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Agreement Between
The United Staff Organization
MESSA — SSA
and
The MESSA Board of Trustees

Much. Educational Special Services Assoc.



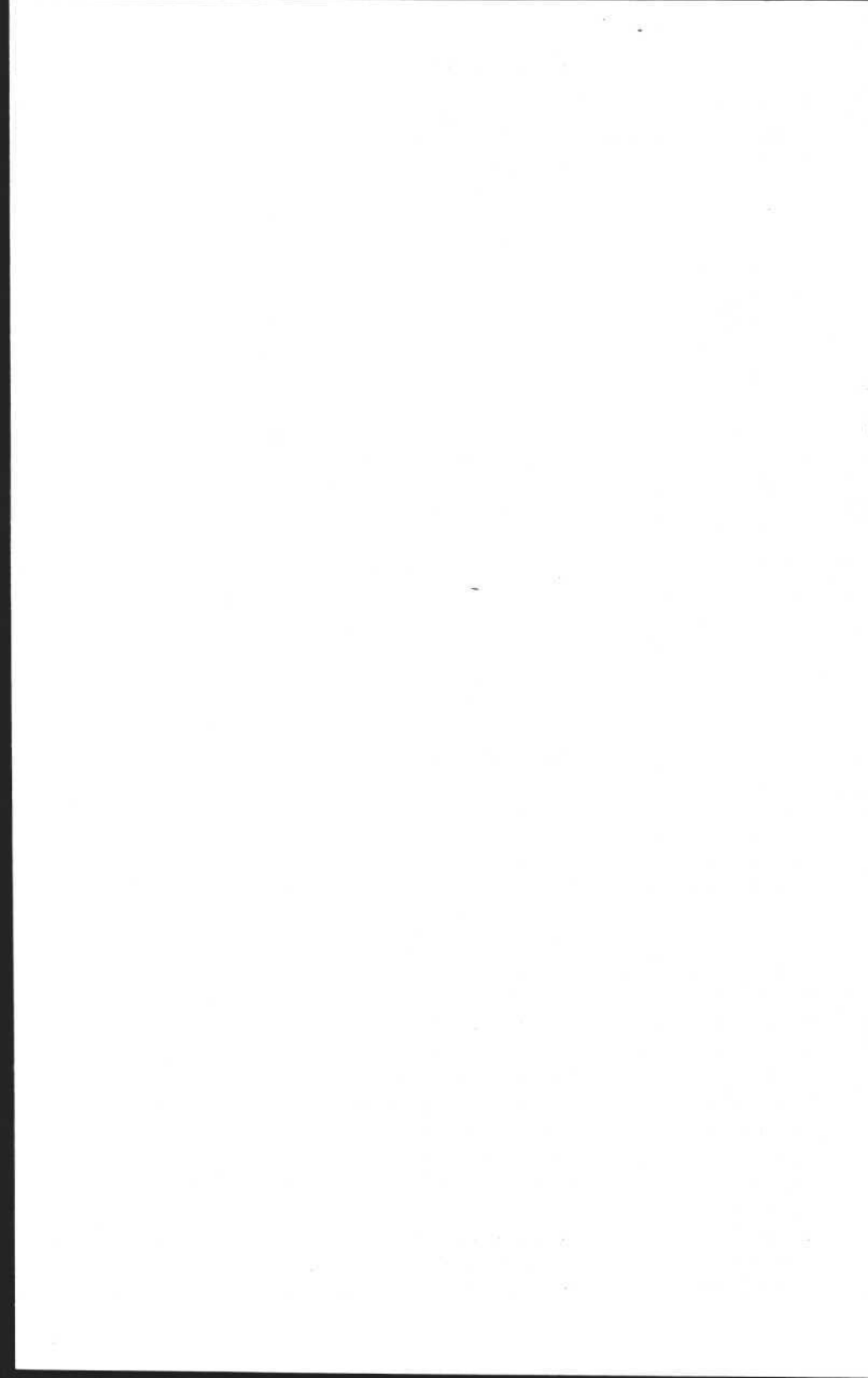
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Preamble

This Agreement entered into this first day of September, 1983 by and between the Michigan Education Special Services Association, in the city of East Lansing, Michigan, hereinafter called the Employer and the MESSA Services Staff Division of the United Staff Organization, hereinafter called the Association.

Witnesseth

Whereas, the parties have reached certain understandings which they desire to memorialize, it is agreed as follows:

ARTICLE ONE

Recognition

A. The Employer recognizes the Association as the exclusive bargaining representative for all Services Staff employees of the Michigan Education Special Services Association. All personnel represented by the Association in the below defined bargaining unit shall, hereinafter be referred to as employees.

The bargaining unit shall consist of all employees employed by the Employer at its facility located at 1480 Kendale Blvd., East Lansing, Michigan, who perform clerical, secretarial, maintenance and service duties and other related duties; but excluding executive employees, administrators, confidential employees, professional employees, guards and supervisors as defined in the Act.

B. The Employer agrees not to negotiate with any individual employee or organization other than the Association for the duration of this Agreement.

ARTICLE TWO

Probation

A. The probationary period will be a period of ninety (90) calendar days from the date of employment which begins the first day and the first hour the employee works.

B. Except where specifically limited by this Agreement, a probationary employee shall enjoy all rights and privileges under this Agreement, provided that no employee disciplined or discharged during his/her probationary period will have recourse to the Grievance Procedure, Article Seven, of this Agreement.

ARTICLE THREE

Agency Shop and Dues Checkoff

A. The Employer agrees that as a condition of continued employment an employee shall, after thirty (30) calendar days of employment, elect either to become an Association member or elect fee payer status.

B. Membership dues, fees, or an amount equal to the membership dues, and all assessments of the Association uniformly required shall be deducted from the wages of each employee beginning with the first pay period following the completion of her/his first thirty (30) calendar days of employment, upon receipt by the Employer of a valid, signed authorization card, in a form provided by the Employer, and shall be remitted not less frequently than monthly to the Association. This authorization shall remain in effect from year to year unless revoked in writing during the period of June 20 to June 30 of each year. All prospective employees shall be advised of this provision at their initial interview.

C. The Association assumes full responsibility for the disposition of the monies so deducted once they have been turned over to the Association.

D. No employee shall be terminated from her/his employment for nonpayment of such uniformly required membership dues, fees, and/or assessments until all of the following has occurred:

1. The employee has been informed by the Association in writing that her/his failure to pay such dues, fees, and/or assessments will result in the Association requesting and the Employer complying with termination of employment.

2. The Employer has been informed in writing of the employee's failure to pay such dues, fees, and/or assessments and has been requested in writing by the Association to terminate the employee.

3. The Employer shall inform the employee in writing that her/his failure to pay such dues, fees, and/or assessments will result in termination of employment. Such termination shall occur within the thirty (30) calendar days after receipt of said notification from the Association to the Employer and the employee unless agreement has been reached between the employee and the Association.

ARTICLE FOUR

Employee Rights

A. The Employer hereby agrees that every employee of the Employer shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective bargaining or negotiations and other activities for mutual aid and protection. The Employer undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights negotiated under this Agreement or other laws of Michigan or the Constitution of Michigan and the United States; that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association, participation in any activities of the Association, or collective negotiations with the Employer or institution of any grievance, complaint or proceeding under this Agreement.

B. The Employer specifically recognizes the right of its employees to invoke the assistance of the Michigan Employment Relations Commission, or a mediator from such public agency. The Employer agrees during the period of this Agreement not to directly or indirectly engage or assist in any unfair labor practice.

C. The Association may, after scheduling through the Staff Administration Office, use the Employer's facilities and equipment during the employee's own time for Association business-related activities. The Employer will make available to the Association any needed supplies. The Association will reimburse the Employer for the cost of the supplies. Bulletin board space shall be made available to the Association for posting of notices relating to Association activities and other Association information. All other materials will be presented to the Director of Staff Administration for comment prior to being posted.

D. Copies of this Agreement and additions thereto shall be printed at Employer expense and presented to all Association employees now employed and hereafter employed, and fifty (50) copies for Association use.

E. The Employer agrees to furnish to the Association any non-confidential information concerning the financial resources of the Employer and other non-confidential information as will assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the employee, together with relevant and necessary information for the Association to process any grievance or complaint.

F. The Employer agrees to maintain the health and safety standards as prescribed by OSHA and MIOSHA or such other named successor agency.

ARTICLE FIVE

Employer Rights

The Employer has and retains the exclusive right to take any and all action as it may deem proper with respect to the management of its business and the direction of its affairs and working forces; to establish and maintain reasonable administrative policies, rules, and regulations and require employees to conform to such reasonable administrative policies, rules, and regulations; and all other rights subject only to clear and express restrictions governing the exercise of these rights as are expressly provided for in this Agreement.

Any administrative policies, rules, and regulations, or modifications of existing administrative policies, rules, and regulations will be posted on the bulletin board for ten (10) work days prior to becoming effective.

ARTICLE SIX

Continuity of Operations

During the term of this Agreement neither the Association its officers, agents nor members nor any employee shall authorize, engage in, condone or ratify a strike or other concerted activity over any dispute which is a proper subject for the grievance-arbitration procedure established under this Agreement. Any employee who violates this provision shall be subject to discipline including discharge.

ARTICLE SEVEN

Grievance

A. A "grievance" shall mean a complaint by the Association, an employee in the bargaining unit, or a group of employees, based upon event(s), condition(s), or circumstance(s) under which an employee works, allegedly caused by misinterpretation or inequitable application of established administrative policies, rules, and regulations, or that she/he or they have been treated unfairly or in a manner inconsistent with the provisions of this Agreement or any subsequent agreement entered into pursuant to this Agreement.

B. The term "days" means Monday through Friday providing the building is open for business.

C. Any employee has the right to request that a representative of the Association be present at all meetings and hearings at all steps and stages of the discipline, grievance and arbitration procedure.

D. Nothing contained herein shall be construed to prevent any individual employee from presenting a grievance and having the grievance adjusted without intervention of the Association at Step One, if the adjustment is not inconsistent with the terms of this Agreement. The Employer agrees to provide immediately to the Association a copy of all such grievances, together with the supporting reasons for the decision.

E. If in the judgement of the Association, a grievance affects a group of employees, the Association may process the grievance through all levels of the grievance procedure even though the group of employees does not wish to do so. If the grievance affects the employees of more than one supervisory area within an Office, the grievance shall originate at the Director of the Office or her/his designee. If the grievance affects the employees of more than one Office, the grievance shall originate at the Director of Staff Administration or her/his designee. If the decision generating the grievance originates at the Office of Staff Administration, the grievance will be filed there.

F. It shall be the practice of all parties to process grievances during the employee's work hours.

G. Failure of the Employer to comply with timely response to any step of the grievance procedure will automatically advance the grievance to the next step. The parties may agree in writing to an extension of time limits.

H. The Employer agrees to provide the Association with all relevant and necessary information and records for it to process grievances.

I. All grievances and responses to grievances at all steps of the grievance procedure shall be in writing using the form in Appendix F, signed by the grievant. Copies of the grievances will be given to the Staff Administration Office and the Grievance Chairperson at each step. A written grievance shall contain a statement of the facts giving rise to the grievance, the Article(s) allegedly violated, and the relief sought.

J. The arbitrator does not have the power to alter the terms of this Agreement.

K. Grievance Steps:

Step One. The grievant will present the grievance to her/his immediate supervisor within twenty (20) days of the occurrence of the facts giving rise to the grievance or it shall be waived. The supervisor shall hold a conference with the grievant within two (2) days of the receipt of the grievance. Within two (2) days of the conference the supervisor shall respond to the grievance.

Step Two. If the disposition of the supervisor is not satisfactory or no timely response has been received, the grievant may appeal to the Director of the Office within five (5) days. The Director of the Office or her/his designee shall within five (5) days of receipt of the grievance hold a conference with the grievant. Within five (5) days of the conference the Director of the Office or her/his designee shall respond to the grievance.

Step Three. If the disposition of the Director of the Office is not satisfactory or no timely response has been received, the grievant may appeal to the Executive Director within five (5) days. The Executive Director or her/his designee shall within five (5) days of receipt of the grievance hold a conference with the grievant. Within five (5) days of that conference the Executive Director or her/his designee shall respond to the grievance.

Step Four. If the disposition of the Executive Director is not satisfactory or if no timely response has been received, the Association may, within thirty (30) days, file for arbitration under the rules of the American Arbitration Association. The decision of the Arbitrator shall be final and binding on both parties. The Employer and the Association shall share equally in the arbitrator's fees and expenses.

ARTICLE EIGHT

Seniority

A. Seniority shall be the length of an employee's continuous service with the Employer from the date and hour on which the employee last began work within the bargaining unit excluding unpaid voluntary leaves of absence.

B. Any employee rehired on or after July 1, 1981, will be credited with seniority as follows: after completing one (1) year of continuous service and each year thereafter, the employee will be credited with an additional year of seniority up to the number of full years of previous bargaining unit seniority as shown on the Employer's records.

C. Employees that were rehired prior to July 1, 1981, will be credited with seniority as follows: after completing one(1) year of continuous employment (July 1) and each year thereafter, the employee will be credited with an additional year of seniority up to the number of full years of previous bargaining unit seniority as shown on the Employer's records. Employees rehired prior to July 1, 1981, will not advance on the Hourly Wage Schedule as they earn back seniority.

D. In cases where more than one employee has the same seniority, preference will be determined by lottery.

E. Seniority shall be lost upon the happening of any following events:

1. The voluntary quitting or retirement of the employee.
2. The discharge of the employee for just cause.
3. A layoff for a period of time equal to the employee's seniority or one year, whichever is shorter.
4. The employee fails to return to work within five (5) working days of the earlier of actual receipt or attempted delivery of a notice of recall sent to the employee's address of record as reflected by the personnel files.

ARTICLE NINE

Hours of Work

A. The normal work week shall be forty (40) hours. The MESSA Building shall be open from 7:00 a.m. to 5:30 p.m., Monday through Friday. An employee may be scheduled for more than eight (8) hours in one day only on a voluntary basis or by reason of mandatory overtime.

Each Employee will submit in writing to her/his immediate supervisor a schedule for a period of not less than thirty (30) calendar days. Approval will be on the basis of staffing needs within each supervisory area. In cases of conflict, the Employer reserves the right to schedule an employee's hours of work based on seniority. Each employee agrees to follow her/his established schedule. Due to unexpected circumstances, the Employer may temporarily re-schedule the employee's work hours. The beginning and the end of the work day will occur on the quarter hour. Each employee will take her/his scheduled lunch period of not less than one-half (1/2) hour during the period beginning 11:00 a.m. and ending 2:00 p.m.

B. Employees may take a fifteen (15) minute break, away from their work stations, during the period beginning at 8:00 a.m. and ending by 10:00 a.m.

Employees may take a fifteen (15) minute break, away from their work stations, during the period beginning at 2:30 p.m. and ending by 3:30 p.m.

C. The Employer reserves the right to require overtime. Notification will be made by noon of the day preceding the scheduled overtime and not later than noon on Tuesday for Saturday overtime. No more than eight (8) hours of mandatory overtime may be scheduled for any employee during any one week. The Employer will consider an employee's request to be excused from overtime on a given day for emergency and unusual situations. Such a request must be made as far in advance as possible. All voluntary overtime must be approved in advance by the employee's immediate supervisor.

For all employees working a minimum of five hours overtime on Saturday, a fifteen (15) minute break, away from their work stations, may be taken during the period beginning at 7:30 a.m. and ending by 8:30 a.m.

D. Break periods will not be cumulative.

E. No food will be displayed or eaten at the work stations at any time. Employees may drink coffee or other beverages available through the Employer at their work stations throughout the work day in MESSA provided containers only.

ARTICLE TEN

Assignments

A. Job Posting. Whenever any job opening occurs for a position within the bargaining unit, the Employer shall post the position on the bulletin board. No bargaining unit position will be filled until such position has been posted for three (3) work days. Each posted position shall include a copy of the job description.

Promptly upon receipt, the employer shall post all notices it receives of job openings at the MEA, MEFSA, and MEDNA.

B. Tests. The Employer agrees that any test(s) used in determining qualifications for any bargaining unit position shall reasonably reflect the entry level skills and/or knowledge required for that position. Advance notice shall be given to the Association so that it may have an opportunity to comment on the test(s) to be used.

C. "Temporary Vacancy" shall mean a bargaining unit position:

1. open because a bargaining unit member is on a leave of less than six (6) months or
2. created for a known duration or for the duration of a specific project or task.

In filling a temporary vacancy, the Employer shall choose among qualified persons as follows:

1. Bargaining unit members on layoff or expired leaves, by seniority.
2. Involuntary transfer (paragraph G, below) or new hire.

D. Selection for Promotion. In selecting employees for promotion to permanent vacancies in higher classification job openings within the bargaining unit, the Employer shall fill the opening with the most senior, qualified employee who applies (formal corrective actions on file will be considered). Where there are no successful internal bidders, the Employer shall send a notice of such opening to the personnel offices of MEA and MEFSA.

1. Any employee promoted to position of higher classification A - D shall be on a trial basis in her/his new job for a period of twenty-five (25) consecutive work days including holidays.

Any employee promoted to a position of higher classification E - G shall be on a trial basis in her/his new job for a period of forty-five (45) consecutive work days including holidays.

All employees promoted to a position of higher classification shall be apprised of their progress and performance during their trial period.

2. Any employee who does not demonstrate satisfactory performance in the new job description within this trial period will be:

- a. Notified in writing of the reasons for removal.
- b. Removed from the new job description. An employee so removed will not be considered for the same job description for a period of twelve (12) consecutive months.
- c. Returned to his/her former wages.
- d. Returned to former job description, if vacant.
- e. Temporarily assigned if no vacancy exists in his/her former job description.
- f. Given the first vacancy in his/her former classification level for which he/she qualifies.

3. Any employee in a trial period in an upgraded job has the right to request in writing to her/his immediate supervisor to be removed. The employee will be removed and assigned in the same manner as provided in Paragraph D.2. above. The Employer will have up to ten (10) work days to remove said employee. An employee so removed will not be considered for the same job description for a period of twelve (12) consecutive months.

E. Voluntary Lateral Transfer and Demotion. Employees may be considered for assignment to a position with an equal or lower classification than their current position provided:

1. A written statement explaining the reason for the request accompany the request for the assignment.

2. That in the discretion of the Director of Staff Administration the requested assignment is in the best interest of both of the parties.

3. Any employee granted a request for lateral or downward assignment will not be considered for a position of higher classification for a period of twelve (12) consecutive months.

4. Any employee assigned to a position of equal or lower classification shall be on a trial basis in her/his new job for a period of twenty-five (25) consecutive work days including holidays. The employee who does not demonstrate satisfactory performance within this trial period will be removed from the new job description and assigned to the first vacant position in her/his current or a lower classification and for which the employee is presently qualified and be provided with the reasons for such removal in writing.

F. Temporary Transfer. The Employer may temporarily assign employees to work outside their current position. An employee temporarily assigned to a position of lower classification will carry her/his regular wage level for the duration of the assignment. An employee assigned to work one (1) or more continuous hours in a position of higher classification who substantially performs the skill requirements of the position in accordance with the 1981 Arthur Young Classification Study for Services Staff Association Jobs shall receive the higher wage level for those hours.

G. Involuntary Transfers. The Employer agrees that involuntary transfers will be minimal and will not be done in a capricious and/or discriminatory manner. In all cases the least senior employee possible will be so transferred. Prior to making involuntary transfers, the Employer will meet and confer with the Association.

H. In the event that any vacancy is not filled from within the bargaining unit, the employer shall first consider any qualified applicant who is a MESSA employee. In the event that any vacancy is not filled by a MESSA employee, said vacancy shall be filled by the most senior qualified applicant from among those on layoff or notified of layoff that are members of the MEA-PSA, MEA-SSA, and MEFSA-SSA, (seniority being the seniority the applicant holds in the unit from which laid off) provided that no such applicant shall have any recourse to the grievance procedure in this agreement over any dispute arising out of the application of this section nor shall any such dispute be strikable under Article Six, Continuity of Operations. Employees hired under this section shall be treated as new hires.

ARTICLE ELEVEN

Holidays

The MESSA Building will be closed for the observance of the following holidays and eight (8) hours holiday pay will be granted to all non-probationary employees who work their scheduled work hours immediately preceding and immediately following the holiday:

1. Independence Day
2. Labor Day (as Federally designated)
3. Thanksgiving Day and the following Friday
4. Winter Recess: December 24 through January 1
5. Martin Luther King Jr. Birthday
6. Spring Recess: the Friday preceding Easter
7. Memorial Day (as Federally designated)
8. Any other days as may be designated by the Executive Director of MESSA
9. Floating Holiday

If any of the above holidays fall on Sunday, the holiday will be observed on the following Monday. If any of the above holidays fall on Saturday, the holiday will be observed the preceding Friday.

ARTICLE TWELVE

Association Release Time

The employer agrees to provide the Association with 600 hours each contract year for the life of this Agreement for use for Association business-related activities with prior approval from her/his immediate supervisor based on staffing needs. The Association member must follow the procedure outlined in Appendix A. The completed form will then be filed with the Staff Administration Office. However, an employee engaged during the working day in negotiations on behalf of the Association, in grievance negotiations, including arbitration, with any representative of the Employer shall be released from regular duties without loss of salary and not be required to use Association release time. None of these hours shall be considered hours worked when computing overtime wages except during periods of mandatory overtime. When released hours are used to offset overtime requirements they will be charged at the rate of one and one half (1-1/2) hour for each hour used and the employee will be paid accordingly.

ARTICLE THIRTEEN

Leaves

A. General Provisions

1. No employee will be given paid leave time until such leave time has been accumulated.

2. Absences due to illness or emergency will be paid from the employee's accumulated leave. All other absences will be paid from the employees accumulated leave and deducted from the maximum allowable annual vacation time shown in Article Nineteen, Vacation Time, Paragraph D. Deductions from paid leave will be made in quarter hour increments.

3. In the case of any absences preventing the employee from reporting to work, the employee will contact her/his immediate supervisor between 8:00 a.m. and 9:00 a.m. of that work day. If the immediate supervisor is not available, the employee will contact the Office Director's Secretary, if not available, then the Secretary of Staff Administration. However, when, upon the advice of a physician, the employee is to be off for more than a single day, and if the supervisor is notified of the duration of the absence, the employee need not call each day. It is expected that the employee will return to work the day following the announced number of days off; if not, the employee must call in again according to the provisions above.

4. In cases of any illness or emergency occurring while the employee is at work and where the employee must leave work, the employee will contact her/his immediate supervisor. If the immediate supervisor is not available, the employee will contact the Office Director's Secretary, if not available, then the Secretary of Staff Administration.

5. Due to a MESSA work-related injury resulting in worker's compensation payment(s), MESSA will pay the difference between worker's compensation payment(s) and the employee's normal wages in all compensable cases not to exceed six (6) months. None of these days shall be charged against the employee's accumulated leave time.

6. If an employee sustains an injury requiring immediate medical treatment while performing assigned job duties, MESSA will pay the difference between worker's compensation payments and the employee's normal wages beginning the first day of disability as verified by a licensed physician, for a period not to exceed seven (7) days. If the injury becomes compensable under worker's compensation, Paragraph A. 5. above will apply. None of these days shall be charged against the employee's accumulated leave time.

B. Paid Leave Time

1. Beginning with the first pay period after the completion of the probationary period, paid leave time, in the amounts shown in Appendix C, will be credited to all non-probationary employees who receive pay for a minimum of sixty-six (66) normal work hours during the pay period.

2. On the employment anniversary date, all accumulated leave time exceeding 320 hours will be paid to the employee at the rate prevailing at the end of the year earned. Upon completion of 15 years of service, thus commencing with the 16th year, an employee may have the option on the employment anniversary date of continuing to accumulate paid leave time or being paid for those hours in excess of 320.

ARTICLE FOURTEEN

Unpaid Medical Leaves

A. When, due to illness or injury, an employee's absence extends beyond all accrued leave time, the employee must request and will be granted a medical leave of absence not to exceed the duration of the disability or one (1) year whichever is shorter. The request must be accompanied with a licensed physician's certification of inability to perform all of her/his normal work responsibilities.

B. Leave time will not accrue while on unpaid medical leave. However, the Employer agrees to continue Negotiated Group LTD, Life, Dependent Life, AD&D, and Vision Care, the Delta Dental Plan, and the MESSA Super Med 2 Major Medical Plan in force at the time of the unpaid medical leave for the length of the certified medical leave or a period of six (6) months whichever is shorter.

C. Employees on medical leave will retain rights to their position for the length of the unpaid medical leave or a period of six (6) months, whichever is shorter.

D. Employees not returning from unpaid medical leave in the first six months will, upon returning from said leave, be returned to the first bargaining unit position posted for which they are qualified, after the Employer has processed bargaining unit position postings and the bottom position is declared vacant.

E. Employees returned to MESSA active duty from a medical leave will be credited with seniority accrued while on such leave.

F. No employee will be allowed to return to active duty from an unpaid medical leave without a licensed physician's certification of ability to perform all of her/his normal work responsibilities.

G. An employee refusing a position following the licensed physician's release will be terminated as of the last full day for which pay was received.

H. The Employer reserves the right to obtain an opinion from a physician of its choice and to obtain recertification of disability during an employee's unpaid medical leave. The Employer will pay the charge(s) for such an examination.

ARTICLE FIFTEEN

Bereavement and Funeral Leaves

A. General Provisions

A request for bereavement or funeral leave will be submitted on the Bereavement/Funeral Leave Request Form and approved by the Staff Administration Office. Approved bereavement or funeral leave will not be charged against the employee's accumulated leave time.

B. Bereavement

An employee shall be allowed up to a maximum of five (5) working days without loss of pay at the time of death in the immediate family of the employee provided the employee attends the funeral. Immediate family shall mean husband, wife, child, (including adopted and step children), grandparent, parent, (including step parents), brother, sister, (including step brother and step sister), mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild and legal residents of the employee's home.

C. Funeral

Subject to the information on the request form, such as location and other details, up to three (3) work days may be approved to attend the funeral of the employee's aunts and uncles.

ARTICLE SIXTEEN

Jury Duty and Court Duty

A. The Employer will pay the difference between jury duty and court duty payments and the employee's normal wages when called to jury duty or when, not a party to the lawsuit, required to appear as a witness under subpoena. The required time spent at the court house, the reasonable travel time to and from the MESSA building and the court house, and the time spent at MESSA must total the work day an employee is on jury duty/court duty. A statement of fees received from the court must be provided to the Employer.

B. A jury duty/court duty form must be obtained from, completed, and returned to the Staff Administration Office.

ARTICLE SEVENTEEN

Military Leave

A. Employees returning from military service shall have those rights as prescribed by state and federal law in existence at the termination of active duty.

B. Employees will be released for National Guard and Reserve summer training periods, with the right to return to their former position at the termination of the training period.

C. Employees shall present a copy of their orders to the Staff Administration Office immediately upon receipt.

ARTICLE EIGHTEEN

Leave of Absence

A leave of absence not to exceed one (1) year may be granted to a bargaining unit member without pay, benefits, or accrual of seniority for any purpose. Such leaves shall be requested in writing to the Director of Staff Administration. Upon the expiration of such leave the bargaining unit member shall be returned to the first available bargaining unit position for which she/he is qualified, after the employer has processed bargaining unit position postings and the bottom position is declared vacant. Employees returned from leave of absence shall be paid at the classification level of the job to which they return.

ARTICLE NINETEEN

Vacation Time

A. During the months of May, June, July, August, and September employees may request up to the greater of 15 days or 60% of the maximum allowed vacation as stated in Paragraph D below.

Between April 1 and April 10, employees may request one (1) vacation (consecutive work days), a minimum of one (1) work day up to a number of days allowable in Paragraph A above. The following scheduling procedure will be used. Each supervisor will distribute a calendar for these months along with the vacation request form to the most senior employee in her/his supervisory area. This employee will make a vacation request, completing the vacation request form. The calendar and the completed form will be returned to the supervisor for approval or denial. Once the request has been approved, the approved vacation request form will be given to that employee and the approved vacation will be registered on the calendar. The calendar with a vacation request form shall then be given to the next most senior employee and the procedure shall continue until all employees within a supervisory area have been given the opportunity to select a vacation.

The Employer will approve vacation based on seniority consistent with staffing needs within each supervisory area.

Between April 10 and April 20, requests for additional vacation time(s) during the months of May, June, July, August and September may be made by following the procedure above.

The Employer will post the vacation schedule no later than May 1. All changes made once the calendar has been established must be submitted to the Supervisor in writing.

B. Requests for vacations other than May through September are subject to a minimum of one (1) work day (4 hours) and a maximum of fifteen (15) consecutive work days including holidays. Such request will be either:

1. Submitted in writing thirty (30) calendar days prior to the date(s) requested, considered according to seniority consistent with staffing needs of the Employer within each supervisory area, responded to twenty-eight (28) calendar days prior to the dates requested; or

2. Will be submitted less than thirty (30) days prior to the date(s) requested, considered on the basis of first submitted consistent with the staffing needs of the Employer within each supervisory area, and responded to not later than two (2) work days after receipt of the request.

C. Taking time off work after a request to do so has been denied is insubordination and may warrant immediate discharge.

D. An employee shall be permitted to use her/his accumulated leave time for the purpose of vacation time at the following rate.

During Year	Vacation
1-5	20 days (160 hours)
6-10	25 days (200 hours)
11-15	30 days (240 hours)
16 or more	35 days (280 hours)

ARTICLE TWENTY

Quality of Worklife

A. The parties recognize that MESSA requires a cooperative effort between labor and management at several levels of interaction. The parties further recognize that if the promotion and service of MESSA's programs is to be a top priority, the parties must pursue their joint objectives with renewed dedication, initiative and cooperation. Collective bargaining has proven to be a successful instrument in achieving common goals and objectives in the employment relationship between bargaining unit members and management personnel. However, there are problems of a continuing nature which significantly impact that relationship. Solutions to these problems are vital if the quality of worklife for bargaining unit members is to be enhanced and if the proficiency of MESSA is to be improved.

B. The parties recognize that a cooperative approach between bargaining unit members and management personnel is essential to the solution of problems affecting them. Many problems at this level are not readily subject to resolution under existing contractual programs and practices, but affect the ongoing relationship between labor and management at that level. Joint participation in solving these problems is an essential ingredient in any effort to improve the effectiveness of MESSA's performance and to provide bargaining unit members with a measure of involvement adding dignity and worth to their worklife.

C. In pursuit of these objectives, the parties believe that the Association and Employer can best implement this cooperative approach through the establishment of Participation Teams of bargaining unit members and management personnel. Accordingly, it is agreed that the following experimental program will be undertaken with respect to Participation Teams.

1. The Employer and Association will select a department or departments, on a pilot basis to be covered by this experimental program and will determine the date, or dates, during the term of this Agreement on which the program shall commence. These determinations shall be made in consultation with management personnel and bargaining unit members assigned to individual departments and subject to their concurrence.

2. A Participation Team will be established, composed of an employer co-chairperson, a bargaining unit member co-chairperson, bargaining unit members and employer members. The bargaining unit members of each department will select their Participation co-chairperson and members.

3. Each bargaining unit member of a Participation Committee shall be compensated for time spent away from work in Team activities at their current hourly rate.

4. Participation Team meetings shall be called by the co-chairpeople during normal working hours as often as the bargaining unit and employer members agree. The Participation Team shall be free to discuss, consider, and decide upon proposed means to improve department performance, bargaining unit member morale and dignity, and conditions of the work site. Appropriate subjects, among others, which Teams might consider include: use of employer facilities; quality of the work environment; safety and environmental health; scheduling and reporting arrangements; absenteeism and overtime; energy conservation and transportation

pools. The Participation Review Committee, referred to below, and the Participation Teams shall have no jurisdiction over the initiation of, or the processing of complaints or grievances. Neither the Participation Teams nor the Participation Review Committee shall have authority to add to, detract from, or change the terms of this Agreement.

5. A Participation Team shall be free to consider a full range of responses to implement performance improvement, including but not limited to bonus awards.

6. To facilitate the establishment of these Participation Teams, and to assist them, a Participation Review Committee will be established comprised of two (2) representatives of the Association and two (2) representatives of the Employer.

ARTICLE TWENTY-ONE

Layoff and Recall

A. A reduction in the number of employees in any job description may be instituted because of a significant reduction in the work to be done or a reduction in funds. The Association shall be consulted prior to the layoff of any employees.

B. The Employer shall notify the Association and the affected employees in writing thirty (30) calendar days prior to the effective date of the layoff.

C. The layoff of employees in any job description shall be done in order of reverse seniority. The Employer Layoff Plan shall retain the most senior employees qualified to do the work at the same or a lower classification level than their current classification level.

D. An employee may elect a layoff instead of placement in a position of lower classification.

E. The Employer agrees to continue the MESSA Super Med 2 Major Medical Plan in force at the time of the layoff for the employee and her/his eligible dependents for a period not to exceed three (3) months.

F. In accordance with Article Ten, Assignments, the Employer shall recall the most senior qualified laid off employee. An employee shall not be required to accept a position of a lower classification than that from which she/he was laid off. Refusal of a position of a lower classification shall have no affect on the employee's recall rights to other positions for which she/he is qualified. Refusal of a position of an equal or higher classification shall result in the forfeiture of the employee's recall rights.

G. Written notification of recall will be by registered mail to the last address on record with the Employer. If the employee fails to report and be available for work within five (5) work days of the attempted delivery of said notice, she/he will be terminated as of that date. Upon request to the Director of Staff Administration, the employee may have an additional five (5) work days to report to work.

ARTICLE TWENTY-TWO

Technological Changes and Subcontracting

A. The Employer shall have the exclusive right to study and introduce new or improved work methods or facilities and to introduce technological changes which may result in the modification of operational procedures and processes and reassignment of personnel. However, thirty (30) calendar days prior to such changes, the Employer shall explain the contemplated changes to the Association.

B. The Employer reserves the right to contract out any work which may require special skills, licenses, knowledge, experience, or equipment not possessed by employees covered by this Agreement, and any such work and the personnel performing it are exempt from this Agreement. Nothing shall prevent the Employer from continuing to have work performed for MESSA, which it customarily has had performed by outside personnel. The Employer further agrees that it will not contract out jobs the result of which would be the layoff of any employee qualified to perform the work so contracted.

C. The Employer reserves the right to fill temporary vacancies. The Employer agrees not to delay filling vacancies with the utilization of temporary personnel.

ARTICLE TWENTY-THREE

Employee Conduct

A. Employee(s) will not be reprimanded, disciplined, suspended or discharged except for just cause. This entails implementation of a progressive discipline procedure.

B. No employee shall be subject to formal counseling, reprimand, suspension and/or discharge in the presence of other employees with the exception of a representative of the Association if requested by the employee.

C. All of the facts pertaining to the disciplinary action will be made available to the employee. The Association will be immediately notified in writing of the reason whenever an employee is subjected to formal corrective and/or disciplinary action.

ARTICLE TWENTY-FOUR

Employee Evaluation and Personnel Files

A. An evaluation utilizing the MESSA Performance Review Form, Appendix E, will be conducted with each employee near the end of the first thirty (30) calendar days, sixty (60) calendar days, and ninety (90) calendar days of employment, and at the conclusion of each year of continuous service with the Employer from the last date of hire.

B. Each employee shall have the right upon reasonable notice to the Staff Administration Office to review the contents of her/his own personnel file in the presence of the Director of Staff Administration or her/his designee. A representative of the Association may, at the employee's request, accompany the employee in this review. Each employee's personnel file shall contain the following minimum items of information:

1. the application for employment
2. test scores
3. evaluations
4. letters of commendation and/or recommendation
5. records of corrective and/or disciplinary action

No additional information shall be placed in the personnel file without the employee's knowledge.

C. Any information in the personnel file found to be in error shall be corrected. An employee shall have the right to attach rebuttals to any information placed in her/his personnel file.

D. The Employer agrees that records of corrective and/or disciplinary action shall not be retained in the personnel file after a period of one (1) year from the last corrective and/or disciplinary action of a reasonably related nature.

ARTICLE TWENTY-FIVE

Non-Discrimination

It is the goal and the intent of the Employer to employ and maintain a staff of the highest quality. The Employer intends to demonstrate, by its own achievement, that a quality staff can be maintained while the goal of equal opportunity held by the Employer, and by our society, may also be realized.

Consistent with the above, MESSA affirms its policy to provide equal employment and advancement opportunities for all applicants for employment and employees regardless of race, color, marital status, creed, religion, national origin, age, sex, arrest record, or handicap unrelated to the ability to perform the job. Further, it is MESSA's goal to increase the number and improve the relative position of minority group members, women and men in traditionally female positions with a goal of at least reaching proportions which reflect the makeup of our society, consistent with the provisions of Article Ten, Assignments, of this Agreement.

The Association agrees to work closely with the Employer in a continuing attempt to achieve the goals and intent of this goal.

ARTICLE TWENTY-SIX

Continuing Education

Under the following circumstances the Employer shall provide reimbursement for tuition and books for classes taken by non-probationary employees.

1. The request must be submitted to the Director of Staff Administration prior to the first class session.
2. The class content has to have direct relevancy to the work of the Employer.
3. The employee completes the class with a grade point of 2.0 or higher.

No reimbursement will be approved for a repeated class.

Class and study time must be outside the employee's normal work hours.

ARTICLE TWENTY-SEVEN

Job Description

A. The Employer has the exclusive responsibility to determine and redetermine job content, to establish reasonable standards of work and efficiency, and to develop and maintain job descriptions for all bargaining unit positions and to assign the classification level for these positions.

B. The Employer shall use the format in Appendix B to develop and maintain specific job descriptions. A written job description shall be given to each employee in order to facilitate the performance of skill requirements.

C. When a new classification is created or an existing classification undergoes a change in job skill requirements, the position shall be classified by applying the 1981 Arthur Young Classification Study to the position. The classification level may be grieved by filing a written grievance with the Office of Staff Administration.

ARTICLE TWENTY-EIGHT

Employee Travel Reimbursement and Compensation

A. No employee shall be required to travel away from her/his regular place of employment. A refusal to travel shall not be reflected in any employment related decision or evaluation of the employee.

B. When an employee voluntarily accepts to travel away from her/his regular place of employment, she/he will be reimbursed for expenses incurred as follows:

1. Reasonable cost of meals.
2. Mileage (at the rate established by the IRS or the Employer, whichever is higher).
3. Exact cost of fare if common carrier is used as required by the Employer.
4. Lodging at locations selected by the Employer.

C. Said employee shall receive eight (8) hours pay each work day away from MESSA.

ARTICLE TWENTY-NINE

Terminations

A. All accrued but unused paid leave time shall be paid to the employee at her/his wage level as of the termination date. The termination date shall be the last day on which the employee was at work.

B. Any employee terminating employment voluntarily without ten (10) work days advance written notification to the Staff Administration Office shall forfeit all rights to Paragraph A above.

C. The following fringe benefits will be terminated on the termination date: MESSA Variable Option Short Term and Long Term Disability and MESSA Negotiated Group Life, AD&D, Dependent Life, LTD, and Vision. Any and all other fringe benefits shall terminate at 12:01 a.m. on the first day of the month following the termination date.

ARTICLE THIRTY

Separability

If any provision of this Agreement or any application of this Agreement shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE THIRTY-ONE

Fringe Benefits

A. The Employer shall provide without cost to the employee the following fringe benefits:

1. MESSA Group Super Med 2 Major Medical Plan for the employee and his/her full family and sponsored dependent. With attainment of Medicare eligibility, Medicare Part B premiums shall be paid on behalf of the bargaining unit member, spouse and/or dependents when Medicare is elected in lieu of MESSA Super Med 2 protection, or, when the bargaining unit member's spouse is not affected by the Age Discrimination in Employment Act (ADEA), or, when Medicare Part B is elected while receiving Social Security disability benefits.

2. Employees not electing health insurance coverage may apply up to the amount of the MESSA Group Super Med 2 Major Medical Plan single member rate toward the purchase of any MESSA Variable Options and/or MEFSA Auto and/or MEFSA Home Insurance. Any amounts exceeding the Employer subsidy shall be payroll deducted. An open enrollment period shall be provided annually on July 1.

3. 45,000 MESSA Negotiated Group Term Life Insurance with \$80,000 Group Accidental Death & Dismemberment for the employee.

4. \$22,500 MESSA Negotiated Group Dependent Life for the employee's spouse and \$11,250 for each eligible dependent child.

5. M.E.A. Legal Services (Super MEALS II) for the employee and eligible dependents.

6. Delta Dental Plan of Michigan Auto Plus with Orthodontic Rider 008 plus the corresponding adult orthodontic rider, including internal and external coordination of benefits (COB) for all employees and their eligible dependents.

7. MESSA Negotiated Group Vision Care Plan (VSP3) for the employee and eligible dependents.

8. MESSA Negotiated Group Long Term Disability, Plan II. Benefits shall be paid at 66 2/3% of salary up to a monthly maximum of \$1500.00 and shall begin after the expiration of the greater of (1) the employee's accumulated sick leave, or (2) 60 calendar days.

9. \$42.00 per month miscellaneous subsidy to be used towards the purchase of MESSA Variable Options, and/or MEFSA Auto and/or MEFSA Home Insurance.

10. No tax reimbursement will be made to employees who use insurance subsidy which is considered taxable income according to the IRS.

B. The MESSA Negotiated Group Vision Care and Group Long Term Disability plans are in effect on the date of active employment. The Delta Dental Plan is effective on the first of the month following the date of active employment. All other plans and benefits listed in Paragraph A above become effective on the completion of the probationary period. After establishing eligibility, employees will continue to receive automatically all stated benefits upon completion of each month, consisting of a total of 144 normal hours for which the employee receives pay.

C. No fringe benefits are cumulative.

ARTICLE THIRTY-TWO

Retirement

A. The MEA-MESSA-MEFSA Staff Retirement Plan and Trust as amended and restated effective July 1, 1976, and Amendments one through eight thereto, shall continue in full force in effect for the duration of this labor agreement, unless modified in accordance with the following procedure: Group bargaining regarding retirement benefits payable under the MEA-MESSA-MEFSA Staff Retirement Plan and Trust (the "Plan") shall begin on or about September 15, 1983. Said group retirement bargaining will occur among MEA, MESSA, and MEFSA as employers and MEA PSA (USO), MEA ASO (USO), MESSA PSA (USO), MESSA SSA (USO), and MEFSA SSA (USO) as bargaining units. However, any revisions to the Plan which are agreed to in said group retirement bargaining and which increase (either now or in the future) the annual cost of the Plan to any participating employer shall be paid for in their entirety by the employees for whom the revision was bargained. Different retirement benefits to be paid pursuant to the Plan may be agreed upon in said group retirement bargaining for different bargaining units which participate in that group retirement bargaining. All determinations of the cost impact of any such revisions shall be made in a uniform manner by the then-current Plan actuary. Any such Plan revisions shall continue for the duration of the master labor agreement of the bargaining unit to whose employees it applies. If any such revision covers more than one bargaining unit, it shall expire as to each separate covered bargaining unit on the date as of which that unit's master labor agreement expires. It is further agreed that the Early Retirement Incentive program currently in force for eligible employees will be the subject of collective bargaining between the MEA and its PSA and SSA units respectively, MESSA and its PSA and SSA units respectively, and MEFSA and its SSA unit in connection with each such employer's negotiations regarding a master labor agreement. The status of the Early Retirement Incentive program shall not be negotiable as part of the aforementioned group retirement bargaining.

B. Fringe Benefit

1. For each employee who retires after September 1, 1983, and who satisfies the requirements listed below, the Employer will provide MESSA Super Med II Group Major Medical Expense Insurance or MESSA Limited Medicare Supplement Insurance for the employee and spouse or the employee and children. The eligibility requirements for the benefit provided by this section are:

a. The employee is actively employed fulltime at the time of retirement.
b. The employee was employed for at least ten (10) consecutive years immediately prior to retirement on a fulltime basis.

c. The employment referred to above was with the Employer or another participant/affiliate Employer in the MEA-MESSA-MEFSA Staff Retirement Plan and Trust.

2. For purposes of this benefit, consecutive years of employment include time spent on layoff and approved leave.

3. This benefit will continue until the employee reaches age 65. Employees age 65 or over, who retired from the Employer, will be provided without cost to the employee MESSA Limited Medicare Supplement Insurance.

4. Those persons who are vested in the MEA-MESSA-MEFSA Staff Retirement Plan, but who terminate their employment with their Employer prior to age 55, or prior to fulfilling the requirements of Section 4.01 of the Plan will not be eligible for the benefits of this section.

C. The MEA-MESSA-MEFSA Staff Retirement Plan and Trust with eight amendments shall be amended to eliminate the employee 1.6% contribution.

D. As of August 31, 1983, the Early Retirement Incentive (ERI) originally created by the MEA-MESSA-MEFSA Staff Retirement Contract of 1979-1981 is abolished and will be of no further force and effect, provided that any employee who was eligible to take ERI as of August 31, 1983, and who retires before January 1, 1984, shall enjoy the ERI benefits.

ARTICLE THIRTY-THREE

Compensation

A. The wages of MESSA employees covered by this Agreement will be as shown on Appendix D, Job Classification Schedule, and Appendix G, Hourly Wage Schedule.

B. All employees will receive one (1) step adjustment at the conclusion of each year of continuous service with the Employer from the last date of hire excluding unpaid medical leave up to the maximum number of steps within each job classification level. Employees rehired subsequent to this Agreement will receive step adjustments as specified in Article Eight, Seniority, of this Agreement.

C. Hours worked in excess of forty (40) hours in one (1) week shall be compensated at the rate of one and one-half (1 1/2) the employee's hourly rate. Hours worked on Sunday or on a Holiday, as listed in Article Eleven, Holidays, shall be compensated at the rate of two (2) times the employee's hourly rate.

D. Movement to a new position shall not affect the employee's anniversary date for the purpose of wage, benefit or salary computation.

E. Any employee whose classification level is lowered other than through voluntary demotion, will be reclassified as of the date of assignment. However, she/he will receive her/his current level of pay until such time as the level of pay in the new classification level exceeds her/his current level.

F. Effective July 1, 1983, July 1, 1984, and July 1, 1985, wages shall be increased by 5%. Step schedule to be recomputed consistent with above.

ARTICLE THIRTY-FOUR

Duration of Agreement

A. This Agreement shall be effective as to wages and the Employer commitment to fund the 1.6% employee pension contribution as of July 1, 1983. All other provisions of this agreement shall be effective as of September 1, 1983. This Agreement shall continue in effect until August 31, 1986. Ninety (90) calendar days prior to the expiration date of this Agreement, the Association and the Employer shall meet to discuss negotiations on a successor agreement.

B. The Employer and the Association, for the life of this Agreement, each agrees that the other shall not, except by mutual agreement, be obligated to bargain collectively any subject or matter specifically referred to or covered or not specifically referred to or covered in this Agreement.

C. This Agreement shall not be modified except by mutual agreement of the parties subject to the ratification procedures of the respective parties.



Charles Agerstrand
USO President



Susan Stephon
SSA/USO Bargaining
Team Chairperson



Charles H. Neumann
President



William R. Breher
Executive Director

APPENDIX A

Release Time Report Form

This form must be used in order to obtain Association Release Time. The procedure must follow these steps:

Step 1: Permission obtained from the President of the Association or her/his designee.

Name of Association Member _____

Initial of Association President _____ Date _____

Step 2: Receipt and prior approval of the member's immediate supervisor.

Initial of Supervisor _____ Date _____

Step 3: Show the time and date the release time began.

Step 4: Show the time and date the release time ended.

Step 5: Initial of Supervisor _____

and Association Number _____

Step 6: Send to Staff Administration Office

APPENDIX B

Job Description Form

JOB DESCRIPTION - (Job Title)

OBJECTIVE - (A general description of the position)

Job Skill Requirements Needed To Accomplish The Above Objective: (As based on the degree level of the following nine factors as established by the 1981 Arthur Young Study)

1. Depth of Knowledge
2. Job Complexity, Judgement and Problem-Solving
3. Equipment Operated
4. Impact of Errors
5. Internal Contacts
6. External Contacts
- 7-8. Physical Demands and Work Environment
9. Responsibility for Others

APPENDIX C
Earned Paid Leave Time Schedule
Per Pay Period

During Year	Per Pay Period	Earned Hours Annually
1	8.92	174
2	8.92	232
3	9.23	240
4	9.54	248
5	9.85	256
6	10.15	264
7	10.46	272
8	10.77	280
9	11.07	288
10	11.38	296
11	11.69	304
12	12.00	312
13	12.31	320
14	12.62	328
15	12.92	336
16	13.23	344
17	13.54	352
18	13.85	360
19	14.15	368
20	14.46	376

Survivor Benefits

In case of death of an employee full compensation shall be paid to the employee's estate for accumulated leave. This shall include allowed accumulation from previous years and all credited but unused leave for the current year. Such benefit shall be paid at the current daily rate of the employee at the time of death and shall be paid within 30 days of the employee's death.

APPENDIX D

Job Classification Schedule

Classification Level	Job Title
A	Cafeteria Attendant File Clerk I General Clerk
B	Benefits Clerical Assistant Correspondence Clerk File Clerk II Mail Distributor I
C	Benefit Assistant Clerical Assistant/Staff Administration Enrollment Clerk Mail Distributor II Mail Processor Utility & Maintenance Worker Word Processing Specialist Entry Level
D	Assistant Bookkeeper Building & Services Attendant Benefits Correspondence Secretary Benefits Record Initiator Receptionist Underwriting Clerical Assistant II
E	Bookkeeper Contribution Account/Application Processor Data Processing Control Clerk Underwriter I Underwriting Correspondence Secretary Word Processing Specialist I
F	Benefits Analyst Underwriting/Rating Clerk
G	Auditor Secretary to Director of Field Services Secretary to Director of Finance Secretary to Field Services Word Processing Specialist II

Sense of Organization

1

2

3

4

5

Explain _____

Dependability (getting job done on timely basis)

1

2

3

4

5

Explain _____

60

Initiative

1

2

3

4

5

Explain _____

Ability to get along with peers and supervisors

1

2

3

4

5

Explain _____

Supervisor comments _____

Suggestions for Improvement

Date: _____ Employee Signature* _____

Next Scheduled Review: _____

*Employee's signature only acknowledges receipt of an Employee Performance Review on the day indicated.

Employee remarks (optional) _____

APPENDIX F Grievance Form

Grievance # _____ Date Filed _____

State of Grievance: _____

Relief Sought: _____

Signature _____ Date _____

Date of response from Immediate Supervisor _____
Initials _____ Step 1

Date filed with Director of Office _____
Initials _____ Step 2

Date of response from Director of Office _____
Initials _____ Step 2

Date filed with Executive Director _____
Initials _____ Step 3

Date of response from Executive Director _____
Initials _____ Step 3

Date filed for arbitration _____
Initials _____ Step 4

Signature of Grievance Chairperson _____

DISTRIBUTION OF FORM:

Original to the Staff Administration Office

Copy to the Association Grievance Chairperson

Copy to the aggrieved employee(s)

Copy to the appropriate Office at each step to the Grievance

APPENDIX G
Wage Schedule
Effective July 1, 1983

	1	2	3	4	5	6	7	8
A	6.32	6.70	7.15	7.65	8.22			
B	6.57	6.96	7.37	7.90	8.46			
C	6.83	7.20	7.65	8.16	8.74	9.37		
D	7.08	7.46	7.90	8.40	8.98	9.60		
E	7.32	7.72	8.16	8.66	9.21	9.86	10.49	
F	7.59	7.95	8.40	8.90	9.47	10.11	10.74	11.38
G	7.90	8.27	8.74	9.21	9.80	10.42	11.06	11.70

APPENDIX G
Wage Schedule
Effective July 1, 1984

	1	2	3	4	5	6	7	8
A	6.64	7.04	7.51	8.03	8.63			
B	6.90	7.31	7.74	8.30	8.88			
C	7.17	7.56	8.03	8.57	9.18	9.84		
D	7.43	7.83	8.30	8.82	9.43	10.08		
E	7.69	8.11	8.57	9.09	9.67	10.35	11.01	
F	7.97	8.35	8.82	9.35	9.94	10.62	11.28	11.95
G	8.30	8.68	9.18	9.67	10.29	10.94	11.61	12.29

APPENDIX G
Wage Schedule
Effective July 1, 1985

	1	2	3	4	5	6	7	8
A	6.97	7.39	7.89	8.43	9.06			
B	7.25	7.68	8.13	8.72	9.32			
C	7.53	7.94	8.43	9.00	9.64	10.33		
D	7.80	8.22	8.71	9.26	9.90	10.58		
E	8.07	8.52	9.00	9.54	10.15	10.87	11.56	
F	8.37	8.77	9.26	9.82	10.44	11.15	11.84	12.55
G	8.72	9.11	9.64	10.15	10.80	11.49	12.19	12.90



