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A G R E E M E N T
 between
 BOARD OF PUBLIC WORKS
 and
 SERVICE EMPLOYEES AFL - CIO
 Local #586

 April 1, 1990 - April 1, 1993

Holland, City of

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A G R E E M E N T

This Agreement made and entered into by and between the City of Holland on behalf of the Board of Public Works, Holland, Michigan, hereinafter referred to as the "Employer" and Local 586, affiliated with Service Employees International Union, AFL-CIO, hereinafter referred to as the "Union".

W I T N E S S E T H

In consideration of the Premises and the mutual covenant and promises of the parties hereto, it is hereby agreed as follows:

ARTICLE 1

PREAMBLE

Whereas, it is the desire of the parties to this Agreement, to continue to work together harmoniously and to promote and maintain the relations between the Board and the Union which will serve to the best interest of all concerned, now, therefore, the parties hereto agree as follows:

ARTICLE 2

RECOGNITION

The Board recognizes the Union as the exclusive representative of all non-supervisory, non-professional, non-office clerical employees of the Holland Board of Public Works, excluding supervisors and all other employees, for the purpose of collective bargaining with respect to rates of pay, wages, or salary hours of work and other terms and conditions of employment. Nothing herein contained shall abridge the right of the individual employee to have his/her grievance adjusted consistent with the terms of this Collective Bargaining Agreement, provided the bargaining representative has been given an opportunity to be present at such adjustment.

ARTICLE 3

UNION SECURITY

Section 3.1 To the extent that the laws of Michigan permit, it is agreed that members covered by this Agreement at the time it becomes effective and who are members of the Union at that time, and all employees who voluntarily become members thereafter, shall be required as a condition of continued employment to maintain his/her membership in the Union to the extent of paying the periodic dues uniformly required as a condition of maintaining membership.

Section 3.2 Eligible employees who were not members of the Union as of July 1, 1980, shall not be required to join the Union, nor pay an Agency fee, nor pay a Charity fee. However, if such employee later joins the Union, such employee must maintain his/her membership and pay the required dues or Agency fee equal to the amount of regular monthly dues.

Section 3.3 All employees hired on or after the July 1, 1980 date, as a condition of continued employment, shall either join the Union or pay an Agency fee, or a Charity fee equal to the amount of regular monthly dues paid by employees who are members of the Union.

Section 3.4 All Charity deductions will be made through authorized payroll deductions, and will be paid quarterly by the Board of Public Works to the Charity designated in the name of the employee. Designated charities are the Greater Holland United Way and the Holland Salvation Army.

ARTICLE 4

CHECK OFF

Section 4.1 The Board will deduct from the wages of each employee, who individually and voluntarily certifies in writing to the Board, on standard forms to be provided by the Union, that he/she authorizes such deductions, the uniform monthly dues in effect at the date of deduction. Such authorization shall not apply to fines or special assessments. Such authorization shall be effective starting the month following receipt by the Board.

Section 4.2 The authorization shall continue in effect for yearly periods beyond the original date of authorization unless revoked by the employee not more than twenty (20) and not less than ten (10) days prior to the anniversary date of this Agreement in any year during the term of this Agreement or the ten (10) day period prior to the termination date of this Agreement or any extension thereof, whichever occurs sooner.

Section 4.3 The Board will promptly remit the dues deducted pursuant to such assignments, with a written statement of the names of the employees for whom deductions were made. Normally the deductions will be from the payroll ending nearest to the mid-month for the then current Union dues.

Section 4.4 In the event employees have no earnings from work during the regular monthly deduction period, his/her Union dues shall be checked off at the next regular deduction period.

Section 4.5 The Union agrees to indemnify and hold harmless the Board for any loss or damages or claims arising from the operation of this Article. It also agrees that neither any employee nor the Union shall have any claim against the Board for any deductions made or not made as the case may be unless a claim of errors is made in writing to the Board within ten (10) calendar days after the date the deductions were made or should have been made.

ARTICLE 5

MANAGEMENT RIGHTS

Section 5.1 The Board retains exclusively all its customary and normal functions of management of the affairs of the Board not otherwise restricted by the language of this Agreement including but not limited to, the right to hire, recall, transfer and promote employees, to reprimand, demote, suspend, discipline and discharge employees, to lay off employees for lack of work or other legitimate reason, to establish and enforce reasonable rules, and to maintain discipline and efficiency of employees. The Union reserves the right to grieve, in accordance with the procedure provided herein, when action taken by the Board may reasonably and sensibly be claimed to be contrary to a specified limitation, set forth in this Agreement, of such rights of the Board.

Section 5.2 Nothing in this Agreement shall prevent non-bargaining unit personnel from performing bargaining unit work provided the performance of such work by non-bargaining unit personnel does not result in lay off of members of the bargaining unit, nor result in loss of scheduled overtime for bargaining unit personnel.

Section 5.3 Without limitation, and by way of illustration of rights covered by Section 5.1, it is recognized that the Employer has the right to change, eliminate, add, or combine departments or classifications.

Employer agrees to negotiate the classification seniority of affected employees. The provision of Section 35.3 will be followed.

ARTICLE 6

REPRESENTATION

Section 6.1 All employees who are covered by this Agreement shall be represented for the purpose of the grievance procedure by stewards chosen by the Union in the areas as set forth below and by a Bargaining Committee which shall represent the employees in bargaining and the higher levels of the grievance procedure. The Bargaining Committee shall be

composed of five (5) employees selected by the Union, provided that no more than three (3) employees will be paid if meetings are held during their normal working hours and provided that no more than one (1) member shall be from any one department. If the bargaining unit is unable to comply with the last provision, the Board of Public Works and Union shall meet to agree on how to complete the committee.

Section 6.2 A steward shall serve in his/her respective work locations as employee and union representative. There will be one steward for each of the following areas:

Electric Production
Water Treatment
Wastewater Treatment
Electric Distribution
Service Center (including City Hall)

Section 6.3 The names of stewards, committeepersons, and alternates shall be given in writing to the Board. No stewards, committeepersons, or alternates shall function as such until the Employer has been advised in writing by the officers of the local union or international or local representatives. Any changes in stewards, committeepersons, or alternates shall be reported to the Board, in writing, as far in advance as possible.

Section 6.4 Executive Officers of the International Union or local and/or their representatives duly authorized to represent the Union will be permitted to participate in any discussion arranged pursuant to other provisions of this Agreement relative to hours, wages, and working conditions at any time.

Section 6.5 Any stewards, committeepersons, alternates having an individual grievance in connection to his/her own work may ask another member of the committee to assist him/her in adjusting the grievance.

Section 6.6 Any day when a steward is not scheduled or is not at work because of an excused absence, an alternate steward from among the employees working may fulfill the functions of the absent stewards, provided the Board is notified, in writing, of the designation of the alternate steward.

Section 6.7 Three member bargaining committee attending bargaining meetings scheduled during the working hours by mutual agreement of the Union and the Board will receive their straight-time regular rate of pay for time lost from their regular scheduled hours because of participation in such meetings, provided non-bargaining unit personnel may fill in for such employees absent during their regular hours to participate in such joint meetings.

Section 6.8 Fifty (50) copies of the current contract will be provided to the Union.

ARTICLE 7

GRIEVANCE PROCEDURE

Section 7.1 A grievance is defined as a claim, reasonably and sensibly founded, of a violation of a specific provision or provisions of this Agreement. Any grievance filed shall refer to the specific provision or provisions of this Agreement alleged to have been violated and it shall summarize the facts pertaining to such alleged violations, and specify the relief requested.

Section 7.2 The Board will make whole an employee grievant and the employee's Department Steward for scheduled time lost in presenting a grievance to the supervisor and during the first meeting with the supervisor. For the balance of grievance handling the policy of reimbursement shall apply to the employee grievant, Department Steward, or Chief Steward, Unit President, or Vice President for all meetings with management representatives arranged during working hours by mutual agreement.

Section 7.3 Any employee having a specific grievance will reduce the alleged violation of the contract to writing and present it to their Supervisor within fifteen (15) calendar days following the occurrence of alleged grievance. For employees on authorized leave, the initial period of filing a grievance shall be fifteen (15) calendar days after return from leave or forty-five (45) calendar days after occurrence of the incident giving rise to the grievance, whichever is sooner.

Section 7.4 The Supervisor will meet with the Department Steward and others in an attempt to settle the grievance, and will respond to the Department Steward in writing within five (5) days of receipt of the grievance.

Section 7.5 If the grievance is not settled by the above step, the Chief Steward will take the grievance up with the Department Head within 5 days of receipt of the written decision from the Supervisor. The Department Head shall meet with the Chief Steward and one other person in an attempt to settle the issue. The Department Head shall return a written decision of the grievance within 5 days of receipt of the Chief Steward.

Section 7.6 If the grievance is not settled by the above step, the Union President shall take up the matter with the General Manager within five (5) days of the written decision of the Department Head. The Local Representative and up to three additional union representatives and the General Manager and up to three additional management representatives shall meet in an attempt to resolve the grievance. Following this meeting, the General Manager will provide the Union with a written response within five (5) days of the meeting.

ARTICLE 8

SENIORITY

Section 8.1 New employees will be considered as probationary employees until they have been employed continuously for six (6) months. The Employer may add an additional three (3) months to an employee's probationary period provided that written notice, including a statement of the reason(s) for extending probation, is provided to the Union and the employee before expiration of the original six (6) month period. After the completion of the probationary period, the employee will be considered as a regular employee and his/her seniority will be the last date of hire. Probationary employees may be laid off or dismissed without recourse to the grievance procedure. Part-time employees do not accrue seniority.

If the Board hires permanent, regular, part-time employees, the Board shall promptly notify the Union and shall, upon request by the Union, promptly enter into negotiations concerning the wages, benefits, and other terms and conditions of employment of such part-time employees. Such negotiations shall not extend to other matters, and shall not cover terms and conditions of employment which are already established by the language of the collective bargaining agreement.

Section 8.2 When an employee completes probation, the employee's name shall be placed on the appropriate seniority list.

Section 8.3 Seniority shall be accrued in the following areas, and in the following manner:

Unit-wide seniority shall be the length of uninterrupted employment with the Board of Public Works, within the bargaining unit, commencing with the latest date of hiring less such time as seniority was not accrued during the employee's absence as provided in this Agreement, which includes time lost due to the employee being laid off.

Section 8.4 Departmental seniority shall be determined to be the amount of accumulative service within a department.

Article 8.5 Classification seniority shall be determined to be the amount of accumulative service within a classification.

Article 8.6 An employee who has at any time in the past worked in a position which is now in the Bargaining Unit, and who was subsequently transferred or promoted into a Non-Bargaining Unit position, may, at the Employer's discretion, be returned to a Bargaining Unit position. Transfer back into the Bargaining Unit of Non-Bargaining Unit employees shall occur only if there is a job opening.

An employee transferred back into the Unit will have unit-wide seniority based upon his/her length of total service; however, such employee shall have departmental and classification seniority based solely upon prior service in Bargaining Unit positions.

ARTICLE 9

SENIORITY LISTS

Section 9.1 Up-to-date seniority lists shall be made available to all employees for their inspection; either by posting where practical or by satisfactory equivalent method. The seniority list shall contain each employee's name, classification seniority date, departmental seniority date and unit-wide seniority date.

Section 9.2 Each six (6) months the Employer shall provide the Union with two (2) up-to-date and complete seniority lists. Such lists shall include the name and the most current address provided to the Employer by the employee.

Section 9.3 Loss of Seniority:

Employees will lose their seniority status:

- (1) When an employee quits or is discharged.
- (2) When an employee is laid off for more than twenty-four (24) months.
- (3) When an employee is absent for three (3) consecutive work days without permission, which permission shall not arbitrarily be withheld.
- (4) When an employee fails to report to work within three (3) work days after notice of return to report from layoff.
- (5) Failure to report the first work day after an unpaid leave of absence expires.

ARTICLE 10

LAYOFFS AND RECALLS

Section 10.1 It is also understood that in the case of layoffs, the employee retained must have the skill and ability to perform the duties normally associated with the assignment.

Section 10.2 Subject to these general conditions, when it becomes necessary to lay off, the employee with the least seniority in the classification affected will be laid off first.

Section 10.3 An employee who is laid off from his/her classification may elect to displace the most junior employee in other classifications in his/her department, provided he/she has the present ability to perform the work in the classification to which he/she moves.

Section 10.4 Employees laid off from their department after following the above procedure will be given first consideration in case of a job opening in other departments.

Section 10.5 The classifications and departments are listed in Schedule "A" which is incorporated herein by reference.

Section 10.6 In case of change in classification or department because of exercise of the above rights, the employee moving to the new classification or department shall receive a rate of pay within the rate range of the new job commensurating with his/her skill and ability.

Section 10.7 In the event the Board determines to establish a new classification, the Board shall determine the content of the job and the requirements and qualifications to be met by persons considered for employment in the new classification. The wage rate for the new classification will be established by the Employer based on the contents and requirements of the job.

Section 10.8 In case of recall, employees will be returned to their own department before any other laid-off employee with less seniority in the department is recalled.

Section 10.9 When recalling laid-off employees to work, the department will notify in person or by mail or telegram to the employee's last known address. The board's obligation is satisfied if the last known address given by the employee is used. The employee so notified shall report to work within three (3) work days after date of his call-back notice.

ARTICLE 11

TRANSFERS AND PROMOTIONS

Section 11.1 All permanent job openings in all classifications shall be posted on the bulletin board within departments for a minimum of three (3) work days from Monday to Friday and shall be open to bid by employees. The Board may fill any vacancy on a temporary basis for a period not to exceed sixty (60) days. The Board has the right to hire outside the department to fill a position whenever a job is not filled by an employee from within.

Section 11.2 In the event of a job opening, the senior employee in the established Job Group who bids and possesses the minimum qualifications shall be given the position. The existing Job Groups are listed in Schedule D.

Section 11.3 If the opening is not filled from within the established Job Group, the first consideration will be given to the most senior departmental employee who bids and has the overall qualifications to handle the responsibilities of the job within 30 days. Overall qualifications shall consider such factors as skill, ability, applicable test results, work record, dependability, and others. Any test administered for use in connection with this procedure may be verified for consistency (i.e. all candidates for the opening are given the same test) by a single union official, either the President or Chief Steward, and in strict confidence.

Section 11.4 If no departmental employee is awarded the position, then the position will be open to all candidates including employees from other departments, other areas of city employment, and applicants for employment. The job will be awarded to the person with the best overall qualifications; however, first consideration will be given to present BPW employees where overall qualifications are relatively equal. Overall qualifications shall consider such factors as skill, ability, applicable test results, work record, dependability, BPW seniority, and others.

Section 11.5 The Board need not entertain more than one (1) successful bid from an employee during any six (6) month period. A "successful bid" is defined as a bid which results in an offer of the position, regardless of whether or not the offer is accepted by the employee.

Section 11.6 The employee filling the vacancy shall be given a fair trial period to prove his/her ability. The length of the trial period will depend upon the difficulty of the job and the early performance of the employee. In the event the trial period is to be extended beyond thirty (30) days, the Union will be notified of the extension and the reasons for it. Any dispute regarding applications of this provision will be subject to the grievance procedure.

Section 11.7 If the employee is unable to qualify within the trial period, the employee shall be returned to the employee's former position and pay level. Any other employee(s) who is (are) displaced by this process shall likewise return to their former classification and pay grade.

Section 11.8 An employee may exercise the prerogative to refuse a promotion or permanent transfer without loss of seniority. Such refusal may take place at any time before successful completion of the trial period. If an employee does refuse a promotion or permanent transfer the employee will be returned to the employee's former position and pay level. Any other employee(s) who is (are) displaced by this process shall likewise return to their former classification and pay level.

Section 11.9 Any employee moving permanently to a classification bearing a lower starting rate than the rate he/she received at the time of change in classification shall receive a rate in the rate range of the new classification

commensurating with his/her skill and ability but, under no circumstances will the rate paid exceed the top of the rate range in the new job classification, and shall be subject to such further increment adjustments in the new classification until the top rate for the working classification is received.

ARTICLE 12

WORKWEEK AND WORKDAY

Section 12.1 The regular workweek for all employees will be forty (40) hours. The regular workday will be eight (8) hours. By mutual agreement between the Employer and the Union, one or more positions may be placed on a ten (10) hour workday schedule.

Section 12.2 Biweekly payroll periods will be closed at Midnight of alternate Saturdays and pay checks normally will be distributed in the afternoon of the Thursday following.

Section 12.3 Breaks and Meal Periods. Employees working at least eight consecutive hours will receive two fifteen (15) minute breaks. Employees working four or more consecutive hours, but less than eight hours, will receive one fifteen (15) minute break. Employees working less than four consecutive hours are not entitled to a paid break period.

All breaks will be scheduled by supervision. Breaks are paid for.

During all paid breaks, employees are required to remain on the premises and to be available for emergency assignment as requested. Special arrangements may be made for off premise workers.

ARTICLE 13

OVERTIME

Section 13.1 The Board has the right to require employees to work overtime. In the event that supervision experiences difficulty in getting overtime done willingly, the work will be assigned in a generally non-discriminatory manner.

All authorized overtime worked over forty (40) hours per week or over eight (8) hours per day by employees on hourly basis will be paid for at time and one-half (1 1/2) the regular hourly rate. Provided: however, that the Board by mutual agreement with the employee, as an alternative to paying for overtime, may schedule compensatory time-off within the pay period, at the rate of one and one-half hours off for each hour worked. There shall be no pyramiding of overtime hours or pay under any provision of this Agreement.

Section 13.2 For the purpose of computing overtime, an employee absent on authorized leave with pay, including sick leave, jury leave, holiday or vacation, shall be considered to have worked his/her normal work shifts during such absences. Employees absent on unpaid leave shall not be considered to have worked during such absence.

ARTICLE 14

CALL-OUT

Section 14.1 An employee called to work at a time other than his/her scheduled work shift shall be paid a minimum of two hours pay at the rate of one and one-half time his hourly rate or one and one-half time his/her hourly rate for actual hours worked, whichever is the greater.

Section 14.2 Two (2) or more consecutive call outs may be considered as one call out within the meaning of this provision, provided in such a case the time intervening between the separate call outs shall be considered and paid as time worked.

Section 14.3 On call-out time, there shall be either a meal provided or a four dollar (\$4) meal allowance for every four hours worked; a fifteen minute paid coffee break after the the first two hours; a one-half hour paid lunch break after every four hours.

Section 14.4 A four dollar (\$4) meal allowance shall be paid or a meal shall be provided for every four continuous hours of unscheduled overtime. If the employee knows of the overtime prior to the end of his/her shift, prior to the day the overtime is worked, the allowance will not apply.

ARTICLE 15

STAND-BY

Section 15.1 When an employee is placed "on call" between Midnight Friday and the starting time of his/her regularly-scheduled shift the following Monday, and is on call during a holiday, he/she shall receive four (4) hours pay at his/her regular straight time rate each for Saturday stand-by, Sunday stand-by and holiday stand-by. An employee placed on stand-by from the end of his/her shift on Friday until Friday Midnight or Holiday eve (both shall not apply) shall receive two (2) hours pay at his/her regular straight time rate. The on-call assignments of the Water Distribution Department and the Waste Collections system may be combined without duplication of payments or pyramiding.

Section 15.2 An "on call" employee agrees to hold himself/herself available for special calls outside his/her regularly-scheduled working hours by remaining at his/her place of abode, or if elsewhere by leaving word with a person designated by the Board as to where he/she may be reached.

Section 15.3 If called out, employees "on call" will receive in addition to stand-by pay provided above, a minimum of two (2) hours pay at overtime rate for each such call or for actual hours worked, whichever is greater. Two (2) or more consecutive call-outs may be considered as one call-out

within the meaning of this provision, providing in such case the time intervening between the separate calls shall be considered and paid for as time worked. In computing time worked, for purposes of this section, in keeping with past practice all time will be counted as work time from when the employee leaves home until his/her return.

Section 15.4 Failure of an on-call employee to be available for a call out will result in forfeiture of stand-by pay described above for that day. In addition, the employee will be subject to discipline if he/she lacks sufficient reason for the failure to be available.

ARTICLE 16

INJURY LEAVE

Section 16.1 An employee injured on the job who has sick leave or vacation accrued may elect to use such time as paid injury leave in conjunction with Workmen's Compensation payments. Any other employee may be granted a leave of absence without pay as provided below and shall be paid in accordance with the Workmen's Compensation Law.

Section 16.2 If an employee elects paid injury leave, his/her sick leave and/or vacation shall be charged at the full rate for the first week of disability due to injury, and at a fraction of the full rate for the following weeks until sick leave and/or vacation is used up. The fractional charge shall be the ratio between full pay and the amount of pay remaining after the deduction of Workmen's Compensation payment. If the disability lasts longer than two (2) weeks, the fractional charge against sick leave and/or vacation shall be applied to the first week also.

Section 16.3 If paid injury leave is not elected, or an employee has no sick leave or vacation accrued, or his/her injury leave as provided above is used up before he/she is able to return to work, he/she shall be granted a leave of absence without pay for a reasonable period upon recommendation of a physician approved by the Board.

Section 16.4 While on injury leave or leave of absence for duty-incurred disability, an employee shall continue to earn vacation and sick leave at a regular rate.

Section 16.5 To be eligible for injury leave an employee shall immediately report any injury; however minor, to his/her foreman or supervisor and take, or waive in writing, such first aid treatment as may be recommended.

Section 16.6 An employee on occupational injury leave shall not receive a combination of Workmen's Compensation payment and leave pay in excess of his/her regular pay for a forty (40) hour workweek.

ARTICLE 17

VACATION

Section 17.1 Vacation time will be computed from the employee's date of hiring. Vacation eligibility will be as of the employee's employment anniversary date in accordance with Section 17.6.

Section 17.2 Vacations will be scheduled at times mutually agreeable to the employees and the Board consistent with proper and efficient conduct of department functions. Seniority shall be honored in deciding between the employees request for equally available vacation period. Vacation schedules will be posted for the summer months for the employees preferences to be noted prior to April 1st.

Section 17.3 Shift employees in the Power Plant shall be allowed to bid prior to February 1 of any year for their preference on the first week of vacation and preferences for the first week shall be granted in order of seniority, subject to the needs of the Board to have qualified personnel available. Once the first week has been selected, it shall be protected against exercise of seniority rights by other employees at any later date.

Section 17.4 Between February 1 and April 1, shift employees in the Power Plant may designate their choice for the balance of their vacation time and such choices shall be granted in order of seniority, subject to the needs of the Board to have qualified personnel available. Employees selection shall be protected against exercise of seniority rights by any other employees at any later date.

Section 17.5 After April 1, seniority shall not be a determining factor in selection of vacation time nor may it be used to displace other employees earlier selection.

Section 17.6 Employees who otherwise qualify shall be entitled to the following schedule of benefits:

- A. After completing one full year of employment, employee will receive five (5) days of vacation.
- B. After completing two full years of employment, employee, will receive ten (10) days of vacation.
- C. After completing seven years of employment, employee will receive fifteen (15) days of vacation.
- D. After completing seventeen full years of employment, employee will receive twenty (20) days of vacation.
- E. After completing twenty-four years of employment, employee will receive twenty-five (25) days of vacation.

Section 17.7 Employees hired on or before the 15th of the month will be given credit for the entire month toward vacation earned. If hired on the 16th of the month or later, vacation credit begins the first of the following month. An employee hired on or prior to January 15th will be considered to have worked the entire year for vacation purposes.

Section 17.8 Vacations earned during one employment year are paid the following employment year. To receive a vacation, an employee must be on the payroll as of his/her employment anniversary date. If a person leaves the employment of the Board of Public Works, he/she will be paid for any unused vacation earned the previous year but not taken.

If an employee leaves prior to his/her anniversary date, no vacation credit will be given for the year in which employment terminates; except, that an employee who retires in accordance with provisions of the MERS retirement plan, will be paid vacation pay prorated according to the number of months worked in the vacation year in which he/she retires.

Section 17.9 In case of illness or injury whereby an employee is not able to continue working, he/she will be carried on the payroll until their anniversary date for the purpose of qualifying for vacation benefits earned during the year, and after their anniversary date will be paid vacation pay prorated according to the number of months worked.

Section 17.10 Vacation time is not cumulative and will be forfeited if not taken by the employee's next employment anniversary date, except for carryover permitted by Section 17.11 or in other cases where scheduled vacations are delayed or postponed at the Board's request. No payment will be made for vacation not taken, except as provided in Section 17.12.

Section 17.11 Employees with two weeks' vacation or less will be allowed to "carry-over" one week to the next vacation year.

Section 17.12 Employees with three weeks' vacation or more will be allowed to request one week vacation pay per year.

Section 17.13 Shift personnel shall be allowed to take one (1) week's vacation (maximum 5 days) one day at a time, provided the employee requests the time off in writing at least one week in advance, and otherwise complies with the terms of this agreement.

ARTICLE 18

SICK LEAVE

Section 18.1 All regular employees having completed the probationary period shall be granted sick leave with pay at their regular rate subject to sick leave credit available to the employee.

Section 18.2 All regular employees shall be credited with sick leave at the rate of one-half day for each two week period for which employee is paid for a total of 13 days per year. Unused sick leave shall be cumulative to one-hundred three (103) days.

Section 18.3 Sick leave shall be granted to an employee only if he/she is unable to perform his/her duties due to reason of personal sickness or injury, or if because of exposure to contagious disease, his/her absence is directed by a physician or health officer. An employee who is injured on the job while performing his/her assigned duties and is entitled to benefits under the Workmen's Compensation Act may elect to use sick leave as provided under Injury Leave.

Section 18.4 Sick leave will not be paid to an employee for use in circumstances involving personal injury sustained by an employee in the course of supplemental employment by an employer other than the Board of Public Works. An employee's request for sick leave with pay may be denied where it is determined that the employee's absence was caused by a conviction of a violation or ordinance of law.

Section 18.5 An employee abusing or misusing sick leave privilege shall be subject to discipline by either or both the Board and the Union. Discipline for abuse or misuse of sick leave privilege may include dismissal.

Section 18.6 An employee shall inform his/her immediate supervisor of his/her inability to work as early as possible prior to his/her reporting time.

Section 18.7 An employee may be required to substantiate the use of sick leave by such reasonable means the Board may require and may include certification by a doctor attesting to the employee's absence due to personal illness or injury.

Section 18.8 In cases of absences for personal injury incurred during paid supplemental employment by an employer other than the Board and in other cases where a question exists as to the employee's fitness to perform assigned work, prior to returning to work, the Board may require the employee to furnish a doctor's statement regarding the employee's physical condition and his/her ability to perform duties as required, or may require the employee to undergo a medical examination.

Section 18.9 Sick leave credit earned while on paid sick leave will not be available for use during the current illness but will be counted toward the new accumulation of sick leave beginning one week after return to full time service.

Section 18.10 Sick leave credit will not accrue to an employee during non-work, non-pay periods.

Section 18.11 Authorized holidays occurring within a period of sick leave, for which an employee is normally not required to work and for which he/she normally receives holiday pay, will be charged to holiday pay and not to sick leave.

Section 18.12 If an employee is admitted to a hospital as a result of an injury or illness commencing prior to or during vacation leave, the employee may request sick leave in lieu of vacation pay.

Section 18.13 Annually accumulated unused sick leave in excess of 103 days will be paid at the rate of 50% of employee's straight time hourly rate. Payment for excess sick leave to be made in January for the preceding year.

Section 18.14 No payment will be made for accrued sick leave upon termination of employment with the Board.

Section 18.15 Medical Leave of Absence. When an employee goes out on an approved Medical Leave of Absence or has been transferred to a different job for medical reasons, his/her former position will be held for a sixty (60) day period. Management may fill the job on a temporary basis. If the employee has not returned to his/her former position by the end of the sixty (60) day period, the position will be posted for bid.

If the employee is able to return to his/her former position within eighteen (18) months, he/she will be eligible to do so providing he/she is capable of performing all of the required duties. If the employee returns to his/her former position, the individual filling the job will return to his/her former classification and rate of pay. Any other employee(s) displaced by this process will also return to their former classification with its current pay grade.

An employee who remains on Medical Leave of Absence in excess of eighteen (18) months will have to seek an open position for which he/she is qualified through the job bidding procedure.

ARTICLE 19

GROUP INSURANCE

Section 19.1 The group hospital-medical insurance plan known as Michigan Blue Cross/Blue Shield Variable Fee Plan (MVP) now in effect providing for ward coverage shall be continued for the life of this Agreement, subject to availability of said plan, with premium for the employee's coverage being paid by the Board for those dependents properly enrolled in the plan, excluding any special dependent riders.

Section 19.2 The terms of health insurance plan covering hospitalization and doctor charges while hospitalized shall continue, except that the Master Medical Rider shall be modified to Option II to provide for \$100 deductible for one person and \$200 deductible for two persons and family, and a Prescription Drug Program with \$2 co-pay as described in the PDP literature furnished with the plan by the carrier.

Section 19.3 The cost of the premium for the present health insurance plan, the revised Master Medical Rider, and the Prescription Drug Program with \$2 co-pay shall be paid in full by the employer for the duration of this Agreement.

Section 19.4 Extended payment of Blue Cross/Blue Shield: The Employer will continue to pay the premium for employees on non-pay status, i.e., after all sick leave, vacation time, personal leave days, etc., have been used until the time the Wage Continuation Insurance Plan becomes applicable; at which time, the employee may continue coverage by continuing to pay the full premium at the City's group rate. The foregoing is available to employees at such time as they accumulate four years of service. Note: This section is subject to the provisions of federal legislation (C.O.B.R.A.). The Employer will fully comply with such legislation and to the extent that this Section is inconsistent with federal law, that law will control.

Section 19.5 Employer reserves the right to change carrier provided any new carrier will provide benefits at least equal to benefit levels negotiated in this Agreement.

Section 19.6 Effective April 1, 1990, the cost of the premium for \$25,000 term life insurance with accidental death and dismemberment coverage will be paid by the employer. Details of eligibility are covered in the Master Agreement. Also included with this policy is a provision to provide eligible employees with a weekly sick and accident benefit up to 65% of gross weekly income (maximum \$200). This benefit to begin after 127 days of disability and for 34 weeks. Details available upon request.

Section 19.7 Each employee is responsible for keeping the Employer informed of the current number and status of dependents. Any lack of coverage or incorrect coverage which results from an employee's failure to comply with this Section will be the employee's responsibility. Any overpayments by the Employer will be reimbursed by the employee, including payroll deductions at the Employer's option.

Section 19.8 The group dental insurance plan of Blue Cross/Blue Shield known as the 75-50-50 plan with an \$800 maximum per person per year, will be purchased for all eligible employees and their eligible dependents as soon as possible, and not later than July 1, 1987. The maximum cost to be paid by the Employer for this insurance will be \$17.64 per-month for a family, \$10.65 per month for a two person family, and \$6.83 per month for a single employee. Should premiums exceed the amounts above, the Employer is hereby authorized to proceed with payroll deductions of the excess amount. The employer will also pay one-half of premium increases above premium levels in effect as of April 1, 1990. (Dental only.)

Section 19.9 Retirees. Consistent with the rules and regulations of the Michigan Employees' Retirement System and the Michigan Hospital Service, employees who are enrolled in the City's group health insurance and Master Medical Plan shall be allowed to maintain their enrollment in these programs and shall privately pay for the premiums under the City's group rate. Benefits and payment arrangements shall be continued for the beneficiary and/or dependents.

a. In addition, an employee who retires after April 1, 1988, at age 55 or older, (or who retires after April 1, 1988 on duty-related disability at an earlier age), but who has not yet attained age 65, will be eligible for Employer-paid health insurance, subject to the following:

b. The employer will pay for single coverage, up to \$49.91 per month, or double (couple) coverage, up to \$105.17 per month.

c. No payment will be made if the employee is able to obtain no cost coverage through other employment or through a spouse's employment. However, retired employees who are eligible to receive hospital, surgical and medical coverage from another employer-sponsored plan, may request reimbursement for any premium cost up to a maximum as stated above.

d. The coverage which is provided may be changed if the overall group plan is changed, and retirees will be subject to any such future changes in coverage, subject to negotiations between the Employer and the Union.

Section 19.10 Health Maintenance Organization. (HMO). The employer will cooperate in making an HMO available to employees, subject to the following:

a. The cost to the employer will not exceed the premiums that the employer pays for health insurance. Any excess will be charged to the employee by payroll deductions.

b. The employer's sole obligation is to pay premiums. The employer is not an insurer or health care provider or guarantor.

c. Each eligible employee may elect the HMO as an alternative to health insurance.

ARTICLE 20

PENSION

Section 20.1 Effective January 1, 1991, all employees covered by this Agreement are covered by the B-2 benefit plan as provided by the Municipal Employees Retirement System (MERS). In addition to this basic plan, a waiver of reduction in Retirement Benefits is in effect which allows early retirement at age 55 with 25 years of service. All costs are paid by employer. Details are available upon request.

Section 20.2 Effective July 1, 1975, the Board of Public Works assumed all costs of contribution to the employee's Pension Plan.

Section 20.3 In addition, the Plan was amended to provide early retirement at age 55 with unreduced benefits after 25 years of service.

ARTICLE 21

HOLIDAYS

Section 21.1 All regular full time employees shall be eligible to receive holiday pay under the following regulations: (a) The employee must work the scheduled hours of the employee's last scheduled work day before the holiday and his first scheduled day after the holiday, or have an approved paid leave of absence; (b) The following days will be considered holidays:

New Years Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Day before Christmas
Labor Day	Christmas Day

Section 21.2 An employee scheduled to work on a holiday who fails to report for and perform such work, without a reason acceptable to the Employer, shall not receive holiday pay. Employees who work on a holiday shall receive one and one-half their regular hourly rate for hours worked in addition to holiday pay.

Section 21.3 Employees eligible under these provisions shall receive eight hours pay for each of the holidays specified in the above paragraph computed at their regular straight time hourly rate, exclusive of overtime premium.

Section 21.4 If a holiday occurs during the week when an employee is on vacation for a full calendar week, holiday pay will be paid in addition to vacation pay.

Section 21.5 If a holiday occurs during an authorized paid sick leave which commenced prior to the holiday, holiday leave will be charged to the holiday and not to sick leave.

ARTICLE 22

BEREAVEMENT LEAVE

Section 22.1 In the event of a death in the employee's immediate family, bereavement leave not chargeable to the employee's accrued sick leave but chargeable to a special bereavement leave account will be allowed according to the following schedule:

Section 22.2 Bereavement leave not to exceed three days due to death of spouse, son, daughter, father, mother, sister, brother, son-in-law, daughter-in-law, of employee or spouse.

Section 22.3 Bereavement leave of one day to be allowed to attend funeral of aunt, uncle, grandparent or grandchild of employee or spouse.

Section 22.4 Up to two additional days bereavement leave will be allowed if the funeral or burial requires travel to the extent that the employee is not able to report for work at his/her next regularly-scheduled shift following the day of the funeral or burial.

ARTICLE 23

JURY DUTY

Section 23.1 During the period when an employee is performing required jury duty service during hours when they would otherwise be regularly scheduled to work, the Board will pay the difference between the fees for jury duty and pay at the employee's straight time rate for the hours they would have worked on their regularly scheduled shifts, during the period of jury duty, provided the employee gives their Department Head prompt notice of the call to jury duty, and thereafter provides to the Board evidence of performance of jury service and of the payment received for it.

Section 23.2 Under the same conditions the Board will provide time off without loss in pay when an employee is subpoenaed as a witness to appear in courts in Allegan, Ottawa County, or U.S. Federal District Court for Western Michigan. Amount to be allowed to be less any witness fees paid to employee.

ARTICLE 24

MILITARY LEAVE

Section 24.1 Any regular employee who, while employed by the Board of Public Works, enters or has entered into active service in the United States Armed Forces, and who receives an honorable discharge and is still qualified to perform the duties of his/her former position and makes application for reinstatement within ninety (90) days after his/her discharge, shall be reinstated to his/her former position if still exists, consistent with this seniority.

Section 24.2 In the event employees who are members of the National Guard or Reserves are ordered to participate in activities which result in lost time, such employees will be paid the difference between the amount paid by the Government and their regular weekly pay. Regardless of time spent in such activities, the Board shall make up such pay only for the first ten (10) working days in each year that the employee is engaged in such activities.

ARTICLE 25

UNPAID LEAVES OF ABSENCE

Upon written application by the employee to the Department Superintendent, unpaid leaves of absence may be granted in case of illness or other justifiable causes (including terminal illness of a spouse or child) for a period not to exceed twenty-four(24) months. Seniority shall not accumulate during such leaves. Vacation and Personal Leave Days must be used up before an employee will be eligible for an unpaid leave.

ARTICLE 26

NO STRIKE - NO LOCKOUT

Section 26.1 During the term of this Agreement, the Board agrees there will be no lockout, and the Union agrees on behalf of itself and the employees represented by it, that there will be no concerted absence from work, cessation, or interruption of work, slowdown, strike, boycott, or any type of organized or concerted interferences, express or implied, direct or indirect, with the Board's business or abstinence from the full, faithful and proper performance of their duties. The Union further agrees that should any such acts be committed by any employee or employees, it will openly and publicly denounce and discourage such acts.

Section 26.2 It is mutually understood and agreed that the Board shall have the right to take disciplinary action, including discharge, against any employee who may engage in any of the conduct described in the above paragraph.

ARTICLE 27

PERSONAL LEAVE

Section 27.1 Employees shall be eligible for four (4) days (32 hours) of personal leave each year. These hours to be credited to each person's vacation account on their employment anniversary date. New employees are allowed to take up to two (2) days of borrowed personal leave after six (6) months of service. Prorated hours for the first partial year will be added on at the employment anniversary date.

Section 27.2 These leave days may be taken when arrangements have been completed with the employee's supervisor at least one week in advance. The leave day may not be broken up into segments smaller than a full work day. Granting of such leave is subject to availability of other qualified personnel to handle with work responsibilities of the employee.

Section 27.3 An eligible employee of the bargaining unit who is absent from service due to an unpaid leave, or who for any reason terminates or is separated from the Board of Public Works shall receive personal leave pay on a prorated basis for all time worked.

ARTICLE 28

BULLETIN BOARDS

The Board will furnish bulletin boards, to be used by the employees and the Union, to post notices of Union meetings, Union Elections and recreational and social activities.

ARTICLE 29

EDUCATIONAL ASSISTANCE

Section 29.1 The Holland Board of Public Works is dedicated toward education development of all types. Employee financial and other assistance which falls into one of these three categories will be reimbursed as provided below:

Section 29.2 Category A - Educational programs, seminars, course, etc., which are mandatory for the employee to attend and attendance is directed by the Employer. Employees will receive full pay while attending and the Board will pay the full expenses, including transportation and related required expenses.

Section 29.3 Category B - Educational offerings which are employee-requested and are directly related to the employee's present job duties. Upon receipt of a satisfactory completed grade, the employee will be reimbursed for 100% of the tuition costs (no expenses). Maximum reimbursement is \$400 per year. Advance approval is required.

Section 29.4 Category C - Educational offerings which are employee-requested but not directly related to the employee's present job duties, but related to other jobs within the employee's promotional job group or department. Upon receiving a satisfactory completion grade, the employee will be reimbursed for 50% of the tuition costs (no expenses). Maximum reimbursement is \$400 per year. Advance approval is required.

ARTICLE 30

LONGEVITY

SECTION 30.1 All regular employees employed permanently and continuously by the Board who have reached their anniversary day prior to December 31 of that year and are employed on December 31 shall be paid longevity as set forth in the following schedule:

5 years through 9 years - 2% of first \$10,000 annual wage
10 years through 14 years - 4% of first \$10,000 annual wage
15 years through 19 years - 6% of first \$10,000 annual wage
20 years or more - 8% of first \$10,000 annual wage

Section 30.2 Employees who terminate employment for retirement prior to December 31 shall be paid a portion of their longevity based on the number of months worked in the calendar year. Employees who terminate for any reason other than retirement will not be eligible for longevity in the calendar year in which they terminate.

ARTICLE 31

UNIFORMS

Section 31.1 If the Board requires an employee to wear uniforms or other protective apparel or equipment, such uniforms or apparel will be provided at no cost to the employee. An employee who fails to wear such uniform apparel or equipment will be subject to progressive discipline, by the employee's chain of command, with the degree of discipline, to commensurate with the seriousness and repetitiveness of the offense. The present uniform allowance will be increased for calendar year 1987 only, to provide cold weather clothing and extra uniforms as needed. The Union and the Board will draw up a list of classifications that have such needs.

ARTICLE 32

COMPENSATION

Section 32.1 Effective on April 1, 1990, The "C" schedule (Schedule B), will be implemented. The G-S and G-T scale will cover those employees "grandfathered" under the new Schedule "C".

Section 32.2 Effective on April 1, 1991, the general increase will be equal to the percentage increase in the CPI-U for the preceding calendar year. In addition to the CPI adjustment, there will be a 1% increase to the "C" scale.

Section 32.3 Effective April 1, 1992, the general increase will be equal to the percentage increase in the CPI-U for the preceding calendar year. In addition to the CPI adjustment, there will be a 1% increase to the "C" scale.

ARTICLE 33

RESPONSE TIME

Section 33.1 Response time - the supply of electric power, water and wastewater services to the customer is of primary concern to the Holland Board of Public Works. To insure such service at special times it is imperative to have qualified employees available.

Section 33.2 Accordingly, as a condition of employment, the following employees, or groups of employees will be required to live within twenty (20) minutes normal driving time of their reporting station. (Note: This provision will not apply to employees hired prior to July 1, 1977).

Power Plant Maintenance Personnel
Line Crew Personnel
Water Treatment Plant Maintenance Personnel
Water Service Personnel
Wastewater Service Personnel
Waste Treatment Plant Maintenance Personnel
Engineering Personnel

ARTICLE 34

EFFECT OF LEGISLATION

If any law now existing or hereafter enacted, or any proclamation, regulation or edict of any state or national agency shall invalidate any portion of this Agreement, the entire agreement shall not be invalidated, and either party hereto upon notice to other may re-open for negotiations the invalidated portion and, if any Agreement hereon cannot be reached within thirty (30) days, either party may submit the matter to mediation.

ARTICLE 35

MISCELLANEOUS

Section 35.1 Safety Clause - The Board and the Union agree to all applicable safety laws and regulations. If MIOSHA requires certain safety equipment, the Board will meet such obligations at no cost to employees. Employees who fail to comply with safety rules and procedures will be subject to discipline.

Section 35.2 A committee shall be established consisting of one Union representative designated by the Union from each department and Management representatives designated by the General Manager to participate on a mutually-agreeable basis in a Safety Committee to consider safety matters to be submitted for consideration of the General Manager. Meetings to be held monthly with written reports of meetings to be posted on all department bulletin boards.

Section 35.3 New Job Classification - In the event that the Board establishes a new job classification, or changes an existing classification so substantially that the Board decides to also change the wage rate, then the Board shall have the right to establish and implement a wage rate for the new or changed classification. The new wage rate shall not be subject to negotiations with the Union until contract expiration; However, implementation of the new rate shall be subject to the following:

- a. In no event will any new rate fall below the C- 1 rate.
- b. If the new wage rate for a changed classification is lower than the old rate, then an employee who occupies the classification at the time that the new rate is implemented will not be reduced in pay, will be red-circled at the previous rate, and will receive normal contractual wage increases. This special status will continue until the employee leaves the classification, or this contract expires, whichever occurs first. However, all employees who are hired, promoted or transferred into the classification after the new wage rate has been implemented will be paid at the new rate.

Section 35.4 Evaluations - The employer will adopt a formal procedure for evaluation of employees, according to the following as Schedule E:

- a. Evaluations will occur annually or when an employee is scheduled for consideration for merit wage rate increase.
- b. The evaluation procedure will incorporate a form which will contain all of the provisions of the form which is attached hereto as Schedule E. Other provisions may be added by the Employer.
- c. Copies of evaluations will be kept in each employee's personnel file.

Section 35.5 Equal Employment Opportunity - The Employer and the Union agree to comply with all applicable Equal Opportunity laws.

An employee who has a civil rights claim pending will not have recourse to the arbitration provision of this Agreement.

Memorandum of Understanding

During the 1990 negotiations, the parties agreed to establish a joint Union/Management committee to evaluate and design a licensing incentive program for the BPW. This committee should be established no later than twelve (12) months prior to the contract expiration and will consist of two (2) representatives of the Union and two (2) representatives of Management. This committee will then present its findings in writing to both parties of this labor contract.

Note: If professional assistance is desired, it may be used on a cost sharing basis. The parties agreed during negotiations that this program will be funded up to \$500 per eligible employee and up to \$10,000 for the overall program per Joint Study Committee recommendations.

ARTICLE 36

TERM OF AGREEMENT

This agreement shall be effective April 1, 1990, and shall remain in full force and effect from said date until 12:01 a.m., April 1, 1993.

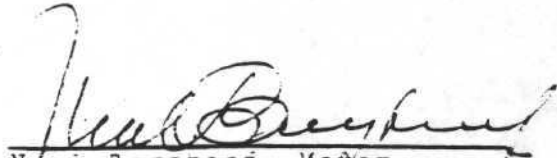
FOR THE UNION

FOR THE CITY OF HOLLAND

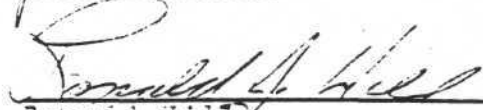
Local 586, Affiliated
with the Service
Employees International
Union (AFL-CIO)



James Shelton



Neal Bergnoer, Mayor




Ronald Hill



Jerry Van Slooten, Acting
City Clerk

Approved as to Form:

 9/17/90

Andrew J. Mulder
Holland City Attorney

SCHEDULE A

Departments

Power Plant
Electric Distribution
Water Treatment Plant
Water Services
Wastewater Treatment Plant
Waste Services
Central Maintenance

Classification:

Power Plant

Utilityperson I	C- 1
Plant Cleaner	C- 2
Utilityperson II	C- 3
Greaser and Oiler	C- 5
Power Plant Mechanic "C"	C- 6
Coal & Ash Lead	C- 6
Power Plant Mechanic "B"	C- 8
Power Plant Mechanic "A"	C- 9
Auxiliary Operator	C- 8
Plant Operator	C- 9
Power Plant Elec. "B"	C- 8
Power Plant Elec. "A"	C- 9
Lead Opertor	C-10
Coal & Ash Handler	C- 5
Truck Driver - C&A Handl.	C- 6
Instrumentation Tech.	C- 9

Electric Distribution

Utilityperson I	C- 1
Utilityperson II	C- 3
Groundman/Equipment Opr.	C- 5
Equipment Operator II	C- 6
Lineman "B"	C- 8
Lineman "A"	C- 9
Distribution Tech I (formerly Meterman I)	C- 6
Distribution Tech II (formerly Meterman II)	C- 8
Meterman II	C- 8
Lead Lineman	C-10
Chief Meterman	C-10
Draftsman	C- 5
Engineering Field Tech.	C- 7
Utility Engineering Aide	C- 9
Meter Reader	C- 4
Lead Meter Reader	C- 5
Storekeeper	C- 4
Systems Opr. Tech.	C- 9

Water Treatment Plant

Utility person I	C- 1
Utility person II	C- 3
Water Flt. Mtce. I	C- 4
Water Flt. Mtce. II	C- 5
Lead Flt. Mtce.	C- 6
Filter Plant Operator	C- 7

Water Services

Utilityperson I	C- 1
Utilityperson II	C- 3
Draftsman	C- 5
Service & Mtce. I	C- 4
Service & Mtce. II	C- 5
Lead Service & Mtce.	C- 6

Wastewater Treatment Plant

Utility person I	C- 1
Utility person II	C- 3
Waste Treatment Mtce. I	C- 4
Waste Treatment Mtce. II	C- 6
Lead Waste Treatment Mtce.	C- 7
Waste Trt. Elec. Tech.	C- 8
Filter Press Operator	C- 6
Pollution Control Tech.	C- 6
Waste Trt. Plt. Operator	C- 7
Waste Trt. Lab. Tech	C- 5
Waste Trt. Lab. Analyst	C- 7

Waste Services

Utility person I	C- 1
Utility person II	C- 3
Service & Maintenance I	C- 4
Service & Maintenance II	C- 5
Lead Service & Mtce.	C- 6
Engineering Field Tech.	C- 6

Central Maintenance

Building & Grounds Mtce.	C- 3
--------------------------	------

SCHEDULE B

HOLLAND BOARD OF PUBLIC WORKS

"C" SCALE

Effective April 1, 1990

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
C- 1	\$ 7.82	\$ 8.21	\$ 8.62	\$ 9.05	\$ 9.50
C- 2	8.28	8.70	9.13	9.59	10.07
C- 3	8.78	9.22	9.68	10.17	10.67
C- 4	9.31	9.77	10.26	10.78	11.31
C- 5	9.87	10.36	10.88	11.42	11.99
C- 6	10.46	10.98	11.53	12.11	12.71
C- 7	11.09	11.64	12.22	12.83	13.48
C- 8	11.75	12.34	12.96	13.60	14.28
C- 9	12.46	13.08	13.73	14.42	15.14
C-10	13.20	13.86	14.56	15.29	16.05

SCHEDULE C

G-T Scale

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
C- 1	\$ 8.29	\$ 8.69	\$ 9.09	\$ 9.54	\$10.00
C- 2	8.66	9.07	9.50	10.00	10.46
C- 3	9.05	9.49	9.96	10.44	10.92
C- 4	9.48	9.94	10.41	10.90	11.45
C- 5	9.92	10.39	10.89	11.42	11.98
C- 6	10.37	10.87	11.41	11.97	12.54
C- 7	10.86	11.35	11.92	12.48	13.13
C- 8	11.34	11.91	12.47	13.11	13.72
C- 9	11.90	12.46	13.08	13.70	14.34
C-10	12.45	13.05	13.69	14.31	15.03

SCHEDULE D

BOARD OF PUBLIC WORKS
PROMOTIONAL JOB GROUPS

Power Plant

- #1 Utility II to Auxiliary Operator to Plant Operator to Lead Operator.
 - #2 Power Plant Electrician B to Electrician A
 - #3 Power Plant Mechanic C to Mechanic B to Mechanic A
 - #4 Coal and Ash Handler to Coal and Ash Handler Lead
-

Water Treatment Plant

- #1 Water Filtration Maintenance I to Water Filtration Maintenance II to Water Filtration Maintenance Lead
 - #2 Utilityperson I to Utilityperson II
-

Water Services

- #1 Service & Maintenance I to Service & Maintenance II to Service & Maintenance Lead
 - #2 Draftsman I to Draftsman II
 - #3 Utilityperson I to Utilityperson II
-

Electric Distribution

- #1 Equipment Operator/Groundman to Lineman B to Lineman A to Lead Lineman
 - #2 Meterman I to Meterman II to Chief Meterman
 - #3 Draftsman
 - #4 Meter Reader I to Lead Meter Reader
-

Wastewater Treatment Plant

- #1 Utilityperson I to Utilityperson II
 - #2 Waste Treatment Maintenance I to Waste Treatment Maintenance II to Waste Treatment Maintenance III
 - #3 Laboratory Technician to Laboratory Analyst
 - #4 Reactor Mechanic I to Reactor Mechanic II
-

Waste Services

- #1 Utilityperson I to Utilityperson II
 - #2 Service & Maintenance I to Service & Maintenance II to Service and Maintenance Lead
-

Future changes in operations, classifications, job duties, training methods, etc., may result in changes in Job Groups.

SCHEDULE E

G-S Pay Scale

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
C- 1	\$ 8.55	\$ 8.97	\$ 9.34	\$ 9.83	\$10.26
C- 2	8.96	9.33	9.79	10.25	10.82
C- 3	9.32	9.77	10.25	10.74	11.29
C- 4	9.76	10.22	10.69	11.28	11.83
C- 5	10.18	10.67	11.25	11.76	12.34
C- 6	10.66	11.18	11.74	12.32	12.92
C- 7	11.14	11.73	12.29	12.91	13.47
C- 8	11.67	12.26	12.89	13.45	14.13
C- 9	12.25	12.86	13.43	14.11	14.79
C-10	12.81	13.42	14.09	14.73	15.50

EMPLOYEE PROGRESS REPORT

EMPLOYEE _____

JOB CLASSIFICATION _____

THIS REPORT IS MADE OUT FOR (CHECK ONE): () 90 DAYS
 () 6 MONTHS () ANNUAL

This rating sheet provides a practical method through which the ability of the individual can be judged with a reasonable degree of accuracy and uniformity. Indicate your opinion of this employee by placing an "x" in the block by the phrase which seems to fit the person best.

1. Use your own independent judgement.
2. Disregard your general impression of the person and concentrate on one factor at a time.
3. When rating an employee, call to mind instances that are typical of his work and way of acting.
4. Make your rating with the utmost care and thought. Be sure that it represents a fair and square opinion. DO NOT ALLOW PERSONAL FEELINGS TO GOVERN YOUR RATING.

I. ATTENDANCE1. Punctuality

- a. () Always on time
- b. () Occasionally late
- c. () Requires occasional reminding
- d. () Often tardy-job apparently of secondary importance

2. Dependability

- a. () Perfect record since last rating
- b. () Rarely absent
- c. () Frequently absent-but for cause
- d. () Unsatisfactory-work suffers

II. PERSONAL QUALIFICATIONS1. Appearance

- a. () Neat and in good taste
- b. () Sometimes careless about appearance
- c. () Untidy and unsuitable

2. Personality and Tact

- a. () Exceptionally pleasing-a decided asset
- b. () Tactful and considerate of others
- c. () Attains goals but occasionally untactful and inconsiderate
- d. () Arouses antagonism

III. CAPACITY1. Ability to Learn

- a. () Grasps instructions readily
- b. () Average ability to learn new things
- c. () Somewhat slow in learning
- d. () Limited in learning new abilities

2. Initiative

- a. () Always finds extra work to do
- b. () Pushes work through on own initiative
- c. () Needs normal supervision
- d. () Needs considerable supervision

3. Judgement

- a. () Outstanding ability to reach sound and logical conclusions
- b. () Action generally based on good reasoning
- c. () Average judgement
- d. () Usually makes decisions without considering alternatives
- e. () Conclusions often faulty

EMPLOYMENT PROGRESS REPORT

IV. ATTITUDE TOWARD JOB

1. Interest

- a. () Shows enthusiasm, and interest in work
- b. () Shows interest; enthusiasm is not sustained
- c. () Passive acceptance of job
- d. () Shows little or no interest

2. Cooperation

- a. () Promotes cooperation and good will
- b. () Moderately successful in cooperating with others
- c. () Cooperates reluctantly
- d. () Often breeds trouble

3. Responsibility

- a. () Seeks additional responsibility
- b. () Accepts additional responsibility
- c. () Reluctant to accept additional responsibilities
- d. () Does not accept responsibility

V. JOB PERFORMANCE

1. Accuracy

- a. () Rarely makes mistakes
- b. () Above average
- c. () Average
- d. () Below average
- e. () Highly inaccurate

2. Quality

- a. () Takes pride in quality of work; has "sense" of quality
- b. () Usually turns out quality work
- c. () Apparently lacks "sense" of quality
- d. () Too often sacrifices quality for quantity
- e. () Majority of work must be done over

3. Quantity

- a. () Consistently turns out more than average
- b. () Finishes allotted amount
- c. () Does just enough to get by
- d. () Amount of work done is inadequate

What do you consider employee's strongest points? _____

What do you consider employee's weakest points? _____

Comments by Reviewer: _____

Reviewer Signature: _____ Date _____

Comments by Employee: _____

Employee Signature _____ Date _____