on the form not more than five (5) days later.

STEP 3. If the answer of the department head in Step 2 is not considered satisfactory by the employee, the steward may, within ten (10) days thereafter, present it to the City's Labor Relations Office. The City's Labor Relations Administrator shall answer the grievance in writing no later than five (5) days after it is presented to him/her. Any grievance concerning an employee who was disciplined by suspension or discharge, shall be presented at Step 3 of the grievance procedure.

Step 4. If the answer of the Labor Relations Office in Step 3 is not considered satisfactory by the employee, a representative of Teamsters Local 580, within fifteen (15) days thereafter, shall request a special conference between the representative of Teamsters Local 580, and the Labor Relations Administrator, or his/her designee. The special conference shall be limited to not more than three Union representatives and three City representatives. Only one (1) steward or alternate steward and the grievant shall attend a special conference that occurs during their regular working hours without loss of time or pay. Only one (1)

employee representative other than the steward shall attend a special conference concerning a grievance filed on behalf of more than one (1) employee, without loss of time or pay. Additional employer witnesses or employees with special knowledge may attend a special conference with the prior written approval of the Administrator of Labor Relations. The meeting shall be held on a mutually agreeable date but not more than ten (10) days after the request is received by the City from the Union.

At this meeting the Union and the City review the facts as they relate to the interpretation and application of the contract. If the grievance is not resolved at the meeting and the Union wishes to carry it further, the Union shall file with the City a demand for arbitration within forty five (45) calendar days after the special conference.

Within ten (10) work days after the receipt of the demand for arbitration is received by the City from the Union, the parties will select an arbitrator from the following list of permanent arbitrators by agreement if possible, otherwise by the parties alternatively eliminating names from the list. The remaining one name shall be accepted as arbitrator by the parties.

Daniel Kruger
Maurice Kelman
Mark Kahn
Mark Glazer
John Lyons
Kathleen Opperwall
George Roumell

The arbitrator's decision shall be final and binding upon the employee(s) involved, the Union, and the employer; and there shall be no appeal from any arbitrator's decision. Any fees and expenses of the arbitrator shall be borne equally between the Employer and the Union. The arbitrator is specifically prohibited from adding to, subtracting from, or modifying this Agreement in whole or in part; and the arbitrator's decision shall be based only upon a clear interpretation and/or application of the Agreement.

Any grievance concerning an employee who was disciplined by time-off or discharge or which concerns promotions, demotions, reclassifications or layoffs shall be presented at Step 3 of the grievance procedure.

ARTICLE 12

HOURS OF WORK AND OVERTIME

SECTION 1. Hours of Work. Eight (8) hours shall constitute a normal work day and forty (40) hours a normal work week. This

Section is intended to indicate the usual hours of work and shall not be construed as a guarantee of hours of work.

Provided, this section shall not preclude the parties from entering an agreement which redefines normal work day, or incorporating the concepts of core time, compressed time or flexible work schedules in individual departments.

SECTION 2. Overtime. In cases of exceptional and emergency need, appropriate department heads may require personnel covered by this Agreement to work overtime hours. Overtime work performed under provisions of this Article shall be paid at the rate of one and one-half (computed at 152%) times the employee's hourly equivalent of annual salary in effect at the time the overtime is performed (annual salary divided by 2088 hours). In each and every such specific case, appropriate department heads shall handle overtime assignments as follows without deviation:

A. All overtime assignments shall be made in written form, dated and signed by the appropriate department or designated division head.

B. Prior to making overtime assignments, department or designated division heads shall determine either that existing budgetary appropriations contain sufficient funds to cover the costs of such assigned overtime or shall have obtained a transfer or appropriation of sufficient funds to cover such costs prior to making an overtime assignment.

C. No employee will have his/her work schedule altered for purpose of defeating the payment of overtime.

D. The Union recognizes that it is sometimes necessary for the City to require members of the Union to work overtime. The City recognizes that such overtime assignments can be an inconvenience or a burden to some employees. During the life of this Agreement the City will strive to minimize the inconvenience or burden by attempting to notify the employees who are required to work overtime as far in advance as practicable.

E. In no case shall any employee be paid for any time not actually worked.

F. Overtime shall not be refused to the employee because of the employee's choice of overtime pay over compensatory time, nor for disciplinary reason.

SECTION 3. Compensatory Time. In lieu of receiving pay for overtime which is worked, an employee may request to receive

compensatory time off earned at the rate of one and one-half (1 1/2) hours compensatory time off for one hour overtime.

Compensatory time earned hereunder shall be cumulative up to a maximum total of forty (40) compensatory hours, provided that additional compensatory hours may be earned so long as they are used during the same pay period. Employees who use compensatory time in excess of their balance, as recorded by the Personnel Services Department, may be subject to docked pay. Accrued compensatory time will be paid at the employee's authorized regular rate of pay up to a maximum of forty (40) compensatory hours at the employee's termination of employment. Accrued compensatory time shall not be paid upon an employee's retirement; however, accrued compensatory time, up to a maximum total of forty (40) compensatory hours may be taken prior to the employee's last scheduled day of work.

Compensatory time off will be scheduled at times mutually agreeable to the department head and the employee at such times as will least interfere with the efficient operation of the department and with due regard for the expressed preference of the employee. Compensatory time use will not be approved in cases where it will be necessary to pay another employee at overtime rates to cover the employee's time off. It is understood that compensatory time use requests will not be unreasonably denied.

SECTION 4. Work Breaks. An employee shall receive a twenty (20) minute break in the first half and a twenty (20) minute break in the second half of his/her regular shift, at times scheduled by immediate supervision.

SECTION 5. Overtime on Sunday. All employees scheduled by an appropriate department head to perform overtime work on a Sunday shall receive two (2) times the hourly equivalent rate. Eligible employees may opt to receive compensatory time at double rate unless otherwise provided for in this Agreement.

SECTION 6. Overtime in 24-Hour Operations. Employees working in twenty-four (24) hour continuous operations shall have the option of receiving either one and one half (1 1/2) times the hourly equivalent rate for all hours worked or eligible employees may opt for compensatory time off at one and one-half (1 1/2) hours for each hour worked on the sixth (6th) day (first scheduled day off in the established work week). If they work the seventh (7th) day (second scheduled day off in the established work week) they shall have the option of receiving either double the hourly equivalent rate for all hours worked or compensatory time off at double rate for each hour worked.

SECTION 7. Night Premium. Employees who work between 6:00 p.m. and 6:00 a.m. shall receive, in addition to their regular rate

of pay, seventy five (\$.75) cents per hour night premium. This shift premium does not apply to employees working overtime.

Employees at the Wastewater Treatment Plant are eligible for shift differential for their entire shift provided that at least part of their shift occurs between the hours of 6:00 p.m. and 6:00 a.m. This does not include any hours that the employee receives overtime.

SECTION 8. Call-Back. An employee who is called in or who is permitted to come to work without having been notified that work on the job for which he/she was scheduled is not available may, at the City's discretion, be sent home or be put to work on any job to which the City may assign the employee.

If the employee is put to work he/she shall be assured enough work to give the employee a minimum of three (3) hours pay at his/her applicable rate. If he/she is offered work and declines the offer, the City shall have no liability to him/her for any amount of call in or report pay. If no work is provided by the City the employee will be paid for three (3) hours at his/her applicable rate.

The City shall have no liability for call in or report pay to an employee or responsibility to offer him/her work, if he/she was absent when notice of lack of work was given or was attempted to be given.

Report pay or call in pay shall not be due when the employee is not able to work because he/she is on sick leave, vacation leave, personal business, and excused absence, or in case work is not available due to an emergency such as fire, flood, explosion, storm, utility failure, equipment failure or breakdown, work stoppage, labor dispute, act of God, or any condition beyond the control of the City. The call back provisions shall apply to employees who are subpoenaed to testify in court as result of their employment with the City.

This provision shall not be interpreted as mandating that a bargaining unit member be called back in all overtime situations. Bargaining unit members shall be called back in the following situations: where non-routine decisions or actions are required, and where a bargaining unit member would normally be assigned to exercise discretion or apply technical knowledge.

SECTION 9. Pyramiding. Premium payments shall not be duplicated for the same hours worked nor shall overtime or premium hours be included in the computation of a forty (40) hour work week.

SECTION 10. Scheduling. Scheduling will be done to allow 8 hours or more off between shifts in completion of a forty (40) hour

week. Example: supervisor could not be scheduled to work "C" shift (4:00 p.m. -midnight) then "A" shift (midnight - 8:00 a.m.) even though they are considered 2 separate days.

SECTION 11. Humanitarian Assignments. The City's goal in regard to injured employees is to ensure that no employee is forced to leave the City's workforce solely by reason of acquired disability, so long as the employee's disability may be reasonably accommodated to continue employment by the City. The City of Lansing will assist individuals who become handicapped, or otherwise acquire handicapper status while employees of the City, to maintain their employment by exploring the following options:

- A. A return to work at the same job.
- B. A return to work at the same job, with accommodations.
- C. A return to work at a different job.
- D. A return to work at a different job, with accommodations.

The employee may be transferred to one (1) or more vacant positions, at the same or lower classification, he/she is capable of performing, without regard to the job posting or seniority provisions of this Agreement.

In the event two (2) employees simultaneously suffer from a disability, one of which was work related and one not work related, preference shall be given to the employee with a work related disability. The affected employee shall be placed on the salary schedule of the vacant position commensurate with, or closest to, the employee's wage rate prior to disability status, and shall continue to receive all benefits under the Agreement. The City's Handicapper Reasonable Accommodation Policy and Policy to Assist Employees who Become Handicappers is included herein and made a part of this Agreement.

The City of Lansing will work with appropriate medical and rehabilitation personnel to assure that individuals who return to work do so at minimum risk to their health and at maximum utilization of their work skills and abilities.

SECTION 12. Court Time/Complaint Signing. If a Detention Officer is subpoenaed into court or has to come back to work in order to validate a complaint/warrant, the Detention Officer shall be paid (if off-duty) at the rate of time and one-half of the Detention Officer's hourly rate of pay, with a minimum of two (2) hours payment at the overtime rate. If the time extends past two (2) hours, the Detention Officer shall be paid overtime for the exact hours or portion thereof so worked. If the court case is continuous at the end of a shift, the employee will be compensated at the regular overtime rate for the actual hours worked.

The Detention Officer shall keep any statutory mileage fee for court appearances (which fee shall not be made a part of any overtime compensation under this agreement) but the Detention Officer shall turn back to the department any statutory witness fee.

If an off-duty Detention Officer is required to appear at a job related hearing located outside Ingham, Eaton and Clinton counties, and within the State of Michigan, the Detention Officer's travel time to and from said hearing shall be included in computing the hours worked by the officer.

ARTICLE 13

WORK ASSIGNMENTS

Except as provided below, non-bargaining unit members shall not routinely perform the work that is normally performed only by bargaining unit members if in so doing it would displace the employment of a bargaining unit employee. It is mutually understood that there is some like work that is performed by both bargaining unit and non-bargaining unit members. The City shall strive to eliminate such over-lapping duties whenever practicable. Furthermore, nothing in this section shall prohibit the City from utilizing part-time employees to perform work in accordance with the limitations contained within this Agreement.

This provision shall not be interpreted as mandating that a bargaining unit member must be scheduled to work in all situations where non-bargaining unit members are working. Bargaining unit members shall be scheduled in the following situations: where non-routine decisions or actions are required, and where a bargaining unit member would normally be assigned to exercise discretion or apply technical knowledge.

ARTICLE 14

CLASSIFICATIONS/REORGANIZATION

SECTION 1. Reorganization. Whenever a position is combined or eliminated through a reorganization the employees whose positions were eliminated shall have the following rights: (A) In the event that the new position is created within the same Department that includes most of the duties of the eliminated position the incumbent employees shall fill the new position if they are qualified to perform all of the duties of the new position

upon completion of the trial period of two weeks. The position posting requirements of the Agreement will not be observed unless none of the employees to be displaced are deemed qualified. (B) In the event that a displaced employee does not fill a new position he/she shall have the right to exercise bumping rights in accordance with the bumping procedures within this Agreement. (C) Where more than one employee is displaced and fewer positions are established the most qualified displaced employee shall fill the position. If displaced employees are equally qualified, the most senior shall fill the position.

SECTION 2. New Positions. The City agrees that in the event a new classification is established the Union shall be notified within a reasonable time period.

The Union shall have the right to negotiate wages, hours and work condition for new classifications. If the parties are unable to reach agreement the rate of pay shall be subject to the arbitration procedure using same criteria of Michigan Public Act 312 of 1965 and using the procedure outlined in Step 4 of grievance procedure to pick an arbitrator. Providing the Union gives written notification of its intent to arbitrate to the City's Labor Relations Administrator within fifteen (15) days following the meeting of the parties on the subject.

SECTION 3. Classification Reviews. The City and the Union agree that the positions covered by this Agreement were evaluated by and the salary range established under the Hay system guide chart profile evaluation method. During the life of this Agreement a full time employee, or either party, that believes there has been a significant change in the job content of an existing position may request in writing that the City proceed with a classification review in accordance with the provisions of Appendix B of this Agreement.

In the event that the classification review determines that the position shall be reclassified upward, the reclassification will be effective the beginning of the next pay period following the decision of the Job Content Committee. The employee will be placed in the new classification at the next step increment which affords the employee a salary increase.

If the classification review determines that the position shall be classified downward, the reclassification shall be effective the beginning of the next pay period following the decision of the Job Content Committee or, if the employee files an appeal in accordance with the procedure in Appendix B, after the expiration of the appeal procedure time limits. Salary adjustments for downgraded positions shall be implemented according to the following method:

1. If the employee's present rate of pay (prior to reclassification) equals or exceeds the maximum step of the downward classification, the employee will continue to receive their present wage rate plus any wage adjustments under this Agreement provided they remain in the same position. The employee shall not receive any additional step increases that are available within the salary range. When the position is vacated, if posted, it will be reclassified at the appropriate level.

2. If the employee's present wage rate is less than the maximum step of the salary rate of the downgraded classification the employee shall be reclassified to the lower classification at the step increment that is equal to the employee's current wage rate (prior to reclassification). The employee shall be eligible for step increases that are available with the salary range of the lowered classification plus any wage adjustments under this Agreement.

One trained bargaining unit representative may attend all meetings of the Job Content Evaluation Committee and the Appeal Board that consider reclassification of bargaining unit members and have a reasonable opportunity to present information and take part in the discussions.

ARTICLE 15

VEHICLES

As of the effective date of this contract, all employees who are assigned a motor vehicle shall continue to have one provided by the City as long as the motor vehicle is essential to the employee's job duties and the employee remains in his/her present position. The vehicle may be driven to and from work in accordance with existing City policies.

In all other cases if a motor vehicle is essential to an employee's job duty, at the City's discretion, a vehicle will be provided to the employee for the performance of the job duties, or the employee shall be reimbursed at the rate of \$.29 per mile for the use of his/her personal vehicle. Beginning January 1, 1994, the reimbursement rate will be set at the IRS standard mileage rate as determined by the most recent federal tax reports. In no event shall employees use vehicles to drive to and from work or be reimbursed for driving their own vehicles to and from work except as previously provided in this section and except where employees have returned after hours to attend meetings at the City Hall or other locations.

ARTICLE 16

SUBCONTRACTING

It is and has been the policy of the City to make every effort to utilize its employees to perform work when they are qualified to do so, but the City reserves the right to contract out any work it deems necessary or desirable according to dictates of good business practice. If it is anticipated by the City that the work to be subcontracted will continue for a period of more than thirty (30) days and the work is customarily performed by regular employees within the bargaining unit the City agrees to discuss with the Union alternative approaches to such subcontracting prior to the time a decision to subcontract such work has been made by the City. In the event that any bargaining unit members are deprived of work as a result of outside contracting of work the City agrees to use its best efforts to place those employees in others jobs subject to the City's legal or contractual obligations to other City employees. In the event that the City does not succeed in placing such an employee in another job and the employee is laid off, the City will provide layoff adjustment pay equal to the difference between the employee's ordinary weekly net take home pay and the employee's weekly unemployment benefit. The City will provide two (2) weeks of such pay for each full year of seniority, up to a maximum of twenty-six (26) weeks of pay. Payments shall continue only as long as the employee remains unemployed. "Net take home pay" means the amount left after taxes and FICA have been deducted.

ARTICLE 17

UNIFORMS

The City will pay the cost of rental and laundry of work uniforms for the employees in the departments and divisions described below:

<u>Department/Div.</u>	<u>Job Classification</u>	<u>No. of Changes</u>
Finance		
Oper. Services	Print. Asst.-24	5
Central Garage	Senior Clerk-23	2
Public Service		
W.W.T.P.	Lab Tech.	5
	Utility Elec.	5
	Utility Mechanic	5
O & M	Parts Coordinator	2

Building Maint.	Sr. Bldg. Maint.-30	5
Police	Detention Officers	3 pants 8 shirt

The City will furnish uniforms of the type, design and color as determined by the City to employees in the classifications and departments listed below. The Employees shall give reasonable and proper care to such apparel and keep it in proper condition.

Police Department	Radio Lab Tech	lab coats
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The City agrees to pay the full cost of uniform cleaning for the police detention officers' uniforms described above at a cleaning establishment designated by the City.

The City agrees to review the number of uniforms provided to Bargaining Unit members who are assigned to garage operations and standardize upward to the greatest number currently provided to employees in the same classifications.

ARTICLE 18

EQUIPMENT

When it is specifically stated in applicable Federal or State Law that "the employer shall provide" certain special safety devices the City shall do so at no cost to the employee. When it is specifically stated in applicable Federal and State Law that the "employer shall require" the use of certain protective devices the employee shall, as a condition of continued employment, provide them at his/her expense. Employees who fail to use either provided or required special safety devices shall be subject to disciplinary action commensurate with the frequency and severity of the violation.

ARTICLE 19

EDUCATION AND TRAINING

The City shall reimburse employees for tuition and lab fees for approved college level course work or other departmentally approved training or education programs which are taken off duty. It is the understanding of the parties that eligible education and training will also encompass course work taken by the employee in order to help the employee take the necessary academic training to qualify for promotional opportunities. Reimbursement is subject to the following provisions:

1) Education and training program costs shall be reimbursed at a rate not to exceed the rate of \$250.00 per bargaining unit member per fiscal year. Non-credit job related and promotional training programs, tuition or registration fees shall be reimbursed at the actual cost, neither to exceed the annual reimbursement limit of \$250.00 per fiscal year.

2) All reimbursement requests must have prior approval, and be submitted in accordance with established procedures.

3) Proof of attendance or successful completion of the course and proof of cost are required.

Special License Reimbursement Terms for CDLs. During the term of this agreement, full-time employees hired on or before January 1, 1990 may also use the education reimbursement benefit to seek reimbursement for costs paid by the employee to obtain a CDL license and appropriate endorsements, and to take a CDL skills test. Reimbursement for these costs is subject to the following restrictions: (1) the City will reimburse the employee for the license costs over and above the cost of the basic operator's or chauffeur's license; (2) the City will reimburse the employee for the cost of one successfully completed skills test; and (3) employees remain subject to the overall \$250.00 limit for all education and CDL-related reimbursements in any fiscal year.

ARTICLE 20

PARKING/TRANSPORTATION SUBSIDY

A. Subsidies. Employees covered by this agreement shall be eligible for a monthly CATA bus pass or elect to receive a subsidy equal to the cost of a monthly CATA bus pass to be used for SPECTRAN services. Alternatively, employees may elect to receive a parking subsidy as provided below.

Maximum cost per employee during the term of the 1994-1997 contract for parking at the following locations shall be:

<u>Employee Cost</u>	<u>Lots on ramp currently include</u>
No Cost	Lot 15, 500 E. Michigan Lot 37, Exhibition Hall
\$2.00	Lot 6, River Street North Capital Roof
\$8.00	North Grand Roof South Capitol Roof

\$12.00	South Grand Roof Lot 2, Shiawasse
\$18.00	North Grand Covered
\$26.00	North Capitol Covered South Capitol Covered
\$30.00	South Grand Covered

B. Parking Location. Effective July 1, 1987, members of the bargaining unit will be given preference on all future openings in Lot 37, Exhibition Hall. The parties understand that previous contractual commitments by the City may require employees to be relocated out of Lot 37 from time to time.

Relocation of bargaining unit members that park at Lot 37 will be done as follows:

1. Notice of the need to relocate, including the specific date(s), shall be provided to employee parkers at the time permits go on sale, if known. Notice of the need to relocate and date(s) shall be provided two (2) full work days before the relocation date by tagging automobiles with notices of the pending relocation. Additionally, notice of relocation will be posted at Lot 37 gate on the days of relocation.

2. The parking coordinator (a bargaining unit member appointed by the Union) will be advised three (3) work days before a relocation date. The coordinator will be encouraged to gather information in advance of all Exhibition Hall events and distribute that information to employee/parkers. The coordinator will also be encouraged to maintain an accurate list of Lot 37 employee/parkers, their work phone numbers, their vehicles and license plate numbers.

3. The City may use one or more of the following options to relocate employee/parkers:

Option one: Bag meters in Lot 2 for use by employee/parkers, with overflow to be directed to bagged meters in North Capitol ramp.

Option two: All employee/parkers to be directed to relocate to North Grand ramp.

The decision as to which option will be exercised will be made by the City no later than three (3) work days before the date of relocation. Employee/parkers are to contact the parking coordinator for information on which option was selected.

4. Employee/parkers that experience difficulty with implementation of this relocation policy will first contact the parking coordinator to resolve any problems. If resolution cannot be achieved in this manner, the employee/parker may then seek relief through the grievance procedure.

ARTICLE 21

WAGES/DEFERRED COMPENSATION

SECTION 1. Wage Rates. Effective beginning the pay period on or immediately following July 1, 1994, the City agrees to increase by two and one-half percent (2.5%), the existing schedule of salary and merit increment rates. Effective July 1, 1995, the City agrees to increase by two percent (2%) the existing schedule of salary and merit increment rates. Effective July 1, 1996, the City agrees to increase by one and one-half percent (1.5%) the existing schedule of salary and merit increment rates.

Retro-active payment will be made by separate check to each eligible bargaining unit member.

Effective October 1, 1983, progression beyond Step 5 of the salary schedule shall be available to all members of the bargaining unit on the same basis that progressing to steps one through five is authorized.

The present practice of granting merit increases to all steps shall be continued. Merit increases shall not be granted for reasons of length of service alone. Such determination is to be based upon the evaluation of the employee's performance, skill, and ability demonstrated when carrying out their assigned duties. However, no single item shall negate overall satisfactory performance assessment unless it is of such severe nature that disciplinary action or suspension resulted.

Effective January 1, 1988, the City may place all bargaining unit members on a bi-weekly payroll schedule.

SECTION 2. Deferred Compensation. The City agrees to make available an IRS approved deferred compensation plan subject to the following conditions:

A. The City shall have sole discretion and responsibility in selecting a vendor(s) of the deferred compensation plan to be offered.

B. The City shall have sole discretion in changing vendors, changing administration of the plan itself and may change the deferred compensation plan at any time without notification to or

negotiation with the Union. The City may in its sole discretion, discontinue the deferred compensation plan after fifteen (15) days notice to the Union.

C. Employees may participate in such a deferred compensation plan on a voluntary basis. Contribution shall be made through payroll deduction.

D. The only costs relative to the deferred compensation plan to be incurred by the City shall be those associated with the modification of the existing City payroll plan. All other costs shall be borne by the employees participating in the deferred compensation plan.

ARTICLE 22

PART-TIME EMPLOYEES

SECTION 1. Seniority. A part-time employee does not have seniority within the bargaining unit. A part-time employee transferring to a full-time position establishes bargaining unit seniority beginning with the date of the transfer.

A part-time employee who transfers to a full-time position shall be credited with one-half of his/her part-time service for purposes of vacation eligibility and allowance and longevity.

SECTION 2. Probationary Period. A part-time employee will be subject to the probationary period specified in Article 5 Seniority, Section 2 Probationary Period.

SECTION 3. Consideration for Full-Time Positions. A part-time employee shall be considered for full-time positions after full-time regular bargaining unit members, but prior to outside applicants.

SECTION 4. Wages. The base wage rate for a part-time employee shall be equivalent to the beginning hourly rate of employees performing similar duties and responsibilities.

Part-time employees shall be eligible for a merit increase in accordance with the City's existing practice.

SECTION 5. Fringe Benefits.

A. Bereavement Time. At the time of the death of a spouse, child, step child, parent, step parent and parent of a current or deceased spouse, an employee will be entitled to use a maximum of

the next five (5) work days (not to exceed 20 hours) with pay, not to be deducted from the accumulated sick leave, to arrange for and/or attend the funeral.

An employee will be entitled to use a maximum of three (3) work days (not to exceed 12 hours) with pay, not to be deducted from the accumulated sick leave, to make arrangements and attend the funeral for any other "immediate family member". Other "immediate family" shall mean niece, nephew, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law and grand child.

The City may require verification of the death and/or of the relationship of the employee to the deceased, at its discretion, following the leave and before making payment for the bereavement time. The City may withhold payment if the employee did not make prompt notification for leave, prior to taking the time off, so that his/her work could be covered in his/her absence.

In the event of the death of a member of the immediate family, including spouse, child, step child, parent, step parent, and parent of a current or deceased spouse, additional time may be taken off, with the approval of the department head. This time off may be charged to vacation, personal leave or compensatory time earned.

B. Dental Insurance. The City shall pay 100% of the premium costs of Delta Dental Plan C coverage for each employee. Plan C provides fifty percent (50%) of treatment costs for Class I and Class II benefits, with an \$800 maximum per person per contract year. Coverage under the Plan is afforded to the employee and his/her dependents. This coverage provides for coordination of benefits when employee and spouse are both employed by the City.

C. Education and Training. The City shall reimburse employees for tuition and lab fees for approved college level course work or other departmentally approved training or education programs which are taken off duty. It is the understanding of the parties that eligible education and training will also encompass course work taken by the employee in order to help the employee take the necessary academic training to qualify for promotional opportunities. Reimbursement is subject to the following provisions:

1) Education and training program costs shall be reimbursed at a rate not to exceed \$50.00 annually. Non-credit job related and promotional training programs, tuition or registration fees shall be reimbursed at the actual cost, not to exceed \$50.00 annually.

2) All reimbursement requests must have prior approval, and be submitted in accordance with established procedures.

3) Proof of attendance or successful completion of the course and proof of cost are required.

D. Holidays. The City will pay an employee as provided below, based on their half-day schedule, for the following holidays:

Work day prior to New Years Day
New Years Day
Martin Luther King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving Day
Work day prior to Christmas
Christmas Day

Provided that he/she meets all the eligibility rules:

He/she works or is paid the full period of his/her last scheduled work day prior to, and his/her next scheduled work day following, the holiday.

When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday recognized by this agreement; when it falls on a Sunday, the following Monday shall be so observed as the holiday, excepting that such holidays be observed on a day or date other than as set forth above, the holiday shall be observed on the day prescribed by state or federal statute, whichever is controlling.

An employee who works any of the holidays designated above shall receive one and one half the hourly rate for all hours worked in addition to the holiday pay. At the employee's option the employee may receive an additional four (4) hour day off instead of the holiday pay.

E. Health Insurance. Part-time employees are not eligible to participate in the hospital-medical group plan.

F. Jury Duty or Witness Pay. During the period when an employee is performing required jury duty service or is required to serve as a witness in a criminal action as a result of being served with a subpoena, the City will pay him/her, the difference, if any, between any fees for jury service or witness service and the pay he/she would have received had he/she worked his/her scheduled

hours during his/her period of jury duty or witness service, provided that the employee gives the department head prompt notice of his/her call for jury service or witness service and thereafter, provides evidence of his/her performance of jury service or witness service and of the payment he/she received for it.

For witness service which is directly related to the employee's assigned job duties, the employee shall receive his/her appropriate rate, however, any witness fees received shall be returned to the employee's department head.

G. Life Insurance. Part-time employees are not eligible to participate in the group life insurance plan.

H. Longevity Bonus. Part-time employees shall be entitled to receive a longevity bonus for length of service with the City according to Personnel Procedure XVIII.

I. Personal Leave. An employee shall be entitled to time off with pay for two (2) days per calendar year provided that such employee shall submit a written request to the department head or his/her designee not less than 24 hours prior to the requested leave day. In order to conform to the calendar year provision of this benefit, actual usage of the two half days of personal leave shall commence at the beginning of the calendar year. Such personal leave time may be used in increments of one (1) hour at the sole discretion of the department head.

J. Sick Leave. Part-time employees shall accrue sick leave at the rate of one half day per month provided the employee works a minimum of eighty (80) hours during the calendar month.

During the period of his/her absence from work due to his/her illness or injury, including pregnancy, or an illness or injury in his/her immediate family an employee will be paid from his/her sick leave credit hereinafter provided for in accordance with the following conditions.

An employee who falls ill or is injured and who expects to be off work so as to use sick leave credit, with pay, must notify a supervisor in his/her department or designated location as promptly as is practicable under the circumstances but, in any event, not later than his/her starting time. In exceptional circumstances the City may waive this requirement. Employees who are assigned to continuous operations (24 hours per day) must notify the supervisor on duty not less than one (1) hour prior to the time he/she is scheduled to report to work. Sick leave may be used in minimum increments of one (1) hour.

An employee's sick leave credit may be used to cover his/her "waiting period" under the Worker's Compensation Act and

thereafter, to make up the difference between his/her Worker's Compensation payments and his/her regular wage.

The City may require a physician's certificate to confirm the reason for an absence from work for which an employee makes an illness or injury claim against his/her sick leave credit.

K. Transportation Subsidy. Part-time employees shall be eligible for either a parking subsidy or bus transportation subsidy that is equal to 100% of the subsidy paid to a full-time regular bargaining unit member.

L. Vacation Leave. Part-time employees will be allowed forty (40) working hours, to be used in increments of half (1/2) days, annual vacation leave with pay after the completion of one (1) year of service.

M. Deferred Compensation. Part-time employees are eligible to participate in the City's Deferred Compensation Program as long as they meet the minimum deduction requirement of \$600 annually.

ARTICLE 23

JOINT LABOR-MANAGEMENT COMMITTEE

The Union agrees to participate in a Joint Labor-Management Committee in order to maintain communications between labor and management and to cooperatively discuss, including, but not limited to, residency for City employees, and resolve matters of mutual concern. The criteria related to the meetings shall be as follows:

- 1) At least quarterly, or more frequently as mutually agreed, the Mayor and/or his/her designees shall meet with the Joint Council of City Unions, of which the bargaining units' business representative or his/her designee and one employee representative from each bargaining unit shall be members.
- 2) No less than five (5) days prior to the scheduled meeting, each party shall prepare and submit an agenda to the other. If neither party submits an agenda, no meeting shall take place.
- 3) Issues submitted for discussion will be mutually agreeable, provide an opportunity to share information and build trust and provide an opportunity to explore innovative alternatives to such matters in a non-confrontational atmosphere. Issues submitted that are not mutually agreeable to all parties will be stricken from the agenda and not discussed at the meeting.

- 4) By so participating in the committee, neither the Union nor the City waives any statutory or contractual right.

ARTICLE 24

CONTRACT TERM

EFFECTIVE AND TERMINATION DATES. This Contract shall become effective July 1, 1994, and shall continue in full force and effect until 11:59 p.m., January 31, 1997, and for successive annual periods thereafter unless, not more than ninety (90), but at least sixty (60) days prior to the end of its original term or of any annual period thereafter, either party shall serve upon the other written notice that it desires termination, revision, modification, alteration, renegotiation, change or amendment, or any combination thereof, and such written notice shall have the effect of terminating this Contract in its entirety on the expiration date in the same manner as a notice of a desire to terminate. In the event of the notice above referred to, the parties shall begin to hold negotiation meetings no later than forty-five (45) days prior to the termination date.

IN WITNESS WHEREOF,
THE PARTIES HAVE SET THEIR HANDS THIS:

27th DAY OF July, 1995

FOR THE UNION

FOR THE CITY
BY ITS MAYOR:

Michael Parker
Michael Parker

David Hollister
David Hollister

C. Randy White
Dan Lewis

BY ITS CLERK:

Marilynn Stade
Marilynn Stade

J. D. Smethka
APPROVED AS TO FORM BY:
CITY ATTORNEY

Robert W. Sumner
I HEREBY CERTIFY FUNDS HAVE
BEEN APPROPRIATED:
FINANCE DIRECTOR

Doris A. Schering
Labor Relations

APPENDIX A

<u>HOLIDAYS</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>
New Years Day	Jan. 1	Jan. 1	Jan. 1
Martin Luther King Day	Jan. 16	Jan. 15	Jan. 20
Good Friday	April 14	April 5	March 28
Memorial Day	May 29	May 27	May 26
Independence Day	July 4	July 4	July 4
Labor Day	Sept. 4	Sept. 2	Sept. 1
Veterans Day	Nov. 11	Nov. 11	Nov. 11
Thanksgiving Day	Nov. 23	Nov. 28	Nov. 27
Friday after Thanksgiving	Nov. 24	Nov. 29	Nov. 28
One Full Day Prior to Christmas Day	Dec. 24	Dec. 24	Dec. 24
Christmas Day	Dec. 25	Dec. 25	Dec. 25
One Full Day Prior to New Years Day	Dec. 31	Dec. 31	Dec. 31

APPENDIX B

PROCEDURE FOR CLASSIFICATION REVIEW OF TEAMSTER POSITIONS

Classification Review may be requested by any City employee, supervisor or department head according to the following procedure.

1. Employee obtains Reclassification position questionnaire from department head or designee.
2. Incumbent forwards completed questionnaire to Supervisor for review and completion of Supervisor's section.
3. Supervisor forwards completed questionnaire form to Department Head within fifteen (15) working days of receipt from Incumbent.
4. Completed Position Questionnaire is forwarded to the Personnel Services Department within ten (10) working days from the time the questionnaire is submitted to the Department Head.
5. Personnel Services Department logs and prioritizes position questionnaire by date of receipt.
6. Personnel Services Department Staff Representative conducts desk audits by interviewing the Incumbent and appropriate Supervisor and prepares the desk audit summary within fifteen (15) working days.
7. The Job Content Committee* shall review and evaluate the position questionnaire and desk audit summary within fifteen (15) working days of the completion of the desk audit by the Personnel Services Department.
8. Once a classification review request has been acted upon by the Job Content Committee, the decision will be forwarded to the Department Head, Incumbent, Labor Relations Office and Budget Office within five (5) working days of the date of the decision being rendered by the Job Content Committee.

*A member of the Teamster Bargaining Unit who has been trained in the City's Classification methodology may attend and participate in all meetings involving the evaluation of Teamster Bargaining Unit positions.

APPENDIX B

Continued

PROCEDURE FOR CLASSIFICATION REVIEW OF TEAMSTER POSITIONS

9. Job Content Committee decisions to reclassify a position upward shall be effective the beginning of the next pay period following the review and approval by the Committee. Where the classification review by the Job Content Committee indicates a downward reclassification of the incumbent's position, the reclassification will not become effective until the appeal procedure, described below, timelines have been exhausted.

If at any step in the process, the scheduled time frame cannot be met by the responding period for good reason, an extension of not more than one equal time period can be utilized by informing the next level in writing with copy to the requesting individuals.

Each classification study which comes before the Committee may result in any of the following decisions: upward change, no change, downward change, change in title.

RECLASSIFICATION APPEAL PROCEDURE

Employees may appeal reclassification decisions made by the Job Content Committee. All such appeals must be processed in accordance with steps.

- Step 1. The employee, or either party must file a written appeal on forms furnished by the City, with the Personnel Services Department within ten (10) working days of written notification of the Committee's decision. The appeal form must include the specific reasons for the basis of the appeal.
- Step 2. The appeal will be discussed in the order of receipt at the meeting of the Job Content Committee.

The employee may attend to present additional information.
- Step 3. The Committee will provide the employee with a written answer to the appeal within thirty (30) calendar day of the meeting.

APPENDIX C

MEMORANDUM OF UNDERSTANDING
REGARDING
HEALTH CARE COST FOR RETIREES

Whereas: The City of Lansing is currently paying the cost of health insurance premiums for retirees, and that cost has grown significantly in recent years and may continue to increase significantly in the future; and

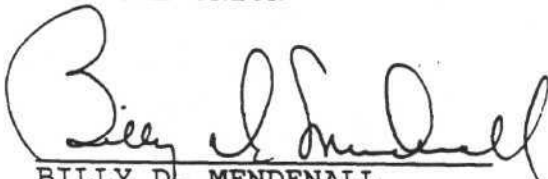
Whereas: The International Brotherhood of Teamsters, Chauffeurs & Warehousemen, Local 580 and the City of Lansing are desirous of continuing to provide quality health care for retirees in the future; and

Whereas: the City of Lansing's general employee's pension fund currently contains a surplus, known as the "contingency reserve fund"; therefore the City of Lansing and the International Brotherhood of Teamsters, Chauffeurs & Warehousemen, Local 580 do agree as follows:

80% of retirement contingency fund may be used to pre-fund a health care plan for retirees within the following general outline: that contingency reserve monies and City contributions will be used to create a fund which will be actuarially determined (in accordance with reasonable actuarial assumptions regarding interest and inflation rates, the rate of increase in the cost of health care premiums, etc.) to begin to provide funds to pay retiree insurance premiums in the future.

Executed this 27th day of March, 1991.

FOR THE UNION


BILLY D. MENDENALL

FOR THE CITY:
BY ITS MAYOR:


TERRY J. MCKANE

BY ITS CLERK:


or JAMES D. BLAIR

Alan P. Kent

APPROVED AS TO FORM BY
CITY ATTORNEY

Chal S. Remner

I HEREBY CERTIFY FUNDS HAVE
BEEN APPROPRIATED:
CITY CONTROLLER

Doris A. Scherer

LABOR RELATIONS DEPARTMENT

APPENDIX D

MEMORANDUM OF UNDERSTANDING

UNIT PLACEMENT

The City of Lansing, Local 2256 of the UAW, and Teamsters, Local 580 signed an agreement, the terms of which were effective August 15, 1988, which realigned several positions between the two bargaining units and designated representation for some positions which were formerly unrepresented. The parties' action was intended to eliminate disputes related to whether these positions were in bargaining units with which they shared the same community of interest. This memorandum summarizes the terms of that agreement, as it relates to Local 2256 of the UAW. (For more complete information the actual agreement should be consulted.)

1. All positions realigned by virtue of the cited agreement were to be transferred to the new bargaining unit at such time as the incumbent in the position on August 15, 1988 vacates the position. In the interim, both the identified positions and the incumbents will be represented by the bargaining unit which exerted jurisdiction on and before August 15, 1988.

2. The following positions were represented by the Teamsters on and before August 15, 1988, and are to be transferred to the UAW upon vacation of the incumbents holding the positions on that date:

Parking Maintenance Worker 200 (Meter Collector 21)
Auto Parts Coordinator 25
Lead Parking Equipment Technician 28
Forestry Worker 02/400 (Lead Forestry Worker 28)
Senior Mechanic 28
Wastewater Maintenance Worker 04/600 (Utility Mech 28)

3. The following positions were represented by the UAW on and before August 15, 1988, and are to be transferred to the Teamsters upon vacation of the incumbents holding the positions on that date:

Lead Mechanic IVB
Drafting Assistant IIIA
Program Leader IIIA
Program Recreation Leader IVA
Crafts Instructor IB
Creative Arts Instructor IIIA

4. The position of Helicopter Technician 33, which was previously unrepresented, became affiliated with the UAW, effective August 15, 1988.
5. The Teamsters confirmed that the following positions, which had been disputed, were appropriately placed in the UAW bargaining unit:

Wastewater Plant Operator 400 (Plant Operator IIIAB)
 Wastewater Plant Operator 02/400 (Plant Operator IV)
 Wastewater Plant Operator 04/500 (Plant Operator IVA)
 Wastewater Plant Operator 03/500

6. Several special terms and conditions were negotiated for the laid off Program Leaders, IIIA, we well, but those terms have been satisfied as of the date of this memorandum of understanding.

In witness whereof, the parties have set their hand this 27th day of March 1990.

FOR THE UNION

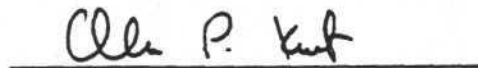

 BILLY D. MENDENALL

FOR THE CITY:
 BY ITS MAYOR:


 TERRY J. MCKANE

BY ITS CLERK:


 JAMES BLAIR


 APPROVED AS TO FORM BY
 CITY ATTORNEY

Charles S. Remens

I HEREBY CERTIFY FUNDS HAVE
BEEN APPROPRIATED, for CITY
CONTROLLER

Richard A. Putney

LABOR RELATIONS DEPARTMENT

APPENDIX E

MEMORANDUM OF UNDERSTANDING

REGARDING

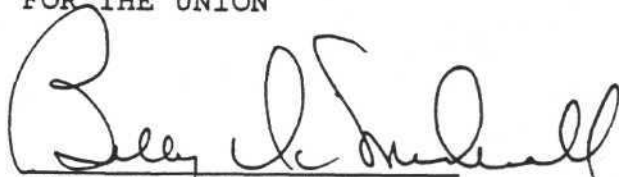
PERSONNEL PROCEDURE 27

During the 1990 contract negotiations between the Teamster Supervisory and Clerical, Technical and Professional bargaining units and the City of Lansing, the City's personnel selection process was discussed. At that time it was determined that the City would modify the procedure to address several of the concerns raised by the bargaining unit.

During the course of this agreement, either party may advise the other party of problems arising out of the implementation of the above mentioned procedure. All disputes unresolved shall be the subject of a special conference with management making the final determination for resolution.

In witness whereof, the parties have set their hands this 27th day of March, 1991.

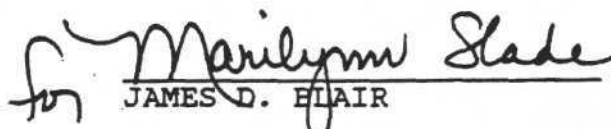
FOR THE UNION

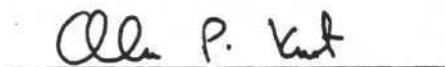

BILLY D. MENDENALL

FOR THE CITY
BY ITS MAYOR:


TERRY J. MCKANE

BY ITS CLERK:


for Marilyn Slade
JAMES D. FLAIR


APPROVED AS TO FORM BY:
CITY ATTORNEY

Charles S. Remens

I HEREBY CERTIFY FUNDS HAVE
BEEN APPROPRIATED:
For CITY CONTROLLER

Richard A. Putney

LABOR RELATIONS DEPARTMENT

APPENDIX F

LETTER OF AGREEMENT
REGARDING
DETENTION OFFICERS SHIFT SELECTION

Shift assignments for Detention Officers will be selected according to seniority within the Detention Unit.

Two seniority lists will be maintained; male and female. A minimum of two males and two females shall be assigned to a shift. Detention Officers will be required to submit their choice of shifts as first, second and third picks.

The parties agree, during the term of this contract to meet and discuss alternative work schedules and staffing requirements for Detention Officers.

Shift selections will be completed no later than 3 weeks prior to the beginning of the next cycle. Cycles will be established as: the last Saturday in November to the first Saturday in March; the first Saturday in March to the last Saturday in May; the last Saturday in May to the first Saturday in September; the first Saturday in September to the last Saturday in November.

Detention Officers on probation can be rotated on shifts for a period of not less than one 28-day work cycle until completion of one year. Detention Officer's probationary period is nine months.

Executed this 27th day of July, 1995

FOR THE UNION



Michael Parker

FOR THE CITY
BY ITS MAYOR:



David Hollister

BY ITS CLERK:



Marilynn Slade

J. D. Mitchell

APPROVED AS TO FORM BY:
CITY ATTORNEY

Robert W. ...

I HEREBY CERTIFY FUNDS HAVE BEEN
APPROPRIATED: FINANCE DIRECTOR

Dois A. Schaefer
LABOR RELATIONS

APPENDIX G

LETTER OF UNDERSTANDING
REGARDING
JOINT LABOR MANAGEMENT COMMITTEES

The International Brotherhood of Teamsters, Chauffeurs & Warehousemen, Local 580 and the City of Lansing have agreed to establish Joint Labor-Management Committees at the Public Service Operations and Maintenance Division, Parks and Recreation Grounds and Landscape Division, and or any other units that the parties mutually agree to; and to maintain the current committee at the Waste Water Treatment Plant.

These committees shall cooperatively resolve matters of concern, share information, and provide an opportunity to explore innovative alternatives in mutually selected issue areas in a non-confrontational atmosphere.

A Joint Labor Management Steering Committee shall be established and jointly make all decisions concerning the dimension of the committee.

The Steering Committee shall be the consensus problem-solving mechanism of the Joint Labor Management Committee.

Approved on this 27th day of July, 1995.

FOR THE UNION



Michael Parker

FOR THE CITY
BY ITS MAYOR:



David Hollister

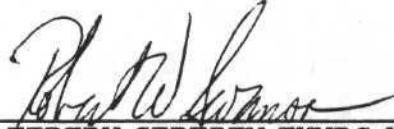
BY ITS CLERK:



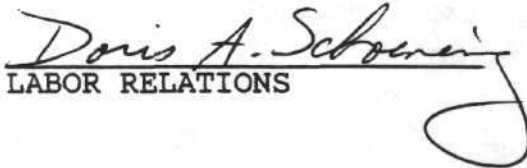
Marilynn Slade



APPROVED AS TO FORM BY:
CITY ATTORNEY



I HEREBY CERTIFY FUNDS HAVE BEEN
APPROPRIATED: CITY CONTROLLER



LABOR RELATIONS

APPENDIX H

Letter of Agreement
between
City of Lansing
and
Teamsters, Local 580
Supervisory and Clerical, Technical, Professional Units
Joint Labor-Management Health Care Committee

During the negotiations of the 1993-1994 collective bargaining agreement, the parties discussed the growing concern over the rising cost in health care, and mutually agreed to establish a joint labor-management health care committee. The parties agreed that the goals of this joint effort be to:

- fully commit themselves during the next twelve months to meet on a regular basis in order to explore health insurance alternatives for the purpose of achieving cost containment;
- target a cost containment of ten to fifteen percent (10% to 15%)
- implementation of a plan that has been mutually agreed upon by the City and CTP Teamster bargaining unit that satisfactorily addresses health care cost containment of both parties will be negotiated during the 1994 contract negotiations.

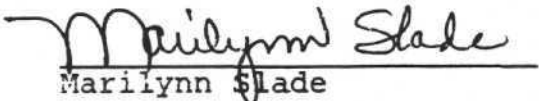
FOR THE UNION:


Jerry Caster

FOR THE CITY
BY ITS MAYOR:


James A. Crawford

BY ITS CLERK:


Marilynn Slade

Allen P. Kus

APPROVED AS TO FORM BY
CITY ATTORNEY

Chad S. Rosen

I HEREBY CERTIFY FUNDS HAVE
BEEN APPROPRIATED
CITY CONTROLLER

Doris A. Schenck
Labor Relations

APPENDIX I

MEMORANDUM OF UNDERSTANDING
between the
CITY OF LANSING
and the
TEAMSTERS LOCAL #580

SELECTION PROCEDURES

During the negotiation of the 1994-1997 collective bargaining agreement between the City of Lansing ("City") and the International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local #580 ("Union"), the parties had extensive discussion relative to employment testing and selection procedures. In order to resolve this issue in an amicable effort to settle the contract, the parties agreed to the following terms on a trial basis.

A. Positions in salary level 27 and above.

1. In an effort to address the Union's concerns regarding selection processes, the City is willing to use an outside agent for the purpose of reviewing a representative sample of selection processes. This review shall be completed prior to the expiration of the 1994-1997 collective bargaining agreement.
2. The City shall be solely responsible for the selection of the outside agent and for the selection of the representative sample of selection processes in this matter, provided that it gives consideration to any recommendations made by the union.
3. After the review of the sample of selection processes by the outside agent, two (2) representatives from the City and two (2) representatives from the Union will meet to evaluate the review process stated herein.

B. Positions in salary level 26 and below

1. The parties desire to implement a procedure to establish an annual roster for certain selected positions for use in hiring, lateral transfers and promotions which shall become effective on the date of approval by the hiring committee and shall remain in effect for twelve (12) months.

2. Such a procedure will be implemented on a trial basis for twelve (12) months and will be completed prior to expiration of the 1994-1997 contract.
3. In order to implement such a roster, the parties acknowledge that the contract provisions of Article 6, Section 1, relative to the posting of vacancies must be set aside during the term of this trial period for the selected positions.
4. Prior to the expiration of the 1994-1997 collective bargaining agreement, two (2) representatives from the City and two (2) representatives from the Union will meet and mutually select a limited number of positions in salary levels 26 or below that lend themselves to a seniority ordered roster system. An employee shall remain on the roster until he/she requests to be removed from the roster or the roster expires.
5. The Personnel Services Department shall develop and administer the roster process.
6. If a bargaining unit member will meet the posted requirements between the period of the posting and the approval of the roster, the bargaining unit member shall be eligible to sign the posting and complete the associated skills test.
7. At the end of the twelve-month trial period, the representatives of the City and the Union will meet to evaluate the procedure and make a recommendation whether to continue the procedure. If mutual agreement cannot be reached, Section B of this Memorandum of Understanding shall terminate and the provisions for posting and selection set forth in Article 6, Section 1 of the contract shall be reinstated.

APPENDIX J

MEMORANDUM OF UNDERSTANDING
between the
CITY OF LANSING
and
TEAMSTER LOCAL #580
AFFIRMATIVE ACTION

The Union and the City shall establish a Joint Labor-Management Committee in order to ensure that protected group members have equal access to employment opportunities with the City of Lansing.

The committee shall:

- 1) Review the selection processes to determine what impact, if any, existing practices in position descriptions, position titles, application forms, interview procedures, testing administration and testing validity have on recruiting, hiring and promoting protected group members;
- 2) Recommend changes in any of these practices which create a barrier to recruiting, hiring and promoting protected group members;
- 3) By so participating in the committee, neither the Union nor the City waives any statutory or contractual right.

The City of Lansing agrees to indemnify and save harmless the Teamsters Local #580 union from and against all claims or suits based upon this memorandum of understanding and its implementation.

2.50% INC.

CITY OF LANSING
SALARY WAGE SCHEDULE
TEAMSTER SUPERVISORY & NON-SUPERVISORY
EXEMPT SUPERVISORY & NON-SUPERVISORY

EFFECTIVE DATE 7/1/94

RANGE NUMBER		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
15	ANNUAL	13,910.00	14,539.00	15,217.00	15,922.00	16,651.00	17,424.00	18,248.00
	BI-WEEKLY	532.95	557.05	583.03	610.04	637.97	667.59	699.16
	HOURLY RATE	6.66	6.96	7.29	7.63	7.97	8.34	8.74
	OVERTIME RATE	10.12	10.58	11.08	11.60	12.11	12.68	13.28
16	ANNUAL	14,539.00	15,217.00	15,922.00	16,651.00	17,424.00	18,248.00	19,119.00
	BI-WEEKLY	557.05	583.03	610.04	637.97	667.59	699.16	732.53
	HOURLY RATE	6.96	7.29	7.63	7.97	8.34	8.74	9.16
	OVERTIME RATE	10.58	11.08	11.60	12.11	12.68	13.28	13.92
17	ANNUAL	15,217.00	15,922.00	16,651.00	17,424.00	18,248.00	19,119.00	20,018.00
	BI-WEEKLY	583.03	610.04	637.97	667.59	699.16	732.53	766.97
	HOURLY RATE	7.29	7.63	7.97	8.34	8.74	9.16	9.59
	OVERTIME RATE	11.08	11.60	12.11	12.68	13.28	13.92	14.58
18	ANNUAL	15,922.00	16,651.00	17,424.00	18,248.00	19,119.00	20,018.00	20,967.00
	BI-WEEKLY	610.04	637.97	667.59	699.16	732.53	766.97	803.33
	HOURLY RATE	7.63	7.97	8.34	8.74	9.16	9.59	10.04
	OVERTIME RATE	11.60	12.11	12.68	13.28	13.92	14.58	15.26
19	ANNUAL	16,651.00	17,424.00	18,248.00	19,119.00	20,018.00	20,967.00	21,956.00
	BI-WEEKLY	637.97	667.59	699.16	732.53	766.97	803.33	841.23
	HOURLY RATE	7.97	8.34	8.74	9.16	9.59	10.04	10.52
	OVERTIME RATE	12.11	12.68	13.28	13.92	14.58	15.26	15.99
20	ANNUAL	17,424.00	18,248.00	19,119.00	20,018.00	20,967.00	21,956.00	23,022.00
	BI-WEEKLY	667.59	699.16	732.53	766.97	803.33	841.23	882.07
	HOURLY RATE	8.34	8.74	9.16	9.59	10.04	10.52	11.03
	OVERTIME RATE	12.68	13.28	13.92	14.58	15.26	15.99	16.77
21	ANNUAL	18,248.00	19,119.00	20,018.00	20,967.00	21,956.00	23,022.00	24,113.00
	BI-WEEKLY	699.16	732.53	766.97	803.33	841.23	882.07	923.87
	HOURLY RATE	8.74	9.16	9.59	10.04	10.52	11.03	11.55
	OVERTIME RATE	13.28	13.92	14.58	15.26	15.99	16.77	17.56
22	ANNUAL	19,119.00	20,018.00	20,967.00	21,956.00	23,022.00	24,113.00	25,277.00
	BI-WEEKLY	732.53	766.97	803.33	841.23	882.07	923.87	968.47
	HOURLY RATE	9.16	9.59	10.04	10.52	11.03	11.55	12.11
	OVERTIME RATE	13.92	14.58	15.26	15.99	16.77	17.56	18.41
23	ANNUAL	20,018.00	20,967.00	21,956.00	23,022.00	24,113.00	25,277.00	26,488.00
	BI-WEEKLY	766.97	803.33	841.23	882.07	923.87	968.47	1,014.87
	HOURLY RATE	9.59	10.04	10.52	11.03	11.55	12.11	12.69
	OVERTIME RATE	14.58	15.26	15.99	16.77	17.56	18.41	19.29
24	ANNUAL	20,967.00	21,956.00	23,022.00	24,113.00	25,277.00	26,488.00	27,776.00
	BI-WEEKLY	803.33	841.23	882.07	923.87	968.47	1,014.87	1,064.21
	HOURLY RATE	10.04	10.52	11.03	11.55	12.11	12.69	13.30
	OVERTIME RATE	15.26	15.99	16.77	17.56	18.41	19.29	20.22

2.50% INC.

CITY OF LANSING
SALARY WAGE SCHEDULE
TEAMSTER SUPERVISORY & NON-SUPERVISORY
EXEMPT SUPERVISORY & NON-SUPERVISORY

EFFECTIVE DATE 7/1/94

RANGE NUMBER		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
25	ANNUAL	21,956.00	23,022.00	24,113.00	25,277.00	26,488.00	27,776.00	29,132.00
	BI-WEEKLY	841.23	882.07	923.87	968.47	1,014.87	1,064.21	1,116.17
	HOURLY RATE	10.52	11.03	11.55	12.11	12.69	13.30	13.95
	OVERTIME RATE	15.99	16.77	17.56	18.41	19.29	20.22	21.20
26	ANNUAL	23,022.00	24,113.00	25,277.00	26,488.00	27,776.00	29,132.00	30,536.00
	BI-WEEKLY	882.07	923.87	968.47	1,014.87	1,064.21	1,116.17	1,169.96
	HOURLY RATE	11.03	11.55	12.11	12.69	13.30	13.95	14.62
	OVERTIME RATE	16.77	17.56	18.41	19.29	20.22	21.20	22.22
27	ANNUAL	24,113.00	25,277.00	26,488.00	27,776.00	29,132.00	30,536.00	32,043.00
	BI-WEEKLY	923.87	968.47	1,014.87	1,064.21	1,116.17	1,169.96	1,227.70
	HOURLY RATE	11.55	12.11	12.69	13.30	13.95	14.62	15.35
	OVERTIME RATE	17.56	18.41	19.29	20.22	21.20	22.22	23.33
28	ANNUAL	25,277.00	26,488.00	27,776.00	29,132.00	30,536.00	32,043.00	33,591.00
	BI-WEEKLY	968.47	1,014.87	1,064.21	1,116.17	1,169.96	1,227.70	1,287.01
	HOURLY RATE	12.11	12.69	13.30	13.95	14.62	15.35	16.09
	OVERTIME RATE	18.41	19.29	20.22	21.20	22.22	23.33	24.46
29	ANNUAL	26,488.00	27,776.00	29,132.00	30,536.00	32,043.00	33,591.00	35,250.00
	BI-WEEKLY	1,014.87	1,064.21	1,116.17	1,169.96	1,227.70	1,287.01	1,350.57
	HOURLY RATE	12.69	13.30	13.95	14.62	15.35	16.09	16.88
	OVERTIME RATE	19.29	20.22	21.20	22.22	23.33	24.46	25.66
30	ANNUAL	27,776.00	29,132.00	30,536.00	32,043.00	33,591.00	35,250.00	37,053.00
	BI-WEEKLY	1,064.21	1,116.17	1,169.96	1,227.70	1,287.01	1,350.57	1,419.66
	HOURLY RATE	13.30	13.95	14.62	15.35	16.09	16.88	17.75
	OVERTIME RATE	20.22	21.20	22.22	23.33	24.46	25.66	26.98
31	ANNUAL	29,132.00	30,536.00	32,043.00	33,591.00	35,250.00	37,053.00	38,922.00
	BI-WEEKLY	1,116.17	1,169.96	1,227.70	1,287.01	1,350.57	1,419.66	1,491.26
	HOURLY RATE	13.95	14.62	15.35	16.09	16.88	17.75	18.64
	OVERTIME RATE	21.20	22.22	23.33	24.46	25.66	26.98	28.33
32	ANNUAL	30,536.00	32,043.00	33,591.00	35,250.00	37,053.00	38,922.00	40,895.00
	BI-WEEKLY	1,169.96	1,227.70	1,287.01	1,350.57	1,419.66	1,491.26	1,566.86
	HOURLY RATE	14.62	15.35	16.09	16.88	17.75	18.64	19.59
	OVERTIME RATE	22.22	23.33	24.46	25.66	26.98	28.33	29.78
33	ANNUAL	32,043.00	33,591.00	35,250.00	37,053.00	38,922.00	40,895.00	42,969.00
	BI-WEEKLY	1,227.70	1,287.01	1,350.57	1,419.66	1,491.26	1,566.86	1,646.32
	HOURLY RATE	15.35	16.09	16.88	17.75	18.64	19.59	20.58
	OVERTIME RATE	23.33	24.46	25.66	26.98	28.33	29.78	31.28
34	ANNUAL	33,591.00	35,250.00	37,053.00	38,922.00	40,895.00	42,969.00	45,140.00
	BI-WEEKLY	1,287.01	1,350.57	1,419.66	1,491.26	1,566.86	1,646.32	1,729.50
	HOURLY RATE	16.09	16.88	17.75	18.64	19.59	20.58	21.62
	OVERTIME RATE	24.46	25.66	26.98	28.33	29.78	31.28	32.86

2.50% INC.

CITY OF LANSING
SALARY WAGE SCHEDULE
TEAMSTER SUPERVISORY & NON-SUPERVISORY
EXEMPT SUPERVISORY & NON-SUPERVISORY

EFFECTIVE DATE 7/1/94

RANGE NUMBER		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
35	ANNUAL	35,250.00	37,053.00	38,922.00	40,895.00	42,969.00	45,140.00	47,437.00
	BI-WEEKLY	1,350.57	1,419.66	1,491.26	1,566.86	1,646.32	1,729.50	1,817.51
	HOURLY RATE	16.88	17.75	18.64	19.59	20.58	21.62	22.72
	OVERTIME RATE	25.66	26.98	28.33	29.78	31.28	32.86	34.53
36	ANNUAL	37,053.00	38,922.00	40,895.00	42,969.00	45,140.00	47,437.00	49,834.00
	BI-WEEKLY	1,419.66	1,491.26	1,566.86	1,646.32	1,729.50	1,817.51	1,909.35
	HOURLY RATE	17.75	18.64	19.59	20.58	21.62	22.72	23.87
	OVERTIME RATE	26.98	28.33	29.78	31.28	32.86	34.53	36.28
37	ANNUAL	38,922.00	40,895.00	42,969.00	45,140.00	47,437.00	49,834.00	52,382.00
	BI-WEEKLY	1,491.26	1,566.86	1,646.32	1,729.50	1,817.51	1,909.35	2,006.97
	HOURLY RATE	18.64	19.59	20.58	21.62	22.72	23.87	25.09
	OVERTIME RATE	28.33	29.78	31.28	32.86	34.53	36.28	38.14
38	ANNUAL	40,895.00	42,969.00	45,140.00	47,437.00	49,834.00	52,382.00	55,027.00
	BI-WEEKLY	1,566.86	1,646.32	1,729.50	1,817.51	1,909.35	2,006.97	2,108.31
	HOURLY RATE	19.59	20.58	21.62	22.72	23.87	25.09	26.35
	OVERTIME RATE	29.78	31.28	32.86	34.53	36.28	38.14	40.05
39	ANNUAL	42,969.00	45,140.00	47,437.00	49,834.00	52,382.00	55,027.00	57,822.00
	BI-WEEKLY	1,646.32	1,729.50	1,817.51	1,909.35	2,006.97	2,108.31	2,215.40
	HOURLY RATE	20.58	21.62	22.72	23.87	25.09	26.35	27.69
	OVERTIME RATE	31.28	32.86	34.53	36.28	38.14	40.05	42.09
40	ANNUAL	45,140.00	47,437.00	49,834.00	52,382.00	55,027.00	57,822.00	60,770.00
	BI-WEEKLY	1,729.50	1,817.51	1,909.35	2,006.97	2,108.31	2,215.40	2,328.35
	HOURLY RATE	21.62	22.72	23.87	25.09	26.35	27.69	29.10
	OVERTIME RATE	32.86	34.53	36.28	38.14	40.05	42.09	44.23
41	ANNUAL	47,437.00	49,834.00	52,382.00	55,027.00	57,822.00	60,770.00	63,864.00
	BI-WEEKLY	1,817.51	1,909.35	2,006.97	2,108.31	2,215.40	2,328.35	2,446.90
	HOURLY RATE	22.72	23.87	25.09	26.35	27.69	29.10	30.59
	OVERTIME RATE	34.53	36.28	38.14	40.05	42.09	44.23	46.50
42	ANNUAL	49,834.00	52,382.00	55,027.00	57,822.00	60,770.00	63,864.00	67,107.00
	BI-WEEKLY	1,909.35	2,006.97	2,108.31	2,215.40	2,328.35	2,446.90	2,571.15
	HOURLY RATE	23.87	25.09	26.35	27.69	29.10	30.59	32.14
	OVERTIME RATE	36.28	38.14	40.05	42.09	44.23	46.50	48.85
43	ANNUAL	52,382.00	55,027.00	57,822.00	60,770.00	63,864.00	67,107.00	70,528.00
	BI-WEEKLY	2,006.97	2,108.31	2,215.40	2,328.35	2,446.90	2,571.15	2,702.22
	HOURLY RATE	25.09	26.35	27.69	29.10	30.59	32.14	33.78
	OVERTIME RATE	38.14	40.05	42.09	44.23	46.50	48.85	51.35
44	ANNUAL	55,027.00	57,822.00	60,770.00	63,864.00	67,107.00	70,528.00	74,124.00
	BI-WEEKLY	2,108.31	2,215.40	2,328.35	2,446.90	2,571.15	2,702.22	2,840.00
	HOURLY RATE	26.35	27.69	29.10	30.59	32.14	33.78	35.50
	OVERTIME RATE	40.05	42.09	44.23	46.50	48.85	51.35	53.96

2.00% INC.

CITY OF LANSING
SALARY WAGE SCHEDULE
TEAMSTER SUPERVISORY & NON-SUPERVISORY
EXEMPT SUPERVISORY & NON-SUPERVISORY

EFFECTIVE DATE 7/1/95

RANGE NUMBER		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
15	ANNUAL	14,188.00	14,830.00	15,521.00	16,240.00	16,984.00	17,772.00	18,613.00
	BI-WEEKLY	543.60	568.20	594.67	622.22	650.73	680.92	713.14
	HOURLY RATE	6.80	7.10	7.43	7.78	8.13	8.51	8.91
	OVERTIME RATE	10.34	10.79	11.29	11.83	12.36	12.94	13.54
16	ANNUAL	14,830.00	15,521.00	16,240.00	16,984.00	17,772.00	18,613.00	19,501.00
	BI-WEEKLY	568.20	594.67	622.22	650.73	680.92	713.14	747.16
	HOURLY RATE	7.10	7.43	7.78	8.13	8.51	8.91	9.34
	OVERTIME RATE	10.79	11.29	11.83	12.36	12.94	13.54	14.20
17	ANNUAL	15,521.00	16,240.00	16,984.00	17,772.00	18,613.00	19,501.00	20,418.00
	BI-WEEKLY	594.67	622.22	650.73	680.92	713.14	747.16	782.30
	HOURLY RATE	7.43	7.78	8.13	8.51	8.91	9.34	9.78
	OVERTIME RATE	11.29	11.83	12.36	12.94	13.54	14.20	14.87
18	ANNUAL	16,240.00	16,984.00	17,772.00	18,613.00	19,501.00	20,418.00	21,386.00
	BI-WEEKLY	622.22	650.73	680.92	713.14	747.16	782.30	819.39
	HOURLY RATE	7.78	8.13	8.51	8.91	9.34	9.78	10.24
	OVERTIME RATE	11.83	12.36	12.94	13.54	14.20	14.87	15.56
19	ANNUAL	16,984.00	17,772.00	18,613.00	19,501.00	20,418.00	21,386.00	22,395.00
	BI-WEEKLY	650.73	680.92	713.14	747.16	782.30	819.39	858.05
	HOURLY RATE	8.13	8.51	8.91	9.34	9.78	10.24	10.73
	OVERTIME RATE	12.36	12.94	13.54	14.20	14.87	15.56	16.31
20	ANNUAL	17,772.00	18,613.00	19,501.00	20,418.00	21,386.00	22,395.00	23,482.00
	BI-WEEKLY	680.92	713.14	747.16	782.30	819.39	858.05	899.69
	HOURLY RATE	8.51	8.91	9.34	9.78	10.24	10.73	11.25
	OVERTIME RATE	12.94	13.54	14.20	14.87	15.56	16.31	17.10
21	ANNUAL	18,613.00	19,501.00	20,418.00	21,386.00	22,395.00	23,482.00	24,595.00
	BI-WEEKLY	713.14	747.16	782.30	819.39	858.05	899.69	942.34
	HOURLY RATE	8.91	9.34	9.78	10.24	10.73	11.25	11.78
	OVERTIME RATE	13.54	14.20	14.87	15.56	16.31	17.10	17.91
22	ANNUAL	19,501.00	20,418.00	21,386.00	22,395.00	23,482.00	24,595.00	25,783.00
	BI-WEEKLY	747.16	782.30	819.39	858.05	899.69	942.34	987.85
	HOURLY RATE	9.34	9.78	10.24	10.73	11.25	11.78	12.35
	OVERTIME RATE	14.20	14.87	15.56	16.31	17.10	17.91	18.77
23	ANNUAL	20,418.00	21,386.00	22,395.00	23,482.00	24,595.00	25,783.00	27,018.00
	BI-WEEKLY	782.30	819.39	858.05	899.69	942.34	987.85	1,035.17
	HOURLY RATE	9.78	10.24	10.73	11.25	11.78	12.35	12.94
	OVERTIME RATE	14.87	15.56	16.31	17.10	17.91	18.77	19.67
24	ANNUAL	21,386.00	22,395.00	23,482.00	24,595.00	25,783.00	27,018.00	28,332.00
	BI-WEEKLY	819.39	858.05	899.69	942.34	987.85	1,035.17	1,085.52
	HOURLY RATE	10.24	10.73	11.25	11.78	12.35	12.94	13.57
	OVERTIME RATE	15.56	16.31	17.10	17.91	18.77	19.67	20.63

2.00% INC.

CITY OF LANSING
SALARY WAGE SCHEDULE
TEAMSTER SUPERVISORY & NON-SUPERVISORY
EXEMPT SUPERVISORY & NON-SUPERVISORY

EFFECTIVE DATE 7/1/95

RANGE NUMBER		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
25	ANNUAL	22,395.00	23,482.00	24,595.00	25,783.00	27,018.00	28,332.00	29,715.00
	BI-WEEKLY	858.05	899.69	942.34	987.85	1,035.17	1,085.52	1,138.51
	HOURLY RATE	10.73	11.25	11.78	12.35	12.94	13.57	14.23
	OVERTIME RATE	16.31	17.10	17.91	18.77	19.67	20.63	21.63
26	ANNUAL	23,482.00	24,595.00	25,783.00	27,018.00	28,332.00	29,715.00	31,147.00
	BI-WEEKLY	899.69	942.34	987.85	1,035.17	1,085.52	1,138.51	1,193.37
	HOURLY RATE	11.25	11.78	12.35	12.94	13.57	14.23	14.92
	OVERTIME RATE	17.10	17.91	18.77	19.67	20.63	21.63	22.68
27	ANNUAL	24,595.00	25,783.00	27,018.00	28,332.00	29,715.00	31,147.00	32,684.00
	BI-WEEKLY	942.34	987.85	1,035.17	1,085.52	1,138.51	1,193.37	1,252.26
	HOURLY RATE	11.78	12.35	12.94	13.57	14.23	14.92	15.65
	OVERTIME RATE	17.91	18.77	19.67	20.63	21.63	22.68	23.79
28	ANNUAL	25,783.00	27,018.00	28,332.00	29,715.00	31,147.00	32,684.00	34,263.00
	BI-WEEKLY	987.85	1,035.17	1,085.52	1,138.51	1,193.37	1,252.26	1,312.76
	HOURLY RATE	12.35	12.94	13.57	14.23	14.92	15.65	16.41
	OVERTIME RATE	18.77	19.67	20.63	21.63	22.68	23.79	24.94
29	ANNUAL	27,018.00	28,332.00	29,715.00	31,147.00	32,684.00	34,263.00	35,955.00
	BI-WEEKLY	1,035.17	1,085.52	1,138.51	1,193.37	1,252.26	1,312.76	1,377.59
	HOURLY RATE	12.94	13.57	14.23	14.92	15.65	16.41	17.22
	OVERTIME RATE	19.67	20.63	21.63	22.68	23.79	24.94	26.17
30	ANNUAL	28,332.00	29,715.00	31,147.00	32,684.00	34,263.00	35,955.00	37,794.00
	BI-WEEKLY	1,085.52	1,138.51	1,193.37	1,252.26	1,312.76	1,377.59	1,448.05
	HOURLY RATE	13.57	14.23	14.92	15.65	16.41	17.22	18.10
	OVERTIME RATE	20.63	21.63	22.68	23.79	24.94	26.17	27.51
31	ANNUAL	29,715.00	31,147.00	32,684.00	34,263.00	35,955.00	37,794.00	39,700.00
	BI-WEEKLY	1,138.51	1,193.37	1,252.26	1,312.76	1,377.59	1,448.05	1,521.07
	HOURLY RATE	14.23	14.92	15.65	16.41	17.22	18.10	19.01
	OVERTIME RATE	21.63	22.68	23.79	24.94	26.17	27.51	28.90
32	ANNUAL	31,147.00	32,684.00	34,263.00	35,955.00	37,794.00	39,700.00	41,713.00
	BI-WEEKLY	1,193.37	1,252.26	1,312.76	1,377.59	1,448.05	1,521.07	1,598.20
	HOURLY RATE	14.92	15.65	16.41	17.22	18.10	19.01	19.98
	OVERTIME RATE	22.68	23.79	24.94	26.17	27.51	28.90	30.37
33	ANNUAL	32,684.00	34,263.00	35,955.00	37,794.00	39,700.00	41,713.00	43,828.00
	BI-WEEKLY	1,252.26	1,312.76	1,377.59	1,448.05	1,521.07	1,598.20	1,679.23
	HOURLY RATE	15.65	16.41	17.22	18.10	19.01	19.98	20.99
	OVERTIME RATE	23.79	24.94	26.17	27.51	28.90	30.37	31.90
34	ANNUAL	34,263.00	35,955.00	37,794.00	39,700.00	41,713.00	43,828.00	46,043.00
	BI-WEEKLY	1,312.76	1,377.59	1,448.05	1,521.07	1,598.20	1,679.23	1,764.10
	HOURLY RATE	16.41	17.22	18.10	19.01	19.98	20.99	22.05
	OVERTIME RATE	24.94	26.17	27.51	28.90	30.37	31.90	33.52

2.00% INC.

CITY OF LANSING
SALARY WAGE SCHEDULE
TEAMSTER SUPERVISORY & NON-SUPERVISORY
EXEMPT SUPERVISORY & NON-SUPERVISORY

EFFECTIVE DATE 7/1/95

<u>RANGE NUMBER</u>		<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
35	ANNUAL	35,955.00	37,794.00	39,700.00	41,713.00	43,828.00	46,043.00	48,386.00
	BI-WEEKLY	1,377.59	1,448.05	1,521.07	1,598.20	1,679.23	1,764.10	1,853.87
	HOURLY RATE	17.22	18.10	19.01	19.98	20.99	22.05	23.17
	OVERTIME RATE	26.17	27.51	28.90	30.37	31.90	33.52	35.22
36	ANNUAL	37,794.00	39,700.00	41,713.00	43,828.00	46,043.00	48,386.00	50,831.00
	BI-WEEKLY	1,448.05	1,521.07	1,598.20	1,679.23	1,764.10	1,853.87	1,947.55
	HOURLY RATE	18.10	19.01	19.98	20.99	22.05	23.17	24.34
	OVERTIME RATE	27.51	28.90	30.37	31.90	33.52	35.22	37.00
37	ANNUAL	39,700.00	41,713.00	43,828.00	46,043.00	48,386.00	50,831.00	53,430.00
	BI-WEEKLY	1,521.07	1,598.20	1,679.23	1,764.10	1,853.87	1,947.55	2,047.13
	HOURLY RATE	19.01	19.98	20.99	22.05	23.17	24.34	25.59
	OVERTIME RATE	28.90	30.37	31.90	33.52	35.22	37.00	38.90
38	ANNUAL	41,713.00	43,828.00	46,043.00	48,386.00	50,831.00	53,430.00	56,128.00
	BI-WEEKLY	1,598.20	1,679.23	1,764.10	1,853.87	1,947.55	2,047.13	2,150.50
	HOURLY RATE	19.98	20.99	22.05	23.17	24.34	25.59	26.88
	OVERTIME RATE	30.37	31.90	33.52	35.22	37.00	38.90	40.86
39	ANNUAL	43,828.00	46,043.00	48,386.00	50,831.00	53,430.00	56,128.00	58,978.00
	BI-WEEKLY	1,679.23	1,764.10	1,853.87	1,947.55	2,047.13	2,150.50	2,259.69
	HOURLY RATE	20.99	22.05	23.17	24.34	25.59	26.88	28.25
	OVERTIME RATE	31.90	33.52	35.22	37.00	38.90	40.86	42.94
40	ANNUAL	46,043.00	48,386.00	50,831.00	53,430.00	56,128.00	58,978.00	61,985.00
	BI-WEEKLY	1,764.10	1,853.87	1,947.55	2,047.13	2,150.50	2,259.69	2,374.90
	HOURLY RATE	22.05	23.17	24.34	25.59	26.88	28.25	29.69
	OVERTIME RATE	33.52	35.22	37.00	38.90	40.86	42.94	45.13
41	ANNUAL	48,386.00	50,831.00	53,430.00	56,128.00	58,978.00	61,985.00	65,141.00
	BI-WEEKLY	1,853.87	1,947.55	2,047.13	2,150.50	2,259.69	2,374.90	2,495.82
	HOURLY RATE	23.17	24.34	25.59	26.88	28.25	29.69	31.20
	OVERTIME RATE	35.22	37.00	38.90	40.86	42.94	45.13	47.42
42	ANNUAL	50,831.00	53,430.00	56,128.00	58,978.00	61,985.00	65,141.00	68,449.00
	BI-WEEKLY	1,947.55	2,047.13	2,150.50	2,259.69	2,374.90	2,495.82	2,622.57
	HOURLY RATE	24.34	25.59	26.88	28.25	29.69	31.20	32.78
	OVERTIME RATE	37.00	38.90	40.86	42.94	45.13	47.42	49.83
43	ANNUAL	53,430.00	56,128.00	58,978.00	61,985.00	65,141.00	68,449.00	71,939.00
	BI-WEEKLY	2,047.13	2,150.50	2,259.69	2,374.90	2,495.82	2,622.57	2,756.28
	HOURLY RATE	25.59	26.88	28.25	29.69	31.20	32.78	34.45
	OVERTIME RATE	38.90	40.86	42.94	45.13	47.42	49.83	52.36
44	ANNUAL	56,128.00	58,978.00	61,985.00	65,141.00	68,449.00	71,939.00	75,606.00
	BI-WEEKLY	2,150.50	2,259.69	2,374.90	2,495.82	2,622.57	2,756.28	2,896.78
	HOURLY RATE	26.88	28.25	29.69	31.20	32.78	34.45	36.21
	OVERTIME RATE	40.86	42.94	45.13	47.42	49.83	52.36	55.04

1.50% INC.

CITY OF LANSING
SALARY WAGE SCHEDULE
TEAMSTER SUPERVISORY & NON-SUPERVISORY
EXEMPT SUPERVISORY & NON-SUPERVISORY

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RANGE NUMBER		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
15	ANNUAL	14,401.00	15,052.00	15,754.00	16,484.00	17,239.00	18,039.00	18,892.00
	BI-WEEKLY	551.76	576.70	603.60	631.57	660.50	691.15	723.83
	HOURLY RATE	6.90	7.21	7.55	7.89	8.26	8.64	9.05
	OVERTIME RATE	10.49	10.96	11.48	11.99	12.56	13.13	13.76
16	ANNUAL	15,052.00	15,754.00	16,484.00	17,239.00	18,039.00	18,892.00	19,794.00
	BI-WEEKLY	576.70	603.60	631.57	660.50	691.15	723.83	758.39
	HOURLY RATE	7.21	7.55	7.89	8.26	8.64	9.05	9.48
	OVERTIME RATE	10.96	11.48	11.99	12.56	13.13	13.76	14.41
17	ANNUAL	15,754.00	16,484.00	17,239.00	18,039.00	18,892.00	19,794.00	20,724.00
	BI-WEEKLY	603.60	631.57	660.50	691.15	723.83	758.39	794.02
	HOURLY RATE	7.55	7.89	8.26	8.64	9.05	9.48	9.93
	OVERTIME RATE	11.48	11.99	12.56	13.13	13.76	14.41	15.09
18	ANNUAL	16,484.00	17,239.00	18,039.00	18,892.00	19,794.00	20,724.00	21,707.00
	BI-WEEKLY	631.57	660.50	691.15	723.83	758.39	794.02	831.69
	HOURLY RATE	7.89	8.26	8.64	9.05	9.48	9.93	10.40
	OVERTIME RATE	11.99	12.56	13.13	13.76	14.41	15.09	15.81
19	ANNUAL	17,239.00	18,039.00	18,892.00	19,794.00	20,724.00	21,707.00	22,731.00
	BI-WEEKLY	660.50	691.15	723.83	758.39	794.02	831.69	870.92
	HOURLY RATE	8.26	8.64	9.05	9.48	9.93	10.40	10.89
	OVERTIME RATE	12.56	13.13	13.76	14.41	15.09	15.81	16.55
20	ANNUAL	18,039.00	18,892.00	19,794.00	20,724.00	21,707.00	22,731.00	23,834.00
	BI-WEEKLY	691.15	723.83	758.39	794.02	831.69	870.92	913.18
	HOURLY RATE	8.64	9.05	9.48	9.93	10.40	10.89	11.41
	OVERTIME RATE	13.13	13.76	14.41	15.09	15.81	16.55	17.34
21	ANNUAL	18,892.00	19,794.00	20,724.00	21,707.00	22,731.00	23,834.00	24,964.00
	BI-WEEKLY	723.83	758.39	794.02	831.69	870.92	913.18	956.48
	HOURLY RATE	9.05	9.48	9.93	10.40	10.89	11.41	11.96
	OVERTIME RATE	13.76	14.41	15.09	15.81	16.55	17.34	18.18
22	ANNUAL	19,794.00	20,724.00	21,707.00	22,731.00	23,834.00	24,964.00	26,170.00
	BI-WEEKLY	758.39	794.02	831.69	870.92	913.18	956.48	1,002.68
	HOURLY RATE	9.48	9.93	10.40	10.89	11.41	11.96	12.53
	OVERTIME RATE	14.41	15.09	15.81	16.55	17.34	18.18	19.05
23	ANNUAL	20,724.00	21,707.00	22,731.00	23,834.00	24,964.00	26,170.00	27,423.00
	BI-WEEKLY	794.02	831.69	870.92	913.18	956.48	1,002.68	1,050.69
	HOURLY RATE	9.93	10.40	10.89	11.41	11.96	12.53	13.13
	OVERTIME RATE	15.09	15.81	16.55	17.34	18.18	19.05	19.96
24	ANNUAL	21,707.00	22,731.00	23,834.00	24,964.00	26,170.00	27,423.00	28,757.00
	BI-WEEKLY	831.69	870.92	913.18	956.48	1,002.68	1,050.69	1,101.80
	HOURLY RATE	10.40	10.89	11.41	11.96	12.53	13.13	13.77
	OVERTIME RATE	15.81	16.55	17.34	18.18	19.05	19.96	20.93

1.50% INC.

CITY OF LANSING
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EXEMPT SUPERVISORY & NON-SUPERVISORY

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RANGE NUMBER		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
25	ANNUAL	22,731.00	23,834.00	24,964.00	26,170.00	27,423.00	28,757.00	30,161.00
	BI-WEEKLY	870.92	913.18	956.48	1,002.68	1,050.69	1,101.80	1,155.59
	HOURLY RATE	10.89	11.41	11.96	12.53	13.13	13.77	14.44
	OVERTIME RATE	16.55	17.34	18.18	19.05	19.96	20.93	21.95
26	ANNUAL	23,834.00	24,964.00	26,170.00	27,423.00	28,757.00	30,161.00	31,614.00
	BI-WEEKLY	913.18	956.48	1,002.68	1,050.69	1,101.80	1,155.59	1,211.26
	HOURLY RATE	11.41	11.96	12.53	13.13	13.77	14.44	15.14
	OVERTIME RATE	17.34	18.18	19.05	19.96	20.93	21.95	23.01
27	ANNUAL	24,964.00	26,170.00	27,423.00	28,757.00	30,161.00	31,614.00	33,174.00
	BI-WEEKLY	956.48	1,002.68	1,050.69	1,101.80	1,155.59	1,211.26	1,271.03
	HOURLY RATE	11.96	12.53	13.13	13.77	14.44	15.14	15.89
	OVERTIME RATE	18.18	19.05	19.96	20.93	21.95	23.01	24.15
28	ANNUAL	26,170.00	27,423.00	28,757.00	30,161.00	31,614.00	33,174.00	34,777.00
	BI-WEEKLY	1,002.68	1,050.69	1,101.80	1,155.59	1,211.26	1,271.03	1,332.45
	HOURLY RATE	12.53	13.13	13.77	14.44	15.14	15.89	16.66
	OVERTIME RATE	19.05	19.96	20.93	21.95	23.01	24.15	25.32
29	ANNUAL	27,423.00	28,757.00	30,161.00	31,614.00	33,174.00	34,777.00	36,494.00
	BI-WEEKLY	1,050.69	1,101.80	1,155.59	1,211.26	1,271.03	1,332.45	1,398.24
	HOURLY RATE	13.13	13.77	14.44	15.14	15.89	16.66	17.48
	OVERTIME RATE	19.96	20.93	21.95	23.01	24.15	25.32	26.57
30	ANNUAL	28,757.00	30,161.00	31,614.00	33,174.00	34,777.00	36,494.00	38,361.00
	BI-WEEKLY	1,101.80	1,155.59	1,211.26	1,271.03	1,332.45	1,398.24	1,469.77
	HOURLY RATE	13.77	14.44	15.14	15.89	16.66	17.48	18.37
	OVERTIME RATE	20.93	21.95	23.01	24.15	25.32	26.57	27.92
31	ANNUAL	30,161.00	31,614.00	33,174.00	34,777.00	36,494.00	38,361.00	40,296.00
	BI-WEEKLY	1,155.59	1,211.26	1,271.03	1,332.45	1,398.24	1,469.77	1,543.91
	HOURLY RATE	14.44	15.14	15.89	16.66	17.48	18.37	19.30
	OVERTIME RATE	21.95	23.01	24.15	25.32	26.57	27.92	29.34
32	ANNUAL	31,614.00	33,174.00	34,777.00	36,494.00	38,361.00	40,296.00	42,339.00
	BI-WEEKLY	1,211.26	1,271.03	1,332.45	1,398.24	1,469.77	1,543.91	1,622.18
	HOURLY RATE	15.14	15.89	16.66	17.48	18.37	19.30	20.28
	OVERTIME RATE	23.01	24.15	25.32	26.57	27.92	29.34	30.83
33	ANNUAL	33,174.00	34,777.00	36,494.00	38,361.00	40,296.00	42,339.00	44,485.00
	BI-WEEKLY	1,271.03	1,332.45	1,398.24	1,469.77	1,543.91	1,622.18	1,704.41
	HOURLY RATE	15.89	16.66	17.48	18.37	19.30	20.28	21.31
	OVERTIME RATE	24.15	25.32	26.57	27.92	29.34	30.83	32.39
34	ANNUAL	34,777.00	36,494.00	38,361.00	40,296.00	42,339.00	44,485.00	46,734.00
	BI-WEEKLY	1,332.45	1,398.24	1,469.77	1,543.91	1,622.18	1,704.41	1,790.57
	HOURLY RATE	16.66	17.48	18.37	19.30	20.28	21.31	22.38
	OVERTIME RATE	25.32	26.57	27.92	29.34	30.83	32.39	34.02

1.50% INC.

CITY OF LANSING
SALARY WAGE SCHEDULE
TEAMSTER SUPERVISORY & NON-SUPERVISORY
EXEMPT SUPERVISORY & NON-SUPERVISORY

EFFECTIVE DATE 7/1/96

RANGE NUMBER		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
35	ANNUAL	36,494.00	38,361.00	40,296.00	42,339.00	44,485.00	46,734.00	49,112.00
	BI-WEEKLY	1,398.24	1,469.77	1,543.91	1,622.18	1,704.41	1,790.57	1,881.69
	HOURLY RATE	17.48	18.37	19.30	20.28	21.31	22.38	23.52
	OVERTIME RATE	26.57	27.92	29.34	30.83	32.39	34.02	35.75
36	ANNUAL	38,361.00	40,296.00	42,339.00	44,485.00	46,734.00	49,112.00	51,593.00
	BI-WEEKLY	1,469.77	1,543.91	1,622.18	1,704.41	1,790.57	1,881.69	1,976.74
	HOURLY RATE	18.37	19.30	20.28	21.31	22.38	23.52	24.71
	OVERTIME RATE	27.92	29.34	30.83	32.39	34.02	35.75	37.56
37	ANNUAL	40,296.00	42,339.00	44,485.00	46,734.00	49,112.00	51,593.00	54,231.00
	BI-WEEKLY	1,543.91	1,622.18	1,704.41	1,790.57	1,881.69	1,976.74	2,077.82
	HOURLY RATE	19.30	20.28	21.31	22.38	23.52	24.71	25.97
	OVERTIME RATE	29.34	30.83	32.39	34.02	35.75	37.56	39.47
38	ANNUAL	42,339.00	44,485.00	46,734.00	49,112.00	51,593.00	54,231.00	56,970.00
	BI-WEEKLY	1,622.18	1,704.41	1,790.57	1,881.69	1,976.74	2,077.82	2,182.76
	HOURLY RATE	20.28	21.31	22.38	23.52	24.71	25.97	27.28
	OVERTIME RATE	30.83	32.39	34.02	35.75	37.56	39.47	41.47
39	ANNUAL	44,485.00	46,734.00	49,112.00	51,593.00	54,231.00	56,970.00	59,863.00
	BI-WEEKLY	1,704.41	1,790.57	1,881.69	1,976.74	2,077.82	2,182.76	2,293.60
	HOURLY RATE	21.31	22.38	23.52	24.71	25.97	27.28	28.67
	OVERTIME RATE	32.39	34.02	35.75	37.56	39.47	41.47	43.58
40	ANNUAL	46,734.00	49,112.00	51,593.00	54,231.00	56,970.00	59,863.00	62,915.00
	BI-WEEKLY	1,790.57	1,881.69	1,976.74	2,077.82	2,182.76	2,293.60	2,410.54
	HOURLY RATE	22.38	23.52	24.71	25.97	27.28	28.67	30.13
	OVERTIME RATE	34.02	35.75	37.56	39.47	41.47	43.58	45.80
41	ANNUAL	49,112.00	51,593.00	54,231.00	56,970.00	59,863.00	62,915.00	66,118.00
	BI-WEEKLY	1,881.69	1,976.74	2,077.82	2,182.76	2,293.60	2,410.54	2,533.26
	HOURLY RATE	23.52	24.71	25.97	27.28	28.67	30.13	31.67
	OVERTIME RATE	35.75	37.56	39.47	41.47	43.58	45.80	48.14
42	ANNUAL	51,593.00	54,231.00	56,970.00	59,863.00	62,915.00	66,118.00	69,476.00
	BI-WEEKLY	1,976.74	2,077.82	2,182.76	2,293.60	2,410.54	2,533.26	2,661.92
	HOURLY RATE	24.71	25.97	27.28	28.67	30.13	31.67	33.27
	OVERTIME RATE	37.56	39.47	41.47	43.58	45.80	48.14	50.57
43	ANNUAL	54,231.00	56,970.00	59,863.00	62,915.00	66,118.00	69,476.00	73,018.00
	BI-WEEKLY	2,077.82	2,182.76	2,293.60	2,410.54	2,533.26	2,661.92	2,797.62
	HOURLY RATE	25.97	27.28	28.67	30.13	31.67	33.27	34.97
	OVERTIME RATE	39.47	41.47	43.58	45.80	48.14	50.57	53.15
44	ANNUAL	56,970.00	59,863.00	62,915.00	66,118.00	69,476.00	73,018.00	76,740.00
	BI-WEEKLY	2,182.76	2,293.60	2,410.54	2,533.26	2,661.92	2,797.62	2,940.23
	HOURLY RATE	27.28	28.67	30.13	31.67	33.27	34.97	36.75
	OVERTIME RATE	41.47	43.58	45.80	48.14	50.57	53.15	55.86

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