

**ORIGINAL FOR EXECUTION**  
**July 21, 2011**

## **AGREEMENT**

**By and Between**

**THE CLARE COUNTY BOARD OF COMMISSIONERS  
AND THE CLARE COUNTY CLERK-REGISTER OF DEEDS,  
DRAIN COMMISSIONER AND TREASURER**

**and**

**THE INTERNATIONAL UNION UAW and its  
LOCAL 1974, UNIT 2**

**Supervisory Unit**

**October 1, 2010, through September 30, 2013**

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## AGREEMENT

**THIS AGREEMENT** shall be effective upon execution by the parties, except as otherwise stated herein, and is by and between the **CLARE COUNTY BOARD OF COMMISSIONERS**, hereinafter referred to as the "**BOARD**" and the **CLERK-REGISTER OF DEEDS, TREASURER, and DRAIN COMMISSIONER**, hereinafter referred to as "**ELECTED OFFICIALS**"\*, and sometimes referred to together as "**EMPLOYER**", and the **INTERNATIONAL UNION UAW and its LOCAL 1974, UNIT 2**, hereinafter referred to as the "**UNION**".

### NON-DISCRIMINATION

The Board, Elected Official and the Union shall not discriminate because of race, religion, creed, color, national origin, handicap, age, sex, or marital status or political affiliation as required by law.

### ROLE AND RELATIONSHIP OF BOARD AND ELECTED OFFICIAL

The Board and the Elected Official each retain and reserve to themselves individually, without limitations, all the powers, rights, authorities and duties conferred upon them by the constitution and the laws of the State of Michigan.

### ARTICLE 1 RECOGNITION

**Employees Covered.** Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining for all employees of the Employer included in the bargaining unit described below:

All Supervisory employees, including the Chief Deputies in the Clerk-Register of Deeds, Treasurer, and Drain Commissioner Offices, the Animal Control Director, the Building Inspector, Electrical Inspector, the Director of the Veteran's Affairs Department, the Chief Deputy Drain Commissioner, Equalization Department Assistant Director, Office Manager, and all other Supervisors, **excluding**; elected public officials, confidential employees, casual employees, and executives, as defined by the Act. The only classifications currently in this unit are the eight (8) specified above.

- \* Any reference made to "Department Head" or "Supervisor" shall mean the Chair of the Board of Commissioners or his/her designee with the only exception being for the Chief Deputy Clerk-Register of Deeds whose Department Head is the Clerk-Register of Deeds; the Chief Deputy Treasurer whose Department Head is the Treasurer; and the Chief Deputy Drain Commissioner whose Department Head is the Drain Commissioner.

### ARTICLE 2 NO STRIKE CLAUSE; PAST PRACTICE; WAIVER PROVISION; DUES CHECKOFF

**Section 1.** The Union agrees that neither the Union, its agents, nor its members will authorize, instigate, aid, condone or engage in a work stoppage, slowdown, strike or other concerted activity which interferes with the operation of the Employer in any way. Individual employees or groups of employees who instigate, aid or engage in a work stoppage, slowdown or strike may be disciplined up to and including discharge at the sole discretion of the Employer. The Employer will not lock out employees.

**Section 2.** This Agreement embodies all the obligations between the parties evolving from the collective bargaining process and supersedes all prior relationships and/or past practices.

**Section 3.** The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter.

**Section 4. Union Dues, Representation Fees.**

- A. The Employer agrees to deduct Union dues or Union representation fees from employee's paychecks to become effective the first payday of the month, following the employee's successful completion of thirty (30) days of full-time or regular part-time (over 18.75 hrs. /week) employment as outlined in this section. The thirty (30) day deduction shall not be applied retroactively nor shall it affect any other provision of this contract. The Union dues or representation fees shall be sent to the Union's designated officer.

The Employer also agrees to deduct from an employee's paycheck the initiation fee of the Union, for those employees joining the Union, which is payable only once when a new hire complete thirty (30) days of full time or regular part-time (over 18.75 hrs. /week) employment, as provided hereunder. This one-time deducted initiation fee shall be made on the first payday of the month, following the employee's successful completion of thirty (30) days of full-time or regular part-time (over 18.75 hrs. / week) employment. The thirty (30) day deduction shall not be applied retroactively nor shall it affect any other provision of this contract.

Membership in the Union is not compulsory. All employees have the right to join, not join, maintain, or drop their membership in the Union as they see fit.

- B. The Employer agrees to deduct from the salary of each individual employee in the bargaining unit who becomes a Union member, the Union's dues and initiation fee, subject to all of the following conditions:
- i. The Union shall obtain from each of its members a completed and signed authorization form which shall conform to the respective state and federal law(s) concerning that subject, or any interpretation(s) thereof.
  - ii. All check-off authorization forms shall be filed with the County Clerk, who may return any incomplete or incorrectly completed form to the Union's designated financial officer, and no check-off shall be made until such deficiency is corrected.
  - iii. All employees covered under this Agreement who do not voluntarily choose membership in the Union shall have deducted from their wages a percentage of the membership dues, after receipt by the Employer of a signed authorization card conforming to state and federal laws, and which sum shall accurately represent the amount for that employee due the Union as their fair share of costs attributable to negotiating the terms of this Agreement and servicing the contract.
  - iv. The Employer shall only check-off obligations, which come due at the time of check-off, and will make check-off deductions only if the employee has enough pay due to cover such obligation. 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.
  - v. The Employer's remittance shall be deemed correct if the Union does not give written notice to the County Clerk within two (2) calendar weeks after remittance is transmitted of its belief, with reason(s) stated therefore, that the remittance is incorrect.

vi. The Union shall provide at least thirty (30) days written notice to the County Clerk of the amount of Union dues and/or representation fees and/or initiation fee to be deducted from the wages of employees in accordance with this section. Any changes in the amounts determined will also be provided to the County Clerk at least thirty (30) days prior to its implementation.

C. **Continued Employment.** The Union shall notify an employee who has not paid his/her dues or representation fee by certified mail, with a copy to the Employer. If that employee does not pay the dues or representation fee within thirty (30) days after that notice is received, the Union shall notify the Employer by certified mail of this omission. Fifteen (15) days after receipt of notification by the Employer, the Employer shall terminate that employee.

D. **Hold Harmless and Indemnification.** The Union agrees to defend, indemnify and save the Employer harmless against any and all claims, suits, or other forms of liability arising out of its deduction from an employee's pay of Union dues, representation fees and/or initiation fee, or in reliance upon any list, notice, certification or authorization furnished under this section or the termination of an employee as provided hereunder. The Union assumes full responsibility for the disposition of the deductions so made once they have been sent to the Union.

### **ARTICLE 3** **EMPLOYER RIGHTS**

#### **Section 1.**

A. **Operation.** The Union recognizes the prerogatives of the Employer to operate and manage its affairs in all respects in accordance with its responsibilities and powers of authority pursuant to the laws and the Constitution of both the State of Michigan and the United States of America. The Employer or its designee reserves the right to direct the work force and assign duties and responsibilities.

B. **Overtime.** The Employer or its designee has the right to schedule overtime work as required in a manner most advantageous.

C. **Work Schedule.** The Employer or its designee shall have the right to determine schedules of working hours and days and to establish the methods and processes by which such work is performed.

D. **Discipline and Discharge.** The Employer or its designee reserves the right to discipline and discharge.

E. **Retention of Right.** The Employer reserves and retains, solely and exclusively, all rights to manage and direct its work forces, except as expressly abridged by the specific provisions of this Agreement, including by way of illustration, but not limitation, the determination of policies, operations, assignments, subcontracting, schedules, layoffs, make or amend rules and regulations, hire, promote, demote, transfer, etc. All rights, functions, powers and authority which the Employer has not specifically abridged, delegated, or modified by specific terms of this Agreement are recognized by the Union as being retained by the Employer.

F. **Delegations.** No policies and procedures covered in this Agreement shall be construed as delegating to others or as reducing or abridging any of the authority conferred on the Employer by State law, or by the Constitution of the State of Michigan or the United States of America.

### **ARTICLE 4** **REPRESENTATION**

#### **Section 1. Bargaining Committee.**

A. The Bargaining Committee will include not more than one (1) employee. In addition thereto, it may include not more than two (2) non-employee representatives from the Union. The Union will furnish the



Employer with a written list of the Bargaining Committee prior to the first bargaining meeting and substitution changes thereto, if necessary.

B. Negotiations shall take place at mutually agreeable times. Employees who are negotiating at times which they are regularly scheduled to work, shall be paid their straight time wages for the period of time spent in negotiations. Under no circumstances shall employees be paid overtime or holiday pay for time spent in negotiations. Employees shall return to their workstation after negotiations have ended, provided there is time left in their normal schedule. Employees shall report to work prior to negotiations in the event that negotiations are to start subsequent to the start of their normal schedule. Employees must receive the approval of their supervisor if they wish to meet with a Union representative before or after negotiations.

**Section 2. Committee Person.** The Employer recognizes the right of the Union to designate a Committee person and an alternate from the seniority list.

The authority of the Committee person and alternate so designated by the Union shall be limited to and shall not exceed the investigation and presentation of grievances.

**Section 3.** The Committee person, during his/her working hours, without loss of pay or time, may investigate and present grievances to the Employer, it being agreed that investigation shall be performed with a minimum of interference with work assignments and loss of working time. However, in no event shall the Committee person leave his/her work for such purpose without first obtaining permission from his/her Department Head. The Department Head may require the Committee person to investigate and/or present such grievance or grievances during other than working hours in the event that the Department Head believes that the workforce cannot be adequately covered during the time that the Committee person desires to investigate and present grievances. The alternate Committee person may take the place of the Committee person only if he/she is not available.

**Section 4. Union Leave.** The Employer agrees to grant time off without pay for union related business. Union leave shall be granted without discrimination or loss of seniority and without pay, to any employee (not to exceed one (1) employee per department at a time) designated by the Union to attend a labor convention or serve in a capacity on other official Union business. The Union will specify the name of the employee(s) and the length of time they will be off work as far in advance as possible, but no later than twenty-four (24) hours notice. Any concerns the Employer has should be addressed with the Union before the leave will take place. The Union agrees not to abuse this Union Leave section.

## **ARTICLE 5** **SPECIAL CONFERENCES**

**Special Conference Procedure.** The Employer and the Union may agree to meet and confer on matters of mutual concern upon written request of either party. The written request shall be made in advance and shall include an agenda stating the nature of the matter to be discussed and the reasons for requesting the meeting. Discussion shall be limited to matters set forth in the agenda, but it is understood that these special meetings shall not be for the purpose of conducting continuing bargaining negotiations nor to in any way modify, add to or detract from the provisions of this Agreement.

Meetings, if agreed to be held by the parties, shall be held at a time and place mutually agreeable to the parties. Each party may be represented by not more than three (3) persons, however, employees shall be paid while attending a special conference, but only if held during normal work hours.

## **ARTICLE 6** **EMPLOYEES AT WILL; GRIEVANCE PROCEDURE FOR ECONOMIC CONTRACT TERMS** **EXCLUDING DISCIPLINE AND/OR DISCHARGE**

**Section 1. Employees at Will.** Employees in the bargaining unit are employees at will. Their employment may be terminated for any reason or no reason, at any time, by a majority vote of the County Commissioners elected and serving or by an elected official who is the employee's Department Head.

Employees who have been employed full-time for one (1) or more years may receive two (2) weeks salary upon termination of employment, as determined within the sole discretion of the Board of Commissioners.

**Section 2. Grievance Procedure for Economic Contract Terms Excluding Discipline and/or Discharge.**

The term "Grievance" as used in this Agreement is defined as an alleged violation of a specific term or condition of this Agreement. Any grievance filed shall refer to the specific provision(s) alleged to have been violated and it shall adequately set forth the facts pertaining to the alleged violation. All grievances shall be commenced within five (5) working days after the grievance has become known, or should reasonably have been known by the employee. Any grievance not conforming to these provisions shall be automatically defined as not constituting a valid grievance. If the Employer requests that the aggrieved employee be present at any step or steps of the grievance procedure to participate in the discussion, he/she will be required to do so.

Any employee having a grievance shall present it as follows:

**Step 1.** If an employee has a grievance and wishes to enter it into the grievance procedure, he/she may do so within five (5) working days under the terms and requirements as stated above, by submitting the written grievance to their Supervisor. Within ten (10) working days after receiving the written grievance from the employee, the Supervisor shall give his/her written response to the grievance to the grievant with a copy to the Committee person. The ten (10) working days shall not include the day the grievance was received by the Supervisor. The Supervisor does not have the authority to provide to any employee economic benefits, which exceed those provided under this contract. The decision of the Supervisor shall not act as precedent.

**Step 2.** In the event that the Supervisor or the Committee person deems it appropriate, either of those persons may request a conference which shall be held within ten (10) working days after the written response of the Supervisor is given at Step 1. The request for the conference must be made in writing within two (2) working days after receipt of the Supervisor's answer in Step 1. The persons who may be present at Step 2 are the grievant, the Committee person, the Union business agent and/or the Union attorney, two County Commissioners and Legal Counsel for the Employer. The parties may attempt to settle the grievance at the conference. The parties may mutually agree to hold the conference beyond ten (10) days, which must be confirmed in writing.

**Step 3.** The Union may appeal the decision of the Supervisor to the Board of Commissioners. The request for the appeal to the Board must be made in writing within three (3) workdays after the answer given in Step 1 or three (3) workdays after the Step 2 conference, if such conference is held. The request shall be addressed to the Chair of the Board. The Board shall hear the appeal within thirty (30) working days after a request is given. The answer of the Board shall be given within ten (10) working days after the hearing.

**Step 4.** If the grievance is not resolved at Step 3 the Union shall present a written demand for arbitration within five (5) working days after the hearing at Step 3 to the Chair of the Board of Commissioners and to the Federal Mediation and Conciliation Service (FMCS) for the selection of an arbitrator in accordance with their procedures. The only matters, which may be submitted to arbitration, are on grievances pertaining to economic provisions of the contract, which do not include decisions made on discipline and/or discharge. The decision of the Employer on disciplinary or discharge matters are final and binding on the employee and Union. The employees covered hereunder are employees at will. The rules of the FMCS shall apply unless specifically modified herein. The arbitrator's powers shall be limited to the application and interpretation of this Agreement as written. The arbitrator shall at all times be governed wholly by the terms of this Agreement and shall have no power or authority to amend, alter or modify this Agreement in any respect.

If the issue of arbitrability is raised, the arbitrator shall only determine the merits of the grievance if arbitrability is affirmatively decided. The arbitrator shall give full recognition to the doctrine of reserved or residual rights and the Employer's exercise of any of its rights not limited by the express provisions of this Agreement. By accepting a case from the parties, the arbitrator acknowledges its limitations of authority, and agrees not to decide an

issue, which is outside of its jurisdiction under this Agreement. Any award of the arbitrator for a continuing violation of this agreement shall not be retroactive prior to the time the grievance was first submitted in writing. The arbitrator's fees shall be split between the Union and the Employer.

**Section 3.** The failure of either party to follow the time limits outside herein shall result in the following:

- a. If the Employer does not respond to the grievance within the time limitations set forth, the grievance shall be advanced to the next step.
- b. In the event the Union or employee does not follow the time limits required herein, the grievance shall be considered irrevocably withdrawn and denied.

**Section 4.** When reference to days is made, only weekdays, Monday through Friday, will be considered. Saturdays, Sundays and holidays shall not be considered in these time periods. Time periods set forth in this grievance procedure shall be strictly adhered to unless extended by mutual written agreement of the parties.

**Section 5. Election of Remedies.** When remedies are available for any complaint and/or grievance of any employee through any administrative or statutory scheme or procedure, in addition to the grievance procedure provided under this contract, and the employee elects to utilize the statutory or administrative remedy, the Union and the affected employee shall not process the complaint through any grievance procedure provided for in this contract. If an employee elects to use the grievance procedure provided for in this contract and, subsequently, elects to utilize the statutory or administrative remedies, then the grievance shall be deemed to have been withdrawn and the grievance procedure provided for hereunder shall not be applicable and any relief granted shall be forfeited.

## **ARTICLE 7** **SENIORITY**

### **Section 1. Definitions.**

A. **Seniority.** Seniority shall be defined as the length of an employee's continuous full time service with the Department where they are employed since the employee's last date of hire excluding unpaid leaves of absence of more than ten (10) consecutive days.

**Section 2. Seniority List.** The seniority list shall contain the names of all seniority employees and their length of service. The Employer will provide the Union, upon request, with copies.

**Section 3. Loss of Seniority.** An employee shall automatically lose his/her status as an employee and his/her seniority for any of the following reasons:

- A. He/she resigns or quits.
- B. He/she is discharged or terminated and not reinstated.
- C. He/she retires.
- D. He/she is convicted of a felony.
- E. He/she has been laid off for a period of time equal to his/her seniority at the time of his/her layoff or two (2) years, whichever is lesser.
- F. Two (2) unexcused absences on a regularly scheduled workday within a twelve (12) month period.
- G. After two (2) days unexcused failure to return from a leave of absence of any kind on the specified date for return (including sick leave).
- H. Intentionally falsifies his/her employment application.

- I. Failure to return to work when recalled from layoff as set forth in the recall procedure.

**ARTICLE 8**  
**LAYOFF AND RECALL**

**Section 1.** In each department (examples of "department" are the following offices; Clerk-Register of Deeds, Veteran Affairs, Building, Animal Control, etc.), seniority shall prevail in the layoff and recalling of employees. Layoffs shall be determined by the Board of Commissioners. In reducing the work force, the last employee hired or transferred in the department and classification affected by the layoff shall be the first employee laid off. The Union and Employer recognize that there may only be one (1) person in each department and classification affected by the layoff. Therefore, if there is only one (1) employee in the department and classification and a layoff occurs in that department, that employee will automatically be laid off. The last employee laid off shall be the first employee recalled. There shall not be any bumping rights for employees who are laid off.

**Section 2.** In the event of a layoff, an employee so laid off shall be given ten (10) calendar days' notice of layoff by mail or in person with a copy to the Union. In the event of recall, five (5) days notice mailed to his/her last known address shall be made. In the event the employee fails to make himself/herself available for work at the end of that five (5) days after notice of recall, he/she shall lose all seniority rights and right to recall under this Agreement.

**Section 3.** An employee in a UAW bargaining unit who is transferred outside the UAW bargaining units and is therefore transferred to a nonunion position within the County shall not continue to accumulate departmental seniority while working outside the UAW bargaining units, but will continue to accumulate County seniority. The employee who is transferred back to the UAW bargaining unit(s) shall maintain the seniority rank he/she had at the time of his/her transfer/promotion.

**Section 4.** The Union will have the right to meet and discuss layoff with the Employer prior to the layoff going in to effect.

**ARTICLE 9**  
**TRANSFERS**

Clare County Local 1974 UAW Units 1 and 2 employees may transfer between Units 1 and 2 on the following terms:

1. No additional probationary period will be required.
2. Department seniority will be the same as outlined in the applicable Seniority Article.
3. Sick days, vacation days, personal days, and longevity shall continue to be earned by County Seniority under the respective provisions outlined in UAW Local 1974 Unit 1 and 2 contracts.
4. Previously earned sick days, vacation days, and personal days shall be transferred day to day into new position with UAW Local 1974 Unit 1 and 2.

**ARTICLE 10**  
**SUPPLEMENTARY EMPLOYMENT**

Part-time supplemental employment is not encouraged, but is permitted under the following conditions:

- a. That the additional employment must in no way conflict with the employee's hours of employment, or in quantity or interest conflict in any way with satisfactory and impartial performance of his/her duties, as determined within the sole discretion of the Employer.

- b. Upon request, the employee shall inform his/her Department Head of their supplemental employment.

**ARTICLE 11**  
**JOB POSTINGS**

Prior to filling a vacancy within the bargaining unit, it shall be posted for three (3) working days. Employees interested shall apply in writing within the Employer designated posting period. The Employer reserves the right to select the person who it believes is best qualified for the position from either within or outside of the bargaining unit.

**ARTICLE 12**  
**GRANT FUNDED POSITIONS; TEMPORARY EMPLOYEES WORK ASSIGNMENTS**

**Section 1.** The Employer reserves the right to hire or use the services of persons whose positions are funded in whole or in part by the State, Federal or local government or any of its agencies to perform bargaining unit work. Such persons shall not be covered by this contract unless specifically required by the funding source.

**Section 2.** The Board reserves the right to hire persons to perform bargaining unit work on a temporary basis and to pay them by wages only without any fringe benefits. They shall not be covered by the terms of this contract. The maximum number of days that can be worked by such persons within a calendar year shall not exceed three hundred fifty (350) working days in total. This section and the three hundred fifty (350) working days limitation does not apply to the persons noted in Section 1 above. Further, the three hundred fifty (350) working day maximum shall not apply where temporary employees are hired, as provided under this section, to replace an employee(s) who is off work due to vacations, sick leave, Worker's Compensation and/or any other leave authorized under this contract.

**Section 3.** The Employer may require an employee to work in any position or classification or to perform any duties within their department. This includes but is not limited to filling vacancies of employees who are on vacation, absent because of illness, vacated positions, absence due to leaves of absences, or for any other reasons.

**ARTICLE 13**  
**UNPAID LEAVE OF ABSENCE**

**Section 1.** An employee in the bargaining unit may be allowed a leave of absence up to forty-five (45) calendar days without pay and without loss of his/her employment status within the sole discretion and upon approval of his/her Department Head; and up to a maximum of one hundred eighty (180) calendar days if approved by his/her Department Head and the Board of Commissioners, within their sole discretion.

**Section 2.** An employee granted leave of absence without pay shall be restored to his/her position on the expiration of the leave, or sooner if approved by his/her Department Head.

**Section 3.** An employee on an unpaid leave of absence shall not have his/her fringe benefits continue and/or accumulate during the leave. Fringe benefits that will not continue during that time, include, but are not limited to, vacation, sick leave, health insurance, holidays, and retirement. Employees wishing to continue health insurances during an unpaid leave may do so by paying the premiums to the Employer.

**Section 4.** Unpaid leaves of absence are to be used for the purpose intended, and employees shall make their intent known when applying for an unpaid leave of absence. Employees shall not accept employment while on leaves of absence unless agreed to by the Employer. Acceptance of employment or working for another employer without prior approval while on leave of absence may result in immediate termination of employment.

**ARTICLE 14**  
**NEW CLASSIFICATIONS**

The Board of Commissioners reserves the right to establish new bargaining unit classifications and rate structures for same. Under such circumstances, the Board shall notify the Union in writing prior to it becoming effective. If the Union does not object to the proposed rate within five (5) work days, the rate shall be adopted. If the Union disagrees with the proposed rate within five (5) work days by providing the Employer a notice in writing, a meeting shall be scheduled within seven (7) work days after receipt of the Union notice to negotiate the rate. Nothing herein shall prohibit the Employer from immediately filling the new position with the Employer's proposed rate of pay, subject to the outcome of the negotiations being retroactive to the date the position is filled. In the event the parties cannot reach an agreement, the Board may implement its last best offer once impasse is reached.

**ARTICLE 15**  
**SUBCONTRACTING**

Notwithstanding any other contrary provision in this contract, the Board of Commissioners reserves the right to subcontract at any time bargaining unit work; to purchase any or all work processes or services when, in the sole determination of the Board, it does not have the facilities or equipment, or the available personnel, or when it is deemed more economical to have the work performed by others. Prior to subcontracting bargaining unit work, the Board shall provide sixty (60) calendar days notice to the Union if an employee is to be laid off. Upon request, the Board or its designated representatives shall meet with Union officials to discuss the proposed subcontracting within the above sixty (60) day period. However, the decision to subcontract is not grievable and shall be within the Board's sole discretion. In the event that the employee(s) scheduled to be laid off due to subcontracting does not find other employment by the third week after being laid off, then under such circumstances, the Board shall provide three (3) weeks severance pay to that employee(s).

**ARTICLE 16**  
**JURY DUTY**

Full-time employees who are called to serve on jury duty during scheduled working hours will be compensated for the difference between the rate of pay for the jury duty and the employee's regular rate for the hours scheduled to work. An employee shall return to regularly scheduled employment with the Employer when temporarily excused from attendance at court, provided that there is at least three-fourths (3/4) hours remaining of scheduled work, except for jury duty at the Federal Court in Bay City. In such event (Bay City Federal Court jury duty) they shall return to work if released with three (3) hours left in their workday. Employees shall submit evidence of attendance at jury duty upon request.

**ARTICLE 17**  
**WORKING HOURS**

The starting and quitting times of employees may be changed by the Board of Commissioners.

A. The normal workweek for regular full-time employees is five (5) days, thirty-seven and one-half (37-1/2) hours per week. Employees usually take a one (1) hour unpaid lunch unless other arrangements are approved by the Board of Commissioners.

B. Salary/Overtime Compensation. Most positions covered by this agreement are executive/supervisory, administrative and/or professional employees of the County who are recognized as exempt by the FLSA from overtime. It is understood that these bargaining unit employees will work varied hours and are compensated on a salary basis. Bargaining unit employees shall regularly receive each pay period a pre-determined amount based on an annual salary amount. This amount is not subject to reduction for any week in which work is performed based on a variation in hours worked, except for unpaid leaves of absence authorized by this collective bargaining agreement. In the event of termination of employment, the employee's salary will be pro-rated to the effective date of their termination.

The County will compensate non-exempt employee eligible under the Fair Labor Standards Act ("FLSA") as follows: Work in excess of forty (40) hours per week will be considered overtime and shall be compensated at a rate of one and one-half (1 1/2) times the regular base rate computed and paid in the payroll period in which the time was worked. All overtime must have approval of the department head or County Administrator and shall be based on hours worked.

**ARTICLE 18**  
**SICK LEAVE**

**Section 1.** Full-time employees shall earn paid sick leave according to the following:

- a. Each employee, after completion of six (6) months of employment, shall earn one (1) sick leave day per month for Employer compensated work. He or she may carry forward to their next anniversary date all unused days to a maximum of seventy (70) days.
- b. After accumulation of seventy (70) days on the employee's anniversary date, the employee shall be paid at the rate of sixty-five percent (65%) of their regular daily rate on all sick days accumulated in excess of seventy (70) days.
- c. Employees must verify the number of days accumulated by completing and signing a form for the number of days accumulated and submit it to bookkeeping with the time voucher for the end of the month for payment the first pay of the following month.
- d. Employees must notify their Department Head or his/her designee at the earliest opportunity when they will be off work because of illness. Employees learning of any personal physical condition which is likely to cause their absence from work shall notify their Department Head as soon as the condition is known. The Employer may require a doctor's certificate as to the time that it is likely the employee will have to be absent because of the physical condition.
- e. In case of a work-incapacitating injury or illness for which an employee is receiving payments under the Michigan Workers' Compensation Law, accrued sick leave may be utilized to maintain the difference between the worker's compensation payment and the employee's net regular salary or wage. Upon exhaustion of his/her sick leave, the employee shall draw only those benefits allowable under the Workers' Compensation Law, if any. Sick leave does not accrue while an employee is receiving Workers' Compensation.
- f. After an employee has exhausted earned sick leave, then such sick leave shall be without accumulation or receipt of any fringe benefits, such as but not limited to; vacation, holiday pay and longevity. Sick leave does not accrue when an employee is off of work on sick leave.
- g. Abuse of sick leave is cause for dismissal.
- h. Sick leave time shall be used only in the event of the employee's illness or injury; or doctor and dental appointments as provided in Section 2 below. However, an employee may use up to five (5) days per year to attend to their spouse, child, dependent, parent or parents-in-law. An employee may use up to five (5) sick leave days for the following circumstances:
  - 1.) For a family member's medical, dental, or vision appointments provided that the Employer is given three (3) days advance notice.
  - 2.) For the temporary illness of a dependent that is unable to attend school or day care.

An employee may also use sick days for a family member when the absences qualifies under the Family Medical Leave Act.

- i. If terminated by the Employer, no accrued sick leave benefit will be paid to the employee. If an employee resigns or is laid off, retires or dies, he/she will be paid one-half (1/2) of his/her accumulated sick leave.
- j. In the event of an employee's death arising out of, or in the course of, an employee's performance of duty with the County for which the employee's beneficiaries are entitled to a duty-death retirement under the Michigan Municipal Employees Retirement Systems and survivor benefits under the Michigan Worker's Compensation law, the deceased employee's spouse and/or dependents shall be entitled to payment for 50% of the deceased employee's unused sick leave.

**Section 2.** Sick leave may be utilized by an employee for his/her appointments with a doctor or dentist to the extent of time required to complete such appointments when it is not possible to arrange those appointments on non-duty hours. Under such circumstances, the employee shall make a request for sick leave use at least forty-eight (48) hours in advance unless emergency conditions exist.

**Section 3.** Sick leave shall not be allowed in advance of being earned. If an employee has insufficient sick leave credits to cover a period of absence, no allowance for sick leave shall be posted in advance or in anticipation of future sick leave credits. In the absence of applicable sick leave credits, payroll deductions for the time lost shall be made for the work period in which the absence occurred.

**Section 4.** All sick leave used shall be verified by the employee with evidence as his/her Department Head may require which could include a doctor's verification. Falsification of such evidence shall be cause for disciplinary action, including discharge. Until the required documentation is provided, all absences will be considered lost time and the employee's pay will be reduced accordingly.

**Section 5.** A Department Head may require that an employee present medical certification of his/her physical or mental fitness to continue working.

**Section 6.** The Employer reserves the right to require an employee, at the Employer's expense, if not covered by the employee's insurance, to take a physical or mental examination (1) if it should appear that said employee is having difficulty in performing his/her duties, or (2) on return from any kind of leave of absence including but not limited to vacation, sick leave, or layoff. The physical or mental examination shall be given by a doctor selected by the Employer. If the employee is not satisfied with the determination of the designated physician of the Employer, he/she may submit a report from a doctor of his/her own choosing. If the dispute still exists, at the request of the Employer or employee, the designated physician of the Employer and the employee's doctor shall agree upon a third doctor to submit a report to the Employer and the employee, and the decision of such third party shall be binding on all the parties. The expense of the third party shall be shared equally by the Employer and the employee if not covered by the employee's insurance. On the basis of said examination, the Employer may terminate the employment of the employee.

**Section 7.** Employees who become ill due to their pregnancy shall adhere to and utilize the sick leave provisions as provided hereunder.

## **ARTICLE 19** **FUNERAL LEAVE**

All full-time employees will be granted, with pay, five (5) days in the event of death of any of the following family members:

Spouse - Mother - Father - Mother-in-Law - Father-in-Law - Son - Daughter -  
Daughter-in-Law - Son-in-Law - Sister - Sister-in-Law - Brother -  
Brother-in-Law - Grandchildren - Step-parents - Step-Children - Half-Brothers  
- Half-Sisters - or any member of the family living in employee's home and who  
the employee is financially responsible for.



All full-time employees will be granted, with pay, three (3) days in the event of death of any of the following family members:

Grandparent - Spouse's Grandparents - Aunts and Uncles.

These days shall not accumulate.

**ARTICLE 20**  
**PART-TIME EMPLOYEES**

Employees hired to work less than 37.5 hours per week, excluding those stated in Article 12, shall be considered part-time employees. They shall receive an hourly rate based upon the full-time employee's compensation in that position on a pro rata basis. Part-time employees shall not receive any fringe benefits such as but not limited to, vacation, holiday pay [except as provided in Article 24, Subsection 2(h)], sick leave, life insurance and health insurance. If they are hired to work a normal schedule between eighteen and 76/100ths (18.76) hours and thirty-seven and 49/100ths (37.49) hours per week, they shall receive the same hourly rate as a full-time employee in that position.

An exception to the above is that in the event that a full-time employee who has completed six (6) months of service is involuntarily reduced to a part-time position, the Employer will provide single subscriber health insurance for that individual if they are scheduled to work more than nineteen (19) hours per week. They shall be compensated at the rate they were receiving as a full-time employee but on an hourly rate basis.

**ARTICLE 21**  
**LIFE INSURANCE**

The Employer shall maintain during the term of this agreement, life insurance for full-time employees who have been employed for six (6) months or longer in the amount of Twenty Thousand and no/100 Dollars (\$20,000.00) and Thirty Thousand and no/100 Dollars (\$30,000.00) accidental death.

Effective approximately thirty (30) days after this contract is executed by both parties in 1992, the Employer shall maintain during the term of this agreement, life insurance for full-time employees who have been employed for six (6) months or longer in the amount of Twenty Thousand and No/100 Dollars (\$20,000.00) and Forty Thousand and No/100 Dollars (\$40,000.00) accidental death and disability insurance, provided the cost does not exceed Fifty and No/100 Dollars (\$50.00) per month for both UAW bargaining units. At any time that the cost is above Fifty and No/100ths Dollars (\$50.00), the Employer may, at its sole discretion, terminate that benefit and revert back to Thirty Thousand and No/100 Dollars (\$30,000.00) accidental death and disability insurance.

**ARTICLE 22**  
**RETIREMENT/PENSION**

The Employer shall continue the retirement program in effect as of January 1, 1986 for full-time employees in the bargaining unit. This program is provided through the Municipal Employees' Retirement System, Plan C-2 (B-1 base); F55 with twenty-five (25) years of service. Effective October 1, 1994, the B-2 program shall be implemented. The Employer and employees shall continue to make the same financial contributions to the retirement plan as in effect on January 1, 1986.

Effective September 15, 1997 the Employer shall provide the B-3 program. The Employer and employees shall continue to make the same financial contributions to the retirement plan as noted above.

**ARTICLE 23**  
**VACATION LEAVE**

**Section 1.** Full-time employees shall be eligible for paid vacation days after six (6) months of service is completed (6 month Anniversary date of employment). (No paid vacation in the first six months of employment). If

time off is permitted to be taken by the Employer during the first six months, the wages SHALL BE DEDUCTED from the employee's check.

**Section 2.**

After completion of **six (6) months** - full-time employees shall be entitled to three (3) days paid vacation upon their six month Anniversary Date.

After completion of **one (1) year** - full-time employees shall be entitled to and additional three (3) days paid vacation upon their Anniversary Date.

The maximum number of days full-time employees shall be entitled during their first year of employment shall not exceed six (6) days paid vacation upon their Anniversary Date.

After completion of **two (2) years** - full-time employees shall be entitled to twelve (12) days paid vacation upon their Anniversary Date.

After completion of **five (5) years** - full-time employees shall be entitled to eighteen (18) days paid vacation upon their Anniversary Date.

After completion of **fifteen (15) years** - full-time employees shall be entitled to twenty (20) days paid vacation upon their Anniversary Date.

After completion of **twenty- five (25) years** - full-time employees shall be entitled to twenty-two (22) days paid vacation upon their Anniversary Date.

**Section 3.** A maximum of five (5) vacation days may be carried over into the next anniversary year and must be used within that next anniversary year. However, it shall be within the Department Head's sole discretion whether or not to allow the up to five (5) days of vacation to be carried over. In the event the employer doesn't allow the employee to carry over these five (5) days, all of the unused vacation time will be paid to the employee within thirty (30) days of their anniversary date.

**Section 4.** All vacations must be approved by the Department Head as to the time and length of vacation.

**Section 5.** Holidays falling within a vacation period shall not be counted as a vacation day, but shall be a paid holiday.

**Section 6.** Upon termination of employment or duty death as defined in Section 7, accrued vacation will be prorated for time earned and paid accordingly. An exception to the above vacation payout shall be that no accrued vacation shall be paid upon termination of employment for misconduct or conviction of a felony.

**Section 7. Duty Death.** In the event of an employee's death arising out of, or in the course of, an employee's performance of duty with the county for which the employee's beneficiaries are entitled to a duty-death retirement under the Michigan Municipal Employees Retirement Systems and survivor benefits under the Michigan Worker's Compensation law, the deceased employee's spouse and/or dependents shall be entitled to payment for unused accumulation vacation time.

**Section 8. Vacation Scheduling.** Requests for vacation of five (5) days or longer shall be made to the direct supervisor at least twenty (20) working days prior to the beginning of the requested vacation. The direct supervisor shall approve or deny the request within five (5) working days. The direct supervisor may grant vacations at their discretion, considering the employee's wishes and efficient operation of the Department. If an employee has not requested and had approved vacation time requests in a sufficient amount to use their vacation accumulations and there are forty-five (45) or less days prior to the employee's anniversary date, the direct supervisor may require the employee to use such vacation time; and if the employee and the direct supervisor cannot mutually agree to a schedule for such use, the direct supervisor may assign a vacation period. A vacation may not

be waived by an employee and extra pay received for work during that period. An employee may use vacation only with the prior approval of his/her direct supervisor.

**ARTICLE 24**  
**HOLIDAYS**

**Section 1. Holiday Schedule.** Full-time non-probationary employees shall receive seven and one-half (7-1/2) hours pay at their straight time regular rate of pay, exclusive of all premiums, for each of the following recognized holidays:

1. New Year's Day (January 1)
2. Martin Luther King Day (3rd Monday in January)
3. President's Day (3rd Monday in February)
4. Good Friday
5. Memorial Day (Last Monday in May)
6. Independence Day (July 4)
7. Labor Day (1st Monday in September)
8. Columbus Day (2nd Monday in October) – Effective 2012
9. Veteran's Day (November 11)
10. Thanksgiving Day (4th Thursday in November)
11. Friday following Thanksgiving
12. December 24 - Effective 1988
13. Christmas Day (December 25)
14. December 31 - New Year's Eve

**Section 2. Holiday Eligibility.** Employee eligibility for holiday pay is subject to the following conditions and qualifications:

- a. An employee who is scheduled to work on a holiday but fails to report to work shall not be entitled to holiday pay and may be subject to disciplinary action.
- b. The employee must have otherwise been scheduled to work on such day if it had not been observed as a holiday.
- c. The employee must not be on a leave of absence, layoff, or disciplinary suspension.
- d. No employee will be eligible for holiday pay prior to his/her completion of six (6) months of employment or longer.
- e. If the holiday falls on Saturday, employees will celebrate the holiday on Friday. If the holiday falls on Sunday, Monday shall be observed as the holiday.
- f. An employee will not be paid for a holiday if he/she has an unexcused absence on the scheduled workday immediately before and/or after the holiday.
- g. In the event an employee works on any holiday, such employee shall receive one and one-half (1-1/2) hours of compensatory time for each hour worked, to be taken at mutually agreeable times. To be eligible for this benefit, the employee must work his/her regular schedule the day before and the day after the holiday.
- h) Part-time employees shall be paid one and one-half (1-1/2) times their regular pay when working a holiday.

**Section 3.** Department Heads may require employees to work on paid holidays.

**ARTICLE 25**  
**MEDICAL COVERAGE**

**Section 1. Medical Insurance.** Full-time, regular employees and their spouse and their dependants are eligible for medical insurance as stated below. Health insurance shall commence for new hires approximately ninety (90) days after employment excepting that health insurance shall commence upon the date of hire as a regular full-time employee if that employee was previously employed performing bargaining unit work as a temporary employee for a minimum of sixty (60) days of work immediately prior to being hired as a regular full-time employee. The Employer's obligation to pay the premiums on the medical insurance does not include nor cover children of the employee over age nineteen (19), unless required by law.

**Section 2. Plans.**

- A. The County health insurance plan upon ratification of this Agreement shall be the plan set forth in Attachment C.
- B. The County will not offer dual health insurance to county employees so an employee is covered both as an employee and as a dependent under the County's health insurance plans. The carrier of the health insurance will be at the employee's discretion.

**Section 3. Premiums.**

- A. The Employer agrees to pay the premium for eligible full-time employees, their spouse and their dependents for the above medical and hospitalization coverages outlined in subsection #2 above through July of 2012, and thereafter, up to the premium rates in effect in July of 2012. If there are any premium costs above the premium rates in effect in July of 2012, the employee shall pay fifty percent (50%) through payroll deductions and the Employer shall pay fifty percent (50%) of the costs above the July 2012 premium rates.
- B. If the County becomes aware that the insurance premium costs will increase so that the premiums may require additional employee co-pays, the County will notify the union, and the Union shall have the right to meet and review with the Employer options they could avoid or reduce such co-pay costs.
- C. If an employee selects a Plan for which the premium costs are below the Employer's cost for the plan set forth in Attachment C, the employee shall receive 50% of the difference through contributions in the County 125 Plan.
- D. **Health Care Cost Containment Committee.** The Employer and the Union recognize the rapidly escalating health care costs, including the cost of medically unnecessary services and inappropriate treatment, have a detrimental impact on the health benefit program. The parties hereby establish a joint committee for the purpose of investigating health care cost containment issues which shall continue during the term of this Agreement. The Committee shall be subject to the following provisions:
  - 1. The Committee shall be comprised of not less than one (1) or more than two (2) representatives from the Employer, from the non-union/elected officials, and from each participating union.
  - 2. The Union representatives shall be granted time off as is reasonably necessary to complete the foregoing.
  - 3. The Committee shall meet as soon as projected new insurance rates are available at the mutually agreed upon times between the Employer and the Unions. Minutes of each meeting shall be taken.

4. This Committee may provide recommendations as to the Health Insurance Program options for each year of this Agreement after July 2012.

**Section 4. Waiver.** Full-time employees electing not to receive the above stated health insurance coverage shall receive the payment arrangements stated in Attachment A. Employees electing such payment may be required to sign a waiver form supplied by the Employer. No other benefits or payment shall be provide to employees receiving or electing not to receive health insurance benefits. Attached hereto labeled Attachment A, is the health insurance reimbursement policy which is incorporated into this contract

**Section 5. Carriers.** The Board of Commissioners reserves the right to change carriers, provided that the same basic coverage remains. The Employer shall give thirty (30) calendar days prior notice to the Union before it changes insurance carriers.

**Section 6. Health Insurance for Retirees.** The above health insurance may be continued by a person who retires from County employment by paying premiums quarterly, in advance, to the County Clerk's Office. Retiree is defined as being eligible under the MERS program guidelines to retire and receive retirement benefits from the County immediately. The County will contribute towards the retiree health insurance premiums for retirees, as defined above, that met the following criteria up to the specified amounts:

- 20 or more years of service with Clare County = up to \$150.00 per month
- 25 or more years of service with Clare County = up to \$175.00 per month
- 30 or more years of service with Clare County = up to \$200.00 per month

In the event Blue Cross Blue Shield does not permit retirees to remain on the Plan listed in Attachment C after leaving active County service, County will offer the Blue Cross Blue Shield CMM with \$250 deductible 80/20 with a \$1000 stop loss in lieu of the Attachment C coverage for retirees elected to obtain coverage through the County. When an "Active Employee retires" and becomes eligible for Medicare Parts A and B, the Clare County Employee Health Benefit Plan shall become secondary and Medicare shall become primary. This also applies to any covered dependent of the retiree who becomes eligible for Medicare.

**Section 7. Health Insurance Coverage for Laid Off Employees.** Health insurance will be continued by the Employer for a laid off employee for two (2) months following layoff.

**Section 8. Duty Death/COBRA.** In the event of an employee's death arising out of, or in the course of, an employee's performance of duty with the County for which the employee's beneficiaries are entitled to a duty-death retirement under the Michigan Municipal Employees Retirement Systems and survivor benefits under the Michigan Worker's Compensation law, the County, for 36 months after the employee's death, shall contribute towards the County group health insurance program premium for the deceased employee's spouse and dependents the same amounts provided active employees in the same classification as the deceased employee, subject to the following contingencies:

- (1) The continued health insurance coverage and premium contribution under the County's group health insurance plan shall be only for the spouse and dependents that were under the County's health insurance plan at the time of the employee's death.
- (2) The continued health insurance coverage and premium contribution will be permitted only if the covered dependents exercise their right to elect continued coverage under the federal COBRA legislation to permit their participation under the County group health insurance plan.
- (3) The continued health insurance coverage and premium contribution will be contingent upon the appropriate premium co-payments being made to the County by the covered dependents on the same basis as that required of active employees under the same insurance program.
- (4) The County's premium contribution shall cease as to any covered dependents if that dependent becomes eligible for health insurance coverage through another source.

- (5) The continued dependent health insurance coverage and employer premium contribution for such group insurance coverage shall be contingent upon the group health insurance carrier permitting the same.

**ARTICLE 26**  
**SAVINGS CLAUSE**

If any provision of this Agreement is found invalid by operation of law or by any tribunal or court of competent jurisdiction, or if compliance with or enforcement of any provision should be permanently restrained by any such court, the remainder of this Agreement, and any supplements thereto, shall remain in full force and effect, and the Employer and the Union at the request of either party shall enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for such provision.

**ARTICLE 27**  
**SALARY**

The wage rates are attached hereto, labeled Attachment B, and it is incorporated into this contract.

Effective 10/1/2010	–	Current 10-1-2009 wages
Effective 10/1/2011	–	Current 10-1-2009 wages
Effective 10/1/2012	–	Increase wages the same amount as determined to be the allowable cost of living increase for 2012 on homestead properties under the State's property tax laws, as determined by the State of Michigan Department of Treasury, but not to exceed 3%.

The Employer may exercise the right to hire a new employee at a higher wage step.

If any County non-Act 312 eligible Bargaining Unit (excluding Court employee units) receives a wage increase during 2010-2011 or 2011-2012 (unless the cost is offset by other economic concessions), the UAW Unit #2 will be entitled to request a wage reopener for that year.

**ARTICLE 28**  
**HEADINGS**

The headings used in this Agreement neither add to nor subtract from the meaning, but are for reference only.

**ARTICLE 29**  
**GENDER CLAUSE**

Whenever the masculine is used in this Agreement, it shall also mean the feminine, and vice versa.

**ARTICLE 30**  
**INCLEMENT WEATHER**

The Board of Commissioners through its Chair, reserves the right to close the Courthouse and not require employees to work in the event of inclement weather. If the Chair of the Board of Commissioners authorizes the same, he/she shall notify WKKM, Radio Station 92.1 MH2 to carry that news by 7:00 A.M. The Employer will pay employees for the time they were normally scheduled to work. The decision to close or not close is not grievable and is within the sole discretion of the Board Chair.

**ARTICLE 31**  
**LICENSING AND DUES**

After 12/22/87, costs of state or County licensing fees or membership dues required to qualify in order to carry out employment requirements shall be borne by the Employer.

**ARTICLE 32**  
**LONGEVITY**

**Definition of Longevity.** Longevity shall be defined as the length of an employee's continuous full-time service with the Employer since the employee's last date of hire. "Continuous service" means an employee's uninterrupted full-time service from his/her last date of hire.

Longevity will be paid on the employee's anniversary date. This will take effect on January 1, 1995 for all employees currently receiving longevity. The employee will receive their year's longevity on their anniversary date instead of in December. The only exception is if a person retires from County service and is receiving retirement benefits. Under such circumstances, they shall receive their longevity on a pro rata basis.

**Longevity Plan.** The Employer will provide a Longevity Plan for full-time employees who have been employed full-time continuously prior to December 31, 1983 as provided below; any persons hired on or after January 1, 1984, are not eligible for longevity.

After (3) years of continuous service - 2.5% of total Base Pay.

After (7) years of continuous service - 5.0% of total Base Pay.

After (10) years of continuous service - 7.5% of total Base Pay.

After (15) years of continuous service - 10% of total Base Pay.

Notwithstanding any other provision contained hereunder, the annual longevity pay shall not exceed One Thousand Four Hundred and No/100ths (\$1,400.00) Dollars.

Longevity pay shall be paid on the pay period that includes the employee's anniversary date.

**Loss of Longevity.** An eligible employee's longevity shall automatically terminate for any of the following reasons:

- a. If he/she is discharged and the discharge is not reversed;
- b. If he/she is absent for any two (2) consecutive unauthorized working days, unless an excuse acceptable to the Department Head is presented;
- c. If he/she fails to notify the Department Head for two (2) consecutive working days that he/she will not be reporting for work, unless an excuse acceptable to the Department Head is presented;
- d. Failure to return on the required date following an approved leave of absence, vacation, or a disciplinary layoff, unless an excuse acceptable to the Department Head is presented;
- e. If he/she has been on layoff status for a period of two (2) years and is not recalled to work.

**ARTICLE 33**  
**TRANSPORTATION AND OTHER EXPENSES WHILE ON COUNTY BUSINESS**

Expenses in addition to mileage may be allowed to employees attending conferences, workshops, and schools held outside Clare County when such attendance has prior approval of the Board of Commissioners.

Reimbursable expenses which may be allowed while attending such meetings are the following items:

Registration Fees	Bridge and Road Tolls
Parking Fees	

Meals and Lodging (effective upon ratification)

Lodging *See Note	Actual conference rate for single occupancy
Breakfast	\$8.00 (plus tax)
Lunch	\$12.00 (plus tax)
Dinner	\$15.00 (plus tax)

\*If employee shares a room in an effort to save money, the reimbursement shall be no more than 50% of the shared occupancy rate.

Total meals not to exceed \$35.00 per day (plus tax)

All expenses must be accompanied by receipts in order to be eligible for reimbursement of the expenses noted above.

Employees must fill out the "Clare County Travel and Expense Voucher" (Obtain from Clerk's Office or Board of Commissioners).

Employees must complete the travel voucher and attach all receipts, sign, have Department Head approval by signature and turn in to the bookkeeping department of the County Clerk on or before the Wednesday before the second Monday of the month. If these are not in by then, they will be held until the next month's meeting.

Mileage for authorized private auto use for County business shall be at the IRS current rate. Any change in the IRS RATE (up or down) shall go into effect after being published by the IRS (not the effective date of the IRS rate).

All items must be approved by the Finance Committee of the Board of Commissioners.

**ARTICLE 34**  
**WORKERS' COMPENSATION**

**Section 1.** Employees are covered by workers' compensation insurance. Each employee shall report on the job injury to the Department Head immediately if possible, and under no circumstances, later than the end of the same day on which the injury occurred.

**Section 2.** If an employee is on workers' compensation, he/she shall be able to supplement their workers' compensation payment by using their accrued and banked sick leave and/or vacation so as to receive the same net salary (regular, non-overtime work schedule) they would have received if not on workers' compensation. Such employee shall not accrue vacation, holiday pay, and sick leave while on workers' compensation. No anniversary step increase shall be given to an employee receiving workers' compensation. Upon return to work, any step increase shall be given which the employee would have received if not on workers' compensation (no retroactive pay).

**ARTICLE 35**  
**PERSONAL LEAVE DAYS**

**Personal Days For Personal Business or Emergencies.** Each full-time employee, after completion of one (1) year of employment and subject to the below, will be credited with three (3) days per year (with pay) for emergencies or for personal business. These days must be taken one (1) day at a time and require prior approval of



the employee's Department Head if it is not an emergency. In the event of an emergency, the employee shall call in and notify his/her supervisor as soon as possible. In case of termination of employment no payment for personal days shall be made.

Personal days will not accumulate if not taken. Upon an employee's anniversary date, he/she will be credited with three (3) personal leave days to use for Personal Business or Emergencies to their next Anniversary Date.

### ARTICLE 36 COMPENSATORY TIME

**Compensatory Time.** Any FLSA exempt employee, who has prior approval of their Department Head to work more than forty (40) hours in a pay week, may take time off at the rate of time and one-half (1-1/2) hours for each hour of work over forty (40) in that pay week. Any employee who has prior approval to work a Holiday pay may take time off at the rate of double time (2 times) hours for each hour over forty (40) in that pay week. The comp time, if approved, can be taken at a mutually agreed upon time within twelve (12) months of the time worked. The maximum accumulated compensatory allowed is thirty-seven and a half (37.5) hours at any one time.

Any nonexempt employee under the FLSA who has prior approval of their Department Head to work more than forty (40) hours in a pay week, may, in lieu of overtime pay under Article 13, Section B, take time off at the rate of time and one-half (1-1/2) hours for each hour of work over forty (40) in that pay week. Any employee who has prior approval to work a Holiday may utilize comp time at a rate of double time (2 times) hours for each hour of work over forty (40) in that pay week. The comp time, if approved, can be taken at a mutually agreed upon time within twelve (12) months of the actual time worked. The maximum accumulated compensatory allowed is thirty-seven and a half (37.5) hours at any one time.

### ARTICLE 37 MILITARY LEAVE

A. **Military Reserve Training.** A full-time employee who has been employed for six (6) months or longer with reserve status in the Armed Forces of the United States or membership in the Michigan National Guard who is called to participate in training sessions shall be permitted leave for this purpose. He/she shall furnish to the Employer, in writing, a statement of the total amount of Government base paid wage received for this service during this period. If such military wage does not equal the employee's usual salary, he/she shall be paid the difference by the Employer for a period not to exceed ten (10) working days in any one (1) calendar year. The employee shall notify the Employer as soon as possible when called upon to report for training.

B. The Employer shall continue health insurance benefits for employees and their dependents within the National Guard or Reserves that are called to active duty for up to three (3) months or until the employee's dependents are enrolled in military health insurance coverage, whichever occurs first. Benefits for employees and dependants are to be reinstated upon employees return to work.

C. **Military Re-Employment Rights.** The Employer and the Union agree to fully implement all State and Federal re-employment rights concerning employees returning from active military duty, including expressly, all rights relating to return to employment, compensation and seniority.

### ARTICLE 38 FAMILY AND MEDICAL LEAVE

Employer will allow employees to select paid leave (from the employee's paid leave accumulations) or unpaid leave under a Family Medical Leave Act. Union agrees to the selection of the 12 month period measured forward from date employee's first FULL DAY Family Medical Leave Act begins. The parties agree that each has the right to exercise its rights under the Family and Medical Leave Act. The parties also recognize any benefits expressly granted in excess of Family Medical Leave Act in this contract shall remain in full force and effect.

**ARTICLE 39**  
**BULLETIN BOARD**

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**ARTICLE 40**  
**TERM OF THIS AGREEMENT**

**Section 1.** This Agreement shall become effective upon execution by the parties, and it shall continue in full force and effect until 11:59 p.m. on the 30th day of September, 2013. If an agreement is not reached by September 30, 2013, the County and the Union agrees to extend the current UAW Unit 2 Contract Agreement with all terms and conditions in force and effect and may be terminated with a 5-day notice to the other party.

**Section 2.** Upon the written request of either party to this Agreement, the parties shall commence negotiations for a new Agreement within ninety (90) days prior to the expiration thereof.

**Section 3. Local Governmental and School District Fiscal Accountability Act.**

- A. To the extent required by MCL 423.215(7), an Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act (being MCL 141.1501 *et seq*) may reject, modify, or terminate provisions of this collective bargaining agreement as provided in the Local Governmental and School District Fiscal Accountability Act.
- B. Inclusion of the language required under Section 15(7) of the Public Employment Relations Act does not constitute an agreement by the Union or the Employer to the substantive or procedural content of the language. In addition, inclusion of the language does not constitute a waiver of the Union's or the Employer's right to raise Constitutional and/or other legal challenge (including contractual or administrative challenges) to the validity of: (1) appointment of an Emergency Financial Manager; (2) PA 4 of 2011 (Local Government and School District Fiscal Accountability Act); or (3) any action of an Emergency Financial Manager which acts to reject, modify, or terminate the collective bargaining agreement.

**FOR THE UNION:**

Marybeth Denton 08/01/11  
Marybeth Denton, Chairperson Date  
UAW Local 1974, Unit 2

Chad Wurtzel 8/31/11  
Chad Wurtzel Date  
UAW International Representative

Gerald Kariem 9-26-11  
Gerald Kariem Date  
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**FOR THE EMPLOYER:**

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Donald David, Chairperson Date  
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Pamela Mayfield Date  
Clare County Clerk Register of Deeds

Carl Parks 9-20-11  
Carl Parks Date  
Drain Commissioner

Jenny Beemer-Fritzing 09-19-11  
Jenny Beemer-Fritzing Date  
Clare County Treasurer

**ATTACHMENT A**

**HEALTH INSURANCE REIMBURSEMENT POLICY**

A. Regular Full-time Employees employed under this agreement who elect not to take health insurance shall be eligible to receive Two Hundred Sixty-Seven and No/100ths Dollars (\$267.00) per month for each month they waive all medical insurance coverages.

B. An employee electing not to take health insurance will only be able to re-enroll under the terms and conditions provided for by the insurance carrier. It is the employee's responsibility to determine what those conditions are for re-enrollment.

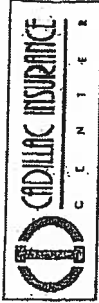
**ATTACHMENT B  
SALARIES**

[Employees are paid on a bi-weekly basis]

UAW 2 SALARY FY 2011-2012	EFFECTIVE OCTOBER 1, 2010 – SEPTEMBER 30, 2012			
Title	Start	After 1 Year	After 2 Years	After 3 Years
Veterans Affairs Director	\$ 28,605.54	\$ 29,583.91	\$ 31,540.03	\$ 33,496.78
Animal Control Director	\$ 27,343.16	\$ 28,239.11	\$ 31,231.65	\$ 33,095.20
Chief Deputy Clerk Chief Deputy Register of Deeds	\$ 28,605.54	\$ 29,583.91	\$ 31,540.03	\$ 33,496.78
Chief Deputy Treasurer	\$ 28,605.54	\$ 29,583.91	\$ 31,540.03	\$ 33,496.78
Chief Deputy Drain Commissioner	\$ 23,877.30	\$ 24,773.33	\$ 27,627.24	\$ 29,490.81
Building Inspector	\$ 31,216.50	\$ 32,465.17	\$ 33,436.35	\$ 34,685.02
Electrical Inspector	\$ 31,216.50	\$ 32,465.17	\$ 33,436.35	\$ 34,685.02
Asst. Equalization Dept. Director	\$ 27,197.80	\$ 28,026.30	\$ 30,869.65	\$ 32,592.08
Office Manager (*See Note)	\$ 27,243.38	\$ 28,175.15	\$ 30,038.13	\$ 31,901.69

\*Note - Office Manager position to maintain all Unit 2 contract benefits during the course of her employment in her current position.

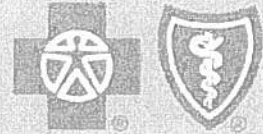
Effective October 1, 2012, increase salaries the same amount as determined to be the allowable cost of living increase for 2012 on homestead properties under the State's property tax laws, as determined by the State of Michigan Department of Treasury, but not to exceed 3%.



**Clare County - (Active & Retirees)**  
 Health Benefit Summary Sheet - with HRA

Community Blue PPO 15		HRA Plan
Deductible	\$5,000 - single/\$10,000 family in-network deductible*	None
% Co-pay	20%	0%
20% Copayment Out-of-pocket maximum	\$2,500 single/\$5,000 family in-network copayment*	None
Office Visit	\$40	Reimburse down to \$10
Emergency Room Copay	\$150*	Reimburse down to \$50
Prescription Drugs	\$10 Generic \$60 Brand Name Mail Order \$10 Generic/\$60 Brand Name	\$10 Generic (no reimbursement on generic) \$40 Brand Name Mail Order \$10 Generic/\$40 Brand Name
Other Riders	Contraceptives included Lifestyle Drugs included	Contraceptives included Lifestyle Drugs included
Vision BCBS	Eye Exam - every 24 months Lenses/Contacts - every 24 months Glasses - every 24 months	See Benefits at a Glance for further coverage information on vision allowances & out of network coverage
Dental Delta	Preventative-50% coverage Restorative-50% coverage Major Services- 50% Coverage \$800 Maximum	See Benefits at a Glance for further coverage information on vision allowance & out of network coverage
Lincoln Financial** Life and AD&D		

\*See Benefits-at-a-Glance for a complete benefit listing  
 \*\* Retirees not eligible for this benefit



## Clare County 11435 005, 900, 905, 910

### Blue Vision<sup>SM</sup> Select 12/24/24 Benefits-at-a-Glance

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

Blue Vision benefits are provided by Vision Service Plan (VSP), the largest provider of vision care in the nation. VSP is an independent company providing vision benefit services for Blues members. To find a VSP doctor, call **1-800-877-7195** or log on to the VSP Web site at **vsp.com**.

**Note:** Members may choose between prescription glasses (lenses and frame) or contact lenses, but not both.

#### Network doctor

#### Non-network provider

#### Member's responsibility (copays)

	Network doctor	Non-network provider
Eye exam	\$10 co pay	\$10 co pay applies to charge
Prescription glasses (lenses and/or frames)	A <b>combined</b> \$25 co pay	Member responsible for difference between approved amount and provider's charge, less \$25 co pay
Medically necessary contact lenses	\$25 co pay	Member responsible for difference between approved amount and provider's charge, less \$25 co pay

#### Eye exam

Complete eye exam by an ophthalmologist or optometrist. The exam includes refraction, glaucoma testing and other tests necessary to determine the overall visual health of the patient.	Covered – \$10 co pay	Reimbursement up to \$34, less \$10 co pay (member responsible for any difference)
	One eye exam in any period of 12 <b>consecutive</b> months	

#### Lenses and frames

Standard lenses (must not exceed 60 mm in diameter) prescribed and dispensed by an ophthalmologist or optometrist. Lenses may be molded or ground, glass or plastic. Also covers prism, slab-off prism and special base curve lenses when medically necessary. <b>Note:</b> Discounts on additional prescription glasses and savings on lens extras when obtained from a VSP doctor.	Covered – \$25 co pay (one co pay applies to <b>both</b> lenses and frames)	Reimbursement up to predetermined amount based on lense type after copay (member responsible for any difference)
	One pair of lenses, with or without frames, in any period of 24 <b>consecutive</b> months	
Standard frames <b>Note:</b> All VSP network doctor locations are required to stock at least 100 different frames within the frame allowance.	Covered – \$25 co pay (one co pay applies to <b>both</b> frames and lenses)	Reimbursement up to \$38.25, less \$25 co pay (member responsible for any difference)
One frame in any period of 24 <b>consecutive</b> months		

#### Contact lenses

Medically necessary contact lenses (requires prior authorization approval from VSP and must meet criteria of medically necessary)	Covered – \$25 co pay	Reimbursement up to \$210, less \$25 co pay (member responsible for any difference)
	One pair of contact lenses in any period of 24 <b>consecutive</b> months	
Elective contact lenses that improve vision (prescribed, but do <b>not</b> meet criteria of medically necessary)	Covered – \$130 allowance that is applied toward contact lens exam (fitting and materials) and the contact lenses (member responsible for any cost exceeding the allowance)	Covered – \$100 allowance that is applied toward contact lens exam (fitting and materials) and the contact lenses (member responsible for any cost exceeding the allowance)
	One pair of contact lenses in any period of 24 <b>consecutive</b> months	

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

**Delta Dental PPO (Point-of-Service)  
Benefit Features for  
Clare County  
Client #0446-0001**

Delta Dental PPO (Point-of-Service) is a point-of-service preferred provider organization program administered by Delta Dental of Michigan. You can go to any licensed dentist, but you may have lower out-of-pocket costs if you choose a dentist who participates in the Delta Dental PPO network. If you do not go to a Delta Dental PPO dentist, you can still save money if you choose a dentist who participates in Delta Dental Premier, our managed fee-for-service plan. If you choose a dentist who doesn't participate in either plan, you are responsible for any difference between Delta Dental's fee and the amount charged by the dentist.

	<b>PPO Dentist</b>	<b>Premier Dentist</b>	<b>Nonparticipating Dentist</b>
<b>Effective: September 1, 2010</b>	<b>Plan Pays</b>	<b>Plan Pays</b>	<b>Plan Pays</b>
<b>CLASS I</b>			
<b>Diagnostic and Preventive Services</b> – Used to diagnose and/or prevent dental abnormalities or disease (includes exams, cleanings, and fluoride treatments).	50%	50%	50%
<b>Emergency Palliative Treatment</b> – Used to temporarily relieve pain.	50%	50%	50%
<b>Radiographs</b> – X-rays.	50%	50%	50%
<b>Sealants</b> – Dental sealants to prevent decay of permanent molars (to age 9 on first molars; to age 14 on second molars).	50%	80%	50%
<b>CLASS II</b>			
<b>Minor Restorative Services</b> – Used to repair teeth damaged by disease or injury (for example, fillings).	50%	50%	50%
<b>Oral Surgery</b> – Extractions and dental surgery, including preoperative and postoperative care.	50%	50%	50%
<b>Periodontics</b> – Used to treat diseases of the gums and supporting structures of the teeth.	50%	50%	50%
<b>Endodontics</b> – Used to treat teeth with diseased or damaged nerves (for example, root canals).	50%	50%	50%
<b>CLASS III</b>			
<b>Major Restorative Services</b> – Used when teeth cannot be restored with another filling material (for example, crowns).	50%	50%	50%
<b>Prostodontics</b> – Used to replace missing natural teeth (for example, bridges, endosteal implants, and dentures).	50%	50%	50%
<b>Maximum Payment</b> – \$800 per person total per calendar year for Class I, Class II and Class III Benefits.			
<b>Deductible</b> – None.			

**Customer Service toll-free number (800) 524-0149  
www.deltadentalmi.com**

This document is intended as a supplement to your Dental Care Certificate and Summary of Dental Plan Benefits. Please refer to your certificate and summary for policy exclusions and limitations.

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**FOR THE UNION:**

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Marybeth Denton, Chairperson Date  
UAW Local 1974, Unit 2

Chad Wurtzel 8/31/11  
Chad Wurtzel Date  
UAW International Representative

Gerald Kariem 9-26-11  
Gerald Kariem Date  
UAW Regional Director, Region 1-D

**FOR THE EMPLOYER:**

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Donald David, Chairperson Date  
Clare County Board of Commissioners

Pamela Mayfield 9/21/11  
Pamela Mayfield Date  
Clare County Clerk Register of Deeds

Carl Parks 9-20-11  
Carl Parks Date  
Drain Commissioner

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Jenny Beemer-Fritzinger Date  
Clare County Treasurer



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