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So. Ct. 11/18/96

A G R E E M E N T

KALAMAZOO COUNTY

HEAD START

AND

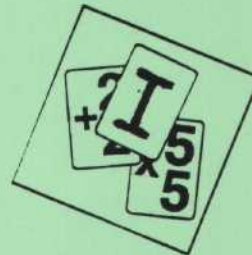
INTERNATIONAL UNION  
UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL  
IMPLEMENT WORKERS OF AMERICA

AND ITS

TECHNICAL, OFFICE AND PROFESSIONAL  
HEAD START UNIT I

*Kalamazoo County*

December 1993



Michigan State University  
LABOR AND INDUSTRIAL  
RELATIONS LIBRARY



## HUMAN SERVICES DEPARTMENT

201 WEST KALAMAZOO AVENUE • KALAMAZOO, MICHIGAN 49007  
PHONE (616) 384-8000

### COMMUNICABLE DISEASE EXPOSURE IN THE CLASSROOM SETTING

Certain communicable diseases are likely to be contracted in a classroom, constituting a recognized occupational risk. Many of these such as influenza virus, the common cold virus, or chicken pox virus may be impossible to link to a classroom exposure. This is often because these agents of disease have high prevalence in the community and they are highly contagious by nature.

Other communicable diseases, specifically, infestation with a scabies mite may be successfully traced to a classroom outbreak as the prevalence of this condition in the community is not widespread. Each case of suspected scabies in a teacher should be evaluated carefully for a history of exposure. A confirmed medical diagnosis of scabies plus the history of exposure to known classroom contacts constitutes substantial proof of a workplace exposure. The exposure should fall within the recognized incubation period for scabies and be the only possible exposure to the scabies mite.

If these conditions are met the employer should be responsible for management of the employee's medical care costs. In such classroom outbreaks it is typical for the Human Services Department's school nursing staff and the communicable disease program nursing staff to be involved in and assist with outbreak investigation. The information provided by these individuals can be invaluable to the county occupational health provider.

This or any other communicable disease workplace exposure conditions can be directed to the Kalamazoo County Human Services Department Chief Medical Officer (384-8022) or the Communicable Disease Program Manager (383-8809).



## BOARD OF COMMISSIONERS

201 WEST KALAMAZOO AVENUE • KALAMAZOO, MICHIGAN 49007  
PHONE (616) 384-8111

December 2, 1993

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Mr. Don Oetman  
UAW Region 1-D  
3030 So. 9th Street  
Suite 1-D  
Kalamazoo, MI 49009

Dear Don:

This communication is being transmitted pursuant to your request in regard to a number of issues which were discussed at the Head Start bargaining table, but did not result in any contractual provisions.

During the course of bargaining the County shared with each bargaining team a new policy regarding communicable diseases. You are hereby assured that such policy will continue during the term of our new contract.

You are also assured that Head Start administrators will continue in their efforts to secure substitute teachers, utilizing the list at KVISD. You are also aware that the County has formed a Study Committee in regard to the utilization of styrofoam cups at the County. Any change in policy at the County regarding the use of styrofoam will be applicable to the Head Start Program.

During the course of bargaining, the Unit I employees also asked for a desk and phone in each classroom. While we have secured a desk for each classroom, we are not able to guarantee a phone for each classroom at this time. If the new revised budget allows enough flexibility to provide a phone for each classroom; such will be provided.

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## AGREEMENT

THIS AGREEMENT is entered into this 7<sup>th</sup> day of December 1993, by and between the KALAMAZOO COUNTY HEAD START (hereinafter referred to as the "Employer"), and the INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA, and its Technical, Office and Professional Head Start Unit I of the UAW (hereinafter referred to as the "Union").

### ARTICLE I

#### RECOGNITION - EMPLOYEES COVERED

**Section A:** Pursuant to and in accordance with all applicable provisions of Sections 26 and 27 of Act No. 176 of the Public Acts of 1939, as amended, or Sections 11 and 12 of Act 336 of the Public Acts of 1947, as amended, the Employer hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment for all employees within the bargaining unit as certified by Case No. G 87 L-1025 of the State of Michigan Department of Labor, Employment Relations Commission.

#### UNIT I

All the regular full-time and part-time child development teachers, excluding: full-time and part-time child development aides, vehicle operators, guards, supervisors as defined in the Act, education supervisors, health supervisors, volunteer training specialists, transportation supervisors, parent supervisors, community services workers, secretaries, substitutes, program managers, and all other employees.

Titles of employee positions will not be changed in a manner which will confuse such title with those already designated positions in other County of Kalamazoo Unions.

**Section B:** This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendments to this Agreement.

**Section C:** Any individual contract between the County and an individual employee heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.



**Section D:** This Agreement shall supersede any rules, regulations or practices of the County of Kalamazoo which shall be contrary to or inconsistent with its express terms.

**Section E:** Copies of this Agreement shall be printed at the expense of the County of Kalamazoo within thirty (30) days after the Agreement is signed and presented to all employees now employed, or hereafter employed. Ten (10) copies of this Agreement shall be furnished to the International Union for its use.

## **ARTICLE II**

### **UNION SECURITY**

#### **Section A: Union Membership**

- 1) As a condition of employment, all present employees covered by this Agreement and employees hired, rehired, reinstated, or transferred into the Bargaining Unit shall tender the initiation fee and become members of the Union or shall pay service fees in an amount equal to dues uniformly required for membership (as set forth in the Constitution of the International Union) on or before thirty (30) calendar days after the effective date of this Agreement or their date of employment, or transfer into the Bargaining Unit, whichever is later; and shall continue such membership, or pay such service fees as a condition of continued employment. On the Friday of a new employee's orientation week, a unit chairperson or designee of the bargaining unit shall be given the opportunity to meet during scheduled working hours with such new employee. The Employer shall give advance notification to the unit chairperson of the need for such meeting.
- 2) In lieu of the above obligation, any employee who is a member of and adheres to established and traditional tenets or teachings of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting labor organizations may elect to pay sums equal to the Union's dues and initiation fees to a non-religious, non-labor organization charitable fund exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code, chosen from a list of four (4) such funds designated in Appendix B of the Contract. The employee must provide the Union with at least an annual proof of such payment in the form of a cancelled check for the yearly amount or other proof acceptable to the Union.

#### **Section B: Check-Off**

- 1) During the life of this Agreement and in accordance with the terms of the Authorization Form shared with

the County of Kalamazoo during negotiations and to the extent the laws of the State of Michigan permit, the Employer agrees to deduct the Union membership dues and initiation fees levied in accordance with the Constitution of the International Union, or a service fee equal to the amount of Union dues, from the pay of each employee who, as of the fifteenth (15th) day of the month preceding the month in which a deduction is to be made, has a currently executed Authorization Form agreed to by the Union and the Employer on file with the Employer. The Union's Financial Officer shall submit to the Employer's Personnel Offices written certification of the amount of dues/service fees to be deducted pursuant to the provisions of this Article.

- 2) Employees may have monthly membership dues, or service fees deducted from their earnings by signing the Authorization Form, or they may pay dues or fees directly to the Union.
- 3) A properly executed copy of such Authorization Form for each employee for whom the Union membership dues or service fees are to be deducted hereunder shall be delivered, by the Union, to the Employer before any payroll deductions shall be made. Deductions shall be made thereafter only under the Authorization Forms which have been properly executed and are in effect. Any Authorization Form which is incomplete or in error will be returned to the Union's Financial Officer by the Employer.
- 4) Check-off deductions under all properly executed Authorization Forms shall become effective at the time the application is tenured to the Employer and if received on or before the fifteenth (15th) day of the month, preceding the month in which a deduction is to be made, shall be deducted from the first (1st) part of such month, and monthly thereafter.
- 5) In the cases where a deduction is made that duplicates a payment that an employee already has made to the Union, or where a deduction is not in conformity with the provisions of the Constitution of the International Union, refunds to the employee will be made by the Union.
- 6) All sums deducted by the Employer shall be remitted to the Union's Financial Officer once each month within ten (10) calendar days following the pay day in which deductions were made together with a list which identifies current employees for whom Union dues or service fees have been deducted, the amount deducted from the pay of each employee, and any employees who have terminated their Check-Off Authorization during the previous month. Employees may terminate such Check-Off only in accordance with the terms and conditions set forth in the Authorization Form agreed to by the Union and the Employer.

- 7) The Employer shall not be liable to the Union by reason of the requirement of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees.

**Section C: Failure to Comply**

- 1) An employee in the Bargaining Unit who fails to tender to the Union either periodic and uniformly required Union dues, or in the alternative, service fees in an amount equal to these dues as set forth in the Constitution of the International Union, shall be terminated by the Employer, provided the following stipulations are adhered to:

- a) The Union shall notify the employee by certified or registered mail explaining that he/she is delinquent in not tendering required Union dues or service fees, specifying the current amount of the delinquency, the period of delinquency and warning the employee that unless delinquent dues or service fees are tendered within thirty (30) calendar days of such notice, the employee shall be reported to the County of Kalamazoo for termination as provided for in this Article.
- b) The Union shall give a copy of the letter sent to the employee and the following written notice to the Personnel Manager at the end of the thirty (30) day period set forth in Section a) above:

"The Union certified that (name) has failed to tender either the periodic and uniformly required Union dues or service fees required as a condition of continued employment under the Collective Bargaining Agreement and demands that, under the terms of this Agreement, the County of Kalamazoo terminate this employee. A copy of such notice shall, at the same time, be given by the Union to the employee."

- 2) Upon receipt of such notice, the Personnel Manager or his/her designee shall communicate the Union's request for termination to the employee and advise such employee that he/she must pay all back dues or service fees owed the Union, within ten (10) calendar days of receipt of such notice to the Employer (unless otherwise extended by the Union and the Employer), or he or she shall be terminated.

**Section D: Save Harmless.** The Union shall protect and save harmless the Employer from any and all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Employer for the purpose of complying with this Article.



**Section E: Disputes:** Any dispute arising out of the application of this Article shall be subject to the Grievance Procedure, starting at Step III.

### ARTICLE III

#### REPRESENTATION

**Section A:** The Employer or his/her representative, and the Union, may meet at least once a month to discuss matters relating to this Agreement or matters of mutual concern. The time and place of all such meetings shall be mutually agreed upon and those Union representatives attending such meeting shall be excused from any of their duties that may conflict with the holding of any such conference. Unit I shall be represented by not more than three (3) members.

**Section B:** When a new classification is established, the Employer shall furnish the Union a job description of such classification, prior to implementation of the position. If the position belongs within the unit, regular procedures for posting and selection will be followed. At the time the Employer notifies the Union of the new classification, the Employer shall also indicate to the Union what determination the Employer had made relative to the pay for such new position. If the Union does not agree with the determination made by the Employer relative to compensation for the new classification, then the Union shall request a meeting with the Employer for the purpose of discussing the Union's concerns relative to such determination. If the parties are unable to reach agreement relative to the compensation for such new position, such matter may be submitted to the grievance procedure and will be eligible for binding arbitration under said procedure.

**Section C:** The Union may use the Nazareth facilities for its proper business activities without charge upon approval by the County of Kalamazoo.

**Section D:** A pool of ten (10) professional paid leave days per contract year shall be available to the Union that may be used by its officers or other officials to attend conferences and other meetings related to the conduct of affairs or the welfare of the members. The Employer has agreed that during the life of this Agreement it shall make available up to five (5) unpaid leave days per contract year so that Holly Phillips can better perform her responsibilities in her current union position.

Requests for Union leave of absence must be submitted at least seven (7) calendar days in advance.

**Section E:** Union representatives shall not suffer a pay deduction for time scheduled with authorized representatives of the County of Kalamazoo when it applies to negotiations, conferences, grievances and other matters of mutual interest. All Union representatives shall notify their immediate supervisors of any and all such meetings and shall get the supervisor's prior approval before attending such meetings. The Employer agrees that it will not unreasonably withhold its approval of attendance at such meetings; however, it is understood that such meetings should be scheduled so as not to conflict with the regular operations of the Employer.

#### **ARTICLE IV**

#### **GRIEVANCE PROCEDURE**

**Section A:** A grievance shall mean a complaint by an employee, employee group, or the Union alleging that there has been a violation or misapplication of a provision of this Agreement.

#### **Section B: Procedure**

- 1) **Step One:** An employee and a member of the local Union bargaining committee shall first discuss his/her grievance with his/her immediate supervisor within five (5) working days of the cause of, or receipt of written notification of, said alleged grievance. Following such discussion, a brief memorandum shall be written and signed by both parties, provided said grievance has been resolved.
- 2) **Step Two:** If the grievance is not resolved at the discussion level, and the employee believes that a grievance still exists, the issue shall be reduced to a written grievance and presented to the aforementioned immediate supervisor. A meeting shall be arranged within five (5) working days and the immediate supervisor shall meet with the employee and a member of the local Union bargaining committee on the grievance. The immediate supervisor shall give his/her answer in writing to the local Union within five (5) working days.
- 3) **Step Three:** If the grievance is not settled as in (2) above, a meeting with the Employer and employee and a member of the local Union bargaining committee shall be held. Such meeting shall be arranged within five (5) working days following the response or when the response was due in (2) above. The Employer shall give his/her answer in writing to the local Union within five (5) working days.

4) **Step Four:** If the grievance is not settled as in (3) above, a meeting with representatives of the County of Kalamazoo, the Union's bargaining committee, and the International Union shall be held. Such meeting will be held at a mutually agreed time within a thirty (30) day period. The local Union shall be given a written response to the grievance within ten (10) working days of the meeting and a copy shall be mailed to the UAW regional office.

5) **Step Five:** If the answer to a grievance pursuant to the meeting in (4) above is unsatisfactory, the Union shall notify the Employer in writing within thirty (30) days of receipt of such answer, or within thirty (30) days of when said response was due, that it desires to take the grievance to arbitration. If the Union gives notice of such desire to arbitrate, the parties shall jointly request the services of the Federal Mediation and Conciliation Service in the event the parties do not mutually agree on the arbitrator or another selection process.

The voluntary labor arbitration rules of the Federal Mediation and Conciliation Services shall apply to the proceedings except as otherwise provided herein.

The arbitrator shall render his/her award, which shall include a written opinion, not later than thirty (30) days after the date on which the hearings are concluded, or if oral hearings are waived, then from the date of transmitting the final statements and proofs to the arbitrator.

The award of the arbitrator shall be accepted as final and binding on the Union, its members the employee or employees involved, and the Employer. There shall be no appeal from an arbitrator's decision if said decision is within the scope of the arbitrator's authority as described below.

The fees and expenses of the arbitrator shall be jointly paid by the Employer and the Union. All other fees and expenses, including administrative fees, shall be assessed according to the voluntary labor arbitration rules of the Federal Mediation and Conciliation Service. Appropriate Union officials and all Union witnesses will be released on Employer time with pay to attend the arbitration.

The arbitrator shall have no authority to add to, subtract from, disregard or modify any of the terms of this Agreement.

**Section C: General Provisions.** At any conference under this grievance procedure:

- 1) The Union and County may have present any and all witnesses they desire.
- 2) Failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance, while failure to communicate a decision on a grievance within the specified time limits shall automatically advance the grievance to the next step of the grievance procedure. Any grievance not advanced to the next step by the Union within the time limits in that step shall be deemed withdrawn without prejudice or precedent. However, the time limits specified in this procedure may be extended by mutual agreement by the Employer and the Union.
- 3) A grievance may be withdrawn at any time by the Union.

#### ARTICLE V

#### KALAMAZOO COUNTY AUTHORITY

**Section A:** The Union recognizes that except as specifically limited or abrogated by the terms and provisions of this Agreement and to the extent authorized by law, all rights to manage and direct the operations and activities of the County of Kalamazoo Head Start program and supervise and evaluate the teachers, aides and vehicle operators are vested solely and exclusively in the County of Kalamazoo.

**Section B:** It is specifically understood that the County of Kalamazoo retains unto itself exclusive authority to determine whether it shall continue to be the operating agency of the Head Start program. During the period of time the County of Kalamazoo decides that it will be the operating authority for the Head Start program, it retains the exclusive authority to assign or subcontract any and all duties and responsibilities directly or indirectly related to the operation of said Head Start program. If the County is contemplating the assignment or subcontracting of any bargaining unit work, it shall so notify the Union and give the Union adequate opportunity and information so as to make a presentation to the appropriate group of decision-makers relative to any and all other options the Union believes should be considered before a final decision is reached by the County of Kalamazoo.

## ARTICLE VI

### SENIORITY

**Section A:** Seniority is defined as the employee's length of employment, since his/her last date of hire with the Employer, subject to the other provisions of this Agreement.

**Section B:** An employee shall lose his/her seniority for the following reasons:

- 1) An employee voluntarily quits the Employer's employment.
- 2) An employee is discharged and is not reinstated.
- 3) An employee who has acquired seniority has been on layoff for a period of more than two (2) years.
- 4) An employee who is absent from work for two (2) consecutive days without advising the employer during said two (2) day period of a reason deemed acceptable by the employer for such absence, unless it is physically impossible for the employee to do so. An employee who does not provide the employer with a reason deemed acceptable by the employer shall be considered a voluntary quit.
- 5) An employee, who has been on layoff, fails to follow procedures for recall in the manner and with the time limits set forth in this Agreement.
- 6) An employee fails to report for work at the termination of the leave of absence or vacation without advising the Employer prior to the expiration of the leave of absence or vacation of a reason deemed acceptable by the Employer for such failure, unless it is physically impossible for the employee to do so. An employee, who does not provide the Employer with a reason deemed acceptable by the Employer, shall be considered a voluntary quit.
- 7) An employee of the Employer with continuing service in the bargaining unit, who has acquired seniority and whose illness or injury has prevented him/her from performing his/her work, and who fails to recover and return to work within a period of two (2) years after the employee last worked.
- 8) An employee is retired.

**Section C:** When a new employee is hired, he/she shall be a probationary employee for the first six (6) months of employment. A probationary employee will be eligible for benefits such as health insurance, dental insurance,



disability insurance, life insurance and vision insurance following the completion of the month they were hired, if such hiring date is other than the first of the month, and three (3) additional months immediately following the month of hire. After completion of probation, an employee's length of service will date back to his/her last date of hire. The Unit Chairperson or his/her designee will be informed within five (5) working days after any new employee is hired so a meeting can be scheduled per Article II.

**Section D:** An employee's name, date of employment and classification, upon completion of the probationary period, will be entered in the proper order of the seniority lists.

**Section E:** Any employees with the same seniority date shall be considered in alphabetical order of their last names for any situation bringing about the need of determination by seniority.

**Section F:** A master list showing the seniority of each employee shall be maintained up-to-date. The local Union shall be given a revised copy of the master list upon request.

**Section G:** The County of Kalamazoo will provide the local Union with a list of names and addresses upon request.

**Section H:** When representatives of the County meet to make the final determinations regarding the placement of Bargaining Unit employees in summer positions, such meeting will include two Bargaining Committee representatives who will be given the opportunity to have input into the decisions regarding the placements of unit members prior to the time that final decisions are made by the County.

**Section I:** The Employer has agreed that when assignments are made for summer positions, offers of such employment shall be made from senior to junior; and if a sufficient number of employees do not volunteer, the summer employment will be mandated from junior to senior. When an employee is offered a summer position and then declines such a position, the employee must execute a signed statement rejecting the opportunity for summer employment.

**Section J:** Continuity of service shall be considered unbroken if an employee leaves the employ of County government, but returns within a period of twelve (12) months and repays all retirement contributions for the period of absence in order to establish continuity for retirement service credit. The Personnel Manager shall rule on all cases of continuity of service subject to the grievance procedure.

**Section K: Termination of Employment.** If an employee voluntarily resigns from County service, it is necessary for the notification of the termination date to be put in writing by the employee to the supervisor and forward it to the Personnel Department. Employees who voluntarily resign are expected to give a minimum of a two (2) week notice of such intent to resign. Department heads shall process the appropriate payroll/personnel forms to implement the termination.

A payoff of accrued vacation time shall be granted to employees who have been in County service for a minimum of six (6) months.

A refund of accumulated contributions to the retirement system may be obtained if the employee desires and has not met retirement qualifications by completing the appropriate form in the Payroll Department at the time of termination. Employees should also provide notice to the Payroll Department of any change of address for W-2 purposes and handle the options for insurance upon termination.

Terminating employees must return to Kalamazoo County government any property they may have including keys and/or supplies prior to their termination date.

## ARTICLE VII

### LAYOFF

In the event that it becomes necessary to reduce the workforce within the bargaining unit, the Employer shall have the right to lay off the employees in the unit as follows:

- 1) Layoff of employees within the bargaining unit shall be by classification and the Employer retains the exclusive right to select the classification in which to make a layoff based on the volume of work.
- 2) The principle of straight seniority within a job classification shall be observed in making layoffs, and the length of seniority shall govern within such classification provided the remaining employees have the then present ability to perform the remaining work.
- 3) The Union and the affected employee(s) shall receive fifteen (15) calendar days notice prior to any layoff.
- 4) The term "layoff" for purposes of this Article shall mean the removal of any employee(s) from the active payroll due to reduced staffing requirements.

## RECALL

Employees with seniority will be recalled in the reverse order in which they were laid off provided they have the then present ability to do the available work.

Notice of recall shall be sent to the employee at the last address provided by the employee by registered or certified mail. Employees will be responsible for notifying the employer by registered mail of their intent to return within a week of mailing of the written notice, and report for work within ten (10) working days thereafter. Employees who fail to follow this procedure shall be considered a voluntary quit.

## ARTICLE VIII

### JOB VACANCY AND POSTING

In the event that there is a vacancy in a classification in Unit I, it is understood and agreed to that the Employer will upgrade from within whenever possible and provided the involved employees are qualified to fill the vacancy.

Notification of job openings will be posted as they occur, but no later than fifteen (15) days after it is determined that a vacancy exists, and when it is not possible to post in a specific building, unit members will be informed of such vacancy either through staff meetings or memoranda directed to each employee. This notice shall include a brief description of the position and salary range. Current employees will be able to bid on posted jobs during the posting period of five (5) days by completing a transfer application form available in the Personnel Office. The Employer will attempt to notify employees of posting within two (2) days after the approval of the Personnel Department.

## ARTICLE IX

### SALARIES AND INSURANCE

**Section 1:** The Salary Schedule attached hereto as Appendix A shall become effective as of November 18, 1993.

**Section 2:** The parties have agreed that the contract shall be reopened for negotiations regarding wages and insurance for both the second and the third years of this Agreement. It is the parties' goal that such meetings shall be completed prior to November 18 so that any changes brought forth by such negotiations will be effective on November 18, 1994 and November 18, 1995.

**Section 3:** All bargaining unit members shall be eligible to become members of the County's KAL FLEX insurance program. On an annual basis, each bargaining unit member shall have the opportunity to select the options then available under said flexible benefits plan.

**Section 4:** Each regular full-time bargaining unit employee shall be eligible for the County's Short-Term/Long-Term Disability Insurance Program.

**Section 5:** The Short-Term Disability Insurance Program shall be fully coordinated with the employee's sick leave accumulation. Such disability insurance shall be available after twenty-one (21) calendar days provided the employee has exhausted his/her personal accumulation of sick leave. Such insurance plan shall have a benefit of sixty percent (60%) of salary. All other terms and conditions of such insurance plan are contained within the insurance contract between the County and the insurance provider.

**Section 6:** The Long-Term Disability Insurance Plan is also fully coordinated with the employee's sick leave accumulation. Such plan covers a disability after the employee has been disabled for six (6) months. A disabled employee is eligible for sixty percent (60%) of his/her salary under such plan provided the employee has exhausted his/her personal accumulation of sick leave. All other benefits of such plan are fully set forth in the insurance contract between the County and the insurance provider.

**Section 7:** An employee on short-term disability will not be considered on active status for purposes of being eligible for the benefits of this Contract, but the County will continue to pay the County's portion of all insurance premiums during this period.

**Section 8:** An employee on long-term disability will not be considered on active status for purposes of being eligible for the benefits of this Contract, but the County will continue to pay the cost of the employee's health insurance and the employee may continue dependent health insurance coverage at the employee's cost.

**Section 9:** Neither the short-term nor the long-term disability insurance shall be applicable to any injury or disability which is job related and covered by the Workers' Compensation Laws.

**Section 10:** The County will pay for any and all physical examinations required as a condition of employment.

ARTICLE X

AUTHORIZED HOLIDAYS

An employee shall be entitled to holiday leaves with pay on the following recognized holidays:

- |    |                        |                          |
|----|------------------------|--------------------------|
| 1. | New Year's Day         | January 1                |
| 2. | Memorial Day           | Last Monday in May       |
| 3. | Independence Day       | July 4                   |
| 4. | Labor Day              | 1st Monday in September  |
| 5. | Thanksgiving Day       | 4th Thursday in November |
| 6. | Day after Thanksgiving | Day after Thanksgiving   |
| 7. | *Christmas Eve Day     | December 24              |
| 8. | Christmas Day          | December 25              |

Employees shall likewise be entitled to an extra day off during the Christmas and New Year's season, December 24 through January 2. (For 1993, employees shall receive eight (8) hours' pay when taking such floating holiday.)

The parties have agreed that the above mentioned floating holiday is not available after 1993. Employees will have the Christmas Eve Day holiday in exchange for the prior floating holiday.

When December 25 falls on a Saturday, causing the observance of the holiday on Friday, December 24, then Thursday, December 23, will be the observance day for the December 24 holiday. When December 24 falls on Sunday, the observance day will be Friday, December 22.

To be eligible for the aforementioned paid holidays, an employee must work his/her last scheduled work day before said holiday and his/her first scheduled work day after said holiday unless the employee is on another form of approved leave of absence. If the employee is tardy or absent for a period less than two (2) hours on said day before the holiday and said day after the holiday, said day shall be counted by the Employer as a day, making the employee eligible for the holiday pay.

When any holiday enumerated above falls on a Sunday, the next following Monday shall be observed as the holiday.

When any holiday enumerated above falls on Saturday, the preceding Friday shall be observed as a holiday, with the exception of New Year's Day which will be celebrated the following Monday.

\*Effective 1994.



## ARTICLE XI

### SICK LEAVE

Sick leave is a means of insuring that an employee will not suffer loss of income because of illness. It is not a means by which an employee can earn additional days off.

Each regular employee of the County shall accrue three (3) hours with pay as sick leave for each completed bi-weekly pay period. Part-time regular employees accrue sick leave in proportion to their time worked. Sick leave with pay may be utilized by regular employees throughout their period of employment with the County. An employee who is absent as a result of illness or injury must utilize his/her accrued sick leave, an employee may utilize accrued annual leave for additional time lost as a result of illness or injury. Sick and annual leave shall be utilized in an amount equal to the normal daily work hours that the employee loses as a result of such illness or injury. Sick leave may be accrued throughout the employee's entire period of classified service. A physician's statement may be requested for verification of illness or injury.

An employee eligible for sick leave with pay may use such sick leave when arranged for and approved by the department head, with the concurrence of the Personnel Manager in the following instances:

- A. When it is established to the County's satisfaction that an employee is incapacitated for the safe performance of his/her duty because of sickness or injury. A department head may request a physician's verification of illness or injury. A department head may request a physician's verification of illness if absences are frequent.
- B. When due to exposure to contagious disease by which the health of others would be endangered by attendance at work. A physician's statement recommending absence from work shall be required.
- C. When unusual situations or emergencies exist in the employee's immediate family. Failure by the employee to make diligent effort to notify the department head may result in loss of pay.
- D. When death occurs in the employee's immediate family (spouse, children, parents, or foster parents, brothers, sisters, mother-in-law, father-in-law, grandparents, grandchildren, and any persons for whom financial or physical care is the employee's principal responsibility.)

An employee shall not be charged sick leave time for dentist or doctor appointments when his/her time is of a one (1) or two (2) hour duration. The option for dentist and doctor appointments is for the employee's appointments that cannot be scheduled in non-working hours and is not to be utilized for appointments for family members.

All sick leave used shall be substantiated by written evidence signed by the employee's immediate supervisor or department head, and by such other evidence as the appointing authority and/or the Personnel Manager may require. Falsification of such evidence shall be cause for dismissal.

An employee before returning to his/her duties from an illness of over five (5) consecutive working days shall submit a statement from his/her physician certifying his/her ability to return to work. Such statement shall be submitted to the Personnel Manager.

Sick leave hours will be used on a "LIFO" basis, i.e., last in, first out.

#### PAYOFF OF SICK LEAVE ON TERMINATION OR RETIREMENT

After completion of five (5) years of continuous active service, an employee will receive compensation for unused sick leave credits at his/her current rate of pay as follows:

##### Termination

Effective 1-1-86, no payoff at time of termination or deferred retirement. For accrued sick leave prior to 1-1-86, twenty-five percent (25%) at time of termination or deferred retirement provided said employee has not been discharged for just cause.

##### Retirement

Fifty percent (50%) at retirement, payment not to exceed eight hundred (800) hours. Hours accrued after 1-1-86 shall not be included in figuring any retirement benefit.

### ARTICLE XII

#### VACATION POLICY

Every unit member in the County Head Start Program shall be allowed vacation leave at the rate shown in the following table:

Every continuing full-time regular employee in the classified service shall be entitled to annual

leave with pay of four (4) hours for each completed bi-weekly work period of service, except that no employee shall be entitled to utilize such annual leave until he/she has completed thirteen (13) bi-weekly work periods. Part-time regular employees accrue vacation leave in proportion to their time worked.

Employees who have completed five (5) years of continuous service shall earn additional or bonus annual leave with pay according to length of total classified service as follows:

--For five (5) or more, but less than ten (10) years, sixteen (16) hours annually;

--For ten (10) or more, but less than fifteen (15) years, thirty-two (32) hours annually;

--For fifteen (15) or more, but less than twenty (20) years, forty-eight (48) hours annually;

--For twenty (20) or more years, sixty-four (64) hours annually.

No annual leave shall be authorized, accrued or credited in excess of two hundred forty (240) hours. Each department head shall give written notice to his/her employees of the accrued annual leave credits as of January 1 and July 1 of each calendar year.

An employee who transfers from one County department to another shall have his/her balance of vacation transferred to the new department.

When an employee is separated from County classification service and such employee has completed thirteen (13) bi-weekly work periods, he/she shall be paid at his/her current rate of pay for his/her unused credited annual leave, but in no case in excess of two hundred forty (240) hours. Annual leave shall not be allowed in advance of being earned.

Although the County reserves the right to allocate vacations, it is agreed that an effort shall be made to schedule vacation leave consistent with the manpower and workload requirements as determined by the County. To that end, unit members shall be given the opportunity, in September and January of each year, of designating vacation preference on a sign-up calendar. When two (2) or more employees at a site or in a summer program request the same

period for vacation leave utilization, the County will determine such allocation on the basis of seniority. Employees will be notified of vacation allocation within two (2) weeks of the close of each sign-up period. An employee will not be permitted to take his/her vacation leave one (1) day at a time unless otherwise approved by the department head. An employee may utilize annual leave only with the prior approval of the department head.

### ARTICLE XIII

#### LEAVES OF ABSENCE

##### Section A: WITNESS AND JURY DUTY:

Any employee who is subpoenaed as a witness or called to serve on a jury shall be granted a leave of absence to serve as required. The employee shall be expected to be at work at all hours when not serving.

Leaves of absence for witness or jury duty shall be with full pay, less the amount received by the employee for such duty.

##### Section B: MILITARY LEAVE FOR ACTIVE DUTY:

Employees who are inducted into the Armed Forces of the United States, or who join the Armed Forces in lieu of being inducted, under provisions of the Selective Service Act of 1940, and as amended, shall be entitled to a leave of absence without pay for the period of service required by such original induction. Upon their honorable discharge, such employees will be reinstated to their former positions or one comparable to it provided they make a formal application for reinstatement within ninety (90) days after military discharge.

##### Section C: MILITARY LEAVE FOR RESERVE DUTY:

Any regular employee who requests a leave of absence, not to exceed ten (10) working days, to participate in a branch of the Armed Forces Reserve Training Program or National Guard, shall be granted such leave upon proper documentation by the commanding officer. The employee shall be paid by the County the difference between the amount received for the training and the regular full salary.

Any regular employee who is called for emergency duty by any of the established Armed Forces Reserve Training Units or by the Michigan National Guard in order to protect the rights of the citizens of the State of Michigan and/or the citizens of the United States, shall be paid full salary for a period not to exceed five (5) working days.

**Section D:            ADMINISTRATIVE OR SPECIAL LEAVE:**

An administrative or special leave may be granted an employee when approved by the Personnel Manager for the purpose of settling an estate of a member of the immediate family, for educational purposes when such education will be for the systematic improvement of the knowledge or skills required in the performance of their work, or for their personal reasons. All leaves shall be specific as to their duration and may not be granted for a period of more than one (1) year. The employee requesting an administrative or special leave is not guaranteed reinstatement to the position held prior to the leave. An employee returning from a leave of absence should contact the Personnel Department thirty (30) days prior to the expiration of such leave and every effort will be made to place the employee in a comparable position. If the employee has not been reinstated twelve (12) months after the commencement of the leave, employment status will be terminated.

**Section E:            MEDICAL LEAVE:**

For purposes of Sections E and F of this Agreement, the following definitions apply:

Eligible employee - one who has regular status, has been employed minimally for twelve (12) months, and worked 1,000 hours during the twelve (12) month period immediately preceding the leave. An eligible employee who takes a leave under this policy is guaranteed to return to the job that he/she left if the leave time does not exceed twelve (12) weeks in any twelve (12) month period, measured backward from the date the leave began.

Family member - a spouse, child, or parent of the employee.

Serious health condition - an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility; or continuing treatment by a health care provider.

The Family and Medical Leave Act of 1993 provides reasonable leave for employees with a serious health condition. Any request for medical leave of absence must include a supporting physician's statement, which includes the employee's inability to perform his/her job functions. A verification from the physician as to the severity of the illness or condition, when it commenced, its probable duration, and the medical facts surrounding the illness or condition is required. A second opinion may be required at the County's expense. If a conflicting opinion is received, a third opinion may



be obtained from a physician selected jointly by the County and the employee, at the County's expense.

While on Medical Leave of Absence, the employee must periodically report his/her status and intention to return to work.

All requests for Medical Leave of Absence must be approved by the Human Resources Director. Upon approval of the Human Resources Director, a department may fill the vacancy created by the medical Leave of Absence. The employee granted a Medical Leave of Absence is guaranteed reinstatement to the same or an equivalent position which he/she held prior to the leave, if the leave does not exceed twelve (12) weeks. An employee, before returning to his/her duties from an illness of over five (5) consecutive working days, shall submit a statement from his/her physician certifying his/her ability to return to work. Such statement shall be submitted to the Human Resources Director. An employee returning from a Medical Leave of Absence should contact the Human Resources Department thirty (30) days prior to the expiration of such leave regarding his/her return. For those employees whose leave exceeds twelve (12) weeks, every effort will be made to place the employee in a comparable position. If the employee has not been reinstated twelve (12) months after the commencement of the leave, regular status will be terminated.

**Section F: FAMILY LEAVE:**

For definitions of eligible employee, family member, and serious health condition, see Section E.

The Family and Medical Leave Act of 1993 provides that up to twelve (12) weeks leave without pay (with pay if accrued vacation or personal time available) may be taken by an eligible employee for the birth, adoption, or foster care of a child, or the serious health condition of a family member.

During the twelve (12) weeks, the County will continue to pay for its share of benefits as long as the employee pays for his/her share. An employee may use any accumulated vacation or personal leave time to cover his/her absence. Such paid time off must be taken in weekly blocks when available.

If both spouses are employed by the County and eligible for the same leave, the two employees may share the family leave up to a total of twelve (12) weeks in a twelve (12) month period.

Employees are required to give a minimum of thirty (30) days notice if they intend to take leave under this policy. If thirty (30) days is impossible, given the nature of the situation, as much notice as practicable is required.

If the leave is to care for a family member, the health care provider must provide written verification that the employee's assistance is needed.

Leave may be intermittent or reduced hours when such can be arranged between the employee and the Department Head with the approval of the Human Resources Director.

If an employee fails to return following an approved leave under this policy, then the employee must pay back to the County the cost of health premiums incurred by the County during the leave, except when the employee's failure to return is due to the continuation, reoccurrence, or onset of a serious health condition which would entitle the employee to medical or family leave or other circumstances beyond the employee's control.

In all respects, leaves of absence under this policy shall be administered and provided for in a manner consistent with the Family Medical Leave Act of 1993 and its published regulations.

**Section G: PERSONAL LEAVE:**

Every employee is entitled to a maximum of three and one-half (3-1/2) personal leave days during a calendar year.

New hires are entitled to utilize personal leave days in accordance with the following schedule:

<u>Hire Date Occurs:</u>	<u>Personal Leave Days Usable:</u>
January - March	3 1/2
April - June	2 1/2
July - September	1 1/2
October - December	1/2

In addition, all Bargaining Unit employees will have available an additional two (2) hours of personal leave time during the calendar year.

In all cases, the use of personal leave days must be approved by the department head and shall not accumulate from one calendar year to the next.

**Section H: WORKERS' COMPENSATION:**

County employees who suffer a work related accident or illness are covered by the Michigan Workers' Compensation Law. Any accident or illness must be reported to the Personnel Department. Disability benefits which may be received may be supplemented by an employee's accrued sick or vacation time to equal the employee's regular salary.

**Section I: POLITICAL OFFICE HOLDER LEAVE:**

Employees who are elected to a full-time political office shall be granted an unpaid leave of absence for the duration of the first term of office.

**ARTICLE XIV**

**TUITION REFUND POLICY**

The County shall pay seventy-five percent (75%) of the cost of tuition to County employees, up to a maximum of \$500 per year, taking approved high school or college courses, as outlined in a more detailed policy statement available from the Personnel Manager. Approved courses shall be those which provide for the systematic improvement of the knowledge or skills required in the performance of the employee's work or courses that, for other reasons, will be beneficial to the employee and the County. All courses shall be approved by the Personnel Manager prior to issuance of the tuition refund. The employee must remain in County service for a period of twelve (12) calendar months following completion of the course or courses or forfeit the tuition payment.

An employee terminated as a result of County action may not be required to forfeit the tuition payment.

**ARTICLE XV**

**LONGEVITY COMPENSATION PLAN**

Following the completion of six (6) years of continuous service, by October first of that year and continuing in subsequent years of such service, each employee shall receive annual longevity payments as follows:

Employees who, by October first of any year, complete six (6) or more years of continuous service with the County and who, as of the day of payment thereof in such year are still employed by the County, shall qualify for a lump sum longevity payment in December of that year which shall be computed on the basis of twenty (\$20.00) dollars for each full year of continuous service.

After initial eligibility, each additional five (5) years of continuous service shall result in a Five Dollar (\$5.00) additional adjustment in the sum allotted to said longevity payment. This escalating longevity payment shall cap out at Forty Dollars (\$40.00) per year of service after twenty-six (26) continuous years.

Any eligible employee who retires under the provisions of the Kalamazoo County Retirement System prior to October first of any year shall receive longevity payment in a pro-rata amount for the time worked during that period.

In case of death, the beneficiary of such deceased eligible employee shall receive the pro-rata amount to the date of death.

#### ARTICLE XVI

##### DEFERRED COMPENSATION

All regular County employees are eligible to participate in a deferred compensation plan which provides for deferring a percentage of annual salary up to 25% or \$7,500, whichever is less, per year. By deferring income, the employee pays taxes only on the amount remaining. Upon retirement, annuities and other payoff options are available. More detailed information is obtainable from the Personnel Department.

#### ARTICLE XVII

##### RETIREMENT PLAN

The County agrees, for the life of this Agreement, to maintain participation in the Kalamazoo County Employees Retirement System on the same basis and terms and conditions as amended up through January 1, 1991. The parties have agreed that the multiplier in the formula under such retirement plan shall be 2.1%.

#### ARTICLE XVIII

##### RETIREEES

**Section A: FRINGE BENEFITS FOR RETIREES:** All retiring employees, when eligible for a pension from the County, shall be eligible for the group hospital, medical and surgical benefits including Master Medical. The County shall pay the full premium for the pensioner. The cost of dependent coverage must be paid by the pensioners. This provision excludes employees who have deferred retirement.

**Section B: MEDICARE PART "B" FOR RETIREES:** The County will reimburse all eligible employees for the cost of the part "B" portion of medicare.

**ELIGIBILITY:** Employees enrolled in the County group hospital/medical insurance and medicare "B" who are on the active payroll are eligible.

**PROCEDURES:** Approximately one (1) month prior to an employee's sixty-fifth birthday, the employee will be sent a letter explaining the reimbursement of medicare "B" with the enclosure of a verification form. Upon receipt of the verification of age, and enrollment in medicare, the individual will be added to the reimbursement list. Checks for reimbursement will be issued quarterly.

Employees enrolled in the County hospital/medical insurance who are eligible for medicare "B", but who are not yet age sixty-five (65) should contact the Payroll Office to determine eligibility for medicare reimbursement.

## **ARTICLE XIX**

### **SAFETY AND ACCIDENT REPORTING**

**Section A:** Kalamazoo Head Start employees are expected to perform their duties in a safe manner for their protection as well as others with whom they come in contact. If an employee has a question on the safest way to do a job or suggestions for improved employment/employee safety the supervisor, department head or safety representative should be contacted. The following safety policies will be followed by all County employees:

- 1) A coordinated continuing safety program will be developed and implemented by the Personnel Department. Safety will take precedence over expediency or shortcuts.
- 2) Accident prevention is a prime function of management and management will be responsible for the establishment of safe and healthful working conditions.
- 3) Supervisory personnel will be accountable for the safety of all employees working under their supervision.
- 4) The Personnel Department has been designated to coordinate and administer the safety program. The safety program will have the complete and wholehearted support of all management and supervisory personnel.
- 5) The County intends to comply with all safety laws and ordinances and every attempt will be made to reduce the possibility of accident occurrence. Safety of employees, the public and its operations will be paramount.

**Section B:** **ACCIDENT REPORTING:** If a Kalamazoo Head Start employee suffers a work-related accident, whether or not it is deemed that medical attention is necessary, an accident report form must be completed by the employee and approved



by the department head within ninety-six (96) hours after the occurrence of the injury. These forms are available from the Personnel Department. If the individual injured is unable to complete the accident form, it will be the responsibility of the immediate supervisor or department head to do so.

The Personnel Department should be notified by phone as soon as possible after the occurrence of an accident or injury. The Personnel Department will make a decision as to whether or not an employee should be referred to the County's physicians for examination and/or treatment. For purposes of Workers' Compensation insurance coverage, it is essential employees are seen by the County physician rather than their own personal physician and an accident report completed. The Personnel Department will set an appointment as soon as they are contacted by an employee or department head.

**Section C:**        **PUBLIC ACCIDENTS:**        If an employee witnesses an accident or injury suffered by a citizen on Kalamazoo County government property, they should direct that citizen to the Kalamazoo County Personnel Department where the appropriate public accident form may be completed.

Employee witnesses to such an accident shall provide the Personnel Department with a written statement of their observations, conditions of the physical area, etc.

## **ARTICLE XX**

### **RULES/REGULATIONS AND DISCIPLINARY ACTION**

**Section 1:**        It is recognized by the parties to this Agreement that the Employer has retained the right to adopt rules and/or regulations relative to any matter not in conflict with a specific provision of this Agreement. When new work rules or regulations are adopted by the County, the Union shall be notified in writing at the time of such adoption. The Union shall have the right to initiate a grievance relative to the unreasonableness of such rules or regulations within ten (10) days of the receipt of such notification.

**Section 2:**        The Employer shall not discharge nor take disciplinary action against any employee without cause. It is understood and agreed that this is not applicable to probationary employees.

**Section 3:**        There will be an exit conference prior to any disciplinary suspension or discharge provided the employee is readily available. If the conference can be conducted, the employee will be informed of his/her right to be accompanied by a Union official. Copies of the suspension or discharge will be given to the employee and the Union.

**Section 4:** In imposing disciplinary action on a current charge, the Employer will not take into account any prior disciplinary infraction which occurred more than twenty-four (24) months previous to said disciplinary action.

**ARTICLE XXI**

**NON-DISCRIMINATION**

**Section 1:** The Employer and the Union recognize that neither shall discriminate against any employee because of race, color, creed, age, sex, handicap or nationality nor shall the Employer, nor its agents, nor the Union, its agents nor members, discriminate against any employee because of membership or non-membership in the Union nor against any employee because of participation or refusal to participate in Union activity permissible under this Agreement.

**ARTICLE XXII**

**HEAD START RIGHTS AND RESPONSIBILITIES**

**Section A: OPEN PERSONNEL FILE:** There is one centralized file for all personnel information relating to an employee. This file is maintained in the County Personnel Department and shall be a history record of the employee including name, address, date of employment, classification, salary rates, and other pertinent information and changes.

Employees who desire to review their personnel files may do so at any time by phoning the Personnel Department and requesting an appointment to do so. The employee may not remove any item from his/her personnel file, but they may receive a copy if desired and the employee may also add information if they deem it desirable.

Separate personnel files or folders of information on employees shall not be maintained by departments unless each employee is aware of the information being maintained. For purposes of employment references and employment verifications, the County Personnel Department shall serve as the main source of personnel records.

**Section B: SEXUAL HARASSMENT IN THE WORKPLACE:** It is the policy of the County of Kalamazoo that the working environment of every employee shall be free from verbal or physical sexual harassment by other County employees. The County will neither permit nor condone sexual harassment in the working environment, and employees who violate the policy will be subject to discipline up to and including discharge.

Sexual harassment is defined as unwanted conduct or communications of a sexual nature which adversely affects the person's employment or working environment. Such conduct shall include, but not be limited to, an act of, request for, or threat of sexual relations or bodily contact. Such communication shall include, but not be limited to, repeated or continual words or actions which are sexually degrading or demeaning to the person or persons of that sex.

Such conduct or communication must negatively affect the person's employment, wages, advancement, tenure, assignment of duties or shifts, conditions of employment or working environment.

The recipient of such behavior must assume responsibility for informing the alleged harasser that it is unwelcome and should report the incident(s) to the appropriate line of authority within the employee's department or to the Personnel Department. The facts of each case will be investigated and appropriate discipline, if warranted, will follow. Any action taken by the County after investigation may be subject to the grievance procedure.

### ARTICLE XXIII

#### GENERAL

**Section A:** The Chairperson of the Board of Commissioners and/or his/her designated representative determines when it is necessary to close buildings or curtail services as a result of snow storms, tornadoes, or other such emergencies. When a determination is made that the County Administration Building shall be closed, such determination shall affect all Head Start employees located within the boundaries of the Kalamazoo Public Schools; and if they are scheduled to work during such time, they will receive their regular pay for such period. The Director of Human Services and/or his/her designated representative will make a concurrent determination whether or not other Head Start facilities should continue or curtail their services; and if the decision is made to close one or more of the other Head Start sites, said employees who are scheduled to work during such time will receive their regular pay for such period.

If a unit member is located in a facility that is closed as a result of a determination by another official of authority, he/she shall either report to the County Administration Building for the completion of his/her regular scheduled work hours or, with the permission of the program director and/or his/her designated representative, he/she may remain at his/her work site and complete the scheduled work day. Employees who are unable to report to work when the County Administration Building is open may utilize accrued vacation, personal leave time, or go on a non-pay status.

**Section B:** The County will provide a bulletin board for the use of the Union. Notices relative to Union meetings, and Union related matters may be placed upon same without prior approval.

**Section C:** In the event that any provision of this Agreement shall at any time be held contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provision shall be void and inoperative. However, all other provisions of this Agreement shall continue in effect, and the parties shall meet for the purpose of rewriting the voided and any other directly affected provisions, within sixty (60) calendar days of the decision.

**Section D:** When a Child Development Aide substitutes for a Child Development Teacher for a period in excess of five (5) consecutive work days, said Child Development Aide shall be compensated at a rate of pay equal to the starting pay for the Child Development Teacher effective the sixth work day of said substitute assignment.

**Section E:** The County will provide one (1) parking key at each Head Start center.

**Section F:** County employees who are working in permanent part-time positions either in a job-sharing position or regular part-time position, shall be eligible for fringe benefits on a pro-rata basis of their regular schedule. The employee must pay his/her share of elective fringe benefits in order for the County to pay its portion. Part-time employees are not eligible for benefits when payroll deduction options are not allowed by contract with carrier or other policy.

**Section G:** The normal payroll period shall consist of two (2) consecutive calendar weeks beginning at 12:01 a.m. on a designated Saturday through 12:00 p.m. on the second Friday thereafter. Employees will continue to be paid on the day of the week as is currently in effect.

**Section H:** Employees shall be paid overtime for authorized hours worked (hours worked shall include holidays and vacation time, but exclude sick pay) in excess of forty (40) hours per week at the rate of time and one-half (1 1/2) of what would be the employee's hourly rate of pay.

During the weeks that employees are scheduled to work thirty-five (35) hours, employees shall be eligible for straight compensation time accumulated for authorized hours worked in excess of such thirty-five (35) hours per week (hours worked shall include holiday and vacation time, but exclude sick pay).



**Section I:** The County recognizes that the employees are entitled to two fifteen-minute break periods and a one (1) hour unpaid lunch period per normal work day. The parties also recognize that unit members may request optional schedules which will result in either a shortened lunch period or no lunch period with the result that the school day will end at an earlier time. The County, in its sole discretion, may grant approval for the utilization of an optional schedule upon a showing that adequate volunteer assistance is available for such optional scheduling.

**Section J:** While it is recognized by the parties that the ultimate decision as to a teacher's assignment to a particular center will be made by the Employer, it is agreed that when County officials are in the process of finalizing work assignments, two (2) representatives of the Union Bargaining Committee have the right to be present, after sufficient notice is given, at a meeting where such assignments are being discussed for the purpose of providing their input before work site assignments are finalized.

**Section K:** The Chairperson and the International Representative shall be supplied with a proposed Policy Council agenda at least five (5) days prior to Policy Council meeting and shall be placed on the mailing list for Policy Council minutes.

**Section L:** The County will no longer require Teachers and Aides to carry significant supplies to individual sites. While Teachers and Aides may be required to transport a reasonable amount of materials and supplies, the County will make arrangements for significant amounts of supplies to be delivered to the Head Start sites.

**Section M:** Effective November 1, 1995, all full time and part-time Child Development Teachers must possess either a CDA credential, an elementary education certification, or a ZA endorsement.



ARTICLE XXIV

TERMINATION

This Agreement shall become effective as of the 18th day of November 1993, and shall remain in full force and effect until the 18th day of November 1996, and from year to year thereafter unless either party hereto shall notify the other in writing at least sixty (60) calendar days prior to the expiration date of this Agreement of its intention to amend, modify or terminate this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this instrument to be executed this 7th day of Dec, 1993.

INTERNATIONAL UNION, UNITED  
AUTOMOBILE, AEROSPACE AND  
AGRICULTURAL IMPLEMENT WORKERS  
OF AMERICA, and its Technical,  
Office and Professional Head Start  
Unit I of the UAW

KALAMAZOO COUNTY

George C. James  
Bargaining Unit Chair

Richard D. Kleiman  
Richard D. Kleiman, Chairman,  
Board of Commissioners

Holly A. Phillips  
Bargaining Committee

James O. Youngs  
James O. Youngs  
County Clerk/ Register  
DATED: 12-7-93

Don Oetman  
Don Oetman,  
International Representative

Jack Laskowski  
Jack Laskowski,  
Regional Director

APPENDIX A

A = annual  
 B = bi-weekly  
 H = hourly

COUNTY OF KALAMAZOO  
 HEAD START UNIT I  
 U.A.W.

Effective November 18, 1993

24-Nov-93

2.7%

			N ENTRY	A 6 MOS	B 12 MOS	C 24 MOS	D 36 MOS	E 48 MOS	F 60 MOS	G 72 MOS
HO6	CHILD	A**	17,826	18,366	18,906	19,447	19,987	20,525	21,069	21,609
	DEVELOPMENT	B*	848.85	874.58	900.30	926.03	951.75	977.40	1003.28	1029.00
	TEACHER	H	11.318	11.661	12.004	12.347	12.690	13.032	13.377	13.720

\* Bi-weekly amount based on 75 hours in the two-week pay period.

\*\* Annual amount based on 21 pay periods, 75 hours each pay period.

**Section A:** During the term of this Contract, every employee who is eligible for a step increase as a result of length of service and positive evaluation shall be moved on the salary schedule.

**Section B:** Employees' performances will be evaluated on a regular basis by their immediate supervisor and/or department head. The regular times for review are: two and four months after date of employment, just prior to six months after date of employment and on each anniversary date thereafter.

Supervisors will discuss the evaluation with the employee and the employee will sign the evaluation form. The evaluation form will be maintained in the employee's personnel file. Should an employee not concur with the evaluation, he/she may submit a written disagreement, also to be included in the personnel file.

**Section C:** Step increases within a salary grade are based upon merit and length of service and are not automatic. Department heads should review the performance of an employee prior to granting the step increase. All step increases will be granted at the time increments indicated by the appropriate salary schedule.

A department head may withhold a recommendation for a salary increase for an employee only on the basis of an unsatisfactory rating of the employee's performance, work habits or unwillingness to perform his/her duties. The department head shall advise the employee in writing that the recommendation is being withheld and the reason thereof. A copy of the communication to the employee shall be forwarded to the Personnel Manager. The

11/18/96

**ARTICLE XXIV**

**TERMINATION**

This Agreement shall become effective as of the 18th day of November 1993, and shall remain in full force and effect until the 18th day of November 1996, and from year to year thereafter unless either party hereto shall notify the other in writing at least sixty (60) calendar days prior to the expiration date of this Agreement of its intention to amend, modify or terminate this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this instrument to be executed this 6th day of Dec, 1994

INTERNATIONAL UNION, UNITED  
AUTOMOBILE, AEROSPACE AND  
AGRICULTURAL IMPLEMENT WORKERS  
OF AMERICA, and its Technical,  
Office and Professional Head Start  
Unit I of the UAW

KALAMAZOO COUNTY

Joyce E. James  
Bargaining Unit Chair

Richard D. Kleiman  
Richard D. Kleiman, Chairman,  
Board of Commissioners

Holly A. Marusek  
Bargaining Committee

James O. Youngs  
James O. Youngs  
County Clerk/Register

Ang F. Block

DATED: 12-6-94

Don Oetman  
Don Oetman,  
International Representative

Jack Laskowski  
Jack Laskowski,  
Regional Director

A = annual  
 B = bi-weekly  
 H = hourly

**COUNTY OF KALAMAZOO  
 HEAD START UNIT I  
 U.A.W.  
 Effective November 18, 1994**

			N	A	B	C	D	E	F	G
			ENTRY	6 MOS	12 MOS	24 MOS	36 MOS	48 MOS	60 MOS	72 MOS
HO6	CHILD	A**	18,450	19,009	19,568	20,127	20,686	21,244	21,806	22,365
	DEVELOPMENT	B*	878.55	905.18	931.80	958.43	985.05	1011.60	1038.38	1065.00
	TEACHER	H	11.714	12.069	12.424	12.779	13.134	13.488	13.845	14.200

\* Bi-weekly amount based on 75 hours in the two-week pay period.

\*\* Annual amount based on 21 pay periods, 75 hours each pay period.

**Section A:** During the term of this Contract, every employee who is eligible for a step increase as a result of length of service and positive evaluation shall be moved on the salary schedule.

**Section B:** Employees' performances will be evaluated on a regular basis by their immediate supervisor and/or department head. The regular times for review are: two and four months after date of employment, just prior to six months after date of employment and on each anniversary date thereafter.

Supervisors will discuss the evaluation with the employee and the employee will sign the evaluation form. The evaluation form will be maintained in the employee's personnel file. Should an employee not concur with the evaluation, he/she may submit a written disagreement, also to be included in the personnel file.

**Section C:** Step increases within a salary grade are based upon merit and length of service and are not automatic. Department heads should review the performance of an employee prior to granting the step increase. All step increases will be granted at the time increments indicated by the appropriate salary schedule.

## APPENDIX A (Cont.)

A department head may withhold a recommendation for a salary increase for an employee only on the basis of an unsatisfactory rating of the employee's performance, work habits or unwillingness to perform his/her duties. The department head shall advise the employee in writing that the recommendation is being withheld and the reason thereof. A copy of the communication to the employee shall be forwarded to the Personnel Manager. The employee shall be entitled to a review of his/her salary status upon the expiration of no longer than six (6) months from the date of final determination in any proceedings resulting from the action of the department head.

Employees who reach the top step of their salary grade are no longer eligible for step increases.



APPENDIX A (Cont'd.)

employee shall be entitled to a review of his/her salary status upon the expiration of no longer than six (6) months from the date of final determination in any proceedings resulting from the action of the department head.

Employees who reach the top step of their salary grade are no longer eligible for step increases.

## APPENDIX B

Section A: Pursuant to the Agreement between the parties as enumerated in Article II, Section A(2), the parties have agreed to designate the following charitable funds which may be utilized by an individual if he/she qualifies pursuant to the aforementioned provision:

1. American Cancer Society
2. Michigan Heart Association
3. Muscular Dystrophy Association
4. Greater Kalamazoo United Way

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity.

The second part of the document provides a detailed explanation of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is described in detail, with examples provided to illustrate the concepts.

The third part of the document discusses the various types of accounts used in accounting. It explains the difference between assets, liabilities, and equity accounts, and how they are classified. It also discusses the importance of understanding the normal balances for each type of account.

The fourth part of the document discusses the process of adjusting entries. It explains why adjusting entries are necessary and how they are recorded. It provides examples of common adjusting entries, such as depreciation, amortization, and accruals.

The fifth part of the document discusses the preparation of financial statements. It explains how the adjusted trial balance is used to prepare the income statement, balance sheet, and statement of owner's equity. It also discusses the importance of reviewing the financial statements for accuracy and consistency.

The sixth part of the document discusses the closing process. It explains how the temporary accounts (revenues, expenses, and owner's drawings) are closed to the permanent accounts (retained earnings and owner's equity). It provides a step-by-step guide to the closing process.

The seventh part of the document discusses the importance of internal controls. It explains how internal controls can help prevent errors and fraud, and how they can be designed to ensure the accuracy and reliability of the financial information.

The eighth part of the document discusses the role of the accountant. It explains the various responsibilities of an accountant, including recording transactions, preparing financial statements, and providing financial advice to management.

The ninth part of the document discusses the future of accounting. It discusses the impact of technology on the accounting profession and the need for accountants to stay current in their skills and knowledge.

The tenth part of the document discusses the importance of ethics in accounting. It explains how accountants should maintain the highest standards of ethical behavior and how they can help their organizations achieve their goals in a responsible and sustainable manner.