

AGREEMENT

Between

City of Garden City

and

**Garden City
Supervisory and Professional Personnel Association
(GCSPPA)**

Garden City

Effective

July 1, 1993 - September 30, 1996

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A G R E E M E N T

THIS AGREEMENT entered into this 15th day of October, 19 93 by and between the City of Garden City, a Michigan Municipal Corporation (hereinafter referred to as EMPLOYER) and the Garden City Supervisory and Professional Personnel Association (hereinafter referred to as the ASSOCIATION).

PURPOSE AND INTENT

The Employer and the Association agree that the provisions of the Agreement shall apply to all Department Directors, Supervisory, Professional and Administrative Employees, other than those covered by any other collective bargaining unit, city manager, library director, part-time, seasonal employees, interns and special project people.

The general purpose of this Agreement is to set forth the terms and conditions of employment of the members of the Association to promote orderly and cooperative relations for the mutual interest of the Employer and the Association.

ARTICLE I - RECOGNITION

I.1 RECOGNITION: Pursuant to and in accordance with the applicable provisions of Act 379 of the Public Acts of 1965, the Employer recognizes the Association as the sole and exclusive agent for all persons serving as a Department Director, Supervisory, Professional and/or Administrative capacity. All persons serving as a Department Director, Supervisory, Professional and/or Administrative capacity shall be eligible for membership excluding Police Analyst, Assistant to the City Manager and Executive Secretary. The Director of Community Development and Director of Human Resources positions shall be excluded if the positions are filled by a non-City employee or at-will employee.

I.2 GENDER CLAUSE: In this Agreement, words in the masculine gender shall include masculine or feminine gender and vice versa.

ARTICLE II - MANAGEMENT RIGHTS

II.1 MANAGEMENT RIGHTS: The Association recognizes that, except as specifically limited or abrogated by the terms and provisions of this Agreement, all rights to manage, direct and supervise the operations of the general administration of the City and all the administrative functions of the various city

department and the professional/supervisory/administrative employees therein are vested solely and exclusively in the Employer.

ARTICLE III - GRIEVANCE/DISCIPLINE/TERMINATION PROCEDURES

III.1 DISCIPLINE/TERMINATION PROCEDURES: All disciplinary actions and termination of employment concerning members of the Association shall be conducted in conformity with the Garden City Personnel Policy contained in Section 39.17 of the Chapter 39, Title II of the City Code in effect at the date of adoption of this agreement.

III.2 GRIEVANCE PROCEDURE: The purpose of this grievance procedure is to provide a method for complaints to be voiced in an orderly manner so that such problems can be resolved. Members of the Association have the right to utilize the grievance procedure on any matter regarding an alleged violation of this Agreement or other rules and regulations governing conditions of employment. This procedure shall consist of the following steps to be taken in the following order:

- A.) Step One: Supervisor - An Association member or group of members who have a grievance must submit the complaint orally to the lowest level of supervision having jurisdiction within five (5) working days after the occurrence of the event. If the grievance is not satisfactorily settled in this manner within five (5) working days, the grievance may be taken to the next level of supervision.
- B.) Step Two: Department Head - If the grievance is not satisfactorily settled at Step One it must be submitted in writing to the department head within five (5) working days of the supervisor's reply. The department head must reply in writing within ten (10) days. If the grievance is not satisfactorily settled at this level, the grievance may be taken to Step Three.
- C.) Step Three: City Manager - The written grievance shall be forwarded to the City Manager with the written reply from the department head within five (5) working days following the department head's reply. The City Manager must reply in writing within ten (10) days. If the grievance is not satisfactorily settled at this level, the grievance may be taken to Step Four.
- D.) Step Four: Disinterested Third Party - Upon presentation of a written request for Step Four grievance resolution, within 14 calendar days of the Step 3 answer the City Manager shall meet with the Association President or his/her designee and seek MERC intervention for appointment of a mediator.

- E.) Step Five: The opinion of the MERC mediator shall be non-binding and shall be considered an advisory opinion only.

ARTICLE IV - LEAVES OF ABSENCE

IV.1 PERSONAL LEAVE: The City Manager may grant a leave of absence for personal reasons not to exceed six (6) months without pay and without loss of seniority to an employee who has completed his probationary period, provided, in the judgment of the City Manager, such employee can be spared from work.

IV.2 DISABILITY LEAVE: An employee who, because of illness or accident other than illness or accident compensable under the Michigan Workers Compensation law, is physically unable to report for work shall be given a leave of absence not to exceed one (1) year provided he promptly notified Employer of the necessity therefore and further that he supplies the Employer with a certificate from a qualified physician of the necessity for such absence. The Employer may request additional medical certification at any time during said one (1) year period to substantiate the necessity for continued leave, but at no time shall said leave exceed one (1) year. If at the conclusion of said one (1) year period the employee is still medically incapable of performing his duties he shall be given an additional leave of not to exceed one (1) year provided he provides medical certification for the necessity of such extension.

IV.3 PAID FUNERAL LEAVE: Regular employees shall receive the amount of pay they would have received on a regular eight (8) hour straight-time basis for each day necessarily lost during their normal scheduled work week not to exceed four (4) days to make arrangements for and attend the funeral of a member of their immediate family if the funeral is being held within a three hundred (300) mile radius of the City of Garden City. One additional day shall be allowed if the funeral is being held at a location greater than a three hundred (300) mile radius from the City of Garden City. For purposes of this Section, immediate family shall be defined as an employee's current spouse, children, parents or step-parent, but not both, brother, sister or parents-in-law. The leave days shall end not later than the calendar day following the day of the funeral.

- a.) Employees shall be allowed up to three (3) days leave to make arrangements for and attend the funeral of a brother-in-law, sister-in-law, grandparent or grandchild.
- b.) Employees shall be allowed one (1) day leave to attend the funeral of an aunt or uncle.

IV.4 PAID PERSONAL BUSINESS LEAVE DAYS: A permanent full-time employee who has completed his probationary period shall be allowed three (3) personal business leave days per year with pay and will receive same on their anniversary date.

ARTICLE V - WAGES/FRINGE BENEFITS

V.1 SALARY SCHEDULE: Effective October 1, 1990 the City shall adopt the salary schedule as presented in Appendix A - Table I.

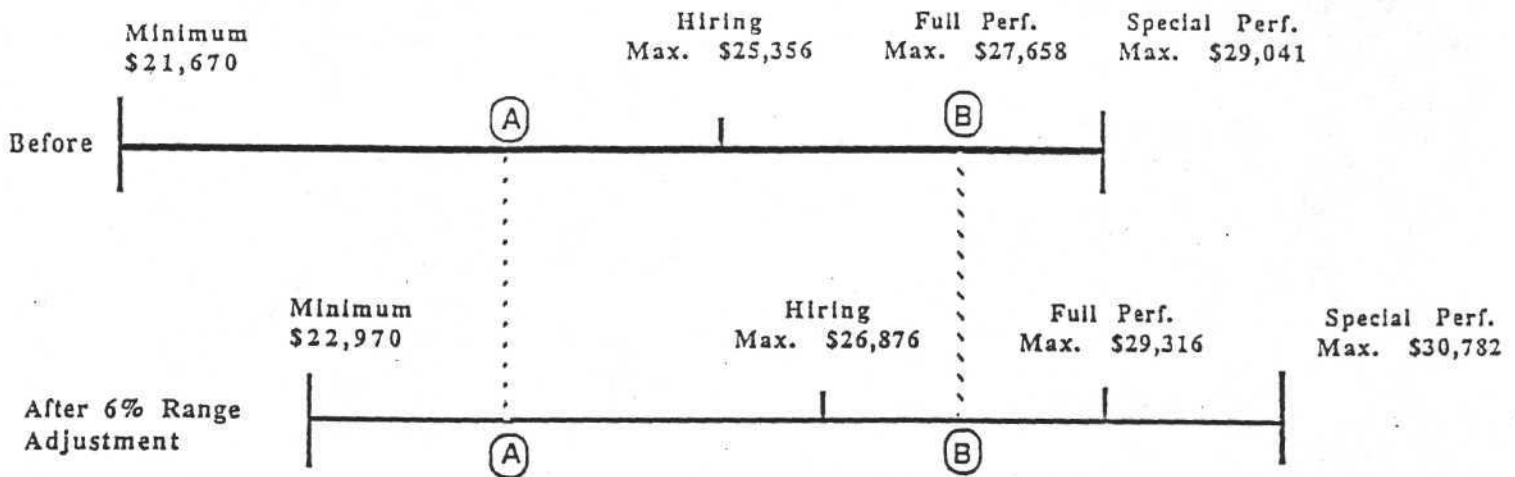
In October of each year the salary schedule will be adjusted by 2.5 percent or the composite average change as reflected in a special survey, whichever is greater. The communities surveyed will include the following eleven communities:

- | | |
|-----------------|---------------|
| 1. Allen Park | 7. Southgate |
| 2. East Detroit | 8. Trenton |
| 3. Ferndale | 9. Wayne |
| 4. Inkster | 10. Wyandotte |
| 5. Lincoln Park | 11. Ypsilanti |
| 6. Oak Park | |

The survey will be performed by one member of the Association and one member from the City Manager's Executive Employees. The survey will be conducted at a time as close to October 1 of each year as practical. The salary survey will reflect the annual base salary for individuals in the surveyed positions as of October 1 of that year. The positions included in the survey will include the following:

- | | |
|------------------------------------|---------------------------------------|
| 1.) Police Chief | 11.) Automotive Operations Supervisor |
| 2.) Fire Chief | 12.) Recreation Supervisor |
| 3.) Director of Public Services | 13.) Library Director |
| 4.) City Clerk/Treasurer | 14.) Deputy Treasurer |
| 5.) Director of Parks & Recreation | 15.) Associate Planner |
| 6.) Dir. of Community Development | 16.) Community Center Supervisor |
| 7.) Dir. of Human Resources | 17.) Senior Adult Program Supervisor |
| 8.) Streets/Water/Sewer Supervisor | 18.) Executive Secretary |
| 9.) Building Official | 19.) Building Inspector |
| 10.) Buildings/Grounds Supervisor | |

The salary schedule for all positions in the GCSPPA will be adjusted by the composite average change in above surveyed positions taken as a whole. The composite average percentage change is equal to the mean of the percentage changes for the surveyed positions taken as a whole. It should be made clear, however, that salaries of individual members will not automatically increase as a result of the salary schedule changes. Only the potential of receiving an adjustment would increase. The incumbents would continue to be granted pay increases based on their performance. The range adjustment process is diagrammed below. Shown is a sample grade before and after a 6 percent range adjustment.

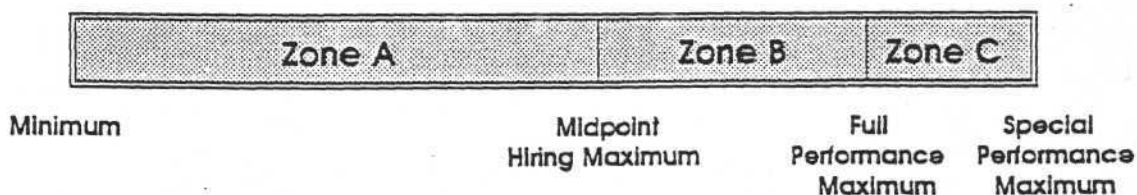


Employee A is below the hiring maximum before the range adjustment. After the adjustment the employee is an additional 6 percent below the hiring maximum. This employee will be eligible for the 6 percent increase as well as any other increases until he or she reaches the full performance maximum.

Employee B is at the full performance maximum before the range adjustment and 6 percent below the full performance maximum after the adjustment. This employee will be only eligible for the 6 percent increase unless he or she has had unusually outstanding performance in which case he or she will also be eligible for a one-time bonus up to the special performance maximum.

V.2 PAY GRADES: Effective October 1, 1991 the job classification assignments to pay grades presented in Appendix A - Table II will be made. The salary schedule (Appendix A - Table I) sets forth the pay plan for the positions included in the Association. It consists of 12 pay grades each with a minimum and a special performance maximum rate. The percentage difference between the minimum and the special performance maximum rate is 34 percent. The percentage difference between grades is 6 percent.

Each pay grade has been divided into three zones: a hiring zone, a full performance zone, and a special performance zone, diagrammed as follows:



Except for the minimum, maximum, and zone limit pay designations, the City Manager is authorized to determine individual pay rates within the pay grade assigned to each position. The following guidelines will be used for the administration of this plan.

- Zone A. Hiring on entry or promotion will be in this zone. The top of Zone A is halfway to the special performance maximum. The City Manager is allowed to go to the top of Zone A for hiring purposes, particularly in the case of an exceptional candidate. In the case of a promotion, where the candidate's salary is either close to or above the hiring maximum, the City Manager is authorized to establish a salary rate in Zone B in order to ensure that individual an appropriate salary increase.
- Zone B. The top of this zone is considered as the normal maximum rate, differing only as to the time taken by the individual to achieve it as a result of variations in performance. The top of this zone is approximately 95 percent of the maximum.
- Zone C. The special performance zone (the maximum of which is approximately 5 percent above the full performance maximum) is considered a premium level for use in rewarding individual achievement or sustained high work performance. As such, it will be awarded only as the incumbent achieves top performance goals, and it should be continued only as long as the top performance standards are sustained or individual achievements repeated. The duration and amount of this premium pay will be at the City Manager's discretion with the clear understanding that it is not to be considered a permanent pay raise. Without this aspect of the administration of Zone C, the individual challenges to and competitive comparative performance among the incumbents will be progressively eroded or lost.

As indicated above, incumbents progressing through the three pay zones should understand that standards of performance will become more exacting or controlling as compensation levels advance.

Progressing through Zone A can be administered primarily on the basis of time and acceptable adaptation to the City's employment setting. Although passage through Zone B will involve increased emphasis on work achievement and performance, it may also take into consideration length of service to a certain extent. Zone C, however, will be reserved exclusively for recognition of performance or achievement without regard to other extraneous considerations.

V.3 WAGES: Adjustment to GCSPPA members salaries will be based on the annual performance evaluations.

V.4 PERFORMANCE PAY: By August 1 of each year, a twelve month evaluation shall be completed which could lead to upward adjustment of a member's wages. These performance adjustments shall be effective July 1 of the same year. No member's salary will be decreased during the duration of this contract as a result of a performance evaluation.

The City shall establish a pool of funds for fiscal years 1994-95, 1995-96 and 1996-97. The amount of this pool shall be established by computing three percent of the GCSPPA members' salaries from the prior year. This pool of funds shall be used for performance pay increases based on the evaluations to be completed in accordance with this section.

V.5 COMPENSATORY TIME: In order to successfully carry out their job responsibilities, Association members understand they will be required to work hours above the normal work week.

Compensatory time is defined as a job responsibility which requires an employee to work beyond the normal work day or on Saturday, Sunday or Holidays.

In recognition of these efforts, each Association member shall be given five (5) paid days off annually commencing with their seniority date reached after January 1, 1990. These five (5) paid days cannot be carried forward from year to year. Requests shall be made in writing at least three (3) days in advance of the requested time off and may be granted by the City Manager, not to be unreasonably turned down. Time may be used in conjunction with other leave time for vacation purposes.

Compensatory time recorded on the City payroll records as of May 25, 1989 have been divided into two categories as buy back hours and banked hours.

Requests for use of banked compensatory time shall be made in writing at least three (3) days in advance of the requested time off. Sole authority to grant approval of use of these banked compensatory hours shall rest with the City Manager. Appendix A -Table III illustrates the Compensatory Buy Back Time Payoff Schedule.

The buy back compensatory time is being paid off over a three year period. The final payment will be September 30, 1992. Payment shall be based on the rate of pay earned as of March 31, 1989. Members not eligible for a pension under the City's retirement system that leave the City will forfeit their remaining banked and buy back hours. Buy-back hours at the City's option may

be paid off at the same time or as stated in Appendix A - Table III. Members retiring after September 30, 1991, that have banked hours left will not receive any payment for these hours. Their buy-back hours will be paid off at the City's option in full at time of retirement or as stated in Appendix A - Table III.

Banked compensatory time can only be used at the following rates:

<u>Banked Hours</u> <u>As of May 25, 1989</u>	<u>Hours That Can</u> <u>Be Used Each Month</u>
0 - 200 Hours: (Members not listed below)	8 Hours
Over 200 Hours: Patricia Noel Gerald Durkin Timothy Whitson Valerie O'Rourke Elissa Breen	16 Hours

V.6 HOLIDAYS: Effective October 1, 1988 the following days shall be recognized as holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve Day.

EMPLOYEES HIRED PRIOR TO JULY 1, 1988 will receive on July 1 of each year two (2) floating holidays which must be taken before the next July 1 with approval from his/her supervisor.

V.7 VACATION: **EMPLOYEES HIRED PRIOR TO JULY 1, 1988** who have completed one (1) or more years of continuous service for the City of Garden City since their last hiring date, as of the anniversary date of their employment by the City, shall be eligible for vacation with pay in accordance with the following schedule:

- a.) An employee who, as of the anniversary date of his employment, has completed one (1) but less than five (5) years of continuous service since his last hiring date shall receive ten (10) days of vacation with pay.
- b.) An employee who, as of the anniversary date of his employment, has completed five (5) but less than ten (10) years of continuous service with the City since his last hiring date shall receive fifteen (15) days of vacation with pay.

c.) An employee who, as of the anniversary date of his employment, has completed ten (10) years of continuous service with the City since his last hiring date shall receive twenty (20) days of vacation with pay.

d.) An employee who, as of the anniversary date of his employment, has completed fifteen (15) years of continuous service with the City since his last hiring date shall receive twenty-five (25) days of vacation with pay.

EMPLOYEES HIRED AFTER JULY 1, 1988 who have completed one (1) or more years of continuous service for the City of Garden City since their last hiring date, as of the anniversary date of their employment by the City, shall be eligible for vacation with pay in accordance with the following schedule:

a.) An employee who, as of the anniversary date of his employment, has completed one (1) but less than five (5) years of continuous service since his last hiring date shall receive ten (10) days of vacation with pay.

b.) An employee who, as of the anniversary date of his employment, has completed five (5) or more years of continuous service with the City since his last hiring date shall receive fifteen (15) days of vacation with pay.

To be eligible for the full vacation pay listed above, the employee must have worked seventy percent (70%) of the hours normally scheduled. If less than seventy percent (70%) vacation pay will be reduced on a percentage basis as the time worked bears to 250 days.

If an employee, who is otherwise eligible for vacation with pay quits, or after the anniversary date upon which he qualified for such vacation with pay without having received the same, such employee will receive along with his final paycheck, the vacation pay for which he qualified as of such anniversary date. If an employee with one (1) year seniority or more leaves city employment prior to the anniversary date upon which he would be qualified for a vacation with pay, he will be entitled to vacation pay on a pro-rata basis, figured on the number of hours such employee actually worked as compared with full time employment during the vacation anniversary year.

If an employee leaves city employment with less than one (1) year seniority or is discharged prior to the anniversary date upon which he would have qualified for a vacation with pay, he will not be entitled to any portion of the vacation pay for which he would have qualified on such anniversary date.

On the employee's anniversary date fifteen (15) days of unused vacation time may be annually turned back to the City for the equivalent in dollar compensation (based upon hourly rate of pay) or, a total of fifteen (15) days of vacation may be carried over into the employee's next annual vacation

accumulation.

V.8 FROZEN VACATION: Employees who, at the effective date of this Agreement, have qualified for more vacation with pay than the maximum twenty-five (25) days allowable under the previous Section, entitled Vacation, shall have their vacation days frozen at the number of days they qualified for at said time shall thereafter be entitled each year to vacation days and pay not to exceed that number. Such employees shall accumulate no further vacation days or pay.

V.9 SICK LEAVE ACCUMULATION: In order to accumulate a sick leave day for any given month, the employee must actually work fifteen (15) or more days in said month or be on an excused paid leave (excluding sick and accident benefits).

When an employee's absence from work is due to an illness or injury out of and in the course of his employment with the City and which is compensable under the Michigan Workers Compensation Act, the City shall make up the difference between the amount of daily benefits to which he is entitled under such Act and the amount of daily salary he would have received on his job classification had he worked, for a period not to exceed one hundred and four (104) weeks.

If an employee retires, pursuant to the City's Retirement Program, quits or dies, the employee or his estate shall be entitled to be paid fifty percent (50%) of his accumulated unused sick leave credits. If an employee is killed in the line of duty, his estate shall receive one hundred percent (100%) of his accumulated sick bank, regardless of length of service.

If on June 30 of any year an employee has accumulated in excess of sixty (60) days of earned but unused sick leave days, the excess days over sixty (60) shall be paid on one-half day's pay for each such extra day.

If on June 30 of any year an employee(s) has used six (6) or fewer paid sick leave days, such employee(s) at his option exercised within thirty (30) calendar days after June 30, may cash out up to six (6) sick leave days earned in such contract year by the payment of sixty percent (60%) of the June 30 value of such days.

V.10 DISABILITY INSURANCE: The City agrees to provide for each full time employee, Sickness and Accident Insurance or self-insurance if the Employer so elects; which, payable second day of accident, ninth day of sickness, shall provide a benefit of sixty-five percent (65%) of the employee's weekly salary for a maximum of fifty-two (52) weeks. The specific details, limitations and conditions are to be governed by the policy or the Employer's policy in the case of self-

insurance, which shall not be more stringent than the existing policy conditions. An employee may, at his option, use three and one-half (3 1/2) sick days per two (2) week pay period, in conjunction with this weekly benefit to achieve one-hundred percent (100%) pay. Once an employee exhausts his sick days he may use vacation days, personal days, floating holidays or current compensation days. In this event, all benefits, including pension crediting, shall continue. During the eight (8) calendar day waiting period, an employee may use necessary earned but unused sick days. However, money paid for time off from work shall not exceed amounts which would be paid if the employee were working under his regular work schedule.

V.11 LONGEVITY: Permanent full-time employees hired prior to July 1, 1988 who, as of their anniversary date of their employment, have completed one (1) or more years of continuous employment with the City since their last hiring date shall receive, in a lump sum payment made on or before December 1 of each year, a longevity bonus of thirty-five dollars (\$35.00) per year for each year of continuous service; however, not to exceed six hundred fifty dollars (\$650.00).

Longevity bonus for employees hired after July 1, 1988 shall start on the forty-ninth (49th) month of employment at three dollars (\$3.00) per month of actual work, payable December 1 of each year (e.g., if at December 1 new hire has 55 months of employment, payment would be 55 months X \$3.00 = \$165.00).

V.12 HOSPITALIZATION/MEDICAL INSURANCE: The City shall provide full family coverage **FOR EMPLOYEES HIRED PRIOR TO JULY 1, 1988** through Blue Cross/Blue Shield Hospital, Medical Blue Preferred Insurance Plan, MVF-2, with semi-private room accommodations, Master Medical and Prescription Drug Program with a three dollar (\$3.00) co-pay or equivalent insurance from another carrier. The City shall pay all premium costs for such coverage. The City shall also provide said coverage under the traditional plan for disability retirees under Chapter XIV of the City Charter.

The City shall provide full family coverage **FOR EMPLOYEES HIRED AFTER JULY 1, 1988** through Michigan Blue Cross/Blue Shield Hospital, Medical Blue Preferred Insurance Plan, MVF-1, with semi-private room accommodations, Master Medical and Prescription Drug Program with a three dollar (\$3.00) co-pay or equivalent insurance from another carrier. When an employee reaches his/her fifth (5th) anniversary date he/she will be provided full family coverage through Michigan Blue Cross/Blue Shield Hospital, Medical Preferred Insurance Plan, MVF-2, with semi-private room accommodations, Master Medical and Prescription Drug Program with a three dollar (\$3.00) co-pay or equivalent insurance from another carrier. The City shall also provide said coverage under the traditional plan for disability retirees under Chapter XIV of the City Charter. The City shall pay all premium costs for such coverage.

Employees hired prior to October 1, 1991, may at their option carry the traditional coverage by paying the difference in the monthly premiums between the Blue Preferred provided by the City and the MVF-1 and MVF-2 and traditional plan through payroll deduction. This selection can be made with the initial contract change and on an annual basis during our re-opening date.

The City, at its option and at no increased cost to it, may offer hospitalization/medical coverage through Health Maintenance Organizations (HMO) at City cost in lieu of the hospitalization insurance provided herein. If an employee selects the option of a provided HMO, it will be deemed that the City has fulfilled its obligation under this Section. Once an employee has selected an offered hospitalization/medical coverage option, no change can be made until the next re-opening date.

The City shall also provide coverage as herein provided for employee(s) retiring on or after the effective date of this Agreement at age 60 or above or with 25 years of service under the City's retirement system with benefits and pay the cost of two-person hospitalization/medical/surgical (Blue Cross/Blue Shield) MVF-1, 365 day coverage with semi-private room accommodations, master medical \$50/100 deductible-80/20 co-pay, and including a prescription rider with a five dollar (\$5.00) co-pay. There are no optical or dental riders.

The two-person plan will cover only the person who is the employee's spouse at the time of retirement or one (1) unmarried dependent child until the dependent child attains the age of nineteen (19) years or is a full-time college student until graduation or he/she attains twenty-five (25) years of age or whichever comes first. If retiree precedes spouse in death, coverage will continue on the spouse as long as they remain unmarried. At age sixty-five (65) an eligible retiree and eligible spouse must subscribe and pay the cost of Part B Medicare. At age sixty-five (65) an eligible and entitled employee and/or spouse under this section shall be covered by the basic Blue Cross/Blue Shield Medicare Complementary Coverage or an equivalent insurance.

Such insurance shall not duplicate any other group hospital/medical/surgical insurance to which the retiree is entitled. An eligible retiree may receive increased benefits for him or her, spouse and/or eligible dependents at their own expense.

All the medical retiree provisions outlined above will sunset (terminate) at 11:59 p.m. on December 31, 1996 and revert back to the following coverage as stated below in paragraphs (a.) through (c.): (Termination provision does not apply to persons who retire between date of ratification and 12/31/96.)

- (a.) The City shall pay the premiums on the Blue Cross Supplement Medicare Policy for all retirees.

- (b.) The City shall also provide coverage as herein provided for employees retiring on or after the effective date of this Agreement with 25 years of service, single subscriber Hospital/Medical/Surgical insurance coverage, MVF-1, no riders, 365 day coverage (or equivalent insurance from another carrier). An eligible retiree at his expense may include his/her spouse under this coverage. MVF-2 is available if retiree pays the difference.
- (c.) Insurance provided hereunder shall not duplicate any other group Hospital/Medical/Surgical insurance to which such eligible retiree is entitled.

V.13 TERM LIFE INSURANCE: The Employer agrees to provide each bargaining unit employee with a twenty thousand dollar (\$20,000.00) term life insurance policy and to provide retired employees who retire hereafter with a five thousand dollar (\$5,000.00) term life insurance policy.

V.14 DENTAL & OPTICAL INSURANCE: The City agrees to pay the full cost of providing a dental plan.

- a.) BC/BS of Michigan Group Dental Care Plan or equivalent benefits.
- b.) Coverage to be the same as requirements for BC/BS Hospital/Medical/Surgical benefits.
- c.) Co-pay 75/50/50. Benefit limit \$1,000 yearly maximum.
- d.) Effective July 1, 1991 and each July 1st thereafter, employees shall be reimbursed by the City, up to two hundred dollars (\$200.00) maximum for the combined total of optical expenses for the employee and his/her family, for optical expenses paid by the employee(s) and as shown by a paid receipt(s). Optical expenses cover eye examinations, frames and prescription lenses.

As an option to the Blue Cross/Blue Shield Dental Plan, Association members may participate in the I.B.T. Dental/Optical Plan. The City will pay the premium of this plan on a monthly basis at a rate equal to other participants in the I.B.T. Plan.

V.15 WHEN GROUP INSURANCE BENEFITS START/STOP/FEDERAL OR STATE PROGRAM:

- a.) Benefits under this Article for otherwise eligible new employees will become effective on the first day of the calendar month following ninety (90) calendar days from date of hire.
- b.) Except as otherwise specifically provided, when work times or seniority is interrupted for the following reasons, insurance coverage

under this Article shall continue as follows:

Layoff: Until the first of the month after ninety (90) calendar days of layoff.

Discharge, Quit Retirement: For the balance of the month in which discharge, quit or retirement occurs.

If an employee is disabled for occupational or non-occupational reasons, group term life insurance and Blue Cross/Blue Shield insurance shall continue, at the City's expense for the period of such disability, but not to exceed fifty two (52) weeks.

V.16 TUITION REIMBURSEMENT: For permanent full time employees who have completed their probationary period, the City agrees to reimburse any tuition payments which are not payable by any other organization, made by said employee for approved courses. Reimbursement will not be made until the employee has completed the course with a "C" average or better.

V.17 TRANSPORTATION MILEAGE: For employees whose responsibilities cannot be carried out without vehicular transportation, the City shall provide one of three types of transportation:

- (1) Use of City vehicle for business use; or
- (2) Mileage reimbursement for private automobile use at the current IRS maximum mileage allowance; or
- (3) A maximum of \$100 per month car allowance.

The type of transportation benefit awarded shall be at the discretion of the City Manager.

ARTICLE VI - GENERAL

VI.1 WAIVER OF BARGAINING: The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waive the right and each agree that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

VI.2 AGREEMENT: No agreement or understanding contrary to this Agreement, nor any alteration, variation or modification of any of the terms or conditions contained herein shall be binding upon the parties hereto unless such agreement, understanding, alteration, variation, waiver or modification is executed in writing between the parties. It is further understood and agreed that this Contract constitutes the sole, only and entire agreement between the parties hereto and cancels and supersedes any other agreement, understanding and arrangements heretofore existing.

VI.3 ACT 78: The provisions of Act 78 of the Public Acts of 1935, as amended, shall apply in all matters delineated therein to include but not limited to layoff, recall, promotion, transfer, hiring procedures, discharge, suspension from duty and reduction in pay. The procedures contained in said Act shall be the sole means of redress for any alleged violation of the procedures contained therein. It is likewise understood and agreed that once an employee commences an action pursuant to said Act he shall be bound by said procedure and the ultimate decision reached pursuant thereto and shall have no right to process under the grievance procedure contained in this Agreement.

VI.4 PROBATIONARY PERIOD: There will be a probationary period of six (6) months for all promoted or transferred employees. The City Manager shall at his/her discretion be able to extend the probationary period for another six (6) months with cause. This paragraph shall refer only to employees promoted from another bargaining unit in the City or from other full-time employment in the City.

All new employees shall be probationary employees until they have been actively working for a continuous period of twelve (12) months. The purpose of the probationary period is to provide an opportunity for the Employer to determine whether the employee has the ability and other attributes which qualify him/her for regular employee status. During the first six (6) months of the probationary period, the employee shall have no seniority status and may be terminated in the sole discretion of the Employer without regard to his relative length of service. After the first six (6) months, the Employer must show some reason as to why the probationary employee should be terminated. After the first six (6) months the probationary employee will be entitled to sick time and personal leave. This paragraph shall refer only to persons who are hired from outside the City directed into a classification covered by this collective bargaining agreement.

VI.5 RESIDENCY: All employees hired after the execution of this Agreement and all present employees who do not live within a fifteen (15) mile radius from Henry Ruff and Ford Road, must within six (6) months after completion of their probationary period, or the execution of this Agreement, whichever is sooner, move within the fifteen (15) mile radius and live within said boundaries for the duration of their employment. All present employees who live within the fifteen

(15) mile radius must, as a condition of continued employment, continue to live within those boundaries.

If the fifteen (15) mile radius includes part of a municipality it shall be deemed to include the entire municipality.

VI.6 DRUG TESTING: The City has the right to test employees for alcohol/substance abuse for individual cause.

VI.7 CORRECTIVE ACTION POLICY: The City Manager has the right to publish or republish a corrective action policy. The City Manager should provide advanced notice of implementation of this policy. The corrective action policy will not supersede any applicable statutes, ordinances, laws, or regulations.

ARTICLE VII - RETIREMENT

VII.1 AVERAGE FINAL COMPENSATION: For employees retiring on and after July 1, 1993, provision shall be made that average final compensation shall be the average of the highest final average earnings as defined in Article VII, Section 4 paid a member by the City during a period of three (3) years of credited service contained within his ten (10) years of credited service rendered immediately preceding his retirement. If a member has less than three (3) years of credited service his average final compensation shall be the average of total final average compensation paid by the City.

VII.2 POP-UP: Under the retirement plan, if a designated beneficiary predeceases the retired member, the reduced pension will 'pop-up' to the amount it would have been if a one hundred percent (100%) or fifty percent (50%) Joint and Survivor Option had not been elected. The cost of the 'pop-up' will be covered by an adjustment to the option election factors so that a retiring member(s) who chooses Joint and one hundred percent (100%) Survivor Joint and fifty percent (50%) Survivor will bear cost and such option shall be at no cost to the City.

VII.3 ANNUITY WITHDRAWAL: Any member on or after July 1, 1984 pursuant to Sections 36.28 or 36.35 of the Retirement System Ordinance may elect to receive a refund of all or part of his accumulated contributions (including interest) standing to his credit in the pension savings fund at the effective date of his retirement. A member terminating city employment with a pension payable pursuant to Section 36.29 may elect to receive a refund of all or part of his accumulated contributions on his effective date of benefit commencement. Provided, however, that any member withdrawing his accumulated contributions prior to the effective date of benefit commencement shall forfeit any right to a pension. Upon election of this refund provision, the retiring member's Straight Life pension shall be reduced by an amount which is actuarial equivalent to the

refunded accumulated contributions. The actuarial equivalent amount shall be computed on the basis of the mortality table and interest rate, as published monthly by the Pension Benefit Guaranty Corporation for use in converting a series of monthly annuity payments into a lump sum value, in effect at date of retirement.

VII.4 AVERAGE FINAL COMPENSATION: The following shall be included in the average final compensation:

- 1.) The employee's annual base salary for regular hours worked per year (based on 2080 hours). Any paid leave time taken to make up the 2080 hours would be included. (For example: sick leave, vacation days, personal days, etc.)
- 2.) Longevity - The amount of the employee's annual longevity bonus paid according to Article V, Section 11.
- 3.) Special Performance Awards received in accordance with Article V, Section 2 (Zone C).
- 4.) During the last year of employment immediately prior to retirement under this Article, an employee can convert to payment but not use up to forty-two (42) days of earned but unused vacation days. Such days, if converted to payment, shall be included as average final compensation. Up to seventeen (17) days of vacation are permitted for carry over on a one-time basis from the second to last year of employment to the last year of employment.

VII.5 PURCHASE OF MILITARY TIME: Employees may purchase military time for the purpose of service time for retirement with the following conditions:

- 1.) Three (3) years is the maximum service that can be purchased.
- 2.)
 - A.) Current employee(s) must give intent of purchase within one (1) year of signing the current executed agreement and complete payment within five (5) years.
 - B.) New employee(s) must give intent of purchase within one (1) year of employment and complete payment within five (5) years.
- 3.) Employee(s) must pay their five percent (5%) portion and the City's normal cost (i.e 6-30-89 percentage = 11.23%) based on the last actuarial report available at the time the employee(s) intent to purchase is given using his current base salary for each year purchased.

VII.6 PURCHASE OF CETA TIME: Employees may purchase CETA time for the purpose of service time for retirement with the following conditions:

- 1.) Employee(s) must give intent of purchase within one (1) year of signing the current executed agreement and complete payment within five (5) years.
- 2.) Employee(s) must pay their five percent (5%) portion and the City's actual cost based on the last actuarial report available at the time the employee(s) intent to purchase is given using his annual regular compensation earned during his CETA employment.

VII.7 DUTY DISABILITY RETIREMENT: A member with one (1) or more years of credited service from date of hire who retires before attainment of his/her voluntary retirement age or twenty-five (25) years of credited service because of a duty or work-related disability, shall receive a disability annuity of two-thirds (2/3) of his/her average final compensation until he/she is eligible for normal retirement. Service credit shall be given for the time he/she receives the disability annuity. Normal retirement shall be based on current wages and salary schedule in the same classification the member held immediately prior to the disability.

VII.8 DEFINED BENEFIT AND DEFINED CONTRIBUTION RETIREMENT SYSTEM: The GCSPPA Negotiation Committee and the City agree to discuss the possibility of a request to the Retirement Board to provide for a defined benefit and defined contribution retirement system.

VII.9 - FINAL AVERAGE EARNINGS MULTIPLYING FACTOR: Employees who meet eligibility requirements for a pension under the Garden City Employees Retirement System and retire on or after July 1, 1993 shall receive a pension, called a straight life pension, equal to 2.5 percent of the member's average final compensation multiplied by his years and fraction of a year of credited service for his first 25 years of service, plus 1 percent of the member's average final compensation multiplied by his years of credited service over 25 years. Upon his retirement, he shall have the right to elect an option provided for in the City Charter.

VII.10 ANNUAL PENSION ADJUSTMENT: For employees retiring on and after July 1, 1993, after completing one year of retirement, their pension will be adjusted each July 1 by adding two percent (2%) of the retiree's current pension as same existed on the day prior to July 1.

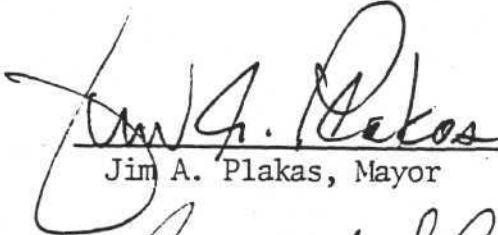
ARTICLE VIII - DURATION OF AGREEMENT

THIS AGREEMENT shall become effective July 1, 1993 and shall remain in full force and effect through September 30, 1996 and from year to year thereafter, unless either party hereto serves written notice upon the other at least sixty (60)

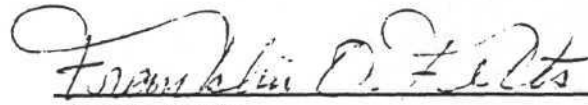
calendar days prior to September 30, 1996 or of any subsequent automatic renewal period of its intention to amend, modify, or terminate this contract.

FOR THE CITY OF GARDEN CITY:


FOR THE G.C.S.P.P.A.:



Jim A. Plakas, Mayor



Frank Felts



Ronald D. Showalter, City Clerk



Richard Lang

Dated: October 15, 1993

Approved: September 13, 1993

APPENDIX A
PAY GRADE/SALARIES

TABLE I
EFFECTIVE OCTOBER 1, 1992:

PAY GRADE	MINIMUM	HIRING MAXIMUM	FULL PERFORMANCE MAXIMUM	SPECIAL PERFORMANCE MAXIMUM
A.	17,361	20,313	22,101	23,264
I.	25,981	30,398	33,074	34,815
II.	27,540	32,222	35,059	36,904
III.	29,192	34,155	37,162	39,117
IV.	30,944	36,205	39,392	41,465
V.	32,801	38,377	41,755	43,953
VI.	34,769	40,680	44,261	46,590
VII.	36,855	43,121	46,917	49,386
VIII.	39,066	45,707	49,731	52,348
IX.	41,410	48,450	52,715	55,489
X.	43,895	51,357	55,878	58,819
XI.	46,529	54,439	59,232	62,349

TABLE II

<u>Pay Grade</u>	<u>Job Title</u>
A.	Building Inspector
I.	Personnel Assistant
II.	Senior Adult Program Supervisor
III.	None
IV.	Assistant Community Development Director Community Center Supervisor
V.	Automotive Operations Supervisor Buildings and Grounds Supervisor Building Official Deputy Treasurer Recreation Supervisor Streets/Water/Sewer Supervisor
VI.	None
VII.	Deputy Treasurer/Personnel
VIII.	Director of Community Development Director of Parks & Recreation
IX.	City Clerk-Treasurer Director of Public Works
X.	None
XI.	Fire Chief Police Chief

* Note: After notice to and discussion with GCSPPA, the City for reasons of efficiency and/or economy, may combine, change, modify or eliminate any or each of the positions listed above.

ORDINANCE # A-94-010

The City Council in accordance with the City Charter and the Labor Negotiations between it and the Garden City Supervisory and Professional Personnel Association (GCSPPA) establishes the following pay grades and salary ranges for said employees for the period of October 1, 1993 through September 30, 1994:

THE CITY OF GARDEN CITY HEREBY ORDAINS:

SALARY ORDINANCE: GARDEN CITY SUPERVISORY AND PROFESSIONAL PERSONNEL ASSOCIATION (GCSPPA)

Section 1:

<u>Pay Grade</u>	<u>Job Title</u>
A.	Building Inspector
I.	Executive Secretary Personnel Assistant
II.	Senior Adult Program Supervisor
III.	None
IV.	Assistant Community Development Director Community Center Supervisor
V.	Automotive Operations Supervisor Buildings and Grounds Supervisor Building Official Deputy Treasurer Recreation Supervisor Streets/Water/Sewer Supervisor
VI.	None
VII.	Deputy Treasurer/Personnel
VIII.	Director of Community Development Director of Parks & Recreation
IX.	City Clerk-Treasurer Director of Public Works
X.	None
XI.	Fire Chief Police Chief

The salaries for the pay grades shall be as follows:


EFFECTIVE OCTOBER 1, 1993:

PAY GRADE	MINIMUM	HIRING MAXIMUM	FULL PERFORMANCE MAXIMUM	SPECIAL PERFORMANCE MAXIMUM
A.	18,382	21,507	23,400	24,632
I.	27,509	32,186	35,019	36,862
II.	29,160	34,117	37,120	39,074
III.	30,910	36,165	39,348	41,419
IV.	32,765	38,335	41,710	43,905
V.	34,731	40,635	44,213	46,540
VI.	36,815	43,074	46,865	49,332
VII.	39,024	45,658	49,677	52,292
VIII.	41,365	48,397	52,658	55,429
IX.	43,847	51,301	55,817	58,755
X.	46,478	54,379	59,167	62,281
XI.	49,267	57,642	62,717	66,018

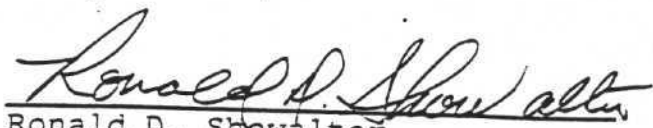
Section 2:

In addition to the above salaries established herein, fringe benefits agreed to at the bargaining table, and made part of the contract, are affirmed and established as if set out in full.

This amendatory ordinance is declared to be effective upon publication as required by law.



Michael Breen, Mayor



Ronald D. Showalter,
City Clerk-Treasurer

Adopted: August 15, 1994
Resolution #: 8-94-314
Published: 10-27-94

ORDINANCE # A-96-001

The City Council in accordance with the City Charter and the Labor Negotiations between it and the Garden City Supervisory and Professional Personnel Association (GCSPPA) establishes the following pay grades and salary ranges for said employees beginning October 1, 1995:

THE CITY OF GARDEN CITY HEREBY ORDAINS:

SALARY ORDINANCE: GARDEN CITY SUPERVISORY AND PROFESSIONAL PERSONNEL ASSOCIATION (GCSPPA)

Section 1:

<u>Pay Grade</u>	<u>Job Title</u>
A.	Building Inspector
I.	Personnel Assistant
II.	Senior Adult Program Supervisor
III.	None
IV.	Assistant Community Development Director Community Center Supervisor
V.	Automotive Operations Supervisor Buildings and Grounds Supervisor Building Official Deputy Treasurer Recreation Supervisor Streets/Water/Sewer Supervisor
VI.	None
VII.	Deputy Treasurer/Personnel
VIII.	Director of Community Development Director of Parks & Recreation
IX.	City Clerk-Treasurer Director of Public Works
X.	None
XI.	Fire Chief Police Chief

The salaries for the pay grades shall be as follows:

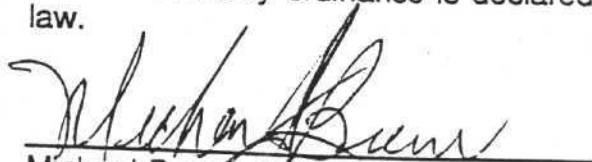
EFFECTIVE OCTOBER 1, 1995:


PAY GRADE	MINIMUM	HIRING MAXIMUM	FULL PERF. MAXIMUM	SPECIAL PERF. MAXIMUM
A.	19,313	22,596	25,551	25,879
I.	28,902	33,816	38,238	38,729
II.	30,636	35,844	40,531	41,052
III.	32,474	37,995	42,963	43,515
IV.	34,422	40,274	45,540	46,125
V.	36,487	42,690	48,273	48,893
VI.	38,676	45,251	51,169	51,826
VII.	40,997	47,967	54,239	54,936
VIII.	43,457	50,845	57,493	58,232
IX.	46,064	53,895	60,943	61,726
X.	48,828	57,129	64,600	65,430
XI.	51,758	60,557	68,476	69,356

Section 2:

In addition to the above salaries established herein, fringe benefits agreed to at the bargaining table, and made part of the contract, are affirmed and established as if set out in full.

This amendatory ordinance is declared to be effective upon publication as required by law.


Michael Breen, Mayor


Ronald D. Showalter, City Clerk-Treasurer

Adopted: April 15, 1996
Resolution #: 4-96-173
Published: 4-29-96

LETTER OF UNDERSTANDING

Between

CITY OF GARDEN CITY

and the

GARDEN CITY SUPERVISORY & PROFESSIONAL PERSONNEL ASSOCIATION

The parties hereby agree that Patricia Noel shall be transferred from her position of Director of Human Resources to the position of Deputy Treasurer with no loss in base salary. As long as Patricia Noel serves in the Deputy Treasurer's position, she will be compensated at a Pay Grade VII in accordance with the G.C.S.P.P.A. Labor Agreement. This understanding pertains only to the individual named above and is non-precedent setting.

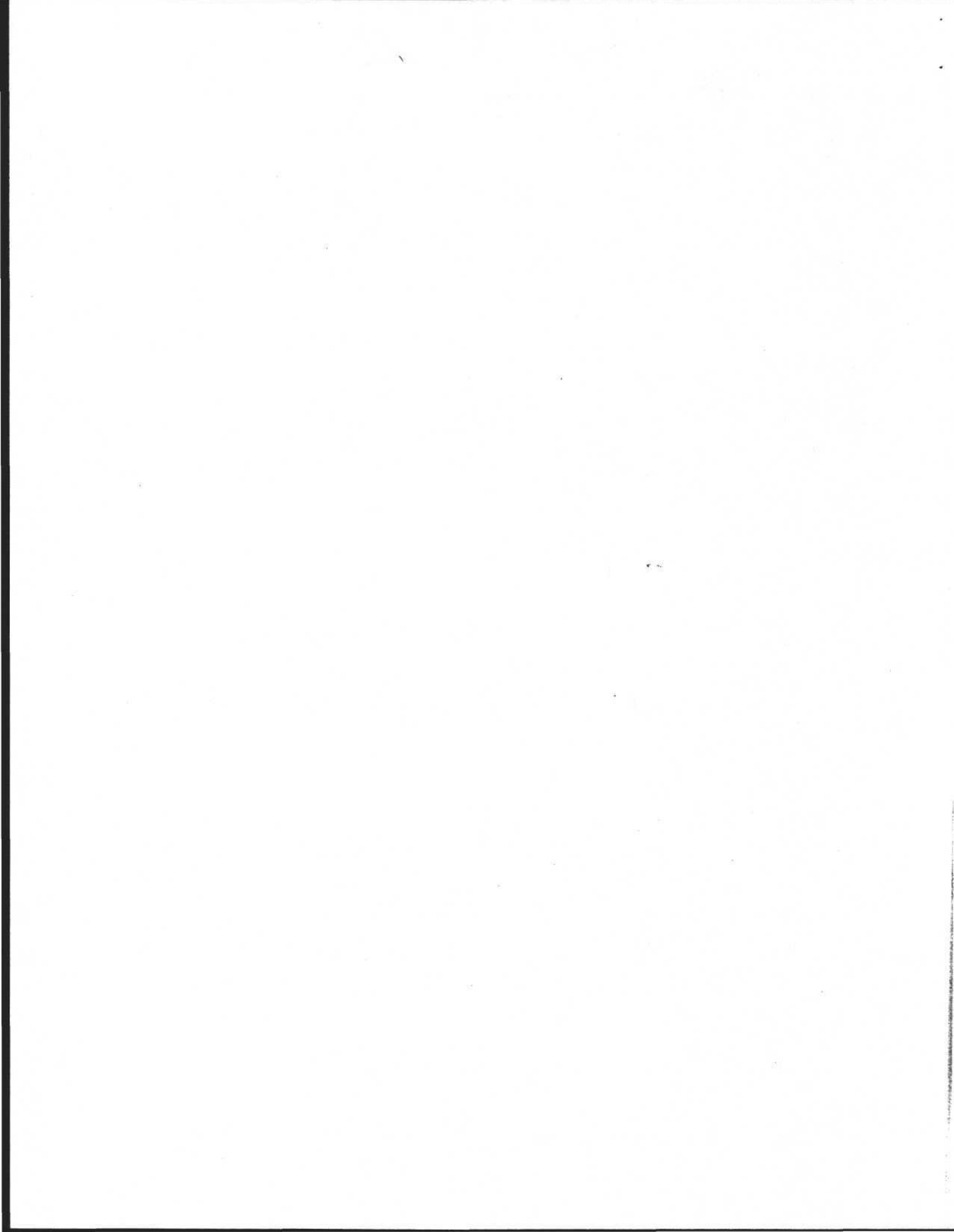
FOR THE CITY OF GARDEN CITY:

John D. Gordon 08-23-91

FOR THE G.C.S.P.P.A.:

Ray P. Wilkes

Dated August 16th day of _____, 1991.



LETTER OF UNDERSTANDING

Between
City of Garden City
and
Garden City Supervisory and Professional Personnel Association

The City of Garden City and the Garden City Supervisory and Professional Personnel Association (GCSPPA) hereby agree that a one-time only, across-the-board salary increase of 6.1 percent will be granted to all members effective July 1, 1992. This across the board increase will occur in place of the performance based compensation as stated in Article V, Section 5.4 of the current GCSPPA labor agreement.

This across the board increase is non-precedent setting and will not be in effect for any future contract years.

For the City of Garden City:

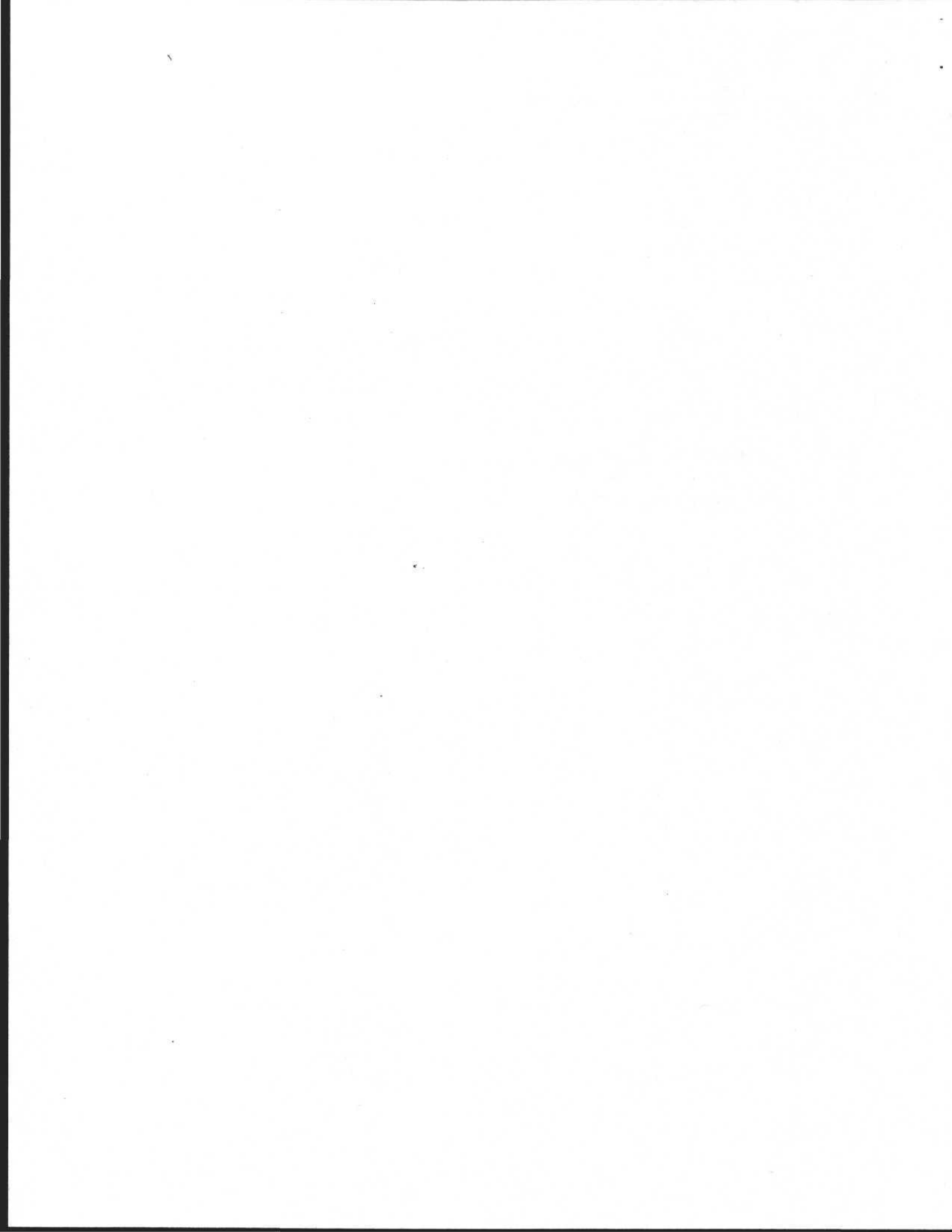
Terry Carroll
Acting City Manager

Dated: 3/6/92

For the GCSPPA:

Roger P. Wilkes
Franklin O. Felts

Dated: 2-11-92



LETTER OF UNDERSTANDING

Between

CITY OF GARDEN CITY

and

GARDEN CITY SUPERVISORY & PROFESSIONAL PERSONNEL ASSOCIATION

All parties agree that the position of Personnel Assistant (job description attached) will be added to the Garden City Supervisory and Professional Personnel Association (G.C.S.P.P.A.) unit. The Personnel Assistant will be placed in pay grade I which has a current pay range of \$24,927 to \$33,402.

This letter of understanding shall be incorporated into the City of Garden City and Garden City Supervisory and Professional Personnel Association labor agreement.

For G.C.S.P.P.A. :



Roger Wilkes, President

Dated: 6/30/92
attachment

For City of Garden City:



Gary Kuckel, City Manager

Dated: 6-30-92

CITY OF GARDEN CITY JOB DESCRIPTION

TITLE: PERSONNEL ASSISTANT

STATUS: GCSPPA

DEPARTMENT(S): ADMINISTRATION-PERSONNEL

OCCUPATION CODE:

OCCUPATION SUMMARY:

Under the supervision of Deputy Treasurer and coordinates activities involved in compilation and maintenance of personnel records; assists in recruitment and screening of applicants to fill vacancies.

SUPERVISION RECEIVED:

Work is performed under the supervision of the Deputy Treasurer; however, employee must perform a variety of tasks without direct supervision and/or daily direction.

TASK STATEMENTS which may be considered Essential Function(s):

Performs routine secretarial, office, and public contact work.

Coordinates recording and filing of personnel information, such as performance reports, promotions, wage scales, absences, training/education reports, disciplinary actions, and discharges.

Prepares a variety of correspondence and reports, as required; using word processing, typewriter and calculator.

Assists in recruitment, screening and scheduling of applicants for written and/or oral examinations and pre-employment examinations.

Provides information on job opportunities to potential applicants.

Conducts and responds to requests for wage/benefits surveys.

Assists in driving record and employment reference checks on applicants.

Responds to requests for employee information (i.e. hiring date, salary, etc.).

Prepares correspondence to job applicants to notify of employment consideration or non-consideration.

TITLE: PERSONNEL ASSISTANT
DEPARTMENT(S): ADMINISTRATION - PERSONNEL

STATUS: GCSPPA
OCCUPATION CODE:

Assists in preparation of revised job descriptions, forms, procedure manuals and other miscellaneous guidelines for use by personnel.

Assists in explaining various city policies, labor contracts, and employee benefits.

Searches employee files and furnishes information to authorized persons.

Maintains records of employee/applicant characteristics for governmental reporting purposes.

Assists city contracted employees (such as labor counsel, city attorney, etc.) with various secretarial tasks.

Operates a variety of office machines such as copier, calculator, typewriters, word processors and computers.

Performs other related duties as requested.

TASK STATEMENTS which may be considered Marginal Function(s):

None indicated.

SPECIFICATIONS:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic, or schedule form.

2. Minimum Math ability usually associated with this classification:

Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like or common decimal fractions; to compute ratio, rate, and percent; to perform arithmetic operations involving all American monetary units.

3. Minimum Language ability usually associated with this classification:

Read: Ability to read newspapers, periodicals, manuals, dictionaries, thesauruses, and encyclopedias.

TITLE: PERSONNEL ASSISTANT
DEPARTMENT(S): ADMINISTRATION - PERSONNEL

STATUS: GCSPPA
OCCUPATION CODE:

Write: Ability to prepare business letters, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speak: Ability to speak with poise, voice control and confidence, using correct English and well-modulated voice.

4. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

Graduation from an accredited high school or equivalent, including or supplemented by a combination of educational courses and or experience of at least 1 year of progressively responsible personnel office experience and up to and including 2 years of local government office experience.

Ability to perform routine tasks with little or no supervision.

Ability to establish and maintain effective working relationships with employees and general public.

Ability to effectively and efficiently carry out work according to oral and written instructions.

Skills and competence in operation of various office equipment, such as calculator, typewriter, word processor, copier, and computers.

5. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

6. Type of Physical Demands usually associated with the essential functions of this classification:

TITLE: PERSONNEL ASSISTANT
DEPARTMENT(S): ADMINISTRATION - PERSONNEL

STATUS: GCSPPA
OCCUPATION CODE:

Reaching, Handling, Fingering, and/or Feeling: (Reaching - Extending the hand(s) and arm(s) in any direction). (Handling - Seizing, holding, grasping, turning, or otherwise working with hand or hands (fingering not involved)). (Fingering - Picking, pinching, or otherwise working with fingers primarily (rather than with whole hand or arm as in handling)). (Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those of finger tips).

Talking and/or Hearing: (Talking - Expressing or exchanging ideas by means of spoken word). (Hearing - Perceiving nature of sounds by ear).

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

- a. Acuity, far - Clarity of vision at 20 feet or more.
- b. Acuity, near - Clarity of vision at 20 inches or less.
- c. Depth Perception - Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.
- d. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.
- e. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.
- f. Color Vision - Ability to identify and distinguish colors.

7. **Environmental Conditions (Physical Surroundings) usually associated with this classification:**

The Worker is Subject to Inside Environmental Conditions: Protection from weather conditions but not necessarily from temperature changes.

8. **Environmental Conditions (Hazards) usually associated with this classification:**

No environmental hazards indicated for this classification.

TITLE: PERSONNEL ASSISTANT
DEPARTMENT(S): ADMINISTRATION - PERSONNEL

STATUS: GCSPPA
OCCUPATION CODE:

9. **Machines, Tools, Equipment, and Work Aids which may be representative but not all inclusive, of those commonly associated with this type of work.**

Adding Machine, tape recorders, typewriters, word processor, calculator, copier, file cabinets, books, pens, pencils, maps

LETTER OF UNDERSTANDING

BETWEEN

CITY OF GARDEN CITY
and

GARDEN CITY SUPERVISORY AND PROFESSIONAL PERSONNEL ASSOCIATION

All parties agree that the position of Community Development Assistant (job description attached) will be added to the Garden City Supervisory and Professional Personnel Association (G.C.S.P.P.A.) unit. The Community Development Assistant will be placed in pay grade IV which has a current pay range of \$29,688 to \$39,782.

This letter of understanding shall be incorporated into the City of Garden City and Garden City Supervisory and Professional Personnel Association labor agreement.

For G.C.S.P.P.A.:


Frank Felts, President

Dated: 7-21-92

For City of Garden City:


Gary Kuckel, Interim City Manager

Dated: 7-21-92

LETTER OF UNDERSTANDING

BETWEEN

CITY OF GARDEN CITY
AND

GARDEN CITY SUPERVISORY AND PROFESSIONAL PERSONNEL ASSOCIATION

All parties agree that the position of Community Development Assistant (Letter of Understanding signed 7-21-92) will be changed to Assistant Community Development Director. This position would remain in pay grade IV which has a current pay range of \$29,688 to \$39,782.

All parties agree that the membership exclusion of Assistant to the City Manager under Article I, Section 1 will be changed to read the Assistant City Manager.

This letter of understanding shall be incorporated into the City of Garden City and Garden City Supervisory and Professional Association labor agreement.

For G.C.S.P.P.A.:

For City of Garden City:


Frank Felts, President


Gary Kuckel, Interim City
Manager

Dated: 3/1/93

Dated: 3-1-93

CITY OF GARDEN CITY JOB DESCRIPTION

TITLE: COMMUNITY DEVELOPMENT ASSISTANT

STATUS: GCSPPA

DEPARTMENT(S): PLANNING & COMMUNITY
DEVELOPMENT

OCCUPATION CODE:

NATURE OF WORK:

This is responsible professional and administrative work assisting the Community Development Director with a variety of programs and projects as assigned. Work involves responsibility in maintaining and interpreting, with the assistance of the city's professional planning consultant, the city's comprehensive plan, city zoning ordinances, and planning surveys. In addition, work involves assignments in such areas as housing rehabilitation, building inspection and code enforcement.

ILLUSTRATIVE EXAMPLES OF WORK:

Supervises the City's housing rehabilitation loan and grant program; interviews and screens applicants for financial assistance; prepares case files and eligibility reports; assigns and follows up on inspections; receives bids from contractors and has contracts executed; computes amount of financial assistance; resolves complaints regarding the program.

Assists the Director of Community Development with the preparation of the department budget, the computation of tax increment financing, the review of contractor compliance with federal employment and pay rate requirements, and special projects and programs as assigned.

Researches the availability of grant funds and prepares grant proposals related to community and economic development and maintains grant records.

Attends meetings of the Planning Commission, Zoning Board of Appeals and other meetings as needed.

Supervises the preparation of meeting agendas, legal notices, minutes and other records related to the land use regulatory functions of the Planning Commission, Zoning Board of Appeals, and City Council.

Meets with City officials, employees, and the public relative to the City's zoning and land use program activities.

TITLE: COMMUNITY DEVELOPMENT ASSISTANT
DEPARTMENT(S): PLANNING & COMMUNITY DEVELOPMENT

STATUS: GCSPPA
OCCUPATION CODE:

Prepares written reports and maintains related records.

Assists in the preparation of the capital budget; assists monitoring the budget and preparing financial forecasts.

Performs related work as required.

REQUIREMENTS OF WORK:

Graduation from an accredited four-year college or university with major course work in urban planning, public or business administration or closely related field, supplemented by a Master's degree in public or business administration or closely related field; experience in municipal management; or any equivalent combination of education and experience which provides the following knowledge, abilities, and skills:

Knowledge of the principles and practices of land use planning.

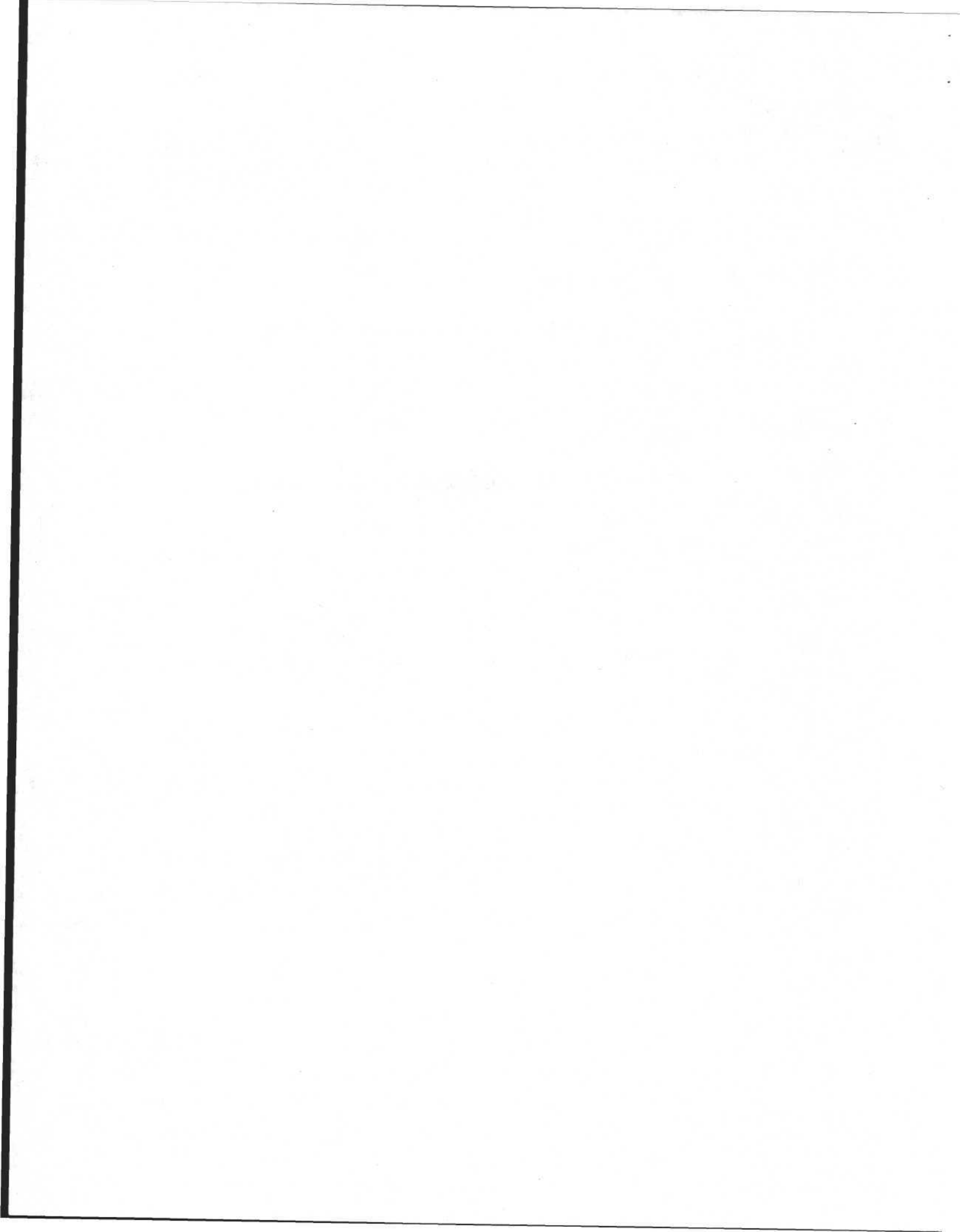
Some knowledge used in the collection, analysis, and reporting of technical data related to short and long range planning.

Ability to establish and maintain effective working relationships with other employees.

Ability to meet and deal effectively with government officials, business representatives, and the general public.

Ability to analyze problems and to present facts and recommendations effectively in oral and written form.

Ability to satisfactorily complete assignments within specified time limits.



LETTER OF UNDERSTANDING
Between
CITY OF GARDEN CITY
and
GARDEN CITY SUPERVISORY
AND
PROFESSIONAL PERSONNEL ASSOCIATION (GCSPPA)

Due to financial conditions the City is looking to right size the professional and supervisory staff. To assist in accomplishing this task, the City of Garden City and the Garden City Supervisory and Professional Personnel Association (GCSPPA) agree to the following:

1. GCSPPA employees who need additional service credit to meet retirement eligibility requirements on or before July 1, 1994, may purchase time needed up to a maximum of twenty-four (24) months of service by paying five percent (5%) of the wages they would have been paid if they had worked. These wages are to be used when computing final average compensation.
2. GCSPPA employees must give written intent to purchase such service credit by December 29, 1993.
3. GCSPPA employees must, at time of written intent, identify their retirement date which shall be no sooner than July 1, 1994 and no later than August 1, 1994. The July 1 through August 1, 1994 time period may be lengthened or shortened by mutual agreement between the City Manager and the GCSPPA employee.
4. Once intent to purchase and retire is given by the GCSPPA employees and accepted by the City, it shall be irrevocable.
5. GCSPPA employees must authorize payroll deduction from their final accrued benefit payment, the amount necessary to purchase additional service credit at time of written intent.

For the City of Garden City:

For the GCSPPA:

Jim G. Rakos

Franklin O. Felt

Ronald A. Howalter

Richard D. Jones Jr.

Date: _____

11/1/93

**GCSPPA MEMBER
PURCHASE OF RETIREMENT SERVICE CREDIT**

Employee: _____ Employee No. _____

Dept. _____ Position: _____

DATE OF HIRE: _____ RETIREMENT DATE: _____

MONTHS OF SERVICE CREDIT EARNED AT TIME OF RETIREMENT: _____
(if no uncredited months between now and retirement)

CREDIT MONTHS TO BE PURCHASED: 1994 _____
(maximum of 24 months)

1995 _____

TOTAL SERVICE CREDIT AT RETIREMENT: _____

1994 Wages: _____

1995 Wages: _____

_____ X 5% Employee Contribution = \$ _____
Total Covered Wages

I understand that the total amount of \$ _____ will be required to purchase additional service credit and hereby authorize payroll deduction for this amount to be deducted from my final payment of accrued benefits.

By signing below, I understand that this is irrevocable and should for any reason, I decide not to purchase service credit and not submit my pension request to the G.C. Employees Retirement Board, it shall be considered as an involuntary and permanent layoff and I give up all future rights to employment with the City of Garden City.

Signature: _____ Date: _____

Witness: _____ Date: _____

ACCEPTED FOR THE CITY OF GARDEN CITY BY:

Signature: _____ Date: _____

Printed Name/Title: _____

LETTER OF UNDERSTANDING
between
CITY OF GARDEN CITY
and
GARDEN CITY SUPERVISORY
AND
PROFESSIONAL PERSONNEL ASSOCIATION (GCSPPA)

All parties agree that the position of Executive Secretary (job description attached) will be added to the Garden City Supervisory and Professional Association (GCSPPA) unit. The Executive Secretary will be placed in Pay Grade I which has a current pay range of \$25,981 to \$34,815.

This letter of understanding shall be made a part and incorporated into the City of Garden City and Garden City Supervisory and Professional Personnel Association (GCSPPA) labor agreement.

For the City of Garden City:

For the GCSPPA:

Wm G. Baker

Franklin C. Feltz

Ronald D. Shoultz

Richard D. Fry Jr.

Date: 11/1/93

EXECUTIVE SECRETARY

NATURE OF WORK

This is highly responsible secretarial and administrative work performed in relieving the City Manager of considerable administrative detail work and in providing services to the Mayor and City Council and community groups.

Work involves direct responsibility for providing a variety of secretarial and related services to the City Manager, the Assistant to the City Manager, the Mayor and City Council, and selected community leaders in conjunction with City business. The exercise of mature judgment and considerable fact and discretion is required. Work assignments are normally received with only broad statements of objectives and are performed with a considerable degree of independence. Work is normally reviewed on the basis of results obtained. Supervision is exercised over a co-op student.

ILLUSTRATIVE EXAMPLES OF WORK

Provides secretarial support to the City Manger, the Assistant to the City Manager, and Mayor/Council by taking and transcribing dictation, shorthand, maintaining files, opening and distributing mail, answering the telephone and greeting visitors, scheduling appointments, and composing letters from either oral instructions or rough drafts.

Types correspondence, records, and reports, and is privy to confidential information/materials which require discretion in their dissemination.

Operates various office equipment including typewriter, word processing equipment, copier, calculator, and a computer terminal.

Assists the City Manager, Mayor/Council, and other administrators with specific projects and reports by providing research and compiling data.

Receives calls from citizens regarding City operations or complaints; answers questions and resolves problems if possible or directs the call to the appropriate person or office.

Prepares and maintains various communications, records and reports such as operational documents, minutes, requisitions and purchase orders, and billings as required; assures the proper distribution of notices, memoranda, directives and related materials; prepares responses to inquiries on matters of well defined policy without instruction or review.

Arranges meetings and schedules appointments for the City Manager and Mayor/Council; makes travel arrangements for the City Manager, Mayor/Council and various other City administrators as required.

Works with various local organizations in coordinating the planning of various annual City events, including the collection, security and remittance of monies collected on behalf of such events.

Coordinates marriage appointments with Mayor, including clerical responsibilities, collection of fees and maintenance of permanent records required by Wayne County and the State.

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from high school supplemented by college-level courses in business administration, secretarial science, or related field; and thorough experience in secretarial work including some experience in providing executive-level secretarial assistance; or any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

Thorough knowledge of business English, spelling, arithmetic, punctuation, filing, and grammar, and the possession of a superior vocabulary.

Thorough knowledge of the principles and methods of office management and of modern office procedures, systems, and equipment.

Knowledge of the overall practices, procedures, systems, functions, organizations, and policies of City government, or the ability to acquire such knowledge with a reasonable period of time.

Ability to carry out, without supervision, continuing assignments requiring the organization of material, the preparation of reports, and making decisions.

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new situations.

Ability to work on confidential administrative assignments and secretarial tasks and to effectively and discreetly convey information.

EXECUTIVE SECRETARY

Page 3

Ability to establish and maintain effective working relationships with the Mayor and Council, community leaders, and other employees.

Skills in the operation of devices using alphanumeric keyboards.