

6/30/94

7488

AGREEMENT

THIS AGREEMENT is made as of the 1st of July, 1992, by the CITY OF HUDSONVILLE (hereinafter "City") and LOCAL 586, SERVICE EMPLOYEES INTERNATIONAL UNION (hereinafter "Union").

The general purpose of this Agreement is to set forth the wages and hours and working conditions which shall prevail for the duration of this Agreement and to promote orderly and peaceful labor relations for the mutual interest of the City, and employees and the Union.

It is agreed:

ARTICLE I  
RECOGNITION

Section 1. The City recognizes the Union as the sole and exclusive bargaining agent for a unit of employees employed by the City described as:

All full-time and regular clerical employees (including Police Clerk and one (1) permanent part-time Clerk/Typist [25+ hours/week]), DPW employees, and Assistant Librarians; excluding executives, police officers, the DPW Supervisor, the Assistant City Manager, all seasonal and non-regular part-time employees, part-time crossing guards, custodial employees and all others.

The term "employee" or "employees" when used in this Agreement refers to members of the above bargaining unit.

ARTICLE II  
MANAGEMENT RIGHTS

Section 1. The City retains and shall have the sole and exclusive right to manage and operate all of its operations and activities. Among the rights of management, included only by way of illustration and not by way of limitation, is the right to

*Hudsonville City*

determine all matters pertaining to the services and programs to be furnished and the methods, procedures, means, equipment and machines required to provide such service or program; to determine the nature and number of facilities and departments to be operated and their location; to establish classifications of work and the number of personnel required; to direct and control operations; to discontinue, combine or reorganize any part or all of its operations; to maintain order and efficiency; to continue and maintain its operations; to study and use improved methods and equipment and outside assistance; and in all respects to carry out the ordinary and customary functions of management. All such rights are vested exclusively in the City and shall not be subject to the grievance procedure established in this Agreement.

Section 2. The City shall also have the right to hire, promote, assign, transfer, suspend, discipline, discharge for just cause, and layoff and recall personnel; to make reasonable rules and regulations relating to personnel policies, procedures and working conditions; to establish work rules and to fix and determine penalties for violations of such rules; to make judgments as to ability and skill; to determine work loads; to establish and change work schedules; to provide and assign relief personnel; provided, however, that these rights shall not be exercised in violation of any specific provision of this Agreement, and as such, they shall be subject to the grievance procedure to the extent provided herein.

ARTICLE III  
UNION REPRESENTATION

Section 1. Employees shall be represented for purposes of the grievance procedure by a Steward, and by a Bargaining Committee of not more than three (3) persons. The Steward and the Bargaining Committee shall be selected by the Union and the names of each submitted to the City. Meetings with the City will normally be scheduled during off-duty hours; however, the Steward and Bargaining Committee shall be paid for attending meetings during working hours, if mutually scheduled by both parties.

Section 2. An employee or group of employees may process his or their own grievance, provided that the Union may have a representative present at any such discussion and provided that no adjustment of any such grievance shall be inconsistent with the terms of this Agreement.

Section 3. A duly authorized non-employee representative of the Union will be permitted to participate in discussions with the City Manager or his/her designee or the City's Personnel Committee with respect to employee relations matters, provided it is not detrimental to the management or operation of the City's function.

Section 4. A Steward or a Committeeman who has an individual grievance which involves his employment by the City may ask for the assistance of a member of the Bargaining Committee in adjusting the grievance in the manner provided in the grievance procedure.

ARTICLE IV  
HOURS OF WORK AND OVERTIME

Section 1. The normal workweek for full-time employees shall be eight (8) hours per day, five (5) days per week. Each employee's work schedule reflecting such workday and workweek shall be as established from time to time by the City, and each employee will conform to his work schedule as so established. The employee shall not alter such work schedules except with prior agreement with the City.

Section 2. Two (2) paid rest periods or coffee break periods of fifteen (15) minutes shall be provided during the course of a full workday. The permanent part-time employee shall be provided one (1) 15-minute paid rest period for every four (4) continuous hours worked during the day.

Section 3. Employees who are required by the City to work more than forty (40) hours per week shall be paid overtime at the rate of time and one-half for all hours actually worked in excess of forty (40) hours per week.

a. Departmental overtime is construed to be warranted only for necessary completion of required assignments, according to department policy and procedures, which assignments cannot be reasonably completed during the regular shift. It is the intent that all overtime will be carefully scrutinized by management.

Section 4. Overtime at the rate of time and one-half shall be paid for any hours actually worked by full-time employees on a

designated holiday, regardless of the number of hours otherwise worked in that workweek. DPW employees shall be paid double time for work performed on a Sunday.

Section 5. The City will make an effort to equalize the assignment of overtime work among those full-time employees in the classification able to do the work required to the extent such equalization is reasonably possible.

ARTICLE V  
HOLIDAYS AND PERSONAL DAYS

Section 1. The following are designated holidays:

|                               |   |
|-------------------------------|---|
| New Year's Day<br>(January 1) | Thanksgiving Day                            |
| Memorial Day                  | Day After Thanksgiving                      |
| Independence Day<br>(July 4)  | Christmas Eve                               |
| Labor Day                     | (1/2 holiday-December 24)                   |
|                               | Christmas Day<br>(December 25)              |
|                               | New Year's Eve<br>(1/2 holiday-December 31) |

Section 2. Full-time employees shall be paid eight (8) hours pay for each designated holiday in addition to their pay for hours worked during that week.

Section 3. In certain instances, departmental operations may require that an employee work on a holiday, as determined by the department head. In such cases, full-time employees will be entitled to overtime pay for hours worked on such holiday, in addition to their regular holiday pay.

Section 4. When one of the foregoing holidays falls on a Saturday, Friday shall be considered as the designated holiday. When it falls on a Sunday, Monday shall be considered as the designated holiday.

Section 5. To be eligible for holiday pay, a full-time employee must work his full schedule on the workdays immediately preceding and following the designated holiday.

Section 6. Full-time employees shall be entitled to take four and one-half (4-1/2) paid personal days each year. Beginning January 1, 1990, full-time employees shall be entitled to take five (5) paid personal days each year. Arrangements to take such days shall be made with the City Manager or his/her designee sufficiently in advance so as not to disrupt City operations.

ARTICLE VI  
VACATIONS

Section 1. Full-time employees shall be entitled to vacation with pay in accordance with their total length of service with the City as follows:

|                     |                     |
|---------------------|---------------------|
| 1 year of service   | 1 week of vacation  |
| 2 years of service  | 2 weeks of vacation |
| 6 years of service  | 11 days of vacation |
| 7 years of service  | 12 days of vacation |
| 9 years of service  | 14 days of vacation |
| 10 years of service | 3 weeks of vacation |
| 11 years of service | 16 days of vacation |
| 12 years of service | 17 days of vacation |
| 14 years of service | 19 days of vacation |
| 15 years of service | 4 weeks of vacation |

Effective July 1, 1990, the following vacations levels are added to the above schedule:

|                     |                     |
|---------------------|---------------------|
| 8 years of service  | 13 days of vacation |
| 13 years of service | 18 days of vacation |

Section 2. A week of vacation shall be forty (40) hours of pay.

Section 3. Vacation checks will be issued when the vacation is taken, and the employee's rate of pay for vacation purposes will be his rate at that time.

Section 4. Employees are required to take their vacations each year. All eligible employees must arrange for their vacation period in advance of the vacation date. Requests received by January 31 for vacations after that date will be scheduled by February 15 and, in case of conflict, will be scheduled in accordance with seniority. Requests for available vacation dates which are received after February 15 will be answered within two working days of receipt of the request. All vacation authorization must be given by the City Manager or his/her designee.

Section 5. Full-time employees who are drafted into military service shall be eligible to receive the full vacations to which they are otherwise entitled in the year in which they enter military service and also in the year they return to active full-time employment with the City, provided, however, that no such employee shall receive more than one (1) full paid vacation in any calendar year.

Section 6. If an employee retires, quits, is discharged or dies without having used all of the vacation he had earned on his last anniversary date of employment, the amount of such earned but unused vacation pay shall be paid to him or his personal representative.

ARTICLE VII  
SENIORITY

Section 1. Clerical employees will be on probation for ninety (90) calendar days after the first date of employment; DPW employees for the first six (6) months of employment if hired during the period August to December, and nine (9) months if hired during the period January to July. During that time, they may be laid off or terminated by the City without recourse to the grievance procedure. Thereafter they shall acquire seniority and their names put on the seniority list.

Section 2. Seniority shall be (a) City wide and (b) by job classification. City-wide seniority shall be the employee's total length of continuous service with the City. Job classification seniority shall begin when the employee begins working in the classification and continue until his employment terminates or he is transferred or promoted to another job classification.

Section 3. After execution of this Agreement, a seniority list showing the seniority of each employee in his classification shall be given to the Union. Thereafter, the Union shall be notified promptly of any change in the seniority list.

Section 4. If two or more employees have the same seniority in a job classification, they will be ranked on the seniority list alphabetically by last name.

ARTICLE VIII  
LAYOFF AND RECALL

Section 1. When the City determines that it is necessary to lay employees off from a classification, probationary employees



in the classification involved shall be laid off first. Thereafter, employees with the least amount of seniority in the classification shall be laid off.

Section 2. In recalling employees to a classification, laid off employees with the greatest seniority in that classification shall be the first to be recalled.

Section 3. Employees who are on layoff on the vacation eligibility date and who are otherwise eligible for vacation pay will be paid vacation pay prorated on the basis of time worked.

ARTICLE IX  
SICK LEAVE

Section 1. Full-time employees shall accumulate sick leave at the rate of .83 days for each month worked, up to a maximum of ten (10) days per year. An employee who is off on paid sick leave shall be considered as having worked and shall be credited for such days for purposes of determining his accumulated sick leave.

Section 2. By December 31 of each year in which an employee has accumulated forty-five (45) days of sick leave, he may elect to either (a) add any days accumulated during the course of that year in excess of forty-five (45) to his accumulated sick leave bank or (b) not accumulate such days and be paid for them at one third (1/3) of his current rate of pay.

Section 3. Any employee who has accumulated ninety (90) days of sick leave shall each year be paid two thirds (2/3) of his current rate of pay for each day of sick leave he accumulates in excess of ninety (90) days.

Section 4. Upon the retirement or death of an employee then actively employed by the City, he (or his designated representative) shall be paid for all accumulated sick leave at the rate of two thirds (2/3) of his rate of pay at that time.

Section 5. Sick leave shall be used when the employee is unable to work because of sickness or injury. A day of accumulated sick leave will be cancelled for each day of such paid absence. In the event the required absence is the result of an injury compensable under the worker's compensation system, any worker's compensation benefit for which the employee is eligible will be applied against the sick leave.

Section 6. Sick leave days are not personal leave days. Such days may not be used in cases of absence occasioned by the illness of a member of the employee's family except that sick leave may be used if required to take a spouse or member of his immediate family to the Hospital. A doctor's statement substantiating the need for absence may be required by the City in cases where the City has reason to believe that sick leave is being abused.

Section 7. Abuse of sick leave shall be grounds for disciplinary action.

ARTICLE X  
FUNERAL LEAVE

Section 1. A full-time employee will be granted up to three (3) days of paid leave on the occasion of the death of any member of his immediate family (spouse, parent or dependent child) or any other relative who lives in the employee's household and up

to two (2) days paid leave in the case of the death of his brother, sister or non-dependent child. The employee will be granted one (1) day of paid funeral leave in order to attend the funeral of a grandparent or grandchild.

Section 2. Additional days of paid absence charged to accumulated sick leave which are required in order to attend funerals may be granted by the City Manager or his/her designee.

ARTICLE XI  
JURY DUTY LEAVE

Section 1. Employees who are summoned by the Court to serve as jurors shall be given a leave of absence for the period of their jury duty. For each day an employee serves as a juror when he otherwise would have worked, he shall receive his regular salary. The employee shall turn over to the City all juror fees that he receives from the Court other than mileage. In order to receive jury duty pay, an employee must (1) give the City advance notice of the time that he is to report for jury duty, (2) give satisfactory evidence that he served as a juror at the summons of the Court on the day he claims such pay, and (3) return to work promptly if, after he is summoned by the Court, he is excused from jury service.

ARTICLE XII  
MILITARY LEAVE

Section 1. Leaves of absence for military purposes will be granted in accordance with applicable law.

ARTICLE XIII  
UNION LEAVE

Section 1. An employee who is elected or appointed to a full-time office in the Union, the fulfillment of the duties of which requires a leave of absence, shall be granted a leave of absence without pay for up to two (2) years.

Section 2. One member of the Union who is elected to attend a Union convention shall be granted leave without pay for up to one (1) week in order to attend such convention.

Section 3. Requests for any such leave shall be submitted in writing to the City Manager or his/her designee at least two (2) weeks before the leave is to begin and shall state the purpose for which it is requested.

ARTICLE XIV  
OTHER LEAVES OF ABSENCE

Section 1. Personal Leave. Employees may be granted up to six (6) months personal leave of absence without pay upon approval of the City Manager or his/her designee at his discretion. Requests for personal leave shall be in writing, signed by the employee, and given to the City Manager or his/her designee. Such request shall state the reason for such leave. Approval shall be in writing by the City Manager or his/her designee. An employee shall not take such a leave of absence for the purpose of obtaining other employment, and such an employee who takes such employment shall be considered as a voluntary quit unless such other employment is agreed to by the City Manager or his/her designee.

Section 2.      Extended Sick Leave.      Extended sick leave without pay shall be granted automatically upon application from the employee for illness or injury subject to the City's right to require medical proof of disability. An employee may be on sick leave for a period of not more than twenty-four (24) months. The City may request as a condition of continuance of any extended sick leave proof of continuing disability. In situations where the employee's physical or mental condition reasonably raises a question as to the employee's capability to perform his job, the City may require a medical examination by a physician of its choice and at its cost, and if just cause is found, require the employee to take an extended sick leave of absence.

ARTICLE XV  
HOSPITALIZATION, DENTAL, DISABILITY  
AND LIFE INSURANCE

Section 1.      Existing hospitalization, dental, disability and life insurance for full-time employees and their eligible dependents shall be continued, at City expense, with the City paying the cost thereof. It is understood, however, that this does not commit the City to the principle of paying the full cost of such insurance after the expiration date of this Agreement. The City retains the right to change insurance carriers so long as the overall level of benefits is not significantly reduced as a result. The terms and conditions of the master policies shall control.

Section 2.      The City will pay up to \$50.00 annually toward the cost of prescription eyeglasses (not including an eye

examination) for any employee who purchases OSHA-approved safety glasses.

Section 3. The carrier for the existing hospitalization shall be the AFL-CIO Three-Star Program, for dental the carrier shall be Delta, and for life insurance the carrier shall be AFL-CIO Three-Star Program and Mutual with a combined benefit of \$20,000 per unit member. The City may change carriers, provided the benefits meet or exceed those of the current policies.

ARTICLE XVI  
RETIREMENT

Section 1. Effective July 1, 1992, the City shall provide the B-1 Plan of the Michigan Employee Retirement System, in accordance with the terms and provisions of that Plan.

Section 2. Effective July 1, 1992, the City will pay the full cost of the plan, without employee contribution, for eligible employees.

ARTICLE XVII  
GRIEVANCE PROCEDURE

Section 1. A grievance shall be defined as an alleged violation of the meaning, interpretation or application of a specific Article or Section of this Agreement.

Section 2. If any grievance arises, there shall be no stoppage or suspension of work because of such grievance.

Section 3. Step 1. Any grievance or complaint shall be discussed with the supervisor for settlement. Any employee or group of employees who have a grievance may be accompanied by their Steward, if so desired, and must submit it to the supervisor within

five (5) regularly scheduled working days from date of occurrence. The supervisor shall investigate and advise the grievant and/or Steward of the disposition of the complaint within five (5) regularly scheduled working days after it has been made to him. In the event the complaint is not satisfactorily settled in this manner, the following procedure shall apply.

Section 4.      Step 2.      To be processed thereafter, a grievance must be reduced to writing, state the facts upon which it is based, when they occurred, specify the Section of the Agreement which has allegedly been violated, must be signed by the employee filing the grievance, and must be presented to the City Manager or his/her designee within five (5) regularly scheduled working days after receipt of the oral answer from the supervisor. The City Manager or his/her designee shall meet with the Union's representative within ten (10) regularly scheduled working days. The City Manager or his/her designee shall give a written answer to the aggrieved employee and to the Steward within five (5) regularly scheduled working days after such meeting with the Union. If the answer is mutually satisfactory, the employee or his Steward shall so indicate in writing, giving one (1) copy of the settled grievance to the City Manager or his/her designee.

Section 5.      Step 3.      If the grievance has not been settled at Step 2 and if it is to be appealed, it must be served upon the City Commission's Personnel Committee within five (5) regularly scheduled working days after receipt by the City Manager or his/her designee. The City and the Union representative shall meet to

consider the grievance within ten (10) regularly scheduled working days after the City Commission's Personnel Committee receives notice of appeal to this step. The City Commission's Personnel Committee shall give the Union representative a written answer to the grievance in triplicate, communicated through the mail to an address supplied to the City Manager or his/her designee by the Union, postmarked no later than ten (10) regularly scheduled working days after the date of such meeting.

Section 6. The Union, if not satisfied with the Personnel Committee's disposition of the grievance, may, within five (5) days of receipt of notification of the Personnel Committee's disposition, notify the City of its intent to submit the grievance to arbitration. The arbitrator for all grievances arising after October 20, 1986, and for the remainder of the term of this Agreement shall be a resident of the City of Hudsonville selected by mutual agreement of the City and the Union within thirty (30) days after the execution of this Agreement. If the parties are unable to agree on an arbitrator within that time, such grievances shall be decided by an arbitration panel of three (3) members, one to be selected by the City, one by the Union and the third by the first two. All three panel members shall be residents of the City of Hudsonville. The decision of the arbitrator or of a majority of the arbitration panel shall be final and binding on the City, the Union and the employee or employees affected.



ARTICLE XVIII  
AUTOMOBILE ALLOWANCE

Section 1. When an employee is required by his supervisor to use his personal automobile for City business because no City vehicle is available for that purpose, he will be reimbursed at the rate of 24¢ per mile driven for such purpose.

Section 2. Effective July 1, 1992, employees required by the City to have a commercial driver's license (CDL) will receive reimbursement of up to \$50 for the licensing fee upon presenting evidence to the City of payment of the fee and receipt of a current license. During July of 1992 only, if such employees have previously obtained a necessary and current CDL, they shall be reimbursed.

ARTICLE XIX  
MISCELLANEOUS

Section 1. When job vacancies occur which the City intends to fill, notice thereof shall be posted on the bulletin boards and shall remain posted for a minimum of nine (9) days. Applications will be accepted from any employee interested in being considered for filling such position.

Section 2. Such vacancies shall be filled by the applicant from within or without City service whom the City considers to be the best qualified person for the job.

Section 3. If a vacancy is filled by transfer or promotion, the employee shall be placed at the first step which provides a pay increase. However, the employee shall not be placed at the top rate for the new job. If that would result, the

employee shall be paid at ninety percent (90%) of the top rate for the job and shall progress to the top rate of the job in five percent (5%) increments every six (6) months. Such employee shall be in probationary status in such job until he reaches the top rate for the classification. During that time, he may elect to return to his former job classification until a replacement has been hired for him. If he does not successfully complete the probationary period for the job to which transferred or promoted, the employee will be returned to the job in his former department which is held by the employee with the least seniority in the department.

Section 4. If an employee is directed by the City to temporarily perform a higher rated job in the bargaining unit, he will be paid at the next higher pay step of that job than the pay he had been receiving in his former job. If an employee is directed by the City to temporarily perform a lower rated job in the bargaining unit, the employee's regular rate of pay will be continued during such temporary assignment.

Section 5. When an employee is permanently assigned by the City to a job carrying a lower rate than the job from which he was transferred, he shall receive a rate of pay for such new assignment determined by his total length of service with the City.

Section 6. An employee who reports for work at his regular starting time shall receive a minimum of four (4) hours pay at his regular rate unless notified at least two (2) hours in advance not to report for work at such time.

Section 7. An employee who is called to work by his supervisor outside his normal working hours shall be paid a minimum of one (1) hour at time and one-half his regular rate of pay. This minimum guarantee shall not apply to hours of work which immediately precede or follow his regular working hours and are continuous with them.

Section 8. Bulletin Board. The City agrees that the Union may use existing bulletin boards to carry Union announcements, notices of meetings, results of Union elections and notices pertaining to nominations and elections.

Section 9. Throughout this Agreement the use of a masculine term includes reference to the feminine gender.

Section 10. Accidents. Any employee involved in any accident on duty shall immediately report said accident and any physical injury sustained. An employee shall make out an accident report in writing on a form furnished by the City and shall turn in all available names and addresses of witnesses to any accident. If the City wishes to pursue disciplinary action for the involved employee, the employee has the right to the Grievance Procedure.

Section 11. Employee Rights. Each employee has the right to join the Union or not to join it. All employees employed as of the effective date of this Agreement or thereafter hired or promoted into a job classification covered by this Agreement shall, as a condition of employment, upon completion of sixty (60) days of work, become and remain members in good standing of the Union or cause to be paid to the Union a representation fee equivalent

to that portion of monthly dues directly related to collective bargaining purposes as determined in accordance with appropriate legal requirements.

In lieu of the above obligation, any employee who holds a bona fide religious objection to joining or financially supporting labor organizations may elect to pay an amount equivalent to the service fee to one or more of the following organizations: United Way, Hudsonville Community Foundation Endowment Fund, Love, Inc., Hudsonville Chamber of Commerce Scholarship Fund. The employee, upon request, but at least annually, shall provide reasonable evidence of such contribution.

The Union agrees to hold harmless and indemnify the City for any legal fees or damages incurred as a result of these agency shop provisions.

Section 12. Anything placed in an employee's personnel file shall be brought to the employee's immediate attention. The employee has the right to enter a letter of rebuttal if he desires.

ARTICLE XX  
UNIFORMS AND EQUIPMENT

Section 1. The City will contribute Fifty (\$50.00) Dollars annually on July 1 toward the mandatory purchase and use of safety shoes by each full-time DPW employee. The City will also supply

each DPW employee with uniforms in accordance with the following provisions:

- A. A uniform service will provide and clean uniforms, including:

Equipment Operator/Maintenance Worker (providing regular mechanic service):

Summer: 9 pants & 9 short-sleeve shirts every other week

Winter: 9 pants & 9 long-sleeve shirts every other week

Equipment Operator/Maintenance Worker (others):

Summer: 7 pants & 7 short-sleeve shirts every other week

Winter: 7 pants & 7 long-sleeve shirts every other week

- B. A heavy duty, quality winter coat, to be repaired and/or replaced by the City as reasonably necessary.

Section 2. The City shall pay employees for up to eight (8) hours per day of time spent attending training classes which the City requires them to attend.

Section 3. The City will provide a locker for each bargaining unit employee in the Department of Public Works.

ARTICLE XXI  
TERM OF AGREEMENT

Section 1. This Agreement shall become effective July 1, 1992, and remain in full force and effect until June 30, 1994. It shall not continue after that date unless replaced by a signed and written Agreement.

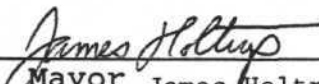
Section 2. Negotiations on an extension or renewal of this Agreement shall begin on or about May 15, 1994, provided that

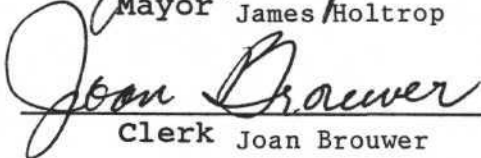
either party gives notice of intention to extend or renew it at least sixty (60) days in advance thereof.


IN WITNESS WHEREOF the parties have caused this Agreement to be executed by their duly authorized representatives this 21 day of JULY, 1992.

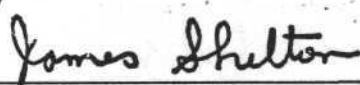
CITY OF HUDSONVILLE

LOCAL 586 SERVICE EMPLOYEES  
INTERNATIONAL UNION

  
\_\_\_\_\_  
Mayor James Holtrop

  
\_\_\_\_\_  
Clerk Joan Brouwer

  
\_\_\_\_\_  
Unit Chairman

  
\_\_\_\_\_  
President

COMPENSATION SCHEDULE

A) July 1, 1992:

| <u>Position</u>   | <u>Grade</u>   | <u>Start</u> | <u>6 Mos.</u> | <u>1 Yr</u> | <u>2 Yrs</u> | <u>3 Yrs</u> | <u>4 Yrs</u> |
|---|----------------|--------------|---------------|-------------|--------------|--------------|--------------|
| Police Clerk  | Out of formula | \$7.82       | \$8.21        | \$8.62      | \$9.05       | \$9.50       | \$9.98       |
| Account Clerk   | Out of formula | 8.68         | 9.12          | 9.57        | 10.05        | 10.55        | 11.08        |
| Assistant Librarian<br>(P/T)                              | Out of formula | 6.94         | 7.29          | 7.65        |              |              |              |
| Public Works<br>Equipment Operator/<br>Maintenance Worker | Out of formula | 10.58        | 11.11         | 11.66       | 12.24        | 12.86        | 13.50        |
| Clerk/Typist<br>(P/T)                                     | Out of formula | 7.82         | 8.21          | 8.62        | 9.05         | 9.50         | 9.98         |

B) July 1, 1993:

| <u>Position</u>   | <u>Grade</u>   | <u>Start</u> | <u>6 Mos.</u> | <u>1 Yr</u> | <u>2 Yrs</u> | <u>3 Yrs</u> | <u>4 Yrs</u> |
|---|----------------|--------------|---------------|-------------|--------------|--------------|--------------|
| Police Clerk  | Out of formula | \$8.13       | \$8.54        | \$8.97      | \$9.41       | \$9.88       | \$10.38      |
| Account Clerk   | Out of formula | 9.03         | 9.48          | 9.95        | 10.45        | 10.97        | 11.52        |
| Assistant Librarian<br>(P/T)                              | Out of formula | 7.22         | 7.58          | 7.96        |              |              |              |
| Public Works<br>Equipment Operator/<br>Maintenance Worker | Out of formula | 11.00        | 11.55         | 12.13       | 12.73        | 13.37        | 14.04        |
| Clerk/Typist  | Out of formula | 8.13         | 8.54          | 8.97        | 9.41         | 9.88         | 10.38        |

1. In the future the City shall have the right to place a newly hired employee at a step higher than the usual starting rate if it considers such placement appropriate.

2. Step progression for the clerk\typist occurs on accumulating 2080 hours (or 1040 for six-month step) based on the

regularly scheduled work assignment (i.e., 2080 hrs. ÷ 25 hrs/wk = 83.2 wks = 1 yr. step).

3. Permanent part-time employees with a standard weekly work schedule of 25 or more hours, but less than 40 hours, will be provided benefits based on the ratio that their regular weekly schedule bears to 40 hours per week (i.e., 25 hrs ÷ 40 hrs = .625). The following benefits are included: holidays, personal days, vacation, sick leave, funeral leave, jury duty, hospitalization\*, dental\*, disability\*, life insurance\*, retirement\*\*.

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\* The City will pay a pro-rata premium provided the employee authorizes a payroll deduction for the remaining premium costs. The City's obligation to provide these benefits is subject to their availability to part-time employees under the eligibility terms of the particular contract for coverage with the carrier.

\*\* Retirement is based on actual wages paid, and therefore there is no proration.



LETTER OF AGREEMENT

The City of Hudsonville and Local 586, Service Employees International Union, in negotiating the 1992-1994 Labor Agreement, have agreed as follows:

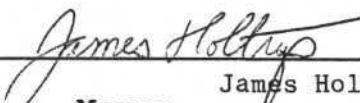
1. The pay range for the Account Clerk will be reduced to correspond with the pay range for the Clerk/Typist.

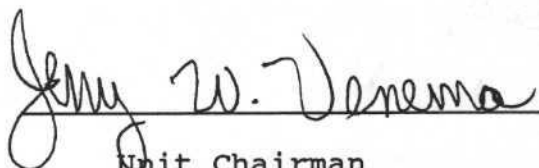
2. The current Account Clerk, so long as she remains in her position, will continue to receive her current wage rate as well as any general percentage increases applied to the compensation schedule.

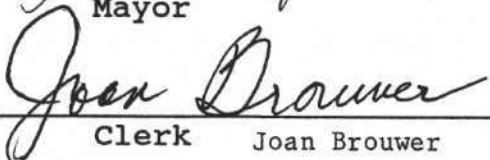
This Letter of Understanding is entered into this 21 day of JULY, 1992.

CITY OF HUDSONVILLE

LOCAL 586, SERVICE EMPLOYEES  
INTERNATIONAL UNION

  
\_\_\_\_\_  
Mayor James Holtrop

  
\_\_\_\_\_  
Unit Chairman

  
\_\_\_\_\_  
Clerk Joan Brouwer

  
\_\_\_\_\_  
President