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12/31/2000

SIGNATURE COPY

COLLECTIVE BARGAINING AGREEMENT

between

THE INGHAM COUNTY BOARD OF COMMISSIONERS

and

**INGHAM COUNTY PARKS DEPARTMENT EMPLOYEES
OF AFSCME LOCAL 1390
THE AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES
AFL-CIO, MICHIGAN COUNCIL #25**

Ingham County of

January 1, 1996 - December 31, 2000



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This Agreement is by and between the Ingham County Board of Commissioners, hereinafter referred to as either "Board" or "Employer" and The American Federation of State, County, and Municipal Employees AFL-CIO, Michigan Council #25, Local #1390, hereinafter referred to as the "Union".

It is the policy of the Ingham County Board of Commissioners that no person shall be discriminated against because of race, color, creed, age, sex, nationality or political belief.

The Ingham County Board of Commissioners reserves all rights and powers to manage, direct and supervise the operations of the Employer not expressly modified, abridged, or amended by this Agreement. The term "Employer" when used in this Agreement shall refer to the Ingham County Board of Commissioners.

The terms "Agreement" and "Contract" are used interchangeably throughout this Agreement.

ARTICLE 1 - RECOGNITION

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining for the term of this Agreement for employees of the Employer included in the bargaining unit described below:

All regularly scheduled full time Park Managers I, Park Rangers I and Park Rangers II

and excluding all others including but not limited to supervisors, executives, seasonal, and casual employees.

ARTICLE 2 - NO STRIKE CLAUSE; PAST PRACTICE AND WAIVER PROVISIONS

Section 1. The Union agrees that the Union, its agents, or its members will not authorize, instigate, aid, condone or engage in a work stoppage, slowdown, strike or other concerted activity which interferes with the operation of the Employer in any way. Individual employees or groups of employees who instigate, aid or engage in a work stoppage, slowdown or strike may be disciplined up to and including discharge at the sole discretion of the Employer.

Section 2. This Agreement embodies all the obligations between the parties evolving from the collective bargaining process and supersedes all prior relationships and/or past practices.

Section 3. Waiver. 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 agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter.

ARTICLE 3 - EMPLOYER RIGHTS

Section 1. Operation. The Union recognizes the prerogatives of the Employer to operate and manage its affairs in all respects in accordance with its responsibilities and powers of authority pursuant to the laws and the Constitution of both the State of Michigan and the United States of America.

Section 2. Overtime. The Employer or its designee has the right to require overtime work as required in a manner most advantageous to the department.

Section 3. Work Schedule. The Employer or its designee shall have the right to determine schedules of working hours and days and to establish the methods and processes by which such work is performed.

Section 4. Retention of Right. The Employer reserves and retains, solely and exclusively, all rights to manage and direct its work forces, except as expressly abridged by the specific provisions of this Agreement, including by way of illustration, but not limitation, the determination of policies, operations, assignments, schedules, subcontracting, layoffs, etc., including Sections 1 through 7 of this Article. All rights, functions, powers and authority which the Employer has not specifically abridged, delegated, or modified by specific terms of this Agreement are recognized by the Union as being retained by the Employer.

Section 5. Delegations. No policies and procedures covered in this Agreement shall be construed as delegating to others or as reducing or abridging any of the authority conferred on the Employer by State law, or by the Constitution of the State of Michigan or the United States of America.

Section 6. Direction of Work Force. The Employer or its designee reserves the right to direct the work force and assign duties and responsibilities.

Section 7. Work Rules. The Employer shall have, within its discretion, the right to make, amend, or supplement reasonable rules, policies, and regulations or delete same.

ARTICLE 4 - DUES CHECK-OFF AND UNION SECURITY

Section 1. During the terms of this Agreement, for those employees for whom properly executed payroll deduction authorization forms are delivered to the Employer by the first working day of each month, the Employer will deduct from their pay the second pay period of each month, the monthly Union dues and initiation fee as designated by the Finance Officer of the Union and shall promptly remit any and all amounts so deducted to the Secretary-Treasurer of Michigan Council #25, AFSCME, AFL-CIO. Thirty (30) days from the date of this Agreement, the Employer will provide the Secretary-Treasurer of Michigan Council #25 and the Local Union President a list of names and addresses of all the employees for whom Union dues are being deducted. Thereafter, with each month's remittance of dues, the Council Secretary-Treasurer shall receive a list of names and addresses of those who were either added or dropped from the previous month's report and, in addition, shall receive each month, a list of the names and amount of dues each paid. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits and other forms of liability that may arise out of or by reason of action taken in reliance upon such individual authorization from or by reason of the Employer's compliance with the provisions of this Article.

Section 2. Employees who, except for those covered in the following paragraph, as of the date of execution of this Agreement, have completed their probationary period shall, as a condition of continued employment either become members of the Union or cause to be paid to the Union, a representation fee which represents the Union's expense to negotiate and administer this Agreement, which sum shall not exceed the monthly dues paid by Union members. Employees hired, rehired, reinstated or transferred into the bargaining unit after the effective date of this Agreement shall, upon completion of their probationary period or thirty-one (31) days from the date of hire, rehire, reinstatement or transfer into the bargaining unit, whichever is the later, become members of the Union or cause to be paid to the Union, a representation fee as a condition of continued employment. All dues and representation fees shall be utilized by the Union in conformity with the law.

Any employee who is a member of and adheres to established and traditional tenets or teaching of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting labor organizations shall not be required to join or financially support any labor organization as a condition of employment except, that such employee shall be required, in lieu of paying the monthly Union dues uniformly required of all Union members, to pay sums equal to such dues uniformly required of Union members to the American Cancer Foundation. However, the burden of proof of such tenets rests solely on the employee and it is incumbent upon the employee to substantiate any such claim.

ARTICLE 5 - DEFINITION OF EMPLOYEES

Section 1. Definitions. The terms "employee and employees" when used in this Agreement shall refer to and include only full-time employees in the following classifications: Park Ranger I, Park Ranger II, and Park Manager I. For purposes of this Agreement the following definitions shall be applicable:

- A. Full-time employees: Employees regularly scheduled to work forty (40) hours per week shall be considered as regular, full-time employees. A regular full-time employee shall be entitled to the benefits under this Agreement except where otherwise indicated.
- B. Probationary employees: All new employees, except those employees specifically designated as temporary employees, shall be probationary employees for the first twelve (12) continuous months of employment. Temporary employees who are given the opportunity to become regular full-time employees must, as of the time they accept the opportunity, complete twelve (12) months of probation.

During the probationary period, the employee shall have no seniority status and may be laid off, terminated, or disciplined in the sole discretion of the Employer without regard to his/her relative length of service. The decision of the Employer in this matter shall not be subject to the grievance procedure.

- C. Temporary employee: An employee who is hired for a period of six (6) months or less will be considered a temporary employee and shall not attain seniority and shall be compensated by wages only. This period may be extended upon mutual consent of the Employer and employee.

Calendar weeks during which an employee works twenty (20) hours or less shall not be used to calculate length of employment for purposes of this subsection. For purposes of this subsection only, an employee shall be considered newly hired after a period of ninety (90) days during which he/she worked twenty (20) hours or less each week.

Section 2. Contracted Benefits. Notwithstanding the above provisions, no benefits shall be afforded to any employee when the Employer's contractual arrangement with a third party for said benefits do not permit coverage of said employee.

ARTICLE 6 - CLASSIFICATION PLAN AND WAGE RATES

Section 1. The classification plan for non-exempt Parks Department positions shall consist of the classes listed in this Agreement (Appendix A).

The Employer reserves the right to establish new classifications and rate structures for same. Under such circumstances, the Employer shall notify the Union prior to it becoming effective. In the event that the Union disagrees with the classification and/or rates, it shall so notify the Employer in writing, within one (1) week after receipt of notice from the Employer. The Employer shall meet and discuss the same, if notified by the Union within that one (1) week period. In the event the parties cannot reach an agreement, the Employer may implement its last best offer after MERC mediation.

Section 2. Wage rates are effective as outlined in Appendix A. The wage rates shall be retroactive for employees employed on the date of ratification by the Employer.

Section 3. Original appointments shall be made at the entrance rate. Each successive step thereafter shall be reached in the manner outlined and shall be effective at the beginning of the pay period immediately following the appropriate anniversary or reclassification date.

Section 4. A requirement for the advancement within pay ranges and seniority, is continuous service, which means regular employment without break or interruption.

Section 5. Merit Increases. At the discretion of the Board, employees may be advanced one-half step or one step according to the salary schedule which is part of this Agreement, upon merit within the following guidelines:

- A. Merit increases shall be granted only to those employees who have demonstrated outstanding ability, dedication and acceptance of responsibilities. The degree of improvement an employee shows since the last merit increase should also be taken into consideration. However, it should be understood that an employee is expected to improve as he/she gains experience and moves through the salary schedule and that only exceptional improvement should warrant a merit increase. Measurable accomplishments in addition to the employee performance evaluation will be given primary consideration when considering merit increases.
- B. When an employee is at an intermediate step (one-half step) at the time a step increase is due, he/she shall advance to the next full step only. When an employee has been advanced a full step through the merit process during the previous year, he/she shall not advance a step at his/her next reclassification date. When an employee has been advanced to Step 6 he/she shall return to Step 5 at his/her next reclassification date.
- C. Merit increases will commence with the pay period immediately following approval by the Board and shall be paid on a lump sum basis.

Section 6. Night Shift Premium. Employees assigned to the ice making shift shall receive a night shift premium of one dollar (\$1.00) per hour in addition to their regular hourly rate for all hours worked on the shift. The ice making shift shall be defined as any shift which has as its primary function icing the ice skating rink or toboggan run. In order to receive the ice making shift premium, the work must fall between 11:00 p.m. and 6:00 a.m.

Section 7.

- A. Date of hire is defined as the date that an employee commences in a full or part-time position.
- B. Anniversary date is defined as the anniversary of the date of hire.
- C. Reclassification Date is defined as the date used to determine length of service within a specific classification. An employee is assigned a reclassification date upon promotion or reclassification. Reclassification date is used if an employee is reclassified or promoted to determine the date for subsequent step increases. If an employee is temporarily reclassified and subsequently the reclassification is made permanent, the reclassification date will be the date the employee was temporarily reclassified.
- D. Employees promoted to a new or different pay grade shall enter at that step which is at least equal to the regular step increase they would have received if remaining in the same pay grade within the next six (6) months. The new pay grade shall be effective the first day of the pay period following the reclassification, promotion, merit increase or step increase.

ARTICLE 7 - SENIORITY

Section 1. Definition of Seniority. Seniority shall be defined as the length of the employee's continuous service with the Employer commencing from his/her last date of hire into a full-time, as previously defined, position. Continuous service is defined as that time actually spent on the active payroll of the Employer plus approved leaves of absence periods, unless otherwise provided in this Agreement. The application of seniority shall be limited as applied to the terms and conditions contained in this Agreement. Employees who are hired on the same date shall be placed on the seniority list in alphabetical order of surnames.

Section 2. Loss of Seniority/Employment. An employee shall lose his/her seniority and job for any of the following reasons:

- A. He/she voluntarily resigns.
- B. He/she is discharged for just cause and is not reinstated.
- C. He/she retires.
- D. He/she is laid off for a period greater than their seniority, but not to exceed twelve (12) months.
- E. He/she fails to return to work upon recall from layoff.
- F. He/she fails to return to work after expiration of leave of absence.

- G. He/she makes an intentionally false statement on his/her employment application or on any application for leave of absence or on any other employment record or form.
- H. He/she is absent from work for three (3) consecutive working days without notification to the Employer and is without an acceptable excuse for not notifying the Employer.

Section 3. Layoff and Recall. In the event that a reduction in the work force is made, layoff shall be determined by evaluation scores. The employee who scored lowest on the previous evaluation shall be the first employee laid off. It shall be at the sole discretion of the Employer to determine in which classification or classifications the layoffs shall take place. There shall be no bumping between classifications. It shall be within the sole discretion of the Employer to determine which classifications will be recalled. If there is more than one employee in the classification that is being recalled, then the last employee laid off shall be the first employee recalled. Notification of recall shall be made by certified mail to the employee's last known address as reflected in his/her personnel file. It is the employee's responsibility to notify the Director of Parks of any change of address for his/her personnel file. In the event of layoff, an employee may use accumulated vacation prior to receipt of unemployment compensation benefits, provided said employee is entitled to same.

An employee shall respond to the certified notice of recall within three (3) calendar days of receipt thereof, and return to work within fourteen (14) calendar days of the receipt of the recall notice. Failure of the employee to return to work within the fourteen (14) calendar days constitutes voluntary resignation.

Section 4. An employee in a position which is funded in total or in part by either a State or Federal grant may retain employment for the duration of the grant. However, if the position is eliminated due to termination and/or lack of funds in said grant, the employee's employment will terminate unless the Employer, within its sole discretion, decides to retain said employee.

ARTICLE 8 - HOURS OF WORK

Section 1. Work Schedule. Those employees who work on shifts shall be subject to a work schedule. Said schedule shall be posted at least five (5) working days prior to its effective date, except that it is understood that shift changes for winter maintenance may be made with twenty-four (24) hours notice. Nothing contained within this Agreement shall be construed to constitute a guarantee of eight (8) hours of work or pay per day or forty (40) hours of work or pay per week.

Section 2. Work Breaks. Employees shall be entitled to a rest or break period of not to exceed ten (10) minutes duration at the midpoint of the first half of their eight (8) hour shift and of not to exceed ten (10) minutes duration at the midpoint of the second half of their eight (8) hour shift wherever they may be at the time allotted for their area. It is understood that the employee's immediate supervisor has the right to determine when a break period

may be taken when it is impractical to take the break at the allotted time. Work breaks do not accumulate if not taken.

Employees will have a thirty (30) minute unpaid lunch period to be taken four (4) hours after arriving at work.

Section 3. Overtime. The Director of Parks may prescribe overtime to meet operational needs. Overtime shall consist of any and all time assigned by the Director of Parks to be worked by an employee in excess of forty (40) compensated hours during a work week defined as the seven (7) consecutive days between 12:01 A.M. Saturday and Midnight Friday. An employee must be compensated for overtime worked at the rate of time and one-half (1 1/2) their regular rate of pay except that, upon request of the employee and approval of the employer, the Employee may be awarded compensatory time calculated at one and one-half (1 1/2) times the actual hours worked in lieu of wages.

Prior approval of overtime hours is required by the Director of Parks or his/her designated representative.

Section 4. Call Back or Call In. Employees covered hereby who are called in to work preceding their shift or called back after the end thereof shall receive two (2) hours minimum payment at the rate of time and one-half (1 1/2) of their regular rate of pay for call back. However, this section only applies when an employee has left the premises of the Employer and is subsequently called back to work at a time that is not continuous with his/her assigned schedule.

ARTICLE 9 - GRIEVANCE PROCEDURE

Section 1. A grievance is defined as a claim, reasonably and sensibly founded, of a violation of this Agreement. Any grievance filed shall refer to the specific provision alleged to have been violated, and shall adequately set forth the facts pertaining to the alleged violation and shall state the requested remedy. All grievances shall be commenced within five (5) days after the grievance has been known or shall reasonably have been known by the employee. Any claims not conforming to the provisions of this definition shall be automatically defined as not constituting a valid grievance.

Section 2. An employee having a grievance in connection with the terms of this Agreement shall present it as follows:

Step 1: The grievance shall be reduced to writing by the employee and presented to the Director of Parks within said five (5) day period and request that the grievance be adjusted. The Director of Parks will meet with the employee to discuss the grievance and will attempt to respond to said grievance within three (3) days of said meeting, but in no event more than six (6) days after the grievance has been presented to the Director of Parks. The employee shall suffer no loss of pay for the time spent with the Director of Parks to discuss the grievance.

Step 2. If the answer of the Director of Parks received in Step 1 is not satisfactory to the employee, he/she shall, within three (3) days of the receipt of the answer to Step 1, submit the grievance in writing to the Ingham County Human Resources Director. The Human Resources Director, Director of Parks, affected employee, and Union representative shall meet within seven (7) work days after the Human Resources Director's receipt of the grievance. At this meeting, the Human Resources Director will review the facts as they relate to the interpretation and application of this Agreement. The Human Resources Director shall reply with his/her decision, in writing, no later than three (3) days following said meeting.

Step 3: If the answer of the Human Resources Director is not satisfactory, the Union may submit said grievance to the Administrative Services/Personnel Committee of the Ingham County Board of Commissioners within ten (10) days after receipt of the answer as provided in Step 2, indicating the reasons why the written answer of the Human Resources Director was unsatisfactory. The Administrative Services/Personnel Committee shall meet to discuss the grievance at the next regularly scheduled committee meeting, provided that said grievance is received by the Human Resources Director in writing at least five (5) work days prior to the next meeting. The Human Resources Director shall notify the Director of Parks, the Union and the aggrieved employee in writing at least four (4) work days prior to the meeting. At this meeting, the Administrative Services/Personnel Committee will review the facts as they relate to the interpretation and application of the Agreement. The Administrative Services/Personnel Committee shall answer the grievance within ten (10) days following said meeting.

Step 4: If the grievance has not been settled at Step 3, the Union may submit the grievance to arbitration with the American Arbitration Association in accordance with its Voluntary Labor Arbitration rules, provided that the grievance is submitted to the American Arbitration Association within thirty (30) calendar days after service of the Step 3 answer. The Union shall provide the Employer with a copy of any grievance submitted to the American Arbitration Association. If the grievance has not been submitted to arbitration within said thirty (30) calendar day period, it shall be considered as withdrawn.

The arbitrator shall have no authority to add to, subtract from or modify the terms of this Agreement or establish or modify wage rates. The arbitrator's decision shall be final and binding on the Union, its members, the employee or employees involved and the Employer.

If the grievance is denied the Union shall pay the expenses and fees of the arbitrator and the American Arbitration Association. If the grievance is granted the Employer shall pay the expenses and fees of the arbitrator and the American Arbitration Association. If the grievance is denied in part and granted in part the expenses and fees of the arbitrator and the American Arbitration Association shall be shared equally by the Employer and the Union. If there is a dispute as to whether a grievance is denied or granted the parties shall refer this issue to the arbitrator for a ruling.

Section 3. For the purpose of the grievance procedure, a "day" shall mean Monday through Friday, excluding holidays, and shall not include the day on which a grievance is presented or appealed by the employee or is answered by the Employer.

- A. Any time limit listed in the grievance procedure may be extended by mutual agreement of the parties.
- B. A grievance presented at any step shall be dated and signed by the employee presenting it; any answer given by the Employer to the employee shall be dated and signed by the Employer.
- C. Any grievance not appealed by the employee within the time limits shall be deemed settled on the basis of the Employer's last answer.

Section 4 - Election of Remedies. When remedies are available for any complaint and/or grievance of an employee through any administrative or statutory scheme or procedure such as, but not limited to, a Veteran's Preference Hearing pursuant to Act 305 of the Public Acts of 1897, et seq., or any federal law pertaining thereto, and/or civil rights matters pursuant to Act 453 of the Public Acts of 1976, or any federal law pertaining thereto, in addition to the grievance procedure provided under this contract, and the Union or employee elects to utilize the statutory or administrative remedy, the Union and affected employee shall not process the complaint through any grievance procedure provided for in this contract.

If any employee elects to use the grievance procedure provided for under this contract and the Union or employee subsequently elects to utilize a statutory remedy, then the grievance shall be deemed to have been withdrawn and the grievance procedure provided for hereunder shall not be applicable.

ARTICLE 10 - DISCHARGE AND DISCIPLINE

Section 1. The Employer or its designee reserves the right to discipline and discharge for just cause.

Section 2. Discipline will be of a progressive nature except nothing shall prevent the Employer from taking immediate and appropriate disciplinary action should it be required by the circumstances.

Section 3. Disciplinary action will be taken for just cause. In the event of disciplinary action taken, the Employer shall provide a letter explaining why said action is being imposed.

Section 4. The Employer agrees, upon the discharge or suspension of an employee, to notify in writing the employee and his/her Union representative of the discharge or suspension. The written notice shall contain the reasons for the discharge or suspension. Should the discharged or suspended employee consider the discharge or suspension to be improper, it shall be submitted to the grievance procedure. The above does not apply to probationary employees. A Union representative will be present, if available, with the

employee when any disciplinary time off or discharge is issued by an Employer representative. The discharged or disciplined employee, if required to leave the premises of the Employer, will be allowed to confer with the Union representative for thirty (30) minutes before doing so. For the purpose of this Article, "Union representative" will mean the steward or chapter chairperson.

Section 5. This Article does not apply to probationary employees, who are at-will and may be disciplined or discharged with or without cause.

ARTICLE 11 - GENERAL

Section 1. The Employer shall have the right to make such reasonable rules and regulations not in conflict with this Agreement as it may, from time to time, deem best for the purpose of maintaining order, safety and/or efficient operations.

Section 2. Special Conferences. The Employer and the Union shall meet and confer on matters of mutual concern upon the request of either party. Such discussions will be for the purpose of meeting or responding to significant changes that affect the bargaining unit, but such discussions shall not be for the purpose of conducting continuing bargaining negotiations. The parties shall not be required to meet in special conferences more than one (1) time every two (2) months. The conference shall be held at a mutually agreeable time and place. Employees shall not be compensated for time spent at said meetings.

ARTICLE 12 - SUBCONTRACTING

The Employer reserves the right to subcontract at any time bargaining unit work; to purchase any or all work processes or services when, in the sole determination of the Employer, it does not have the facilities or equipment, or the available personnel, or when it is deemed more economical to have the work performed by others. Prior to subcontracting bargaining unit work, the Employer shall provide fifteen (15) days notice to the Union if an employee is to be laid off due to subcontracting. Upon request, the Employer shall meet with Union officials to discuss the proposed subcontracting within the fifteen (15) days.

ARTICLE 13 - UNIFORMS

If the Employer requires an employee to wear uniform articles of clothing for purposes of public identification, they will be furnished at the Employer's expense. Employees shall receive a safety boot allowance of eighty dollars (\$80). Said allowance shall be paid with the first pay period of each year.

ARTICLE 14 - TOOLS/TOOL ALLOWANCE

Employees classified as Park Ranger I or Park Ranger II shall be responsible for obtaining the hand tools outlined in Appendix B and Appendix C respectively, and for bringing these tools to the work site. Employees classified as Park Ranger I shall obtain the tools listed in Appendix B within thirty (30) days from the date this contract is fully executed by the parties. For the calendar year 1997 only, the Employer shall pay \$150.00 to employees classified as Park Ranger I towards the purchase of the tools listed in Appendix B. During the Month of January, commencing January 1998, the Employer shall pay a total tool allowance of \$50.00 to each Park Ranger I who has been compensated by the Employer for employment for a full year. During the month of January, including January 1997, the Employer shall pay \$250.00 to each Park Ranger II who has been who has been compensated by the Employer for employment for a full year.

For employees who are compensated by the Employer for employment for less than a full year, the tool allowance shall be prorated on a one twelfth (1/12) basis for each full month the employee is compensated. An employee will not be considered to have been compensated for employment for any month in which he/she received workers' compensation payments.

ARTICLE 15 - SAVINGS CLAUSE

If any provision of this Agreement is found invalid by operation of law or by any board or court of competent jurisdiction, or if compliance with or enforcement of any provision is permanently restrained by any court, the remainder of this Agreement, and any supplements thereto, shall remain in full force and effect, and the Employer and the Union at the request of either party shall enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for such provision.

ARTICLE 16 - HEADINGS

The headings used in this Agreement neither add to nor subtract from the meaning, but are for reference only.

ARTICLE 17 - GENDER CLAUSE

Whenever the masculine is used in this Agreement, it shall also mean the feminine, and vice versa unless otherwise noted.

ARTICLE 18 - UNION BULLETIN BOARDS

The Employer shall provide bulletin boards for the exclusive use of the Union. These bulletin boards shall be located at the carpenter shop area at Burchfield and Lake Lansing Parks and the winter sports area or other mutually agreed upon location(s).

The postings shall be limited to notices regarding the following: Union meetings, social affairs, elections and results thereof. Postings may also include MIOSA or OSHA notices. No political literature shall be posted. All notices shall be signed, dated and posted by the Unit Chairperson or Chief Steward. Any notice not dated, signed or posted by the Unit Chairperson or Chief Steward may be immediately removed by the Director of Parks or his designee.

ARTICLE 19 - HOSPITALIZATION; MEDICAL COVERAGE; LIFE INSURANCE

Section 1. The Employer will offer the following health insurance program for eligible full-time employees and legal dependents commencing the first month the Employer is able to transfer the eligible employees to this health insurance program:

BCBSM-POS: POS, POS-CR 80/20/1000, BMT, ESRD, FC, GCO, GLEI, HMN, RAPS, SUBRO2, Prescription Drug Preferred Rx Program with \$5.00 co-pay (PCD, PD-CM, MOPDII).

Following execution of this Agreement by the parties, the Employer agrees to pay the full premium for eligible full-time employees for hospitalization coverage up to the following amounts:

Full Family	\$517.64
2-Person	\$461.20
Single	\$220.27

These benchmarks will increase by the same amount as the salary schedule is increased for the following years (1998 + 3%, 1999 + 3%, 2000 + 3%). Increases in premium costs exceeding the benchmark will be shared 50/50 by the Employer and the employees with the employees' payment made through payroll deduction under the Section 125 Plan.

An employee shall become covered upon completion of the required forms and upon acceptance of him/her by Blue Cross-Blue Shield as a participant.

If an employee has insurance available to him/her through his/her spouse and provides proof of the same, that employee may choose not to be covered by the medical insurance stated under this Article. The decision to waive coverage can only be made once per calendar year. A waiver agreement, provided by the Employer, must be signed by the employee. In the event the employee elects not to be covered by such medical insurance, the Employer shall pay directly to the employee, as wages, fifty percent (50%) of the premium cost at the Blue Cross-Blue Shield rate of the plan which the employee has at the time of election (Full Family, Single Subscriber, etc.). Payment shall be made on the last pay period of the year, in a lump sum payment prorated on a daily basis. Employees losing medical coverage from another source shall notify the County Financial Services Department in time so that the employee and dependents, where appropriate, can be re-enrolled in a health care plan beginning the first day of the month following the loss of alternate coverage.

Section 2. Dental Insurance. The Employer agrees to provide for each employee and eligible dependent(s) a dental insurance plan. The dental plan is Blue Cross-Blue Shield CR 25-50-50, eight hundred dollar (\$800) annual maximum. The dental plan includes orthodontic coverage at fifty percent (50%) with a lifetime maximum of eight hundred dollars (\$800) for each employee and eligible dependent(s).

Section 3. Vision Insurance. The Employer agrees to provide for each employee and eligible dependent(s) a vision care program. The plan is Blue Cross-Blue Shield A-80 Vision Care Program.

Section 4. Life Insurance and Accidental Death and Dismemberment Insurance. The Employer shall provide life insurance coverage in the amount of twenty thousand dollars (\$20,000), and accidental death and dismemberment insurance of a like amount for full-time employees only. Such life insurance coverage shall be effective the first day of the month after the person has been employed, and the premiums shall be paid by the Employer.

Section 5. Notwithstanding any contrary provisions, the Employer retains the right to change carriers, provided comparable coverage is maintained.

ARTICLE 20 - HOLIDAYS

Section 1. The following holidays are recognized by the Employer:

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
The day following Thanksgiving Day
The day before Christmas Day
Christmas Day

Section 2. When any of the above named holidays occur on a Sunday, the following Monday will shall be observed as the holiday, and when the holiday falls on a Saturday, it shall be observed on the preceding Friday.

Section 3. In the event a holiday occurs during an employee's vacation his/her vacation period will shall be extended by one (1) day.

Section 4. Employees who are required to work on any holiday designated above shall be paid at time and one-half (1-1/2) for all hours worked on the holiday in addition to receiving his/her holiday pay.

Section 5. To be eligible for holiday pay, an employee must work the last scheduled day before and the first scheduled day after the holiday (plus the holiday, if scheduled subject to Section 3 above), unless the absence has been previously approved, in writing, by the Director of Parks.

ARTICLE 21 - VACATION

Section 1. Schedule. Employees shall earn vacation credits according to the following schedule:

<u>Continuous Service</u>	<u>Hours Earned Each Payroll Period Worked</u>
One Year	3.384 hours (88)
Two Years	3.693 hours (96)
Three Years	4.000 hours (104)
Four through Eight Years	4.923 hours (128)
Nine Years	5.231 hours (136)
Ten through Fourteen Years	5.846 hours (152)
Fifteen through Nineteen Years	6.492 hours (168)
Twenty Years and over, of uninterrupted employment	6.769 hours (176)

Vacation hours may not be used until the employee has completed six (6) months of continuous service with the Employer.

Section 2. The employee's immediate supervisor shall determine the number of employees, if any, that can shall be spared to take their vacation at any given time.

Section 3. Absence on account of sickness, illness or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and with the approval of the Director of Parks, be charged against vacation allowances.

Section 4. If an employee, who is otherwise eligible for vacation with pay leaves employment after giving two weeks notice, or retires or dies without having received the vacation, such employee will receive, along with his/her final paycheck, the accumulated vacation pay for which he/she had qualified. If an employee is discharged or leaves employment without giving the employer two weeks notice, the employee shall receive the accumulated vacation pay as of their last anniversary date.

Section 5. The maximum accumulation of vacation time from year to year is limited to thirty (30) days upon approval of the Director of Parks.

Section 6. The Director of Parks may require that vacation time shall be used in cases where the employee's position is State or Federally funded and the termination date is known in advance as a condition of the funding agreement.

Section 7. Vacation time shall be taken in increments of one-half (½) day.

Section 8. One (1) vacation day will shall be credited to each employee on January 1st, November 1st, and December 31st of each year . These vacation days shall be in addition to the schedule outlined in Section 1 of this Article.

Section 9. At the time this Agreement is executed, a number of hours equal to the prorated number of hours earned since the employee's last anniversary date will be added to the employee's accumulated vacation credits prior to implementing the new system. This Section shall be deleted upon expiration of this Agreement.

ARTICLE 22 - PERSONAL LEAVE

Two (2) personal leave days per year (sixteen [16] hours) may be taken by each employee upon approval of the Director of Parks. Said eight (8) hour days shall be taken from accumulated sick leave and shall not accumulate if not taken within the calendar year. The personal leave day (eight [8] hours) shall not shall be used on the day preceding or the day following a holiday (as defined in Article 20 of this Agreement), nor on the day preceding the start of or the day following the end of an employee's vacation. Except that in cases of emergency, the employee shall advise the Employer of his/her request before the end of the preceding work day. Personal leave shall be taken in increments of not less than one (1) hour.

ARTICLE 23 - UNPAID LEAVES OF ABSENCE

An employee who has completed six (6) or more months of employment with the Employer may shall be granted a leave of absence, for a period of up to thirty (30) days, without pay or fringe benefits, provided the Employer determines that he/she can shall be spared from his/her work. The authorization for leaves of absence under this Section must shall be approved in writing by the Director of Parks. Except in cases of emergency, the employee shall advise the Employer of his/her request at least three (3) working days prior to the start of the leave.

If an emergency absence is required the following rules shall apply:

- A. The Director of Parks or his/her designated representative shall be notified of the absence at least one-half ($\frac{1}{2}$) hour prior to the start of the shift.
- B. If one-half ($\frac{1}{2}$) hour notice cannot be given because of unforeseen circumstances, the employee shall contact his/her supervisor or someone designated by him/her as soon as possible.

ARTICLE 24 - MILITARY LEAVES OF ABSENCE

The Employer shall adhere to all mandatory state and federal laws dealing with military leaves of absence.

ARTICLE 25 - JURY DUTY LEAVES OF ABSENCE

Employees who are called to serve on jury duty during scheduled working hours shall be compensated for the difference between the rate of pay for the jury duty and the employee's regular rate for the hours scheduled to work. An employee shall return to regularly scheduled employment with the Employer when temporarily or permanently excused from attendance at court provided that there is at least one (1) hour remaining of scheduled work. Employees shall submit evidence of attendance at jury duty upon request.

ARTICLE 26 - FUNERAL LEAVE

Section 1. If a death occurs among a member of an employee's immediate family, i.e. spouse, child or parent, the employee will shall be excused from work for up to five (5) working days from the date of death. Additional time may be granted by the Director of Parks which shall be charged against earned sick leave or vacation accumulations or personal leave.

Section 2. In the event of a death of an employee's parent-in-law, brother, sister, grandfather, grandmother or grandchild, the employee shall be excused from work for up to two (2) working days, without loss of pay. Additional time may be granted by the Director of Parks which shall be charged against earned sick leave or vacation accumulations or personal leave.

ARTICLE 27 - SICK LEAVE

Section 1. Employees shall accumulate one (1) day of paid sick leave per month not to exceed a total accumulation of one hundred twenty (120) days.

Section 2. The employee must notify the Director of Parks or someone designated by him/her not later than one-half hour prior to his/her normal starting time on the first day of absence unless the circumstances surrounding the absence make such reporting impossible, in which event such notification must be made as soon thereafter as possible. On each successive day of absence the employee shall contact the Director of Parks, unless waived by the Director, in order to advise the Director of Parks of the general nature of the illness and probable duration of the absence. Failure to do so will disqualify the employee for sick leave payment and may result in disciplinary action.

Section 3. Qualified employees shall be eligible for paid sick leave from (and to the extent of) their unused accumulated paid sick leave credits in the following situations:

- A. When an employee's absence from work is due to his/her non-duty incurred illness or injury.

- B. When an employee's spouse, children, or any person for whom he/she is legally responsible becomes ill or is accidentally injured, which necessitates the employee's absence.
- C. Upon the birth of an employee's child, he may use up to three (3) days sick leave credits when it is necessary that he shall be absent from work for the purpose of caring for his other children, which period may shall be extended due to complications arising out of said condition.
- D. The Employer may require medical proof of the necessity for said sick leave, in which event the involved employee shall be required to produce a statement from a medical doctor certifying to the necessity for such absence.
- E. An employee who makes a false claim for paid sick leave shall be subject to disciplinary action.

Section 4. Whenever sick leave payments are made under this Article, the amount of such payments shall be deducted from the employee's accumulated unused bank of paid sick leave credits. Sick leave payments shall be taken in increments of not less than one (1) hour.

Section 5. Sick Leave Incentive Program. Personal Leave shall not shall be considered as sick leave taken for purposes of this section only. For employees who meet the incentive program criteria and have been regular full-time employees for a complete year starting December 1st through November 30th, incentive payments will shall be made the first pay period immediately following November 30th of each year at the following rates:

- A. \$375.00 for employee who use no sick leave from 12/1 through 11/30 of each year.
- B. \$275.00 for employee who use 1 - 8 hours of sick leave from 12/1 through 11/30 of each year.
- C. \$125.00 for employees who use 9 - 16 hours of sick leave from 12/1 through 11/30 of each year.

New employees who have been regular permanent employees for at least six months but less than one year on December 1st of each year shall receive sick leave payments prorated on a daily basis. Employees with less than six months regular full-time employment on December 1st of each year shall not shall be eligible for the sick leave incentive program.

Section 6. Payment of accumulated unused sick leave credits, (maximum one hundred-twenty [120] days), upon death or retirement under the Michigan Municipal Employees Retirement System shall be made to the employee or his/her estate at the hourly rate he/she was paid on the last day he/she worked in accordance with the following schedule:

Up to twenty (20) years of service	75%
Completion of twenty (20) years and up to twenty-five (25) years of service	80%
Completion of twenty-five (25) years of service and up	85%

Section 7. Pursuant to Michigan law, the Employer provides, at its expense, worker's compensation coverage for each employee covered by this Agreement.

Employees in the bargaining unit are permitted to use accumulated sick leave while on worker's compensation as provided below:

- A. The maximum time an employee may use accumulated sick leave while on worker's compensation is eight (8) weeks.
- B. Employees shall not accumulate sick leave or vacation time while off work on worker's compensation. All other fringe benefits shall terminate after an employee is off work on worker's compensation for thirty (30) days.
- C. Employees who have accumulated at least one hundred sixty (160) hours, but less than four hundred (400) hours, of sick leave are permitted to use their accumulated sick leave time as a supplement to worker's compensation so that they will receive approximately seventy percent (70%) of their normal straight-time pay.
- D. Employees who have one hundred fifty-nine (159) hours or less of accumulated sick leave shall not shall be entitled to utilize this Section.
- E. Employees who have accumulated sick leave of four hundred one (401) hours or more may use their accumulated sick leave so as to receive eighty percent (80%) of their normal straight-time pay.
- F. The seventy percent (70%) and eighty percent (80%) wages noted above shall be gross wages minus normal tax deductions and other deductions.

ARTICLE 28 - FAMILY AND MEDICAL LEAVE

Section 1. General.

- A. All full time employees who have completed twelve (12) months of employment and worked at least 1,250 hours for the Employer in the past twelve (12) months may request a leave of absence under the Family and Medical Leave Act ("FMLA") for a period not to exceed twelve (12) weeks (84 days) in any one calendar year. All foreseeable requests must be addressed to the Director of Parks in writing not less than thirty (30) days before the date the leave is to begin and must include the

reason for the request, give the expected duration of the leave and be approved by the Director of Parks, or his/her designee. Unforeseeable leave requests must be provided to the Director of Parks as soon as practicable. The FMLA leave of absence shall commence when the employee takes his/her first day off associated with the FMLA, or when the employee takes time off allowed under the FMLA, whichever is sooner. A FMLA leave of absence may be granted in the following cases:

1. A serious health condition that makes the employee unable to perform the essential functions of his/her position;
 2. In order to care for the employee's spouse, child or parent if the person being cared for has a serious health condition;
 3. Because of the placement of a child with the employee for adoption or foster care and in order to care for the child; or
 4. Because of the birth of a child of the employee and in order to care for the child.
- B. The employee is required to exhaust all accrued paid leave (floating holidays, sick leave, etc.) prior to an unpaid leave of absence with the only exception being earned vacation leave.
- C. When a husband and wife are both entitled to leave and are employed by the Employer, the aggregate number of work weeks of leave to which both may be entitled may be limited to twelve (12) work weeks during any twelve (12) month period if the leave is taken due to the birth or placement of a child or to care for a child after placement or to care for an employee's parent with a serious health condition.
- D. When leave is due to the birth of a child or placement of a child with the employee, the employee may take leave intermittently or on a reduced leave schedule unless the Employer disagrees to such an arrangement.
- E. Subject to notification and certification requirements described below, leave to care for a spouse, child or parent or due to a serious health condition of the employee may be taken intermittently or on a reduced leave schedule when medically necessary.

Section 2 - Continuation of Benefits. All unpaid FMLA leave shall be without benefits, except the Employer shall continue to pay health insurance premiums for eligible employees, for up to twelve (12) weeks while the employee is on an approved FMLA leave of absence. This twelve (12) week period shall include any time in which the employee was absent from work on a paid sick, vacation or approved personal leave of absence. The use of sick leave shall be in accordance with Article 27. The Employer shall have no obligation to pay health care premiums for the employee on unpaid FMLA leave for any

time period after twelve (12) weeks from and after the employee's initial absence from work. Employees may continue insurance coverage at their own expense during an unpaid FMLA leave of absence after the twelve (12) week period noted above. An employee will not accumulate sick leave or vacation time nor be paid for holidays which may fall during the FMLA unpaid leave period.

Section 3 - Reinstatement After Leave. Upon returning from leave, an employee is entitled to be restored to the same or equivalent position with equivalent pay, benefits and other terms and conditions of employment. When a leave of absence under Section 1A is granted for more than twelve (12) weeks, the Employer does not guarantee that the employee will be reinstated in his/her former position or to the same pay grade and step level. That decision will be at the discretion of the Employer.

Section 4 - Scheduled Treatment. When the employee's leave is due to care of a spouse, child or parent or to the employee's serious health condition and the leave is foreseeable based on planned medical treatment, the employee shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the Employer, subject to the approval of the health care provider.

Section 5 - Certification for Medical Leave. For leaves taken to care for a sick spouse, child or parent or due to a serious health condition of the employee, the Employer may require certification issued by the health care provider of the eligible employee or of the child, spouse or parent of the employee, as appropriate. This certification shall be sufficient if it states:

- A. The date on which the serious health condition commenced;
- B. The probable duration of the condition;
- C. The appropriate medical facts within the knowledge of the health care provider regarding the condition;
- D. When applicable, a statement that the eligible employee is needed to care for child, spouse or parent and an estimate of the amount of time that the employee is needed to provide such care;
- E. When applicable, a statement that the employee is unable to perform the functions of the position of the employee;
- F. In cases of certification of intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates on which the treatment is expected to be given and the duration of the treatment.
- G. In cases of intermittent leave or leave on a reduced schedule due to an employee's serious health condition, a statement of the medical necessity for the intermittent leave or leave on a reduced schedule and the expected duration of the intermittent leave from the leave schedule; and

- H. When intermittent leave or leave on a reduced leave schedule is requested for the purpose of caring for a child, spouse or parent, a statement that the employee's intermittent leave or leave on a reduced leave schedule is necessary for the care of the child, parent or spouse who has a serious health condition, or will assist in their recovery and the expected duration and schedule of the intermittent leave or reduced leave schedule.

Section 6 - Second Opinion. In any case where the Employer has reason to doubt the validity of the certification as outlined in Section 5 above, the Employer may require, at the Employer's expense if not covered by insurance, that the eligible employee obtain the opinion of a second health care provider designated or approved by the Employer concerning any information certified by the original certification. The provider of the second opinion shall not be employed on a regular basis by the Employer.

Section 7 - Resolution of Conflicting Opinions. When the second opinion described in Section 6 above differs from the opinion in the original certification described in Section 5, the Employer may require, at the expense of the Employer if not covered by insurance, that the eligible employee obtain the opinion of a third health care provider designated or approved jointly by the Employer and the employee. The opinion of the third health care provider shall be final and binding on both the Employer and employee.

Section 8 - Subsequent Recertification. The Employer may require that the employee obtain subsequent recertification on a reasonable basis but no more than every 30 days except under the following circumstances:

- (1) The employee requests an extension of leave.
- (2) A significant change in circumstances.
- (3) Receipt by the Employer of information casting doubt on the original certification.

Section 9 - Repayment of Premiums. The Employer may recoup health insurance premiums paid by the Employer during the employee's FMLA leave, if the employee does not return to work after his/her leave has expired.

ARTICLE 29 - RETIREMENT

Employees are covered by the Municipal Employees Retirement System, Benefit Plan C-1. Effective July 1, 1995, employees shall be covered by the Municipal Employees Retirement System Benefit Plan B-3.

ARTICLE 30 - MILEAGE

In the event employees are required to drive their own vehicle in the course of their employment the mileage reimbursement rate shall coincide with the rate set by the Internal Revenue Service. Future rate changes shall become effective upon notification to the Employer of the new rate as approved by the Internal Revenue Service.

ARTICLE 31 - HEALTH EXAMINATIONS

The Director of Parks may require an employee to obtain a physical or psychiatric examination from a medical doctor designated by the Employer at any time the employee's physical or mental health is in question. Expenses for such examination shall be paid in full by the Employer.

ARTICLE 32 - EDUCATIONAL REIMBURSEMENT

The Employer will consider tuition reimbursement and release time on a case by case basis. The primary criteria for determining eligibility will shall be that the curriculum or course shall be directly related to the job, and that the skills to shall be derived from the course are needed at the time for the operation of the Parks Department. However, the Board may consider other factors when making its decision such as but not limited to attendance, job performance, and the amount of benefit expected to shall be derived by the Ingham County Parks Department. The decision of the Board shall not shall be grievable.

ARTICLE 33 - RESIDENCY

Section 1. Definition. "Residence" shall be defined to shall be the actual domicile of the individual where he or she normally eats and sleeps and maintains his or her normal personal and household effects.

Section 2. Requirement.

- A. All persons hired into Parks Department positions covered by this Agreement shall be residents of Ingham County and shall remain so throughout their term of employment with the Parks Department; or, if not residents upon the date of hire, shall become a resident of Ingham County within one hundred eighty (180) days of their date of hire and shall thereafter remain Ingham County residents throughout their employment with the Parks Department. The failure to move within the county within said one hundred eighty (180) days shall be considered a violation of this Agreement and a voluntary resignation from the Parks Department employment. Before the employment is terminated as a voluntary resignation, the employee shall have the right to appeal to the Parks Department Board and present facts and evidence concerning the residence determination. The decision of the Board is final and controlling.
- B. The Director shall advise each applicant of this requirement.

Section 3. All employees of the Parks Department to which this policy is applicable shall be residents of Ingham County and shall remain so for the duration of their employment with the Parks Department.

Section 4. Waiver. The Parks Department may waive the residency requirements for employment set forth in this policy by a majority vote of the Board finding that such waiver would shall be in the best interests of the Parks Department. When waiving the residency requirement, the Parks Department shall base its determination upon:

- A. The nature of the work.
- B. The location of the work.
- C. The available applicant pool for the position.
- D. The recommendations of the chief administrative officer.
- E. All other pertinent facts concerning employment.

Any waiver of the residency policy must shall be by formal resolution of the Employer.

Section 5. Duty to Disclose Residence. All employees are obligated to have on file at the Parks Department office, their current address (and phone number if there is a phone). Any change of residence must shall be reported within thirty (30) days of the change. The Parks Department has the right to require production of documentation, such as but not limited to, driver's licenses, deeds, land contracts, and leases, to verify residency.

ARTICLE 34 - UNION OFFICERS/REPRESENTATIVES

The Union shall provide the Employer or its designee with a written list of its officers and or representatives upon execution of this Agreement and any subsequent changes in this list, including the Unit Chairperson and Chief Steward, shall be provided to the Employer or its designee within seven (7) days from the date of said change.

ARTICLE 35 - TERMS OF THE AGREEMENT

Section 1. The Agreement shall become effective upon execution by the parties and it shall continue in its full force and effect until 11:59 p.m. on the 31st day of December, 2000.

Section 2. Upon the written request of either party to this Agreement, both parties shall commence negotiations for a new Agreement within ninety (90) days prior to the expiration thereof.

IN WITNESS WHEREOF:

The parties have set their hands this 9th day of December, 1997.

FOR INGHAM COUNTY PARKS
DEPARTMENT EMPLOYEES OF
AFSCME LOCAL 1390; THE AMERICAN
FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES;
AFL-CIO; MICHIGAN COUNCIL #25

Paul R. [Signature] AFSCME #05

Steve Williams

INGHAM COUNTY BOARD OF
COMMISSIONERS

Mark Grebner
Mark Grebner, Chairperson

Harold Hailey
Harold Hailey, Human Resources Dir.

Robert Moore
Robert Moore, Parks Director

Michael J. Bryanton
Michael J. Bryanton, County Clerk



WAGE SCALE -- 1996 - 2000

1996 Step	PARK MANAGER I		PARK RANGER II		PARK RANGER I	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1 entrance	26,915	12.94	25,158	12.10	22,562	10.85
2 6 months	29,203	14.04	26,354	12.67	23,622	11.36
3 1.5 years	31,491	15.14	27,516	13.23	24,596	11.82
4 2.5 years	33,779	16.24	28,706	13.80	25,569	12.29
5 3.5 years	36,067	17.34	29,895	14.37	26,564	12.77
6 merit only	38,355	18.44	31,128	14.97	27,689	13.31

*4% increase across the board

Effective 1/1/97 Step	PARK MANAGER I		PARK RANGER II		PARK RANGER I	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1 entrance	27,726	13.33	25,913	12.46	23,239	11.17
2 6 months	30,077	14.46	27,144	13.05	24,331	11.70
3 1.5 years	32,427	15.59	28,341	13.63	25,333	12.18
4 2.5 years	34,798	16.73	29,567	14.21	26,336	12.66
5 3.5 years	37,149	17.86	30,792	14.80	27,361	13.15
6 merit only	39,499	18.99	32,062	15.41	28,520	13.71

*approved increase for Park Manager I

Effective 1/1/98 Step	PARK MANAGER I		PARK RANGER II		PARK RANGER I	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1 entrance	28,558	13.73	26,690	12.83	23,936	11.51
2 6 months	30,979	14.89	27,959	13.44	25,061	12.05
3 1.5 years	33,400	16.06	29,192	14.03	26,093	12.54
4 2.5 years	35,842	17.23	30,454	14.64	27,126	13.04
5 3.5 years	38,263	18.40	31,716	15.25	28,182	13.55
6 merit only	40,684	19.56	33,024	15.88	29,375	14.12

<u>Effective 1/1/99</u>	<u>PARK MANAGER I</u>		<u>PARK RANGER II</u>		<u>PARK RANGER I</u>	
	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>
Step						
1 entrance	29,415	14.14	27,491	13.22	24,654	11.85
2 6 months	31,908	15.34	28,797	13.84	25,813	12.41
3 1.5 years	34,402	16.54	30,067	14.46	26,876	12.92
4 2.5 years	36,918	17.75	31,367	15.08	27,940	13.43
5 3.5 years	39,411	18.95	32,668	15.71	29,027	13.96
6 merit only	41,905	20.15	34,015	16.35	30,256	14.55

<u>Effective 1/1/00</u>	<u>PARK MANAGER I</u>		<u>PARK RANGER II</u>		<u>PARK RANGER I</u>	
	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>
Step						
1 entrance	30,297	14.57	28,316	13.61	25,394	12.21
2 6 months	32,866	15.80	29,661	14.26	26,587	12.78
3 1.5 years	35,434	17.04	30,969	14.89	27,683	13.31
4 2.5 years	38,025	18.28	32,308	15.53	28,778	13.84
5 3.5 years	40,593	19.52	33,648	16.18	29,898	14.37
6 merit only	43,162	20.75	35,035	16.84	31,164	14.98

RANGER I -- TOOL LIST

<u>Quantity</u>	<u>Tool</u>
1	50' Tape Measure
1	16' Tape Measure
1	16 oz. Claw Hammer
1	Standard Siding Bar
2	Pipe wrenches, 1-12" and 1-14"
1	12" Adjustable Wrench
1	8" Adjustable Wrench
1	Wrench Set-Box End/Open End Sizes: 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4"
1	3/8" Deep Well Socket Set w/ 6" extension 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4" + ratchets
1	4" Regular, Straight Screw Driver
1	Small, Straight Screw Driver
1	4" Regular, Phillips Screw Driver
1	6" Needle-Nose Pliers w/ Side Cut, Wire Strip
1	8" Regular Pliers
1	7" Locking Pliers
1	Tool Box for Tools
1	Hack Saw
1	3-Sided Sloan Valve Adjustable Wrench
1	Diagonal Wire Cutting Pliers
1	Razor Knife
1	12" Small Level
1	Tri-Square
1	1-1/2 Round File/Flat File
1	Cat Paw Nail Puller

RANGER II -- TOOL LIST

Battery post cleaner	1/2" sockets - 7/16 to 1-1/8 shallow
1 - 16ft tape measure	1/2" sockets - 7/16 to 1-1/8 deep
2 pipe wrenches - 12" & 14"	1/2" sockets - 7/16 to 1-1/8 shallow
Screw extractor set	(impact)
Channel locks - set of 2	1/2" breaker bar
Vice grips - set of 3	1/2" ratchet
Channel locks - needle nose	1/2" torque wrench - foot pound
Side cutters	1/2" universal (impact)
Wire strippers	1/2" extension - 12"
Ball peen hammers, set of 3	5/8" plug socket
Hacksaw	13/16" plug socket
Adjustable wrench - 10"	Plug wire pliers
Adjustable wrench - 8"	2 - 8 piece screw driver sets -
Electric tester	flat and phillips
OHM Meter	1 - 5 piece brake tool set
Torx screw driver set	2 Snap ring pliers
Distributor wrench - 13 mm & 15 mm	
Distributor wrench - 1/2" & 9/16"	
Steering wheel puller set	
Antifreeze tester	
Antifreeze pressure tester	
Tap & dye set	
Flaring tool kit	
Clutch alignment tool set - 12 pc.	
Line wrench - 3/8" to 5/8"	
Line wrench - 10 mm, 12 mm, 16 mm, & 18 mm	
Open box end wrench - 3/8" to 1"	
Open box end wrench - 10 mm to 24 mm	
Box end wrench - 8 mm to 20 mm	
1/4" ratchet	
1/2" nut driver	
1/4" sockets - 3/16 to 9/16"	
(deep & shallow)	
1/4" metric - 6 mm to 13 mm	
(deep & shallow)	
1/4" extension - 4" & 3"	
Air drill - 3/8"	
Air ratchet - 3/8"	
Air cut-off wheel with grinder	
1/2" air impact gun	

