

AGREEMENT
BETWEEN
THE CITY OF ANN ARBOR
AND
LOCAL UNION NO. 214
AFFILIATED WITH THE
INTERNATIONAL BROTHERHOOD OF TEAMSTERS
CHAUFFEURS, WAREHOUSEMEN AND HELPERS OF AMERICA
FOR THE UNIT OF
POLICE PROFESSIONAL ASSISTANTS
IN THE POLICE DEPARTMENT

COMMENCING JULY 1, 2006

AND

CONCLUDING JUNE 30, 2008

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THIS AGREEMENT, made and entered into this 1ST day of July, 2006 by and between the City of Ann Arbor, a Michigan Municipal Corporation, party of the first part, and hereinafter termed the Employer, and Local Union No. 214, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America located at 2741 Trumbull Avenue, Detroit, Michigan, party of the second part, hereinafter called the Union for the unit of Police Professional Assistants in the Police Unit.

ARTICLE 1. 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 ability to continue to provide quality law enforcement in an efficient and effective manner 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. The Employer and the Union for and in consideration of the mutual promises, stipulations, and conditions hereinafter specified, agree to abide by the terms and provisions set forth herein for the duration of the Agreement.

ARTICLE 2. RECOGNITION

- A. Pursuant to and in accordance with all applicable provisions of Act 336 of the Public Acts of 1947, as amended, the Employer does hereby recognize Local 214, International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America A.L.A., as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the unit of Police Professional Assistants in the Ann Arbor Police Department, Safety Services Service Unit. It is agreed between the Union and Employer the Management Assistant to the Chief of Police, Management Assistant to the Fire Chief, and Administrative Support Specialist are not included within this unit and that the collective bargaining unit shall consist of the following designated classifications:

Accounts Coordinator
Administrative Specialist I
Administrative Specialist II
Data Entry Specialist
Payroll Coordinator
Property Management Assistant
Records Management Assistant

- B. Temporary or casual employees, as those terms are defined in the City of Ann Arbor Rules and Regulations, may be hired to perform bargaining unit work for the purpose of, among other things, helping cover peak work load periods, relieving staff shortages, staffing short term projects, and providing relief for employee absences. The hiring of the above listed employees shall not cause a layoff or reduction in regular work week time for bargaining unit members or the elimination of any full-time bargaining unit positions. Temporary or casual employees are not represented by the Union.

Each temporary employee, casual employee, or department employee being trained to do bargaining unit work will be assigned by the section supervisor to a bargaining unit member for the purpose of training for a specific task. The bargaining unit member doing the training will receive a 3% premium above their normal rate for each training assignment performed.

ARTICLE 3. DISCRIMINATION

No persons employed by the City shall be discriminated against because of race, sex, creed, color, religion, national origin, age, condition of pregnancy, martial status, physical limitation, source of income, family responsibilities, educational association, sexual preference or political belief, nor shall the Employer or its agents nor the Union, its agents or members discriminate against any employee because of his/her membership or nonmembership in the Union. The City and the Union shall take steps to assure that employment assignments and promotions are given on an equal nondiscriminatory basis. Membership in the Union shall be open to every employee covered by this contract on a nondiscriminatory basis.

ARTICLE 4. AID TO OTHER ORGANIZATIONS

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.

ARTICLE 5. UNION SECURITY

- A. It is understood and agreed that all present employees covered by this Agreement who are members of the Association shall, as a condition of continued employment remain members in good standing for the duration of this Agreement or cause to be paid to the Union a representation fee equivalent to the monthly Association dues uniformly required of all Union members. All present employees covered by this Agreement who, on the effective date thereof, were not members of the Association shall, as a condition of continued employment, become and remain members in good standing of the Union, within 31 days after the execution of this Agreement or upon the completion of their probationary period, whichever is later, or cause to be paid to the Union a representation fee equivalent to the monthly Union dues uniformly required of all Union members. All employees covered by this Agreement who are hired after the effective date thereof shall, as a condition of continued employment, become and remain members of the Union in good standing or pay a representation fee equivalent to the monthly Union dues uniformly required of all Union members upon completion of their probationary period.

- B. All those employees who are or become members of the Union and who presently execute payroll deduction authorization cards therefore, the provisions of which must conform to the legal requirements imposed by the State Law, and which are mutually agreeable to the parties, the Employer agrees to deduct from the last paycheck of each month the regular monthly dues or representation fee in the amounts certified to the Employer by the Union within fifteen (15) calendar days thereafter.

- C. The Union shall defend, indemnify and save the Employer harmless against any and all claims, demand, suits or other forms of liability arising out of this section.

ARTICLE 6. STEWARDS

The Employer recognizes the right of the Union to designate a Steward and an alternate from the bargaining unit. Once a Steward and an alternate are selected, their names will be submitted to the Police Chief, and to the Director of Human Resources and Labor Relations for their information. The authority of the Steward and alternate so designated by the Union shall be limited to and shall not exceed the following duties:

- A. The investigation and presentation of grievances in accordance with the provision of the Grievance Procedure.
- B. The transmission of such messages and information which shall originate with, and are authorized by, the local Union or its officers, provided, such messages and information:
 - 1) have been reduced to writing, or,
 - 2) if not reduced to writing, are of a routine nature and do not involve work stoppages, slow-downs, refusal to handle goods, or any other interference with the work of the Ann Arbor Police Department, Safety Services Unit.
- C. The Steward shall be permitted reasonable time to investigate, present and process grievances on the premises of the City without loss of time or pay during his/her regular working hours. Such time spent in handling a grievance during the Steward's regular working hours shall be considered working hours in computing daily and/or weekly overtime if within the regular schedule of the Steward.

ARTICLE 7. UNION ACTIVITY

A. Discussions of Union Business

Members shall be permitted to discuss Union business with other members during their duty hours, provided such discussions shall not interfere with the performance of the member's duties.

B. Bulletins and Orders

A copy of any order, general order, rule, regulation or training bulletin shall be made available to the Steward for the Union.

ARTICLE 8. SPECIAL CONFERENCES

- A. Special conferences for the discussion of important matters (not grievances) may be arranged at a mutually satisfactory time between the Union and Employer representatives within a reasonable amount of time after the request of either party, subject to the following conditions:
- 1) Such meetings shall be held only as necessary and shall not become unreasonable in number.
 - 2) Such meetings shall be attended by a maximum of two (2) Union representatives unless additional representatives are requested by the Chief.
 - 3) There must be reasonable advance written notice of the desire to have such meeting, which notice must be accompanied by an agenda of the subjects the party serving such notice wishes to discuss. If both parties have subjects they wish to discuss, they shall exchange agenda.
 - 4) Such special conferences shall be held during the regularly scheduled working hours. Employees shall be paid for all time necessarily lost from their regularly scheduled work while attending such conferences.
- B. In matters (not grievances) concerning City-wide policies and procedures or Departmental policies and procedures where it is advisable to maintain effective communication between Departmental Management, Union and the City Administration, the Union or the Employer may request a meeting subject to the following conditions:
- 1) Such meetings shall be held only as a necessary and shall not exceed one (1) per month.
 - 2) Such meetings shall be attended by the Chief and/or his/her designated representative, two (2) members of the Union chosen by the Chief Steward, and a representative of the City Administrator's office.
 - 3) There must be reasonable advance written notice of the desire to have such meeting, which notice must be accompanied by an agenda of the subjects the party serving such notice wishes to discuss. If both parties have subjects they wish to discuss, they shall exchange agenda.
 - 4) Such special conferences shall be held during the regularly scheduled working hours. Employees shall be paid for all time necessarily lost from their regularly scheduled work while attending such conferences.

- 5) The recommendations resulting from these meetings shall be given strong consideration on matters of policy and procedure discussed therein.

ARTICLE 9. MANAGEMENT RIGHTS

The Employer reserves and retains, solely and exclusively, all rights to manage and direct its work forces, except as expressly abridged by the provisions of this Agreement, including by way of illustration, but not limitation, the determination of policies, operations, assignments, schedules, layoffs, for the orderly and efficient operation of the City.

ARTICLE 10. PROVISION FOR LEGAL COUNSEL

The Employer shall, subject to the approval of the City Administrator, City Attorney and Police Chief, provide to the employee such legal assistance as shall be required or needed as a result of the acts occurring when and while said employee is in the performance of his/her duties and responsibilities on behalf of the employer. If legal counsel is denied, then a written report will be submitted to the affected Union setting forth the specific reasons for such denial. Such denial is subject to grievance procedure.

ARTICLE 11. NO STRIKE CLAUSE

It is the intent of the parties to this Agreement that the grievance procedure herein shall serve as a means for the peaceable settlement of all disputes that may arise between them concerning the terms of this Agreement. Recognizing this fact, the Union agrees that during the life of this Agreement, neither the Union, its agents nor its members, will authorize, instigate, aid or engage in a work stoppage, slowdown or a strike against the City of Ann Arbor. The City agrees that during the same period there will be no lockout.

ARTICLE 12. CITY AND DEPARTMENTAL RULES

The City or the department may provide Personnel Rules for use in the City or in the department. These rules must be submitted, by the Personnel Director if they are City rules and by the Chief if they are departmental rules, to the City Administrator and they shall become effective upon the City Administrator's approval. In any conflict between the City or departmental rules and this Agreement, this Agreement shall take precedence.

ARTICLE 13. GRIEVANCE PROCEDURE

A. Purpose

The purpose of this grievance procedure is to establish effective machinery for the fair, expeditious and orderly adjustment of grievances. Grievances within the meaning of this procedure shall consist of all disputes about interpretations of particular clauses of this Agreement, and about alleged violations of this Agreement.

B. Grievances shall be processed according to the following Procedure

Step 1 An employee who has a grievance shall discuss his/her complaint with his/her immediate supervisor, with or without the presence of his/her Steward. The parties shall discuss the complaint in a fair manner and shall make every effort to reach a satisfactory settlement at this point. The supervisor shall make arrangements for the employee to be off his/her job for a reasonable period of time in order to discuss the complaint with his/her Steward.

Step 2 If the matter is not satisfactorily settled in Step 1, the aggrieved employee shall report such grievance to their Steward as soon as possible, but in any case, within ten (10) calendar days of the event giving rise to the grievance. Such report shall be in writing and shall set forth the nature of the grievance, the date of the matter complained of, the names of the employee or employees involved, the circumstances surrounding the grievance, the specific clause of this Agreement allegedly violated and the remedy sought. The Steward, with or without the complaining employee shall then discuss such grievance with the division commander. This discussion shall be had within ten (10) calendar days of receipt of the grievance by the Steward and a decision in writing must be rendered by the division commander within ten (10) calendar days after said discussion, with a copy of said decision going to the employee and the Steward.

Step 3 If the grievance is not satisfactorily settled as a result of Step 2, the Steward may appeal such grievance to the Chief of Police. A meeting shall be had with the Chief, the Steward receiving the original grievance and the aggrieved member within ten (10) calendar days and a written decision shall be rendered by the Chief within ten (10) calendar days of the meeting.

Step 4 If the grievance is not satisfactorily settled in Step 3, the employee or the Union shall have the right to appeal to the City Administrator. The representative of the Union shall meet with the City Administrator and/or his/her designated representative within ten (10) workdays of the presentation of the appeal. The City Administrator's answer shall be filed within (10) ten calendar days after the meeting. In lieu of filing an answer, the City Administrator, in his/her discretion may submit the grievance to a mutually agreeable arbitrator. If the parties are

unable to agree as to an arbitrator, the services of the American Arbitration Association (or FMCS) shall be used in making a selection. In such case, the decision of the arbitrator shall be binding on both parties.

Step 5 If an answer of the City Administrator is unsatisfactory to both the Union and the employee, the grievance may be submitted to a mutually agreeable arbitrator or to the American Arbitration Association (or FMCS) within thirty (30) calendar days of the date of the City Administrator's answer. The decision of the arbitrator shall be binding on both parties.

C. Cost of Arbitrator

If a grievance is submitted to an arbitrator by the City Administrator under Step 4, the City shall pay the arbitrator's fee. If a grievance is submitted to an arbitrator by an employee under Step 5, the City and the Union shall each pay one-half of the arbitrator's fee.

D. Power of Arbitrator

An arbitrator shall have no power to add to, or to subtract from, or modify any of the terms of this Agreement, nor shall he/she substitute his/her discretion for that of the Employer or the Union where such discretion has been retained by the Employer or the Union, nor shall he/she exercise any responsibility or function of the Employer or the Union.

E. Time Limitations

If no appeal is taken within the time limits prescribed in each step above, the employee and the Union shall be deemed to have accepted the decision. In the event the Employer fails to reply to a grievance at any step of the grievance procedure within the specified time limits, the grievance shall be considered to be denied and may be advanced to the next step by the Union by written appeal within the proper time limit after the answer is due. Time limits may be extended with written mutual agreement from the Union and the employer.

F. Grievance Form

The Union shall furnish grievance forms. This form shall be used in filing a grievance. One copy of the form is to be the property of the employee filing the grievance.

G. Individual Grievance

Notwithstanding any other provisions herein, individual employees may present their own grievances to the Employer and have them adjusted without the intervention of the Steward or Union officers; provided, however, that the

Employer had given to the Steward or Union officers notice and an opportunity to be present at such adjustment. In no event shall any such adjustment be contrary to or inconsistent with the terms of any agreement between the Employer and the Union.

ARTICLE 14. DISCHARGE AND DISCIPLINE

A. Notice of Discharge or Discipline

Before any disciplinary action is taken against a member, he/she shall be given an opportunity to state his/her position and offer any evidence immediately available to his/her superior officer who is rendering such discipline. Notice shall be given to the Union by the Employer of any discipline or discharge within twenty-four (24) hours of the invocation of such discipline or discharge, except as specifically excepted herein. Discharge or discipline shall be for just cause.

B. Charges and Specifications

Within fourteen (14) calendar days of receiving the completed investigation, the Police chief will make a decision regarding the formal disposition and, if warranted, discipline. The decision shall be in writing and shall be forwarded to the employee within this fourteen (14) day period.

C. Power of Discharge and Discipline

As set forth in Chapter 4 of the Ann Arbor Charter, the City Administrator has the duty to direct, supervise and coordinate the work of the Police Department and the Chief of Police, who is directly responsible to the City Administrator, and in immediate charge of the Police Department. In accordance with these provisions, the members of this bargaining unit shall only be bound by the disciplinary actions of the City Administrator, Police Chief and his/her supervisors.

D. Specific Sections

Such charges and specifications shall cite the specific section of rules and regulations, general or procedural orders and/or law or ordinance which the member is alleged to have violated, where applicable.

E. Statements

An employee shall respond to the complaint or allegation either verbally or in writing at the request of the supervisor. Responses involving possible criminal conduct may only be used to resolve internal police department complaints and may not be used in any criminal court proceedings against the employee. An employee shall be informed that a hearing, if he/she wishes one, will be held before the Chief or his/her designated representative (not more than two persons) not less than five (5) calendar days (unless waived by the employee against whom charges have been made) nor more than ten (10) calendar days from the presentation of the formal charges to the accused member.

F. Representation

The member against whom charges have been made may be represented at such hearing by a Steward or any member of his/her own choosing.

G. Past Infractions

In imposing any discipline on a current charge, the Employer will not base his/her decision upon any prior infractions of City or departmental rules or regulations which occurred more than two (2) years previously, unless directly related to the current charge.

H. Verbal Reprimand

The procedure as outlined above shall be applicable to all disciplinary proceedings except for verbal reprimands, which are exempt from the provision of this agreement, except (g) above. In a case of a verbal reprimand to be used by the Employer at a later date the supervisor initiating it will note it on the evaluation worksheets and it will be reflected on the employee's annual evaluation. The evaluation becomes part of the personnel file.

I. Relieved or Suspended Pending Investigation

In severe cases where it is necessary for a member to be relieved of duty, or suspended pending an investigation only their salary shall be discontinued until they are returned to duty, or discharged. If as a result of the investigation the employee is exonerated of the charges causing the relief of duty, or suspension pending the investigation, he/she shall be compensated for all back wages lost due to the relief of duty, or suspension.

ARTICLE 15. PROBATIONARY EMPLOYEES

- A. New employees hired into the unit and permanent employees changing classification or section within the bargaining unit at their request, shall be probationary employees for evaluation purposes, for six months commencing with the date they are hired by the City of Ann Arbor, change classifications or are transferred at their request. The purpose of the probationary period is to provide an opportunity for the Employer to determine whether the employee has the ability and other attributes which qualify her/him for regular employee status in that position. During the probationary period, a new employee shall have no seniority status and may be terminated in the sole discretion of the Employer without regard to his/her relative length of service. Unsatisfactory new employees shall be so terminated. An employee changing classification or section, within the bargaining unit may be removed or request to be removed, without prejudice, from the job any time during the six (6) months probationary period if she/he demonstrates that she/he does not have the ability, skills or other attributes to satisfactorily perform the requirements of the job. In the event the employee is removed from the job or requests to be removed during the job probationary period or thereafter, she/he shall return to any open position within the unit which she/he has the qualifications and ability to perform.
- B. Once the employee's probationary period is completed, the employee's seniority with the Employer and Unit begins from his/her date of hire. This clause shall not be construed to interfere with benefits normally received by probationary employees, such as step increases, vacation accrual, sick leave accrual and insurance coverage, normally received after six months, if said probationary employees have met the qualifications for said benefits.
- C. It shall be the Department's prerogative to extend the probationary period an additional six (6) months beyond the first six (6) months evaluation period which begins at the time the employee was hired by the City of Ann Arbor, changed classifications or is transferred at his/her request. The employee shall be so notified of any extended probationary period and the reason for said extension.
- D. The Union shall represent permanent probationary employees for the purpose of collective bargaining, in respect to rates of pay, wages, hours of employment, and other conditions of employment as set forth in this Agreement, except employees discharged and disciplined for other than Association activity.

ARTICLE 16. SENIORITY

A. The Union shall represent all permanent employees and employees on probation for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in this Agreement.

B. Seniority and Seniority Lists

- 1) Seniority encompasses three distinct types of seniority defined as:
 - a. City seniority is the length of service as a permanent employee of the City of Ann Arbor, without a break in service, since the most recent date of employment.
 - b. Bargaining unit seniority is the length of service as a permanent employee of the Police Clerical Unit of Local 214 Teamsters without a break in service since the most recent date of entry into the unit.
 - c. Position seniority is the length of service as a permanent employee in a particular Police Clerical Unit classification since the most recent date of appointment without a break or reclassification to another classification.
- 2) The seniority list on the date of this agreement will show the names, job titles, bargaining unit seniority and position seniority of all applicable employees of the bargaining unit entitled to seniority.
- 3) The Employer will keep the seniority list up-to-date at all times and will provide the Union with up-to-date copies at least every six (6) months.
- 4) For purposes of vacation preference or shift preference position seniority shall govern.

C. Loss of Seniority

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

- 1) He/she quits City employment.
- 2) He/she is discharged and the discharge is not reversed through the procedure set forth in this Agreement.
- 3) He/she is absent for five (5) consecutive working days without notifying the Employer. In proper cases, exceptions may be made with the consent of the Employer. After such absence, the Employer will send

written notification to the employee at his/her last known address that he/she has been terminated. If the disposition made of any such case is not satisfactory to the employee, the matter may be referred to the grievance procedure.

- 4) If he/she does not return to work when recalled from layoff as set forth in the recall procedure. In proper cases, exceptions shall be made with the consent of the Employer.
- 5) Failure to return from sick leave and leaves of absence will be treated the same as (3) above.
- 6) He/she retires.

D. Seniority of Stewards

Notwithstanding his/her position of the seniority list, the Steward, in the event of a layoff of any type, shall be continued at work as long as there is a job in his/her department which he/she can perform. The Stewards shall be permanent employees and shall have completed their probationary period in the current position.

ARTICLE 17. LAYOFFS

A. Permanent Employees

The Employer may lay off a permanent employee when he/she deems it necessary, by reason of shortage of work or funds, the abolition of the position, material change in the departmental organization, or for other related reasons which are outside the employee's control and which do not reflect discredit upon the services of the employee. The duties performed by any employee laid off may be reassigned within reason to other employees already working who hold positions in appropriate classes.

B. Order of Layoff

When the Employer deems it necessary to reduce the number of employees in a position classification, the employee who last entered the affected classification shall be the first to be removed from there, provided the remaining employees have the ability and skills necessary to perform the work required in the classification. In the event there are no senior employees who possess the ability and skills necessary in that classification, then a lesser seniority level employee who is so qualified shall be retained.

C. Bumping

Employees laid off may exercise their seniority in any other position classification within the bargaining unit by bumping into said classification if he/she possesses the ability and skills necessary to perform the work therein, and will displace the last employee who entered into that classification.

D. Notice of Layoff

The Chief shall give written notice to the Director of Human Resources and to the employees and Union on any proposed layoff. Such notice shall state the reasons, therefore, and shall be submitted at least one week before the effective date thereof.

E. Recall Procedure

When the work force is increased following a layoff, employees shall be recalled to work in inverse order of layoff provided the employee's ability and skills remain suitable to perform the job to the same extent as prior to layoffs. Notice of recall shall be sent to the employee at his/her last known address by registered mail or certified mail. If an employee fails to report for work within ten (10) days from date of mailing notice of recall, or within five (5) days from the date when such employee is notified to report to work, whichever is later, he/she shall be considered to have quit.

ARTICLE 18. TRANSFERS

If an employee is transferred to a position under the Employer not included in the Ann Arbor Police Department, Safety Services Service Unit and is thereafter transferred again to a position within the Ann Arbor Police Department, Safety Services Service Unit, he/she shall have accumulated seniority while working in the position to which he/she was transferred. Employees transferred under the above circumstances, shall retain all rights accrued for the purpose of any benefits provided for in this Agreement, with the exception of the privilege of promotion. Concerning promotions, this transferred employee is treated as a new employee and must begin his/her "seniority" for promotions from date of transfer, unless his/her absence was for less than one (1) year and in that event no seniority would be lost except for the actual period of absence.

ARTICLE 19. VACANCY OR NEW POSITION

Notice of all vacant or newly created positions shall be given to the Chief Steward, or designee for posting at least seven (7) calendar days prior to filling the position. Members of this bargaining unit shall have first right to apply for such a position. If a bargaining unit member is denied the position, the reasons will be given to them in writing, if so requested. In filling vacancies, the Police Department Service Area Administrator may consult with the Union to determine who should get the job.

If an employee holds the same classification as the position vacancy, the employee may request a change in work assignment by submitting such a request in writing to his or her immediate supervisor within seven (7) calendar days of the position posting. Such requests will be considered prior to filling the position vacancy.

All vacant or newly created shift assignments shall be posted for at least seven (7) calendar days prior to filling the shift.

It is understood that if no one volunteers, management has the right to order the least senior qualified employee with the least classification seniority to fill the position or take the shift assignment.

ARTICLE 20. PAYMENT OF BACK PAY CLAIMS

If the Employer fails to give an employee work to which his/her seniority and qualifications entitle him/her, and such work does exist and a written notice of his/her claim is filed within ten (10) calendar days of the time the Employer first failed to give him/her such work, the employee may file a grievance under the grievance procedure and, if successful in the grievance, the Employer will reimburse him/her for the earnings lost through failure to give him/her such work.

ARTICLE 21. COMPUTATION OF BACK WAGES

No claim for back wages shall exceed the amount of wages the employee would otherwise have earned at his/her regular rate.

ARTICLE 22. LEAVES OF ABSENCE

A. Personal Reasons

The Employer may grant a leave of absence for personal reasons of not to exceed thirty (30) calendar days and without loss of seniority to an employee who has completed his/her probationary period, provided he/she presents a reason acceptable to the Chief. Accrued leave time in the employee's sick, comp, personal and vacation banks must be used during this leave of absence. If an employee does not have enough time in his or her banks, he or she will take the leave without pay.

B. Prolonged Medical Condition

An employee who, because of a serious medical condition, of him/herself or his/her immediate family (to mean only the spouse and children of the employee), or accident, other than medical condition or accident compensable under the Michigan Workers Compensation Laws, is physically unable to report for work may be given a leave of absence upon the employee's request, of not to exceed one (1) year provided he/she promptly notifies the Employer of the necessity. Such a leave shall run concurrent with a Family and Medical Leave of Absence, in accordance with the Family and Medical Leave Act. Accrued leave time in the employee's sick, comp, personal and vacation banks must be used during this leave of absence. If an employee does not have enough time in his or her banks, he or she will take the leave without pay.

The Employer may request additional medical certification at any time during said (1) year period to substantiate the necessity for continued leave but at no time shall said leave exceed one (1) year unless said extension is approved by the Employer.

C. Pregnancy Leave

Leaves related to pregnancy (or the pregnancy of a spouse or domestic partner) will be treated like any other disability leave and will be granted by the Employer.

These leaves shall not exceed six (6) months in length. Such a leave shall run concurrent with a Family and Medical Leave of Absence, in accordance with the Family and Medical Leave Act. Accrued leave time in the employee's sick, comp, personal and vacation banks must be used during this leave of absence. If an employee does not have enough time in his or her banks, he or she will take the leave without pay.

D. Leave of Absence for Veterans

A regular employee who enters the military service of the United States by draft or enlistment shall be granted a leave of absence for that purpose and at the conclusion of such leave of absence shall be reinstated in accordance

with all applicable provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and/or any other applicable laws then effective.

E. Funeral Leave

Permanent employees shall be allowed up to forty (40) consecutive work hours of funeral leave in order to attend the funeral with pay not to be deducted from a sick leave for a death in the immediate family. Immediate family is to be defined as follows: mother, father, sister, brother, wife or husband, son or daughter, mother-in-law, father-in-law, or a member of the employee's household. Permanent employees shall be allowed two (2) consecutive work days as funeral leave in order to attend the funeral with pay not to be deducted from sick leave for a death of the employee's grandparents or spouse's grandparents or step relatives herein named. Exceptions to consecutive work hours or days may be made for unusual circumstances.

F. Elected Position

A permanent employee, who has completed his/her probationary period, who has been elected or appointed to a public position will be granted a leave of absence without pay for a period of not to exceed (2) years. An employee elected or appointed to a position shall not accrue seniority while on leave, unless the appointment is police related, and at the expiration of the leave he/she shall be returned to the permanent job classification that he/she held prior to said leave.

G. Personal Leave Days

- 1) Employees may take up to four (4) personal leave days in any July 1 through June 30 period. Request for such personal leave which may be taken in one (1) hour increments must be made at least twenty-four (24) hours before the day requested. Granting of this leave is subject to the operational requirements of the department.
- 2) In the event that new employees are added to the bargaining unit, they shall accrue one (1) personal leave day in the three (3) month increment of their hire and each succeeding increment until the beginning of the next fiscal year. At the start of the fiscal year, said employee shall be considered a permanent employee for purposes of this Article. The three (3) month increments shall consist of July 1 to September 30; October 1 to December 31; January 1 to March 31; April 1 to June 30.
- 3) During a new employee's probationary period, personal leave days may only be used upon a showing of a demonstrated need and are subject to the approval of the division commander or his/her designee.

- 4) Any unused personal leave days remaining upon completion of the employee's last scheduled work day in the fiscal year and which cannot be taken, will be paid.

H. Leave for National Guard Duty

- 1) Leaves of absence shall be granted to employees who are active in the National Guards or a branch of the Armed Forces Reserves of the United States for the purpose of fulfilling their annual field training obligations and when called out due to temporary civil disturbances. An application for a leave of absence for such purposes must be made as soon as possible after the employee receives his/her orders.
- 2) The Employer shall make up the difference between what an employee would have received, had he/she worked during said leave time, and the pay he/she received from his/her activities, for a maximum of two (2) weeks per year, provided said employee submits proof of payment from the military.

ARTICLE 23. ICMA

By participating in the City of Ann Arbor I.C.M.A. 457 Deferred Compensation Plan effective forty-five (45) days (or as soon as practical) after the signing of the July 1, 1998 through June 30, 2004 collective bargaining agreement, the City shall contribute for each bargaining unit employee who is participating in and contributing a minimum of \$25 per pay period to the I.C.M.A. Plan, a \$20 per pay period match into the I.C.M.A. 457 Deferred Compensation Plan.

ARTICLE 24. EDUCATIONAL BENEFITS

In keeping with the Employer's policy of encouraging the improvement and professionalism of its personnel, through education, the Employer shall provide to employees \$2,500 plus the equivalent adjusted percentage increase for tuition cost in the year by the school based on Eastern Michigan University's tuition rate, when an employee's cost exceeds the \$2,500 cap. The Employer shall provide to employees the opportunity to take courses toward one (1) bachelors or masters' degree at an accredited university, college or community college, paying for tuition, registration and required textbooks. Any late registration fees will not be reimbursable.

- A. In the event that an employee leaves the service of the City within one(1) year of receiving educational benefits under this clause, he/she shall reimburse the City for all those monies received in the one (1) year period preceding his/her leaving.
- B. In order to be eligible for registration, books and tuition reimbursements, the employee must not be eligible for reimbursement from any other source. The employee shall advance the cost of all registration, tuition and required textbooks and shall be reimbursed by the City upon satisfactory completion of each course.
- C. Degree curriculum must be job related and approved by the Service Area Administrator and Human Resources consistent with citywide practice.
- D. The employee must receive prior approval of the course or courses from the Chief, and the employee must receive a grade of "C" or better for undergraduate work and a grade of "B" or better for graduate work.
- E. Courses shall be taken on the employee's off-duty time. Courses may be taken during duty hours with the prior approval of the Chief or his/her designated representative. Hours lost under these circumstances shall be made up by the employee, or on the agreement of the employee and the Chief, or his/her designated representative, be deducted from the employee's accrued vacation or compensatory time.

ARTICLE 25. WORKERS COMPENSATION - ON THE JOB INJURY

- A. Each employee will be covered by the applicable Workers Compensation Laws and the Employer further agrees that an employee being eligible for Workers Compensation may elect to use his/her accumulated sick time. If the employee uses his/her accumulated sick time, she/he shall receive full salary and she/he may return his/her Workers Compensation check and shall convert that amount into hours and days and shall deduct those hours and days from the employee's sick leave charge. An employee who elects not to utilize his/her accumulated sick time or who has no accumulated sick time shall receive the Workers Compensation benefits specified by law. An employee injured on the job and eligible for Workers Compensation shall in addition to Workers Compensation benefits receive the difference between the Workers Compensation benefits and his/her City salary after taxes as of the date of injury (excluding overtime) commencing the eighth (8th) day on which she/he is unable to work following the date of injury and continuing until the 365th day. While an employee is receiving Workers Compensation benefits, the Employer may, with doctor's permission, require the employee to perform such City work as said employee may be able to do.
- B. While off-duty on a work related injury employees required to report for medical examinations will not receive overtime or other additional compensation.
- C. During this period of time, said employee's salary rate shall be commensurate with the position classification she/he is performing.
- D. Following the 365th day, the employee's health and ability to perform work for the City shall be reviewed. If the employee is able to return to his/her original position, she/he shall do so. If the employee is not able to return to his/her position but is able to perform work in another position or able to perform limited duty, she/he shall be offered that position or perform such limited duty and his/her pay shall be commensurate with the salary rate for that position.

ARTICLE 26. WORK SCHEDULE

- A. The Employer shall have the right to determine reasonable schedules of working hours and days including the assignment of leave days and to establish the methods and process by which such work is performed. Prior to any change in the present work schedule, the City will confer with the Union before implementation of such change.

- B. The regular work schedule shall consist of five (5) consecutive eight (8) hour days per week. It is recognized by the Union that scheduling work is a management right. It is recognized by the City that such scheduling must not be arbitrary nor capricious. If a new permanent shift is established by the Employer, the Union will be notified prior to implementation and it shall be filled on the basis of seniority, provided if no employee volunteers the Employer retains the right to assign the least senior qualified employee.

ARTICLE 27. OVERTIME

For those employees working the eight (8) hour per day schedule, time and one-half their regular straight time hourly rate of pay shall be paid for all hours worked in excess of eight (8) hours in any work day and for all hours worked in excess of forty (40) hours a week. The Chief or his/her designee will be the sole determining authority on the necessity for overtime. When overtime is required as a continuation of the employee's regular workday, such overtime will be performed with no break in the continuing operation.

ARTICLE 28. CALL BACKS

- A. If an employee is called back to work on any shift, and such call back does not extend into the employee's regular shift hours, she/he shall be compensated for a minimum of three (3) hours overtime unless such call back shall extend past three (3) hours, in which case he/she shall be paid overtime for the exact hours or portion thereof she/he worked. This provision includes but is not limited to, returning to work for court appearances.

- B. An employee called back to work because of negligence of duty shall not be entitled to overtime compensation. For example, if an employee leaves work with Department equipment, fails to turn in required documents before leaving work, etc., and is called in to return the equipment, or turn in the documents such employee will not be entitled to overtime compensation. Determination of when an employee will be called in shall be made by an appropriate supervisor.

- C. Leave days shall not be changed, switched or rescheduled to avoid paying time and one-half.

ARTICLE 29. COMPENSATORY TIME LIMITATIONS

- A. Overtime shall be compensated by payment at the appropriate rate in cash unless compensatory time is requested by the employee and approved by the Deputy Chief or his/her designee. Compensatory time accumulation shall not exceed one hundred (100) hours. Time earned in excess of one hundred (100) hours will automatically be paid at the appropriate rate in cash. Upon termination, retirement or death all compensatory time accumulated will be paid in full. If Federal or State law changes so as to make the present time for granting and administering compensatory time and time off illegal, the Employer shall be allowed to change the existing system so as to comply with said law.
- B. A maximum of 40 hours compensatory time off may be used on any one occasion, except when an employee has exhausted their sick leave and approval is given by the Deputy Chief to use compensatory time in lieu of sick leave.
- C. Compensatory time may not be used with any other authorized time off which would exceed 40 hours off totally except when used with vacation time.
- D. A maximum of 40 hours compensatory time may be allowed with any vacation.
- E. A maximum of 40 hours compensatory time may be taken off in any July 1 to June 30 period unless approved by management.
- F. All employees who possess more than one hundred (100) hours of accumulated compensatory time off at the effective date of this Agreement shall not be allowed to accumulate more compensatory time off until said accumulated compensatory time is used to a level below one hundred (100) hours at which time they shall be allowed to accumulate up to one hundred (100) hours.

ARTICLE 30. EMERGENCY SCHEDULING

The Employer has a right to schedule overtime for emergency situations in a manner most advantageous to the Department and consistent with the requirements of public safety. In non-emergency situations where the scheduling of overtime is deemed necessary, personnel will be assigned on a voluntary basis, if there are no volunteers available, the Department retains the right to order overtime as in emergency situations. For purposes of overtime scheduling, all overtime known over forty-eight (48) hours in advance will be considered non-emergency overtime.

ARTICLE 31. TRANSFER OF COMPENSATORY TIME

Compensatory time cannot be transferred from one employee to another employee.

ARTICLE 32. COMPUTATION OF BENEFITS

Any Compensable day shall be considered a day worked for the purpose of computing benefits under this Agreement.

ARTICLE 33. COFFEE BREAKS AND LUNCH PERIODS

All employees shall be entitled to two (2) fifteen (15) minute rest periods or coffee breaks during each shift. A lunch period shall not be considered a rest period or coffee break period. Lunch shall consist of one-half hour with pay.

ARTICLE 34. COMPENSATION FOR HOLIDAYS

- A. All employees of the City shall receive their regular compensation for the following holidays or parts thereof and any other day or part of a day proclaimed in writing as a City holiday by the Mayor upon the recommendation of the City Administrator, during which the public offices of the City are closed:

New Year's Eve (1/2)
New Year's Day
Martin Luther King's Birthday
President's Day
Good Friday (1/2)
Memorial Day
July Fourth
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (1/2)
Christmas Day
Employee's Birthday

- B. Personnel on shift schedules will celebrate the holiday on the actual day. The Chief will determine in advance the day to be celebrated as the holiday for all other personnel.
- C. An employee who works both the calendar date and the designated date of a holiday shall receive holiday benefits only for the calendar date of the holiday.
- D. In cases where an employee's assigned leave day falls on a holiday, they shall receive eight (8) hours of straight time compensation. For example, if a holiday falls on an employee's assigned leave day, they shall be compensated for forty-eight (48) hours for that week.
- E. Employees who are scheduled to work overtime on a holiday will receive two (2) times their regular hourly rate for all time worked on the holiday and pay for that scheduled day. Employees who volunteer to work offered overtime on a holiday will receive time and one-half (1 1/2) their regular hourly rate for all time worked on the holiday and pay for that scheduled day.
- F. If an employee is scheduled to work but is on approved time off, they will receive their regular pay for that day plus straight time pay for the number of hours of their approved time off. The employees will be required to use some type of banked time to be off. For example, if an employee is scheduled to work but has an approved compensatory day, the employee will receive 48 hours of pay for that week, but will use 8 hours of compensatory time.

- G. Employees will take the holiday as a day off and will receive forty (40) hours of pay per week. This section does not prevent the Employer from scheduling work if advantageous to the Department.

- H. To qualify for holiday pay under this Article, an employee must be a regular, full-time employee as of the time the holiday occurs and must have worked all of the scheduled hours he/she was scheduled to work the last day he/she was scheduled to work before the holiday and the next day following such holiday except in cases where the employee's absence on such day or days is due to the fact that such day or days occur during his/her regularly scheduled vacation, employee is on a compensatory leave day, or unless he/she presents a reasonable excuse acceptable to management.

ARTICLE 35. VACATION LEAVE

Vacation shall be accrued and granted as follows:

A. Rate of Accumulation

Employees shall earn vacation leave with pay at the rate of one- twelfth of their annual vacation allowance for each month of continuous service. Provided, however, annual vacation may be credited on a prorated biweekly basis.

B. Length of Service

Employees shall be entitled to the following annual vacation leave:

<u>Years of Continuous Service Completed</u>	<u>Vacation Hours</u>
1 to 9 years	150 hours per year
10 to 14 years	180 hours per year
15 years or more	210 hours per year

C. Sickness or Injury

Absence on account of sickness, injury, or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and within the discretion of the Chief, be charged against the employee's vacation leave allowance.

D. Records

The Chief shall keep records of vacation leave allowance and shall schedule vacation leaves with particular regard to the seniority of employees, in accord with operating requirements and with the written request of the employees. The use of vacation time in increments of four (4) hours or more may be approved by the Employer. The official records for vacation and sick leave are in the Controller's Office.

E. Accrual of Vacation Leave

Employees shall be encouraged to take yearly vacations and in no case shall an employee be allowed to accrue, at any one time, more than twice the amount of annual vacation to which he/she is entitled. If the amount of accrued vacation exceeds twice the amount of the annual accrued vacation to which the person is entitled, it shall be permanently lost and the employee shall not be allowed to receive compensation for this loss. This restriction shall not apply if the employee was denied an opportunity to take vacation leave because of an

emergency or work assignment at the end of the calendar year. In that case, the employee shall not lose the excess vacation leave but shall be paid for it. An extension of this requirement may be granted, for a period not to exceed one (1) year, by the City Administrator.

F. Separation from City Service

Employees separated from the City service shall be paid at their normal salary rate for their unused vacation.

G. Transfer of Leave

Accumulated vacation leave cannot be transferred from one employee to another employee.

H. Vacation Call Back

In the event an employee is called back to work from his/her scheduled vacation, he/she will be compensated:

- 1) By returning to the employee, on a one-vacation-day for one vacation day ratio, those vacation days lost due to the call back, and
- 2) By paying him/her time and one-half his/her regular pay rate for the hours worked.

I. Number of Vacations

An eligible employee may, to the extent of their unused vacation, take one vacation during each of the following periods:

- 1) January, February, March
- 2) April, May, June
- 3) July, August, September
- 4) October, November, December

Additional vacation time may be taken with the Employer's approval.

J. During the new employee's probationary period, vacation time may not be used.

K. Once a vacation has been signed up for, it may only be changed, cancelled, or altered with approval of the division commander.

- L. Vacation payout at retirement shall not be included in final average compensation for employees hired after 6-30-81.

ARTICLE 36. BULLETIN BOARDS

The Employer will provide bulletin boards in the Police Building which may be used by the Union for posting notices, including, but not limited to, notice of the following types:

- A. Notices of recreational and social events.
- B. Notices of elections.
- C. Notices of results of elections.
- D. Notices of meetings.
- E. Miscellaneous items placed on the board of employees, such as "for sale" notices.

ARTICLE 37. TEMPORARY ASSIGNMENTS

Temporary assignments for the purpose of filling vacancies of employees who are absent will be selected from within the bargaining unit. Such employees will receive the rate of pay of the higher classification for all hours worked in such class after two continuous hours of working in that class.

ARTICLE 38. TRAINING ASSIGNMENTS

Both the Employer and the Union recognize the value of on-the-job training. Such training is to be encouraged. Training assignments for a higher rated classification within the Unit will be made on the basis of seniority, interest, and qualifications. During a training assignment, the employee being trained will always be supervised by a qualified employee or a qualified supervisor. Under such supervision, the employee being trained will continue to receive his/her current rate of pay.

ARTICLE 39. JURY DUTY

- A. An employee who is required to report for and/or perform jury duty as prescribed by applicable laws, for each day on which he/she reports for and/or performs jury duty during hours he/she otherwise would have been scheduled to work for the Employer, shall be paid the difference between what he/she receives from the court as daily jury duty fees and what he/she would have earned from the Employer for the hours lost from work for jury duty not to exceed eight (8) hours of pay for those working an eight (8) hour per day schedule at his/her regular straight time hourly rate of pay. This provision shall not apply for any day upon which the employee was excused from jury duty in time to reasonably permit him/her to return to work on his/her shift for two (2) or more hours unless such employee does so return to work.

- B. In order to receive the payment above referred to, an employee must give the Employer notice as soon as possible that he/she was required to report for jury duty and must furnish satisfactory evidence that he/she reported for and/or performed such jury duty for the hours for which he/she claims such payment.

ARTICLE 40. SAFETY COMMITTEE

The Steward or his/her designated representative shall act on behalf of bargaining unit members for matters of health and safety. If the City creates a Central Safety Committee, the Steward or designated representative shall serve as the Union's representative.

ARTICLE 41. HEALTH, DENTAL, AND OPTICAL INSURANCE

A. Health Care Coverage

The Employer agrees to the following conditions regarding health insurance:

- 1) After six (6) months of employment, the City will provide health care coverage under a preferred provider organization program (the "PPO Plan") administered by Blue Cross-Blue Shield of Michigan, or similar third party administrator. Plan benefit provisions shall become effective January 1, 2007. Employees may elect coverage under the "High Option Plan" for which they shall pay a portion of the monthly premium contributions, or the "Low Option Plan" for which they shall pay no monthly premium contributions. Employees who elect coverage under the "High Option Plan" shall pay 10 percent of the medical premium each month, deducted from each member's paycheck before taxes. Such premium contributions shall be based upon the illustrative premium rates for all active employees which shall be effective on July 1, 2006, and subject to revision based upon the total all-active employees' group experience each subsequent July 1 for the duration of this contract.

Premium contributions for January 1, 2007, through June 30, 2007, will be \$39 per month for single, \$82 per month for double, and \$92 per month for family coverage. In months when there are three (3) pay periods, premium contributions shall be taken only from the first two (2) of such pay periods.

- 2) An employee may elect to purchase benefits at their own cost during the first six (6) months of employment. The City provides health insurance coverage to newly hired employees once they have completed their first six (6) months of employment. At the end of the six (6) month period, the City will assume full cost for the "Low Option Plan" or for the "High Option Plan" less the applicable premium contribution as described in the paragraph above, for single, two-person or family coverage, including spouse, domestic partners as defined by City Ordinance, or dependent children as defined in the health care plan (until the end of the calendar year in which they reach the age of 19 or 25). An employee shall not be able to change such election until the next Open Enrollment, or unless the employee has a change in family status. Employees promoted into this bargaining unit who, during the course of employment with the City, have served the probationary period and are currently receiving health care benefits through the City will continue with uninterrupted benefit coverage.
- 3) The City of Ann Arbor shall provide to all bargaining unit members retiring on or after January 1, 2007 (including their spouse and dependents as long as the retiree remains the subscriber), the level of coverage under the "High Option" or "Low Option" PPO Plan as received by active employees as of the date of retirement, unless otherwise provided herein. Bargaining unit members, retiring under this contract, will be able to choose between the High Option / Low Option

plan each year during the annual open enrollment period, or if experiencing a change in family status. Premium contributions under the “High Option” Plan shall be equal to the monthly amount for single, double, or family coverage then in effect at their date of retirement, payable each month. This benefit provision also applies to surviving spouses, domestic partners and eligible dependent children as defined in the health care plan (until the end of the calendar year in which they reach the age of 19 or 25) of deceased retirees. Employees who defer retirement are not eligible to receive health care coverage.

- 4) The PPO Plan requires the retiree to have both Medicare Part A and Part B. The Medicare Part B premium remains the responsibility of the retiree. If the retiree has not earned enough credit to qualify for unpaid Medicare Part A, or does not otherwise qualify for such coverage through their spouse, the retiree will continue with regular PPO Plan coverage.
- 5) If an employee retires and assumes employment elsewhere and that employer provides health coverage to its employees, which does not substantially differ from that offered by the City of Ann Arbor, the City’s obligation to provide health coverage shall cease. However, should the retiree lose such coverage from the other employer, the retiree may elect to reenroll under the City’s health coverage. Such coverage shall be restored and recommence immediately following the production of such proof-of-loss. The City shall not prohibit a retiree from re-entering the City’s health coverage for any reason upon loss of coverage from another program, and, further, the health coverage benefits provided upon return to City coverage will be the same as which the employee was entitled to upon retirement.
- 6) Subject to the conditions set forth in Appendix D, employees shall be able to waive their City-provided health care coverage, and receive a \$2,000 per year, payable quarterly. The City reserves the right to amend or terminate the program at any time during Open Enrollment to be effective as of the upcoming July 1.

B. Dental Coverage

After six (6) months of employment, employees shall be provided a “75% (Class I and II) /50% (Class III and IV) Delta Dental Plan” or its satisfactory equivalent with a maximum benefit of \$2000 per year per person. The City shall also provide an orthodontics rider providing 50% co-payment for employees’ dependent children up to their 19th birthday with a \$2000 lifetime maximum per person, provided, however, that benefits will be paid after attainment of age 19 for continuous treatment which began prior to such age. See Appendix A for Delta plan specifications.

C. Vision Coverage

After six (6) months of employment, employees shall be provided vision coverage through Mutual Eye Claim Audits, Inc., or its satisfactory equivalent. The maximum benefit is \$50 for the vision examination and \$200 for covered expenses per person every 24 months for covered individuals over age 19, and every 12 months for covered individuals under the age of 19. Covered expenses include lenses, frames, and contact lenses. If a covered individual's existing prescription changes requiring the dispensing of new lenses within the 12- or 24-month period, the cost of the new lenses only will be covered up to the \$200 maximum benefit limit.

D. Employees / Retirees Married to Employees / Retirees

When two employees / retirees are eligible for benefits and are legally married to each other or have declared a domestic partnership as defined by City Ordinance, they will be enrolled under one individual as the subscriber and spouse (or domestic partner) and receive benefits under one contract, be it health, dental, vision or dependent life insurance coverage. This applies to any eligible employee / retiree relationship. However, each employee is entitled to Basic and Optional Life Insurance coverage.

E. Health Reimbursement Account

Effective January 1, 2007, the City shall establish a health reimbursement account on behalf of each employee with six (6) or more months of employment, and for newly hired employees will establish such an account after six (6) months of employment. The amount of City contribution to the employee's account for the first year of this contract is \$500, and for the year beginning July 1, 2007, is \$500, and for newly hired employees will be prorated by months of service during the first fiscal year of employment. Unused amounts in this account may be carried forward each year. An employee who retires and begins to receive pension benefit payments from the City's defined benefit pension plan will be able to access unused funds, but no new contributions will be made to a retiree's account. An employee who otherwise separates from City employment for any reason will forfeit any unused funds. An employee who waives coverage and receives payments under the City's Health Care Waiver Program shall not have contributions made to such account for that plan year. Health Reimbursement Accounts are non-interest bearing accounts.

ARTICLE 42. LIFE INSURANCE COVERAGE

- A. After six (6) months of employment, the City will provide life insurance coverage in the amount of \$15,000 for all employees who have completed their probationary period. The City will provide life insurance coverage in the amount of \$10,000 for employees who retire with fifteen (15) or more years of service with the City and immediately begin to receive a pension benefit from the City’s defined benefit pension plan. Employees who defer retirement are not eligible for the \$10,000 life insurance benefit.

- B. Employees may elect Optional Life Insurance in an amount equal to two times’ their annual base pay. The City will pay one-half and the employee will pay one-half the amount of the monthly premium. Employees may elect this coverage within thirty (30) days of completion of the probationary period without providing Evidence of Insurability. If not elected when first eligible, an employee may apply for Optional Life Insurance coverage at any time, but must provide Evidence of Insurability. Monthly premiums will be paid on an after-tax basis through payroll deduction. Retiring or terminating employees may elect to continue coverage by contacting the life insurance company and paying directly to it the entire cost of the additional coverage desired.

- C. Employees may elect Optional Dependent Life Insurance as follows:

<u>Dependent</u>	<u>Amount</u>
Spouse, Domestic Partner	\$10,000
Children	
Birth to Age Six Months	\$ 1,000
Age Six Month to Age 19	\$ 7,000
Full-time Students Age 19-25	\$ 7,000

The employee will pay the total amount of the monthly premium. Employees may elect this coverage on behalf of a dependent within thirty (30) days of completion of the probationary period or of first becoming an eligible dependent without providing Evidence of Insurability. If not elected when first eligible, an employee may apply for Optional Dependent Life Insurance coverage on behalf of a dependent at any time, but must provide Evidence of Insurability. Monthly premiums will be paid on an after-tax basis through payroll deduction. Retiring or terminating employees may elect to continue coverage by contacting the life insurance company and paying directly to it the entire cost of the Optional Dependent Life Insurance coverage desired.

ARTICLE 43. UNEMPLOYMENT COMPENSATION

Employees shall be covered as provided by State Law.

ARTICLE 44. PAY PERIOD

All employees covered by this Agreement shall be paid in full biweekly. Not more than ten (10) days shall be held from a regular employee (initial holdback and overtime). Each employee shall be provided with an itemized statement of his/her earnings and of all deductions made for any purpose on a form provided by the City of Ann Arbor.

ARTICLE 45. BONDS

Should the Employer require an employee to give bond, case bond shall not be compulsory and any premium involved shall be paid by the Employer.

ARTICLE 46. CREDIT UNION

The Employer agrees to deduct from each employee, who so authorizes it in writing, a specified sum each and every payroll and to pay this sum to a Credit Union so designated by the employee not less frequently than monthly. The employee may revoke at any time this authorization and assignment by filing with the Employer and the Credit Union, a statement in writing that he/she does not wish the Employer to continue making such deductions, provided that such revocation shall not be effective for ten (10) days from the date it is received by both the Employer and the Credit Union.

ARTICLE 47. SICK LEAVE

Sick leave for all Union members shall be accrued and granted as follows:

A. Number of Days

Each employee of the Unit shall be entitled to sick leave of one (1) workday with pay for each completed month of service. New employees on their date of hire shall have credited to them twelve (12) eight-hour work days sick leave, however, they shall not accumulate additional sick leave until after the completion of one year of service. If a new employee uses a portion of their advance accrual and then leaves City employment prior to when they normally would have accrued the amount used, the cash value of such excess usage will be deducted from their final payout. Employees who render part-time services shall be entitled to sick leave for the time actually worked at the same rate as that granted full-time employees. Provided, however, annual sick leave may be credited on a prorated biweekly basis.

B. Unused Sick Leave

Unused sick leave may be accumulated without limit, except as provided in (C) below.

C. Additional Provisions

In addition to compensation for absence due to sickness, the following shall apply:

- 1) An employee who dies before retirement, or retires from the City service and is entered on the retirement or pension roll of the City shall, upon such death or retirement, be paid for unused sick leave credit at the time of death or retirement up to a maximum of nine hundred and sixty hours (960) plus (if at nine hundred and sixty hours (960)) all of the unused sick leave days accumulated during the current calendar year. Accumulated sick leave pay shall not be included in determining final average compensation for pension purposes.
- 2) An employee who has accumulated nine hundred and sixty hours (960) of sick leave credit shall, if he/she requests, be paid at the end of each subsequent calendar year of employment with the City for one-half of the unused sick leave credit earned in such year above nine hundred and sixty hours (960), and the remaining one-half shall accumulate and may be used for sickness only and will not be compensated for in any way upon death or retirement. If an employee wishes to accumulate all of the unused sick leave credit earned in such year, he/she may accumulate it,

but it may be used for sickness only and will not be compensated for in any way upon death or retirement.

D. Legal Holidays, etc.

Employees absent from work on legal holidays, during sick leave, during vacation, while on Worker's Compensation, or on special leave during vacation, while on Workers' Compensation, or on special leave of absence with pay, shall continue to accumulate sick leave at the regularly prescribed rate during such absences as though they were employed, subject to the maximum limitation herein provided.

E. Contagious Diseases

An employee eligible for sick leave with pay may use such sick leave, upon approval of the division or unit commander, for absence due to exposure to contagious diseases which could be communicated to other employees, and due to illness in employee's immediate family, which is limited to husbands, wives, children and parents.

F. Partial Days

Sick leave absences shall be charged for all time taken off work to the level of one-half hour. If for example, an employee leaves work 2-1/2 hours after beginning their work shift, they will be charged with 5-1/2 hours sick leave. If they leave five hours after beginning their work shift, they will be charged with three hours sick leave.

G. Qualify For Sick Leave Payment

In order to qualify for sick leave payment, the employee must cause the facts to be reported to the Police Department one (1) hour before his/her regular starting time on the first working day of absence and shall regularly report, unless hospitalized or confined by a doctor, during each work day thereafter. Sick leave shall not be granted unless the report has been made. Employees reporting sick may be visited by some designated superior employee at the discretion of the division commander for the purpose of determining the seriousness of the employee's illness and rendering any assistance necessary for the welfare of the officer and his/her family.

H. Doctor's Certificate

In order to qualify for sick leave payments, employees shall furnish a signed doctor's certificate upon return to duty, if requested by the Chief, identifying and confirming the illness.

I. False Claim

An employee who makes a false claim for paid sick leave shall be subject to disciplinary action up to and including dismissal, depending upon the circumstances involved.

J. Taken Off The Payroll

An employee who calls in sick and is subsequently taken off the payroll because of a lack of accumulated sick time is subject to the following consequences:

- 1) Such employee will not qualify for overtime in each week such instances occur until she/he has completed 40 hours work in that week.

K. Extra Duty Assignment

An employee scheduled for an extra duty assignment who calls in sick prior to such assignment shall be required to provide certification from a physician which substantiates that such employee was examined and attesting to the employee's inability to report to work on the date or dates the extra duty assignment was scheduled.

L. Sick And Unable

When an employee reports she/he is sick and unable to report to his/her regularly scheduled assignment, the Employer reserves the right to order the employee to see a doctor specified by the Employer and at the Employer's expense.

M. Off Duty

An employee off duty under this section shall remain at his/her residence or provide a telephone number and location where she/he can be reached during such illness unless treatment or therapy of the illness requires the employee to change locations. In such cases the employee's supervisor shall be immediately notified of any change in location.

N. Physician's Statement

A physician's statement may be required attesting to the employee's ability to return to work when she/he has been off on sick leave.

O. Accumulated Sick Leave

Accumulated sick leave cannot be transferred from one employee to another employee.

P. Doctor And Dental Appointments

Sick leave may be used for doctor and dental appointments of the employee or members of their immediate family.

Q. Family Medical Leave shall be consistent with Federal law.

ARTICLE 48. PENSION PLAN

- A. Retirement benefits shall be in accordance with the applicable terms of Chapter 18 of the Ann Arbor City Code in effect as of the date of this agreement except for the changes specifically provided for in this agreement.

Effective July 1, 2001:

- B. Full Retirement - You are eligible for a full (unreduced) retirement if:
- You are age 60 or over and have at least 5 years of service; or
 - You are age 50 and have acquired 25 years of credited service. If you have any questions about eligibility, you should contact the Retirement office.

Early Retirement – If you retire before age 60, you may be eligible for a reduced pension if:

- You are at least age 50 and have 20 or more years of service.
- It is important to note that the early retirement reduction will be at .33% (.0033) for each month between the date you retire and the date at which you will attain voluntary retirement age.

- C. Effective July 1, 1989, payments upon retirement for unused sick leave, compensatory time or vacation shall be paid out in five (5) equal annual payments commencing with the date of the retirement plus interest on the unpaid balance on the four successive anniversary dates of retirement at a rate of interest based upon the latest one year average Government "T" Bill auction rate preceding the interest payment.

ARTICLE 49. LONGEVITY PAYMENTS

- A. Employees in the Association shall receive, upon the attainment of five (5) years of continuous service (employment) with the City, a longevity bonus payment of \$500. This longevity bonus payment will be an annual payment to all eligible employees following each employee's additional year of continuous employment. The longevity bonus pay will be paid to each eligible employee during the month following the employee's employment anniversary (service) date.
- B. The wage schedule will reflect three (3) additional step increases as follows:
 - 7 years – 2.5% above base wage
 - 12 years – 5.0% above base wage
 - 18 years – 7.5% above base wage
- C. The above longevity amounts will be paid upon completion of a full year's employment in the month following the employees' anniversary date.
- D. Employees who leave the City employment shall be eligible for prorated longevity payments of 1/12 of the above amounts per each full month of employment completed since the last payment.

ARTICLE 50. MEDICAL EXAMINATIONS

The Employer reserves the right to suspend or discharge an employee who is not fit to perform his/her duties in a satisfactory manner. Such action shall only be taken if a medical and/or mental examination performed by a qualified doctor of the Employer's choice at the Employer's expense reveals such unfitness. When an employee is ordered to submit to a fitness for duty examination under this contract, the employee is required to sign the medical release form which allows the doctor to send such doctor's findings to the Chief of Police. If the employee disagrees with such doctor's findings, then the employee at his/her own expense may obtain a medical and/or mental examination from a qualified doctor of his/her choice. Should there be a conflict in the findings of the two (2) doctors, then a third doctor shall be paid by the Employer and his/her findings shall be binding on the employee, Employer, and the Union. In the event an employee's seniority is terminated pursuant to this Section she/he shall be afforded the opportunity to apply for, and the Employer will attempt to place her/him in a position with another Department with the Employer.

- A. This Section shall not preclude the Chief from assigning an employee to light or limited duty if there is available work which the employee can perform without displacing another employee.
- B. As part of the medical and/or mental examination, employees will be required to pass a physical stress test.
- C. The Employer may require employees off work because of illness or injury, sustained either on or off duty, which may affect the employee's ability to fully perform his/her duties upon return to work, to submit a certificate from his/her physician stating she/he are fully capable of resuming his/her assigned duties prior to allowing the employee to return to work. The Chief shall be the determining authority on the need for certification.
- D. The Employer reserves the right to require an employee to be examined by a doctor of the City's choice.
- E. The Employer shall not be required to pay overtime to employees receiving medical or mental examinations under this Section.

ARTICLE 51. PERSONAL ARTICLES DAMAGE

The City agrees to reimburse employees for the reasonable value of necessary personal articles such as eyeglasses, wristwatches, etc. which are damaged or lost in the line of duty not through the negligence of the employee. Two hundred fifty dollars (\$250) shall be the maximum reasonable value for eyeglasses, seventy-five dollars (\$75) for a wrist watch and two hundred fifty dollars (\$250) shall be the overall maximum reasonable value for any other item. The damaged article shall become the property of the City following the reimbursement. In the event that an employee receives compensation from his/her insurance company or from any third party for any damaged or lost item, this section shall not apply.

ARTICLE 52. UNIFORM ALLOWANCE

Each member shall be reimbursed up to three hundred and fifty dollars (\$350) annually upon submission of receipts for a uniform. The uniform will be determined by the members and approved by management. During the work week, both the uniform and business casual clothing are allowed; however, employees are only reimbursed for uniform items.

Uniforms are required when working special projects, i.e. Art Fair, volunteer picnic, etc.

ARTICLE 53. PROVISIONS FOR PARKING

The Employer shall provide parking spaces within a reasonable distance of the police station for the use of employees who elect to use this benefit. The parking structure at Fourth and William Street shall be considered as falling within the term "reasonable distance." The City of Ann Arbor shall pay a contribution of \$30.00 a month towards the cost of the above parking provision and the employees electing this benefit shall pay \$25.00 a month through payroll deduction.

ARTICLE 54. GENERAL PROVISIONS

A. Contracts

The Union recognizes that the City has statutory and charter rights and obligations in contracting for matters relating to municipal operations. The right of contracting or sub-contracting is vested in the City. The right to contract or sub-contract shall not be used for the purpose or intention of undermining the Union nor to discriminate against any of its members.

B. Delegation

No policies and procedures covered in this Agreement shall be construed as delegating to others or as reducing or abridging any of the authority conferred on the City and its officials by the Ann Arbor City Charter, State Law, or the Ann Arbor Ordinance Code, nor shall the City or its officials abridge such authority.

C. Reclassification

The Employer reserves the right to reclassify existing positions based on assignment duties and responsibilities or make changes in assigned duties and responsibilities; provided, however, no employee shall be assigned duties which are not customarily performed by persons in his/her respective job classification.

It is agreed that such reclassification shall not be arbitrary or capricious, but shall be based on skill and proper evaluation.

D. Provisions Contrary to Law

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

2) In the event that any article or section is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations upon the request of the Union or the Employer for the purpose of arriving at a mutually satisfactory replacement for such article or section during the period of invalidity or restraint.

E. Prior Agreements and Understandings

No agreement or understanding contrary to this Collective Bargaining Agreement, nor any alteration, variation, waiver or modification of any of the terms or conditions contained herein shall be binding upon the parties hereto unless such agreement, understanding, alteration, variation, waiver or modification is executed in writing between the parties. It is further understood and agreed that this contract constitutes the sole, and entire agreement between the parties hereto and cancels and supersedes any other agreement, understandings, practices, and arrangements heretofore existing.

F. The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated and signed this Agreement. Furthermore, the parties acknowledge that this Agreement constitutes settlement of all outstanding grievances.

ARTICLE 55. SALARY INCREASES

For July 1, 2006 to June 30, 2007 employees shall receive a 2% wage increase and a lump sum payment of two hundred and fifty dollars (\$250).

For July 1, 2007 to June 30, 2008 employees shall receive a 2.5% wage increase.

Employees who possess a bachelor's degree from an accredited college or university shall receive a three percent (3%) education premium after they have completed one (1) year of continuous service with the Employer which premium shall be reflected in the pay scale for each classification.

ARTICLE 56. DURATION OF AGREEMENT

This Agreement shall become effective as of its date of execution and shall remain in full force and effect until June 30, 2008 and from year to year thereafter unless either party hereto serves written notice upon the other at least ninety (90) calendar days prior to the expiration of any subsequent automatic renewal period of its intention to amend, modify, or terminate this Agreement.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and year first above written.

EMPLOYER

CITY OF ANN ARBOR

By _____
John Hieftje, Mayor

By _____
Jacqueline Beaudry
City Clerk

Approved as to Substance:

Roger Fraser
City Administrator

Barnett Jones
Chief of Police

Approved as to Form:

Stephen Postema
City Attorney

UNION

INTERNATIONAL BROTHERHOOD OF
TEAMSTERS, CHAUFFEURS, WAREHOUSE-
MEN AND HELPERS OF AMERICA, INDE-
PENDENT UNION, LOCAL NO. 214

By _____
Its Steward

By _____
Its Business Agent

APPENDIX A
Summary of Dental Plan Benefits

Covered Services -

Class I Benefits - Plan Pays 75%
Diagnostic and Preventative Services - Used to diagnose and/or prevent dental abnormalities or disease (includes exams, cleanings and fluoride treatments)
Emergency Palliative Treatment – Used to temporarily relieve pain
Radiographs - X-rays
Class II Benefits - Plan Pays 75%
Oral Surgery Services – Extractions and dental surgery, including preoperative and postoperative care
Endodontic Services – Used to treat teeth with disease or damaged nerves (for example, root canals)
Periodontic Services – Used to treat disease of the gums and supporting structures of the teeth
Relines and Repairs – Relines and repairs to bridges and dentures
Minor Restorative Services – Used to repair teeth damaged by disease or injury (for example, fillings)
Major Restorative Services – Used when teeth can't be restored with another filling material (for example, crowns)
Class III Benefits - Plan Pays 50%
Prosthetic Services – Used to replace missing natural teeth (for example, bridges and dentures)
Class IV Benefits - Plan Pays 50%
Orthodontic Services (to age 19) – Used to correct malposed teeth and/or facial bones (for example, braces)

Maximum Contract Benefit

\$2,000 per person total per benefit year on Class I, Class II and Class III Benefits. Payment for Class IV Benefits will not exceed a lifetime maximum of \$2,000 per eligible person.

Waiting Period

Employees eligible for dental benefits are covered following 6 months of continuous employment.

Enrollment

Where two subscribers are eligible under the same group, and are legally married to each other, they shall be enrolled under one subscriber and shall receive benefits under one contract without coordination of benefits under this dental contract.

APPENDIX B PAY SCALES

Police Professional Assistants Effective July 1, 2006

<u>Position</u>	<u>Range</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>After 7 Years Step 7</u>	<u>After 12 Years Step 8</u>	<u>After 18 Years Step 9</u>
<u>Records Management Assistant</u>	<u>180310</u>	<u>13</u>	<u>32,281.60</u>	<u>35,568.00</u>	<u>36,316.80</u>	<u>37,044.80</u>	<u>37,980.80</u>	<u>38,729.60</u>	<u>39,665.60</u>	<u>41,600.00</u>
<u>Property Management Assistant</u>	<u>180320</u>		<u>1,241.60</u>	<u>1,368.00</u>	<u>1,396.80</u>	<u>1,424.80</u>	<u>1,460.80</u>	<u>1,489.60</u>	<u>1,525.60</u>	<u>1,600.00</u>
<u>Data Entry Specialist</u>	<u>180360</u>		<u>15.52</u>	<u>17.10</u>	<u>17.46</u>	<u>17.81</u>	<u>18.26</u>	<u>18.62</u>	<u>19.07</u>	<u>20.00</u>
<u>Records Management Assistant</u>	<u>180311</u>	<u>13P</u>	<u>33,259.20</u>	<u>36,649.60</u>	<u>37,398.40</u>	<u>38,147.20</u>	<u>39,124.80</u>	<u>39,894.40</u>	<u>40,872.00</u>	<u>42,868.80</u>
<u>Property Management Assistant</u>	<u>180321</u>		<u>1,279.20</u>	<u>1,409.60</u>	<u>1,438.40</u>	<u>1,467.20</u>	<u>1,504.80</u>	<u>1,534.40</u>	<u>1,572.00</u>	<u>1,648.80</u>
<u>Data Entry Specialist</u>	<u>180361</u>		<u>15.99</u>	<u>17.62</u>	<u>17.98</u>	<u>18.34</u>	<u>18.81</u>	<u>19.18</u>	<u>19.65</u>	<u>20.61</u>
<u>With education premium.</u>										
<u>Administrative Specialist</u>	<u>180330</u>	<u>19</u>	<u>37,128.00</u>	<u>40,851.20</u>	<u>41,766.40</u>	<u>42,723.20</u>	<u>43,700.80</u>	<u>44,699.20</u>	<u>45,822.40</u>	<u>48,048.00</u>
			<u>1,428.00</u>	<u>1,571.20</u>	<u>1,606.40</u>	<u>1,643.20</u>	<u>1,680.80</u>	<u>1,719.20</u>	<u>1,762.40</u>	<u>1,848.00</u>
			<u>17.85</u>	<u>19.64</u>	<u>20.08</u>	<u>20.54</u>	<u>21.01</u>	<u>21.49</u>	<u>22.03</u>	<u>23.10</u>
<u>Administrative Specialist</u>	<u>180331</u>	<u>19P</u>	<u>38,251.20</u>	<u>42,078.40</u>	<u>43,035.20</u>	<u>43,992.00</u>	<u>45,011.20</u>	<u>46,030.40</u>	<u>47,216.00</u>	<u>49,504.00</u>
<u>With education premium.</u>			<u>1,471.20</u>	<u>1,618.40</u>	<u>1,655.20</u>	<u>1,692.00</u>	<u>1,731.20</u>	<u>1,770.40</u>	<u>1,816.00</u>	<u>1,904.00</u>
			<u>18.39</u>	<u>20.23</u>	<u>20.69</u>	<u>21.15</u>	<u>21.64</u>	<u>22.13</u>	<u>22.70</u>	<u>23.80</u>
<u>Administrative Support Specialist II</u>	<u>181120</u>	<u>21</u>	<u>38,896.00</u>	<u>42,432.00</u>	<u>43,492.80</u>	<u>44,387.20</u>	<u>45,344.00</u>	<u>46,529.60</u>	<u>47,694.40</u>	<u>50,024.00</u>
			<u>1,496.00</u>	<u>1,632.00</u>	<u>1,672.80</u>	<u>1,707.20</u>	<u>1,744.00</u>	<u>1,789.60</u>	<u>1,834.40</u>	<u>1,924.00</u>
			<u>18.70</u>	<u>20.40</u>	<u>20.91</u>	<u>21.34</u>	<u>21.80</u>	<u>22.37</u>	<u>22.93</u>	<u>24.05</u>
<u>Administrative Support Specialist II</u>	<u>181121</u>	<u>21P</u>	<u>40,060.80</u>	<u>43,700.80</u>	<u>44,803.20</u>	<u>45,718.40</u>	<u>46,696.00</u>	<u>47,923.20</u>	<u>49,088.00</u>	<u>51,542.40</u>
<u>With education premium.</u>			<u>1,540.80</u>	<u>1,680.80</u>	<u>1,723.20</u>	<u>1,758.40</u>	<u>1,796.00</u>	<u>1,843.20</u>	<u>1,888.00</u>	<u>1,982.40</u>
			<u>19.26</u>	<u>21.01</u>	<u>21.54</u>	<u>21.98</u>	<u>22.45</u>	<u>23.04</u>	<u>23.60</u>	<u>24.78</u>

Police Professional Assistants

Effective July 1, 2006

<u>Accounts Coordinator</u>	<u>180340</u>	<u>23</u>	<u>40,851.20</u>	<u>44,928.00</u>	<u>45,968.00</u>	<u>47,028.80</u>	<u>48,110.40</u>	<u>49,212.80</u>	<u>50,460.80</u>	<u>51,688.00</u>	<u>52,915.20</u>
			<u>1,571.20</u>	<u>1,728.00</u>	<u>1,768.00</u>	<u>1,808.80</u>	<u>1,850.40</u>	<u>1,892.80</u>	<u>1,940.80</u>	<u>1,988.00</u>	<u>2,035.20</u>
			<u>19.64</u>	<u>21.60</u>	<u>22.10</u>	<u>22.61</u>	<u>23.13</u>	<u>23.66</u>	<u>24.26</u>	<u>24.85</u>	<u>25.44</u>
<u>Accounts Coordinator</u>	<u>180341</u>	<u>23P</u>	<u>42,078.40</u>	<u>46,300.80</u>	<u>47,361.60</u>	<u>48,464.00</u>	<u>49,566.40</u>	<u>50,710.40</u>	<u>51,958.40</u>	<u>53,227.20</u>	<u>54,496.00</u>
<u>With education premium.</u>			<u>1,618.40</u>	<u>1,780.80</u>	<u>1,821.60</u>	<u>1,864.00</u>	<u>1,906.40</u>	<u>1,950.40</u>	<u>1,998.40</u>	<u>2,047.20</u>	<u>2,096.00</u>
			<u>20.23</u>	<u>22.26</u>	<u>22.77</u>	<u>23.30</u>	<u>23.83</u>	<u>24.38</u>	<u>24.98</u>	<u>25.59</u>	<u>26.20</u>
<u>Payroll Coordinator</u>	<u>180350</u>	<u>24</u>	<u>41,849.60</u>	<u>46,030.40</u>	<u>47,091.20</u>	<u>48,172.80</u>	<u>49,275.20</u>	<u>50,419.20</u>	<u>51,667.20</u>	<u>52,936.00</u>	<u>54,184.00</u>
			<u>1,609.60</u>	<u>1,770.40</u>	<u>1,811.20</u>	<u>1,852.80</u>	<u>1,895.20</u>	<u>1,939.20</u>	<u>1,987.20</u>	<u>2,036.00</u>	<u>2,084.00</u>
			<u>20.12</u>	<u>22.13</u>	<u>22.64</u>	<u>23.16</u>	<u>23.69</u>	<u>24.24</u>	<u>24.84</u>	<u>25.45</u>	<u>26.05</u>
<u>Payroll Coordinator</u>	<u>180351</u>	<u>24P</u>	<u>43,118.40</u>	<u>47,424.00</u>	<u>48,526.40</u>	<u>49,628.80</u>	<u>50,772.80</u>	<u>51,916.80</u>	<u>53,206.40</u>	<u>54,516.80</u>	<u>55,827.20</u>
<u>With education premium.</u>			<u>1,658.40</u>	<u>1,824.00</u>	<u>1,866.40</u>	<u>1,908.80</u>	<u>1,952.80</u>	<u>1,996.80</u>	<u>2,046.40</u>	<u>2,096.80</u>	<u>2,147.20</u>
			<u>20.73</u>	<u>22.80</u>	<u>23.33</u>	<u>23.86</u>	<u>24.41</u>	<u>24.96</u>	<u>25.58</u>	<u>26.21</u>	<u>26.84</u>

**Police Professional Assistants
Effective July 1, 2007**

Position	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	After 7 Years Step 7	After 12 Years Step 8	After 18 Years Step 9
Records Management Assistant	180310	13	33,092.80	36,462.40	37,232.00	37,980.80	38,937.60	39,707.20	40,664.00	41,662.40	42,640.00		
Property Management Assistant	180320		1,272.80	1,402.40	1,432.00	1,460.80	1,497.60	1,527.20	1,564.00	1,602.40	1,640.00		
Data Entry Specialist	180360		15.91	17.53	17.90	18.26	18.72	19.09	19.55	20.03	20.50		
Records Management Assistant	180311	13P	34,091.20	37,564.80	38,334.40	39,104.00	40,102.40	40,892.80	41,891.20	42,952.00	43,950.40		
Property Management Assistant	180321		1,311.20	1,444.80	1,474.40	1,504.00	1,542.40	1,572.80	1,611.20	1,652.00	1,690.40		
Data Entry Specialist	180361		16.39	18.06	18.43	18.80	19.28	19.66	20.14	20.65	21.13		
With education premium.													
Administrative Specialist	180330	19	38,064.00	41,870.40	42,806.40	43,784.00	44,803.20	45,822.40	46,966.40	48,089.60	49,254.40		
			1,464.00	1,610.40	1,646.40	1,684.00	1,723.20	1,762.40	1,806.40	1,849.60	1,894.40		
			18.30	20.13	20.58	21.05	21.54	22.03	22.58	23.12	23.68		

Administrative Specialist With education premium.	180331	19P	39,208.00 1,508.00 18.85	43,139.20 1,659.20 20.74	44,116.80 1,696.80 21.21	45,094.40 1,734.40 21.68	46,134.40 1,774.40 22.18	47,174.40 1,814.40 22.68	48,401.60 1,861.60 23.27	49,545.60 1,905.60 23.82	50,752.00 1,952.00 24.40
Administrative Support Specialist II	181120	21	39,873.60 1,533.60 19.17	43,492.80 1,672.80 20.91	44,574.40 1,714.40 21.43	45,489.60 1,749.60 21.87	46,488.00 1,788.00 22.35	47,694.40 1,834.40 22.93	48,880.00 1,880.00 23.50	50,065.60 1,925.60 24.07	51,272.00 1,972.00 24.65
Administrative Support Specialist II With education premium.	181121	21P	41,059.20 1,579.20 19.74	44,803.20 1,723.20 21.54	45,926.40 1,766.40 22.08	46,862.40 1,802.40 22.53	47,860.80 1,840.80 23.01	49,129.60 1,889.60 23.62	50,315.20 1,935.20 24.19	51,542.40 1,982.40 24.78	52,832.00 2,032.00 25.40
Police Professional Assistants Effective July 1, 2007											
Accounts Coordinator	180340	23	41,870.40 1,610.40 20.13	46,051.20 1,771.20 22.14	47,112.00 1,812.00 22.65	48,214.40 1,854.40 23.18	49,316.80 1,896.80 23.71	50,440.00 1,940.00 24.25	51,729.60 1,989.60 24.87	52,977.60 2,037.60 25.47	54,246.40 2,086.40 26.08
Accounts Coordinator With education premium.	180341	23P	43,139.20 1,659.20 20.74	47,465.60 1,825.60 22.82	48,547.20 1,867.20 23.34	49,670.40 1,910.40 23.88	50,814.40 1,954.40 24.43	51,979.20 1,999.20 24.99	53,248.00 2,048.00 25.60	54,558.40 2,098.40 26.23	55,868.80 2,148.80 26.86
Payroll Coordinator	180350	24	42,889.60 1,649.60 20.62	47,174.40 1,814.40 22.68	48,276.80 1,856.80 23.21	49,379.20 1,899.20 23.74	50,502.40 1,942.40 24.28	51,688.00 1,988.00 24.85	52,956.80 2,036.80 25.46	54,267.20 2,087.20 26.09	55,536.00 2,136.00 26.70
Payroll Coordinator With education premium.	180351	24P	44,200.00 1,700.00 21.25	48,547.20 1,867.20 23.34	49,732.80 1,912.80 23.91	50,876.80 1,956.80 24.46	52,041.60 2,001.60 25.02	53,206.40 2,046.40 25.58	54,537.60 2,097.60 26.22	55,889.60 2,149.60 26.87	57,220.80 2,200.80 27.51

APPENDIX C CLERICAL CROSS TRAINING

The Employer agrees to establish a cross-training program allowing members of the bargaining unit to be cross-trained in other classifications.

- A. The Employer will post the classification for bid. The posting will indicate the number of applicants to be selected.
- B. The posting will include the minimum qualifications for the position providing all applicants an idea of skill and ability required, educational requirements, and a bonafide occupational qualifications. The department will evaluate all applicants to determine if they possess the minimum qualifications required.

If two or more applicants are reasonably equal in qualifications, the most senior candidate will be trained first when possible.

- C. During training, the employee will not receive out-of-class pay.
- D. Employees will be trained by an employee already in the class.
 - 1. Only the supervisor will determine whether or not the employee successfully completes the training requirements.
- E. Once the employee being trained demonstrates their competence in the preponderance of the work assignment in the classification, they will be placed on a pre-qualified list. When possible, in order of seniority, the pre-qualified employees will be used to temporarily replace the full-time employees in those classifications when needed. Upon a permanent opening, those employees on the pre-qualified list will be given preference to the vacant position.
- F. When pre-qualified employees work in a higher classification they will be compensated at either a pay range of the position of the higher classification (same step as currently held by the pre-qualified employee) or at the employee's current salary, whichever is more.
- G. The employer will post all classifications to be cross-trained in. Employees may apply for more than one position, but can only be selected for one position unless no other employee has applied for another posted position.
- H. If an employee is not allowed to train for another position because that person cannot be released from their present position, and if a candidate with less seniority is trained and pre-qualified, the open position can only be filled on a temporary basis until the most senior employee is allowed to train and qualify.

- I. It is understood that the intent of cross-training is to develop the employees and a pool of pre-qualified employees and will not be used as a means of avoiding overtime or promotions.

APPENDIX D Health Insurance Cost Containment Waiver Program

1. Waiver and Amount of Payment::

Effective July 1, 2003 employees may waive the City health insurance provided under this agreement during Open Enrollment or within 30 days of a "Life Event" by notifying the Employee Benefits Staff of the Human Resources Department and signing a Waiver Form. In return for this waiver, eligible employees will receive a \$2000 (\$1,800 for health, \$150 for dental, \$50 for vision) cash payment for every year period in which they elect not to participate in the City's health insurance programs.

2. Payment Schedule: Cash payments will consist of four quarterly payments of \$500 as follows:

Payment 1:	July-September	1st Pay in October
Payment 2:	October-December	1st Pay in January
Payment 3:	January-March	1st Pay in April
Payment 4:	April-June	1st Pay in July

If an employee enters the program during one of the above quarters, the quarterly payment will be prorated by month and will be paid according to the above schedule. Payments will be made for full months only. Payments will be made after each complete quarter in which the employee does not participate in the City's health insurance programs, as described above.

3. Eligibility: To take advantage of this cost containment program, employees must meet the following criteria:

- (a) The employee must show written proof of health insurance coverage elsewhere. A valid insurance carrier identification card would meet this criterion.
- (b) Employees whose spouses are City employees are eligible for this program.
- (c) Employees must complete a Health Insurance Waiver Form in the Human Resources Department.

4. Re-Entry into the City's Health Insurance Programs:

Employees who have elected not to participate in the City's health insurance programs may re-enter the City's programs only during the annual Open Enrollment Period. If an employee's spouse has experienced a complete non-voluntary termination of health benefits elsewhere, upon proof of loss, presented to the Employee Benefits staff, within 30 days of the loss, such coverage shall be restored retroactive to the date of the loss.

5. The City of Ann Arbor reserves the right to amend or terminate this program at any time, and if so, will announce change during Open Enrollment, and the change will be effective for that upcoming Plan Year for which such Open Enrollment is occurring.

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