

2/5/73 - 6/30/74

Saginaw



**AGREEMENT  
BETWEEN CITY OF SAGINAW  
AND  
SAGINAW MUNICIPAL  
EMPLOYEES CLUB**



**LABOR AND INDUSTRIAL  
RELATIONS LIBRARY**

Michigan State University

*City of Saginaw  
1315 S. Washington Avenue  
Room 104 - Personnel Office*

**EFFECTIVE FEBRUARY 5, 1973  
THROUGH JUNE 30, 1974**

*Saginaw, MI 48601*

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WITNESSETH

In consideration of the promises and the mutual covenants and promises of the parties, hereto, it is hereby agreed as follows:

## PREAMBLE

### 1.00 Purpose

It is the Purpose and Intent of the parties to this agreement that it shall promote mutual co-operation and further the welfare of the City of Saginaw, to set forth the general policy of the City on personnel and procedure for its employees, to establish uniform and equitable rates of pay, and hours of work, to provide for a disposition of grievances and to improve the efficiency of all municipal services so that the citizens of Saginaw can be assured of the greatest return for their tax dollar.

### 2.00 Recognition

Council Resolution dated March 4, 1968 that the Saginaw Municipal Employees Club be recognized as the bargaining representative for all employees in the classifications indicated in Council Petition A-11831. Adopted unanimously.

### 2.10 Unit : Defined

For the purpose of collective bargaining, with respect to rates of pay, wages or salary, hours of work, and other terms and conditions of employment, the City recognizes the Municipal Employees Club as the exclusive representative and agent for full time clerical, fiscal, engineering, technical, public welfare, recreation, and those crafts, maintenance and supervisory employees listed in Appendix A.

### 2.20 Rights of Individual

In the event an individual employee desires to represent himself in the processing of his own grievance, the employer will notify the Club of his intent. The Club shall be allowed to have a representative witness any discussion and adjustments of the grievance. Any adjustments which may result therefrom shall not be inconsistent with the terms of this agreement.

### 3.00 Employer-Employee and Permanent Employee: Defined

The term "employee" as used in this agreement shall mean, any employee who is eligible for membership in the Club, within the bargaining unit as described in Paragraph 2 above. The term "employer" or "City" as used in this agreement shall mean the appropriate person or persons having jurisdiction to consider the subject. The term "permanent employee" within the meaning of this contract shall consist of workers appointed to and holding permanent status in the classified service and shall not apply to the following:

3.10 Employees hired on a temporary, part-time, seasonal, provisional, or emergency status.

- 3.20 Employees serving an original probationary period.
- 3.30 Employees who are hired for a position less than eight (8) hours per day, forty (40) hours per week, or 2080 hours per year.

4.00

Right to Manage

The City, on its own behalf and on behalf of its electors, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the constitution of the State of Michigan and of the United States.

Further, all rights which ordinarily vest in and are exercised by employers except such as are specifically relinquished herein are reserved to and remain vested in the City, including but without limiting the generality of the foregoing the right (a) to manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered, the control of materials, tools and equipment to be used, and the discontinuance of any services, material or methods of operation; (b) to introduce new equipment, methods, machinery or processes, change or eliminate existing equipment and institute technological changes, decide on materials, supplies, equipment and tools to be purchased; (c) to sub-contract or purchase any or all work, processes or services, or the construction of new facilities or the improvement of existing facilities; (d) to determine the number, location and type of facilities and installations; (e) to determine the size of the work force and increase or decrease its size; (f) to hire, assign and lay off employees, to reduce the work week or the work day or effect reductions in hours worked by combined lay-offs and reductions in work week or work day; (g) to permit municipal employees not included in a bargaining unit to perform bargaining unit work when in the opinion of management this is necessary for the conduct of municipal services; (h) to direct the work force, assign work and determine the number of employees assigned to operations; (i) to establish, change, combine or discontinue job classifications and prescribe and assign job duties, content and classification, and to establish wage rates for any new or changed classifications; (j) to determine lunch, rest periods and cleanup times, the starting and quitting time and the number of hours to be worked; (k) to establish work schedules; (l) to discipline and discharge employees for cause; (m) to adopt, revise and enforce working rules and carry out cost and general improvement programs; (n) to transfer, promote and demote employees from one classification, department or shift to another; (o) to select employees for promotion or transfer to supervisory or other positions and to determine the qualifications and competency of employees to perform available work.

5.00 No Strike Clause

The club and its members acknowledge that work stoppages or strikes are against the law and public policy. Therefore the club shall not cause or permit its members to cause, nor shall any member of the Club take part in any sit-down, stay-in, slow-down, picketing or in curtailment of work or interference with the work of the City. The Club shall not cause or permit its members to cause, nor shall any member of the Club take part in any strike or stoppage of any of the City's operations or picket any of City's premises. The Company shall have the right to discipline or discharge any employee participating in any way in any violation of this section. The Company shall have the right, in the event of violation of this Section to cancel this Agreement by notice in writing to the Club in addition to any remedies it may have for violation by law.

6.00 Representation

All employees who are covered by this agreement shall be represented for the purpose of grievance procedure and negotiating by a grievance committee and bargaining committee chosen by the employees. Nothing herein contained shall abridge the right of the individual to process his own grievance in accordance with Section 2.20.

7.00 Bargaining Committee and Grievance Committee

The bargaining committee and the grievance committee shall be the same employees and shall be composed of three employees elected from within the bargaining unit and such other Club officers and representatives as are indicated in paragraph 9.00. In no event shall the combined number of employees on the bargaining committee as provided for in Section 9.00 exceed 4.

Committeemen or alternates shall be paid by the employer for time lost in processing of negotiations or grievances related to the City of Saginaw only during their regularly scheduled working hours at their regularly scheduled earned rate, provided they have been authorized by the employer to be absent from their regular work assignments to process such negotiations or grievances. To facilitate the accurate preparation of payrolls, the employee shall be required to follow the proper reporting procedures when leaving his regular job assignments to process such negotiations or grievances.

8.00 Committeemen or Alternates

Committeemen or alternates shall be governed by established rules as indicated in the grievance procedure. However, the Club President, and/or executive officer of the Club may absent themselves without pay from their assigned work to handle Club business when arrangements are made as far in advance as possible, providing their presence is not required on the job, and would not create an abnormal work load or shartage of personnel.

8.10 Designated employee club elected officers and trustees may meet not more than (1) hour per month, during working hours for official club business. A designated room on City property will be available for the length of this contract unless both parties agree to modification of this paragraph.

9.00 List of Officers

The names of Club officers, committeemen or alternates in each division shall be given, in writing, to the employer. No Club official, committeemen or alternate shall function as such until the employer has been advised of his selection in writing by the Officers of the Club. Any changes in officers, committeemen or alternates shall be reported to the employer in writing as far in advance as possible.

10.00 Special conditions of Officers

Any Club officer, committeemen or alternate having an individual grievance in connection with his own work may ask for a member of the grievance committee to assist him in adjusting the grievance.

11.00 Grievance Procedure

A grievance is defined as an alleged violation of a specific article or section of this Agreement.

Section 11.10.1 Step One. Within two (2) working days of the time a grievance arises, the employee will present the grievance to his supervisor. Within four (4) working days after presentation of grievance, the supervisor shall give his answer orally to the employee.

Section 11.10.2 Step Two. If the grievance is not resolved in Step One, the employee may, within three (3) working days of receipt of principal's answer, submit to the supervisor a signed, written "Statement of Grievance". A copy shall be given to the principal involved at the same time. The "Statement of Grievance" shall name the employee involved, shall state the facts giving rise to the grievance, shall identify all the provisions of this Agreement alleged to be violated by appropriate reference, shall state the contention of the employee and of the Union with respect to these provisions, shall indicate the relief requested, and shall be signed by the employee involved.

Section 11.10.3 The supervisor or his designated representative shall give the employee an answer in writing no later than five (5) working days after receipt of the written grievance. If further investigation is needed, additional time may be allowed by mutual agreement of the supervisor and the Union.

- Section 11.10.4 Step Three. If the grievance is not resolved in Step Two, the department head and/or other representatives of the City and representatives of the Union shall meet within a reasonable time, not to exceed one (1) week unless a longer time is mutually agreed upon between the parties, after working hours, to discuss the grievance.
- Section 11.10.5 Within five (5) days after registering of a complaint, the Personnel Director shall call a meeting which will include the department head, the complainant and any other persons or person involved in the complaint. The Personnel Director will preside at the meeting and hear the entire case and obtain all the facts.
- Section 11.10.6 The Personnel Director will make a complete report of his findings and submit these to the City Manager. The decision of the City Manager shall be in writing and shall be final.

11.20 Complaints involving Suspensions, Reductions, or Removals

The Personnel Advisory Board as set up in the City Charter shall investigate complaints made to it in writing by any officer or employee in the administrative service who is suspended, reduced or removed, and report its findings in writing to the City Manager. The complaint, findings and decision shall be filed with the City Clerk.

12.00 Seniority

Employees shall acquire seniority as of the date they obtain status as a permanent employee. Status as a permanent employee shall be acquired by: 1) being appointed to a permanent position and completing successfully the probationary period. Seniority shall date from the day of continuous, consecutive employment by the City.

12.10

The probation period for a new employee shall be limited to one six month period, unless extended for a good cause for up to one additional six months by the department head. The maximum period any employee shall remain on probation shall be one year.

13.00 Seniority Lists

When a permanent employee acquires seniority, his name shall be placed on the City wide departmental, divisional and classification seniority lists.

14.00 Departmental-Classification and Divisions

Seniority shall be accrued in the following areas, and in the following manner:

- 14.10 City wide seniority shall be the length of uninterrupted employment with the City commencing with the latest date of hiring.
- 14.20 Departmental Seniority shall be determined to be the amount of accumulated service within a department.
- 14.30 Divisional Seniority shall be determined to be the amount of accumulated service within a division.
- 14.40 Classification seniority shall be determined to be the amount of accumulated service within a classification.

15.00 Longevity Compensations

Rules Governing payment of longevity compensations are as follows:

- 15.10 Longevity compensation will be granted to employees upon the completion of five years of service with the City and additional increments will be paid at the completion of five year intervals thereafter up to and including the twentieth year of service.
- 15.20 Longevity compensation is based upon total, continuous uninterrupted length of service with the City and does not relate to the length of time served in a particular classification.
- 15.30 Longevity compensation will be paid to permanent employees and to seasonal employees who have served the equivalent of 5, 10, 15 and 20 years of service at the rate of 2080 hours equalling one year of service.
- 15.40 Longevity increments shall be at the following rates:  
  
2% of annual rate upon completion of five (5) years of continuous full time.

4% of annual rate upon completion of ten (10) years of continuous full time.

6% of annual rate upon completion of fifteen (15) years of continuous full time.

8% of annual rate upon completion of twenty (20) years of continuous full time.

15.50 It is provided, however, that only the first \$9,000.00 per annum base rate shall be used in the compensation of longevity payments.

15.60 Time spent on military leave or other authorized leaves of absence will be used in computing continuous service for the purpose of computing longevity compensation.

16.00 Lay Offs and Recalls

16.10 Procedures for:

Layoff and recalls will be based upon seniority within classification, within the division, provided the senior employee possess the ability to do the work required in the division. An employee in a higher related classification may enter in any lower classification within the division, the duties of which he is capable of performing, or he may after being laid off five (5) work days, displace any other junior employee in a lateral classification or any employee in a lower classification on a department wide basis; provided he has the ability to do the required work. After an additional five (5) work days he may displace any other employee, in a lateral or lower classification within the bargaining unit, provided he has the ability to do the work required.

16.20 Employees will be returned to their own division before any other laid off employee, with less seniority, is recalled or returned to that division, provided they are capable of performing the available work.

16.30 Employees who exercise their seniority under this section, shall be paid at the same relative position in a lateral assignment or at the highest pay rate paid for a lower classification assignment, as long as that rate is not higher than his current rate of pay.

17.00 Layoff Benefits

17.10 Definition: A layoff is defined as a separation through no fault of the employee, temporary or otherwise, from a position in the service of the City, (because of lack of work or lack of funds.)

- 17.20 Effect of other payments on eligibility: an employee who is laid off is entitled to receive either layoff benefits as provided below or payment for accrued vacation time or compensatory time, or injury time if he is eligible for any of these payments; but he shall not receive layoff benefits and any of these other benefits during the same period of time.
- 17.30 Eligible employees: Employees within the meaning of this regulation shall consist of workers appointed to and holding permanent status in the classified service. Layoff benefits will not apply to:
- 17.31 Employees hired on a temporary, part-time, seasonal, provisional, or emergency status.
- 17.32 Employees serving an original probationary period.
- 17.33 Employees who are hired for a position less than eight (8) hours per day, forty (40) hours per week, or 2080 hours per year.
- 17.40 Non-eligible terminations: The following employment terminations and separations shall not be deemed layoffs according to the provisions of this regulation.
- 17.41 Retirement under the Michigan Municipal Employees' Retirement System or Social Security (OASI) provisions.
- 17.42 Disciplinary discharges and suspensions.
- 17.43 Resignations, including resignations in lieu of discharge.
- 17.44 Leaves of absence for any reason.
- 17.45 Voluntary layoffs at the request or convenience of the employee.
- 17.46 Death of the employee.
- 17.47 Absences for which other methods of compensation are made.
- 17.48 Absences due to or caused by any form of work stoppage.
- 17.50 Benefit Computation: Layoff benefits under this regulation shall be as follows:

- 17.51 Benefits shall be computed from the first normally scheduled work day not paid after layoff.
- 17.52 Total allowable number of benefit weeks shall be based upon length of service computed at the rate of two (2) benefit weeks for each three (3) credit weeks of service, with a maximum of twenty-six (26) benefit weeks. Service rendered during the original probation period will not be allowed as credited service for determining the number of benefit weeks.
- 17.53 A credit week shall be one in which the employee has been paid at least three (3) days pay at his regular salary or wage rate and which must have been within the previous 365 days.
- 17.54 Layoff benefits shall be computed at 55% of the employee's base salary or rate at the time of layoff, but not to exceed \$60.00 per week. Base salary includes only the salary range designated in the Compensation Plan and does not include overtime, shift differentials, longevity increases or other supplemental pay.
- 17.60 Restrictions: The benefits provided in Section 17.50 above shall be subject to the following restrictions.
- 17.61 Eligibility for layoff payments shall be determined by the Personnel Director, who shall certify such eligibility to the City Director of Finance.
- 17.62 Benefit checks will be prepared and paid weekly by the employer.
- 17.63 All beneficiaries shall report weekly to the Personnel Director on designated days for benefit checks and determination of continuing eligibility.
- 17.64 To establish and continue eligibility for layoff benefits an employee (1) must be physically able and available for work; (2) must not have refused from any source an offer of work of a character which is reasonable with respect to his qualifications and the conditions of the labor market; (3) must be actively seeking employment to the satisfaction of the Personnel Director; (4) must be registered with the Michigan Employment Security Commission; (5) must remain a bonafide resident of the City of Saginaw.

17.65 Beneficiaries must complete an "Application for Layoff Benefits" form, issued by the Personnel Director.

17.70 Determination and Final Decision: The Personnel Director shall make all decisions pertaining to this provision and mail written notice of the same to the last known address of the employee. Said employee may file with the City Manager written claim of appeal within ten (10) days of the mailing of the above written notice and the City Manager shall affirm, amend or reverse the same, mailing written notice of said decision to the last known address of the employee. Decisions of the City Manager shall be final.

17.80 Finality of Action: The procedure set forth in Section 17.70 pertaining to review and finality of decisions rendered under this regulation shall be an exclusive remedy, it not being the intent of this regulation to create any contractual rights of layoff benefits or to create the basis for any suit against the City.

17.90 Funds: Funds for the payment of layoff benefits will be transferred from the regular payroll account of the department from which the employee was laid off to a layoff compensation account. Layoff benefits will be paid from this account.

18.00 Procedures for Filling Vacancies

18.10 Requisition: When a vacancy occurs in a department in the City service, the department head will prepare the Personnel Requisition form and submit it to the City Manager or his representative. When the requisition has been approved by the City Manager, the Personnel Director will determine the proper class in which the position belongs. If a register of eligibles is available, certification will be made in the manner prescribed in the next section.

18.20 Certification of candidates: In the filling of vacancies, the names certified to the department head shall be those of the three persons listed highest on the proper register. If there is more than one vacancy, the Personnel Director will certify two (2) names more than the existing vacancies. The following registers of names for certification will be used by the Personnel Director in the order of priority indicated: (1) re-employment register; (2) transfer register; (3) promotion register; (4) resignation register; (5) eligible register. In the event that there are no names or an insufficient number appearing on any register, the Personnel Director may certify from registers having lower priority.

- 18.21 Re-employment register. Permanent employees separated from the service through no fault of their own will be placed on a re-employment register in the order of ratings to be determined by their efficiency as demonstrated while in City service and the length of service with the City.

The eligibility of candidates on the re-employment register will expire one year from the date on which they became entitled to re-employment rights. Continuation may be granted upon application to the Personnel Director and approval by the City Manager.

- 18.22 Transfer Register. If an employee wishes laterally to be transferred to another department, he may so notify the Personnel Director, providing he has satisfactorily completed his probation period and the department heads involved approve the transfer. The employee shall then be placed on the transfer register. No employee may request a volunteer transfer within one year of a previous transfer.

- 18.23 Promotion Register. When a personnel requisition has been approved by the City Manager, it shall be the responsibility of the Personnel Director to determine which of the following types of examination shall be held: (A) A promotional examination (i.e., one restricted to City employees) or (B) An open competitive examination (i.e., one open both to City employees and to qualified members of the general public).

In making his decision the Personnel Director shall be guided by the qualification records of City employees. If, on the basis of such records, it is deemed to be in the best interests of the City service to hold an open competitive examination, then such shall be held.

City employees who have been in the employ of the City for at least one year and who are eligible following competition in an open competitive examination will be entitled to have five (5) points added to their earned ratings.

When the incumbent of any position through diligent and intelligent application to his work develops his position by the assumption of additional and progressively more difficult

duties and responsibilities, so that it warrants a higher classification, the City Manager shall determine whether the incumbent should be given status in such higher classification without promotional examination or whether the best interests of the service will be served by conducting a competitive promotional examination of the position. Nothing herein stated shall, however, be interpreted as applying to vacancies in higher classified positions. No person shall be eligible for promotional examination until he has completed at least one year of service as a regular employee and has the other necessary qualifications. Provided, however, that exceptions may be made for the good of the service.

18.24 Resignation Register. Employees who resign their positions may, at the discretion of the Personnel Director, be placed on a resignation register providing for consideration for re-employment in the classification from which the resignation was made, for one year from the effective date of such resignation and provided such action is approved by the head of the department from which they have resigned. The ranking of such employees on the register will be determined by their relative efficiency and length of service with the City.

18.25 Eligible Register. The names of properly qualified members of the general public and City employees shall be placed in rank order on appropriate eligible registers. The individual scoring highest on the examination standing first.

19.00 Removal from Registers

The name of any person appearing on a register may be removed by the Personnel Director if the registrant requests in writing that his name be removed, or if he cannot be located by postal authorities or other means of ordinary communication within five (5) days following the date of notification. The registrant's name may also be removed if he has been certified for appointment three separate times and has not been appointed, or if he has waived appointment twice in the same class of position. His name may also be removed if he fails to respond to any request for interview. A registrant may at anytime request that his name be temporarily withdrawn from the register with the approval of the Personnel Director.

Appointments and Probation Period

All appointments are made for a probation period of six months, during which time the employee's performance is subject to close review as to his competency to carry out the assignments of the position. The City Manager may upon request of the department head, extend this probationary period to a maximum of an additional six months if, in his opinion, it is necessary. The probation period shall be regarded as an integral part of the examination process and shall be used for closely observing the employee's work, for obtaining the most effective adjustment of the new employee to his position, and for rejecting any employee whose performance does not meet the required standards. This period supplements the formal examination selection methods and is the final determination of whether the person should be given permanent status.

A new employee serving his probationary period may be released at any time without the right of appeal or hearing provided the department head submits to the Personnel Director a written report setting forth the reasons for the release. The Personnel Director may, on the basis of this report, reinstate the employee to his former position on the register should such action appear to be for the best interests of the service. Permanent status will be given to any employee who satisfactorily completes his six months probationary period in the position to which he was appointed, provided that his probationary period has not been extended as indicated above.

20.10 Appointment to Temporary Positions. Appointment to temporary positions (i.e., a position which is clearly understood to be of limited duration) may be made for periods not to exceed six (6) months. Temporary appointments may be renewed for an additional period by the City Manager if it is determined that the position is required for a somewhat longer time.

If during such a period, the position is changed from a temporary to a permanent status, the provisions set forth in the following sub-sections shall apply:

- 20.11 If the appointment was made from a register, the probationary period shall be dated from the time the person was appointed to the temporary position.
- 20.12 If the temporary appointee's name was not on a register certified to the appointing authority, the procedure covering provisional appointments shall apply.
- 20.13 Any employee on a temporary basis shall not be entitled to sick and annual leave, nor to pay increases.

- 20.20 Provisional Appointments. When a position for which no register has been established becomes vacant, and the City Manager believes that such position should be filled without delay, a provisional appointment may be made. The person selected must immediately file a formal application with the Personnel Director, if he has not done so. A provisional appointment may last until such time as a register is established and certification made, but may not exceed sixty (60) days in any year, except as provided in the following section for provisional national emergency appointments. A person receiving a provisional appointment shall be eligible to compete in open competitive examinations and may be certified and appointed to any position for which he thus becomes qualified.
- 20.30 Provisional National Emergency Appointments. If, during a war or other national emergency, it is not possible to fill vacancies through the regular procedures the City Manager may, by written authorization, provide for the filling of all vacancies by provisional national emergency appointment. Such appointment may continue on a provisional basis for the duration of the war or other national emergency and for a period not to exceed sixty (60) days thereafter. Physical requirements may be relaxed for such appointments. Appointments made under this national emergency provision shall in no way be considered as permanent appointments, but employees affected may be allowed sick and annual leave benefits and salary increases within the specified pay ranges, provided for in this contract for permanent employees. Promotional appointments under this provision shall also be on a provisional basis.
- 20.40 Emergency Appointments. To prevent the stoppage of public business or serious inconvenience to the public, the appointing authority may fill a position by emergency appointment. The person so appointed will subsequently file a formal application with the Personnel Director. No emergency appointment will be for longer than ten (10) days and it may not be renewed. No person may serve under emergency appointment for more than thirty (30) days in one calendar year.

21.00 Overtime and Premium Pay

- 21.10 Work Hours and Premium Pay Rates. The established normal minimum work week for permanent City employees shall be forty (40) hours.
- 21.20 Overtime: General

- 21.21 All work performed by permanent employees shall be scheduled so as to reduce to a minimum the performance of overtime work. Department heads may specifically authorize overtime work when emergencies arise making it necessary, and permanent employees who work such overtime may be compensated at time and one half in amount of compensatory time off. Such compensatory time off shall be taken at the discretion of the department head so as not to seriously impair or obstruct the work of his department.
- 21.22 Provided, however, that payment to permanent employees for overtime worked in emergency situations may be authorized by the City Manager in the following instances:
- 21.22A Where the absence of employees from their regular work, while taking compensatory time off to which they are entitled by virtue of the above section, would seriously impair or obstruct the work of a division or department, the City Manager may authorize retention of such employee or employees on the job during their normal work day, or fractional part thereof, payment for such service to be made when such retention is for one hour or more and shall be made at a rate equal to the hourly equivalent of the employees annual salary.
- 21.22B Where a department is confronted with a work schedule that is impossible to complete without the performance of overtime, due to a shortage of qualified personnel or an abnormally large workload, the City Manager may authorize payment to certain employees before such overtime is worked at the rate of one and one-half times the hourly equivalent of their straight time rate.
- 21.30 Premium pay. Permanent employees at the Filtration Plant who are assigned to rotating shifts, which include night shifts, shall be granted premium pay computed on an annual rate.
- 21.40 Part Time Employees. Part time employees will be paid at straight time for any time worked on Saturdays, Sundays or holidays.

Vacations

22.10 Request for any type of vacation shall be made on the prescribed form and shall, whenever possible, be made far enough in advance to permit approval. However, vacation with pay may be granted where an employee is unable, by reason of illness or other incapacity, to file application for leave in time for payment for such absence on the payroll for the period in which the absence occurred.

22.20 Vacation Schedule. Vacation for permanent employees should be scheduled in weekly periods. Annual vacation for period of less than one week will be allowed only when it is necessary for the good of the service.

22.21 The vacation schedule is as follows:

After successful completion of the (6) month probation period.....	5 days
After one year.....	10 days
Over five (5) years, less than ten (10) years.....	15 days
Over ten (10) years, less than fifteen (15) years.....	17 days
Over fifteen (15) years.....	20 days

Any employee currently receiving more vacation than the above schedule provides will continue that amount until his length of service justifies more.

22.22 This program will become effective July 1, 1968. Vacation time will be accrued on a monthly basis beginning at that time.

22.23 Maximum vacation accumulation will be limited to forty (40) days.

22.24 Time lost by an employee by reason of leave of absence without pay or time otherwise not worked or paid for shall not be considered in computing earned allowance on annual leave.

22.25 An employee who is taken ill while absent on authorized annual leave, may report the circumstances by phone or wire, and upon presenting a doctor's certificate, may be allowed to charge to sick leave the time lost by reason of illness while on vacation.

Sick Leave

Each permanent employee may accumulate sick leave at the rate of twelve (12) working days per year. All such employees shall have their accumulated sick leave reduced by one day for each working day of approved absence due to illness. Sick leave shall begin to accrue as of the date an employee enters the service of the City, but may not be taken until he has been in the service of the City for at least six (6) months. Should any employee be absent because of illness during his probation period, he shall be placed on leave of absence without pay.

## 23.10 Accumulated Sick Leave

Sick leave may be accumulated if not used during the year, but the total accumulation shall not exceed one hundred eighty (180) days. Sick leave will not be allowed for any day on which an employee would not have otherwise worked.

## 23.20 Anticipated Sick Leave

Sick leave may be taken in excess of the amount then accumulated, but not in excess of the total amount which would be accumulated at the end of the calendar year. Such usage of anticipated sick leave will be dependent upon the employees previous sick leave record and must be approved by the employees department head, Personnel Director, and the City Manager.

If granted, upon separation from the service the employee shall be charged for sick leave taken in excess of the amount accumulated.

## 23.30 Physician's Certificate

A certificate of inability to work by reason of illness from a licensed Doctor of Medicine, examination by the Health Officer or other physician designated by the City Manager, and such other evidence of illness and inability to work as the City Manager may deem necessary may be required as evidence of the illness before compensation for the period of illness is allowed. When an employee has been absent for a month or longer because of illness, before returning to work, he will be required to report to the Health Officer who will make a report of the illness and authorize the employee's return to work. Department heads shall not allow any employee to return without authorization from the Health Officer, which shall be made on the proper form. In cases of extended absence on approved sick leave, it will be necessary to submit an Absence Report every two weeks so that the Health Officer can investigate the nature of the illness. The supervisor or superintendent should keep informed concerning the employee's whereabouts: if the circumstances

are uncertain the supervisor should contact the employee or his family to determine the probable date of return and advise the department or division head concerning his findings. Any question arising under the provisions of this and the regulation providing for sick leave for injured employees including, but not limited to allowance of sick leave, and authorization of payment of compensation for time allegedly lost due to illness shall be determined by the City Manager and his decision shall be final.

#### 23.40 Sick Leave Upon Termination

Payment of  $\frac{1}{2}$  the unused sick leave earned at death or upon date of retirement shall be paid by the City up to the maximum of 90 days.

#### 23.50 Injury Time

Each permanent employee and each probationary employee occupying a position of a permanent full time character, who is unable to work as a result of an injury arising out of and in the course of his employment, shall receive full pay for a period not to exceed four (4) weeks following date of injury and seventy-five (75) percent of regular pay for any such time lost in the subsequent forty-eight (48) weeks, provided that a committee composed of the City Manager, City Attorney and Health Officer may grant an additional twenty-five (25) percent in individual cases upon a showing of merit during the forty-eight (48) weeks period, and provided further that the committee determination shall be reviewed at least once in each four (4) week period. Payment shall be made as follows:

Such an employee shall be paid an amount, which together with the weekly workmen's compensation benefits to which he may be entitled, shall equal in the case of salaried employees, his regular semi-monthly salary rate, at the time of the injury. Further payments shall then be made as required under the provisions of the Workmen's Compensation Act (Act 10 of Public Acts of 1912. First Extra Session, as amended). Provided that no employee, on or after the commencement date of any pension to which said employee may be entitled by reason of employment by the City of Saginaw, shall be entitled to further benefit as provided herein.

When an employee has been unable to work, as hereinbefore provided, for such time as to be entitled to Workmen's compensation benefits for the first week of disability, said employee shall refund to the City an amount equal to the amount of workmen's compensation benefits payable for said first week of disability. It is intended hereby that no employee shall receive more than his regular semi-monthly salary or weekly wage by reason of the provisions of this section.

Sick leave and annual leave shall accrue while the employee continues to receive injury time benefits or the sick leave benefits described below. Sick leave and annual leave shall cease to accrue while an employee is receiving workmen's compensation only. An employee who becomes disabled or continues to be disabled more than one year after the date of an injury which arose out of and in the course of his employment may use accumulated sick leave to supplement workmen's compensation benefits so that in the case of salaried employees, his regular semi-monthly salary rate at the time of injury, said accumulated sick leave to be used in such case as follows:

One half ( $\frac{1}{2}$ ) day of sick leave for each work day the employee is absent.

24.00 Emergency Leave

In the case of death in his immediate family, a permanent employee may be granted leave of absence with pay for the work days falling within the period between the time of the death and the day of the funeral, not to exceed three (3) days. "Immediate family" is defined as wife, husband, child, brother, sister, parent, parent-in-law, grandparents, grandchildren,\* brothers-in-law, sisters-in-law, or a relative residing in the same household.

25.00 Absence Without Leave

Any absence of any employee from duty, including any absence for a single day or part of a day that is not authorized by a specific grant of leave of absence under the provisions of this contract, will be deemed to be an absence without leave. Any such absence will be without pay and may be subject to disciplinary action. In the absence of such disciplinary action any employee who absents himself for three consecutive working days without leave shall be deemed to have resigned. Such action may be reconciled by a subsequent grant of leave if the conditions warrant, upon the approval of the Personnel Director and the Department Head.

26.00 Leaves of Absence without Pay

Written leaves of absence without pay for an extended period may, in the discretion of the City Manager, be granted for a period not to exceed one year. Upon expiration of the leave

the employee will be reinstated to the position held before the leave was granted. Failure of the employee to report promptly at the expiration of the leave shall be cause for dismissal. Such leave shall be granted when it will not result in undue prejudice to the interests of the City as an employer beyond any benefits to be realized. Applications for leaves of absence for travel or study calculated to equip the employee to render more efficient service to the City may be deemed justification for granting such leave. No leave shall be granted primarily in the interests of the employee, except in the case of one who has shown by his record of service or by other evidence to be of more than average value to the City whose service it is desirable to retain even at some sacrifice.

26.10 Leave of absence without pay for periods not to exceed three (3) days may be approved by the department head. Leaves of absence without pay for more than three (3) days must be approved by the City Manager before leave is taken, except in emergency situations where advance notice is impossible. In such cases retroactive approval may be granted.

26.20 Maternity Leave of Absence: Maternity leaves of absence may be granted upon the approval of the department head and the City Manager. Leaves of absence for maternity reasons will be granted only in cases where it is to the best interests of the City for the employee to return to work. Maternity leaves of absence shall not exceed six (6) months duration. Employees returning from maternity leave must pass a physical examination by the City Health Officer.

Maternity leaves of absence must commence no later than the seventh month of pregnancy; and in no case shall employees be permitted to continue employment past the seventh month of pregnancy whether maternity leave is granted or not. If maternity leave is not granted, then the employee will be entitled to normal reinstatement rights as cited in Section 3-6.24 Resignation Register. Maternity leave for adoption purposes can be requested and shall have the same consideration as mentioned above.

#### 27.00 Military Leave

Any permanent City employee who enters active duty with the armed forces of the United States (Including the Women's Auxiliaries thereof) by reason of an enlistment or induction will be granted a leave of absence without pay for the period of service or duty required.

Any employee granted such a leave of absence for "Military Duty" as defined in Act 263 of Public Acts of 1951 shall be reinstated to his position when he has been discharged or separated from the service providing: (1) He makes application for reinstatement

within ninety (90) days after he is relieved from military duty or from hospitalization continuing after discharge for a period of not more than one (1) year. (2) He is discharged under honorable conditions, and he establishes this fact to the satisfaction of the Personnel Officer. (3) He is physically and mentally qualified to perform the duties of such position if it still exists and is not held by a person with greater seniority.

If an employee is not qualified to perform the duties of such position by reason of disability sustained during such service, he shall be placed in such other position, the duties of which he is qualified to perform, as will provide him like seniority status and pay, or the nearest approximation thereof consistent with the circumstances of his case. If the employee's position has been transferred to another agency of the City, the employee shall be restored to the same position in the new department.

If for any reason, it is not feasible for such employee to be reinstated to his previous employment, or if his previous position no longer exists, it shall be determined if there is a position open or held by an employee with less seniority in any other department or agency of the City for which the returning veteran is qualified, and he shall be appointed to that position. If it is found that no position is available such returning veteran, and he considers himself aggrieved over this procedure, he may file a complaint in writing with the Personnel Advisory Board in accordance with Section A-1 of the appendix A-1 to the Personnel Manual.

27.10 National Emergency Defined: "National Emergency" shall mean any time during which the armed forces of the United States are engaged in armed conflict; anytime when the United States is at war; any period of time during which persons are drafted for service in the armed forces or during which persons in the reserve components are ordered to active duty, or during any other period of time during which the City Manager shall determine that the granting of military leave is in the public interest.

28.00

Employee Absence Report

When an employee is not able to report for work on account of sickness, he or some member of his household shall notify his supervisor or department office by telephone or messenger as soon as possible. Unless the employee's supervisor or department office is so notified, no sick leave will be approved, except in unusual cases and then only after approval by the City Manager. The supervisor or department head shall send to the clinic, Employee Absence Report as soon as possible on the first day of absence. The Health Department shall send a nurse to call on the absent employee the same day the absence is reported to the Clinic. If such employee is not at home

when the nurse calls, no sick leave will be approved except with the approval of the City Manager. The nurse shall make her investigation report on the back of the Employee Absence Report and return report to the Personnel Director.

29.00

Jury Duty

Any permanent employee who is summoned and reports for jury duty, as prescribed by applicable law, shall be paid by the employer, an amount equal to the difference between the amount of wages the employee otherwise would have earned by working during straight time hours for the employer on that day and the daily jury duty fee paid by the courts, (not including traveling allowances, or reimbursement of expenses) for each day on which he reports for, or performs jury duty, and on which he otherwise would have been scheduled to work for the employer.

30.00

Holidays

Permanent employees shall receive the following holidays as paid holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. When a holiday falls on Sunday, the following day shall be considered a holiday. When a holiday falls on a Saturday, the preceding Friday shall be considered a holiday.

30.10 In addition to 8 hours Holiday pay, employees who work on a recognized legal Holiday shall be paid time and one half their regularly hourly rate for hours worked during their regularly scheduled shift and two times their regularly hourly rate for hours worked outside their regularly scheduled shift.

30.20 When an employee works on a Friday preceeding a legal holiday falling on Saturday or works on a Monday following a legal holiday falling on Sunday, he shall receive in addition to 8 hours Holiday pay, his hourly rate times the number of hours actually worked. If true time actually worked exceeds 8 hours he shall receive his hourly pay rate for the excess hours at time and one half.

31.00 Life Insurance

31.10 The employer agrees to provide life insurance and accidental death and/or dismemberment insurance for all permanent employees as provided below:

31.11 The City is to pay for insurance to the next \$1,000 higher annual income. For example, an employee earning \$7,100 will be insured for \$8,000 or \$16,000 in the case of accidental death, such salary to be determined on July 1st of each year.

32.00 Car Allowance

In the event that any employee of the City of Saginaw covered by this agreement is required to furnish his own transportation during the course of carrying out his assignment for the employer, compensation for the use of his own transportation shall be seven (7) cents per mile or that which is agreed upon between the employer and the Club, through negotiations, which shall take place within a period of not more than thirty days after the necessity of the employees furnishing such transportation has been established by the employer.

33.00 Hospitalization (MVF-1 or equivalent)

33.10 The City shall pay the cost of group hospitalization, surgical and medical insurance for all permanent, and seasonal employees, but not temporary or part time employees. Dependents of covered employees may be added for these benefits with the City paying all but \$4.39 per month of the cost for such coverage. City pays any future cost for length of this agreement.

33.20 The City will assume the cost for Blue Cross - Blue Shield 65 health insurance for eligible retirees and their dependent spouses provided that the employee is sixty-five (65) years of age or older.

34.00 Base Pay Rate Increases

See appendix B.

35.00 Salaries: Appointment Rates, Automatic & Merit Increases

35.10 New Appointments

35.11 Original appointment ordinarily will be compensated at the minimum pay step for the salary range for the classification to which the appointment is made.

35.12 The City Manager may approve appointments at the rate above the minimum pay step for the range, but not in excess of the maximum pay step for the range for the classification to which the appointment is made.

35.20 Automatic and Merit Increases

Employees who are appointed at the minimum step of the pay range shall be granted pay increases in accordance with the schedule for the classification to which they are assigned in the following manner:

- 35.21 Step "A" is the entrance pay step. Employees will remain in this step for the first six months of employment.
- 35.22 Step "B" is the second step in the pay range. employees are eligible for an automatic increase in pay to this step upon completion of six months of continuous, permanent employment, and successful completion of the probation period. Upon recommendation of the department head, an employee may receive this increase while serving on extension of his probation period.
- 35.23 Step "C" is the third step in the pay range. Employees are eligible for an automatic increase in pay to this step upon completion of twelve months of continuous, permanent employment.
- 35.24 Step "D" is the fourth step in the pay range. Employees become eligible for consideration for a merit increase to this step upon the completion of twenty-four months of continuous, permanent employment.
- 35.25 Step "E" is the fifth step in the pay range. Employees become eligible for consideration for a merit increase to this step upon the completion of thirty-six months of continuous, permanent employment.

35.30 Starting Above Minimum Pay Step

In those instances when an employee is started above the minimum step for his classification, due to exceptional qualifications or other factors, then his progression through the pay steps will be the same as though he had started at the first step. For example, an employee starting at step "B" in a five step range would be eligible for pay increases after six, twelve, and twenty-four months; a person starting at step "C" would be eligible for pay increases after six and twelve months of employment.

35.40 Exceptions to Regular Progression

Accountant I may progress to Accountant II upon the completion of one year of service and depending upon the assignment, with the recommendation of the Department head and with the approval of the City Manager.

Promotion from Accountant II to Accountant III requires a minimum of one year of service in the lower classification and shall be through the normal promotional procedure.

35.50 Temporary Employees

- 35.51 All positions classified as temporary shall be paid at a hourly rate of pay. Temporary employees shall be compensated at the minimum rate of pay for the pay range to which the classification has been allocated.
- 35.52 In cases where temporary employment is extended by the City Manager beyond six months duration, the position may be allocated to the second step of the pay range to which it has been assigned, upon approval of the City Manager
- 35.53 Hourly rates of pay shall be computed by dividing the annual rate of pay for the particular class of positions by the normal annual hours of work (2080 for (40) hour week).
- 35.54 Daily rates of pay shall be eight (8) times the hourly rate of pay as computed above. Temporary employees shall be paid only for the time actually worked.

36.00 Merit Increases

Merit increases are granted only upon the recommendation of the Department Head. Employees who become eligible for merit increases upon completion of the required length of employment shall be considered for merit increases but it is within the discretion of the Department Head to deny or postpone such increases for good cause.

37.00 Special Merit Increase

Pay increases may be granted at shorter intervals than described above upon the recommendation of the Department Head and with the approval of the City Manager. Such special merit increases may be recommended only in special cases for employees who perform their work far above the normal requirements of the position.

38.00 Promotions

When an employee is promoted to a position in a class which is allocated to a higher pay range, he will normally receive either the minimum rate of pay for the higher classification or a one step advancement in pay above the step he is receiving, whichever rate of pay is the higher level. Assignment to a higher step within the pay range may be made upon approval of the City Manager. In no cases of promotion shall an employee receive less than a one step increase in pay.

39.00 Transfers

When an employee is transferred to a classification which is allocated to the same pay range as his present classification there shall be no change in the rate of pay.

40.00 Reallocations and Reclassifications

40.10 When a position is reallocated or reclassified to a higher pay range, the incumbent shall normally be advanced to the minimum rate of pay for the higher range or receive a one step advancement above the step he is currently receiving whichever is greater. Assignment to a higher step within the pay range may be made upon approval of the City Manager.

40.20 In those cases where a classification is allocated to a lower pay range than the incumbents in the classification shall retain the same rate of pay as they are presently receiving, provided such rate of pay does not exceed the maximum step of the pay range to which the class has been reallocated. When the incumbent is receiving a salary above the maximum pay step of the pay range, then his salary may be reduced to the maximum step of the new range or may be frozen at the present rate of pay.

40.30 Reallocation and reclassification of positions may result in a change in the normal eligible dates for automatic or merit increases. The Personnel Director will determine when an employee's normal eligible date for automatic or merit increases shall be changed because of reallocation or reclassifications.

41.00 Reinstatements

41.10 When an employee is reinstated within one year of separation from service and is assigned to the same department and the same classification from which he was separated, he shall receive the same pay step in the pay range as he received at the time of separation.

If the pay range has been lowered for the classification from which he was separated then his pay will be adjusted to the nearest pay step equivalent to the pay rate he received at the time of separation; provided however, that he shall not be allocated to a pay rate higher than the maximum rate for the classification to which he is assigned.

41.20 When an employee is reinstated to the same classification but is assigned to a position in a department other than the one from which he was separated, then he may be

assigned to a pay step within the salary range for that classification which is equal to or lower than the rate he received at the time of separation from service.

42.00 Effective Dates For Pay Changes

The effective date for pay changes relating to promotions, demotions, reclassifications, transfers, reallocations, longevity and other actions will be on the beginning of a next pay period.

43.00 Computation of Fractional Payments - Salaried Employees

43.10 Computation of Hourly Rate: Equivalent hourly rates of pay for salaried employees shall be computed by dividing the annual rate of pay for the position by the normal annual hours of work (2080 for a forty (40) hour week.

43.20 Upon initial employment, salaried employees who work only part of a pay period shall be paid on an hourly basis for the number of hours worked in the pay period.

43.30 Any hours not worked in a pay period after initial employment shall be deducted from the employees regular pay, except that no deduction shall be made for authorized vacation, sick leave, or authorized absence while conducting City business, or attending authorized conferences or training programs.

44.00 Disciplinary Procedure

44.10 Types of Disciplinary Action: It is recognized by both the City and the Union that all matters regarding disciplinary action must take into account not only the seriousness and number of offenses but the employee's past record of performance and the circumstances under which the offense was committed. Disciplinary action may take any one or more of the following forms:

- A. Warnings - This form of disciplinary action may be used to correct and/or warn an employee of errors, poor work performance or violations of a minor nature.
- B. Written Reprimand - This form of disciplinary action may be used for the same reasons as those stated for warnings. Normally written reprimands will be issued in those instances where a repetition of the violation will be considered serious.

- C. Demotions - This form of disciplinary action may be used when the employee does not give satisfactory service in the position he holds but gives evidence of ability to perform the work and responsibilities of a lower classification.
- D. Suspensions - A temporary separation, normally 30 days or less, for disciplinary purposes where the violation is serious in nature but not sufficiently grave for dismissal.
- E. Dismissals - A discharge or permanent separation for disciplinary purposes where the violation is of a serious nature. The employee may file a complaint with the Personnel Advisory Board as provided in Section 40 of the City Charter and the rules and regulations of that Board.

44,20 Types of Serious Violations: Violations of a serious nature shall include, but not be limited to the following:

- A. Conviction of a felony, or of a misdemeanor involving moral turpitude.
- B. Conduct unbecoming a City employee.
- C. Reporting for work under the influence of alcohol or drugs.
- D. Offensiveness in conduct or language in public or toward the public, supervisors or other employees.
- E. Physical ailment or defect which unfits him for City service.
- F. Falsification of personnel and/or work records.
- G. Violation of any lawful official regulation or order, or failure to obey any proper directive made or given by a superior officer.
- H. Incompetent or inefficient in the performance of the duties of his position.
- I. Careless, or negligent with property of the City.
- J. Use of political influence in attempting to secure a promotion, leave of absence, transfer or preferential work assignments.

- K. Acceptance of personal gifts or other valuables in connection with work performed on City time.
- L. Abuse of sick leave, or injury leave.
- M. Failure to pay or make reasonable provisions for future payment of just debts.

45.00

Safety

It is the responsibility of every employee under this contract to follow all established Department and Division safety regulations. Further, it will be the responsibility of every employee to follow all new safety regulations which may be established through Local, State, or Federal law.

As stated under the Occupational Safety Standards Act 282, effective August 1, 1967, "No employee shall willfully remove, displace, damage, destroy or carry off any safety device or safeguard furnished or provided for use in any employment or place of employment, or interfere in any way with the use thereof by any other person. No employee or agent of employees shall interfere with the use of any method or process adopted for the protection of any employee in such employment or place of employment, or of any other person lawfully within such place of employment, or fail to follow and obey orders necessary to protect life health and safety of such employees and any other person lawfully within such place of employment".

45.10 Property Responsibility Section

When an employee is found grossly negligent by the appropriate Accident and Safety Committee in the damaging of an automobile, or is responsible for damaging other city property or other private property, he shall be held liable for a percentage of the repair or replacement, or a fine for such damage. The employee shall also be subject to disciplinary action through the regular departmental and city procedures.

46.00 General Clauses

46.10 TERM OF AGREEMENT

This agreement shall be effective for three (3) years commencing on July 1st 1971, and shall remain in full force and effect without change, addition or amendment from July 1st, 1971, to June 30, 1974, and shall be renewed from year to year thereafter, provided that either party hereto may reopen the agreement for changes or amendments or may terminate the agreement by serving written notice on the other party of its desire to change, amend or terminate at least sixty (60) days prior to July 1st, 1974, or any subsequent July 1st.

46.20 EFFECT OF LEGISLATION

If any law not existing or hereafter enacted, or any proclamation, regulation, or educt of any state or national agency shall invalidate any portion of this agreement, the entire agreement shall not be invalidated, and either party hereto upon notice to the other may reopen for negotiation the invalidated portion.

46.30 WAIVER CLAUSE

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

46.40 PAST PRACTICE CLAUSE

The parties agree that this contract incorporates their full and complete understanding and that prior oral agreements or practices are superseded by the terms of this agreement. The parties further agree that no such oral understanding or practices will be recognized in the future unless committed in writing and signed by the parties as supplement to this agreement.

46.50 ENTIRE AGREEMENT CLAUSE

This agreement supersedes and cancels all previous agreements, verbal or written or based on alleged plant practices, between the employer and the Club and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

46.60 SEPARABILITY & SAVING CLAUSE

If any article or section of this agreement or any appendix thereto shall 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 shall be restrained by such tribunal pending a final determination as to its validity, the remainder of such article or section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

## APPENDIX "A"

## CLERICAL AND FISCAL (0000)

CODE NO.	CLASS TITLE	WORK WEEK	RANGE NO.
0005	Telephone Operator - Typist	40	A-6
0007	Civilian Radio Dispatcher	40	A-6
0010	Clerk Typist I	40	A-4
0015	Clerk Typist II	40	A-7
0020	Clerk Typist III	40	A-9
0025	Clerk Stenographer I	40	A-7
0030	Clerk Stenographer II	40	A-11
0035	Clerk Stenographer III	40	A-14
0050	Legal Stenographer I	40	A-13
0085	Receiving Teller I	40	A-6
0090	Receiving Teller II	40	A-8
0095	Account Clerk I	40	A-6
0100	Account Clerk II	40	A-10
0105	Account Clerk III	40	A-14
0115	Accountant I	40	A-22
0125	Accountant II	40	A-24
0128	Accountant III	40	A-29
0165	Permits Clerk	40	A-17
0198	Mail Messenger	40	A-9
0200	Duplicating Equipment Operator	40	A-16
0210	Meter Attendant I	40	A-9
0211	Meter Attendant II	40	A-10
0303	Key Punch Operator	40	A-8
0035	Tabulating Equipment Operator	40	A-13
0310	Data Processing Trainee	40	A-17
0515	Rahabilitation Application Specialist	40	A-20

## APPENDIX "A"

## ENGINEERING AND TECHNICAL (1000)

CODE NO.	CLASS TITLE	WORK WEEK	RANGE NO.
1002	Rodman	40	A-13
1004	Construction Inspector	40	A-15
1005	Engineering Ass't. I	40	A-15
1010	Engineering Ass't. II	40	A-17
1015	Engineering Ass't. III	40	A-20
1018	Engineering Technician	40	A-24
1020	Civil Engineer I	40	A-26
1025	Civil Engineer II	40	A-29
1030	Civil Engineer III	40	A-36
1045	Assessing Assistant	40	A-18
1050	Property Appraiser I	40	A-21
1055	Property Appraiser II	40	A-24
1065	Ass't. Building Inspector	40	A-20
1066	Ass't. Building Inspector	40	A-25
1071	Housing Inspector I	40	A-17
1072	Housing Inspector II	40	A-19
1075	Ass't. Electrical Inspector	40	A-23
1080	Electrical Inspector	40	A-27
1085	Plumbing Inspector	40	A-27
1090	Heating Inspector	40	A-27
1105	Relocation Officer I	40	A-20
1110	Relocation Officer II	40	A-24
1122	Planning Assistant	40	A-17
1123	Planning Technician	40	A-24
1124	Delineator	40	A-19
1125	Planner I	40	A-24
1130	Planner II	40	A-27
1150	Parking & Traffic Analyst	40	A-17
1161	Program Evaluation Assistant	40	A-27

APPENDIX "A"

HEALTH, PUBLIC WELFARE & RECREATION (3000)

CODE NO.	CLASS TITLE	WORK WEEK	RANGE NO.
3010	Laboratory Technician I	40	A-20
3020	Laboratory Technician II	40	A-24
3025	Laboratory Technician III	40	A-25
3030	Chemist	40	A-28
3115	Recreation Supervisor I	40	A-13
3120	Recreation Supervisor II	40	A-17
3125	Recreation Supervisor III	40	A-20
3175	Community Development Aide	40	A-28
3176	Community Involvement Aide	40	A-5
3177	Model City Community Developer	40	A-18
3178	Community Worker I	40	A-5
3179	Community Worker II	40	A-12
3180	Leasing Occupancy Clerk	40	A-9
3320	Housing Aide	40	A-22
3128	Stagehand	40	A-14

## APPENDIX "A"

## CRAFTS, MAINTENANCE &amp; FOREMAN (4000) and (5000)

CODE NO.	CLASS TITLE	WORK WEEK	RANGE NO.
4019	Treatment Operator	40	A-20
4025	Plant Maintenance Mechanic	40	A-24
4030	Waterworks Mechanic	40	A-20
4035	Filtration Plant Maintenance Man I	40	A-15
4036	Filtration Plant Maintenance Man II	40	A-17
4050	Parking Device Maintenance Man	40	A-20
4068	Engineer II (Civic Center)	40	A-20
4105	Electrical Service Electrician I	40	A-20
4107	Communications Technician I	40	A-22
4108	Communications Technician II	40	A-24
4110	Electrical Service Electrician II	40	A-22
4122	Machinery Operator	40	A-17
4123	Pumping Operator	40	A-19
4125	Sign Painter	40	A-19
4130	Traffic Painter	40	A-17
4185	Parking Facilities Attendant I	40	A-14
4187	Parking Facilities Attendant II	40	A-17
5014	Facilities Attendant II	40	A-12
5015	Facilities Attendant I	40	A-11

APPENDIX "B"

SALARIES

- A. A 9.5% salary increase effective June 25, 1971 or earlier.
- B. A 5% salary increase effective the first of the pay period including 7/1/72.
- C. A 4.5% salary increase effective the first of the pay period including 7/1/73.

SICK LEAVE INCENTIVE

Phasing out of sick leave incentive plan in lieu of the above (Section 23.40) computed from December 1, 1970 to June 1, 1971 and shall be paid by the following rates:

0 sick days used =  $1\frac{1}{2}$  days paid  
 $\frac{1}{2}$  sick days used = 1 days paid  
1 sick day used =  $\frac{1}{2}$  days paid  
 $1\frac{1}{2}$  sick days used = 0 days paid

IN WITNESS WHEREOF, the parties hereto have set their hands  
this 29th day of January, 1973.

MUNICIPAL EMPLOYEES CLUB

CITY OF SAGINAW

By Charles W. Wehner  
Charles Wehner, President

By Paul H. Wendler  
Paul H. Wendler, Mayor

By Charles E. Kenyon  
Charles E. Kenyon,  
Vice President

Attest

By E. A. Donaldson  
E. A. Donaldson, City Clerk

By Dorothy Miller  
Dorothy Miller, Treasurer

Approved as to substance

E. H. Potthoff, Jr.  
E. H. Potthoff, Jr.  
City Manager

Approved as to form

W. Vincent Nash  
W. Vincent Nash  
City Attorney

APPROVED BY  
THE COUNCIL OF THE  
CITY OF SAGINAW, MICH.

FEB 5, 1973

E. A. Donaldson  
CITY CLERK