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6/30/2002

AGREEMENT

BETWEEN

CITY OF STERLING HEIGHTS



AND



MICHIGAN ASSOCIATION OF PUBLIC EMPLOYEES (MAPE)

TECHNICAL/OFFICE EMPLOYEES UNION

FEBRUARY 3, 1998 - JUNE 30, 2002

Sterling Heights, City of

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University

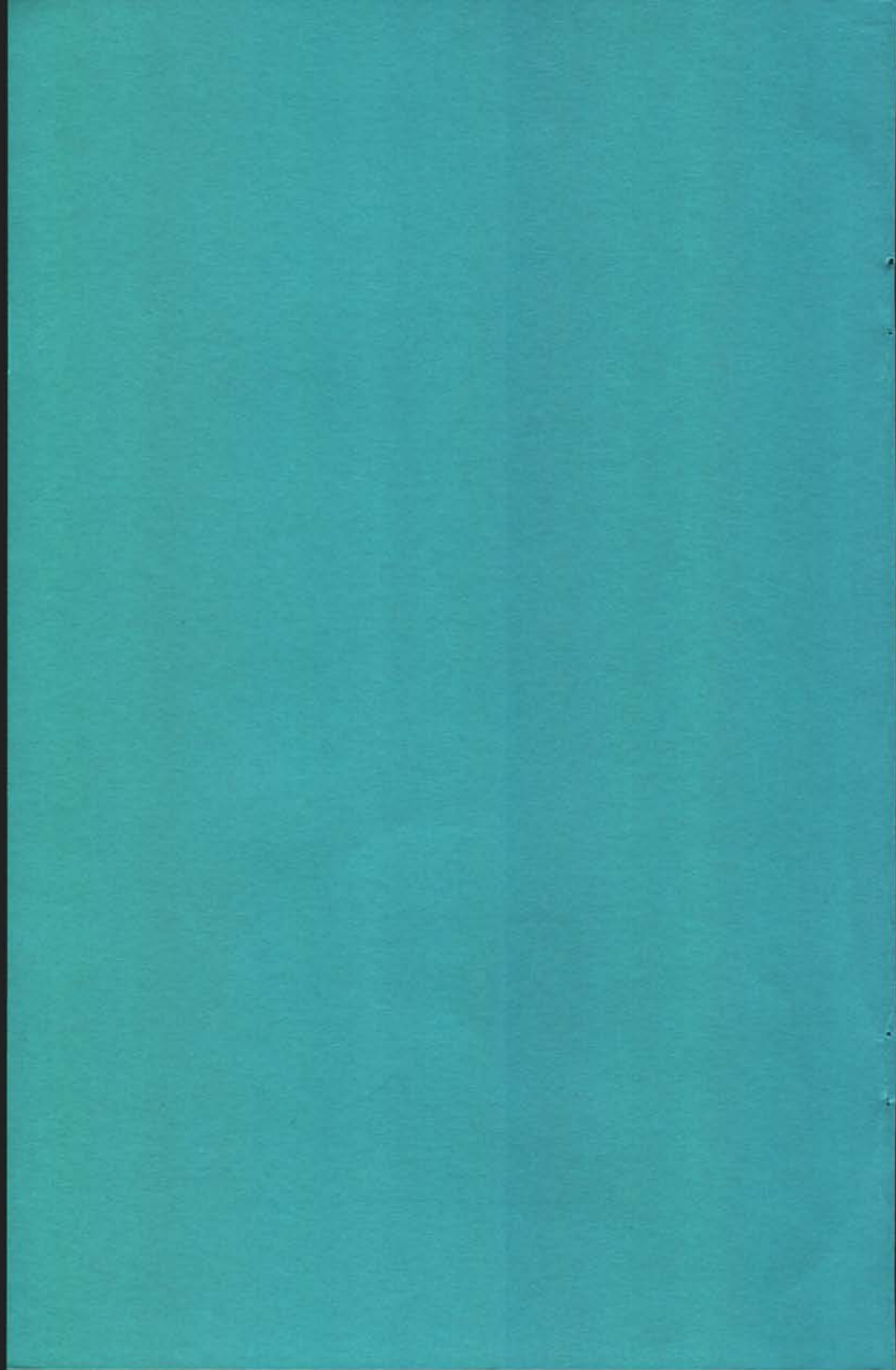


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AGREEMENT

THIS AGREEMENT, made and entered into on February 3, 1998 by and between the City of Sterling Heights (hereinafter referred to as the "Employer") and Michigan Association of Public Employees (MAPE) Technical/Office Employees Union (hereinafter referred to as the "Union").

PURPOSE AND INTENT

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

The parties recognize that the interest of the community and the job security of the employees depend upon the Employer's success in establishing a proper service to the community. To these ends, the Employer and the Union encourage, to the fullest degree, friendly and cooperative relations between the respective representatives at all levels and among all employees.

ARTICLE 1

Recognition - Unit - Security

1.1. The Employer recognizes and acknowledges that the Union is the exclusive representative in collective bargaining with the Employer of those classifications of employees covered by this Agreement and listed in Appendix A.

The Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment as listed in this Agreement for the terms of this Agreement of all employees of the Employer included in the bargaining unit described below.

1.2. This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices, between the City and the Union and constitutes the entire Agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

1.3. Membership in the Union is not compulsory. Regular employees have the right to join, not join, maintain, or drop their membership in the Union, as they see fit. Neither party shall exert any pressure on or discriminate against an employee as regards such matters.

1.4. To the extent that the laws of the State of Michigan permit, it is agreed that any employee, including probationary employees, covered by this Agreement shall be required as a condition of employment to either become a member of the Union or pay a service fee to the

Union, which shall be the equivalent to the Union monthly membership dues, for the duration of this agreement.

1.5. If any provision of the Article is invalid under Federal Law or the Laws of the State of Michigan, such provision shall be modified to comply with the requirements of Federal or State Law or shall be re-negotiated for the purpose of adequate replacement.

1.6. New employees shall be considered as probationary employees for the first six months of their employment. After employees have finished the probationary period, they shall be entered on the seniority list and shall rank for seniority from the day they commenced their employment. A new employee shall work under the provisions of this Agreement and the Union shall represent probationary employees for the purposes of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment as set forth in this Agreement, but the Union shall not represent probationary employees who have been laid off, disciplined or discharged and during the probationary period, an employee may be discharged without further recourse.

ARTICLE 2

Union Rights Clause

2.1. No member of this unit shall be required to do work for another employer. Any alleged violation of the Union Rights Clause will be subject to an immediate hearing of the Grievance Panel, Step 3 of the Grievance Procedure.

2.2. The Employer agrees that it will not require employees, other than employees in the bargaining unit, to perform work which is recognized as the work of the employee in said unit, except in training, or cases of emergencies.

2.3. A classification in this bargaining unit shall not be removed from this bargaining unit by merely changing the title or by modifying the existing classification specifications.

2.4. Any employee, including discharged ex-employees, may review their personnel file and receive copies of any documents contained therein. One free copy of each document will be provided to the employee after which the Employer may charge a reasonable fee.

ARTICLE 3

Deduction of Dues

3.1. During the period of time covered by this Agreement, the Employer agrees to deduct from the pay of any employee all dues, initiation fees or service charges levied in accordance with the Constitution and By-Laws of the Union from the pay of each member employee and non-Union members.

Pursuant to MCLA 408.477, these deductions shall be made by the Employer automatically for those already in the unit and each time an employee is placed in the unit or returned from a leave of absence. This will be done according to the above law without the need of authorizations by the individual employees, as long as the employee is receiving a pay check from the City.

3.2. The amount of the initiation fees and dues will be certified to the Employer by the secretary-treasurer of the Union. Dues or service charges deducted shall commence on the first pay period of the month after becoming a member of the bargaining unit, and will be deducted monthly thereafter on the first pay period of the month.

Deduction of initiation fees will be made in two equal amounts from wages payable the following two pay periods from the effective date of the authorization. Dues or service charges deducted for any calendar month by the Employer will be remitted to the designated finance officer of the Local Union as soon as possible after the payroll deductions have been made. The Employer shall furnish the Union finance officer an up-to-date list of those employees who have signed check-off authorizations and whose dues or service charges have been deducted from their checks. Where any employee, who is on check-off, is not on the payroll during the week which deduction is to be made or who has no earnings, or insufficient earnings during the week or is on a leave of absence, double deductions will be made the following months. Each remittance shall be accompanied by a statement giving a list in duplicate of the employees for whom:

- a. Regular deductions were made.
- b. Initial deductions were made.
- c. No deductions were made, due to insufficient earnings.
- d. No deductions were made because the employee revoked authorization.
- e. No deductions were made because the employment of the employee was terminated.
- f. No deductions were made because the employee is on leave of absence.
- g. Past due deductions were made.

ARTICLE 4

Extra Contract Agreements

4.1. The Employer agrees not to enter into any agreement with another labor organization during the life of this Agreement with respect to the employees covered by this Agreement, or any agreement or contract with the said employees, individually or collectively, which in any way affect wages, hours or working conditions of said employees, or any individual employees in the unit covered by this Agreement.

4.2. In the event the City through sub-contracting eliminates positions, every reasonable effort to retrain and absorb surplus employees will be made by the Employer.

ARTICLE 5

Seniority

5.1. Bargaining unit seniority shall prevail in the layoff and rehiring of employees, in reducing the work force because of lack of work or other legitimate cause. In the laying off and the rehiring of laid off personnel, the classification of said employee is considered as an important factor. The Union and the Employer jointly shall decide the extent to which "work performed" (classes) shall hold weight in determining the layoff and rehire of personnel.

5.2. The Employer shall post a list of the employees and classifications arranged in order of their seniority. This list shall be posted in a conspicuous position at the place of employment. Seniority date shall be the date hired.

5.3. Seniority shall be broken only by discharge, voluntary quit, or layoff for a period of more than 2 years, or if absent for 3 consecutive working days without notifying the Employer. In case of emergency, exceptions may be made by the Employer.

5.4. In the event of a layoff, an employee so laid off shall be given one week's notice of recall to work, mailed to his last known address by certified mail. In the event the employee fails to make himself available for work at the end of said one week, he shall lose all seniority rights under this Agreement. However, in proper cases the Employer will give consideration to the employee and grant exception in the sole discretion of the Employer.

5.5. An employee in a classification subject to the jurisdiction of this contract, who has been in the past or will in the future be promoted to a classification not subject to the jurisdiction of the Union, shall not accumulate Union seniority while working in said classification. The employee who is so transferred or demoted shall commence work in a job generally similar to the one he held at the time of his promotion, and he shall maintain the seniority rank he had at the time of his promotion.

ARTICLE 6

Discharge or Suspension

The Employer shall not discharge or suspend any employee without just cause. Discharge must be by proper written notice to the employee and the Union. In all cases of discharge or suspension, the employee may see the Union Steward before leaving City property. Any employee aggrieved by such discharge or suspension shall only seek relief through the Grievance Procedure outlined in Article 7 of this contract, going immediately to Step 3.

ARTICLE 7

Grievance Procedure

7.1. A grievance is defined as a difference, dispute, or complaint between the City and the Union as to the application or interpretation of this Agreement; and it is mutually agreed that grievances shall only be allowed on items contained in this contract during the life of this Agreement and shall be settled in accordance with the procedure herein provided and that there shall at no time be any strikes, tie-ups of equipment, slow-downs, walk-outs, or any other cessation of work. All differences, disputes or complaints between the City and members of this bargaining unit as to the application or interpretation of this Agreement shall be adjusted solely by the Grievance Procedure as outlined in Article 7. The sole remedy available for a grievance by a member of this bargaining unit shall be the Grievance Procedure. Every effort shall be made to adjust controversies and disagreements in an amicable manner between the Employer and the Union.

7.2. Should any grievance arise there shall be an earnest effort on the part of the parties to settle such grievances promptly through the following steps:

Step 1 - By oral conference between the aggrieved employee, the steward, or both, and the immediate supervisor and, if not resolved, it shall be the responsibility of the aggrieved to then reduce any grievance to writing on the regular grievance form provided by the Union within 10 calendar days of the alleged grievance if not resolved.

Upon receipt of the written grievance, a conference between the Union representatives and the department head or City representatives will be held within 10 calendar days.

Within 2 working days after the conference, the City representative shall give his decision to the Union in writing. If the decision is not given within 2 working days after the conference, the grievance shall be deemed denied by the City.

Step 2 - Within 10 calendar days after disposition of the grievance at the Step 1 level, the Union may request, in writing, that the grievance be advanced to this step, and, within 10 calendar days, a hearing shall be held between the Union representative and the Human Resources Manager or his designate. A decision will be rendered within 7 working days after this hearing and, if no decision is rendered, the grievance shall be deemed denied.

Step 3. Grievance Panel - Within 5 working days after disposition of a grievance at the Step 2 level, the Union may request, in writing, that the grievance be advanced to the Grievance Panel. The grievance shall be referred to the next meeting of the Grievance Panel consisting of not more than 3 Union

representatives, and not more than 3 City representatives. The Grievance Panel will meet monthly to settle unresolved grievances, if any, except for discharges or suspensions of 5 days or more and, in that event, the panel will convene within 5 days.

Step 4 - In the event the last step fails to settle the complaint, grievances other than those involving discipline shall be referred to the Federal Mediation and Conciliation Service upon the request of the Union.

- A. The arbitrator shall be a person mutually agreed to by both the Employer and the Union. In the event the parties have not agreed upon an arbitrator within 5 days, the moving party may request the Federal Mediation and Conciliation Service to appoint an arbitrator who shall have authority to hear and decide the case.
- B. In the event of a refusal by either party to submit to or appear at the arbitration hearing, the arbitrator shall have jurisdiction to proceed ex parte and make an award. The fees and expenses of the arbitrator shall be borne by both parties equally. The decision of the arbitrator shall be rendered without undue delay, and all subsequent settlements made in the Grievance Procedure, including the decision of the arbitrator, shall be final and binding on all parties, including the employees involved.
- C. Grievances must be taken up promptly, and no grievance will be considered or discussed which is presented later than 10 calendar days after knowledge of alleged grievance. No economic benefits will be paid 10 calendar days prior to the date of Step 1 of alleged grievance.
- D. Within 30 days of requesting arbitration, the parties (City and Union) shall mutually agree to meet, discuss and exchange a completed Pre-Arbitration form and copies of all evidence.
 - 1. At that time, the parties should arrange a mutual meeting to review the case and make any last minute changes.
 - 2. If such meeting fails to resolve the matter, the parties agree that only the items, witnesses and evidence presented at these pre-arbitration meetings can be presented at the Arbitration Hearing. Evidence disclosed or made known after this meeting, including rebuttal evidence is exempt from this language. The discovering party must immediately notify the other party of the existence of this evidence.

3. It is further agreed that the Union will present its case first at arbitration in cases regarding contract violations; and that in cases of discipline and rates for new positions, that the City shall present its case first.

- E. The arbitrator's decision shall be final and binding on the Union, all employees covered by this Agreement, and on the City; but the City or the Union may challenge the award if it was not made in accordance with the arbitrator's jurisdiction and authority under this Agreement.

- F. The arbitrator shall have no authority to require the City to purchase buildings, equipment, or material.
 1. **Powers of Arbitrator.** It shall be the function of the arbitrator, and he shall be empowered, except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific terms and provisions of this Agreement.
 - a. He shall have no power to add to, or subtract from, alter, or modify any of the terms of this Agreement.
 - b. He shall have no power to establish wage scales.
 - c. He shall have no power to substitute his discretion for the City's discretion in cases where the City is given discretion by this Agreement.
 - d. He shall have no power to decide any question which, under this Agreement, is within the responsibility of Management to decide. In rendering decisions, an arbitrator shall have due regard to the responsibility of Management and shall so construe the agreement that there will be no interference with such responsibilities except as they may be specifically conditioned by this Agreement.
 - (1) In the event that a case is appealed to an arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
 - (2) There shall be no appeal from an arbitrator's decision. It shall be final and binding on the Union, its members, the employees or employee

involved, and the City. The Union shall discourage any attempt of its members, and shall not encourage or cooperate with any of its members, in any appeal to any court or labor board from a decision of an arbitrator, nor shall the Union or its members by any means attempt to bring about the settlement of any claim or issue.

- (3) The fees and expenses of an arbitrator shall be shared by the City and the Union. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

G. Claims for Back Pay

1. The City shall not be required to pay back wages more than 5 working days prior to the date a written grievance is filed, provided, however, that in the case of a pay shortage of which the employee could not have been aware before receiving his pay, adjustments may be made retroactive to the beginning of the pay period covered by such pay, if the employee filed his grievance within 5 working days after receipt of such pay.
2. All claims for back wages shall be limited to the amount of wages that the employees would otherwise have earned less any unemployment or other compensation that he may have received from any source during the period covered by the claim for back pay. For purposes of this section, any compensation earned from a source from which the employee earned income prior to the action giving rise to the claim for back pay shall be exempt from this limit. Example: An employee earned income from a second source prior to the disciplinary action. Such income earned during the disciplinary action will not be considered when computing the City's liability toward the employee.
3. No decision in any one case shall require a retroactive wage adjustment in any other case.

- H. Time Limit. Any grievance not advanced to the next step by the Union within the time limit in that step, or if no time limit is specified, within 10 calendar days, shall be deemed settled by last response of Employer. Time limits may be extended by the City and the Union in writing, then the new date shall prevail.

ARTICLE 8

Election of Remedies

8.1. When the same remedies are available for a dispute which arises under this contract under the grievance procedure, which are available under any administrative or statutory scheme or procedure, such as, but not limited to, a veteran's preference hearing, civil rights hearing, or Department of Labor hearing, and the employee elects to utilize the statutory or administrative remedy, the Union and the affected employee shall not process the complaint through the grievance procedure provided for in this Agreement.

8.2. If any employee elects to use the grievance procedure in this Agreement and, subsequently, elects to utilize the statutory or administrative remedies to obtain the same remedy, then the grievance shall be deemed to have been withdrawn and the grievance procedure provided for hereunder shall not be applicable, and any relief granted shall be forfeited.

8.3. Nothing herein shall be construed to eliminate the right of an employee or the Union to apply to the courts to compel compliance with agreement terms and with the grievance procedure by request for injunctive or other relief.

ARTICLE 9

Reclassification Process

9.1. When a reclassification is requested by an employee the following process will apply:

The Study Team will be comprised of two representatives from the City and two from the Union. An agreed upon Charter Civil Service Commissioner will function as a facilitator.

The process will be undertaken every 6 months if a request for reclassification has been filed with the Personnel Office.

The findings of the Study Team would be forwarded to the City and Union for agreement which could be resolved through a Memorandum of Understanding.

9.2. If a request for review of an employee's classification is subsequently granted reclassification, retroactive wages will be from July 1 or January 1 (as long as the Personnel Office receives the request before those dates) regardless of when the reclassification is finally granted.

9.3. An employee may only reappeal a reclassification request 18 months or more after the previous request was turned down.

ARTICLE 10

Discipline

10.1. The Union will be notified of any discipline given to employees in the bargaining unit other than verbal reprimands.

10.2. A written reprimand shall be removed from an employee's file after a period of not receiving any disciplines:

- A. One (1) year for incidents or infractions not involving loss of time or wages.
- B. Three (3) years for incidents or infractions involving loss of time or wages equaling 3 days or less.
- C. Four (4) years for incidents or infractions involving a loss of time or wages greater than three days.

ARTICLE 11

Stewards

The Employer recognizes the right of the Union to designate job stewards and alternates, one chief steward and one alternate steward. In order to provide availability to membership, one of the stewards must be physically present in the City Hall building during shift hours. Employees shall be represented by the steward who must be a regular employee. The authority of the job steward and alternates so designated by the Union shall be limited to and shall not exceed the following duties and activities:

1. The investigation and presentation of grievances with his Employer or the designated City representative in accordance with the provisions of the collective bargaining agreement.
2. The transmission of such messages and information which shall originate with and are authorized by the Union or its officers, provided such messages and information:
 - a. have been reduced to writing, or
 - b. if not reduced to writing, are of a routine nature and do not involve work stoppages, slow-downs, or any other interference with the Employer's business.

The Stewards, during the working hours, without loss of time or pay, may with the supervisor's permission be absent in accordance with the terms of this section to investigate and present grievances to the Employer and they are to advise their supervisor of time spent, on forms to be furnished. However, the supervisor will grant permission within reason and provide sufficient time to the stewards to leave their work for these purposes. The privilege of stewards leaving their work during working hours without loss of time or pay is subject to the understanding that the time will be devoted to the proper handling of grievances and will not be abused; and the Stewards will perform their regularly assigned work at all times, except when necessary to leave their work to handle grievances as provided herein. Any alleged abuse will be a proper subject for disciplinary action by the Employer.

The stewards shall be the last to be laid off in the event of reduction of the work force.

The authority of the Union shall be limited to acts or functions which said Stewards are authorized to perform by this Agreement.

ARTICLE 12

Union Leave of Absence

12.1. The Employer shall give reasonable time off up to thirty (30) days without discrimination of loss of seniority rights or other benefits, without pay to employees designated by the Union to attend a labor convention, seminar, or school, provided 72 hours written notice is given to the Employer by the Union, specifying length of time off for Union activities, due consideration shall be given to the number of employees affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

12.2. Bargaining unit members of the Negotiating Committee shall be allowed to meet with the Employer to discuss the contract during working hours, without loss of time or pay.

12.3. The Union shall be allowed up to forty (40) hours per fiscal year to be used for Union related activities. The use of this forty (40) hours shall require at least seven (7) days prior notice and must be approved by the Human Resources Manager and the employee's supervisor. In the event the forty (40) hours is not used during the fiscal year, any remaining number of hours not used shall be forfeited.

ARTICLE 13

Limitation of Authority and Liability

13.1. No employee, Union member, or other agent of the Union shall be empowered to call or cause any strike, work stoppage, or cessation of employment of any kind whatsoever. During the life of this Agreement, the Union shall not cause or permit its members to cause nor shall any member of the Union take part in any sit-down, stay-in, or interference of the operations

and services of the City. The Union shall not cause or permit its members to cause nor shall any member of the Union take part in any strike or stoppage of any of the City's operations during the life of this Agreement.

13.2. The Union agrees it will take prompt affirmative action to prevent or stop unauthorized strikes, work stoppages, slow-downs of work, or work interference of any kind by notifying the employees that it disavows these acts. The Union further agrees that the City shall have the right to discipline (including discharge after 24 hours) any or all employees who violate this article, and such action shall not be subject to the Grievance Procedure of this Agreement.

13.3. The committee men and officers of the Union shall take prompt affirmative action to try to prevent any wildcat strike, work stoppage, slowdown of work, picketing or work interference of any kind.

13.4. The City for its part, agrees that there shall be no lockout during the term of this Agreement. This lockout provision shall not apply in the event of a strike.

ARTICLE 14

Interference With Work

14.1. The Union agrees to refrain from engaging in any strike, work stoppage, deliberate slow-down or interference of any operation of the City during the terms of this Agreement.

14.2. The City will not lock out any employee during the terms of this Agreement. If any employee is unable to work because equipment or facilities are not available to him, such inability to work shall not be deemed a lockout under the provisions of this section, and the employee will suffer no loss of wages or benefits unless formally laid off because of such inability to work. Any alleged violation of the Interference With Work article will be subject to an immediate hearing of the grievance panel, Step 3 of the Grievance Procedure.

ARTICLE 15

Equipment, Accidents, and Reports

15.1. Any employee involved in any on-the-job accident shall immediately report said accident and any physical injury sustained. An employee, before starting his next shift, shall make out an accident report in writing on forms furnished by the Employer and shall turn in all available names and addresses of witnesses to any accidents. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer.

15.2. It is the duty of the employee and he shall immediately or at the end of his shift report all defects of equipment. Such reports shall be made on a suitable form furnished by the Employer and shall be made in multiple copies, one copy to be retained by the employee. When

the occasion arises where an employee gives written report on forms in use by the Employer of a vehicle being in unsafe working operating condition, and receives no consideration from the Employer, he shall take the matter up with the Safety Committee who will take the matter up with the Employer.

ARTICLE 16

Safety Committee

16.1. The Employer shall consider the personal safety of the employees in establishing operational procedures.

16.2. A Safety Committee shall be composed of Union and Employer representatives who will meet, when necessary, for the purpose of discussing safety and promulgating safety regulations with the understanding that the Employer has the ultimate responsibility and shall make the final determination on all matters on safety and safety rules.

16.3. When an employee is required by a supervisor to work under a condition which the employee regards as a violation of a safety rule, the employee shall have the right to protest; and if ordered by the supervisor to perform the work involved, the employee shall perform the work under protest and shall have the right to refer the matter to the Safety Committee for consideration and recommendation. However, no employee shall be required to work on any equipment or job that has already been written up as unsafe before it is checked and released by the supervisor.

ARTICLE 17

Military Service

Any employee on the seniority list inducted into military, naval, marine, or air service under the provisions of any Federal Selective Service Training Statute, and amendments thereto, or any similar act in time of National Emergency, shall upon termination of such service, be re-employed in line with his seniority, at the then current rate for such service with the United States Government and is physically able to do work available, and further provided he reports for work within ninety (90) days of the date he is discharged from such service with the United States Government.

1. Employees inducted into the Armed Services of the United States, under the provisions of the Selective Service Act, shall be entitled to a leave of absence, without pay, for a period of service required by such original induction. Upon their honorable discharge, and if physically fit to perform the duties of the position of which they held prior to ending the military service, such employees shall be reinstated to their former positions or one comparable to it, providing that they make formal application for reinstatement within ninety (90) days after

the date of military service discharge. Military service, as above defined, shall be credited to a reinstated employee's length of city service.

2. A probationary employee who enters the Armed Forces and meets the foregoing requirements, must complete his probationary period and upon completing it, will have seniority equal to the time he spent in the Armed Forces, plus ninety (90) days.
3. Except as hereinbefore provided, the re-employment rights of employees and probationary employees will be limited to applicable laws and regulations.

ARTICLE 18

Management Rights

The City, on its own behalf and on behalf of its electors, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitution of the State of Michigan and of the United States. Further, all rights which ordinarily vest in and are exercised by employers except such as are specifically relinquished herein, are reserved to and remain vested in the City, including but without limiting the generality of foregoing the right to:

- A. Manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered, the control of materials, tools and equipment to be used and the discontinuance of any services, material or methods of operation.
- B. Introduce new equipment, methods, machinery or processes, change or eliminate existing equipment and institute technological changes, decide on materials, supplies, equipment and tools to be purchased.
- C. Sub-contract or purchase any or all work, processes or services, or the construction of new facilities or the improvement of existing facilities.
- D. Determine the number, location, and type of facilities and installations.
- E. Determine the size of the work force and increase or decrease its size.
- F. Hire, assign and lay off employees to reduce the work week or the work day or effect reductions in hours worked by combining layoffs and reductions in work week or work day.
- G. Permit municipal employees not included in the bargaining unit to perform bargaining unit work in cases of emergency.

- H. Direct the work force, assign work and determine the number of employees assigned to operations.
- I. Establish, change, combine or discontinue job classifications and prescribe and assign job duties, content and classification.
- J. Determine lunch, rest periods and clean-up times, the starting and quitting time, and the number of hours to be worked.
- K. Establish work schedules.
- L. Discipline and discharge employees for cause.
- M. Adopt, revise and enforce working rules and carry out cost and general improvement programs.
- N. Transfer, promote and demote employees from one classification, department, or shift to another.
- O. Select employees for promotion or transfer to supervisor or other positions and to determine the qualifications and competency of employees to perform available work subject to the terms of this Agreement.

ARTICLE 19

General

19.1. Authorized representatives of the Union shall be permitted to visit the operation of the Employer during working hours to talk with Stewards of the Union, and/or representative of the Employer concerning matters covered by this Agreement, without interfering with the progress of the work force.

19.2. The Union shall have the right to examine time sheets and other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the City pertaining to a specific grievance, at reasonable times, at the discretion of the Employer.

19.3. The Employer shall provide pay periods every two weeks. Each employee shall be provided with an itemized statement of his earnings and of all deductions made for any purpose.

19.4. Should the Employer require any employee to give bond, cash bond shall not be compulsory and any premium involved shall be paid by the Employer.

19.5. The Employer shall provide a bulletin board in the facility where employees hereunder

are employed for the posting of seniority and vacation lists and for the use of the Union. Official Union notices are to be posted and must have the signatures of the Union Business Representative or the Steward.

19.6. When an employee is required by the Employer to provide his own transportation to and from a job location, he shall receive an allowance in the amount per mile recognized by the Internal Revenue Service as a deductible expense. The Employer will provide transportation whenever possible.

19.7. An employee, when temporarily assigned to work on a position in a higher classification, shall receive the higher rate of pay when performing a preponderance of the duties and tasks assigned that position. Temporary short assignments of under five (5) consecutive working days are considered an opportunity of the employee to train for a higher position to become better qualified for promotion, and the employees shall not be paid at the higher rate for this temporary short assignment until after five (5) consecutive days. When an employee is working in a higher classification, that employee will be paid at a rate that will provide one full step increment.

19.8. In further consideration of the mutual promises contained herein, the parties hereto expressly agree that neither party shall bring or cause to be brought any legal or administrative action against the other until the dispute, claim, grievance, or complaint shall have been brought to the attention of the party against whom it shall be made.

19.9. Members of this bargaining unit must establish and maintain residency within the County of Macomb within six months from their date of full time hire by the City.

19.10. The Employer agrees to establish a Section 125, Dependent Care Reimbursement Account in accordance with Federal Laws. Reimbursement to employees shall be made on a monthly basis for all participants.

19.11. The City shall have the right to deduct from an employee's paycheck any overpayment the employee may have received that they were not entitled to under this Agreement, without the specific written approval of the employee. This will be deducted in amounts equal to the amount of overpayment, over the same amount of time the overpayments were received.

19.12. The Americans with Disabilities Act and Michigan Handicapper's Act shall supersede the provisions of this agreement.

19.13. The City must reserve the right to reassign duties to maintain the efficiency of the management of the organization. However, if duties are added or reassigned to members of the Union, the city is willing to meet and negotiate rates of pay for those additional responsibilities.

19.14. The City will pay for the Building Inspectors' memberships in the State Trade Associations necessary for their certification and licensing, and also pay for those licenses. In

addition, the City will continue to pay for all costs for the education necessary to maintain the licenses required for certification.

19.15. The City will continue to provide the employees the equipment determined to be necessary by it to perform the duties of Building Inspector.

19.16. The City will reimburse employees of this bargaining unit for Hepatitis B inoculations up to \$150.00. Employees must provide receipts in order to be reimbursed.

19.17. The terms and conditions of the insurance policies are herein included by reference, and the Employer makes and presents no assurances beyond those terms and conditions.

ARTICLE 20

Job Vacancies

It has been agreed that this contract will supersede existing Civil Service rules in all areas except the performance evaluation appeal process. Since members of this unit shall have no recourse to the prior Civil Service rules, the following shall govern job vacancies, promotions, layoffs and recall.

1. Filling Vacancies

Section 1.

- A. Upon determination by the Employer that a job vacancy is to be filled within the bargaining unit, the Employer will announce and post the classification to be filled for ten (10) working days.
- B. The Employer shall list all pertinent information relating to the classification, the main qualifications, rates of pay, etc.

To be eligible for consideration for the vacancy, bargaining unit employees must:

- 1. Have completed the initial probationary period.
- 2. Meet the minimum requirements, including the necessary testing, for the classification.

Section 2.

- A. Those applicants determined eligible to fill the vacancy may be required by the employer to pass an examination which may include written, oral, performance

tests, ratings of training and experience or any combination of these. The appointing authority may take into consideration such factors as education, experience, aptitude, knowledge, and work record in order to determine the relative fitness of applicants.

- B. A passing score must be achieved on each part of the examination to be allowed to proceed to the next part. The minimum passing grade for each part of the examination, as well as for the final grade, shall be expressed on a scale of 70 percent. The final grade shall have one point added for each year of credited city employment seniority.
- C. If an oral examination is required, the Oral Examination Board for each vacancy shall be comprised of at least three persons, one of which shall not be an employee of the City. The oral examination portion of the final grade shall be an average of all the examiners' scores. A representative of the Michigan Association of Public Employees may, at the option of the Union, be in attendance, as an observer, during the oral interviews.
- D. The eligibility list for the various classifications shall be comprised of those deemed qualified by virtue of the examination process. Such persons shall rank upon such lists in the order of their relative grades, beginning with the highest at the top, and shall remain thereon for not over two years.

Section 3.

- A. The decision of the appointing authority shall be based upon the employee's qualifications, experience, work record, prior education and training and bargaining unit seniority.
- B. If at least one person applies and qualifies, they shall be appointed. If more than one qualifies, appointment shall be made from the top three on the list.
- C. All persons applying for a demotion, lateral transfer or promotion into a vacancy must qualify, as required in Section 2 of this Article.
- D. If application for a demotion is made, they will be given preference before a lateral transfer or promotion. Lateral transfers shall be given preference before promotions. If more than one person applies for a demotion or lateral transfer, the appointment will be made from the top three most senior qualified employees requesting the demotion or lateral transfer.
- E. All subsequent openings will be posted in the same manner, except if a new vacancy occurs in the same classification less than six (6) months after the last list was established and at least one eligible remains on the original list, he shall be

appointed. When an appointment is made from an eligibility list, those remaining on the list do not then, move up the list during the six month period. Thus, an applicant ranked fourth (4) on the list will not be considered for appointment during the six-month life of the eligibility list. If more than six (6) months have passed, a new list shall be established and those eligible remaining shall have the option of being placed on the new list in accordance with their prior score or retaking the examination.

- F. For purposes of this Article, a promotion shall be defined as a change in classification to a classification with a higher maximum pay rate, a demotion is a change to a classification with a lower maximum pay rate, and a lateral transfer is a change to a classification with the same maximum rate of pay.

Section 4.

- A. The successful employee shall be given a probationary period of ninety (90) days to qualify on the job. The department will assist the employee wherever possible.
- B. In the event the employee cannot qualify or they voluntarily decide to withdraw from the new position, the employee shall be returned to their former classification and department within the bargaining unit.

Section 5.

- A. The employee shall receive that rate which provides one full step increment increase called for in the new classification.
- B. The employee shall carry all bargaining unit seniority rights in the new classification.

2. Layoffs

Section 1. In the event there is a reduction in personnel, layoffs will be by classification within the bargaining unit and the affected department/division.

Section 2. The employer will notify the Union, in writing, fifteen (15) days prior to the anticipated date of any layoffs within the bargaining unit.

Section 3. However, before any regular, full-time employees are laid off, the following is the order in which employees are to be laid off first:

- a. Temporary part-time employees

- b. Temporary full-time employees
- c. Probationary employees

Section 4. Employees to be laid off may exercise their bargaining unit seniority for bumping purposes as follows:

- a. Employees faced with layoff who have greater bargaining unit seniority than the least senior employee within the same classification must first bump the least senior employee in the same classification within the bargaining unit.
- b. If bumping is not possible, as outlined in 4a. above, employees faced with layoffs who have greater bargaining unit seniority may bump the least senior employee within another classification with the same or lower maximum salary provided they meet the minimum qualifications and can perform the work. Building Inspectors shall have no bumping rights into any positions except Building, Plumbing, Electrical and Mechanical Inspector positions, and also that reciprocally the other classifications in the Agreement shall have no bumping rights into the inspector positions.
- c. Employees bumping into another classification or another department shall serve a thirty (30) day trial period. If the employee is unsuccessful with this bump, the employee may bump only one more time. If this bump is unsuccessful, the employee will be laid off subject to recall rights. Employees who are unsuccessful in exercising their bumping privileges will be laid off from their original classification.

3. Recall

Section 1. When recalling employees following a layoff or reduction to their former bargaining unit classification, the employee with the most bargaining unit seniority who is qualified shall be the first to be recalled.

Section 2. When recalling laid off employees or employees who have successfully exercised their bumping rights, the Human Resources Manager will notify the employees by certified mail sent to the employee's last known address.

Section 3. Each employee who is recalled shall report to the Human Resources Manager in person or by certified mail within five (5) working days after being notified whether or not he/she intends to return to work for the City. If an employee fails to notify the Human Resources Manager, as specifically stated herein, the employee shall be considered as having voluntarily quit.

Bargaining unit employees having recall rights shall have first preference to return to

their former classification before other employees are promoted or hired.

Bargaining unit employees having exercised bumping previously shall continue to accrue bargaining unit seniority in their regular classification and not in the classification into which they have bumped unless such transfer becomes permanent.

ARTICLE 21

Waiver Clause

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

ARTICLE 22

Classes of Positions Covered

This Agreement covers all present and future permanent employees on positions listed in the Wage and Salary Schedule. Further, any new positions established and/or new classes established during this Agreement falling within the general tasks and duties similar to the positions listed in the Wage and Salary Schedule are to be added to the list.

ARTICLE 23

Hours of Work and Overtime

23.1. Normal Working Hours: The normal work week consists of five (5) days, Monday through Friday. The normal work day consists of seven and one-half (7-1/2) hours of work, eight (8) hours for custodians, with a one (1) hour lunch break. Zoning inspectors normally work an eight (8) hour day and have a one-half (1/2) hour lunch. Normal work hours are 8:30 a.m. to 5:00 p.m. daily. It is understood that for Engineering Department staff, the starting time may vary no more than three (3) hours earlier and that Saturdays may be a part of the normal work week for employees assigned to the Library.

The City shall have the right to determine the length of the work week for Building Inspectors

and Zoning Inspectors. The work week may be either a 37.5 or a 40 hour week. The City shall also have the right to adjust the starting time for the employees, up to a maximum of one hour prior to the start of the shift. Regular hours of work are 8:30 a.m. to 5:00 p.m. for a 40 work week with a one-half hour unpaid lunch break, or 8:30 a.m. to 5:00 p.m. for a 37.5 hour work week with a one hour unpaid lunch break. Employees will be given two weeks advance notice if there is to be a change in the work week or starting time. The parties agree to reopen negotiations on the issue for the scheduling if difficulties would arise in its implementation. The City shall also have the right to schedule different inspection groups to work different hours (i.e., all of the Plumbing Inspectors could work a 40 hour week while the rest of the Inspectors work a 37.5 hour week).

In the event that within the life of this Agreement, the UAW TOPS unit agrees with the City that Sunday may be a non-premium regularly scheduled work day, then it may be so scheduled for members of this bargaining unit at the Library.

23.2. Overtime:

A. Definitions

1. Casual - The continuation of the present work shift.
2. Scheduled - Overtime which is worked on holidays or premium days (6th or 7th day of your work week).
3. Call-in - Overtime during the regular work week where an employee is called back after this regular shift but prior to his next shift.

B. Time and one-half will be paid for time worked in excess of seven and one-half (7-1/2) hours for those employees working a 37.5 hour work week in any continuous 24-hour period beginning with the starting time of the employee's shift. For those employees working a 40 hour work week (Custodians, Zoning Inspectors and Building Inspectors) time and one-half will be paid for time worked in excess of eight hours in any continuous 24-hour period.

C. Time and one-half will be paid for time worked on the 6th day of the employee's work week, provided the employee has worked or been on an approved paid leave for a minimum 37-1/2 hours during the employee's work week, 40 hours for Custodians and Zoning Inspectors.

D. Double time will be paid for time worked on the 7th day of the employee's work week, provided the employee has worked or been on an approved paid leave for a minimum of 45 hours during the employee's work week, 48 hours for Custodians, Zoning Inspectors and Building Inspectors and provided that the employee worked the 6th day of their work week.

E. Double time will be paid for time worked on city designated holidays.

23.3. Overtime Guarantee:

An employee reporting for work on Management's instructions on a holiday or premium day shall be guaranteed 4 hours pay at the appropriate premium rate.

An employee reporting for work on Management's instructions prior to his next regularly scheduled work shift on a day other than a holiday or premium day shall be guaranteed three hours pay at the appropriate overtime rate; provided, however, if his regularly scheduled shift commences within three hours of the time he is called in, then he shall be paid at the premium rate only for the time worked before his regularly scheduled shift commences at which time he will then be paid his normal rate of pay.

23.4. Seniority by class in the department shall prevail in the distribution of "call-in" overtime work. The senior employee will be first called and the next senior employee in like manner until the crew is assembled. In the event a crew cannot be assembled after the lowest senior employee is called, then employees will be called in reverse order, and employees must report for "call-in" until the crew is assembled. If an employee declines to work overtime or cannot be contacted three times running, he may be skipped for up to sixty (60) days for overtime consideration.

23.5. In the Engineering Department, scheduled, casual (continuation of shift) or "call-in" overtime shall first be offered to the employee who has been assigned to the project requiring the overtime. If that employee refuses the opportunity, then the overtime shall be offered in order of seniority. If an employee then turns down that opportunity, they may be passed over at the next opportunity. If no employee volunteers for the overtime then the least senior employee in that classification shall be required to work.

The City shall give advance notice to employees on scheduled overtime as early as possible. The supervisor will make personal contact with the employee when scheduling the necessary overtime. Department personnel assigned to office tasks and field tasks shall be considered separately.

Since contractors often determine when an Engineer Aide will work, persons in those positions will receive double time on Sundays even if they did not work the day before.

23.6. Overtime work will be permitted only when authorized by a supervisor.

23.7. All overtime for the classification of Custodian will be rotated at each location and on each shift. Employees who are offered overtime but who refuse to work it will be charged for those overtime hours as if worked.

All holiday overtime assignments for the Police Department shall be rotated among the

Custodians assigned to the Police Department.

23.8. An employee required to work more than 2 hours overtime shall be granted a 15 minute coffee break. In the event that such overtime is extended into the 12th hour, the employee will be granted a paid meal period of 30 minutes before the end of the 12th hour.

23.9. An employee shall be granted only a 15 minute coffee break each morning and afternoon as scheduled by the supervisor.

23.10. All Library employees that are required to work the Saturday following two consecutive holidays (i.e., when one holiday is the day after another holiday) will receive pay at the rate of time and one-half for all hours worked that day.

23.11. At the employee's discretion, he/she may be allowed compensatory time off for all hours worked in excess of thirty-seven and one-half (37-1/2) hours in any one work week. These compensatory time hours are earned at the rate of one and one-half (1-1/2) hours for each additional hour worked up to a maximum of one hundred (100) hours per fiscal year. Effective July 1, 1995, the maximum will increase to 112.5 hours (120 hours for zoning inspectors, maintenance mechanics, building inspectors and custodians). Time off under this provision is subject to prior approval of the appropriate department head. Upon death, retirement or resignation, the employee shall be paid for any unused hours. At the end of the last bi-weekly pay in June each year, all compensatory time shall be paid to the employee by June 30. The accumulated unused compensatory time for all employees shall be computed by the City as of the pay period ending date of the second bi-weekly pay day in June and paid to the employee by June 30th. Compensatory time earned after that pay period until June 30th shall be carried from one fiscal year into the next.

ARTICLE 24

Longevity Pay

Employees shall receive an annual longevity payment, based upon their latest hire date, payable July of each year. These payments will be based on the following schedule:

<u>Years of service completed as of July 1</u>	<u>Amount</u>
5 years	\$ 500.00
10 years	800.00
15 years	1100.00
20 years	1400.00

Effective July 1, 1998 and thereafter the schedule will be as follows:

Years of service completed as of July 1:

	7/1/98	7/1/99	7/1/00	7/1/01
5 years	\$ 700	\$ 750	\$ 800	\$ 900
10 years	1,000	1,100	1,200	1,300
15 years	1,300	1,500	1,600	1,700
20 years	1,600	1,800	2,000	2,100

Employees retiring, new in the bargaining unit, or absent for any reason, shall be eligible for a prorated portion of the longevity pay based on the number of months worked.

ARTICLE 25

Vacation Leave

All regular full-time employees shall be entitled to vacation time with pay under the following schedules:

1. Employees who have completed one (1) year of continuous service shall be granted ten (10) work days vacation without loss of pay.
2. Employees who have completed five (5) years of continuous service shall be granted fifteen (15) work days vacation upon completion of each year without loss of pay.
3. Employees who have completed ten (10) years of continuous service shall be granted eighteen (18) work days vacation upon completion of each year without loss of pay.
4. Employees who have completed twelve (12) years of continuous service shall be granted twenty (20) work days vacation upon completion of each year without loss of pay.
5. Employees who have completed twenty-five (25) years of continuous service shall be granted twenty-five (25) work days vacation upon completion of each year without loss of pay.
6. Employees who lose time due to on-the-job disability under Worker's Compensation up to a maximum of one (1) year shall receive their vacation as though the time was worked.

7. Vacation days earned (accrued) for each completed year of service are credited to the employee's vacation bank at the end of the completed year of service.
8. Vacation days can only be accumulated in the amount not to exceed thirty (30) days, except that employees will have the following year to use the vacation credited for the year just completed. Vacations will be based on anniversary date for each employee; e.g., an employee who was hired on September 1, 1969, had the 30 day maximum accumulation. On September 1, 1975, this employee would be credited an additional 15 days vacation (this would represent completion of sixth year). This employee would then have until his/her next anniversary date to use or lose the 15 days. Vacation earned during one year would be credited and used during the next year. Vacation time may not be taken in the same year based upon monthly accrual, except in cases of emergency if approved in writing by the City Manager.
9. In case of retirement, resignation in good standing, or death of an employee, he or his estate will be paid for all vacation days which have accumulated to his credit, plus a pro-rata share of vacation by month during year of retirement, resignation in good standing, or death. Employee is deemed to have completed a full month if separation occurs after the 15th of any month.
10. Vacation selection shall be year around and can be taken in one hour increments if approved by the supervisor. In case of illness, said employees can use their vacation if needed, after all sick time and benefits are exhausted.
11. Vacation schedules will be worked out as far in advance as possible. Seniority in the department shall be exercised for bids selecting vacations. To accomplish this and to consider the wishes of senior employees, each year after December 1, each employee shall indicate on a yearly calendar his vacation request no later than March 1.

Employees have the right, however, to revise their preference as late as April 15th of each vacation year. After April 1, all employees who have failed to select their vacation time will take whatever time is available by seniority.

12. Employees absent for more than one (1) month for other than on the Worker's Compensation job disability will not earn vacation pay.
13. The Employer shall as work loads permit, establish by class the available vacation periods for each department.
14. Building and Zoning Inspectors will accrue vacation at the rate of eight hours for each day earned.

ARTICLE 26

Sick Leave and Personal Time

1. Probationary employees will earn (accrue) sick leave at the rate of one (1) day for each full month paid status of employment. Building and Zoning Inspectors will earn eight hours for each full month of paid status of employment. The sick leave shall not be available for use or credited to the sick bank until successful completion of the probationary period. All full-time regular employees will earn (accrue) sick leave at the rate of one (1) day for each full month paid status of employment. Maximum sick leave earned per year shall be 12 days. Sick leave days shall be accumulated to a maximum of 7 days at the end of the fiscal year.
2. At the end of the first bi-weekly pay period ending in June, employees will have three (3) days (if available) converted to personal time from their sick leave bank to be used in the following fiscal year. After the aforementioned conversion employees will have all hours in excess of seven (7) days in their sick bank converted to personal time at one hundred percent (100%). If the personal time is not used by the end of the first bi-weekly pay period ending in June of the next year, the employee will receive compensation on the basis of fifty percent (50%) of their regular hourly rate.

The use of the "personal time" is subject to approval in advance by the Employer but may be requested for use for any reason by the employee. Personal time shall be available for use by the employee in units of 1/2 hour or more.

In the event of resignation in good standing, retirement or death; up to three (3) days of unused personal time shall be compensated at 100 percent and any hours in excess of three (3) days will be compensated at 50 percent of the regular hourly rate.

3. Accumulated sick leave may be used in the following manner:
 - a. Acute personal illness or incapacity over which the employee has no reasonable control.
 - b. Absence from work because of exposure to a contagious disease which, according to public health standards, would constitute a danger to health of others by the employee's attendance at work.
 - c. Employees who become ill while at work and if it becomes necessary for that employee to leave work, he/she shall notify their immediate supervisor if possible before leaving their place of employment.

Employees who lose time because of illness occurring during their regular

working hours will only be charged for the time actually not worked.

Employees who call in prior to the starting of their regular work day because of illness will be docked a minimum of four (4) hours from sick leave provided they have sick leave accumulation. Employees not having any sick leave accumulation will lose a minimum of four (4) hours of pay.

For doctor and dental appointments, employee may utilize sick leave in one hour increments based upon the following criteria: (a) employees must request the time in advance indicating on the Request for Leave the doctor's name and address; (b) the employee will be required to provide the Employer with verification from the doctor.

4. Employees using sick leave during a period that includes a scheduled holiday will be paid for the holiday. The employee cannot be paid for both on the same day, nor will the employee be charged for a day of sick leave.
5. An employee absent for more than one month, with the exception of paid vacation and paid leave of absence, will earn a sick leave day for the first month only.
6. Current work day is established to be 7-1/2 hours for all employees in this unit. No employee can draw more than the 75 hours of sick leave during the two-week pay period (80 hours for those assigned to an 8 hour day).
7. Employees off sick shall be required to bring in a doctor's slip if the City Manager requests it. The Employer may require an examination of the employee, following an illness or injury, by a doctor of the Employer's choice on city time and city expense.
8. The printed application of leave form furnished by the Employer must be filled out completely and properly signed and submitted by the employee for sick leave absences.
9. Upon the employee's death, retirement, or resignation in good standing, the City will pay 50% of this accumulated unused sick leave.

ARTICLE 27

Injury or Illness Arising out of and in the Course of Employment

1. For loss of time on account of injury or illness arising out of and in the course of employment with the City, an employee shall receive full pay for up to one full week, five (5) work days, without drawing on his sick leave accumulation for any one injury or illness, but shall not be allowed on recurrence of same injury or illness. An

employee who continues on Worker's Compensation may be paid the difference between his regular wages and payment under the provisions of the Worker's Compensation Act. At the employee's option, the difference between the regular wages and Worker's Compensation will be offset by a reduction of accumulated sick leave or vacation time on a relative ratio of the regular base weekly wage as it is to the Worker's Compensation weekly rate. In no case shall an employee be compensated by a combination of Worker's Compensation and pro-rated sick leave which will exceed the standard weekly income.

If sick leave accumulation is not available for the waiting period for the Worker's Compensation insurance, other available leave may be approved for utilization in the sole discretion of the City Manager.

During the first twelve (12) months of a duty-connected disability, the Employer will continue to provide hospitalization insurance, life insurance, and dental insurance, at no cost to the employee. Vacation time will accrue as though the time was worked. Sick leave will be earned only during the first month per Section 5 of Article 25.

If an employee is unable to return to work after twelve (12) months from the date of the duty-connected disability, the Employer shall cease to provide the individual the benefits outlined in the paragraph above. If there is sick leave time remaining, such leave time shall be paid to the employee calculated on the employee's appropriate hourly pay rate. The remaining unused sick leave will be computed at 50%. Accrued vacation and, if appropriate, personal time will be compensated at 100%.

If the employee's Worker's Compensation claim is contested, the benefits of Article 26, Section 1, will not be operative until the claim is settled and is found to be in favor of the employee. However, during this period, the disability insurance would be available based upon the terms and conditions of the policy.

2. Employees, if requested, will be required to provide a report from a doctor to support the employee's request for Worker's Compensation and an authorization from the doctor of his ability to return to work.
3. An employee who loses time on account of injury or illness arising out of and in the course of employment with the City shall continue as a seniority employee for a period of two (2) years from the date of such disability. An employee who is unable to return to work at the end of the two (2) year period shall cease to be a seniority employee.

ARTICLE 28

Injury or Illness Outside the Scope of Employment

- 28.1. Employees who lose time from work on account of non-duty injury or illness may utilize their available sick leave bank during short term disability waiting period (7) days. (Vacation time may be approved for utilization upon exhausting the available sick time based upon the sole discretion of the City Manager.)
- 28.2. Disability Insurance - Sick Leave:
- Upon successful completion of the probationary period, the Employer will provide at no cost to the full time regular employee, disability insurance as outlined per the attached Appendix C.
- Effective January 1, 1998, all new claims for short-term disability will be paid 60% of their base wages for each normally scheduled work day missed after the employee has satisfied the appropriate waiting period.
- 28.3. During the first four (4) months of a non-duty connected disability, the Employer will continue to provide hospitalization insurance, life insurance, and dental insurance. Sick leave and vacation leave will be earned only during the first month of non-duty connected disability.
- 28.4. If an employee is unable to return to work after four (4) months from the date of the non-duty connected disability, the Employer shall cease payment for the fringe benefits outlined in the paragraph above. At the employee's option, benefit coverage can be continued under the provisions of COBRA.
- 28.5. If an employee is unable to return to work after six (6) months from the date of the non-duty connected disability, all remaining leave time shall be paid to the employee based upon the appropriate hourly rate. The remaining unused sick leave will be computed at 50%. Accrued vacation and, if appropriate, personal time will be compensated at 100%.
- 28.6. The City will continue a non-duty disabled employee's health coverage, when they have filed a disputed Worker's Compensation claim, for 12 months or until the disputed claim is decided, whichever is less. Should the injury be determined to be not work related, then arrangements will be made for the employee to pay the cost for those months of coverage back to the City.
- 28.7. An employee who is unable to return to work after twelve (12) months from the date of the non-duty connected disability, shall cease to be a seniority employee.

ARTICLE 29

Subrogation

29.1. Where the injury or occupational disease for which compensation is payable under the provision of the contract was caused under circumstances creating a legal liability in some person other than a natural person in the same employ or the Employer to pay damages in respect thereof, the acceptance of benefits or the taking of proceedings to enforce payments shall not act as an election of remedies, but such injured employee or his dependents or their personal representative may also proceed to enforce the liability of such third party for damages in accordance with the provisions of this section. If the injured employee or his dependents or personal representative does not commence such action within one (1) year after the occurrence of the personal injury or occupational disease, then the Employer or its Worker's Compensation insurance carrier or other insurance carrier may, within the period of time for the commencement of actions prescribed by statute, enforce the liability of such other person in the name of that person. Not less than thirty (30) days before the commencement of suit by any party under this section, such party shall notify, by registered mail at their last known address, the injured employee or, in the event of his death, his known dependents or personal representative or his known next of kin and his Employer. Any party in interest shall have a right to join in said suit.

29.2. Prior to the entry of judgment, either the Employer or his insurance carrier or the employee or his personal representative may settle their claims as their interest shall appear and may execute releases therefor. Such settlement and release by the employee shall not be a bar to action by the Employer or its compensation insurance carrier to proceed against said third party for any interest or claim it might have.

29.3. In the event the injured employee or his dependents or personal representative shall settle their claim for injury or death, or commence proceeding thereon against the third party before the payment of benefits, such recovery or commencement of proceedings shall not act as an election of remedies and any monies so recovered shall be applied as herein provided.

29.4. In an action to enforce the liability of a third party, the plaintiff may recover any amount which the employee or his dependents or personal representative would be entitled to recover in an action in tort. Any recovery against the third party for damages resulting from personal injuries or death only, after deducting expenses of recovery, shall first reimburse the Employer or its insurance carrier for any amounts paid or payable under the provisions of this Article to the date of recovery and the balance shall be forthwith paid to the employee or his dependents or his personal representative and shall be treated as an advance payment by the Employer on account of any future payment of benefits.

29.5. Expenses of recovery shall be the reasonable expenditures, including attorney fees, incurred in effecting such recovery. Attorney fees, unless otherwise agreed upon, shall be divided among the attorneys for the plaintiff as directed by the Court. The expenses of recovery

above-mentioned shall be apportioned by the Court between the parties as their interests appear at the time of said recovery.

ARTICLE 30

Jury Duty and Funeral Leave

30.1. Any employee required to serve on jury duty will suffer no loss of pay but will be paid the difference between jury pay and his regular pay.

30.2. Funeral Leave: With the death of a spouse, child or stepchild, father, mother, father-in-law or mother-in-law, a regular full-time employee on request will be excused and receive payment for up to five (5) days work during the period commencing with the date of death and ending with the day after the funeral provided the employee attends the funeral. When death occurs in the remainder of the immediate family, i.e., stepfather, stepmother, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents or grandchildren, payment may be authorized for up to three (3) working days. If the funeral for the above is to be held more than 250 miles from the metropolitan Detroit area, leave will be granted for up to five (5) days.

ARTICLE 31

Holidays

31.1. All full-time regular employees will be eligible to receive holiday pay under the following regulations:

Employees will be paid their current rate based on a normal seven and one-half (7-1/2) hour day for said holidays, eight (8) hours for 40 hour positions.

Paid holidays are designated as:

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Day after Thanksgiving
December 24th
Christmas Day
Good Friday
December 31st
Veterans's Day

- 31.2. The employee must work or be on paid sick leave or vacation leave the day before a holiday and the succeeding work day after a holiday in order to receive the holiday pay.
- 31.3. Employees working on an approved holiday will be paid for hours worked at the rate of two (2) times normal pay rate plus holiday pay.
- 31.4. Should a full paid holiday fall on Saturday, then the Friday preceding that day will be taken as the paid holiday; and if the full paid holiday falls on a Sunday, then the Monday following shall be taken as a paid holiday.
- 34.5. No Union employee shall be required to work on Labor Day, except in case of emergency.
- 34.6. Holidays recognized by Item 1 of this Article that fall within an employee's vacation period will not be considered as part of a vacation and shall be taken by extending the vacation period one (1) day for each such holiday or credited an additional day at the discretion of his supervisor.

ARTICLE 32

Salary and Wages

The pay ranges and steps in Appendix A will apply to classifications as indicated.

Advancement to the next step in the range assigned to the class (if steps are left) will be at increments of six (6) months from their last regular step raise until the top step is reached when authorized by the City Manager. New employees or newly promoted employees will normally start at the first step shown in the range or at the first step that provides an increase and progress. The following allocation listing in no way diminishes Management's right to change duties and responsibilities assigned to positions and therefore cause possible changes in class assignments to positions.

The wage increases are as follows:

- July 1, 1997 - 2%
- July 1, 1998 - 3%
- July 1, 1999 - 3%
- July 1, 2000 - 4%
- July 1, 2001 - 3%

ARTICLE 33

Shift Allowance

All Union employees shall be paid shift allowance on the basis of the rates, as follows:

afternoon shift	\$.20 per hour
midnight shift	\$.25 per hour

The afternoon shift is defined as those hours normally construed to fall within the time frame from 4:00 p.m. to midnight, and the midnight shift from midnight to 7:30 a.m. However, the specific times covered by the above-mentioned rate will be determined by the work schedule or assignment of the employees.

Example: If an employee is assigned to work from 3:00 p.m. until 11:00 p.m. the employee would receive the \$.20 shift allowance for all the hours worked, including the period from 3:00 p.m. to 4:00 p.m.

If an employee is assigned to work from 5:00 p.m. until 1:00 a.m., the employee would receive the \$.20 shift allowance for all hours worked, including the hour from midnight to 1:00 a.m.

If the preponderance of the hours fall into one category, then that rate will be utilized to pay all hours.

Shift allowance will be paid only for the normal shift and not for overtime worked.

During the month of January of each year, custodians will have the opportunity to submit bids on job location (buildings) and shift preference at such location.

Seniority shall determine the order of preference. Employees who do not submit their preference by February 1 of each year will be assigned by their immediate supervisor.

However, if an employee leaves the service of the City during the year, that location and shift will be subject to bid by all employees in order of their seniority. Subsequent openings will be filled in the same manner. Job locations for this contract are defined as: Police, Library, Department of Public Works, and all other buildings shall be defined as City Hall.

Those employees assigned as "lead custodian" will receive twenty (20) cents per hour above the regular pay for this classification.

If flex time scheduling has been approved by the City Manager, the shift allowance shall not apply.

The only exception to this Article is that all regular non-custodial full time library employees in this bargaining unit will be provided a shift premium of \$.225/hour if required to work an afternoon shift. This is the shift that begins work after 12:00 noon and will be for all hours worked excluding overtime hours.

ARTICLE 34

Health and Dental Benefits

34.1. Medical and hospitalization benefits will be provided to employees including family coverage at no cost to the employee.

The base coverage shall be the Blue Cross/Blue Shield Community Blue PPO with the CB-PCM, CB-ET \$25.00, CB-OV \$5.00, CB-MH 20%, Preferred RX \$5.00 and PDCM drug riders. Employees will have the option of choosing Blue Care Network, Health Alliance Plan or Blue Cross/Blue Shield traditional coverage with the VST, PSA and Preferred RX (\$5.00) drug riders. Any additional costs in excess of the base coverage will be paid by the employee through payroll deduction. The illustrative rates determined by Blue Cross/Blue Shield for the Community Blue PPO shall be the rates used to determine the excess cost an employee will be responsible to pay.

Until the City can provide the Community Blue PPO, the Blue Cross/Blue Shield PPO will be provided as the base coverage. The City will offer employees the option to select Health Alliance Plan or BC/BS Traditional medical coverage. Any additional costs in excess of the base coverage will be paid by the employee through payroll deduction.

The Master Medical annual deductible amount for the BC/BS Traditional coverage shall be One Hundred (\$100) Dollars for single persons and Two Hundred (\$200) Dollars for two persons and family coverage.

34.2. Health Insurance Allowance:

- A. Effective upon ratification, the Employer shall begin a program to coordinate and to eliminate overlapping health care coverage. Each employee or retiree who chooses to join no Employer-sponsored health care plans (Blue Cross/Blue Shield, or Health Maintenance Organization) and whose spouse or parent has coverage provided, shall be paid one thousand (\$1,000) dollars each year for every year that the spouse or parent has coverage. Payments will be made annually, in December, to each employee who has not been on any Employer-sponsored health care program, except that payments will be prorated monthly to meet the dates the employee first participates and/or ends participation in this program.
- B. Employees shall be required to show proof that a spouse or parent has health care coverage that includes the employee and their dependents before said employee

will be declared eligible to receive the one thousand (\$1,000) dollars annual payment.

- C. **Re-Enrollment Protection.** Employees or retirees, whose spouse's or parents' health care plans cease to cover the employee and their dependents, must re-enroll in an Employer-sponsored health care plan. In such cases, the employee shall be allowed to enroll in an Employer-sponsored plan immediately subject to the appropriate health insurance carrier's implementation.
- D. If an employee's spouse works for the Employer, the employee will not be eligible for any medical coverage provided by this Agreement, but will instead be provided the health allowance of \$1,000. They shall be entitled to the dental coverage all employees in the Bargaining Unit are provided.

34.3. Blue Cross/Blue Shield Dental Plan at 75 percent coverage is provided and the City will continue this plan or as nearly equivalent a plan as possible. See Appendix B for coverage description and limits.

ARTICLE 35

Life Insurance

- 35.1.** Life Insurance will be carried for full-time regular employees on paid status by the Employer at no cost to the employee when policy is approved.
- 35.2.** Coverage will be at a level that provides one and one-half (1-1/2) times the annual salary.

ARTICLE 36

Retirement Benefits

- 36.1** **Definition:** For the purpose of this Article, the term "retiree" is defined as any employee who retires during the life of this Agreement by virtue of fulfilling the age and service requirements for retirement and who immediately upon leaving the Sterling Heights employment receives retirement benefits from a duly established City of Sterling Heights Retirement System. Employees who retire as a result of a duty-connected disability are likewise included.
- 36.2.** **Health Care - Retirees:** Medical coverage will be provided for the retiree and spouse (not dependents) at City expense. Base coverage shall be the Community Blue PPO with the same riders as those provided to employees under Section 34.1. The retiree has the option to choose Health Alliance Plan, Blue Care Network or BC/BS traditional coverage, however any additional costs in excess of the base coverage will be paid by

the retiree. The spouse of a deceased retiree shall continue to receive medical coverage as long as they continue to receive a pension and do not remarry.

36.3. Medicare: Upon reaching age 65 or eligibility for Medicare, the retired employee/spouse must apply for Medicare coverage. The City will provide complimentary coverage with riders to provide a continuation of benefit level. In the event a retired employee obtains employment from an employer who provides hospitalization and medical insurance, they shall not be covered by the City's hospitalization coverage for the duration of said employment.

36.4 Pension: A Pension Plan will be provided under the terms of the City Charter as amended by this Agreement. The pension amount receivable shall be 2.3% of Final Average Compensation times years of service. For retirement purposes, the final average compensation shall be based on the best three (3) of the last ten (10) years. Pension shall be vested after (10) years of service. Employees in this bargaining unit shall have the option of retirement at age 55, with 25 years of credited service or after thirty (30) years of credited service at any age. The employee's contribution shall be 5% on all hours worked and shall be based upon taxable earnings excluding allowances and reimbursements. The Internal Revenue Service has declared the employee's pension contribution as deferred compensation and, therefore, not subject to withholding taxes.

A retiree, who elects to receive a reduced retirement income based upon the joint and survivor method wherein the retiree's spouse shall be eligible to receive said reduced pension income, for the remainder of his/her life should the retiree predecease said beneficiary, may, on a one-time basis, revert to 100% of the amount provided said retiree for a straight life pension should the designated beneficiary predecease the retiree. Any extra cost associated with a retiree's election of this "Pop-Up" provision, shall be paid by the employee/retiree who elects to use said provision, in the form of a further reduced pension amount determined by the G.E.R.S. actuaries.

A member shall be given service credit for not more than four (4) years active military service to the United States Government who is employed subsequent to this military service, upon payment to the retirement system of five (5)% percent of their full time or equated full time compensation for the fiscal year in which payment is made, multiplied by the years of service that the member elects to purchase, up to the maximum. Service shall not be creditable if it is or would be creditable under any other Federal, State, or local publicly supported retirement system. Purchase of this time may be accomplished in increments of no less than one year at a time (or fraction of a year if there is less than a year left to purchase).

Annuity Withdrawal Members in the Bargaining Unit shall have available to them, in addition to the retirement options already in place, an annuity withdrawal option as follows:

- A. Definition - The annuity withdrawal is the option that allows members to withdraw their accumulated contribution (with interest) at retirement and thereby forfeit the portion of their retirement allowance which was financed by their contributions.
 - B. A member who elects this option must make written application to the General Employee Retirement System Pension Board no later than one hundred twenty (120) days prior to the effective date of their retirement.
 - C. The Pension Board shall issue the member's retirement. The one hundred twenty (120) day notice may be waived at the sole discretion of the Pension Board, however, under no circumstances can it be increased.
 - D. The parties agree that the Merrill Lynch Bond Index will be used for the purposes of computing the annuity withdrawal option. The most current index prior to the member's retirement date shall be used. This option is only available for normal service retirement. A member who elects the annuity withdrawal option shall have their annual pension reduced accordingly as determined by the Pension Board Actuaries.
 - E. Employee contributions for prior municipal and military service buybacks are not included in an annuity withdrawal.
 - F. Duty disabled retirees shall be allowed the option to take their annuity withdrawal under this Section at the time of their duty disability retirement rather than at the time of conversion to a regular service retirement.
- 36.5. Retired members of this unit who have retired after July 1, 1997 shall be provided ten thousand (\$10,000) dollars worth of term life insurance until age 70. The premium for said policy shall be paid by the City.

ARTICLE 37

Deferred Compensation

The City will offer employees the choice of a second deferred compensation provider by January 1, 1999.

ARTICLE 38

Optical Reimbursement

The City will provide a maximum reimbursement of one hundred and fifty (\$150.00) to all employees in the bargaining unit for eye examinations and prescription eyewear every other fiscal year beginning with the 1997/98 fiscal year. In order to be reimbursed, the employee must submit appropriate receipts.

ARTICLE 39

Educational Assistance Program

The educational reimbursement program is offered to encourage employees to improve their present job skills, thereby increasing their productive value to the City. Such a program will also assure the establishment of a quality work force, assisting employees in preparing for future advancement within the City.

The scope of the program does not include special seminars, or "short courses" of a few days' duration which will continue to be considered on an individual and departmental training basis as in-service training.

The following provisions are established to govern the administration of the City's Educational Assistance Program:

- a. Application for Educational Assistance may be made by any full-time permanent employee who has completed his designated probationary period.
- b. Applications will not be considered if the employee is eligible for or receiving funds for the same course from any other source (GI Bill, scholarships, vocational rehabilitation, etc.).
- c. Applications are to be submitted for approval by the Department Head and Office of City Management in advance of beginning the course and only for course work directly related to the employee's present job or directly related to a promotional position. A nexus between the employee's present job or promotional position and the courses undertaken must be established for consideration.
- d. Reimbursement shall be made only for course work completed at accredited high schools, trade schools, colleges, and universities.
- e. There shall be a 75 percent reimbursement for tuition and required textbooks to a maximum of \$2,000/year for undergraduate classes and \$3,000 for graduate classes based upon courses completed with a "C" or numerical equivalent, or for

non-graded courses when the grade received is "satisfactory" or "passing".

- f. In the event that an employee terminates himself as an employee of the City within a two year period subsequent to completion of the end of the semester, he will be under an obligation to reimburse the City for all costs relating to the education reimbursement program. In effect, the employee is under a two year obligation or commitment to the City after completion of course work for the reimbursement under the Educational Program. If these standards are not complied with, reimbursement to the City will be due for that portion that corresponds to the two years. Example: An employee received an Education Aid reimbursement check in December 15, 1982 (for fall semester 1982). If he/she leaves city employment prior to December 16, 1984, the amount paid on December 15, 1982 must be reimbursed to the City.
- g. Employees must submit an official school transcript showing a final grade received. The employee shall be considered as having completed a class when he concludes the term for which the school quotes the tuition fee.
- h. As funds for Educational Assistance are limited, priority shall be governed by the time and date that completed applications are received in the Human Resources Manager's Office. Approval and reimbursement for educational assistance is contingent upon the availability of funds, the employee's successful completion of the course, and adherence to the policies and procedures.
- i. Expenses such as student fees, matriculation fees, lab fees, parking, mileage, shall not be part of the Educational Assistance Program.

ARTICLE 40

Administrative Obligation

This Agreement shall be binding upon the parties hereto, their successors, administrators, executors and assigns.

ARTICLE 41

Separability and Savings Clause

41.1. In the event that any provision of this Agreement shall at any time be declared invalid by any court or competent jurisdiction, the decision shall not invalidate the entire Agreement, it being the express intention of the parties that all other provisions shall remain in full force and effect.

41.2. In the event that any provision of this Agreement is held invalid, as set forth above, the

parties shall enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for the provision held invalid.

ARTICLE 42

Termination of Agreement

42.1. This AGREEMENT shall be in full force and effect from December 1997, to and including June 30, 2002, and shall continue in full force and effect from year to year thereafter unless written notice of desire to cancel or terminate the Agreement is served by either party upon the other, at least sixty (60) days prior to the date of expiration.

42.2. It is further provided that where no such cancellation or termination notice is served and the parties desire to continue said Agreement, either party may serve upon the other a notice, at least sixty (60) days prior to June 1, 2002, or any period of any subsequent contract year, advising that such party desires to continue this Agreement, but also desires to revise or change terms or conditions of such Agreement.

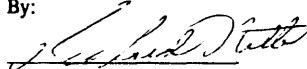
42.3. Should either party to this Agreement serve such notice upon the other party, a joint conference of the Employer and the Union shall commence not later than forty-five (45) days before the expiration date or amendment date of this Agreement.

42.4. There shall be no retroactive benefits or entitlement under this Agreement except as to wages only as set forth in Article 22.

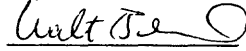
IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be signed by their duly authorized representative as of the day and year first written.

CITY OF STERLING HEIGHTS

By:



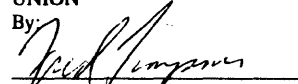
Richard Notte
Mayor



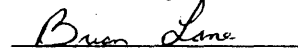
Walt Blessed
City Clerk

MICHIGAN ASSOCIATION OF PUBLIC
EMPLOYEES TECHNICAL/CLERICAL
UNION

By:



Fred Timpher
Labor Relations Specialist



Brian Lane
Chief Steward

Sharleen Schumacher
Sharleen Schumacher
Alternate Steward

DATE: _____

Dora Osborne
Dora Osborne
Secretary/Treasurer

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CITY OF STERLING HEIGHTS

AND

MICHIGAN ASSOCIATION OF PUBLIC EMPLOYEES TECHNICAL/CLERICAL UNION

It is hereby agreed to by both parties that only the following articles contained in the December, 1997 through June 30, 2002 contract shall be retroactive from the date of City Council approval of this Agreement to July 1, 1997:

Wages (including overtime)	Tuition reimbursement
Optical	Retiree Health Care
Health allowance	Annuity Withdrawal
Clothing Allowance (This ends for Zoning Inspectors and Building Inspectors as of July 1, 1997)	


Payments under disability are not retroactive to July 1, 1997 (i.e., disability pay will not be recalculated and increased based on the retroactive wage increases). Pay increases will not apply to persons off on disability insurance until they actually return to work, per the disability insurance plan document.

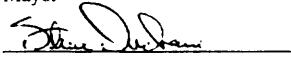
With the signing of this Agreement, two positions will be reclassified, with an effective date of July 1, 1997. Elaine McPhail, Appraiser II, will be reclassified to Appraiser III and Cynthia Critzon, Account Clerk I, will be reclassified to Account Clerk II. They will receive the rate which provides one full increment increase called for in the new classification. They will then receive step increases every six months until they reach the maximum. Ms. McPhail will continue to advance through the steps as long as she maintains her Assessor's Level III certification.

Effective July 1, 1997, the Bus Driver wage rate Step G will be increased to that of Step G for Account Clerk I as reflected in Appendix A of the contract. The current Bus Driver, Judy Aldridge, will receive the increased Step G rate retroactively to July 1, 1997.

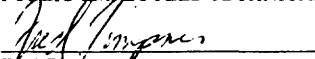
All other benefits, entitlements and contract entitlements and contract language are effective the date of the execution of the Agreement, unless a specific date is otherwise provided.

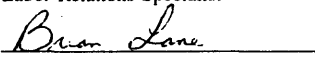
FOR THE CITY OF STERLING
HEIGHTS

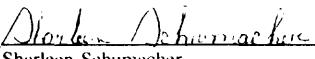

Richard Notte
Mayor

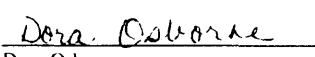

Steve Duchane
City Manager

FOR THE MICHIGAN ASSOCIATION OF
PUBLIC EMPLOYEES TECHNICAL/CLERICAL UNION


Fred Timpner
Labor Relations Specialist


Brian Lane
Chief Steward


Sharleen Schumacher
Alternate Steward


Dora Osborne
Secretary/Treasurer

Dated: 3 Feb. 98

POSITION	A	B	C	D	E	F	G
CLERK TYPIST							
Annual	19,852	20,560	21,268	21,976	22,686	23,398	24,105
Hourly	10.181	10.544	10.907	11.270	11.634	11.999	12.362
Bi-weekly	763.58	790.80	818.03	845.25	872.55	899.93	927.15
CLERK TYPIST (cont.)							
Annual	24,700	25,316	25,950	26,594	27,134	27,808	28,503
Hourly	12.667	12.983	13.308	13.638	13.915	14.261	14.617
Bi-weekly	950.03	973.73	998.10	1022.85	1043.63	1069.58	1096.28
PARK ATTENDANT							
Annual	22,935	23,509	24,098	24,700	25,316	25,950	26,594
Hourly	11.762	12.056	12.358	12.667	12.983	13.308	13.638
Bi-weekly	882.15	904.20	926.85	950.03	973.73	998.10	1022.85
BUS DRIVER							
Annual	22,935	23,509	24,098	24,700	25,316	25,950	26,594
Hourly	11.762	12.056	12.358	12.667	12.983	13.308	13.638
Bi-weekly	882.15	904.20	926.85	950.03	973.73	998.10	1022.85
PRINT SHOP ASSISTANT							
ACCOUNT CLERK I							
RECREATION AIDE							
SWITCHBOARD OPERATOR							
LIBRARY CLERK							
Annual	24,577	25,195	25,823	26,469	27,134	27,807	28,503
Hourly	12.604	12.921	13.243	13.574	13.915	14.260	14.617
Bi-weekly	945.30	969.08	993.23	1018.05	1043.63	1069.50	1096.28
DATA CONTROL CLERK							
SENIOR CLERK							
Annual	26,075	26,726	27,391	28,076	28,780	29,499	30,236
Hourly	13.372	13.706	14.047	14.398	14.759	15.128	15.506
Bi-weekly	1002.90	1027.95	1053.53	1079.85	1106.93	1134.60	1162.95
ACCOUNT CLERK II							
STENOGRAPHER							
PROGRAM & SERVICES ASSISTANT							
Annual	26,594	27,261	27,949	28,649	29,363	30,098	30,849
Hourly	13.638	13.980	14.333	14.692	15.058	15.435	15.820
Bi-weekly	1022.85	1048.50	1074.98	1101.90	1129.35	1157.63	1186.50
LIBRARY ASSISTANT I							
Annual	27,264	27,947	28,643	29,359	30,094	30,849	31,619
Hourly	13.982	14.332	14.689	15.056	15.433	15.820	16.215
Bi-weekly	1048.65	1074.90	1101.68	1129.20	1157.48	1186.50	1216.13
Hired before 7/1/91							
CUSTODIAN (40 hour week)							
Annual	29,791	30,532	31,297	32,079	32,878	33,704	34,544
Hourly	14.323	14.679	15.047	15.423	15.807	16.204	16.608
Bi-weekly	1145.84	1174.32	1203.76	1233.84	1264.56	1296.32	1328.64
Hired after 7/1/91							
CUSTODIAN (40 hour week)							
Annual	21,176	21,931	22,686	23,441	24,198	24,957	25,712
Hourly	10.181	10.544	10.907	11.270	11.634	11.999	12.362
Bi-weekly	814.48	843.52	872.56	901.60	930.72	959.92	988.96

Effective July 1, 1997
2%

POSITION	A	B	C	D	E	F	G
CUSTODIAN (con't)							
Annual	26,347	27,004	27,680	28,367	28,943	29,662	30,403
Hourly	12.667	12.983	13.308	13.638	13.915	14.261	14.617
Bi-weekly	1013.36	1038.64	1064.64	1091.04	1113.20	1140.88	1169.36
TECH. SERVICE COORDINATOR							
Annual	29,454	30,150	30,866	31,599	32,354	33,124	33,912
Hourly	15.105	15.462	15.829	16.205	16.592	16.987	17.391
Bi-weekly	1132.88	1159.65	1187.18	1215.37	1244.40	1274.03	1304.32
LIBRARY ASSISTANT II							
SECRETARY							
SENIOR ACCOUNT CLERK							
Annual	29,355	30,090	30,850	31,613	32,401	33,210	34,039
Hourly	15.054	15.431	15.821	16.212	16.616	17.031	17.456
Bi-weekly	1129.05	1157.33	1186.58	1215.90	1246.20	1277.32	1309.20
DUPL. MACHINE OPER. II							
Annual	30,250	31,008	31,783	32,578	33,391	34,226	35,082
Hourly	15.513	15.902	16.299	16.707	17.124	17.552	17.991
Bi-weekly	1163.48	1192.65	1222.43	1253.03	1284.30	1316.40	1349.33
APPRAISER I							
LIBRARY CIRCUL. SUPERVISOR							
Annual	34,544	35,410	36,291	37,200	38,126	39,083	
Hourly	17.715	18.159	18.611	19.077	19.552	20.043	
Bi-weekly	1328.63	1361.93	1395.83	1430.78	1466.40	1503.23	
ZONING INSPECTOR (40 hour week)							
Annual	41,306	42,338	43,397	45,346	45,595	46,733	
Hourly	19.859	20.355	20.864	21.801	21.921	22.468	
Bi-weekly	1588.72	1628.40	1669.12	1744.08	1753.68	1797.44	
APPRAISER II							
Annual	39,481	40,470	41,482	42,521	43,584	44,674	
Hourly	20.247	20.754	21.273	21.806	22.351	22.910	
Bi-weekly	1518.53	1556.55	1595.48	1635.45	1676.33	1718.25	
APPRAISER III							
Annual	44,674	45,789	46,934	48,106	49,311	50,542	
Hourly	22.910	23.482	24.069	24.670	25.288	25.919	
Bi-weekly	1718.25	1761.15	1805.18	1850.25	1896.60	1943.93	
ENGINEER AIDE I							
Annual	32,674	33,575	34,411	35,277	36,156	36,628	
Hourly	16.756	17.218	17.647	18.091	18.542	18.784	
Bi-weekly	1256.70	1291.35	1323.53	1356.83	1390.65	1408.80	
ENGINEER AIDE II							
Annual	37,305	38,247	39,198	40,179	41,184	42,213	43,262
Hourly	19.131	19.614	20.102	20.605	21.120	21.648	22.186
Bi-weekly	1434.83	1471.05	1507.65	1545.38	1584.00	1623.60	1663.95

POSITION	A	B	C	D	E	F	G
ENGINEER AIDE III							
Annual	40,078	41,082	42,108	43,163	44,241	45,347	46,482
Hourly	20.553	21.068	21.594	22.135	22.688	23.255	23.837
Bi-weekly	1541.48	1580.10	1619.55	1660.13	1701.60	1744.13	1787.78
CIVIL ENGINEER I							
Annual	38,444	39,403	40,382	41,800	42,430	43,488	44,575
Hourly	19.715	20.207	20.709	21.436	21.759	22.302	22.859
Bi-weekly	1478.63	1515.53	1553.18	1607.70	1631.93	1672.65	1714.43
CIVIL ENGINEER II							
Annual	46,995	48,170	49,379	50,614	51,879	53,174	54,500
Hourly	24.100	24.703	25.323	25.956	26.605	27.269	27.949
Bi-weekly	1807.50	1852.73	1899.23	1946.70	1995.38	2045.18	2096.18
APPRAISER AIDE							
Annual	31,523	32,309	33,118	33,947	34,797	35,667	36,558
Hourly	16.166	16.569	16.984	17.409	17.845	18.291	18.748
Bi-weekly	1212.45	1242.68	1273.80	1305.68	1338.38	1371.83	1406.10
BLDG. MAINT. MECHANIC (40 hour week)							
Annual	31,416	32,156	32,924	33,706	34,511	35,332	36,171
Hourly	15.104	15.460	15.829	16.205	16.592	16.987	17.390
Bi-weekly	1208.32	1236.80	1266.32	1296.40	1327.36	1358.96	1391.20
DUPL. MACHINE OPER. I							
Annual	27,929	28,624	29,341	30,074	30,823	31,597	32,385
Hourly	14.323	14.679	15.047	15.423	15.807	16.204	16.608
Bi-weekly	1074.23	1100.93	1128.53	1156.73	1185.53	1215.30	1245.60
INSPECTORS (40 hour week)							
Annual	46,610	47,775	48,971	50,196	51,444	0	0
Hourly	22.409	22.969	23.544	24.133	24.733	0.000	0.000
Bi-weekly	1792.72	1837.52	1883.52	1930.64	1978.64	0.00	0.00
INSPECTORS (37½ hour week)							
Annual	43,697	44,789	45,910	47,059	48,229	0	0
Hourly	22.409	22.969	23.544	24.133	24.733	0.000	0.000
Bi-weekly	1680.68	1722.68	1765.80	1809.98	1854.98	0.00	0.00

POSITION	A	B	C	D	E	F	G
CLERK TYPIST							
Annual	20,447	21,177	21,906	22,635	23,366	24,100	24,829
Hourly	10.486	10.860	11.234	11.608	11.983	12.359	12.733
Bi-weekly	786.45	814.50	842.55	870.60	898.73	926.93	954.98
CLERK TYPIST (con't)							
Annual	25,441	26,075	26,728	27,391	27,947	28,643	29,359
Hourly	13.047	13.372	13.707	14.047	14.332	14.689	15.056
Bi-weekly	978.53	1002.90	1028.03	1053.53	1074.90	1101.68	1129.20
PARK ATTENDANT							
Annual	23,624	24,215	24,821	25,441	26,075	26,728	27,391
Hourly	12.115	12.418	12.729	13.047	13.372	13.707	14.047
Bi-weekly	908.63	931.35	954.68	978.53	1002.90	1028.03	1053.53
BUS DRIVER							
Annual	23,624	24,215	24,821	25,441	26,075	26,728	29,359
Hourly	12.115	12.418	12.729	13.047	13.372	13.707	15.056
Bi-weekly	908.63	931.35	954.68	978.53	1002.90	1028.03	1129.20
PRINT SHOP ASSISTANT							
ACCOUNT CLERK I							
RECREATION AIDE							
SWITCHBOARD OPERATOR							
LIBRARY CLERK							
Annual	25,314	25,952	26,598	27,262	27,947	28,641	29,359
Hourly	12.982	13.309	13.640	13.981	14.332	14.688	15.056
Bi-weekly	973.65	998.18	1023.00	1048.58	1074.90	1101.60	1129.20
DATA CONTROL CLERK							
SENIOR CLERK							
Annual	26,857	27,528	28,212	28,918	29,643	30,384	31,143
Hourly	13.773	14.117	14.468	14.830	15.202	15.582	15.971
Bi-weekly	1032.98	1058.78	1085.10	1112.25	1140.15	1168.65	1197.83
ACCOUNT CLERK II							
STENOGRAPHER							
PROGRAM & SERVICES ASSISTANT							
Annual	27,391	28,078	28,787	29,509	30,244	31,001	31,775
Hourly	14.047	14.399	14.763	15.133	15.510	15.898	16.295
Bi-weekly	1053.53	1079.93	1107.23	1134.98	1163.25	1192.35	1222.13
LIBRARY ASSISTANT I							
Annual	28,081	28,785	29,503	30,240	30,997	31,775	32,566
Hourly	14.401	14.762	15.130	15.508	15.896	16.295	16.701
Bi-weekly	1080.08	1107.15	1134.75	1163.10	1192.20	1222.13	1252.58
Hired before 7/1/91							
CUSTODIAN (40 hour week)							
Annual	30,686	31,447	32,235	33,042	33,864	34,715	35,580
Hourly	14.753	15.119	15.498	15.886	16.281	16.690	17.106
Bi-weekly	1180.24	1209.52	1239.84	1270.88	1302.48	1335.20	1368.48
Hired after 7/1/91							
CUSTODIAN (40 hour week)							
Annual	21,810	22,588	23,366	24,144	24,924	25,706	26,484
Hourly	10.486	10.860	11.234	11.608	11.983	12.359	12.733
Bi-weekly	838.88	868.80	898.72	928.64	958.64	988.72	1018.64

POSITION	A	B	C	D	E	F	G
CUSTODIAN (con't)							
Annual	27,137	27,813	28,510	29,217	29,810	30,553	31,316
Hourly	13.047	13.372	13.707	14.047	14.332	14.689	15.056
Bi-weekly	1043.76	1069.76	1096.56	1123.76	1146.56	1175.12	1204.48
TECH. SERVICE COORDINATOR							
Annual	30,338	31,055	31,792	32,547	33,325	34,119	34,930
Hourly	15.558	15.926	16.304	16.691	17.090	17.497	17.913
Bi-weekly	1166.85	1194.45	1222.80	1251.82	1281.75	1312.28	1343.48
LIBRARY ASSISTANT II							
SECRETARY							
SENIOR ACCOUNT CLERK							
Annual	30,236	30,993	31,777	32,561	33,372	34,206	35,061
Hourly	15.506	15.894	16.296	16.698	17.114	17.542	17.980
Bi-weekly	1162.95	1192.05	1222.20	1252.35	1283.55	1315.65	1348.50
DUPL. MACHINE OPER. II							
Annual	31,157	31,939	32,736	33,555	34,394	35,254	36,135
Hourly	15.978	16.379	16.788	17.208	17.638	18.079	18.531
Bi-weekly	1198.35	1228.43	1259.10	1290.60	1322.85	1355.93	1389.83
APPRAISER I							
LIBRARY CIRCUL. SUPERVISOR							
Annual	35,579	36,472	37,379	38,315	39,271	40,255	
Hourly	18.246	18.704	19.169	19.649	20.139	20.644	
Bi-weekly	1368.45	1402.80	1437.68	1473.68	1510.43	1548.30	
ZONING INSPECTOR (40 hour week)							
Annual	42,546	43,609	44,699	46,706	46,964	48,135	
Hourly	20.455	20.966	21.490	22.455	22.579	23.142	
Bi-weekly	1636.40	1677.28	1719.20	1796.40	1806.32	1851.36	
APPRAISER II							
Annual	40,665	41,685	42,726	43,797	44,892	46,014	
Hourly	20.854	21.377	21.911	22.460	23.022	23.597	
Bi-weekly	1564.05	1603.28	1643.33	1684.50	1726.65	1769.78	
APPRAISER III							
Annual	46,014	47,162	48,342	49,549	50,791	52,059	
Hourly	23.597	24.186	24.791	25.410	26.047	26.697	
Bi-weekly	1769.78	1813.95	1859.33	1905.75	1953.53	2002.28	
ENGINEER AIDE I							
Annual	33,655	34,583	35,443	36,336	37,241	37,728	
Hourly	17.259	17.735	18.176	18.634	19.098	19.348	
Bi-weekly	1294.43	1330.13	1363.20	1397.55	1432.35	1451.10	
ENGINEER AIDE II							
Annual	38,424	39,393	40,374	41,384	42,420	43,479	44,561
Hourly	19.705	20.202	20.705	21.223	21.754	22.297	22.852
Bi-weekly	1477.88	1515.15	1552.88	1591.73	1631.55	1672.28	1713.90

Effective July 1, 1998

3%

POSITION	A	B	C	D	E	F	G
ENGINEER AIDE III							
Annual	41,281	42,315	43,371	44,458	45,569	46,708	47,876
Hourly	21.170	21.700	22.242	22.799	23.369	23.953	24.552
Bi-weekly	1587.75	1627.50	1668.15	1709.93	1752.68	1796.48	1841.40
CIVIL ENGINEER I							
Annual	39,596	40,585	41,593	43,054	43,703	44,793	45,912
Hourly	20.306	20.813	21.330	22.079	22.412	22.971	23.545
Bi-weekly	1522.95	1560.98	1599.75	1655.93	1680.90	1722.83	1765.88
CIVIL ENGINEER II							
Annual	48,404	49,615	50,861	52,133	53,435	54,769	56,134
Hourly	24.823	25.444	26.083	26.735	27.403	28.087	28.787
Bi-weekly	1861.73	1908.30	1956.23	2005.13	2055.23	2106.53	2159.03
APPRAISER AIDE							
Annual	32,469	33,278	34,113	34,965	35,841	36,738	37,654
Hourly	16.651	17.066	17.494	17.931	18.380	18.840	19.310
Bi-weekly	1248.83	1279.95	1312.05	1344.83	1378.50	1413.00	1448.25
BLDG. MAINT. MECHANIC (40 hour week)							
Annual	32,358	33,121	33,912	34,717	35,547	36,393	37,256
Hourly	15.557	15.924	16.304	16.691	17.090	17.497	17.912
Bi-weekly	1244.56	1273.92	1304.32	1335.28	1367.20	1399.76	1432.96
DUPL. MACHINE OPER. I							
Annual	28,768	29,482	30,221	30,977	31,747	32,545	33,356
Hourly	14.753	15.119	15.498	15.886	16.281	16.690	17.106
Bi-weekly	1106.48	1133.93	1162.35	1191.45	1221.07	1251.75	1282.95
INSPECTORS (40 hour week)							
Annual	48,008	49,208	50,440	51,702	52,988	0	0
Hourly	23.081	23.658	24.250	24.857	25.475	0.000	0.000
Bi-weekly	1846.48	1892.64	1940.00	1988.56	2038.00	0.00	0.00
INSPECTORS (37½ hour week)							
Annual	45,007	46,133	47,287	48,471	49,676	0	0
Hourly	23.081	23.658	24.250	24.857	25.475	0.000	0.000
Bi-weekly	1731.08	1774.35	1818.75	1864.28	1910.63	0.00	0.00

Effective July 1, 1999
3%

POSITION	A	B	C	D	E	F	G
CLERK TYPIST							
Annual	21,061	21,812	22,563	23,314	24,066	24,823	25,574
Hourly	10.801	11.186	11.571	11.956	12.342	12.730	13.115
Bi-weekly	810.08	838.95	867.83	896.70	925.65	954.75	983.63
CLERK TYPIST (cont'd)							
Annual	26,204	26,857	27,530	28,212	28,785	29,503	30,240
Hourly	13.438	13.773	14.118	14.468	14.762	15.130	15.508
Bi-weekly	1007.85	1032.98	1058.85	1085.10	1107.15	1134.75	1163.10
PARK ATTENDANT							
Annual	24,332	24,942	25,566	26,204	26,857	27,530	28,212
Hourly	12.478	12.791	13.111	13.438	13.773	14.118	14.468
Bi-weekly	935.85	959.33	983.33	1007.85	1032.98	1058.85	1085.10
BUS DRIVER							
Annual	24,332	24,942	25,566	26,204	26,857	27,530	30,240
Hourly	12.478	12.791	13.111	13.438	13.773	14.118	15.508
Bi-weekly	935.85	959.33	983.33	1007.85	1032.98	1058.85	1163.10
PRINT SHOP ASSISTANT							
ACCOUNT CLERK I							
RECREATION AIDE							
SWITCHBOARD OPERATOR							
LIBRARY CLERK							
Annual	26,073	26,730	27,395	28,080	28,785	29,501	30,240
Hourly	13.371	13.708	14.049	14.400	14.762	15.129	15.508
Bi-weekly	1002.83	1028.10	1053.68	1080.00	1107.15	1134.68	1163.10
DATA CONTROL CLERK							
SENIOR CLERK							
Annual	27,662	28,354	29,058	29,786	30,533	31,295	32,077
Hourly	14.186	14.541	14.902	15.275	15.658	16.049	16.450
Bi-weekly	1063.95	1090.58	1117.65	1145.63	1174.35	1203.68	1233.75
ACCOUNT CLERK II							
STENOGRAPHER							
PROGRAM & SERVICES ASSISTANT							
Annual	28,212	28,920	29,651	30,394	31,151	31,931	32,728
Hourly	14.468	14.831	15.206	15.587	15.975	16.375	16.784
Bi-weekly	1085.10	1112.33	1140.45	1169.03	1198.13	1228.13	1258.80
LIBRARY ASSISTANT I							
Annual	28,924	29,649	30,388	31,147	31,927	32,728	33,543
Hourly	14.833	15.205	15.584	15.973	16.373	16.784	17.202
Bi-weekly	1112.48	1140.38	1168.80	1197.98	1227.98	1258.80	1290.15
Hired before 7/1/91							
CUSTODIAN (40 hour week)							
Annual	31,607	32,391	33,203	34,035	34,879	35,757	36,647
Hourly	15.196	15.573	15.963	16.363	16.769	17.191	17.619
Bi-weekly	1215.68	1245.84	1277.04	1309.04	1341.52	1375.28	1409.52
Hired after 7/1/91							
CUSTODIAN (40 hour week)							
Annual	22,466	23,266	24,067	24,868	25,671	26,478	27,279
Hourly	10.801	11.186	11.571	11.956	12.342	12.730	13.115
Bi-weekly	864.08	894.88	925.68	956.48	987.36	1018.40	1049.20

Effective July 1, 1999
3%

POSITION	A	B	C	D	E	F	G
CUSTODIAN (con't)							
Annual	27,951	28,647	29,365	30,093	30,704	31,470	32,256
Hourly	13.438	13.773	14.118	14.468	14.762	15.130	15.508
Bi-weekly	1075.04	1101.84	1129.44	1157.44	1180.96	1210.40	1240.64
TECH. SERVICE COORDINATOR							
Annual	31,248	31,987	32,746	33,524	34,325	35,142	35,977
Hourly	16.025	16.404	16.793	17.192	17.603	18.022	18.450
Bi-weekly	1201.88	1230.30	1259.48	1289.40	1320.23	1351.65	1383.75
LIBRARY ASSISTANT II							
SECRETARY							
SENIOR ACCOUNT CLERK							
Annual	31,143	31,923	32,730	33,538	34,372	35,232	36,112
Hourly	15.971	16.371	16.785	17.199	17.627	18.068	18.519
Bi-weekly	1197.83	1227.82	1258.88	1289.93	1322.03	1355.10	1388.93
DUPL. MACHINE OPER. II							
Annual	32,091	32,896	33,719	34,561	35,425	36,310	37,219
Hourly	16.457	16.870	17.292	17.724	18.167	18.621	19.087
Bi-weekly	1234.28	1265.25	1296.90	1329.30	1362.53	1396.58	1431.53
APPRAISER I							
LIBRARY CIRCUL. SUPERVISOR							
Annual	36,646	37,566	38,500	39,464	40,448	41,462	
Hourly	18.793	19.265	19.744	20.238	20.743	21.263	
Bi-weekly	1409.48	1444.88	1480.80	1517.85	1555.73	1594.73	
ZONING INSPECTOR (40 hour week)							
Annual	43,823	44,917	46,040	48,108	48,372	49,578	
Hourly	21.069	21.595	22.135	23.129	23.256	23.836	
Bi-weekly	1685.52	1727.60	1770.80	1850.32	1860.48	1906.88	
APPRAISER II							
Annual	41,886	42,935	44,007	45,111	46,240	47,394	
Hourly	21.480	22.018	22.568	23.134	23.713	24.305	
Bi-weekly	1611.00	1651.35	1692.60	1735.05	1778.48	1822.88	
APPRAISER III							
Annual	47,394	48,578	49,793	51,035	52,314	53,621	
Hourly	24.305	24.912	25.535	26.172	26.828	27.498	
Bi-weekly	1822.88	1868.40	1915.13	1962.90	2012.10	2062.35	
ENGINEER AIDE I							
Annual	34,665	35,620	36,505	37,426	38,358	38,859	
Hourly	17.777	18.267	18.721	19.193	19.671	19.928	
Bi-weekly	1333.28	1370.03	1404.08	1439.48	1475.33	1494.60	
ENGINEER AIDE II							
Annual	39,577	40,575	41,585	42,627	43,693	44,783	45,899
Hourly	20.296	20.808	21.326	21.860	22.407	22.966	23.538
Bi-weekly	1522.20	1560.60	1599.45	1639.50	1680.53	1722.45	1765.35

POSITION	A	B	C	D	E	F	G
ENGINEER AIDE III							
Annual	42,519	43,584	44,672	45,791	46,936	48,110	49,313
Hourly	21.805	22.351	22.909	23.483	24.070	24.672	25.289
Bi-weekly	1635.38	1676.33	1718.18	1761.23	1805.25	1850.40	1896.68
CIVIL ENGINEER I							
Annual	40,784	41,802	42,841	44,344	45,013	46,137	47,289
Hourly	20.915	21.437	21.970	22.741	23.084	23.660	24.251
Bi-weekly	1568.63	1607.78	1647.75	1705.58	1731.30	1774.50	1818.83
CIVIL ENGINEER II							
Annual	49,857	51,103	52,386	53,697	55,038	56,413	57,819
Hourly	25.568	26.207	26.865	27.537	28.225	28.930	29.651
Bi-weekly	1917.60	1965.53	2014.88	2065.28	2116.88	2169.75	2223.83
APPRAISER AIDE							
Annual	33,444	34,277	35,137	36,014	36,915	37,839	38,783
Hourly	17.151	17.578	18.019	18.469	18.931	19.405	19.889
Bi-weekly	1286.33	1318.35	1351.43	1385.18	1419.83	1455.38	1491.68
BLDG. MAINT. MECHANIC (40 hour week)							
Annual	33,329	34,116	34,929	35,759	36,614	37,485	38,373
Hourly	16.024	16.402	16.793	17.192	17.603	18.022	18.449
Bi-weekly	1281.92	1312.16	1343.44	1375.36	1408.24	1441.76	1475.92
DUPL. MACHINE OPER. I							
Annual	29,632	30,367	31,127	31,907	32,699	33,522	34,357
Hourly	15.196	15.573	15.963	16.363	16.769	17.191	17.619
Bi-weekly	1139.70	1167.98	1197.23	1227.23	1257.68	1289.32	1321.43
INSPECTORS (40 hour week)							
Annual	49,447	50,685	51,954	53,254	54,577	0	0
Hourly	23.773	24.368	24.978	25.603	26.239	0.000	0.000
Bi-weekly	1901.84	1949.44	1998.24	2048.24	2099.12	0.00	0.00
INSPECTORS (37½ hour week)							
Annual	46,357	47,517	48,707	49,925	51,166	0	0
Hourly	23.773	24.368	24.978	25.603	26.239	0.000	0.000
Bi-weekly	1782.98	1827.60	1873.35	1920.23	1967.93	0.00	0.00

POSITION	A	B	C	D	E	F	G
CLERK TYPIST							
Annual	21,904	22,684	23,466	24,246	25,030	25,816	26,598
Hourly	11.233	11.633	12.034	12.434	12.836	13.239	13.640
Bi-weekly	842.48	872.48	902.55	932.55	962.70	992.93	1023.00
CLERK TYPIST (con't)							
Annual	27,253	27,931	28,631	29,341	29,936	30,683	31,449
Hourly	13.976	14.324	14.683	15.047	15.352	15.735	16.128
Bi-weekly	1048.20	1074.30	1101.23	1128.53	1151.40	1180.13	1209.60
PARK ATTENDANT							
Annual	25,305	25,940	26,588	27,253	27,931	28,631	29,341
Hourly	12.977	13.303	13.635	13.976	14.324	14.683	15.047
Bi-weekly	973.28	997.73	1022.63	1048.20	1074.30	1101.23	1128.53
BUS DRIVER							
Annual	25,305	25,940	26,588	27,253	27,931	28,631	31,449
Hourly	12.977	13.303	13.635	13.976	14.324	14.683	16.128
Bi-weekly	973.28	997.73	1022.63	1048.20	1074.30	1101.23	1209.60
PRINT SHOP ASSISTANT							
ACCOUNT CLERK I							
RECREATION AIDE							
SWITCHBOARD OPERATOR							
LIBRARY CLERK							
Annual	27,116	27,799	28,491	29,203	29,936	30,681	31,449
Hourly	13.906	14.256	14.611	14.976	15.352	15.734	16.128
Bi-weekly	1042.95	1069.20	1095.83	1123.20	1151.40	1180.05	1209.60
DATA CONTROL CLERK							
SENIOR CLERK							
Annual	28,768	29,489	30,221	30,977	31,753	32,547	33,360
Hourly	14.753	15.123	15.498	15.886	16.284	16.691	17.108
Bi-weekly	1106.48	1134.23	1162.35	1191.45	1221.30	1251.82	1283.10
ACCOUNT CLERK II							
STENOGRAPHER							
PROGRAM & SERVICES ASSISTANT							
Annual	29,341	30,076	30,837	31,609	32,397	33,208	34,037
Hourly	15.047	15.424	15.814	16.210	16.614	17.030	17.455
Bi-weekly	1128.53	1156.80	1186.05	1215.75	1246.05	1277.25	1309.12
LIBRARY ASSISTANT I							
Annual	30,080	30,835	31,603	32,393	33,204	34,037	34,885
Hourly	15.426	15.813	16.207	16.612	17.028	17.455	17.890
Bi-weekly	1156.95	1185.98	1215.53	1245.90	1277.10	1309.12	1341.75
Hired before 7/1/91							
CUSTODIAN (40 hour week)							
Annual	32,872	33,687	34,532	35,397	36,275	37,188	38,113
Hourly	15.804	16.196	16.602	17.018	17.440	17.879	18.324
Bi-weekly	1264.32	1295.68	1328.16	1361.44	1395.20	1430.32	1465.92
Hired after 7/1/91							
CUSTODIAN (40 hour week)							
Annual	23,364	24,196	25,030	25,862	26,698	27,537	28,371
Hourly	11.233	11.633	12.034	12.434	12.836	13.239	13.640
Bi-weekly	898.64	930.64	962.72	994.72	1026.88	1059.12	1091.20

POSITION	A	B	C	D	E	F	G
CUSTODIAN (con't)							
Annual	29,070	29,793	30,540	31,297	31,932	32,728	33,546
Hourly	13.976	14.324	14.683	15.047	15.352	15.735	16.128
Bi-weekly	1118.08	1145.92	1174.64	1203.76	1228.16	1258.80	1290.24
TECH. SERVICE COORDINATOR							
Annual	32,498	33,267	34,056	34,866	35,698	36,548	37,416
Hourly	16.666	17.060	17.465	17.880	18.307	18.743	19.188
Bi-weekly	1249.95	1279.50	1309.88	1341.00	1373.03	1405.73	1439.10
LIBRARY ASSISTANT II							
SECRETARY							
SENIOR ACCOUNT CLERK							
Annual	32,389	33,200	34,039	34,879	35,747	36,642	37,557
Hourly	16.610	17.026	17.456	17.887	18.332	18.791	19.260
Bi-weekly	1245.75	1276.95	1309.20	1341.53	1374.90	1409.33	1444.50
DUPL. MACHINE OPER. II							
Annual	33,374	34,212	35,068	35,944	36,843	37,763	38,707
Hourly	17.115	17.545	17.984	18.433	18.894	19.366	19.850
Bi-weekly	1283.62	1315.88	1348.80	1382.48	1417.05	1452.45	1488.75
APPRAISER I							
LIBRARY CIRCUL. SUPERVISOR							
Annual	38,112	39,070	40,041	41,043	42,067	43,122	
Hourly	19.545	20.036	20.534	21.048	21.573	22.114	
Bi-weekly	1465.88	1502.70	1540.05	1578.60	1617.98	1658.55	
ZONING INSPECTOR (40 hour week)							
Annual	45,576	46,714	47,881	50,032	50,306	51,561	
Hourly	21.912	22.459	23.020	24.054	24.186	24.789	
Bi-weekly	1752.96	1796.72	1841.60	1924.32	1934.88	1983.12	
APPRAISER II							
Annual	43,561	44,653	45,768	46,915	48,090	49,290	
Hourly	22.339	22.899	23.471	24.059	24.662	25.277	
Bi-weekly	1675.43	1717.43	1760.33	1804.43	1849.65	1895.78	
APPRAISER III							
Annual	49,290	50,520	51,784	53,077	54,406	55,766	
Hourly	25.277	25.908	26.556	27.219	27.901	28.598	
Bi-weekly	1895.78	1943.10	1991.70	2041.43	2092.58	2144.85	
ENGINEER AIDE I							
Annual	36,051	37,046	37,966	38,923	39,893	40,413	
Hourly	18.488	18.998	19.470	19.961	20.458	20.725	
Bi-weekly	1386.60	1424.85	1460.25	1497.08	1534.35	1554.38	
ENGINEER AIDE II							
Annual	41,160	42,198	43,249	44,331	45,440	46,575	47,736
Hourly	21.108	21.640	22.179	22.734	23.303	23.885	24.480
Bi-weekly	1583.10	1623.00	1663.43	1705.05	1747.73	1791.38	1836.00

Effective July 1, 2000
4%

POSITION	A	B	C	D	E	F	G
ENGINEER AIDE III							
Annual	44,220	45,327	46,458	47,622	48,814	50,035	51,286
Hourly	22.677	23.245	23.825	24.422	25.033	25.659	26.301
Bi-weekly	1700.78	1743.38	1786.88	1831.65	1877.48	1924.43	1972.58
CIVIL ENGINEER I							
Annual	42,416	43,473	44,555	46,119	46,813	47,981	49,180
Hourly	21.752	22.294	22.849	23.651	24.007	24.606	25.221
Bi-weekly	1631.40	1672.05	1713.68	1773.83	1800.53	1845.45	1891.58
CIVIL ENGINEER II							
Annual	51,852	53,147	54,483	55,844	57,240	58,669	60,132
Hourly	26.591	27.255	27.940	28.638	29.354	30.087	30.837
Bi-weekly	1994.33	2044.13	2095.50	2147.85	2201.55	2256.53	2312.78
APPRAISER AIDE							
Annual	34,782	35,647	36,543	37,455	38,391	39,352	40,335
Hourly	17.837	18.281	18.740	19.208	19.688	20.181	20.685
Bi-weekly	1337.78	1371.08	1405.50	1440.60	1476.60	1513.58	1551.38
BLDG. MAINT. MECHANIC (40 hour week)							
Annual	34,663	35,480	36,327	37,190	38,078	38,985	39,908
Hourly	16.665	17.058	17.465	17.880	18.307	18.743	19.187
Bi-weekly	1333.20	1364.64	1397.20	1430.40	1464.56	1499.44	1534.96
DUPL. MACHINE OPER. I							
Annual	30,817	31,582	32,373	33,185	34,008	34,864	35,731
Hourly	15.804	16.196	16.602	17.018	17.440	17.879	18.324
Bi-weekly	1185.30	1214.70	1245.15	1276.35	1308.00	1340.93	1374.30
INSPECTORS (40 hour week)							
Annual	51,425	52,713	54,032	55,384	56,761	0	0
Hourly	24.724	25.343	25.977	26.627	27.289	0.000	0.000
Bi-weekly	1977.92	2027.44	2078.16	2130.16	2183.12	0.00	0.00
INSPECTORS (37½ hour week)							
Annual	48,211	49,418	50,655	51,922	53,213	0	0
Hourly	24.724	25.343	25.977	26.627	27.289	0.000	0.000
Bi-weekly	1854.30	1900.73	1948.28	1997.03	2046.68	0.00	0.00

POSITION	A	B	C	D	E	F	G
CLERK TYPIST							
Annual	22,561	23,364	24,170	24,973	25,780	26,590	27,395
Hourly	11.570	11.982	12.395	12.807	13.221	13.636	14.049
Bi-weekly	867.75	898.65	929.63	960.53	991.58	1022.70	1053.68
CLERK TYPIST (con't)							
Annual	28,070	28,770	29,489	30,221	30,835	31,603	32,393
Hourly	14.395	14.754	15.123	15.498	15.813	16.207	16.612
Bi-weekly	1079.63	1106.55	1134.23	1162.35	1185.98	1215.53	1245.90
PARK ATTENDANT							
Annual	26,063	26,718	27,385	28,070	28,770	29,489	30,221
Hourly	13.366	13.702	14.044	14.395	14.754	15.123	15.498
Bi-weekly	1002.45	1027.65	1053.30	1079.63	1106.55	1134.23	1162.35
BUS DRIVER							
Annual	26,063	26,718	27,385	28,070	28,770	29,489	32,393
Hourly	13.366	13.702	14.044	14.395	14.754	15.123	16.612
Bi-weekly	1002.45	1027.65	1053.30	1079.63	1106.55	1134.23	1245.90
PRINT SHOP ASSISTANT							
ACCOUNT CLERK I							
RECREATION AIDE							
SWITCHBOARD OPERATOR							
LIBRARY CLERK							
Annual	27,929	28,633	29,345	30,078	30,835	31,601	32,393
Hourly	14.323	14.684	15.049	15.425	15.813	16.206	16.612
Bi-weekly	1074.23	1101.30	1128.68	1156.88	1185.98	1215.45	1245.90
DATA CONTROL CLERK							
SENIOR CLERK							
Annual	29,632	30,375	31,127	31,907	32,707	33,524	34,360
Hourly	15.196	15.577	15.963	16.363	16.773	17.192	17.621
Bi-weekly	1139.70	1168.28	1197.23	1227.23	1257.98	1289.40	1321.58
ACCOUNT CLERK II							
STENOGRAPHER							
PROGRAM & SERVICES ASSISTANT							
Annual	30,221	30,979	31,761	32,557	33,368	34,204	35,059
Hourly	15.498	15.887	16.288	16.696	17.112	17.541	17.979
Bi-weekly	1162.35	1191.53	1221.60	1252.20	1283.40	1315.58	1348.43
LIBRARY ASSISTANT I							
Annual	30,983	31,759	32,551	33,364	34,201	35,059	35,932
Hourly	15.889	16.287	16.693	17.110	17.539	17.979	18.427
Bi-weekly	1191.68	1221.53	1251.98	1283.25	1315.43	1348.43	1382.03
Hired before 7/1/91							
CUSTODIAN (40 hour week)							
Annual	33,858	34,698	35,568	36,460	37,363	38,303	39,257
Hourly	16.278	16.682	17.100	17.529	17.963	18.415	18.874
Bi-weekly	1302.24	1334.56	1368.00	1402.32	1437.04	1473.20	1509.92
Hired after 7/1/91							
CUSTODIAN (40 hour week)							
Annual	24,065	24,922	25,781	26,638	27,499	28,362	29,221
Hourly	11.570	11.982	12.395	12.807	13.221	13.636	14.049
Bi-weekly	925.60	958.56	991.60	1024.56	1057.68	1090.88	1123.92

POSITION	A	B	C	D	E	F	G
CUSTODIAN (con't)							
Annual	29,941	30,688	31,455	32,235	32,891	33,710	34,552
Hourly	14.395	14.754	15.123	15.498	15.813	16.207	16.612
Bi-weekly	1151.60	1180.32	1209.84	1239.84	1265.04	1296.56	1328.96
TECH. SERVICE COORDINATOR							
Annual	33,473	34,265	35,078	35,911	36,769	37,644	38,539
Hourly	17.166	17.572	17.989	18.416	18.856	19.305	19.764
Bi-weekly	1287.45	1317.90	1349.18	1381.20	1414.20	1447.88	1482.30
LIBRARY ASSISTANT II							
SECRETARY							
SENIOR ACCOUNT CLERK							
Annual	33,360	34,197	35,061	35,926	36,819	37,742	38,684
Hourly	17.108	17.537	17.980	18.424	18.882	19.355	19.838
Bi-weekly	1283.10	1315.28	1348.50	1381.80	1416.15	1451.63	1487.85
DUPL. MACHINE OPER. II							
Annual	34,374	35,238	36,121	37,022	37,948	38,896	39,869
Hourly	17.628	18.071	18.524	18.986	19.461	19.947	20.446
Bi-weekly	1322.10	1355.33	1389.30	1423.95	1459.58	1496.03	1533.45
APPRAISER I							
LIBRARY CIRCUL. SUPERVISOR							
Annual	39,255	40,242	41,242	42,274	43,329	44,415	
Hourly	20.131	20.637	21.150	21.679	22.220	22.777	
Bi-weekly	1509.83	1547.78	1586.25	1625.93	1666.50	1708.28	
ZONING INSPECTOR <i>(40 hour week)</i>							
Annual	46,943	48,116	49,318	51,534	51,816	53,108	
Hourly	22.569	23.133	23.711	24.776	24.912	25.533	
Bi-weekly	1805.52	1850.64	1896.88	1982.08	1992.96	2042.64	
APPRAISER II							
Annual	44,867	45,992	47,141	48,322	49,533	50,768	
Hourly	23.009	23.586	24.175	24.781	25.402	26.035	
Bi-weekly	1725.68	1768.95	1813.13	1858.58	1905.15	1952.63	
APPRAISER III							
Annual	50,768	52,035	53,338	54,670	56,039	57,439	
Hourly	26.035	26.685	27.353	28.036	28.738	29.456	
Bi-weekly	1952.63	2001.38	2051.48	2102.70	2155.35	2209.20	
ENGINEER AIDE I							
Annual	37,133	38,157	39,105	40,092	41,090	41,626	
Hourly	19.043	19.568	20.054	20.560	21.072	21.347	
Bi-weekly	1428.23	1467.60	1504.05	1542.00	1580.40	1601.03	
ENGINEER AIDE II							
Annual	42,394	43,463	44,545	45,661	46,803	47,973	49,167
Hourly	21.741	22.289	22.844	23.416	24.002	24.602	25.214
Bi-weekly	1630.58	1671.68	1713.30	1756.20	1800.15	1845.15	1891.05

POSITION	A	B	C	D	E	F	G
ENGINEER AIDE III							
Annual	45,546	46,686	47,853	49,052	50,278	51,536	52,825
Hourly	23.357	23.942	24.540	25.155	25.784	26.429	27.090
Bi-weekly	1751.78	1795.65	1840.50	1886.63	1933.80	1982.18	2031.75
CIVIL ENGINEER I							
Annual	43,689	44,777	45,891	47,503	48,217	49,420	50,657
Hourly	22.405	22.963	23.534	24.361	24.727	25.344	25.978
Bi-weekly	1680.38	1722.23	1765.05	1827.08	1854.53	1900.80	1948.35
CIVIL ENGINEER II							
Annual	53,408	54,742	56,117	57,519	58,958	60,430	61,935
Hourly	27.389	28.073	28.778	29.497	30.235	30.990	31.762
Bi-weekly	2054.18	2105.48	2158.35	2212.28	2267.63	2324.25	2382.15
APPRAISER AIDE							
Annual	35,825	36,716	37,638	38,578	39,544	40,532	41,546
Hourly	18.372	18.829	19.302	19.784	20.279	20.786	21.306
Bi-weekly	1377.90	1412.18	1447.65	1483.80	1520.93	1558.95	1597.95
BLDG. MAINT. MECHANIC (40 hour week)							
Annual	35,703	36,545	37,417	38,305	39,220	40,154	41,107
Hourly	17.165	17.570	17.989	18.416	18.856	19.305	19.763
Bi-weekly	1373.20	1405.60	1439.12	1473.28	1508.48	1544.40	1581.04
DUPL. MACHINE OPER. I							
Annual	31,742	32,529	33,345	34,181	35,027	35,909	36,804
Hourly	16.278	16.682	17.100	17.529	17.963	18.415	18.874
Bi-weekly	1220.85	1251.15	1282.50	1314.68	1347.23	1381.13	1415.55
INSPECTORS (40 hour week)							
Annual	52,969	54,294	55,652	57,046	58,464	0	0
Hourly	25.466	26.103	26.756	27.426	28.108	0.000	0.000
Bi-weekly	2037.28	2088.24	2140.48	2194.08	2248.64	0.00	0.00
INSPECTORS (37½ hour week)							
Annual	49,658	50,900	52,174	53,480	54,810	0	0
Hourly	25.466	26.103	26.756	27.426	28.108	0.000	0.000
Bi-weekly	1909.95	1957.73	2006.70	2056.95	2108.10	0.00	0.00

APPENDIX B

BLUE CROSS/BLUE SHIELD DENTAL PLAN

COVERAGE DESCRIPTION AND LIMITS

The Blue Cross and Blue Shield of Michigan Dental Plan pays reasonable charges for covered expenses with NO deductible.

Class I. Diagnostic services, preventative services, and palliative treatment are covered at 75% of reasonable charges.

Class II. Restorative, endodontic, periodontic services, oral surgery, repairs, adjustments and relining of dentures and bridges and adjunctive general services are covered at 75% of reasonable charges.

Class III. Construction and replacement of dentures and bridges are covered at 75% of reasonable charges.

Class IV. Orthodontic services are covered at 50% of reasonable charges.

Each member is entitled to maximum benefits of \$1,000.00 every contract year.

Each member (up to age 19) has a lifetime maximum of \$1,000.00 available for orthodontic services.

APPENDIX C

DISABILITY INSURANCE

Short Term Disability Income for Accident or Sickness

Short Term Disability Benefits	60%
Elimination (waiting) Period	7 days
Maximum Amount of Weekly Benefit	\$550.00
Maximum Duration	26 weeks

Long Term Disability Income Benefit

Long Term Disability Income Benefit	60%
Elimination (waiting) Period	180 days
Maximum Amount of Monthly Benefit	\$2,500.00\
Maximum Duration	Sickness to age 65 Accident to age 65.

