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12/31/2003

2000-2003 AGREEMENT

Between

**HURON-CLINTON
METROPOLITAN AUTHORITY**

And The

**HURON-CLINTON
METROPOLITAN AUTHORITY
EMPLOYEES ASSOCIATION**

Huron-Clinton Metropolitan Authority



**PARK SUPERINTENDENT / DEPARTMENT HEAD
BARGAINING UNIT**



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AGREEMENT

This Agreement is made the 9th day of September, 1999, between the HURON-CLINTON METROPOLITAN AUTHORITY (hereinafter called the "Authority" or "Employer") and the HURON-CLINTON METROPOLITAN AUTHORITY EMPLOYEES ASSOCIATION (hereinafter called the "Association").

ARTICLE 1 RECOGNITION

The Authority recognizes the Association as the exclusive bargaining representative for the purpose of collective bargaining with respect to rates of pay, wages, certain fringe benefits, hours of employment, and other conditions of employment for the Superintendent/Department Head Employees' Bargaining Unit of the Authority which is comprised of employees assigned to the following classifications: Park Superintendent, Chief Engineer, Chief Planner, Chief of Interpretive Services/Public Relations and Purchasing Manager and excludes all non-supervisory, professional, and supervisory employees; rangers, ranger corporals, ranger sergeants; all seasonal and part-time employees; the Executive Secretary, Personnel Technician, Director, Deputy Director, Secretary, Controller and Chief of Human Resources; and all other employees.

ARTICLE 2 NON-DISCRIMINATION

There shall be no discrimination as to age, race, sex, color, creed or country of origin, handicap or disability, political affiliation or union affiliation. The Employees Association and Bargaining Unit shall share equally with the Employer responsibility for applying this provision.

ARTICLE 3 MANAGEMENT RIGHTS

Except as expressly and specifically limited by the provisions of this Agreement, the Authority retains and reserves all rights of management, which shall be exercised by the Authority in its sole discretion. Such rights include, by way of example but not limitation, the rights to the executive management and administrative control of the Authority, its properties and facilities, and the activities of its employees; to hire, assign, schedule, promote, and transfer employees, including the exercise of judgment as to requirements and qualifications; to determine the size and disposition of the work force, whether and by whom work will be

performed, and whether required work will be performed by Bargaining Unit employees or by others; to determine the equipment and facilities to be used; to affect changes in methods, operations, facilities, systems and equipment; to discharge, suspend, demote and discipline employees for just cause; to lay off employees for lack of work or other good reason; to maintain efficiency and order, including the right to establish and enforce reasonable work rules and rules of conduct for all employees; to determine the locations of the Authority's parks, offices and other facilities.

ARTICLE 4 SICK LEAVE

Section 1: Sick Leave Accumulation

Employees shall accumulate Sick Leave with pay at the rate of four (4) hours per each completed eighty (80) hour pay period. There shall be no limit on the accumulation of sick leave.

Sick Leave, although earned, shall be allowed only after an employee has completed six (6) months of service.

Sick Leave shall not accrue during leaves of absence without pay or when an employee is on Long Term Disability.

Section 2: Sick Leave Taking

Sick Leave with pay is intended to cover incapacity due to personal illness and certain other specific absences (listed in the "Allowable Periods" Section below). It is not intended to cover personal malingering; and any suspicion of such will require the employee to produce a medical certificate justifying the reason for such absence.

- A. To receive authorization for the use of Sick Leave, an employee must submit HCMA Form #114, "Application for Leave."
- B. Approved Sick leave hours are considered work hours. Holidays falling within a period of Sick Leave shall not be charged as sick leave hours.
- C. Sick Leave taking shall be figured in increments of two (2) hours.
- D. In cases of extended illness, use of compensatory leave may be authorized after all accumulated Sick and Annual Leave hours have been exhausted.
- E. Annual Leave will not be authorized to cover Sick Leave or absence listed in the "Allowable Periods" Section except where authorized after Sick Leave has been exhausted.

Section 3: Allowable Periods

Absence from work chargeable to Sick Leave are listed as follows:

- A. Personal illness or physical incapacity caused by factors over which the employee has no control.
- B. Exposure to contagious disease in which the health of others would be endangered. Written verification by proper medical authority is required.
- C. Physical examination, medical treatment or other medical procedures relating to disability pensions, etc., by the Veteran's Administration, Draft Board or any branch of the Armed Forces.
- D. Illness of an immediate family member who requires the employee's personal care and attention. The term "immediate family" as used in this section shall mean spouse, parent, grandparent, child, brother or sister of the employee or a member of the employee's household.

Section 4: Transfer of Sick Leave

When an employee requests to transfer sick or annual leave to an employee that is ill and has exhausted all sick, annual and compensatory leave, such transfer of leave shall be subject to the conditions listed below:

- A. Said employee receiving said sick or annual leave shall have exhausted all sick, annual, and compensatory leave.
- B. The circumstances are such that it is likely that the employee will return to duty.
- C. The employee receiving said sick or annual leave is a full-time employee.
- D. Sick or annual leave shall not be transferred to an employee known to be considering retirement or resignation or whom disciplinary action is pending.
- E. No employee who has been warned in writing of possible abuse of sick leave within the past twelve (12) months shall be eligible to receive a transfer of sick leave.
- F. Sick leave days transferred shall be treated as if they were used by the employee for purpose of bonus computation.

Section 5:

An employee injured in an accident arising out of and in the course of employment with the Authority shall receive Sick Leave as a supplement to worker's compensation, the

combination thereof, not to exceed 100% of base pay.

A job-related injury must be reported to an employee's supervisor immediately after the occurrence of said injury.

Section 6: Prolonged Illness

An employee with an extended illness shall first use all accumulated Sick Leave after which the employee may continue on the payroll through the use of accumulated Annual Leave and Compensatory Leave. Once all leave has been exhausted, the employee shall be placed on "Leave Without Pay."

Should an employee be placed on "Absent on Leave Without Pay" after exhausting all accumulated Sick, Annual and Compensatory Leave due to extended illness or disability, the employee will be credited with four (4) hours of Sick Leave for his final pay period if the employee has been on the payroll for at least sixty-four (64) hours of that pay period.

Section 7:

Accumulated Sick Leave will be frozen during an approved Leave of Absence.

ARTICLE 5 **SICK LEAVE BONUSES**

Section 1: Sick Leave Bonus

Employees hired after March 14, 1991 are eligible for the sick leave bonus upon accumulation of 1,040 hours sick leave and only for those hours in excess of 1,040 hours. Employees hired prior to March 14, 1991 are not subject to the 1,040 hours accumulation threshold.

To encourage employees to accumulate rather than expend Sick Leave at the slightest excuse and to reward injury-free performance, the Authority will authorize a bonus payment for unused Sick Leave, provided that an employee, during a payroll year, has not utilized more than forty-eight (48) hours of Sick Leave and there are at least fifty-six (56) unused hours.

The Bonus shall be fifty percent (50%) of unused Sick Leave hours to be paid the second (2nd) pay day of each year at the employee's straight time rate as of the last pay period of the previous payroll year.

Employees on approved leave of absence shall receive a pro-rated sick leave bonus.

The Bonus shall not be paid to employees in the year they terminate employment

except that in the case of retirement or death payment shall be made on a pro-rated basis.

The Sick Leave Bonus payment does not reduce or otherwise affect the employee's accumulated Sick Leave.

Section 2: Special Sick Leave Bonus

- A. In addition to the aforesaid annual Sick Leave Bonus, employees having accumulated sixteen-hundred (1,600) or more Sick Leave hours, (or exceeding their individually established limit) as of the last pay period of the payroll year, and who have qualified to receive an Annual Sick Leave Bonus, shall have the option of (1) being paid twenty-five percent (25%) of unused Sick Leave hours over the sixteen-hundred (1,600) hour threshold (or their individually established limit) that were earned that year or (2) retaining all Sick Leave days in their Sick Leave bank.
- B. If the option to be paid is elected, seventy-five percent (75%) of the hours upon which the bonus is based shall be eliminated from the employee's Sick Leave bank; the remaining twenty-five percent (25%) shall be retained in the employee's Sick Leave bank.
- C. Other than the aforesaid option, accumulated hours beyond sixteen-hundred (1,600) (or the individually established limit) may only be used for illness.
- D. This Special Bonus will be paid together with the annual Sick Leave Bonus based on the employee's straight-time rate as of the last pay period of the previous payroll year.

Section 3: Termination Sick Leave Bonus

As a reward for faithful service, the Authority has authorized a cash payment of fifty percent (50%) of a maximum of sixteen-hundred (1,600) Sick Leave hours at an employee's current rate of pay upon retirement or death.

Employees having in excess of sixteen-hundred (1,600) Sick Leave hours accumulated as of December 31, 1980 shall be frozen at their higher level for the purpose of termination Sick Leave Bonus pay.

Upon termination of employment, after ten (10) years of service, an employee in good standing will be paid fifty percent (50%) of their accumulated Sick Leave at their current rate of pay, subject to the maximum limit.

Employees have the option of receiving fifty percent (50%) of their Termination Sick Leave Bonus in the first year of retirement, and fifty percent (50%) in the second year of their retirement.

**ARTICLE 6
ANNUAL LEAVE**

Section 1: Schedule of Benefits

- A. Employees shall earn Annual Leave at the rate of four (4) hours per each completed eighty (80) hour pay period.
- B. Employees, based on full and continuous employment as of December 31 shall earn additional Annual Leave days as follows:
 - Over 5 years but less than 10 years.....3 days
 - Over 10 years but less than 15 years.....6 days
 - Over 15 years but less than 20 years.....9 days
 - Over 20 years.....13 days

Section 2: Annual Leave Option

Each November, eligible employees shall have the option to:

- 1. Add the additional leave days to their accumulated leave time on January 1 of the next year, or
- 2. Be paid the additional annual leave days at their regular straight time daily rate (as of November 1) payable the last payroll in November, or
- 3. Any combination of 1 and 2.
- 4. Employees on approved leave of absence shall receive a pro-rated benefit calculated to the nearest fraction of a month as follows:
 - 1st through 7th of month – no credit beginning month/full credit return month;
 - 8th through 20th of month – half credit beginning or return month
 - 21st through 31st of month – full credit beginning month/no credit return month

Section 3: Termination

- A. Should an employee resign, be discharged, or die, payment for their accumulated Annual Leave shall be made either to the employee or their estate as the case may be.
- B. Employees terminating their employment prior to retirement or death shall not be eligible to receive the additional annual leave days in the year they terminate.
- C. In the case of retirement or death, payment of the additional annual leave days will be pro-rated, using the employee's current rate, to the fraction of a month as follows: 1st through 7th – no credit; 8th through 20th – half credit; 21st through 31st – full credit.

Section 4: General Provisions

- A. Annual Leave, although earned, shall be allowed only after an employee has completed six (6) months of service; no leave time being allowed if the employee is terminated prior to six (6) months of service.
- B. Annual Leave shall not accrue during leaves of absence without pay or when an employee is on Long Term Disability.
- C. Annual Leave may be accumulated in an amount not to exceed 288 hours (36 8-hour days) at December 31 of that year.
- D. To receive authorization for the use of annual leave, an employee must submit an "Application for Leave" at least 24 hours prior to the beginning of the leave. The 24-hour prior notice requirement may be waived in an emergency.
- E. Holidays falling within a period of Annual Leave shall not be charged to annual leave.
- F. Leave taking shall be figured in increments of two (2) hours.
- G. In cases of extended illness, Annual Leave may be authorized after all accumulated Sick Leave has been used.

Section 5: Prolonged Illness

Should an employee be placed on "Absent on Leave Without Pay" after exhausting all accumulated Sick, Annual and Compensatory Leave due to extended illness or disability, said employee will be credited with four (4) hours of Annual Leave for their final pay period if they have been on the payroll for at least sixty-four (64) hours of that pay period.

ARTICLE 7 ADMINISTRATIVE LEAVE

Administrative Leave may be used by employees to attend meetings, seminars, workshops and conferences.

Administrative Leave may be used when, in the opinion of the Director or his designate, it is necessary to allow employees to report late or leave their work stations early because of inclement weather.

ARTICLE 8
BEREAVEMENT LEAVE

In the event of the death of an employee's parent, mother- or father-in-law, grandparent, grandchild, brother, sister, spouse, child, or a member of the employee's household, Bereavement Leave may be granted without loss of pay not to exceed three (3) days.

In the event of the death of an employee's brother- or sister-in-law, son-or daughter-in-law, or grandparents of spouse, Bereavement Leave may be granted without loss of pay not to exceed one (1) day.

Leave taking shall be figured in increments of four (4) hours, or for employees working in excess of an eight (8) hour day, one half of the employee's normal work day, computed in hours.

ARTICLE 9
LEAVES OF ABSENCE

Section 1: Military Leave

Military leave will be granted in accordance with federal and state statutes. In addition, any employee who is a member of a reserve component of the Armed Services may be granted time off, not to exceed one hundred twenty (120) hours in any one fiscal year, when called for training with said reserve component, with prior approval of the Director.

The pay rate of the employee during such time off shall be the difference between the employee's regular pay and the total amount of compensation less any and all allowances received by the employee for such military training. Time off for such military training shall not be charged against the employee's accumulated annual leave.

Upon return from such military duty, the employee shall furnish official proof of pay received during the employee's tour of duty.

Section 2: Unpaid Leave

Employees may be eligible for unpaid leaves of absence after their probationary period is completed. Leaves of absence for a limited period, not to exceed six months, may be granted by the Employer for a reasonable purpose; and such leaves may be extended or renewed by the Employer for a reasonable period. Fringe benefits shall be continued at no

cost to the employee for unpaid leaves of one month or less. Employees may elect to maintain benefits during unpaid leave in excess of one month by reimbursing the Authority for the cost of benefits to the extent required by law or as allowed by the in-force insurance carrier. At the expiration date of an unpaid leave of absence, if an employee wishes to return, they will be returned to a job of like classification, pay and location if agreed to in writing prior to commencement of leave. If not agreed, the employee will be given the next available vacancy of like classification, pay and seniority.

Section 3: Pregnancy Disability

Pregnancy disability leave will be given in accordance with state and federal statutes.

Section 4: Family and Medical Leave

Family and Medical leave may be granted to an employee who requests it in accordance with the Family and Medical Leave Act.

ARTICLE 10
JURY DUTY

Section 1:

Any employee who is called to and reports for jury duty shall be paid by the Authority for each day partially or wholly spent in performing jury duty, if the employee otherwise would have been scheduled to work for the Authority and does not work, an amount equal to the difference between:

- A. The employee's regular rate, exclusive of any premiums for the number of hours up to eight (8) that they otherwise would have been scheduled to work; and;
- B. The daily jury duty fee paid by the court (not including travel allowance or reimbursement of expenses).

Section 2:

In order to receive payment under the above section, an employee must give the Authority, within one week, notice that they have been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is claimed.

Section 3:

The provisions of this Article are not applicable to an employee who, without being summoned, volunteers for jury duty.

ARTICLE 11
INSURANCE BENEFIT CERTIFICATES/BOOKLETS

Employees shall be provided updated certificates and/or benefit booklets regarding all insurance benefits.

ARTICLE 12
LONG TERM DISABILITY BENEFIT

Section 1:

Employees are eligible for this insurance if they are employed for a period of at least one thousand forty (1,040) straight time hours.

Section 2:

Long Term Disability is a monthly benefit which provides income security in the event of a sickness or injury which totally disables an employee over a period of time.

Section 3: Accidents Covered

An employee is covered on and off the job.

Section 4: Benefit Payment

Monthly benefit will be (A) minus (B):

- A. Sixty-six and two-thirds percent (66 2/3%) of an employee's monthly earnings at the date of disability [subject to a maximum benefit of Five thousand dollars (\$5,000) per month], less any benefits payable under the Social Security Act as the result of an employee's disability (including benefits for dependents).
- B. The benefit determined in (A) above shall be offset by the following:
1. Earnings continuation from the Authority, including but not limited to sick, annual, and compensatory leave.
 2. Other group insurance disability benefits.
 3. Retirement benefits provided by the government.
 4. Other benefits payable under any government disability plan.
 5. Benefits payable under any Worker's Compensation Act.
 6. Benefits payable under any group or individual no-fault plan or automobile insurance.

Section 5: Definition of Total Disability

Total disability means that an employee is unable because of illness or accidental bodily injury to perform any and every duty of any occupation for which an employee is reasonably fitted by training, education or experience. However, during the first twenty-four

(24) months of payments, an employee will be considered totally disabled if they are unable to perform the duties of their own occupation.

Section 6: Commencement of Benefits

Benefits start after a qualifying period of one-hundred eighty (180) days from the commencement of total disability, provided proof of disability is submitted within six (6) months following the qualifying period.

Section 7: Maximum Benefit Period

Once an employee has satisfied the qualifying period, one hundred eighty (180) days from onset of the total disability, injury or illness, they will receive a monthly income until the earliest of the following events:

- A. The date that total disability ceases.
- B. The date that age 65 is reached. However, upon completing the qualifying period after age 64, benefits will continue for the period of disability subject to a maximum of twenty-four (24) months.
- C. The date of failure to submit to an examination by the Authority's disability insurance medical advisors.
- D. The date that the employee is not under continuing medical supervision and treatment is considered satisfactory by the Authority's disability insurance company.
- E. The date the employee expires.
- F. The date the employee is not working in any rehabilitation employment considered appropriate by the Authority's disability insurance company.
- G. Authority Retirement.

Section 8: Limitations

Benefits are not payable for the following:

- A. A disability where an employee is not under continuing medical supervision and treatment considered satisfactory by the Authority or the Authority's disability insurance company.
- B. A disability caused by self-inflicted injuries or illness.

ARTICLE 13
CONTINUANCE OF BENEFITS

The Authority will pay the premium on the following benefits for a period not to exceed six (6) months when an employee has exhausted all Sick and Annual Leave days due to illness or disability:

- A. Hospital (Medical/Major Medical Plan)
- B. Optical Insurance
- C. Dental Insurance
- D. Long Term Disability Insurance
- E. Life Insurance

ARTICLE 14
HOSPITALIZATION

Section 1: ELIGIBILITY

Employees are eligible the first day of the month following the completion of ninety (90) days of service. A new employee is eligible their first day of employment if they had group coverage at their previous place of employment.

Section 2:

The Authority agrees, subject to section 4, to pay premiums for hospital/medical coverage for eligible employees and dependents equivalent to Option 1 below. Employees covered by this Agreement shall also be allowed to elect an alternative hospital/medical coverage option as outlined below provided they meet the eligibility requirement for the option selected and that such option is available from the insurance carrier of the Employer's choice.

OPTION 1: COMMUNITY BLUE PPO - (Group Policy No. 67228-301)

Provides the Blue Cross/Blue Shield Community Blue Group Benefit program with applicable riders including a \$15.00 office visit co-pay and \$5.00 prescription drug co-pay.

Effective 03/01/00, the prescription drug co-pay shall be \$10.00 for generic drugs and \$20.00 for non-generic drugs regardless if prescribed as "dispense as written". Additional co-pay cost for non-generic drugs in excess of \$120.00 per calendar year (per family) to be reimbursed by Employer. (i.e., Employer to reimburse \$10.00 of co-pay cost for each non-generic prescription when co-pay cost for non-generic drugs has exceeded \$240.00.) Employee must submit paid receipts quarterly by the end of the subsequent month.

OPTION 2: COMMUNITY BLUE PPO-HEALTHWISE- (Group Policy No. 67228-300)

Provides the Blue Cross/Blue Shield Community Blue Group Benefit program with applicable riders including a \$10.00 office visit co-pay and \$2.00 prescription drug co-pay.

Effective 03/01/00, the prescription drug co-pay shall be \$5.00 for generic drugs and \$10.00 for non-generic drugs regardless if prescribed as "dispense as written". Additional co-pay cost for non-generic drugs in excess of \$120.00 per calendar year (per family) to be reimbursed by Employer. (i.e., Employer to reimburse \$5.00 of co-pay cost for each non-generic prescription when co-pay cost for non-generic drugs has exceeded \$240.00.) Employee must submit paid receipts quarterly by the end of the subsequent month.

Employees who elect this option shall certify that they have complied with the HEALTHWISE section below.

OPTION 3: OPT-OUT

Employees who verify they are covered by an alternate hospitalization program may opt-out of the Huron-Clinton Metropolitan Authority plan and shall be compensated at \$30.00 per pay period (\$780.00 per year). Employees electing this option may only resume health insurance with Huron-Clinton Metropolitan Authority during the annual open enrollment period or at any time if their coverage elsewhere is terminated.

Section 3: HEALTHWISE

The parties recognize that controllable lifestyle factors greatly contribute to health care claims and resulting health care premium increases. Employees and dependents who maintain or change their lifestyle to reduce risk factors and improve their health and their lives will be a benefit to both themselves and the employer. As such, employees and spouses who agree to participate in a health risk assessment shall be eligible for the HEALTHWISE health care options.

A. To be eligible for HEALTHWISE certification, each employee shall and each spouse of employees hired after March 14, 1991 shall:

1. Complete a health/lifestyles risk assessment annually which will assess the following factors:

- | | |
|-------------------------------|----------------------|
| a) Smoking | e) Stress Control |
| b) Alcohol and other drug use | f) Safety |
| c) Eating Habits | g) Blood Pressure |
| d) Exercise/Fitness | h) Blood Cholesterol |

- B. The Authority shall make available a health/lifestyles risk assessment. Employees and spouses may, at their option, have the health assessment administered by their personal physician and submit certification to the Human Resources office (See Appendices).
- C. The health assessment shall be voluntary for spouses of employees hired prior to March 14, 1991 and covered by HCMA's health plan provided there is 75% participation during the first year of the Agreement. Should there not be 75% participation, then those who have not participated shall not be eligible for the HEALTHWISE options in subsequent years unless they participate in a health assessment.

Section 4:

No Huron-Clinton Metropolitan Authority employee shall be a dependent under another Huron-Clinton Metropolitan Authority employee's health plan with the exception of a married couple with children who both are employed by Huron-Clinton Metropolitan Authority. In such cases, one employee may be designated as the subscriber and the other employee and children as dependents.

Section 5:

Recognizing the industry trend to inordinate cost increases in health care, the Employees Association agrees to participate and work with the Authority toward health care cost containment.

ARTICLE 15
GROUP LIFE INSURANCE

Section 1: Basic Coverage

The Authority has made available a Group Life Insurance Policy for the benefit of all employees. This plan provides life insurance coverage in the amount of five thousand dollars (\$5,000), with a double indemnity clause in the event of accidental death.

Effective 05/01/00, the coverage shall be increased to ten thousand dollars (\$10,000) with a double indemnity clause in the event of accidental death.

Section 2: Eligibility

Employees shall be covered upon completion of three (3) months of service regardless of age and without physical examination.

In the case of returning servicemen who had coverage prior to entering service, the

waiting period is waived and reinstatement is made immediately upon request with a presentation of a copy of the discharge paper.

Section 3: Supplemental Coverage

In addition to the aforementioned Group Life Insurance, the Authority will provide supplemental Group Life Insurance coverage for active employees who are eligible for participation in the Authority's pension plan and have attained the age of 21.

Employees with less than 25 years credited service as defined by the HCMA retirement plan as of each October 1 shall receive coverage equal to two-and-one-half [2 1/2] times the employee's annual base salary as of each August 1ST subject to a maximum benefit of \$250,000. Employees with 25 years or greater credited service as defined by the HCMA retirement plan as of each October 1 shall receive coverage equal to one-and-one-half [1 1/2] times the employee's annual base salary as of each August 1ST.

Amounts of insurance coverage will be reviewed each October 1 and adjusted in accordance with the above limits.

Benefits cover employees on and off the job.

ARTICLE 16 OPTICAL INSURANCE

The Employer agrees to provide and pay the premium for a Vision Care Program equivalent to Prudential Group Policy Number 45096 for eligible employees and dependents.

Effective 02/01/00, the Employer agrees to provide and pay the premium for a vision care program equivalent to Blue Vision (Appendix 5) for eligible employees and dependents.

ARTICLE 17 DENTAL INSURANCE

The Employer agrees to provide and pay the premium for a Dental Care Program equivalent to Prudential Group Policy Number 45096 for eligible employees and dependents.

Effective 02/01/00, the Employer agrees to provide and pay the premium for a dental care program equivalent to Prudential Group Policy Number 45096 for eligible employees and dependents subject to the following:

- a) raise maximum orthodontics benefit to \$1,000
- b) Employer to conduct market survey to determine if an equivalent cost-effective plan with a broader preferred network is available.

ARTICLE 18
TUITION REIMBURSEMENT

Tuition reimbursement is available for employees subject to the following requirements:

- A. Applicant must have one year continuous full-time employment at the beginning and be actively employed at the completion of the class.
- B. Subject must be recommended for approval by the Deputy Director and approved by the Director or his designate as being directly related to the employee's present position or a position for which the employee is otherwise eligible at the time of application.
- C. Employee must complete a Tuition Reimbursement Form and receive approval prior to enrollment in a class.
- D. Class must be taken at an accredited educational institution or agency acceptable to the HCMA.
- E. Reimbursement will be based on tuition fee only; and the tuition must not be paid by other means such as scholarships or grants.
- F. Employee must submit written proof of tuition payment and successful completion of the class to the Human Resources Office within thirty (30) days after the class is over in order to receive tuition reimbursements.
- G. Employee must submit a report from the school that he/she has completed the class with a grade of "C" or better or a "pass" in the case of a pass/fail class.
- H. Employee will be reimbursed one-hundred percent (100%) for a "pass" in a pass/fail course or grade of "C" or better in a graded course. The amount of reimbursement shall be no more than \$500 for any one class, nor more than \$1,000 for any calendar year.
- I. Employee shall reimburse Employer cost of tuition reimbursed if they resign employment within 36 months of course.

ARTICLE 19
RETIREMENT/PENSION PLAN

Section 1: Pension

Recognizing that all of us who work like to believe that one of the results of our labor will be a well-earned retirement during our later years, the Board of Commissioners has established the HCMA Employee's Retirement and Insurance Plan to assure the employees of

the Authority that such retirement will bring years of dignity and reasonable comfort. The benefits provided under the plan are in addition to any benefits the employee may receive under the Social Security Pension Program.

Detailed information regarding the Authority Pension Plan is covered in the Pension Booklet. The Trust Agreement as last amended January 1, 1997 is incorporated into this Agreement by reference and shall be amended effective 01/01/2002 as follows:

Article 3 – Section 3.3 – will provide early retirement factor calculated from age 60 for employees with 25 years of service.

And any other Article, Section, or Subsection as needed to facilitate the above change.

Section 2: Re-employment

Retired individuals may be re-employed on a seasonal, part-time or consulting basis.

**ARTICLE 20
GROUP BENEFITS FOR RETIREES**

Retirees must report their status once each year to the Human Resources office by July 15th to assure continued coverage. To be eligible for group benefits an individual must be a spouse or dependent of the employee on the employee's retirement date.

Section 1:

Retirees with ten years continuous, full-time service with the Authority and hired prior to March 14, 1991 are eligible for the following group benefits:

A. Hospitalization

Coverage after retirement will be provided for eligible retirees and spouses. Hospitalization will be continued on the same basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program. The employer, at its discretion, may offer retirees a higher benefit than current employees.

B. Group Life Insurance

Group Life Insurance will be continued during the lifetime of the retiree in the amount of five thousand dollars (\$5,000).

Effective 05/01/00, coverage shall be increased to ten thousand dollars (\$10,000).

C. Optical Insurance

Retirees and eligible dependents are covered by this insurance on the same basis as employees.

D. Dental Insurance

Retirees and eligible dependents are covered by this insurance on the same basis as employees.

Section 2:

Retirees hired after March 14, 1991 are eligible for the following group benefits:

A. Hospitalization

1. Retirees with 25 years continuous, full-time, service with the Authority, are eligible for hospitalization benefits as follows:
Coverage after retirement shall be provided for eligible retirees and spouses. Hospitalization will be continued on the same basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program.
2. Retirees with 10 years but less than 25 years continuous, full-time service with the Authority, are eligible for hospitalization benefits as follows:

Coverage after retirement shall be provided for eligible retirees only (no spouse or dependent coverage). Hospitalization will be continued on the same basis as employees, or when eligible, as a supplement to the Federal Government's Medicare Program. To be eligible for benefits, retirees prior to age 65 shall, on a quarterly basis, reimburse the Authority the amount equivalent to the cost of Medicare Part B.
3. Retirees with less than 10 years of continuous, full-time service with the Authority shall not be eligible for hospitalization benefits.
4. The Employer, at its discretion, may offer retirees a higher benefit than current employees.

B. Group Life Insurance

Group Life Insurance will be continued during the lifetime of the retiree in the amount of five thousand dollars (\$5,000).

Effective 05/01/00 coverage shall be increased to ten thousand dollars (\$10,000).

C. Optical Insurance

1. Retirees who have 25 years continuous full-time service with the Authority, and their eligible dependents, are covered by this insurance on the same basis as employees.
2. Retirees with less than 25 years continuous, full-time service shall not be eligible for optical benefits.

D. Dental Insurance

1. Retirees who have 25 years continuous, full-time service with the Authority, and their eligible dependents, are covered by this insurance on the same basis as employees.
2. Retirees with less than 25 years continuous, full-time service shall not be eligible for dental benefits.

Section 3:

Employees who elect to defer pension benefits are not eligible for group benefits.

ARTICLE 21

GROUP BENEFITS FOR SURVIVING SPOUSE AND DEPENDENTS

The group benefits described below are provided for the term specified or until remarriage, whichever comes first.

The spouse must report their status once each year to the Human Resources office by July 15th to assure continued coverage. To be eligible for group benefits an individual must be a spouse or dependent of the employee on the employee's retirement date.

Section 1: Surviving Dependents of Retiree

- A. Hospitalization coverage will be provided for eligible spouses and dependents of retirees.
- B. Dental and Vision Insurance coverage will be provided for eligible spouse and dependents for three (3) years following the death of the retiree.

Section 2: Surviving Dependents of Employee

- A. Hospitalization coverage will be provided for the surviving spouse and eligible dependents for three (3) years following the death of an employee.
- B. Dental and Vision Insurance coverage will be provided for the surviving spouse and eligible dependents for three (3) years following the death of the employee.

ARTICLE 22
DEPENDENT CARE SPENDING ACCOUNT

The Authority agrees to establish a dependent care spending account for employees in accordance with applicable federal law and IRS guidelines. The spending account provides non-taxable reimbursement for expenses for the care of children under the age of 13, a disabled spouse, or a dependent parent when such care enables an employee to work.

Employees may contribute pre-tax dollars into the individual dependent care account up to \$5,000 limit.

ARTICLE 23
CLASSIFICATION AND PAY PLAN

The Board of Commissioners approves a Classification and Pay Plan (Appendix 4) which establishes: (1) the relative scale of pay in accordance with the various position classifications; and (2) the number of pay raises possible within the wage level for the classification. The plan is adopted by the Board of Commissioners following ratification by both parties.

ARTICLE 24
COMPENSATORY LEAVE

The parties agree and recognize that employees of this Bargaining Unit are exempt from overtime provisions of the Fair Labor Standards Act (FLSA) or applicable state and federal law.

Should an employee promote from a classification which is eligible for overtime pay, any accumulated compensatory leave shall be paid at the rate of the previously held classification.

ARTICLE 25
SENIORITY

Section 1:

Seniority shall mean the length of full and continuous service an employee has worked, dating with the employee's most recent first full day of regular work.

Seniority shall accrue during periods of absence due to service with the Armed Forces and other authorized absences of thirty (30) days or less.

Seniority shall not be lost but shall not accrue during periods of absence with official

permission if in excess of thirty (30) days.

Employees absent due to lengthy illness or injury, where sick and annual leave has been exhausted shall be considered to be absent with official permission.

Section 2: Probationary Period

Employees shall serve a probationary period of twelve (12) months, during which time they will be termed "Probationary Employees." Probationary employees may be disciplined or terminated by the Authority at its sole discretion, and neither the employee nor the Bargaining Unit shall have recourse to the grievance procedure over such action.

Upon satisfactory completion of twelve (12) months full and continuous service, the employee's name shall be placed on the appropriate seniority list.

Section 3:

An employee's seniority shall entitle them only to such rights as are expressly provided for in this Agreement.

Section 4: Layoff and Recall

In the event of a layoff, affected employees may displace (bump) less senior employees in any Employees Association Bargaining Unit under the following procedure provided they meet the minimum qualifications and are able to perform all aspects of the position. An affected employee may bump:

- A. The least senior employee in their classification in their park/department; or if none,
- B. Any vacancy Authority-wide in same classification; or if none,
- C. The least senior employee in their classification Authority-wide; or if none,
- D. The least senior employee in an equal, lower, or formerly held classification in their park/department; or if none,
- E. The least senior employee in an equal, lower, or formerly held classification Authority-wide.

Employees on layoff shall be recalled in inverse order of layoff subject to the same conditions of layoff providing they meet the minimum qualifications and are able to perform all aspects of the available work.

Notice of recall will be sent by certified or registered mail. The Employee shall give notice of their intent and return to work within five (5) working days after receipt of the

Employer's notice or their employment shall be terminated without recourse to this agreement.

Employees on layoff shall be considered for other vacancies which may occur within the Authority.

Senior employees in the classification and park/department to be laid off shall be given the opportunity to accept a voluntary layoff.

During a period of layoff, the Employer shall not increase its provisional or seasonal staff in the same job classification in the same park/department from which full time layoffs have occurred.

ARTICLE 26 **LOSS OF SENIORITY**

An employee's seniority and employment shall be terminated if the employee:

- A. quits;
- B. is discharged and it is not reversed by the Grievance Procedure;
- C. fails to return to work within five working days after receipt of the Employer's notice of recall by certified mail to the last-known address of such employee as shown by the Employer's records. It shall be the responsibility of the employee to provide the Employer with a current address;
- D. overstays a leave of absence without advising the Employer of a reason acceptable to the Employer;
- E. has made a settlement for total disability;
- F. is laid off for a continuous period exceeding the length of their seniority;
- G. is retired;
- H. converts to other than full-time employment unless the employee has received a leave of absence approved by the Director or their designate.
- I. is absent for three consecutive working days without authorization, the employee shall have quit and have vacated their position except in cases where circumstances are beyond the employee's control.

ARTICLE 27 REPRESENTATION

Section 1:

There shall be one representative and one alternate chosen from among members of the Bargaining Unit.

Section 2:

The Bargaining Unit representative shall be authorized to present and resolve grievances on behalf of such employees.

Section 3:

The Bargaining Unit shall certify in writing the name of the representative annually. The Bargaining Unit further agrees to designate in writing to the Authority all officers of the Bargaining Unit.

Section 4:

The representative shall be allowed time to investigate, without loss of time or pay, any grievance occurring within their respective area of representation upon making a request and explaining the nature of said grievance to the Director or his designate. Permission and arrangements shall be made within a reasonable period of time, but not later than the next regular working day. This privilege is extended to representatives with the understanding that such time will be devoted solely to the prompt handling of grievances and will not be abused. Total time utilized by representatives for this purpose shall not exceed one hour per week.

Section 5:

Neither the Association, the Bargaining Unit, nor its representatives shall conduct any Association activity during the working hours other than as provided by law.

ARTICLE 28 GRIEVANCES

Employees shall have the right to present grievances in accordance with the procedure provided herein. The informal resolution of disputes is strongly urged. Every effort should be made to resolve the disputes at the lowest possible level.

Section 1: Oral

In the event an employee has a complaint, difficulty, disagreement, dispute or grievance they shall discuss the matter with their immediate supervisor, within ten (10) workdays of the occurrence, with or without the presence of a Bargaining Unit representative.

The parties shall discuss the matter in a friendly manner and shall make every effort to reach a satisfactory settlement at this point. The employee shall have the right to discuss the matter with a Bargaining Unit representative in accordance with the Representation article.

Section 2:

Step 1 - Written

A grievance submitted but not resolved in Section 1 may be submitted in written form to the Deputy Director by the Grievant or their Bargaining Unit representative within ten (10) workdays of section 1, (within 20 workdays of occurrence). The written grievance shall set forth the name(s) and signature(s) of the employee or employees involved so far as diligent efforts will allow; the provision(s) of this Agreement that the grievant claims have been violated; dates of occurrence; and the remedy proposed. The Deputy Director shall give a written response to the grievance within ten (10) workdays of the receipt of the grievance.

Class grievances involving more than one representation district shall be signed by the Bargaining Unit President and shall be submitted directly to the Chief of Human Resources at Step 2.

Step 2 - Pre-grievance Committee Meeting

If the Deputy Director's written response is not satisfactory to the Grievant, the Bargaining Unit President may request a meeting with the Chief of Human Resources in an attempt to settle the matter before proceeding to a grievance committee.

Step 3 - Grievance Committee

If the grievance is not settled in Steps 1 or 2, the grievance may be forwarded to the Chief of Human Resources for submission to a grievance committee. This shall be done within ten (10) workdays of the receipt of the Deputy Director's written response.

The Director of the Authority shall call a Grievance Committee consisting of the President of the Bargaining Unit; three employees-at-large, mutually agreed upon, chosen at the occurrence of each grievance; and an Authority representative designated by the Director of the Authority. Prior to the Grievance Committee meeting, a written submission agreement defining the issue of the grievance, signed by both parties, shall be prepared for submittal to the Grievance Committee. If no submission agreement can be reached, both parties shall submit separate issue statements of the grievance.

A hearing shall be held by the Grievance Committee within ten (10) workdays from the time of receipt of the grievance by the Chief of Human Resources. In conducting the

hearing, the Grievance Committee may proceed in an informal manner and shall not be bound by the procedure of rules of evidence observed in courts of record. Either party shall be entitled to appear personally, call witnesses and to produce evidence at the grievance hearing. Further, the Grievance Committee shall not have the authority to add to or subtract from the agreement. The findings and decision of the Grievance Committee shall be certified and presented in writing to the Director and the Grievant.

Step 4 - Appeal of Grievance Committee's Decision

Appeal of the Grievance Committee's decision may be made by either party to the Director of the Authority within ten (10) workdays of receipt of the Grievance Committee's decision. The Director, within ten (10) workdays of the filing of appeal may then either affirm, modify or revoke the determination of the Grievance Committee, and shall submit in writing that decision to the Grievant with a copy to the President of the Bargaining Unit.

Step 5 - Appeal to the Board of Commissioners

The Director's determination may be appealed to the Board of Commissioners for the Authority, within ten (10) workdays of receipt of the Director's decision. The Board of Commissioners, or an appointed sub-committee of Commissioners, shall hear all such appeals within thirty (30) calendar days of the filing of the notice of appeal with the Board. The decision of the Board of Commissioners shall be final.

Section 3:

Grievances shall proceed from step-to-step within time limits prescribed. Any grievance upon which a disposition is not made by the Employer within time limits prescribed, or an extension agreed upon in writing, may be referred to the next step within the prescribed time limits. Any grievance not carried to the next step by the Grievant within prescribed time limits shall be considered closed upon the Employer's last disposition. Any appeal not carried to the next step by either party within the prescribed time limits shall be considered closed upon the last disposition rendered.

The Grievant shall be entitled to have the President of the Bargaining Unit present at any step of the grievance. Grievances shall be submitted in writing at each formal step of the grievance, and shall be signed by the Grievant.

A grievance may be withdrawn by the Grievant without prejudice at any time.

It is understood that where specific position titles have been identified, either party may use designates (HCMA employees) at that party's sole discretion.

ARTICLE 29
HOLIDAY LEAVE

Section 1:

Employees shall be entitled to the following holidays with pay:

- | | |
|--|----------------------------|
| ~New Year's Eve Day | ~Thanksgiving Day |
| ~New Year's Day | ~Friday after Thanksgiving |
| ~Martin Luther King Day | ~Christmas Eve Day |
| ~Washington's Birthday (observed) | ~Christmas Day |
| ~Good Friday | |
| ~Memorial Day (observed) | |
| ~Independence Day (Fourth of July) | |
| ~Labor Day (First Monday in September) | |
| ~Veterans Day | |

The Employer will allow employees to observe religious days or holidays other than those listed above by agreeing to work one of the listed paid holidays at straight time. Requests must be in writing indicating the days to be exchanged and must be approved by the Deputy Director.

Section 2:

Should the official holiday fall on Saturday, the Friday before shall be designated as the day of observance. Should the official holiday fall on Sunday, then the Monday following shall be designated as the day of observance.

Section 3:

Should an employee work the designated holiday, the employee shall be entitled to another day off by the first pay period following May 1st of the following year.

ARTICLE 30
SUPPLEMENTAL EMPLOYMENT

The Authority does not necessarily find supplemental employment objectionable. However, employees shall not engage in such employment where there is a conflict of interest.

ARTICLE 31
RETURN OF EQUIPMENT

Employees shall have the responsibility of turning in all Authority equipment and property at termination of employment. The employee shall be charged for all items not returned.

ARTICLE 32
PROFESSIONAL LICENSES/MEMBERSHIPS

The Authority agrees to reimburse employees annually to a maximum \$200 for authorized professional membership(s), license(s), and/or certification(s).

ARTICLE 33
USE OF FACILITIES

Employees are encouraged to use all HCMA facilities of Authority parks during off hours. All employees and immediate family members may use all facilities free of charge during low-use periods by following current facility use procedures.

During peak periods, employees shall be treated as any other park patron.

ARTICLE 34
PERSONAL LEAVE

Employees shall be entitled to one (1) day personal leave each payroll year.

Personal leave shall not be cumulative from year-to-year. Employees who have not utilized their personal leave day as of the end of the last pay period in the payroll year, shall be paid any unused personal leave the first pay period in January at the employee's rate as of the last pay period of the previous year.

Personal leave, although earned, shall be allowed only after an employee has completed six (6) months of service; no leave time being allowed if the employee is terminated prior to six (6) months of service.

Personal leave shall not accrue during leaves of absence without pay or when an employee is on long term disability.

ARTICLE 35
EMPLOYEE AWARDS

The HCMAEA shall annually select two (2) members as "outstanding employees". Recipients may or may not be from this Bargaining Unit. A two-hundred dollar (\$200) savings bond will be awarded by the Authority to the outstanding employees.

ARTICLE 36
ASSOCIATION DUES CHECK OFF

Limit of Authority's Liability

The Authority shall not be liable to the Association by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees.

The Association will protect and save harmless the Authority from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Authority for the purpose of complying with this Article.

Voluntary Dues Check-Off

The Authority agrees to deduct the Association membership dues, each payroll from the pay of those employees who individually authorize in writing that such deductions be made. Check-off monies will be deducted each payroll and shall be remitted monthly together with an itemized statement to the Treasurer.

Termination of Check-Off

Any employee may voluntarily cancel or revoke the Authorization for Check-off deduction upon thirty (30) days advance written notice to the Authority and the Association.

ARTICLE 37
COMPLETE AGREEMENT

It is understood and agreed that this contract contains the complete Agreement between the parties hereto and supersedes all prior Agreements.

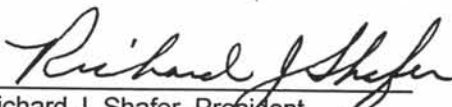
No additions, waivers, deletions, changes or amendments shall be made during the life of this Agreement except by mutual consent in writing of the parties hereto.

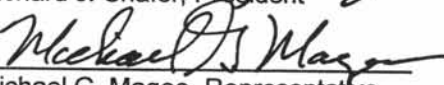
ARTICLE 38
DURATION

This Agreement shall become effective as of this date, September 9, 1999 and shall continue in full force and in effect until midnight December 31, 2003 when it shall terminate. If either party desires to renegotiate this Agreement, they shall give the other party written notice to that effect not less than one-hundred-twenty (120) days prior to expiration. Upon such notification the parties shall begin negotiations the second (2nd) Monday of September unless otherwise agreed.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this 9th day of September 1999.

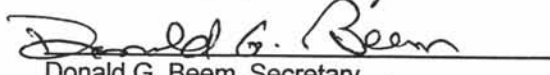
FOR THE EMPLOYEES ASSOCIATION

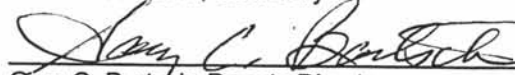

Richard J. Shafer, President


Michael G. Magee, Representative

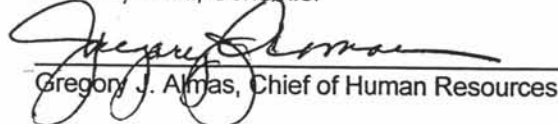
FOR THE HURON-CLINTON METROPOLITAN
AUTHORITY


William E. Kreger, Chairman


Donald G. Beem, Secretary


Gary C. Bartsch, Deputy Director


David L. Wahl, Controller


Gregory J. Almas, Chief of Human Resources

CHECK-OFF FORM

HURON-CLINTON METROPOLITAN AUTHORITY
EMPLOYEES ASSOCIATION

BY: _____
LAST NAME FIRST MIDDLE

TO: HURON-CLINTON METROPOLITAN AUTHORITY

Effective _____ I hereby request and authorize you to deduct from my earnings the current rate of \$1.00 bi-weekly for the purpose of Association dues. The amount deducted shall be paid to the treasurer of the Employees Association of the Huron-Clinton Metropolitan Authority. This authorization shall remain in effect unless terminated by me upon thirty (30) days advance written notice to the Authority and the Association or upon termination of my employment.

EMPLOYEE SIGNATURE

DATE

STREET ADDRESS

CITY AND STATE

Dear Healthcare Provider:

The Huron-Clinton Metropolitan Authority and its employees have agreed that employee and spouses covered by the Employer's health plan shall receive a health assessment including, but not limited to, blood pressure and blood cholesterol screening and an assessment of the attached Healthstyle Self Test. The results are to be **strictly confidential** between you and the employee or spouse. Your signature at the bottom of this certificate indicates only that you have administered the health assessment and consulted with the employee or spouse regarding your findings.

Thank you for your part in providing healthier lives and a healthier company.

Sincerely,

Huron-Clinton Metropolitan Authority

Gregory J. Almas
Chief of Human Resources

(Please return lower portion to Human Resources)

HURON-CLINTON METROPOLITAN AUTHORITY

I hereby certify that a health assessment examination as described above was administered to _____ and have consulted with him/her regarding my findings.

SIGNATURE OF HEALTHCARE PROVIDER

DATE

HEALTHSTYLE - A SELF-TEST

All of us want good health. But many of us do not know how to be as healthy as possible. Health experts now describe lifestyle as one of the most important factors affecting health. In fact, it is estimated that as many as seven of the ten leading causes of death could be reduced through common-sense changes in lifestyle. That's what this brief test, developed by the Public Health Service, is all about. Its purpose is simply to tell you how well you are doing to stay healthy. The behaviors covered in the test are recommended for most Americans. Some of them may not apply to persons with certain diseases or handicaps, or to pregnant women. Such persons may require special instructions from their physicians.

Cigarette Smoking

	ALMOST ALWAYS	SOMETIMES	ALMOST NEVER
--	------------------	-----------	-----------------

If you never smoke enter a score of 10 for this section and go to the next section on Alcohol and Drugs.

- | | | | |
|--|---|---|---|
| 1. I avoid smoking cigarettes. | 2 | 1 | 0 |
| 2. I smoke only low tar and nicotine cigarettes or I smoke a pipe or cigars. | 2 | 1 | 0 |

Smoking Score: _____

Alcohol and Drugs

- | | | | |
|--|---|---|---|
| 1. I avoid drinking alcoholic beverages or I drink no more than 1 or 2 drinks a day. | 4 | 1 | 0 |
| 2. I avoid using alcohol or other drugs (especially illegal drugs) as a way of handling stressful situations or the problems in my life. | 2 | 1 | 0 |
| 3. I am careful not to drink alcohol when taking certain medicines (for example, medicine for sleeping, pain, colds, and allergies), or when pregnant. | 2 | 1 | 0 |
| 4. I read and follow the label directions when using prescribed and over-the-counter drugs. | 2 | 1 | 0 |

Alcohol and Drugs Score: _____

Eating Habits

- | | | | |
|---|---|---|---|
| 1. I eat a variety of foods each day, such as fruit and vegetables, whole grain breads and cereals, lean meats, dairy products, dry peas and beans, and nuts and seeds. | 4 | 1 | 0 |
| 2. I limit the amount of fat, saturated fat, and cholesterol I eat (including fat on meats, eggs, butter, cream, shortenings, and organ meats such as liver). | 2 | 1 | 0 |
| 3. I limit the amount of salt I eat by cooking with only small amounts, not adding salt at the table, and avoiding salty snacks. | 2 | 1 | 0 |
| 4. I avoid eating too much sugar (especially frequent snacks of sticky candy or soft drinks). | 2 | 1 | 0 |

Eating Habits Score: _____

Exercise/Fitness

- | | | | |
|--|---|---|---|
| 1. I maintain a desired weight, avoiding overweight and underweight. | 3 | 1 | 0 |
| 2. I do vigorous exercises for 15-30 minutes at least 3 times a week (examples include running, swimming, brisk walking). | 3 | 1 | 0 |
| 3. I do exercises that enhance my muscle tone for 15-30 minutes at least 3 times a week (examples include yoga and calisthenics) | | | |
| 4. I use part of my leisure time participating in individual, family, or team activities that increase my level of fitness (such as gardening, bowling, golf, and baseball). | 2 | 1 | 0 |

Exercise/Fitness Score: _____

Stress Control

- | | | | |
|---|---|---|---|
| 1. I have a job or do other work that I enjoy. | 2 | 1 | 0 |
| 2. I find it easy to relax and express my feelings freely. | 2 | 1 | 0 |
| 3. I recognize early, and prepare for, events or situations likely to be stressful for me. | 2 | 1 | 0 |
| 4. I have close friends, relatives, or others whom I can talk to about personal matters and call on for help when needed. | 2 | 1 | 0 |
| 5. I participate in group activities (such as church and community organizations) or hobbies that I enjoy. | 2 | 1 | 0 |

Stress Control Score: _____

SAFETY

	ALMOST ALWAYS	SOMETIMES	ALMOST NEVER
1. I wear a seat belt while riding in a car.	2	1	0
2. I avoid driving while under the influence of alcohol and other drugs.	2	1	0
3. I obey traffic rules and the speed limit when driving.	2	1	0
4. I am careful when using potentially harmful products or substances (such as household cleaners, poisons, and electrical devices).	2	1	0
5. I avoid smoking in bed.	2	1	0

Safety Score: _____

WHAT YOUR SCORES MEAN TO YOU

Scores of 9 and 10

Excellent! Your answers show that you are aware of the importance of this area to your health. More important, you are putting your knowledge to work for you by practicing good health habits. As long as you continue to do so, this area should not pose a serious health risk. It's likely that you are setting an example for your family and friends to follow. Since you got a very high test score on this part of the test, you may want to consider other areas where your scores indicate room for improvement.

Scores of 6 to 8

Your health practices in this area are good, but there is room for improvement. Look again at the items you answered with a "Sometimes" or "Almost Never". What changes can you make to improve your score? Even a small change can often help you achieve better health.

Scores of 3 to 5

Your health risks are showing! Would you like more information about the risks you are facing and about why it is important for you to change these behaviors? Perhaps you need help in deciding how to successfully make the changes you desire. In either case, help is available.

Scores of 0 to 2

Obviously, you were concerned enough about your health to take the test, but your answers show that you may be taking serious and unnecessary risks with your health. Perhaps you are not aware of the risks and what to do about them. You can easily get the information and help you need to improve, if you wish. The next step is up to you.

YOU CAN START RIGHT NOW

In the test you just completed were numerous suggestions to help you reduce your risk of disease and premature death. Here are some of the most significant:

AVOID CIGARETTES.

Cigarette smoking is the single most important preventable cause of illness and early death. It is especially risky for pregnant women and their unborn babies. Persons who stop smoking reduce their risk of getting heart disease and cancer. So if you're a cigarette smoker, think twice about lighting that next cigarette.

If you choose to continue smoking, try decreasing the number of cigarettes you smoke and switching to a low tar and nicotine brand.

FOLLOW SENSIBLE DRINKING HABITS.

Alcohol produces changes in mood and behavior. Most people who drink are able to control their intake of alcohol and to avoid undesired, and often harmful, effects. Heavy, regular use of alcohol can lead to cirrhosis of the liver, a leading cause of death. Also, statistics clearly show that mixing drinking and driving is often the cause of fatal or crippling accidents. So if you drink, do it wisely and in moderation. Use care in taking drugs.

Today's greater use of drugs - both legal and illegal - is one of our most serious health risks. Even some drugs prescribed by your doctor can be dangerous if taken when drinking alcohol or before driving. Excessive or continued use of tranquilizers (or "pep pills") can cause physical and mental problems. Using or experimenting with illicit drugs such as marijuana, heroin, cocaine, and PCP may lead to a number of damaging effects or even death.

EAT SENSIBLY.

Overweight individuals are at greater risk for diabetes, gall bladder disease, and high blood pressure. So it makes good sense to maintain proper weight. But good eating habits also mean holding down the amount of fat (especially saturated fat), cholesterol, sugar and salt in your diet. If you must snack, try nibbling on fresh fruits and vegetables. You'll feel better - and look better, too.

EXERCISE REGULARLY.

Almost everyone can benefit from exercise - and there's some form of exercise almost everyone can do. (If you have any doubt, check first with your doctor). Usually, as little as 15-30 minutes of vigorous exercise three times a week will help you have a healthier heart, eliminate excess weight, tone up sagging muscles, and sleep better. Think how much difference all these improvements could make in the way you feel.

LEARN TO HANDLE STRESS.

Stress is a normal part of living; everyone faces it to some degree. The causes of stress can be good or bad, desirable or undesirable (such as a promotion on the job or the loss of a spouse). Properly handled, stress need not be a problem. But unhealthy responses to stress - such as driving too fast or erratically, drinking too much, or prolonged anger or grief - can cause a variety of physical and mental problems. Even on a very busy day, find a few minutes to slow down and relax. Talking over a problem with someone you trust can often help you find a satisfactory solution. Learn to distinguish between things that are "worth fighting about" and things that are less important.

BE SAFETY CONSCIOUS.

Make "safety first" at home, at work, at school, at play, and on the highway. Buckle seat belts and obey traffic rules. Keep poisons and weapons out of the reach of children, and keep emergency numbers by your telephone. When the unexpected happens, you'll be prepared.

WHERE DO YOU GO FROM HERE;

Start by asking yourself a few frank questions: Am I really doing all I can to be as healthy as possible? What steps can I take to feel better? Am I willing to begin now? If you scored low in one or more sections of the test, decide what changes you want to make for improvement. You might pick that aspect of your lifestyle where you feel you have the best chance for success and tackle that one first. Once you have improved your score there, go on to other areas.

If you already have tried to change your health habits (to stop smoking or exercise regularly, for example), don't be discouraged if you haven't yet succeeded. The difficulty you have encountered may be due to influences you've never really thought about - such as advertising - or to a lack of support and encouragement. Understanding these influences is an important step towards changing the way they affect you.

There's Help Available. In addition to personal actions you can take on your own, there are community programs and groups (such as the YMCA or the local chapter of the American Heart Association) that can assist you and your family to make the changes you want to make. If you want to know more about these groups or about health risks, contact your local health department. There's a lot you can do to stay healthy or to improve your health - and there are organizations that can help you. Start a new HEALTH STYLE today!

HURON-CLINTON METROPOLITAN AUTHORITY

APPENDIX 4

CLASSIFICATION AND PAY PLAN

LEVEL/CLASSIFICATION	YEAR	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	
LEVEL 13								
CHIEF ENGINEER	2000	66,429	67,784	69,168	70,579	72,019	73,490	ANNUAL
CHIEF INTERPRETIVE SERVICE		2,554.96	2,607.08	2,660.29	2,714.59	2,769.98	2,826.53	BI-WEEKLY
CHIEF PLANNER	2001	68,422	69,818	71,243	72,697	74,180	75,695	ANNUAL
PARK SUPERINTENDENT		2,631.61	2,685.29	2,740.10	2,796.03	2,853.08	2,911.33	BI-WEEKLY
PURCHASING MANAGER	2002	70,745	71,912	73,380	74,878	76,405	77,965	ANNUAL
		2,710.56	2,765.85	2,822.30	2,879.91	2,938.67	2,998.67	BI-WEEKLY
	2003	72,941	74,429	75,948	77,498	79,080	80,694	ANNUAL
		2,805.43	2,862.65	2,921.08	2,980.71	3,041.52	3,103.62	BI-WEEKLY

PARK SUPERINTENDENT/DEPARTMENT HEAD BARGAINING UNIT



APPENDIX 5



Blue Vision Benefits at-a-Glance

Blue Vision benefits are provided by Vision Service Plan, the largest provider of vision care in the nation. Subscribers can receive services from one of VSP's over 23,000 member doctor locations or a non-participating provider. To find a VSP member doctor, call 1-800-877-7195 or visit VSP's Web site at www.vsp.com.

Eye examination	VSP member doctor	Non-participating provider
Covers a complete eye exam including refraction, glaucoma testing and other tests necessary to determine the overall visual health of the patient	Covered – \$5 copay	Covered – \$5 copay, up to \$35
	Once every 12 months	

Frames

A wide selection of quality frames is fully covered by the VSP frame allowance. Members should ask their doctor which frames are covered in full. Members may select a more expensive frame and pay a cost controlled price difference.	Covered – \$10 copay	Covered – \$10 copay, up to predetermined amount
	One frame every 24 months	

Lenses

Single vision, bifocal and lenticular lenses are covered in full by the plan. Patients can choose glass or plastic lenses, as well as oversized lenses up to 61mm. Pink lens tints (for glare reduction) are also covered in full	Covered – \$10 copay	Covered – \$10 copay, up to predetermined amount
	One pair every 24 months	
Contacts: Members may obtain either eyeglasses or contact lenses, but not both.		
Elective contacts may be chosen instead of spectacle lenses and a frame.	Covered – \$105 applied toward contact lens fitting, evaluation and materials, member responsible for difference	
	Once every 24 months	
Therapeutic Contact Lenses (medically necessary)	Covered – \$210 maximum, member responsible for difference	
	Once every 24 months	

Copays

• Exams	\$5 copay	\$5 copay
• Frames, lenses or medically necessary contacts	A combined \$10 copay	Member responsible for difference between approved amount and provider's charge, less \$10 copay

This is intended as an easy-to-read summary. It is not a contract. Additional limitations and exclusions may apply to covered services. For an official description of benefits, please see the applicable Blue Cross Blue Shield certificate and riders. Payment amounts are based on the Blue Cross Blue Shield approved amount, less any applicable deductible and/or copay amounts required by the plan. This coverage is provided pursuant to a contract entered into in the state of Michigan and shall be construed under the jurisdiction and according to the laws of the state of Michigan.

Blue Cross Blue Shield of Michigan is an independent licensee of the Blue Cross and Blue Shield Association.

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