

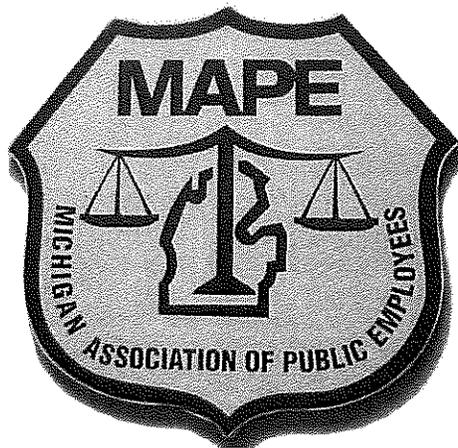
COLLECTIVE BARGAINING AGREEMENT

Between

The Charter Township of Redford

And The

Michigan Association of Public Employees



Effective: April 1, 2014 through March 31, 2016

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THIS AGREEMENT is entered into this 9 day of December, 2014 with an effective date of April 1, 2014 by and between the CHARTER TOWNSHIP OF REDFORD (hereinafter referred to as the "EMPLOYER" or "TOWNSHIP") and the Michigan Association of Public Employees (hereinafter referred to as the "UNION").

ARTICLE 1
PURPOSE AND INTENT

The general purpose and intent of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations to the mutual interest of the Employer, the employees and the Union.

Moreover, the parties recognize that the interests of the community and the job security of the employees depend upon the Employer's success in establishing a proper service to the community. To these ends, the Employer and the Union encourage to the fullest degree, friendly and cooperative means of facilitating peaceful adjustment of all grievances which may arise from time to time between the Employer and its employees, and of promoting and improving peaceful municipal and economic relations between the parties.

ARTICLE 2
RECOGNITION, EMPLOYEE STATUS

2.1: The Employer recognizes the Union as the exclusive collective bargaining agent with respect to rates of pay, hours of work and other conditions of employment as provided for in this Agreement for all regular full-time and regular part-time employees performing work within the classifications contained in this Agreement as Exhibit A – Fields of Work. In addition, all new classifications with duties similar to other bargaining unit classifications would also be included in this bargaining unit.

The Union's bargaining unit shall consist of full and part-time employees, employees of the Township's Dial-A-Ride program and employees of the community block grant programs.

2.2: Excluded from the bargaining unit:

- A. All temporary and seasonal employees
- B. The following confidential employees;
 - 1. The secretary and receptionist to the Township Supervisor,
 - 2. The secretary to the Township Clerk,
 - 3. The secretary to the Civil Service Personnel Department.
- C. All supervisory employees

2.3: Definition of Employee Status

Regular Full-Time Employees:

(also referred to herein as "Full-Time Employees")

All employees in positions that are budgeted or work 2,080 hours or more within a fiscal year.

Regular Part-Time Employees:

(also referred to herein as "Part-Time Employees")

All employees in positions who are budgeted or work less than 2,080 hours within a fiscal year.

All new regular part-time and regular full-time employees, except those positions specifically exempted, shall work under the provisions of this Agreement, with the first 12 months of employment or 12 months after a promotion from temporary status to regular status, considered a probationary period. During the new employee's probationary period, he/she may be discharged without further recourse; provided, however, that the Employer may not discharge or discipline probationary employees for the purpose of evading this Agreement or discriminating against bargaining unit members. After successful completion of the probationary period, the employee shall be placed on the regular seniority list. Probationary employees will be subject to the testing provisions contained in Article 7.

Employees Seniority Date Status

- A. Full-time employees' seniority date shall be their date-of-hire in most cases and will be referred to in this contract as seniority date.
- B. In some cases employees may have a different union seniority date. This only applies to those employees that may have purchased previous service credit or may have been C.E.T.A. or Grants employees. Pension, longevity, sick or vacation service credit will be accrued for paid service time.
- C. Part-time employees' seniority dates shall be their date-of-hire for part-time benefits. Pension, longevity and leave hours will comply with provisions of this contract.
- D. Part-time employees that become full-time employees will be provided full-time benefits based on their full-time date-of-hire. Any eligible part-time benefits or service credit that may have accrued will be added to their full-time status (i.e. pension, longevity or bargaining unit seniority).
- E. Regular part-time employees shall accrue seniority of two (2) weeks for every four (4) working weeks, regardless of the number of hours worked less any adjustments for lost service time, while full-time employees accrue seniority of four (4) weeks for every four (4) weeks worked regardless of the number of hours worked less any adjustments for lost service time.
- F. The Employer shall post a list of the employees arranged in order of employees' Bargaining Unit seniority. The list shall be posted on the enclosed bulletin board immediately outside of the Personnel Department offices. A copy of the list shall be provided to the Union. The list shall be updated once a year or as needed. Seniority date shall be the date hired full-time or time accrued as a bargaining unit member.

2.4: Seniority shall cease for the following:

- A. Discharge, or
- B. Voluntary quit, or
- C. Layoff for a period of more than two (2) years, or failure to respond to a phone call, certified letter and notice to the Union for recall from layoff within five (5) days of receipt, or
- D. Absence for three (3) consecutive working days without notifying his/her employer shall be considered a voluntary quit. (In proper cases, exception may be made by the Employer.)
- E. The employee overstays a leave of absence without advising the Employer of a reason acceptable to the Employer, or

- F. A settlement with the employee has been made for total disability, or
- G. The employee is retired.

Additionally, employees will not accrue bargaining unit seniority during the following periods:

- 1. Period of time that he/she is on layoff in excess of ten (10) consecutive business days.
- 2. Period of time that he/she is on suspension (pending grievance procedure as described in Article 11).

2.5: Any regular full-time employee who is transferred or promoted to a non-bargaining unit position shall not accumulate bargaining unit seniority while working in the non-bargaining unit position, but will retain his/her seniority accrued while a member of the bargaining unit. Upon transfer or demotion from a non-bargaining unit position, the individual will bump back into the bargaining unit position last held, if total bargaining unit seniority permits; otherwise, the individual will bump to the next lowest position, as seniority permits; and otherwise in accordance with Article 6.

2.6: Non-Civil Service employees shall be allowed to use their bargaining unit seniority for purposes of benefit accrual and testing/placement for Non-Civil Service bargaining unit positions. Opportunities for testing/placement for all bargaining unit-covered positions will be prior to positions being filled from the outside.

2.7 Temporary Employees:

- A. Temporary employees have not tested for their positions through the Civil Service selection process and they will have signed a form acknowledging that they are not members of, or represented by, the Union.
- B. These employees are not hired to fill vacant MAPE positions.
- C. Temporary employees will not be used to avoid overtime and/or out-of-classification pay.
- D. These workers may be used for special projects, however, assignments lasting longer than six (6) months require mutual, written agreement between the Employer and the Union.
- E. Any temporary position which appears to be a year-round, full or part-time position, will become a regular Civil Service position for purposes of hiring and Union representation.

2.8 Provisional Employees:

- A. In the absence of a qualified, full-time employee on an eligibility list, and pending the completion of the procedure as set forth in Article 7, the Employer may fill the vacancy with a provisional employee. This placement cannot exceed forty-five (45) days without mutual, written agreement between the Union and the Employer.
- B. Provisional employees will not be used to avoid overtime and/or out-of-classification pay.

2.9 Seasonal Employees:

- A. Seasonal employees have not tested for their positions through the Civil Service selection process and they have signed a form acknowledging that they are not members of, or represented by, the Union.
- B. These employees are hired for positions that are filled less than ten (10) months each year.
- C. The number of seasonal employees is limited to those approved by the Township Board in the annual budget which indicates the number of positions by department and the duration of each. The Union will be notified as to the approval prior to April 1st of each year.
- D. Seasonal employees are limited to:
 - 1. Ice Arena Concession, Skate Guards and Attendants (mid summer through Spring), Ice Arena Skating Instructors (coincides with skating lessons and the ice show)
 - 2. DPW Maintenance (May 1 through October 31), DPW Clerical (Spring through Fall)
 - 3. Recreation Concession at Claude Allison and Capitol Parks (April 15 through September 15 and for special events), Parks Maintenance (April 1 through November 15)
 - 4. Recreation Programs – Playground Program Coordinators and Counselors (June through August), Sports Programs (according to individual sports schedules)
- E. The Ice Arena, Recreation and Parks are considered one department for the purpose of this Section.
- F. Seasonal employees are not offered work in excess of forty (40) hours per week unless all Union members in the field of work have turned down the overtime.
- G. Any seasonal position which appears to be a year-round, full or part-time position will become a regular Civil Service position for the purposes of hiring and Union representation.
- H. The Union will be notified when a seasonal employee works in another department within a twelve (12) month period.

ARTICLE 3
AGENCY SHOP AND DUES

- 3.1: All members of the bargaining Unit are free to join, or not to join the Union.
- 3.2: The Employer will not discriminate against any employee because the Employee voluntarily chooses to be a member of the union or to otherwise pay fees to the Union for bargaining and defending the Collective Bargaining Agreement; nor will the Employer discriminate against any Employee who chooses not to be a member of, or not to pay dues/fees to the Union.
- 3.3: Upon completion of thirty (30) days of employment, membership in the Union or compliance with payment of the representation fees shall be voluntary. If an employee voluntarily submits a dues/fees deduction form, the Employer agrees to deduct Union dues/fees to become

effective the first payday of the month following the Employee's successful completion of thirty (30) days of employment.

The Employer agrees to deduct from the salary of each individual employee in the bargaining unit who voluntarily becomes a member or who voluntarily authorizes the payment of representations fees, subject to all of the following conditions:

- 1) The Union shall obtain from each employee who voluntarily agrees to become members or pay a representation fee a completed Check-Off Authorization Form, which shall conform to the respective State and Federal law(s) concerning that subject.
- 2) All Check-Off Authorization Forms shall be filed with the Employer, who may return an incomplete or incorrectly completed form to the Union's Treasurer and no check-off shall be made until such deficiency is corrected.
- 3) The Employer shall check-off obligations, which come due at the time of check-off, and will make check-off deduction only if the Employee has enough pay due to cover such obligation. If an employee withdraws his/her check-off authorization form, in writing to the Employer and the Union, no deduction shall be made commencing with the first full pay-period after the authorization was withdrawn. The Employer is not responsible for refund to the employee if he/she has duplicated a check-off deduction by direct payment to the Union.
- 4) The Employer's remittance shall be deemed correct if the Union does not give written notice to the Employer within two (2) calendar weeks after a remittance is transmitted, of its belief, with reason(s) stated therefore, that the remittance is incorrect.
- 5) The Union shall provide at least thirty (30) days' written notice to the Employer of the amount of Union dues and/ or representation fee to be deducted from the wages of employees in accordance with this Article. Any changes in the amounts determined will also be provided to the Employer at least thirty (30) days prior to its implementation.
- 6) The Union agrees to defend, indemnify and save the Employer harmless against any and all claims, lawsuits or other forms of liability arising out of its deduction from an employee's pay of Union dues or representation fee, or in reliance on any list, notice, certification, or authorization furnished under this Article sub 3. The Union assumes full responsibility for the disposition of the deductions so made, once they have been sent to the Union.

3.4: The Parties agree that should the right to work legislation be overturned through the courts after final appeal or modified by the State of Michigan, the parties agree to meet and bargain over amendment of this section of the Collective Bargaining Agreement.

ARTICLE 4
RATES FOR NEW CLASSIFICATION

The rate of pay for any new classification, either regular full-time or regular part-time, established by the Employer within the bargaining unit covered by this Agreement, shall be negotiated between the Employer and the Union.

ARTICLE 5
SUBCONTRACTING

5.1: For the purpose of preserving work and preventing layoffs for employees covered by the Agreement, the Employer agrees that no work or services presently performed by Township employees assigned to the collective bargaining unit will be subcontracted, in whole or in part, to any subcontractor, with the effect of necessitating layoffs. If subcontracting is required, the Employer agrees that prior to implementation, it will negotiate the effects of any such layoffs with the Union.

The Employer has the right to subcontract work done by employees as long as no employees are laid off as a result of the subcontracting or have their regular, straight-time, work hours reduced. The Employer also has the right to subcontract work done by current employees, in emergency situations. Emergency situations shall include, but are not limited to, the Township being able to fulfill its legal responsibilities.

5.2: Extra Contract Agreements with Other Labor Organizations.

The Employer agrees not to enter into any agreement with another labor organization during the life of this Agreement with respect to the employees covered by the Agreement with said employees, individually or collectively, which in any way conflicts with the terms or provisions of this Agreement, or which in any way affects wages, hours or working conditions of said employees, or any individual employee, or which in any way may be considered a proper subject for collective bargaining. Any such agreement shall be null and void.

ARTICLE 6
LAYOFF AND BUMPING

6.1: Layoff shall mean the separation of an employee from the active work force.

A. The Township will provide the Union and affected employees(s) ten (10) working days notice prior to the effective date of a layoff, and that during such time the affected employee(s) will be paid (10) working days pay at the employee(s) regular wage. The Township has the option of requiring a laid off employee to not appear for work, once notice of layoff is given.

B. The Township will continue to provide the laid-off employee with healthcare coverage as set forth in the parties' collective bargaining agreement from the effective date of the layoff to the end of the next month that follows the effective date of the layoff.

6.2: For the affected classification within a department, layoff shall be determined by bargaining unit seniority – lowest seniority laid off first.

A. A laid off employee who elects to remain working by exercising Employer-wide seniority may do so by:

1. Bumping into the highest Union classification that he/she has held status; (status meaning employee has signed the posting, qualified, was placed and completed trial or probationary period or has been previously assigned to work within the field of work by the department head or supervisor);

2. Bumping laterally into a position within the same pay grade or bumping into a lower pay grade as long as the employee has held status within the Field of Work to which he/she has previously met the job description requirements at the time of layoff that are specified by the Civil Service or Grant's classification that he/she is bumping into (dictation, typing, practical exam, etc.) A bumping employee will be given same training and trial period as if he/she was transferring or promoting.
- B. Seniority shall not be invoked by an employee to displace another employee so long as the senior employee has an assigned job and has not been selected for layoff.
 - C. An employee who bumps into another classification shall be paid the rate of the classification into which the employee bumps.
 - D. Before the Employer lays off any regular full-time or regular part-time employee covered by this Agreement, the Employer will lay off all temporary/seasonal employees working in the departments affected by the layoffs. Prior to laying off a bargaining unit employee, the Employer will consult with the Union; the Employer will allow the bargaining unit employee in a department which is targeted for layoff to bump any temporary/seasonal worker in any position in which the bargaining unit employee is qualified to perform work. The bargaining unit employee will be paid at the maximum temporary wage for the position he/she is bumping into and shall continue to receive all applicable benefits and accrue seniority (i.e., those benefits which he/she had received as a bargaining unit employee). No temporary employee will be hired within the Field of Work that a bargaining unit position has been laid off without first offering the position to laid off employees, most senior first, then in descending order of seniority.
 - E. The Employer may elect to lay off either regular part-time or regular full-time positions provided that employees will be given the opportunity to fill the positions (part-time or full-time), based on the Employer-wide seniority bumping rights and the demonstrated ability to do the job. A laid off, full-time employee who elects to remain working by exercising Employer-wide seniority may do so by bumping to any part-time or full-time classification covered by this Agreement, that he or she is capable of demonstrating and performing all routine tasks of the classification provided the full-time employee has greater length of service than the part-time employee holding the position. The Employer shall not be required to retain the bumping employee who fails to demonstrate ability or refuses any job assignment in the classification to which the employee is bumping. Regular part-time employees can bump only other regular part-time employees, provided they have greater seniority, and can perform the job.
 - F. The Employer will not fill with a temporary/seasonal employee a job previously done by a laid off employee as long as the layoff of any regular full-time or regular part-time employee exists, except if laid off employees refuse the work or by mutual agreement of the parties. A laid off employee who refuses recall based on seniority, on a last laid off, first back basis, to either a full or part-time position that he or she is qualified for, will lose those recall rights. A full-time employee refusing to fill a part-time job on recall will lose his/her part-time recall rights only. If a full-time employee refuses a full-time job, then he/she loses all recall rights.

A regular part-time employee has no recall rights to full-time positions. A regular part-time employee loses all recall rights if he or she refuses recall to a regular part-time position.

When a position is recalled, it shall be the lowest classification after employees previously recalled have had the opportunity to transfer to positions which have become open and to which they held prior to the layoff and in line with their seniority.

- G. Any qualified laid off bargaining unit member will be afforded the opportunity to test as an insider for all Civil Service positions in the Township after all processes for the affected bargaining unit have been completed.

ARTICLE 7
NEW HIRES, JOB UPGRADING, PROMOTIONS AND NEW POSITIONS

7.1: This Article shall be the sole and exclusive method for effectuating intra-bargaining unit upgrading, promotions, filling of vacancies and newly created job positions.

7.2: Posting of Position Openings. This Section shall govern the procedure for filling positions through the promotion examination and lateral transfer process.

The Employer shall determine whether vacancies shall be filled. If a position remains vacant for longer than ninety (90) days, the Union may request a meeting with the Employer to discuss the status of the vacancy.

The Township shall post job openings for ten (10) working days.

The posting will state the specific job, classification and location of the job. The posting shall state whether the examination is a practical, written or oral exam, and what percentage each part of the exam will count toward the final grade on the exam.

All employees who have completed their initial Civil Service probationary period (including employees who have been laid off for a period of time not greater than two (2) years) and who have timely signed the posting, shall be afforded the opportunity to test for job classification upgrading, promotion or transfer in the bargaining unit provided the employees meet the minimum requirements of the job as outlined in the posting.

Once the eligibility list is established and presented to the department head, the position shall be filled within thirty (30) calendar days.

All applicants for openings either by promotion or lateral transfer must sign the posting before the closing date contained in the posting.

In cases of emergency when an employee is unable to sign the posting, a certified letter may take the place of signing the posting provided the letter is received within the job posting period.

7.3: Eligibility List. The Fields of Work shall be those listed in Exhibit A herein. The Union shall be notified of the creation of new Fields of Work.

Any bargaining unit employee with Civil Service status applying for promotion or lateral transfer within their Field of Work will need to take and pass only the practical skills tests if required.

The same allowance will be made for bargaining unit employees who have held status in another Field of Work within their current period of service.

All other bargaining unit employees will be required to take the applicable examinations for promotions and/or entrance into a different Field of Work; however, if any of these employees have previously tested for the classification they may elect to stand on their previous passing score and be excused from re-testing. Employees exercising this option must inform the personnel director in writing.

Those candidates not available to take the promotional examination at the scheduled time because of extenuating circumstances may be afforded an opportunity to reschedule the examination with the approval of a Union executive member and the Township personnel director.

After the exam is scored, all candidates with a passing score shall be put on the eligibility list in seniority order. (Most senior being first, etc.) Test scores will not be posted. Eligibility lists will be created for each opening.

- 7.4: Part-Time Positions. When a part-time position is created, it shall be posted internally and to the outside.

If a part-time position becomes a regular full-time "Civil Service" position, the following rules apply:

If the position is assigned the lowest rate of pay within the Field of Work, the position shall be posted, however, the regular part-time employee occupying the position shall be placed on the list in one of the top three positions. If the employee doing the job declines the offer of full-time employment, or if there is no incumbent regular part-time employee doing the job, the position shall be posted internally, and, if not filled, to the outside.

If a regular part-time position becomes regular full-time and is assigned a higher hourly rate of pay than other regular full-time positions within the Field of Work, the position shall be posted and all current regular full-time employees receiving a lesser hourly rate than that assigned to the new position, shall have the right to apply for the new position for promotion/transfer purposes only.

- 7.5: Temporary/Seasonal Positions. If the temporary/seasonal position is to become a full or part-time position, the position shall be filled in accordance with this Article.

- 7.6: Job Upgrading. If the upgraded job is vacant, the job shall be posted and filled from the eligibility list like any other vacancy. If the upgraded job is currently filled by a bargaining unit employee, management has the choice of three (3). The choice of three (3) shall be comprised of the incumbent employee and an additional two (2) most senior employees on the promotional eligibility list.

- 7.7: Selection. Management will select one of the three (3) employees standing highest on the eligibility list who is interested in the vacancy.

An interested employee is one who would accept the position if offered.

Should an employee reject an offered position, management may add the next person on the list to its choice of three (3).

- 7.8: For promotions and upgrades, pay increases will be limited to the closest step where at least a 3% increase is realized but never greater than the highest level in the new classification.

- 7.9: Trial Period. There will be no trial period in the case where an upgraded position is filled with an incumbent employee who has been performing the duties outlined in the new job description for a period of at least ninety (90) days.

The selected employee will be granted a ninety (90) day trial period. An additional ninety (90) day trial period may be granted if the Employer, Union and employee agree to determine:

- A. The employee's desire to remain on the job.
- B. The employee's ability to perform the job.

The Employer will have an evaluation meeting with the employee within the first week to assure that he/she is receiving proper training. After the first thirty (30) days and before the forty-fifth (45) day, a written evaluation will be prepared by the supervisor and reviewed with the employee. If an additional ninety (90) day trial period is agreed to, there will be a second written evaluation done within the first week of the extension with follow-up scheduled as needed.

If at any time during the trial period the employee does not desire to remain on the job or the Employer determines that the employee is unable to properly perform the job duties as required for the position, the employee shall be returned to his/her former position. Any other member of the bargaining unit whose subsequent transfer was related to the initial upgrading of the employee who has returned to their former position, shall also return to his/her former position.

The transfer or promotion shall then be awarded to an employee from a new choice of three (3) most senior candidates from the original eligibility list. The new choice shall be comprised of the two (2) remaining candidates and the next most senior employee on the list.

No position is filled from the outside as long as there is an interested, eligible bargaining unit employee on a list.

7.10: Testing of Probationary Employees.

A probationary employee, as defined in Article 2.3, may post as an "in-house" candidate for posted vacancies; however, within the probationary employee's first six (6) months of hire, the probationary employee's opportunity for promotion/transfer is after the eligibility list has been exhausted and the probationary employee will be considered along with the two (2) highest ranking candidates from the open competitive eligibility list.

Probationary employees successfully competing in a selection procedure with "outside" candidates will:

Begin a new one-year probationary period effective with the date of assignment in the new classification.

Continue to receive all benefits provided on the date of employment in their original classification.

Retain their original date of employment as their Township seniority date.

7.11: New Hires: The Township shall have sole discretion to establish both the criteria and the selection process for new hires for any position within the bargaining unit. This Section shall supersede any and all obligations as set forth in any agreement, local, State, or federal law, rule or regulation, including, but not limited to, the Civil Service Act and all applicable Civil Service Rules.

ARTICLE 8
DISCHARGE AND DISCIPLINE

8.1: The intent and purpose of the following is to provide a progressive disciplinary system. The parties recognize that discipline will not be imposed without just cause.

However, the parties recognize that certain cases may require the imposition of non-progressive discipline based upon the severity of the offense while on duty. These offenses include, but are not limited to: dishonesty, lewd or obscene behavior, acts of physical violence, or being incapacitated or intoxicated on alcohol or drugs. This Article shall not prevent the Employer from taking immediate, appropriate disciplinary action should it be required. When such action is taken, written notification to the Union shall follow.

Employees shall not be disciplined for refusing to cross a picket line to perform duties if the employee has good reason to believe that his/her health and safety are in jeopardy and the employee agrees, when confronted with this situation, to contact supervision for assistance as soon as possible.

The Township shall follow the (Article 44) formal Drug Testing Policy for random screening. A member will be suspended or discharged should he/she test positive from a random (or reasonable suspicion) drug or alcohol test.

8.2: Disciplinary action will follow this procedure:

Step 1. Oral reprimand – documentation placed in personnel file

Step 2. Written reprimand

Step 3. One (1) workday (suspension) off without pay

Step 4. Five (5) workdays (suspension) off without pay

Step 5. Discharge

8.3: Records of written reprimands are removed from the personnel file after twenty-four (24) months, but will be retained in a separate file to be used strictly for statistical purposes, i.e., compliance with the terms of the Consent Decree or EEO compliance requirements. The records will not be used to enhance subsequent punishments.

8.4: Discharge or discipline must be by written notice and any employee may request an investigation as to his/her discharge or discipline and should such investigation prove that the employee was without fault, he/she shall be reinstated and compensated with full compensation, partial or no compensation as may be decided under the grievance procedure, however, if the employee is found with fault, the penalty shall stand unchanged. Appeal from discharge or discipline for any reason must be taken within five (5) working days of the date of the incident, by written grievance signed by the grievant, stating the specific provision of the contract and/or work rules alleged to have been violated, and is to be filed at Step 3 of the grievance procedure or with the Civil Service Commission.

Grievances filed with the Civil Service Commission must relate to Civil Service Rules and Regulations, and not be otherwise covered by this Agreement. If more time passes, then any grievance or complaint to Civil Service is time-barred. The employee may choose the Civil Service to redress a discharge, demotion or discipline related to Civil Service Regulations.

If this is done, the employee will be construed to have elected his/her remedy and that remedy shall be the sole remedy that the employee shall have and the Civil Service Commission procedure shall be final and binding. If an employee selects the grievance procedure to redress any discipline, discharge, demotion or other condition of employment than that procedure is the only procedure available to the employee and that procedure shall be final and binding upon the employee.

8.5: The discharged or suspended employee will be allowed to discuss said discharge or suspension with a Union Board member. The Employer will make available an area where the Employee and Union Board member may confer prior to requiring the Employee to leave the property of the Employer. The Employee and a Union Board member may discuss the discharge or suspension with the Employer.

ARTICLE 9
ABSENCE AND TARDINESS

Employees will be supplied telephone and/or beeper numbers to notify Employer of absence or tardiness.

9.1: Tardiness:

- A. Tardiness in excess of five (5) minutes, will result in the reduction of wages in .10 hour increments according to the following schedule;

<i>Minutes Late</i>	<i>Wage Reduction</i>
Less than 5 minute	nothing
6-15 Minutes	.25 Hour
16-30 Minutes	.50 Hour
Over 30 Minutes	1.00 Hour increments and considered absent without leave

- B. Three (3) tardies (including tardies of less than five (5) minutes) within a rolling 12-month period will result in appropriate disciplinary action as outlined in Article 8 herein.

9.2: Absence.

- A. An employee shall call prior to their starting time. Failure to call in before starting time shall, unless there are extenuating circumstances, result in the loss of the day's wages and appropriate discipline. Note: this does not apply to a tardy employee who is less than 23 minutes late.
- B. If an employee misses a second (2nd) day of work without calling in, he/she will, in addition to losing a day's pay, be appropriately disciplined.
- C. If an employee misses a third (3rd) day of work without calling in, he/she may be discharged or disciplined.

ARTICLE 10
CIVIL SERVICE ACT

The Civil Service Act and Rules established by the Township Commission, including any amendments thereto, shall apply unless specifically overruled or in conflict with the terms of this Agreement. The Union will be allowed to nominate and submit a name to the Township Board for consideration for appointment to the Civil Service Commission.

ARTICLE 11
GRIEVANCE PROCEDURE

- 11.1: It is mutually agreed that all grievances, disputes or complaints arising under and during the terms of this Agreement shall be settled in accordance with the procedure herein provided and that there shall at no time be any strikes, tie-ups of equipment, slow-downs, walk-outs or any other cessation of work through the use of any method of lockout or legal proceedings. Every effort shall be made to adjust controversies and disagreements in an amicable manner between the Employer and the Union.

11.2 Should any grievances, disputes or complaints arise over the interpretation or application of the contents of this Agreement, there shall be an earnest effort on the part of the parties to settle such promptly through the following steps:

Step 1. If the grievance is not settled after said conference, the grievance shall be reduced to writing within fifteen (15) days of the conference, stating the specific provisions of the contract alleged to have been violated, and signed by the grievant and presented to the department head.

Step 2. Upon receipt of the written grievance, a conference between Union representatives and the department head or his/her representatives will be held within five (5) working days. The department head or his/her representative shall answer said grievance in writing within five (5) working days of said conference.

Step 3. If said answer does not settle the grievance or it is not forthcoming within five (5) working days, the Union may appeal the grievance, in writing, within five (5) working days of the receipt of said answer or when said answer was due to the Township Supervisor or his/her designee, or the employee may appeal instead to the Civil Service Commission, if the matter concerns a Civil Service Rule or Regulation not otherwise covered by this Agreement.

Within five (5) working days of the receipt of such appeal, a conference shall be scheduled with the Township Supervisor or his/her designee, whose name in each instance shall be given to the Union, in writing, and the designee shall respond in writing to the grievance within five (5) working days of the conference.

If the employee's grievance concerns a Civil Service Rule or Regulation, not otherwise covered by this Agreement, a Civil Service hearing concerning the employee's grievance shall be scheduled at the earliest meeting date so that the Civil Service Commission can adjudicate the employee's grievance. A Civil Service determination shall be final and binding on the employee, the Union and the Township in accordance with Article 8, Section 4, herein.

If the employee elects to appeal the grievance to the Township Supervisor, then Step 4 of the grievance procedure is applicable.

Step 4. In the event that the grievance is not satisfactorily settled at Step 3 by the Township Supervisor, the Union shall give notice of its intention to appeal the grievance to arbitration to the Township Supervisor or his/her named designee within ten (10) working days of the receipt of the answer in Step 3, or the time when the answer was due. Within fifteen (15) working days of the Union giving notice of intention to appeal, the Union shall appeal the grievance to the American Arbitration Association or the Federal Mediation and Conciliation Service; provided, however, that the parties may attempt to mutually agree upon a designated arbitrator prior to the Union filing its appeal.

All notices of appeal must be given to the Township Supervisor or his/her designee. The arbitration shall be conducted in accordance with the following procedures:

A. The arbitration proceedings shall be conducted by the American Arbitration Association or the Federal Mediation and Conciliation Service under their respective rules then in effect. The parties shall attempt to agree upon which service to utilize for a particular grievance; if no agreement is reached, the Union shall choose the service.

B. The grievance and arbitration procedure provided in this Agreement shall be the sole and exclusive remedy for the resolution of the grievance.

- C. Each party shall bear the full costs for its side of the arbitration, including payment of its witnesses and representatives and will pay one-half (1/2) of the costs for the arbitration, provided that the Township will pay the lost wages of one grievant and one Union official who participate in this arbitration.
 - D. The arbitrator shall have no power to add or subtract from or modify any of the terms of this Agreement, nor to rule on any matter except while this Agreement is in full force and effect between the Parties.
 - E. The arbitrator shall have no power to establish wage scales, rates on new or changed jobs or to change any wage rate except as provided herein.
 - F. In the event the arbitrator finds that he has no power to rule on a case the matter shall be referred back to the parties without decision or recommendation on the merits of the case.
 - G. The award of the arbitrator shall be based exclusively on evidence presented at the arbitration hearing and the award under no circumstances shall be based in whole or in part nor contain a reference to statutes, decisions, regulations or other extra contractual matters not specifically incorporated in this Agreement.
 - H. The decision of the arbitrator in any case shall not require a retroactive wage adjustment in any other case.
 - I. Either party may, prior to the decision of the arbitrator, state, and the opposite party is bound to agree, that the award shall not be a binding precedent in like or analogous situations.
 - J. The arbitrator's decision shall be final and binding on the Union, the employees and the Township.
- 11.3: The failure to file a grievance or to appeal within the time limits herein, unless extended in writing by mutual agreement of the parties, shall be deemed as settling the grievance based on the last answer or action of the Township.

ARTICLE 12

Leaves for Union Business

The Employer agrees to grant necessary and reasonable time off, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention, provided seventy-two (72) hours written notice is given to the Employer by the Union specifying length of time off for Union activities. The Union Executive Board will be allowed twenty-four (24) hours (pre-approved) without loss of pay to conduct Union business and/or preparation/ discussion regarding negotiations. Due consideration shall be given to the number of employees affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

ARTICLE 13

STRIKES, SLOW DOWNS AND WORK STOPPAGE

No employee, Union member or other agent of the Union shall participate in any manner or call or cause in any way a strike, slow-down, work stoppage or cessation of employment of any kind whatsoever. Participation in any manner whatsoever in such activities is prohibited and may result in immediate discharge of the participating employees.

ARTICLE 14
MAINTENANCE OF STANDARDS

14.1: Based on funding, the Township will, to the extent possible, maintain all conditions of employment relating to wages, hours of work, differentials and general working conditions at not less than the highest minimum standards in effect at the time of signing of this Agreement, and the conditions of employment shall be improved whenever specific provisions for improvement are made elsewhere in this Agreement. It is agreed that provisions of this Section shall not apply to inadvertent or bona fide errors made by the Township or the Union in applying the terms and conditions of this Agreement, if such error is corrected within ninety (90) days from the date of notification of error.

ARTICLE 15
MANAGEMENT RIGHTS

Nothing in this Agreement shall be construed to limit or impair the right of the Employer to exercise its own discretion on all of the following matters, whatever may be the effect upon employment, when in its sole discretion it may determine it advisable to do any or all of the following:

To manage the Township generally; to plan, direct and control its operations; to decide the number and locations of facilities; to decide on all machines, tools and equipment to be used; to decide the services to be provided and the manner of providing them; to decide the work to be performed; to move or remove a facility or any of its parts to other areas; to decide the method and place of providing its services; to determine the schedule of work; to maintain order and efficiency in its facilities and operations; to hire, layoff, assign, transfer, promote and demote employees; to determine the qualifications of employees; to determine the number and composition of the work force; to determine and re-determine job content; to determine the starting and quitting time; to determine the number of hours to be worked; to schedule needed overtime; to make such reasonable rules and regulations NOT IN CONFLICT WITH THIS AGREEMENT as it may from time to time deem best for the purposes of maintaining order, safety and/or effective operations, and after advance notice thereof, to the Union and the employees, to require compliance therewith by employees; and to discipline and discharge employees for cause.

Management shall have all other rights and prerogatives, including those exercised unilaterally in the past subject only to EXPRESS RESTRICTIONS ON SUCH RIGHTS, IF ANY, AS ARE PROVIDED IN THIS AGREEMENT.

ARTICLE 16
LOSS OR DAMAGE

Employees shall not be charged for the loss or damage of Township property unless proof of the employee's negligence is shown.

ARTICLE 17
EQUIPMENT, ACCIDENTS AND REPORTS

17.1: Any employee involved in a work related accident shall immediately report said accident and any physical injury sustained. The employee, before the end of his/her current shift, shall make out an accident report in writing, on the forms provided by the Employer and shall turn in all available names and addresses of witnesses to the accident. Failure to comply with this provision shall subject said employee to disciplinary action by the Employer unless emergency circumstances exist.

- 17.2: Employees shall immediately, or at the end of their shift, report all defects of equipment. Such reports shall be made in multiple copies, one (1) copy to be retained by the employee. The Employer shall not ask or require any employee to take out equipment that has been reported by any other employee as being in an unsafe condition until same has been approved as being safe by the mechanical department.

When the occasion arises where an employee gives a written report on forms in use by the Employer of a vehicle being in unsafe working/operating condition, the Employer shall cause said equipment to be immediately checked before re-assignment and if thereafter the complaint received no consideration from the Employer, he/she shall take the matter up with the officers of the Union who will take the matter up with the Township at Step 3 of the grievance procedure.

- 17.3: When an employee is required by a supervisor to work under a condition which the employee regards as a violation of a safety rule, the employee shall have the right to protest and, if ordered by the supervisor to perform the work involved, the employee is to perform the work involved under protest and shall refer the matter to the Work Life and Safety Committee for consideration and recommendation. Failure to act on the employee's protest shall be subject to grievance procedure Step 3.

An employee shall have the option to request the presence of his Union Official to observe work which he/she is ordered to perform which work violates department commonly observed safety practices. If the Union Officials and department supervisor in charge mutually agree that the work required departs from commonly observed safety practices, the department supervisor will institute corrective action.

ARTICLE 18 **GENERAL PROVISIONS**

- 18.1: Employer agrees to allow Union Officials access to the Employer's premises during normal working hours for policing the terms and conditions of this Agreement, provided that the presence of these Union Officials shall not interfere or interrupt the employees in the performance of their duties.
- 18.2: The Union shall have the right to examine relevant records of the Employer pertaining to a specific grievance.
- 18.3: During emergencies, supervisory personnel may perform work which is normally done by bargaining unit employees if such activity does not or will not result in reduction of the size of the represented workforce.
- 18.4: The Employer shall offer new daily assignments by seniority within job classification within each department.

ARTICLE 19 **STEWARDS**

- 19.1: The Union shall designate job stewards and alternates from the employee seniority list. The authority of the job stewards shall be limited to, and shall not exceed, the following duties and activities:
- A. Investigation and presentation of grievances, provided that the steward first receives permission for the investigation or presentation of grievance from his/her superior. This request for permission shall be granted within the 24-hour period following the request.

- B. Transmission of messages and information which shall originate with and are authorized by the local Union or its officers; provided such messages and information are not submitted during the steward's working hours, and
1. Have been reduced to writing; or
 2. If not reduced to writing, are of a routine nature and do not involve work stoppages, slowdowns, refusal to handle goods, or any other interference with the Employer's business. Postings on bulletin boards shall be permitted during working hours.
- 19.2: Although the Union may have more than one (1) Union Officer and Steward in a department, the Township shall have the right to deny, based upon legitimate Township business needs, the right of more than one (1) employee to be away from his or her duties and assignments to perform Union business and activities at any one time.

ARTICLE 20
MILITARY SERVICE

Any employee on the seniority list inducted into the military, naval, marine or air service under the provisions of any Federal Selective Service Training Statute and Amendments thereto, or any similar act in time of national emergency, shall upon termination of such service, be re-employed in line with his/her seniority, at the then current rate for such work, provided he/she has not been dishonorably discharged from such service with the United States Government and is physically able to do work available, and further, provided he/she reports for work within ninety (90) days of the date he/she is discharged from such service with the United States Government.

ARTICLE 21
SEPARABILITY AND SAVING CLAUSE

- 21.1: If any Article or Section of this contract or if any riders 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 restrained by such tribunal pending a final determination as to its validity, the remainder of this contract and of any rider thereto, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.
- 21.2: In the event that any Article or Section is held invalid or enforcement of or compliance with which has been restrained as above set forth, the parties affected thereby, upon the request of the Union, shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint. If the parties do not agree on a mutually satisfactory replacement, either party shall be permitted all legal recourse in support of its demands notwithstanding any provision in this Agreement to the contrary.

ARTICLE 22
WORK LIFE AND SAFETY COMMITTEE

The parties agree that a representative of the MAPE unit will serve on the Township's Safety Committee.

ARTICLE 23
OUT-OF-CLASSIFICATION WORK

- 23.1: The intent of this Article is to reduce the amount of overtime necessitated by absences and to increase flexibility in filling vacancies. For this purpose, the Township shall be permitted to utilize an employee for work within any other department, subject to the provisions of this Article.

23.2: Employees shall not be eligible to work out-of-classification while on probation, except in the case of an emergency or when all other eligible non-probationary employees are not available for the work.

23.3: When selecting employees for out-of-classification work, the Employer shall begin with the highest seniority qualified employee in the department who can perform the job.

If the department has available manpower and if no employee accepts the job, the lowest seniority non-probationary employee in that department, who, in management's sole assessment can perform the job, shall be assigned.

If an employee is assigned to work out of his/her classification by a department head or supervisor in a position which has a higher rate of pay than the employee's regular position, that employee will receive the higher rate of pay at the rate consistent with the current seniority level of the employee commencing with the first accumulated hour of work performed in a given working day. The employee shall continue to receive the higher rate of pay until transferred to another classification or returned to his/her regular classification.

Employees temporarily transferred to a lower paying classification shall continue to receive wages at his or her current classification level.

For purposes of this Section, out-of-classification work means being assigned to a job classification differing from the employee's normal job classification whether it is higher paying, lower paying, or comparable paying job classification.

23.4: When out-of-classification work is necessary for a foreman's position, the parties agree to the following procedure:

- A. The department requiring a foreman shall attempt to obtain a foreman from another department.
- B. If other foremen are not available, the department supervisor shall ask one of the three most senior employees within the requesting department to work as the acting foreman. If the person asked refuses the position, the choice will be made from the remaining two and the next highest seniority employee. The department supervisor shall continue this procedure until a foreman is selected or the lowest person is selected.
- C. If an employee wishes to elect not to be considered to act as foreman, he/she may put his/her denial in writing. This letter will be valid for six (6) months.

23.5: This Article does not apply to emergency call-in or other work which cannot be scheduled by the Township.

ARTICLE 24 **BARGAINING COMMITTEE**

The Union Bargaining Committee shall consist of four (4) members and an agent or representative of the MAPE.

ARTICLE 25
HOLIDAYS/UNPAID DAYS

25.1: Employees covered by this Agreement shall be granted the following holidays:

New Year's Day	Thanksgiving Day
Martin Luther King, Jr. Day	Friday after Thanksgiving
President's Day	(in lieu of Veterans Day)
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	*Designated/Floating Holiday

The employee's floating holiday will be designated as follows:

Fiscal Year 2014/15 - December 26, 2014 and Fiscal Year 2015/16 - January 2, 2015

- 25.2: Full-Time. Full-time employees covered by this Agreement shall be granted the above holidays with eight (8) hours pay at straight time rates, including differential.
- 25.3: Part-Time. If any of the listed holidays falls on a scheduled workday for a part-time employee covered by this Agreement, he/she shall be granted holiday pay for the number of hours (up to 8) they would have worked.
- 25.4: Part-time Ice Resurfacers/Arena Maintenance I employees and the Part-Time Animal Control employee or any other employee hired to specifically fill weekends, holidays or non-standard hours in a department will earn overtime pay for all hours they have worked in excess of forty (40) hours per week. These employees will not receive any premium pay for working Saturdays, Sundays or holidays. Hours to be flexible and assigned as needed.
- 25.5: Should a paid holiday fall on a Saturday, then the Friday preceding that day will be taken as the paid contractual holiday and, if the holiday falls on a Sunday, then the Monday following will be taken as the paid contractual holiday.
- 25.6: Employees must work the preceding scheduled workday before a holiday and the succeeding scheduled workday after a holiday or be on approved paid leave. Otherwise, no holiday pay will be granted.
- 25.7: Any full-time employee required to work on any of the contractual holidays will be paid double time (2X) pay (in addition to their regular holiday pay). Call back will be a minimum of three (3) hours at double time (2X) pay.

Employees who work on a weekend holiday (which has been replaced by a contractual holiday) receive the same compensation as provided for non-holiday weekend work.

ARTICLE 26
VACATIONS

- 26.1: A. The Department Heads shall be responsible for the scheduling of vacation time in their respective departments, and they shall post an annual vacation schedule indicating the available vacation times. Vacation selection within a department shall be by Township seniority. Employees who are new to a department cannot exercise their seniority right until the next fiscal year.

B. It shall be the responsibility of each employee to make a request for vacation time. Vacation requests shall be submitted to the Department Head not prior to January 1st. Employees will attempt to request 1st vacation selection by March 15th of each year. An approved list of vacations shall be posted not later than April 1st. Employees who are requesting vacation time in the months of January, February or March, must submit their request no earlier than December 1st nor later than December 31st of the previous year. An approved list of these vacation requests shall be posted not later than January 7th. Employee seniority shall prevail when duplicate requests for vacation time are made. The approved lists shall not be changed after posting, except by mutual agreement of employees and department head involved.

C. Secondary Vacation Requests. Employees who have available vacation time that was not scheduled during the first vacation selection period ending March 15 of each year may request to utilize the balance of their vacation throughout the fiscal year. These secondary requests must be approved by the Department head and will be used based on a first come, first serve basis and not on seniority.

D. At the discretion of the supervisor and only upon request of an employee, vacation time may be changed at any time during the year if work schedules permit and as long as no other employee's vacation is disrupted.

E. In the Water Department, barring manpower needs, sick leaves or other manpower shortages or leaves, at least two people shall be allowed to take vacation between Christmas and New Year's.

F. Vacation time must be used in full hour increments, with any fraction of an hour be rounded up to the next full hour.

G. Full time non-probationary employees must use five (5) consecutive vacation days within an anniversary year.

H. The five (5) consecutive days may be interrupted by a two-day weekend. In addition, a 5-day vacation may include a one-day holiday which would require that employee to use four (4) or less vacation days.

26.2: Vacation Benefits:

A. Full-Time Employees (effective upon the signing of this labor agreement).

1. For completed years of service, full-time employees will be granted vacation days annually without loss of pay, according to seniority, as follows:

1 through 5 years	13 days
6 through 10 years	17 days
11 through 15 years	20 days
16 plus years	22 days

2. Earned vacation will be posted on the employee's seniority date.

B. Regular Part-Time Employees

1. Regular part-time employees who work at least eighty (80) hours in a calendar month shall accrue leave time according to seniority, as follows:

1 through 4 years	5 hours per month
5 through 9 years	6 hours per month
10 through 14 years	8 hours per month
15 years and over	10 hours per month

The above leave hours will be accrued and available for use monthly. This time will be used for sick, vacation or personal leave and must be used on regularly-scheduled days.

Part-time employees may carry over an amount equal to the current fiscal year's accrual of leave time into the next fiscal year.

- 26.3: Employees who lose time due to on-the-job disability up to a maximum of one (1) year shall receive their vacation as though the time was worked.
- 26.4: Employees who have been on military leave of absence for more than one year shall be credited vacation leave, according to their seniority, on their return. The employee's return date will become their new seniority date for vacation and personal leave accrual purposes.
- 26.5: For full-time employees, vacation days can only be accumulated and carried over in an amount not to exceed thirty (30) days on their seniority date. Permission to carry over any additional time must have been granted (in writing prior to the seniority date) by the Township Administrative Committee, which has final approval or denial.
- 26.6: In case of retirement, resignation or death of an employee, he/she or his/her beneficiary/estate will be paid for unused vacation days which have accumulated to his/her credit on a pro-rata monthly basis.
- 26.7: All full-time employees who have completed one (1) year of service who are not charged with more than thirty two (32) hours sick leave during any one fiscal year will be credited with an additional twenty four (24) hours of vacation period.
- 26.8: In the event an employee suffers a physician-certified illness during a scheduled vacation period, such days of illness may be charged against the employee's allotted sick leave bank instead of the employee's vacation leave bank, with the department head's approval. Such approval shall not be unreasonably denied. Such vacation shall be rescheduled at the department head's discretion.

ARTICLE 27
SICK LEAVE

- 27.1: Regular Full-Time Employees. Effective upon the signing of this agreement all regular full-time employees shall accumulate sick leave at the rate of one (1) day for each complete month of service with accumulation being limited to two hundred fifty (250) days. Employees who have more than two hundred and fifty (250) days after ratification shall be allowed to use those days until they reach the two hundred and fifty (250) day maximum. Employees hired after September 14, 2011 shall be limited to one hundred and fifty (150) days accumulation.
- 27.2: Regular Part-Time Employees. See section 26.2B
- 27.3: Sick Leaves and Holidays. An employee using sick leave during a period that includes a scheduled holiday will be paid for the holiday period. The employee will not be paid for both a sick day and holiday on that same day, nor will the employee be charged for a day of sick leave.
- 27.4: Sick Leave Payouts. In the event of termination of employment, retirement or duty-disability retirement, employees with five (5) or more continuous years of employment shall receive payment at current rate of pay for unused accumulated sick leave up to a maximum of one hundred twenty (120) days.

Employees with less than five (5) years of continuous Township service will not receive any payment for unused sick leave.

In the case of death of an employee with five (5) or more continuous years of employment, payment for unused sick leave (according to the above provisions) shall be made to the employee's beneficiary or estate.

27.5: Use of Sick Leave. Sick leave shall be available for use by employees in the bargaining unit for the following purposes:

- A. Acute personal illness or incapacity over which the employee has no reasonable control.
- B. Absence from work because of exposure to contagious disease which, according to public health standards, would constitute a danger to the health of others by the employee's attendance at work.
- C. Sick leave for medical reasons or dental extractions or treatment may be taken in one (1) hour increments with approval of the employee's supervisor/department head. Sick leave must be taken in full hour increments, with any fraction of an hour rounded up to the next full hour. Employees may use up to one-half (1/2) hour of sick time to extend already approved sick time off when necessary. However, in emergencies while on the job, such as personal illness or a family medical emergency, an employee may take UNPAID sick time for up to 30 minutes (in 15-minute increments). Such unpaid sick leave will be considered as sick time used in the computation of bonus vacation days.
- D. Sick leave will be authorized when an employee is taken ill on the job.
- E. In addition to being used for personal illness or medical appointments, sick leave may also be used to care for immediate family members (spouse, child, stepchild, parents), or other dependents in the employee's household, suffering from an illness or injury. Only one (1) Township employee per family may utilize dependent care sick leave at one time. Department head may request after the second(2nd) day of absence, written substantiation of the medical condition.

27.6: Doctor's approval to return to work will be required after an absence of five (5) consecutive full work days or more.

Doctor's approval may be required to return to work after six (6) occurrences within any twelve-month period in which each absence is one or more full days.

27.7: Disability Plan: Any full-time non-probationary employee who has been absent (paid or unpaid) for a minimum of thirty (30) continuous working days due to non-duty illness or injury may be compensated on the 31st day by the Township at eighty percent (80%) of their base rate. Employee must be fully disabled from non-duty illness or injury as verified by a Township selected doctor for this compensation to be paid. Employee must use up to thirty (30) days (if available) from his/her sick bank.

This compensation may continue for a period not to exceed one hundred twenty (120) working days. During this period the employee will retain seniority rights, health insurance (at both the same cost and level of benefit to the employee), and pension service credit; no other benefits will accrue. After 120 days, inability to return to their regular duties or be on paid leave, may result in termination. The employee may purchase group health insurance in accordance with C.O.B.R.A., provided a small service fee is paid.

ARTICLE 28
PERSONAL LEAVE TIME

- 28.1: All full-time employees hired shall be entitled to take personal leave days in accordance with the following schedule:
- A. After one year of service – 2 days per year;
 - B. After two years of service – 3 days per year;
 - C. After three years of service and thereafter – 4 days per year.
 - D. Personal leave days will be posted on the employee's seniority date.
- 28.2: Employees must give their department head/supervisors reasonable notice of their intent to use personal days. Employees must secure the prior approval of their department head; such approval shall not be unreasonably denied. Personal days may be used for any purpose.
- 28.3: Personal days may be taken in one (1) hour increments with the employee's supervisor's approval. All personal leave must be used in full hour increments, with any fraction of an hour rounded up to the next full hour. Personal leave days must be used prior to the next seniority date. Unused personal days have no cash value and are not paid out. Employees may use up to one-half (1/2) hour of personal time to extend already approved personal time off when necessary.

ARTICLE 29
BEREAVEMENT LEAVE

If a death occurs, an employee will be allowed to use sick, vacation, or personal time for bereavement purposes up to five (5) full working days from the date of death to attend the funeral. Use of sick, vacation, or personal time will not be unreasonably denied for bereavement use. Time in excess of five (5) days may be requested subject to department head's approval. Denial may be appealed to the Administrative Committee. Name and relationship to the employee must be supplied to the department head. Use of sick time for bereavement (for up to forty (40) hours per fiscal year) will not be used against employee with regard to doctor's approval (Article 27.6), or bonus vacation days (Article 26.7). Bonus vacation days will not be lost if the employee needs to take another five (5) day period to attend the funeral of a second immediate family member within the same fiscal year. Immediate family member shall mean spouse, child, step child, parent, grandparent, grandchild, brother or sister, step brother or sister, mother-in-law or father-in-law.

ARTICLE 30
JURY DUTY AND WITNESS FEES

An employee shall receive his/her full pay during the period he/she is called for jury duty or to serve as a witness in court. Any monies collected for the performance of documented jury service and appearing as a witness may be retained by the employee. Such monies received shall be in lieu of parking, mileage, meals, etc. Subpoena fees for the production of Township records must be surrendered to the Township. This paragraph is intended to encourage the employee to perform their civic duty. An employee who is involved in a personal or family non-duty related court proceeding will be required to use their vacation or personal leave banks for any time off. Employees will be allowed to retain any actual expense reimbursements received, e.g., mileage.

ARTICLE 31
WORKERS COMPENSATION

- 31.1: In the event any employee is injured while in the service of the Township, he/she shall receive the difference between his/her full pay and his/her Workers' Compensation for the period of his/her disability, not to exceed one (1) year. Coverage shall apply from day one (1) for illness or injury. Thereafter, he/she shall receive Workers' Compensation for the length of his/her injury if eligible under the Workers' Compensation statute. Management will attempt to place disabled employees on light duty for a period of not longer than one (1) year. Within this one (1) year, the Township will attempt to retrain and place the disabled employee in another position without disrupting another employee or realizing a promotion. Education will fall within the guidelines of the education allowance(Article 36).
- 31.2: If the injured employee continues to work, medical treatment must be scheduled so as to minimize both the loss of sick leave and work time. Employees shall be allowed to go to doctor's appointments during work hours without any loss of time. Employees shall be allowed to go to therapy appointments for up to two (2) hours per appointment without loss of time if they are unable to schedule these appointments after work. Employee must provide Employer with written documentation of each visit for medical treatment or therapy and documentation of arrival and departure time from provider. Time cards must reflect the time employee leaves his/her job for treatment and time of return from treatment. If time of return would exceed the employee's regular shift ending time, then time of return will be considered to be the time the employee normally ends his/her regular shift and employee would not have to return to his/her building to punch out and will not be compensated overtime.
- 31.3: Employees will be required and will submit a report from a doctor following an illness or injury indicating that he/she is physically able to return to work and perform his/her previous job duties. It is the policy of the Township not to discriminate against any employee on the basis of handicap as defined in the Michigan Handicapper's Civil Rights Act.

ARTICLE 32
PAY PERIOD AND HOURS WORKED

- 32.1: The Pay Period will encompass two (2) work weeks and payment for that period will be made on the second Friday following the end of the pay period. The dollar amounts that were advanced to effected employees when biweekly pay periods were instituted will be deducted from their final pay upon termination or retirement.
- 32.2: The Work Week for scheduling and overtime purposes, will commence MONDAY AT 12:01 a.m. and end Sunday midnight. The regular work week is established as eight (8) hours a day, five (5) days a week from Monday through Friday, except for Township operations which are normally required to be open on a Saturday or Sunday.
- 32.3: The following will be the scheduled work hours:
- | | |
|---|--------------------------|
| Clerical, Inspection, Grants | 8:30 a.m. to 4:30 p.m. |
| Water, Parks Maintenance, Arena-day shift | 7:00 a.m. to 3:00 p.m. |
| Sanitation, DPW, Dial-A-Ride | 7:30 a.m. to 3:30 p.m. |
| Arena, Grants afternoon shift | Starts 2:00 p.m. & after |
| Regular part-time | Scheduled as needed |

However, the Employer reserves the right to change the starting and quitting time of the regular work day providing it does not exceed one (1) hour from the regular schedule above and further provided that the changing of the hours is not for the purpose of evading overtime or undermining the Union.

Four (4) day workweek. The Township and the Union agree to utilize a four (4)day, ten (10) hour per day workweek. This schedule will be used only with the approval of the affected employee(s) and the department head. Any employee agreeing to participate in a four (4) day workweek program will only be paid overtime for hours worked in excess of ten (10) hours in any one day or over forty (40) hours per week. (The Township's obligation to pay overtime for more than eight (8) hours of work in a day shall not apply to those employees participating in the four (4) day a week/workweek).

Break Period. Employees who work a minimum of four (4) hours shall receive a fifteen-minute break. Employees, except Clerical, Protective Inspection, Dial-A-Ride and Grant Field, who work a minimum of eight (8) hours shall receive two (2), non-consecutive fifteen-minute breaks (one break for each four (4) hour segment). An additional fifteen-minute break shall be granted between the tenth and eleventh continuous hour of work. Break period(s) cannot be used to alter the starting or ending of your scheduled workday or be used to extend lunch periods. After twelve (12) continuous hours of work, employees will receive an additional one-half (1/2) hour paid lunch break.

Lunch Periods. One-half (1/2) hour lunch period will be granted to employees whose workday is scheduled at least five (5) but less than eight (8) hours. Employees whose workday is scheduled eight (8) hours will be granted a paid lunch as follows:

One half (1/2) hour for labor field of work;

One (1) hour lunch period for the Clerical, Protective Inspection, Dial-A-Ride, and Grant Field, but no break time during the morning and afternoon work periods.

Lunch periods cannot be used to alter the starting or ending of your scheduled workday.

Shift Differential. There will be a shift differential of twenty-five (.25) cents per hour for shifts starting between 1:59 p.m. and 7:00 p.m. Shifts starting on or after 7:00 p.m. will have a shift differential of thirty (.30) cents. Shift differential does not apply to employees listed in Article 25.4.

Direct Deposit. The parties agree that the Township has the option to require employees to utilize direct deposit for all employees' wages and other pay.

ARTICLE 33 **OVERTIME**

- 33.1: Approved paid leave time shall be considered time worked for overtime purposes. Overtime pay will be one and one-half (1-1/2) times the hourly rate for all hours in excess of eight (8) hours in any one (1) day or over forty (40) hours per week. Overtime will be paid in .25 hour (15 minute) increments. To be eligible to receive overtime, the work must be assigned by the supervisor or department head, and the employee must work at least eight (8) minutes into each quarter hour increment.
- 33.2: Time and one-half (1-1/2) shall be paid for all hours worked on the sixth workday of the individual's scheduled workweek. Two (2) times the normal straight time rate shall be paid for all hours worked on the seventh day of the individual's workweek.
- 33.3: OVERTIME ASSIGNMENTS
- A. The department supervisor within the department in which the overtime is to be worked, by classification and seniority, highest seniority first, shall request employees of each classification necessary to work.

B. The Employer shall attempt to equalize overtime whenever possible among employees holding like job classifications within a department. Employees with the least amount of overtime will be called first. For the purpose of this clause, time not worked because an employee is unavailable or refused, will be charged at the maximum number of hours of any employee working during that period. New hires, promoted, or transferred employees will be credited with the highest number of hours of the equalization group.

C. A list by calendar year showing the total number of overtime hours worked, unavailable or refused by each employee shall be made available to employees. This list shall be updated anytime overtime hours are worked. This list will be maintained by the departmental secretary/payroll person. This list will be used for informational purposes.

D. The Employer and the Union agree that an employee working a job at the end of the normal shift that requires overtime will be the first asked to work the authorized overtime.

E. Employees accepting overtime must accept all hours offered.

F. An employee excused from work for one complete shift shall not be eligible for overtime until he/she has returned to work for one (1) complete shift following the absence. The supervisor may, however, assign overtime to this worker only after the assignment is refused by all other union employees in the same classification within that department.

G. In the event that a department supervisor, in such supervisor's discretion, seeks overtime assistance from employees of other departments, this will be accomplished in accordance with the out-of-classification provisions contained in this contract, with the understanding that an employee assigned to an out-of-classification job shall have the first option of working overtime on that job. However, it is understood and agreed that the Township specifically retains the right to utilize non-Township employees for unclassified election work.

33.4: Emergency overtime

A. The distribution of emergency duty overtime work shall be equal. In the event a crew cannot be assembled after the last employee is called, then employees will be called in reverse order of seniority and employees must report for emergency duty until the crew is assembled.

B. The Employer reserves the right to deviate from the regular schedule of work in cases of emergency.

C. For those departments where employees safety may be at risk, the employees will, whenever possible, be released for an eight-(8) hour period before they are required to return to work for their next scheduled workday. This eight-(8) hour rest period will not result in the loss of pay for their scheduled workday. If, however, the Township is unable to release such employee, they shall receive two-(2) times their normal straight time rate for all hours worked in excess of sixteen-(16) hours, until they are released from work for eight-(8) hours.

33.5: Call Backs (Anyone who is off work and is contacted to return to duty)

A. An employee called back to duty after working a regular eight (8) hour shift, within the first seven (7) hours following the end of that shift, is guaranteed two hours of "call-back" overtime at the appropriate rate as prescribed in this Agreement.

B. An employee called back to duty more than seven (7) hours after working an eight (8) hour shift, and more than three (3) hours prior to their normal starting time, is guaranteed a minimum of three (3) hours of "call-back" overtime at the appropriate rate.

C. An employee called back to duty within three (3) hours of their regular starting time will be paid "call-back" overtime at the appropriate rate for the hours worked prior to the start of their regular shift provided the provision in Section 32.3 herein is met.

ARTICLE 34
MILEAGE AND PERSONAL VEHICLES

34.1: The Employer agrees to supply vehicles for inspectors and ordinance officers. However, if these individuals or other employees are asked to use their own vehicles due to a shortage of Township vehicles, mileage will be reimbursed at the rate per mile approved by the Township Board as follows:

A. A daily log must be kept recording the date and the starting odometer reading and a record of all stops. The odometer reading must be recorded at the end of the day upon return to the assigned workstation.

B. The completed daily log is submitted to the department head for calculation of reimbursement, signature and date.

C. The log totals are used in completing standard Township expense reimbursement forms. These forms are submitted to the accounts payable department for payment which is made within fifteen (15) days, following the approval of the department head.

ARTICLE 35
LONGEVITY

35.1: Accrual. Upon completion of five (5) years of employment without a break in service, each full time employee shall receive the sum of \$300.00 representing longevity pay; for each succeeding year of service, an employee shall receive an additional \$60.00 per year in longevity pay.

Effective April 1, 2003 longevity will be paid annually for completed years of service according to the following seniority schedule:

5 through 14 yrs.	\$65.00 per year for all yrs. of service
15 through 19 yrs.	\$70.00 per year for all yrs. of service
20 plus yrs.	\$75.00 per year for all yrs. of service

Regular part-time employees who become full-time employees without a break in service will accrue seniority toward longevity of one month for each two months of part-time service that the employee worked at least eighty (80) hours in the month.

A new five (5) year period will be required upon rehire to the Township in cases where there was a voluntary termination.

35.2: Payment. Longevity for all M.A.P.E. employees will be paid one time (1x) per year, in December (not later than December 15th).

35.3: Termination. Upon termination of employment for any reason except for cause, longevity payments shall be pro-rated for the year of termination and the appropriate amount paid to the employee, or in the event of his/her death, to his/her beneficiary or estate.

ARTICLE 36
EDUCATIONAL ASSISTANCE

- 36.1: The Township will provide education assistance funds, for township-related education, to non-probationary full-time employees. The assistance shall be in the form of a tuition/expense refund subject to the following conditions:
- A. Maximum refund per calendar year -- \$1,200.00. Refunds will be calculated based on the calendar year in which the class was completed.
 - B. Course(s) must receive department head's approval prior to the beginning of classes. Such approval shall not be unreasonably denied.
 - C. Employee must obtain a passing letter grade of A, B, C or P (for pass/fail classes). Refund must be for tuition, lab and other fees incidental to the course.
- The employee will reimburse the Township for any tuition reimbursement he/she was given if said employee terminates employment from the Township within one (1) year of receiving a tuition reimbursement.

ARTICLE 37
CROSS TRAINING, SKILLS ENHANCEMENT AND REQUIRED CERTIFICATION/LICENSES

- 37.1: The Employer and Union encourage employees to learn other jobs, specific skills, equipment operation and procedures within their departments and seek out opportunities for personal and professional growth.
- 37.2: Mechanic Certification: Heavy Duty Truck Mechanics and Mechanic IV's hired after April 1, 2001, are required to hold a State of Michigan Mechanic's Certificate in engine repair, brakes and at least one other area.
- 37.3: Commercial Driver's License: Employees required to maintain a CDL shall be reimbursed the amount of the fee over and above the cost of a basic operator's license for attaining and renewing this license. However, multiple attempts are not subject to reimbursement. Those employees not in possession of a valid CDL, who are required to, will be prohibited from driving Township vehicles requiring this license for operation and may be subject to termination.

ARTICLE 38
UNIFORMS AND FOOTWEAR

All employees who receive uniforms and/or footwear allotments from the Employer are required to maintain a clean and neat appearance and to wear proper uniforms and footwear at all times while working for the Township.

Employees who fail to report to work in proper uniform and footwear will be subject to discipline and may be sent home without pay.

Uniforms

Employees in the following classifications are provided uniforms, determined and supplied by the Employer:

Animal Control Officer
Building Maintenance Leader III
Communication/Vehicle Technician
Custodian I and II
DPW Maintenance Worker II

Enforcement Officers
General Maintenance II
Chief Mechanic
Heavy Duty Truck Mechanic V
Mechanic IV
Maintenance Operator III
Parks Leader
Parks Maintenance Worker I
Sanitation Equipment Operator/Leader
Utility Leader III
Utility Operator III
Utility Worker II

Employees hired to perform these jobs under different Civil Service position designations shall also be provided uniforms and annual footwear allotments.

Footwear

Affected employees (including Enforcement Officers and Inspectors in the Building Department) shall be reimbursed up to \$120.00 for the purchase of a Township approved footwear or the Township will pay up to \$120.00 directly to the vendor for the purchase of approved footwear.

Footwear allotment must be used in April. Affected new employees shall receive this allotment when they begin their employment. However, a minimum of six (6) months employment must pass before the new employee receives a second footwear allotment.

Carharts will be supplied to employees required to work outside and will be replaced as deemed necessary by the department head.

Safety Glasses (prescription and non-prescription) approved by OSHA will be provided by the Employer (limited to one pair every two years). If glasses are lost or damaged due to employee negligence, said employee must replace them.

Employees who fail to wear required safety glasses or other safety equipment shall face discipline.

ARTICLE 39
WAGES

39.1: The following increases are based on the highest wage rate for each classification, with the steps calculated at 80%, 85%, 90% and 95% for those classifications containing five steps. The classifications containing fewer than five steps will receive the applicable percentage increase at each step according to the schedule listed below.

39.2: Upon Signing of Agreement wages will increase ½ %.

On March 31, 2015 wages will increase an additional ½ %.

On October 1, 2015 wages will increase an additional ½ %.

On March 31, 2016 wages will increase an additional ½ %.

39.3: If unable to fill a position from within, the Township reserves the right to hire an employee at above the starting rate but never higher than the maximum level of the classification. In no case will management pay a new employee more than a current employee in the same classification.

Article 40
INSURANCE

40.1. HEALTH INSURANCE. The Township will provide to each full-time employee, the employee's spouse, and the employee's eligible dependents (as defined by the insurer) the following health care options:

A. High Deductible HSA fully funded insurance program.

Effective January 1, 2015 and each January 1, thereafter for the term of this Agreement, the Township shall pay the full deductible to each employee's HSA. Employees shall be obligated to pay 7% of the annual premium, for medical fees and prescription coverage.

B. Opt Out Provision:

Employees who opt-out of provided insurance coverage will be paid \$125.00/per pay period for a total of \$3,250.00/annually. In order to qualify for this benefit, employees must present sufficient documentation to demonstrate that they have other available insurance coverage through a spouse or other legally permitted means.

Opting out of healthcare coverage will not preclude an employee from having health care coverage in retirement as long as the employee was eligible to receive coverage. Retiring employees must have been eligible to receive health insurance through the Township for a period of ten years immediately preceding their retirement to be eligible for Township paid health insurance. This does not exempt those employees who were required to pay their own health insurance during a temporary situation (such as leave of absence or sick leave).

C. Flexible Spending Account (FSA):

The Section 125 FSA plan will be suspended effective with the implementation of this health care plan. Members will have access to their 2014 FSA for as much as has been saved so far. The employees will be responsible to pay for any 125 FSA overages.

D. Retirees.

(1) Effective January 1, 2015 and each January 1 thereafter, the Township shall pay the full deductible to each retiree's HSA until the retiree reaches the age of 65 or is Medicare eligible, whichever comes first. Members retiring on or after January 1, 2015 shall pay all copays in effect on the date of retirement, as well as 7% (percent) of the annual premium or illustrative rate for medical and prescription coverage. The 7% annual premium share payments must be paid monthly to the Charter Township of Redford, or as otherwise agreed to by the Township and the retiree. There shall be an annual cap of \$1250 to the retiree (or surviving spouse or surviving dependent) for the annual premium cost sharing for health care coverage. This cap shall not apply to prescription drug co-pays, office visits co-pays, emergency room fee/co-pays or dental co-pays.

An employee who retires may not add a new spouse or new dependents to their health insurance after they have left the service of the Township.

(2) Whenever eligible retirees of the bargaining unit (including their spouses or dependents) become eligible for Medicare, in order to be eligible for complimentary coverage, they must subscribe to Medicare parts "A" and "B" which benefits shall be primary and coordinated with the insurance benefits provided retirees under this agreement. Medicare part "B" will be at the retiree's expense.

- (3) When retirees who are covered under the Township's HSA health care plan reach age 65 before their spouse and dependents, the retiree and his/her spouse and dependents will be placed in an equivalent PPO plan with the same prescription drug co-pays and dental co-pays and the retiree shall be responsible for paying the same co-pay and deductible amounts that they paid under the Township's PPO HSA plan on the date of retirement. Medicare shall be the retiree's primary coverage and the Township's supplemental Plan (substantially similar to the current supplemental plan in Exhibit C) PPO will be supplemental to Medicare. At such time that the retiree's spouse reaches age 65 then the retiree's spouse shall enroll in Medicare which shall become the retiree spouse's primary coverage and the Township's supplemental Plan (substantially similar to the current supplemental plan in Exhibit C) shall be supplemental to Medicare.

When the retiree's spouse turns 65 prior to the retiree, the spouse shall apply for Medicare and the spouse will be covered under the Townships supplemental Plan (substantially similar to the current supplemental plan in Exhibit C) which will be supplemental to the spouse's Medicare coverage and the retiree shall remain on the Township's HSA plan under the terms and conditions in the Agreement on the date of retirement. When the retiree turns 65 and applies for Medicare then both the retiree and spouse shall be placed on the Townships supplemental Plan (substantially similar to the current supplemental plan in Exhibit C) which will be supplemental to Medicare.

- E. Employees terminating their employment with the Township and vest/defer their pension will not receive health benefits paid by the Township.

40.2: Management may add the following cost containment requests to health insurance programs:

- A. Second (2nd) surgical opinion;
- B. Pre-certification;
- C. Case management;

Life Insurance. The Township shall provide to full-time employees, at no cost to the employee while the employee is in the Township service, a Fifty Thousand and no/100 Dollar (\$50,000.00) Group Life Insurance Policy with an AD&D benefit. Upon retirement or other voluntary departure the employee may continue such insurance at the employee's expense.

- A. Retirees will be given a Two Thousand Dollar (\$2,000.00) death benefit at no cost to the retiree up to age 65; to be paid to his/her designated beneficiary or estate.

ARTICLE 41
RETIREMENT

- 41.1: For employees hired prior to January 1, 2011 and Pursuant to statutory provisions and regulations governing the Municipal Employees' Retirement System (MERS), the Township will provide the following benefits:
- A. Zero percent (0%) employee contribution until April 1, 2011;
 - B. Effective April 1, 2011 employees will pay two (2%) percent of their annual compensation into the retirement system, which will include all compensation used to determine Final Average Compensation as defined in this article.
 - C. 25 years of service with no penalty Benefit F(N)
 - D. F-55/20, age 55 with 20 years of service with no penalty;
 - E. FAC-3 Final average compensation based on the highest thirty-six (36) consecutive months of earnings divided by three (3);
 - F. B-4 program (2.50 multiplier);
 - G. Eight (8) year vesting program;
 - H. Annuity Withdrawal;
 - I. Payout of unused sick leave up to 120 days, unused vacation up to 75 days and 240 hours for part-time employees to be calculated into retiree's final average compensation through the MERS System;
 - J. Regular employees will accrue MERS pension seniority of one month for each month that the employee works at least eighty (80) hours.
- 41.2: For employees hired after January 1, 2011 and Pursuant to statutory provisions and regulations governing the Municipal Employees' Retirement System (MERS), the Township will provide the following benefits:
- A. Employees will pay three (3%) percent of their annual compensation into the retirement system, which will include all compensation used to determine Final Average Compensation as defined in this article.
 - B. 1) To assist in the funding of retiree health care employees will pay an additional three (3) percent of their annual compensation which will include all compensation used to determine Final Average Compensation as defined in this article.

2) Should an employee terminate his/her employment prior to retirement subject employee shall have their three (3) percent contribution toward retiree health care refunded to the employee or his/her estate if deceased.
 - C. 25 years of service with no penalty Benefit F(N)
 - D. F-55/20, age 55 with 20 years of service with no penalty;
 - E. FAC-3 (Final average compensation based on the highest thirty-six (36) consecutive months of earnings divided by three (3);

- F. B-3 program (2.25 multiplier);
 - G. Ten (10) year vesting program;
 - H. Annuity Withdrawal;
 - I. Payout of unused sick leave up to 120 days, unused vacation up to 75 days and up to 240 hours for part-time employees to be calculated into retiree's final average compensation through the MERS System;
 - J. Regular employees will accrue MERS pension seniority of one month for each month that the employee works at least eighty (80) hours.
- 41.3: For employees hired after September 14, 2011 and Pursuant to statutory provisions and regulations governing the Municipal Employees' Retirement System (MERS), the Township will provide the following benefits:
- A. Employees will pay three (3%) percent of their annual compensation into the retirement system, which will include all compensation used to determine Final Average Compensation as defined in this article.
 - B. 25 years of service with no penalty Benefit F(N)
 - C. F-55/20, age 55 with 20 years of service with no penalty;
 - D. FAC-3 (Final average compensation based on the highest thirty-six (36) consecutive months of earnings divided by three (3));
 - E. 1.5 multiplier;
 - F. Ten (10) year vesting program;
 - G. Annuity Withdrawal;
 - H. Payout of unused sick leave and unused vacation up to 240 hours for part-time/full-time employees to be calculated into retiree's final average compensation through the MERS System; No overtime shall be included in FAC;
 - I. Regular employees will accrue MERS pension seniority of one month for each month that the employee works at least eighty (80) hours.

The Township agrees that in the event of layoffs of bargaining unit employees, it will attempt to open a window period for early retirements.

ARTICLE 42
INSURANCE BENEFITS UNDER THE MICHIGAN NO-FAULT ACT

The intent of this section is to prevent the Township from having to pay duplicate benefits to an employee arising out of a motor vehicle accident.

In the event an employee is injured in a motor vehicle accident in the course of the employee's duty, so as to be eligible for personal protection insurance benefits under the Michigan No-Fault Act, MCLA 500.3101, et seq., payable from the Township, any Workers' Compensation benefits and duty disability benefits to which the employee may be entitled shall be subtracted from the personal protection insurance benefits otherwise payable for the injury.

This provision shall not be construed to prevent an employee from recovering damages from a third party or parties who may be responsible for the injury and any such damages shall not be subtracted from personal protection insurance benefits otherwise payable for the injury.

ARTICLE 43
CHANGES TO THE CONTRACT AND LETTERS OF UNDERSTANDING

- 43.1: The parties agree that all changes, supplemental agreements, or amendments to this contract as well as all letters of understanding must be executed in accordance with the following:
- A. For the Township. All documents must be signed by the Township Supervisor or the Deputy Supervisor the Township Treasurer or the Deputy Treasurer and the Township Clerk or the Deputy Clerk. Two of the signatories must be, however, elected Township officials. The document may not be executed only by deputy officials.
 - B. For the Union. Any changes to the collective bargaining agreement or any letters of understanding must be signed by the Business Agent and at least two (2) members of the local Union's executive board.
- 43.2: The parties acknowledge that this Agreement may be rejected, modified or terminated by an appointed emergency manager in accordance with the Local Government and School District Fiscal Accountability Act.

ARTICLE 44
DRUG TESTING POLICY

- 44.1: Should an employee be randomly selected for a drug or alcohol test, they shall be tested only for the substance they were selected for.
- 44.2: Once the original number of randomly selected employees are tested, either from the original pool or alternates, no further testing shall be done except on a reasonable-cause basis.
- 44.3: No tests to be administered except by random selection or for reasonable cause.
- 44.4: If an employee tests positive, a second confirming test will be administered at a different laboratory. This second test, if negative, will be at the Employers expense.
- 44.5: The complete testing results showing parts per million of the substance in question, along with all correspondence from the laboratory, shall be furnished to the employee within one (1) business day of the Township's receipt of the written results.
- 44.6: Random testing intervals shall be administered according to pertinent law requirements.
- 44.7: Supply the written policy to all employees explaining how the employees will be selected for testing, how the test will be administered and the procedure to be followed should an employee test positive.

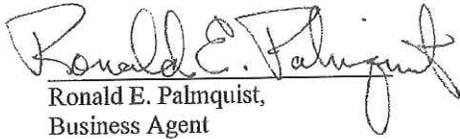
ARTICLE 45
TERM OF AGREEMENT

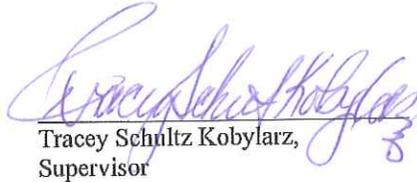
45.1: This Agreement shall remain in full force and effect from November 25, 2014 to and including March 31, 2016, and shall continue in full force and effect from year to year thereafter unless written notice of a desire to cancel or terminate the Agreement is served by either party upon the other at least sixty (60) days prior to the date of expiration. The parties hereby agree to meet, to negotiate, and discuss any proposed revisions to this Agreement no later than January 31, 2016.

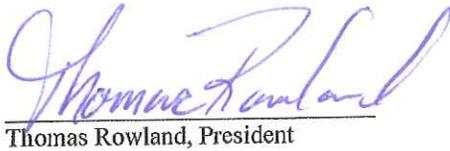
45.2: IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 15th day of May, 2015.

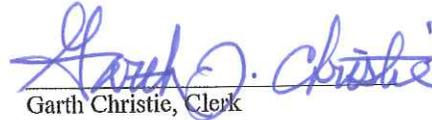
MICHIGAN ASSOCIATION OF
PUBLIC EMPLOYEES

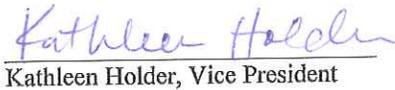
CHARTER TOWNSHIP OF REDFORD


Ronald E. Palmquist,
Business Agent


Tracey Schultz Kobylarz,
Supervisor


Thomas Rowland, President


Garth Christie, Clerk


Kathleen Holder, Vice President


Linda Zancanaro, Secretary

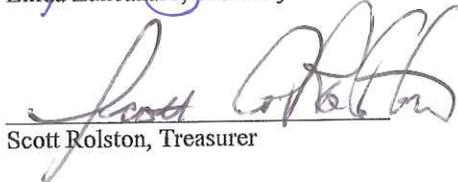

Scott Rolston, Treasurer

EXHIBIT A
FIELDS OF WORK

Clerical Field	
Account Clerks II, III & IV	Local Area Network Administrator
Administrative Manager	Office Clerk I, II & III
Assessor Level I	Office Services Aide (OCI)
Assessor's Dept. Aide	Office Services Asst (SCII & OCII)
Asst. Assess. Clerks II & III	Payroll Clerk
Data Systems Technician	Payroll Clerk IV
Departmental Aide IV	Personnel Department Aide (OCI)
Departmental Secretary II	Senior Appraiser
Election Clerk II & IV	Senior Secretary
Election Clerk III	Sr. Citizen Clerk
Executive Secretary	Staff Clerk II & III
Housing Service Aide	Switchboard
Housing Service Assistant	Tax Clerk I
Housing Specialist	

Labor Field	
Building Maintenance Leader	Mechanic
Building Maintenance Leader III	Mechanic IV
Chief Mechanic	Mechanics Helper
Communications/Vehicle Technician	Meter Reader
Custodian	Parks Leader
Custodian I & II	Parks Leader III
DPW Maintenance Worker	Parks Maintenance Worker I
DPW Maintenance Worker I & II	Sanitation Equip. Oper/Leader
Equipment Oper.-Water & Sewer Dept.	Sanitation Equipment Operator
General Maintenance II & III	Sanitation Worker II
General Maintenance II & III	Stock Controller III
Heavy Duty Truck Mechanic V	Technical Services Specialist
Ice Resurfacer/Arena Maint I	Utility I & II
Ice Resurfacer/Arena Maintenance II	Utility Leader III
Maintenance Operator	Utility Operator III
Maintenance Operator III	Utility Worker
Maintenance Worker	
Maintenance Worker	

EXHIBIT A

Protective Inspection Field	
Animal Control Officers	Chief Plumbing/Heating/ Enforcement Officer V
Bldng. Inspect./Code Enforce. Off.	Housing Inspector
Building Inspector/Plan Reviewer	Inspector III
Chief Bldg. Inspector V	Ordinance Enforcement Officer
Chief Building Inspector	Refrigeration Inspector V
Chief Electrical Inspector	Township Animal Control Officer
Chief Electrical Inspector V	
Chief Plumbing and Mech. Insp.	

Grant Field	
Community Development Employees	Community Improvement Administrator

Dial-A-Ride	
Bus Driver	Dial-A-Ride Employees
Bus Service Dispatch	

EXHIBIT B

Signing of Contract = 1/2%		Starting	2 YEAR	3 YEAR	4 YEAR	5 YEAR	SIGNATURE COPY	
	4/1/14-3/31/16	Wages	WAGE	WAGE	WAGE	WAGE	HOURLY	HOURLY
G001	SWITCHBD PT	25260.37	12.144	12.903	13.662	29996.69	14.421	15.181
G003	TAX CLERK PT	26471.97	12.727	13.522	14.318	31435.47	15.113	15.909
G005	OFFICE CLERK I/office services aide	28152.74	13.535	14.381	15.227	33431.37	16.073	16.919
G007	OFFICE CLERK II/office services assistant (merged w G009)	32675.97	15.710	16.691	17.673	38802.71	18.655	19.637
G008	ELECTION CLERK II	32675.97	15.710	16.691	17.673	38802.71	18.655	19.637
G009	STAFF CLERK II/office services assistant(merged w G007)	32675.97	15.710	16.691	17.673	38802.71	18.655	19.637
G010	ACCOUNT CLERK II	32675.97	15.710	16.691	17.673	38802.71	18.655	19.637
G011	ASST ASSESS CLK II	32675.97	15.710	16.691	17.673	38802.71	18.655	19.637
G013	DEPT SEC III/senior secretary	33640.28	16.173	17.184	18.195	39947.84	19.206	20.217
G014	ACCT/ELECTION CLERK III	33640.28	16.173	17.184	18.195	39947.84	19.206	20.217
G016	5 YR CLK UPGRADE(STEPS)	1 TO 2 SAME STEP AS G007-8	varies	varies	2 to 3	41533.27	19.968	
G018	ELECTION CLK IV/election clerk	35567.85	17.100	18.169	19.237	42236.82	20.306	21.375
G019	ACCT CLERK IV	35567.85	17.100	18.169	19.237	42236.82	20.306	21.375
G020	PAYROLL CLK IV/payroll clerk	35567.85	17.100	18.169	19.237	42236.82	20.306	21.375
G021	DEPT AIDE/SEC IV/executive sec/personn dept assistant	35567.85	17.100	18.169	19.237	42236.82	20.306	21.375
G022	ASSESSOR LEVEL 1	34265.31	16.474	17.503	18.533	40690.05	19.563	20.592
G025	DATA SYSTEMS TECH	41843.26	20.117	21.374	22.632	49688.88	23.889	25.146
G026	LAN ADMINISTRATOR	43148.19	20.744	22.041	23.337	51238.47	24.634	25.930
G027	SR APPRAISER	24599.93	11.827	12.300	12.797			
G030	PT ZAMBONI/ARENA MAINT(3 STEPS)/ice resurfacers/arena maint 1	21881.84	10.520	11.046	11.598			
G031	PT ANIMAL CONTROL OFFICER(3 STEPS)	27479.56	13.211	14.037	14.863	32631.98	15.688	16.514
G035	MECHANIC HELPER	19146.60	9.205	9.534	9.863	21198.02	10.191	10.711
G036	PT SR CITIZEN CLERK(4 STEPS)	32799.55	15.769	16.755	17.740	38949.47	18.726	19.711
G042	CUSTODIAN I/custodian	33911.81	16.304	17.323	18.342	40270.28	19.361	20.380
G043	DPW MAINT WORKER I	33911.81	16.304	17.323	18.342	40270.28	19.361	20.380
G044	PKS MAINT WKR I	33911.81	16.304	17.323	18.342	40270.28	19.361	20.380
G045	SANITATION WKR II	35394.84	17.017	18.080	19.144	42031.37	20.207	21.271
G048	DPW MAINT WKR II/dpw maint worker	39276.20	18.883	20.063	21.243	46640.48	22.423	23.603
G049	PARKS LEADER	35394.84	17.017	18.080	19.144	42031.37	20.207	21.271
G050	GENERAL MAINT II/maintenance worker	35394.84	17.017	18.080	19.144	42031.37	20.207	21.271
G051	CUSTODIAL III	35394.84	17.017	18.080	19.144	42031.37	20.207	21.271

Signing of Contract = 1/2%		Starting	2 YEAR	3 YEAR	4 YEAR	5 YEAR	HOURLY	HOURLY	HOURLY	HOURLY	
4/1/14-3/31/16		Wages	WAGE	WAGE	WAGE	WAGE	HOURLY	HOURLY	HOURLY	HOURLY	
G053	UTILITY II/utility worker	36012.77	38263.57	40514.36	42765.16	45015.96	17.314	18.396	19.478	20.560	21.642
G054	SAN EQUIP OPR/LDR II/sanitation equipment operator	36012.77	38263.57	40514.36	42765.16	45015.96	17.314	18.396	19.478	20.560	21.642
G055	GEN MAINT III	36012.77	38263.57	40514.36	42765.16	45015.96	17.314	18.396	19.478	20.560	21.642
G057	UTILITY LDR III	36457.68	38736.28	41014.89	43293.49	45572.10	17.528	18.623	19.719	20.814	21.910
G058	STOCK CONTROLLER III	36457.68	38736.28	41014.89	43293.49	45572.10	17.528	18.623	19.719	20.814	21.910
G059	BLDG MAINT LDR II/Bldg Maint Leader	36457.68	38736.28	41014.89	43293.49	45572.10	17.528	18.623	19.719	20.814	21.910
G061	MAINT OPR III/DPW/maint operator	37075.60	39392.82	41710.05	44027.27	46344.50	17.825	18.939	20.053	21.167	22.281
G063	MECHANIC IV/mechanic (merged w G067)	40079.91	42584.91	45089.90	47594.90	50099.89	19.269	20.474	21.678	22.882	24.086
G064	COMMUN/VEH TECH/technical services specialist	37940.70	40311.99	42683.28	45054.58	47425.87	18.241	19.381	20.521	21.661	22.801
G065	Mechanic V (created 1/25/10 Bd Res 10:007)	40846.16	43399.04	45951.93	48504.81	51057.70	19.638	20.865	22.092	23.320	24.547
G066	UTILITY OPERATOR III/equipment operator w&s dept	38706.93	41126.12	43545.30	45964.48	48383.66	18.609	19.772	20.935	22.098	23.261
G067	HVY-DUTY TRLR MECH V/mechanic (merged w G063)	40846.16	43399.04	45951.93	48504.81	51057.70	19.638	20.865	22.092	23.320	24.547
G070	ENFORCEMENT OFF V/ordinance enforcement officer	38336.17	40732.18	43128.19	45524.20	47920.21	18.431	19.583	20.735	21.887	23.039
G071	ANIMAL CONTROL OFF V/ntp aco	38336.17	40732.18	43128.19	45524.20	47920.21	18.431	19.583	20.735	21.887	23.039
G073	CHIEF ELECTRICAL INSP V/chief electrical inspector	43155.29	45852.50	48549.71	51246.91	53944.12	20.748	22.044	23.341	24.638	25.935
G074	CHIEF PLMB/HT/REFRIG INSP V/chief plumbing & mechanical	43155.29	45852.50	48549.71	51246.91	53944.12	20.748	22.044	23.341	24.638	25.935
G075	CHIEF BLDG INSP V/chief bldg inspector	43155.29	45852.50	48549.71	51246.91	53944.12	20.748	22.044	23.341	24.638	25.935
G077	BLDG INSP III/bldg insp & code enforcement officer	41845.30	44460.63	47075.96	49691.29	52306.62	20.118	21.375	22.633	23.890	25.147
G078	BLDG INSP III PT/bi& code enforcement officer pt	41845.30	44460.63	47075.96	49691.29	52306.62	20.118	21.375	22.633	23.890	25.147
G080	CDBG ADMIN ASST	25631.60	27233.58	28835.55	30437.53	32039.50	12.323	13.093	13.863	14.633	15.404
G081	CDBG HSG INSP	25631.60	27233.58	28835.55	30437.53	32039.50	12.323	13.093	13.863	14.633	15.404
G084	CDBG HSG SERV ASST	31788.90	33775.70	35762.51	37749.32	39736.12	15.283	16.238	17.194	18.149	19.104
G085	CDBG HSG SERV AIDE	27385.93	29097.55	30809.17	32520.79	34232.41	13.166	13.989	14.812	15.635	16.458
G086	CDBG ADMIN MGR	32724.01	34769.26	36814.52	38859.77	40905.02	15.733	16.716	17.699	18.683	19.666
G087	CDBG HSG SPECIALIST	32724.01	34769.26	36814.52	38859.77	40905.02	15.733	16.716	17.699	18.683	19.666
G090	CDBG COMM IMPR ADM	35261.61	37465.47	39669.32	41873.17	44077.02	16.953	18.012	19.072	20.131	21.191
G098	DAIL-A-RIDE DRIVER/Bus Driver	21963.83	23336.57	24709.31	26082.05	27454.79	10.560	11.220	11.879	12.539	13.199
G099	DAIL-A-RIDE DISPATCHER	23273.84	24728.45	26183.07	27637.68	29092.30	11.189	11.889	12.588	13.287	13.987

1/2 % Increase March 31, 2015		Starting Wages	4/1/14-3/31/16							
			HOURLY	2 YEAR WAGE	HOURLY	3 YEAR WAGE	HOURLY	4 YEAR WAGE	HOURLY	5 YEAR WAGE
G001	SWITCHBD PT	25386.67	12.205	26973.34	12.968	28560.01	13.731	30146.67	14.494	31733.34
G003	TAX CLERK PT	26604.33	12.791	28267.10	13.590	29929.87	14.389	31592.65	15.189	33255.42
G005	OFFICE CLERK I/office services aide	28293.50	13.603	30061.84	14.453	31830.19	15.303	33598.53	16.153	35366.87
G007	OFFICE CLERK II/office services assistant (merged w G009)	32839.35	15.788	34891.81	16.775	36944.27	17.762	38996.72	18.748	41049.18
G008	ELECTION CLERK II	32839.35	15.788	34891.81	16.775	36944.27	17.762	38996.72	18.748	41049.18
G009	STAFF CLERK II/office services assistant(merged w G007)	32839.35	15.788	34891.81	16.775	36944.27	17.762	38996.72	18.748	41049.18
G010	ACCOUNT CLERK II	32839.35	15.788	34891.81	16.775	36944.27	17.762	38996.72	18.748	41049.18
G011	ASST ASSESS CLK II	32839.35	15.788	34891.81	16.775	36944.27	17.762	38996.72	18.748	41049.18
G013	DEPT SEC III/senior secretary	33808.49	16.254	35921.52	17.270	38034.55	18.286	40147.58	19.302	42260.61
G014	ACCT/ELECTION CLERK III	33808.49	16.254	35921.52	17.270	38034.55	18.286	40147.58	19.302	42260.61
G016	5 YR CLK UPGRADE(STEPS)		1 to 2	SAME	varies		2 to 3	41533.27	19.968	
G018	ELECTION CLK IV/election clerk	35745.69	17.185	37979.80	18.260	40213.90	19.334	42448.01	20.408	44682.11
G019	ACCT CLERK IV	35745.69	17.185	37979.80	18.260	40213.90	19.334	42448.01	20.408	44682.11
G020	PAYROLL CLK IV/payroll clerk	35745.69	17.185	37979.80	18.260	40213.90	19.334	42448.01	20.408	44682.11
G021	DEPT AIDE/SEC IV/executive sec/personnel dept assistant	35745.69	17.185	37979.80	18.260	40213.90	19.334	42448.01	20.408	44682.11
G022	ASSESSOR LEVEL 1	35745.69	17.185	37979.80	18.260	40213.90	19.334	42448.01	20.408	44682.11
G025	DATA SYSTEMS TECH	34436.63	16.556	36588.92	17.591	38741.21	18.626	40893.50	19.660	43045.79
G026	LAN ADMINISTRATOR	42052.48	20.218	44680.76	21.481	47309.04	22.745	49937.32	24.008	52565.60
G027	SR APPRAISER	43363.93	20.848	46074.17	22.151	48784.42	23.454	51494.67	24.757	54204.91
G030	PT ZAMBONI/ARENA MAINT(3 STEPS)/ice resurfacier/arena ma	24599.93	11.827	25583.93	12.300	26617.12	12.797			
G031	PT ANIMAL CONTROL OFFICER(3 STEPS)	21881.84	10.520	22975.94	11.046	24124.72	11.598			
G035	MECHANIC HELPER	27616.96	13.277	29343.02	14.107	31069.08	14.937	32795.14	15.767	34521.20
G036	PT SR CITIZEN CLERK(4 STEPS)	19146.60	9.205	19830.41	9.534	20514.22	9.863	21198.02	10.191	21904.43
G042	CUSTODIAN I/custodian	32963.55	15.848	35023.77	16.838	37983.99	17.829	39144.21	18.819	41204.43
G043	DPW MAINT WORKER I	34081.37	16.385	36211.46	17.409	38341.54	18.433	40471.63	19.458	42601.71
G044	PKS MAINT WKR I	34081.37	16.385	36211.46	17.409	38341.54	18.433	40471.63	19.458	42601.71
G045	SANITATION WKR II	34081.37	16.385	36211.46	17.409	38341.54	18.433	40471.63	19.458	42601.71
G048	DPW MAINT WKR II/dpw maint worker	35571.81	17.102	37795.05	18.171	40018.29	19.240	42241.53	20.308	44464.76
G049	PARKS LEADER	39472.58	18.977	41939.61	20.163	44406.65	21.349	46873.69	22.535	49340.72
G050	GENERAL MAINT II/maintenance worker	35571.81	17.102	37795.05	18.171	40018.29	19.240	42241.53	20.308	44464.76
G051	CUSTODIAL III	35571.81	17.102	37795.05	18.171	40018.29	19.240	42241.53	20.308	44464.76

		Starting Wages	HOURLY	2 YEAR WAGE	HOURLY	3 YEAR WAGE	HOURLY	4 YEAR WAGE	HOURLY	5 YEAR WAGE	HOURLY
G053	UTILITY II/utility worker	36192.83	17.400	38454.88	18.488	40716.94	19.575	42978.99	20.663	45241.04	21.750
G054	SAN EQUIP OPR/LDR II/sanitation equipment operator	36192.83	17.400	38454.88	18.488	40716.94	19.575	42978.99	20.663	45241.04	21.750
G055	GEN MAINT III	36192.83	17.400	38454.88	18.488	40716.94	19.575	42978.99	20.663	45241.04	21.750
G057	UTILITY LDR III	36639.97	17.615	38929.96	18.716	41219.96	19.817	43509.96	20.918	45799.96	22.019
G058	STOCK CONTROLLER III	36639.97	17.615	38929.96	18.716	41219.96	19.817	43509.96	20.918	45799.96	22.019
G059	BLDG MAINT LDR II/Bldg Maint Leader	36639.97	17.615	38929.96	18.716	41219.96	19.817	43509.96	20.918	45799.96	22.019
G061	MAINT OPR III/DPW/maint operator	37260.98	17.914	39589.79	19.034	41918.60	20.153	44247.41	21.273	46576.22	22.392
G063	MECHANIC IV/mechanic (merged w G067)	40280.31	19.366	42797.83	20.576	45315.35	21.786	47832.87	22.997	50350.39	24.207
G064	COMMUN/VEH TECH/technical services specialist	38130.40	18.332	40513.55	19.478	42896.70	20.623	45279.85	21.769	47663.00	22.915
G065	Mechanic V (created 1/25/10 Bd Res 10:007)	41050.39	19.736	43616.04	20.969	46181.69	22.203	48747.34	23.436	51312.99	24.670
G066	UTILITY OPERATOR III/equipment operator w&s dept	38900.47	18.702	41331.75	19.871	43763.02	21.040	46194.30	22.209	48625.58	23.378
G067	HVY-DUTY TRLR MECH V/mechanic (merged w G063)	41050.39	19.736	43616.04	20.969	46181.69	22.203	48747.34	23.436	51312.99	24.670
G070	ENFORCEM'T OFF V/ordinance enforcement officer	38527.85	18.523	40935.84	19.681	43343.83	20.838	45751.82	21.996	48159.81	23.154
G071	ANIMAL CONTROL OFF V/twp aco	38527.85	18.523	40935.84	19.681	43343.83	20.838	45751.82	21.996	48159.81	23.154
G073	CHIEF ELECTRICAL INSP V/chief electr insp	43371.07	20.851	46081.76	22.155	48792.46	23.458	51503.15	24.761	54213.84	26.064
G074	CHIEF PLMB/HT/REFRIG INSP V/chief plumbing & mechanical in	43371.07	20.851	46081.76	22.155	48792.46	23.458	51503.15	24.761	54213.84	26.064
G075	CHIEF BLDG INSP V/chief bldg insp	43371.07	20.851	46081.76	22.155	48792.46	23.458	51503.15	24.761	54213.84	26.064
G077	BLDG INSP III/bldg insp & code enforcement officer	42054.52	20.219	44682.93	21.482	47311.34	22.746	49939.75	24.009	52568.16	25.273
G078	BLDG INSP III PT/bi& code enforcement officer pt	42054.52	20.219	44682.93	21.482	47311.34	22.746	49939.75	24.009	52568.16	25.273
G080	CDBG ADMIN ASST	25759.76	12.384	27369.74	13.159	28979.73	13.933	30589.71	14.707	32199.70	15.481
G081	CDBG HSG INSP	25759.76	12.384	27369.74	13.159	28979.73	13.933	30589.71	14.707	32199.70	15.481
G084	CDBG HSG SERV ASST	31947.84	15.360	33944.58	16.320	35941.32	17.279	37938.06	18.239	39934.80	19.199
G085	CDBG HSG SERV AIDE	27522.86	13.232	29243.04	14.059	30963.22	14.886	32683.39	15.713	34403.57	16.540
G086	CDBG ADMIN MGR	32887.63	15.811	34943.11	16.800	36998.59	17.788	39054.07	18.776	41109.54	19.764
G087	CDBG HSG SPECIALIST	32887.63	15.811	34943.11	16.800	36998.59	17.788	39054.07	18.776	41109.54	19.764
G090	CDBG COMM IMPR ADM	35437.92	17.037	37652.79	18.102	39867.66	19.167	42082.53	20.232	44297.40	21.297
G098	DAIL-A-RIDE DRIVER/Bus Driver	22073.65	10.612	23453.26	11.276	24832.86	11.939	26212.46	12.602	27592.06	13.265
G099	DAIL-A-RIDE DISPATCHER	23390.21	11.245	24852.10	11.948	26313.98	12.651	27775.87	13.354	29237.76	14.057

	1/2 % Increase October 1, 2015 4/1/14-3/31/16	Starting Wages	HOURLY	2 YEAR WAGE	HOURLY	3 YEAR WAGE	HOURLY	4 YEAR WAGE	HOURLY	5 YEAR WAGE	HOURLY
G001	SWITCHBD PT	25513.60	12.266	27108.20	13.033	28702.81	13.799	30297.41	14.566	31892.01	15.333
G003	TAX CLERK PT	26737.35	12.854	28408.44	13.658	30079.52	14.461	31750.61	15.265	33421.69	16.068
G005	OFFICE CLERK I/office services aide	28434.97	13.671	30212.15	14.525	31989.34	15.379	33766.52	16.234	35543.71	17.088
G007	OFFICE CLERK II/office services assistant (merged w G009)	33003.54	15.867	35066.27	16.859	37128.99	17.850	39191.71	18.842	41254.43	19.834
G008	ELECTION CLERK II	33003.54	15.867	35066.27	16.859	37128.99	17.850	39191.71	18.842	41254.43	19.834
G009	STAFF CLERK II/office services assistant(merged w G007)	33003.54	15.867	35066.27	16.859	37128.99	17.850	39191.71	18.842	41254.43	19.834
G010	ACCOUNT CLERK II	33003.54	15.867	35066.27	16.859	37128.99	17.850	39191.71	18.842	41254.43	19.834
G011	ASST ASSESS CLK II	33003.54	15.867	35066.27	16.859	37128.99	17.850	39191.71	18.842	41254.43	19.834
G013	DEPT SEC III/senior secretary	33977.53	16.335	36101.12	17.356	38224.72	18.377	40348.32	19.398	42471.91	20.419
G014	ACCT/ELECTION CLERK III	33977.53	16.335	36101.12	17.356	38224.72	18.377	40348.32	19.398	42471.91	20.419
G016	5 YR CLK UPGRADE(STEPS)		1 to 2	SAME STEPS AS G007-008	varies		2 to 3	41533.27	19.968		
G018	ELECTION CLK IV/election clerk	35924.42	17.271	38169.69	18.351	40414.97	19.430	42660.25	20.510	44905.52	21.589
G019	ACCT CLERK IV	35924.42	17.271	38169.69	18.351	40414.97	19.430	42660.25	20.510	44905.52	21.589
G020	PAYROLL CLK IV/payroll clerk	35924.42	17.271	38169.69	18.351	40414.97	19.430	42660.25	20.510	44905.52	21.589
G021	DEPT AIDE/SEC IV/executive sec/personn dept assistant	35924.42	17.271	38169.69	18.351	40414.97	19.430	42660.25	20.510	44905.52	21.589
G022	ASSESSOR LEVEL 1	35924.42	17.271	38169.69	18.351	40414.97	19.430	42660.25	20.510	44905.52	21.589
G025	DATA SYSTEMS TECH	34608.82	16.639	36771.87	17.679	38934.92	18.719	41097.97	19.759	43261.02	20.799
G026	LAN ADMINISTRATOR	42262.74	20.319	44904.16	21.589	47545.58	22.858	50187.01	24.128	52828.43	25.398
G027	SR APPRAISER	43580.75	20.952	46304.54	22.262	49028.34	23.571	51752.14	24.881	54475.94	26.190
G030	PT ZAMBONI/ARENA MAINT(3 STEPS)/ice resurfacr/arena mal	24599.93	11.827	25583.93	12.300	26617.12	12.797				
G031	PT ANIMAL CONTROL OFFICER(3 STEPS)	21881.84	10.520	22975.94	11.046	24124.72	11.598				
G035	MECHANIC HELPER	27755.04	13.344	29489.74	14.178	31224.43	15.012	32959.12	15.846	34693.81	16.680
G036	PT SR CITIZEN CLERK(4 STEPS)	19146.60	9.205	19830.41	9.534	20514.22	9.863	21198.02	10.191		
G042	CUSTODIAN I/custodian	33128.37	15.927	35198.89	16.923	37269.41	17.918	39339.93	18.913	41410.46	19.909
G043	DPW MAINT WORKER I	34251.78	16.467	36392.51	17.496	38533.25	18.526	40673.99	19.555	42814.72	20.584
G044	PKS MAINT WKR I	34251.78	16.467	36392.51	17.496	38533.25	18.526	40673.99	19.555	42814.72	20.584
G045	SANITATION WKR II	34251.78	16.467	36392.51	17.496	38533.25	18.526	40673.99	19.555	42814.72	20.584
G048	DPW MAINT WKR II/dpw maint worker	35749.67	17.187	37984.03	18.262	40218.38	19.336	42452.73	20.410	44687.09	21.484
G049	PARKS LEADER	39669.94	19.072	42149.31	20.264	44628.68	21.456	47108.05	22.648	49587.42	23.840
G050	GENERAL MAINT II/maintenance worker	35749.67	17.187	37984.03	18.262	40218.38	19.336	42452.73	20.410	44687.09	21.484
G051	CUSTODIAL III	35749.67	17.187	37984.03	18.262	40218.38	19.336	42452.73	20.410	44687.09	21.484

1/2 % Increase October 1, 2015 4/1/14-3/31/16		Starting Wages	HOURLY	2 YEAR WAGE	HOURLY	3 YEAR WAGE	HOURLY	4 YEAR WAGE	HOURLY	5 YEAR WAGE	HOURLY
G053	UTILITY II/utility worker	36373.80	17.487	38647.16	18.580	40920.52	19.673	43193.88	19.673	45467.24	21.859
G054	SAN EQUIP OPR/LDR II/sanitation equipment operator	36373.80	17.487	38647.16	18.580	40920.52	19.673	43193.88	19.673	45467.24	21.859
G055	GEN MAINT III	36373.80	17.487	38647.16	18.580	40920.52	19.673	43193.88	19.673	45467.24	21.859
G057	UTILITY LDR III	36823.17	17.703	39124.61	18.810	41426.06	19.916	43727.51	21.023	46028.96	22.129
G058	STOCK CONTROLLER III	36823.17	17.703	39124.61	18.810	41426.06	19.916	43727.51	21.023	46028.96	22.129
G059	BLDG MAINT LDR II/Bldg Maint Leader	36823.17	17.703	39124.61	18.810	41426.06	19.916	43727.51	21.023	46028.96	22.129
G061	MAINT OPR III/DPW/maint operator	37447.28	18.004	39787.74	19.129	42128.19	20.254	44468.65	21.379	46809.10	22.504
G063	MECHANIC IV/mechanic (merged w G067)	40481.72	19.462	43011.82	20.679	45541.93	21.895	48072.04	23.112	50602.14	24.328
G064	COMMUN/VEH TECH/technical services specialist	38321.05	18.424	40716.12	19.575	43111.18	20.727	45506.25	21.878	47901.31	23.029
G065	Mechanic V (created 1/25/10 Bd Res 10:007)	41255.64	19.834	43834.12	21.074	46412.60	22.314	48991.07	23.553	51569.55	24.793
G066	UTILITY OPERATOR III/equipment operator w&s dept	39094.97	18.796	41538.40	19.970	43981.84	21.145	46425.28	22.320	48868.71	23.495
G067	HVY-DUTY TRLR MECH V/mechanic (merged w G063)	41255.64	19.834	43834.12	21.074	46412.60	22.314	48991.07	23.553	51569.55	24.793
G070	ENFORCEMT OFF V/ordinance enforcement officer	38720.49	18.616	41140.52	19.779	43560.55	20.943	45980.58	22.106	48400.61	23.270
G071	ANIMAL CONTROL OFF V/twp aco	38720.49	18.616	41140.52	19.779	43560.55	20.943	45980.58	22.106	48400.61	23.270
G073	CHIEF ELECTRICAL INSP V/chief electr insp	43587.93	20.956	46312.17	22.265	49036.42	23.575	51760.66	24.885	54484.91	26.195
G074	CHIEF PLMB/HT/REFRIG INSP V/chief plumbing & mechanical in	43587.93	20.956	46312.17	22.265	49036.42	23.575	51760.66	24.885	54484.91	26.195
G075	CHIEF BLDG INSP V/chief bldg insp	43587.93	20.956	46312.17	22.265	49036.42	23.575	51760.66	24.885	54484.91	26.195
G077	BLDG INSP III/bldg insp & code enforcement officer	42264.80	20.320	44906.35	21.590	47547.90	22.860	50189.45	24.130	52831.00	25.400
G078	BLDG INSP III PT/bi & code enforcement officer pt	42264.80	20.320	44906.35	21.590	47547.90	22.860	50189.45	24.130	52831.00	25.400
G080	CDBG ADMIN ASST	25888.56	12.446	27506.59	13.224	29124.63	14.002	30742.66	14.780	32360.70	15.558
G081	CDBG HSG INSP	25888.56	12.446	27506.59	13.224	29124.63	14.002	30742.66	14.780	32360.70	15.558
G084	CDBG HSG SERV ASST	32107.58	15.436	34114.31	16.401	36121.03	17.366	38127.75	18.331	40134.48	19.295
G085	CDBG HSG SERV AIDE	27660.47	13.298	29389.25	14.129	31118.03	14.961	32846.81	15.792	34575.59	16.623
G086	CDBG ADMIN MGR	33052.07	15.890	35117.83	16.884	37183.58	17.877	39249.34	18.870	41315.09	19.863
G087	CDBG HSG SPECIALIST	33052.07	15.890	35117.83	16.884	37183.58	17.877	39249.34	18.870	41315.09	19.863
G090	CDBG COMM IMPR ADM	35615.11	17.123	37841.06	18.193	40067.00	19.263	42292.95	20.333	44518.89	21.403
G098	DAIL-A-RIDE DRIVER/Bus Driver	22184.02	10.665	23570.52	11.332	24957.02	11.999	26343.52	12.665	27730.03	13.332
G099	DAIL-A-RIDE DISPATCHER	23507.16	11.302	24976.36	12.008	26445.55	12.714	27914.75	13.421	29383.95	14.127

1/2 % Increase March 31, 2016 4/1/14-3/31/16		Starting Wages	HOURLY	2 YEAR WAGE	HOURLY	3 YEAR WAGE	HOURLY	4 YEAR WAGE	HOURLY	5 YEAR WAGE	HOURLY
G001	SWITCHBD PT	25641.17	12.327	27243.75	13.098	28846.32	13.868	30448.89	14.639	32051.47	15.409
G003	TAX CLERK PT	26871.04	12.919	28550.48	13.726	30229.92	14.534	31909.36	15.341	33588.80	16.148
G005	OFFICE CLERK I/office services aide	28577.14	13.739	30363.21	14.598	32149.28	15.456	33935.36	16.315	35721.43	17.174
G007	OFFICE CLERK II/office services assistant (merged w G009)	33168.56	15.946	35241.60	16.943	37314.63	17.940	39387.67	18.936	41460.70	19.933
G008	ELECTION CLERK II	33168.56	15.946	35241.60	16.943	37314.63	17.940	39387.67	18.936	41460.70	19.933
G009	STAFF CLERK II/office services assistant(merged w G007)	33168.56	15.946	35241.60	16.943	37314.63	17.940	39387.67	18.936	41460.70	19.933
G010	ACCOUNT CLERK II	33168.56	15.946	35241.60	16.943	37314.63	17.940	39387.67	18.936	41460.70	19.933
G011	ASST ASSESS CLK II	33168.56	15.946	35241.60	16.943	37314.63	17.940	39387.67	18.936	41460.70	19.933
G013	DEPT SEC III/senior secretary	34147.42	16.417	36281.63	17.443	38415.84	18.469	40550.06	19.495	42684.27	20.521
G014	ACCT/ELECTION CLERK III	34147.42	16.417	36281.63	17.443	38415.84	18.469	40550.06	19.495	42684.27	20.521
G016	5 YR CLK UPGRADE(STEPS)		1 to 2	SAME STEPS AS G007-008	varies		2 to 3	41533.27	19.968		
G018	ELECTION CLK IV/election clerk	36104.04	17.358	38360.54	18.443	40617.05	19.527	42873.55	20.612	45130.05	21.697
G019	ACCT CLERK IV	36104.04	17.358	38360.54	18.443	40617.05	19.527	42873.55	20.612	45130.05	21.697
G020	PAYROLL CLK IV/payroll clerk	36104.04	17.358	38360.54	18.443	40617.05	19.527	42873.55	20.612	45130.05	21.697
G021	DEPT AIDE/SEC IV/executive sec/personnel dept assistant	36104.04	17.358	38360.54	18.443	40617.05	19.527	42873.55	20.612	45130.05	21.697
G022	ASSESSOR LEVEL 1	36104.04	17.358	38360.54	18.443	40617.05	19.527	42873.55	20.612	45130.05	21.697
G025	DATA SYSTEMS TECH	34781.86	16.722	36955.73	17.767	39129.59	18.812	41303.46	19.857	43477.32	20.903
G026	LAN ADMINISTRATOR	42474.06	20.420	45128.68	21.696	47783.31	22.973	50437.94	24.249	53092.57	25.525
G027	SR APPRAISER	43798.65	21.057	46536.07	22.373	49273.48	23.689	52010.90	25.005	54748.31	26.321
G030	PT ZAMBONI/ARENA MAINT(3 STEPS)/ice resurfacere/arena maintenance	24599.93	11.827	25583.93	12.300	26617.12	12.797				
G031	PT ANIMAL CONTROL OFFICER(3 STEPS)	21881.84	10.520	22975.94	11.046	24124.72	11.598				
G035	MECHANIC HELPER	27893.82	13.410	29637.18	14.249	31380.55	15.087	33123.91	15.925	34867.28	16.763
G036	PT SR CITIZEN CLERK(4 STEPS)	19146.60	9.205	19830.41	9.534	20514.22	9.863	21198.02	10.191		
G042	CUSTODIAN I/custodian	33294.01	16.007	35374.88	17.007	37455.76	18.008	39536.63	19.008	41617.51	20.008
G043	DPW MAINT WORKER I	34423.04	16.550	36574.48	17.584	38725.92	18.618	40877.36	19.653	43028.80	20.687
G044	PKS MAINT WKR I	34423.04	16.550	36574.48	17.584	38725.92	18.618	40877.36	19.653	43028.80	20.687
G045	SANITATION WKR II	34423.04	16.550	36574.48	17.584	38725.92	18.618	40877.36	19.653	43028.80	20.687
G048	DPW MAINT WKR II/dpw maint worker	35928.42	17.273	38173.95	18.353	40419.47	19.432	42665.00	20.512	44910.52	21.592
G049	PARKS LEADER	39868.29	19.167	42360.06	20.365	44851.83	21.563	47343.59	22.761	49835.36	23.959
G050	GENERAL MAINT II/maintenance worker	35928.42	17.273	38173.95	18.353	40419.47	19.432	42665.00	20.512	44910.52	21.592
G051	CUSTODIAL III	35928.42	17.273	38173.95	18.353	40419.47	19.432	42665.00	20.512	44910.52	21.592

1/2 % Increase March 31, 2016 4/1/14-3/31/16		Starting Wages	HOURLY	2 YEAR WAGE	HOURLY	3 YEAR WAGE	HOURLY	4 YEAR WAGE	HOURLY	5 YEAR WAGE	HOURLY
G053	UTILITY II/utility worker	36555.66	17.575	38840.39	18.673	41125.12	19.772	43409.85	20.870	45694.58	21.969
G054	SAN EQUIP OPR/LDR II/sanitation equipment operator	36555.66	17.575	38840.39	18.673	41125.12	19.772	43409.85	20.870	45694.58	21.969
G055	GEN MAINT III	36555.66	17.575	38840.39	18.673	41125.12	19.772	43409.85	20.870	45694.58	21.969
G057	UTILITY LDR III	37007.28	17.792	39320.24	18.904	41633.19	20.016	43946.15	21.128	46259.10	22.240
G058	STOCK CONTROLLER III	37007.28	17.792	39320.24	18.904	41633.19	20.016	43946.15	21.128	46259.10	22.240
G059	BLDG MAINT LDR II/Bldg Maint Leader	37007.28	17.792	39320.24	18.904	41633.19	20.016	43946.15	21.128	46259.10	22.240
G061	MAINT OPR III/DPW/maint operator	37634.52	18.094	39986.68	19.224	42338.83	20.355	44690.99	21.486	47043.15	22.617
G063	MECHANIC IV/mechanic (merged w G067)	40684.12	19.560	43226.88	20.782	45769.64	22.005	48312.40	23.227	50855.16	24.450
G064	COMMUN/VEH TECH/technical services specialist	38512.66	18.516	40919.70	19.673	43326.74	20.830	45733.78	21.987	48140.82	23.145
G065	Mechanic V (created 1/25/10 Bd Res 10:007)	41461.92	19.934	44053.29	21.179	46644.66	22.425	49236.03	23.671	51827.40	24.917
G066	UTILITY OPERATOR III/equipment operator w/s dept	39290.44	18.890	41746.10	20.070	44201.75	21.251	46657.40	22.431	49113.05	23.612
G067	HVY-DUTY TRLR MECH V/mechanic (merged w G063)	41461.92	19.934	44053.29	21.179	46644.66	22.425	49236.03	23.671	51827.40	24.917
G070	ENFORCEMT OFF V/ordinance enforcement officer	38914.09	18.709	41346.22	19.878	43778.35	21.047	46210.48	22.217	48642.61	23.386
G071	ANIMAL CONTROL OFF V/twp acc	38914.09	18.709	41346.22	19.878	43778.35	21.047	46210.48	22.217	48642.61	23.386
G073	CHIEF ELECTRICAL INSP V/chief electr insp	43805.87	21.061	46543.73	22.377	49281.60	23.693	52019.47	25.009	54757.33	26.326
G074	CHIEF PLMB/HT/REFRIG INSP V/chief plumbing & mechanical in	43805.87	21.061	46543.73	22.377	49281.60	23.693	52019.47	25.009	54757.33	26.326
G075	CHIEF BLDG INSP V/chief bldg insp	43805.87	21.061	46543.73	22.377	49281.60	23.693	52019.47	25.009	54757.33	26.326
G077	BLDG INSP III/bldg insp & code enforcement officer	42476.12	20.421	45130.88	21.698	47785.64	22.974	50440.39	24.250	53095.15	25.527
G078	BLDG INSP III PT/bi& code enforcement officer pt	42476.12	20.421	45130.88	21.698	47785.64	22.974	50440.39	24.250	53095.15	25.527
G080	CDBG ADMIN ASST	26018.00	12.509	27644.12	13.290	29270.25	14.072	30896.37	14.854	32522.50	15.636
G081	CDBG HSG INSP	26018.00	12.509	27644.12	13.290	29270.25	14.072	30896.37	14.854	32522.50	15.636
G084	CDBG HSG SERV ASST	32268.12	15.514	34284.88	16.483	36301.63	17.453	38318.39	18.422	40335.15	19.392
G085	CDBG HSG SERV AIDE	27798.77	13.365	29536.20	14.200	31273.62	15.035	33011.04	15.871	34748.47	16.706
G086	CDBG ADMIN MGR	33217.33	15.970	35293.42	16.968	37369.50	17.966	39445.58	18.964	41521.67	19.962
G087	CDBG HSG SPECIALIST	33217.33	15.970	35293.42	16.968	37369.50	17.966	39445.58	18.964	41521.67	19.962
G090	CDBG COMM IMPR ADM	35793.19	17.208	38030.26	18.284	40267.34	19.359	42504.41	20.435	44741.49	21.510
G098	DAIL-A-RIDE DRIVER/Bus Driver	22294.94	10.719	23688.37	11.389	25081.81	12.059	26475.24	12.728	27868.68	13.398
G099	DAIL-A-RIDE DISPATCHER	23624.69	11.358	25101.24	12.068	26577.78	12.778	28054.32	13.488	29530.87	14.198

EXHIBIT C

PLAN F

MEDICARE (PART B) - MEDICAL SERVICES - PER CALENDAR YEAR - 2014

* Once you have been billed \$147 of Medicare-Approved amounts for covered services (which are noted with an asterisk), Medicare Part B Deductible will have been met for the calendar year.

SERVICES	MEDICARE PAYS	PLAN PAYS	YOU PAY
MEDICAL EXPENSES - IN OR OUT OF THE HOSPITAL AND OUTPATIENT HOSPITAL TREATMENT, such as Physician's services, inpatient and outpatient medical and surgical services and supplies, physical and speech therapy, diagnostic tests, durable medical equipment First \$147 of Medicare Approved Amounts* Remainder of Medicare Approved Amounts Part B Excess Charges (Above Medicare Approved Amounts)	\$0 Generally 80% \$0	100% of the amount not paid by Medicare	\$0 \$0 \$0
BLOOD First 3 pints Next \$147 of Medicare Approved Amounts* Remainder of Medicare Approved Amounts	\$0 \$0 80%	All Costs 100% of the amount not paid by Medicare	\$0 \$0 \$0
CLINICAL LABORATORY SERVICES - TESTS FOR DIAGNOSTIC SERVICES	100%	\$0	\$0

PARTS A & B

HOME HEALTH CARE MEDICARE APPROVED SERVICES - Medically necessary skilled care services and medical supplies - Durable medical equipment First \$147 of Medicare Approved Amounts* Remainder of Medicare Approved Amounts	100% \$0 80%	\$0 100% of the amount not paid by Medicare	\$0 \$0 \$0
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OTHER BENEFITS - NOT COVERED BY MEDICARE

FOREIGN TRAVEL - NOT COVERED BY MEDICARE Medically necessary emergency care services beginning during the first 60 days of each trip outside the USA First \$250 Remainder of Charges	\$0 \$0	\$0 80% to a lifetime maximum benefit of \$50,000	\$250 20% and amounts over the \$50,000 lifetime maximum
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Plan Code H36

EXHIBIT C

PLAN F
 MEDICARE (PART A) – HOSPITAL SERVICES – PER BENEFIT PERIOD – 2014

* A benefit period begins on the first day you receive service as an inpatient in a hospital and ends after you have been out of the hospital and have not received skilled care in any other facility for 60 days in a row.

SERVICES	MEDICARE PAYS	PLAN PAYS	YOU PAY
HOSPITALIZATION * Semi-private room and board, general nursing and miscellaneous services and supplies First 60 days 61st thru 90th day 91st day and after: - While using 60 lifetime reserve days Once lifetime reserve days are used: - Additional 365 days - Beyond the Additional 365 days	All but \$1216 All but \$304 a day All but \$608 a day \$0 \$0	\$1216 (Part A Deductible) \$304 a day \$608 a day 100% of Medicare Eligible Expenses \$0 All Costs	\$0 \$0 \$0 \$0 ** All Costs
SKILLED NURSING FACILITY CARE * You must meet Medicare's requirements, including having been in a hospital for at least 3 days and entered a Medicare approved facility within 30 days after leaving the hospital First 20 days 21st thru 100th day 101st day and after	All approved amounts All but \$152 a day \$0 \$0 100%	\$0 Up to \$152 a day \$0 All Costs	\$0 \$0 \$0 All Costs
BLOOD First 3 pints Additional Amounts	\$0 100%	3 pints \$0	\$0 \$0
HOSPICE CARE You must meet Medicare's requirements, including a doctor's certification of terminal illness	All but very limited copayment/coinsurance for outpatient drugs and inpatient respite care	Medicare copayment/coinsurance	\$0

** **NOTICE:** When your Medicare Part A hospital benefits are exhausted, the insurer stands in the place of Medicare and will pay whatever amount Medicare would have paid for up to an additional 365 days as provided in the policy's "Core Benefits." During this time the hospital is prohibited from billing you the balance based on any difference between its billed charges and the amount Medicare would have paid.