

ROUTING SHEET

DATE SENT TO COUNTY CLERK FOR FILING 1-4-11

CONTRACT BEGIN DATE: 1-1-11

CONTRACT END DATE: 12-31-14

VENDOR NAME: Teamsters Central Dispatch  
Labor contract

INDEX: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION # 271-10  
(If unknown, enter date County Board approved the contract 12-29-10)

APPROVED BY MOTION? \_\_\_\_\_, IF YES, WHEN \_\_\_\_\_

FUND/DEPT/LINE ITEM: \_\_\_\_\_

ORIGINATOR: \_\_\_\_\_

TERMS

FREQUENCY: \_\_\_\_\_ PAYMENT AMT \_\_\_\_\_

ANNUAL AMT: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*THIS SHEET MUST ACCOMPANY ANY CONTRACT OR AGREEMENT FILED IN THE COUNTY CLERK'S OFFICE.

**AGREEMENT**

**BETWEEN**

**THE BOARD OF COMMISSIONERS**  
**OF**  
**GRAND TRAVERSE COUNTY**

**AND**

**TEAMSTERS LOCAL 214**

**GRAND TRAVERSE CENTRAL**  
**DISPATCH UNIT**

**For January 1, 2011, through December 31, 2014**

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## AGREEMENT

This Agreement entered into this date, between the Board of Commissioners for the County of Grand Traverse, a municipal body corporate of the State of Michigan, hereinafter referred to as the "Employer" and Teamsters State, County and Municipal Workers Local 214, hereinafter referred to as the "Union" expresses all mutually agreed covenants between the parties heretofore.

## PREAMBLE

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

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

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

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

## ARTICLE I RECOGNITION

**Section 1.1 Collective Bargaining Unit:** The Employer hereby agrees to recognize Teamsters Local 214 as the exclusive bargaining representative, as defined in Act No. 336, State of Michigan, Public Acts of 1947, as amended, for all employees employed by the Employer in the following described unit for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment.

All regular full time employees of Grand Traverse Central Dispatch, including emergency telecommunicators, call takers, and Master Street and Address Guide Coordinators and excluding the Director, Deputy Director, Supervisors, and temporary employees, as defined in Section 1.2 (B).

**Section 1.2 Definitions** The terms "Employee" and "Employees" when used in this Agreement, shall refer to and include only those regular full-time employees who are

employed by the County in the collective bargaining unit set forth. For purposes of this Agreement, the following definitions are applicable:

- A) Regular Full-Time Employee: Employees normally scheduled to work forty (40) hours or more per week shall be subject to all the terms of this Agreement.
- B) Temporary Employees: Temporary employees shall be defined as those employees hired for a specific project or for a specific period of time not to exceed 180 consecutive calendar days, unless extended by mutual agreement. Temporary employees shall not be subject to the terms of this Agreement.
- C) On Call Employees: On call employees shall be defined as those employees who work on an irregular basis. Such employees shall not be subject to the terms of this Agreement. Employees classified as on call employees shall be used only to supplement the full time work force and shall not be used to avoid the payment of overtime to full time employees or to displace regular full time employees.

## **ARTICLE II** **MANAGEMENT RIGHTS**

**Section 2.1 Management Rights** The Employer retains the sole right to manage its affairs, including, but not limited to, the right to plan, direct and control its operations; to determine the location of its facilities; to decide the working hours; to decide the types of service it shall provide, including the scheduling and means of providing such services; to maintain order and efficiency in its departments and operations; to promulgate work rules; to hire, lay off, assign, transfer and promote employees; and to determine the starting and quitting time, work schedules and the number of hours to be worked, the number and complexion of the work force; to determine the qualifications of its employees and standards of workmanship; and all other rights and prerogatives, including those exercised in the past, and those rights which are contained in the Michigan Constitution and the various statutes of the State subject only to clear and express restrictions governing the exercise of these rights as are expressly provided for in this Agreement.

**Section 2.2 Right to Discipline** The Employer retains the sole right to discipline and discharge employees for just cause, provided that in the exercise of this right, it will not act in violation of the terms of this Agreement.

**Section 2.3 Powers of Authority** The powers of authority which the Employer has not specifically abridged, delegated or modified by this Agreement are retained by the Employer.

**Section 2.4 Emergency Work Assignments** It is recognized that the Employer is in the business of providing public services, and that during emergency work assignments, personnel and procedures may be modified in any way necessary to meet the demands of the emergency.

Emergency shall be defined as a combination of circumstances which call for immediate action, including severe storms, floods, or other conditions beyond the control of management or declarations of emergency called by the governmental official authorized to do so.

### **ARTICLE III** **UNION SECURITY**

**Section 3.1 Agency Shop** As a condition of continued employment, all employees included in the Collective Bargaining Units set forth in Article 1, thirty-one (31) calendar days after the start of their employment with the County shall either become members of the Union and pay to the Union the dues uniformly required of all Union members, or pay to the Union a service fee equal to the cost of negotiations and administration of this agreement, which shall not exceed the amount of the Union dues.

**Section 3.2 Union Membership** Membership in the Union is not compulsory and is a matter separate, distinct and apart from an employee's obligation to share equally the cost of administering and negotiating this Agreement. All employees have the right to join, maintain or drop their membership in the Union as they see fit. The Union recognizes, however, that it is required under this Agreement to represent all employees included within the Collective Bargaining Unit without regard to whether or not the employee is a member of the Union.

#### **Section 3.3 Checkoff:**

- A) During the life of this Agreement, the Employer agrees to deduct Union membership dues or the service fee from the pay of each employee who executes and files with the County a proper checkoff authorization form.
- B) Dues will be authorized, levied and certified by the Secretary-Treasurer in accordance with the Constitution and By-Laws of the Union. Each employee hereby authorizes the Union and the Employer without recourse to rely upon and to honor certificates by the Secretary-Treasurer of the Local Union, regarding the amounts to be deducted and the legality of the adopting action such amounts of the Union dues. The Employer agrees, during the period of this Agreement, to provide this check-off service without charge to the Union.
- C) A properly executed copy of the written check-off authorization form for each employee for whom dues or service fees are to be deducted hereunder shall be delivered to the Employer before any payroll deductions are made. Any written authorization which lacks the employee's signature will be returned to the Union by the Employer. Should any employee, for any reason, fail to sign a dues or service fee authorization slip, the Union may request at its sole discretion, that said dues or service fee owed under said agreement be deducted by the employer from the employees pay check pursuant to state law, without such authorization slip being signed.



- D) Deductions for dues or service fees for any calendar month shall be made from the first (1st) pay period of that month, provided the employee has sufficient net earnings to cover the dues. In the event an employee is absent from work during the first (1st) pay period, such deductions shall be made from the first period of the following month together with the deduction for the current month. Deductions for any calendar month shall be remitted to the designated Secretary-Treasurer of the Local Union not later than the fifteenth (15th) day of each month.
- E) In cases where a deduction is made which duplicates a payment already made to the Union by an employee, or where a deduction is not in conformity with the provisions of the Union Constitution and By-Laws, refunds to the employee will be made by the Union.
- F) The Union shall notify the Employer in writing of the proper amount of dues and service fees and any subsequent changes in such amounts.
- G) The Employer shall not be liable to the Union by reason of the requirements of this Section of the Agreement for the remittance or payment of any sum other than that constituting actual deductions made from employee wages and the Union agrees to hold the Employer harmless for any and all claims arising out of its agreement to deduct dues and service fees.

#### **ARTICLE IV** **REPRESENTATION**

**Section 4.1 Stewards** The Employer agrees to recognize one (1) Steward and one (1) Alternate Steward, said Steward being a member with seniority of the Bargaining Unit with two or more years of service and elected by the bargaining unit. The duties of the Steward shall be limited to the administration of this Agreement, including the investigation and presentation of grievances as established in the grievance procedure. In addition, both the Steward and the Alternate Steward shall serve on the Collective Bargaining Committee for the purposes of negotiating a new Labor Agreement. The Employer agrees to compensate the Steward, or Alternate Steward, for all reasonable lost time from his/her regular scheduled work at the regular rate of pay for time lost while meeting or conferring with Employer representatives. Compensation for lost time shall be limited to two (2) employees.

**Section 4.2 Super Seniority** For purposes of layoff and recall, the Steward shall be senior on the seniority list, provided, however, that such employee has the qualifications and ability to perform the required work.

**Section 4.3 Notification of Representatives** The Union will furnish the Employer with the names of its authorized representatives and members of its committee who are employed within the unit and such changes as may occur from time to time in such personnel so that the Employer may at all times be advised as to the identity of the individual representatives of the Union, and the Employer shall not be required to recognize or deal with anyone other than those so designated.

## **ARTICLE V** **CONFERENCES**

**Section 5.1 Special Conferences** Special conferences for important matters of mutual concern not being processed as a grievance under this Agreement will be arranged between the Employer, Steward, and any outside parties mutually agreed upon. Arrangements for such conferences shall be made in advance and shall be limited to the agenda presented when such arrangements are made. It is expressly understood that these special conferences shall not be for the purpose of conducting collective negotiations, nor to, in any way, modify, add to, or detract from the provisions of this Agreement.

## **ARTICLE VI** **GRIEVANCES**

**Section 6.1 Grievances Steps** A grievance under this Agreement is a written dispute, claim or complaint arising under and during the term of this Agreement and filed by either an authorized representative of, or an employee in, the Bargaining Unit. Grievances are limited to matters of interpretation or application of express provisions of this Agreement. All grievances must be filed within five (5) working days after occurrence of the circumstance giving rise to the grievance or five (5) working days from when the grievant should reasonably have known of the occurrence, otherwise the right to file a grievance is forfeited and no grievance shall be deemed to exist.

- Step 1: Any employee having a complaint in connection with this employment shall present it to the Employer with the following understanding: Before initiating a grievance, the employee and/or Steward must first discuss the matter orally with their supervisor or his/her designee.
- Step 2: If not resolved in Step 1, the grievance shall be reduced to writing on regular grievance form provided by the Local Union, signed by the employee and presented to the Director or his/her designee within five (5) working days of receipt of same by the representative or his/her designee. The Director or his/her designee, shall answer said grievance within five (5) working days of receipt of same.
- Step 3: Failing to resolve the issue in the second step, the Union shall within five (5) working days of the Director or his/her designee's disposition, contact Human Resources to arrange a meeting between the Union and the County Administrator to discuss said grievance. This meeting shall be scheduled at a mutually agreeable time, which time shall not exceed, however, five (5) working days from the time the Union contacts Human Resources unless a longer time is mutually agreed upon.

## **Section 6.2 Resolving Grievances:**

- A. Any and all grievances resolved at any step of the grievance as contained in this Agreement shall be final and binding on the Employer, the Union and any and all unit employees involved in the particular grievance.
- B. The time limits established in the grievance procedure shall be followed by the parties hereto. If the time limits procedure is not followed by the Union the grievance shall be considered settled in accordance with the Employer's last disposition. If the time procedure is not followed by the Employer, the grievance shall automatically advance to the next step, but excluding arbitration unless requested by the Union. The time limits established in the grievance procedure may be extended by mutual agreement, provided it is reduced to writing and the period of extension is specified.
- C. The County shall not be required to pay back wages for periods prior to the time the incident occurred, provided that in the case of pay shortage, of which the employee had not been aware before receiving his/her pay, any adjustments made shall be retroactive to the beginning of the pay period providing the employee files his/her grievance within five (5) working days after receipt of such pay in question.
- D. When an employee is given a disciplinary discharge or suspension, the Steward and the employee will be promptly notified in writing of the action taken.
- E. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned less any unemployment compensation or compensation that he/she may have received from any source during the period in question.
- F. The Employer will grant a necessary and reasonable amount of time off during straight time working hours to the Steward who must necessarily be present for direct participation in grievance adjustments with management. Such Steward shall first receive permission from his/her immediate supervisor to leave his/her work station. Such permission shall be granted within the shift in which the employee is scheduled and shall report back promptly when his/her part in the grievance adjustment has been completed. Any employee who takes an unreasonable or unnecessary amount of time in grievance procedure adjustments shall be subject, after written warning, to disciplinary action.
- G. Saturdays, Sundays and holidays shall not be counted under the time procedures established in the grievance procedure.
- H. When remedies are available for any complaint and/or grievance of an employee through any administrative or statutory scheme or procedure, such as, but not limited to, a veteran's preference hearing, civil rights hearing, or Department of Labor hearing, in addition to the Grievance Procedure provided under this contract, and the employee elects to utilize the statutory or administrative remedy, the Union and the affected employee shall not process the complaint through any Grievance Procedure provided for in this contract. If an employee elects to use the Grievance

Procedure provided for in this contract and, subsequently, elects to utilize the statutory or administrative remedies, then the grievance shall be deemed to have been withdrawn and the Grievance Procedure provided for hereunder shall not be applicable and any relief granted shall be forfeited.

**Section 6.3 Strikes and Walkouts:** 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 work stoppage, slow-down or strike against the Employer. The Employer agrees that during the same period there will be no lockout. Any individual employee or group of employees who violates or disregards the prohibition of this section may be summarily discharged by the Employer without liability on the part of the County Board of Commissioners or Union.

## **ARTICLE VII** **ARBITRATION**

**Section 7.1 Arbitration** If the grievance is not settled in step 3 of the grievance procedure, the Union representative may submit such grievance to arbitration. This submission is to be made within sixty (60) calendar days after receipt of the last step answer, with written notice to the Employer. Each grievance submitted to arbitration shall be submitted to the Federal Mediation Conciliation Service in accordance with its voluntary rules and regulations within the time specified above and such rules shall govern the arbitration hearing.

If the parties are unable to agree on an Arbitrator within ten (10) working days or within a longer period if mutually agreed upon, the Arbitrator shall be selected from the panel of arbitrators by each party alternately striking a name from the panel with the remaining name serving as the Arbitrator.

The Arbitrator shall have no power or authority to alter, amend, add to or subtract from the terms of this Agreement, nor to make any recommendation with respect thereto. Both parties agree to be bound by the award of the Arbitrator.

The expenses of the Arbitrator shall be shared equally by the parties; however if either party cancels the arbitration, that party shall be responsible for the full amount of any required fees relating to such cancelation. The grievant and Steward or Alternate Steward shall be allowed to attend the arbitration without loss of pay, except in the case of a class action, when only the Steward or Alternate Steward shall be allowed to attend without loss of pay. Each party shall make arrangements for and pay the expenses of witnesses which are called by them.

**Section 7.2 Final and Binding** The Arbitrator's decision shall be final and binding on the Union, on all bargaining unit employees and on the Employer and there shall be no appeal except in the very limited circumstances provided by law.

**ARTICLE VIII**  
**DISCIPLINE AND DISCHARGE**

**Section 8.1 Just Cause** The Employer shall not discharge or suspend for disciplinary reasons any employee except for just cause. It is mutually agreed that progressive discipline for minor offenses should be employed and therefore the employee shall first receive an oral and a written warning notice before more severe discipline is issued. The Union acknowledges, however, that a warning notice, whether verbal or written, need not be issued first for major infractions. Discharge must be by proper written notice to the employee and the Steward, citing specific charges against such employee.

**Section 8.2 Discharge or Suspension** The discharged or suspended employee will be permitted to review his/her discharge or suspension with his/her Steward on or outside the Employers premises upon such discharge or suspension. Upon request, the Employer or his/her designated representative may discuss the discharge or suspension with the employee and the Steward.

**Section 8.3 Minor Offenses** An employee who maintains an offense free record for a period of one year shall not have any prior minor offenses used for purposes of subsequent disciplinary action under the collective bargaining agreement. The Employer reserves the right to utilize the documentation for other legitimate reasons.

**Section 8.4 Criminal Offenses** When an employee is accused of a criminal offense no suspension without pay shall result without due process or unless there has been a warrant issued.

**Section 8.5 Discharge or Suspension Grievance** Should a non-probationary employee who has been discharged or given a disciplinary suspension consider such discipline to be improper, a grievance may be processed initially at the written step of the grievance procedure, provided the grievance is submitted within five (5) working days from the date the discipline was imposed on the grieving employee.

**Section 8.6 Polygraph** No employee will be required to take a polygraph test and such refusal will not be used against him.

**Section 8.7 Precedent** Any disciplinary action taken against an employee for violation of any rule, regulation or policy of the Department which is accepted by the employee shall not set a precedent for future settlements.

**ARTICLE IX**  
**LAYOFF AND RECALL**

**Section 9.1 Layoff:**

- A. The word "layoff" means a reduction in the work force. Layoff of employees shall be by job classification seniority, and the following order shall be followed, provided

that the employees who remain are qualified and capable of performing the work available.

1. Temporary employees;
2. Probationary employees
3. Regular employees

Remaining seniority employees within the classification affected shall then be laid off, in the inverse order of their bargaining unit seniority.

- B. When employees have the same classification seniority, the employee with the least seniority in the department shall be laid off first.
- C. Upon being laid off from his/her classification, an employee who so requests shall, in lieu of layoff, be permitted to take another classification that is of equal or lower pay grade in the bargaining unit, provided, however, that he/she is able to perform the required duties and has the proper qualification of that classification and that he/she has more seniority than the employee he/she is to replace. Employees shall have four (4) traditional business days to notify the Employer that they wish to bump to another classification. Employees who change classification in lieu of layoff shall be paid the salary in accordance with the step and schedule for that classification.
- D. Notices of recall shall be sent by certified or registered mail, to the employee's last known address as shown on the Employer's records, and it shall be the obligation of the employee to provide the employer with a current address and telephone number or additional information to guarantee receipt of notice of recall. A recalled employee shall give notice of his/her intent to return to work within three (3) consecutive calendar days of receipt of notice and shall then return within seven (7) calendar days of the Employer's mailing of such notice or his/her employment shall be terminated, unless an extension is granted by the Employer.
- E. In the event a recall is necessary on less than three (3) calendar days notice, the employer may call upon the laid-off employee(s), either personally or by telephone, until an employee who is able to return to work immediately is located. In such case, the employee able to return to work immediately will be given a temporary assignment not to exceed seven (7) calendar days, and employees passed over (because of their inability to return to work immediately) will be given notice to report for work at the end of said three (3) day period.
- F. Employees to be laid off for an indefinite period of time will have at least ten (10) working days notice of layoff. The Steward or Alternate Steward shall be provided with a list from the Employer of the employees being laid off on the same date the notices are issued to the employees.

**Section 9.2 Recall** A laid off seniority employee, if recalled to a job identical in rate to the job from which he/she was laid off within the bargaining unit, and provided said employee has the qualifications and ability to perform the job, shall be required to take the recall. Failure to take such offered work shall result in loss of seniority and discharge.

**Section 9.3 Order of Recall** The order of recalling of laid off employees shall be in the inverse order in which the employees are laid off and shall be subject to the requirement that the employee is qualified and capable of performing the work required.

## **ARTICLE X** **LEAVES OF ABSENCE**

**Section 10.1 General** A leave of absence is a written authorized absence from work. A leave shall be granted, denied, or extended by the Employer upon written request for such leave from a bargaining unit employee who shall state the reason for such leave upon his/her application. Only a regular full time employee who has worked continuously for the Employer for one (1) year or more shall be granted a leave of absence.

Authorization or denial for a leave of absence request shall be furnished to the employee by the Employer and it shall be in writing.

An employee on an unpaid approved leave of absence will retain his/her seniority; however, the seniority of an employee will not accumulate while the employee is on an approved unpaid leave of absence of thirty (30) calendar days or more, unless otherwise stated in this contract.

In no event shall the duration of any leave exceed twelve (12) calendar months unless extended by mutual agreement or required by law.

All leave requests shall state the exact date on which the leave begins and the projected date on which the employee is to return to work. Further extension beyond the return date designated may be granted after thorough investigation and upon a finding by the Employer that extension of time is necessary and just.

If an employee obtains a leave of absence for a reason other than stated at the time the request is made, the employee will be terminated from his/her job. Employees shall not accept employment elsewhere while on leave of absence unless agreed to in writing by the Employer; if not approved, other employment while on a leave of absence shall result in disciplinary action up to and including discharge.

Failure to return to work on the date scheduled shall be cause for termination. Exceptions may be made due to circumstances beyond the control of the employee.

No employee shall return to work prior to the expiration of his/her leave unless otherwise agreed to by the Employer.

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

Leaves that qualify under the Family Medical Leave Act require the employee to use all paid leave available to him/her before going on unpaid leave. Accumulated vacation or personal leave, or frozen sick banks, may be used for such leave until exhausted.

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

Leaves requested due to illness or medical disability (including maternity) must be accompanied by a physician's certificate that the employee is unable to work. Employees returning to work must present a physician's statement indicating the employee's date of return with ability to perform the essential functions of the position as required by the Employer. A physician is a duly licensed member of a medical profession who has the medical training and clinical expertise suitable to treat the diagnosed condition. For purposes of mental health or psychiatric conditions, a Psychologist or Psychiatrist may be required to provide the physician's statement, to the extent the specialist has the medical training and clinical expertise to treat the diagnosed condition. Accumulated vacation or personal leave, or frozen sick banks, may be used for such leave until exhausted.

### **UNPAID LEAVES OF ABSENCE**

#### **Section 10.2 Military Leave:**

Military leave shall be granted in accordance with applicable State and Federal laws.

- A. Employees who are members of the National Guard, Naval Reserve, Army Reserve, Marine Reserve, Coast Guard Reserve or Air Corps Reserve and who are called for reserve duty with valid military documentation, shall be entitled to a leave of absence in addition to their vacation leave from their respective duties. During this leave, and upon presentation of documentation of their gross wages with the Reserves, they may receive pay for the difference between their regular gross pay and their military gross pay, such pay not to exceed two (2) calendar weeks.
- B. Employees who are called for a physical for the Armed Services are to be granted pay for the day of the physical.

**Section 10.3 Union Business** Leaves of absence without pay may be granted, under normal conditions, to an employee elected by the Union to attend educational classes or conventions conducted by the Union. The number will not exceed two (2) employees at any one time and the number of working days will not exceed seven (7) in any one (1) calendar year.

**Section 10.4 Educational Leave** An employee wishing to further his/her education in his/her career with the County may be granted educational leave for a maximum of one (1) year without pay. The employee who is granted an educational leave may return to his/her previous classification according to seniority. This leave may be extended by mutual agreement.

### **PAID LEAVES OF ABSENCE**

**Section 10.5 Jury or Witness Duty** Employees shall be granted leave of absence with pay when they are required to report for jury duty, or as a witness subpoenaed to appear in a local, State, or Federal Court or when required either by the Employer or any other public agency to appear before a court or such agency on matters related to the lawful



performance of their duties in their work and in which they are personally involved as a result of the faithful performance of their duties.

- A. Seniority will continue to accrue to the employee.
- B. Such employees shall be paid their regular wages for time necessarily spent on such matters after turning over the fees (less mileage) to the Employer.

#### **Section 10.6 Bereavement Leave**

When death occurs in an employee's immediate family; i.e., spouse, parent, parent of current spouse, child, brother, sister, grandparents, grandchildren, grandparents of current spouse, the employee, upon request, will be excused from the date of death through the date of the funeral. Employees shall receive pay for up to three days of regularly scheduled straight time hours during this period, exclusive of shift and other premiums, provided they attend the funeral and/or memorial service. Employees who are absent for more than the three days may choose to charge additional time against their personal or vacation leave banks. For out-of-state funerals, employees shall be permitted to take up two (2) additional days leave of absence without pay or at the option of the employee to use accumulated personal, sick or vacation leave or compensatory time.

Time thus paid will not be counted as hours worked for purposes of overtime.

**Section 10.7 Personal Leave** Each regular full time employee and regular part time employee (on a pro-rated basis) shall be granted sixty-four (64) hours of personal leave each year in the first pay period which is paid at the beginning of the pay period that covers the first pay date in December. New employees shall be granted this leave upon completion of six (6) months of continuous service, prorated on the number of months of service within the benefit year. Employees who have not completed six months of continuous employment as of December first shall not receive leave for the prior year, however shall receive the full sixty-four (64) hours upon completion of six months of employment.

This leave may be used at the employee's discretion for sick or personal reasons. Twenty four hours notice and prior approval by the supervisor is required for general absences, and at least one hour notice prior to the beginning of the shift is required for illness, unless the employee can show in writing why prior notification was impossible. Time must be used in 1/2 hour increments. If any employee has been off work due to sickness or accident for three (3) consecutive days, a statement from a physician may be required by the Employer. Employees who establish a pattern of misuse of sick leave may be required to submit a statement from a physician to verify such illnesses.

Any personal leave balance left (of the sixty-four hours) following the last pay period in November shall be paid at the employee's prevailing hourly rate on the first paycheck in December.

Any balance left upon retirement (under the County's retirement plan as defined in Section 16.5, or at age 62 or over) or upon death shall be paid at the rate of one half of any unused hours at the prevailing hourly rate of the employee.

## ARTICLE XI SENIORITY

**Section 11.1 Definition** Seniority shall be defined as the length of the employee's continuous service within the bargaining unit commencing from his/her last date of hire. Classification seniority shall mean the length of continuous service commencing from the date of the employee's service in his/her particular job classification. Employees who are employed on the same date shall be placed on the seniority list in alphabetical order of surnames.

- A) All new regular full-time employees shall serve a probationary period of twelve (12) months.
- B) The Union shall represent probationary employees for the purpose of collective bargaining; however, probationary employees may be terminated at any time by the Employer in its sole discretion and neither the employee so terminated nor the Union shall have recourse to the grievance procedure over such termination.
- C) If an employee is absent from work due to illness or other reasons for a period of forty (40) regularly scheduled hours or longer, such period of his/her absence shall be added to the probationary period. Absences due to an inservice training or job related injury shall not be added to the probationary period.
- D) During the probationary period an employee shall be eligible for employee benefits as expressly provided in this Agreement consistent with plan documents attached to this agreement. After an employee has successfully completed his/her probationary period of employment, he/she shall be put on the seniority list and such seniority shall be as of his/her last date of hire as a regular employee into this bargaining unit.

**Section 11.2 Seniority List** The seniority list on the date of this Agreement shall show the names and classifications of all employees in the bargaining unit. The Employer will keep the seniority list up to date from time to time and will furnish the Union an up-to-date list on a monthly basis. Any employee who believes that his/her employment date or relative position on the list is incorrect, shall report so to Human Resources in writing within thirty (30) calendar days of the dated posting, or such list shall stand approved as posted.

**Section 11.3 Loss of Seniority** An employee's seniority with the Employer shall terminate for the following reasons:

- A) He/she quits or retires.
- B) He/she is discharged or terminated and the action is not reversed.
- C) He/she is absent for three (3) working days without properly notifying the Employer and supplying a satisfactory reason for such absence. This is not to be construed as limiting the right to issue discipline for any unjustified absence. Exceptions may

be made by the Employer due to circumstances beyond the control of the employee.

- D) He/she fails to return to work when recalled or at the specified date at the termination of any leave of absence. Exceptions may be made by the Employer due to circumstances beyond the control of the employee.
- E) The employee is on a layoff or workers' compensation leave, for the length of their seniority or twenty-four (24) months whichever is less.

## **ARTICLE XII** **LONGEVITY COMPENSATION**

**Section 12.1 Grandfathered Longevity Plan B** All employees hired prior to July 1, 2007, shall receive a longevity bonus payable as a separate check on the first pay date in December in accordance with the following schedule:

- A. After completion of five (5) years of service the employee shall receive a \$50 longevity bonus.
- B. In December of the sixth and succeeding years thereafter, \$50 annually will be added to the longevity bonus with no maximum limit.

**Section 12.2 Grandfathered Longevity Plan A** For those employees hired prior to November 27, 1985, and who selected Plan A on the "Employee Election of Longevity Pay Plan prior to December 30, 1985, a longevity bonus shall be payable as a separate check on the first pay date in December in accordance with the following schedule:

After 10 years of service: 5% of base pay  
After 15 years of service: 10% of base pay

This payment shall be prorated over the remainder of the calendar year in which completion of the 10 years (or 15 years) service occurs.

**Section 12.3 Payout at Termination** At the end of employment with the County, any longevity bonus amounts owed under either plan will be prorated over the number of pay periods or portion of pay periods worked until the last record day of employment.

## **ARTICLE XIII** **HOURS OF WORK, PREMIUM PAY AND SHIFT PREFERENCE**

**Section 13.1 Regular Hours of Work** The regular schedule of an employee's work shall consist of a minimum of ten (10) continuous hours, and shall include a one-half (1/2) hour paid meal period, which shall be provided except in emergency situations. It is recognized and understood that deviations from the regular schedule of work, including eight (8) hour shifts, may be necessary as a result of a temporary shortage of

manpower (75% or less of regular employees trained as dispatchers, to include supervisors) and/or public safety emergencies.

**Section 13.2 Breaks** Employees are allowed three (3) fifteen (15) minute work breaks, one (1) in the first part of the shift, one (1) in the second part of the shift, per day, and one (1) in the third part of the shift, which are to be taken at a time to allow for the continuous and effective operation of the department, and which shall not carry over or accumulate.

**Section 13.3 Overtime Rate** Overtime pay shall be at the rate of time and one half (1 1/2) of the employee's regular hourly rate, excluding all forms of premium pay, for all work performed in excess of the employee's regularly scheduled hours in any twenty-four (24) hour period or in excess of forty (40) hours in any one work week.

**Section 13.4 Overtime Distribution:**

- A. If requested to work overtime, an employee will be expected to do so unless he/she is excused for good cause.
- B. All overtime work to which overtime pay is applicable shall be distributed as equally as possible among qualified and capable employees within a reasonable period of time and within the classification affected.
- C. An overtime distribution sheet shall be kept current within the classification affected. Overtime worked shall be added to the overtime distribution sheet within a period of four days. Only overtime worked in the primary dispatch center, the back-up dispatch center, the communications trailer, or at an off-site location where basic primary dispatch functions are provided will be added to the overtime distribution sheet. The majority of said off-site overtime would be distributed through regular overtime distribution methods. However there may be rare occurrences when a dispatcher may be "assigned" to cover a special event and the overtime is not distributed through the regular procedures. Under that circumstance, the off-site overtime would be added to the Overtime Distribution Sheet and would count towards total cumulative hours. Overtime gained as a result of attending a training or conference will not be posted on the overtime distribution sheet and will not be factored in when determining total overtime hours. On January 1 of each year the overtime distribution sheet shall be zeroed out. Each year, following the zeroing out of overtime accumulation, the initial order of call-in shall be by seniority (highest first) until each employee has accumulated overtime worked or charged on the overtime distribution sheet.
- D. When an overtime assignment occurs, the first employee able to be reached with the lowest number of overtime hours worked in the overtime distribution book for the classification affected shall be directed to work the overtime. That employee may trade with another regular employee within the same classification. The employee taking the hours must call and confirm they are taking the hours on a taped phone line.

- E. Overtime assignments shall not result in an employee being required to work more than fifteen (15) continuous hours, inclusive of their regular shift, in any twenty-four (24) hour period. If there is no regular employee within the classification who is willing to take the hours, the employer may call any employee in another classification or any qualified on-call employee.
- F. Scheduled overtime shall be posted quarterly, with a pull date no more than five days prior to the month in which the overtime is scheduled. When an available overtime sheet is posted, a 10 day cut off date shall be set for the employees of the Bargaining Unit. After that date other qualified employees of the department may bid for the available overtime. Bids for scheduled overtime shall be awarded based upon the lowest number of accumulated overtime on the overtime distribution sheet.
- G. If requested to work overtime out of their classification, an employee will be expected to do so unless he/she is excused for a good cause. This employee will be paid an additional 10% per hour increase.

**Section 13.5 Shift Assignment** Shift assignments shall be made on a quarterly basis based on the employee's preference according to his/her seniority within the Department. Those eligible must have completed at least one year of service within their classification.

The Employer shall grant such requests for shift preference provided that said request shall not be detrimental to the efficient operation of the department. The Employer reserves the right to make temporary assignments in mid-period due to extended illnesses, injuries, education and training, and vacations to accommodate the employees and the shift.

An employee may request a shift preference at the first selection period after he/she has completed one (1) year probationary period.

**Section 13.6 Shift Premium** Employees shall receive a shift differential of fifty cents (.50) per hour in addition to their regular pay for all hours worked between 6 p.m. and 6 a.m.

**Section 13.7 Shift Times** Primary shifts shall be 7:00 a.m. to 5:00 p.m., 5:00 p.m. to 3:00 a.m., 9:00 p.m. to 7:00 a.m., and 11:00 a.m. to 9:00 p.m. In addition, the Employer reserves the right to establish additional shifts which may overlap the four primary shifts, said shifts being identified as "Floating Shifts". Should a vacancy occur of at least two weeks duration, employees on a floating shift may be required to change their shift time as deemed necessary by the Employer. The Employer shall not establish a floating shift arbitrarily or to avoid payment of overtime, or change the starting and quitting times. The Employer reserves the right to adjust the commencement times for the shifts by a maximum of one (1) hour. Any adjustment in these times shall be provided to the Union thirty (30) days prior to implementation. The Employer shall not make more than one such shift adjustment in a six (6) month period.

**Section 13.8 Compensatory Time** Employees who are entitled to overtime pay at the overtime rate as provided in this Agreement, shall, at their option, be credited with an equivalent amount of compensatory time in lieu of money payment. An employee may bank compensatory time to a maximum of forty-eight (48) hours. Compensatory time off

may be requested of the Department Head only after earned and at his/her discretion may be granted when workload and scheduling may permit. Employees granted compensatory time off may have such time canceled prior to beginning such leave if deemed necessary by the employer.

## **ARTICLE XIV** **HOLIDAY PAY**

**Section 14.1 Paid Holidays** The following actual holidays shall be considered as paid holidays for purposes of this Agreement:

|                         |   |
|-------------------------|---|
| New Year's Day          | January 1 <sup>st</sup>   |
| Washington's Birthday   | 3 <sup>rd</sup> Monday in February  |
| Good Friday             | April 22, 2011, April 6, 2012, March 29, 2013, April 18, 2014                 |
| Memorial Day (observed) | Last Monday in May  |
| Independence Day        | July 4 <sup>th</sup>  |
| Labor Day               | 1 <sup>st</sup> Monday in September   |
| Veterans Day            | November 11 <sup>th</sup>   |
| Thanksgiving Day        | November 24, 2011, November 22, 2012, November 28, 2013,<br>November 27, 2014 |
| Day after Thanksgiving  | November 25, 2011, November 22, 2012, November 29, 2013,<br>November 28, 2014 |
| Christmas Eve Day       | December 24 <sup>th</sup>   |
| Christmas Day           | December 25 <sup>th</sup>   |
| New Years Eve Day       | December 31 <sup>st</sup>   |
| (1) Floating Holiday    |   |

**Section 14.2 Eligibility** To be eligible for holiday pay, an employee must work their scheduled day before and their scheduled day after a holiday or be on authorized leave.

**Section 14.3 Treated as Time Worked** No holiday for which an employee is paid and during which he/she did not work shall be considered or treated as time actually worked by him/her for purposes of overtime compensation.

**Section 14.4 During Vacation Period** Holidays occurring during the vacation period, bereavement leave, sick or personal leave are compensable and shall not be charged against the employee's accumulated time.

**Section 14.5 Compensation for Holidays Worked** Employees who are required to work on a holiday shall receive in addition to the holiday pay, time and one half (1 1/2) for all hours worked. If an employee is required to work in excess of his/her regularly scheduled shift on a holiday, he/she shall be paid two and one-half (2 1/2) times the hourly rate for all hours in excess of his/her regularly scheduled shift.

**Section 14.6 Compensation for Non-worked Holidays** Employees covered by this Agreement who do not work on the holidays hereinbefore designated, and who meet the eligibility requirements hereinbefore designated, shall be compensated for such holiday based on eight (8) hours at the straight time hourly rate, excluding premiums, of the particular employee.

**Section 14.7 Agree to Work but Don't Work** When an employee agrees and/or is scheduled to work on one of the holidays and does not work as agreed, he/she shall not receive the compensation for working a holiday.

**Section 14.8 Holidays on Weekends** In the event one of the holidays falls on a Sunday, the following day, Monday, will be the recognized holiday for eligible employees; if the holiday falls on Saturday, the preceding Friday will be recognized as a holiday. However, employees assigned to seven (7) day operations will celebrate the actual holidays as defined by the Agreement.

**Section 14.9 Call in on Holiday** Employees who are not scheduled to work on a holiday and who are required to report to work shall be paid in addition to the holiday pay, two (2) times their hourly rate for all hours worked on the holiday.

**Section 14.10 Floating Holiday** One (1) floating holiday shall be credited to the employee in the first pay period of the calendar year. Employees who are hired on or after October 1st shall not be granted the floating holiday that year. Such holiday shall not accrue from year to year or be paid out for any reason.

## **ARTICLE XV** **VACATION**

**Section 15.1 Vacation Accrual** Employees working under this Agreement shall receive paid vacations in accordance with the following schedule provided they are eligible.

Vacation shall accrue but not be available for use until after six (6) months of service. Such vacation shall be accrued on a biweekly basis in accordance with the following schedule:

| <u>YEARS OF SERVICE</u>   | <u>HOURS</u> | <u>(IN 8 HOUR DAYS)</u> |
|---------------------------|--------------|-------------------------|
| Less than 3 years         | 80           | 10                      |
| 3 but less than 5 years   | 96           | 12                      |
| 5 but less than 10 years  | 120          | 15                      |
| 10 but less than 15 years | 136          | 17                      |
| 15 but less than 25 years | 160          | 20                      |
| 25 or more years          | 200          | 25                      |

**Section 15.2 Carryover** Accrued and unused vacation days shall be carried forward to the next subsequent vacation eligibility year with a maximum limitation on carry-over of 200 hours. Any hours beyond the carry over limit of 200 hours, even when approved for extension by the department head or County Administrator shall not be included in the employee's payout calculation upon termination for any reason, unless a timely request for vacation leave has been denied.

**Section 15.3 Sickness during Vacation Period** If an employee becomes ill and/or is under the care of doctor during his/her vacation, he/she may choose to use accumulated sick leave rather than vacation leave for that period of time. A doctor's statement may be required by the Employer.

**Section 15.4 Waiver of Vacation** A vacation may not be waived by an employee and extra pay received for work during that period. If an employee is required by the Employer to reschedule his/her vacation, then the maximum carry-over provision of Section 15.2 will not be invoked, provided the employee utilizes the excess hours within 180 calendar days.

**Section 15.5 Vacation Scheduling** Vacation requests shall be completed by employees thirty (30) days prior to the posting of each quarterly shift schedule. The Jan/Feb/Mar requests will be accepted when the shift bids for that quarter are posted and will be completed between December 1<sup>st</sup> and 15<sup>th</sup>, the April/May/June requests will be accepted when the shift bids for that quarter are posted and will be completed between March 1<sup>st</sup> and 15<sup>th</sup>, the July/Aug/Sept requests will be accepted when the shift bids for that quarter are posted and will be completed between June 1<sup>st</sup> and 15<sup>th</sup>, the Oct/Nov/Dec requests will be accepted when the shift bids for that quarter are posted and will be completed between September 1<sup>st</sup> and 15<sup>th</sup>. Vacation priority shall be made by seniority. Any requests made after the required completion date will be subject to management approval based on staffing.

Vacation requests shall be scheduled by seniority with preference given to multiple day requests of five (5) days or more. Employees who request vacation periods encompassing the following holidays: Thanksgiving Day, Day after Thanksgiving, and Christmas Day, shall refrain from taking both sets of holidays in the same year. Further, employees shall not take the same holidays (described above) two years consecutively. Employees will be notified of approval of vacation periods within a reasonable time. Any requested change in vacation schedule after notification will require at least thirty (30) days notice. Exceptions may be made for unusual circumstances.

Only one employee in each classification shall be scheduled for vacation at any one time. Supervisor requests shall not be considered in this process due to separate bargaining units. Any second request, or any overlapping days of requested vacation by employees shall be subject to management approval based on staffing.

**Section 15.6 Pay Rate for Vacation** Vacation pay will be at the current rate, less premium pay, of the employee. Current salary shall include any increase in salary schedule by reason of length of service, or any percentage increase which an employee is entitled to by reason of any increment plan.

**Section 15.7 Payout upon Termination** Upon termination of employment due to resignation, death, retirement or dismissal, an employee, employee's spouse, designated beneficiary or employee's estate, shall be compensated in wages for all unused vacation leave through date of termination that such employee has accrued up to a maximum of 200 hours, per the limitation as stated in Section 15.2.

**Section 15.8 Scheduling with Regular Days Off** Employees shall be permitted to schedule their vacation in conjunction with their regular pass days.



**ARTICLE XVI**  
**INSURANCE AND PENSION**

**Section 16.1 Health Insurance** During the term of this Agreement the Employer agrees to provide health coverage for all regular full time employees, including those on paid leave, and their families as detailed in Appendix B. Said insurance shall be substantially equivalent to the benefits in effect on January 1, 2008, as detailed in Appendix B.

The HMO (Health Maintenance Organization) plan, as detailed in Appendix B, will remain as the County's base plan. If the employee chooses any optional plan, the increased premium cost associated with that plan will be the responsibility of the employee. The Employer's obligation to pay the premium is subject to all of the other provisions of this Article concerning employee payments, co-payments and contributions. Coverage becomes effective the first of the month following thirty (30) calendar days of employment.

Effective January 1, 2011, all employees covered under the health insurance will participate in a premium cost share as outlined below:

**Effective January 1, 2011**

- **4% premium cost share** (of the HMO base plan) if the employee participates in the County's Health Initiative (currently HealthbyChoice).  
In order to qualify for the 4% premium cost share (of the HMO base plan), the employee must complete the online questionnaire (Web MD Health Quotient) prior to December 10, 2010.
- **6% premium cost share** (of the HMO base plan) if the employee does **not** participate in the County's Health Initiative

**Effective January 1, 2012**

- **6% premium cost share** (of the HMO base plan) if the employee participates in the County's Health Initiative
- **8% premium cost share** (of the HMO base plan) if the employee does **not** participate in the County's Health Initiative

**Effective January 1, 2013**

- **6% premium cost share** (of the HMO base plan) if the employee participates in the County's Health Initiative
- **8% premium cost share** (of the HMO base plan) if the employee does **not** participate in the County's Health Initiative

**Effective January 1, 2014**

- **6% premium cost share** (of the HMO base plan) if the employee participates in the County's Health Initiative
- **8% premium cost share** (of the HMO base plan) if the employee does **not** participate in the County's Health Initiative

Employees who are hired during the middle of a calendar year will automatically be enrolled in the lower premium cost share for the remainder of the year when their coverage

becomes effective. Upon hire, employees will still be responsible for participating in the Health Initiative that is currently in effect in order to receive the lower premium cost share for the following year. An employee will only be required to meet the Health Initiative requirements once per plan year.

The Employer reserves the right to modify the County's Health Initiative and content of the online questionnaire and any completion deadline requirements. Both the Employer and the union recognize that the health care provider may change the content of the online questionnaire, and that any changes within the Employer's control will be discussed with the union.

The employee is obligated to pay any applicable cost share whether actively at work or on an approved leave. Failure to make the required cost share payment in a timely manner will result in loss of coverage.

Employees whose spouses are also employed by Grand Traverse County will not be eligible to be double covered under the health program. They may each select their own coverage (in the case of regular insurance or HMO) if they wish, and dependents will be covered under the employee whose birth date comes first in the year unless otherwise agreed to by both employees or required by the plan documents.

The benefits provided under this section shall be secondary to any personal protection or personal injury benefits carried by an employee through an insurer under a motor vehicle policy described in Section 500.3101(1) of the Michigan Compiled Laws.

Eligibility and benefit provisions are provided subject to plan documents.

The Employer has the right to change the provider and/or plans, provided that substantially equivalent coverage is maintained.

#### Payment in Lieu of Health Care Coverage

For employees who otherwise are entitled to health insurance coverage under this section, the employee shall have the option of receiving an annual payment in lieu of such coverage in the amount of two thousand (\$2,000.00) dollars on a pro-rated basis based on FTE and based on months of service in the given year, subject to the Employer's policy, carrier regulations, and applicable law. Employees who are insured under a Grand Traverse County health insurance plan provided to their spouse are not eligible for this payment.

**Section 16.2 Optical and Dental Insurance** The County will provide to regular employees optical and dental insurance coverage substantially equivalent to the Dental and Vision Plans as detailed in Appendix C & D. Part-time employees will pay a pro-rated share of the premium based on their regular FTE through payroll deduction.

Eligibility and benefit provisions are provided subject to plan documents.

The Employer has the right to change the provider and/or plans, provided that substantially equivalent coverage is maintained.

**Section 16.3 Retirees Group Health** Employees who have retired from the service of the Grand Traverse County as defined in Section 16.5 shall be entitled to group rates under the hospitalization plan, including the equivalent of the Medicare Rider.

**Section 16.4 Workers' Compensation** Each employee will be covered by the applicable workers' compensation laws. The Employer further agrees that an employee, if eligible for workers' compensation, will receive, in addition to their workers' compensation benefits, the difference between those benefits and his/her regular net pay, to be paid by the Employer from the employee's sick or personal leave bank. The subsidy will terminate upon the exhaustion of the employee's accumulated leave banks.

In addition, the employee's health, dental, optical, and life insurance as specified in this contract will continue to be provided by the employer while the employee is on workers' compensation for a period of up to eighteen (18) months.

Any employee who is absent from work due to a work related injury may be required to be examined by a physician and to obtain release to return to work from all treating physicians. A physician is a duly licensed member of a medical profession who has the medical training and clinical expertise suitable to treat the diagnosed condition. For purposes of mental health or psychiatric conditions a Psychologist or Psychiatrist may be required to provide the physician's statement, to the extent the specialist has the medical training and clinical expertise to treat the diagnosed condition.

**Section 16.5 Unemployment Insurance** The Employer agrees to provide unemployment insurance coverage in accordance with the law.

**Section 16.6 Retirement Plan** All regular full time and regular part time employees working at least fifty percent (50%) of the normal departmental work week, shall be covered under the Municipal Employees Retirement System. The Employer shall contribute six percent (6%) of wages under the MERS Defined Contribution Plan. Employees may choose to make a one time irrevocable decision to contribute three percent (3%) of their wages to the plan, and if the employee chooses to contribute three percent (3%), the Employer will contribute an additional three percent (3%). Employees will be vested twenty-five percent (25%) after three (3) years of service, fifty percent (50%) after four (4) years, seventy-five percent (75%) after five (5) years, and be fully vested after six (6) years of service. Eligibility for Defined Contribution benefits is made in accordance with MERS plan documents and IRS regulations.

Employees grandfathered under the MERS Defined Benefit Plan shall receive benefits calculated under B3 plan with the F55/25 rider and eight (8) year vesting of the Municipal Employees Retirement System. This retirement plan is fully funded by the Employer.

Age 60 with eight (8) years of service, or age 55 with twenty-five (25) years of service at the time of separation from employment with the County, or total disability as determined by the Social Security Administration, shall be used for determination of age of retirement for the Defined Benefit Retirement Plan, and for payment of benefits that require retirement for eligibility.

**Section 16.7 Life Insurance and AD&D Insurance** The Employer agrees to pay the full premium for term Life Insurance and Accidental Death and Dismemberment Insurance for regular full-time employees in the amount of \$20,000 or one times salary, whichever is greater, said insurance to become effective after six (6) consecutive months of employment as a regular employee in accordance with the plan documents.

The Employer has the right to change the provider and/or plans, provided that substantially equivalent coverage is maintained.

**Section 16.8 Short Term Disability Insurance** The Employer agrees to provide Short Term Disability Insurance for all regular full time employees, such insurance to be effective the next day following one hundred eighty (180) calendar days of consecutive service as a regular employee in accordance with the plan documents. This insurance shall provide 66 2/3 per cent of the employee's regular pre-disability wages for up to one hundred eighty-two (182) calendar days for absences due to eligible injury or illness as approved by the insurance carrier. The coverage will begin on the eighth day following injury or illness. Employees must use paid leave to cover the eligibility period before going on short term disability. Eligibility and benefit provisions are provided subject to plan documents.

Health, dental, optical and life insurance provided by the employer shall continue during the duration of this coverage.

The Employer has the right to change the provider and/or insurance plans, provided that substantially equivalent coverage is maintained.

**Section 16.9 Long-Term Disability Insurance** Effective January 1, 2011, all employees on the Defined Contribution Retirement Plan and actively at work at least fifteen (15) hours each week shall be eligible for Long-Term Disability Insurance in accordance with the plan document. This coverage shall provide sixty percent (60%) of the employee's regular pre-disability earnings for up to twenty-four (24) months for absences due to an eligible injury or illness as determined by the insurance carrier.

The employee is responsible for cooperating with the carrier's application requirements.

Health, Dental, and Vision insurance provided by the employer shall continue for twelve (12) months from the original date of disability, in coordination with Short Term Disability. The employee is obligated to pay any applicable cost share while on an approved leave, as stated in Section 16.1.

Eligibility and benefit provisions are provided subject to plan documents.

The Employer has the right to change the provider and/or plans, provided that substantially equivalent coverage is maintained.

Employees on the Defined Benefit Retirement Plan are not eligible for Long-Term Disability Insurance.

**ARTICLE XVII**  
**VACANCY AND TEMPORARY TRANSFER**

**Section 17.1 Filling Vacancies** Established job requirements and qualifications shall be used as the criteria as well as any standard examinations utilized for selection. All vacancies shall be posted for a minimum of ten (10) traditional business days and all employees are required to provide written notice of their intent to fill a classification other than their existing classification. This does not include assignments within a classification.

- A. If the rate of pay in the former class is more than the maximum rate established for the new class, the pay shall be reduced to the maximum rate or intermediate step of the new range as determined by the Director.
- B. If the rate of pay in the former class falls within the new range of pay and at the established step in the range of the new class, the salary rate shall be increased to the next higher step in the case of a promotion which provides a minimum of four and one-half percent (4.5%) increase, not to exceed the top step of the new classification, and, at the discretion of the Director, shall be adjusted to a lower step in the case of a demotion.

**Section 17.2 Temporary Vacancies** For the purpose of temporarily filling a vacancy in a position of higher classification within the bargaining unit, the Employer shall offer such assignment to the senior most qualified employee from the eligibility list. If there is no current eligibility list for the specific position, the Director, or their designee shall assign the most qualified employee to the position.

The Director shall determine when a temporary vacancy exists and will proceed to fill such vacancy in accordance with this Article as soon as possible. However, no position shall be considered temporary for a period beyond ninety (90) days without mutual consent of the parties.

**ARTICLE XVIII**  
**PROMOTIONS**

**Section 18.1 Qualification for Promotion** The Employer will make promotions within the department available to its employees who possess the qualifications necessary for the job under consideration. All promotions within the Department which are of a regular nature shall be based upon the following:

- A) The employee must meet the minimum qualifications for the job for which they are applying as stated in the job description and the job posting.
- B) The employee must meet or exceed the minimum score on any standard examinations which may be required.

- C) The employee must have the knowledge, skills, and the demonstrated ability to do the work as determined by education, work experience, standard examinations, oral interview, and any other mechanism that may be utilized to reach this determination.
- D) Attendance records.
- E) Personnel records regarding the employee.
- F) References provided by the employee's supervisor(s) and/or co-workers.

**Section 18.2 Orientation Period** Employees promoted/appointed to another classification shall serve a one (1) year orientation period. During such orientation period, the employer, for just cause, may demote such employee back to his/her former classification. It is further agreed that employees may exercise the right to voluntarily return to their former classification. In either event, employees shall not lose seniority for previous time in grade, plus the orientation period in the new position. Employees who are demoted from a higher classification for disciplinary reasons may be required to serve a six (6) month probationary period and shall be subject to all terms of this agreement. The employee demoted, or voluntarily returning, shall not be permitted to disrupt the then in effect shift preference of other employees within the bargaining unit.

Employees who return to a classification within the bargaining unit after one (1) year shall not lose seniority for previous time in that classification, or in the bargaining unit, but shall not be credited with seniority for time outside the bargaining unit.

## **ARTICLE XIX** **UNIFORMS**

**Section 19.1 Uniforms Furnished by Employer** The Employer agrees to furnish the following uniforms to full time employees: a minimum of three (3) shirts/blouses; three (3) pair of pants/skirts; two (2) sweaters, and other wearing garments which are required by the Employer, excluding footwear, which the Employer agrees to replace as needed.

## **ARTICLE XX** **GENERAL**

**Section 20.1 County Safety Committee** All safety ideas and complaints will be handled by the County Safety Committee.

**Section 20.2 Safety Disputes** In any dispute involving safety, M.I.O.S.H.A. will be used and their decision will be final and binding upon the parties. If, however, M.I.O.S.H.A. will not take jurisdiction, the matter is a proper subject for grievance arbitration.

**Section 20.3 Access to Personnel File** The parties agree that records of service will be kept in the employee's personnel file. The employee shall, upon request, in the presence of the Employer, have access to his/her personnel file.

**Section 20.4 Visits by Union Representatives** Authorized representatives of the Union shall be permitted to visit the operation of the Employer during working hours to talk with the Stewards, and/or representatives of the Employer concerning matters covered by this Agreement without interfering with the progress of the work force. The Union will arrange with the Employer for time and place prior to the occurrence of such visits.

**Section 20.5 Legal Assistance** The Employer will provide to the employee such legal assistance as will be required when civil action is brought against an employee as a result of the acts occurring when and while said employee is in the lawful performance of their assigned duties and responsibilities; provided that notification is immediately given to the Employer that service of process was made upon the employee.

**Section 20.6 Training Schools** The Employer shall pay the tuition, expenses, and provide proper transportation for training schools as assigned. Any employee designated to attend training schools benefitting both the County and the employee shall be remunerated at their regular rate of pay. Employees will also receive mileage at a rate established uniformly by the County Board of Commissioners if the class is held outside of Grand Traverse County and if transportation is not otherwise available.

**Section 20.7 Personal Vehicles** Whenever an employee is requested by the Employer to use his/her own personal vehicle in the line of duty and on the business of the Employer, he/she shall be accorded mileage at a rate as uniformly established by the Grand Traverse County Board of Commissioners.

**Section 20.8 Equipment** If equipment should be regarded as defective, an employee should immediately inform his/her immediate supervisor and present a list of defects. If the supervisor determines the equipment to be defective, he/she shall cause the same to be stored until cleared by an appropriate specialist as fit for service. If the supervisor determines the equipment to be fit for service, he/she must so notify the employee in writing.

The Employer shall not require employees to utilize equipment that is not in safe operating condition or equipped with the safety appliances prescribed by law.

**Section 20.9 Bulletin Board** The Employer will provide a bulletin board in the facility where employees hereunder are employed for the use of the Union and the Employer. Only official notices are to be posted and must have the signature of the representative or a Board Member. The Union/Employer will promptly remove from such bulletin board any material which is detrimental to the Union/Employer relationship.

**Section 20.10 Rest Periods** Employees shall normally be granted a minimum rest period of eight (8) hours before having to report back to duty, except in unusual situations, manpower shortages or emergencies.

**Section 20.11 Bonds** Should it be required that any employee be bonded, any premium involved shall be paid by the Employer.

**Section 20.12 Court Appearances** Employees of the bargaining unit who may be required to appear in court on civil or criminal matters, or before Commissioners on matters related to the lawful performance of their work, on days off or other authorized off-duty time, will be paid a minimum of two (2) hours at time and one-half (1 1/2) for their set appearance in lieu of any witness fees.

**Section 20.13 Call In** The employees of the bargaining unit will be paid a minimum of two (2) hours at time and one half (1 1/2) for call back time, and a minimum of three (3) hours in event an employee is called in on a scheduled holiday or vacation period. In the event that the call back occurs on a holiday recognized by this Agreement, the two (2) hour minimum shall be paid at the holiday premium rate of pay, excluding shift premium, unless said time exceeds the prescribed time limits contained in Section 14.5.

**Section 20.14 Hours Paid** All hours paid to an employee, exclusive of overtime, shall be considered as hours worked for the purpose of computing fringe benefits under this Agreement.

**Section 20.15 Pay Periods** The Employer shall provide for bi-weekly pay periods. Each employee shall be provided with an itemized statement of his/her earnings and of all deductions made for any purpose. Pay day will be every other Friday.

**Section 20.16 Examination of Time Records** The Union shall have the right to examine the time sheets and other records of the Employer pertaining to the computation of compensation for an employee who has submitted a specific grievance relative to such compensation. Upon request by the Union, such records shall be furnished by the Employer for inspection.

**Section 20.17 Rules, Regulations, Policies, Procedures** The Employer reserves the right to establish reasonable rules, regulations, policies and procedures not inconsistent with the provision of this Agreement. Such rules, regulations, policies and procedures shall be available for inspection and review by employees if such rules, regulations, procedures and policies concern working conditions. If the Union believes that any rule, regulation, policy and/or procedure is inconsistent with the terms of this Agreement, a grievance may be filed within five (5) days after the establishment or application of such rule, etc., and thereafter considered in accordance with the grievance procedure.

**Section 20.18 Tuition** Employees who receive prior approval for educational courses relating to their job performance may receive tuition reimbursement from the Employer in accordance with County policy.

**Section 20.19 Rotation of Training Opportunities** All basic training opportunities shall be offered on a rotation basis starting with the most senior employee, and shall be posted for at least ten (10) days. Those who turn down an opportunity, or who have previously attended such training, shall be placed at the bottom of the list. Training for probationary employees, specialty areas, or where the County does not determine who is accepted for the program shall be exempt from this section.



**Section 20.20 New Classification** When a new job classification is created the Employer will notify the Union of the classification and rate structure prior to its becoming effective. In the event the Union does not agree that the classification and rate are proper, it shall be subject to negotiations.

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

When it comes to the attention of the employer that the duties and/or responsibilities of an employee covered by the current bargaining unit agreement have changed gradually over a period of time and under the criteria set forth in the Classification Plan it is determined that the employee should be in a different classification, the employee shall be moved to the new classification without posting as set forth elsewhere in this agreement providing the employee has served a minimum of two years in their current classification.

**ARTICLE XXI**  
**SAVINGS CLAUSE**

If any Article or Section of the Agreement or any addendum thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be reinstated by such tribunal, the remainder of the Agreement and addendums shall not be effected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

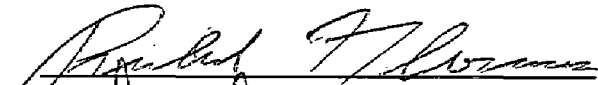
**ARTICLE XXII**  
**TERMINATION**


This Agreement shall be effective on the first day of January, 2011, and shall remain in full force and effect until the thirty-first day of December, 2014. This agreement shall automatically be renewed from year to year thereafter unless either party notifies the other, in writing, at least one hundred and twenty (120) days prior to the anniversary date that it desires to modify this Agreement.

In any event, however, the conditions of employment, including wages and benefits, shall remain in effect until such time as a Labor Agreement is negotiated and/or established.

The parties further agree that if across the board wage increases for 2011 and 2012 greater than 1.5% and 1.75%, respectively, are given to any non-Act 312 Grand Traverse County Bargaining Unit, such increase shall also be paid across the board to employees covered by this Agreement. Additionally, the parties agree that there is no such agreement made for the years 2013 or 2014.

FOR THE EMPLOYER:

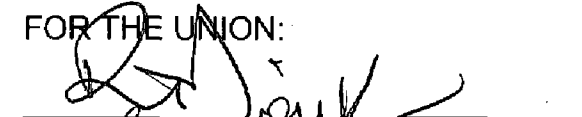
  
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Chairman, Board of Commissioners

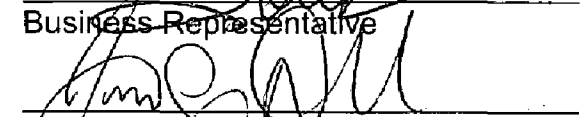
  
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County Administrator

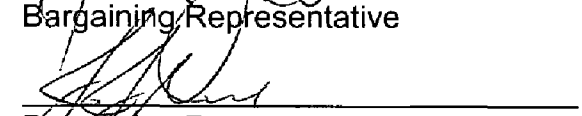
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Date

FOR THE UNION:

  
\_\_\_\_\_  
Business Representative

  
\_\_\_\_\_  
Bargaining Representative

  
\_\_\_\_\_  
Bargaining Representative

12.1.10  
\_\_\_\_\_  
Date

10/23/10  
\_\_\_\_\_  
Date

11-29-10  
\_\_\_\_\_  
Date

# **APPENDIX A**

## **Wage Scales**

TEAMSTER CENTRAL DISPATCH

**Effective January 1, 2011**

1.50% Increase over 2010

|   | TRAIN 1 | TRAIN 2 | HIRE  | 1 YEAR | 2 YEARS | 3 YEARS | 4 YEARS | 5 YEARS |
|---|---------|---------|-------|--------|---------|---------|---------|---------|
| F | 13.60   | 14.59   | 15.71 | 16.42  | 17.16   | 17.97   | 18.78   | 19.61   |
| G | 14.54   | 15.60   | 16.81 | 17.56  | 18.37   | 19.22   | 20.08   | 20.98   |

**Effective January 1, 2012**

1.75% Increase over 2011

|   | TRAIN 1 | TRAIN 2 | HIRE  | 1 YEAR | 2 YEARS | 3 YEARS | 4 YEARS | 5 YEARS |
|---|---------|---------|-------|--------|---------|---------|---------|---------|
| F | 13.84   | 14.85   | 15.98 | 16.71  | 17.46   | 18.28   | 19.11   | 19.95   |
| G | 14.79   | 15.87   | 17.10 | 17.87  | 18.69   | 19.56   | 20.43   | 21.35   |

**Effective January 1, 2013**

1.50% Increase over 2012

|   | TRAIN 1 | TRAIN 2 | HIRE  | 1 YEAR | 2 YEARS | 3 YEARS | 4 YEARS | 5 YEARS |
|---|---------|---------|-------|--------|---------|---------|---------|---------|
| F | 14.05   | 15.07   | 16.22 | 16.96  | 17.72   | 18.55   | 19.40   | 20.25   |
| G | 15.01   | 16.11   | 17.36 | 18.14  | 18.97   | 19.85   | 20.74   | 21.67   |

**Effective January 1, 2014**

1.50% Increase over 2013

|   | TRAIN 1 | TRAIN 2 | HIRE  | 1 YEAR | 2 YEARS | 3 YEARS | 4 YEARS | 5 YEARS |
|---|---------|---------|-------|--------|---------|---------|---------|---------|
| F | 14.26   | 15.30   | 16.46 | 17.21  | 17.99   | 18.83   | 19.69   | 20.55   |
| G | 15.24   | 16.35   | 17.62 | 18.41  | 19.25   | 20.15   | 21.05   | 22.00   |

## **APPENDIX B**

### **Summary of Benefits -- Health Insurance**

# Benefits At A Glance

BCN10

## Grand Traverse County - HMO w/RX\$10/\$40

This is intended as an easy to read summary and provides only a general overview of your benefits. **It is not a contract.** Additional limitations and exclusions may apply to covered services. For a complete description of benefits, please see the applicable Blue Care Network certificates and riders. Payment amounts are based on the Blue Care Network approved amount, less any applicable deductible and/or copay amounts required by the plan. This coverage is provided pursuant to a contract entered into in the State of Michigan and shall be construed under the jurisdiction and according to the laws of the State of Michigan. **Services must be provided or arranged by member's primary care physician or health plan.**

### Deductible, Copays and Dollar Maximums

|                             |  |
|-----------------------------|--|
| Deductible                  | None                                   |
| Fixed Dollar Copays         | \$0 for allergy injections             |
|                             | \$10 office visits                     |
|                             | \$10 for urgent care visits            |
|                             | \$35 for emergency room visits         |
|                             | \$50 for ambulance                     |
|                             | \$10 for referral physician visits     |
| Percent Copay (Coinsurance) | 50% for select services as noted below |
| Copay Dollar Maximums       |  |
| Fixed Dollar Copay Maximum  | None                                   |
| Percent Copay Maximums      |  |
|                             | None                                   |
| Dollar Maximums             | None                                   |

### Preventive Services

|   |      |
|---|------|
| Health Maintenance Exam                   | 100% |
| Annual Gynecological Exam                 | 100% |
| Pap Smear Screening                       | 100% |
| Well-Baby and Child Care                  | 100% |
| Immunizations - pediatric and adult       | 100% |
| Prostate Specific Antigen (PSA) Screening | 100% |

### Mammography

|                       |      |
|-----------------------|------|
| Mammography Screening | 100% |
|-----------------------|------|

### Physician Office Services

|  |            |
|--|------------|
| Office Visits                              | \$10 Copay |
| Consulting Specialist Care - when referred | \$10 Copay |

### Emergency Medical Care

|   |  |
|---|--|
| Hospital Emergency Room (copay waived if admitted, if applicable) | \$35 Copay                             |
| Urgent Care Center  | \$10 Copay                             |
| Ambulance Services - medically necessary                          | \$50 copay for ground and air services |

ER35,SN120,WASCR,WPTIC,AS5,AMB50,IOMHP,WHC10,1040PD,XSDRX,MOPD1X,100% Preventive

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# Benefits At A Glance

BCN10

## Grand Traverse County - HMO w/RX\$10/\$40

### Diagnostic Services

|                                   |  |
|-----------------------------------|--|
| Laboratory and Pathology Tests    | Office visit copay may apply per member, per visit |
| Diagnostic Tests and X-rays       | Office visit copay may apply per member, per visit |
| High Technology Radiology Imaging | Office visit copay may apply per member, per visit |
| Radiation Therapy                 | Office visit copay may apply per member, per visit |

### Maternity Services Provided by a Physician

|                               |  |
|-------------------------------|--|
| Pre-Natal and Post-Natal Care | \$10 Copay   |
| Delivery and Nursery Care     | 100% (For professional services. See Hospital Care for facility charges) |

### Hospital Care

|   |      |
|---|------|
| General Nursing Care, Hospital Services and Supplies (unlimited days) | 100% |
| Outpatient Surgery  | 100% |

### Alternatives to Hospital Care

|                      |                                  |
|----------------------|----------------------------------|
| Skilled Nursing Care | 100%                             |
|                      | Up to 120 days per calendar year |
| Hospice Care         | 100% when authorized             |
| Home Health Care     | \$10 Copay                       |

### Surgical Services

|   |  |
|---|--|
| Surgery - included all related surgical services and anesthesia | See Hospital Care for inpatient and outpatient copay |
| Voluntary Sterilization   | 100%   |
| Human Organ Transplants (subject to medical criteria)           | 100%, subject to medical criteria                    |

### Mental Health Care and Substance Abuse Treatment

|                                |                      |
|--------------------------------|----------------------|
| Inpatient Mental Health Care   | 100% when authorized |
| Inpatient Substance Abuse Care | 100% when authorized |
| Outpatient Mental Health Care  | \$10 Copay           |
| Outpatient Substance Abuse     | \$10 Copay           |

ER35,SN120,WASCR,WPTIC,AS5,AMB50,IOMHP,WHC10,1040PD,XSDRX,MOPD1X,100% Preventive

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# Benefits At A Glance

BCN10

## Grand Traverse County - HMO w/RX\$10/\$40

### Other Services

|  |   |
|--|---|
| Allergy Testing and Therapy  | 100%; Office visit copay may apply per member per visit   |
| Allergy Injections   | 100%  |
| Chiropractic Spinal Manipulation - when referred                                   | \$10 Copay  |
| Outpatient Physical, Speech and Occupational Therapy (60 consecutive days/episode) | \$10 Copay  |
| Infertility Counseling and Treatment (excludes In-vitro Fertilization)             | 50% on all associated costs   |
| Durable Medical Equipment  | 50%   |
| Prosthetic and Orthotic Appliances   | 50%   |
| Weight Reduction Procedures  | 50%   |
| Prescription Drugs   | Generic - \$10 copay, Brand - \$40 copay; without contraceptives, 34-day supply<br>Sexual Dysfunction drugs not covered |
| Mail Order Prescription Drugs  | One time the applicable copay up to a 90 day supply   |
| Prescription Drug Deductible   | None  |
| Hearing Aid  | Not Covered   |

ER35,SN120,WASCR,WPTIC,AS5,AMB50,IOMHP,WHC10,1040PD,XSDRX,MOPD1X,100% Preventive

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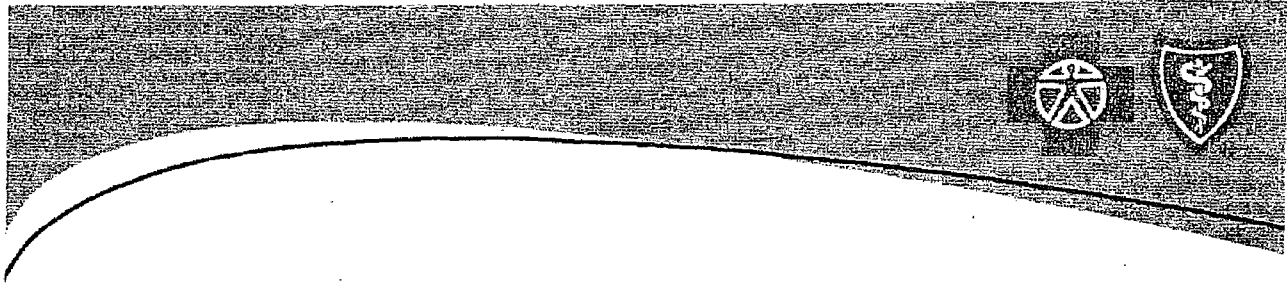
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## **APPENDIX C**

### **Summary of Benefits -- Dental Insurance**



## Traditional Plus Dental Coverage – DO-25-25 \$1,000; OS-50-\$1,000 Benefits-at-a-Glance for GRAND TRAVERSE COUNTY

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is **not a contract**. Additional limitations and exclusions may apply to covered services. For a complete description of benefits, please see the applicable Blue Cross Blue Shield of Michigan certificates and riders. Payment amounts are based on the Blue Cross Blue Shield of Michigan approved amount, less any applicable deductible and/or copay amounts required by your plan. This coverage is provided pursuant to a contract entered into in the state of Michigan and will be construed under the jurisdiction of and according to the laws of the state of Michigan.

### Network access information

- **DenteMax PPO network** – DenteMax PPO dentists agree to accept our approved amount as payment in full and participate on all claims. DenteMax is an independent company that leases its network to BCBSM to provide access to Blues members. You'll also receive discounts on noncovered services when you use PPO dentists. You can choose from more than 83,000 dentist access points\* nationwide where dental services are available through our partnership with the DenteMax PPO network. To find a DenteMax dentist, please call 800-752-1547 or go to the DenteMax Web site at [dentemax.com](http://dentemax.com).

\* A dentist access point is any place a member can see a dentist to receive high-quality dental care. For example, one dentist practicing in two locations would be two access points.

- **Blue Par Select<sup>SM</sup>** – Most dentists participate with the Blues on a "per claim" basis, so you should ask your dentist if he or she participates before every procedure. These dentists accept payment in full from BCBSM for covered services and you pay the dentist only applicable copays and deductibles, and any fees for noncovered services. You won't be balanced billed for any difference between our approved amount and the dentist's charge. We call this arrangement "Blue Par Select." To find a dentist who may participate with BCBSM, go to [bcbsm.com](http://bcbsm.com). Select the **Dental Professionals** subsection of "Where You Can Go for Care" page.

**Note:** If you receive care from a nonparticipating dentist, you may be billed for the difference between our approved amount and the dentist's charge.

### Member's responsibility (copays and dollar maximums)

|   |   |
|---|---|
| <b>Copays</b>                                       | 25% for Class II and III services and 50% for Class IV services |
| <b>Dollar maximums</b>                              |   |
| • Annual maximum (for Class I, II and III services) | \$1,000 per member  |
| • Lifetime maximum (for Class IV services)          | \$1,000 per member  |

### Class I services

|  |  |
|--|--|
| Oral exams   | Covered – 100%, twice per calendar year  |
| A set (up to 4) of bitewing x-rays                         | Covered – 100%, twice per calendar year  |
| Full-mouth and panoramic x-rays                            | Covered – 100%, once every 60 months   |
| Prophylaxis (teeth cleaning)                               | Covered – 100%, twice per calendar year  |
| Pit and fissure sealants – for members age 19 or under     | Covered – 100%, once per tooth every 36 months when applied to the first and second permanent molars |
| Palliative (emergency) treatment                           | Covered – 100%   |
| Fluoride treatment   | Covered – 100%, two per calendar year  |
| Space maintainers – missing posterior (back) primary teeth | Covered – 100%, once per quadrant per lifetime, for members under age 19                             |

### Class II services

|  |   |
|--|---|
| Fillings – permanent teeth                                 | Covered – 75%, replacement fillings covered after 24 months or more after initial filling         |
| Fillings – primary teeth                                   | Covered – 75%, replacement fillings covered after 12 months or more after initial filling         |
| Onlays, crowns and veneer fillings – permanent teeth       | Covered – 75%, once every 60 months per tooth, payable for members age 12 and older               |
| Recementing of crowns, veneers, inlays, onlays and bridges | Covered – 75%, three times per tooth per calendar year after six months from original restoration |

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.

[bcbsm.com](http://bcbsm.com)

**Class II services, continued**

|   |   |
|---|---|
| Oral surgery including extractions                      | Covered – 75%   |
| Root canal treatment – permanent tooth                  | Covered – 75%, once every 12 months for tooth with one or more canals                     |
| Scaling and root planing                                | Covered – 75%, once every 24 months per quadrant  |
| Limited occlusal adjustments                            | Covered – 75%, limited occlusal adjustments covered up to five times in a 60-month period |
| Occlusal biteguards                                     | Covered – 75%, once every 12 months   |
| General anesthesia or IV sedation                       | Covered – 75%, when medically necessary and performed with oral or dental surgery         |
| Repairs and adjustments of partial or complete dentures | Covered – 75%, six months or more after it is delivered                                   |
| Refining or rebasing of partial or complete dentures    | Covered – 75%, once every 36 months per arch  |
| Tissue conditioning                                     | Covered – 75%, once every 36 months per arch  |

**Class III services**

|  |  |
|--|--|
| Removable dentures (complete and partial)  | Covered – 75%, once every 60 months  |
| Bridges (fixed partial dentures) – for members age 16 or older   | Covered – 75%, once every 60 months after original was delivered   |
| Endosteal implants – for members age 16 or older who are covered at the time of the actual implant placement | Covered – 75%, once per tooth in a member lifetime when implant placement is for teeth numbered 2 through 15 and 18 through 31 |

**Class IV services – Orthodontic services for dependents under age 19**

|  |               |
|--|---------------|
| Minor treatment for tooth guidance appliances        | Covered – 50% |
| Minor treatment to control harmful habits            | Covered – 50% |
| Interceptive and comprehensive orthodontic treatment | Covered – 50% |
| Post-treatment stabilization                         | Covered – 50% |
| Cephalometric film (skull) and diagnostic photos     | Covered – 50% |

**Note:** For non-urgent, complex or expensive dental treatment such as crowns, bridges or dentures, members should encourage their dentist to submit the claim to Blue Cross for predetermination *before* treatment begins.

## **APPENDIX D**

### **Summary Plan Document -- Employee Vision Plan**

# SUMMARY PLAN DOCUMENT

## EMPLOYEE VISION PLAN

**Plan Administrator:** County of Grand Traverse, 400 Boardman Avenue, Traverse City, MI 49684, (231) 922-4599.

**Plan Effective Date:** 12:01 a.m., Eastern Standard Time, January 1, 1998

**Plan Distribution Date:** December 29, 1997

**Plan Benefit Year:** The fiscal year of the Plan commences on the first day of January and ends on the last day of the following December.

**Plan Number:** 503

**Employer Identification Number:** 38-6004852

**Acceptance of Legal Notice:** The Plan is a legal entity. Legal notices may be filed with, and legal process served upon, Grand Traverse County.

**FUNDS FOR PAYMENT OF VISION CLAIMS ARE PAID FROM THE ASSETS OF THE COUNTY.**

*Grand Traverse County (Employer) hereby establishes a plan for payment of certain expenses for the benefit of its eligible employees, to be known as the Grand Traverse County Employee Vision Plan (Plan). The Employer assures its covered employees that during the continuance of the Plan all benefits hereinafter described shall be paid to or in behalf of them in the event they become eligible for benefits. The Plan is subject to all the terms, provisions and conditions recited on the following pages.*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



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**Eligibility:** Regular Full-Time and Regular Part-Time (on a pro-rated basis) employees and elected officials and who are in the following classes are eligible for coverage under the Plan:

AFSCME Supervisors  
Circuit Court Association Employees  
Circuit Court Supervisors  
COAM Dispatch Supervisors  
Non-Contract Hourly Employees  
Non-contract Exempt Employees  
POAM Sheriff Employees  
Elected Officials

POLC Sheriff Employees  
Teamsters Central Dispatch Employees  
Teamsters District Court Employees  
Teamsters General Employees  
Teamsters Sergeants  
TPOAM Central Records  
G.T. County Health Dept. Association  
Retired employees of the preceding classes

To be covered, the employee must fill out the enrollment form provided by the Employer and return to Human Resources within 30 days of the effective date of coverage. If the employee loses coverage, the employee must enroll in the County's plan within 30 days of loss of coverage and must provide proof of loss of coverage. If the employee does not enroll during that time period, the employee may enroll for coverage during the annual open enrollment period in December of each year.

If the employee is a regular part-time employee, becomes a regular part-time employee from full-time, or changes their regular hours worked while a part-time employee, the employee must complete the payroll deduction form for employee contribution within 30 days of the effective date in order to be covered.

If the employee enrolls under the Plan, their lawful spouse and qualified dependents may also be covered under the Plan.

Qualified dependents include your natural children, step-children who reside with you, adopted children, spouse's adopted children who reside with you, or children under court-appointed guardianship if you claim them as a current income tax exemption, and who are not in the active military service of any government. Dependents will be covered until the end of the year in which they reach age 19. (G.T. County Health Dept. Assoc., Teamsters Dispatch, TPOAM and COAM employees may continue their dependent children until the end of the year in which they reach age 25 provided they are dependent upon you for more than half of their support, you claim them as a current tax exemption, and they reside with you or are in temporary residence at school or camp.)

Qualified dependents also include your unmarried natural children, step-children who reside with you, adopted children, spouse's adopted children who reside with you, or children under court appointed guardianship if they were mentally or physically handicapped and totally disabled prior to their nineteenth (19<sup>th</sup>) birth date.

If the employee waived coverage for dependents, they may be enrolled during the annual reopening period, or upon submission of a new enrollment form within 30 days of the date coverage was lost with another group. New dependents (birth, adoption, marriage, etc) may be added if an enrollment form is submitted within 30 days of becoming an eligible dependent.

If your spouse is also an employee of Grand Traverse County, neither you, your spouse, or your dependents shall be double covered.

If you retire from County employment, and if you are eligible to draw a pension benefit immediately upon retirement, you may elect to be covered under the County's group by reimbursing the County for the premium amount of your coverage. If you defer your pension benefit you may choose the County's group coverage upon written notification to Human Resources Office within thirty (30) days of starting to draw your pension benefit. If you choose not to continue the group coverage upon retirement and you lose other group coverage you may also return to the County's group coverage by giving the County written notice within thirty (30) days of the event.

### **Schedule of Benefits:**

#### *Waiting Period:*

First day following 30 days of service.

*Frequency:*

Once in every 24 consecutive months, from the last date of service, for each covered individual.

*Glasses:*

Frames after a \$7.50 co-pay to a maximum of \$35

Lenses after a \$7.50 co-pay (waived if frames are purchased at the same time) to a maximum of:

Single focal \$43

Bifocals \$60 plastic or \$70 glass

Trifocals \$90 plastic or \$100 glass

*Contact lenses:*

Payment may be made for contact lenses in lieu of lenses and frames at the reasonable and customary amount for single focal glasses (normally \$78).

**Exceptions:** The Plan does not cover:

- a. Expenses covered under Workers' Compensation or employer liability laws.
- b. Expenses covered by any governmental agency or under any governmental program or law, except as to charges which the person is legally obligated to pay.
- c. Expenses incurred prior to the date the person became covered under this Plan.
- d. Expenses incurred that are not provided by a Medical Doctor (MD), Doctor of Osteopathy (DO), Doctor of Optometry (OD), an optical laboratory or an optician.
- e. Oversize or tinted lenses unless prescribed for medical reasons.

**Filing Vision Claims:** Submit your paid receipt or paid bill, along with a completed claim form, to the Human Resources Department.

**Individual Termination of Coverage:** The coverage of any employee shall terminate on any of the following dates:

- a. The date of termination of the Plan; or,
- b. The date that he/she ceases to be an "eligible employee" or "eligible dependent" unless coverage is continued under COBRA regulations; or,
- c. The date all or certain benefits are terminated on his/her particular class of employee by modification of the Plan; or,
- d. The date he/she fails to make a required contribution, if applicable.

The dependent's coverage with respect to each dependent shall cease on the date the employee's coverage terminates, unless the dependent is eligible for and contributes premiums for continued participation in the Plan as required by COBRA.

**Coordination of Benefits:** The purpose of this Plan is to help you meet the cost of needed vision care. It is not intended that anyone receive benefits greater than actual expenses incurred. Benefits payable by this Plan shall be the lesser of Grand Traverse County Plan's schedule or the balance after the payment by other plans, the total of which shall not exceed the maximum expense. All benefits provided hereunder are subject to this provision.

**Plan Amendment or Termination:** The Plan may be amended or terminated by the Employer at any time. Appropriate filing and reporting of any amendment with governmental authorities and to employee participants will be timely made by the Administrator in accordance with Title I of the Employee Retirement Income Security Act of 1974 (ERISA). In the event of Plan termination, the County will have no obligation under the Plan beyond paying the difference between the claims incurred (even though later filed) and expenses of the Plan due up to the date of termination. Such claims and expenses shall be paid as normal expenses of the Plan. Any termination of the Plan will be communicated to participants.

**Plan is Not a Contract:** The Plan shall not be deemed to constitute a contract between the County and any employee or to be consideration for, or an inducement or condition of, the employment of any employee.

**Appealing a Claim:** If your claim is denied in whole or in part, you will receive written notification from the Administrator within 90 days of the date you filed the claim. A claim worksheet will be provided showing the calculation of the total amount payable, charges not payable, the reason, and the steps you may take to have the claim reviewed. If additional information is needed for payment of a claim, the Employer will contact you. You may request a review by filing a written application with your Employer. On receipt of the written request for review of a claim, the Employer will review the claim and furnish copies of all documents and all reasons and facts relating to the decision. You may submit your opinion of the issues and your comments in writing. Requests for review must be filed within 120 days after you receive notice of denial. A decision will be made promptly within 60 days and will be delivered to you in writing setting forth specific reasons for the decision and specific references to the pertinent plan provisions upon which the decision is based. The decision will be final.

## **Rights of Employees (ERISA)**

As a person covered under this Plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974. This law, called ERISA, provides that all people covered by the Plan are entitled to:

(1) Examine, during the Employer's normal business hours and without charge, all Plan documents, including insurance contracts, bargaining agreements and copies of all documents filed by the Plan with the U.S. Department of Labor, such as annual reports and Plan descriptions; (2) Obtain copies at no more than a reasonable charge of all Plan documents and other Plan information by writing to the Administrator; and (3) Receive a summary of the Plan's annual financial report, if any, from the Administrator.

ERISA also imposes duties upon the people responsible for the operation of the Plan. These persons, referred to as "fiduciaries," must act solely in the interest of Plan participants and must be prudent in performing their Plan duties. Fiduciaries who violate ERISA may be removed and required to make good any losses they have caused the Plan.

The law provides that no one may fire you or discriminate against you to prevent you from obtaining a benefit or exercising your rights under ERISA. The law provides that if your claim for a benefit is denied in whole or in part, you will receive a written notice explaining why your claim was denied. You have the right to have your claim reviewed and reconsidered.

Under ERISA, there are steps that you can take to enforce your rights. For instance, if you request copies of Plan documents from the Employer and do not receive them within 30 days, you may file suit in federal court. In such a case, the court may require the Administrator to provide the documents and pay up to \$100 a day until you receive them, unless they were not sent because of reasons beyond the control of the Administrator. If you are improperly denied a benefit in full or in part, you have a right to file suit in a federal or state court. If fiduciaries are misusing Plan money, you have a right to file suit in a federal court or request help from the U.S. Department of Labor. If you are successful in your lawsuit, the court may, if it desires, require the other party to pay your legal costs, including attorney's fees. If you lose the case, the court may order you to pay these costs and fees.

If you have any questions about the statement of your rights under ERISA, you should contact the Administrator of the nearest Area Office of the Labor-Management Service Administration, Department of Labor.