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AGREEMENT

between

the MANISTEE COUNTY BOARD OF COMMISSIONERS,
the MANISTEE COUNTY LIBRARY BOARD,
the MANISTEE COUNTY PROSECUTING ATTORNEY,
the MANISTEE COUNTY REGISTER OF DEEDS,
and the
MANISTEE COUNTY TREASURER,

and

the POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM)

and

the MANISTEE COUNTY GENERAL EMPLOYEES ASSOCIATION, its Affiliate

Effective Date: October 1, 2010

Termination Date: September 30, 2011

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AGREEMENT

THIS AGREEMENT entered into on this 1st day of October, 2010, between the MANISTEE COUNTY BOARD OF COMMISSIONERS; and the MANISTEE COUNTY LIBRARY BOARD; and the PROSECUTING ATTORNEY, COUNTY TREASURER, and REGISTER OF DEEDS, (hereinafter referred to as the "Employer"), and the MANISTEE COUNTY GENERAL EMPLOYEES ASSOCIATION (GEA), an Affiliate of the POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM) (hereinafter referred to as the "Union").

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

PURPOSE AND INTENT

The general purpose of this Agreement is to set forth terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Employer and the employees of the Union. The parties recognize that the interest 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 relations between the respective representatives at all levels and among all employees.

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 in respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this Agreement of all employees of the Employer at the time of signing the contract as described below:

"All employees of the County of Manistee in the following departments: County Treasurer, excluding the position of Chief Deputy County Treasurer; County Register of Deeds, excluding the Chief Deputy Register of Deeds; County Planning Department; Custodial Employees; County Extension Office; County Equalization Office; County Library; County Prosecuting Attorney's Office; excluding all elected officials, supervisors and confidential employees and the employees in the County Clerk's Office and Sheriff's Office."

ARTICLE 2. AID TO OTHER UNIONS:

The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.

ARTICLE 3. MANAGEMENT'S RIGHTS:

(A) The Employer retains the right to manage and operate its business; to maintain order and efficiency in its operation; to hire, lay off, assign, transfer and promote employees; to exercise control of all its properties and equipment; to install, modify or change methods of operation, work schedules and equipment; to discipline and discharge employees for cause, including suspensions and disciplinary layoffs; to make reasonable rules and regulations, not in conflict with this Agreement.

(B) The rights and responsibilities of the Elected Officials are acknowledged and incorporated herein as they are set out by the constitution and laws of the State of Michigan.

(C) The foregoing rights are by way of illustration only and in general, all rights and privileges belonging to the Employer, which are not specifically relinquished herein, are reserved to and remain vested in the Employer, subject to the conditions that such rights shall not be exercised in any manner which is inconsistent with this Agreement.

ARTICLE 4. PERSONNEL POLICY MANUAL

(A) It is understood that each Union employee is subject to the Manistee County Personnel Policy Manual as drafted and promulgated by the Elected Official, Department Head or the County of Manistee.

(B) Personnel Policy Manuals shall be provided to each employee at the time of hire and are available for review, access, or copying from the County Controller/Administrator's Office.

ARTICLE 5. UNION SECURITY (Agency Shop):

(A) Employees covered by this Agreement at the time it becomes effective and who are members of the Union at that time shall be required, as a condition of continued employment, to continue membership in the Union or pay a service fee to the Union in an amount as determined by the Union for the duration of this Agreement.

(B) Employees covered by this Agreement who are not members of the Union at the time it becomes effective shall be required as a condition of continued employment to become members of the Union or pay a service fee in an amount as determined by the

Union commencing thirty (30) days after the effective date of this Agreement, and such condition shall be required for the duration of this Agreement.

(C) Employees hired, rehired, reinstated or transferred into the bargaining unit after the effective date of this Agreement and covered by this Agreement shall be required as a condition of continued employment to become members of the Union or pay a service fee to the Union in an amount determined by the Union for the duration of this Agreement, commencing the thirtieth (30th) day following the beginning of their employment in the unit.

(D) The Union agrees to indemnify and hold the Employer harmless for its legal defense of any suit or action brought against the Employer for the discharge of any employee under the terms of Union Security.

ARTICLE 6. DUES WITHHOLDING BY THE EMPLOYER:

(A) The Employer agrees to withhold from the wages of any employee who is a member of the Union all union membership dues, if any, as provided in a written authorization, provided that the form is executed by the employee.

(B) The written authorization for union dues withholding shall remain in full force and effect during the period of this contract and may be revoked only by written notice.

1. The termination notice must be given both to the Employer and the Union.

(C) The Union agrees that dues will be authorized, levied and certified in accordance with the constitution and by-laws of the Local Union.

(D) The Union hereby authorizes the Employer to rely upon and to honor certifications by the Secretary-Treasurer of the Local Union regarding the amounts to be withheld and the legality of the adopting action specifying such amounts of Union dues and/or initiation fees.

(E) The Employer agrees to provide this service without charge to the Union.

ARTICLE 7. REPRESENTATION FEE WITHHOLDING:

(A) The Employer agrees to withhold from the wages of any employee who is not a member of the Union, the Union representation fee as provided in a written authorization, provided that the form is executed by the employee.

(B) The written authorization for representation fee withholding shall remain in full force and effect during the period of this contract and may be revoked only by written notice.

1. The termination notice must be given both to the Employer and to the Union.

(C) The amount of such representation fee will be determined by the Union.

(D) The Employer agrees to provide this service without charge to the Union.

ARTICLE 8. REMITTANCE OF DUES AND FEES:

(A) **When Withholdings Begin:** Withholdings shall become effective at the time the application is signed by the employee and shall be withheld from the first pay period of the month and each month thereafter.

(B) **Remittance of Dues to Union Financial Officer:** Withholdings for any calendar month shall be remitted to such address designated to the designated financial officer of the Police Officers Association of Michigan, with an alphabetical list of names and addresses of all employees from whom deductions have been made no later than the tenth (10th) day of the month following the month in which they were deducted.

(C) The Employer shall additionally indicate the amount withheld and notify the financial officer of the Union of the names and addresses of employees who, through a change in their employment status, are no longer subject to withholding and further advise said financial officer by submission of an alphabetical list of all new hires since the date of submission of the previous month's remittance of dues.

ARTICLE 9. UNION REPRESENTATION:

(A) Employees covered by this Agreement may be represented in contract negotiations by no more than five (5) employees one member of which shall be the Union President who shall serve as the chairperson of the bargaining committee.

(B) Members of the Union Bargaining Committee shall not be paid by the Employer for working hours lost in contract negotiations.

ARTICLE 10. GRIEVANCE PROCEDURES:

It is the intent of the parties to this Agreement that the grievance procedure set forth herein shall serve as a means for a peaceful settlement of disputes that may arise between them as to the application and interpretation of this Agreement.

Step 1:

Any employee having a grievance shall present it to the Employer as follows:

(A) If an employee believes a contract violation has occurred, he shall discuss the grievance with the immediate supervisor and/or elected official and Union President.

(B) In order to be a proper matter for the grievance procedure the grievance must be presented within five (5) working days of its occurrence. If the matter is thereby not disposed of, it will be submitted in written form by the Union President to the employee's immediate supervisor and/or elected official.

(C) Upon receipt of the grievance, the immediate supervisor and/or elected official shall sign and date the Union President's copy of the grievance.

- (D) 1. The Employer will answer in writing any grievance presented to it in writing by the Union.
2. The immediate supervisor and/or elected official shall give his written answer to the Union President within five (5) working days of receipt of the grievance.
3. If the immediate supervisor and/or elected official is absent from work the time limits will mutually be extended until the immediate supervisor and/or elected official returns to work.

Step 2:

(A) If the grievance remains unsettled it shall be presented by the Union President in writing, to the County Board of Commissioners by delivery to the County Controller/Administrator within seven (7) working days after the response of Step 1 is due.

(B) Upon presentation, the County Controller/Administrator shall sign and date the Union President's copy.

(C) A meeting will be held between the grievance committee and the Board of Commissioners or its representatives which shall include a member of the Board of Commissioners, within twenty (20) days of the presentation of the grievance to the Board. The Union may have a representative present at such meeting.

(D) The Board shall respond in writing to the Union President within ten (10) working days of the date of the monthly meeting of the Board following the date of the grievance meeting.

(E) Grievances regarding internal operations of the elected officials' offices including, but not limited to, discipline, promotion, work assignment, etc. shall be excluded from Step 2.

Step 3:

(A) If the grievance remains unsettled, and the Union wishes to carry the matter further, the Union, and not an individual employee, shall file a demand for arbitration with the County Controller/Administrator and request a list of seven (7) arbitrators from the Michigan Employment Relations Commission within twenty (20) working days of the Employer's answer in the Step 1 or Step 2 proceedings.

(B) Upon receipt of the list of arbitrators, the parties may mutually agree to an arbitrator.

1. If the mutual agreement is not reached, then each party shall alternately strike one name at a time, the party striking the first name to be determined by a coin flip, with the final name being the arbitrator to be used.

(C) The arbitration proceedings shall be conducted in accordance with the American Arbitration Association's Rules and Regulations.

(D) 1. The Arbitrator shall make a judgment based upon the express terms of this Agreement, and shall have no authority to add to or subtract from any of the terms of this Agreement.

2. Arbitrator's Powers. The arbitrator's powers shall be limited to the application and interpretation of this Agreement as written.

- a. The arbitrator shall be at all times governed wholly by the terms of this Agreement, and he/she shall have no power or authority to amend, alter, or modify, add to, subtract from, disregard this Agreement in any respect.

- b. If the issue of arbitrability is raised, the arbitrator shall determine the merits of the grievance only if arbitrability is affirmatively decided.

- c. By accepting a case from the parties, the arbitrator acknowledges his/her limitation of authority and agrees not to decide an issue which is outside of his/her jurisdiction under this Agreement.

- d. The arbitrator recognizes that the Employer is governed by certain laws and exists for the sole purpose of serving the public, and the arbitrator agrees this Agreement shall be interpreted and construed consistently with such laws.

- e. Any award of the arbitrator shall not be retroactive any earlier than the time the grievance was first submitted in writing.

- f. Further, no claims for back wages under this Agreement shall exceed the amount of earnings which the employee would have otherwise earned by working for the Employer, less any and all unemployment compensation that the employee received from any interim earnings.
- g. The decision of the arbitrator shall be final and binding on the Employer, the Union, and the employees.

(E) The expenses for the Arbitrator shall be shared equally between the Employer and the Union.

(F) There shall be no appeal from any arbitrator's decision. Each such decision shall be final and binding upon the Union, its members, the employee or employees involved, and the Employer.

1. Any grievance not answered within the time limits by the Employer shall be deemed automatically appealed to the next step of the grievance procedure.
2. Any grievance not appealed by the Union within the time limits shall be deemed settled on the basis of the Employer's last answer.

(G) Election of Remedies.

1. When remedies are available for any complaint and/or grievance of an employee through any administrative or statutory scheme or procedure, such as, but not limited to, a veteran's preference hearing, civil rights hearing, or Department of Labor hearing, in addition to the grievance procedure provided under this Agreement, 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 Agreement.
2. If an employee elects to use the grievance procedure provided for in this Agreement and, subsequently, elects to utilize the statutory or administrative remedies, then the grievance procedure provided for in this Agreement 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 shall be forfeited.

- a. The above stated provision does not apply in the event that criminal charges are brought against an employee for the same offense for which the Employers disciplined the employee.

ARTICLE 11. DISCHARGE AND SUSPENSION:

(A) **Notice of Discharge or Suspension.** The Employer agrees, promptly upon the discharge or suspension of an employee, to notify, in writing, the employee and the Union President of the discharge or suspension.

1. Said written notice shall contain the specific reasons for the discharge or suspension.

(B) **Appeal of Discharge or Suspension.**

1. Should the discharged or suspended employee and/or the Union President consider the discharge or suspension to be improper, it shall be submitted to the second step of the grievance procedure.
2. Counseling shall not be subject to arbitration.
3. Written reprimands shall normally be rebutted by written statements.

(C) **Use of Past Record.** In imposing any discipline or discharge on a current charge, the Employer will not take into account any prior infractions which occurred more than two (2) years previously.

ARTICLE 12. SENIORITY (Probationary Employees):

(A) New employees hired shall be considered as probationary employees for the first six (6) months of their employment.

1. Should a department head feel a new hire has not learned their job, a written notification will be presented to the Union, and the employee's probationary period will be extended three (3) additional months.

(B) There shall be no seniority among probationary employees.

(C) The Union shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment as set forth in Article 1 of this Agreement, except discharged and disciplined employees for other than Union activity.

(D) When an employee finishes the probationary period, he shall be entered on the seniority list and shall rank for seniority from the day six (6) months prior to the day he completes the probationary period.

- (E) 1. Seniority shall be on an Employer-wide basis, in accordance with the employee's last date of hire.
2. The use of Employer-wide seniority shall be limited to the preferences and by the exceptions set forth herein in Articles 13, 14, 16, 17, 19, 29 and 34, with the understanding that the intent of this paragraph is to identify all Articles referencing seniority.

ARTICLE 13. SENIORITY LISTS:

(A) Seniority shall not be affected by the age, race, sex, marital status, or dependents of the employee.

- (B) 1. The seniority list on the date of this Agreement will show the date of hire, names and job titles of all employees entitled to seniority.
2. Dates of transfer or hire into an elected official's office along with resulting seniority within an elected official's office shall be separately set out and maintained.

(C) The Employer will keep the seniority list up to date at all times. The Employer will provide each Bargaining Unit Employee with an updated seniority list as this list is updated.

ARTICLE 14. LOSS OF SENIORITY:

(A) He quits.

(B) He is discharged and the discharge is not reversed through the procedure set forth in this Agreement.

(C) He is absent for two (2) consecutive working days without notifying the Employer. Exceptions may be made at the Employer's discretion. After such absence, the Employer will send written notification to the employee at his last known address that he has lost his seniority, and his employment has been terminated. If the disposition made of any such case is not satisfactory, the matter shall be entered into the grievance procedure at the second step.

(D) If he does not return to work when recalled from layoff as set forth in the recall procedure. Exceptions may be made at the Employer's discretion.

(E) Return from sick leave and leaves of absence will be treated the same as Paragraph (C) above.

(F) Is laid off for a period of two (2) years or the length of his seniority, whichever is less.

ARTICLE 15. SENIORITY OF OFFICERS:

The Union President shall head the seniority list during their term of office for layoff purposes only.

ARTICLE 16. LAYOFFS:

(A) Seniority shall apply to layoff and recall as follows:

1. When a reduction in work force occurs, employees in the classification affected on probation, and then the employees in that classification with the least seniority will be the first to be laid off, provided the remaining employees can do the available work.
2. A laid off employee may bump a less senior employee in the same department, provided the employee has the qualifications and ability to perform the work of the bumped employee or may bump the least senior employee in another department, provided the employee has the qualifications and ability to perform the work of the bumped employee, and has thirty (30) days to qualify.
 - a. The senior employee exercising their bumping rights will have one (1) bump and one (1) bump only per layoff for the purpose of this Article.
3. There shall be no bumping rights into elected officials' offices without the consent of the respective elected official.
4. There shall be bumping rights within each elected officials' office.

(B) Employees shall be recalled in the reverse order of their layoff.

1. Probationary employees shall not be recalled or new hires made until all employees with seniority have been recalled, provided the laid-off employees have the qualifications and ability to perform the available work.

- (C) 1. An employee, upon proper notification of recall from layoff, must report within five (5) calendar days of his/her desire to return to work and must return to work within ten (10) working days following receipt of notification.
2. Notification to employees by certified mail, restricted delivery, to the last address appearing on the employee's record shall be considered proper notice.
 - a. Each employee shall be responsible for having his/her proper address on record with the employer.
3. Nothing in this item shall be deemed to preclude the Employer from filling any vacancy caused by the failure of an employee to report promptly after notification in such manner as the Employer shall determine until such employee reports for work or has lost his/her seniority under Article 13.

ARTICLE 17. TEMPORARY TRANSFERS:

(A) The Employer reserves the right to: (1) make temporary internal transfers or (2) use temporary employees to fill a temporary vacancy caused by an employee's absence from the job for three (3) work days or more or to fill an absence created by an employee's trial period under Article 19.

(B) When Department Heads and Elected Officials determine that a temporary transfer will occur, the requirements of Article 19 will apply except for the duration of the posting period which may be reduced to two (2) working days in the sole discretion of the Employer. In the event no employee applies for or accepts the temporary transfer the employee to be involuntarily transferred shall be the employee with the least seniority in the classification from which the transfer is made.

(C) Duration. The transfer of an employee for the purpose of filling a temporary vacancy shall be for a maximum of thirty (30) days or the length of time the position is vacant due to an employee's illness, vacation, trial period or leave of absence, whichever is longer.

(D) If the temporary vacancy becomes permanent, it shall be posted as a permanent vacancy under Article 19.

(E) The temporarily transferred employee shall return to their former position if the temporary vacancy terminates by return of the absent employee.

(F) Rate of Pay.

1. When an employee in a higher pay grade classification is temporarily transferred to a lower pay grade classification, the employee shall continue to receive their higher rate of pay.
2. When an employee in a lower pay grade classification is temporarily transferred to a higher pay grade classification, the employee shall receive ninety (90%) percent of the employee's current step in the higher pay grade classification or the employee's former rate of pay, whichever is greater, for the first seven (7) consecutive calendar days in the higher pay grade classification. Thereafter, the employee shall receive one hundred (100%) percent of the employee's current step in the higher pay grade classification.

(G) The Employer may change the shift for Custodians or Assistant Custodians to fill in for short term illness, emergencies, or absences that are expected to be less than three (3) days provided one of the employees in that classification accepts the shift change. Should no employee accept the shift change, the employee with the least seniority will be required to work the shift, provided the Employer shall give as much advance notice to the affected employee(s) as possible.

ARTICLE 18: TEMPORARY EMPLOYEES

(A) The parties agree that the hiring of temporary, casual employees is a management right, responsibility, and discretion.

(B) However, the Employer agrees that it will not, during the term of this Agreement, hire temporary, casual employees for the purpose of permanently displacing employees in this bargaining unit.

(C) A temporary, casual employee is an employee hired to perform a position in the bargaining unit for a period of not more than ninety (90) days in one year except as permitted under Article 17 of the Agreement.

(D) The Union must be given written notice when a temporary, casual employee is to be hired including the start and finish dates.

(E) If possible, part-time employees will be offered work for which they were previously trained prior to the Employer's use of temporary employees. The Employer will determine whether the part-time employee possesses the skills and training necessary.

ARTICLE 19. JOB POSTINGS AND BIDDING PROCEDURES:

(A) Except as otherwise provided in this Agreement, all permanent vacancies which the Employer determines to fill and/or newly created positions shall be posted no later than fifteen (15) working days from the date the Employer determines to fill the vacancy.

(B) Except as otherwise provided in this Agreement, all vacancies will be posted for a period of seven (7) working days.

(C) Except as otherwise provided in this Agreement, jobs shall be awarded or denied within twenty (20) working days after the posting period.

(D) 1. Except as otherwise provided in this Agreement, the senior employee applying for the position who meets the minimum requirements shall be granted the four (4) week trial period to determine:

- a. His/her desire to remain on the job.
- b. His/her ability to perform the job.

2. Except as otherwise provided in this Agreement, all vacancies or newly created positions shall be filled on the basis of seniority and qualifications.

(E) In the event the senior applicant is denied the job, the reasons for denial shall be given in writing to the employee and the Union President.

(F) 1. During the four (4) week trial period the employee may opt to transfer to his former job.

2. If the employee is unsatisfactory in the new position, the reason shall be submitted to the employee and the Union President.

(G) The employee who accepts and is awarded a position in another office will be required to give two (2) weeks notice to their current Department Head.

ARTICLE 20. RATES FOR NEW JOBS:

(A) When a new job is created not covered herein, the Employer will notify the Union of the classification and rate structure prior to its becoming effective.

(B) In the event the Union does not agree with the proposed classification and pay rate, it may submit a demand to bargain.

ARTICLE 21. VETERANS RIGHTS.

The employment rights of employees and probationary employees will be in accordance with all applicable laws and regulations.

ARTICLE 22. EDUCATIONAL LEAVE OF ABSENCE FOR VETERANS:

Employees who are reinstated in accordance with the Universal Military Training Act, as amended, and other applicable laws and regulations, will be granted leaves of absence for a period not to exceed one year if attending school full time.

ARTICLE 23. LEAVES OF ABSENCE:

(A) Union Leave.

1. Upon written application, the Employer will grant a leave of absence to not more than one employee at a time for not more than one (1) year for the purpose of filling an appointed or elected union office, providing the remaining employees can do the available work.
 - a. The employee must notify the Employer as soon as he/she is aware of his/her intent to return to work at the end of the leave of absence.
 - b. Seniority shall accrue during such leave of absence.
2. A leave of absence not to exceed one (1) year shall be granted in the event an employee becomes a full time union representative.
 - a. Seniority shall accrue during such leave of absence.

(B) Personal and Emergency Leave.

1. Employees with seniority may request a leave of absence in writing which shall state the reason for the leave.
2. Leaves of absence for a period not exceeding thirty (30) calendar days may be granted at the discretion of the Department Head.
 - a. For the purpose of this paragraph, the County Controller/Administrator shall be the representative for the County Board of Commissioners.
 - b. An extension of up to five (5) months may be granted upon written request.

- c. Another extension of up to six (6) months may be granted upon written request.
- d. Seniority shall accrue during such leaves of absence.

(C) **Sick Leave.**

1. The Employer shall grant to an employee with seniority, a leave of absence for up to one (1) year, provided that proof of illness of the employee or the illness of the employee's spouse or dependents, satisfactory to the Employer, is furnished from time to time upon request.
2. Seniority shall terminate at the end of such period of leave unless the Employer extends the leave of absence for no more than six (6) additional months, in which event the seniority shall extend for a like period.

(D) **Family and Medical Leave.** (Manistee County Family and Medical Leave Policy adopted by the Board of Commissioners on Tuesday, August 16, 1994, as amended, attached hereto and incorporated herein as Attachment A.)

An employee who has worked for the Employer at least twelve (12) months (and worked at least 1,250 hours on the job in the twelve (12) months preceding a request for leave) may apply for a leave of absence pursuant to the Family and Medical Leave Act (FMLA) for the following reasons:

1. To care for a newborn son or daughter;
2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. In order to care for the spouse, son, daughter, or parent of an employee who has a serious health condition; or
4. Because of a serious health condition that makes the employee unable to perform the functions of his or her job.

Any eligible employee will be granted up to twelve (12) unpaid work weeks of leave during a twelve (12) month period for leaves granted under the FMLA, which twelve (12) month period is measured backward from the date the employee uses any FMLA leave.

5. Because of any qualifying exigency (as defined and limited in duration by the Secretary of Labor) arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed

Forces (including National Guard and Reserves) in support of a contingency operation. Qualifying exigencies are generally defined to include: short-notice deployment; military events and related activities; child care and school activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; and miscellaneous activities as agreed upon by the Employer and employee.

Any eligible employee who is the spouse, son, daughter, parent, or next of kin (nearest blood relative) of a covered servicemember (or veteran who was a member of the Armed Forces in the preceding five (5) years) shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12) month period to care for the servicemember who incurs a serious illness or injury while on covered active duty which renders the servicemember unfit to perform his duties, and for which ongoing medical treatment, recuperation or therapy is needed, or where the illness or injury qualifies the servicemember to be placed on the temporary disabled list. The leave described in this paragraph shall only be available during the single twelve (12) month period, which period begins on the first day the eligible employee takes leave to care for the servicemember, and ends twelve (12) months after that date. During this single twelve (12) month period, an eligible employee shall be entitled to a combined total of twenty-six (26) workweeks of leave under 1 through 5 above. Nothing in this paragraph shall be construed to limit the availability of leave under Paragraph (D) during any other twelve (12) month period.

(E) **Replacement and Return from Leave.** Employees returning from a leave of absence will be placed in a position to which their seniority entitles them.

(F) All leaves of absence shall be without pay.

ARTICLE 24. EQUALIZATION OF OVERTIME:

- (A) 1. Overtime among full-time employees within the same classification, in the same department, and on the same shift shall be equalized whenever practicable.
 - 2. An employee excused from overtime shall be credited, for purposes of overtime equalization, with the overtime hours as if he had actually worked.
 - 3. Overtime imbalance shall be adjusted by giving the employee with the least amount of overtime hours an opportunity for overtime work to bring his overtime hours into balance.
- (B) 1. Overtime work occurring beyond an employee's regular shift shall be offered to the qualified employees then on duty in that classification with

the least amount of overtime, it being understood that the least senior employee must take the assignment.

2. The Employer will make every attempt to give as much advance notice of overtime work as possible to the employee(s) involved.

ARTICLE 25. UNION BULLETIN BOARDS:

The Employer will provide space on bulletin boards in each appropriate building, which may be used by the Union for posting notices pertaining to Union business.

ARTICLE 26. JURY DUTY:

(A) An employee will be granted time off for mandatory jury duty if they submit a copy of the Court's order to the Department Head in advance to verify the need for such leave.

(B) An employee who serves on jury duty will receive their normal pay if the employee timely submits the amount of their juror's fee.

(C) Should time served on jury duty, as confirmed in writing by the bailiff or court administrator or court clerk, be less than one half (½) day or four (4) hours, the employee shall return to work immediately or account for all time not worked by the use of approved personal time or vacation time.

(D) An employee who is on a scheduled vacation or personal leave who is called for jury duty during such leave will be required to use their vacation or personal leave as scheduled.

(E) Any employee who serves on jury duty while on an approved vacation or personal time is not required to relinquish the juror's fee.

ARTICLE 27. WORK RELATED SUBPOENA/WITNESS:

(A) Employees subpoenaed as a witness to a Manistee County incident/event will be granted time off and shall receive their normal pay if the employee timely submits the amount of their witness fee. A copy of the subpoena must be submitted to the Department Head to verify the need for such leave.

ARTICLE 28. WORKERS' COMPENSATION:

All employees shall be covered by Workers' Compensation Insurance. The Employer reserves the right to make an offer of favored work in its discretion.

ARTICLE 29. HOURS OF WORK:

(A) The Employer will not change the present starting times or regular hours of work or the presently scheduled work week without two (2) weeks prior written notice to the employee(s) involved. Employees shall work all overtime hours in accordance with the terms of this Agreement. The Employer shall layoff employees before reducing full-time employees in a department or departments to less than thirty (30) hours in a work week.

(B) Courthouse employees and County Extension employees shall receive forty-eight (48) consecutive hours off per week, twenty-four (24) of which shall be Sunday. Library employees shall, subject to their work requirements and the needs of the Employer, receive days off consistent with their work schedules.

(C) 1. Employees who work six (6) hours or more per day shall receive two (2) paid coffee breaks of fifteen (15) minutes each, one during each one-half of their shift at such times as are designated by the Employer.

2. All other employees shall receive only one (1) fifteen (15) minute coffee break.

(D) All lunch periods shall be unpaid.

(E) The work week shall begin each Sunday at 12:01 A.M., and end the following Saturday at midnight.

(F) Seniority employees may bump a lesser seniority employee on another shift for the purpose of exercising shift preference provided the bumping employee has the necessary ability to perform the required work, and provided further, that the bumping employee shall remain on the other shift for no less than six (6) months.

(G) Call in Pay: When a Department Head calls an employee in to work during non-scheduled work hours, they shall receive a minimum of two (2) hours pay at time and one-half their regular straight-time hourly rate.

ARTICLE 30. SICK/PERSONAL LEAVE AND SHORT-TERM DISABILITY:

(A) Employees shall earn one (1) day of sick leave credit for each month of service with maximum accumulation of 110 days.

1. Probationary employees accumulate sick leave credits; however, no paid sick leave may be taken or used until after one (1) year.

2. Twelve (12) days shall be credited for this one (1) year's service at the start of the second year.

3. All sick time shall be taken in minimum increments of one (1) hour.
4. Employees who retire or who quit, provided, however, that employees who quit must give the Employer two (2) weeks' advance written notice, shall be entitled to payment at their straight-time hourly rate for accrued but unused sick days.
5. If an employee dies, the Employer shall pay to the spouse or such person or persons the employee designates as next of kin, accrued but unused sick pay.
6. Employees who are hired after January 1, 1982, shall be treated as above except they shall be limited to pay-off of sixty (60) days or actual accrual, whichever is less.
7. Effective January 1, 1997, the Employer will implement a short-term disability program as explained in Paragraph (B) of this Article, and all sick time accumulation will end and the employee's existing bank of sick days will be frozen.
8. Employees may use existing sick day accumulations as a supplement to the short-term disability policy and/or Workers' Compensation benefit to 100% of base pay.
9. An employee with an existing bank of sick time will have the option during the term of this Agreement to convert an Employer specified number of accumulated sick time hours to cash at the discounted rate of 85% value.

(B) Short-Term Disability Plan. Effective January 1, 1997, the Employer will implement a short-term disability policy for non-duty illness and injury.

1. All regular, permanent part-time and full-time County employees are eligible for Disability Income Benefits.
 - a. The Plan excludes all temporary, seasonal or occasional employees and those employees hired under separate employment contracts and/or agreements.
2. The waiting period under the Plan will be first (1st) day accident, seventh (7th) day illness (calendar days).
3. The benefit will be paid at seventy (70%) percent for a period of up to twenty-six (26) weeks per occurrence and figured using the employee's gross weekly pay based upon the current rate of wage/salary and normal

work week not to exceed 37.5 hours per week or 40 hours per week, excluding bonuses, longevity, commissions, separate contracts, overtime and any other miscellaneous income.

(C) Personal Leave.

1. Effective January 1, 1999, each eligible employee will receive six (6) annual (calendar year) personal days at a prorated rate based upon the previous years' actual hours worked.
2. Part-time employees will receive six (6) annual (calendar year) personal days at a prorated rate based upon the previous years' actual hours worked.
3. New employees will receive six (6) personal days after one (1) year of service at a prorated rate based upon the number of months remaining in the calendar year.
4. Personal days shall not accumulate.
5. Personal days shall be taken in minimum increments of one-half (1/2) hour.
6. All personal time must be requested and approved by the Employer.
7. Employees will endeavor to give the Employer as much advance notice of use as possible, but not less than forty-eight (48) hours, unless sick or emergency.
8. The Employer will pay in January of the next year for up to three (3) days of unused personal time.
9. This payment will be made to the employee at the straight time hourly rate they were receiving the previous December 31st and will be based upon their regularly scheduled hours in the work week divided by the number of days in the work week.

(D) In all cases of absence due to illness, the employee shall notify his/her immediate supervisor at least one (1) hour before the start of his/her scheduled shift. In the event the absence is three (3) days or more, the immediate supervisor may require a doctor's certificate before the employee returns to work. The immediate supervisor may also require a doctor's release to return to work.

(E) During the period an employee is off work on compensated sick leave, the Employer will continue to pay the employee's cost of hospitalization insurance.

ARTICLE 31. FUNERAL LEAVE:

(A) Upon the death of any member of the immediate family, as hereinafter defined, of any employee, such employee shall be entitled to three (3) days off with pay, provided, that such three (3) days shall be consecutive and include the day of the funeral.

1. If the funeral is outside the State of Michigan, the employee shall be entitled to five (5) days off with pay, provided that the five (5) days shall be consecutive and shall include the day of the funeral.
2. Immediate family is defined as employee's spouse; child; father; present step-father; mother; present step-mother; brother; sister; present mother-in-law or father-in-law; member of the employee's household; grandchild; grandparents; or present step-child.

(B) Employees will be granted the day of the funeral, with pay, in the event of the death of the employee's present son-in-law or daughter-in-law; present brother-in-law or sister-in-law; immediate aunt or uncle; present niece or nephew; and present spouse's grandparents.

ARTICLE 32. PREMIUM PAY:

(A) Time and one-half the employee's regular rate of pay shall be paid to employees for all hours worked in excess of forty (40) in any work week.

1. Holidays, paid sick days, paid personal days, funeral leave, and vacation days shall be deemed days worked for purposes of calculating overtime pay.

(B) Flex time will be allowed in accordance with the Manistee County Time Sheet Policy and Procedures adopted by the Board of Commissioners.

1. All flex time must be used within the same payroll time period.
2. It is understood that Manistee County does not recognize compensatory time for those employees whose requirements are controlled by the State and Federal statutes and regulations promulgated by Michigan's Department of Labor.

ARTICLE 33. HOLIDAYS:

(A) All employees covered by this Agreement who qualify, as defined in Paragraph (B), shall receive holiday pay at their straight-time hourly rate for the number of hours they are regularly scheduled to work for each of the holidays designated in Paragraph (C) hereof.

(B) In order to qualify for holiday pay, the employee must have worked his scheduled workday prior to and following the holiday, unless off on paid leave or otherwise excused by the Employer.

(C) The following shall be holidays under this Agreement:

New Year's Day
Martin Luther King's Birthday
Presidents' Day
Good Friday (all day)
Memorial Day
Independence Day
Labor Day
Legally Designated Veteran's Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day
Employee's Birthday (When an employee's birthday and a holiday fall on the same day, the employee shall be granted another day off during the same pay period.)

(D) Employees who work on any of the holidays provided in Paragraph (C) shall receive the holiday pay provided in Paragraph (A) plus their regular straight-time hourly rate for all hours worked on the holiday.

(E) If any of the holidays provided in Paragraph (C) fall on a Sunday, it shall be celebrated on the following Monday; if on a Saturday, it shall be celebrated on the preceding Friday.

- (F)
1. All part-time employees covered by this Agreement who qualify as defined in Paragraph (B) shall receive holiday pay at their straight-time hourly rate prorated based upon their regularly scheduled hours in the work week divided by the number of days in the work week.
 2. If the holiday falls on their regularly scheduled work day, that employee shall receive holiday pay for that day using the prorated formula.
 3. If the holiday does not fall on a regularly scheduled work day, the employee shall receive holiday pay based upon the proration as described above.
 4. However, the employee's work week shall not exceed the hours worked in a regular work week because of the addition of holiday hours.

(G) When a holiday at the Library is in conflict with the normal scheduled work days, a floating day will be given to the affected employee.

ARTICLE 34. VACATIONS:

(A) All employees shall be entitled to vacation according to this Article.

(B) Vacation benefits shall accrue but the employee shall not be entitled to take such vacation until the completion of one (1) year of service.

(C) Vacation benefits for all employees will be awarded based upon the actual hours worked during the calendar year in which such benefits accrued.

1. The proration will be figured using actual hours worked during the accrual year divided by 52 weeks, divided by 5 days, and multiplied by the amount of days provided in Paragraph (C)3 hereof.
2. Paid holidays, paid sick leave days, paid short-term disability leave days, paid personal leave days, paid funeral leave, and paid vacation days shall be deemed days worked for purposes of this section.
3. Subject to Paragraph (C) above, employees shall receive:
 - ten (10) paid vacation days after one (1) year of continuous employment;
 - fifteen (15) paid vacation days after five (5) years of continuous employment; and,
 - twenty (20) paid vacation days after ten (10) years of continuous employment.
4. Employees shall receive one (1) additional vacation day per year after completion of twenty (20) years of continuous employment, to a maximum of twenty-five (25) days.
5. One vacation day's pay shall equal the product of the employee's regularly scheduled hours of work and the employee's straight-time hourly rate.
6. Additional vacation days for continuous years of employment shall not be prorated and will not be awarded on the employee's anniversary date, rather, the employee shall receive the additional days on January 1, of the employee's anniversary year.
7. If employment is terminated prior to the actual anniversary date in that particular anniversary year, the increased vacation days will be deducted from the final pay due to the employee at termination.

(D) Employees must take vacation time during the calendar year succeeding the calendar year in which such vacation accrued.

1. Vacation time not taken shall not accumulate and the employee shall not be paid for such days.
2. A minimum of thirty (30) days shall elapse between vacations taken in successive calendar years, unless otherwise approved in advance by the Department Head.

(E) All vacations shall be taken in minimum increments of one-half ($\frac{1}{2}$) days (3.5 hours or 4.0 hours) if approved in advance by the Department Head or Elected Official.

- (F)
1. Department Heads and Elected Officials may require in their sole discretion up to thirty (30) days advance written notice for proposed use of vacation.
 2. Scheduling of vacations will be worked out on a department basis.
 3. Employees who apply for vacation at the beginning of each year, on or before January 31, shall be given preference on the basis of seniority as to time of vacation. Thereafter, it shall be on a first-come basis.

(G) Employees may carry no more than five (5) vacation days to be used by March 31, of the following year and approval for use must be obtained from the Department Head.

- (H)
1. Employees who leave the employ of Manistee County shall be entitled to payment at their straight-time hourly rate for accrued but unused vacation days using the proration as provided in Paragraph (C)1 above.
 2. If an employee dies, the Employer shall pay to the spouse or that person or persons the employee designates as the next of kin, accrued but unused vacation pay.
 3. This section shall also apply to employees who are laid off.

(I) Employees who retire under the MERS retirement plan shall be entitled to payment at their straight-time hourly rate for accrued but unused vacation days.

1. In order to receive the maximum vacation day accrual, the employee must have worked at least sixty (60%) percent of the employee's annual hours during the previous year of employment.
2. If the employee worked less than sixty (60%) percent during such accrual year, the employee shall receive benefits equal to the product of the ratio of actual hours worked and sixty (60%) percent of the employees annual hours, and the vacation days provided in Paragraph (C)3 hereof.

3. Paid holidays, paid sick leave days, paid short-term disability leave days, paid personal leave days, paid funeral leave, and paid vacation days shall be deemed days worked for purposes of this section.

(J) A full-time employee becoming a part-time employee will be paid for unused full-time vacation benefits at the beginning of the next year through full-time pay checks until full-time vacation is eliminated.

ARTICLE 35. VACATION PERIOD:

(A) A vacation may not be waived by an employee and extra pay received for work during that period. Vacation time not taken shall not accumulate.

(B) If an employee becomes ill and is under the care of a duly-licensed physician during his vacation, his unused vacation days will be rescheduled at a later date.

ARTICLE 36. HOSPITALIZATION MEDICAL AND DENTAL COVERAGE:

(A) Medical Plan.

1. The Employer agrees to provide a health plan for employees regularly scheduled and working thirty (30) hours or more per week.
 - a. Eligibility for full-time benefits shall be designated at the time of approval of the position in the annual budget.
 - b. Employees who work thirty (30) hours or more per week on a regularly scheduled basis shall be eligible to participate in the County's health plan on the same basis as a full-time employee.

(B) Health Plan.

1. The Health Plan shall consist of the base plan - Community Blue PPO 3 with:
 - prescription drug coverage set at a co-pay of \$10 Generic/\$40 Legend (Closed Formulary);
 - the office visit co-pay will be \$15.00;
 - the chiropractic visit co-pay will be \$15.00.

The Plan will include the following Riders:

- a. Rider CBPCM, Preventative Care Maximum;
- b. Rider PCD, Prescription Contraceptive Devices;
- c. Rider PD-CM, Prescription Contraceptive Medications;
- d. Rider MOPD2X, Mail Order Prescription Drugs.

2. Effective October 1, 2010, or as soon thereafter as can be implemented, Manistee County will provide for active eligible full-time employees the BCBS Community Blue PPO 15 Plan with prescription drug coverage co-pay of \$10 generic/\$40 legend (closed formulary) with a \$30 office visit co-pay. The Plan will include the following Riders:
 - a. Rider PCD, Prescription Contraceptive Devices;
 - b. Rider PD-CM, Prescription Contraceptive Medications;
 - c. Rider CI, Contraceptive Injections;
 - d. Rider MOPD-2X, 90-day Mail Order Prescription Drugs;
 - e. Rider CB-PC-Plus 1,000, 1,000 Preventative Plus

The County will reimburse the employee through the Direct Feed System administered by Advanced Benefit Solutions, back to the BC/BS Community Blue PPO 3 Plan on a self-funded basis, deductibles and co-pays incurred by the employee for in-patient and out-patient hospital services, office visit co-pays and chiropractic office visit co-pays. Reimbursement does not include prescription co-pays or hospital emergency room co-pays.

(C) Health Reimbursement Account (HRA). The County shall deposit an amount each year into a Health Reimbursement Account for each employee enrolled in the County's health insurance plan for the employee to use for IRS eligible out-of-pocket medical expenses, subject to the same terms and conditions as the County's HRA Plan Document.

1. The amount deposited shall be the same as the amount deposited for non-Union, non-Court, non-Act 312 eligible executive and managerial employees of the County for each HRA Plan Year. The HRA amount for Plan Year 2010-2011 shall be \$900.00.

If an employee quits or is fired, no additional deposits will be made to their HRA. Claims for valid HRA expenses incurred during the plan year can continue to be submitted until the end of the plan's runoff period (March 31). The employee will only be reimbursed for those medical expenses incurred from October 1, of the current plan year through the employee's termination date. Any funds remaining after March 31, will revert to the County.

If an employee retires and they are under 65 years of age, the funds remaining in their HRA can be used for health insurance premiums and/or medical-related expenses until exhausted. The retiree will also be responsible for paying the monthly administration fee associated with their HRA (currently \$4.50/month).

Administration fee payments are due on the last day of each month which is payment for coverage of the following month. Non-payment or delinquency will result in the termination of the HRA and any funds remaining will revert to the County.

Upon the death of a former employee or retiree, claims for valid HRA expenses incurred during the plan year can continue to be submitted by the spouse or immediate family member until the end of the plan's runoff period (March 31). Reimbursement will only be allowed for those medical expenses incurred from October 1, of the current plan year through the date of death. Any funds remaining after March 31, will revert to the County.

(D) Cash in Lieu of Insurance. The Employer shall provide an annual \$2,000.00 cash opt out option for employees covered by other insurance, paid on a bi-weekly basis through payroll, prorated on a calendar year basis.

(E) In order to maintain no premium payment by the employee during the term of this Agreement, the Employer shall have the discretion to change insurance carriers, change plan design, use third party administrators, or self-insure in whole or in part, or use wraps, so long as the same changes are made to the Health Plan in which the non-Union, non-Court, non-Act 312 eligible executive and managerial employees of the County are enrolled.

(F) Dental Plan. Effective as soon as coverage can be implemented after January 1, 1984, the Employer agrees to pay the full premium for the employee and eligible dependents for a 50/50/50 with \$800 MBL Dental Program.

(G) All insurance coverages for new employees shall begin on the 1st day of the following month if their employment date began prior to the 15th day of the previous month. If employment began after the 15th, the new employee's coverage begins on the 1st day following the next full month. The employee must be actively at work during the waiting period to remain eligible.

(H) 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 two or more than four representatives each from the Employer and the Union.

2. The Union representatives shall be granted time off with pay as is reasonably necessary to participate in the foregoing (including travel time).
3. The Committee shall meet at the mutually agreed upon times between the Employer and the Union but no less than semi-annually. Minutes of each meeting shall be taken and approved and distributed at the next consecutive meeting.
4. The parties agree to participate in the County's Health Care Cost Containment Committee, the result(s) of which will be set out in future Letters of Understanding and the goal of which is to reduce health care costs and to minimize and reduce costs for both the Employer and the employees.
5. The Employer will provide the Union and the Health Care Cost Containment Committee new health care proposals and premium rates as soon as they are available from providers.

(I) FMLA. An employee will remain on the County's insurance plans pursuant to the Family Medical Leave Act provisions under Article 23 "Leaves of Absence".

(J) Layoff. In the case of layoff, all insurance coverage will be terminated at the end of the month in which the employee was laid off.

(K) In the case of resignation, termination or discharge from employment, all insurance shall be terminated on the effective date of such resignation, termination or discharge.

(L) Workers' Compensation. Insurance coverage for employees on Workers' Compensation shall continue for one (1) year from the last day of actual work.

(M) Employees returning to work in any of the cases listed above must comply with the minimum hours per week provision, regardless of hire date, as set forth in this Agreement to retain and/or resume fringe benefits.

(N) Family Continuation.

1. Employees hired prior to January 1, 2000, are responsible for paying 50% of all costs associated with Family Continuation coverage at Employer rates by payroll deduction.
2. Employees hired on or after January 1, 2000, are responsible for paying 100% of all costs associated with Family Continuation coverage at Employer rates by payroll deduction.

ARTICLE 37. LIFE INSURANCE COVERAGE:

(A) Effective as soon as coverage can be implemented after July 1, 1996, the Employer agrees to pay the full premium of a term life insurance plan for each employee, face value of \$10,000 while employed.

ARTICLE 38. COMPUTATION OF BENEFITS:

(A) All hours paid to an employee shall be considered as hours worked for the purpose of computing any of the benefits under this Agreement, except as otherwise specifically provided.

(B) Fringe benefits are to mean health, life, dental, paid prescription and short-term disability insurance programs.

(C) Part-time employees shall participate in those fringe benefits as set out in the terms of this Agreement which include Article 23 "Leaves of Absence", Article 26 "Jury Duty", Article 27 "Work Related Subpoena/Witness", Article 30 "Sick/Personal Leave and Short-Term Disability", Article 33 "Holidays", Article 34 "Vacations", Article 43 "Pensions", Article 46 "Wages".

1. Part-Time employees who fill two or more part-time positions will not be considered full-time for health insurance eligibility or other fringe benefit purposes. Such part-time employees shall continue to be treated as part-time employees.
2. All part-time employees that have in excess of thirty (30) days of continuous employment shall be eligible for full-time fringe benefits on the day they become full-time employees.
3. Part-time employees who fill a temporary transfer which position is full-time will not be considered full-time for benefit eligibility purposes.

ARTICLE 39. SUPERVISORS OR ELECTED OFFICIALS:

There shall be no contractual limitations on supervisors or elected officials performing work within their own departments.

ARTICLE 40. CONSOLIDATION OR ELIMINATION OF JOBS:

The Employer agrees that if it intends to consolidate any jobs within the bargaining unit, it will negotiate such consolidation with the Union prior to the effective date of such change. The Employer agrees to discuss with the Union any job elimination at least two (2) weeks prior to the effective date of same.

ARTICLE 41. SUBCONTRACTING:

The Employer reserves the right to subcontract to purchase any or all work processes or services when, in the determination of the Employer, it does not have the facilities or equipment, or the available personnel, or when it is deemed more economical to have the work performed elsewhere.

ARTICLE 42. TIME CLOCK/TIME SHEET REPORTING:

The Employer agrees to maintain a standardized procedure regarding the use by all employees covered under this Agreement of either time clocks or time sheets for hourly employees for the purpose of recording an employees hours of work. Such procedure shall be equally enforced for all employees covered under this Agreement. The Employer reserves the right, at any time, to establish rules concerning the use of time clocks and/or time sheets.

The following rules and regulations shall apply in the event a time clock is reinstated:

- (A) Employees shall punch in at the beginning and end of their shift and at the beginning and end of their lunch period.
- (B) Employees punching in or out on other employees' time cards and the employee whose card is punched shall be subject to discipline.
- (C) Mistakes occurring in the use of the time clock shall be immediately reported to the employee's immediate supervisor for correction.
- (D) Time lost for tardiness will be based on fifteen (15) minute increments. A five-minute grace period is granted.

- 5 - 20 minutes late = 15 minutes deducted
- 21 - 35 minutes late = 30 minutes deducted
- 36 - 50 minutes late = 45 minutes deducted
- 51 - 60 minutes late = 60 minutes deducted

ARTICLE 43. PENSIONS:

- (A) The vesting requirement shall be eight (8) years.
- (B) Effective July 1, 1999, the Employer shall upgrade the MERS pension benefit to a B-4, FAC-5, V-8, F55/20.
 - 1. The employee will be responsible for the cost associated with the B-4 benefit as actuarially determined by the Michigan Employees' Retirement

System for this upgrade. Effective July 1, 1999, the member contribution rate equals 3.56% of payroll (the difference between the B-2 and B-4).

- a. Employees shall contribute by pre-tax payroll deduction on a bi-weekly basis.
2. The Employer shall assume the cost associated with the F55/20 Rider as actuarially determined by the Michigan Employees' Retirement System for this upgrade.
 - a. Effective January 1, 2012, the Employer's maximum Total Required Employer Contribution shall be capped at 13% of payroll. Effective January 1, 2013, the Employer's maximum Total Required Employer Contribution shall be capped at 12% of payroll.

(C) Effective January 1, 1986, for the purpose of this article, the employee must work at least ten (10) four (4) hour days per calendar month to qualify for service credit for pension benefits.

ARTICLE 44. COUNTY FACILITY CLOSURES:

(A) If the Chairperson of the County Board closes County facilities due to inclement weather or some other unforeseen circumstance, and employees are given the option to leave work, employees shall be paid for only their regularly scheduled hours regardless if they remain at work or go home. If an employee is on vacation, personal or sick leave during the time the facility has been closed, the employee shall be required to use the vacation, personal, or sick day. If an office closes without action by the County Board Chairperson, employees of that office shall be required to use vacation time, personal time or take the time off without pay.

(B) During hours when the Courthouse is normally open, the Main Library will close whenever the Courthouse closes as explained in Paragraph (A) above. Branch Libraries will be closed at the discretion of the Library Executive Director. During hours when the Courthouse is normally closed, the Library will close at the discretion of the Library Executive Director. Before closing for any reason, the Library Executive Director will consult with the Manistee County Library Board President/member whenever possible.

ARTICLE 45. MILEAGE REIMBURSEMENT:

When a Library employee is required at the direction of the Employer to work in a location other than where the work day began, mileage incurred will be reimbursed. Reimbursement will be based upon computerized distances between locations. The employee will use Employer forms and the Employer's procedure for reimbursement submission. All reimbursement forms must be submitted no later than September 30 of the current fiscal year or the payment will be denied.

ARTICLE 46. WAGES:

- (A) Effective October 1, 2010, plus 0% on the base. (FY 2010-11 Salary Progression Schedule attached hereto and incorporated herein as Attachment B.)
- (B) Retroactive payment and ongoing wage increases will not be implemented until the Agreement is signed.
- (C) Retroactive wages shall be paid only to those employees employed in the bargaining unit on the date of ratification of the Agreement.
- (D) Step Placement. Following promotion or reclassification, an employee shall be placed on the wage scale for the new classification at the Step on the wage scale which represents the first available wage increase over the base wage rate of the employee at the time of promotion or reclassification.
- (E) Step Progression on the Salary Progression Schedule. Each employee will move to the next consecutive step on the Salary Progression Schedule at the time of the employee's anniversary date of hire every three (3) years:
 - Three (3) years per step.
 - Placed in Step based upon years of service in current position.
 - Step increases awarded on employee's anniversary date in current position.
 - all transfers to another position whether demoted or a lateral move will be placed in the Minimum Step of the Pay Grade of the position, with the understanding that the Department Head may meet with the Personnel Committee to request an adjustment.
- (F) Red Lined Employees.
 1. Red lined employees shall not progress on the Salary Progression Schedule until such time as their wage rate equals the same amount as the employee's correct placement on the Step scale.
 2. During each year that an employee is red lined, such employee will receive 50% of the amount that they would otherwise have received as a base wage increase.

ARTICLE 47. TERMINATION AND MODIFICATION:

This Agreement shall continue in full force and effect until September 30, 2011, at which time it shall expire.

- (A) Notice of demand to bargain shall be sent to the Employer, addressed to: Chairperson of the Board of Commissioners, Manistee County Courthouse, 415 Third Street, Manistee, MI 49660; for the Prosecuting Attorney, Manistee County Register of

Deeds, and Manistee County Treasurer, at their respective offices located at Manistee County Courthouse, 415 Third Street, Manistee, MI 49660; and for Library employees, it shall be addressed to: President of the Manistee County Library Board, Manistee County Library, 95 Maple Street, Manistee, MI 49660; or to any such address as the Union or the Employer may make available to each other.

ARTICLE 48. EFFECTIVE DATE:

This Agreement shall become effective as of October 1, 2010.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

FOR THE COUNTY OF MANISTEE:

Carl Rutske 10.12.10
Carl Rutske, Chairperson Date
Personnel Committee

Ken Hilliard 10.12.10
Ken Hilliard, Member Date
Personnel Committee

Jim Krolczyk 10/12/2010
Jim Krolczyk, Member Date
Personnel Committee

Steven Rogers 10-13-10
Steven Rogers, President Date
Manistee County Library Board

Thomas D. Kaminski 10/13/10
Thomas D. Kaminski Date
County Controller/Administrator

Charles Haemker 10/13/10
Charles Haemker Date
Library Executive Director

Ford Stone 10/5/10
Ford Stone Date
Prosecuting Attorney (Co-Employer)

Russell A. Pomeroy 10.6.10
Russell Pomeroy Date
County Treasurer (Co-Employer)

Penny Pepera 10.7.10
Penny Pepera Date
Register of Deeds (Co-Employer)

POLICE OFFICERS ASSOCIATION OF MICHIGAN

Patrick Spidell 10/21/10
Patrick Spidell Date
Business Agent

MANISTEE COUNTY GENERAL EMPLOYEES ASSOCIATION

Pamela Spoor 10-13-10
Pamela Spoor Date
President

MANISTEE COUNTY FAMILY AND MEDICAL LEAVE ACT POLICY

Adopted August 16, 1994
Amended February 19, 2002
Amended June 19, 2007
Amended September 16, 2008
Amended April 27, 2010

1. An employee who has worked for the Employer at least twelve (12) months (and worked at least 1,250 hours on the job in the twelve (12) months preceding a request for leave) may apply for a leave of absence pursuant to the Family and Medical Leave Act (FMLA) for the following reasons:
 - A. To care for a newborn son or daughter.
 - B. Because of the placement of a son or daughter with the employee for adoption or foster care.
 - C. In order to care for the spouse, son, daughter, or parent of an employee who has a serious health condition.
 - D. Because of a serious health condition that makes the employee unable to perform the functions of his or her job.

Any eligible employee will be granted up to twelve (12) unpaid work weeks of leave during a twelve (12) month period for leaves granted under the FMLA, which twelve (12) month period is measured backward from the date the employee uses any FMLA leave.

- E. Because of any qualifying exigency (as defined and limited in duration by the Secretary of Labor) arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces (including National Guard and Reserves) in support of a contingency operation. Qualifying exigencies are generally defined to include: short-notice deployment; military events and related activities; child care and school activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; and miscellaneous activities as agreed upon by the Employer and employee.

Any eligible employee who is the spouse, son, daughter, parent, or next of kin (nearest blood relative) of a covered servicemember (or veteran who was a member of the Armed Forces in the preceding five (5) years) shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12) month period to care for the

servicemember who incurs a serious illness or injury while on covered active duty which renders the servicemember unfit to perform his duties, and for which ongoing medical treatment, recuperation or therapy is needed, or where the illness or injury qualifies the servicemember to be placed on the temporary disabled list. The leave described in this paragraph shall only be available during a single twelve (12) month period, which period begins on the first day the eligible employee takes leave to care for the servicemember, and ends twelve (12) months after that date. During this single twelve (12) month period, an eligible employee shall be entitled to a combined total of twenty-six (26) workweeks of leave under A through E above. Nothing in this paragraph shall be construed to limit the availability of leave under Paragraph 1 during any other twelve (12) month period.

2. NOTICE. Employees anticipating the need for a leave pursuant to the FMLA are requested to provide at least thirty (30) days' advance written notice of the need for the leave.
 - A. If it is not possible to provide thirty (30) days' advance notice, the employee should provide as much advance notice as practical under the circumstances.
 - B. In any case in which the necessity for the leave is foreseeable based upon planned medical treatment, employees are required to consult with the Employer and to make a reasonable effort to schedule the leave so as not to disrupt unduly the Employer's operations, subject to the approval of the health care provider.
 - C. In any case in which the necessity for leave under Paragraph 1(E) is foreseeable, whether because the spouse, son, daughter, or parent of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the Employer as is reasonable and practicable.
3. MEDICAL CERTIFICATION. Employees requesting a medical leave for a serious health condition under Paragraph 1(C), (D), and/or (E) above, including intermittent leave or reduced schedule leave, must provide certification of the serious health condition of the eligible family member or employee or of the next of kin of an individual in the case of leave taken under Paragraph 1(E) which includes at a minimum the following information:
 - A. The date on which the serious health condition began.
 - B. The probable duration of the condition.
 - C. Certification Related to Active Duty, Call to Active Duty, or Care for Covered Servicemember: The Employer may require that a request for leave under Paragraph 1(E) be supported by certification in a form containing such information as prescribed by the Secretary of Labor, including, but not limited to, Form WH-384, Form WH-385, Invitational Travel Orders, and/or

International Travel Authorizations. The employee shall provide a copy of such certification in a timely manner.

Such certification shall be on the form approved by the United States Department of Labor. (See Appendix 3)

If the Employer questions the need for the leave or the adequacy of the medical certification, it shall obtain a second opinion, at the Employer's expense. If the two health care providers opinions differ, a third opinion from a health care provider who is mutually agreed upon by the Employer and employee may be requested by the Employer, which examination shall be paid for by the Employer and will be final and binding on the parties.

Certification Related to Active Duty or Call to Active Duty: The Employer may require that a request for leave under Paragraph 1(E) be supported by a certification issued at such time and in such manner as the Secretary of Labor may by regulation prescribe. If the Secretary of Labor issues a regulation requiring such certification, the employee shall provide, in a timely manner, a copy of such certification to the Employer.

4. The Employer shall respond to the application for FMLA leave on the Department of Labor Form at Appendix 4.
5. COORDINATION. Where two (2) spouses work for the Employer, they will be allowed a total of twelve (12) weeks between them to take a family leave if the leave is taken:
 - A. for the birth of the employee's son or daughter or to care for the child after birth;
 - B. for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement; or
 - C. to care for the employee's parent with a serious health condition.

Servicemember Leave: The aggregate number of workweeks of leave that both a husband and wife may be entitled to under Paragraph 1 may be limited to twenty-six (26) workweeks during the single twelve (12) month period described in Paragraph 1, if the leave is:

- A. leave to care for the servicemember; or
- B. a combination of leave under Paragraph 1.

Both limitations are applicable, therefore, if the leave taken by the husband and wife includes leave described in Paragraph 1, the limitation in Paragraph 1 shall apply to the leave described in Paragraph 1.

6. There shall be no loss of seniority or accrued benefits during the period of an approved leave. Health insurance benefits shall be maintained during the leave at the

same level and conditions as if the employee had continued to work. The employee is responsible to pay the employee's portion of the health insurance premiums for coverage during the leave or, at the employee's option, no health insurance will be provided during the leave.

7. Employees will be required to use any accrued paid time off as part of the twelve (12) week or twenty-six (26) week period, as appropriate, granted for any of the reasons set forth in Paragraph 1 (A), (B), (C), (D) and/or (E) above. (Sick days, vacation days, personal days, compensatory days.) This provision does not apply in the case of an employee who is on a paid disability leave.
8. Employees on family leave for twelve (12) weeks or twenty-six (26) weeks, as appropriate, or less shall be returned to work to the same or an equivalent position they held prior to taking the leave.
 - A. An employee on family leave who desires to return to work must notify their Department Head at least three (3) working days prior to the return date. The Employer will determine the date of return to work based on the employee's request.
 - B. An employee who has been absent for medical reasons must obtain a return to work release from his/her physician which must certify the employee is fit for duty without restriction or specify the type, nature and duration of any work restrictions, if applicable.
9. An employee who fails to return to work at the expiration of the FMLA leave shall be required to secure approval for an extended medical leave. The employee who does not secure such approval will be considered a voluntary quit.
10. Employees may not work for another employer while on a FMLA leave from the County without written permission from the employee's supervisor. Violation of this requirement will be considered a serious infraction which will result in termination of the approved leave and/or discipline up to and including termination.

MISCELLANEOUS LEAVE PROVISION

An employee who meets all of the requirements as herein before provided shall be granted a leave of absence with or without pay, and he shall accumulate seniority during such leave of absence, and he shall be entitled to resume his regular seniority status and all job and recall rights.

MANISTEE COUNTY APPLICATION FOR FAMILY AND MEDICAL LEAVE ACT CONTINUOUS LEAVE

Name _____ Position _____

Department _____ Location _____

Reason for Requested Leave: (Please check as applicable)

- For birth of a son or daughter, and to care for the newborn child.
- For placement with the employee of a son or daughter for adoption or foster care.
- To care for the employee's spouse, son, daughter or parent with a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of his/her job.
- Because of any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- To care for the employee's spouse, son, daughter, parent, or next of kin who is a covered servicemember who incurred a serious injury or illness while on covered active duty for which ongoing medical treatment, recuperation or therapy is needed.

Applicable Date(s): From _____ To _____

Reason for Leave (Explain in Detail): _____

In making this request for Family and Medical Leave, I agree to provide all documentation requested to verify the leave, including completion of the "Certification of Physician or Practitioner" for any leave involving a serious health condition, and I also understand that

prior to approving this request, a second or third opinion of a health care provider may be requested. I also agree to provide medical certification of my ability to return to work, if requested by my Employer.

I understand that I am entitled to receive continued health care benefits during my Family and Medical Leave under the same conditions as I currently receive them. In order to continue these benefits, I agree and understand that I will be obligated to pay my portion of the health care premiums for myself and my family, if applicable, during my leave if I want my Employer to provide the same health care coverage that I currently receive for the period I am on leave. I also understand that my benefits will cease during the leave if my premiums are more than thirty (30) days late.

I prefer to pay my health care premiums on the following schedule: (Please check as applicable)

- My portion of the premiums will be paid from the paid leave that has been substituted for Family and Medical Leave, and the remainder will be submitted in monthly payments no later than the 10th day of the applicable month for the duration of my leave.
- During the course of my leave, my portion of the premiums will be paid in monthly installments, no later than the 10th day of the applicable month.
- Prepayment of the premiums for the period of my leave.
- I DO NOT want to pay health care premiums and therefore, understand that I WILL NOT have health care coverage during my period of leave.

Furthermore, I agree and understand that if I do not return to work for any voluntary reason, my Employer shall have the right to recoup from me, personally, the premiums paid on my behalf for health insurance and/or other benefits that are paid on my behalf during my leave period.

In requesting the above leave, I also understand that failure to return to work on or before the return to work date may be viewed as a resignation unless advance arrangements for extensions have been made and approved, in writing, by my Employer.

Employee Signature _____ Date _____

Approved By _____ Date _____

MANISTEE COUNTY APPLICATION FOR FAMILY AND MEDICAL LEAVE ACT INTERMITTENT LEAVE INCLUDING REDUCED SCHEDULE LEAVE

For any request involving intermittent leave or a reduced schedule leave relating to a serious health condition, there must be a medical need for such leave. Also, employees needing intermittent leave or a reduced leave schedule must attempt to schedule such leave so as to not unduly disrupt the operations of the Employer. My Employer reserves the right to transfer an employee to an alternative position where such leave is requested for medical reasons.

Name _____ Position _____

Department _____ Location _____

Reason for Requested Leave: (Please check as applicable)

- For birth of a son or daughter, and to care for the newborn child.
- For placement with the employee of a son or daughter for adoption or foster care.
- To care for the employee's spouse, son, daughter or parent with a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of his/her job.
- Because of any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- To care for the employee's spouse, son, daughter, parent, or next of kin who is a covered servicemember who incurred a serious injury or illness while on covered active duty for which ongoing medical treatment, recuperation or therapy is needed.

Describe Requested Adjustment in Work Schedule: _____

Applicable Date(s): _____

Reason for Leave (Explain in Detail): _____

In making this request for Family and Medical Leave, I agree to provide all documentation requested to verify the leave, including completion of the "Certification of Physician or Practitioner" for any leave involving a serious health condition, and I also understand that prior to approving this request, a second or third opinion of a health care provider may be requested. I also agree to provide medical certification of my ability to return to full-time employment, if requested by my Employer.

Employee Signature _____ Date _____

Approved By _____ Date _____

MANISTEE COUNTY FORM FOR CERTIFICATION OF PHYSICIAN OR PRACTITIONER FOR FAMILY AND MEDICAL LEAVE ACT LEAVE

1. Employee's Name: _____
2. Patient's Name (if other than employee): _____
3. Diagnosis: _____

4. Date Condition Commenced: _____
5. Probable Duration of Condition: _____
6. Probable Duration of Inability to Work Due to the Condition: _____

7. Regimen of Treatment to be Prescribed (indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week):
 - A. By Physician or Practitioner: _____

 - B. By another provider of health services, if referred to by Physician or Practitioner: _____

If this Certification relates to care for the employee's seriously ill family member, skip Items 8 through 10 and proceed to Items 11 through 14.

Check YES or NO in the boxes below, as appropriate:

YES NO

8. Is inpatient hospitalization of the employee required?
9. Is employee able to perform work of any kind?
10. Is employee able to perform the functions of employee's position?
(Answer after reviewing statement from Employer of essential functions of employee's position, or, if none provided, after discussing with employee.)

For Certification relating to care for the employee's seriously ill family member, complete items 11 through 14 below as they apply to the family member:

Check YES or NO in the boxes below, as appropriate:

YES NO

11. Is inpatient hospitalization of the family member (patient) required?
12. Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?
13. After review of the employee's signed statement below, is the employee's presence necessary or would it be beneficial for the care of the patient? (This may include psychological comfort.)
14. Estimate the period of time care is needed or the employee's presence would be beneficial: _____

To be completed by the employee needing Family and Medical Leave:

When Family and Medical Leave is needed to care for a seriously ill family member, the employee shall state the care he/she will provide and an estimate of the time period during which this care will be provided, including a schedule if leave is to be taken intermittently or on a reduced schedule: _____

Employee Signature: _____ Date: _____

In the event intermittent leave or reduced schedule leave is being prescribed or recommended, describe why this is necessary: _____

Signature of Physician or Practitioner: _____

Type of Practice (field of specialization, if any): _____

Date: _____ Telephone: _____

MANISTEE COUNTY RESPONSE TO REQUEST FOR FAMILY AND MEDICAL LEAVE ACT LEAVE

TO: _____
(Employee's Name)

FROM: _____
(Name of Appropriate Employer Representative)

DATE: _____

SUBJECT: Request for Family and Medical Leave Act Leave

On _____, you notified us of your need to take Family and Medical Leave Act
(date)
leave due to:

_____ the birth of a child, or the placement of a child with you for adoption or foster care; or

_____ a serious health condition that makes you unable to perform the essential functions of your job; or

_____ a serious health condition affecting your _____ spouse, _____ child, _____ parent, for which you are needed to provide care.

_____ Because of any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

_____ To care for the employee's spouse, son, daughter, parent, or next of kin who is a covered servicemember who incurred a serious injury or illness while on covered active duty for which ongoing medical treatment, recuperation or therapy is needed.

You notified us that you need this leave beginning on _____
(date)

and that you expect leave to continue until on or about _____
(date)

Except as explained below, you have a right under the FMLA for up to twelve (12) weeks or twenty-six (26) weeks of unpaid leave in a twelve (12) month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following the FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that: *(check appropriate boxes, explain where indicated)*

1. You are eligible not eligible for leave under the FMLA.
2. The requested leave will will not be counted against your annual FMLA leave entitlement.
3. You will will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by _____
(insert date) (must be at least fifteen (15) days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.
4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We will will not require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used, the following conditions will apply: *(Explain)*

5. A. If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: *(Set forth dates, e.g., the 10th of each month, or pay periods, etc., that specifically cover the agreement with the employee.)*

- B. You have a minimum thirty (30) day *(or, indicate longer period, if applicable)* grace period in which to make premium payments. If payment is not made timely, your group health insurance may be canceled, provided we notify you in writing at least fifteen (15) days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during the FMLA leave, and recover these payments from you upon your return to work. We

will will not pay your share of health insurance premiums while you are on leave.

C. We will will not do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave you will will not pay your share of health insurance premiums while you are on leave.

6. You will will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until certification is provided.

7. A. You are are not a “key employee” as described in § 825.218 of the FMLA regulations. If you are a “key employee”, restoration to employment may be denied following the FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.

B. We have have not determined that restoring you to employment at the conclusion of the FMLA leave will cause substantial and grievous economic harm to us. *(Explain (A) and/or (B) below. See § 825.219 of the FMLA regulations.)*

8. While on leave, you will will not be required to furnish us with periodic reports every _____ *(indicate interval of periodic reports, as appropriate for the particular leave situation) of your status and intent to return to work (see § 825.309 of the FMLA regulations). If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you will will not be required to notify us at least two (2) work days prior to the date you intend to report for work.*

9. You will will not be required to furnish recertification relating to a serious health condition. *(Explain below, if necessary, including the interval between certifications as prescribed in § 825.308 of the FMLA regulations.)*

GEA/POAM Union - Per Nottley 2005 Study

(Plus 3.0% for 2005-06)

(Plus 2.0% for 2006-07)

(Plus 2.5% for 2007-08)

(Plus 2.5% for 2008-09)

(Plus 2.5% for 2009-10)

(Plus 0.0% for 2010-11)

GRADE	MINIMUM 0 - 3	STEP 2 4 - 6	STEP 3 7 - 9	STEP 4 10 - 12	STEP 5 13 - 15	STEP 6 16 - 18	STEP 7 19 - 21	STEP 8 22 - 24	MAXIMUM 25+
HOURLY:									
1	\$10.58	\$10.97	\$11.37	\$11.76	\$12.16	\$12.56	\$12.96	\$13.35	\$13.75
2	\$12.43	\$12.89	\$13.36	\$13.83	\$14.29	\$14.75	\$15.22	\$15.69	\$16.15
3	\$13.36	\$13.86	\$14.35	\$14.86	\$15.38	\$15.87	\$16.36	\$16.87	\$17.36
4	\$13.69	\$14.22	\$14.72	\$15.22	\$15.76	\$16.27	\$16.78	\$17.28	\$17.78
5	\$14.37	\$14.92	\$15.46	\$15.99	\$16.52	\$17.08	\$17.62	\$18.14	\$18.69
6	\$15.46	\$16.03	\$16.63	\$17.20	\$17.76	\$18.36	\$18.92	\$19.52	\$20.10
7	\$17.38	\$18.04	\$18.69	\$19.34	\$19.99	\$20.65	\$21.30	\$21.95	\$22.60
8	\$18.25	\$18.93	\$19.64	\$20.31	\$21.00	\$21.67	\$22.37	\$23.05	\$23.73
9	\$20.09	\$20.84	\$21.58	\$22.35	\$23.09	\$23.84	\$24.60	\$25.35	\$26.12
10	\$23.09	\$23.97	\$24.83	\$25.70	\$26.56	\$27.43	\$28.30	\$29.15	\$30.03
11	\$26.56	\$27.56	\$28.56	\$29.55	\$30.56	\$31.54	\$32.53	\$33.54	\$34.53
12	\$27.22	\$28.24	\$29.27	\$30.28	\$31.31	\$32.33	\$33.34	\$34.38	\$35.38
13	\$33.34	\$34.59	\$35.84	\$37.09	\$38.36	\$39.60	\$40.85	\$42.11	\$43.36

SALARY:	1950								
1	\$20,631.00	\$21,391.50	\$22,171.50	\$22,932.00	\$23,712.00	\$24,492.00	\$25,272.00	\$26,032.50	\$26,812.50
2	\$24,238.50	\$25,135.50	\$26,052.00	\$26,968.50	\$27,865.50	\$28,762.50	\$29,679.00	\$30,595.50	\$31,492.50
3	\$26,052.00	\$27,027.00	\$27,982.50	\$28,977.00	\$29,991.00	\$30,946.50	\$31,902.00	\$32,896.50	\$33,852.00
4	\$26,695.50	\$27,729.00	\$28,704.00	\$29,679.00	\$30,732.00	\$31,726.50	\$32,721.00	\$33,696.00	\$34,671.00
5	\$28,021.50	\$29,094.00	\$30,147.00	\$31,180.50	\$32,214.00	\$33,306.00	\$34,359.00	\$35,373.00	\$36,445.50
6	\$30,147.00	\$31,258.50	\$32,428.50	\$33,540.00	\$34,632.00	\$35,802.00	\$36,894.00	\$38,064.00	\$39,195.00
7	\$33,891.00	\$35,178.00	\$36,445.50	\$37,713.00	\$38,980.50	\$40,267.50	\$41,535.00	\$42,802.50	\$44,070.00
8	\$35,587.50	\$36,913.50	\$38,298.00	\$39,604.50	\$40,950.00	\$42,256.50	\$43,621.50	\$44,947.50	\$46,273.50
9	\$39,175.50	\$40,638.00	\$42,081.00	\$43,582.50	\$45,025.50	\$46,488.00	\$47,970.00	\$49,432.50	\$50,934.00
10	\$45,025.50	\$46,741.50	\$48,418.50	\$50,115.00	\$51,792.00	\$53,488.50	\$55,185.00	\$56,842.50	\$58,558.50
11	\$51,792.00	\$53,742.00	\$55,692.00	\$57,622.50	\$59,592.00	\$61,503.00	\$63,433.50	\$65,403.00	\$67,333.50
12	\$53,079.00	\$55,068.00	\$57,076.50	\$59,046.00	\$61,054.50	\$63,043.50	\$65,013.00	\$67,041.00	\$68,991.00
13	\$65,013.00	\$67,450.50	\$69,888.00	\$72,325.50	\$74,802.00	\$77,220.00	\$79,657.50	\$82,114.50	\$84,552.00

SALARY:	2080								
1	\$22,006.40	\$22,817.60	\$23,649.60	\$24,460.80	\$25,292.80	\$26,124.80	\$26,956.80	\$27,768.00	\$28,600.00
2	\$25,854.40	\$26,811.20	\$27,788.80	\$28,766.40	\$29,723.20	\$30,680.00	\$31,657.60	\$32,635.20	\$33,592.00
3	\$27,788.80	\$28,828.80	\$29,848.00	\$30,908.80	\$31,990.40	\$33,009.60	\$34,028.80	\$35,089.60	\$36,108.80
4	\$28,475.20	\$29,577.60	\$30,617.60	\$31,657.60	\$32,780.80	\$33,841.60	\$34,902.40	\$35,942.40	\$36,982.40
5	\$29,889.60	\$31,033.60	\$32,156.80	\$33,259.20	\$34,361.60	\$35,526.40	\$36,649.60	\$37,731.20	\$38,875.20
6	\$32,156.80	\$33,342.40	\$34,590.40	\$35,776.00	\$36,940.80	\$38,188.80	\$39,353.60	\$40,601.60	\$41,808.00
7	\$36,150.40	\$37,523.20	\$38,875.20	\$40,227.20	\$41,579.20	\$42,952.00	\$44,304.00	\$45,656.00	\$47,008.00
8	\$37,960.00	\$39,374.40	\$40,851.20	\$42,244.80	\$43,680.00	\$45,073.60	\$46,529.60	\$47,944.00	\$49,358.40
9	\$41,787.20	\$43,347.20	\$44,886.40	\$46,488.00	\$48,027.20	\$49,587.20	\$51,168.00	\$52,728.00	\$54,329.60
10	\$48,027.20	\$49,857.60	\$51,646.40	\$53,456.00	\$55,244.80	\$57,054.40	\$58,864.00	\$60,632.00	\$62,462.40
11	\$55,244.80	\$57,324.80	\$59,404.80	\$61,464.00	\$63,564.80	\$65,603.20	\$67,662.40	\$69,763.20	\$71,822.40
12	\$56,617.60	\$58,739.20	\$60,881.60	\$62,982.40	\$65,124.80	\$67,246.40	\$69,347.20	\$71,510.40	\$73,590.40
13	\$69,347.20	\$71,947.20	\$74,547.20	\$77,147.20	\$79,788.80	\$82,368.00	\$84,968.00	\$87,588.80	\$90,188.80