

3940

6/30/2003

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE CITY OF STERLING HEIGHTS



AND

ALL PROFESSIONAL AND TECHNICAL EMPLOYEES

U.A.W. LOCAL, 412, UNIT 40



EFFECTIVE JULY 1, 1998 - JUNE 30, 2003

*Sterling Heights, City of*

LABOR AND INDUSTRIAL  
RELATIONS COLLECTION  
Michigan State University

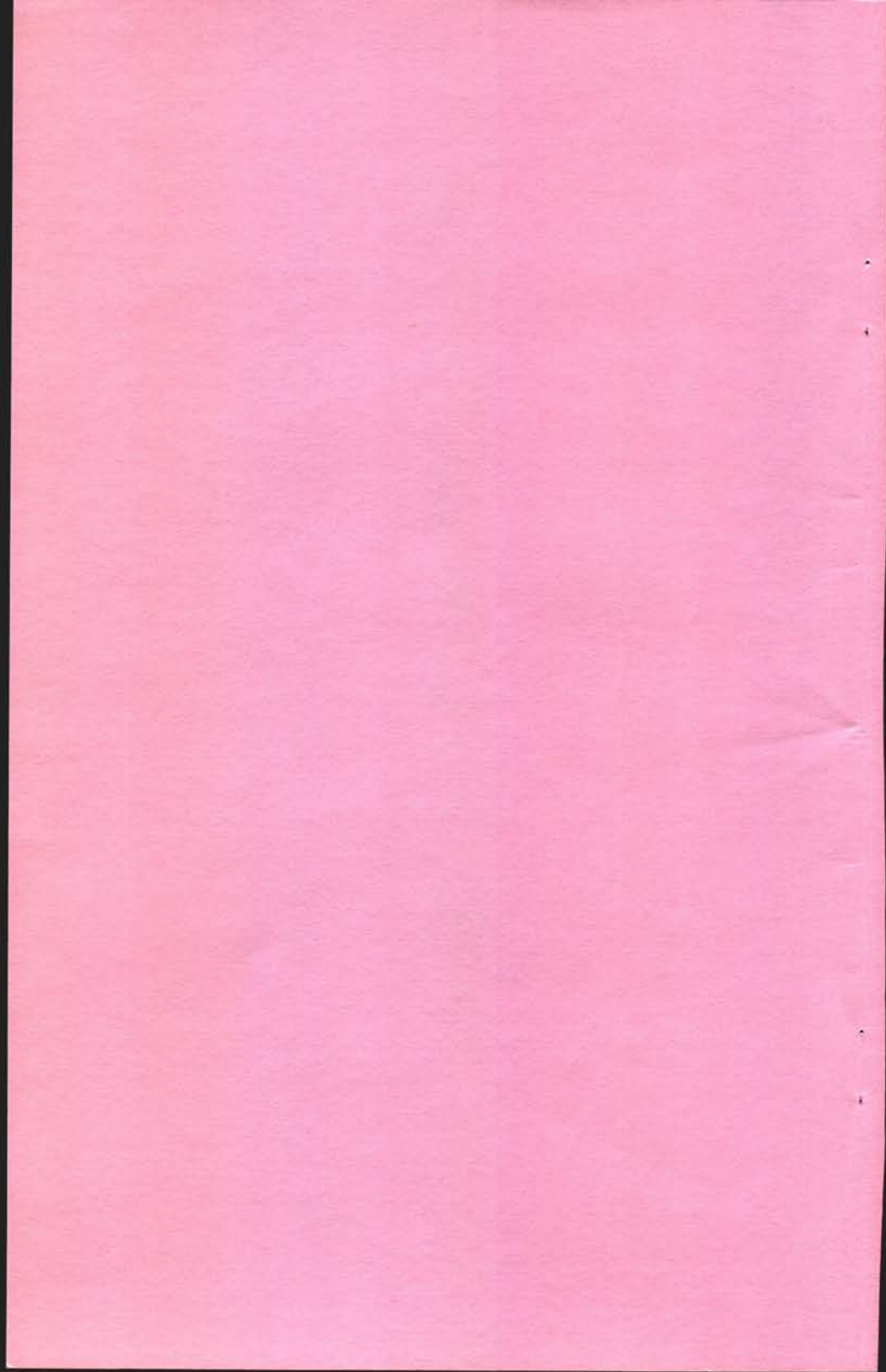


TABLE OF CONTENTS

	<u>Page</u>
AGREEMENT .....	1
PURPOSE AND INTENT .....	1
ARTICLE 1 Recognition .....	2
ARTICLE 2 Union Security .....	2
ARTICLE 3 Union Rights Clause .....	3
ARTICLE 4 Check off & Remittance of Dues and Fees .....	3
ARTICLE 5 Extra Contract Agreements .....	4
ARTICLE 6 Seniority .....	4
ARTICLE 7 Layoff and Recall .....	5
ARTICLE 8 Discharge or Suspension .....	7
ARTICLE 9 Election of Remedies .....	7
ARTICLE 10 Grievance Procedure .....	8
ARTICLE 11 Union Representation .....	11
ARTICLE 12 Leave of Absence .....	12
ARTICLE 13 No Strike/No Lockout .....	12
ARTICLE 14 Successorship .....	12
ARTICLE 15 Equipment, Accidents, and Reports .....	13
ARTICLE 16 Military Service .....	13
ARTICLE 17 Management Rights .....	13
ARTICLE 18 Separability and Savings Clause .....	15
ARTICLE 19 Safety Committee .....	15
ARTICLE 20 General .....	15

ARTICLE 21 Job Vacancies . . . . .	17
ARTICLE 22 Waiver Clause . . . . .	19
ARTICLE 23 Hours of Work . . . . .	19
ARTICLE 24 Overtime . . . . .	20
ARTICLE 25 Extended Service Pay . . . . .	21
ARTICLE 26 Vacation . . . . .	22
ARTICLE 27 Sick Leave and Personal Time . . . . .	23
ARTICLE 28 Injury or Illness . . . . .	25
ARTICLE 29 Holidays . . . . .	28
ARTICLE 30 Other Leaves . . . . .	29
ARTICLE 31 Salary and Wages . . . . .	29
ARTICLE 32 Insurance . . . . .	30
ARTICLE 33 Retirement and Pension . . . . .	31
ARTICLE 34 Educational Assistance . . . . .	34
ARTICLE 35 Optical Reimbursement . . . . .	36
ARTICLE 36 U.A.W. V-CAP . . . . .	36
ARTICLE 37 Termination of Agreement . . . . .	37
APPENDIX A - Wage Spread	
APPENDIX B - Disability Insurance	
APPENDIX C - Blue Cross/Blue Shield Dental Plan Description	

## AGREEMENT

Section 1. THIS AGREEMENT made and entered into between the CITY OF STERLING HEIGHTS (hereinafter referred to as the "Employer") and the INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA, UNIT 40 OF LOCAL 412, U.A.W. (hereinafter referred to as the "Union"), for and on behalf of ALL PROFESSIONAL AND TECHNICAL EMPLOYEES including but not limited to Video Production Technician, Part time Librarian, Animal Control Officer, Police Lab Technician, Communication Specialist, Broadcast Production Specialist, Neighborhood Specialist, Recreation Specialist, CDBG Specialist, Citizen Services Specialist, Purchasing Specialist, Broadcast Programming Specialist, Information Technology Specialist, Librarian, Library Programming Specialist, Broadcast Services Coordinator, Recreation Coordinator, City Management Coordinator, Public Development Coordinator, Communication Coordinator, Budget Management Coordinator, Building Maintenance Coordinator, Library Services Area Coordinator, Accountant, Planning Coordinator, Risk Manager, and Emergency Management Coordinator.

Section 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.

### Purpose and Intent

The purpose of this Agreement is to set forth wages, hours, terms and conditions of employment for the duration of this Agreement and to promote orderly and peaceful labor relations for the mutual interest of the City of Sterling Heights in its capacity as an Employer, the employees, the Union, and the people of the City of Sterling Heights.

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.

It is agreed by the City and the Union that the City is legally and morally obligated to provide equality of opportunity, consideration, and treatment of all employees of the City and, accordingly, to establish policies and regulations that will insure such equality of opportunity, consideration, and treatment of all persons employed in the Bargaining Unit in all phases of the employment process, without regard to race, color, creed, national origin, age, political orientation, sex, sexual orientation, marital status, or non-disabling handicap, except where based on a bona fide occupational qualification in accordance with applicable State and Federal Laws.

ARTICLE 1

Recognition

Pursuant to and in accordance with all applicable provisions of Act 336 of the Public Acts of 1947, as amended and Act 379 of the Public Acts of 1965, the Employer recognizes the Union as the sole and exclusive bargaining representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other terms and conditions of employment as defined by the terms of this Agreement for those employees included in the bargaining unit described in Appendix A.

New classifications may be added thereto by agreement between the parties. Bargaining Unit positions shall not be reclassified or retitled resulting in the removal from the bargaining unit without prior agreement between the parties.

ARTICLE 2

Union Security

Section 1. Employees covered by this Agreement at the time it becomes effective and who are members of the Union at that time shall be required, as a condition of continued employment, to continue membership in the Union or pay a representation fee to the Union equal to dues and initiation fees uniformly charged for membership for the duration of this Agreement.

Section 2. Employees covered by this Agreement who are not members of the Union at the time it becomes effective shall be required as a condition of continued employment to become members of the Union or pay a representation fee equal to dues and initiation fees required for membership commencing thirty (30) days after the effective date of this Agreement, and such condition shall be required for the duration of this Agreement.

Section 3. Employees hired, rehired, reinstated or transferred into the bargaining unit after the effective date of this Agreement and covered by this Agreement shall be required as a condition of continued employment to become members of the Union or pay a representation fee to the Union equal to dues and initiation fees required for membership for the duration of this Agreement, commencing the thirtieth (30th) day following the beginning of their employment in the Unit.

Section 4. Failure of an employee to complete the "Authorization for Check-off of Dues" form shall result in the Employer automatically deducting dues from the employee's paycheck in compliance with Public Act 604 (MCLA 408.477).

Section 5. No employee shall be terminated under this Article except as provided below:

- A. The Union has first notified the Employer in writing that the employee has elected not to join the Union.

- B. Within ten (10) working days from the date the Union notifies the Employer that the employee has elected not to join the Union, the Employer shall:
  - 1. Notify the employee of the provision of this Agreement.
  - 2. Obtain the employee's response.
  - 3. Notify the Union of the employee's response.
- C. In the event the employee has neither joined the Union nor signed the "Authorization for Representation Fee Deduction" form after the above, the Union will proceed to request termination of the employee by written notice to the Employer, with a copy to the employee, registered mail, return receipt requested.
- D. Upon receipt of such written notice, the Employer shall, within five (5) working days, notify the employee that, unless there is immediate compliance, the employee will be terminated not later than the end of the next pay period.
- E. The employee shall then be terminated unless the employee can produce evidence of compliance.

### ARTICLE 3

#### Union Rights Clause

Section 1. The Employer agrees that it will not replace regular employees or require other persons, other than employees in the bargaining unit, to perform work which is recognized as the work of the employees in said unit, except in temporary situations, training, or cases of emergencies. It is not the intent of the City to replace permanent employees with temporary employees. Successive temporary appointments of the same person to the same position shall not total more than 6 months.

Section 2. 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.

### ARTICLE 4

#### Check off and Remittance of Dues and Fees

Section 1. During the life of this Agreement and to the extent the laws of the State of Michigan permit, the Employer agrees to deduct Union Membership dues, representation fees and/or any other fees levied in accordance with the Constitution and Bylaws of the Union and the terms of this Agreement, from the pay of each employee who executes or has executed an "Authorization for Representation Fee Deduction" form. Such dues, and/or fees must be tendered by payroll deduction.

Section 2. Deduction for any calendar month shall be remitted to the Financial Secretary/Treasurer of U.A.W. Local Union 412 with a list of names of all employees from whom deductions have been made no later than fifteen (15) days following the month in which the deduction was made.

Section 3. The Employer agrees to provide this service without charge to the Union.

Section 4. The Employer shall advise the Local Union of all new hires.

Section 5. The Employer shall not be liable to the Union by reason of requirements of this Agreement for the remittance or payment of any sums other than that constituting actual deductions made from wages earned by employees.

Section 6. The Union will defend, indemnify and save harmless the Employer from any and all claims, demands, suits and other liability reason of action not taken by the Employer for the purpose of complying with Article 2 - Union Security, and this Article.

## ARTICLE 5

### Extra Contract Agreements

Section 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 affects wages, hours or working conditions of said employees, or any individual employees in the Unit covered by this Agreement.

## ARTICLE 6

### Seniority

Section 1. The seniority date of all employees currently on payroll as of the beginning date of this Agreement shall be the date of hire with the City of Sterling Heights.

Those employees hired or transferred into a job classification covered by this Agreement after the beginning date of this Agreement, shall have the date of entry into the classification as their seniority date.

Section 2. Bargaining unit seniority, as defined in Section 1 above, shall prevail in the layoff and hiring of employees, in reducing the work force because of lack of work or other legitimate cause.

Section 3. Seniority shall not accrue to employees on leaves of absence without pay, time off without pay, and periods which the employee is not on the active payroll. These periods off the active payroll shall not be considered as a break or interruption of employment. However, seniority shall not accumulate during those periods except that employees on layoff, military



leaves, leaves during which employees are receiving Worker's Compensation and illness resulting from service connected disability shall not be deducted.

Section 4. An employee shall lose his/her seniority and thus, their employment shall be considered terminated for the following reasons only:

- A. He/she resigns or quits.
- B. He/she is discharged or permanently removed from the payroll and the separation is not reversed through the Grievance Procedure.
- C. If he/she does not return to work when recalled from layoff as set forth in the recall procedure.
- D. He/she retires.
- E. If he/she does not return within five (5) days of the expiration of a leave-of-absence or is absent for three (3) consecutive working days without notifying the Employer. In case of emergency, exceptions may be made by the Employer.

Section 5. 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.

Section 6. New employees hired or transferred into the bargaining unit shall be considered as probationary employees for the first six (6) months of their employment.

#### ARTICLE 7

##### Layoff and Recall

##### Layoffs:

Section 1. In the event there is a reduction in personnel, layoffs will be by seniority in the classification affected within the 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. The following is the order in which layoffs will occur within the affected classification:

##### Non-Library Staff

- A. Temporary or regular part-time employees.
- B. Temporary full-time employees.
- C. Probationary employees.
- D. Full time employees.

Library Staff

- A. Temporary employees.
- B. Part-time Librarian employees.
- C. Full-time 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 "A." above, employees faced with layoff 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.
- 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.

Recall:

Section 1. When recalling employees following a layoff or reduction to their former bargaining unit classification and department, the employee with the most bargaining unit seniority who is qualified shall be the first to be recalled. If a full time bargaining unit employee is laid off and a part-time position becomes available, the full time employee shall have the option of accepting or rejecting the part-time position.

Section 2. When recalling laid off employees or employees who have successfully exercised their bumping rights, the personnel director 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 Personnel Director 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 Personnel Director, 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 8

##### Discharge or Suspension

Section 1. The Employer shall not discharge or suspend any employee without just cause. Discharge must be by written notice to the employee and the Union. Any employee aggrieved by such discharge or suspension may seek relief through the Grievance Procedure outlined in Article 10 of this contract, going immediately to Step #3.

Section 2. In cases of discharge or suspension of five (5) working days or more, the employee may see the Union Steward before leaving city property.

Section 3. The Union shall not represent newly hired or transferred employees from other bargaining units who are discharged or disciplined during their probationary period except if discharged or disciplined for union activities.

#### ARTICLE 9

##### Election of Remedies

Section 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.

Section 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.

Section 3. Nothing herein shall be construed to eliminate the right of an employee or the Union to apply the Courts to compel compliance with agreement terms and with the grievance procedure by request for injunctive or other relief.

ARTICLE 10

Grievance Procedure

Section 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.

Every employee in the bargaining unit shall have the right to present grievances in accordance with the procedure herein, or at Step 1; they may appeal to the Civil Service Commission, but not both.

The parties, recognizing that an orderly grievance procedure is necessary, agree that each step must be adhered to and an earnest effort shall be made to promptly resolve grievances in accordance with the procedure provided herein. Resolution at the lowest possible level of supervision is encouraged.

Section 2. Grievances shall be filed in writing within ten (10) days of the event, occurrence, or reasonable knowledge of the facts giving rise to the grievance. Once filed, the time limits provided hereinafter may be extended upon the mutual agreement in writing of the Union and the City. For purposes of this article, all time periods shall be calendar days.

Section 3. Grievances shall be processed according to the following steps:

Step 1. Verbal (Immediate Supervisor) - Employees who believe they have a grievance may discuss their complaint with the immediate supervisor with or without the presence of their steward. The parties shall discuss the grievance in a friendly manner and shall make every effort to reach a satisfactory resolve of the matter. The employee shall have the right to discuss the complaint with their steward before any discussion takes place with the immediate supervisor. The supervisor shall make arrangements for the employee to be off the job for a reasonable period of time in order to discuss the complaint with their steward. The immediate supervisor shall give a verbal answer within twenty-four (24) hours.

Step 2. Written (Immediate Supervisor) - If the matter is not satisfactorily settled verbally at Step 1, a grievance may be submitted in written form by the steward to the immediate supervisor. The supervisor shall sign and date the grievance form when received. The written grievance shall set forth the nature of the grievance, the date of the matter complained of, the name(s) of the employee(s) involved, so far as diligent effort will allow, and the provisions of the Agreement, that the grievant claims, have been violated. The supervisor shall discuss the grievance with the steward and the aggrieved employee(s) within five (5) days of his/her receipt of the grievance and render a written answer to the Steward within five (5) days of such discussion. The written answer shall

outline in detail the basis or reason such decision was arrived at and why. Any documentation, orders, or rules and regulations shall be attached.

Step 3. Human Resources Manager - If the matter is not satisfactorily resolved at Step 2, the grievance shall be referred to the Human Resources Manager. The Human Resources Manager or his designated representative shall sign and date the grievance when received. The Human Resources Manager or his designated representative will hold a meeting with the unit chairperson and/or his designated representative and the steward within seven (7) days after referral to this step to discuss the grievance. If not satisfactorily adjusted at this meeting, the Human Resources Manager or his designated representative shall give his written answer within seven (7) days of the meeting.

Step 4. (Regional Review) - If not satisfactorily settled at Step 3, the Human Resources Manager, shall send a copy of the written grievance and its Step 2 and Step 3 answers to the Regional Director of the Union within seven (7) days following the Step 3 meeting. The Regional Director of the Union or his designated representative, after receiving the grievance and its answers, will review the matter. If it is one on which the arbitrator has power and authority to rule, and if it merits appeal, the Human Resources Manager or his designated representative shall within ten (10) working days of receipt of said grievance and answer, arrange a meeting with the Unit chairperson and the Human Resources Manager. At the option of the Human Resources Manager, other management members may be present. At the option of the Regional Director or his designated representative, other union representatives may be present. At the meeting, the parties shall discuss the circumstances and attempt to settle the matter.

Step 5. (Arbitration) - Any unresolved grievance, having been processed through Step 4 of the Grievance Procedure, may be submitted to arbitration by either party (City or Union) in accordance with this article. Arbitration shall be invoked by written notice to the other party of demand to arbitrate. The notice to arbitrate shall include names of suggested arbitrators. In the event the parties cannot agree upon an arbitrator within ten (10) days, they shall request that an impartial arbitrator to act as chairman, be appointed from either of, the American Arbitration Association (AAA), the Michigan Employment Relations Commission (MERC), or the Federal Mediation and Conciliation Service (FMCS), in accordance with their applicable rules and regulations.

Section 4. Pre-Arbitration. Within thirty (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.

- A. At that time, the parties should arrange a mutual meeting to review the case and make any last minute changes.
- B. If such meeting fails to resolve the matter, the parties agree that only the items and evidence presented at these pre-arbitration meetings can be presented at the arbitration hearing.

- C. It is further agreed that the Union will present their case first at arbitration, in cases regarding contract violations and that in cases of discipline and rate for new positions, that the City shall present their case first.

Section 5. Power and Authority of the Arbitrator. The arbitrator shall limit his decision strictly to the interpretation, application or enforcement of this Agreement, and:

- A. Shall have no authority to require the City to purchase buildings, equipment or material.
- B. Shall have no power to add to, subtract from, alter or modify any of the terms of this Agreement.
- C. Shall have no authority to grant a wage increase or decrease, except in cases of arbitration of new positions established by the City between contract periods.
- D. Shall have no power to substitute its discretion for the City's discretion in cases where the City has been given discretion by this Agreement.
- E. 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 would be no interference with such responsibilities except as it may be specifically limited by this Agreement.
- F. Shall have no authority to grant any relief for any period of time whatsoever prior to the execution date of this Agreement.
- G. The arbitrator shall be without authority to require the City to delegate, alienate or relinquish any powers, duties, responsibilities, obligations, or discretion which by State Law or City Charter, the City cannot delegate, alienate or relinquish.
- H. All claims for back wages shall be limited to the amount of back wages the employee would have earned on the job less compensation earned during time off.

Section 6. Decisions.

- A. The decision of the arbitrator in a case shall not require a retroactive wage adjustment in another case except by express agreement of the parties.
- B. The decision of the arbitrator shall be final and binding upon the City, and the Union and the affected employee(s), and there shall be no appeal of the arbitrator's decision, if made in accordance with its jurisdiction and authority under this Agreement.
- C. The right of either party to demand arbitration over an unadjusted grievance is limited to a period of thirty (30) days from the final action taken on such grievance under Step 4 of the Grievance Procedure, and any grievance not submitted within such period shall be deemed dropped.
- D. In the event a case is appealed to the arbitrator and the arbitrator finds that it has no power to rule on such a case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case.
- E. The expenses of the arbitrator shall be shared equally by the City and the Union.

- F. The City and the Union shall individually make arrangements for, and pay the expense of their respective witnesses who are called by them.
- G. The aggrieved, the Union representatives, and any other Sterling Heights employee witnesses testifying before such proceedings shall not lose pay for the time off the job during arbitration proceedings.
- H. All records, reports, and other information pertaining to a grievance which the requesting party seeks to utilize in a grievance proceeding shall be made available within ten (10) days from written request. Requests for information from the City shall be directed to the City Manager.
- I. Grievances affecting more than one (1) employee may be treated as group grievances and entered at Step 3 of the grievance procedure by the Union.
- J. In instances where the subject matter of the grievance lies within the jurisdiction of specific city agencies, e.g., payroll, etc., the grievance steps may be reduced in order to bring the grievance to the Union's immediate attention for a recommendation as to the action to be taken at Step 3.
- K. An unanswered or unresolved grievance automatically progresses to the next step and the City Manager is to be notified by the Union.

#### ARTICLE 11

##### Union Representation

###### Section 1.

- A. There shall be one (1) Unit chairperson and one (1) steward chosen from among employees of this Agreement in a manner to be determined by the Union. In the absence of the chairperson and/or steward, an alternate shall be appointed.
- B. The Union shall designate to the Employer, in writing, the names of the chairperson and the steward. In the event there is a change in the chairperson or steward, the Union shall give timely notice to the Employer or designated Management representative.
- C. The steward and/or chairperson may investigate and process employee grievances without loss of time or pay.
- D. Before entering upon such Union business, the steward and/or chairperson, as the case may be, shall give notice and receive approval from the city manager or his representative for release from his/her work assignment for such time as may be necessary to conduct such Union business. Approval shall not be withheld except for a stated emergency work situation, nor shall this privilege be abused. Any alleged abuse by either party will be proper subject for a Special Conference, as provided in Step 3, as provided by this Agreement.

Section 2. The Unit chairperson and the steward shall be retained in their work areas and shifts for representation purposes during layoffs, regardless of seniority, if they are qualified to perform the work.

Section 3. The Union shall be provided with a suitable bulletin board at each location for the posting of Union notices and other materials.

Section 4. The Union may schedule meetings on City property, insofar as such meetings are not disruptive of the duties of the employees or the efficient operation of the department, subject to approval of the city manager or his representative, and shall not be arbitrarily or unreasonably withheld.

## ARTICLE 12

### Leave of Absence

Section 1. Union Leave of Absence The Employer shall give reasonable time off up to fifteen (15) days, per calendar year, without discrimination or loss of seniority rights, without pay to employees designated by the Union to attend Union business, provided 72 hours written notice is given to the Employer by the Union, specifying length of time off for Union activities. It is understood that approval will not be arbitrarily withheld and all reasonable requests shall be granted, provided there shall be no disruption of operations due to lack of employees.

Section 2. Non-Union Leave of Absence The City Manager may grant in his sole discretion, leave of absence for up to six (6) months without pay or other benefits except for seniority. Upon return from a leave of absence, an employee shall be guaranteed the same or equal position and same rate of pay received prior to beginning the leave of absence.

## ARTICLE 13

### No Strike/No Lockout

During the life of this Agreement, the Union will not cause, nor permit its members to cause, nor will any member of the Union take part in a strike, a slow-down, or any concerted effort to diminish the quantity of the work performed by the members of the bargaining unit, and the Union will take appropriate action to prevent the continuance of any such concerted efforts on the part of the members of the bargaining unit. As a corollary to the no strike clause, the Employer herewith agrees that during the life of this Agreement, it shall not cause, nor permit to be caused a lock-out of the employees covered by this Agreement.

## ARTICLE 14

### Successorship

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



ARTICLE 15

Equipment, Accidents and Reports

Any employee involved in any on-the-job accident shall immediately report said accident and any physical injury sustained. The employee 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.

ARTICLE 16

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 of such work, provided he has not been dishonorably discharged from such service with the United States Government and is physically able to do work available, and further provided he reports to work within ninety (90) days of the date he is discharged from such service with the United States Government.

- A. 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 entering 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.
- B. 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.
- C. Except as hereinbefore provided, the re-employment rights of employees and probationary employees will be limited to applicable laws and regulations.

ARTICLE 17

Management Rights

The City on its own behalf and on behalf of its electors, hereby retains, and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the constitution of the State of Michigan and of

the United States. 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 quality and quantity 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. Subcontract 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.
- 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 cleanup 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. To select employees for promotion or transfer to supervisor or other positions and to determine the qualifications and competency of employees to perform available work.

Nothing in this Article is intended to limit any other rights of Management not expressly included in this Article where the exercise of such right is not in conflict with any other provisions of this Agreement.

#### ARTICLE 18

##### Separability and Savings Clause

- A. In the event that any provisions of this Agreement shall at any time be declared invalid by any Court of 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.
- B. 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 19

##### Safety Committee

Section 1. A Safety Committee shall be composed of a Union representative and a City representative who will meet, when necessary, or at the request of either party, for the purpose of discussing safety regulations with the understanding that the City has the ultimate responsibility and shall make the final determination on all matters of safety and safety regulations. No employee shall be penalized for reporting unsafe conditions.

Section 2. The City shall consider the personal safety of the employee in establishing operational procedures.

#### ARTICLE 20

##### General

Section 1. Authorized representatives of the Union shall be permitted to visit the operation of the Employer during working hours to talk with the chairperson and steward of the Union, and/or representatives of the Employer concerning matters covered by this Agreement, without interfering with the progress of the work force.

Section 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 City record pertaining to a specific grievance, at reasonable times, at the discretion of the Employer.

Section 3. The employees shall be paid every other Thursday. Each employee shall be provided with an itemized statement of his earnings and of all deductions made for any purpose.

Section 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.

Section 5. When an employee is required by the Employer to provide his own transportation to and from a job location, he shall receive an allowance based upon the standard set by Internal Revenue Services. The Employer will provide transportation whenever possible.

Section 6. 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.

Section 7. The City will furnish uniforms (pants and shirts) to the employees of this unit, including suitable raincoats, hats, boots, gloves & safety equipment as needed, if required by Employer.

Section 8. In addition to the initial complete uniform provided to Animal Control Officers, a Five Hundred (\$500) Dollar uniform reimbursement allowance for Animal Control Officers, or a prorated amount for new hires, shall be paid on the same date as when the Police Officers receive their uniform allowance.

Section 9. Part-Time Librarian employees are not eligible for vacation time, sick time, disability or health coverage, educational aid, holiday pay, compensatory time, life insurance, funeral leave, retirement or any other benefit provided in this Agreement. The only exception is that they shall be eligible for one-half (1/2) the amount of performance pay. A Part-Time Librarian must have worked at a minimum of 600 hours per fiscal year to earn a year of service and they must work a minimum of 600 hours in the year to be eligible to receive performance pay for that year.

Section 10. Effective July 1, 1993, 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 scheduled 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 assignment until after five (5) consecutive scheduled work 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. Holidays that fall within the time period the employee is performing the duties of a higher classification will be considered as days worked out of class.

The following requirements shall be fulfilled for out of classification pay:

- A. Temporary assignments within the Department - five (5) days qualification period - valid for six (6) months.
- B. Temporary assignments out of the Department - five (5) days qualification period - valid for sixty (60) days.

Section 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.

Section 12. Residency. Employee residency shall be governed by the City Charter that is in place on the date of signing this Agreement.

Section 13. Both parties agree that compliance with the Michigan Handicap Act and the Americans With Disabilities Act shall take precedence over any provision of this Agreement.

Section 14. The Employer agrees to establish a Section 125, Child Care Reimbursement Account in accordance with Federal Laws effective January 1, 1994 and thereafter. Reimbursement to employees shall be made on a monthly basis for all participants.

Section 15. Video Production Technicians will not be eligible for any fringe benefits except those mandated by Federal or State law.

#### ARTICLE 21

##### Job Vacancies

It has been agreed that this contract will supersede existing Civil Service rules for filling job vacancies, therefore the following shall govern job vacancies, and promotions.

##### Job Vacancies/Promotions:

###### Section 1.

- A. Upon determination by the Employer that a job vacancy is to be filled, the Employer will then announce and post for (10) working days after the date of the announcement the classification to be filled for the Bargaining Unit.
- 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 qualifications for the classification.

Section 2.

- A. Selection among those applicants determined eligible, as stated above to fill the vacancy is made in the following order:
  1. Demotions:
    - a. Within the Department first
    - b. Within the Bargaining Unit
  2. Lateral Transfer:
    - a. Within the Department first
    - b. Within the Bargaining Unit
  3. Promotion:
    - a. Within the Department first
    - b. Within the Bargaining Unit

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. Where employees are determined to be qualified within the order of selection indicated herein, bargaining unit seniority shall be the determining factor.
- C. All subsequent openings will be posted in the same manner.
- D. All demotions and lateral transfers shall be determined by seniority only.

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 he/she voluntarily decided to withdraw from the new position, the employee shall be returned to their former classification and department within the Bargaining Unit.

## ARTICLE 22

### Waiver Clause

Section 1. 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, voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement, 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 23

### Hours of Work

Section 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 with one (1) hour lunch break. Normal work hours are 8:30 a.m. to 5:00 p.m. daily, except for Animal Control Officer and Lab Technician positions which normal work day consists of eight (8) hours with a one-half (1/2) hour paid lunch, all other positions reflect this schedule. It is recognized that the normal scheduling of the Librarian and Animal Control Officers includes evening hours and weekends. If flex time scheduling has been approved, by the City Manager, the shift allowance shall not apply.

Section 2. Part-Time Librarian employees may work a maximum of 1200 hours per year.

Section 3. Employees employed on the 2nd and 3rd shift shall receive, in addition to their regular pay, twenty two and one-half (.225) cents per hour and thirty (.30) cents per hour respectively, additional compensation. The second shift is any shift that regularly starts on or after 12 noon but before 8:00 p.m. The third shift is any shift that regularly starts on or after 8:00 p.m. but before 5:00 a.m.

Section 4. The senior employee in any classification will have his/her choice of regular scheduled working hours whenever there is a change in schedules before those employees with less seniority.

Section 5. Video Production Technicians will work a variable schedule including evening and weekend hours. Overtime will be paid for hours worked in excess of 40 hours in a week.

ARTICLE 24

Overtime

Section 1.

A. Definitions:

1. CASUAL - The continuation of the present work shift.
2. SCHEDULED - Overtime which is worked on holidays or premium days.
3. CALL-IN - Overtime during the regular work week where an employee is called back after his 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 (7-½) hours in any continuous 24-hour period beginning with the starting time of the employee's shift.

C. Time and one-half will be paid for time worked on the sixth (6) day of the employee's work week, provided the employee has worked or been on an approved paid leave for a minimum of thirty-seven and one-half (37-½) hours during the employee's work week.

D. Double time will be paid for time worked on the seventh (7) day of the employee's work week, provided the employee has worked or been on an approved paid leave for a minimum of thirty-seven and one-half (37-½) hours during the employee's work week.

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

Section 2. Overtime Guarantee. An employee reporting for work on Management's instructions on a holiday or premium day (scheduled overtime) shall be guaranteed four (4) hours pay at the appropriate premium rate.

An employee reporting for call-in time assignments after the regular work shift shall be guaranteed three (3) hours pay at the appropriate premium rate of pay. Call-in premium days and holidays shall provide no less than four (4) hours guaranteed work at the appropriate premium rate.

Section 3. Overtime work will be permitted only when authorized.

Section 4. All overtime for each classification will be rotated at each location and on each shift, whenever possible. Employees who are offered overtime but who refuse to work it will be charged for those overtime hours as if worked.



Section 5. An employee required to work more than two (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 thirty (30) minutes before the end of the 12th hour.

Section 6. An employee shall be granted a fifteen (15) minute coffee break each morning and afternoon as scheduled by the supervisor.

Section 7. 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 (37-½). These compensatory time hours are earned at the rate of one and one-half (1-½) hours for each additional hour worked up to an annual maximum of one hundred twelve and one-half (112-½) hours per fiscal year. 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. The accumulated unused compensatory time for all employees shall be computed by the City as of the pay period ending date for 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.

Section 8. All employees except Part-time Librarians that are required to work the Saturday following two consecutive holidays (i.e., after Thanksgiving) will receive pay at the rate of time and one-half (1-½) for all hours worked.

#### ARTICLE 25

##### Extended Service Pay

Effective July 1, 1998 and each year thereafter, employees will receive a bonus based upon their years of service, payable July of each year. These payments will be based upon the following:

	<u>Years of Service Completed at July 1</u>				
	7/1/98	7/1/99	7/1/00	7/1/01	7/1/02
5 years	\$1,000	\$1,100	\$1,200	\$1,300	\$1,400
10 years	1,300	1,400	1,500	1,600	1,700
15 years	1,600	1,700	1,800	1,900	2,000
20 years	1,900	2,000	2,100	2,200	2,300

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

ARTICLE 26

Vacation

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

- A. Employees who have completed one (1) year continuous service shall be granted ten (10) work days vacation upon completion of each year without loss of pay.
- B. Employees who have completed five (5) years to nine (9) years of continuous service shall be granted fifteen (15) work days vacation upon completion of each year without loss of pay.
- C. Employees who have completed ten (10) to eleven (11) years of continuous service shall be granted eighteen (18) work days vacation upon completion of each year without loss of pay.
- D. 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.
- E. 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.
- F. After new employees have finished the probationary period, they shall be entered on the vacation list and shall earn (accrue) vacation from the day they commenced their employment.
- G. 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.
- H. 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.
- I. 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. For example:

An employee who was hired on September 1, 1985 had the thirty (30) day maximum accumulation. On September 1, 1991, this employee would be

credited an additional fifteen (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 fifteen (15) days. Vacation earned during one (1) 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.

- J. In case of retirement, resignation in good standing, or death of an employee, he/she or his/her 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.
- K. Vacation shall be year around and can be taken in one (1) hour increments with prior approval of the department head or deputy. In case of illness, said employees can use their vacation time, if needed, after all sick time and benefits are exhausted.
- L. Vacation schedules will be worked out as far in advance as possible. 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/her vacation request no later than March 1. Employees have the right, however, to revise their preference as late as April 15 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.

#### ARTICLE 27

##### Sick Leave and Personal Time

- A. 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 six (6) days for part-time librarians and twelve (12) days for all other full time employees.
- B. 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 Employer's choice on City time and City expense.
- C. At the end of the first bi-weekly pay period ending in June each year, employees will have 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 7 days in their sick bank converted to personal time. If the

personal time is not used by the end of the first bi-weekly pay period in June of the next year, the employee will receive compensation computed on the basis of fifty percent (50%) of their regular hourly rate.

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

The use of "personal time" is subject to approval in advance by the designated department head, 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 one (1) hour or more.

- D. Accumulated sick leave may be used in the following manner:
1. Acute personal illness or incapacity over which the employee has no reasonable control.
  2. Absence from work because of exposure to a contagious disease which according to public health standards, would constitute a danger to the health of others by the employee's attendance at work.
  3. If reported before the start of shift, sick leave shall be available for use by employees in units of four (4) hours or more. If taken after the start of shift, sick time shall be equal to the actual time taken, rounded to the next highest whole hour. For doctor and dental appointments, employees may utilize sick leave in one (1) hour increments based upon the following criteria:
    - a. Employees must request the leave in advance indicating on the request for leave, the doctor's name and address.
    - b. The employees will be required to provide the Employer with a receipt from the doctor.
- E. 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.
- F. 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.
- G. No employee can draw more than their regular scheduled hours of work per week for sick leave during a weekly period.
- H. 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.

- I. Upon the employee's death, retirement, or resignation in good standing, the City will pay fifty (50%) percent of the accumulated unused sick leave.

ARTICLE 28

Injury or Illness

A. Injury or Illness Arising Out of And in The Course of Employment:

1. For the 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 (1) week, five (5) work days, without drawing on his/her sick leave accumulation for any one injury or illness.

An employee who continues on Worker's Compensation may be paid the difference between his/her 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 on a relative ratio of the regular base weekly wage as it is to the Worker's Compensation 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.

2. If sick leave accumulation is not available for the waiting period for the disability insurance (short term seven (7) days) 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. Sick leave will be earned only during the first month per Article 23 of this Agreement.

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 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 fifty (50%) percent. Accrued vacation and, if appropriate, personal time will be compensated at one hundred (100%) percent.

If the employee's Worker's Compensation is contested, the benefits 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.

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.
4. Employee, if requested, will be required to provide a report from a doctor to support the employee's request for sick leave and an authorization from the doctor of his ability to return to work.

B. Injury or Illness Outside the Scope of Employment:

The Employer will provide for all full time employees disability coverage as outlined per the attached Appendix "B" or equivalent comparable coverage.

1. Employees who lose time from work on account of non-duty injury or illness may utilize their available sick leave bank during the short term disability waiting period seven (7) days. If sick leave accumulation is not available for seven (7) days waiting period for the disability insurance (due to a non-duty related injury), other available leave may be approved for utilization at the sole discretion of the City Manager.

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 a non-duty connected disability.

2. 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 they will be allowed to continue benefit coverage under COBRA.
3. The City will continue a non-duty disabled employee's health coverage, when they have filed a disputed Worker's Compensation claim, for a maximum of 12 months or until the disputed claim is decided. Should the injury be determined to be not work related, then the employee shall pay the cost for those excess months of coverage back to the City over an equal amount of time that the coverage was provided.
4. 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 fifty (50%) percent. Accrued vacation and, if appropriate, personal time will be compensated at one hundred (100%) percent.

5. 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.

C. Subrogation:

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 of 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/her 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/her dependents or personal representative may 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/her death, his/her known dependents or personal representative or his/her known next of kin and his Employer. Any party in interest shall have a right to join in said suit.

Prior to the entry of judgment, either the Employer or his/her insurance carrier or the employee or his/her personal representative may settle their claims as their interest shall appear and may execute releases therefore. 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.

In the event the injured employee or his dependents or personal representative shall settle their claim for injury or death, or commence proceeding thereof 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.

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.

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 29

##### Holidays

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

Paid holidays are designated as:

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

- B. The employee must work or be on a 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.
- C. 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.
- D. Animal Control Officers who are scheduled to work the holiday or day of the observed holiday shall be provided a day off immediately subsequent to the holiday so they may have the same amount of days off in a row realized by other classifications in this bargaining unit. On those occasions that there are two consecutive holidays on the Animal Control Officers two scheduled leave days, the employee shall take the following two days off.
- E. No Union employee shall be required to work on Labor Day, except in case of emergency.



- F. Holidays recognized by Item A 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 be credited an additional day at the discretion of his supervisor.

#### ARTICLE 30

##### Other Leaves

- A. Any employee required to serve on jury duty or duly subpoenaed for a hearing scheduled by the State of Michigan Employment Relations Commission will suffer no loss of pay. Such employees will be paid the difference between jury pay and his regular pay.
- B. 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 continuing through 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 will 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

##### Salary and Wages

The pay ranges and steps in Appendix A will apply to classification as indicated effective July 1, 1998 to June 30, 2003.

New employees shall start at a wage less than the maximum wage listed in Appendix A and shall receive a step adjustment of two and a half (2.5%) percent every six (6) months, thus reaching the maximum step in two (2) years. Promoted employees shall start at the first step that provides an increase and progress.

The City Manager reserves the right to start a new employee at any wage step or move an employee's pay higher, but no more than the maximum at any time.

The general wage increases for this contract are as follows:

July 1, 1998 - 3%  
July 1, 1999 - 3%  
July 1, 2000 - 3%  
July 1, 2001 - 3%  
July 1, 2002 - 3%

ARTICLE 32

Insurance

- A. Base 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 and a Master Medical deductible of \$100 for single persons and \$200 for two persons or family coverage. Any additional coverage in excess of the base coverage shall be paid by the employee through payroll deduction. The illustrative rates determined by Blue Cross/Blue Shield for Community Blue PPO shall be the rates used to determine the excess cost an employee will be responsible to pay.

- B. Health Insurance Allowance. The Employer has a program to coordinate and to eliminate overlapping health care coverage. Each full-time employee or retiree who chooses not to join any Employer-sponsored health care plan (Blue Cross/Blue Shield, or Health Maintenance Organization), and whose spouse or parent has coverage provided, shall be paid One thousand (\$1,000.00) 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 pro rated monthly to meet the dates the employee first participates and/or ends participation in this program.

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 (\$1,000.00) 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. The City shall provide at no cost to the employee the Blue Cross/Blue Shield Dental Program as provided in Appendix "C" or comparable coverage. See Appendix C for coverage description and limits.
- E. Life Insurance with Accidental Death and Dismemberment will be carried for each full time employee on paid status by the Employer at no cost to the employee. Coverage will be computed on the basis of one and one-half (1 1/2) times annual salary.

- F. At no cost to the employee, the Employer will provide disability coverage to full time employees as outlined per the attached Appendix B. 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 33

#### Retirement and Pension

- A. A Defined Benefit Pension Plan will be provided under the terms of the City Charter and Article II of Chapter 41 of the Sterling Heights Code of Ordinances. For the purpose of this Article, the term "retiree" is defined as any employee who retires 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.
- B. The computation used to determine an employee's pension shall be 2.3 percent multiplied by the number of years of service, multiplied by the Final Average Compensation. Final Average Compensation shall be based on the best three (3) years of the last ten (10) years. All taxable income earned shall be used in computing employee contribution, excluding allowances and reimbursements, and Final Average Compensation, and shall include income paid into any deferred compensation plan. Pension shall be vested after ten (10) years service. The employees' contribution shall be five (5%) percent of earnings.

Members of this Unit shall be allowed the option of retiring after completion of thirty (30) years credited service, after completing twenty-five (25) years of service and attaining the age of 55 or 10 years at age 60.

- C. In the event of an employee's death, who has ten (10) or more years of service, survivor pension benefits will be provided to the deceased employee's spouse in accordance with Section 28-34 of the City's Pension and Retirement Ordinance amended to reduce the credited years of service requirement for a death in service pension from 20 years to 10 years.
- D. Retirees and their spouses (not dependents) will be provided the same medical coverage as that provided to employees under Article 32.A. 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.

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 insurance for the duration of said employment. Upon reaching age 65 or

eligibility for MEDICARE, the retired employee and/or spouse must apply for MEDICARE coverage. The City will provide complimentary coverage with riders to provide a continuation of benefit level.

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 one hundred (100%) percent 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 General Employees Retirement System actuaries.

- E. Members of this Unit who have retired after July 1, 1993 shall be provided Ten Thousand (\$10,000.00) Dollars worth of term life insurance until age 70. The premium for said policy shall be paid by the City.
- F. The City shall pick up the employee contributions required employees for all compensation earned after the effective date of this provision. The contributions, so picked up, shall be treated as Employer contributions in determining tax treatment under the United States Internal Revenue Code. The City shall pick up these employee contributions from funds established and available in the Employees Deferred Pension Contribution Account, which funds would otherwise have been designated as employee contributions and paid to the Retirement Fund. Employee contributions picked up by the City, pursuant to this provision, shall be treated for all other purposes, in the same manner and to the same extent, as employee contributions made prior to the effective date of this provision. The effective date of this provision shall be the first day of the first pay period beginning at least 15 days after the City has received notification from the Internal Revenue Service that pursuant to Section 414(h) of the United States Internal Revenue Code, these employee contributions so picked up shall not be included in gross income for tax purposes until such time as they are distributed by refund or benefit payment.

With respect to the Plan Amendment and the "pick up" of employee pension contributions set forth in the paragraph above, it is expressly understood and agreed as follows:

- 1. The plan amendment is being adopted only for the purpose of allowing employees to take advantage of IRS Code provisions which permit governmental employees to tax shelter their pension plan contributions.
- 2. The actual current and future gross salary of the employees will not be affected by the plan amendment.

3. Employee contributions will be withheld from the actual gross salary and paid to the plan as has been the practice in the past.
  4. Actual gross salary will continue to serve as the basis for determining the amount of salary related fringe benefits, including retirement benefits.
  5. Taxable gross salary (salary reported on form W-2) for the employees will be equal to actual gross less the employee contribution to the Pension Plan.
  6. The City will maintain information which will permit identification of the amount of employee contributions made before and after the plan amendment. This is necessary in order to determine the extent to which a pension plan distribution is taxable income to the employee at the time the distribution is received.
  7. The plan amendment is being accomplished by local agreement rather than a change in State law.
- G. **Military Service Credit.** Effective with the signing of this agreement, and thereafter, 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 locally publicly supported retirement system. Purchase for 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 to purchase left).
- H. **Annuity Withdrawal** Members of the Bargaining Unit shall have available to them, in addition to the retirement options for the Defined Benefit Pension Plan already in place, an annuity withdrawal option as follows:
1. **Definition** - The annuity withdrawal is the option that allows members to withdraw their retirement contribution (with interest) at retirement and thereby forfeit the portion of their retirement allowance which was financed by their contributions.
  2. A member who elect this option must make written application to the General Employees Retirement System Pension Board no later than thirty (30) days prior to the effective date of their retirement.
  3. The Pension Board shall issue the member's retirement. The thirty (30) day notice may be waived at the sole discretion of the Pension Board, however, under no circumstances can it be increased.

4. 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. The option is only available for normal service retirement. A member who elects the annuity withdrawal option shall have the annual pension reduced accordingly as determined by the Pension Board Actuaries.
  5. Employee contributions for prior municipal and military service buybacks are not included in an annuity withdrawal.
  6. 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 retirement.
- H. **Defined Contribution Plan.** All new employees of the City hired after July 1, 1998 who become members of this bargaining unit shall receive retirement benefits through a defined contribution plan established through Article I of the Chapter 41 of the Sterling Heights Code of Ordinances. Such defined contribution plan benefits shall be in lieu of all defined pension entitlements provided in the City of Sterling Heights Charter or Article II of Chapter 41 of Sterling Heights Code of Ordinances. While the defined contribution plan is mandatory for new hires, it shall also be an option for existing members who may choose such benefits in lieu of those provided by the Sterling Heights Charter or Article II of Chapter 41 of Sterling Heights Code of Ordinances.

The employee contribution shall be 5% of gross salary and the City contribution shall be 7% of base salary. Employee is vested after five (5) years.

Existing members shall be given a window period from July 1, 1998 to November 30, 1998 in which to make their decision to convert to the defined contribution plan. The employees' 1997 wages will be used as the employees' FAC in order to calculate the employee's rollover amount. The Pension Board actuaries will calculate the rollover amount using the same assumptions used for the defined benefit pension system. Participants in the Defined Contribution Plan may be eligible for the same retiree medical benefits as participants in the defined benefit plan upon meeting the same age and service requirements as follows: leaving City service at age 55 with 25 years of service, leaving service after 30 years of service at any age or leaving City service at age 60 or above with at least 10 years of service.

#### ARTICLE 34

##### Educational Assistance

Section 1. This program is offered to encourage employees to improve their job skills, to increase their value to the City, and to assist them in preparing for future City advancement.

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.

Section 2. 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/her 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.). However, reimbursement under this program shall be limited to the difference between the other funds for which they are eligible, or received for the same course and reimbursement in accordance with this Article.
- C. Application will be approved by the department head and assistant city manager only for courses related to the employee's present job or related to a promotional position within the organization, or to satisfy the general education requirement for such a degree.
- D. Reimbursement shall be made only for courses completed at accredited high schools, trade schools, colleges, and universities.
- E. There shall be a seventy-five (75%) percent reimbursement for tuition, lab fees, 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" numerical equivalent, or for non-graded courses when the grade received is "satisfactory" or "passing." There shall be a Two Hundred (\$200) Dollars limitation per fiscal year for non-credit courses. If employee terminates himself/herself within one year of completing course work, the employee must reimburse the City for any education aid that employee received in that one year period prior to termination.
- F. Employees must submit official school transcript showing a final grade received. The employee shall be considered as having completed a class when they conclude the term for which the school quotes the tuition fee.
- G. As funds for educational assistance are limited, priority shall be governed by the time and date that completed applications are received in the assistant city 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.

- H. Expenses such as student fees, parking, mileage, shall not be part of the Educational Assistance Program.
- I. The applicants, under this program shall attend classes on their own time and without compensation from the City.

ARTICLE 35

Optical Reimbursement

The City will provide a maximum reimbursement of one hundred and fifty (\$150) to all employees in the bargaining unit for eye examination and prescription eyewear every other fiscal year beginning with the 1998/99 fiscal year. In order to be reimbursed, the employee must submit appropriate receipts.

ARTICLE 36

U.A.W. V-CAP

Section 1. During the life of this Agreement, the Employer agrees to deduct from the wages of each employee voluntary contributions to the U.A.W. V-CAP, provided that each such employee executes or has executed the "Authorization for Assignment and Check Off of Contributions to U.A.W. V-CAP" form; provided further, however, that the employer will continue to deduct the voluntary contributions to U.A.W. V-CAP from the wages of each employee for whom it has on file an unrevoked "Authorization for Assignment and Check Off of Contributions to U.A.W. V-CAP" form.

Section 2. Deductions shall be made only in accordance with the provisions of and in the amounts designated in said "Authorization for Assignment and Check Off of Contributions to U.A.W. V-CAP" form, together with the provisions of this article of the Agreement.

Section 3. A properly executed copy of the "Authorization for Assignment and Check Off of Contributions to U.A.W. V-CAP" form for each employee for whom voluntary contributions to U.A.W. V-CAP are to be deducted hereunder, shall be delivered to the Employer before any such deductions are made, except as to employees whose authorizations have hereto before been delivered. Deductions shall be made thereafter, only under the "Authorization for Assignment and Check Off of Contributions to U.A.W. V-CAP" forms which have been properly executed and are in effect.

Section 4. Deductions shall be made, pursuant to the forms received by the Employer, from the employee's first Union dues period in the first month following receipt of the check-off authorization card and shall continue until the check-off authorization is revoked in writing.

Section 5. The Employer agrees to remit said deductions promptly to the U.A.W. V-CAP, care of the International Union, United Automobile, Aerospace and Agricultural Implement



Workers of America (U.A.W.). The Employer further agrees to furnish V-CAP with a copy of each employee's "Authorization for Assignment and Check-Off of Contributions to U.A.W. V-CAP" form. The Employer further agrees to furnish U.A.W. V-CAP with a list of employees' names and deductions. This information shall be furnished along with each remittance.

Section 6. The Union will defend, indemnify and save harmless the Employer from any and all claims, demands, suits and other liability by reason of action or not taken by the Employer for the purpose of complying with this article.

#### ARTICLE 37

##### Termination of Agreement

Section 1. THIS AGREEMENT shall be in full force and effect from July 1, 1998 up to and including June 30, 2003, 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.

Section 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 30, 2003, 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.

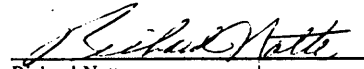
Section 3. Should either party to this Agreement serve such notice upon the other party, a joint conference of the Employer and the Union shall commence not later than forty-five (45) days before the expiration date or amendment date of this Agreement.

Section 4. There shall be no retroactive benefits or entitlement under this agreement except as to wages only, as set forth in Article 28.

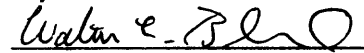
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative as of the day and year first written.

CITY OF STERLING HEIGHTS

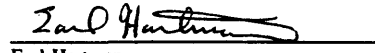
INTERNATIONAL UNION, UNITED  
AUTOMOBILE, AEROSPACE AND  
AGRICULTURAL IMPLEMENT  
WORKERS OF AMERICA (U.A.W.)



Richard Notte  
Mayor



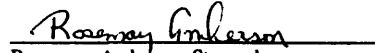
Walter C. Blessed  
City Clerk



Earl Hartman  
International Representative



Joseph Sturza  
Chairman



Rosemary Anderson, Steward



Mike Koszuba  
Secretary

Dated: 7-7-98

POSITION	A	B	C	D	E
<b>VIDEO PRODUCTION TECHNICIAN</b>					
hrly	9.000	10.000	11.000		
<b>LIBRARIAN - PART-TIME</b>					
hrly	18.080	18.534	18.996	19.472	19.958
<b>ANNUAL CONTROL OFFICER</b>					
ANNUAL	27,909	28,606	29,319	30,058	30,806
hrly	13.418	13.753	14.096	14.451	14.811
bi-wk	1,073.44	1,100.24	1,127.68	1,156.08	1,184.88
<b>COMMUNICATION SPECIALIST</b>					
ANNUAL	29,394	30,129	30,884	31,654	32,448
hrly	15.074	15.451	15.838	16.233	16.640
bi-wk	1,130.55	1,158.83	1,187.85	1,217.48	1,248.00
<b>BROADCAST PRODUCTION SPICALIST</b>					
ANNUAL	29,394	30,129	30,884	31,654	32,448
hrly	15.074	15.451	15.838	16.233	16.640
bi-wk	1,130.55	1,158.83	1,187.85	1,217.48	1,248.00
<b>POLICE LAB TECHNICIAN</b>					
ANNUAL	31,447	32,233	33,038	33,862	34,711
hrly	15.119	15.497	15.884	16.280	16.688
bi-wk	1,209.52	1,239.76	1,270.72	1,302.40	1,335.04
<b>RECREATION SPECIALIST</b>					
ANNUAL	32,518	33,333	34,169	35,018	35,891
hrly	16.676	17.094	17.523	17.958	18.406
bi-wk	1,250.70	1,282.05	1,314.23	1,346.85	1,380.45
<b>CDBG SPICALIST</b>					
ANNUAL	34,105	34,957	35,831	36,730	37,648
hrly	17.490	17.927	18.375	18.836	19.307
bi-wk	1,311.75	1,344.52	1,378.13	1,412.70	1,448.02
<b>CITIZEN SERVICES SPICALIST</b>					
ANNUAL	34,105	34,957	35,831	36,730	37,648
hrly	17.490	17.927	18.375	18.836	19.307
bi-wk	1,311.75	1,344.52	1,378.13	1,412.70	1,448.02
<b>NEIGHBORHOOD SPECIALIST</b>					
ANNUAL	34,105	34,957	35,831	36,730	37,648
hrly	17.490	17.927	18.375	18.836	19.307
bi-wk	1,311.75	1,344.52	1,378.13	1,412.70	1,448.02
<b>PURCHASING SPICALIST</b>					
ANNUAL	34,610	35,474	36,361	37,276	38,204
hrly	17.749	18.192	18.647	19.116	19.592
bi-wk	1,331.18	1,364.40	1,398.52	1,433.70	1,469.40
<b>LIBRARIAN</b>					
ANNUAL	37,182	38,110	39,058	40,043	41,039
hrly	19.068	19.544	20.030	20.535	21.046
bi-wk	1,430.10	1,465.80	1,502.25	1,540.13	1,578.45
<b>BROADCAST PROGRAMMING SPICALIST</b>					
ANNUAL	37,323	38,259	39,216	40,197	41,199
hrly	19.140	19.620	20.111	20.614	21.128
bi-wk	1,435.50	1,471.50	1,508.33	1,546.05	1,584.60
<b>BROADCAST SERVICES COORDINATOR</b>					
ANNUAL	37,323	38,259	39,216	40,197	41,199
hrly	19.140	19.620	20.111	20.614	21.128
bi-wk	1,435.50	1,471.50	1,508.33	1,546.05	1,584.60

3%

POSITION	A	B	C	D	E
<b>RECREATION COORDINATOR</b>					
ANNUAL	38,727	39,694	40,686	41,706	42,745
hrly	19.860	20.356	20.865	21.388	21.921
bi-wk	1,489.50	1,526.70	1,564.87	1,604.10	1,644.08
<b>INFO/TECHNOLOGY SPECIALIST</b>					
ANNUAL	39,115	40,092	41,096	42,123	43,178
hrly	20.059	20.560	21.075	21.602	22.143
bi-wk	1,504.43	1,542.00	1,580.63	1,620.15	1,660.73
<b>CITY MANAGEMENT COORDINATOR</b>					
ANNUAL	39,130	40,111	41,111	42,141	43,194
hrly	20.067	20.570	21.083	21.611	22.151
bi-wk	1,505.03	1,542.75	1,581.23	1,620.83	1,661.33
<b>PUBLIC DEVELOPMENT COORDINATOR</b>					
ANNUAL	39,130	40,111	41,111	42,141	43,194
hrly	20.067	20.570	21.083	21.611	22.151
bi-wk	1,505.03	1,542.75	1,581.23	1,620.83	1,661.33
<b>COMMUNICATIONS COORDINATOR</b>					
ANNUAL	39,130	40,111	41,111	42,141	43,194
hrly	20.067	20.570	21.083	21.611	22.151
bi-wk	1,505.03	1,542.75	1,581.23	1,620.83	1,661.33
<b>BUDGET MANAGEMENT COORDINATOR</b>					
ANNUAL	39,130	40,111	41,111	42,141	43,194
hrly	20.067	20.570	21.083	21.611	22.151
bi-wk	1,505.03	1,542.75	1,581.23	1,620.83	1,661.33
<b>BUILDING MAINT. COORDINATOR</b>					
ANNUAL	39,567	40,560	41,572	42,607	43,674
hrly	20.291	20.800	21.319	21.850	22.397
bi-wk	1,521.83	1,560.00	1,598.93	1,638.75	1,679.77
<b>LIBRARY SERV. AREA COORDINATOR</b>					
ANNUAL	39,797	40,792	41,808	42,855	43,929
hrly	20.409	20.919	21.440	21.977	22.528
bi-wk	1,530.68	1,568.93	1,608.00	1,648.28	1,689.60
<b>LIBRARY PROGRAMMING SPECIALIST</b>					
ANNUAL	39,797	40,792	41,808	42,855	43,929
hrly	20.409	20.919	21.440	21.977	22.528
bi-wk	1,530.68	1,568.93	1,608.00	1,648.28	1,689.60
<b>ACCOUNTANT</b>					
ANNUAL	40,164	41,170	42,198	43,254	44,335
hrly	20.597	21.113	21.640	22.182	22.736
bi-wk	1,544.78	1,583.48	1,623.00	1,663.65	1,705.20
<b>PLANNING COORDINATOR</b>					
ANNUAL	42,740	43,808	44,902	46,023	47,180
hrly	21.918	22.466	23.027	23.602	24.195
bi-wk	1,643.85	1,684.95	1,727.03	1,770.15	1,814.63
<b>RISK MANAGER</b>					
ANNUAL	44,335	45,444	46,579	47,741	48,935
hrly	22.736	23.305	23.887	24.483	25.095
bi-wk	1,705.20	1,747.88	1,791.53	1,836.23	1,882.13
<b>EMERGENCY MGMT. COORDINATOR</b>					
ANNUAL	49,925	51,175	52,453	53,765	55,110
hrly	25.603	26.244	26.899	27.572	28.262
bi-wk	1,920.23	1,968.30	2,017.43	2,067.90	2,119.65

POSITION	A	B	C	D	E
<b>VIDEO PRODUCTION TECHNICIAN</b>					
hrly	9.270	10.300	11.330		
<b>LIBRARIAN - PART-TIME</b>					
hrly	18.622	19.090	19.566	20.056	20.557
<b>ANIMAL CONTROL OFFICER</b>					
ANNUAL	29,465	30,201	30,954	31,734	32,524
hrly	14.166	14.520	14.882	15.257	15.637
bi-wk	1,133.28	1,161.60	1,190.56	1,220.56	1,250.96
<b>COMMUNICATION SPBICALIST</b>					
ANNUAL	31,032	31,808	32,605	33,419	34,257
hrly	15.914	16.312	16.721	17.138	17.568
bi-wk	1,193.55	1,223.40	1,254.08	1,285.35	1,317.60
<b>BROADCAST PRODUCTION SPECIALIST</b>					
ANNUAL	31,032	31,808	32,605	33,419	34,257
hrly	15.914	16.312	16.721	17.138	17.568
bi-wk	1,193.55	1,223.40	1,254.08	1,285.35	1,317.60
<b>POLICE LAB TECHNICIAN</b>					
ANNUAL	32,391	33,200	34,030	34,877	35,753
hrly	15.573	15.962	16.361	16.768	17.189
bi-wk	1,245.84	1,276.96	1,308.88	1,341.44	1,375.12
<b>RECREATION SPECIALIST</b>					
ANNUAL	33,493	34,333	35,195	36,069	36,968
hrly	17.176	17.607	18.049	18.497	18.958
bi-wk	1,288.20	1,320.52	1,353.68	1,387.28	1,421.85
<b>CDBG SPBICALIST</b>					
ANNUAL	35,129	36,006	36,905	37,831	38,777
hrly	18.015	18.465	18.926	19.401	19.886
bi-wk	1,351.13	1,384.88	1,419.45	1,455.08	1,491.45
<b>CITIZEN SERVICES SPECIALIST</b>					
ANNUAL	35,129	36,006	36,905	37,831	38,777
hrly	18.015	18.465	18.926	19.401	19.886
bi-wk	1,351.13	1,384.88	1,419.45	1,455.08	1,491.45
<b>NEIGHBORHOOD SPBICALIST</b>					
ANNUAL	35,129	36,006	36,905	37,831	38,777
hrly	18.015	18.465	18.926	19.401	19.886
bi-wk	1,351.13	1,384.88	1,419.45	1,455.08	1,491.45
<b>PURCHASING SPBICALIST</b>					
ANNUAL	35,647	36,539	37,451	38,393	39,351
hrly	18.281	18.738	19.206	19.689	20.180
bi-wk	1,371.07	1,405.35	1,440.45	1,476.68	1,513.50
<b>LIBRARIAN</b>					
ANNUAL	39,255	40,236	41,236	42,276	43,277
hrly	20.131	20.634	21.147	21.680	22.219
bi-wk	1,509.83	1,547.55	1,586.02	1,626.00	1,666.43
<b>BROADCAST PROGRAMMING SPBICALIST</b>					
ANNUAL	38,442	39,407	40,392	41,402	42,435
hrly	19.714	20.209	20.714	21.232	21.762
bi-wk	1,478.55	1,515.68	1,553.55	1,592.40	1,632.15
<b>BROADCAST SERVICES COORDINATOR</b>					
ANNUAL	39,403	40,392	41,402	42,437	43,496
hrly	20.207	20.714	21.232	21.763	22.306
bi-wk	1,515.53	1,553.55	1,592.40	1,632.23	1,672.95

3%

POSITION	A	B	C	D	E
<b>RECREATION COORDINATOR</b>					
ANNUAL	40,885	41,907	42,954	44,031	45,128
hrly	20.967	21.491	22.028	22.580	23.143
bi-wk	1,572.52	1,611.83	1,652.10	1,693.50	1,735.73
<b>INFO/TECHNOLOGY SPECIALIST</b>					
ANNUAL	40,288	41,295	42,328	43,387	44,473
hrly	20.661	21.177	21.707	22.250	22.807
bi-wk	1,549.58	1,588.27	1,628.03	1,668.75	1,710.52
<b>CITY MANAGEMENT COORDINATOR</b>					
ANNUAL	41,312	42,348	43,403	44,491	45,602
hrly	21.186	21.717	22.258	22.816	23.386
bi-wk	1,588.95	1,628.77	1,669.35	1,711.20	1,753.95
<b>PUBLIC DEVELOPMENT COORDINATOR</b>					
ANNUAL	41,312	42,348	43,403	44,491	45,602
hrly	21.186	21.717	22.258	22.816	23.386
bi-wk	1,588.95	1,628.77	1,669.35	1,711.20	1,753.95
<b>COMMUNICATIONS COORDINATOR</b>					
ANNUAL	41,312	42,348	43,403	44,491	45,602
hrly	21.186	21.717	22.258	22.816	23.386
bi-wk	1,588.95	1,628.77	1,669.35	1,711.20	1,753.95
<b>BUDGET MANAGEMENT COORDINATOR</b>					
ANNUAL	41,312	42,348	43,403	44,491	45,602
hrly	21.186	21.717	22.258	22.816	23.386
bi-wk	1,588.95	1,628.77	1,669.35	1,711.20	1,753.95
<b>BUILDING MAINT. COORDINATOR</b>					
ANNUAL	40,755	41,776	42,820	43,886	44,984
hrly	20.900	21.424	21.959	22.506	23.069
bi-wk	1,567.50	1,606.80	1,646.93	1,687.95	1,730.18
<b>LIBRARY SERV. AREA COORDINATOR</b>					
ANNUAL	42,016	43,065	44,138	45,243	46,378
hrly	21.547	22.085	22.635	23.202	23.784
bi-wk	1,616.03	1,656.38	1,697.63	1,740.15	1,783.80
<b>LIBRARY PROGRAMMING SPECIALIST</b>					
ANNUAL	40,990	42,016	43,061	44,140	45,247
hrly	21.021	21.547	22.083	22.636	23.204
bi-wk	1,576.58	1,616.03	1,656.23	1,697.70	1,740.30
<b>ACCOUNTANT</b>					
ANNUAL	41,369	42,404	43,463	44,551	45,665
hrly	21.215	21.746	22.289	22.847	23.418
bi-wk	1,591.13	1,630.95	1,671.68	1,713.53	1,756.35
<b>PLANNING COORDINATOR</b>					
ANNUAL	44,023	45,123	46,250	47,404	48,595
hrly	22.576	23.140	23.718	24.310	24.921
bi-wk	1,693.20	1,735.50	1,778.85	1,823.25	1,869.08
<b>RISK MANAGER</b>					
ANNUAL	45,665	46,807	47,977	49,173	50,403
hrly	23.418	24.004	24.604	25.217	25.848
bi-wk	1,756.35	1,800.30	1,845.30	1,891.27	1,938.60
<b>EMERGENCY MGMT. COORDINATOR</b>					
ANNUAL	51,423	52,710	54,026	55,378	56,764
hrly	26.371	27.031	27.706	28.399	29.110
bi-wk	1,977.82	2,027.32	2,077.95	2,129.93	2,183.25

POSITION	A	B	C	D	E
<b>VIDEO PRODUCTION TECHNICIAN</b>					
hrly	9,548	10,609	11,670		
<b>LIBRARIAN - PART-TIME</b>					
hrly	19,181	19,663	20,153	20,658	21,174
<b>ANIMAL CONTROL OFFICER</b>					
ANNUAL	30,349	31,108	31,882	32,687	33,500
hrly	14,591	14,956	15,328	15,715	16,106
bi-wk	1,167.28	1,196.48	1,226.24	1,257.20	1,288.48
<b>COMMUNICATION SPECIALIST</b>					
ANNUAL	31,962	32,761	33,584	34,421	35,285
hrly	16,391	16,801	17,223	17,652	18,095
bi-wk	1,229.32	1,260.07	1,291.73	1,323.90	1,357.13
<b>BROADCAST PRODUCTION SPECIALIST</b>					
ANNUAL	31,962	32,761	33,584	34,421	35,285
hrly	16,391	16,801	17,223	17,652	18,095
bi-wk	1,229.32	1,260.07	1,291.73	1,323.90	1,357.13
<b>POLICE LAB TECHNICIAN</b>					
ANNUAL	33,363	34,197	35,052	35,923	36,826
hrly	16,040	16,441	16,852	17,271	17,705
bi-wk	1,283.20	1,315.28	1,348.16	1,381.68	1,416.40
<b>RECREATION SPECIALIST</b>					
ANNUAL	34,497	35,363	36,250	37,151	38,077
hrly	17,691	18,135	18,590	19,052	19,527
bi-wk	1,326.82	1,360.13	1,394.25	1,428.90	1,464.53
<b>CDBG SPECIALIST</b>					
ANNUAL	36,182	37,087	38,013	38,966	39,941
hrly	18,555	19,019	19,494	19,983	20,483
bi-wk	1,391.63	1,426.43	1,462.05	1,498.73	1,536.23
<b>CITIZEN SERVICES SPECIALIST</b>					
ANNUAL	36,182	37,087	38,013	38,966	39,941
hrly	18,555	19,019	19,494	19,983	20,483
bi-wk	1,391.63	1,426.43	1,462.05	1,498.73	1,536.23
<b>NEIGHBORHOOD SPECIALIST</b>					
ANNUAL	36,182	37,087	38,013	38,966	39,941
hrly	18,555	19,019	19,494	19,983	20,483
bi-wk	1,391.63	1,426.43	1,462.05	1,498.73	1,536.23
<b>PURCHASING SPECIALIST</b>					
ANNUAL	36,716	37,635	38,574	39,546	40,530
hrly	18,829	19,300	19,782	20,280	20,785
bi-wk	1,412.18	1,447.50	1,483.65	1,521.00	1,558.88
<b>LIBRARIAN</b>					
ANNUAL	40,433	41,443	42,472	43,543	44,627
hrly	20,735	21,253	21,781	22,330	22,886
bi-wk	1,555.13	1,593.98	1,633.57	1,674.75	1,716.45
<b>BROADCAST PROGRAMMING SPECIALIST</b>					
ANNUAL	39,594	40,589	41,603	42,644	43,709
hrly	20,305	20,815	21,335	21,869	22,415
bi-wk	1,522.88	1,561.13	1,600.13	1,640.18	1,681.13
<b>BROADCAST SERVICES COORDINATOR</b>					
ANNUAL	40,585	41,603	42,644	43,711	44,801
hrly	20,813	21,335	21,869	22,416	22,975
bi-wk	1,560.98	1,600.13	1,640.18	1,681.20	1,723.13

3%

POSITION	A	B	C	D	E
<b>RECREATION COORDINATOR</b>					
ANNUAL	42,112	43,165	44,243	45,351	46,482
hrly	21.596	22.136	22.689	23.257	23.837
bi-wk	1,619.70	1,660.20	1,701.68	1,744.28	1,787.78
<b>INFO/TECHNOLOGY SPECIALIST</b>					
ANNUAL	41,497	42,533	43,598	44,690	45,807
hrly	21.281	21.812	22.358	22.918	23.491
bi-wk	1,596.07	1,635.90	1,676.85	1,718.85	1,761.83
<b>CITY MANAGEMENT COORDINATOR</b>					
ANNUAL	42,552	43,619	44,705	45,825	46,971
hrly	21.822	22.369	22.926	23.500	24.088
bi-wk	1,636.65	1,677.68	1,719.45	1,762.50	1,806.60
<b>PUBLIC DEVELOPMENT COORDINATOR</b>					
ANNUAL	42,552	43,619	44,705	45,825	46,971
hrly	21.822	22.369	22.926	23.500	24.088
bi-wk	1,636.65	1,677.68	1,719.45	1,762.50	1,806.60
<b>COMMUNICATIONS COORDINATOR</b>					
ANNUAL	42,552	43,619	44,705	45,825	46,971
hrly	21.822	22.369	22.926	23.500	24.088
bi-wk	1,636.65	1,677.68	1,719.45	1,762.50	1,806.60
<b>BUDGET MANAGEMENT COORDINATOR</b>					
ANNUAL	42,552	43,619	44,705	45,825	46,971
hrly	21.822	22.369	22.926	23.500	24.088
bi-wk	1,636.65	1,677.68	1,719.45	1,762.50	1,806.60
<b>BUILDING MAINT. COORDINATOR</b>					
ANNUAL	41,977	43,030	44,105	45,202	46,333
hrly	21.527	22.067	22.618	23.181	23.761
bi-wk	1,614.53	1,655.03	1,696.35	1,738.58	1,782.08
<b>LIBRARY SERV. AREA COORDINATOR</b>					
ANNUAL	43,276	44,358	45,462	46,601	47,771
hrly	22.193	22.748	23.314	23.898	24.498
bi-wk	1,664.48	1,706.10	1,748.55	1,792.35	1,837.35
<b>LIBRARY PROGRAMMING SPECIALIST</b>					
ANNUAL	42,221	43,276	44,352	45,464	46,605
hrly	21.652	22.193	22.745	23.315	23.900
bi-wk	1,623.90	1,664.48	1,705.88	1,748.63	1,792.50
<b>ACCOUNTANT</b>					
ANNUAL	42,609	43,676	44,768	45,887	47,035
hrly	21.851	22.398	22.958	23.532	24.121
bi-wk	1,638.83	1,679.85	1,721.85	1,764.90	1,809.07
<b>PLANNING COORDINATOR</b>					
ANNUAL	45,343	46,476	47,638	48,826	50,054
hrly	23.253	23.834	24.430	25.039	25.669
bi-wk	1,743.98	1,787.55	1,832.25	1,877.93	1,925.18
<b>RISK MANAGER</b>					
ANNUAL	47,035	48,211	49,416	50,649	51,914
hrly	24.121	24.724	25.342	25.974	26.623
bi-wk	1,809.07	1,854.30	1,900.65	1,948.05	1,996.73
<b>EMERGENCY MGMT. COORDINATOR</b>					
ANNUAL	52,965	54,291	55,647	57,039	58,466
hrly	27.162	27.842	28.537	29.251	29.983
bi-wk	2,037.15	2,088.15	2,140.28	2,193.83	2,248.73



POSITION	A	B	C	D	E
<b>VIDEO PRODUCTION TECHNICIAN</b>					
hrly	9.835	10.927	12.020		
<b>LIBRARIAN - PART-TIME</b>					
hrly	19.756	20.252	20.758	21.278	21.809
<b>ANIMAL CONTROL OFFICER</b>					
ANNUAL	32,040	32,843	33,660	34,509	35,368
hrly	15.404	15.790	16.183	16.591	17.004
bi-wk	1,232.32	1,263.20	1,294.64	1,327.28	1,360.32
<b>COMMUNICATION SPECIALIST</b>					
ANNUAL	33,744	34,589	35,456	36,340	37,252
hrly	17.305	17.738	18.183	18.636	19.104
bi-wk	1,297.88	1,330.35	1,363.73	1,397.70	1,432.80
<b>BROADCAST PRODUCTION SPECIALIST</b>					
ANNUAL	33,744	34,589	35,456	36,340	37,252
hrly	17.305	17.738	18.183	18.636	19.104
bi-wk	1,297.88	1,330.35	1,363.73	1,397.70	1,432.80
<b>POLICE LAB TECHNICIAN</b>					
ANNUAL	34,363	35,222	36,104	37,001	37,930
hrly	16.521	16.934	17.358	17.789	18.236
bi-wk	1,321.68	1,354.72	1,388.64	1,423.12	1,458.88
<b>RECREATION SPECIALIST</b>					
ANNUAL	35,532	36,424	37,338	38,266	39,220
hrly	18.222	18.679	19.148	19.624	20.113
bi-wk	1,366.65	1,400.93	1,436.10	1,471.80	1,508.48
<b>CDBG SPECIALIST</b>					
ANNUAL	37,268	38,200	39,154	40,134	41,139
hrly	19.112	19.590	20.079	20.582	21.097
bi-wk	1,433.40	1,469.25	1,505.93	1,543.65	1,582.28
<b>CITIZEN SERVICES SPECIALIST</b>					
ANNUAL	37,268	38,200	39,154	40,134	41,139
hrly	19.112	19.590	20.079	20.582	21.097
bi-wk	1,433.40	1,469.25	1,505.93	1,543.65	1,582.28
<b>NEIGHBORHOOD SPECIALIST</b>					
ANNUAL	37,268	38,200	39,154	40,134	41,139
hrly	19.112	19.590	20.079	20.582	21.097
bi-wk	1,433.40	1,469.25	1,505.93	1,543.65	1,582.28
<b>PURCHASING SPECIALIST</b>					
ANNUAL	37,818	38,764	39,731	40,731	41,747
hrly	19.394	19.879	20.375	20.888	21.409
bi-wk	1,454.55	1,490.93	1,528.13	1,566.60	1,605.68
<b>LIBRARIAN</b>					
ANNUAL	42,687	43,754	44,840	45,971	47,115
hrly	21.891	22.438	22.995	23.575	24.162
bi-wk	1,641.82	1,682.85	1,724.63	1,768.13	1,812.15
<b>BROADCAST PROGRAMMING SPECIALIST</b>					
ANNUAL	40,782	41,806	42,851	43,923	45,019
hrly	20.914	21.439	21.975	22.525	23.087
bi-wk	1,568.55	1,607.93	1,648.13	1,689.38	1,731.53
<b>BROADCAST SERVICES COORDINATOR</b>					
ANNUAL	42,847	43,921	45,021	46,148	47,299
hrly	21.973	22.524	23.088	23.666	24.256
bi-wk	1,647.98	1,689.30	1,731.60	1,774.95	1,819.20

3%

POSITION	A	B	C	D	E
<b>RECREATION COORDINATOR</b>					
ANNUAL	44,460	45,571	46,710	47,880	49,073
hrly	22.800	23.370	23.954	24.554	25.166
bi-wk	1,710.00	1,752.75	1,796.55	1,841.55	1,887.45
<b>INFORMATION TECHNOLOGY SPECIALIST</b>					
ANNUAL	42,742	43,808	44,906	46,031	47,182
hrly	21.919	22.466	23.029	23.606	24.196
bi-wk	1,643.93	1,684.95	1,727.18	1,770.45	1,814.70
<b>CITY MANAGEMENT COORDINATOR</b>					
ANNUAL	44,926	46,051	47,197	48,379	49,590
hrly	23.039	23.616	24.204	24.810	25.431
bi-wk	1,727.93	1,771.20	1,815.30	1,860.75	1,907.33
<b>PUBLIC DEVELOPMENT COORDINATOR</b>					
ANNUAL	44,926	46,051	47,197	48,379	49,590
hrly	23.039	23.616	24.204	24.810	25.431
bi-wk	1,727.93	1,771.20	1,815.30	1,860.75	1,907.33
<b>COMMUNICATIONS COORDINATOR</b>					
ANNUAL	44,926	46,051	47,197	48,379	49,590
hrly	23.039	23.616	24.204	24.810	25.431
bi-wk	1,727.93	1,771.20	1,815.30	1,860.75	1,907.33
<b>BUDGET MANAGEMENT COORDINATOR</b>					
ANNUAL	44,926	46,051	47,197	48,379	49,590
hrly	23.039	23.616	24.204	24.810	25.431
bi-wk	1,727.93	1,771.20	1,815.30	1,860.75	1,907.33
<b>BUILDING MAINT. COORDINATOR</b>					
ANNUAL	43,237	44,321	45,429	46,558	47,724
hrly	22.173	22.729	23.297	23.876	24.474
bi-wk	1,662.98	1,704.68	1,747.28	1,790.70	1,835.55
<b>LIBRARY SERV. AREA COORDINATOR</b>					
ANNUAL	45,688	46,831	47,997	49,198	50,434
hrly	23.430	24.016	24.614	25.230	25.864
bi-wk	1,757.25	1,801.20	1,846.05	1,892.25	1,939.80
<b>LIBRARY PROGRAMMING SPECIALIST</b>					
ANNUAL	43,488	44,575	45,682	46,827	48,003
hrly	22.302	22.859	23.427	24.014	24.617
bi-wk	1,672.65	1,714.43	1,757.02	1,801.05	1,846.28
<b>ACCOUNTANT</b>					
ANNUAL	45,688	46,831	47,997	49,198	50,434
hrly	23.430	24.016	24.614	25.230	25.864
bi-wk	1,757.25	1,801.20	1,846.05	1,892.25	1,939.80
<b>PLANNING COORDINATOR</b>					
ANNUAL	46,704	47,870	49,067	50,290	51,556
hrly	23.951	24.549	25.163	25.790	26.439
bi-wk	1,796.33	1,841.18	1,887.23	1,934.25	1,982.93
<b>RISK MANAGER</b>					
ANNUAL	48,447	49,658	50,898	52,168	53,472
hrly	24.845	25.466	26.102	26.753	27.422
bi-wk	1,863.38	1,909.95	1,957.65	2,006.48	2,056.65
<b>EMERGENCY MGMT. COORDINATOR</b>					
ANNUAL	54,555	55,920	57,316	58,751	60,219
hrly	27.977	28.677	29.393	30.129	30.882
bi-wk	2,098.28	2,150.78	2,204.48	2,259.68	2,316.15

3%

POSITION	A	B	C	D	E
<b>VIDEO PRODUCTION TECHNICIAN</b>					
hrly	10.130	11.255	12.381		
<b>LIBRARIAN - PART-TIME</b>					
hrly	20.349	20.860	21.380	21.916	22.463
<b>ANIMAL CONTROL OFFICER</b>					
ANNUAL	33,001	33,829	34,669	35,545	36,429
hrly	15.866	16.264	16.668	17.089	17.514
bi-wk	1,269.28	1,301.12	1,333.44	1,367.12	1,401.12
<b>COMMUNICATION SPECIALIST</b>					
ANNUAL	34,756	35,626	36,519	37,430	38,370
hrly	17.824	18.270	18.728	19.195	19.677
bi-wk	1,336.80	1,370.25	1,404.60	1,439.63	1,475.77
<b>BROADCAST PRODUCTION SPECIALIST</b>					
ANNUAL	34,756	35,626	36,519	37,430	38,370
hrly	17.824	18.270	18.728	19.195	19.677
bi-wk	1,336.80	1,370.25	1,404.60	1,439.63	1,475.77
<b>POLICE LAB TECHNICIAN</b>					
ANNUAL	35,395	36,279	37,188	38,111	39,068
hrly	17.017	17.442	17.879	18.323	18.783
bi-wk	1,361.36	1,395.36	1,430.32	1,465.84	1,502.64
<b>RECREATION SPECIALIST</b>					
ANNUAL	36,599	37,516	38,457	39,415	40,396
hrly	18.769	19.239	19.722	20.213	20.716
bi-wk	1,407.68	1,442.93	1,479.15	1,515.98	1,553.70
<b>CDBG SPECIALIST</b>					
ANNUAL	38,385	39,347	40,327	41,338	42,373
hrly	19.685	20.178	20.681	21.199	21.730
bi-wk	1,476.38	1,513.35	1,551.08	1,589.93	1,629.75
<b>CITIZEN SERVICES SPECIALIST</b>					
ANNUAL	38,385	39,347	40,327	41,338	42,373
hrly	19.685	20.178	20.681	21.199	21.730
bi-wk	1,476.38	1,513.35	1,551.08	1,589.93	1,629.75
<b>NEIGHBORHOOD SPECIALIST</b>					
ANNUAL	38,385	39,347	40,327	41,338	42,373
hrly	19.685	20.178	20.681	21.199	21.730
bi-wk	1,476.38	1,513.35	1,551.08	1,589.93	1,629.75
<b>PURCHASING SPECIALIST</b>					
ANNUAL	38,953	39,926	40,922	41,954	42,999
hrly	19.976	20.475	20.986	21.515	22.051
bi-wk	1,498.20	1,535.63	1,573.95	1,613.63	1,653.82
<b>LIBRARIAN</b>					
ANNUAL	43,968	45,066	46,185	47,349	48,529
hrly	22.548	23.111	23.685	24.282	24.887
bi-wk	1,691.10	1,733.33	1,776.38	1,821.15	1,866.53
<b>BROADCAST PROGRAMMING SPECIALIST</b>					
ANNUAL	42,004	43,059	44,136	45,241	46,371
hrly	21.541	22.082	22.634	23.201	23.780
bi-wk	1,615.58	1,656.15	1,697.55	1,740.08	1,783.50
<b>BROADCAST SERVICES COORDINATOR</b>					
ANNUAL	44,132	45,240	46,372	47,533	48,718
hrly	22.632	23.200	23.781	24.376	24.984
bi-wk	1,697.40	1,740.00	1,783.57	1,828.20	1,873.80

POSITION	A	B	C	D	E
<b>RECREATION COORDINATOR</b>					
ANNUAL	45,793	46,938	48,112	49,317	50,545
hrly	23.484	24.071	24.673	25.291	25.921
bi-wk	1,761.30	1,805.33	1,850.48	1,896.83	1,944.08
<b>INFO/TECHNOLOGY SPECIALIST</b>					
ANNUAL	44,025	45,123	46,254	47,412	48,597
hrly	22.577	23.140	23.720	24.314	24.922
bi-wk	1,693.28	1,735.50	1,779.00	1,823.55	1,869.15
<b>CITY MANAGEMENT COORDINATOR</b>					
ANNUAL	46,273	47,431	48,613	49,830	51,078
hrly	23.730	24.324	24.930	25.554	26.194
bi-wk	1,779.75	1,824.30	1,869.75	1,916.55	1,964.55
<b>PUBLIC DEVELOPMENT COORDINATOR</b>					
ANNUAL	46,273	47,431	48,613	49,830	51,078
hrly	23.730	24.324	24.930	25.554	26.194
bi-wk	1,779.75	1,824.30	1,869.75	1,916.55	1,964.55
<b>COMMUNICATIONS COORDINATOR</b>					
ANNUAL	46,273	47,431	48,613	49,830	51,078
hrly	23.730	24.324	24.930	25.554	26.194
bi-wk	1,779.75	1,824.30	1,869.75	1,916.55	1,964.55
<b>BUDGET MANAGEMENT COORDINATOR</b>					
ANNUAL	46,273	47,431	48,613	49,830	51,078
hrly	23.730	24.324	24.930	25.554	26.194
bi-wk	1,779.75	1,824.30	1,869.75	1,916.55	1,964.55
<b>BUILDING MAINT. COORDINATOR</b>					
ANNUAL	44,534	45,651	46,792	47,954	49,155
hrly	22.838	23.411	23.996	24.592	25.208
bi-wk	1,712.85	1,755.83	1,799.70	1,844.40	1,890.60
<b>LIBRARY SERV. AREA COORDINATOR</b>					
ANNUAL	47,059	48,235	49,436	50,674	51,948
hrly	24.133	24.736	25.352	25.987	26.640
bi-wk	1,809.98	1,855.20	1,901.40	1,949.02	1,998.00
<b>LIBRARY PROGRAMMING SPECIALIST</b>					
ANNUAL	44,793	45,912	47,053	48,231	49,444
hrly	22.971	23.545	24.130	24.734	25.356
bi-wk	1,722.83	1,765.88	1,809.75	1,855.05	1,901.70
<b>ACCOUNTANT</b>					
ANNUAL	47,059	48,235	49,436	50,674	51,948
hrly	24.133	24.736	25.352	25.987	26.640
bi-wk	1,809.98	1,855.20	1,901.40	1,949.02	1,998.00
<b>PLANNING COORDINATOR</b>					
ANNUAL	48,106	49,305	50,540	51,799	53,102
hrly	24.670	25.285	25.918	26.564	27.232
bi-wk	1,850.25	1,896.38	1,943.85	1,992.30	2,042.40
<b>RISK MANAGER</b>					
ANNUAL	49,900	51,148	52,425	53,734	55,077
hrly	25.590	26.230	26.885	27.556	28.245
bi-wk	1,919.25	1,967.25	2,016.38	2,066.70	2,118.38
<b>EMERGENCY MGMT. COORDINATOR</b>					
ANNUAL	56,191	57,597	59,036	60,514	62,025
hrly	28.816	29.537	30.275	31.033	31.808
bi-wk	2,161.20	2,215.28	2,270.63	2,327.48	2,385.60

APPENDIX B

Disability Insurance

Short Term Disability Income for Accident or Sickness

Short Term Disability Income Benefit	60%
Elimination (Waiting) Period	7 days accident 7 days illness
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

APPENDIX C

Blue Cross/Blue Shield Dental Plan

Coverage Description and Limits

- Class I: Diagnostic services, preventive services, and palliative treatment are covered at 75 percent 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 percent of reasonable charges.
- Class III: Construction and replacement of dentures and bridges are covered at 75 percent of reasonable charges.
- Class IV: Orthodontic services are covered at 50 percent 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.

