

# **AGREEMENT**

**between**

**REDFORD 17TH DISTRICT COURT**

**-and-**

**MAPE CLERKS**

**Effective April 1, 2005 - March 31, 2010**

**AGREEMENT**

This AGREEMENT entered into this first day of March, 2007, by and between the 17TH DISTRICT COURT OF REDFORD TOWNSHIP, party of the first part, hereinafter referred to as the Employer, and MICHIGAN ASSOCIATION OF PUBLIC EMPLOYEES (MAPE), located at Southfield, Michigan, party of the second part, hereinafter referred to as the Union.

**ARTICLE I**  
**PURPOSE AND INTENT**

1-1. WHEREAS, the general purpose and intent of the Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees, and the Union.

WHEREAS, the parties recognize that the interests of the community and the job security of the employees depend upon the Employer's success in establishing a proper service to the community. To these ends, the Employer and the Union encourage, to the fullest degree, friendly and cooperative means of facilitating peaceful adjustment of all grievances which may arise from time to time between the Employer and its employees, and of promoting and improving peaceful municipal and economic relations between the parties.

**ARTICLE II**  
**RECOGNITION, AGENCY SHOP AND DUES**

2-1. The Employer recognizes the Union as the exclusive collective bargaining agent with respect to rates of pay, hours of work, and other conditions of employment as provided for in this Agreement, for all full-time and regular part-time employees performing work within the classifications contained in this Agreement.

2-2. Membership in the Union is not compulsory. Regular employees have the right to join, not join, maintain, or drop their membership in the Union. Neither party shall exert any pressure on or discriminate against any employee with regard to such matters.

2-3. Membership in the Union is separate, apart, and distinct from the assumption by an employee's equal obligations to the extent that the employee receives equal benefits. The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union. The terms of this Agreement have been made for all employees in the bargaining unit and not only for members of the Union.

2-4. In accordance with the policy set forth under Section One (1) and Two (2) of this Article, all employees in the bargaining unit shall, as condition of continued employment, pay to the Union, the employee's exclusive collective bargaining representative, an amount of money equal to that paid by other employees in the bargaining unit who are members of the Union, which shall be limited to an amount of money equal to the Union's regular and usual initiation fees, and the regular and usual dues. For present regular employees, such payment shall start thirty-one (31) days following the effective date or on the date of execution of this Agreement, whichever is the later, and for new employees, the payment shall start thirty-one (31) days following the date of employment.

2-5. The Union shall indemnify and save the Court harmless against any and all claims, demands, suits or other forms of liability that should arise out of or by reason of action taken or not taken by the Employer for the purpose of complying with any of the provisions of its agreement to deduct dues and/or fees. In the event that a refund is due any employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of such employee to obtain appropriate refund from the Union.

### ARTICLE III DEDUCTION OF DUES

3-1. During the period of time covered by this Agreement, the Employer agrees to deduct from the pay of any employee all dues and/or initiation fees for MAPE, provided, however, that the Union presents to the Employer authorizations, signed by such employees, allowing such deductions and payment to the Local Union.

- a. Amount of initiation fee and dues will be certified to the Employer by the Secretary-Treasurer of the Union.
- b. Monthly agency fees and initial agency fees will be deducted by the Employer and transmitted to the Union as prescribed above, for the deduction and transmission of Union dues and initiation fees.

### ARTICLE IV WAGES

4-1. Attached hereto and marked Attachment "A" and "B" is a schedule showing the classification and wage rates of the employees covered by this Agreement. It is mutually

agreed that said Attachment "A" and "B" and the contents hereof shall constitute a part of this Agreement.

4-2. Consistent with past practice the parties agree that supervisory personnel may perform bargaining unit work as necessary in cases of staff shortages and/or emergency situations.

#### **ARTICLE V**

#### **RATES FOR NEW CLASSIFICATIONS**

5-1. The rate of pay for any new classification established by the Employer within the bargaining unit covered by this Agreement shall be initially determined by the Employer. If the Union does not notify the Employer of its desire to negotiate the new rate of pay within four (4) weeks of the notice it will be understood that they are in agreement. Any disagreement between the parties that cannot be resolved will be submitted to the Presiding Judge for final resolution.

#### **ARTICLE VI**

#### **SUBCONTRACTING**

6-1. The Court agrees to preserve job opportunities for all employees covered by this Agreement whenever possible. The Court will not lay off a member of the bargaining unit in order to sub-contract the work currently being performed by bargaining unit members.

6-2. The Employer agrees not to enter into any agreement with another labor organization during the life of this Agreement or any agreement with respect to the employees covered by this Agreement or any agreement or contract with said employees, individually or collectively, which in any way conflicts with the terms or provisions of this Agreement, or which in any way effects wages, hours or working conditions of said employees, or any individual employee, or which in any way may be considered a proper-subject for collective bargaining. Any such agreement shall be null and void.

#### **ARTICLE VII**

#### **LAYOFFS**

7-1. Layoff shall mean the separation of an employee from the active work force. Temporary/part time employees shall be laid off first. Probationary employees shall be laid off next. If further employees need to be laid off then the least senior employee in the classification selected for layoff shall be laid off. The displaced employee shall have the right to bump a less senior employee in a lower classification if qualified to perform the



work. The bumped employee shall have the right to accept the layoff or exercise the right to bump a less senior employee. If the employee does not have the seniority to bump another employee they shall be laid off.

7-2. Recall from a layoff shall be in reverse order of the layoff.

7-3. Employer agrees that in the event of layoffs of bargaining unit employees, it will attempt to open a window period for early retirements.

### **ARTICLE VIII**

#### **SENIORITY**

8-1. Seniority shall be defined as the continuous length of service with the Employer. The Employer shall post a list for full time and regular part time employees arranged in order of their seniority. Each part time employee shall be granted one (1) month of seniority each time they work eighty (80) hours, with no more than eighty (80) hours being earned in one (1) month. Each full time employee shall be granted one (1) month of seniority for each four (4) weeks worked. This list shall be posted in their place of employment. Seniority date shall be the last date of hire.

8-2. Seniority shall be broken only by:

- a. Discharge;
- b. Voluntary quit;
- c. Layoff for a period of more than two (2) years;
- d. Absence for three (3) consecutive working days without notifying the Employer, which shall be considered a voluntary quit. In proper cases, exceptions may be made by the Employer;
- e. The employee overstays a leave of absence without advising the Employer of a reason acceptable to the Employer;
- f. A settlement with the employee has been made for total disability; or
- g. The employee is retired.

8-3. An employee, in a classification subject to the jurisdiction of the Union, who has been in the past or will be in the future, promoted to outside the bargaining unit, and is

thereafter transferred or demoted to a classification subject to the jurisdiction of the Union, shall not accumulate any seniority while working in a supervisory position.

8-4. Additionally, employees will not accrue seniority during the following periods:

1. Approved unpaid personal leave of absence.
2. Unpaid illness or sick leave beyond thirty (30) days except for duty related injuries.
3. Period of time the employee is on layoff or suspension.

## **ARTICLE IX** **PROMOTIONS**

9-1. A vacancy will be posted for a five (5) working day period. If an employee is on an approved leave for the entire period of the posting, and the employee is at the same or lower classification level, that employee will be considered as an applicant unless management is notified to the contrary.

9-2. The qualifications needed to apply for the vacancy will be set forth on the posting.

9-3. Employees interested in filling the vacancy will respond to the posting by the end of business on the last posted day.

9-4. The most qualified senior applicant based on the job description will receive the appointment to the vacancy.

9-5. The selected employee will be placed on a three (3) month trial period (additional three (3) months can be implemented by the Employer with notice to the Union and the employee) setting forth the reasons for the extension.

9-6. If at any time during the three (3)/six (6) month trial period the employee does not desire to remain on the job or the Employer determines that the employee is unable to properly perform the job duties as required for the position, the employee shall be re-transferred to said employee's former position. Any other bargaining unit employee whose subsequent transfer was casually related to the initial upgrading of the re-transferred shall also be re-transferred to said employee's former position.

9-7. No union position will be filled from the outside as long as there is an interested qualified bargaining unit employee.

**ARTICLE X**  
**DISCHARGE OR SUSPENSION**

10-1. The Employer shall not discharge or discipline any employee without cause. No prior discipline or warning need be imposed on any employee before said employee is discharged or disciplined, if the cause of the discharge includes but is not limited to theft, dishonesty, lewd or obscene behavior, acts of physical violence, insubordination, or being incapacitated or intoxicated on alcohol or drugs. The Union reserves the right to argue the reasonableness of any work rules not mutually agreed upon. Discharge or discipline must be by written notice, and any employee may request an investigation as to his discharge or discipline. Should such investigation prove that the employee was without fault, the employee shall be reinstated and compensated with full, partial, or no compensation, as may be decided under the grievance procedure. However, if the employee is found with fault, the penalty shall stand unchanged. Appeal of discharge or discipline for any reason must be taken within three (3) working days by written grievance signed by the grievant, stating the specific provisions of the contract and/or work rules alleged to have been violated, and must be filed at Step Three (3) of the grievance procedure.

10-2. Should it be necessary to discipline any employee, the discipline shall be given so as not to cause embarrassment to the employee before other employees or the public. The employee may request Union representation during the disciplinary action.

10-3. Upon request, the discharged or suspended employee will be allowed to discuss the employee's discharge or suspension with their Union representative. The Employer will make available an area where an employee may do so before said employee is required to leave the property of the Employer. Upon request, the employee or said employee designated representative may discuss the discharge or suspension with the Employer and said employee Union representative.

10-4. Where a decision is made to permit an employee to resign in lieu of dismissal, the employee must submit a resignation in writing. This resignation shall be held for twenty-four (24) hours after which it shall become final and effective as of the time originally submitted unless retracted during the twenty-four (24) hour period. An offer of resignation in lieu of dismissal shall be at the sole discretion of the Employer, and the resignation and matters related thereto shall not be grievable.

10-5. If subsequent disciplinary action involving similar or related conduct occurs within the same 12 month period, a record of these disciplinary actions will remain in employee's personnel file for 12 months from the last occurrence.

10-6. An employee that is discharged will receive no payout of their unused sick time.

**ARTICLE XI**  
**GRIEVANCE PROCEDURE**

11-1. It is mutually agreed that all grievances, disputes or complaints arising under and during the terms of this Agreement shall be settled in accordance with the procedure herein provided, and that there shall at no time be any strikes, tie-ups of equipment, slow-downs, walkouts, or any other cessation of work through the use of any method of lockout or legal proceedings. Every effort shall be made to adjust controversies and disagreements in an amicable manner between the Employer and the Union.

11-2. Should any grievance, dispute or complaint arise over the interpretation or application of the contents of this Agreement, there shall be an earnest effort on the part of the parties to settle such grievance, dispute or complaint promptly through the following steps:

**STEP 1. COURT ADMINISTRATOR.** A conference between the aggrieved employee or the Steward, or both, and the Court Administrator shall be held within three (3) working days of the knowledge of the alleged grievance or when said knowledge could have been reasonably obtained. If the grievance is not settled after said conference, the grievance shall be reduced to writing, stating the specific provisions of the contract alleged to have been violated, signed by the grievant, and presented to the Presiding Judge within three (3) working days of the aforesaid conference.

**STEP 2. JUDGE.** Upon receipt of the written grievance, a conference between Union representatives and the Chief Judge or his designee will be held within five (5) working days. The Chief Judge shall answer said grievance in writing within five (5) working days of said conference.

**STEP 3. ARBITRATOR.** In the event that the grievance is not satisfactorily settled at Step Two (2), the Union shall have ten (10) days in which to submit the grievance to binding arbitration in accordance with the procedures set forth below:

- a. The arbitrator shall be selected in accordance with the rules of the Federal Mediation and Conciliation Service unless a neutral arbitrator is mutually agreed upon by the parties. The party requesting arbitration must notify the Federal Mediation and Conciliation Service and request a panel within ten (10) days of demanding arbitration unless an arbitrator is mutually agreed upon. The arbitrator must be a member of the National Academy of Arbitrators.

- b. The grievance and arbitration procedure provided for in this Agreement shall be the sole and exclusive remedy for the resolution of grievances. The arbitrator's award shall be final and binding on the court, the Union, and its employees.
- c. Each party shall bear the full costs for its side of the arbitration, including payment of its witnesses and representatives, and the loser will pay the entire arbitration fee. The Employer will pay the lost wages of one grievant and one Steward who participates in the arbitration.
- d. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of Agreement.

11-3. The failure to file a grievance or to appeal within the time limits herein, unless extended in writing by mutual agreement of the parties shall be deemed as settling the grievance based on the last answer or action of the Presiding Judge.

## ARTICLE XII LIMITATION OF AUTHORITY AND LIABILITY

12-1. No employee, Union member or other agent of the Union shall call or cause any strike, work stoppage, cessation of employment or intentional work slowdowns.

12-2. Any individual employee or group of employees who willfully violates or disregards the grievance procedure set forth in Article XI of this Agreement or Section I of this Article, may be summarily discharged by the Employer without liability on the part of the Employer or the Union.

## ARTICLE XIII MANAGEMENT RIGHTS

13-1. Nothing in this Agreement shall be construed to limit or impair the right of the Employer to exercise its own discretion on all of the following matters, whatever may be the effect upon employment, when in its sole discretion it may determine it advisable to do any or all of the following:

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To manage the Court generally; to plan, direct, and control its operations; to decide the number and locations of facilities; to decide all machine, tools and equipment to be used; to decide the services to be provided and the manner of providing them; to decide the work to be performed; to move or remove a facility or any of its parts to other areas; to decide the method and place of providing its services; to determine the schedules of work; to maintain order and efficiency in its facility and operations; to hire, lay off, assign, transfer, promote and demote employees; to determine the qualifications of employees, to determine the number and composition of the work force; to determine and re-determine job content; to determine the starting and quitting time; to determine the number of hours to be worked; to make such reasonable rules and regulations not in conflict with this Agreement as it may from time to time deem best for the purposes of maintaining order, safety and/or effective operations, and after advance notice to the Union and the employees thereof, to require compliance therewith by employees; to discipline and discharge employees for cause. Management shall have all other rights and prerogatives, including those exercised unilaterally in the past, subject only to express restrictions on such rights, if any, as are provided in this Agreement.

#### **ARTICLE XIV** **LOSS OR DAMAGE**

14-1. Employees shall not be charged for loss or damage unless clear proof of negligence or sabotage is shown.

#### **ARTICLE XV** **ACCIDENTS AND REPORTS**

15-1. Any employee involved in an accident shall immediately report said accident and any physical injury sustained. When required by the Employer, the employee, before starting his next shift, shall make out an accident report, in writing, on forms furnished by the Employer, and shall turn in all available names and addresses of witnesses to any accidents. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer.

#### **ARTICLE XVI** **STEWARDS**

16-1. The Employer recognizes the right of the Union to designate job stewards and alternates from the Employer's seniority list. The authority of the job stewards and

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alternates so designated by the Union shall be limited to, and shall not exceed, the following duties and activities.

16-2. The investigation and presentation of grievances with the Employer or the designated Employer representative in accordance with the provisions of the collective bargaining agreement, provided said employee first received such permission from said employee's superior, which permission shall be granted within the next twenty-four (24) hours.

16-3. The transmission of such messages and information which shall originate with and are authorized by the Union or its officers provided such messages and information are not submitted during the employee's working hours, and

- a. have been reduced to writing;
- b. if not reduced to writing, are of a routine nature and do not involve work stoppage, slowdowns, refusal to handle goods or any other interference with the Employer's business. However, postings on bulletin boards, if any, shall be permitted during working hours.

## ARTICLE XVII

### GENERAL

17-1. The Employer agrees that it will allow the proper accredited representative of the Union access to the Employer's premises during normal working hours for the purposes of policing the terms and conditions of this Agreement, provided, however, that such representatives shall not interfere with or interrupt the employees in the performance of their duties.

17-2. The Union shall have the right to examine time sheets and other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the Employer pertaining to a specific grievance, at reasonable times (at the discretion of the Employer).

17-3. The Employer agrees to respect the rules of the Union and shall not direct or require its employees or persons, other than the employees in the bargaining unit herein involved, to perform work which is recognized as the work of the employees in said units, provided, however, that the Employer may, within its discretion, assign any of its employees to perform such work outside of their classification, as may be necessary. The Employer may also from time to time use casual temporary help.



17-4. A new employee shall work under the provisions of this Agreement but shall be employed on a six (6) month probationary period, during which period said employee may be discharged without further recourse, provided, however, that the Employer may not discharge or discipline for the purpose of evading this Agreement or discriminating against Union members. After six (6) months, the employee shall be placed on the regular seniority list. Management has the option of extending the probationary period for an additional six (6) months, upon written notification to the employee and the Union.

17-5. The parties recognize and agree that this agreement is subject to applicable statutes and court rules.

### **ARTICLE XVIII**

#### **TEMPORARY AND PART-TIME EMPLOYEES**

18-1. Employees who work temporarily or in cases of emergency shall not be covered by the provisions of this Agreement. It is not the intent of this Article to replace any permanent job positions.

#### **REGULAR PART-TIME EMPLOYEES**

18-2. For purposes of belonging to this bargaining unit and being a party to this agreement, the definition of a regular part-time employee is set forth below:

- A. Regular part time employees are those employees in positions within the bargaining unit that are scheduled for 1,040 hours or more but less than 2,080 hours in any calendar year beginning January 1 and ending December 31. All other employees shall be co-op, part time, temporary part time or volunteers and outside of this agreement.
- B. If any of the listed holidays fall on a scheduled workday for a part time employee covered by this agreement, they shall be granted holiday pay for the number of hours (up to 8) they would have worked. Should the holiday fall on an unscheduled workday, the employee will receive four (4) hours of pay.
- C. Regular part time employees who work at least eighty (80) hours a month shall accrue leave time according to the formula below. Part time employees may carry over an amount equal to the current fiscal years' accrual of leave time into the next fiscal year. Upon termination of employment, any amount of hours accumulated will be paid in full to the employee. Leave time will be accrued on a monthly prorated basis and will be available to the employee as earned.



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Less than five (5) years seniority  
Five (5) years  
Ten (10) years  
Fifteen (15) years

Five (5) hours per month  
Six (6) hours per month  
Eight (8) hours per month  
Ten (10) hours per month

- D. The above leave hours will be accrued and available for use monthly. This time will be used for sick, vacation or personal leave and must be used on regularly scheduled workdays. Only once an employee's leave time bank has been depleted will an employee be absent without pay.
- E. Regular part time employees will receive in addition to the above leave time formula, one week of mandatory vacation time. This week of vacation time will be based upon the number of regular hours worked in the previous year minus any overtime. All eligible regular part time employees shall be credited with the one (1) week on their anniversary date.
- F. No other benefits will be granted to regular part- time employees unless already provided in this agreement.
- G. Regular part employees shall have first option (not precluding full-time) to apply for any full-time openings within said employee classification.

**ARTICLE XIX**  
**PAID FOR TIME**

19-1. All employees covered by this Agreement shall be paid for all time spent in the service of the Employer. Rates of pay shall be those provided for in this Agreement, and shall be computed from the time the employee is ordered to report for work and registers in until the time said employee is effectively released from duty.

**ARTICLE XX**  
**WORKER'S COMPENSATION**

20-1. The Employer agrees to cooperate toward the prompt settlement of employee's on-the-job injury when such claims are due and owing. The Employer shall provide Worker's Compensation protection for all employees as required by State Law.

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## **ARTICLE XXI**

### **MILITARY SERVICE**

21-1. Any employee on the seniority list inducted into military, naval marine, or air service under the provisions of any Federal Selective Service Training Statute and amendments thereto, or any similar act in time of National Emergency, shall, upon termination of such service, be re-employed in line with said employee's seniority at the then current rate for such work, provided the employee has not been dishonorably discharged from such service with the United States Government, and is physically able to do work available, and further, provided the employee reports for work within ninety (90) days of the date the employee is discharged from such service with the United States Government.

## **ARTICLE XXII**

### **SEPARABILITY AND SAVINGS CLAUSE**

22-1. If any Article or Section of this contract or any riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this contract and of any rider thereto or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid, or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

22-2. In the event that any Article or section is held invalid or enforcement of or compliance with, which has been restrained as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations upon the request of the Union for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint. If the parties do not agree on a mutually satisfactory replacement, either party shall be permitted all legal recourse in support of its demands notwithstanding any provision in this contract to the contrary.

## **ARTICLE XXIII**

### **SAFETY COMMITTEE**

23-1. A safety committee shall be composed of a Union representative and an Employer representative who will meet when necessary for the purpose of discussing safety and promulgating safety regulations with the understanding that the Employer has the ultimate responsibility and shall make the final determination on all matters of safety and safety rules.

**ARTICLE XXIV**  
**HOURS OF WORK**

24-1:

- A. The regular work week is established as eight (8) hours a day, five (5) days a week, Monday through Friday.
- B. The normal workday for regular full-time employees shall be eight (8) hours, including a paid lunch.
- C. For all employees, the work hours shall be broken down into ten (10) six-minute segments. An employee shall be noted as late for work if the employee does not report ready for work at the employee's work station at the starting time. If an employee reports for work late, six (6) minutes or more after starting time, the employee shall be docked in major segments of one-tenth of an hour.

24-2. **Overtime and Hours of Work** - The Court has the right to schedule overtime as required in a manner most advantageous to the Court and consistent with requirements of court service and the public interest. Overtime pay will be as follows:

- a. Overtime pay will be one and one-half (1-1/2) times the hourly rate for all hours in excess of eight (8) hours in any one (1) day or over forty (40) hours per week;
- b. Time and one-half (1 1/2) shall be paid for all hours worked on Saturday.
- c. Double (2) time shall be paid for all hours worked on Court designated holidays. Double (2) time shall be paid for all hours worked on a Sunday if it is the seventh workday of the week. Time and one-half (1 1/2) shall be paid for all hours worked on a Sunday if it is not the seventh workday of the week.
- d. An employee reporting for emergency duty or call-in shall be guaranteed three (3) hours pay as provided in this contract or the overtime rates of Subsection 24-2 b or c, whichever is greater. There shall be no duplication of overtime.
- e. Overtime work will be permitted only when authorized by the Court Administrator.
- f. Employees accepting overtime must accept all hours offered.

- g. Overtime hours shall be divided as equally as possible among the employees capable of doing the work; with the most senior employee being offered the first opportunity. An up-to-date list showing overtime hours will be maintained. For the purpose of this clause, time not worked because the employee was unavailable or did not choose to work will be charged the average number of hours of the employees working during that period. In the event inequities occur in equalization, they shall be corrected by subsequent assignment of available overtime.

24-3. The Employer reserves the right to deviate from the regular schedules of work in cases of emergency. The emergency is to be defined as an Act of God, which cannot be foreseen by the Employer, or an emergency declared by the Presiding Judge or the Court Administrator.

24-4. If compensation time is modified by Legislation, or the Michigan Supreme Court, or the United States Supreme Court, during the term of this contract; said modifications shall become effective as of the effective date of Legislation or date of the Court decision.

24-5. The pay period will encompass two (2) workweeks. Payment for the pay period will be made on the second Friday following the end of the pay period.

## ARTICLE XXV HEALTH AND WELFARE AND PENSIONS

25-1. Health Insurance - The Township will provide to each full time employee, the employee's spouse, and the employee's eligible dependents (as defined by the insurer) the following health care options:

- A. Blue Cross/Blue Shield Traditional Plan or comparable coverage with:
1. Master Medical with a deductible of Two Hundred Fifty Dollars (\$250) for a single person and Five Hundred Dollars (\$500) per family with a 90/10 reimbursement plan;
  2. Yearly pap test and mammogram;
  3. Yearly PSA screening for men age forty (40) and older;
  4. Prescription coverage with a Ten Dollars (\$10) co-pay;

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5. Bi-weekly payroll deduction of Twenty Dollars (\$20) for a single person and Forty Dollars (\$40) for a two-person or family contract.
  6. Blue Cross/Blue Shield VCA 80 Vision Program as utilized under the current practices, or comparable coverage;
  7. Blue Cross/Blue Shield Dental or comparable coverage Class I - preventative care providing seventy-five percent (75%) coverage, Class II - restorative care and Class III - prosthodontic care providing fifty percent (50%) coverage with an annual maximum of Two Thousand Dollars (\$2,000), Class IV - orthodontic care providing eligible family members fifty percent (50%) coverage with a lifetime maximum of Two Thousand Dollars (\$2,000).
- B. Blue Cross/Blue Shield Community Blue PPO Plan 1 with:
1. Preventive Service - Covered one hundred percent (100%) up to Two Hundred and Fifty Dollars (\$250) per calendar year per family member when in network;
  2. Prescription coverage with a Ten Dollar (\$10) co-pay;
  3. Office visits with a Ten Dollar (\$10) co-pay;
  4. Fifty Dollars (\$50) emergency room fee (waived if admitted or accidental injury);
  5. Bi-weekly payroll deduction of Ten Dollars (\$10) for a single person and Twenty Dollars (\$20) for a two (2) person or family contract;
  6. Blue Cross/Blue Shield or comparable coverage for vision and dental as offered with the Blue Cross/Blue Shield Traditional Plan.
- C. HMO with
1. Prescription coverage with a Ten Dollars (\$ 10) co-pay;
  2. Office visits with a Ten Dollars (\$ 10) co-pay;
  3. Fifty Dollars (\$50) emergency room fee;

4. Bi-weekly payroll deduction of Four Dollars (\$4) for a single person and Eight Dollars (\$8) for a two (2) person or family contract;
  5. Blue Cross/Blue Shield or comparable coverage for vision and dental as offered with the BC/BS Traditional Plan.
- D. **Employees hired on or after April 1, 2006 shall pay a portion of their health care premiums based on the following schedule:** Bi-weekly payroll deductions equal to two percent (2%) of the base wage of a Clerk at Start level. Effective April 1, 2007, the bi-weekly payroll deductions will increase to three percent (3%) of the base wage of a Clerk at Start level. Effective April 1, 2008, the bi-weekly payroll deductions will increase to four percent (4%) of the base wage of a Clerk at the Start level.
- E. **FLEXIBLE (125) BENEFIT PLAN:** The Township has established a 125 spending plan in accordance with IRS regulations for employee paid medical insurance premiums as well as medical expenses not covered by the employer provided health/dental/vision insurance plans, child care, and sponsored dependant care assistance. The Township will fund all administrative costs of the plan.

25-2. Management may add the following cost containment requests to health insurance programs:

- A. Second surgical opinion;
- B. Pre-certification;
- C. Case management.

Effective with the signing of this bargaining agreement, all new hires will have the option of Blue Cross/Blue Shield Community Blue PPO 1 or an HMO as offered by the Employer. Traditional Blue Cross/Blue Shield will no longer be an option for new hires.

Retirees: The Township will provide to the retiree, their spouse and their eligible dependents (as defined by the insurer) an option to choose Blue Cross/Blue Shield Traditional or comparable coverage, Blue Cross/Blue Shield Community Blue PPO 1 or available HMO with the same coverage and same co-pays as of the date of retirement. Retirees will be responsible for payments equal to the amount of payroll deductions at the time of retirement. These payments must be paid monthly to the Charter Township of Redford, or as otherwise agreed by the Township.

An employee who retires may not add a new spouse or new dependents to their health insurance after they have left the service of the Township.

- A. Whenever retirees of the bargaining unit, their spouse or their dependents become eligible for Medicare, in order to be eligible for complementary coverage, they must subscribe to Medicare parts "A" and "B", which benefits shall be primary and coordinated with the health insurance benefits provided retirees under this agreement, so long as the retiree shall suffer no reduction in health insurance coverage. Medicare part "B" will be at the retiree's expense.
- B. Retirees will be allowed to continue vision and dental at no cost to the retiree.
- C. Effective March 30, 2005, to receive retirement health benefits the following terms and conditions must be met:
  - 1. Retiring employees must have been receiving health insurance through the Township for a period of ten (10) years immediately preceding their retirement to be eligible for Township paid health insurance. This does not exempt those employees who were required to pay their own health insurance during a temporary situation (such as leave of absence or sick leave).
  - 2. Employees terminating their employment with the Township and vest/defer their pension will not receive health benefits paid by the Township.

25-3. Life Insurance - The Township shall provide to full time employees, at no cost to the employee while the employee is in the Township service, a Fifty Thousand Dollars (\$50,000) Group Life Insurance Policy with an AD&D benefit. Upon retirement or other voluntary departure, the employee may continue such insurance at the employee's expense.

- A. Retirees will be given a Two Thousand Dollars (\$2,000) death benefit at no cost to the retiree up to age 65; to be paid to his/her designated beneficiary or estate.

25-4. Pursuant to statutory provisions and regulations governing the Municipal Employees Retirement Systems (MERS), the Employer will provide the following benefits:

- A. Zero percent (0%) employee contribution.

- B. No age requirement with 25 years of service with no penalty.
- C. F-55/20, age 55 with 20 years of service with no penalty.
- D. FAC-3 (Final average compensation based on the highest thirty-six (36) consecutive months of earnings divided by 3).
- E. Effective 4/1/95:
  - 1. B-4 Program (2.5 multiplier)
  - 2. 8 year vesting program.
- F. Payout of accrued sick, vacation and longevity (full time employees only) or leave time (part-time employees only) shall be figured in retiree's final average compensation through the M.E.R.S. system.
- G. The Township will provide annuity withdrawal to be figured in retiree's final average compensation through the M.E.R.S. system.
- H. Regular part-time employees will accrue MERS pension seniority of one month that the employee works at least eighty (80) hours.

25-5. The Employer agrees to provide explanatory literature of the health care coverage and pension benefits to each Union employee when they are hired during the course of this Agreement.

#### **ARTICLE XXVI** **COURT HOLIDAYS**

26-1. The following Court Holidays are set by the Michigan Supreme Court; Michigan Court Rules, Rule 8.110 (F). If these holidays are modified by the Michigan Supreme Court during term of the contract said modifications shall become effective as of the date of administrative order.

New Year's Day  
Martin Luther King  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day

January 1st  
The third Monday of January  
The third Monday of February  
The last Monday in May  
July 4th  
The first Monday in September



Veterans' Day	November 11th
Thanksgiving Day	The fourth Thursday in November
Friday after Thanksgiving	
December 24 <sup>th</sup>	Whenever Christmas Day falls on Tuesday, Wednesday, Thursday or Friday
Christmas Day	December 25
December 31 <sup>st</sup>	Whenever New Year's Day falls on Tuesday, Wednesday, Thursday or Friday

- A. Whenever New Year's Day, Independence Day, Veterans' Day or Christmas Day falls on Saturday, the preceding Friday shall be a holiday. Whenever New Year's Day, Independence Day, Veterans' Day or Christmas Day falls on Sunday, the following Monday shall be a holiday.
- B. Whenever Christmas Eve and Christmas Day, New Year's Eve and New Year's Day fall consecutively on Friday and Saturday, or on Sunday and Monday, the holidays will be recognized on the same day as is recognized for regular Township employees.
- C. For the contract/fiscal year April 1, 2006 - March 31, 2007, the employee's birthday will be designated as Friday, July 5, 2006.

26-2. **Birthday.** Employees covered by this Agreement, shall be granted said employee Birthday off, with pay, at straight time rates. Employee's birthday may be taken on any workday falling within the week (Sunday - Saturday) in which the birthday occurs with said employee supervisor's approval. The Supervisor may deny any or all days except the actual birthday. If the birthday falls on a holiday, the employee may choose the day before or the day after, and the Supervisor cannot deny this selection. If the birthday falls on a weekend, Section 26-1(A) shall apply. The birthday must be taken as a full day.

## ARTICLE XXVII VACATIONS

27-1:

- A. Employees who have completed one (1) year of service shall be granted twelve (12) working days vacation without loss of pay; in addition, they may receive an additional three (3) days in accordance with the provisions of Section 28-10 herein.
- B. Employees who have completed five (5) years of service shall be granted sixteen (16) working days vacation without loss of pay; in addition, they

may receive an additional three (3) days in accordance with the provisions of Section 28-10 herein.

- C. Employees who have completed ten (10) years of service shall be granted nineteen (19) working days vacation without loss of pay; in addition, they may receive an additional three (3) days in accordance with the provisions of Section 28-10 herein.
- D. Employees who have completed fifteen (15) years of service shall be granted twenty-one (21) working days vacation without loss of pay; in addition, they may receive an additional three (3) days in accordance with the provisions of Section 28-10 herein.
- E. Vacation leave time for all full time employees including new hires will be accrued on a monthly prorated basis and will be available to use as earned.

27-2. Employees who lose time due to a work related injury or disability up to a maximum of one (1) year shall receive said employee vacation as though the time was worked.

27-3. Employees who have been on military leave of absence shall be given seniority credit for vacation purposes for the full calendar year in which they return to active employment.

27-4. Vacation days can only be accumulated in an amount not to exceed thirty (30) days at the end of each fiscal year, unless prior permission has been granted by the Chief Judge.

27-5. In case of retirement, resignation, or death of an employee, said employee or said employee's estate will be paid for the unused vacation days which have accumulated to said employee credit on a pro-rata monthly basis.

27-6. Prior approval must be obtained from the Court Administrator, or in her absence one of the Lead Clerks, before vacation time may be taken.

## ARTICLE XXVIII

### SICK LEAVE

28-1. All employees, probationary or regular, will be eligible to receive sick leave. Sick leave days will be earned at the rate of one (1) day for each full month of employment. For employees hired the 1st through the 15th, their sick leave base date will be the first of

that month and if hired the 16<sup>th</sup> through the last of the month, the base date will be the first of the next month.

28-2:

- A. Sick leave days may be accumulated in an amount not to exceed three hundred (300) days. One hundred (100%) percent of all accumulated sick days up to a maximum of 120 days will be paid in cash to the employee at the employee's current rate in the event of retirement, duty disability retirement, or in the case of death, to the employee's beneficiary or estate. No more than one hundred twenty (120) days may be paid out. An employee who has accumulated less than one hundred twenty (120) days shall be paid for all days accumulated.
- B. If an employee terminates employment (other than by way of a full retirement) their sick leave payout upon termination shall be limited as follows: Employees with less than five (5) years of service time will not receive any payment of unused sick time. Employees with five (5) years or more service will receive 100% up to 120 days maximum payment of unused sick time.

28-3. Sick leave shall be available for use by employees in the bargaining unit for the following purposes:

- a. Acute personal illness or incapacity over which the employee has no reasonable control.
- b. Sick leave will be authorized when an employee is taken ill on the job.
- c. Sick leave may be utilized by an employee in the event of said employee illness, injury, or exposure to contagious disease endangering others, or for illness or injury in said employee's immediate family which necessitates said employee absence from work.
- d. Sick leave may be utilized by an employee for absence necessitated by the death of a relative, or person for whose financial or physical care said employee has been principally responsible.
- e. Sick leave may be utilized by an employee for attendance at the funeral of a close friend.
- f. Sick leave may be utilized by an employee for appointments with doctor, dentist, or other recognized practitioner to the extent of time required to

complete such appointments when it is not possible to arrange such appointments for non- duty hours.

g. Sick leave may be taken in one (1) hour increments.

28-4. In the event any employee is injured while in the service of the Employer, the employee shall receive the difference between their full pay and their worker's compensation for the period of the employee's disability, not to exceed one (1) year. After the year has expired the employee may elect to use their accumulated sick leave bank to supplement the difference between their worker's compensation payment and their full base salary until the sick bank is exhausted.

28-5. When sick leave credits are exhausted, the employee will remain on Worker's Compensation without additional compensation from the Employer. Employees will be required to submit a report from a doctor following a prolonged illness or injury indicating that they are physically able to do work available before their return to active work.

28-6. An employee, using sick leave during a period that includes a scheduled holiday, will be paid for the holiday. An employee cannot be paid for both on the same day, nor will said employee be charged for a day of sick leave.

28-7. Vacation time may be used as sick leave when the employee's sick leave bank has been exhausted, however, if an employee calls in sick that employee must use sick time first.

28-8. In case of death of an employee, payment of one hundred (100) percent of said employee's unused sick leave, not exceeding one hundred twenty (120) days, shall be paid to said employee's beneficiary or estate. Such payment shall be paid at said employee rate of pay and based on eight (8) hours per day.

28-9. The printed "Request for time off" form furnished by the Employer must be filled out completely and properly signed and submitted by the applicant, to the heads of department or the Court Administrator.

28-10. An employee who does not use more than four (4) days sick leave during any one (1) fiscal year will be credited with an additional three (3) days of vacation period.

28-11. Doctor's approval to return to work will be required after an absence of five (5) consecutive full workdays or more.

28-12. When the Employer determines that an employee is abusing their sick time usage, the employee shall be notified that they must provide a doctor's letter supporting each usage of sick time. The Employer will reevaluate the employee's sick usage each three

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month period to determine if the requirement for providing the doctor's letter is still needed. The employee will be notified if the requirement is still in effect each three month period.

28-13. Disability Plan –Any full-time non-probationary employee who has been absent (paid or unpaid) for a minimum of thirty (30) continuous working days due to non-duty illness or injury shall be compensated on the thirty-first (31st) day by the Township at eighty percent (80%) of their base rate. An employee must be fully disabled from a non-duty illness or injury as verified by a Township selected doctor for this compensation to be paid. Employee must use up to thirty (30) days (if available) from his/her sick bank. This compensation may continue for a period not to exceed one hundred twenty (120) working days. During this period the employee will retain; seniority rights, health insurance (at both the same cost and level of benefit to the employee), and pension service credit; no other benefits will accrue. However, an employee may elect not to receive this disability compensation from the Township in lieu of using banked sick, vacation or personal time. After one hundred and twenty (120) days, inability to return to their regular duties or be on paid leave may result in termination. The employee may purchase group health insurance in accordance with C.O.B.R.A., provided a small service fee is paid.

## **ARTICLE XXIX**

### **OTHER PERSONAL LEAVE**

29-1. **Personal Leave Days.** The Employee shall be granted five (5) personal leave days per year, with pay. Personal leave for all full time employees including new hires will be accrued on a monthly prorated basis and will be available to employee as earned. Employees will have no more than forty (40) hours in their personal leave bank at the end of the Court's fiscal year (March 31<sup>st</sup>). Additionally, there is no payout of unused personal leave time when an employee terminates employment (retire, quit, termination).

29-2. **Jury Duty.** An employee shall receive said employee's full pay during the period the employee is called for jury duty or to serve as a witness in court. Any monies collected for the performance of jury duty and appearing as a witness may be retained by the employee. Such monies received shall be in lieu of parking, mileage, meals, etc. Regular part-time employees will not be paid in excess of the number of hours budgeted within the working days excused under this Article.

29-3. If a death occurs, an employee will be allowed to use sick, vacation, personal or leave time for bereavement purposes up to five (5) full working days from the date of death to attend the funeral. Use of sick, vacation, or personal leave time will not be unreasonably denied for bereavement use. Time in excess of five (5) days may be requested and subject to department head's approval. Denial may be appealed to the

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Court Administrator. Use of sick time bereavement (for up to five (5) days only) will not be used against a full time employee with regard to bonus vacation days (Section 28.10).

### **ARTICLE XXX**

#### **EDUCATIONAL ASSISTANCE**

30-1. **Tuition Reimbursement.** The Employer will provide education assistance funds for township related education to non-probationary full time employees, and those non-probationary part time employees currently employed with the 17th District Court, at the time this contract is ratified, will qualify for this benefit. The assistance shall be in form of a tuition expense refund subject to the following restrictions:

- a. Maximum refund per calendar year: \$1,200
- b. Course(s) must receive department head's approval prior to the beginning of classes; such approval shall not be unreasonably denied;
- c. Employee must obtain a passing letter grade of A, B, C, or P (for pass/fail classes) A refund must be for tuition, lab and other fees incidental to the course.
- d. The employee will reimburse the Township for any tuition reimbursement received within one (1) year of termination. Unless the employee leaves employment because of a duty or non-duty disability retirement.

### **ARTICLE XXXI**

#### **LONGEVITY**

31-1. Full time employees who have completed five (5) years of service will receive longevity pay. Those full time employees who were previously employed as a regular part time employee without a break in service will earn seniority toward longevity of one (1) month for each one (1) month of part-time service that the employee worked at least eighty (80) hours in the month. Longevity for all eligible union employees, will be paid one time (1x) per year, in December in accordance with the following schedule:

5-14 years seniority	\$65 for each year worked
15- 19 years seniority	\$70 for each year worked
20 or more years	\$75 for each year worked

31-2. Upon termination of employment for any reason other than for cause, longevity payments shall be prorated for the year of termination and the appropriate amount paid to the employee, or in the event of the employee's death, to said employee's heir or estate.

## ARTICLE XXXII LEAVE OF ABSENCE

32-1. Employees may be eligible for leaves of absence after their probationary period is completed.

32-2. Employees shall be entitled to leaves of absence for specific purposes acceptable to the employer (including disability for medical reasons) and for specific periods of time up to the maximum allowed in this Article.

32-3. Medical leaves of absence. When an employee shall become disabled due to a medical condition, that employee shall furnish the employer with a certificate from their physician stating the nature of the disability, the anticipated duration of the disability, the nature of the work the employee may do, and the length of time the employee may continue to work.

- A. The employee shall be permitted to continue work in accordance with their physician's recommendation, providing the employer has suitable work available. Sick leave days may be used, if available, for the time said employee's physician has recommended the employee be off the job.

32-4. During the period of a leave of absence, the employee shall not, without permission of the employer, engage in other gainful employment. Failure to comply with this provision shall result in the complete loss of seniority rights of the employee involved.

32-5. Upon expiration of a regularly approved leave of absence, the employee shall be reinstated in the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, or within a reasonable time after notice of a return to duty, shall be cause for discharge. During the time period when a bargaining unit member is on unpaid leave of absence, management may fill the vacated position with a temporary employee. Management agrees to hold the union member's position for a total of six months (180 days). After the expiration of the 180 calendar days, the position may be permanently filled, unless an additional leave is granted, at the discretion of the Chief Judge, in which case the employee's position will be held for an additional period of approved time. In no event, will the total time of approved leave exceed one (1) year.



32-6. An employee granted a leave of absence without pay shall be considered as still in the employment of the court for continuous service purposes, except as otherwise provided in this Agreement, but will not earn annual or sick leave nor will this time period be utilized in determining longevity pay or annual leave. There will be no loss of seniority for an employee on an approved leave. Credit for time on leave will not apply for purposes of retirement unless otherwise provided by the regulations governing the Plan. It will be the employee's responsibility to make arrangements with the employer if the employee wishes to have insurance benefits continued, and the payment for such continuation of benefits will be the responsibility of the employee during the unpaid leave duration.

32-7. The Employer agrees to grant necessary and reasonable time off; without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention, provided forty-eight (48) hours written notice is given to the Employer by the Union, specifying length of time off for Union activities. Due consideration shall be given to the number of employees affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

32-8. The Union and the Employer shall honor the Family and Medical Leave Act as outlined by Federal regulation and Township policy.

### **ARTICLE XXXIII**

#### **OUT OF CLASSIFICATION ASSIGNMENT**

33-1. When selecting employees for out-of-classification work, the Employer shall assign the most qualified senior employee in the next lower classification who can perform the job.

33-2. If an employee is assigned to work out of said employee classification which has a higher rate of pay than the employee's regular position, that employee will receive the higher rate of pay at the rate consistent with the current seniority level of the employee commencing after one (1) hour of out-of-classification assignment. The employee shall continue to receive the higher rate of pay until transferred to another classification or returned to said employee regular classification.

33-3. Employees temporarily transferred to a lower paying classification shall continue to receive wages at the employee's current classification level.

33-4. While an employee is assigned to perform the recording function of the court, that employee shall be paid an additional Four Dollars (\$4.00) per hour. They will receive a guaranteed minimum of two (2) hours pay on any day they perform the recording



function. Any hours worked over the two (2) will also be paid at the additional rate of Four Dollars (\$4.00) per hour. The Court will allocate ten (10) hours of Court time annually for a bargaining unit member who holds permanent CEO or CER certification as of April 1 of each year. All hours available above this will be offered in a manner to equalize as nearly as practical among the two (2) employees who currently possess their CER's certification. Any employee who subsequently obtains their CEO/CER certification will be considered alternate backup and will fill in when the need arises.

The Court agrees to reimburse all employees for the cost of their CEO or CER certification tests, up to Seventy-Five Dollars (\$75.00) per year, per employee upon passing all necessary tests.

33-5. Clerks assigned to perform the tasks of Senior Clerks for training purposes will maintain their current classification rate of pay.

**ARTICLE XXXIV**  
**TERMINATION OF AGREEMENT**

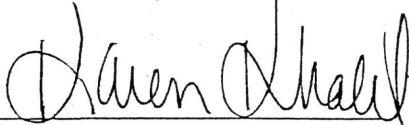
34-1. This Agreement shall be in full force and effect from date of April 1, 2005, to and including March 31, 2010, and shall continue in full force and effect from year to year thereafter unless written notice of desire to cancel or terminate this Agreement is served by either party upon the other at least sixty (60) days prior to the date of expiration.

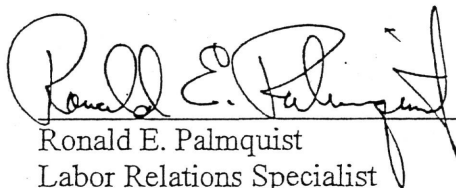
34-2. It is further provided that, where no such cancellation or termination notice is served and the parties desire to continue said Agreement but also desire to negotiate changes or revisions in this Agreement, either party may serve the other a notice at least sixty (60) days prior to March 31, 2010, or any subsequent contract year, advising that such party desire to continue this Agreement but also desire to revise or change terms or conditions of such Agreement. The respective parties shall be permitted all lawful economic recourse to support their request for revisions if the parties fail to agree thereon.

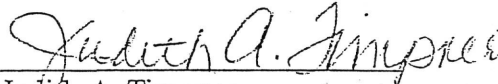
34-3. It is understood and agreed between the parties that negotiations for a renewal Agreement to this Agreement, upon timely request, shall commence not later than January 31, 2010.

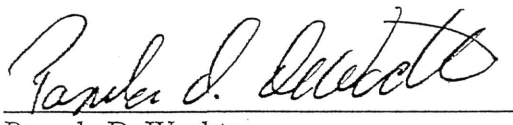
17TH DISTRICT COURT:

MICHIGAN ASSOCIATION OF PUBLIC  
EMPLOYEES:

  
Karen Khalil  
Chief Judge

 3/20/07  
Ronald E. Palmquist  
Labor Relations Specialist

  
Judith A. Timpner  
Court Administrator 3/21/07

  
Pamela DeWachter  
Steward

ATTACHMENT "A"

COURT CLASSIFICATIONS

**Lead Clerk** - The current lead clerks shall be maintained allowing for step increases, if appropriate, and allow for contractual increases. When the current lead clerks resign, retire, or are terminated, the lead clerk position will be eliminated from the contract.

**Senior Clerk**

**Clerk** - Consists of Full-Time and Part-Time Employees

**Receptionist/Telephone Operator**

ATTACHMENT "B"

**WAGE AGREEMENT**

**1ST YEAR (2005-2006)**

Employees will receive an increase in wages of 0% effective April 1, 2005.

**2ND YEAR (2006-2007)**

Employees will receive an increase in wages of 2% effective April 1, 2006.

**3RD YEAR (2007-2008)**

Employees will receive an increase in wages of 3% effective April 1, 2007.

**4TH YEAR (2008-2009)**

Employees will receive an increase in wages of 3% effective April 1, 2008.

**5TH YEAR (2009-2010): Wage Reopener; Reopener on Grievance Arbitration.**

When an employee is promoted from one clerk classification to a higher one, said employee must realize at least a five percent (5%) increase in their hourly rate.

Employee moves to the next step in classification on anniversary date in classification until maximum is reached.

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Effective April 1, 2005 (0%)

Classification	Start	First	Second	Third	Fourth	Fifth
Receptionist	\$9.36	\$9.95	\$10.54	\$11.18	\$11.82	
Clerk	\$13.23	\$14.03	\$14.82	\$15.60	\$16.41	\$17.22
Senior Clerk	\$16.95	\$17.39	\$17.78	\$18.18	\$18.59	
Lead Clerk	\$18.40	\$18.58	\$18.81	\$18.99	\$19.33	\$19.66

Effective April 1, 2006 (2%)

Classification	Start	First	Second	Third	Fourth	Fifth
Receptionist	\$9.55	\$10.15	\$10.75	\$11.40	\$12.06	
Clerk	\$13.49	\$14.31	\$15.12	\$15.91	\$16.74	\$17.56
Senior Clerk	\$17.29	\$17.74	\$18.14	\$18.54	\$18.96	
Lead Clerk	\$18.77	\$18.95	\$19.19	\$19.37	\$19.72	\$20.05

Effective April 1, 2007 (3%)

Classification	Start	First	Second	Third	Fourth	Fifth
Receptionist	\$9.83	\$10.45	\$11.07	\$11.75	\$12.42	
Clerk	\$13.90	\$14.74	\$15.57	\$16.39	\$17.24	\$18.09
Senior Clerk	\$17.81	\$18.27	\$18.68	\$19.10	\$19.53	
Lead Clerk	\$19.33	\$19.52	\$19.76	\$19.95	\$20.31	\$20.65

Effective April 1, 2008 (3%)

Classification	Start	First	Second	Third	Fourth	Fifth
Receptionist	\$10.13	\$10.77	\$11.41	\$12.10	\$12.79	
Clerk	\$14.32	\$15.18	\$16.04	\$16.88	\$17.76	\$18.63
Senior Clerk	\$18.34	\$18.82	\$19.24	\$19.67	\$20.12	
Lead Clerk	\$19.91	\$20.11	\$20.35	\$20.55	\$20.92	\$21.27

Effective April 1, 2009

Classification	Start	First	Second	Third	Fourth	Fifth
Receptionist						
Clerk						
Senior Clerk						
Lead Clerk						