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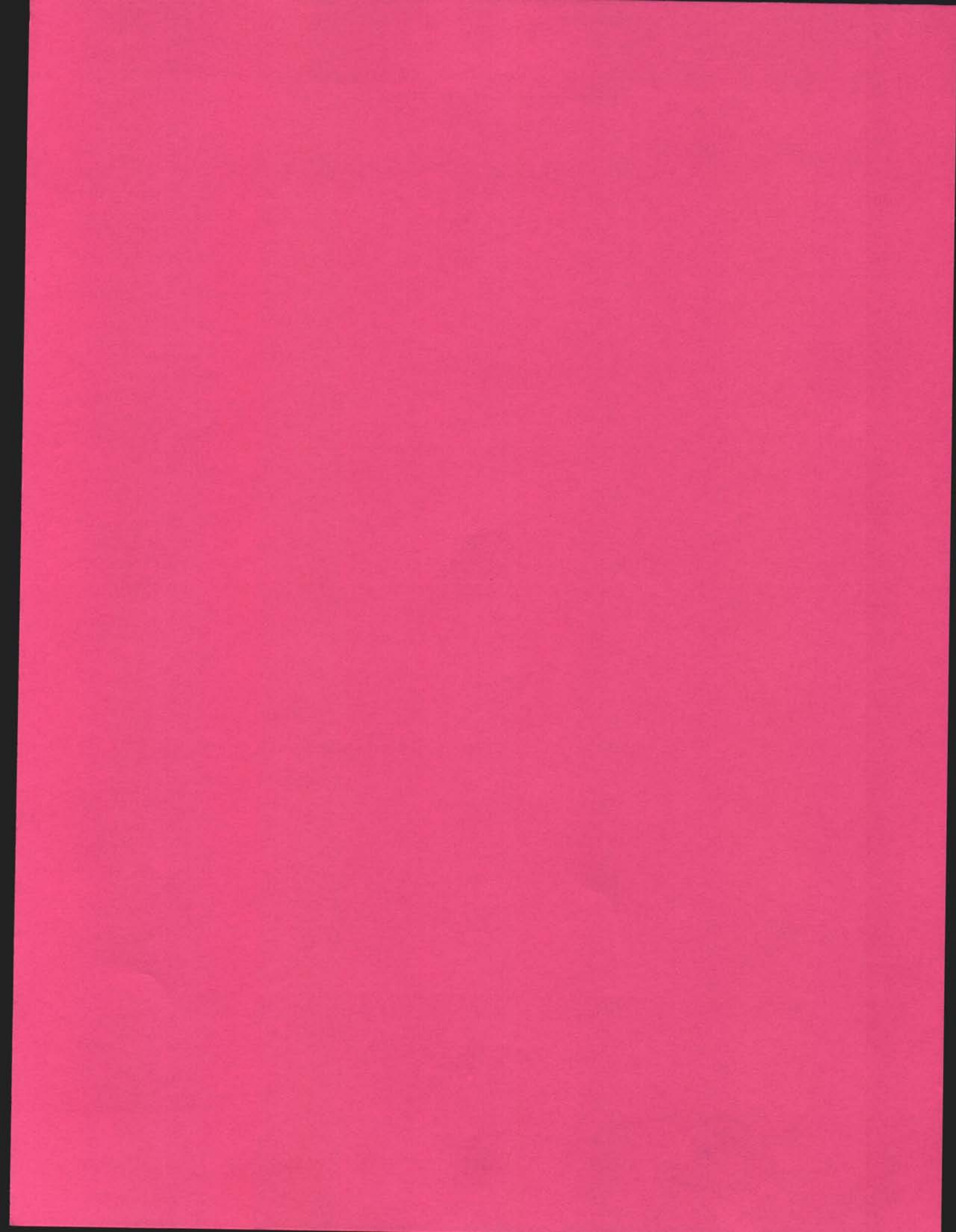


COLLECTIVE BARGAINING AGREEMENT
BETWEEN
CITY OF PONTIAC, MICHIGAN
AND
PONTIAC MUNICIPAL EMPLOYEES
ASSOCIATION

July 1, 1991 through June 30, 2000

Pontiac, City of

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University



Pontiac Municipal Employees Association
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THE PONTIAC MUNICIPAL EMPLOYEES ASSOCIATION

ARTICLE I - PURPOSE OF AGREEMENT

This Agreement is made and entered into by and between the City of Pontiac, Michigan hereinafter called the "City" and the Pontiac Municipal Employees Association, hereinafter called the "Association," pursuant to the Public Employment Relations Act, as amended. The purpose of this Working Agreement between the City and the Association is to promote and insure a spirit of confidence and cooperation; to set forth the general policy of the City on personnel and procedures; to establish uniform and equitable rates of pay and hours of work and to provide a method for the redress of any grievance.

ARTICLE II - RECOGNITION

Section 1. Bargaining Unit

The City hereby recognizes the Association as the exclusive bargaining representative in respect to rates of pay, wages, hours of employment, working conditions, and other conditions of employment for all office and clerical classifications except temporary employees, executives, supervisory and confidential employees.

Section 2. Aid to Other Unions

The Employer agrees that it will not negotiate with any other Association, individual or group of individuals, concerning the subject matter of this contract and that neither the Employer nor its officials or agents shall promote, assist, aid, foster or recognize any other Association in any respect affecting the purpose of this contract as long as this Association is the legally designated representative.

Section 3. Subcontracting

The rights of contracting or subcontracting are vested in the City; however they shall not be used for the purpose of or intention of undermining the Association or to discriminate against any of its members. No employee shall be laid off or demoted or caused to suffer a reduction in overtime work as a result of the same or substantially the same work being performed by an outside contractor on a regular basis.

Section 4. Affirmative Action

The parties agree each will refrain from unlawful discrimination with regard to employment practices of the City and membership in the Association. The parties support appropriate affirmative action practices which are intended to overcome barriers of equality in employment opportunities. Minorities are defined as all persons qualified as Black (not of Hispanic origin), Hispanic, Asian or Pacific Islander, American Indian or Alaskan native and women.

Section 5. Association Security

- A. Present employees covered by this Agreement shall, as a condition of employment, either become members of the Association or pay the equivalent of the Association's regular

ARTICLE II - RECOGNITION

monthly dues, referred to as a service fee, to the Association for the duration of this Agreement, on or before the tenth (10th) day after the thirtieth (30th) day following the effective date of the Agreement.

- B. Employees hired, rehired, reinstated or transferred into the bargaining unit after the effective date of this Agreement and covered by this Agreement shall, as a condition of employment, become members of the Association or pay the equivalent of the Association's regular monthly dues, referred to as a service fee, to the Association for the duration of this Agreement, on or before the tenth (10th) day after the thirtieth (30th) day following the beginning of their employment in the unit. Employees who fail to comply with this requirement shall be discharged fourteen (14) days after receipt of written notice of such fact by the Personnel Department from the Association.
- C. An employee who shall tender an initiation fee – (if not already a member) and the periodic dues and assessments uniformly required of a member or service charge shall be deemed to meet the conditions of this section.
- D. The Association will protect and save harmless the Employer from any and all claims, demands, suits, and other forms of liability by reason of action taken by the Employer for the purpose of complying with Article II of this Agreement, including, but not limited to, costs of litigation, attorney fees and judgments, if any.

Section 6. Deduction of Dues

The Employer hereby agrees to deduct dues, assessments and/or initiation fees of the individual employees to the Association as authorized by such employees upon the following terms and conditions:

- A. Each employee who desires to have such dues, assessments, and/or initiation fees deducted from his/her earnings shall execute the "AUTHORIZATION FOR PAYROLL DEDUCTION" form, as set forth below:
 - 1. The Employer shall provide each new employee with such forms during the initial employee orientation meeting.
 - 2. The Association will assume the entire cost for the reproduction of the "AUTHORIZATION FOR PAYROLL DEDUCTION" forms.
- B. The Employer shall place such deduction or deductions in effect at the next pay period of the month following receipt of same and continue in accordance with the terms and conditions set forth in the Authorization.
- C. The employee shall transmit such deductions, together with a list of the employees paying same, to the Treasurer of the Association, designated in writing by the Association, and shall do so as soon as possible after the deductions have been made.

ARTICLE II - RECOGNITION

- D. The following form shall be utilized as authorization for such deductions from Association employees.

AUTHORIZATION FOR PAYROLL DEDUCTION - ASSOCIATION DUES

By: _____
(Please Print) Last Name First Name Middle Name

Division or Department _____
Classification _____

To the City of Pontiac:

I hereby request and authorize you to deduct from my earnings, the current initiation fee being charged by the PONTIAC MUNICIPAL EMPLOYEES ASSOCIATION and any assessments levied by said Association, and to deduct from my earnings the monthly dues as established and certified by said Association.

I authorize you to pay the amounts deducted to the Treasurer of said Association. This authorization shall remain in full force and effect unless terminated by me, by written notice, to the Association and Employer within thirty (30) days immediately preceding the termination date of the existing Association/Management Agreement or termination of my employment.

Date _____
Employee's Signature

- E. The following form shall be utilized as authorization for payroll deduction of service fees by Association employees whose classifications are represented by the Association.

AUTHORIZATION FOR PAYROLL DEDUCTION - ASSOCIATION/SERVICE FEES

By _____
(Please Print) Last Name First Name Middle Name

Division or Department _____
Classification _____

To the City of Pontiac:

I hereby request and authorize you to deduct from my earnings a monthly service fee as a contribution towards the support and administration of the Agreement between the City of Pontiac and the Pontiac Municipal Employees Association in an amount equal to its member's regular monthly dues. I further authorize you to pay the amounts so deducted to the Treasurer of said Association.

Date _____
Employee's Signature

- F. Employees laid off shall have their dues or service fees automatically deducted upon return to their employment with the City. Employees who are enrolled between the 1st and 15th shall pay for the current month. Employees enrolled between the 15th and the end of the month shall pay the following month.

ARTICLE III - GRIEVANCE PROCEDURE

Section 1. Processing a Grievance

Any grievance which may arise between the parties over the application, meaning or interpretation of this Agreement must be filed within ten (10) working days of the event, occurrence or knowledge of the facts giving rise to the grievance, and in cases of suspension within ten (10) working days of the day the suspension is terminated by discharge or reinstatement. Such grievance shall be settled in the following manner.

- A. Step One. The Unit Steward, with the employee, shall take up the grievance or dispute verbally with the employee's immediate supervisor. The supervisor shall attempt to adjust the matter and shall respond to the Unit Steward within three (3) working days.
- B. Step Two. If the grievance remains unadjusted, it shall be presented by the Unit Steward and a Negotiator in writing to the Department Head or designated representative of the City within seven (7) working days after the supervisor's response is due. The Department Head or designated representative of the City shall arrange a meeting to be held within five (5) working days. The City shall respond in writing to the written grievance within seven (7) working days after the meeting is held.
- C. Step Three. If the grievance remains unadjusted, it shall be presented by the Association to the Labor Relations Administrator or a designated representative within seven (7) working days after the response of the Department Head or designated representative is received or seven (7) days after the response is due, whichever occurs first. A meeting shall be held within ten (10) working days of receipt of the grievance. The Labor Relations Administrator or a designated representative shall respond in writing to the grievance within ten (10) working days after the meeting is held.
- D. Step Four. If the Association does not accept the written reply of the Labor Relations Administrator and it desires to request arbitration, the parties shall request an arbitrator from the established panel of arbitrators within thirty (30) days of receipt of the written reply of the Labor Relations Administrator. Failure to comply will bar the grievance from being further pursued. A meeting will be held between the parties to exchange all known facts. At such meetings, each party, after diligent investigation, will endeavor in good faith to furnish the other with all facts and information available with respect to that grievance.
 - 1. The decision of the arbitrator shall be final and binding on the parties, and the arbitrator shall be requested to issue his/her decision within thirty (30) days after the conclusion of testimony and argument. Expense for the arbitrator's services and the proceedings shall be borne equally by the City and the Association. However, each party shall be responsible for compensating its own representation and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pay for the record and make copies available without charge to the other party and to the arbitrator.

ARTICLE III - GRIEVANCE PROCEDURE

- E. Failure by the Association to act on a grievance within the time limits specified in Article III, Section 1, paragraph A, B, C, and D, shall constitute a bar to further action on that grievance. Failure by the City to act on a grievance within the time limits specified in Article III, Section 1, paragraph A, B, and C, shall allow the grievance to be processed to the next step in the grievance procedure.
1. All time limits in the grievance procedure may be shortened or extended by mutual agreement.
 2. A grievance may be withdrawn without prejudice at or after step two of the grievance procedure by mutual consent and, if so withdrawn, all liabilities shall be canceled. If the grievance is reinstated, liabilities, if any, shall accrue from the date of the reinstatement.
 3. If the grievance is not reinstated within ninety (90) days, it shall not be reinstated.
- F. Grievances or disputes affecting the entire bargaining unit or entire classifications may be entered by the Association as a policy grievance at step three. Grievances or disputes affecting an entire department may be entered by the Association as a policy grievance at step two.

Section 2. Investigating Grievances

When it becomes necessary for the grievance committee to investigate grievances referred to them by a Unit Steward, a member of the grievance committee shall be given reasonable time off the job, with pay, to investigate the alleged grievance fully. The grievance committee member shall inform his/her supervisor sufficiently in advance of such time off.

Section 3. Time Off for Grievance Committee

The members of the grievance committee shall be relieved from their regular duties, upon reasonable notice to their department or division heads, to enable them to negotiate with a department or division head, and/or the Labor Relations Administrator or a designated representative on all grievances that have been processed to the appropriate level. They shall be paid at their regular rate of pay when they are conducting negotiations for all time consumed during their regular working hours.

- A. Due to abnormal working hours, the members of the executive board whose tours of duty extend beyond 5:00 pm shall be allowed to attend all executive board meetings when called.

ARTICLE III - GRIEVANCE PROCEDURE

Section 4. Time Off for Witnesses

When the grievance committee or the Labor Relations Administrator or a designated representative determines that it is necessary for witnesses to be called as needed at the arbitration, the said witnesses shall be relieved from their regular duties, upon reasonable notice to their department or division head, and they shall be compensated at their regular rate of pay for all time consumed during their regular working day.

Section 5. Association Activities

The Employer agrees that during working hours, and without loss of pay, designated Association representatives shall be allowed to:

- A. Attend negotiating meetings with the City.
- B. Prepare and transmit communications authorized by the Local Association or its officers, to City officials.
- C. Attend meetings called at the request of the Mayor.
- D. The Employer will make a reasonable effort to allow night shift union officials time off for the sole purpose of contract negotiations. Further, the Employer will make reasonable effort to allow these bargaining unit employees time off provided that the affected employees provide a request and sufficient notice is given to the Chief of Police. Approval shall not be unreasonably withheld.
- E. Attend Arbitration and MERC.

Time off for arbitration shall be limited to two (2) officials of the PMEA and time off for MERC hearings shall be limited to one (1) official of the PMEA.

- F. It is understood that upon request and approval of their supervisor, Union officials may retrieve documents from the PMEA office located at 12 South Mill Street, Room 202, in the City of Pontiac.

Section 6. Association Representation Units

For the purpose of Association representation, the number of representative subunits in the City shall be as follows:

Sub-Unit #1 City Hall (1) Steward

Sub-Unit #2 Public Safety Building and Fire Department (1) Steward

ARTICLE III - GRIEVANCE PROCEDURE

Sub-Unit #3 Community & Human Services, Community Development,
Growth Group and Planning Division (2) Stewards

Sub-Unit #4 Department of Public Works, Department of Public Utilities and
Housing Commission (2) Stewards

The Employer and the Association may agree to modification of the bargaining subunits from time to time by memorandum of agreement.

Section 7. Unit Stewards

- A. In each subunit, there will be an alternate steward for a total of four (4) alternate stewards. In the absence or unavailability of the unit steward in a given subunit, the alternate steward may act in the steward's behalf. In the absence of either the unit or alternate steward, a unit steward assigned to another subunit may act in their behalf.
- B. Alternate stewards do not qualify for superseniority status.
- C. The unit steward or alternate steward, acting in the absence of the unit stewards during their working hours, without loss of time or pay, may investigate and present grievances to the Employer providing a request and sufficient notice is given to their respective supervisors.

Section 8. Association and Employer Representatives, Notice of

- A. The Association agrees to provide the Employer with a current list of designated Unit Stewards and alternates in the subunits, grievance committee members, negotiating committee members, and Board of Directors.
- B. The Employer agrees to provide the Association with a current list of all supervisors, as well as department and/or division heads in the various subunits hereinabove provided.
- C. A grievance committee shall consist of any three (3) officers of the Association.
- D. The negotiating committee shall consist of the President, 1st Vice President, and any three (3) other members.

ARTICLE IV - SENIORITY

Section 1. Definition of Seniority

- A. Seniority is preference or priority in length of Bargaining Unit service, which assigns to permanent employees certain definite rights in matters of promotions, reassignments, transfers and leave preferences and other considerations attendant to the factor of

ARTICLE IV - SENIORITY

seniority. Seniority shall be on a City-wide basis, within the Bargaining Unit, providing an employee has the qualifications and ability to perform in the position for which the employee claims seniority. Any difference of opinion between the City and the Association as to the ability of an employee to perform the job shall become a matter of the Grievance Procedure.

City Seniority accrued outside of the Bargaining Unit, except for employees returning to the Bargaining Unit under Article VI, Section 1. A., Promotions, or Article VII, Section 1. B. (City Appointments) shall not be used in matters of promotions, reassignments, transfers, leave preferences and bumping and/or layoff within the Bargaining Unit. City Seniority accrued outside of the Bargaining Unit shall only apply towards accrual of vacation leave, sick leave, personal leave, longevity and pension.

- B. A new employee to this Bargaining Unit shall be considered as a probationary employee for the first six (6) months of employment depending on length of probation for the classification. There shall be no seniority among probationary employees. When an employee completes the probationary period, the employee's name shall be included on the seniority list of the unit and shall receive seniority from the date of initial employment.
- C. The Association shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, and hours of employment only.
- D. In case a probationary employee feels he/she has been laid off or dismissed unjustly and written evidence is presented to the Labor Relations Administrator to substantiate the claim, it shall be the duty of the Labor Relations Administrator to investigate this written evidence and notify the employee of the findings.

Section 2. Seniority Lists

- A. Seniority shall not be affected by race, sex, religion, marital status or dependents of the employees.
- B. The seniority list on the date of this Agreement will show the name and classification of all employees of the unit entitled to seniority.
- C. The City will provide the Association with up-to-date seniority lists within a reasonable time upon request.

Section 3. Termination of Employment and Loss of Seniority

- A. Termination - An employee shall be terminated for the following reasons:
 - 1. Voluntary resignation
 - 2. Disciplinary discharge not modified through the grievance procedure

ARTICLE IV - SENIORITY

3. Retirement
4. Failure to return to work within three (3) days of receipt of written notice of recall from layoff. The Employer will send notice of termination to last known address of record.
5. Absence from duty for three (3) consecutive work days without approved leave from the City.

B. Loss of seniority - An employee shall lose seniority for the following reasons:

1. Failure to return from sick leave or leaves or City approved leaves of absence.
2. Suspension without pay for ten (10) or more working days. Loss of seniority commences on the first day of the suspension.
3. As the result of layoff, an employee will not accrue seniority. An employee will lose all seniority when the layoff exceeds their amount of seniority at the time of the layoff.

Section 4. Shift Preference

In any department where employees work different shifts, the senior employee shall have preference as to which shift they desire to work in descending order of seniority status. Shift preference may be exercised only once during any six (6) month period.

Section 5. Seniority of Officers

Notwithstanding their positions on the seniority list, elected officials (President, Vice President, Treasurer, Unit Steward) of the Association shall, in the event of layoff only, be continued on the job provided they can perform the work in the classification available.

Section 6. Layoff

- A. Layoffs shall be made in conformity with the principle of seniority i.e., the last one hired being the first one laid off, and the first one laid off shall be the last one recalled. In the event layoffs become necessary, senior employees shall be entitled to transfer to any other jobs, in equal or lower classifications, in their bargaining unit held by less senior employees, provided they are able to perform the duties. The exercise of bumping rights, under this section, by seniority, employees shall be directed to the position or job held by the least senior employee in the class or title. The employee will be given a ten (10) working day trial period (which can be extended five (5) days at Management's discretion) to satisfactorily familiarize themselves with job duties and to demonstrate the ability to perform.
- B. No new employees will be hired by the City as long as there are employees who are laid off who have seniority recall rights and can perform the duties of the position. The Association shall be notified twenty-eight (28) days in advance, if conditions allow, of any layoffs to allow them to work closely with the City and/or department to correctly align the

ARTICLE IV - SENIORITY

determining conditions of the layoff. If employees are to be laid off, a fourteen (14) day written notice shall be given of the date when their services shall no longer be required, with a copy to the Association President. Per Article IV, Section 6 (A) of this Agreement, the employees being laid off shall be given a list of classifications from which to make their bumping selections.

- C. When an employee is being laid off because the duties of the position held are being eliminated, the employee shall be placed in a like classification where the same work is being performed by an employee with lower seniority, without written, oral or physical examination.
- D. If there is no position available, the employee involved should have the choice of taking a voluntary demotion, if possible, or a layoff; however, as soon as a position is available in the former class or any class of equal or lesser pay covered by the Pay Plan contained in this Agreement, the employee shall, upon consent of the employee, be transferred to it within fourteen (14) days without examination. The employee will be given a ten (10) working day trial period (which can be extended five (5) days at Management's discretion) to satisfactorily familiarize themselves with job duties and to demonstrate the ability to perform.
- E. When the workforce is increased after a layoff, employees will be recalled according to seniority if they have recall rights. Notice of recall shall be sent to the employee at the last known address by registered mail or certified mail.
- F. Employees laid off shall have recall rights equal to the length of seniority. However, those employees who are on the recall list as of July 1, 1985 will be removed from the recall lists on June 30, 1986.

Section 7. Transfers

- A. The City will give fair and proper consideration to employees requesting transfers who fulfill the minimum qualifications for the vacant position to which they wish to transfer. Such employees should make application to their Department or Division Heads, with copies to the Personnel Department, stating their desires, qualifications and experience.
- B. The Personnel Department shall maintain a list of all requests for transfers and it shall be responsible for notifying the employee's Department or Division Head when a vacant lateral or lower position becomes available. Notice of the employee's intentions must be returned to the Personnel Department within three (3) working days.
- C. If any employee's request for transfer is denied, such denial must be sent to the employee stating reasons for denial in writing.

ARTICLE IV - SENIORITY

Section 8. Military Veterans

- A. The length of an employee's service with the Armed Forces of the United States or enforced military training, which interrupted the employee's employment with the City, shall be included in the computations of the length of service with the City to determine status on the seniority list. Any employee actively serving in the Armed Forces of the United States, or absent because of enforced military training shall not lose seniority status, but upon termination of such service shall be re-employed by the City, provided the employee has been honorably discharged from the service and reports to work within ninety (90) days after discharge.
- B. An employee being inducted into the service may arrange for a leave to begin up to thirty (30) days prior to the induction date.
- C. A probationary employee who enters the Armed Forces and meets the foregoing requirements, must complete the probationary period, and upon completing it will have seniority equal to the time spent in the Armed Forces added to the employee's total seniority, provided the employee has been honorably discharged from the service and reports for work within ninety (90) days after discharge.
- D. Except as hereinabove provided, the reemployment rights of such employees and probationary employees will be limited by applicable laws and regulations.
- E. An employee shall be paid for the day the employee is ordered to report for the pre-induction physical examination if the employee has been drafted for military duty.

Section 9. Seniority Records

Seniority of all employees shall remain as posted at the signing of this Agreement except as it may be accumulated.

- A. A seniority list for all employees under this Agreement shall be submitted by the City to the Association and posted semiannually.
- B. The City shall present the Association each month with a list of employees involved in the following transactions:
 - 1. Employees hired or rehired or temporary employees as they become regular employees.
 - 2. Employees going to or returning from military service.
 - 3. Employees transferred out of the bargaining unit.
 - 4. Employees who for any reason separate from the City.
 - 5. Employees going or returning from leaves of absences.
- C. The seniority list shall be established in accordance with seniority dates.

ARTICLE IV - SENIORITY

Section 10. Pay and Service Credit

- A. On satisfactory completion of their probationary periods, new employees, if hired at the starting rate, will be advanced to the next step in the pay range for their positions. Further increases of one step (as outlined in the official pay plan) shall generally be granted on the anniversary of the appointment, but may be withheld on the recommendation of the Department or Division Head, based on the work performance of the employee. The employee and the Personnel Department shall be notified in writing as to the reason for withholding a step increase.
- B. A new employee hired at the six (6) month step in the pay range for the position shall, upon satisfactory completion of his/her probationary period, be advanced to the one (1) year step in the pay range. Further increases (as specified in the official pay plan) shall be granted annually thereafter subject to being certified by the Department or Division Head as having performed satisfactorily.
- C. A new employee hired at the one (1) or two (2) year step in the pay range for the position, shall receive step increases annually until the top of the pay range is reached, subject to being certified by the Department or Division Head as having performed satisfactorily.
- D. Nothing in this section should preclude the possibility of an employee being advanced at a more rapid rate.
- E. Service credit for pay purposes shall begin from the time of appointment to a new position, but shall not accrue during time of leave of absence without pay longer than two (2) weeks, except for compensable duty incurred illness or injury. Pay increases shall become effective at the beginning of a pay period.

ARTICLE V - CONDITIONS OF WORK

Section 1. Hours

- A. The standard duty day for all bargaining unit employees shall consist of eight (8) consecutive hours, exclusive of lunch periods. The standard work week shall consist of five (5) consecutive duty days. Beginning and ending times shall be established by the City on a reasonable basis in relation to the needs of the City.
- B. The City and the Association agree to implement, where possible, the concept of "flex-time" within each department or division where bargaining unit members are assigned. Management within each division or department may meet with employees to arrange work schedules with due regard for the particular needs of the City and the employees.

ARTICLE V - CONDITIONS OF WORK

- C. The existing practice of allowing Communications Specialists and Police Cadets to trade days and/or shifts shall be continued. Employees must give reasonable notice of the request and receive approval of supervision.

Section 2. Relief and Lunch Periods

- A. All bargaining unit employees shall receive one (1) fifteen (15) minute relief period in each half of the duty day. Relief periods shall be scheduled by the City. Scheduling of relief periods shall not be used as a disciplinary measure.
- B. Lunch periods shall be for one (1) hour. Lunch periods shall be scheduled by the City.

Section 3. Overtime

Overtime is authorized time worked in excess of eight (8) hours per day and forty (40) hours per week beginning with the ending time of the employee's shift except in cases where a routine and regular previously assigned shift change occurs and time in excess of forty (40) hours. Employees who have completed eight (8) regular hours during a scheduled work day shall be paid at the rate of time and one half for all time worked in excess of eight (8) regular hours on such day. Employees who have completed forty (40) regular hours during their scheduled work week shall be paid at the rate of time and one-half for all time worked on Saturday or the sixth (6th) day of the scheduled work week.

- A. Employees who have completed forty (40) regular hours during their scheduled work week shall be paid at the rate of double time for all time worked on Sunday or the seventh (7th) day of the scheduled work week. Authorized paid vacation, sick leave, and holidays shall be considered as time worked only for the purpose of this section (3).
- B. Employees shall work overtime when necessary and overtime on any job shall be allocated as evenly as possible among all employees qualified to do the work. Overtime shall be paid on the basis of one-tenth (1/10) of an hour. It shall be the responsibility of the Department or Division Head to post overtime lists with bi-pay period adjustments.
- C. Employees needed to work overtime will be selected in the following manner: Employees in each department or division will be placed on an overtime list by classification and seniority. In the event overtime is required in a certain classification, each person so classified will be asked to work in accordance with his/her seniority and hours of overtime previously worked. Any employee refusing to work overtime will be charged with the number of hours actually worked. If no employee agrees to work, the lowest person in seniority available will be required to work the overtime.

ARTICLE V - CONDITIONS OF WORK

- D. An employee may at the employee's option receive overtime payment in compensatory time off instead of cash; however, all compensatory time accrued must be used in the same calendar year it is earned or it will be paid in cash at the end of that calendar year. No compensatory time earned in one calendar year may be carried over to the next calendar year.

Section 4. Call Back Time

Employees called back outside of their regular hours shall be paid overtime rates for the total time worked with a minimum of three (3) hours at time and one-half for each call back. Overtime rates shall be discontinued at the beginning of a regular work day. Where possible, call back time shall be evenly distributed among the employees of the department.

Section 5. Discipline

- A. The City shall not discipline or discharge a bargaining unit employee without just cause. Should it become necessary for the City to discipline an employee, the following procedure will generally be adhered to:
1. It shall be the policy of the City to warn an employee orally for the first offense; to give at least one written warning for a second offense; to give suspension not to exceed three (3) days for the third offense; to give suspension not to exceed two (2) weeks for the fourth offense; and, finally, more severe discipline.
 2. Nothing in this section, however, shall prevent a Department Head from appropriately disciplining an employee immediately should circumstances warrant.
 3. It shall be understood that an employee shall be given a reasonable opportunity to have an Association official present during any act of suspension or dismissal. If the employee does not wish to have an Association official present, a waiver card will be required to be signed.
- B. After twenty-four (24) months of satisfactory service, an employee's personnel record shall be reviewed and all disciplinary reports shall be officially destroyed.
- C. Copies of all reprimands and other disciplinary action taken against employees shall be sent to the Association.
- D. When an employee is disciplined, all incidents bringing about the discipline must be thoroughly discussed with the employee.

Section 6. General Records

Personnel records, except those which must be kept at department or division offices

ARTICLE V - CONDITIONS OF WORK

(overtime records, timesheets, etc.) shall be maintained by the Personnel Department. The confidentiality of all such records shall be maintained by the City and employee evaluations will not be considered for promotional examination purposes. Any question an employee may have regarding his/her personal history records will be referred to his/her immediate supervisor for answers. Should it become necessary for an employee to examine his/her records it will also be arranged through his/her immediate supervisor. Such business should be completed within three (3) duty days.

Section 7. Inclement Weather

Engineering Division survey crews shall be utilized as inside office employees during inclement weather.

Section 8. Supervisory Duties

- A. Supervisors shall not wholly perform duties done by subordinates except in cases of real emergency or reduction of work force. Supervisory personnel shall not spend a majority of their time engaged in work activities consistently and routinely performed by their subordinates.
- B. The intent of the above provision is not to use supervisors in place of bargaining unit employees on jobs where employees are laid off, nor use supervisors to replace bargaining unit employees to avoid extended periods of overtime or any call-in time.
- C. Certain misunderstandings have occurred in the past with respect to this provision. In order to reduce to a minimum any misunderstandings in this regard in the future, all alleged departures from this policy shall immediately be taken up in the following manner:
 - 1. With the supervisor involved.
 - 2. With the Department Head, if not satisfactorily disposed of.
 - 3. With the Labor Relations Administrator, if necessary.

Section 9. In-Classification Training

In offices where employees are identically classified, they may be trained upon their request, in all aspects of their classification to the extent that it is possible. Requests for training should be in writing and submitted to the immediate supervisor.

ARTICLE VI - PROMOTIONS AND RECLASSIFICATIONS

Section 1. Promotions

- A. Promotions to fill vacancies will be made in order of final score on such examinations as may be conducted in accordance with procedures established by the Personnel Department. Upon failure to satisfactorily complete the six (6) month probationary

ARTICLE VI - PROMOTIONS AND RECLASSIFICATIONS

period on the new job, an employee who has been promoted will be returned to the employee's former department or division and former position, provided that the employee may be transferred to a similar position within another department or division if one is available and the employee requests it.

- B. All vacant or newly created positions to be filled in the bargaining unit shall be filled competitively. When positions are to be filled, examination announcements specifying minimum qualifications shall be distributed to departments and divisions and posted on official bulletin boards no later than fourteen (14) days following the occurrence of the vacant or new position.

Regular City employees shall be given an opportunity to fill vacant positions before outside the service recruitment is undertaken. The examination announcement, wherever possible, shall include the following: the locations of the anticipated vacancies and the number of anticipated positions to be filled at each location.

1. Employees who meet the stated requirements on time in grade and on holding a certain classification or its equivalent shall be considered to have met the minimum qualifications for taking promotional examinations.
2. Employees who satisfy time in grade requirements but cannot satisfy stated requirements on holding a certain classification or its equivalent, will be allowed to take the examination if they can certify that they have had experience, training, or education directly related to the position being tested for.
3. Written promotional examinations shall be compiled, maintained, approved, and administered by the Personnel Department and shall be conducted according to recognized procedures designed to insure that the integrity of the test is maintained.

- C. In written examinations, seniority shall be a factor weighted as follows:

1. One percent (1%) for each year of continuous service to a total of ten percent (10%).
2. A bonus of five percent (5%) to most senior employee.
3. In case of a tie, the employee with the most seniority will be promoted. If a tie still exists, the determination will be made on the basis of the flip of a coin.

- D. In oral examinations, seniority shall be a factor weighted on the basis of one-half percent (1/2%) for each full year of continuous service to a maximum of five percent (5%).

ARTICLE VI - PROMOTIONS AND RECLASSIFICATIONS

- E. Examinations will be conducted for all candidates who are certified. Examinations shall be confidential except that a candidate and his/her unit steward, at the request of the candidate, may inspect the completed examination of the candidate but may not copy questions nor take notes during such inspections.
1. Examinations shall be conducted within thirty (30) days of the posting for the examinations. The filling of vacant positions tested for shall occur within thirty (30) days after the examinations are conducted.
- F. The names of employees who have qualified in a given promotional examination will be placed on an eligibility list. An eligibility list shall remain in force for two (2) years from the date of the promotional examination for which it was established, or until the names on the list have been exhausted, whichever occurs sooner. At that time, the list will be discarded.
1. The names of qualifying employees will be placed on the list in order of final scores in accordance with paragraph C, sub-paragraph 3 above.
 2. The employees at the top of an eligibility list will be offered the first opening of the position for which the list was established. Failure to accept the position offered will cause an employee's name to be placed at the bottom of the list. Failure to accept a second position offered will cause the employee's name to be removed from the list.
 3. The City shall furnish copies of eligible lists and any changes in those lists when they are published.
- G. It is agreed that the City of Pontiac has instituted and is administering an Affirmative Action Plan in order to achieve its Equal Employment Opportunity Program goals. Therefore, so as to assist the City of Pontiac in reaching this goal, the Pontiac Municipal Employees Association enters into the following provision:
1. To the extent permitted by the United States and Michigan Constitutions and applicable federal and state laws, and only to that extent, the parties agree as follows: When examinations are undertaken to fill positions wherein the City identifies through promotional posting and a letter to the Union, that a group of employees is under-utilized in minority representation, a second eligibility list shall be established from those minorities on the original list. The minorities shall be listed in rank order of total scores. A selection shall be from the top candidate on the minority list who has successfully completed the examination. After the minority selection has been made, an original list shall be re-established with all candidates in rank order of total scores.
 2. Should it occur that no minority employees are among those who have successfully completed the examination, then the candidate who receives the

ARTICLE VI - PROMOTIONS AND RECLASSIFICATIONS

highest score on the original eligibility list shall be selected for the position.

3. Should it occur that G1 and G2 are challenged in state or federal court, the Union agrees to join the City in legal defense of these sections.
- H. Grievances pertaining to the nature and content of examinations must be filed at the third step within ten (10) days after the date of examination. Other grievances are barred ten (10) days after the posting of examination results.
- I. When examinations are undertaken to fill the Secretary positions, (Class Code 0047), shorthand as a criteria shall be removed as one of the qualifications.

Section 2. Temporary Promotions

- A. An employee shall not be required to perform in a position above the employee's classification without the employee's consent.
- B. Once an employee has agreed to the temporary position, and is assigned by their supervisor to perform temporarily in a position in a higher classification for a period exceeding two (2) consecutive days (sixteen (16) consecutive working hours), except in situations where the employee is being trained, the employee shall receive the next highest incremental wage rate in the temporary classification within the salary range for the higher position for all time worked. If the wage increase is less than five percent (5%), the employee's rate will be at the next highest step in the wage range in the temporary classification. However, in no case will the wage rate exceed the maximum wage established for the temporary classification. In cases where a permanent employee on leave of absence does not return to work, the position will be open for promotion.
- C. In cases where a temporary promotion is available for periods of more than thirty (30) days, it shall be filled by the most senior qualified employee in the next lower classification within the division or department, respectively. A temporary promotion shall not continue longer than six (6) months except to fill vacancies caused by illness, injury, vacation or leave of absence.
- D. If an employee is temporarily promoted to a position represented by another labor association under the Employer, not included within the unit, and within six (6) months thereafter resumes duties of their former position within the unit, the employee shall have accumulated seniority while working in the position to which the employee was temporarily promoted.

Section 3. Reclassification

- A. An employee may request a review of the employee's position if it is felt that the duties represent a change in work responsibilities or an error in classification. The audit

ARTICLE VI - PROMOTIONS AND RECLASSIFICATIONS

process shall take place within seventy-five (75) working days. If the audit is not answered within seventy-five (75) working days from the date the audit is requested, the desk audit is deemed denied and the Union may request expedited arbitration from the panel of arbitrators.

- B. If it is determined that the duties of the employee fall within a higher classification, the employee shall be reclassified to the higher position. Since this is not a promotion but a reaudit and reclassification, the position shall not be posted and no examination shall be required. The adjustments, if any, will be effective the pay period nearest the date the completed desk audit form has been submitted to Personnel.
- C. The pay step in the reclassified position shall be that of the former position.
- D. An employee may request an audit not more than once each eighteen (18) month period from the date of denial or the date of receipt of the audit answer.

Section 4. General Classification Surveys

The Association shall be given advance notice of any proposed general surveys of employee classifications or change in position titles. Before any changes become effective, they shall be negotiated and agreed upon by both parties. However, if the changes cannot be agreed upon within fourteen (14) days, the issues may then be referred to arbitration in accordance with the procedure set forth in Article III, Section 1, paragraph D.

ARTICLE VII - LEAVES OF ABSENCE

Section 1. Requesting Leaves of Absence

Upon request, Department Heads may grant a leave of absence, without pay, to an employee for up to two (2) weeks in duration. When a leave is to extend beyond two (2) weeks, it must also be approved by the Personnel Department. A leave of absence may extend up to six (6) months in duration and may be renewed upon proper application. An employee shall request leave of absence, in writing, well in advance of the date desired. Leave may be requested for any legitimate purpose but an employee shall be obligated to show that granting such leave is in the interest of the City. No leave may be granted before an employee has completed his/her probationary period, except for emergencies and with specific recommendation of the Department Head. Seniority shall not accrue during any unpaid leave of absence longer than two (2) weeks. Unpaid leave for illness, injury or military duty with the Armed Forces of the United States shall not be considered as interrupting the accrual of seniority.

- A. Any employee with seniority elected to public office may make written application for a leave of absence without pay for the period of the first term of active service in such elective office. Additional leaves of absence for service in an elective public office may be granted upon written application by the employee to the Personnel Department.

ARTICLE VII - LEAVES OF ABSENCE

- B. The City must notify the Union within thirty (30) days of any association member who is appointed and accepts such appointment to a City appointed position.
 - 1. An employee, under the provisions of paragraphs A and B, shall be guaranteed reemployment at the end of the leave or City appointment at the then current rate of pay to which the employee is entitled on the basis of seniority. Seniority will accumulate during the period of such leaves.

Section 2. Leave for Association Officials

Leaves of absence for periods not to exceed two (2) years will be granted, without loss of seniority, to employees holding an elective Association office. Such leaves may be extended in two (2) year units upon proper application. (They shall be allowed to continue in the City's insurance programs without loss by the payment of premiums).

- A. The President of the Association shall be granted reasonable time off without pay to attend meetings of organizations of which the Association is an affiliate or other association related business.

Section 3. Leave for Reserve of National Guard Duty

Employees who are in some branch of the Armed Forces or the National Guard will be paid the difference between their regular pay and payment for duty in the Reserve or National Guard when they are on full time active duty in Reserve or National Guard, during the normal work week, provided proof of service and pay is submitted or if called for any State or National emergency. This leave shall not exceed ten (10) work days in any twelve (12) month period; except that in the event of a State or National emergency, consideration will be given for an extension of this period on an individual basis.

Section 4. Leave for Jury Duty

The City shall pay any employee who is required to serve on a Jury Panel, the difference between the Jury Duty fee and the employee's regular wages.

Section 5. Maternity Leave

It is recognized that maternity leave, according to Federal and State law, must be treated in the same respect as sick leave. This requirement was incorporated into law by the 1978 amendment to the ban on sex discrimination in Title VII, effective April 29, 1979. In this respect, the City will strictly adhere to maternity leave provisions as dictated by Federal and State law.

- A. Employees who become pregnant should notify their Department Head when medical confirmation is received.

ARTICLE VII - LEAVES OF ABSENCE

- B. The employee shall be allowed to remain on the job as long as her physician certifies her able to perform her regular duties. In extenuating circumstances, the City may require re-certification of ability to perform her regular duties.
- C. The City will allow the use of vacation days for maternity leave purposes when their sick leave bank has been exhausted.
- D. Employees shall return to work from maternity leave upon release by their personal physician, and in accordance with the sick leave provisions of this Agreement and City Policy.
- E. Employees shall return to work from maternity leave upon release by their personal physician and may be required by the City to submit to a return-to-work physical examination by the City's designated physician.
- F. Employees returning from maternity leave will be reinstated to the same classification, with the same grade and pay currently held in effect at the time of commencement of the leave.
- G. The City of Pontiac will abide by the guidelines of the Family and Medical Leave Act of 1993. Leaves under the contract may be counted towards the employee's entitlement under the Family and Medical Leave Act.

Section 6. Educational Leave of Absence

Employees with seniority who desire to further their education may make application for a leave of absence for that purpose. One continuous leave of absence for reason for educational leave may be granted to eligible employees for a period not to exceed twelve (12) months. Additional leaves may be granted in the sole discretion of the City.

Section 7. Payment of Insurance Premiums While on Leave

An employee on leave without pay for non-service connected illness or disability shall have their health insurance benefits paid in full by the City for the first six (6) months of such leaves. The City will also pay its portion of an employee's life insurance premium for six (6) months. If an employee is laid off, the City will continue to pay health insurance premiums and its portion of life insurance premiums for a period not to exceed sixty (60) days from the cessation of active employment. The employee may thereafter remain in the insurance plans by paying his/her premiums to the City.

An employee on leave for reasons other than mentioned in this Section, may remain a member of the City's insurance group by paying full insurance premiums to the City when due.

ARTICLE VIII - FRINGE BENEFITS

Section 1. Vacation Leave

A. Earning Vacation Leave

1. All regular employees covered by this Agreement shall earn vacation leave in the following manner:
 - a. Those employees with less than four (4) years service shall earn vacation leave at the rate of ten (10) days per year, one (1) day vacation for every twenty-six (26) days worked.
 - b. Those employees with more than four (4) years service but less than six (6) years service shall earn vacation leave at the rate of fifteen (15) days per year, one (1) day vacation for every seventeen and three-tenths (17.3) days worked.
 - c. Those employees with more than six (6) years service but less than seven (7) years service shall earn vacation leave at the rate of seventeen (17) days per year, one (1) day for every fifteen and three-tenths (15.3) days worked.
 - d. Those employees with more than seven (7) years service but less than ten (10) years service shall earn vacation leave at the rate of twenty (20) days per year, one (1) day vacation for every thirteen (13) days worked.
 - e. Those employees with more than ten (10) years service but less than twelve (12) years service shall earn vacation leave at the rate of twenty-one (21) days per year, one (1) day vacation for every twelve and four-tenths (12.4) days worked.
 - f. Those employees with more than twelve (12) years service but less than fourteen (14) years service shall earn vacation leave at the rate of twenty-two (22) days per year, one (1) day vacation for every eleven and eight-tenths (11.8) days worked.
 - g. Those employees with more than fourteen (14) years service but less than sixteen (16) years service shall earn vacation leave at the rate of twenty-three (23) days per year, one (1) day vacation for every eleven and three-tenths (11.3) days worked.
 - h. Those employees with more than sixteen (16) years service but less than eighteen (18) years service shall earn vacation leave at the rate of twenty-four (24) days per year, one (1) day vacation for every ten and eight-tenths (10.8) days worked.

ARTICLE VIII - FRINGE BENEFITS

- i. Those employees with more than eighteen (18) years service shall earn vacation leave at the rate of twenty-five (25) days per year, one (1) day vacation for every ten and four-tenths (10.4) days worked.
2. Regular employees serving their probationary period shall, at the completion of their probation, have posted to their account the vacation leave earned during that period. Accrued leave may not be used during that period.
3. Service credit for vacation leave for regular employees will not accrue during any leave of absence without pay longer than two (2) weeks, including disciplinary suspension and layoff.

B. Posting Vacation Leave

Earned vacation will be posted to each regular employee's account on the anniversary date of his/her employment except as noted in Article VIII, Section 1, A-2. Intermediate postings may be made as necessary.

C. Banking Vacation Leave

1. Employees may bank one year's vacation leave. After January 1, 1970, no employee may have more than one year's vacation leave credited to his/her account as of each anniversary of his/her employment date. In case of unusual circumstances, this paragraph may be waived only by written authorization from the Mayor or the Personnel Department.
2. In the event an employee does not comply with paragraph C, the employee's supervisor will schedule vacation leave for the employee.

D. Requests for Vacation Leave

1. Requests for vacation leave will be handled according to procedures established by the Department Head or designated official. Senior employees submitting vacation leave requests according to established procedures will be given preference as to which period they prefer.
2. Except for emergencies, vacation leave requests must be submitted at least twenty-four (24) hours in advance; and no vacation leave may be taken without the approval of the Department Head or designated official.

E. Vacation Leave as Terminal Pay

Upon leaving the service, an employee will receive pay for all unused vacation leave.

ARTICLE VIII - FRINGE BENEFITS

Section 2. Sick Leave

All regular, full-time, or part-time permanent employees earn sick leave in accordance with the following provisions:

- A. Regular employees shall earn sick leave on the basis of one (1) work day for each completed month of service.
- B. Regular employees rendering service in a part-time permanent position shall earn that fraction of a full work day for each completed month of service that is determined by the ratio of hours worked to full-time basis.
- C. Effective July 1, 1983, there may be an accumulation of One Hundred Fifty (150) days sick leave.
- D. Any employee having accumulated the maximum allowable number of sick days as provided for in this Agreement and hereinafter called the "primary bank" shall be entitled to all rights and benefits provided for said primary bank. Additionally, an employee having so qualified shall be allowed to begin to accrue sick leave days in an account hereinafter called the "secondary bank". Sick leave days may be accrued in the secondary bank without limit subject to the following conditions:
 - 1. Use of sick leave shall be from the secondary bank until exhausted and thereafter sick leave will be drawn from the primary bank.
 - 2. Sick leave accrued in the secondary bank shall have no monetary value whatsoever except as qualified in paragraph 3, and shall not be counted in any way with the primary bank for any reason.
 - 3. The only value of the secondary bank shall be its use to provide compensation for approved absences due to illness.
 - 4. The secondary bank shall be considered exhausted upon an employee's separation from the service of the City.
 - 5. This provision is effective as of January 1, 1972.
- E. Sick leave shall not be granted during the probationary period but that number accrued shall be posted to the employee's credit when the probationary period has been completed.
- F. Sick leave shall be charged in amounts of one-half (1/2) day for absences on a duty day of two to five hours and a full day for absences of over five (5) hours. An employee who has reported for duty at the beginning of the shift will be allowed to use sick leave in units of one (1) hour or more.

ARTICLE VIII - FRINGE BENEFITS

- G. Sick leave may be used in case of personal illness of an employee or when required to attend a member of the immediate family who is ill or incapacitated.
- H. The immediate family shall mean: husband, wife, son, daughter, father, mother, father-in-law, mother-in-law, brother or sister. This will also include any other relative permanently living in the same household.
- I. To be paid for sick leave, an employee or member of his/her immediate family must call into the department or division where employed reporting the absence not later than one-half (1/2) hour after the beginning of the shift.
 - 1. Employees working in departments or divisions having seven (7) day, twenty-four (24) hour operations are required to report their absences not later than one-half (1/2) hour before the beginning of their shifts.
 - 2. To be paid for sick leave, an employee must report in on each day of his/her absence in the manner prescribed above or clearly establish what the duration of his/her absence will be.
- J. Vacation time may be used as sick leave when requested whenever absence due to illness exceeds the amount of paid sick leave earned and authorized.
- K. All unused sick leave shall be credited to any employee recalled from layoff, transferred to another department, or returned from a leave of absence.
- L. After all leave time has been used, sick leave without pay shall be granted to employees who claim that they are unable to perform their work on account of emotional disturbances, nervousness, or illness. The recommendation for sick leave is to be made by the employee's private physician.
- M. On or after January 4, 1970, employees retiring under the Pension System shall receive pay from the City for 50% of their accumulated sick leave as shown on the records in the Personnel Department. It is understood that no employee can accumulate more than one hundred fifty (150) days of sick leave.
- N. An employee absence for three (3) working days or more because of illness may be required to furnish a statement from the employee's physician indicating professional medical treatment for the illness. In addition, any employee who has been absent five (5) working days or longer because of illness, may be required by the City to submit to a return-to-work physical examination by the City's doctor. An employee who is required to submit to a return-to-work physical examination at the Hillside Medical Center shall be paid for lost working time during the period commencing with the time the employee reports to work and ending with the completion of the examination by the doctor, provided the employee is approved by the doctor for return to work.

ARTICLE VIII - FRINGE BENEFITS

Section 3. Funeral Leave

- A. Five (5) working days leave with pay shall be granted to an employee in the case of death of a member of the immediate family. A one (1) day leave with pay will be granted to an employee in the case of death of any other relative who was a permanent resident in the employee's household. Temporary employees shall be entitled to this benefit.
- B. The immediate family for the purpose shall be: husband, wife, son, daughter, mother, father, step-mother, step-father, step children, mother-in-law, father-in-law, brother, sister, grandfather, grandmother or grandchildren.

Section 4. Injury Compensation

- A. Effective July 1, 1983, an employee sustaining a compensable injury shall, in addition to the payments specified in the compensation law, receive from the City the difference between the employee's regular wage and the compensation paid under the state law for a period of One Hundred Fifty (150) calendar days, provided that if the disability prevents the employee from working after the (150) calendar day period has elapsed, such injured employee may use accumulated vacation and sick leave pay in proportion to the ratio of such leave to state injury compensation payments which will equal full pay.
- B. Any employee who is on compensable injury leave shall accumulate time toward seniority and service credit for sick leave or vacation leave. Any probationary employee who is on compensable leave shall accumulate time toward seniority. Service credit for probationary employees for pay, sick leave and vacation purposes shall be earned at the prescribed rate during injury leave, however, these benefits will not accrue until completion of the probationary period. When granted, pay increments will be retroactive to the time the probationary service period would have ended had there been no injury leave.
- C. Any member who is on compensable disability for six (6) months must thereafter apply for pension disability retirement. If the pension disability is denied, the employee must re-apply, so long as his/her leave continues, every six (6) months thereafter. It is understood that should any such disability cease and the employee is eligible to return to work, whether the employee is then on Workers' Compensation or disability retirement, he or she shall be eligible for reinstatement regardless of having such benefits.

Section 5. Voting Time

Employees will receive two (2) hours time off to vote on election days. Each employee is responsible for notifying the supervisor of intention to vote. Any employee required to work will be paid at the rate of time and one-half beyond the six (6) hour period.

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- A. Should it occur that an election is held in other locales, employees living in those locales will be allowed two (2) hours off to vote with pay in accordance with the conditions previously stated in this section.

Section 6. Holidays

As many employees as possible shall be given each holiday off with pay. Regular employees who are required to work on any of the paid holidays shall receive holiday pay plus double time for all time worked. If the holiday falls on their regular day off, they shall be paid for an additional day. In order to be eligible for holiday pay an employee must work their regularly scheduled work day prior to the holiday and their regularly scheduled work day after the holiday, unless the employee is on excused leave. If ill or injured, the employee shall be required to present a physician's statement. In cases where the employee's immediate family is sick or injured, a doctor's slip for the family member shall be provided. Employees working part time (less than 32 hours per week) and temporary employees shall not be paid for a holiday unless they work, in which case they will be paid for the time worked at regular rates. Holiday work shall be scheduled equally among employees required to work with senior employees given preference as to which specific holiday they shall be off duty.

- A. The following shall be paid holidays for the City: (Holidays falling on Saturday shall be observed on Friday; holidays falling on Sunday shall be observed on Monday.)

New Year's Day	Labor Day
<u>Dr. Martin Luther King's Birthday</u>	Veterans Day
*Presidents' Day	Thanksgiving Day
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve

All National and State General Election days.

*Presidents' Day replaces what was known as Lincoln's Birthday.

Section 7. Health Insurance

Effective upon the date of full ratification, the Employer may, at its option, add the Blue Cross/Blue Shield second opinion rider to the current existing health care plan. This option, if used, will be consistent with SAEA, PPMA and Local #376 contracts. The City and the employees shall adhere to the Blue Cross/Blue Shield Policy.

- A. The City shall provide all bargaining unit employees with full paid Blue Cross-Blue Shield M.V.F.1 Master Medical health insurance with a five (5) dollar deductible preferred prescription rider, or the equivalent of the same. Only Blue Cross/Blue Shield

ARTICLE VIII - FRINGE BENEFITS

traditional and Blue Cross Preferred (PPO) shall be affected by the July 1, 1997 increase in drug rider. Individuals retiring after full ratification shall also pay a \$5.00 deductible preferred prescription rider.

- B. Effective July 1, 1997, individuals shall pay \$150 deductible; families shall pay \$300 deductibles. Only Blue Cross/Blue Shield Traditional (a.k.a. M.V.F.1 Master Medical) and Blue Cross Preferred (PPO) shall be affected by the July 1, 1997 increase in deductibles. Individuals retiring after full ratification shall also be affected by this provision.
- C. The City shall provide all retiring bargaining unit employees and their spouses the above described health insurance coverage.
- D. Effective February 1, 1986, the City shall provide each bargaining unit member with the following riders for reciprocity:
 - ML - Members liability waived Diagnostic EKG, X-rays and Lab.
 - VST - Voluntary Sterilization
 - FAE/RC - First aid emergency rider - provides for medical services
- E. The City will provide dependent coverage for the employee's dependent children to age twenty-five (25) provided said children are enrolled in school.
- F. The City will add a Blue Cross Rider (MML-BLZ) or equivalent for inpatient and outpatient psychiatric care limited to \$15,000 for any one member during any one calendar year and limited to a life-time maximum of \$30,000.
- G. The City and the Association agree it is mandatory for current and future retirees to enroll in Medicare upon reaching eligible age. The City will provide exact fill so their medical benefits are not reduced and the City will pay for the premium.
- H. Effective upon the date of full ratification, new employees to the City shall be eligible to receive health insurance benefits after 60 days of employment with the City.

Section 8. Life Insurance

- A. The City shall provide all eligible bargaining unit employees with full-paid double indemnity Banker's Life Insurance coverage, or the equivalent of the same, the amount of which will be based on the rate of salary according to current schedules with the maximum of twenty (20) thousand dollars.
- B. Effective July 1, 1983, the life insurance coverage for each bargaining unit member will be improved to reflect one and one-half (1-1/2) times the annual salary with a maximum of thirty (30) thousand dollars.
- C. Life insurance benefits are reduced to 50% of the volume in force prior to date of retirement.

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- D. Effective January 1, 1986, the life insurance coverage for each bargaining unit member will be improved by the City to reflect:
1. Two (2) times the annual salary until age sixty (60)
 2. 1.8 times the annual salary at age sixty one (61)
 3. 1.6 times the annual salary at age sixty two (62)
 4. 1.4 times the annual salary at age sixty three (63)
 5. 1.2 times the annual salary at age sixty four (64)
 6. 1.0 times the annual salary at age sixty five (65)
 7. After retirement, life insurance coverage will be one half (1/2) of the employee's annual salary that is in force at time of retirement.
- E. The City shall provide all retiring bargaining union employees who retire after July 1, 1985 the above described life insurance coverage.

Section 9. Dental Care

- A. Effective July 1, 1985, the City will provide an improved dental insurance plan which will pay 100% of preventive and diagnostic dental care, and 70% of other Class I benefits and 70% of Class II types of dental care with a maximum of \$1000 per family member per year and 70% of Class III orthodontic with a lifetime maximum payment of \$1000 per family member.
- B. Effective January 1, 1986, the City will provide all retiring bargaining unit employees and their spouses the above described dental coverage.

Section 10. Retirement Benefit

- A. Effective July 1, 1980, the City agrees to supplement the retirement annuity of each employee who retires under the Pension System on or after July 1, 1980, by making an annual payment equal to two (2) percent of his/her base retirement annuity. This payment shall be cumulative for seven (7) years so that the maximum cost-of-living total received after seven (7) years shall be fourteen (14) percent of the retiree's original base retirement annuity.
- B. Effective July 1, 1983, the City agrees to supplement the annuity of each employee who retires under the Pension System on or after July 1, 1984 by making an annual payment equal to two (2) percent of his/her base retirement annuity. This payment shall be cumulative for ten (10) years so that the maximum cost-of-living total received after ten (10) years shall be twenty (20) percent of the retiree's original base retirement annuity.

ARTICLE VIII - FRINGE BENEFITS

- C. Effective July 1, 1986, the City agrees to supplement the annuity of each employee who retires under the pension system on or after July 1, 1986 by making an annual payment equal to two (2) percent of his/her base retirement annuity. This payment will be cumulative for fourteen (14) years so that the maximum cost-of-living total received after fourteen (14) years shall be twenty-eight (28) percent of the retiree's original base retirement annuity.
- D. The City agrees to modify the method of determining employee's retirement annuity by utilizing the highest consecutive three (3) years of employees' last ten (10) years to calculate final average compensation.
- E. Retirement Annuity Factor
 - 1. Employees retired on or before June 30, 1984 shall have their final average compensation calculated in the following manner:

1.5% of the first nine (9) thousand dollars of final average compensation and 2% of the portion of F.A.C. in excess of nine (9) thousand dollars additional salary.
 - 2. Effective July 1, 1984, those employees who retire shall have their retirement annuity calculated at two (2) percent for each year of seniority or fraction thereof multiplied by Final Average Compensation (F.A.C.)

Section 11. Personal Leave Day

- A. Effective upon the date of full ratification, the City will provide each full time employee with three (3) personal leave days per year. It is understood that a leave notification must be given to the supervisor by the requesting employee and that this personal leave must be utilized within the contract year. Personal leave days must be taken in full working day increments. Permanent part time employees will receive one (1) personal leave day per year.
- B. Effective upon the signing of this Agreement, newly hired employees shall receive personal leave days after six (6) months, or the successful completion of their probationary period, whichever occurs first.
- C. Should a newly hired employee's probationary period begin in one fiscal year and end in another fiscal year, the employee will receive personal leave days only for the fiscal year the probationary period ended.

Section 12. Optical and Hearing Coverage

- A. Effective January 1, 1986, the City agrees to establish an optical program and effective March 1, 1986, a hearing program for each employee, their spouse, and eligible dependents. The City will pay up to One Hundred Dollars (\$100) towards the annual premium to provide the optical and hearing coverage. If the premium exceeds one hundred dollars (\$100) annually, the employee will pay that premium amount over one hundred dollars (\$100) for additional coverage.

ARTICLE VIII - FRINGE BENEFITS

- B. Effective January 1, 1986, the City shall provide all retiring bargaining unit employees and their spouse the above optical and hearing coverage.

ARTICLE IX - WAGES AND BENEFITS

Section 1. Wages

July 1, 1995 3.5% ATB

Effective upon full ratification, the City of Pontiac will pay an amount not to exceed \$3500 (Three Thousand Five Hundred Dollars) for each PMEA member that was a full-time employee on July 1, 1995, including members on Workers' Compensation, Mayoral appointees, and City Commission appointees, and for those PMEA members that were temporarily promoted by the City outside the PMEA unit between July 1, 1991 and June 30, 1995, but who were still employed by the City as of June 30, 1995. The City will also pay \$3500 for those regular retirees who were employed full-time by the City within the PMEA unit for any length of time between July 1, 1991 and June 30, 1995, except those members that retired pursuant to Early Retirement Incentive Agreements. The total sum of money shall be distributed in the following manner:

The total sum of money as determined in the above paragraph will be divided by the total number of months worked full-time (a member will be credited for a month if he/she works for any length of time during the month) within the PMEA unit by each of the employees included in the above paragraph for the period between July 1, 1991 and June 30, 1995. Each employee will then receive that monthly amount multiplied by the number of months that employee worked full-time within the PMEA unit between July 1, 1991 and June 30, 1995. Those members that were temporarily laid off or on temporary sick leave for a period of less than six (6) months between July 1, 1991 and June 30, 1995 will be considered as having worked those months.

If a former employee is rehired pursuant to a PMEA grievance settlement or a grievance arbitration decision, and if such employee worked full-time within the PMEA unit for any length of time between July 1, 1991 and June 30, 1995, the City will pay to that employee the sum of \$3500 on a pro rata basis for those months worked full-time by the employee, between July 1, 1991 and June 30, 1995. If the employee is awarded full-time back-pay, either by settlement or by an arbitration decision, for a period of time between July 1, 1991 and June 30, 1995, that time will be included in calculating the pro rata share of the \$3500.

It is understood that the bonus payments provided herein will not be rolled into base wages, will have no impact for fringe benefit purposes, and will not impact retirement benefits. It is further understood that to be eligible for a bonus payment the member or member temporarily promoted or retiree shall not have received any bonus from another bargaining unit.

July 1, 1996 2% ATB
July 1, 1997 4% ATB
July 1, 1998 3% ATB

ARTICLE IX - WAGES AND BENEFITS

\$1,000 bonus (no roll-in for wage, fringe benefit, or pension purposes.)

To be eligible for the bonus, the bargaining unit member must have been an active member in the bargaining unit on July 1, 1998 and have not received any bonus from another bargaining unit or non-union.

July 1, 1999 3% ATB

\$1,000 bonus (no roll-in for wage, fringe benefit, or pension purposes.)

To be eligible for the bonus, the bargaining unit member must have been an active member in the bargaining unit on July 1, 1999 and have not received any bonus from another bargaining unit or non-union.

Permanent part time employees shall not be eligible for any of the bonus payments provided for in the 1991 to 2000 agreement.

Section 2. Shift Differential

Effective with full ratification of the collective bargaining agreement, premium pay of thirty-five (.35) cents per hour for a scheduled eight (8) hour shift will be paid to all employees whose regular shifts occur within four (4) hours of a time period between the hours of Three O'Clock P.M. and Eleven O'Clock P.M., excluding the regular day shift. Effective with full ratification of the collective bargaining agreement, premium pay of forty-five (.45) cents per hour for a scheduled eight (8) hour shift will be paid to all employees whose regular shifts occur within four (4) hours of a time period between the hours of Eleven O'Clock P.M. and Seven O'Clock A.M., excluding the regular day shift. There will be no retroactive shift differential.

Section 3. Longevity

Effective January 1, 1969, the City agrees to initiate a longevity program which will be administered in the following manner:

- A. Employees who have completed five (5) years service but less than ten (10) years service will receive a 2% payment.
- B. Those employees who have completed ten (10) years service but less than fifteen (15) years service will receive a 4% payment.
- C. Those employees who have completed fifteen (15) years service but less than twenty (20) years service will receive a 6% payment.
- D. Those employees who have completed twenty (20) years service but less than twenty-five (25) years service will receive an 8% payment.

ARTICLE IX - WAGES AND BENEFITS

- E. Those employees who have completed twenty-five (25) years service will receive a 10% payment.
- F. Such longevity payments will be made annually during the first part of December of each year.
- G. Employees who complete their 5th, 10th, 15th, 20th or 25th year after January 1, of any year, will have their longevity payments calculated, without proration, on the basis of the range set forth for such 5th, 10th, 15th, 20th, or 25th year.
- H. Each eligible employee shall receive longevity payments computed on a straight time earnings up to the actual base rate. Overtime and shift premiums will not be included in computations for longevity payments. Longevity payments will be computed on the year beginning with the first pay period following the end of the last pay period in November and ending at the close of the last pay period in November next. This provision is effective January 4, 1970.
- I. Effective January 1, 1969, employees who retire will receive a longevity payment prorated on a monthly basis for the time worked during the calendar year of the retirement, and the survivors of employees who die will be paid the longevity payment prorated on a monthly basis for the time worked during the calendar year of the death.
- J. Any eligible employee separating from employment with the City for reasons other than discharge will be paid a pro rata longevity benefit for the year of separation.

Employees hired by the City on or after full ratification and who subsequently enter into the bargaining unit shall not be eligible for longevity pay.

Employees hired by the City prior to full ratification and subsequently enter into the bargaining unit shall be eligible for longevity pay.

ARTICLE X - GENERAL PROVISIONS

Section 1. Tuition Reimbursement

A program of tuition reimbursement is hereby initiated under the following conditions:

- A. Requests for tuition reimbursement must be approved by the City prior to employees taking the training for which tuition reimbursement is requested.
- B. The training for which reimbursement is requested must meet one of the following criteria:
 - 1. Training that relates directly to the position presently held by the employee.

ARTICLE X - GENERAL PROVISIONS

2. Training that provides skills or educational requirements for upgrading in an employee's present career ladder.
 3. Training, if for a position in a career ladder not related to an employee's present job, that prepares an employee for a position which exists within the City and for which there is a need.
- C. The tuition reimbursement program will be limited by the amount of funds available for the program; and, an employee may be restricted to tuition reimbursement for one training event each year.

Section 2. Safety Equipment

The City will furnish, at its expense, all safety equipment it determines necessary to protect the employee while performing the job duties required of him/her.

Section 3. Association Notices on Bulletin Board

The City will furnish in each unit a bulletin board for Association notices and information. These bulletin boards, or anything posted thereon, will not be disturbed by any official of the City, provided that the conditions set forth herein are complied with. Notices shall be dated for removal by a responsible City official in each building. The bulletin boards shall be used by the Association for posting notices bearing the written approval of the President of the Association, but only for the following notices:

- A. Recreational and social affairs of the Association
- B. Association meetings
- C. Association elections
- D. Association appointments and results of Association elections
- E. Bona fide Association activities such as: cooperatives, credit unions and unemployment compensation information.

Section 4. Pay Plan and Job Description Distribution

Copies of pay plans and job descriptions, when formulated, shall be given to the Association President and all Unit Stewards as soon as possible.

Section 5. Working Agreement Distribution

Copies of this Agreement shall be distributed by the City to employees.

Section 6. Maintenance of Conditions

Wages, hours, and conditions of employment in effect at the execution of this Agreement, shall, except as improved herein, be maintained during the term of this Agreement.

ARTICLE X - GENERAL PROVISIONS

Section 7. Situations Not Covered by Agreement

It shall be the intent of the Association and the City to keep this Working Agreement in accord with the best interests of the employee and the City. Should this Agreement not be sufficient to cover a situation, negotiations may occur according to the provisions of this Agreement.

Section 8. Rights of Management

The City reserves and retains solely and exclusively all rights to manage and direct its work forces, except as abridged by the provisions of this Agreement, including by way of illustrations but not limitation, the determination of policies, operations, assignments, schedules, discipline, layoff, etc. for the orderly and efficient operation of the City.

Section 9. Separability

This Agreement is subject to the laws of the State of Michigan with respect to powers, rights, duties, and obligations of the City and the employees in the bargaining unit, and in the event that any provisions of this Agreement shall at any time be held to the contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided therefore, such provision shall be void and inoperative; however, all other provisions of this Agreement shall, insofar as possible, continue in full force and effect.

Section 10. Relations to Regulations

This Agreement shall supersede any rules and regulations inconsistent herewith. Insofar as any provisions of this Agreement shall conflict with any ordinance or resolution of the City, appropriate City amendatory or other action shall be taken to render such ordinance or resolution compatible with this Agreement.

Section 11. Inclusions

Adoption by reference or relevant Charter provisions, ordinances, and resolutions, all provisions of the City Charter in effect at the signing of this Agreement, ordinances and resolutions of the City Council relating to the working conditions and compensation of employees in the unit are included herein by reference and made a part hereof to the same extent as if they were specifically set forth, except as such provisions are improved herein.

Section 12. Residency

The residency provisions set forth in Section 6.103 of the May 3, 1982 City Charter are hereby incorporated by reference into the Pontiac Municipal Employees Association collective bargaining agreement covering the period July 1, 1985 to June 30, 1988 with the following modifications:

ARTICLE X - GENERAL PROVISIONS

1. Any new hire after May 2, 1982, if a resident at time of appointment or hire shall remain a resident while so employed, and if not a resident at the time of appointment or hire, shall become a resident within one (1) year thereafter and shall remain a resident while so employed.
2. Any employee appointed or hired on or before May 2, 1982, who is a nonresident on the date of approval of this Agreement by both parties, shall retain the opportunity to be promoted without being required to become a resident as set forth in the City Charter; provided, that if such nonresident shall change his or her residence from that which it was on the date of approval of this Agreement and continue to reside outside the City of Pontiac then the employee shall lose the exemption from the residency requirement of the City Charter and to be eligible for promotion must comply with such requirement. Provided further, that if such employee retains his or her eligibility for promotion and does in fact receive a promotion without being required to become a resident pursuant to the foregoing, and after the date of such promotion shall change his or her residence from that which it was on the date of approval of this Agreement, then such employee shall promptly, but not more than 12 months after said change of residence, establish residence with the City of Pontiac. Failure to comply with this requirement shall be grounds for dismissal from employment.
3. Within the spirit of the City Charter, it is understood that any employee appointed or hired on or before May 2, 1982, who is a resident on the date of approval of this Agreement by both parties, or who becomes a resident on or after said date, must comply with the residency requirement of the City Charter.
4. Any employee of the City of Pontiac who was appointed or hired on or before May 2, 1982, and who thereafter becomes a member of this bargaining unit, shall comply with and be entitled to all the exceptions of the provisions of this Agreement as though such employee had been a member of this unit on the date of approval of this Agreement.
5. Resident as used herein shall mean a person whose residence is within the corporate boundaries of the City of Pontiac. Residence shall mean a person's usual and customary place of abode where the individual actually lives and regularly stays; it shall not mean a "legal", "voting", or other address where the person does not actually live.
6. Failure to become a resident or failure to maintain residency as required herein shall be grounds for dismissal from employment.
7. Pursuant to the City Charter, Section 6.102, upon a specific finding that the interests of the City and its residents would be best served in a given case by granting relief from this section, five members of the City Council, subject to the Mayoral veto (Section 3.112(f)), may grant appropriate relief.

ARTICLE X - GENERAL PROVISIONS

8. Within 30 days after approval of this Agreement by both parties, all employees shall submit a verified signed statement to the Director of Personnel as to their place of residency (as defined herein) as of May 3, 1982 and as of the date of approval of this Agreement. Thereafter, all employees shall promptly submit a new verified signed statement of residency to the Director of Personnel each and every time their place of residency is changed. Refusal to submit a statement of residency, or submitting a false statement of residency, shall be grounds for dismissal from employment.

Section 13. Drug Policy

Use of Alcohol/Drugs

Purposes. The purposes of this policy are as follows:

- a) to establish and maintain a safe, healthy working environment for all employees;
- b) to reduce the incidence of accidental injury to person or property;
- c) to reduce absenteeism, tardiness and poor job performance;
- d) to provide assistance toward rehabilitation for any employee in overcoming any addiction to, dependence upon or problem with alcohol/drugs;
- e) to ensure the reputation of the City in its mission to serve the citizens and to protect the public;
- f) to prevent liability against the City and the employee by ensuring that employees can perform their duties without endangering themselves or the public.

Benefits; Inconvenience; Cooperation

Those employees with drug abuse or alcohol problems make up only a small fraction of the work force, and the City regrets any inconvenience that may be caused the many nonabusers by the problems of the few. It is believed, however, that the benefits to be derived from the reduction in the number of accidents, the greater safety of all employees, and the rehabilitation or termination of those who, because of alcohol or drugs, are a burden upon all other employees will more than make up for any inconvenience the majority must be subject to. The City earnestly solicits the understanding and cooperation of all employees and unions in implementing its alcohol and drug policies.

Definitions

- a) Alcohol or alcoholic beverage – means any beverage that may be legally sold and consumed and that has an alcoholic content;

ARTICLE X - GENERAL PROVISIONS

- b) Drug - means any substance (other than alcohol) capable of altering the mood, perception, pain level, or judgment of the individual consuming it;
- c) Prescription drug - means any substance prescribed for the individual consuming it by a licensed medical practitioner;
- d) Illegal drug – means any drug or controlled substance as defined in Michigan Compiled Laws Annotated 333.7212 and 333.7214, as may be amended from time to time;
- e) City property – is defined as all buildings, premises and equipment leased or owned by the City of Pontiac or where business is conducted by the City of Pontiac;
- f) On duty – is defined as all time for which an employee of the City of Pontiac is compensated for services, including time for which compensatory time in lieu of wages accrues.

Alcoholic Beverages

- a) No alcoholic beverage will be brought into or consumed upon City property except in connection with City authorized events where alcohol may be used in moderation.
- b) Drinking or being under the influence of alcoholic beverages while on duty is cause for discipline, up to and including discharge. Under the influence of alcoholic beverages is defined as a blood alcohol content of .07% or more by weight of alcohol.
- c) Any employee whose off-duty abuse of alcohol results in excessive absenteeism or tardiness or is the cause of on duty accidents, or poor work will be referred to the Employee Assistance Program for rehabilitation.
- d) Participation in the Employee Assistance Program does not exempt an employee from discipline, up to and including discharge, for absenteeism, tardiness, on duty accidents or poor work.

Use, Possession or Sale of Illegal Drugs or Controlled Substance

The use, possession or sale of illegal drugs or controlled substances by City employees, when not prescribed by a licensed medical practitioner, while on City owned property, or while off-duty if the employee's job performance is negatively affected, or if the City's interests are damaged by the employee's use, possession or sale of while on duty is strictly forbidden and such use, possession or sale will subject an employee to discipline, up to and including discharge.

The use, possession or sale of illegal drugs or controlled substances by City employees when not prescribed by a licensed medical practitioner while on duty, including reporting to work under the influence of illegal drugs or controlled substances is strictly forbidden when there is a connection between such use, possession, or sale and the purposes stated above in Section 544.01.

ARTICLE X - GENERAL PROVISIONS

Use or Possession of Prescription Drugs

No prescription drug shall be brought upon City owned property by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and shall be used only in the manner, combination and quantity prescribed.

Rehabilitation-Insurance Coverage; Cost

Rehabilitation for alcohol abuse or drug use remains the responsibility of the individual employee. Any employee seeking medical attention for alcohol abuse or drug use will be entitled to benefits to the extent provided for under existing insurance programs. Any additional costs beyond current coverage are the responsibility of the employee seeking treatment.

Reasonable Suspicion Testing Standards

Each department head, supervisor or manager is authorized to request testing an employee when there is a reasonable suspicion that any employee uses illegal drugs or is under the influence of alcohol. For the purposes of this policy, "reasonable suspicion" is an articulable belief that an employee uses illegal drugs or is under the influence of alcohol drawn from specific and particularized facts and reasonable inferences from those facts. Reasonable suspicion that an employee uses illegal drugs or is under the influence of alcohol may be based upon:

- (a) observable phenomena, such as direct observation of drug use or consumption of alcohol and/or the physical symptoms of being under the influence of drugs or alcohol. Physical symptoms include, but are not limited to the following: the odor of intoxicants, dilated pupils, disorientation, hallucinations, prolonged lethargy, slurred speech, incoordination, unsteady gait and excessive anxiety;
- (b) a pattern of abnormal conduct or erratic behavior including, but not limited to, excessive absenteeism, tardiness, indifferent job performance, poor work, and on the job injuries or on duty accidents;
- (c) conviction for a drug-related on duty offense or alcohol related offense while an employee of the City of Pontiac;
- (d) newly discovered evidence that the employee has tampered with a previous urine sample and/or drug test.

Records Regarding Reasonable Suspicion Testing

Where testing is conducted based on reasonable suspicion, the department head, supervisor or manager will detail in writing the circumstances which formed the basis of his or her determination that reasonable suspicion exists to warrant the testing using the form developed by the Department of Personnel. Such writing will be prepared within twenty-four (24) hours of the circumstances giving rise to reasonable suspicion. Such documentation will be retained by the department head, supervisor or manager and the Department of Personnel in a locked, confidential file.

ARTICLE X - GENERAL PROVISIONS

Management Referrals

The Human Relations Coordinator will work in close cooperation with department heads, division heads, managers, and supervisors and provide guidance on the mechanics of voluntary and mandatory management referrals. Management should encourage employees who appear to have work performance or personal problems to seek assistance through the EAP. In the event a department head, division head, or supervisor imposes a thirty (30) day disciplinary suspension on an employee or contemplates the discharge of an employee, the supervisor must refer the employee to the EAP Coordinator. The attached EAP referral form (EAP Form 1) must be filled out by the supervisor. A copy will be given to the employee and his/her respective union and the original will be sent to the EAP Coordinator with the record of discipline attached, who will schedule an appointment with the employee and notify the supervisor and union in writing of the employee's attendance or failure to attend the appointment.

Consequences of Refusal to Participate in a Required Alcohol or Drug Test

To maintain the integrity of the testing program, department heads, supervisors or managers, in close cooperation with the Department of Personnel, shall take disciplinary action to deal with employees who refuse to be tested. Employees who refuse to be tested shall immediately be suspended without pay, pending decision on discipline. When applicants refuse to be tested, the Department of Personnel will immediately terminate the application process for the applicant who has refused to be tested.

Drug Use or Alcohol Abuse Determination

The determination that an employee uses illegal drugs or abuses alcohol may be made on the basis of reasonable suspicion, direct observation, confirmed results of the City's drug testing program, the employee's own admission.

Violations of Policy

Employees found to be in violation of this policy will be subject to discipline, up to and including discharge.

Disciplinary Review

The Department of Personnel, the Labor Relations Administrator, the affected Department Head, working in close cooperation with the Department of Law, will deliberate appropriate discipline for violation of this policy. If discharge is considered, the matter will be referred to the Discharge Review Committee.

ARTICLE X - GENERAL PROVISIONS

Section 14. Duration and Automatic Renewal

This Agreement shall become effective the first day of July 1, 1991 and its terms and conditions shall remain in full force and effect until June 30, 2000 and from year to year thereafter unless either party hereto shall notify the other in writing at least sixty (60) days prior to the automatic renewal date of their intention to amend, modify, or terminate this Agreement. In the event that negotiations extend beyond this sixty (60) day period referred to above, the terms and provisions of this Agreement shall remain in full force and effect pending completion of negotiations on this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this
5th day of September, 1996.

**CITY OF PONTIAC, a Michigan Municipal
Corporation**

In the presence of:

By Walter Moore
Walter Moore, Mayor

By Mary D. Williams
Mary Williams, City Clerk

John C. Claya
John C. Claya
Deputy City Attorney/Labor

I. Joseph Davis
I. Joseph Davis
Assistant to the Mayor

**PONTIAC MUNICIPAL EMPLOYEES
ASSOCIATION**

By Billie J. Swazer
Billie J. Swazer, President

By Kevin Z. Harris
Kevin Harris, Vice President

By Ida Beane
Ida Beane, Negotiator

Roxanna M. Corum
Roxanna M. Corum
Acting Personnel Director

Hymie Dahya
Hymie Dahya
Finance Director

San Juana Lopez
San Juana Lopez
Executive Assistant

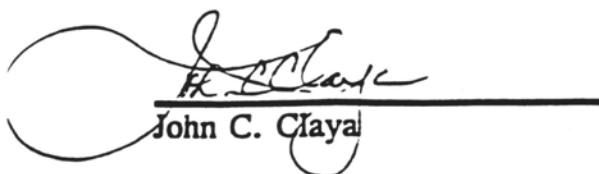
By Joyce Richardson Turner
Joyce Turner, Negotiator *as to farm only*

MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF PONTIAC
AND
PONTIAC MUNICIPAL EMPLOYEES ASSOCIATION

The City and Union agree that all "Me Too" provisions in the July 1, 1988 - June 30, 1991 Collective Bargaining Agreement expired June 30, 1991 and are not part of the July 1, 1991 - June 30, 2000 Collective Bargaining Agreement. Also, there are no economic and non-economic changes from the July 1, 1988 to June 30, 1991 contract.


I. Joseph Davis


Billie Swazer



John C. Claya


D. Timothy Caré

MEMORANDUM OF UNDERSTANDING.
BETWEEN
CITY OF PONTIAC
AND
PONTIAC MUNICIPAL EMPLOYEES ASSOCIATION

The City and the Association agree to create a sub-committee to study job classifications.


L. Joseph Davis


Billie Swazer


John C. Claya


D. Timothy Carie

MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF PONTIAC
AND
PONTIAC MUNICIPAL EMPLOYEES ASSOCIATION

The City and the Association agree to set up a sub-committee to establish policy and contract language for the use of temporary and contract employees.

Should the parties fail to reach settlement by six (6) months after the ratification of this new contract both parties will abide by the present Memorandum of Understanding dated December 27, 1985.

Sub-committee members for the Union shall be Billie Swazer from the PMEA and D. Timothy Carie from MAPE.

Sub-committee members for the City shall be Roxanna Corum, Acting Personnel Director, I. Joseph Davis, Assistant to the Mayor, and John C. Claya, Deputy City Attorney/Labor.


I. Joseph Davis


Billie Swazer


John C. Claya


D. Timothy Carie

P.M.E.A. PAY PLAN
Effective July 1, 1995

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0017	Inc Tax Auditor I	11.243	11.460	11.659	12.136	12.640	
0026	Income Tax Clerk	8.601	8.733	8.867	9.129	9.410	
0032	Inc Tax Posting Clerk	8.253	8.475	8.733	8.994	9.281	
0033	Purchasing Expeditor	12.640	12.881	13.141	13.688	14.253	
0043	Legislative Aide II	11.377	12.059	12.782	13.549	14.363	15.756
0045	Executive Secretary	11.097	11.764	12.469	13.217	14.011	14.852
0047	Secretary	9.567	9.740	9.888	10.219	10.633	
0049	Clerk Stenographer	9.107	9.410	9.740			
0050	Clerk Steno Trainee	8.447					
0051	Clerk Typist I	8.015	8.125	8.253	8.475	8.733	
0053	Clerk Typist II	8.733	8.994	9.281			
0059	Accountant	12.640	13.141	13.688	14.253	14.842	
0060	Retire Benefit Spec	13.437	13.754	14.078	14.747	15.449	
0061	Account Clerk I	8.867	9.129	9.410			
0062	Retire Accountant	12.640	13.141	13.688	14.253	14.842	
0063	Account Clerk II	9.888	10.219	10.633			
0064	Retirement Tech III	12.640	13.141	13.688	14.253	14.842	
0065	Account Clerk III	10.610	10.807	11.027	11.460	11.913	
0066	Payroll Clerk II	10.610	10.807	11.027	11.460	11.913	
0067	Account Clerk IV	11.243	11.460	11.659	12.136	12.640	
0068	Income Tax Tech	10.610	10.807	11.027	11.460	11.913	
0069	Senior Clerk	9.256	9.410	9.567	9.888	10.219	
0070	Spec Assmt/Invent Clk	9.888	10.219	10.633			
0071	Clerk	8.015	8.125	8.253	8.475	8.733	

P.M.E.A. PAY PLAN
Effective July 1, 1995

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0073	Inventory Clerk	9.888	10.219	10.633			
0075	Bkkpg Machine Oper I	8.601	8.733	8.868	9.129	9.410	
0077	Bkkpg Machine Oper II	9.107	9.256	9.410	9.740	10.067	
0078	Terminal Operator (Effective 1-1-96)	8.253 8.840	8.475 9.062	8.733 9.320	8.995 9.582	9.281 9.868	
0080	Property Tax Clerk	10.609	10.807	11.027	11.460	11.913	
0081	Cashier I	8.253	8.364	8.475	8.733	8.995	
0082	Statistical Clerk	8.253	8.475	8.733	8.995	9.281	
0083	Cashier II	8.822	8.953	9.107	9.410	9.740	
0084	Inc Tax Auditor II	12.640	12.881	13.141	13.688	14.253	
0085	Head Cashier	10.059	10.709	11.358	12.012	12.335	
0086	Financial Clerk	7.809	7.941	8.096			
0087	Personnel Tech I	9.791	10.379	11.002	11.661	12.362	13.103
0088	Payroll Clerk I	9.888	10.219	10.633			
0095	Senior Accountant	12.971	13.474	13.977	14.984	15.991	
0098	Sr Clerk-Bldg Engr	9.256	9.410	9.567	9.888	10.219	
0099	Real Property Appr I	11.460	11.659	11.913	12.380	12.881	
0100	Real Property Tech I	9.567	9.740	9.888	10.219	10.633	
0102	Real Property Tech II	10.194	10.413	10.610	11.027	11.460	
0108	Income Tax Clerk II	9.888	10.219	10.633			
0110	Legal Stenographer	9.791	10.379	11.002	11.661	12.362	13.103
0111	Violations Clerk	8.601	8.733	8.868	9.129	9.410	
0113	Warrant Officer	10.194	10.413	10.610	11.027	11.460	
0114	Civilian Process Svr	10.194	10.413	10.610	11.027	11.460	
0125	Personal Secretary	9.791	10.379	11.002	11.661	12.362	13.103

P.M.E.A. PAY PLAN
Effective July 1, 1995

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0129	Insurance Technician	10.654	10.850	11.091	11.552	12.030	
0133	Grant Project Spec	12.136	12.380	12.640	13.141	13.688	
0134	Comm Disseminator	9.693	9.859	10.035	10.436	11.001	
0136	City Clerk Assist II	12.136	12.380	12.640	13.141	13.688	
0138	Pers Translation Clk	7.377	7.821	8.290	8.788	9.315	9.874
0139	Personnel Tech II	11.377	12.059	12.782	13.549	14.363	15.224
0143	License Pract Nurse	11.167	11.378	11.589			
0145	Drug Addict Couns I	8.417	9.087	9.213	9.431	9.839	
0149	Junior Accountant	10.916	11.135	11.350	11.793	12.224	
0150	Sr Drug Rehab Aide	10.610	10.807	11.027	11.460	11.913	
0151	Com Organizer Aide I	8.015	8.125	8.253	8.475	8.733	
0156	Clk Typ II/Bilingual	8.868	9.129	9.410			
0167	Drug Addict Couns II	9.002		9.903	10.159	10.663	
0168	Soc Plan & Dev Anly II	12.640	13.141	13.688	14.253	14.842	
0169	Soc Pln & Dev Anly III	13.636	14.156	14.720	15.286	15.878	
0171	Public Info Specialist	9.256	9.410	9.567	9.888	10.219	
0175	Part-Time LP Nurse	9.397					
0185	Real Property App II	12.640	13.141	13.688	14.253	14.842	
0186	Asses Data Input Clk	9.256	9.410	9.567	9.888	10.219	
0187	Comm Org Aide II	8.995	9.281	9.740	10.194	10.528	
0210	City Planner III	14.495	14.779	15.039	15.630	16.241	
0211	City Planner I	11.460	11.659	11.913	12.380	12.881	
0212	Plnr II Envimmnt	14.538	14.806	15.147	15.863	16.212	

P.M.E.A. PAY PLAN
Effective July 1, 1995

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0213	City Planner II	13.400	13.688	13.948	14.538	15.149	
0217	Planning Aide I	9.694	9.848	10.021	10.413	10.807	
0219	Planning Aide II	11.027	11.243	11.460	11.913	12.380	
0221	Neigh Imprv Spec I	10.413	10.610	10.807	11.243	11.659	
0223	Neigh Imprv Spec II	12.136	12.380	12.640	13.141	13.688	
0224	Social Worker Aide	10.370					
0225	Neigh Imprv Spec III	12.640	13.141	13.688	14.253	14.842	
0226	C.D. Prop Mgt Spec	12.640	13.141	13.688	14.253	14.842	
0227	Rehab Specialist	12.640	13.141	13.688	14.253	14.842	
0228	Hous Inspec II	12.640	13.141	13.688	14.253	14.842	
0229	Social Worker	12.573	14.046	14.673	15.352	16.027	
0230	Tel-A-Van Disp	8.475	8.601	8.733	8.995	9.281	
0232	Employee Advisor	10.610	10.807	11.027	11.460	11.913	
0233	Comm Organizer	10.528	10.610	10.807	11.243	11.659	
0234	License Technician	12.640	13.141	13.688	14.253	14.842	
0235	License/Zoning Insp	12.136	12.380	12.640	13.141	13.688	
0240	Tel-A-Van Driver	7.809	7.941	8.096			
0255	Com Dev Specialist	14.208	14.667	15.651	16.391	17.179	
0270	Design Assistant	9.694	9.863	10.037			
0271	Com Health Van Drv	8.015	8.125	8.253	8.475	8.733	
0272	Environmental Asst	7.327	7.480	7.597			
0277	Soc Pln & Dev Anly I	11.460	11.659	11.913	12.380	12.881	
0279	Sr Citizen Serv Wrkr	7.809	7.941	8.096			
0280	Insurance Specialist	15.404	15.893	16.565	17.180	17.819	

P.M.E.A. PAY PLAN
Effective July 1, 1995

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0282	Risk Mgt Supervisor	14.233	14.802	15.396	16.010	16.650	
0283	Multiple Ln Ins Anlyt	12.136	12.380	12.640	13.141	13.688	
0284	Projects Analyst	8.475	8.889	9.305			
0286	Wrkrs Comp Spec	13.437	13.754	14.078	14.747	15.449	
0287	Clerk Typist II-Legal	8.733	8.994	9.281			
0289	Research Technician	8.015	8.125	8.253			
0290	Account Clerk Aide	8.015	8.125	8.253			
0291	Accountant Trainee	8.891	9.124	9.347			
0293	Aged Srv Case Aide	8.015	8.125	8.253			
0295	Cashier Trainee	8.015	8.125	8.253			
0296	Chldn Srv Case Aide	8.015	8.125	8.253			
0298	Relocation Aide	8.891	9.124	9.347			
0299	Enrollee Recruiter	8.015	8.125	8.253			
0300	Finance Spec Aide	8.891	9.124	9.347			
0302	Housing Rehab Aide	8.891	9.124	9.347			
0304	Income Tax Aide	7.809	7.941	8.096			
0305	Soc Wrk I Fam Serv	9.243					
0306	Legal Aide Interview	8.015	8.125	8.253			
0309	Civil Engineer I	11.659	12.203	12.745	13.340	13.971	
0311	Civil Engineer II	14.208	14.667	15.651	16.391	17.179	
0313	Programmer Aide	8.891	9.124	9.347			
0314	Public Service Aide	8.015	8.125	8.253			
0317	Rt of Way Prmt Insp	12.640	12.881	13.141	13.688	14.253	
0319	Engineering Asst I	11.738	11.938	12.195	12.659	13.161	

P.M.E.A. PAY PLAN
Effective July 1, 1995

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0321	Engineering Aide I	9.694	9.848	10.021	10.413	10.807	
0322	Engineer Aide Asst	8.891	9.124	9.347			
0323	Engineering Aide II	11.027	11.242	11.460	11.913	12.380	
0332	Record Clerk	7.809	7.941	8.096			
0335	Building Inspector	12.136	12.380	12.640	13.141	13.688	
0336	Youth Program Aide	8.015	8.125	8.253			
0337	Housing Inspector I	12.136	12.380	12.640	13.141	13.688	
0339	Mech Equip Insp	12.136	12.380	12.640	13.141	13.688	
0343	Plumbing Inspector	12.640	12.881	13.141	13.688	14.253	
0344	Keypunch Comp Trn	8.015	8.125	8.253			
0357	Engineering Asst II	12.417	12.659	12.919	13.422	13.968	
0364	Comm Systems Aide	8.891	9.124	9.347			
0368	License Inspector	12.136	12.380	12.640	13.141	13.688	
0369	Inspec Servs Aide	8.891	9.124	9.347			
0370	Graphics Aide	8.891	9.124	9.347			
0372	Social Servs Worker	6.502	6.689	6.893			
0373	Microfilm Aide	7.809	7.941	8.096			
0374	License Aide	7.809	7.941	8.096			
0375	Print Shop Util Hlpr	7.809	7.941	8.096			
0377	Real Estate Aide	7.809	7.941	8.096			
0378	Comm Health Wrkr	7.444	7.896	8.344			
0379	Senior Citizen Aide	7.809	7.941	8.096			
0380	Recreation Aide	7.809	7.941	8.096			
0381	Clerical Aide	6.026	6.218	6.414			

P.M.E.A. PAY PLAN
Effective July 1, 1995

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0388	Insurance Aide I	8.891	9.124	9.347			
0390	Training Ofc Aide	8.891	9.124	9.347			
0391	Security Guard	8.475	8.733	9.077			
0393	Communication Aide	8.015	8.125	8.253			
0395	Drug Rehab Aide	7.809	7.941	8.096			
0396	Library Assistant	7.809	7.941	8.096			
0397	Receptionist	8.015	8.125	8.253			
0398	Research Aide	8.891	9.124	9.347			
0399	Soc Plng & Dev Aide	8.891	9.124	9.347			
0402	Graphic Assistant I	9.693	9.859	10.035			
0403	Communication Asst	10.413	10.807	11.027	11.242	11.460	
0405	Electrical Inspector	12.640	12.881	13.141	13.688	14.253	
0515	Microfilm Operator	8.952	9.107	9.256	9.567	9.888	
0516	Print Shop Util Opr II	11.460	11.659	11.913	12.380	12.881	
0517	Print Shop Util Opr I	10.668	10.890	11.174	11.531	11.976	
0518	Mail Clerk	8.015	8.125	8.253	8.475	8.733	
0521	Data Entry Tech I	8.601	8.733	8.867	9.129	9.410	
0522	Composer Operator	8.733	8.994	9.281			
0523	Data Entry Tech II	9.107	9.256	9.410	9.740	10.067	
0524	Computer Operator II	10.610	10.807	11.027	11.460	11.913	
0525	Computer Operator I	10.413	10.589	10.784	11.178	11.552	
0526	Sr Data Entry Tech	11.913	12.136	12.380	12.881	13.400	
0527	Jr Program Analyst	11.913	12.136	12.380	12.881	13.400	
0528	Data Entry Acct Clk	9.256	9.410	9.567	9.888	10.219	

P.M.E.A. PAY PLAN
Effective July 1, 1995

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0529	Kyp Opr Cmp Opr Tr	10.589	10.789	10.988			
0535	Pers Prop Aud Asst	8.891	9.124	9.347			
0537	Environmental Aide	8.891	9.124	9.347			
0572	Cntr Complianc Aide	7.568					
0575	Sub Abus Coun Aide	7.568	7.699	7.847			
0576	Graphics Aide Asst	8.015	8.125	8.253			
0603	Librarian I	11.629	11.975	12.285	12.949	13.635	
0605	Librarian II	13.094	13.474	13.808	14.565	15.316	
0609	Library Aide II	10.021	10.413	10.807			
0611	Library Aide I	9.256	9.567	9.888			
0613	Bookmobile Operator	8.953	9.107	9.256	9.567	9.888	
0622	Veterans Coord Aide	6.193	6.273	6.372			
0623	Stock Mail Clerk	6.193	6.273	6.372			
0624	Spec Circulatn Supv	8.379	8.494	8.632			
0625	Recreation Assistant	7.327	7.454	7.597			
0626	Placemnt Coord Aide	6.193	6.273	6.372			
0627	Music Instructor	7.869	7.980	8.106			
0628	Library Helper	7.327	7.454	7.597			
0630	Information Clerk	6.193	6.273	6.372			
0632	Drama Instructor	7.869	7.980	8.106			
0634	Consumer Info Aide	7.327	7.454	7.597			
0635	Comm Survey Asst	6.193	6.273	6.372			
0636	Comm Assistant	6.193	6.273	6.372			
0639	Research Assistant	7.504	7.612	7.724			

P.M.E.A. PAY PLAN
Effective July 1, 1995

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0704	Leisure Actv Coord	7.140	7.395	7.650	7.905	8.161	
0725	Forestry Aide	10.048					
0851	Water Billing Spec	12.640	13.141	13.688	14.253	14.842	
0905	Housing Aide I	10.021	10.194	10.413	10.807	11.242	
0906	Bilingual Hous Aide I	10.021	10.194	10.413	10.807	11.242	
0907	Housing Aide II	11.460	11.659	11.913	12.380	12.881	
0908	Housing Mgt Aide	8.015	8.253	8.733	8.994	9.281	
1619	Police Staff Tech	11.659	11.913	12.136	12.640	13.141	
1620	Vehicle Impound Clerk (Effective 1-1-96)	8.736 9.323	8.889 9.476	9.018 9.605	9.322 9.909	9.634 10.221	
1621	Identification Tech	11.659	11.913	12.136	12.640	13.141	
1622	Payroll Clerk- Police	10.610	10.807	11.027	11.460	11.913	
1623	Animal Contrl Ofcr	9.848	10.021	10.194	10.610	11.027	
1624	Clerk Dispatcher	8.475	8.601	8.733	8.994	9.281	
1625	Police Cadet	8.296	8.439	8.586			
1626	Police Civilian Aide	9.256	9.410	9.567	9.888	10.219	
1627	Police Dispatch Clerk	8.475	8.601	8.733	8.994	9.281	
1628	Commun. Specialist (Effective 1-1-96)	10.520 12.520	11.046 13.046	11.597 13.597	12.465 14.465	13.151 15.151	
1629	Clerical Tech Aide	8.953	9.107	9.256	9.567	9.888	
1630	Comm Group Leader	11.141	11.664	12.217	13.086	13.771	
1631	Animal Cntr Ofc Ast	8.669	8.822	8.952	9.256	9.567	
1632	Animal Contr Disp	8.736	8.889	9.018	9.322	9.634	
1633	Comm Service Ofcr	11.231	11.389	11.572			
1639	Youth Advisor	15.405	15.772	16.147			

P.M.E.A. PAY PLAN
Effective July 1, 1995

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
2000	Program Supervisor	7.184					
2002	Facility Supervisor	7.184					
2004	Special Instructor	7.184					
2006	Recreation Clerk	4.636					

P.M.E.A. PAY PLAN
Effective July 1, 1996

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0017	Inc Tax Auditor I	11.468	11.689	11.892	12.379	12.893	
0026	Income Tax Clerk	8.773	8.908	9.044	9.311	9.598	
0032	Inc Tax Posting Clerk	8.418	8.645	8.908	9.174	9.467	
0033	Purchasing Expeditor	12.893	13.139	13.404	13.962	14.538	
0043	Legislative Aide II	11.605	12.300	13.038	13.820	14.650	16.071
0045	Executive Secretary	11.319	11.999	12.718	13.481	14.291	15.149
0047	Secretary	9.758	9.935	10.086	10.423	10.846	
0049	Clerk Stenographer	9.289	9.598	9.935			
0050	Clerk Steno Trainee	8.616					
0051	Clerk Typist I	8.175	8.288	8.418	8.645	8.908	
0053	Clerk Typist II	8.908	9.174	9.467			
0059	Accountant	12.893	13.404	13.962	14.538	15.139	
0060	Retire Benefit Spec	13.706	14.029	14.360	15.042	15.758	
0061	Account Clerk I	9.044	9.312	9.598			
0062	Retire Accountant	12.893	13.404	13.962	14.538	15.139	
0063	Account Clerk II	10.086	10.423	10.846			
0064	Retirement Tech III	12.893	13.404	13.962	14.538	15.139	
0065	Account Clerk III	10.822	11.023	11.248	11.689	12.151	
0066	Payroll Clerk II	10.822	11.023	11.248	11.689	12.151	
0067	Account Clerk IV	11.468	11.689	11.892	12.379	12.893	
0068	Income Tax Tech	10.822	11.023	11.248	11.689	12.151	
0069	Senior Clerk	9.441	9.598	9.758	10.086	10.423	
0070	Spec Assmt/Invent Clk	10.086	10.423	10.846			
0071	Clerk	8.175	8.288	8.418	8.645	8.908	

P.M.E.A. PAY PLAN
Effective July 1, 1996

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0073	Inventory Clerk	10.086	10.423	10.846			
0075	Bkkpg Machine Oper I	8.773	8.908	9.045	9.311	9.598	
0077	Bkkpg Machine Oper II	9.289	9.441	9.598	9.935	10.268	
0078	Terminal Operator	9.017	9.243	9.506	9.774	10.065	
0080	Property Tax Clerk	10.822	11.024	11.248	11.689	12.151	
0081	Cashier I	8.418	8.531	8.645	8.908	9.175	
0082	Statistical Clerk	8.418	8.645	8.908	9.175	9.467	
0083	Cashier II	8.999	9.132	9.289	9.598	9.935	
0084	Inc Tax Auditor II	12.893	13.139	13.404	13.962	14.538	
0085	Head Cashier	10.260	10.923	11.585	12.252	12.582	
0086	Financial Clerk	7.965	8.100	8.258			
0087	Personnel Tech I	9.987	10.587	11.222	11.894	12.609	13.365
0088	Payroll Clerk I	10.086	10.423	10.846			
0095	Senior Accountant	13.230	13.743	14.257	15.284	16.311	
0098	Sr Clerk-Bldg Engr	9.441	9.598	9.758	10.086	10.423	
0099	Real Property Appr I	11.689	11.892	12.151	12.628	13.139	
0100	Real Property Tech I	9.758	9.935	10.086	10.423	10.845	
0102	Real Property Tech II	10.398	10.621	10.822	11.248	11.689	
0108	Income Tax Clerk II	10.086	10.423	10.846			
0110	Legal Stenographer	9.987	10.587	11.222	11.894	12.609	13.365
0111	Violations Clerk	8.773	8.908	9.045	9.311	9.598	
0113	Warrant Officer	10.398	10.621	10.822	11.248	11.689	
0114	Civilian Process Srwr	10.398	10.621	10.822	11.248	11.689	
0125	Personal Secretary	9.987	10.587	11.222	11.894	12.609	13.365

P.M.E.A. PAY PLAN
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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0129	Insurance Technician	10.867	11.067	11.313	11.783	12.271	
0133	Grant Project Spec	12.379	12.628	12.893	13.404	13.962	
0134	Comm Disseminator	9.887	10.056	10.236	10.645	11.221	
0136	City Clerk Assist II	12.379	12.628	12.893	13.404	13.962	
0138	Pers Translation Clk	7.525	7.977	8.456	8.964	9.501	10.071
0139	Personnel Tech II	11.605	12.300	13.038	13.820	14.650	15.528
0143	License Pract Nurse	11.390	11.606	11.821			
0145	Drug Addict Couns I	8.585	9.269	9.397	9.620	10.036	
0149	Junior Accountant	11.134	11.357	11.577	12.029	12.468	
0150	Sr Drug Rehab Aide	10.822	11.023	11.248	11.689	12.151	
0151	Com Organizer Aide I	8.175	8.288	8.418	8.645	8.908	
0156	Clk Typ II/Bilingual	9.045	9.312	9.598			
0167	Drug Addict Couns II	9.182		10.101	10.362	10.876	
0168	Soc Pln & Dev Anl II	12.893	13.404	13.962	14.538	15.139	
0169	Soc Pln & Dev Anl III	13.909	14.439	15.014	15.592	16.196	
0171	Public Info Specialist	9.441	9.598	9.758	10.086	10.423	
0175	Part-Time LP Nurse	9.585					
0185	Real Property App II	12.893	13.404	13.962	14.538	15.139	
0186	Asses Data Input Clk	9.441	9.598	9.758	10.086	10.423	
0187	Comm Org Aide II	9.175	9.467	9.935	10.398	10.739	
0210	City Planner III	14.785	15.075	15.340	15.943	16.566	
0211	City Planner I	11.689	11.892	12.151	12.628	13.139	
0212	Plnr II Envimmnt	14.829	15.102	15.450	16.180	16.536	

P.M.E.A. PAY PLAN
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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0213	City Planner II	13.668	13.962	14.227	14.829	15.452	
0217	Planning Aide I	9.888	10.045	10.221	10.621	11.023	
0219	Planning Aide II	11.248	11.468	11.689	12.151	12.628	
0221	Neigh Imprv Spec I	10.621	10.822	11.023	11.468	11.892	
0223	Neigh Imprv Spec II	12.379	12.628	12.893	13.404	13.962	
0224	Social Worker Aide	10.577					
0225	Neigh Imprv Spec III	12.893	13.404	13.962	14.538	15.139	
0226	C.D. Prop Mgt Spec	12.893	13.404	13.962	14.538	15.139	
0227	Rehab Specialist	12.893	13.404	13.962	14.538	15.139	
0228	Hous Inspec II	12.893	13.404	13.962	14.538	15.139	
0229	Social Worker	12.824	14.327	14.966	15.659	16.348	
0230	Tel-A-Van Disp	8.645	8.773	8.908	9.175	9.467	
0232	Employee Advisor	10.822	11.023	11.248	11.689	12.151	
0233	Comm Organizer	10.739	10.822	11.023	11.468	11.892	
0234	License Technician	12.893	13.404	13.962	14.538	15.139	
0235	License/Zoning Insp	12.379	12.628	12.893	13.404	13.962	
0240	Tel-A-Van Driver	7.965	8.100	8.258			
0255	Com Dev Specialist	14.492	14.960	15.964	16.719	17.523	
0270	Design Assistant	9.888	10.060	10.238			
0271	Com Health Van Drv	8.175	8.288	8.418	8.645	8.908	
0272	Environmental Asst	7.474	7.630	7.749			
0277	Soc Pln & Dev Anly I	11.689	11.892	12.151	12.628	13.139	
0279	Sr Citizen Serv Wrkr	7.965	8.100	8.258			
0280	Insurance Specialist	15.712	16.211	16.896	17.524	18.175	

P.M.E.A. PAY PLAN
Effective July 1, 1996

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0282	Risk Mgt Supervisor	14.518	15.098	15.704	16.330	16.983	
0283	Multiple Ln Ins Anlyt	12.379	12.628	12.893	13.404	13.962	
0284	Projects Analyst	8.645	9.067	9.491			
0286	Wrkrs Comp Spec	13.706	14.029	14.360	15.042	15.758	
0287	Clerk Typist II-Legal	8.908	9.174	9.467			
0289	Research Technician	8.175	8.288	8.418			
0290	Account Clerk Aide	8.175	8.288	8.418			
0291	Accountant Trainee	9.069	9.306	9.534			
0293	Aged Srv Case Aide	8.175	8.288	8.418			
0295	Cashier Trainee	8.175	8.288	8.418			
0296	Chldn Srv Case Aide	8.175	8.288	8.418			
0298	Relocation Aide	9.069	9.306	9.534			
0299	Enrollee Recruiter	8.175	8.288	8.418			
0300	Finance Spec Aide	9.069	9.306	9.534			
0302	Housing Rehab Aide	9.069	9.306	9.534			
0304	Income Tax Aide	7.965	8.100	8.258			
0305	Soc Wrk I Fam Serv	9.428					
0306	Legal Aide Interview	8.175	8.288	8.418			
0309	Civil Engineer I	11.892	12.447	13.000	13.607	14.250	
0311	Civil Engineer II	14.492	14.960	15.964	16.719	17.523	
0313	Programmer Aide	9.069	9.306	9.534			
0314	Public Service Aide	8.175	8.288	8.418			
0317	Rt of Way Prmt Insp	12.893	13.139	13.404	13.962	14.538	
0319	Engineering Asst I	11.973	12.177	12.439	12.912	13.424	

P.M.E.A. PAY PLAN
Effective July 1, 1996

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0321	Engineering Aide I	9.888	10.045	10.221	10.621	11.023	
0322	Engineer Aide Asst	9.069	9.306	9.534			
0323	Engineering Aide II	11.248	11.467	11.689	12.151	12.628	
0332	Record Clerk	7.965	8.100	8.258			
0335	Building Inspector (until 9-9-96)	12.379	12.628	12.893	13.404	13.962	
0336	Youth Program Aide	8.175	8.288	8.418			
0337	Housing Inspector I	12.379	12.628	12.893	13.404	13.962	
0339	Mech Equip Insp (until 9-9-96)	12.379	12.528	12.893	13.404	13.962	
0343	Plumbing Inspector (until 9-9-96)	12.893	13.139	13.404	13.962	14.538	
0344	Key punch Comp Tm	8.175	8.288	8.418			
0357	Engineering Asst II	12.665	12.912	13.177	13.690	14.247	
0364	Comm Systems Aide	9.069	9.306	9.534			
0368	License Inspector	12.379	12.628	12.893	13.404	13.962	
0369	Inspec Servs Aide	9.069	9.306	9.534			
0370	Graphics Aide	9.069	9.306	9.534			
0372	Social Servs Worker	6.632	6.823	7.031			
0373	Microfilm Aide	7.965	8.100	8.258			
0374	License Aide	7.965	8.100	8.258			
0375	Print Shop Util Hlpr	7.965	8.100	8.258			
0377	Real Estate Aide	7.965	8.100	8.258			
0378	Comm Health Wrkr	7.593	8.054	8.511			
0379	Senior Citizen Aide	7.965	8.100	8.258			
0380	Recreation Aide	7.965	8.100	8.258			

P.M.E.A. PAY PLAN
Effective July 1, 1996

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0381	Clerical Aide	6.147	6.342	6.542			
0388	Insurance Aide I	9.069	9.306	9.534			
0390	Training Ofc Aide	9.069	9.306	9.534			
0391	Security Guard	8.645	8.908	9.259			
0393	Communication Aide	8.175	8.288	8.418			
0395	Drug Rehab Aide	7.965	8.100	8.258			
0396	Library Assistant	7.965	8.100	8.258			
0397	Receptionist	8.175	8.288	8.418			
0398	Research Aide	9.069	9.306	9.534			
0399	Soc Plng & Dev Aide	9.069	9.306	9.534			
0402	Graphic Assistant I	9.887	10.056	10.236			
0403	Communication Asst	10.621	11.023	11.248	11.467	11.689	
0404	Technical Inspector (Effective 9-9-96)	17.000	17.500	18.000	18.360	18.720	19.080
0405	Electrical Inspector (until 9-9-96)	12.893	13.139	13.404	13.962	14.538	
0515	Microfilm Operator	9.131	9.289	9.441	9.758	10.086	
0516	Print Shop Util Opr II	11.689	11.892	12.151	12.628	13.139	
0517	Print Shop Util Opr I	10.881	11.108	11.397	11.762	12.216	
0518	Mail Clerk	8.175	8.288	8.418	8.645	8.908	
0521	Data Entry Tech I	8.773	8.908	9.044	9.312	9.598	
0522	Composer Operator	8.908	9.174	9.467			
0523	Data Entry Tech II	9.289	9.441	9.598	9.935	10.268	
0524	Computer Operator II	10.822	11.023	11.248	11.689	12.151	
0525	Computer Operator I	10.621	10.801	11.000	11.402	11.783	

P.M.E.A. PAY PLAN
Effective July 1, 1996

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0526	Sr Data Entry Tech	12.151	12.379	12.628	13.139	13.668	
0527	Jr Program Analyst	12.151	12.379	12.628	13.139	13.668	
0528	Data Entry Acct Clk	9.441	9.598	9.758	10.086	10.423	
0529	Kyp Opr Cmp Opr Tr	10.801	11.005	11.208			
0535	Pers Prop Aud Asst	9.069	9.306	9.534			
0537	Environmental Aide	9.069	9.306	9.534			
0572	Cntr Complianc Aide	7.719					
0575	Sub Abus Coun Aide	7.719	7.853	8.004			
0576	Graphics Aide Asst	8.175	8.288	8.418			
0603	Librarian I	11.862	12.215	12.531	13.208	13.908	
0605	Librarian II	13.356	13.743	14.084	14.856	15.622	
0609	Library Aide II	10.221	10.621	11.023			
0611	Library Aide I	9.441	9.758	10.086			
0613	Bookmobile Operator	9.132	9.289	9.441	9.758	10.086	
0622	Veterans Coord Aide	6.317	6.398	6.499			
0623	Stock Mail Clerk	6.317	6.398	6.499			
0624	Spec Circulatn Supv	8.547	8.664	8.805			
0625	Recreation Assistant	7.474	7.603	7.749			
0626	Placemnt Coord Aide	6.317	6.398	6.499			
0627	Music Instructor	8.026	8.140	8.268			
0628	Library Helper	7.474	7.603	7.749			
0630	Information Clerk	6.317	6.398	6.499			
0632	Drama Instructor	8.026	8.140	8.268			
0634	Consumer Info Aide	7.474	7.603	7.749			

P.M.E.A. PAY PLAN
Effective July 1, 1996

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0635	Comm Survey Asst	6.317	6.398	6.499			
0636	Comm Assistant	6.317	6.398	6.499			
0639	Research Assistant	7.654	7.764	7.878			
0704	Leisure Actv Coord	7.283	7.543	7.803	8.063	8.324	
0725	Forestry Aide	10.249					
0851	Water Billing Spec	12.893	13.404	13.962	14.538	15.139	
0905	Housing Aide I	10.221	10.398	10.621	11.023	11.467	
0906	Bilingual Hous Aide I	10.221	10.398	10.621	11.023	11.467	
0907	Housing Aide II	11.689	11.892	12.151	12.628	13.139	
0908	Housing Mgt Aide	8.175	8.418	8.908	9.174	9.467	
1619	Police Staff Tech	11.892	12.151	12.379	12.893	13.404	
1620	Impound Vehicle Clerk	9.509	9.666	9.797	10.107	10.425	
1621	Identification Tech	11.892	12.151	12.379	12.893	13.404	
1622	Payroll Clerk- Police	10.822	11.023	11.248	11.689	12.151	
1623	Animal Contrl Ofcr	10.045	10.221	10.398	10.822	11.248	
1624	Clerk Dispatcher	8.645	8.773	8.908	9.174	9.467	
1625	Police Cadet	8.462	8.608	8.758			
1626	Police Civilian Aide	9.441	9.598	9.758	10.086	10.423	
1627	Police Dispatch Clerk	8.645	8.773	8.908	9.174	9.467	
1628	Commun. Specialist	12.770	13.307	13.869	14.754	15.454	
1629	Clerical Tech Aide	9.132	9.289	9.441	9.758	10.086	
1630	Comm Group Leader	11.364	11.897	12.461	13.348	14.046	
1631	Animal Cntr Ofc Ast	8.842	8.998	9.131	9.441	9.758	
1632	Animal Contr Disp	8.911	9.067	9.198	9.508	9.827	

P.M.E.A. PAY PLAN
Effective July 1, 1996

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
1633	Comm Service Ofcr	11.456	11.617	11.803			
1639	Youth Advisor	15.713	16.087	16.470			
2000	Program Supervisor	7.328					
2002	Facility Supervisor	7.328					
2004	Special Instructor	7.328					
2006	Recreation Clerk	4.729					

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0017	Inc Tax Auditor I	11.927	12.157	12.368	12.874	13.409	
0026	Income Tax Clerk	9.124	9.264	9.406	9.683	9.982	
0032	Inc Tax Posting Clerk	8.755	8.991	9.264	9.541	9.846	
0033	Purchasing Expeditor	13.409	13.665	13.940	14.520	15.120	
0043	Legislative Aide II	12.069	12.792	13.560	14.373	15.236	16.714
0045	Executive Secretary	11.772	12.479	13.227	14.020	14.863	15.755
0047	Secretary	10.148	10.332	10.489	10.840	11.280	
0049	Clerk Stenographer	9.661	9.982	10.332			
0050	Clerk Steno Trainee	8.961					
0051	Clerk Typist I	8.502	8.620	8.755	8.991	9.264	
0053	Clerk Typist II	9.264	9.541	9.846			
0059	Accountant	13.409	13.940	14.520	15.120	15.745	
0060	Retire Benefit Spec	14.254	14.590	14.934	15.644	16.388	
0061	Account Clerk I	9.406	9.684	9.982			
0062	Retire Accountant	13.409	13.940	14.520	15.120	15.745	
0063	Account Clerk II	10.489	10.840	11.280			
0064	Retirement Tech III	13.409	13.940	14.520	15.120	15.745	
0065	Account Clerk III	11.255	11.464	11.698	12.157	12.637	
0066	Payroll Clerk II	11.255	11.464	11.698	12.157	12.637	
0067	Account Clerk IV	11.927	12.157	12.368	12.874	13.409	
0068	Income Tax Tech	11.255	11.464	11.698	12.157	12.637	
0069	Senior Clerk	9.819	9.982	10.148	10.489	10.840	
0070	Spec Assmt/Invent Clk	10.489	10.840	11.280			
0071	Clerk	8.502	8.620	8.755	8.991	9.264	

P.M.E.A. PAY PLAN
Effective July 1, 1997

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0073	Inventory Clerk	10.489	10.840	11.280			
0075	Bkkpg Machine Oper I	9.124	9.264	9.407	9.683	9.982	
0077	Bkkpg Machine Oper II	9.661	9.819	9.982	10.332	10.679	
0078	Terminal Operator	9.378	9.613	9.886	10.165	10.468	
0080	Property Tax Clerk	11.255	11.465	11.698	12.157	12.637	
0081	Cashier I	8.755	8.872	8.991	9.264	9.542	
0082	Statistical Clerk	8.755	8.991	9.264	9.542	9.846	
0083	Cashier II	9.359	9.497	9.661	9.982	10.332	
0084	Inc Tax Auditor II	13.409	13.665	13.940	14.520	15.120	
0085	Head Cashier	10.670	11.360	12.048	12.742	13.085	
0086	Financial Clerk	8.284	8.424	8.588			
0087	Personnel Tech I	10.386	11.010	11.671	12.370	13.113	13.900
0088	Payroll Clerk I	10.489	10.840	11.280			
0095	Senior Accountant	13.759	14.293	14.827	15.895	16.963	
0098	Sr Clerk-Bldg Engr	9.819	9.982	10.148	10.489	10.840	
0099	Real Property Appr I	12.157	12.368	12.637	13.133	13.665	
0100	Real Property Tech I	10.148	10.332	10.489	10.840	11.279	
0102	Real Property Tech II	10.814	11.046	11.255	11.698	12.157	
0108	Income Tax Clerk II	10.489	10.840	11.280			
0110	Legal Stenographer	10.386	11.010	11.671	12.370	13.113	13.900
0111	Violations Clerk	9.124	9.264	9.407	9.683	9.982	
0113	Warrant Officer	10.814	11.046	11.255	11.698	12.157	
0114	Civilian Process Srwr	10.814	11.046	11.255	11.698	12.157	
0125	Personal Secretary	10.386	11.010	11.671	12.370	13.113	13.900

P.M.E.A. PAY PLAN
Effective July 1, 1997

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0129	Insurance Technician	11.302	11.510	11.766	12.254	12.762	
0133	Grant Project Spec	12.874	13.133	13.409	13.940	14.520	
0134	Comm Disseminator	10.282	10.458	10.645	11.071	11.670	
0136	City Clerk Assist II	12.874	13.133	13.409	13.940	14.520	
0138	Pers Translation Clk	7.826	8.296	8.794	9.323	9.881	10.474
0139	Personnel Tech II	12.069	12.792	13.560	14.373	15.236	16.149
0143	License Pract Nurse	11.846	12.070	12.294			
0145	Drug Addict Couns I	8.928	9.640	9.773	10.005	10.437	
0149	Junior Accountant	11.579	11.811	12.040	12.510	12.967	
0150	Sr Drug Rehab Aide	11.255	11.464	11.698	12.157	12.637	
0151	Com Organizer Aide I	8.502	8.620	8.755	8.991	9.264	
0156	Clk Typ II/Bilingual	9.407	9.684	9.982			
0167	Drug Addict Couns II	9.549		10.505	10.776	11.311	
0168	Soc Pln & Dev Anly II	13.409	13.940	14.520	15.120	15.745	
0169	Soc Pln & Dev Anly III	14.465	15.017	15.615	16.216	16.844	
0171	Public Info Specialist	9.819	9.982	10.148	10.489	10.840	
0175	Part-Time LP Nurse	9.968					
0185	Real Property App II	13.409	13.940	14.520	15.120	15.745	
0186	Asses Data Input Clk	9.819	9.982	10.148	10.489	10.840	
0187	Comm Org Aide II	9.542	9.846	10.332	10.814	11.169	
0210	City Planner III	15.376	15.678	15.954	16.581	17.229	
0211	City Planner I	12.157	12.368	12.637	13.133	13.665	
0212	Plnr II Envirnmnt	15.422	15.706	16.068	16.827	17.197	

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0213	City Planner II	14.215	14.520	14.796	15.422	16.070	
0217	Planning Aide I	10.284	10.447	10.630	11.046	11.464	
0219	Planning Aide II	11.698	11.927	12.157	12.637	13.133	
0221	Neigh Imprv Spec I	11.046	11.255	11.464	11.927	12.368	
0222	Sr License Tech	15.422	15.706	16.068	16.827	17.197	
0223	Neigh Imprv Spec II	12.874	13.133	13.409	13.940	14.520	
0224	Social Worker Aide	11.000					
0225	Neigh Imprv Spec III	13.409	13.940	14.520	15.120	15.745	
0226	C.D. Prop Mgt Spec	13.409	13.940	14.520	15.120	15.745	
0227	Rehab Specialist	13.409	13.940	14.520	15.120	15.745	
0228	Hous Inspec II	13.409	13.940	14.520	15.120	15.745	
0229	Social Worker	13.337	14.900	15.565	16.285	17.002	
0230	Tel-A-Van Disp	8.991	9.124	9.264	9.542	9.846	
0232	Employee Advisor	11.255	11.464	11.698	12.157	12.637	
0233	Comm Organizer	11.169	11.255	11.464	11.927	12.368	
0234	License Technician	13.409	13.940	14.520	15.120	15.745	
0235	License/Zoning Insp	12.874	13.133	13.409	13.940	14.520	
0240	Tel-A-Van Driver	8.284	8.424	8.588			
0255	Com Dev Specialist	15.072	15.558	16.603	17.388	18.224	
0270	Design Assistant	10.284	10.462	10.648			
0271	Com Health Van Drv	8.502	8.620	8.755	8.991	9.264	
0272	Environmental Asst	7.773	7.935	8.059			
0277	Soc Pln & Dev Anly I	12.157	12.368	12.637	13.133	13.665	
0279	Sr Citizen Serv Wrkr	8.284	8.424	8.588			
0280	Insurance Specialist	16.340	16.859	17.572	18.225	18.902	

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0282	Risk Mgt Supervisor	15.099	15.702	16.332	16.983	17.662	
0283	Multiple Ln Ins Anlyt	12.874	13.133	13.409	13.940	14.520	
0284	Projects Analyst	8.991	9.430	9.871			
0286	Wrkrs Comp Spec	14.254	14.590	14.934	15.644	16.388	
0287	Clerk Typist II-Legal	9.264	9.541	9.846			
0289	Research Technician	8.502	8.620	8.755			
0290	Account Clerk Aide	8.502	8.620	8.755			
0291	Accountant Trainee	9.432	9.678	9.915			
0293	Aged Srv Case Aide	8.502	8.620	8.755			
0295	Cashier Trainee	8.502	8.620	8.755			
0296	Chldn Srv Case Aide	8.502	8.620	8.755			
0298	Relocation Aide	9.432	9.678	9.915			
0299	Enrollee Recruiter	8.502	8.620	8.755			
0300	Finance Spec Aide	9.432	9.678	9.915			
0302	Housing Rehab Aide	9.432	9.678	9.915			
0304	Income Tax Aide	8.284	8.424	8.588			
0305	Soc Wrk I Fam Serv	9.805					
0306	Legal Aide Interview	8.502	8.620	8.755			
0309	Civil Engineer I	12.368	12.945	13.520	14.151	14.820	
0311	Civil Engineer II	15.072	15.558	16.603	17.388	18.224	
0313	Programmer Aide	9.432	9.678	9.915			
0314	Public Service Aide	8.502	8.620	8.755			
0317	Rt of Way Prmt Insp	13.409	13.665	13.940	14.520	15.120	
0319	Engineering Asst I	12.452	12.664	12.937	13.428	13.961	

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0321	Engineering Aide I	10.284	10.447	10.630	11.046	11.464	
0322	Engineer Aide Asst	9.432	9.678	9.915			
0323	Engineering Aide II	11.698	11.926	12.157	12.637	13.133	
0332	Record Clerk	8.284	8.424	8.588			
0336	Youth Program Aide	8.502	8.620	8.755			
0337	Housing Inspector I	12.874	13.133	13.409	13.940	14.520	
0344	Key punch Comp Trn	8.502	8.620	8.755			
0357	Engineering Asst II	13.172	13.428	13.704	14.238	14.817	
0364	Comm Systems Aide	9.432	9.678	9.915			
0368	License Inspector	12.874	13.133	13.409	13.940	14.520	
0369	Inspec Servs Aide	9.432	9.678	9.915			
0370	Graphics Aide	9.432	9.678	9.915			
0372	Social Servs Worker	6.897	7.096	7.312			
0373	Microfilm Aide	8.284	8.424	8.588			
0374	License Aide	8.284	8.424	8.588			
0375	Print Shop Util Hlpr	8.284	8.424	8.588			
0377	Real Estate Aide	8.284	8.424	8.588			
0378	Comm Health Wrkr	7.897	8.376	8.851			
0379	Senior Citizen Aide	8.284	8.424	8.588			
0380	Recreation Aide	8.284	8.424	8.588			
0381	Clerical Aide	6.393	6.596	6.804			
0388	Insurance Aide I	9.432	9.678	9.915			
0390	Training Ofc Aide	9.432	9.678	9.915			
0391	Security Guard	8.991	9.264	9.629			

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0393	Communication Aide	8.502	8.620	8.755			
0395	Drug Rehab Aide	8.284	8.424	8.588			
0396	Library Assistant	8.284	8.424	8.588			
0397	Receptionist	8.502	8.620	8.755			
0398	Research Aide	9.432	9.678	9.915			
0399	Soc Plng & Dev Aide	9.432	9.678	9.915			
0402	Graphic Assistant I	10.282	10.458	10.645			
0403	Communication Asst	11.046	11.464	11.698	11.926	12.157	
0404	Technical Inspector	17.000	17.500	18.000	18.360	18.720	19.080
0515	Microfilm Operator	9.496	9.661	9.819	10.148	10.489	
0516	Print Shop Util Opr II	12.157	12.368	12.637	13.133	13.665	
0517	Print Shop Util Opr I	11.316	11.552	11.853	12.232	12.705	
0518	Mail Clerk	8.502	8.620	8.755	8.991	9.264	
0521	Data Entry Tech I	9.124	9.264	9.406	9.684	9.982	
0522	Composer Operator	9.264	9.541	9.846			
0523	Data Entry Tech II	9.661	9.819	9.982	10.332	10.679	
0524	Computer Operator II	11.255	11.464	11.698	12.157	12.637	
0525	Computer Operator I	11.046	11.233	11.440	11.858	12.254	
0526	Sr Data Entry Tech	12.637	12.874	13.133	13.665	14.215	
0527	Jr Program Analyst	12.637	12.874	13.133	13.665	14.215	
0528	Data Entry Acct Clk	9.819	9.982	10.148	10.489	10.840	
0529	Kyp Opr Cmp Opr Tr	11.233	11.445	11.656			
0535	Pers Prop Aud Asst	9.432	9.678	9.915			
0537	Environmental Aide	9.432	9.678	9.915			

P.M.E.A. PAY PLAN
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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0572	Cntr Complianc Aide	8.028					
0575	Sub Abus Coun Aide	8.028	8.167	8.324			
0576	Graphics Aide Asst	8.502	8.620	8.755			
0603	Librarian I	12.336	12.704	13.032	13.736	14.464	
0605	Librarian II	13.890	14.293	14.647	15.450	16.247	
0609	Library Aide II	10.630	11.046	11.464			
0611	Library Aide I	9.819	10.148	10.489			
0613	Bookmobile Operator	9.497	9.661	9.819	10.148	10.489	
0622	Veterans Coord Aide	6.570	6.654	6.759			
0623	Stock Mail Clerk	6.570	6.654	6.759			
0624	Spec Circulatn Supv	8.889	9.011	9.157			
0625	Recreation Assistant	7.773	7.907	8.059			
0626	Placemnt Coord Aide	6.570	6.654	6.759			
0627	Music Instructor	8.347	8.466	8.599			
0628	Library Helper	7.773	7.907	8.059			
0630	Information Clerk	6.570	6.654	6.759			
0632	Drama Instructor	8.347	8.466	8.599			
0634	Consumer Info Aide	7.773	7.907	8.059			
0635	Comm Survey Asst	6.570	6.654	6.759			
0636	Comm Assistant	6.570	6.654	6.759			
0639	Research Assistant	7.960	8.075	8.193			
0704	Leisure Actv Coord	7.574	7.845	8.115	8.386	8.657	
0725	Forestry Aide	10.659					
0851	Water Billing Spec	13.409	13.940	14.520	15.120	15.745	

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0905	Housing Aide I	10.630	10.814	11.046	11.464	11.926	
0906	Bilingual Hous Aide I	10.630	10.814	11.046	11.464	11.926	
0907	Housing Aide II	12.157	12.368	12.637	13.133	13.665	
0908	Housing Mgt Aide	8.502	8.755	9.264	9.541	9.846	
1619	Police Staff Tech	12.368	12.637	12.874	13.409	13.940	
1620	Impound Vehicle Clerk	9.889	10.053	10.189	10.511	10.842	
1621	Identification Tech	12.368	12.637	12.874	13.409	13.940	
1622	Payroll Clerk- Police	11.255	11.464	11.698	12.157	12.637	
1623	Animal Contrl Ofcr	10.447	10.630	10.814	11.255	11.698	
1624	Clerk Dispatcher	8.991	9.124	9.264	9.541	9.846	
1625	Police Cadet	8.800	8.952	9.108			
1626	Police Civilian Aide	9.819	9.982	10.148	10.489	10.840	
1627	Police Dispatch Clerk	8.991	9.124	9.264	9.541	9.846	
1628	Commun. Specialist	13.281	13.839	14.424	15.344	16.072	
1629	Clerical Tech Aide	9.497	9.661	9.819	10.148	10.489	
1630	Comm Group Leader	11.819	12.374	12.959	13.882	14.608	
1631	Animal Cntr Ofc Ast	9.196	9.358	9.496	9.819	10.148	
1632	Animal Contr Disp	9.267	9.430	9.566	9.888	10.220	
1633	Comm Service Ofcr	11.914	12.082	12.275			
1639	Youth Advisor	16.342	16.730	17.129			
2000	Program Supervisor	7.621					
2002	Facility Supervisor	7.621					
2004	Special Instructor	7.621					
2006	Recreation Clerk	4.918					

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0017	Inc Tax Auditor I	12.285	12.522	12.739	13.260	13.811	
0026	Income Tax Clerk	9.398	9.542	9.688	9.973	10.281	
0032	Inc Tax Posting Clerk	9.018	9.261	9.542	9.827	10.141	
0033	Purchasing Expeditor	13.811	14.075	14.358	14.956	15.574	
0043	Legislative Aide II	12.431	13.176	13.967	14.804	15.693	17.215
0045	Executive Secretary	12.125	12.853	13.624	14.441	15.309	16.228
0047	Secretary	10.452	10.642	10.804	11.165	11.618	
0049	Clerk Stenographer	9.951	10.281	10.642			
0050	Clerk Steno Trainee	9.230					
0051	Clerk Typist I	8.757	8.879	9.018	9.261	9.542	
0053	Clerk Typist II	9.542	9.827	10.141			
0059	Accountant	13.811	14.358	14.956	15.574	16.217	
0060	Retire Benefit Spec	14.682	15.028	15.382	16.113	16.880	
0061	Account Clerk I	9.688	9.975	10.281			
0062	Retire Accountant	13.811	14.358	14.956	15.574	16.217	
0063	Account Clerk II	10.804	11.165	11.618			
0064	Retirement Tech III	13.811	14.358	14.956	15.574	16.217	
0065	Account Clerk III	11.593	11.808	12.049	12.522	13.016	
0066	Payroll Clerk II	11.593	11.808	12.049	12.522	13.016	
0067	Account Clerk IV	12.285	12.522	12.739	13.260	13.811	
0068	Income Tax Tech	11.593	11.808	12.049	12.522	13.016	
0069	Senior Clerk	10.114	10.281	10.452	10.804	11.165	
0070	Spec Assmt/Invent Clk	10.804	11.165	11.618			
0071	Clerk	8.757	8.879	9.018	9.261	9.542	

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0073	Inventory Clerk	10.804	11.165	11.618			
0075	Bkkpg Machine Oper I	9.398	9.542	9.689	9.973	10.281	
0077	Bkkpg Machine Oper II	9.951	10.114	10.281	10.642	10.999	
0078	Terminal Operator	9.659	9.901	10.183	10.470	10.782	
0080	Property Tax Clerk	11.593	11.808	12.049	12.522	13.016	
0081	Cashier I	9.018	9.138	9.261	9.542	9.828	
0082	Statistical Clerk	9.018	9.261	9.542	9.828	10.141	
0083	Cashier II	9.639	9.782	9.951	10.281	10.642	
0084	Inc Tax Auditor II	13.811	14.075	14.358	14.956	15.574	
0085	Head Cashier	10.990	11.701	12.409	13.124	13.478	
0086	Financial Clerk	8.533	8.677	8.846			
0087	Personnel Tech I	10.698	11.340	12.021	12.741	13.506	14.317
0088	Payroll Clerk I	10.804	11.165	11.618			
0095	Senior Accountant	14.172	14.722	15.272	16.372	17.472	
0098	Sr Clerk-Bldg Engr	10.114	10.281	10.452	10.804	11.165	
0099	Real Property Appr I	12.522	12.739	13.016	13.527	14.075	
0100	Real Property Tech I	10.452	10.642	10.804	11.165	11.617	
0102	Real Property Tech II	11.138	11.377	11.593	12.049	12.522	
0108	Income Tax Clerk II	10.804	11.165	11.618			
0110	Legal Stenographer	10.698	11.340	12.021	12.741	13.506	14.317
0111	Violations Clerk	9.398	9.542	9.689	9.973	10.281	
0113	Warrant Officer	11.138	11.377	11.593	12.049	12.522	
0114	Civilian Process Srvr	11.138	11.377	11.593	12.049	12.522	
0125	Personal Secretary	10.698	11.340	12.021	12.741	13.506	14.317

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0129	Insurance Technician	11.641	11.855	12.119	12.622	13.145	
0133	Grant Project Spec	13.260	13.527	13.811	14.358	14.956	
0134	Comm Disseminator	10.590	10.772	10.964	11.403	12.020	
0136	City Clerk Assist II	13.260	13.527	13.811	14.358	14.956	
0138	Pers Translation Clk	8.061	8.545	9.058	9.603	10.177	10.788
0139	Personnel Tech II	12.431	13.176	13.967	14.804	15.693	16.633
0143	License Pract Nurse	12.201	12.432	12.663			
0145	Drug Addict Couns I	9.196	9.929	10.066	10.305	10.750	
0149	Junior Accountant	11.926	12.165	12.401	12.885	13.356	
0150	Sr Drug Rehab Aide	11.593	11.808	12.049	12.522	13.016	
0151	Com Organizer Aide I	8.757	8.879	9.018	9.261	9.542	
0156	Clk Typ II/Bilingual	9.689	9.975	10.281			
0167	Drug Addict Couns II	9.835		10.820	11.099	11.650	
0168	Soc Pln & Dev Anly II	13.811	14.358	14.956	15.574	16.217	
0169	Soc Pln & Dev Anly III	14.899	15.468	16.083	16.702	17.349	
0171	Public Info Specialist	10.114	10.281	10.452	10.804	11.165	
0175	Part-Time LP Nurse	10.267					
0185	Real Property App II	13.811	14.358	14.956	15.574	16.217	
0186	Asses Data Input Clk	10.114	10.281	10.452	10.804	11.165	
0187	Comm Org Aide II	9.828	10.141	10.642	11.138	11.504	
0210	City Planner III	15.837	16.148	16.433	17.078	17.746	
0211	City Planner I	12.522	12.739	13.016	13.527	14.075	
0212	Plnr II Envirnmnt	15.885	16.177	16.550	17.332	17.713	

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0213	City Planner II	14.641	14.956	15.240	15.885	16.552	
0217	Planning Aide I	10.593	10.760	10.949	11.377	11.808	
0219	Planning Aide II	12.049	12.285	12.522	13.016	13.527	
0221	Neigh Imprv Spec I	11.377	11.593	11.808	12.285	12.739	
0222	Sr License Tech	15.885	16.177	16.550	17.332	17.713	
0223	Neigh Imprv Spec II	13.260	13.527	13.811	14.358	14.956	
0224	Social Worker Aide	11.330					
0225	Neigh Imprv Spec III	13.811	14.358	14.956	15.574	16.217	
0226	C.D. Prop Mgt Spec	13.811	14.358	14.956	15.574	16.217	
0227	Rehab Specialist	13.811	14.358	14.956	15.574	16.217	
0228	Hous Inspec II	13.811	14.358	14.956	15.574	16.217	
0229	Social Worker	13.739	15.347	16.032	16.774	17.512	
0230	Tel-A-Van Disp	9.261	9.398	9.542	9.828	10.141	
0232	Employee Advisor	11.593	11.808	12.049	12.522	13.016	
0233	Comm Organizer	11.504	11.593	11.808	12.285	12.739	
0234	License Technician	13.811	14.358	14.956	15.574	16.217	
0235	License/Zoning Insp	13.260	13.527	13.811	14.358	14.956	
0240	Tel-A-Van Driver	8.533	8.677	8.846			
0255	Com Dev Specialist	15.524	16.025	17.101	17.910	18.771	
0270	Design Assistant	10.593	10.776	10.967			
0271	Com Health Van Drv	8.757	8.879	9.018	9.261	9.542	
0272	Environmental Asst	8.006	8.173	8.301			
0277	Soc Pln & Dev Anly I	12.522	12.739	13.016	13.527	14.075	
0279	Sr Citizen Serv Wrkr	8.533	8.677	8.846			
0280	Insurance Specialist	16.830	17.365	18.099	18.772	19.469	

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0282	Risk Mgt Supervisor	15.552	16.173	16.822	17.492	18.192	
0283	Multiple Ln Ins Anlyt	13.260	13.527	13.811	14.358	14.956	
0284	Projects Analyst	9.261	9.713	10.167			
0286	Wrkrs Comp Spec	14.682	15.028	15.382	16.113	16.880	
0287	Clerk Typist II-Legal	9.542	9.827	10.141			
0289	Research Technician	8.757	8.879	9.018			
0290	Account Clerk Aide	8.757	8.879	9.018			
0291	Accountant Trainee	9.715	9.968	10.212			
0293	Aged Srv Case Aide	8.757	8.879	9.018			
0295	Cashier Trainee	8.757	8.879	9.018			
0296	Chldn Srv Case Aide	8.757	8.879	9.018			
0298	Relocation Aide	9.715	9.968	10.212			
0299	Enrollee Recruiter	8.757	8.879	9.018			
0300	Finance Spec Aide	9.715	9.968	10.212			
0302	Housing Rehab Aide	9.715	9.968	10.212			
0304	Income Tax Aide	8.533	8.677	8.846			
0305	Soc Wrk I Fam Serv	10.099					
0306	Legal Aide Interview	8.757	8.879	9.018			
0309	Civil Engineer I	12.739	13.333	13.926	14.576	15.265	
0311	Civil Engineer II	15.524	16.025	17.101	17.910	18.771	
0313	Programmer Aide	9.715	9.968	10.212			
0314	Public Service Aide	8.757	8.879	9.018			
0317	Rt of Way Prmt Insp	13.811	14.075	14.358	14.956	15.574	
0319	Engineering Asst I	12.826	13.044	13.325	13.831	14.380	

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0321	Engineering Aide I	10.593	10.760	10.949	11.377	11.808	
0322	Engineer Aide Asst	9.715	9.968	10.212			
0323	Engineering Aide II	12.049	12.284	12.522	13.016	13.527	
0332	Record Clerk	8.533	8.677	8.846			
0336	Youth Program Aide	8.757	8.879	9.018			
0337	Housing Inspector I	13.260	13.527	13.811	14.358	14.956	
0344	Key punch Comp Trn	8.757	8.879	9.018			
0357	Engineering Asst II	13.567	13.831	14.115	14.665	15.262	
0364	Comm Systems Aide	9.715	9.968	10.212			
0368	License Inspector	13.260	13.527	13.811	14.358	14.956	
0369	Inspec Servs Aide	9.715	9.968	10.212			
0370	Graphics Aide	9.715	9.968	10.212			
0372	Social Servs Worker	7.104	7.309	7.531			
0373	Microfilm Aide	8.533	8.677	8.846			
0374	License Aide	8.533	8.677	8.846			
0375	Print Shop Util Hlpr	8.533	8.677	8.846			
0377	Real Estate Aide	8.533	8.677	8.846			
0378	Comm Health Wrkr	8.134	8.627	9.117			
0379	Senior Citizen Aide	8.533	8.677	8.846			
0380	Recreation Aide	8.533	8.677	8.846			
0381	Clerical Aide	6.585	6.794	7.008			
0388	Insurance Aide I	9.715	9.968	10.213			
0390	Training Ofc Aide	9.715	9.968	10.213			
0391	Security Guard	9.261	9.542	9.918			

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0393	Communication Aide	8.757	8.879	9.018			
0395	Drug Rehab Aide	8.533	8.677	8.846			
0396	Library Assistant	8.533	8.677	8.846			
0397	Receptionist	8.757	8.879	9.018			
0398	Research Aide	9.715	9.968	10.212			
0399	Soc Plng & Dev Aide	9.715	9.968	10.212			
0402	Graphic Assistant I	10.590	10.772	10.964			
0403	Communication Asst	11.377	11.808	12.049	12.284	12.522	
0404	Technical Inspector	17.000	17.500	18.000	18.360	18.720	19.080
0515	Microfilm Operator	9.781	9.951	10.114	10.452	10.804	
0516	Print Shop Util Opr II	12.522	12.739	13.016	13.527	14.075	
0517	Print Shop Util Opr I	11.655	11.899	12.209	12.599	13.086	
0518	Mail Clerk	8.757	8.879	9.018	9.261	9.542	
0521	Data Entry Tech I	9.398	9.542	9.688	9.975	10.281	
0522	Composer Operator	9.542	9.827	10.141			
0523	Data Entry Tech II	9.951	10.114	10.281	10.642	10.999	
0524	Computer Operator II	11.593	11.808	12.049	12.522	13.016	
0525	Computer Operator I	11.377	11.570	11.783	12.214	12.622	
0526	Sr Data Entry Tech	13.016	13.260	13.527	14.075	14.641	
0527	Jr Program Analyst	13.016	13.260	13.527	14.075	14.641	
0528	Data Entry Acct Clk	10.114	10.281	10.452	10.804	11.165	
0529	Kyp Opr Cmp Opr Tr	11.570	11.788	12.006			
0535	Pers Prop Aud Asst	9.715	9.968	10.212			
0537	Environmental Aide	9.715	9.968	10.212			

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0572	Cntr Complianc Aide	8.269					
0575	Sub Abus Coun Aide	8.269	8.412	8.574			
0576	Graphics Aide Asst	8.757	8.879	9.018			
0603	Librarian I	12.706	13.085	13.423	14.148	14.898	
0605	Librarian II	14.307	14.722	15.086	15.914	16.734	
0609	Library Aide II	10.949	11.377	11.808			
0611	Library Aide I	10.114	10.452	10.804			
0613	Bookmobile Operator	9.782	9.951	10.114	10.452	10.804	
0622	Veterans Coord Aide	6.767	6.854	6.962			
0623	Stock Mail Clerk	6.767	6.854	6.962			
0624	Spec Circulatn Supv	9.156	9.281	9.432			
0625	Recreation Assistant	8.006	8.144	8.301			
0626	Placemnt Coord Aide	6.767	6.854	6.962			
0627	Music Instructor	8.597	8.720	8.857			
0628	Library Helper	8.006	8.144	8.301			
0630	Information Clerk	6.767	6.854	6.962			
0632	Drama Instructor	8.597	8.720	8.857			
0634	Consumer Info Aide	8.006	8.144	8.301			
0635	Comm Survey Asst	6.767	6.854	6.962			
0636	Comm Assistant	6.767	6.854	6.962			
0639	Research Assistant	8.199	8.317	8.439			
0704	Leisure Actv Coord	7.801	8.080	8.358	8.638	8.917	
0725	Forestry Aide	10.979					
0851	Water Billing Spec	13.811	14.358	14.956	15.574	16.217	

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CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0905	Housing Aide I	10.949	11.138	11.377	11.808	12.284	
0906	Bilingual Hous Aide I	10.949	11.138	11.377	11.808	12.284	
0907	Housing Aide II	12.522	12.739	13.016	13.527	14.075	
0908	Housing Mgt Aide	8.757	9.018	9.542	9.827	10.141	
1619	Police Staff Tech	12.739	13.016	13.260	13.811	14.358	
1620	Impound Vehicle Clerk	10.186	10.355	10.495	10.826	11.167	
1621	Identification Tech	12.739	13.016	13.260	13.811	14.358	
1622	Payroll Clerk- Police	11.593	11.808	12.049	12.522	13.016	
1623	Animal Contrl Ofcr	10.760	10.949	11.138	11.593	12.049	
1624	Clerk Dispatcher	9.261	9.398	9.542	9.827	10.141	
1625	Police Cadet	9.064	9.221	9.381			
1626	Police Civilian Aide	10.114	10.281	10.452	10.804	11.165	
1627	Police Dispatch Clerk	9.261	9.398	9.542	9.828	10.141	
1628	Commun. Specialist	13.679	14.254	14.857	15.804	16.554	
1629	Clerical Tech Aide	9.782	9.951	10.114	10.452	10.804	
1630	Comm Group Leader	12.174	12.744	13.348	14.298	15.046	
1631	Animal Cntr Ofc Ast	9.472	9.639	9.781	10.114	10.452	
1632	Animal Contr Disp	9.545	9.713	9.853	10.185	10.527	
1633	Comm Service Ofcr	12.271	12.444	12.643			
1639	Youth Advisor	16.832	17.232	17.643			
2000	Program Supervisor	7.850					
2002	Facility Supervisor	7.850					
2004	Special Instructor	7.850					
2006	Recreation Clerk	5.066					

P.M.E.A. PAY PLAN
Effective July 1, 1999

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0017	Inc Tax Auditor I	12.654	12.898	13.121	13.658	14.225	
0026	Income Tax Clerk	9.680	9.828	9.979	10.272	10.589	
0032	Inc Tax Posting Clerk	9.289	9.539	9.828	10.122	10.445	
0033	Purchasing Expeditor	14.225	14.497	14.789	15.405	16.041	
0043	Legislative Aide II	12.804	13.571	14.386	15.248	16.164	17.731
0045	Executive Secretary	12.489	13.239	14.033	14.874	15.768	16.715
0047	Secretary	10.766	10.961	11.128	11.500	11.967	
0049	Clerk Stenographer	10.250	10.589	10.961			
0050	Clerk Steno Trainee	9.507					
0051	Clerk Typist I	9.020	9.145	9.289	9.539	9.828	
0053	Clerk Typist II	9.828	10.122	10.445			
0059	Accountant	14.225	14.789	15.405	16.041	16.704	
0060	Retire Benefit Spec	15.122	15.479	15.843	16.596	17.387	
0061	Account Clerk I	9.979	10.274	10.589			
0062	Retire Accountant	14.225	14.789	15.405	16.041	16.704	
0063	Account Clerk II	11.128	11.500	11.967			
0064	Retirement Tech III	14.225	14.789	15.405	16.041	16.704	
0065	Account Clerk III	11.941	12.162	12.410	12.898	13.406	
0066	Payroll Clerk II	11.941	12.162	12.410	12.898	13.406	
0067	Account Clerk IV	12.654	12.898	13.121	13.658	14.225	
0068	Income Tax Tech	11.941	12.162	12.410	12.898	13.406	
0069	Senior Clerk	10.417	10.589	10.766	11.128	11.500	
0070	Spec Assmt/Invent Clk	11.128	11.500	11.967			
0071	Clerk	9.020	9.145	9.289	9.539	9.828	

P.M.E.A. PAY PLAN
Effective July 1, 1999

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0073	Inventory Clerk	11.128	11.500	11.967			
0075	Bkkpg Machine Oper I	9.680	9.828	9.979	10.272	10.589	
0077	Bkkpg Machine Oper II	10.250	10.417	10.589	10.961	11.329	
0078	Terminal Operator	9.949	10.198	10.488	10.784	11.105	
0080	Property Tax Clerk	11.941	12.162	12.410	12.898	13.406	
0081	Cashier I	9.289	9.412	9.539	9.828	10.123	
0082	Statistical Clerk	9.289	9.539	9.828	10.123	10.445	
0083	Cashier II	9.929	10.075	10.250	10.589	10.961	
0084	Inc Tax Auditor II	14.225	14.497	14.789	15.405	16.041	
0085	Head Cashier	11.320	12.052	12.781	13.518	13.882	
0086	Financial Clerk	8.789	8.937	9.111			
0087	Personnel Tech I	11.019	11.680	12.382	13.123	13.911	14.747
0088	Payroll Clerk I	11.128	11.500	11.967			
0095	Senior Accountant	14.597	15.164	15.730	16.863	17.996	
0098	Sr Clerk-Bldg Engr	10.417	10.589	10.766	11.128	11.500	
0099	Real Property Appr I	12.898	13.121	13.406	13.933	14.497	
0100	Real Property Tech I	10.766	10.961	11.128	11.500	11.966	
0102	Real Property Tech II	11.472	11.718	11.941	12.410	12.898	
0108	Income Tax Clerk II	11.128	11.500	11.967			
0110	Legal Stenographer	11.019	11.680	12.382	13.123	13.911	14.747
0111	Violations Clerk	9.680	9.828	9.980	10.272	10.589	
0113	Warrant Officer	11.472	11.718	11.941	12.410	12.898	
0114	Civilian Process Svr	11.472	11.718	11.941	12.410	12.898	
0125	Personal Secretary	11.019	11.680	12.382	13.123	13.911	14.747

P.M.E.A. PAY PLAN
Effective July 1, 1999

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0129	Insurance Technician	11.990	12.211	12.483	13.001	13.539	
0133	Grant Project Spec	13.658	13.933	14.225	14.789	15.405	
0134	Comm Disseminator	10.908	11.095	11.293	11.745	12.381	
0136	City Clerk Assist II	13.658	13.933	14.225	14.789	15.405	
0138	Pers Translation Clk	8.303	8.801	9.330	9.891	10.482	11.112
0139	Personnel Tech II	12.804	13.571	14.386	15.248	16.164	17.132
0143	License Pract Nurse	12.567	12.805	13.043			
0145	Drug Addict Couns I	9.472	10.227	10.368	10.614	11.073	
0149	Junior Accountant	12.284	12.530	12.773	13.272	13.757	
0150	Sr Drug Rehab Aide	11.941	12.162	12.410	12.898	13.406	
0151	Com Organizer Aide I	9.020	9.145	9.289	9.539	9.828	
0156	Clk Typ II/Bilingual	9.980	10.274	10.589			
0167	Drug Addict Couns II	10.130		11.145	11.432	12.000	
0168	Soc Pln & Dev Anly II	14.225	14.789	15.405	16.041	16.704	
0169	Soc Pln & Dev Anly III	15.346	15.932	16.565	17.203	17.869	
0171	Public Info Specialist	10.417	10.589	10.766	11.128	11.500	
0175	Part-Time LP Nurse	10.575					
0185	Real Property App II	14.225	14.789	15.405	16.041	16.704	
0186	Asses Data Input Clk	10.417	10.589	10.766	11.128	11.500	
0187	Comm Org Aide II	10.123	10.445	10.961	11.472	11.849	
0210	City Planner III	16.312	16.632	16.926	17.590	18.278	
0211	City Planner I	12.898	13.121	13.406	13.933	14.496	
0212	Plnr II Envirmnt	16.362	16.662	17.047	17.852	18.244	

P.M.E.A. PAY PLAN
Effective July 1, 1999

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0213	City Planner II	15.080	15.405	15.697	16.362	17.049	
0217	Planning Aide I	10.911	11.083	11.277	11.718	12.162	
0219	Planning Aide II	12.410	12.654	12.898	13.406	13.933	
0221	Neigh Imprv Spec I	11.718	11.941	12.162	12.654	13.121	
0222	Sr License Tech	16.362	16.662	17.047	17.852	18.244	
0223	Neigh Imprv Spec II	13.658	13.933	14.225	14.789	15.405	
0224	Social Worker Aide	11.670					
0225	Neigh Imprv Spec III	14.225	14.789	15.405	16.041	16.704	
0226	C.D. Prop Mgt Spec	14.225	14.789	15.405	16.041	16.704	
0227	Rehab Specialist	14.225	14.789	15.405	16.041	16.704	
0228	Hous Inspec II	14.225	14.789	15.405	16.041	16.704	
0229	Social Worker	14.149	15.807	16.513	17.277	18.037	
0230	Tel-A-Van Disp	9.539	9.680	9.828	10.123	10.445	
0232	Employee Advisor	11.941	12.162	12.410	12.898	13.406	
0233	Comm Organizer	11.849	11.941	12.162	12.654	13.121	
0234	License Technician	14.225	14.789	15.405	16.041	16.704	
0235	License/Zoning Insp	13.658	13.933	14.225	14.789	15.405	
0240	Tel-A-Van Driver	8.789	8.937	9.111			
0255	Com Dev Specialist	15.990	16.506	17.614	18.447	19.334	
0270	Design Assistant	10.911	11.099	11.296			
0271	Com Health Van Drv	9.020	9.145	9.289	9.539	9.828	
0272	Environmental Asst	8.246	8.418	8.550			
0277	Soc Pln & Dev Anly I	12.898	13.121	13.406	13.933	14.497	
0279	Sr Citizen Serv Wrkr	8.789	8.937	9.111			
0280	Insurance Specialist	17.335	17.886	18.642	19.335	20.053	

P.M.E.A. PAY PLAN
Effective July 1, 1999

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0282	Risk Mgt Supervisor	16.019	16.658	17.327	18.017	18.738	
0283	Multiple Ln Ins Anlyt	13.658	13.933	14.225	14.789	15.405	
0284	Projects Analyst	9.539	10.004	10.472			
0286	Wrkrs Comp Spec	15.122	15.479	15.843	16.596	17.386	
0287	Clerk Typist II-Legal	9.828	10.122	10.445			
0289	Research Technician	9.020	9.145	9.289			
0290	Account Clerk Aide	9.020	9.145	9.289			
0291	Accountant Trainee	10.006	10.267	10.518			
0293	Aged Srv Case Aide	9.020	9.145	9.289			
0295	Cashier Trainee	9.020	9.145	9.289			
0296	Chldn Srv Case Aide	9.020	9.145	9.289			
0298	Relocation Aide	10.006	10.267	10.518			
0299	Enrollee Recruiter	9.020	9.145	9.289			
0300	Finance Spec Aide	10.006	10.267	10.518			
0302	Housing Rehab Aide	10.006	10.267	10.518			
0304	Income Tax Aide	8.789	8.937	9.111			
0305	Soc Wrk I Fam Serv	10.402					
0306	Legal Aide Interview	9.020	9.145	9.289			
0309	Civil Engineer I	13.121	13.733	14.344	15.013	15.723	
0311	Civil Engineer II	15.990	16.506	17.614	18.447	19.334	
0313	Programmer Aide	10.006	10.267	10.518			
0314	Public Service Aide	9.020	9.145	9.289			
0317	Rt of Way Prmt Insp	14.225	14.497	14.789	15.405	16.041	
0319	Engineering Asst I	13.211	13.435	13.725	14.246	14.811	

P.M.E.A. PAY PLAN
Effective July 1, 1999

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0321	Engineering Aide I	10.911	11.083	11.277	11.718	12.162	
0322	Engineer Aide Asst	10.006	10.267	10.518			
0323	Engineering Aide II	12.410	12.653	12.898	13.406	13.933	
0332	Record Clerk	8.789	8.937	9.111			
0336	Youth Program Aide	9.020	9.145	9.289			
0337	Housing Inspector I	13.658	13.933	14.225	14.789	15.405	
0344	Key punch Comp Tm	9.020	9.145	9.289			
0357	Engineering Asst II	13.974	14.246	14.538	15.105	15.720	
0364	Comm Systems Aide	10.006	10.267	10.518			
0368	License Inspector	13.658	13.933	14.225	14.789	15.405	
0369	Inspec Servs Aide	10.006	10.267	10.518			
0370	Graphics Aide	10.006	10.267	10.518			
0372	Social Servs Worker	7.317	7.528	7.757			
0373	Microfilm Aide	8.789	8.937	9.111			
0374	License Aide	8.789	8.937	9.111			
0375	Print Shop Util Hlpr	8.789	8.937	9.111			
0377	Real Estate Aide	8.789	8.937	9.111			
0378	Comm Health Wrkr	8.378	8.886	9.391			
0379	Senior Citizen Aide	8.789	8.937	9.111			
0380	Recreation Aide	8.789	8.937	9.111			
0381	Clerical Aide	6.783	6.998	7.218			
0388	Insurance Aide I	10.006	10.267	10.518			
0390	Training Ofc Aide	10.006	10.267	10.518			
0391	Security Guard	9.539	9.828	10.216			

P.M.E.A. PAY PLAN
Effective July 1, 1999

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0393	Communication Aide	9.020	9.145	9.289			
0395	Drug Rehab Aide	8.789	8.937	9.111			
0396	Library Assistant	8.789	8.937	9.111			
0397	Receptionist	9.020	9.145	9.289			
0398	Research Aide	10.006	10.267	10.518			
0399	Soc Plng & Dev Aide	10.006	10.267	10.518			
0402	Graphic Assistant I	10.908	11.096	11.294			
0403	Communication Asst	11.718	12.162	12.410	12.653	12.898	
0404	Technical Inspector	17.000	17.500	18.000	18.360	18.720	19.080
0515	Microfilm Operator	10.074	10.250	10.417	10.766	11.128	
0516	Print Shop Util Opr II	12.898	13.121	13.406	13.933	14.497	
0517	Print Shop Util Opr I	12.005	12.256	12.575	12.977	13.479	
0518	Mail Clerk	9.020	9.145	9.289	9.539	9.828	
0521	Data Entry Tech I	9.680	9.828	9.979	10.274	10.589	
0522	Composer Operator	9.828	10.122	10.445			
0523	Data Entry Tech II	10.250	10.417	10.589	10.961	11.329	
0524	Computer Operator II	11.941	12.162	12.410	12.898	13.406	
0525	Computer Operator I	11.718	11.917	12.136	12.580	13.001	
0526	Sr Data Entry Tech	13.406	13.658	13.933	14.497	15.080	
0527	Jr Program Analyst	13.406	13.658	13.933	14.497	15.080	
0528	Data Entry Acct Clk	10.417	10.589	10.766	11.128	11.500	
0529	Kyp Opr Cmp Opr Tr	11.917	12.142	12.366			
0535	Pers Prop Aud Asst	10.006	10.267	10.518			
0537	Environmental Aide	10.006	10.267	10.518			

P.M.E.A. PAY PLAN
Effective July 1, 1999

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0572	Cntr Complianc Aide	8.517					
0575	Sub Abus Coun Aide	8.517	8.664	8.831			
0576	Graphics Aide Asst	9.020	9.145	9.289			
0603	Librarian I	13.087	13.478	13.826	14.572	15.345	
0605	Librarian II	14.736	15.164	15.539	16.391	17.236	
0609	Library Aide II	11.277	11.718	12.162			
0611	Library Aide I	10.417	10.766	11.128			
0613	Bookmobile Operator	10.075	10.250	10.417	10.766	11.128	
0622	Veterans Coord Aide	6.970	7.060	7.171			
0623	Stock Mail Clerk	6.970	7.060	7.171			
0624	Spec Circulatn Supv	9.431	9.559	9.715			
0625	Recreation Assistant	8.246	8.388	8.550			
0626	Placemnt Coord Aide	6.970	7.060	7.171			
0627	Music Instructor	8.855	8.982	9.123			
0628	Library Helper	8.246	8.388	8.550			
0630	Information Clerk	6.970	7.060	7.171			
0632	Drama Instructor	8.855	8.982	9.123			
0634	Consumer Info Aide	8.246	8.388	8.550			
0635	Comm Survey Asst	6.970	7.060	7.171			
0636	Comm Assistant	6.970	7.060	7.171			
0639	Research Assistant	8.445	8.567	8.692			
0704	Leisure Actv Coord	8.035	8.322	8.609	8.897	9.185	
0725	Forestry Aide	11.308					
0851	Water Billing Spec	14.225	14.789	15.405	16.041	16.704	

P.M.E.A. PAY PLAN
Effective July 1, 1999

CODE	CLASS	START	6 MOS	1 YR	2 YR	3 YR	4 YR
0905	Housing Aide I	11.277	11.472	11.718	12.162	12.653	
0906	Bilingual Hous Aide I	11.277	11.472	11.718	12.162	12.653	
0907	Housing Aide II	12.898	13.121	13.406	13.933	14.497	
0908	Housing Mgt Aide	9.020	9.289	9.828	10.122	10.445	
1619	Police Staff Tech	13.121	13.406	13.658	14.225	14.789	
1620	Impound Vehicle Clerk	10.492	10.666	10.810	11.151	11.502	
1621	Identification Tech	13.121	13.406	13.658	14.225	14.789	
1622	Payroll Clerk- Police	11.941	12.162	12.410	12.898	13.406	
1623	Animal Contrl Ofcr	11.083	11.277	11.472	11.941	12.410	
1624	Clerk Dispatcher	9.539	9.680	9.828	10.123	10.445	
1625	Police Cadet	9.336	9.498	9.662			
1626	Police Civilian Aide	10.417	10.589	10.766	11.128	11.500	
1627	Police Dispatch Clerk	9.539	9.680	9.828	10.123	10.445	
1628	Commun. Specialist	14.089	14.682	15.303	16.278	17.051	
1629	Clerical Tech Aide	10.075	10.250	10.417	10.766	11.128	
1630	Comm Group Leader	12.539	13.126	13.748	14.727	15.497	
1631	Animal Cntr Ofc Ast	9.756	9.928	10.074	10.417	10.766	
1632	Animal Contr Disp	9.831	10.004	10.149	10.491	10.843	
1633	Comm Service Ofcr	12.639	12.817	13.022			
1639	Youth Advisor	17.337	17.749	18.172			
2000	Program Supervisor	8.086					
2002	Facility Supervisor	8.086					
2004	Special Instructor	8.086					
2006	Recreation Clerk	5.218					


Letter of Understanding
between
City of Pontiac
and
Pontiac Municipal Employees Association


With reference to Article III, Section 1. Processing A Grievance D. Step Four, the parties agree to establish an arbitration panel in lieu of the Federal Mediation and Conciliation Services, for all grievances, including desk audits, where arbitration is requested by either party. The arbitrators mutually selected are:

Elaine Frost
Joseph Girolamo
Peter D. Jason
Ruth Kahn
Benjamin Kerner
Richard Mittenthal
Anne T. Patton
George Roumell, Jr.

The parties agree that arbitrators will be selected for hearings on a rotation basis. The parties further agree that, annually, any arbitrator from the list who has already heard one (1) case may be stricken from the above list by either party or both parties, without cause. A replacement shall be chosen by mutual agreement within thirty (30) days after an arbitrator has been stricken.


City of Pontiac


PMEA


City of Pontiac


MAPE

Dated: August 23, 1990

