

12/31/93

CONTRACTUAL AGREEMENT

BETWEEN

ONTONAGON COUNTY

AND

ONTONAGON COUNTY COURTHOUSE & TRANSIT DEPARTMENT EMPLOYEES  
CHAPTER OF LOCAL #1923  
AFFILIATED WITH  
MICHIGAN COUNCIL 25, AFSCME, AFL-CIO

January 1, 1991

to

December 31, 1993

*Ontonagon County*

ARTICLE 1

Agreement

THIS AGREEMENT is made and entered into this 7<sup>th</sup> day of June, 1991, by and between ONTONAGON COUNTY, hereinafter referred to as "Employer" and ONTONAGON COUNTY COURTHOUSE & TRANSIT DEPARTMENT EMPLOYEES, CHAPTER OF LOCAL #1923, AFFILIATED WITH MICHIGAN COUNCIL 25, AFSCME, AFL-CIO, hereinafter referred to as "Union".

ARTICLE 2

Purpose and Intent

The general purpose of this 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.

The parties recognize that the interest 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 relations between the respective representatives at all levels and among all employees.

ARTICLE 3

Recognition

A. The County hereby recognizes the Michigan Council #25, AFSCME, AFL-CIO as the exclusive bargaining representative as defined in Act 379, Public Acts of 1965, as amended, of the State of Michigan for the purpose of collective bargaining in respect to wages, rates of pay, hours of employment or other conditions to employment of all of the employees of the County who are included in the bargaining unit as follows:

All regular full time and regular part time employees of Ontonagon County.

B. The following classifications shall be excluded from the bargaining unit and none of the terms and provisions of this Agreement shall, in whole or part, be in any way applicable to said positions:

All elected officials, department heads, Probate Court employees, Circuit Court employees, supervisors as defined by the Act, airport manager, county park manager, one confidential employee in the Prosecuting Attorney's office, and one confidential employee in the Clerk's office, and the District Court.

ARTICLE 4

Aid to Other Unions

A. The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.

B. The Union agrees that the employees will fully perform their duties. The Union agrees that the employees will not aid or assist other unions in strike activity which will in any way detract from their responsibility.



# COUNTY OF ONTONAGON

## JOB DESCRIPTION

**TITLE:** DEPUTY COUNTY CLERK

**EMPLOYMENT STANDARDS:**

T.O.P.S.  
NON-EXEMPT  
T 04 05

### General Summary

Experienced in the operating practices of the County Clerk's office, will record and issue certified copies of vital records, serve as Clerk of the Circuit Court and to other boards as assigned, and process transactions/documents of the Register of Deeds unit. Supervision is general, received from the County Clerk/Register.

### Typical Duties

1. Provides counter assistance explaining vital statistics, process documentation/fees of registering deeds, ambulance billings, retention of court records and required fees/payments.
2. Records vital statistics i.e. births, deaths and marriage records and will issue certified copies, collect and receipt fees.
3. Explains registration of deeds, documentation, real estate transfer tax and fees. Assists with form preparation, collects fees and taxes, receipting accordingly.
4. Receives, processes and files statistical information i.e. assumed name and co-partnership establishment, filing of notary bonds, armed service discharge and passport application.
5. Serves as Clerk of Boards, commissions and the Courts as assigned, taking minutes and storing records/materials.
6. Processes Circuit Court records, making entries, true/certified copies and filing/pulling records for use.
7. Posts ledger transactions and deposits/receipts monies.
8. Assists in preparing summary service reports, number/kinds of vital statistics, court calendars, summary of activity/court orders and Register of Deeds transactions.
9. Receives procedural change/assignments from the Clerk Register and incorporates such change to practice.
10. Performs secretarial tasks setting up and typing correspondence, reports, ledger and records. Regularly uses typewriter, copy and transfer tax machine, adding machine and document books.
11. Receives/provides information to other County units of government i.e. Abstract, Treasurer, Equalization and the Courts.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

ARTICLE 5

Union Security

A. All employees covered by this Agreement, except those employees subject to paragraph C below, who are presently members of the Union shall, as a condition of continued employment, remain members of the Union during the term of this Agreement.

B. Employees newly hired, rehired, reinstated or transferred into the bargaining unit after September 15, 1989 shall be required, as a condition of continued employment, after the end of thirty-one (31) days of employment in the bargaining unit, and subject to paragraph C below, to become and remain members of the Union during the life of this Agreement or pay a legal service fee to the Union not to exceed the dues uniformly required to be paid by members of the Union.

C. Notwithstanding the foregoing, any employee who was employed prior to September 15, 1989 who has not paid a service fee or elected to join the Union shall not be obligated to join the Union or to pay a service fee to the Union as a condition of employment. Any employee, however, who elected to become a member of the Union prior to February 1, 1991 shall be obligated to retain their membership in the Union.

D. An employee who fails to comply with the provisions set forth above shall be terminated, not earlier than thirty-one (31) days following receipt by the employee of a written notice, sent certified mail, from the Union to the employee notifying the employee of default under this article and the effective date of termination of employment of the employee if such default is not remedied prior to that date. A copy of such notice shall be mailed simultaneously to the Employer.

ARTICLE 6

Check Off of Union Dues

A. The Employer agrees to deduct from the wages of any employee, who is a member of the union, all union membership dues and initiation fees uniformly required, if any, as provided in a written authorization in accordance with the standard form used by the employer herein (see Paragraph D), provided, that the said form shall be executed by the employee. The written authorization for union dues deduction shall remain in full force and effect during the period of this contract and may be revoked only by written notice given during the period 30 days immediately prior to expiration of this contract. The termination must be given both to the employer and the union.

B. Dues and initiation fees will be authorized, levied and certified in accordance with the Constitution and By-laws of the local union. Each employee and the union hereby authorize the employer to rely upon and to honor certifications by the Secretary-Treasurer of the local union, regarding the amounts to be deducted and the legality of the adopting action specifying such amounts of union dues and/or initiation fees.

C. The employer agrees to provide this service without charge to the union.

D. See attached.

E. The Union agrees to indemnify and save the County harmless against any and all claims, suits or other forms of liability arising out of the deduction of money established by the Union for Union dues from an employee's pay. The Union assumes full responsibility for the disposition of the monies so deducted once they have been turned over to the designated authority of said Union.



ARTICLE 7

Representation Fee Check-Off

- A. The Employer agrees to deduct from the wages of any employee who is not a member of the union the union representation fee (except as excluded in Article 5), as provided in a written authorization in accordance with the standard form used by the employer herein (see Paragraph D), provided, that the said form shall be executed by the employee. The written authorization for representation fee deduction shall remain in full force and effect during the period of this contract and may be revoked only by written notice, given during the period thirty (30) days immediately prior to expiration of this contract. The termination notice must be given both to the employer and to the union.
- B. The amount of such representation fee will be determined as set forth in Article 5 of this contract.
- C. The Employer agrees to provide this service without charge to the Union.
- D. See attached.

AUTHORIZATION FORM

To: \_\_\_\_\_ EMPLOYER

I hereby request and authorize you to deduct from my earnings, one of the following:

- [ ] An amount established by the Union as monthly dues.
- or
- [ ] An amount equivalent to monthly union dues, which is established as a service fee.

The amount deducted shall be paid to Michigan Council 25 AFSCME, AFL-CIO in behalf of Local \_\_\_\_\_

By:

PLEASE PRINT

FIRST NAME															MIDDLE	
LAST NAME																
STREET NUMBER				STREET NAME AND DIRECTION												
CITY										ZIP CODE						
AREA CODE				TELEPHONE												

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
EMPLOYER'S COPY

\_\_\_\_\_  
DATE

ARTICLE 8

REMITTANCE OF DUES AND FEES

A. When Deductions Begin.

Check-off deductions under all properly executed authorization for check-off shall become effective at the time the application is signed by the employee and shall be deducted from the first pay period of the month and each month thereafter.

B. Remittance of Dues to Financial Officer.

Deductions for any calendar month shall be remitted to such address designated to the designated financial officer of Michigan Council #25, AFSCME, AFL-CIO, with an alphabetical list of names and addresses of all employees from whom deductions have been made no later than ten (10) days following the date on which they were deducted.

C. The Employer shall additionally indicate the amount deducted and notify the financial officer of the Council of the names and addresses of employees, who through a change in their employment status, are no longer subject to deductions and further advise said financial officer by submission of an alphabetical list of all new hires since the date of submission of the previous month's remittance of dues.

ARTICLE 9

Union Representation

A. Stewards, Alternate Stewards and Unit Chairmen.

The Employees covered by this Agreement will be represented by two stewards. The Union shall have the exclusive right to assign said stewards and shall assign one (1) steward to the Courthouse and one (1) steward to the Transit.

1. The Employer will be notified of the names of the alternate stewards who would serve only in the absence of a regular steward.

2. The stewards, during their working hours, without loss of time or pay, may investigate and present grievances to the employer during working hours provided that such activities do not interfere with the orderly functioning of their department and further provided that such activities do not exceed four hours per month except with the consent of the Clerk or Department Head whose consent will not be reasonably withheld.

3. The Unit Chairman shall be allowed the necessary time off during working hours without loss of time or pay to investigate and present grievances to the Employer in accordance with the grievance procedure provided that such activities do not interfere with the orderly functioning of their department and further provided that such activities do not exceed four hours per month except with the consent of the Clerk or Department Head whose consent will not be reasonably withheld.

## ARTICLE 10

### Special Conferences

A. Special conferences for important matters will be arranged between the Chapter Chairman and the Employer or its designated representative upon the request of either party. Such meetings shall be between at least two representatives of the Union and two representatives of Management. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conference shall be confined to those included in the agenda. Special conferences shall be arranged at a time mutually agreeable to both parties. The members of the Union shall not lose time or pay for time spent in such special conferences. This meeting may be attended by representatives of the Council and/or representatives of the International Union.

B. The Union representatives may meet on the Employer's property for at least one-half hour immediately preceding the conference.

## ARTICLE 11

### Grievance Procedure

#### A. Definition

1. A grievance is a dispute arising out of the interpretation or application of any provision of this collective bargaining agreement or established policy.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. The term "days" shall mean calendar days excluding Saturday, Sunday and holidays.
5. Written grievances as required herein shall contain the following:
  - a. It shall be signed by the grievant or union;
  - b. It shall cite the section or subsections of this contract or policy alleged to have been violated.
  - c. It shall contain the date of the alleged violation;
  - d. It shall specify the relief requested.

Any written grievance not in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

#### B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible supervisory level, equitable solutions to grievances which may from time to time arise. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.
2. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with his immediate supervisor and having the grievance adjusted without intervention of the Union, provided the adjustment is not inconsistent with the terms of this Agreement and the Union

Representative is provided the opportunity to be present at the time of adjustment.

### C. Procedure

Since it is important the grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified may, however, be extended by mutual agreement.

#### 1. Level One

An employee with a grievance will first discuss it verbally with her supervisor or in the absence of her supervisor at the next supervisory level either directly or through the Union Representative, with the objective of resolving the matter informally.

#### 2. Level Two

- a. If the aggrieved person or union is not satisfied with the disposition of his/her grievance at Level One the employee may file the grievance in writing with her Union representative within seven (7) days of the decision at Level One. Within seven (7) days after having received the written grievance, the Union Representative will refer it to the Supervisor.
- b. Within seven (7) work days after receipt of the written grievance by the Supervisor, the Supervisor or his designee will meet with the aggrieved person and his/her Union Representative in an effort to resolve it.
- c. If an employee or Union does not file the grievance in writing with the Union Representative and the written grievance is not forwarded to the Supervisor within fourteen (14) work days after the decision at Level One, then the grievance is considered as waived.

#### 3. Level Three

If the aggrieved person or Union is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within fourteen (14) work

days after the grievance was received by the Supervisor, or if no meeting has been held, the employee or the Union may file the grievance in writing with the County Board or its designee. Within fourteen (14) work days after receiving the written grievance, a committee of the Board and their representative will meet with the Union Grievance Committee person and the Unit Chairman for the purpose of resolving the grievance. The ultimate decision on the grievance at Level Three will, however, be rendered by the full Board in writing with a copy to the grievant and the Union. The Grievant may choose whether or not he desires to be present at the Board Hearing level.

#### 4. Level Four

In the event the Union wishes to carry the grievance further it shall within thirty (30) working days from the date of the employer's last answer of Step 3 meet with the Employer for the purpose of attempting to select an arbitrator. In the event they cannot agree on an arbitrator, then an arbitrator shall be selected from a list of five (5) submitted by MERC. Both the County and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike one name, and the process will be repeated. The remaining person shall be the arbitrator.

The arbitrator's decision shall be in writing and will set forth his findings of fact, reasoning and conclusions on the issues submitted.

The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this Agreement.

His authority shall be limited to deciding whether this agreement or policy has been violated.

The decision of the arbitrator, if within the scope of his authority as above set forth, shall be final and binding.

The arbitrator's fee and other expenses of arbitration shall be divided equally between the parties. Each party shall bear his own expense in connection therewith.

#### D. Rights of Employees to Representation

1. No reprisals of any kind will be taken by either party



as a result of having participated in the grievance procedure.

2. Any party in interest may be represented at all stages of the grievance procedure by a person of his own choice.

E. Miscellaneous

1. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents will be filed on mutually approved forms and given appropriate distribution to the Union Representative.

F. Advancement of Grievance

Any grievance not answered by the Employer within the time limits specified by the grievance procedure shall advance to the next step of the grievance procedure.

ARTICLE 12

Computation of Back Wages

No claim for back wages shall exceed the amount of wages the employee would otherwise have earned. Overtime missed shall not be considered, unless the claim expressly relates to unreasonable denial of opportunity to work overtime. Any computation of lost wages shall consider income received from any other source, including, but not limited to, Worker's Compensation, unemployment compensation and earning from other employment. Insurance benefits provided by the employee himself at his own expense shall not be deducted.

## ARTICLE 13

### Discharge and Suspension

Subject always to the Clerk's, Treasurer's and Prosecuting Attorney's statutory rights to hire or fire, which rights shall not be infringed by this contract, the parties agreed that any discharges or suspension shall be subject to the following procedures.

1. The Employer agrees, promptly upon the discharge or suspension of an employee, to notify, in writing, the employee and his steward of the discharge or suspension. Said written notice shall contain the specific reasons for the discharge or suspension.

2. The discharged or suspended employee will be allowed to discuss his discharge or suspension with his steward and the Employer will make available a meeting room where he may do so before he is required to leave the property of the Employer. Upon request, the Employer or his designated representative will discuss the discharge or suspension with the employee and the steward.

3. Appeal of Discharge or Suspension.

Should the discharged or suspended employee and/or the steward consider the discharge or suspension to be improper, it shall be submitted to the final step of the grievance procedure.

4. Use of Past Record.

In imposing any discipline or discharge on a current charge, the Employer will not take into account any prior infractions which occurred more than two (2) years previously.

ARTICLE 14

Seniority

- A. New employees hired in the unit shall be considered as probationary employees for the first one hundred and eighty (180) calendar days of their employment. When an employee finishes the probationary period he shall be entered on the seniority list of the unit and shall rank for seniority from the day one hundred and eighty (180) calendar days prior to the day he completes the probationary period. There shall be no seniority among probationary employees.
- B. The Union shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours or employment, and other conditions of employment as set forth in Section (1) of this Agreement, except discharged and disciplined employees for other than union activity.
- C. Seniority shall be on an employer-wide basis, in accordance with the employee's last date of hire.
- D. The Employer shall arrange, on the first day of employment, a thirty (30) minute interview period between the Chapter Chairman and the new employee(s) for the purpose of welcoming the new employee, furnishing him with a copy of the Agreement, authorization cards, explaining the structure of the organization and providing any other pertinent information.

ARTICLE 15

Seniority Lists

A. Seniority shall not be affected by the age, race, sex, marital status, or dependents of the employee.

B. The seniority list on the date of this Agreement will show the date of hire, names and addresses, and job titles of all employees of the unit entitled to seniority.

C. The Employer will keep the seniority list up to date at all times and will provide the Chapter Chairperson and Council #25, AFSCME, AFL-CIO, with up-to-date copies upon request from the Chapter Chairperson.

## ARTICLE 16

### Loss of Seniority

An employee shall lose his seniority for the following reasons only:

1. He quits.
2. He is discharged and the discharge is not reversed through the procedure set forth in this Agreement.
3. He is absent for three (3) consecutive working days without notifying the Employer. In proper cases, exceptions shall be made. After such absence, the Employer will send written notification to the employee at his last-known address that he has lost his seniority, and his employment has been terminated. If the disposition made of any such case is not satisfactory, the matter shall be referred to the final step of the grievance procedure.
4. If he does not return to work when recalled from layoff as set forth in the recall procedure. In proper cases, exceptions shall be made.
5. Return from sick leave and leaves of absence will be treated the same as (c) above.
6. Employee accepts a total disability settlement.

ARTICLE 17

Layoff Defined

- A. The word, "layoff" means a reduction in the work force due to a decrease of work or for a lack of funds.
- B. In the event it becomes necessary for a layoff the Employer shall meet with the proper union representatives at least three weeks prior to the effective date of layoff. At such meeting the Employer shall submit a list of the number of employees scheduled for layoff, their names, seniority, job titles and work locations. If the results of such meeting are not conclusive, the matter shall become a proper subject for the third step of the grievance procedure.
- C. When a layoff takes place, employees not entered on the seniority list shall be laid off first. Thereafter, employees having seniority, i.e., the least-senior employee on the seniority list being laid off first.
- D. Employees to be laid off will receive at least fourteen (14) calendar days' advance notice of the layoff.
- E. During a layoff there shall be no regularly scheduled over-time.

## ARTICLE 18

### Recall Procedure

When the working force is increased after a layoff, employees will be recalled according to seniority, with the most-senior employee on layoff being recalled first, provided said employee has the ability to perform the job. Notice of recall shall be sent to the employee at his last-known address by registered or certified mail. If an employee fails to report to work within ten (10) calendar days from the date of mailing of notice of recall he shall be considered a quit. In proper cases at the discretion of the Employer, exceptions may be made.



ARTICLE 19

Transfers

A. Transfer of Employees. If an employee transfers to a position under the Employer not included in the bargaining unit, and thereafter, within 90 days, transfers back to a position within the bargaining unit, he shall have accumulated seniority while working in the position to which he transferred. Employees transferring under the above circumstances shall retain all rights accrued for the purpose of any benefits provided in this Agreement.

B. After the ninety (90) day period the transferred employee's seniority shall be frozen. The transferred employee may return to a bargaining unit position only in the event of a vacancy and the job posting and bidding procedure has been satisfied for the bargaining unit members. The transferred employees shall have the right of returning to the bargaining unit before anyone is hired off the street, provided the employee is qualified to perform the work required.

## ARTICLE 20

### Job Postings and Bidding Procedures

- A. With the exception of the Clerk's, Treasurer's and Prosecuting Attorney's statutory right to hire all vacancies and/or newly-created positions within the bargaining unit shall be posted within seven (7) working days of the date the vacancy occurs. All vacancies will be posted for a period of seven (7) working days, setting forth the minimum requirements for the position in a conspicuous place on bulletin boards in each building. Employees interested shall apply in writing within the seven (7) working days' posting period. The senior employee applying for the position who meets the minimum requirements shall be granted a four-week trial period to determine: 1. His desire to remain on the job. 2. His ability to perform the job.
- B. The job shall be awarded or denied within seven (7) working days after the posting period. In the event the senior applicant is denied the job, reasons for denial shall be given in writing to the employee and his steward. In the event the senior applicant disagrees with the reasons for denial, it shall be a proper subject for the grievance procedure. The Employer shall furnish the Chapter Chairman with a copy of each job posting at the same time the postings are posted on the bulletin boards, and at the end of the posting period the employer shall furnish the Chapter Chairman with a copy of the list of names of those employees who applied for the job and thereafter notify the Union's Chapter Chairman as to who was awarded the job.
- C. During the four-week trial period the employee shall have the opportunity to revert back to his former classification. If the employee is unsatisfactory in the new position, notice and reasons shall be submitted to the employee and his steward in writing. In the event the employee disagrees, it shall be a proper subject for the grievance procedure.
- D. During the trial period employees will receive the rate of the job they are performing.
- E. Employees required to work in a higher classification shall be paid the rate of the higher classification.

ARTICLE 21

Veterans, Reinstatement Of

The re-employment rights of employees and probationary employees will be in accordance with all applicable laws and regulations.

ARTICLE 22

Educational Leaves of Absence for Veterans

A. Employees who are reinstated in accordance with the Universal Military Training Act, as amended, and other applicable laws and regulations, will be granted leaves of absence for a period not to exceed a period equal to their seniority in order to attend school full-time under applicable federal laws in effect on the date of this Agreement.

B. Employees who serve the Armed Forces Reserve or the National Guard will be permitted leave without pay for annual encampment upon at least fifteen (15) days' advance notice to the Clerk or Department Head. At the employee's option, leave for such encampment may be taken out of such vacation time as the employee may have accrued. The provision for summer encampment shall likewise apply to emergency call-out not to exceed sixty (60) days.

## ARTICLE 23

### Leaves of Absence

A. Leaves of absence will be granted without pay or fringe benefits, except as provided for in this contract, for periods not to exceed six (6) months, without loss of seniority, for:

1. Maternity leave.
2. Serious illness leave.
3. Prolonged serious illness in immediate family.
4. Educational leave.

Such leave may be extended by the Employer for like cause, upon request of the employee in writing, which request will not be unreasonably denied.

B. Employees shall not accrue seniority while on any leave of absence granted by the provisions of this Agreement, and shall be returned to the position they held at the time the leave of absence was granted or to a position to which his seniority entitles him.

C. Members of the Union selected to attend a Union convention or seminar shall be allowed time off without pay, provided that such time off would not interfere with the effective operation of their Department, and further provided that not more than one (1) member from the unit shall be given time off for the same function. No more than five (5) days will be granted at any one time, without special circumstances satisfactory to the Employer, except for special conventions for which adequate time will be allowed.

ARTICLE 24

Union Bulletin Boards

The Union shall have the privilege of posting notices of meetings, elections of officers, or notice of Union recreation or social business, on a bulletin board provided for that purpose. A bulletin board shall be placed at a convenient and readily accessible place as determined by management.

ARTICLE 25

Rates for New Jobs

When a new job is created the Employer will notify the Union of the classification and rate structure prior to its becoming effective. If the Union disagrees with a classification or the rate structure it may meet with and address the County Board on their concerns.

## ARTICLE 26

### Temporary Assignments

Temporary assignments for the purpose of filling vacancies of employees who are on vacation, absent because of illness, etc., will be offered to the certified senior employee who meets the requirements for such job. Such employee will receive the rate of pay of the higher classification for all hours worked while filling such vacancy, provided, however, regardless of the number of hours worked, the employee will receive the higher rate for at least the balance of the shift.



ARTICLE 27

Jury Duty

An employee who serves on jury duty will be paid the difference between his pay for jury duty and his regular pay.

ARTICLE 28

Safety Committee

A safety committee of employees and the Employer is hereby established. The committee shall meet at mutually agreeable times per the request of the employer and/or the union.

ARTICLE 29

Worker's Compensation

- A. Employees injured in the course of employment have a right to receive workmen's compensation benefits subject to the provisions of law.
- B. While on Workmen's Compensation, the receipt or accumulation of fringe benefits shall cease except medical-hospitalization insurance, life insurance and pension; provided however, all fringe benefits, including medical-hospitalization insurance, shall cease as of the 1st day of the month following expiration of six (6) months after date of injury, regardless of whether there exists any unused sick leave or other accumulated benefits. Employment with the County shall automatically cease at the end of such six (6) month period unless the person has within that time, requested and been granted a Leave of Absence pursuant to Section I of this Personnel Policy. Where a Leave of Absence has been granted, employment with the County shall cease at the termination of such Leave of Absence, or any extension thereof.
- C. Department Head or Employee must report all injuries that happen during working hours to his/her Department Head and to the County Clerk's Office as soon as possible after such injury occurs, including specific information as to location, nature of injury, time and other circumstances. The first report of injury must be filed with the Clerk's Office within 24 hours of injury.

## ARTICLE 30

### Working Hours, Breaks and Overtime

#### A. Working Hours.

Working hours for the Ontonagon County Transit Employees (except for Director), shall be thirty-five (35) to forty (40) hours per week, between the hours of 6:00 o'clock a.m. and 6:00 o'clock p.m., as scheduled by the Transit Director.

All other full time employees shall be paid an annual salary and shall work a thirty-five (35) hour week, Monday through Friday, between the hours of 8:30 a.m. to 4:30 p.m. EXCEPTION: The Courthouse Custodian shall work forty (40) hours per week as scheduled.

#### B. Breaks.

One (1) hour per day will be allowed for lunch break for Courthouse Employees; one-half (1/2) hour lunch break for Ontonagon County Transit Employees.

A maximum of twenty (20) minutes per day shall be allowed for breaks given at the discretion of the Department Head.

#### C. Overtime Policy.

When an employee is required by the Department Head to work in excess of forty (40) hours in a calendar week, he/she shall be entitled to compensatory time at the rate of one and one-half (1-1/2) hours off per each hour worked in excess of forty (40) hours. Alternatively, with the prior consent of the Department Head, the Employee may be paid compensation at the rate of one and one-half (1-1/2) times the regular rate for hours worked in excess of forty (40) hours per work week. Compensatory time off shall be allowed for hours worked in excess of thirty-five (35) hours, and less than forty (40) hours in a week at straight time; at the discretion of the Department Head.

NOTE: THIS OVERTIME PROVISION MUST COME INTO COMPLIANCE WITH THE FAIR LABOR STANDARDS ACT REQUIREMENTS.

#### D. Overtime Call-Out.

When an employee is called out under emergency situations for work that is absolutely necessary, between the hours of 10:00 p.m. and 7:00 a.m., Monday through Thursday, and between 10:00 p.m. Friday through 7:00 a.m. Monday, and on Holidays, he/she shall be entitled to compensatory time off, at the discretion of

the employee and with the approval of the Department Head, at the rate of one and one-half (1-1/2) hours off for each hour worked.

ARTICLE 31

Sick Leave

- A. One sick leave day per calendar month of active service including the month of hire. For purposes of calculating earned sick leave for a portion of a month worked due to starting or terminating employment after the 1st of the month, an employee shall earn one-half (1/2) sick day if he/she works more than fifteen (15) days in a month and zero (0) sick days for working fifteen (15) days or less.
- B. Sick leave shall be accumulative to a maximum of 100 days.
- C. No compensation shall be paid for accumulated unused sick leave, upon termination or otherwise.
- D. Sick leave shall be used for illness or injury of the employee only.
- E. To use sick leave, an employee must:
- a. Notify the Department Head by 9:00 a.m. of the day the leave is to be taken, unless the employee is hospitalized.
  - b. The Ontonagon County Transit System Employees must report at least one (1) hour prior to the shift start.
- F. The employee is required to provide proper documentation of illness or injury upon request of the Department Head.
- G. Sick leave cannot be taken in units of less than one-half (1/2) day, unless authorized by the Department Head.

ARTICLE 32

Funeral Leave

- A. An employee shall be allowed up to five (5) consecutive working days with pay as funeral leave days, not to be deducted from sick leave, for a death in the immediate family. "Immediate Family" is to be defined as follows: Mother, Father, Spouse, Child, Brother, Sister or Grandchild.
- B. An employee will be allowed up to three (3) working days with pay not to be deducted from sick leave, for a death in the family other than immediate family. "Other than immediate family" is to be defined as Mother-in-Law, Father-in-Law, Grandparents, Son-in-Law, Daughter-in-Law, Brother-in-Law, Sister-in-Law, or a member of the employee's household.
- C. An employee will be allowed one (1) working day with pay as a funeral leave day, not to be deducted from sick leave, for the death of an aunt, uncle, niece or nephew.

ARTICLE 33

Holidays

A. Paid holidays for County employees are as follows:

New Year's Day  
Martin Luther King Day (1st Monday closest to January 15)  
President's Day (3rd Monday in February)  
Good Friday  
Memorial Day  
Independence Day.  
Labor Day  
Veteran's Day  
Thanksgiving Day and Friday after  
Christmas Eve Day  
Christmas Day

B. When a holiday falls on Saturday, it will be celebrated on Friday. When a holiday falls on Sunday, it will be celebrated on Monday.

C. No additional compensation shall be paid to a transit employee for working on an observed holiday. A transit employee required to work a holiday may make arrangements with the Department Head to take time off on another date.



ARTICLE 34

Vacations

A. Eligibility.

<u>Years of continuous employment</u>	<u>Period of Vacation</u>
1 year .....	1 week (5 work days)
2 years .....	2 weeks (10 work days)
5 years .....	3 weeks (15 work days)
10 years .....	4 weeks (20 work days)
20 years .....	5 weeks (25 work days)
25 years .....	5 weeks 1 day (26 work days)
26 years .....	5 weeks 2 days (27 work days)
27 years .....	5 weeks 3 days (28 work days)
28 years .....	5 weeks 4 days (29 work days)
29 years & after .....	6 weeks (30 work days)

The vacation eligibility will be calculated on a calendar basis.

B. Eligibility - Part-Time Employees.

Pro-rata vacation shall be allowed for part-time County employees. The eligibility minimum shall be one-half (1/2) segments at three and one-half (3-1/2) or four (4) hours based on the full-time equivalency basis (PTE) for the Department unit (i.e., if the Department's regular work week is thirty-five (35) hours per work week, or forty (40) hours per work week, part-time vacation benefits would be prorated accordingly).

C. Conditions.

1. Vacations will be granted at such times during the year as requested by the employee with the consent of the Department Head whose consent will not be unreasonably withheld.
2. Vacation days shall be considered earned as of the annual anniversary of the employee's date of hire, and may not be taken prior to such anniversary date.
3. A vacation may not be waived by an employee and extra pay received for work during that period.
4. Vacation time shall not accrue from year to year; however, if by action of the Department Head, the employee will not be able to use his/her vacation scheduled at least

thirty (30) days in advance in the current year, the time shall be carried over to the following year. That is, if the employee schedules the vacation well in advance, using the proper Vacation Request Form and approvals, and the work demands prevent taking the vacation at the last minute, then carry over is allowed.

5. Employees will not be paid cash in lieu of taking vacation days.

6. A holiday observed by the employer during a scheduled vacation shall not be charged as a vacation day.

7. Vacation time may not be taken in units of less than one-half (1/2) day.

8. An employee's absence from work during scheduled vacation shall be charged as use of vacation time. This includes minor illnesses and one would only charge sick days if under a doctor's care and hospital.

9. If a regular payday falls during an employee's vacation, the employee may receive that check in advance before going on vacation, providing that the "Advance Check Request" is filled in and signed at the bottom of the "Vacation Request Form", and filed with the County Clerk's Office three days prior to payment. Cash advance exception may be considered in an emergency.

10. Upon severance of employment, unused vacation will be paid to the employee based on the annual rate of pay for the employee's last position; payable on the next regular payday following date of termination.

11. All employees including non elected Department Heads shall use "Vacation Request Forms" prior to taking vacation. Employee "Vacation Request Forms" must be approved by the Department Head, and eligible vacation days must be verified by the Clerk' Office prior to such vacation.

ARTICLE 35

Personal Leave Day

- A. An employee may use three (3) days per calendar year, to be deducted from accumulated sick leave, for personal business.
- B. To use unrestricted personal leave, an employee must receive permission of the Department Head on or before the preceeding day. Unrestricted personal leave shall not be used on the day before or after a Holiday.
- C. There will be no accumulation of unrestricted personal leave from year to year.

ARTICLE 36

Hospitalization and Medical Coverage

A. The Employer agrees to pay the premium for hospitalization medical coverage for all full time permanent employees, and their family, and all employees and their family during the employee's absence as the result of injury or illness so long as such leave benefits continue. The Plan during this contract shall be the Blue Cross-Blue Shield Plan MVF-1 with Master Medical currently in effect but excluding the \$2.00 co-pay rider, or equivalent. The Employer shall pay the premium up to and including the following rates:

1991 - 100%  
1992 - 1991 rate + 10%  
1993 - 1992 County rate + 10%

The Employee shall be responsible for all insurance premium costs over such amount and may authorize the employer to deduct said amount from their payroll.

B. The Employer agrees to pay the above premiums for hospitalization medical coverage for the employee and his family while the employee is laid off for a period of up to three (3) months.

C. Family coverage shall apply only to an employee and spouse and children under nineteen (19). If an employee's child over age nineteen (19) remains eligible for coverage, but at a higher cost, the employee may elect to continue the coverage for the older child at the employee's own cost.

D. No coverage shall be provided to any employee beyond the end of the month of his termination of employment with the employer, except as provided in Paragraph C of Cobra.

E. The Employer shall provide a fully paid dental program for all full time permanent employees. The plan to be Blue Cross-Blue Shield Preferred II or equivalent.

F. Coverage for each employee under Article 35(a) - (f) shall be under a family plan, 2 party plan or individual plan, as each employee shall be entitled to the level of benefit herein agreed to, but shall not be entitled to duplicate coverage by the County, where the employee could qualify for benefits under an insurance plan offered to another county employee.

G. If an employee elects not to participate in the hospitalization plan and is not provided with hospitalization coverage from any other County source the employee will be paid \$100.00 per month.

ARTICLE 37

Life Insurance

- A. The Employer agrees to pay the full premium of term life insurance plan for each employee, face value of \$5,000.00 while employed.
- B. Upon retirement or severance, the employee will be informed of his options and allowed to exercise his choice of options.

ARTICLE 38

Computation of Benefits

All hours paid to an employee shall be considered as hours worked for the purpose of computing any of the benefits under this Agreement.

ARTICLE 39

Unemployment Insurance

The employer agrees to provide unemployment insurance coverage for all employees under this agreement through the Michigan Employment Security Commission or equivalent.

ARTICLE 40

Consolidation or Elimination of Jobs

The Employer agrees that before any consolidation or elimination of jobs, it will meet with the Union to discuss the impact of such decision on bargaining unit employees.



ARTICLE 41

Distribution of Agreement

The Employer agrees to make available to each employee a copy of this Agreement and to provide a copy of the same Agreement to all new employees entering the employment of the Employer in the bargaining unit.

ARTICLE 42

Appendixes

The following appendixes are incorporated and made a part of this Agreement:

Appendix A - Pensions

Appendix B - Classifications and Rates

Appendix C - Job Description

## ARTICLE 43

### Termination and Modification

This Agreement shall be effective on January 1, 199<sup>1</sup> and shall continue in full force and effect until December 31, 1993.

A. If either party desires to amend and/or terminate this Agreement, it shall, sixty (60) days prior to the above termination date, give written notification of same.

B. If neither party shall give such notice, this Agreement shall continue in effect from year to year thereafter, subject to notice of amendment or termination by either party, on sixty (60) days' written notice prior to the current year's termination date.

C. If notice of amendment of this Agreement has been given in accordance with the above paragraphs, this Agreement may be terminated by either party on ten (10) days' written notice of termination.

D. Any amendments that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.

E. Notice of Termination or Modification. Notice shall be in writing and shall be sufficient if sent by certified mail addressed if to the Union, to Local #1923, Council #25, AFSCME, AFL-CIO, 710 Chippewa Square, Marquette, MI 49855; and if to the Employer, addressed to Ontonagon County Board of Commissioners, Courthouse, Ontonagon, Michigan 49953; or to any such address as the Union or the Employer may make available to each other.

FOR THE UNION:  
LOCAL #1923, AFSCME, AFL-CIO

Marvin W. DeBevoise

Erudith M. Dennis

Robert J. Raffaelli

FOR THE EMPLOYER:  
ONTONAGON COUNTY BOARD OF  
COMMISSIONERS

Richard C. Gray, Chairman

Terrence M. Quatari, Clerk

Laura J. Killoran, Treasurer

Carl M. Tuley, Prosecutor

APPENDIX A

PENSIONS

MERS B-2, with FAC 3 and F-55/15 option

APPENDIX B

Classification and Rates

<u>MANAGERIAL/PROFESSIONAL:</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
<u>Appraiser</u>			
Hire rate	\$16,465	\$16,959	\$17,729
1 Year	17,028	17,539	18,309
2 Years	17,593	18,121	18,891
3 Years	18,157	18,702	19,472
<u>Abstractor</u> <i>Veteran's Counselor</i>			
Hire rate	\$18,079	\$18,621	\$19,391
1 Year	18,821	19,386	20,156
2 Years	19,563	20,150	20,920
3 Years	20,305	20,914	21,684
<u>TECHNICAL/OFFICE/PARAPROFESSIONAL AND SERVICE:</u>			
<u>Secretary</u>			
Hire rate	\$12,949	\$13,337	\$14,107
6 Months	13,487	13,892	14,662
1 Year	14,025	14,446	15,216
2 Years	14,564	15,001	15,771
3 Years	15,101	15,554	16,324
<u>Deputy Clerk /Treasurer</u>			
Hire rate	\$13,677	\$14,087	\$14,857
6 Months	14,252	14,680	15,450
1 Year	14,827	15,272	16,042
2 Years	15,403	15,865	16,635
3 Years	15,979	16,458	17,228

Any Courthouse Employee who shall move to a lower job classification shall receive the lower rate of pay but remain at the same salary step they receive at the time of the move.

Any Courthouse Employee who shall transfer/be promoted into a higher job classification shall be moved to that step which reflects the rate nearest to but above their current rate of pay at the time of the transfer or promotion.

The same procedure shall be used for the Transit Employees who move to lower/higher job classifications.

1990-1991 Step increase shall be backpayed as a part of this contract.

Letter of understanding- Clerk Accountants

CLERK  
FD-1051

Departmental Assistant

Hire rate	\$14,314	\$14,743	\$15,513
6 Months	14,966	15,415	16,185
1 Year	15,619	16,088	16,858
2 Years	16,272	16,760	17,530
3 Years	16,924	17,432	18,202

Support Specialist

Hire rate	\$14,314	\$14,743	\$15,513
6 Months	14,966	15,415	16,185
1 Year	15,619	16,088	16,868
2 Years	16,272	16,760	17,530
3 Years	16,924	17,432	18,202

Custodian

Hire rate	14,227	14,654	15,424
6 Months	14,747	15,189	15,959
1 Year	15,267	15,725	16,495
2 Year	15,787	16,261	17,031
3 Year	16,307	16,796	17,566
4 Year	16,818	17,323	18,093

TRANSIT:

Drivers/Dispatchers

Hire rate	\$6.43	\$6.93	\$7.23
6 Months	6.54	7.04	7.34
1 Year	6.65	7.15	7.45
2 Years	6.77	7.27	7.57
3 Years	6.88	7.38	7.68
4 Years	7.00	7.50	7.80

Head Driver

Hire rate	\$6.63	\$7.13	\$7.43
6 Months	6.74	7.24	7.54
1 Year	6.85	7.35	7.65
2 Years	6.97	7.47	7.77
3 Years	7.08	7.58	7.88
4 Years	7.20	7.70	8.00



# COUNTY OF ONTONAGON

## JOB DESCRIPTION

TITLE: BUS DRIVER/TRANSIT SERVICE

EMPLOYMENT STANDARDS:

T.O.P.S.  
NON-EXEMPT  
T 01 01

### General Summary

In accordance with departmental policies, will drive a bus in keeping with predetermined schedule and dispatcher instructions, picking up and delivering citizens to various locations within the County. Will precheck vehicles for safety/conformity prior to commencing driver schedule. Supervision is general, received from the Director/Transit Service.

### Typical Duties

1. Prior to commencing run, will examine bus for conformity to service standards, checking oil and fuel levels and filling as necessary. Will check working order/level of lights, signals, tires and so forth.
2. Records entry mileage and keeps continuing log of shift activity/service provided, making entries as required.
3. Will travel designated route picking up citizens and delivering as desired. Will receive route changes, special pickup and so forth from dispatcher incorporating changes to route.
4. Courteously receives passengers, will explain service policy and practice and will encourage ridership wherever possible.
5. Drives defensively, constantly incorporating safety practice and method. May assist handicapped or disabled persons as needed.
6. Reports suspected vehicle malfunctions promptly to supervision and in the event of emergency will initiate proper service action.
7. Regularly uses two way radio to receive schedule/route adjustments and to report progress/events, observing correct FCC radio procedures.
8. Will, on a daily basis, wash bus, mop/sweep interior, clean seats and trim, assuring proper passenger surroundings.
9. Continuously adjusts schedule in keeping with dispatcher instructions to maximize ridership and minimize cost.
10. Periodically receives and incorporates change in operating policy and service functions to operating schedule.





# COUNTY OF ONTONAGON

## JOB DESCRIPTION

**TITLE:** CUSTODIAN/MAINTENANCE  
WORKER

**EMPLOYMENT STANDARDS:**

T.O.P.S.  
NON-EXEMPT  
T 02 05

### General Summary

Experienced in the processes of routine cleaning, light maintenance and grounds care, will have responsibility for all such activity pertaining to the Court House, and related facilities. Incumbent will also oversee and assign work activity to temporary/seasonal employees. Supervision is general to direct on specific projects and is received from the County Controller.

### Typical Duties

1. Empties and cleans wastebaskets and ashtrays, removing trash from service areas to proper receptacles.
2. Vacuums carpets, sweeps, mops and waxes/buffs floors and stairways.
3. Dusts, washes wall surfaces and polishes furniture, cleans and disinfects restroom areas, replenishing supplies as necessary.
4. Will move furniture, hang pictures, replace bulbs and fluorescent tubes and make similar lighting repairs.
5. Regularly monitors heating/cooling systems for conformance to proper operating levels. In a similar fashion will maintain pumps, lighting systems and other equipment. May replace switches, plugs, filters, belts and adjust equipment to standard.
6. Cleans walkways, and grounds in season, mowing, raking and shoveling. Cultivates, fertilizes and waters plants.
7. Promptly alerts Controller to suspecting equipment malfunction, need for major repair etc. and will implement changes in operating policy/procedure as instructed.
8. Oversees temporary/seasonal employees, assigning routine tasks for completion and monitoring performance.
9. Regularly operates and maintains equipment such as snow blower, buffer/floor machine, mower and replenishes service supplies as needed. Inventories supply and equipment and will run service errands as necessary.
10. Keeps service records and time for seasonal personnel.
11. At courthouse and assures clean, secure and safe facility and grounds. Completes light carpentry/plumbing as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.



# COUNTY OF ONTONAGON

## JOB DESCRIPTION

**TITLE:** DEPARTMENTAL ASSISTANT

**EMPLOYMENT STANDARDS:**

T.O.P.S.  
NON-EXEMPT  
T 03 06

### General Summary

Well versed in high volume transaction processing and departmental practice, will complete financial transactions and summarize such transactions to service reports and records. Will serve as department leader for processing or independently complete all such transactions. Supervision is general, received from the Departmental Director.

### Typical Duties

1. Will receive high volume transaction documents such as payroll time sheets, child support/alimony collections, property transfers and general claims against the County.
2. Processes, posting to accounts, calculating and coding transactions and determining proper accounts to be charged/credited or placement in sequence.
3. Prepares summary service reports by account, by fund or by activity account. May coordinate departmental processing with computer processing.
4. Breaks out financial data to specific accounts, general transactions to category and so forth. Will calculate percentages, calculate interest and so forth.
5. Will perform clerical/secretarial tasks as assigned, setting up and typing documents, reports, correspondence and serving as receptionist, receiving visitors and telephone calls. Maintains departmental files and supportive data.
6. Emphasis may vary depending upon department assigned, but in all cases accuracy is essential.

Assigned to Controller's Office:

- (a) Processes payroll, calculating gross wage, per diems, travel expense, payroll deductions etc. to change schedule, coordinate processing with computer printing, verifying and balancing for accuracy.
- (b) Prepares summary reports and related payments for employee benefits and employee protection plans required by law. Incorporates all provisions of law and guidelines.

(Continued)

DEPARTMENTAL ASSISTANT  
(Continued)

- (c) Prepares claims for Board of Commission approval, classifying to accounts/services, preparing vouchers and listing bills showing total claims submitted.
  - (d) Explains benefits to new employees and will assist in processing claims/providing information.
  - (e) Prepares a variety of summary reports for managerial review, in keeping with reporting requirements/payment terms of programs.
7. Assigned to Friend of the Court:
- (a) Keeps continuing records of case files as to collection of child support, alimony and statutory fees.
  - (b) Receipts, posts and maintains continuing case records. Prepares transmittal and transmits funds for banking.
  - (c) Summarizes transactions and prepares summary reports for managerial review, incentive programs and Tax Offset programs.
  - (d) Alerts supervisor to delinquent status accounts and may initiate standard collection correspondence.
8. Assigned to Equalization Department:
- (a) Analyzes property transfers and redefines/verifies property descriptions. Records/adjusts name and address changes.
  - (b) Incorporates high volume changes and data additions to assessment rolls coordinating activity with Supervisors, Register of Deeds, Abstractor and tax payer as needed.
  - (c) Draws tax maps using aerial photos, maps, engineering rule and land measure compass.
  - (d) Arranges materials for computer processing in keeping with established practice/system and will coordinate with computer operations personnel.
9. In all capacities, will incorporate procedural changes to system, alert supervision to irregular/improper transaction and maintain absolute accuracy and confidentiality of records.



# COUNTY OF ONTONAGON

## JOB DESCRIPTION

TITLE: DEPUTY TREASURER

EMPLOYMENT STANDARDS:

T.O.P.S.  
NON-EXEMPT  
T 06 05

### General Summary

As assistant to the County Treasurer, will identify, prepare and mail delinquent property tax notices. In addition, will develop Township settlements, providing counter assistance and represent the Treasurer on matters of defined operating policy in that official's absence. Supervision is direct, received from the County Treasurer.

### Typical Duties

1. Provides counter assistance, explaining tax policy and computation, collecting/receipting tax payments and posting such transactions to appropriate accounts.
2. Determines delinquent property taxes from records, prepares appropriate notice and mails to property owners.
3. Opens mail, sorts to category and processes tax payments, general inquires and so forth.
4. Carries out record searches upon request to determine tax history of property and prepares tax certifications.
5. Prepares tax settlements with Township units establishing background/support data as required.
6. Regularly uses tax rolls, typewriter, calculator, copy machine ledgers/registers and record books.
7. May open and close work area, safe/vault and make certain security precautions are continuously taken.
8. Assists with property tax sale, identifying involved parcels, preparing documentation and assisting Treasurer with transactions.
9. Represents the Treasurer on matters of defined policy in that officials absence and explaining tax law.
10. May oversee work activities of temporary assistance explaining processes/collection/receipting and posting.
11. Assists in development/preparation of summarizing of accounts, balancing and preparing of reports.
12. Regularly receives departmental deposits, receipting as appropriate securing and posting.



# COUNTY OF ONTONAGON

## JOB DESCRIPTION

TITLE: DISPATCHER/TRANSIT SERVICE

EMPLOYMENT STANDARDS:

T.O.P.S.  
NON-EXEMPT  
T 07 01

### General Summary

As central dispatcher for transportation service, will receive reservations and requests for service via telephone and in turn will contact buses via radio, redirecting/alerting to need for customer service. Will maintain continuing service records and fill in as driver as circumstances warrant. Supervision is direct, received from the Director/Transit Service.

### Typical Duties

1. Receives telephone calls from citizens requesting bus service and groups. Will analyze current schedule(s) and plan pickups with minimum disruption to schedule.
2. Alerts driver via two way radio, instructing as to new pickups and advise on alternative routing. Radio procedures are to be in compliance with FCC regulations at all times.
3. Maintains periodic contact with drivers, receiving emergency notifications and initiating corrective actions/service assistance as needed.
4. Keeps continuing record of vehicles, passenger records, bus maintenance and so forth.
5. Continuously encourages citizen use, explaining practice and policy as necessary to maximize ridership.
6. Performs minor maintenance on vehicles and will perform the normal duties of driver as shift circumstances warrant.
7. Alerts drivers to possible unfavorable weather, potential driving hazards, construction and similar hazard.
8. Performs janitor work of the office, cleaning, sweeping and maintaining general premise.
9. Regularly uses telephone, two way radio, bus and service records.
10. Participates in training sessions of new drivers and/or in communicating procedural change.
11. Constantly monitors all vehicle locations and movement patterns.



# COUNTY OF ONTONAGON

## JOB DESCRIPTION

TITLE: SECRETARY

### EMPLOYMENT STANDARDS:

T.O.P.S.  
NON-EXEMPT  
T 14 03

### General Summary

As first contact for departmental activity, will serve as receptionist, providing a full range of clerical support services and participate in transaction processing of a varied nature, depending upon the department assigned. Supervision is general to direct on specific task assignments and is received from the Department head.

### Typical Duties

1. Receives walk in visitors/telephone calls. Will explain departmental activities, provide service information or direct to proper contact within the department or in other service areas.
2. With full competency, will set up and type memoranda, correspondence service reports, charts and statistical data.
3. Keeps appointment schedules for staff, scheduling meetings within time parameters. Opens, sorts and distributes mail.
4. Maintains departmental filing system, pulling/filing as necessary.
5. Posts high volume transactions, balance and total accounts. Keeps continuing service records such as staff hours of work, service provided, fees/monies received and departmental activity.
6. Analyzes service records and converts data to standardized reports, calculating in a prescribed fashion. Prepares statements, control reports, budget status and general financial control documentation.
7. Operates a variety of office equipment such as typewriter, calculator, copy/mimeograph machines. Regularly uses and maintains file system.
8. Maintains supply inventories, reordering as needed. Will distribute service publications.
9. Performs supportive tasks unique to operating department, i.e. gathering statistical data, serving as dispatcher, preparing statistical data/reports, selling program material, operating computer terminal and preparing mailings.
10. Experienced in County operations, incumbent will fill in for other departments as circumstances/need warrant to maximize county service capacity. Will perform tasks of lower classified employees and those of higher in a training capacity.



# COUNTY OF ONTONAGON

## JOB DESCRIPTION

TITLE: SUPPORT SPECIALIST

EMPLOYMENT STANDARDS:

T.O.P.S.  
NON-EXEMPT  
T 17 06

### General Summary

Well versed in legal process, serves as a staff specialist in the orderly enforcement of financial support actions pertaining to delinquent parents in family support actions, paternity, criminal non-support pleadings and welfare fraud. Incumbent will initiate actions, interview principals, seek voluntary compliance, prepare documentation and recommend courses of action. Supervision is general to direct on specific case action and is received from the Prosecuting Attorney.

### Typical Duties

1. Receives case files/complaints in cases of non-compliance of court actions requiring financial family support or alleged fraud.
2. Researches case background(s) to determine facts, financial capacity, employment status and stability.
3. Interviews parties to such actions establishing views, attitudes and points of consideration.
4. Will prepare supportive legal documentation and general correspondence alerting parties to action, need for compliance and so forth.
5. Makes recommendations to the Prosecutor on recommended courses of action. Will receive direction and incorporate change.
6. Establishes case background/exchange information with various units of government i.e. Friend of the Court, Social Services, the Courts and related agencies.
7. Prepares summary reports/findings for case action and summarizes activity by category, i.e. URESA, family support, paternity, welfare fraud and so forth.
8. Performs the normal duties of Legal Secretary as circumstances warrant, taking dictation, setting up and typing legal documentation correspondence and memoranda.
9. Obtains signature/authorization from the Prosecuting Attorney as needed and will refer decision making/actions as appropriate.
10. Develops preliminary budget materials, prepare financial reports for cooperative reimbursement and maintain office/library materials for support activities.



# COUNTY OF ONTONAGON

## JOB DESCRIPTION

TITLE: TYPIST CLERK

EMPLOYMENT STANDARDS:  
T.O.P.S.  
NON-EXEMPT  
T 18 02

### General Summary

As an entry level training classification or serving in a part time capacity on high volume clerical processing, will set up and type correspondence, records, lists and so forth from draft or other well defined illustration. Will file using standard alpha/numeric system and provide routine office assistance. Supervision is direct, received from department head.

### Typical Duties

1. In a training capacity, will receive instruction on departmental operations written and oral. Will process transactions under close supervision.
2. Sets up and types materials from draft or transcribe from electronic tape. May type materials such as minutes from copy, lists, general correspondence, index cards and reports.
3. Files and pulls materials from record systems.
4. In addition to a typewriter will operate office machines i.e. copy, postage meter and so forth.
5. Provides counter service on routine transactions, learning more responsible and assuming responsibility for the more difficult as part of the learning process.
6. On a part time basis and with experience will process high volume transactions such as converting charges to formal billings, mailing and recording payments.
7. Fills in for experienced employees to gain experience and learn procedures and methods.



*Adopted  
06-90 - 1st  
Meeting*



# COUNTY OF ONTONAGON

## JOB DESCRIPTION

**TITLE:** ABTRACTOR/VETERAN  
COUNSELOR/GRANT WRITER/

**EMPLOYMENT STANDARDS:**  
MANAGERIAL/PROFESSIONAL  
NON-EXEMPT  
M/P 01 02

### GENERAL SUMMARY

Will serve as County Abstractor, maintaining a complete and orderly system of property history, related transactions and legal instruments, including deeds and mortgages. As Veteran's Counselor, will provide counseling to Veterans relative to available benefits, processing methods and general information. As Grant Writer, will inform County Board of available grants, and assist in designing and writing complete grant proposals. As Register of Fixed Assets, will record and maintain a record of the fixed assets of Ontonagon County. Activities are under the direct supervision of the Ontonagon County Board of Commissioners.

### Typical Duties

1. Arranges orderly transmittal of documents received by the County Clerk/Register of Deeds, coordinating service with that official for maximum efficiency.
2. Codes and sorts documents and enters such transactions to tract books established by categories and including grantor, grantee, liber/page, date of document/recording, transaction and property description along with remarks.
3. In a similar fashion, posts all state/federal tax liens, indexing in an accurate manner.
4. Conducts orderly searches upon request to develop full documentation of transactions relating to designated property.
5. Gathers and interprets all available documentation summarizing findings to a concentrated history (abstract) of the property.
6. Calculates, bills and receipts charges for abstract preparation, tax searches and title searches. Prepares receipt, documentation and submits funds to Treasurer. Maintains full accounting.
7. Keeps continuing service records, posting orders and receipts.
8. Regularly responds to service requests for clarification and consults with banks, lawyers, real estate agents and other units of County government relative to descriptions.
9. Updates/refines service practice in keeping with laws, procedural requirements and proper practice on a continuing basis.
10. Develops preliminary budget, defends contents and monitors final budget for conformity to anticipated expenditure.

(Continued)

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel in this classification.

ABTRACTOR/VETERANS COUNSELOR/  
GRANT WRITER/REGISTER OF FIXED  
ASSETS (continued)

11. Prepares supportive documentation, mapping properties as needed.
12. As Veteran's Counselor:
  - (a) Receives and reads regularly, materials pertaining to available benefits for veterans and related program changes.
  - (b) Interviews Veteran's and/or family members and determines eligibility for service related benefits based on circumstances, history and so forth.
  - (c) Assists or prepares documentation necessary for application/continuation of benefits.
  - (d) Explains eligibility, processes and required proofs of Veterans and may offer assistance/direction as needed.
  - (e) Arranges meetings with Veterans Affairs Board to process requests for burial benefits and related service. Will arrange appointments with state officials as needed.
13. Incumbent will act as job placement coordinator for Court recommended employment. Obtains background summaries of individuals, gathers possible job listings and arranges interviews.
14. As Grant Writer:
  - (a) Will inform County Board of available grants, identifying funding opportunities and sources.
  - (b) Will assist County Board in designing and writing complete grant proposals from conception to completion.

# JOB SPECIFICATIONS, STANDARDS, EXPERIENCE AND RELATION TO OTHER JOBS

CLASSIFICATION TITLE ABSTRACTOR/VETERAN'S COUNSELOR/  
GRANT WRITER/ EVALUATION PLAN CODE M/P  
01 02

## A. PREPARATION AND TRAINING STANDARD OR EQUIVALENT

Formal Education or Equivalent. Elementary \_\_\_\_\_

High School Graduate Courses Typing, Office practice, Mathematics  
Drafting desirable

College \_\_\_\_\_ Courses \_\_\_\_\_

Other Formal Education/Training Knowledge of legal land descriptions/short course or  
practical experience, short course or experience in grant writing,

License/Certification Required. Yes  No  Explanation \_\_\_\_\_

Special Skills Required.  Yes  No Description Interpretation of legal description,  
drafting, Abstract preparation

## B. EXPERIENCE REQUIRED

Performance on related jobs with the organization, elsewhere or both. Explain.

Progressive experience equivalent to Deputy County Clerk and Property  
Appraiser

Formal Training required to meet job standard after hire.

Orientation to Abstract research, fees, service coordination with other  
departments, real estate, legal and banking representatives and V.A. infor  
mation/law change

Estimated months of on-the-job experience required. 3-4 months

C. SUPERVISION RECEIVED Board of Commissioners through County Controller

SUPERVISION GIVEN None

## D. TYPICAL PROMOTION PATHS

From (a) Deputy County Clerk (b) Dept. Assistant (Equalization)

Transfers (a) - (b) \_\_\_\_\_

Promotion to (a) No formal line (b) \_\_\_\_\_

E. BENCHMARK CLASSIFICATION:  Yes  No



# COUNTY OF ONTONAGON

## JOB DESCRIPTION

**TITLE:** PROPERTY APPRAISER

**EMPLOYMENT STANDARDS:**  
MANAGERIAL/PROFESSIONAL  
NON-EXEMPT  
M/P 14 01

### General Summary

Regularly travels throughout the county via auto, making on site appraisals of vacant, timbered, farm, residential land along with personal property audits. Obtains and makes record of physical data including measurements, physical surroundings, available utilities, construction materials, equipment types and so forth. Gathers data from transaction records, maps and comparisons to determine fair market value for use in evaluation process. Supervision is general, received from Equalization Director.

### Typical Duties

1. Receives area assignments in keeping with department schedule and travels to designated property sites. Identifies purpose, interviews owners and tenants regarding physical detail of properties, observes condition/composition, size and number of buildings, property improvements and land use.
2. Completes field inspection, measuring, mapping, making illustrative diagrams and recording such data.
3. Conducts audits of available data including real estate transactions, assessment rolls, deeds and other sales analysis material as part of sales ratio studies.
4. Researches records and makes contacts to identify ownership, obtain legal description and sales analysis materials.
5. Examines and determines average assessment levels of local (township) units. Assists local assessors with learning assessment procedures, tax laws, property descriptions etc.
6. As personal property assessor, reviews personal property statements, general ledgers and depreciation schedules interviewing for detail.
7. Uses assessment manuals, forms, cameras, rule/measuring tape, calculator, aerial/topographical maps and property descriptions. May use drafting materials for mapping.
8. Completes special reappraisals and prepares summary reports. Appears, testifies and defends decisions before Board of Review.
9. Participates in data summarization, determining depreciated value, applying economic condition factor to depreciated value to determine cash value. Summarizes information of comparable properties (sales ratio) and applies to like properties.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

LETTER OF ADDENDUM

JUNE 7, 1991

This Letter of Addendum is to be construed for all purposes to be a letter of addendum to the contractual agreement between Ontonagon County and the Ontonagon County Courthouse and Transit Department employees, Chapter of Local #1923, Michigan Council 25 AFSCME AFL-CIO Contract dated June 7, 1991, such contract term being from January 1, 1991, to December 31, 1993.

This Letter of Addendum is intended to insure no misunderstandings in construing the contract concerning provisions.

With regard to Article 9, Union Representation, it has been agreed that the bargaining unit for future contracts will consist of three (3) local unit members to make up a negotiating committee. Further that these individuals shall be paid for all work hours lost negotiating future union contracts.

It is understood between the Union and Management that there formerly was a controller's office in Ontonagon County government. At the time of the drafting of the job descriptions, reference was made to the controller's office for a variety of reasons. In the current contract any reference as to the controller or controller's office is understood means to be clerk/accounting office.

With regard to the pensions specified in Appendix A of the contract, it has always been Ontonagon County's practice to pay those pension amounts behalf of the employees. Thus, there is no contribution by the employees to their pension at the time of the commencement of this contract and during this contract term, such will continue with the employee making no contribution.

FOR THE UNION:  
LOCAL #1923, AFSCME, AFL-CIO

Marvin W. Toledo  
Judith R. Dennis  
Robert J. Raffaelli

FOR THE EMPLOYER:  
ONTONAGON COUNTY BOARD OF  
COMMISSIONERS

Richard C. Lipp, Chair  
Jeanice M. Quotere, Clerk  
Lizma J. Killoran, Treasurer  
Carl H. Gul, President