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6/30/2002

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE CITY OF PONTIAC, MICHIGAN

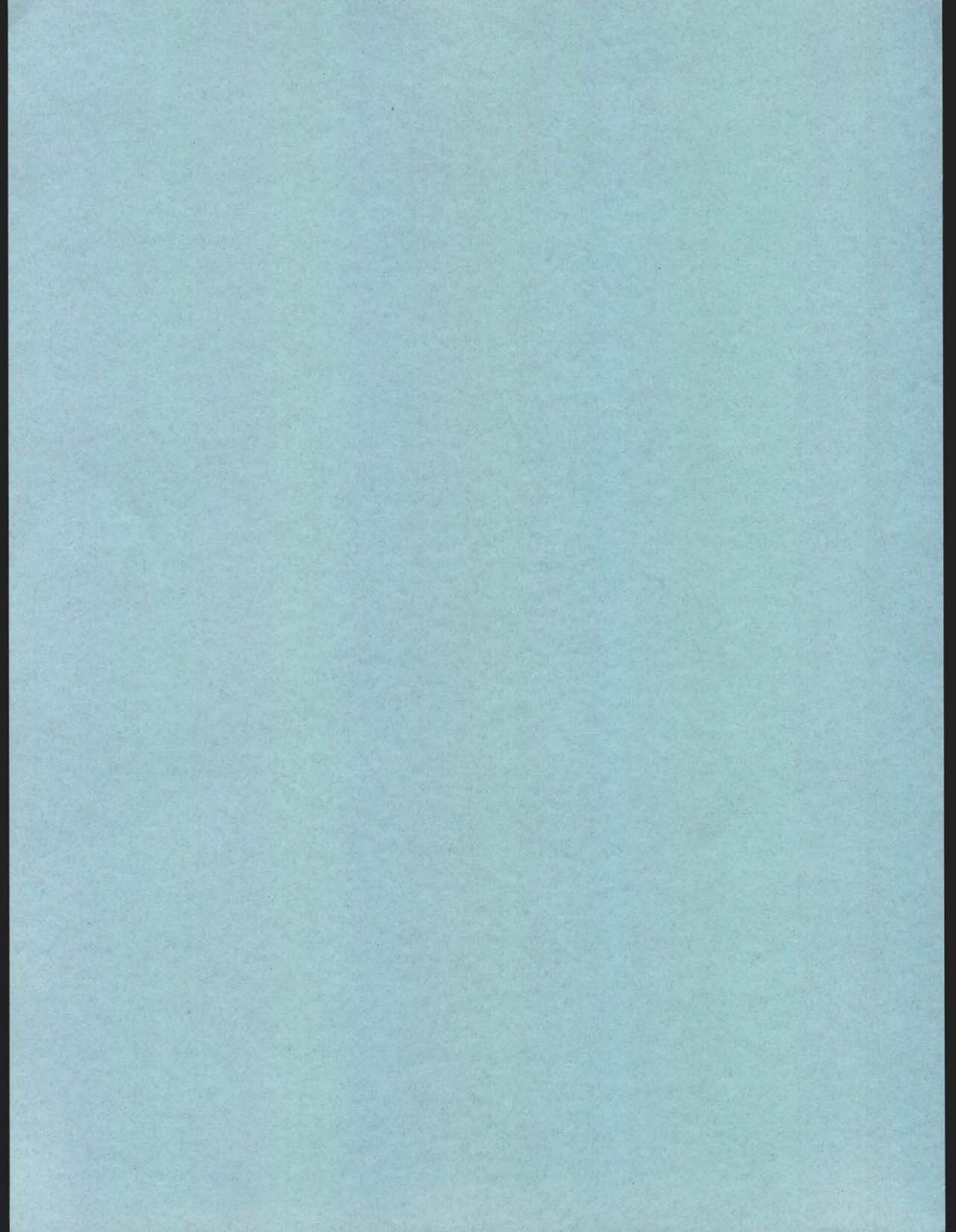
AND

SUPERVISORY AND ADMINISTRATIVE EMPLOYEES ASSOCIATION

JULY 1, 1998 THROUGH JUNE 30, 2002

Pontiac, City of

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University



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**THE CITY OF PONTIAC
AND
SUPERVISORY & ADMINISTRATIVE EMPLOYEES ASSOCIATION**

This Agreement is made and entered into by and between the City of Pontiac, Michigan, hereinafter called the "City" and the Supervisory and Administrative Employees Association, hereinafter called the "Association", pursuant to Act 336 of the Michigan Public Acts of 1947, 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 establish uniform and equitable rates of pay and hours of work and to provide a method for the redress of grievances.

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 classifications in the S.A.E.A. Pay Plan (see exhibit A).

Section 2. Aid to Other Unions

The Employer agrees that it will not negotiate with any other union/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 union/association in any respect affecting the purpose of this contract as long as this Association is the legally designated representative.

Section 3. Affirmative Action

The City and the Association recognize that equal employment opportunity is the policy and the law of the land as expressed in federal and state statutes and regulations including, but not limited to the U.S. Civil Rights Act, the Michigan Elliott-Larsen Civil Rights Act; guidelines of the U.S. Equal Employment Opportunity Commission and the Michigan Department of Civil Rights (Civil Rights Commission) which require affirmative action to remedy the effects of past and present discrimination in employment with respect to hire, tenure, job assignment, terms, conditions, and privileges of employment; and that the government of the City has

specifically adopted and from time to time revised and reinforced commitments by the City as an employer to said requirements, by actions starting with the Fair Employment Practices Ordinances No. 1196 (1952) and including, but not limited to the Human Relations Commission and Affirmative Action Council Resolutions of 1966 and 1972, Ordinance 1779 (1979), 802-74 and 766-80 ("Equal Employment Opportunity Affirmative Action Program for City of Pontiac"), 527-82 and 528-82 establishing specific procedures, goals and timetables, and accountability for City affirmative action efforts; and that affirmative action in employment is mandated in City Charter 6.101:

It is the policy of the City to provide equal opportunity for all persons, to prohibit discrimination in employment because of race, color, religion, sex, age, national origin, handicap, marital status, height or weight; and, to promote the full realization of equal employment opportunity through a continuous affirmative action program in all departments of City government.

The City and the Association agree that they and their agents are responsible for being familiar with the existing commitments and requirements pertaining to the City's affirmative action program and such additional or revised commitments and requirements as may duly and properly be adopted by the City; and further agree that existing and proposed provisions of this Agreement shall at all times be open to scrutiny and negotiation upon a showing that said provision or provisions may reasonably be expected to further or hinder the accepted provisions of said affirmative action commitments and requirements; and further agree to make every effort to approach issues related to affirmative action in a positive spirit from the standpoint of eradicating employment discrimination.

ARTICLE III - UNION SECURITY

Section 1. Maintenance of Membership

- 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 monthly dues, referred to as a service fee, on or before the tenth (10th) day after the thirtieth (30th) day following the

beginning of their permanent employment in the unit. Employees who fail to comply with this Agreement shall be discharged fourteen (14) days after receipt of written notice of such fact by the Personnel Department from the Association.

- B. Employees hired, rehired, reinstated or transferred into the bargaining unit after the effective date of 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 permanent employment in the unit. Employees who fail to comply with this Agreement 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. Employees laid off shall have their dues automatically deducted upon return to their employment with the City. Employees who are recalled/employed between the 1st and 15th shall pay for the current month. Employees recalled/employed between the 15th and the end of the month shall pay the following month.

Section 2. Deduction of Dues

The Employer hereby agrees to deduct dues, assessments and/or initiation fees and service fees of the individual permanent full-time employees for 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. (see Appendix A & B)

- 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 Employer 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 within ten (10) days after the deductions have been made.
- D. The Association will notify the City in writing of any changes of dues or initiation fees thirty (30) days prior to the effective date of such changes.
- E. If the employee has no pay coming for such pay period, such dues shall be deducted from his/her pay in subsequent pay periods in such calendar month. Any duplication of payment will be the liability of the employee and the Association.
- F. The Association will not receive dues for employees temporarily promoted to the SAEA bargaining unit. Temporarily promoted employees shall continue to pay dues to the unit from which the employee was temporarily promoted.

ARTICLE IV - GRIEVANCE PROCEDURE

Section 1. Processing a Grievance

Any grievance or dispute which may arise between the parties over the application of this Agreement shall be processed in the following manner. Such grievance must be filed within ten (10) working days of the event, occurrence, or knowledge of the facts giving rise to the grievance.

- A. Step One. The Association representative and 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 must respond to the unit representative within five (5) working days.
- B. Step Two. If the grievance remains unadjusted, it shall be presented by the Association in writing to the Department Head or designated representative of the City within three (3) working days. The Department Head or designated representative shall arrange a meeting to be held within ten (10) working days of his/her receipt of grievance. The Department Head or designated representative shall respond in writing to the written grievance within ten (10) 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 representative within five (5) working days of the Department Head's answer. Within ten (10) working days of such appeal the Labor Relations Administrator shall meet with the proper representatives of the Association. The Labor Relations Administrator or his/her representative shall respond in writing to the grievance within ten (10) working days after the meeting is held.
- D. Step Four:
1. If the grievance remains unadjusted, the Association may within thirty (30) days of receiving the written reply of the Labor Relations Administrator or his/her designated representative, request arbitration by written notice to the Federal Mediation and Conciliation Services with a copy to the City.
 2. The arbitration proceedings shall be conducted by an arbitrator to be selected by the City and the Association within fifteen (15) days after notice has been given. If the parties fail to agree to an arbitrator within that time the parties shall choose an arbitrator

by utilizing the Federal Mediation and Conciliation Service procedures, or the Michigan Employment Relations Commission, whichever the parties mutually select.

3. The decision of the arbitrator shall be final and binding on the parties, and the arbitrator shall issue his/her decision within thirty (30) days after the conclusion of testimony and argument.
 4. Expenses 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 representatives and witnesses.
- E. Failure by the Association to act on a grievance within the time limits set forth in Steps 1, 2, 3, or 4 shall constitute a bar to further action on that grievance. Failure by the City to respond to a grievance within the time limits set forth in Steps 1, 2, or 3 shall automatically allow the Association to process the grievance to the next step in the grievance procedure. The time limits set forth herein may be extended or shortened by the mutual consent of the parties.
- F. Grievances or disputes affecting the entire bargaining unit 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 representative, a member of the Committee shall be given time off the job, with pay, to investigate the alleged grievance fully. The committeeperson shall inform his/her supervisor sufficiently in advance as to allow a relief employee to cover his/her job if necessary. The supervisor may delay allowing a Committeeperson time off the job if the nature of his/her assignment at that time requires it.

Section 3. Time Off for Grievance Committee

Two (2) members of the Grievance Committee shall be relieved from their regular duties, upon reasonable notice to their division or department head, so as to allow a relief employee to cover their jobs if necessary, to enable them to negotiate with a division or department 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 rates of pay during such negotiations, for all time consumed during their regular working hours.

Section 4. Time Off for Witnesses

When the Grievance Committee and the Labor Relations Administrator, or a designated representative determine it necessary for witnesses to be called, the said witnesses shall be relieved from their regular duties upon notice to their department or division head and they shall be compensated by the Employer at their regular rate of pay for all time consumed during their regular working day.

Section 5. Negotiation Activities on Employer's Time and Premises

The Employer agrees that during working hours, on the Employer's premises 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.

Section 6. Association Representation Subunits

For the purpose of Association representation (stewards), the represented subunits in the City shall be as follows:

- Subunit #1 City Hall and Community & Human Services
- Subunit #2 Community Development & Growth Group
- Subunit #3 Public Utilities and Public Works
- Subunit #4 Housing Commission

The Employer and the Association may agree to a modification of the bargaining subunits from time to time by Memorandum of Agreement.

Section 7. Subunit Representatives

- A. In each subunit employees shall be represented by one (1) subunit representative. In the absence of the Unit Representative in a given subunit, the Unit Representative assigned to any other subunit may act in his/her behalf. In the event none of the subunit representatives can be contacted, the employee may be represented by a member of the Grievance Committee.
- B. The subunit representatives, during their working hours without loss of time or pay, may investigate and present grievances to the Employer provided reasonable notice is given to their respective supervisors so as to allow their jobs to be covered if necessary.

Section 8. Association and Employer Representatives, Notice of

- A. The Association agrees to provide the Employer with a current list of designated subunit representatives in the subunits, grievance committee members, negotiating committee members, or Board of Directors as changes occur.
- B. The Employer agrees to provide the Association, upon request in writing, a current list of all department and/or division heads in the various subunits hereinbefore identified.

ARTICLE V - SENIORITY

Section 1. Definition of Seniority

- A. Seniority is preference or priority which assigns to permanent employees certain rights contained in this contract.
- B. A new employee hired from outside the City shall be on probation for the first twelve (12) months of his/her employment. All benefits shall begin to accrue as specified

within this Agreement. Sick and vacation accrual will be allowed to be utilized after six (6) months of employment.

- C. A current employee of the City promoted into the bargaining unit shall be on probation for up to six (6) months. All other benefits shall continue uninterrupted.
- D. Current bargaining unit employees promoted within the bargaining unit shall be on probation for three (3) months. All other benefits shall continue uninterrupted.

Section 2. Seniority Lists

The City will provide the Association with seniority lists upon written request.

Section 3. Records

Seniority of all employees shall be and remain as posted except as it may be accumulated or otherwise changed.

- A. 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 absence.
- B. The seniority list shall be maintained in seniority date order.

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 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. The Association shall be notified 30 days in advance of any layoff. 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. However, if the employee indicates a desire to bump into a classification that contains a licensing or certification prerequisite, the employee will not be eligible to bump into the classification unless proof of possession of the required license or certification is submitted. If the position requires a certification or license, proof of possession must be submitted at the time bumping rights are exercised. If the job description allows for a certification or license to be obtained within a specified time period, the employee will be given an opportunity to acquire the license or certification within the specified time period.
- B. Notwithstanding their positions on the seniority list, elected officials of the Association shall, in the event of layoff, be continued on the job provided they can perform the work in the classification available. Elected officials are defined as President, Vice President, Secretary, Treasurer, Sgt-at-Arms, and stewards as defined under Article IV, Section 6.

- C. If an employee is unable to perform the duties of the position into which he/she has bumped within the five (5) day period (which can be extended five (5) days at Management's discretion), the employee will be laid off without another opportunity to bump.
- D. No new employees will be hired by the City as long as there are employees laid off. However, if the vacant position requires a license or certification as a prerequisite that employees on the recall list do not possess, or if no laid off employee accepts the position, the City retains the right to hire new employees.
- E. As soon as a position is available in the former classification, the employee will be recalled to it immediately, without examination.
- F. Notice of recall shall be sent to the employee at his/her last known address by registered mail or certified mail. If an individual employee, within ten (10) calendar days of the date the notice was mailed, fails to return to work he/she shall be considered to have resigned. (Exception may be made in cases of hardship or other inability to return).
- G. In the event of a layoff, employees at the time of his/her layoff with 70 points (minimum 20 years of service) may elect to retire without penalty.

Section 7. Military-Veterans

- A. The length of an employee's service with the Armed Forces of the United States or enforced military training which interrupted his/her service with the City shall be included in the computation in his/her length of service with the City to determine his/her status on the seniority list. Any employees actively serving in the Armed Forces of the United States, or absent because of enforced military training, shall not lose his/her seniority status, but upon termination of such service shall be reemployed by the City, provided he/she has been honorably discharged from the service and reports to work within ninety (90) days after discharge.

- B. A probationary employee who enters the Armed Forces and meets the foregoing requirements must complete his/her probationary period, and upon completing it will have seniority equal to the time spent in the armed forces added to his/her total seniority provided he/she has been honorably discharged from the service and reports for work within ninety (90) days after discharge.
- C. Except as hereinabove provided, the reemployment rights of such employees and probationary employees will be limited by applicable laws and regulations.
- D. An employee shall be paid for the day he/she is ordered to report for his/her pre-induction physical examination if he/she has been drafted for military duty.

Section 8. Pay and Service Credit

- A. An employee who has been certified as having satisfactorily completed the probationary period will be advanced to the next step in the pay range for the position on the anniversary of the appointment of the employee. Further increases of one step (as outlined in the official pay plan) shall be granted annually thereafter until the employee receives the maximum step in the pay range for the position.
- B. Pay increases shall become effective at the beginning of the pay period nearest the anniversary date. Nothing in this section, however, should preclude the possibility of an employee being advanced at a more rapid rate.

ARTICLE VI - CONDITIONS OF WORK

Section 1. Hours

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.

Section 2. Relief and Lunch Periods

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

Section 3. Overtime

Overtime is authorized time worked in excess of eight (8) hours in any continuous twenty-four (24) hours beginning with the starting 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) regular hours per week.

- A. Overtime shall be worked when necessary and all overtime and compensatory time earned shall be at the rate of time and one half of the employee's regular rate of pay. Employees who work on their seventh (7th) day of their work week shall be compensated at two (2) times the employee's regular rate of pay. In order to receive overtime or compensatory time it must be approved by the employee's department head or his/her designee.

- B. Employees must actually work and be physically present at work for forty (40) hours during a regular work week in order to receive overtime pay or compensatory time pay. City recognized holidays and personal leave days shall be exempt from this provision.

If an employee is off work during the work week for any reason, except for City recognized holidays and personal leave days, time worked in excess of forty (40) hours weekly will be used to offset the time the employee was off from work.

For example: Employee is off eight (8) hours (i.e., sick leave, vacation leave, etc.), but actually works 36 hours after the off day during work week. Employee will receive straight time

pay for forty (40) hours (including 4 hours for sick, vacation, etc.) and will have appropriate leave bank reimbursed 4 hours. Employee receives no overtime compensation or compensatory time pay.

- C. Compensatory time requested by an employee may be given to an employee in lieu of overtime at the City's discretion. It is understood that an employee's compensatory time bank may not exceed forty (40) hours. The City and the Association further agree that compensatory time earned by an employee shall be utilized by the employee when directed by the City. Compensatory time earned during each calendar year must be used by the end of the same calendar year. If the employee is unable to use his/her compensatory time it will be paid in cash by the first full pay period in January of the new year. No compensatory time earned in one calendar year may be carried over to the next calendar year.

Section 4. Call Back Time

- A. **Unscheduled Call Back.** Employees called back outside their regular hours on an unscheduled basis shall be paid overtime rates for the total time worked, with a minimum of three (3) hours premium time for each call back except when the call back merges into a regular workday before the three (3) hour period has elapsed. In such cases, the minimum three (3) hour guarantee shall not apply, and overtime rates shall be discontinued at the beginning of the regular workday.
- B. **Scheduled Call Back.** Employees called back outside their regular hours on a scheduled basis shall be paid for the actual time worked with a one (1) hour minimum guarantee. Such scheduling must be announced before the end of the last regular tour of duty prior to the call back work activity.

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.
 2. It shall be the policy of the City to give at least one written warning for a second offense.
 3. It shall be the policy of the City to give appropriate discipline for further offenses.
 4. It shall be understood that an employee shall be given a reasonable opportunity to have a union official present during any act of suspension or discharge.
- B. Nothing in this section, however, shall prevent a Department Head from appropriately disciplining an employee immediately should circumstances warrant.
- C. After twenty-four (24) months of satisfactory service an employee's personnel record shall be reviewed and all disciplinary reports shall be officially destroyed.
- D. Copies of all reprimands and other disciplinary action taken against employees shall be sent to the Association.

Section 6. General Records

Personnel records, except those which must be kept at department or division offices, such as overtime records, attendance records, etc., shall be maintained by the Personnel Department. The City guarantees that employee evaluations will be kept confidential. Any questions 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 through his/her immediate supervisor. Such business should be completed within three (3) duty days.

Section 7. In-Classification Training

In assignments where Association members are identically classified, they may be trained, upon their request, in all aspects of their classification to the extent that is possible.

ARTICLE VII- PROMOTIONS AND RECLASSIFICATIONS

Section 1. Promotions

- A. Promotions to fill vacancies will be made in order of final score on examinations conducted by the Personnel Department. An employee having satisfactorily completed the probationary period will be advanced to the next step in pay range for the position on the anniversary of the promotion. Further increases of one step (as outlined in the official pay plan) will be granted annually thereafter until the employee receives the maximum step in pay range for the position.
1. Upon failure to satisfactorily complete the probationary period an employee who has been promoted will be returned to the position last formerly held, provided that the employee may be transferred to a similar position within another department or division if one is available and is requested.
 2. When examinations are undertaken to fill positions where minority group employees are underutilized, a selection may be made from those who successfully complete the examination solely at the Department Head's discretion. When such an examination is given the Association shall be notified in advance of the examination.
- B. All vacant positions to be filled in the bargaining unit shall be filled competitively. Examination announcements specifying minimum qualifications and location of worksite shall be distributed to departments and divisions and posted on official bulletin boards. Bargaining unit employees shall be given an opportunity to fill vacant positions before outside recruitment is undertaken. If one bargaining unit member is certified by the Personnel Department as possessing the minimum qualifications for the available promotion, he/she shall be

afforded the opportunity to take a written examination for the position. Should the employee pass the written examination, the City may waive the oral examination.

C. In all written examinations, when computing the final score, seniority shall be a factor weighed as follows:

1. One percent (1%) for each year of service to a total of ten percent (10%).
2. A bonus of five percent (5%) to the most senior employee.
3. Seniority points will be added only if the minimum passing score in the written examination has been achieved.
4. 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 alphabetical order of last names.

D. Both oral and written examinations must be conducted if two (2) or more candidates meet the minimum qualifications as posted in the promotional examination announcement. Examinations shall be confidential except that a candidate and his/her representatives, 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 and the other 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 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.

2. The names of qualifying employees will be placed on the list in order of final scores. In the case of a tie, names will be ordered according to seniority.
3. Failure to accept a position will cause an employee's name to be removed from the list.

Section 2. Temporary (Acting) Promotions

When an employee is temporarily promoted to a position in a higher classification the employee shall receive an increment in wages within the salary range for the higher position. In cases where a permanent employee on leave of absence does not return to work the position will be open for promotion. Where it is known that 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 department or division. A temporary promotion shall not continue longer than six (6) months except to fill vacancies caused by illness, injury, vacation or leave of absence.

Temporary promotions made in connection with special State and/or Federal funded programs shall not continue beyond the starting and ending dates of the program. Said dates will be established prior to the start of the program. Temporarily promoted employees shall be eligible to receive step increases.

Section 3. Reclassification

- A. Should an employee feel that the duties of their position represents a substantial change in work responsibilities, the employee can submit a request to the Association and the City for an audit of the position. Such request shall be limited to not more than once each twelve (12) month period.
- B. An employee is not prohibited from receiving out of class pay or a temporary promotion while the audit process takes place.

- C. The parties shall only meet in the month of July of each year to discuss all audit requests submitted. Upon an agreement by the parties that an adjustment to a position is necessary, said adjustment will be made and recorded in a memorandum of understanding between the parties. Any adjustments agreed to between the parties shall become effective with the signing of the agreement.

ARTICLE VIII - 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 a leave of absence, in writing, in advance of the date desired. A leave may be requested for any legitimate purpose. Seniority shall not accrue during any unpaid leave of absence longer than two (2) weeks except that 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.

Section 2. Leave for Reserve or 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 duty in the 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 one (1) year 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 3. Leave for Jury Duty

The City shall pay any member of the Association who is required to serve

on the Jury Panel, the difference between the jury duty fee and his/her regular wages.

Section 4. Family and Medical Leave Act

The City of Pontiac will abide by the guidelines of the Family and Medical Leave Act of 1993. All leaves under the contract shall be counted toward the employee's entitlement under the Family and Medical Leave Act.

Section 5. Leave for Elective Office

- A. Any employee with seniority elected to public office may make written application for a leave of absence without pay for the period of his/her first term of active service in such elective office. Additional leaves of absence for service in elective public office may be granted upon written application by the employee to the Personnel Department.
- B. An employee, under the provision of paragraph A, shall be guaranteed reemployment at the end of the leave at the then current rate of pay to which he/she is entitled on the basis of seniority. Seniority will accumulate during the period of such leaves.

Section 6. Educational Leave

A leave of absence without pay may be granted an employee at the discretion of the City in order to attend a recognized college, university, or trade or technical school full time, provided the course of instruction is generally related to the employee's employment opportunities with the City. Before receiving the leave, the employee shall submit satisfactory evidence to the City that the college, university, or school has accepted his/her application as a student, and on the expiration of each semester or other school term, shall submit proof of attendance during such term. Such leave shall be for a period of one (1) year only.

Section 7. Payment of Insurance Premiums While on Leave

An employee on leave without pay for non-service connected illness or disability shall have health insurance benefits paid in full by the City for six

(6) months. The City will also pay an employee's life insurance premium for six (6) months. If the employee is laid off, the City will continue to pay health insurance premiums and life insurance premiums for sixty (60) days.

ARTICLE IX - 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.
 - 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.

B. Posting Vacation Leave

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

C. Banking Vacation Leave

Employees may bank one year's vacation leave. In unusual circumstances this paragraph may be waived by the Personnel Department.

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.

- F. Vacation will be taken without the detriment of the department or of the City and must be taken with the approval of the Department Head or the designated representative.

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 .833 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 actually worked to the full time hours.
- C. An employee may accumulate a maximum of one hundred fifty (150) days sick leave in the primary bank.
- 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.

- E. Sick leave shall be charged in amounts of one-half (1/2) day for absence on a duty day to two to five hours and a full day for absence of over five (5) hours. An employee who has reported for duty at the beginning of his/her shift will be allowed to use sick leave in units of one hour or more.

- F. Sick leave may be used in case of personal illness of an employee or when he/she is required to attend a member of his/her immediate family who is ill or incapacitated.

- G. The immediate family shall mean: wife, husband, daughter, son, mother, father, mother-in-law, father-in-law, sister or brother. This will also include any other relative permanently living in the same household.

- H. To be paid for sick leave an employee or a member of his/her immediate family must call into his/her department or division reporting his/her absence not later than one half (1/2) hour after the beginning of his/her tour of duty.
 1. To be paid for sick leave an employee must call in on each day of his/her absence or clearly establish what the duration of his/her absence will be (on the second day only an employee may call in within two (2) hours of the beginning of his/her tour of duty).

- I. Vacation time may be used as sick leave, when requested, whenever absence due to illness exceeds the amount of sick leave earned and authorized.

- J. All unused sick leave shall be credited to any employee recalled from the layoff, transferred to another department, or returned from leave of absence.

- K. 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 disturbance, nervousness, or illness. The recommendation for sick leave is to be made by the employee's private physician.
- L. Upon the date of ratification of this contract, employees retiring under the Pension System shall receive pay from the City for 75% of their accumulated sick leave in their primary bank as shown on the records in the Personnel Department.

Such payment shall be included in determining the retiring employee's final average compensation. It is understood that no employee can accumulate more than one hundred fifty (150) days of sick leave in his/her primary bank.

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 his/her immediate family.
- B. The immediate family for this purpose shall be: wife, husband, daughter, son, mother, father, sister, brother, grandmother or grandfather, grandchildren, mother-in-law and father-in-law.

Section 4. Injury Compensation

- A. An employee who is on a compensable injury for six (6) months must apply for pension disability retirement. If the pension disability retirement is denied and the leave continues, the employee must re-apply every six (6) months thereafter. In no case shall the City be required to continue the employment of an employee who is off on a compensable injury leave for eighteen (18) months.
- B. If a person's employment is discontinued due to the individual being off on a disability leave for eighteen (18) months, said individual shall have the right to re-apply for employment with the City of Pontiac should they subsequently recover from their disabling injury.

Section 5. Holidays

Employees shall be given each holiday off with pay. Employees who 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. Holiday work shall be offered equally among employees required to work with senior employees having 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
Martin Luther King's Birthday	Veterans Day
<u>Presidents' Day</u>	Thanksgiving Day
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve

All National and State General election days.

- B. In regularly scheduled six or seven day operations where employees have holidays that fall on their scheduled off days they shall have the option of taking the holiday pay or rescheduling the holiday time off during two pay periods prior to or succeeding the holidays.
- C. 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.
- D. Seven (7) day operation employees are to receive holiday pay for the actual holiday, as opposed to the Citywide practice of receiving holiday pay on the day the holiday is observed by the

City. The employees who do work on the City-observed holiday will be paid as a regular work day.

Section 6. Personal Leave Day

The City will provide each 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 these personal leave days must be utilized each fiscal year or they will be forfeited. Personal leave days must be used in whole day increments.

Newly hired employees on a twelve (12) month probationary period shall be entitled to three (3) personal leave days within the next pay period following the completion of their probationary period.

Section 7. Retirement Contribution

The City shall continue to provide the fully paid retirement contribution for all bargaining unit employees.

Section 8. Retirement Annuity

- A. The method of determining a bargaining unit member's retirement annuity will be modified by utilizing the highest consecutive three (3) years of the employee's last ten (10) years to calculate the employee's final average compensation.
- B. Effective July 1, 1998, the retirement factor will be improved by 2.25%.
- C. Effective July 1, 2000, the City shall supplement the retirement annuity of each employee who retires under the Pension System by making an annual payment equal to two (2) percent of his/her base retirement annuity. This payment shall be cumulative for eighteen (18) years so that the maximum cost of living total received after eighteen (18) years shall be thirty-six (36) percent of the retiree's original base retirement.

Section 9. Pension Retirement

Employees may retire at age 50 if they have 30 years of service without penalty.

Formula: $2.25\% \times \text{yrs of service} \times \text{FAC} = \text{Annual Pension}$

Example: $2.25\% \times 30 = 67.50\% \times \text{FAC} = \text{Annual Pension}$

Employees may retire at age 50 if they have less than 30 years service but at least 25 years of service with a 1/2% penalty for each year less than 30 years of service.

Formula: $2.25\% \times \text{yrs of service} - 1/2\% \text{ for each year under 30 years} \times \text{FAC} = \text{Annual Pension}$

Example: 27 years of service

$2.25\% \times 27 \text{ yrs} = 60.75 - (1/2\% \times 3) = 59.25\% \times \text{FAC} = \text{Annual Pension}$

There shall be no prorating of any service time, i.e., months, days, etc. Penalties will be based on full years of service.

Section 10. Dental Insurance

A. Bargaining unit employees will be provided with an improved dental insurance plan which will pay for 100% of preventive and diagnostic dental care and 70% of other Class I and Class II types of dental care, with a maximum payment of \$800 per family member per year. Effective July 1, 1983, the City shall pay full dental premiums for members who retire on or after July 1, 1984.

B. Effective the full ratification of this Agreement, the City will provide an improved dental insurance plan which will pay 100% of Preventive, Diagnostic, (except radiographs), and emergency Palliative Class I services and 70% of the balance of Class I and 70% of treatment costs on Class II benefits, with a maximum payment of \$1000 per family member per year. In addition, the dental insurance plan will pay 70% of Class III services (orthodontics) subject to a one time lifetime maximum of \$1000 per family member. There shall be no additional dental retirement benefits as a result of this provision.

Section 11. Life Insurance

Bargaining unit employees will be provided with a group life insurance policy having a face value of twice the employee's annual salary. The policy will provide double indemnity in case of accidental death. The Association will receive a ninety (90) day prior notification of any change of carrier. Any dispute on comparability of coverage will be submitted to arbitration using an insurance actuary as the arbitrator. (Effective July 1, 1980)

Section 12. Health Insurance

- A. The City shall provide all bargaining unit employees with full paid Blue Cross/Blue Shield M.V.F.1 Master Medical health insurance. Effective July 1, 1984, the City will not reduce health coverage upon retirement.
- B. Effective July 1, 1997, individuals shall pay \$200 deductible; families shall pay \$400 deductibles. Only Blue Cross/Blue Shield traditional and Blue Cross Preferred (PPO) shall be affected by the July 1, 1997 increase in deductibles. Individuals retiring after July 1, 1995 shall also be affected by this provision.
- C. Effective July 1, 1997, the prescription drug rider will be five (5) dollars. Only Blue Cross/Blue Shield traditional and Blue Cross Preferred (PPO) shall be affected by the July 1, 1997 increase in drug rider. Individuals retiring after July 1, 1995 shall also be affected by this provision.
- D. Effective the full ratification of this Agreement, the City agrees to provide each bargaining unit member and future retirees the following riders for reciprocity:

ML - Members Liability waived Diagnostic EKG and Lab

VST - Voluntary Sterilization

FAE/RC - First Aid Emergency Rider-provides for medical services

- E. Effective thirty (30) days after ratification, employees shall submit to mandatory second opinions for elective surgery. Individuals retiring after July 1, 1995 shall also be affected by this provision. Any mandatory second opinion costs shall be borne by the City.
- F. Effective 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.
- G. Effective July 1, 1998, the City agrees to provide health insurance rider for eligible dependent children between the ages of 19 and up until their 25th birthday.

The parties agree to revisit the Community Blues Health Insurance Program once the Association has had an opportunity to meet with Blue Cross representatives and review in depth any information relative to this insurance program. It is agreed that no change in insurance coverage shall occur due to the above stated review without the consent of both parties.

Section 13. Optical and Hearing Insurance

Effective after full ratification, the City agrees to purchase a hearing and optical insurance program in addition to their medical program covering all employees of S.A.E.A. and their eligible family members (spouse and dependent children). The City agrees to pay a total maximum of one hundred ten (\$110) dollars annual premium for the combined optical and hearing insurance policies. If the annual combined premium exceeds one hundred ten (\$110) dollars, the employee will pay the difference. The City shall provide all retiring bargaining unit employees and their spouses the above optical and hearing coverage. Any bargaining unit employee who retires after the above ratification date shall be eligible for this benefit but with no retroactivity.

Section 14. Long Term Disability

Effective thirty (30) days after full ratification of this Agreement, Long Term Disability will be provided to bargaining unit employees. Bargaining unit employees shall have sick leave days reduced to ten (10) sick leave days per year.

Long Term Disability shall be provided at 60% of monthly base income to a maximum of \$2,500 per month. Long Term Disability shall be effective 60 days after the injury that causes the disability. Seniority shall not accrue during the time of the disability. Further details of this benefit shall be provided by the City and its policy carrier.

Section 15. Pay Out of Fringe Benefits

Effective after full ratification of this agreement, newly hired employees separating from the City of Pontiac for any reason, including but not limited to, voluntary quit, discharge or retirement, shall have their accrued fringe benefits under this section paid out at the rate earned and not at the rate in effect at the time of separation.

ARTICLE X - WAGE BENEFITS

Section 1. Wages

Wages shall be considered a part of this Agreement.

July 1, 1998 2.25% retirement factor
\$800 bonus (not rolled into wages)

July 1, 1999 3% ATB

July 1, 2000 3% ATB
COLA 18 years

July 1, 2001 3% ATB

Section 2. Shift Differential

Premium pay of thirty-five (35) cents per hour for a scheduled 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. Premium pay of forty-five (45) cents per hour for a scheduled 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.

Section 3. On-Call Supervisors

Each employee designated as an on-call supervisor will be compensated at the rate of eight (8) dollars per day while on on-call status. Such compensation will be in addition to any other compensation received as a result of being called in to work.

Section 4. Longevity

The City agrees to 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. Employees who have completed ten (10) years service but less than fifteen (15) years service will receive a 4% payment.
- C. Employees who have completed fifteen (15) years service but less than twenty (20) years service will receive a 6% payment.
- D. Employees who have completed twenty (20) years service but less than twenty five (25) years service will receive an 8% payment.
- E. Employees who have completed twenty-five (25) years service will receive a 10% payment.
- F. Such longevity payments will be made annually and distributed to the employee not later than December 7th of each year.
- G. Employees who complete their 5th, 10th, 15th, 20th or 25th years 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 his/her straight time earnings up to his/her 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.

- I. 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 October 1, 1995 and who subsequently enter into the bargaining unit shall not be eligible for longevity pay.

Employees hired by the City prior to October 1, 1995 and subsequently enter into the bargaining unit shall be eligible for longevity pay.

ARTICLE XI - GENERAL PROVISIONS

Section 1. Residency

The residency provisions set forth in Section 6.103 of the May 3, 1982 City Charter are hereby incorporated by reference into the Supervisory and Administrative Employees Association collective bargaining agreement covering the period of July 1, 1987 to June 30, 1991 with the following modifications:

1. Any employee appointed or hired on or before March 1, 1985 who is a nonresident October 1, 1985 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 October 1, 1985 and continues to reside outside the City of Pontiac, then the employee shall lose the exemption from the residence requirement of the City Charter and to be eligible for promotion must comply with such requirement, and once residency is established, must remain a resident of the City of Pontiac. 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 October 1, 1985, 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.

2. Within the spirit of the City Charter, it is understood that any employee appointed or hired on or before July 16, 1985, 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.
3. Any employee of the City of Pontiac who was appointed or hired on or before July 16, 1985, 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.
4. 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 really live.
5. Failure to become a resident or failure to maintain residency as required herein shall be grounds for dismissal from employment.
6. Pursuant to the City Charter, Section 6.103, 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.

7. Within 30 days after approval of this agreement by both parties, all employees shall submit a verified signed statement to the Director of the Personnel Department as to their place of residency (as defined herein) as of July 16, 1985, 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 2. Safety Equipment

- A. The City will furnish at its expense all safety equipment necessary to protect the employee while performing the job duties required of him/her.
- B. In accordance with City Policy 603.00 Protective Footwear, the City will provide two (2) pairs of shoes per year, if necessary, to all employees required to wear protective footwear while on duty. The shoes will be purchased through a vendor selected by the City. If the employee reports to work not wearing approved protective footwear, the employee will be sent home without pay until returning to work with such footwear.

Section 3. Licenses and Certifications

Effective with the full ratification of this agreement, the City will pay for renewal cost of all licenses and certifications required by the City, excluding regular driver's licenses.

The City will pay a one time only bonus of \$300 to S.A.E.A. members who possess and are required to have the following licenses: DNR Sewage Plant Operator Class B, DNR Water Distribution S-1.

Section 4. Association Notices on Bulletin Boards

The City will furnish in each unit a bulletin board for Association notices and information.

Section 5. Pay Plan Distribution

Copies of pay plans when formulated shall be given to the Association as soon as possible.

Section 6. Working Agreement Distribution

Copies of this Agreement shall be provided to the Association for their distribution to their members.

Section 7. New Jobs or Classification Changes

- A. Whenever new supervisory jobs or job titles are established by the City the Association will be promptly notified of such change in writing.
- B. Likewise, if existing jobs or job titles are formally restructured, amended or modified, the Association will be notified.
- C. In the event a dispute should arise as to the provisions of A and B above, the Association may, if it so desires, initiate a formal grievance directly to Step 3 of the grievance procedure.

Section 8. 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.

Section 9. Rights of Management

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

Section 10. 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 provision of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time period 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 11. Relation to Regulations

This Agreement shall supersede any rules and regulations inconsistent herewith. Insofar as any provision 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 12. Inclusions

Adoption by reference of relevant Charter provisions, ordinances and resolutions, all provisions of the City Charter, ordinance 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 part hereof to the same extent as if they were specifically set forth, except as such provisions are improved herein.

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;
- 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 nexus between such use, possession, or sale and the purposes stated above in the Section entitled Use of Alcohol/Drugs.

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 purpose 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 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.

Applicant Testing

The Department of Personnel is authorized to test all applicants for employment for illegal drug use or alcohol abuse. The drug or alcohol test will be given in conjunction with pre-employment physical examination procedures. The Department of Personnel shall include notice of drug testing on all employment applications and outside vacancy announcements. The notice shall include the following: "All applicants for this position will be required to submit to a urinalysis for illegal drug use or alcohol abuse prior to selection for employment with the City of Pontiac."

Before conducting a drug test, all applicants shall be advised of the opportunity to submit medical documentation to the Department of Personnel that may support a legitimate use for a specific drug. Applicants shall also be advised that they must inform the Department if they are claiming handicapped status under applicable law because of prior drug or alcohol abuse problems. All applicants with confirmed positive test results for drug use or whose blood contains .07% or more by weight of alcohol shall be refused employment with the City of Pontiac.

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 violations of this policy. If discharge is considered, the matter will be referred to the Discharge Review Committee.

Section 14. Duration

This Agreement shall be effective July 1, 1998 and its terms and conditions shall remain in full force and effect through midnight, June 30, 2002 and from year to year thereafter unless either party hereto shall notify the other in writing at least ninty (90) calendar days prior to the expiration date of their intention to amend or modify this Agreement.

APPENDIX A

AUTHORIZATION FOR PAYROLL DEDUCTION
SUPERVISORY & ADMINISTRATIVE EMPLOYEES ASSOCIATION

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

Department _____ or
Division _____

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 Supervisory and Administrative 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 ten (10) days immediately preceding the termination date of the existing Association-Management Agreement or termination of my employment.

Date _____
Employee's Signature

APPENDIX B

AUTHORIZATION FOR PAYROLL DEDUCTION
SUPERVISORY & ADMINISTRATIVE EMPLOYEES ASSOCIATION

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

Department _____ or
Division _____

Classification _____

To the City of Pontiac:

I hereby request and authorize you to deduct from my earnings a monthly service charge as a contribution towards the support and administration of the Agreement between the City of Pontiac and the Supervisory and Administrative 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

Letter of Understanding

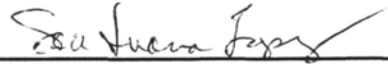
1. The City of Pontiac agrees to maintain a 5% differential pay rate between SAEA supervisors and non-SAEA subordinate employees who are permanently assigned to, and under, the immediate supervision of the SAEA supervisor.
2. The differential formula shall be applied when it is determined that a supervisor's hourly rate of pay is less than 5% greater than that of a subordinate employee's hourly rate who is immediately under the supervisor's supervision. The new rate of pay for the supervisor will be arrived at by determining 5% of the subordinate employee's per/hour salary and adding that to the subordinate's hourly rate. The resulting rate will become the new rate for the supervisor.
3. Should a wage increase occur due to the application of this differential formula, it is understood between the parties that the classification title and job description of the SAEA supervisor will remain the same.
4. If a wage increase has occurred because of the operation of paragraphs 1 and 2 above, it is further understood between the parties that should the subordinate employee whose assignment and supervision caused the supervisor's wage rate to be increased be terminated, bumped, or otherwise removed from the supervisor's immediate assignment and supervision, the supervisor's differential pay rate will cease and the supervisor's pay rate will be returned to that rate established for the classification in the 1991-1998 collective bargaining agreement between the parties.
5. It is understood between the parties that the temporary promotion of a subordinate employee shall not cause the differential increase to be applied.
6. Across the board increases shall apply only to the rate of pay established by the Collective Bargaining Agreement between the parties for the classifications contained in the official pay plan and not to wage rates resulting from the application of the differential formula.
7. As it relates to Article V, Section 6, LAYOFF, of the collective bargaining agreement between the City of Pontiac and SAEA, it is understood between the parties that this Letter of Understanding shall have no impact on Article V, Section 6, LAYOFF.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this 16th day of July, 1998.

In the presence of:



Larry G. Marshall
Labor Relations Administrator



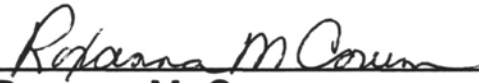
San Juana Lopez
Executive Assistant



John C. Claya
Deputy City Attorney/Labor



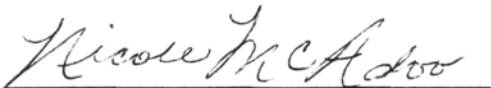
I. Joseph Davis
Assistant to the Mayor



Roxanna M. Corum
Acting Personnel Director

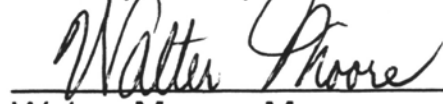


Hymie Dahya
Finance Director

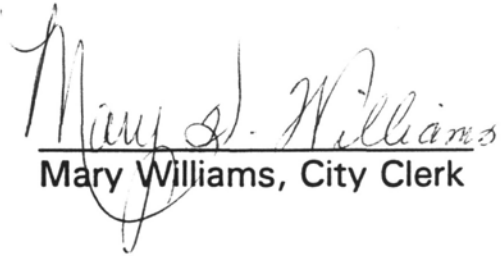


Nicole McAdoo
Chief Assistant to Personnel
Director

City of Pontiac, a Michigan
Municipal Corporation



Walter Moore, Mayor



Mary Williams, City Clerk

Supervisory & Administrative
Employees Association



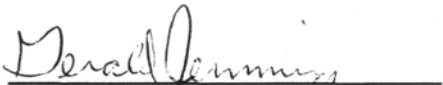
Thomas Saunders, President



David Oswalt, Vice President



Janice Gaffney, Negotiator



Gerald Jennings, Negotiator

The parties agree to revise the salary rate of all classifications in the current pay plans and only use the hourly rate. The hourly rate will reflect only two digits past the decimal point.

The parties further agree to eliminate the fourth year in the current pay plans. The start figure will remain and the fourth year hourly rate will become the third year hourly rate. Payroll will make the necessary adjustments to the hourly rates in between the start and third year.

**PAY PLAN
S.A.E.A.
Effective July 1, 1998**

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
0015	Sr Inc Tax Auditor	15.75	16.86	17.97	19.07
0031	Buyer	12.07	12.94	13.81	14.67
0055	Office Manager	11.43	12.26	13.09	13.93
0056	Office Supervisor	12.07	12.98	13.89	14.79
0058	Accounting Coordinator	15.31	16.46	17.61	18.75
0148	Payroll Coordinator	16.34	17.19	18.04	18.90
0189	Retirement Coordinator	17.38	18.59	19.80	21.01
0214	Civil Engineer III	15.75	16.86	17.97	19.07
0218	Engineering Supervisor	15.75	16.86	17.97	19.07
0220	Planning Graphics Coord	12.20	13.16	14.12	15.09
0247	Principle Planner	15.57	16.74	17.91	19.07
0249	Sr Rehab Inspector	14.18	15.25	16.32	17.38
0254	Property Mgt Coordinator	15.75	16.86	17.97	19.07
0256	Block Grant Coordinator	16.82	18.01	19.20	20.38
0257	Rehabilitation Coord	15.75	16.86	17.97	19.07
0259	Grant Loan Specialist	12.60	13.55	14.50	15.46
0263	Right of Way Coordinator	17.38	18.59	19.80	21.01
0320	Recreation Specialist	8.59	9.21	9.83	10.46

**PAY PLAN
S.A.E.A.
Effective July 1, 1998**

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
0327	Sr Electrical Inspector	14.18	15.25	16.32	17.38
0329	Housing Inspector Supv	15.75	16.86	17.97	19.07
0347	Sr Engineering Assistant	14.18	15.25	16.32	17.38
0359	Bldg Maint Foreman	8.37	8.84		
0413	Communications Foreman	14.18	15.25	16.32	17.38
0429	Electrical Foreman	15.75	16.86	17.97	19.07
0430	Electr/Sign Shop Supv	17.01	18.21	19.41	20.60
0431	Parking Supervisor	14.18	15.25	16.32	17.38
0432	Landfill Supervisor	13.25	14.26	15.27	16.27
0715	Area Recreation Supv	12.60	13.55	14.50	15.46
0717	Community Center Supv	11.99	12.89	13.79	14.68
0734	Golf Course Manager	15.01	16.09	17.17	18.24
0921	Housing Manager G6	11.99	12.89	13.79	14.68
0922	Modernization Coord	15.75	16.86	17.97	19.07
1005	Water Plant Supervisor	12.60	13.55	14.50	15.46
1007	Water Mrt/Crs Conn Insr	11.99	12.89	13.79	14.68
1008	Water Mrt/Crs Conn Supv	14.18	15.25	16.32	17.38
1009	Water Meter Supervisor	12.60	13.55	14.50	15.46
1105	Sewage Plant Maint Supv	13.25	14.26	15.27	16.27
1106	Gen Frmn Sew Plant Mt	14.29	15.25	16.32	17.38
1107	Sewage Plant Supervisor	13.25	14.26	15.27	16.27
1111	Chemist	13.10	15.24	17.38	19.52
1208	Purchasing Supervisor	15.01	16.09	17.17	17.75
1306	Equip Maint Supervisor	15.75	16.86	17.97	19.07

PAY PLAN
S.A.E.A.
Effective July 1, 1998

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
1307	General Foreman	14.18	15.25	16.32	17.38
1308	Warehouse Supervisor	11.43	12.26	13.09	13.93
1310	Water Pump & Distr Supv	15.75	16.86	17.97	19.07
1313	Foreman	12.60	13.55	14.50	15.46
1314	Sewer Maint Supervisor	14.26	15.25	16.32	17.38
1359	Public Works Supervisor	18.59	19.98	21.37	22.77
1400	Vehicle Repair Coord	12.85	13.60	14.35	15.09
1415	Mechanic Foreman	12.60	13.55	14.50	15.46
1419	Equip Coordinator II	14.18	15.25	16.32	17.38

PAY PLAN
S.A.E.A.
Effective July 1, 1999

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
0015	Sr Inc Tax Auditor	16.22	17.37	18.51	19.64
0031	Buyer	12.43	13.33	14.22	15.11
0055	Office Manager	11.77	12.63	13.48	14.35
0056	Office Supervisor	12.43	13.37	14.31	15.23
0058	Accounting Coordinator	15.77	16.95	18.14	19.31
0148	Payroll Coordinator	16.83	17.71	18.58	19.47
0189	Retirement Coordinator	17.90	19.15	20.39	21.64
0214	Civil Engineer III	16.22	17.37	18.51	19.64
0218	Engineering Supervisor	16.22	17.37	18.51	19.64
0220	Planning Graphics Coord	12.57	13.55	14.54	15.54
0247	Principle Planner	16.04	17.24	18.45	19.64
0249	Sr Rehab Inspector	14.61	15.71	16.81	17.90
0254	Property Mgt Coordinator	16.22	17.37	18.51	19.64
0256	Block Grant Coordinator	17.32	18.55	19.78	20.99
0257	Rehabilitation Coord	16.22	17.37	18.51	19.64
0259	Grant Loan Specialist	12.98	13.96	14.94	15.92
0263	Right of Way Coordinator	17.90	19.15	20.39	21.64
0320	Recreation Specialist	8.85	9.49	10.12	10.77
0327	Sr Electrical Inspector	14.61	15.71	16.81	17.90
0329	Housing Inspector Supv	16.22	17.37	18.51	19.64
0347	Sr Engineering Assistant	14.61	15.71	16.81	17.90
0359	Bldg Maint Foreman	8.62	9.11		
0413	Communications Foreman	14.61	15.71	16.81	17.90

PAY PLAN
S.A.E.A.
Effective July 1, 1999

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
0429	Electrical Foreman	16.22	17.37	18.51	19.64
0430	Electr/Sign Shop Supv	17.52	18.76	19.99	21.22
0431	Parking Supervisor	14.61	15.71	16.81	17.90
0432	Landfill Supervisor	13.65	14.69	15.73	16.76
0715	Area Recreation Supv	12.98	13.96	14.94	15.92
0717	Community Center Supv	12.35	13.28	14.20	15.12
0734	Golf Course Manager	15.46	16.57	17.69	18.79
0921	Housing Manager G6	12.35	13.28	14.20	15.12
0922	Modernization Coord	16.22	17.37	18.51	19.64
1005	Water Plant Supervisor	12.98	13.96	14.94	15.92
1007	Water Mrt/Crs Conn Insr	12.35	13.28	14.20	15.12
1008	Water Mrt/Crs Conn Supv	14.61	15.71	16.81	17.90
1009	Water Meter Supervisor	12.98	13.96	14.94	15.92
1105	Sewage Plant Maint Supv	13.65	14.69	15.73	16.76
1106	Gen Frmn Sew Plant Mt	14.72	15.71	16.81	17.90
1107	Sewage Plant Supervisor	13.65	14.69	15.73	16.76
1111	Chemist	13.49	15.70	17.90	20.11
1208	Purchasing Supervisor	15.46	16.57	17.69	18.28
1306	Equip Maint Supervisor	16.22	17.37	18.51	19.64
1307	General Foreman	14.61	15.71	16.81	17.90
1308	Warehouse Supervisor	11.77	12.63	13.48	14.35
1310	Water Pump & Distr Supv	16.22	17.37	18.51	19.64
1313	Foreman	12.98	13.96	14.94	15.92

**PAY PLAN
S.A.E.A.
Effective July 1, 1999**

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
1314	Sewer Maint Supervisor	14.69	15.71	16.81	17.90
1359	Public Works Supervisor	19.15	20.58	22.01	23.45
1400	Vehicle Repair Coord	13.24	14.01	14.78	15.54
1415	Mechanic Foreman	12.98	13.96	14.94	15.92
1419	Equip Coordinator II	14.61	15.71	16.81	17.90

**PAY PLAN
S.A.E.A.
Effective July 1, 2000**

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
0015	Sr Inc Tax Auditor	16.71	17.89	19.07	20.23
0031	Buyer	12.80	13.73	14.65	15.56
0055	Office Manager	12.12	13.01	13.88	14.78
0056	Office Supervisor	12.80	13.77	14.74	15.69
0058	Accounting Coordinator	16.24	17.46	18.68	19.89
0148	Payroll Coordinator	17.33	18.24	19.14	20.05
0189	Retirement Coordinator	18.44	19.72	21.00	22.29
0214	Civil Engineer III	16.71	17.89	19.07	20.23
0218	Engineering Supervisor	16.71	17.89	19.07	20.23
0220	Planning Graphics Coord	12.95	13.96	14.98	16.01
0247	Principle Planner	16.52	17.76	19.00	20.23
0249	Sr Rehab Inspector	15.05	16.18	17.31	18.44
0254	Property Mgt Coordinator	16.71	17.89	19.07	20.23
0256	Block Grant Coordinator	17.84	19.11	20.37	21.62
0257	Rehabilitation Coord	16.71	17.89	19.07	20.23
0259	Grant Loan Specialist	13.37	14.38	15.39	16.40
0263	Right of Way Coordinator	18.44	19.72	21.00	22.29
0320	Recreation Specialist	9.12	9.77	10.42	11.09
0327	Sr Electrical Inspector	15.05	16.18	17.31	18.44
0329	Housing Inspector Supv	16.71	17.89	19.07	20.23
0347	Sr Engineering Assistant	15.05	16.18	17.31	18.44
0359	Bldg Maint Foreman	8.88	9.38		
0413	Communications Foreman	15.05	16.18	17.31	18.44

PAY PLAN
S.A.E.A.
Effective July 1, 2000

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
0429	Electrical Foreman	16.71	17.89	19.07	20.23
0430	Electr/Sign Shop Supv	18.05	19.32	20.59	21.86
0431	Parking Supervisor	15.05	16.18	17.31	18.44
0432	Landfill Supervisor	14.06	15.13	16.20	17.26
0715	Area Recreation Supv	13.37	14.38	15.39	16.40
0717	Community Center Supv	12.72	13.68	14.63	15.57
0734	Golf Course Manager	15.92	17.07	18.22	19.35
0921	Housing Manager G6	12.72	13.68	14.63	15.57
0922	Modernization Coord	16.71	17.89	19.07	20.23
1005	Water Plant Supervisor	13.37	14.38	15.39	16.40
1007	Water Mrt/Crs Conn Insr	12.72	13.68	14.63	15.57
1008	Water Mrt/Crs Conn Supv	15.05	16.18	17.31	18.44
1009	Water Meter Supervisor	13.37	14.38	15.39	16.40
1105	Sewage Plant Maint Supv	14.06	15.13	16.20	17.26
1106	Gen Frmn Sew Plant Mt	15.16	16.18	17.31	18.44
1107	Sewage Plant Supervisor	14.06	15.13	16.20	17.26
1111	Chemist	13.89	16.17	18.44	20.71
1208	Purchasing Supervisor	15.92	17.07	18.22	18.83
1306	Equip Maint Supervisor	16.71	17.89	19.07	20.23
1307	General Foreman	15.05	16.18	17.31	18.44
1308	Warehouse Supervisor	12.12	13.01	13.88	14.78
1310	Water Pump & Distr Supv	16.71	17.89	19.07	20.23
1313	Foreman	13.37	14.38	15.39	16.40

**PAY PLAN
S.A.E.A.
Effective July 1, 2000**

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
1314	Sewer Maint Supervisor	15.13	16.18	17.31	18.44
1359	Public Works Supervisor	19.72	21.20	22.67	24.15
1400	Vehicle Repair Coord	13.64	14.43	15.22	16.01
1415	Mechanic Foreman	13.37	14.38	15.39	16.40
1419	Equip Coordinator II	15.05	16.18	17.31	18.44

**PAY PLAN
S.A.E.A.
Effective July 1, 2001**

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
0015	Sr Inc Tax Auditor	17.21	18.43	19.64	20.84
0031	Buyer	13.18	14.14	15.09	16.03
0055	Office Manager	12.48	13.40	14.30	15.22
0056	Office Supervisor	13.18	14.18	15.18	16.16
0058	Accounting Coordinator	16.73	17.98	19.24	20.49
0148	Payroll Coordinator	17.85	18.79	19.71	20.65
0189	Retirement Coordinator	18.99	20.31	21.63	22.96
0214	Civil Engineer III	17.21	18.43	19.64	20.84
0218	Engineering Supervisor	17.21	18.43	19.64	20.84
0220	Planning Graphics Coord	13.34	14.38	15.43	16.49
0247	Principle Planner	17.02	18.29	19.57	20.84
0249	Sr Rehab Inspector	15.50	16.67	17.83	18.99
0254	Property Mgt Coordinator	17.21	18.43	19.64	20.84
0256	Block Grant Coordinator	18.38	19.68	20.98	22.27
0257	Rehabilitation Coord	17.21	18.43	19.64	20.84
0259	Grant Loan Specialist	13.77	14.81	15.85	16.89
0263	Right of Way Coordinator	18.99	20.31	21.63	22.96
0320	Recreation Specialist	9.39	10.06	10.73	11.42
0327	Sr Electrical Inspector	15.50	16.67	17.83	18.99
0329	Housing Inspector Supv	17.21	18.43	19.64	20.84
0347	Sr Engineering Assistant	15.50	16.67	17.83	18.99
0359	Bldg Maint Foreman	9.15	9.66		
0413	Communications Foreman	15.50	16.67	17.83	18.99

**PAY PLAN
S.A.E.A.
Effective July 1, 2001**

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
0429	Electrical Foreman	17.21	18.43	19.64	20.84
0430	Electr/Sign Shop Supv	18.59	19.90	21.21	22.52
0431	Parking Supervisor	15.50	16.67	17.83	18.99
0432	Landfill Supervisor	14.48	15.58	16.69	17.78
0715	Area Recreation Supv	13.77	14.81	15.85	16.89
0717	Community Center Supv	13.10	14.09	15.07	16.04
0734	Golf Course Manager	16.40	17.58	18.77	19.93
0921	Housing Manager G6	13.10	14.09	15.07	16.04
0922	Modernization Coord	17.21	18.43	19.64	20.84
1005	Water Plant Supervisor	13.77	14.81	15.85	16.89
1007	Water Mrt/Crs Conn Insr	13.10	14.09	15.07	16.04
1008	Water Mrt/Crs Conn Supv	15.50	16.67	17.83	18.99
1009	Water Meter Supervisor	13.77	14.81	15.85	16.89
1105	Sewage Plant Maint Supv	14.48	15.58	16.69	17.78
1106	Gen Frmn Sew Plant Mt	15.61	16.67	17.83	18.99
1107	Sewage Plant Supervisor	14.48	15.58	16.69	17.78
1111	Chemist	14.31	16.66	18.99	21.33
1208	Purchasing Supervisor	16.40	17.58	18.77	19.39
1306	Equip Maint Supervisor	17.21	18.43	19.64	20.84
1307	General Foreman	15.50	16.67	17.83	18.99
1308	Warehouse Supervisor	12.48	13.40	14.30	15.22
1310	Water Pump & Distr Supv	17.21	18.43	19.64	20.84
1313	Foreman	13.77	14.81	15.85	16.89

PAY PLAN
S.A.E.A.
Effective July 1, 2001

<u>Code</u>	<u>Class</u>	<u>Start</u>	<u>1 Yr</u>	<u>2 Yr</u>	<u>3 Yr</u>
1314	Sewer Maint Supervisor	15.58	16.67	17.83	18.99
1359	Public Works Supervisor	20.31	21.84	23.35	24.87
1400	Vehicle Repair Coord	14.05	14.86	15.68	16.49
1415	Mechanic Foreman	13.77	14.81	15.85	16.89
1419	Equip Coordinator II	15.50	16.67	17.83	18.99

