

1/1/92

WORKING AGREEMENT  
BETWEEN  
THE DICKINSON COUNTY ROAD COMMISSION  
AND  
DICKINSON COUNTY ROAD COMMISSION SALARIED EMPLOYEES

Effective: January 1, 1989  
Expiration: January 1, 1992

*Dickinson County Road Commission*

DICKINSON COUNTY ROAD COMMISSION SALARIED EMPLOYEES RULES & BENEFITS

I. DEFINITION OF SALARIED EMPLOYEE:

Salaried Employee shall be defined as those persons under the control of the Dickinson County Road Commission, not under Union contract and for whose salaries are paid by the Dickinson County Road Commission.

A. Types of Employees:

1. Regular employees are those who regularly work in the normal course of employment more than 30 hours per week and are not probationary employees.
2. Part time employees are employees that work less than 30 hours per week and are not on a temporary basis.
3. Temporary employees filling in for sickness, vacations or unusual work load. (Temporary employees shall not be entitled to fringes or other benefits set forth in this document.)

II. HIRING AUTHORITY

- A. Hiring or dismissal of an employee will be the responsibility of the Dickinson County Road Commission Administrator, subject to review by the Dickinson County Road Commission.
- B. All new employees shall be hired on a probationary basis for a period of ninety (90) days.

III. LEAVE OF ABSENCE

- A. Salary and fringe benefits will terminate during leave of absence except if employee elects to self pay insurance premiums during approved leave and if policy of insurance authorizes same.
- B. No leave of absence shall be granted for more than (90) ninety days.

- C. Employees retiring from approved leave of absence will be reinstated in their previous position with salary and fringe benefits in effect on their date of return. No additional accrual of fringe benefits will occur during leave of absence.
- D. No leave of absence will be granted unless the request is presented through the administrator and approved by the Dickinson County Road Commission.

IV. WORKING HOURS

- A. Office hours shall be from 7:00 A.M. to 4:00 P.M. for the Dickinson County Road Commission Monday thru Friday. Office hours will be adjusted to 6:00 A.M. to 5:00 P.M. Monday thru Friday during seasonal hours as agreed upon with the Union.
- B. All salaried personnel are subject to 24 hour duty call, Saturdays, Sundays and legal holidays shall not be considered work days except by special arrangement with the department head.

V. EMPLOYEES SHALL RECEIVE THE FOLLOWING FRINGE BENEFITS:

- A. Vacation shall be received as hereinafter specified:
  - 1. All vacations shall be taken by January 1st of the year following accrual or it is lost. (Example: Vacation accruing in 1987 must be taken by January 1, 1988).
  - 2. Vacation shall accrue as follows:
 

1 year	-----	5 working days
2 years thru 6 years	-----	10 working days
7 years thru 14 years	-----	15 working days
15 years thru 19 years	-----	20 working days
20 years and over	-----	25 working days
  - 3. Each employee's anniversary date for the purpose of computing vacation shall be January 1st of each year subsequent to his or her hiring date.

4. Any regular holiday falling on a work day during the vacation period shall not be counted as a day of vacation.
5. Provided, further, that upon termination of employment an employee shall be paid for earned vacation not taken, including vacation earned during the year in which employment is terminated. Only full days of accrued vacation will be paid using anniversary date for computation.
6. This benefit accrues in proportion to the hours worked for regular part time employees.
7. A minimum of one half (1/2) day (4) hours must be taken at one time.
8. A vacation schedule shall be kept and vacation should be applied for at least 30 days in advance except in case of emergency and is subject to the reasonable refusal of the Superintendent.

**B. HOSPITALIZATION**

Blue Cross/Blue Shield Insurance, Comprehensive Hospital Care, Plan MVPI, DRI 275, Master Medical Option III, and \$3.00 Drug Rider will be paid in full for each regular employee and his/her dependents. The Road Commission will self fund the DRI 275 and \$1.00 of the Drug Rider. Dependents are defined as those allowable in the Blue Cross/Blue Shield Plan, this does not include "Family Continuation" or "Sponsored Dependent" as defined in the Blue Cross/Blue Shield Plan. The same plan as above will be paid in full for each retired employee until death and spouse to age seventy (70).

If an employee elects not to participate in the Blue Cross Blue Shield Plan, he may take one week paid vacation or monetary equivalency following one year of non participation.

C. LIFE INSURANCE

Life Insurance & AD+D coverage of ten thousand (\$10,000) dollars shall be carried on each employee to the time of retirement with such company or companies of such type as the Commission may determine from time to time. Upon retirement the employee will be insured for \$5,000.00. The employer shall also carry a weekly indemnity insurance of \$100.00 per week on each employee until retirement with such company or companies of such type as the Commission may determine from time to time.

D. SICK LEAVE

1. Each employees will be granted one (1) day (8 hours) of sickleave for each calendar month with no limits on accumulation. An employee will be required to furnish a doctor's certificate after three (3) days of sickleave. An employee will be paid one hundred percent of his or her sickleave, not to exceed seventy-five (75) days or (600) hours upon retirement, or in case of death, to the employee's beneficiary.
2. An employee will be paid fifty percent (50%) of his accumulated sick leave upon severance of employment.

E. LEGAL HOLIDAYS ARE AS FOLLOWS:

New Years, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day, one half (1/2) day Christmas Eve, one half (1/2) New Years Eve and one personal day.

F. RETIREMENT

1. All eligible employees are required to participate in the Municipal Employees Retirement System.
2. The Road Commission will continue in effect the provisions of Public Act No. 135 of the Michigan Municipal Employees Retirement System Plan B-3, and F-55 with 25 years, with the Employer paying the Retirement in full, or such plan approved by the Commission from time to time.

- VI. No request for salary adjustments will be considered by the Dickinson County Road Commission unless said request is in writing and submitted through the administrator.
- VII. Salary reviews will be performed yearly on the anniversary hire date of each salaried employee.
- VIII. If any employee attends a school with Board approval he/she shall be reimbursed their expenses.
- IX. Salaries set forth below shall remain in force for year 1989 unless amended by the Board following salary review on anniversary hire dates.

<u>NAME</u>	<u>1989</u>
John Weinfurter, Supt.	\$ 32,760.72
William Bilski, Shop Supt.	\$ 28,125.36
Patricia Graham, Office Mngr.	\$ 25,000.00 <i>as of 5/4/89</i>
Dave Pajula, County Engineer	\$ 25,000.00
Danielle Schultz, Asst. Off. Mngr.	\$ 14,040.00

10% Increase in 1988's salary spread equally over years, 1989, 1990, and 1991, to be taken in fringes or in a monetary amount as agreed upon.

DATED \_\_\_\_\_

DICKINSON COUNTY ROAD COMMISSION

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