

AGREEMENT

Between

86TH DISTRICT COURT

- and -

TEAMSTERS STATE, COUNTY, AND MUNICIPAL WORKERS
LOCAL 214

Effective January 1, 2003 through December 31, 2005

Includes the following amendments:

Section 5.1	Add 1 Steward/Antrim County and 1 Steward/Leelanau County	Section 16.3	(Removal of Advance Pay Section); Re-number remaining section
Section 5.3	Add 1 additional bargaining unit employee	(new) Sec. 16.3	(formerly 16.4) Vacation Carry-over / Hours beyond 20-day max. not included in payout calculation upon termination
Section 12.6	Friday Paydays	Section 17.1	Health Insurance / substantial equivalent
Section 12.7	Reference to Schedule A -- Wage-Salary Scale	Section 17.4	Clean up for DC Plan; define retirement for post-retiree benefits
Section 12.8	Reference to Schedule B – Classification Plan	Schedule A	Wage/Salary Scale
Section 13.10	Clean up Sick Leave for definition of retirement	Schedule B	Classification Plan
Section 13.11	Add section: Professional Association Leave/advance approval	Wages	2003 2.5% 2004 2.5% 2005 2.5%
Section 15.1	Add New Year's Eve Holiday	Co-Pay	\$10 office visit; \$10 generic / \$20 brand name prescription drug
Section 16.1	Vacation hours: Accumulation in hours / format change & Add 2 vacation days after 10 years service up to 15 years		
Section 16.2	Vacation Scheduling / Requests		

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AGREEMENT

This Agreement entered into on this 23rd day of December, 2002, between the 86th District Court, a municipal body corporate of the State of Michigan, (hereinafter referred to as the "EMPLOYER") and Teamsters State, County, and Municipal Workers Local 214, (hereinafter referred to as the "UNION") expresses all mutually agreed upon covenants between the parties heretofore.

PREAMBLE

This Agreement has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of rates of pay, hours of work and other specified conditions of that employment.

The parties ascribe to the principal of equal opportunities and shall share equally the responsibilities for applying the provisions of this Agreement without discrimination as to age, sex, marital status, race, creed, national origin, political or Union affiliation.

The Employer and the Union encourage to the fullest degree, friendly and cooperative relations between the respective representatives at all levels and among all employees.

It is the general purpose of this agreement to promote the mutual interest of the Employer and its employees and to provide for the operation of the services provided by the Employer under methods which will further, to the fullest extent possible, the safety of the employees, economy and efficiency of operation, elimination of waste, realization of maximum quantity and quality of output, cleanliness, protection of property and avoidance of interruptions to production. The parties to this Agreement will cooperate fully to secure the advancement and achievements of these purposes.

ARTICLE I **RECOGNITION**

Section 1.1 Collective Bargaining Unit

The Employer hereby agrees to recognize Teamsters State, County, and Municipal Workers Local 214 as the exclusive bargaining representative, as defined in Act No. 379, State of Michigan, Public Acts of 1965, as amended, for all employees employed by the Employer in the following described unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment:

All full-time and regular part time employees of the 86th District Court, excluding elected officials, Court Administrator, supervisors, magistrates and confidential employees.

Section 1.2 Definitions

The terms "employee" and "employees" when used in the Agreement shall refer to and include only those regular full-time employees and regular part-time employees who are employed by the Employer in the collective bargaining unit set forth in Section 1.1. For purposes of this Agreement the following definitions are applicable:

- A) Regular Full-Time Employee: A regular full-time employee is an employee who is working the official workweek on a regular schedule.
- B) Regular Part-Time Employee: A regular part-time employee is an employee who is working less than the full-time requirements required of that position.
- C) Temporary Employee: The Employer may hire temporary employees and these employees will not be covered by the terms of the contract; however, they shall not be used in such manner as to replace, displace or reduce the non-overtime hours of bargaining unit employees, nor in such manner as to have temporary employees performing work regularly and normally performed by bargaining unit employees, on a continuing basis. If a temporary employee is retained beyond the one hundred and eighty (180) day period they shall have attained seniority, unless the one hundred and eighty (180) days is extended by mutual agreement of the Employer and the Union.

ARTICLE II **MANAGEMENT RIGHTS**

Section 2.1 Employer Rights

The Employer retains the sole right to manage its affairs, including, but not limited to, the right to plan, direct, and control its operation; to determine the location of its facilities; to decide the working hours; to decide the types of services it shall provide, including the scheduling and means of providing such services, to study and/or introduce new or improved methods or facilities; to maintain order and efficiency in its departments and operations; to promulgate work rules unilaterally or in conjunction with consent of the Union; to hire, lay off, assign, transfer and promote employees; and to determine the starting and quitting time, work schedules and the number of hours to be worked; the number and complexion of the work force, and to determine the qualifications of its employees and standards of workmanship, and all other rights and prerogatives including those exercised unilaterally in the past, subject only to clear and express restrictions governing the exercise of these rights as are expressly provided for in this Agreement.

Section 2.2 Just Cause

The Employer retains the sole right to discipline and discharge employees for just cause, provided that in the exercise of this right it will not act in violation of the terms of this Agreement.

Section 2.3 Subcontract

The Employer shall have the right to apportion work by subcontract in order that work may be carried out in the most efficient manner for the benefit of the public when its own working force is not adequate in numbers or in skill to perform the work promptly and satisfactorily and agrees to notify the Union, in writing, of the intent to subcontract.

Section 2.4 Work Rules and Policies

- A) The Employer shall have the right to establish reasonable work rules, policies and procedures that are not inconsistent with the terms of this agreement.
- B) When existing rules are changed or new rules are established, the Employer shall post said rules on bulletin boards as specified in this Agreement for a period of five (5) working days before becoming effective.

- C) Employees shall comply with all existing reasonable rules and newly established reasonable rules that are not in conflict with the terms of the contract, provided the rules are uniformly applied and enforced.

Any complaint as to the reasonableness or application of any existing or new rules shall be instituted at step 2 of the grievance procedure.

ARTICLE III **UNION SECURITY**

Section 3.1 Agency Shop

As a condition of continued employment all employees included in the Collective Bargaining unit set forth herein, thirty-one (31) days after the start of employment with the Employer shall either become members of the Union and pay to the Union the dues and initiation fees uniformly required of all Union members, or pay to the union a service fee equivalent to the periodic dues uniformly required of Union members.

Section 3.2 Union Membership

Membership in the Union is not compulsory and is a matter separate, distinct and apart from an employee's obligation to share equally the cost of administering and negotiating this Agreement. All employees have the right to join, not join, maintain or drop their membership in the Union as they see fit. The Union recognizes, however, that it is required under this Agreement to represent all employees included within the collective bargaining unit without regard to whether the employee is a member of the Union.

Section 3.3 Checkoff

During the life of this Agreement, the Employer agrees to deduct Union membership dues and initiation fees or the service fee equivalent from each employee's pay, provided the employee has filed with the Employer a proper checkoff authorization form as supplied by the Union.

Dues and initiation fees will be authorized, levied and certified by the Secretary-Treasurer in accordance with the Constitution and by-laws of the Union. Each employee hereby authorizes the Union and the Employer, without recourse, to rely upon and to honor certificates, furnished by the Secretary-Treasurer of the local Union, regarding the amounts to be deducted and the legality of the deducting such Union dues, service fees, and/or initiation fees. The Employer agrees to provide this checkoff service without charge to the employees or the Union.

Upon receiving a properly executed checkoff authorization form, the Employer shall deduct dues, initiation, or service fees, as applicable, from that employee's pay. The Employer shall return all checkoff authorization forms to the Union that have not been properly signed by the employee.

Should an employee, for any reason, fail to sign a dues or service fee checkoff authorization form, the Union may, at its sole discretion, request that all dues or service fees owed under the Agreement be deducted by the Employer pursuant to Law and without a properly signed authorization.

Deduction of dues, initiation and service fees for any calendar month, shall be made from the first pay period of that month, provided the employee has sufficient net earnings to cover the dues and/or

initiation fees. Any change in the amount of deduction for an individual must be submitted in writing to the Personnel Office by the Union. Deductions for any calendar month shall be remitted to the designated Secretary-Treasurer of the Local Union not later than the fifteenth day of each month.

In cases where a deduction is made which duplicates a payment already made to the Union by an employee, or where a deduction does not conform with the Union's constitution or by-laws, refunds owed to employees shall be made by the Union.

The Union shall notify the Employer in writing of the proper amount of dues, initiation and service fees and any subsequent changes in such amounts.

The Employer's liability under the terms of this Article shall be limited to the deduction of dues, initiation or service fees and remittance of those deductions to the Union. The Union agrees to hold the Employer harmless for any and all claims arising out of its agreement to deduct dues, initiation or service fees.

ARTICLE IV **BARGAINING UNIT WORK**

Section 4.1 Supervisors Working

Supervisors shall be permitted to perform bargaining unit work in the following instances.

1. In emergency or where regular employees are not available.
2. To instruct or train employees.
3. To do experimental work on a new job.
4. To fill personnel shortages caused by scheduled employees not reporting to work.
5. In all other cases where unit employees are not displaced, and where the supervisor does not perform the work on a regular or extended basis.

The Employer may establish a position of District Court Administrator who may, in addition to administrative duties, perform bargaining unit work on a regular, part time basis.

ARTICLE V **REPRESENTATION**

Section 5.1 Union Stewards

The Employer agrees to recognize one (1) Steward to represent employees working within Grand Traverse County, one (1) Steward to represent employees working within Leelanau County, and one (1) Steward to represent employees working within Antrim County. Stewards duties shall be limited to the administration of this Agreement including the investigation and processing of grievances. Not more than one (1) Steward shall be involved in each situation.

Section 5.2 Notification of Stewards

The Union shall furnish the Employer with the names of its authorized representatives and stewards and of all changes in such representation that may occur from time to time.

Section 5.3 Bargaining Committee

The Employer agrees that up to three (3) employees from the bargaining unit shall be authorized to meet and confer with the Employer during contract negotiations. Bargaining committee members shall not suffer a loss in pay for the time spent during negotiations.

ARTICLE VI **CONFERENCES**

Section 6.1 Special Conferences

Special conferences for important matters of mutual concern not being processed as a grievance under this Agreement will be arranged between the Employer, Stewards, and any outside parties requested to attend. Arrangements for such conferences shall be made in advance and shall be limited to the agenda presented when such arrangements are made. It is expressly understood that these special conferences shall not be for the purpose of conducting collective negotiations, nor to, in any way, modify, add to, or detract from the provisions of this Agreement unless by mutual agreement.

ARTICLE VII **GRIEVANCES**

Section 7.1 Grievances

A grievance under this Agreement is a written dispute, claim or complaint arising under and during the term of this Agreement and filed by either an authorized representative of, or an employee in, the bargaining unit. Grievances are limited to matters of interpretation or application of express provisions of this Agreement. The parties recognizing that an orderly grievance procedure is necessary, agree that each step must be adhered to as set forth herein or the grievance is forfeited.

All grievances must be filed within five (5) working days after occurrence of the circumstances giving rise to the grievance or five (5) days from when the grievant should reasonably have known of the occurrence, otherwise the right to file a grievance is forfeited and no grievance shall be deemed to exist.

Step I - Oral Procedure Any Employee having a grievance shall first discuss the matter orally with the employee's supervisor or the supervisor's designee citing the contract provision(s) violated. The supervisor or designee shall answer the complaint or grievance within one (1) working day.

Step II - Written Procedure If the matter is not resolved in Step 1, the grievance shall be reduced to writing on the regular grievance form provided by the Union, signed by the grievant(s) and presented to the Chief Judge within three (3) working days of the Step 1 answer. The Chief Judge shall answer the written grievance within three (3) working days of its receipt.

Step III - Conference If the matter is not resolved in Step 2, the Union shall, within five (5) working days of Chief Judge answer in Step 2, contact the Chief Judge to arrange a meeting on the grievance. This meeting shall be scheduled within five (5) working days of the request unless an extension of time is mutually agreed to by the parties. If the grievance is not settled at this step the matter may be submitted to Arbitration as provided for elsewhere in this Agreement.

Section 7.2 Grievance Settlements

Any and all grievances resolved at any step of the grievance procedure as contained in this Agreement shall be final and binding on the Employer, the Union, and any and all unit employees involved in the particular grievance.

Section 7.3 Time Limits

Grievances shall be processed from one step to the next within the time limit prescribed in each of the steps unless a time limit is mutually extended. Any grievance not carried to the next step by the Union or responded to by the Employer within the prescribed time limits or such extension which may be agreed to, shall be automatically settled in favor of the non-defaulting party. Saturdays, Sundays and holidays shall not be counted under the time procedures established in the grievance procedure.

Section 7.4 Retroactive Settlements

The Employer shall not be required to pay back wages for periods prior to the time the incident occurred provided that in the case of a pay shortage, of which the employee had not been aware before receiving their pay, any adjustments made shall be retroactive to the beginning of that pay period providing the employee files their grievance within five (5) working days after receipt of such pay.

Section 7.5 Expedited Grievance

When an employee is given a disciplinary discharge or layoff or a written reprimand and/or warning which is affixed to their personnel record, the Union will be promptly notified in writing of the action taken. Such disciplinary action shall be deemed final and automatically closed unless a written grievance is filed within five (5) working days from the time of presentation of the notice to the Union. Grievances regarding discharge or suspension shall commence at step two (2) of the grievance procedure.

Section 7.6 Adjusted Wage Settlements

All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned less any unemployment compensation or compensation for personal services that they may have received from any source during the period in question except outside income which was normally earned.

Section 7.7 Steward Representation

The Employer will grant a necessary and reasonable amount of time during straight time working hours to the Stewards who must necessarily be present for direct participation in grievance adjustments with management. Such unit chairpersons or Stewards shall first receive permission from their department head or designated representative to leave their work station and shall report back promptly when their part in the grievance adjustment has been completed. Any employee who takes an unreasonable or unnecessary amount of time in grievance procedure adjustments shall be subject, after a written warning, to disciplinary action.

Section 7.8 Illegal Strikes

Any employee who violates a State Statute regarding strikes and walkouts shall be subject to disciplinary action.

ARTICLE VIII ARBITRATION

Section 8.1 Arbitration Filing

If the grievance is not settled in Step 3 of the grievance procedure the Union may submit the matter to Arbitration within sixty (60) days of the Employer's Step 3 answer, unless extended by mutual agreement of the parties. Each grievance submitted to Arbitration shall be submitted to the Federal Mediation and Conciliation Service (FMCS) in accordance with its voluntary rules and procedures.

Section 8.2 Selection of an Arbitrator

The Union and the Employer shall, by mutual agreement, select one (1) arbitrator to hear and decide the grievance. If the parties are unable to agree on an arbitrator, the arbitrator shall be selected from a panel of arbitrators from the State of Michigan whose names shall be obtained through FMCS and by each party alternately striking a name with the remaining name to serve as the arbitrator.

Section 8.3 Fees and Expenses of Arbitrator

Full fees and expenses of the Arbitrator shall be paid by the losing party, unless both parties agree to arbitration, in which case the fees and expenses shall be shared. However, if either party cancels the arbitration, that party shall be responsible for the cancellation fees as charged by the arbitrator. The grievant, or a representative of the grievants, and the steward shall be allowed to attend the arbitration without loss of pay. In the case of a class action grievance the steward shall be recognized as the grievant. Each party shall compensate its own witnesses.

Section 8.4 Power of the Arbitrator

The Arbitrator shall have no power or authority to alter, amend, add to or subtract from the express terms of this Agreement, or make any recommendation with respect thereto. It shall be the obligation of the Arbitrator to make an effort to provide the parties with a decision within twenty-one (21) days following the conclusion of the hearing except in discharge cases which shall be within fourteen (14) days following the conclusion of the hearing.

Section 8.5 Appeal From Arbitration

There shall be no appeal from the Arbitrator's decision and it shall be binding on the Employer, the Union and the grievant(s).

ARTICLE IX DISCIPLINE AND DISCHARGE

Section 9.1 Just Cause

The Employer shall not discharge or layoff for disciplinary reasons any employee except for just cause, provided however, the employee may be discharged upon conviction of a felony or conviction of a crime of dishonesty against the employer. It is agreed that progressive discipline shall be used for all minor

offenses and the employee shall first receive an oral warning and a written warning prior to more severe discipline being imposed. The Union acknowledges that the Employer shall not be required to give an oral or a written warning first in cases of major offenses. Discharge must be proper and with written notice to the employee and the Steward citing specific charges against the employee.

Section 9.2 Review of Discharge or Suspension

The discharged or suspended employee will be permitted to review his or her discharge or suspension with his or her Steward and the Employer will make available an area where he or she may do so before he or she is required to leave the property of the Employer. Upon request, the Employer or his or her designated representative may discuss the discharge or suspension with the employee and the Steward.

Section 9.3 Disciplinary Record

An employee who maintains an offense-free record for a period of one (1) year shall have all prior offenses removed from his or her record for purposes of subsequent disciplinary action.

Section 9.4 Criminal Offenses

When an employee is formally charged with a criminal offense and after investigation a warrant is not issued by the Prosecuting Attorney against the employee, no suspension without pay shall result.

ARTICLE X **LAY OFF AND RECALL**

Section 10.1 Layoff Procedure

The word "layoff" means a reduction in the working force due to the decrease of work or limitation in funds, beyond the control of the Employer. Layoff of employees shall be by seniority, and the following order shall be followed; provided the remaining employees have the ability to perform the work required.

- 1) Temporary employees.
- 2) Probationary employees.
- 3) Regular part-time employees.

The employee with the least seniority in the department shall be laid off first.

Upon being laid off from their position an employee who so requests shall, in lieu of layoff, be permitted to take a equal or lower classification provided that they have more seniority than the employee they are to replace, and that they are able to perform the required duties of the position. In this event, the employee shall be given a sixty (60) calendar day trial in which to qualify on their new job. The Employer shall give the employee every reasonable assistance to enable them to qualify on the new job. The time of qualification may be extended by mutual agreement between the Employer and the Union. Employees who change classification in lieu of layoff shall be paid the salary in accordance with their years of service.

Employees to be laid off for an indefinite period of time will have at least ten (10) working days notice of layoff. The Steward shall receive a list from the Employer of the employees being laid off on the same date the notices are issued to the employees.

Section 10.2 Temporary Reduction

In the event of a temporary reduction of the work force which shall not exceed four (4) weeks, at any one time, it may be mutually agreed that the work week may be reduced to not less than thirty-two (32) hours per week before any employees are laid off.

Section 10.3 Recall From Layoff

A laid off seniority employee, if recalled to a job identical or higher in rate to the job from which he or she was laid off, shall be required to take the recall. Failure to take such offered work shall result in loss of seniority and discharge.

Section 10.4 Recall Procedure

The order of recalling of laid off employees shall be in the inverse order in which the employees were laid off.

Notices of recall shall be sent by certified or registered mail, or telegram, to the employee's last known address as shown on the Employer's records and it shall be the obligation of the employee to provide the Employer with a current address and telephone number or additional information to guarantee receipt of notice of recall. A recalled employee shall give notice of their intent to return to work within three (3) consecutive calendar days of receipt of notice and shall then return within seven (7) calendar days or their employment shall be terminated, unless an extension is granted by the Employer.

In the event a recall is necessary on less than three (3) days notice, the Employer may call upon the laid off employee(s), either personally or by telephone, until an employee who is able to return to work immediately is located. In such case, the employee able to return to work immediately will be given a temporary assignment not to exceed three (3) days, and the employee passed over (because of their inability to return to work immediately) will be given notice to report for work at the end of the said three (3) day period.

Section 10.5 Cashout of Sick Leave During Extended Layoff

Employees will be paid 50% of unused sick days when on layoff status for one (1) year.

ARTICLE XI **SENIORITY**

Section 11.1 Seniority Definition

Seniority shall be defined as the length of the employee's continuous service with the Employer commencing from their last date of hire. Employees who are employed on the same date shall be placed on the seniority list by draw.

All full and regular part-time employees shall serve a probationary period of six (6) months, uninterrupted by any type of service break, during which time they will be termed "Probationary Employees."

The Union shall represent probationary employees for the purpose of collective bargaining; however, probationary employees may be terminated at any time by the Employer in its sole discretion and neither the employee so terminated nor the Union shall have recourse to the grievance procedure over such termination.

During the probationary period an employee shall be eligible for employee benefits unless expressly provided otherwise in this Agreement. After an employee has successfully completed his or her probationary period of employment, he or she shall become a regular full-time or regular part-time employee. His or her seniority shall start as provided for in this Agreement.

Section 11.2 Seniority List

The Seniority List on the date of this Agreement shall show the names and classifications of all employees in the bargaining unit. The employer will keep the seniority list up-to-date from time to time and will furnish the Union an up-to-date list upon request.

Section 11.3 Loss of Seniority

An employee's seniority with the Employer shall terminate for the following reasons:

- A) The employee quits or retires.
- B) The employee is discharged or terminated and the action is not reversed through the grievance procedure.
- C) The employee is absent for four (4) working days without properly notifying the Employer. Supplying a satisfactory reason for such absence will be justification for reinstatement of full seniority. This section is not to be construed in limiting the right to issue discipline for any unjustified absence.
- D) The employee fails to return to work when recalled or at the specified date at the termination of any leave of absence, unless otherwise excused.

ARTICLE XII **HOURS OF WORK PREMIUM PAY SHIFT PREFERENCE**

Section 12.1 Regular Work Week and Work Day

The regular schedule of an employee's work week shall consist of seven and one-half (7 1/2) hours per day and thirty-seven and one-half (37 1/2) hours per week. With the approval of the Court, specific classifications or assignments may be regularly scheduled as eight (8) hours per day and forty (40) hours per week.

The regular work day shall begin between the hours of 6:30 A.M. and 8:30 A.M. and end between the hours of 3:00 P.M. and 5:30 P.M. Should the Employer want to implement a shift other than the hours cited above, it shall notify the Union of its intent and then shall be required to negotiate the effects of such a shift with the Union. Employees may make a request for flexible working hours or job sharing to their supervisor. Such scheduling shall require the supervisor's approval and must be in keeping with good customer service and the smooth operation of the Court.

The Employer shall designate the starting and stopping times of each shift, the lunch and rest periods for each shift and may stagger such times between various groups of employees. Seniority employees shall have their choice of hours and shifts based on classification seniority once during each calendar year, or more often with vacancy or changes, normally to be effective on July 1. Request for a change must be made at least two (2) weeks prior to the effective date. Assignment to jobs within job

classifications on the shift shall be the function of the Court and the employees shall not be entitled to a particular job on any shift.

Any proposed changes from present practice will be reported to and discussed with the Union, and may be subject to negotiations, at least five (5) working days before such changes are made.

Section 12.2 Lunch Break

Employees shall be granted a minimum one-half (1/2) to a maximum one (1) hour non-paid lunch period exclusive of the seven and one-half (7 1/2) working hours. The normal lunch period will be one (1) hour unless modified by mutual written agreement between the employee and their Supervisor.

Section 12.3 Work Breaks

Employees are allowed two (2) fifteen (15) minute work breaks, one (1) in the first part of the shift and one (1) in the second part of the shift, per day, which are to be taken at a time to allow for the continuous and effective operation of the department.

Section 12.4 Overtime Work

- A) If requested to work overtime, an employee will be expected to do so unless they are excused for good cause.
- B) Overtime payment for those employees covered by the Fair Labor Standards Act shall be at time and one-half (1 1/2) for all work performed in excess of thirty seven and one half (37.5) hours or forty (40) hours in any one week, whichever is the employee's regular work week, including paid holidays, approved vacation leave, or approved bereavement leave, but excluding unpaid leave, sick or personal leave. Overtime payment shall be by compensatory time unless requested in writing by the employee and approved by the Chief Judge prior to the employee working the overtime. Compensatory time may be accumulated up to a maximum 40 hours, after which all overtime shall be paid in wages. Compensatory time may be used as needed by the employee and as approved by the Chief Judge.
- C) All overtime work to which overtime pay is applicable shall be distributed as equally as possible among all employees within the department within a reasonable period of time and within the classification affected, provided the employee is capable of performing the work.
- D) The employees of the bargaining unit will be paid a minimum of two (2) hours at time and one-half (1 1/2) for call-in time.

Section 12.5 Lost Time Due to Weather

In the event the Employer determines the offices are to be closed due to weather conditions, the Employer shall give notice of the closure to the media on or before 6:30 a.m. Pursuant to this closing, employees may use either accumulated sick time, accumulated vacation time or be permitted to make up the time within one month.

In the event the Employer determines the offices are to be closed early during work hours due to weather conditions, employees shall suffer no loss of time or pay.

Section 12.6 Pay Periods

The employer shall provide for biweekly pay periods. Each employee shall be provided with an itemized statement of his or her earnings and of all deductions made for any purpose. Pay day will be every other Friday. Should a pay day fall on a declared holiday, pay checks will be distributed by the close of the working day preceding the holiday

Section 12.7 Hourly Rates Schedule A, attached, defines the wages, by wage/salary grade, applied to the job classifications represented by this Agreement.

Section 12.8 Job Classifications Schedule B, attached, lists the job classifications, by wage/salary grade, represented by this Agreement.

ARTICLE XIII **LEAVE OF ABSENCE**

Section 13.1 General Considerations

A leave of absence is a written authorized absence from work. Such leave shall be without pay unless otherwise provided for in this contract. Only a regular full-time or regular part-time employee who has worked continuously for the Employer for one (1) year or more shall be granted a leave of absence. In no event shall the duration of any leave exceed twelve (12) calendar months unless extended.

The employee must submit a written request for leave stating the reason for such leave, the exact date on which the leave begins and the exact date on which the employee is to return to work. Authorization or denial for a leave of absence request shall be furnished to the employee by the Employer, and it shall be in writing.

An employee on an approved leave of absence will retain his or her or her seniority. However, the seniority of an employee will not accumulate while the employee is on an approved leave of absence of one (1) month or more.

No employee shall return to work prior to the expiration of their leave unless otherwise agreed to by the Employer. Failure to return to work on the agreed date or extension thereof shall be cause for termination. Extension beyond the return date designated may be granted after thorough investigation and upon a finding that extension of time is necessary and just.

If an employee obtains a leave of absence for a reason other than stated at the time the request is made, the employee will be terminated from his or her job. Employees shall not accept employment elsewhere while on leave of absence unless agreed to by the Employer. Acceptance of employment or working for another employer, if not approved, while on a leave of absence shall result in immediate discharge.

Time absent on leave shall not be counted as time at work for any purpose except as hereinafter provided to the contrary.

Health insurance shall be continued for one month following the month during which unpaid leave begins. Leaves in excess of this time shall require the employee to reimburse the employer to continue such medical coverage under the group.

Leaves that qualify under the Family Medical Leave Act require the employee to use all paid leave available to them before going on unpaid leave.

The re-employment rights of employees will be limited by applicable laws and regulations.

Section 13.2 Non-Duty Disability Leave

Leaves requested due to illness or medical disability (including maternity) must be accompanied by a medical doctor's certificate that the employee is unable to work and the reason therefore. Employees returning to work must present a doctor's statement indicating the employee's ability to return to the job.

Section 13.3 Military Leave

Any employee who enters active service of the Armed Forces of the United States shall receive a military leave of absence without pay for the period of such duty. An employee returning from military service shall be re-employed in accordance with applicable federal and state statutes, as long as application for re-employment is made within ninety (90) days of his or her discharge.

An employee who is a member of the National Guard or Reserves who is called for defense training shall be entitled to a leave of absence in addition to his or her vacation not to exceed two calendar weeks. During this leave, and upon presentation of documentation of their gross wages with the Reserves, they may receive pay for the difference between their regular gross pay, such pay not to exceed two (2) calendar weeks.

Section 13.4 Jury Duty

Employees shall be granted leave of absence with pay when they are required to report for jury duty providing they turn over the jury check (less mileage) to the County Treasurer. Seniority will continue to accrue to the employee while on jury duty.

Section 13.5 Union Business

Leaves of absence without pay may be granted, under normal conditions, to an employee elected by the Union to attend educational classes or conventions conducted by the Union. The number will not exceed one (1) employee at any one time, and the number of working days will not exceed six (6) in any one (1) calendar year.

Section 13.6 Education

Any employee wishing to further his or her education in his or her chosen profession may be granted educational leave for a maximum of one (1) year without pay. The employee who is granted an educational leave must return to previous classification according to seniority. This leave may be extended by mutual agreement.

Section 13.7 Parental Leave

An employee may request in writing a parental leave up to six months to begin at birth or date of adoption. Accumulated vacation leave, personal leave or unpaid leave may be used for this purpose. This leave may run concurrently with a disability leave in case of childbirth.

Upon returning to work, the employee shall have the right to displace any employee with less seniority in the same classification in the department in which s he worked at the time the leave of absence was granted. An employee who fails to return to work at the termination of his/her parental leave shall be terminated.

Section 13.8 Bereavement Leave

When death occurs in an employee's family (spouse, children, parent, brother, sister, grandparent, grandchildren, current step child, current mother-in-law or current father-in-law) the employee, upon request, shall be excused for any of the first three (3) normally scheduled working days immediately following the date of death, provided he/she attends the funeral. Time off will also be granted for the death of current sister-in-law-law, current brother-in-law, current grandparent-in-law, step-mother, step-father, step-sister, step-brother, or a member of the employee's immediate household, with time off charged against any accumulated leave time. For out-of-state funerals, employees shall be permitted to take up to two (2) additional days leave of absence without pay or, at the option of the employee, to use accumulated leave time.

An employee excused from work under this Section shall, after making written application, receive the amount of wages, exclusive of any other premiums, that they would have earned by working during straight time hours on such scheduled days of work for which they were excused. Time thus paid will be counted as hours worked for purposes of overtime under Section 12.4.b.

Section 13.9 Personal Leave

Each regular full time employee and regular part time employee (on a pro-rated basis) shall be granted eight (8) days of personal leave each year on December 1. New hires shall receive an initial pro-rated amount of leave upon completion of their probationary period.

This leave may be used at the employee's discretion for sick or personal reasons. Twenty four (24) hours notice and prior approval by the supervisor is required for general absences, and at least one hour notice prior to the beginning of the shift is required for illness, unless the employee can show in writing why prior notification was impossible. Time must be used in ½ hour increments. Claim for payment must be submitted on a form provided by the Employer.

Any balance left (of the eight days) following the last full pay period paid in November shall be paid at the employee's prevailing hourly rate in a separate check on the first pay date in December.

Those employees who are hired prior to December 1, 1988, and who selected Plan A on the "Employee Election of Sick Conversion/Payment Plan" prior to November 30, 1988, shall have the balance of the eight (8) days each year converted to their frozen Sick Leave Bank, up to a maximum of one hundred twenty (120) days.

Section 13.10 Sick Leave

Those employees who have a sick bank as of December 1, 1988, shall have said bank frozen. This bank may be used in the following instances:

1. For absences due to illness (including illness in the immediate family spouse, children, parents, or guardian - if the employee is the only person available to render such care) after the eight personal days have been exhausted.
2. For the first seven (7) calendar days when an employee qualifies for the short term disability.
3. When an employee qualifies for the short term disability, but chooses to use their frozen sick bank first in order to receive full pay.

Any balance left upon retirement (as defined in Section 17.4) or upon death shall be paid at the rate of one half of any unused days, up to a maximum of one hundred twenty (120) days, at the prevailing hourly rate of the employee.

Section 13.11 Professional Association Leave

Employee voluntary attendance at conferences, seminars or meetings which occur during working hours must be approved in advance by the Court.

ARTICLE XIV
LONGEVITY COMPENSATION

Section 14.1 Longevity Pay

All full time employees shall receive a longevity bonus payable as a separate check on the first pay date in December in accordance with one of the following schedules.

For those employees employed on or before January 31, 1985, and who selected Plan A on the selection of longevity plans:

- 1) After completion of ten (10) years of seniority, a bonus of 5% of base pay, excluding overtime, shift differential, etc., if applicable, shall be paid for that year or portion of the year. At the completion of ten years (service date) which is less than twelve (12) months in that calendar year, the 5% longevity bonus is prorated over the balance of the calendar year.
- 2) After completion of fifteen (15) years of seniority (service date), a longevity bonus of 10% of base pay shall be paid and prorated, if applicable, as in A. 1 above.
- 3) The longevity bonus amount may change as the percentage applicable is calculated on the new base rate for the calendar year.

For all employees hired on or after February 1, 1985:

- 1) After completion of five (5) years of seniority (service date), the employee shall receive a \$50 longevity bonus, prorated over the remainder of the calendar year in which the completion of the 5 years seniority (service date) occurs.
- 2) In December of the sixth and succeeding years thereafter, \$ 50 annually will be added to the longevity pay bonus with no maximum limit.

For Example:	After 5 years:	\$ 50
	After 6 years:	\$100
	After 7 years:	\$150

As a general condition applicable to both plans, longevity will be paid by separate check, lump sum, on the first pay date in December.

At the end of employment with the Employer, any longevity bonus amounts owed under either plan will be prorated over the number of pay periods or portion of pay periods worked until the last record day of employment.

Leaves of absence for periods in excess of thirty (30) days shall be deducted from an employee's seniority (service date) for purposes of determining longevity bonus.

Election by an employee of Plan A or Plan B, where applicable, is irrevocable.

ARTICLE XV **HOLIDAY PAY**

Section 15.1 Holiday Schedule

The following shall be considered as holidays for the purpose of this Agreement:

New Year's Day	Thanksgiving Day
President's Day	Day After Thanksgiving Day
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	Floating Holiday
Labor Day	New Year's Eve Day
Veteran's Day	

Section 15.2 Eligibility For Holiday Pay

To be eligible for holiday pay, an employee must:

- 1) Be a regular full-time or regular part-time employee on the date the holiday occurs.
- 2) Worked in full, when scheduled, the Employer's regularly scheduled straight time work day prior to and the Employer's regularly scheduled straight time work day subsequent to the holiday, unless on authorized leave.

Section 15.3 Overtime Calculation

Holidays paid under this contract shall be counted for calculation of overtime under Section 12.4.b.

Section 15.4 Holidays During Vacation

Holidays occurring during the vacation period, bereavement leave or sick leave, are compensable and shall not be charged against the employee's accumulated time.

Section 15.5 Work on a Holiday

Whenever one of the designated holidays falls on an employee's scheduled work day, the employee shall receive holiday pay plus their regular day's pay for the day worked; provided however, that in the event the employee is called in to work on a holiday, then they shall receive time and one-half (1 ½) plus holiday pay for the day worked; and provided further that in the event that a day off in lieu of the holiday can be scheduled it shall come under the language of Section 12.4 sub-paragraph (f).

When any of the recognized holidays fall on Saturday, the preceding Friday shall be recognized as the holiday and likewise when the holiday falls on Sunday, the following Monday shall be recognized as the holiday, unless the office is normally open on the weekend, then the actual holiday will be recognized. In the event two back-to-back holidays (i.e. Christmas Eve and Christmas Day) fall on a Friday and Saturday then Thursday and Friday shall be recognized and likewise when the holidays fall on Sunday and Monday then Monday and Tuesday shall be recognized.

Whenever holiday work is required, the employer shall provide two (2) working days notice prior to the holiday, except in emergency situations.

Section 15.6 Rate of Holiday Pay

Employees covered by this Agreement who do not work on the holidays herein designated, and who meet the eligibility requirements herein set forth, shall be compensated for such holiday prorated on an equal hourly basis as compared to their regular assigned hours at the straight time hourly rate, excluding premiums, of the particular employee.

Section 15.7 Failure to Work Holiday as Agreed

When an employee is scheduled to or agrees to work on one of the herein designated holidays or the day observed in lieu thereof, if any, and does not work as agreed, he or she shall not receive the pay for such holiday, unless otherwise excused by the Employer.

Section 15.8 Floating Holiday

One floating holiday shall be credited to the employee as of January 1st in the first pay period of each calendar year. Employees who are hired on or after October 1st shall not be granted the floating holiday for that year. Such holidays shall not accrue from year to year or be paid out for any reason.

ARTICLE XVI
VACATION

Section 16.1 Vacation Eligibility

Employees working under this Agreement shall receive paid vacations in accordance with the schedule hereinafter stated and provided they are eligible:

- 1) An employee shall be entitled to receive vacation pay as hereinafter set forth if such employee is regular full-time or regular part-time. For regular part-time employees the vacation schedule shall be prorated by the same factor as his/her regular scheduled working hours. Paid sick leave, holidays, or other paid leave shall be considered hours worked for the purposes of this article.
- 2) Employees shall not accrue vacation leave during the first six months of employment, but will be granted leave retroactively upon completing the six months. Thereafter employees shall earn vacation leave credit according to the following schedule:

<u>Years of Service</u>	<u>Days</u>	<u>Annual Hours</u>		<u>Hours accrued biweekly</u>	
		(75)	/ (80)	(75)	(80)
Less than 3:	10	75	/ 80	2.884	3.076
3 but less than 5:	12	90	/ 96	3.461	3.692
5 but less than 10:	15	112.5	/ 120	4.326	4.615
10 but less than 15:	17	127.5	/ 136	4.903	5.230
15 but less than 25:	20	150	/ 160	5.769	6.153
25 or more:	25	187.5	/ 200	7.211	7.692

Section 16.2 Vacation Scheduling

The employer shall schedule vacations consistent with efficient operations and with consideration of the following procedure: After January 1st and prior to March 1st, each employee shall indicate on a six month calendar his/her vacation request for the vacation period April 1 through September 30. The same process shall be followed between July 1 and September 1 for the vacation period of October 1st through March 30th. Vacation requests shall be scheduled by seniority with the exception that those who are granted vacations the weeks of the Thanksgiving or Christmas holidays shall not be allowed first choice for both in the same year, or for the same holiday two years in a row. Employees who request vacation after the March 1st and September 1st deadlines shall be granted vacation on a first come first served basis.

Section 16.3 Vacation Carry-Over

Vacation leave will be credited biweekly to the employee's "bank" up to a maximum carry-over of twenty (20) days on the employee's service date.

Any hours beyond the 20 days, even when approved for extension by the department head or County Administrator, shall not be included in the employee's payout calculation upon termination for any reason, unless a timely request for vacation leave has been denied.

ARTICLE XVII
INSURANCE AND PENSION

Section 17.1 Health Insurance

The Employer agrees to pay the full premium for health coverage for all regular full time employees, including those on paid leave, and their families. Regular part time employees who elect to do so may be covered, with the Employer covering the pro-rated amount based on the number of hours the employee is regularly scheduled to work, and the employee reimbursing the Employer through payroll deduction for the remainder. Said insurance to be substantially equivalent to the plan in effect on January 1, 2003, including \$10 office visit copay and \$10 generic/\$20 brand name prescription drug copay, Optical, and Dental under the guideline that the employee does not have substantially the same benefits from other employment. The employer agrees to give the Union 30 days notice prior to changing carriers.

Employees whose spouses are also employed by Grand Traverse County will not be eligible to be double covered under the health program. They may each select their own coverage (in the case of

regular insurance or HMO) if they wish, and dependents will be covered under the employee whose birth date comes first in the year unless otherwise agreed to by both employees.

The benefits provided under the Grand Traverse County Health Program shall be secondary to any personal protection or personal injury benefits carried by an employee through an insurer under a motor vehicle policy described in Section 3101(1) of the Michigan Compiled Laws.

Effective January 1, 2001, employees who retire from the service of Grand Traverse County under the County's retirement plan may continue their group health care benefits by reimbursing the Employer 50% of the monthly premium.

Section 17.2 Worker's Compensation

Each employee will be covered by the applicable worker's compensation laws. The Employer further agrees that an employee, if eligible for worker's compensation, will receive, in addition to their worker's compensation benefits, 20% of their regular gross pay, to be paid by the Employer from the employee's sick or personal leave bank. The Employer's subsidy will terminate upon the exhaustion of the employee's leave bank.

Section 17.3 Unemployment

The Employer agrees to provide, through the services of the Michigan Employment Security Commission, unemployment insurance coverage for all employees under this agreement.

Section 17.4 Retirement All regular full time and regular part time employees working at least fifty percent (50%) of the Court's normal departmental work week shall be covered under the Michigan Municipal Employees Retirement System (MMERS). The Employer shall contribute 6% of wages under the MERS Defined Contribution Plan. Employees may choose to make a one time irrevocable decision to contribute 3% of their wages to the Plan, and if the employees chooses to contribute 3%, the Employer will contribute an additional 3%. Employees will be vested 25% after 3 years of service, 50% after 4 years, 75% after 5 years, and be fully vested after 6 years of service.

Employees already under the MERS Defined Benefit Plan as of May 1, 2000, and who did not choose to rollover into the Defined Contribution Plan, shall receive benefits calculated under the B-4 plan with the F55/25, V-6 FAC3 and E-2 riders of the Municipal Employees Retirement System. This retirement plan is fully funded by the Employer.

Age 60 with six (6) years of service, or age 55 with 25 years of service, shall be used for determination of age of retirement for eligibility of other benefits for retirees as outlined in this contract.

Section 17.5 Life and AD&D Insurance

All regular full time employees, including those on paid leave, shall be eligible for term life insurance after six (6) months of service. Regular part time employees who elect to do so may be covered, with the Employer paying a pro-rated amount of the premium based upon the number of hours the employee is regularly scheduled to work, and the employee reimbursing the Employer through payroll deduction for the remainder. Said insurance shall be in the amount of one (1) times the employee's annual compensation or twenty thousand (\$20,000), whichever amount is greater, and shall include Accidental Death and Dismemberment.

Section 17.6 Short Term Disability

All regular full time employees, including those on paid leave, shall be eligible for Short Term Disability, said coverage to be effective the first of the month following six months of service. Regular part time employees who elect to do so may be covered, with the Employer paying the pro-rated amount of the illustrative rate based upon the number of hours the employee is regularly scheduled to work, and the employee reimbursing the Employer through payroll deduction for the remainder. This coverage shall provide, at a minimum, 66 2/3 per cent of the employee's regular weekly wage for up to twenty-six (26) weeks per occurrence for absences due to approved injury or illness, with a weekly benefit maximum of six hundred dollars (\$600.00). The coverage shall begin on the eighth day following injury or illness. Health insurance provided by the employer shall continue during the duration of this coverage.

ARTICLE XVIII **VACANCY, TEMPORARY TRANSFER & PROMOTION**

Section 18.1 Regular Vacancies

Regular vacancies within the Bargaining Unit shall be given preference to be filled from within the Bargaining Unit. If none of the present employees meet the established requirements, the Employer may open the vacancy to applicants outside the Bargaining Unit. All vacancies shall be posted for a minimum of five (5) days and all employees are required to provide written notice of their intent to fill a vacant position.

Section 18.2 Appointment to Fill Vacancy

The Judge will exercise final appointing authority for promotions of employees under this article, and shall not be arbitrary or capricious. Present established job requirements shall be used as the criteria as well as any standard examinations utilized for selection. The following factors shall be considered in determining the selection:

- A) Knowledge, training and ability to do the work.
- B) Attendance records and performance evaluations.
- C) Physical qualifications (where applicable).
- D) Where general qualifications are relatively equal seniority will prevail.

Results of any examination taken for the purpose of filling a vacancy shall be available.

Section 18.3 Applicable Rate of Pay

If an employee is transferred, promoted, demoted, or re-employed, his or her pay for the new position shall be determined as follows:

- A) Transfer: If the current pay rate is less than the minimum rate in the new class, it shall be advanced to the minimum rate for the class. If the current pay rate is more than the maximum rate in the new class, it shall be reduced to the maximum rate for the class. If the current pay rate falls within and is at the established step of the new class, it shall remain at his or her current rate. If the current pay rate falls within the new class but does not correspond to an existing step, it shall be advanced to the next higher step.
- B) Promotion: If the current pay rate is less than or falls within the range for the new class, it shall be adjusted to the step which gives a minimum of four and one-half percent (4.5%) increase. Consideration will be given for an extra step in the event the employee was eligible for a step

increase within the next six (6) months, under the guideline that the combination of the rate increases shall not exceed ten percent (10%).

- C) Demotion (requested by employee or by Judge's action): If the current pay rate is more than the maximum rate of the new class, it shall be adjusted to the maximum or an intermediate step as determined by the Judge. If the current pay rate falls at an established step within the range of the new class, it shall remain the same or be adjusted to the next lower step as determined by the Judge. If the current pay rate falls within the range of the new class, but doesn't correspond to an established step, it shall be adjusted to the next lower step.
- D) Re-employment: If an employee is re-employed or reinstated within one (1) year in his or her original position or in another position assigned to the same class, the employee shall be paid at the same grade and step he or she received at the time of his or her separation from employment if this rate does not exceed the prevailing maximum salary.

Section 18.4 Trial Period

The Employee who is promoted (within or outside of the bargaining unit) shall serve a six month trial period to prove he/she is capable of performing the work. At any time during this trial period the employee may on his/her own volition, request in writing to be relieved of the new classification and be returned to the former classification and former rate of pay without loss of seniority. At any time during the trial period, if the Employer determines that the employee is unsatisfactory in the new classification, the Employer shall have the right to return the employee to the former classification from which he/she was promoted without loss of seniority and will provide said employee, upon written request from that employee, a written explanation specifying the reasons for the return to the former classification. Union seniority shall not accumulate while the employee is in a position outside the bargaining unit.

Section 18.5 Temporary Vacancies

For the purpose of temporarily filling a vacancy in a position of higher classification, the Employer shall offer such assignment to the senior most qualified employee within the department. The Employer shall determine when a temporary vacancy exists, and will proceed to fill such vacancy in accordance with this article as soon as possible. However, no position shall be considered temporary for a period beyond sixty (60) days, without mutual consent of the Employer and the Union.

Section 18.6 New Classifications or Positions

When a new job classification is created the Employer will notify the Union of the classification and rate structure prior to its becoming effective. In the event the Union does not agree that the classification and rate are proper, it shall be subject to negotiations.

Should the duties and/or responsibilities of a current bargaining unit classification significantly change during the life of this agreement, the parties agree to negotiate the effects of such changes including rates of pay.

Section 18.7 Employer-Sponsored Training

The Employer agrees that, where practical, Employer sponsored and/or required training shall be offered to employees within the applicable classifications with opportunities for such training equalized among the affected employees.

ARTICLE XIX
MISCELLANEOUS

Section 19.1 Discrimination

There shall be no discrimination by the Employer or Union against any employee because of age, race, sex, religion or national origin.

Section 19.2 Gender

Reference to the masculine gender may refer to the feminine gender, or vice versa.

Section 19.3 Captions

The captions used in each Section of this Agreement are for purposes of identification and are not a substantive part of this Agreement.

Section 19.4 Union Bulletin Boards

The Employer will provide a bulletin board at both Grand Traverse County and Leelanau County work sites to be used only for posting notices pertaining to Union business. Such notices must be signed on behalf of the Union and/or the Employer.

Section 19.5 Joint Health and Safety Committee

The parties to this Agreement shall establish a Joint Health and Safety Committee consisting of one (1) representative of the Union, one (1) representative of the Department involved, and one (1) representative of the Board of Commissioners. All Health and Safety issues and complaints will be handled by the Health and Safety Committee.

Section 19.6 Copies of Agreement

The Union shall provide the Employer with one (1) copy of the signed Agreement. The Employer agrees to make available to each employee a copy of this Agreement and to provide to all new employees entering the employment of the Employer. The Employer and the Union will share equally in the cost of printing the above referenced copies.

ARTICLE XX
SAVINGS AND WAIVER CLAUSE

Section 20.1 Savings Clause

If any Article or Section of this Agreement or any addendum 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 reinstated by such tribunal the remainder of the Agreement and addenda shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

Section 20.2 Waiver

It is the intent of the parties hereto that the provisions of this Agreement, which supersedes all prior agreements and understandings, oral or written, express or implied, between such parties shall govern their entire relationship and shall be the sole source of any and all rights or claims asserted hereunder or otherwise. The provisions of this Agreement can be amended, supplemented, rescinded or otherwise

altered only by mutual agreement in writing hereafter signed by the parties hereto. The parties hereto mutually agree not to seek, during the term of this Agreement, to negotiate or to bargain with respect to any matters pertaining to rates of pay, wages, hours of employment, or other conditions of employment, whether or not covered by this Agreement or in the negotiations leading thereto, and any rights in that respect are hereby expressly waived.

ARTICLE XXI
TERMINATION

This Agreement shall be effective on the first day of January, 2003, and shall remain in full force and effect until the 31st day of December, 2005. It shall automatically be renewed from year to year thereafter unless either party notifies the other, in writing, one hundred fifty (150) days prior to the anniversary date that it desires to modify this Agreement.

**GRAND TRAVERSE
86TH DISTRICT COURT**

**TEAMSTERS STATE, COUNTY
AND MUNICIPAL WORKERS
LOCAL 214**

Hon. Michael J. Haley

Butch Carmien, Business Representative

Chairperson, Board of Commissioners

Nancy Padgett, Steward

Dennis Aloia, County Administrator

Norene Kastys, Steward

Shirley DeWitt, Steward

Dated: _____

Dated: _____

**SCHEDULE B
CLASSIFICATION PLAN**

<u>Grade</u>	<u>Title</u>
D	Office Specialist
F	Office Coordinator Collections Specialist Court Recorder
H	Community Corrections Officer Probation Officer Chief District Court Clerk (Grandfathered for current incumbent, then will be removed from the Classification Plan and the position will revert to Office Coordinator.)
I	Manager: Community Corrections Chief Probation Officer

DISTRICT COURT TEAMSTERS
SCHEDULE A: WAGES

HOURLY EFFECTIVE January 1, 2003 2.5%

	Training 1	Training 2	Start	1 Year	2 Year	3 Year	4 Year	5 Year
D	9.89	10.64	11.41	11.94	12.48	13.08	13.65	14.29
F	11.33	12.16	13.10	13.67	14.30	14.93	15.62	16.37
H	14.32	15.39	16.54	17.30	18.08	18.91	19.75	20.69
I	15.29	16.48	17.71	18.52	19.35	20.24	21.17	22.13

HOURLY EFFECTIVE January 1, 2004 2.5%

	Training 1	Training 2	Start	1 Year	2 Year	3 Year	4 Year	5 Year
D	10.14	10.91	11.70	12.24	12.79	13.41	13.99	14.65
F	11.61	12.46	13.43	14.01	14.66	15.30	16.01	16.78
H	14.68	15.77	16.95	17.73	18.53	19.38	20.24	21.21
I	15.67	16.89	18.15	18.98	19.83	20.75	21.70	22.68

HOURLY EFFECTIVE January 1, 2005 2.5%

	Training 1	Training 2	Start	1 Year	2 Year	3 Year	4 Year	5 Year
D	10.39	11.18	11.99	12.55	13.11	13.75	14.34	15.02
F	11.90	12.77	13.77	14.36	15.03	15.68	16.41	17.20
H	15.05	16.16	17.37	18.17	18.99	19.86	20.75	21.74
I	16.06	17.31	18.60	19.45	20.33	21.27	22.24	23.25

EXEMPT EFFECTIVE January 1, 2003 2.5%

I	29,821	32,140	34,538	36,118	37,736	39,476	41,275	43,154
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EXEMPT EFFECTIVE January 1, 2004 2.5%

I	30,567	32,944	35,401	37,021	38,679	40,463	42,307	44,233
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EXEMPT EFFECTIVE January 1, 2005 2.5%

I	31,331	33,768	36,286	37,947	39,646	41,475	43,365	45,339
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NOTES: Training steps are used for on call or temporary employees or for regular employees when they do not meet the full requirements of the job (example, if the job requires a bachelor's degree but they have two classes to take yet).

Each step from Start through 5 Year is of one year duration.