

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**THE JUDGES OF THE 58TH JUDICIAL DISTRICT OF
MICHIGAN,**

THE COUNTY OF OTTAWA

AND

OTTAWA COUNTY EMPLOYEES ASSOCIATION

EFFECTIVE THROUGH DECEMBER 31, 2011

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**AGREEMENT BETWEEN
OTTAWA COUNTY EMPLOYEES ASSOCIATION
AND
THE JUDGES OF THE FIFTY-EIGHTH JUDICIAL DISTRICT OF MICHIGAN
AND
THE COUNTY OF OTTAWA**

THIS AGREEMENT entered into this 28th day of April 2009, by and between the OTTAWA COUNTY EMPLOYEES ASSOCIATION, hereinafter called "Association," and the JUDGES OF THE FIFTY-EIGHTH JUDICIAL DISTRICT OF MICHIGAN AND THE COUNTY OF OTTAWA, hereinafter referred to as collectively as the "Employer".

PURPOSE AND INTENT

The purpose and intent of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful relations between the Association and Employer, so as to serve the best interests of the parties and the people of Ottawa County.

The parties recognize that the interest of the community and the job security of the employees depends upon success in establishing proper services for the Community.

To these ends the Association and the Judges encourage to the fullest degree friendly and cooperative relations between their respective representatives at all levels.

ARTICLE I

Recognition

The Employer recognizes the Association as the exclusive bargaining representative for the following unit of employees for the purpose of collective bargaining in respect to rate of pay, wages, hours of employment.

All 58th District Court employees, but excluding all elected officials, supervisory employees, District Court Administrator, Chief Deputy District Court Clerk, Director of Probation and Community Corrections, Assistant Director of Probation and Community Corrections, Court Services Coordinator, and Magistrate.

Persons covered by this Agreement are hereinafter referred to as "Employees".

The masculine and feminine pronouns, whenever used herein, include the female and the male, and the singular includes the plural unless the context clearly indicates otherwise.

ARTICLE II

Association Membership

1. Any and all employees in the bargaining unit described in Article I shall be free to become members of the Association.
2. Names of any and all employees hired by the Employer for positions in the bargaining unit shall be furnished promptly to the Association. Names of employees who are changed to positions outside the bargaining unit shall also be submitted to the Association.
3. (a) The Employer agrees that regular monthly dues of the Association will be deducted from the pay of each employee who voluntarily executes and files with the County Administrator's Office a check-off authorization form which has been executed and is in effect. Such amounts shall be promptly remitted to the Association's Treasurer within ten (10) days after deduction.

(b) The Employer shall not be liable to the Association by reason of the requirements of this section of the agreement calling for the remittance or payment of any sum other than that constituting actual deductions made from employees' wages. The Association agrees to indemnify and hold the Employer harmless from all claims against it in connection with the check-off of Association membership dues.

ARTICLE III

Representation

1. The Association shall be represented in Bargaining with the Employer by a Bargaining Committee composed of two (2) Trustees and the President or a designated member of the Executive Board. The Association reserves the right to retain any person either within or without County employment to assist in negotiations.

2. The Association will furnish the Employer with the names of the membership of this Committee.
3. A designated member of the Bargaining Committee shall, without loss of time or pay, be permitted to use working hours when necessary for the purpose of investigating written grievances which have been filed after appropriate arrangements are made with and permission obtained from such person's supervisor.
4. Three (3) members of the Association's Executive Board, Grievance Committee or Trustee's will be permitted to meet for half (1/2) an hour without loss of salary when necessary to consider the answer to a grievance, provided that appropriate arrangements are made in advance with and permission obtained from their supervisor.

ARTICLE IV

Management Rights

The Employer retains the sole right to manage its business and direct the activities of its employees, including the right of deciding the number and location of places of judicial activity, the right to determine the types of equipment and personnel to be used, the right to hire its employees, the right to determine the kinds and number of services to be offered and the scheduling thereof, the right to maintain order and efficiency among its employees, and to discipline, demote or discharge employees for good cause, the right to lay off, assign, transfer and promote employees, and to determine the starting and quitting time and the number of hours to be worked by employees, subject only to such regulation and restrictions governing the exercise of these rights as are expressly provided in this Agreement.

ARTICLE V

Negotiation Procedure

1. The parties agree that contract amendments, including economic matters, shall be subject to renegotiation by the parties, starting one hundred twenty (120) calendar days before the termination date hereof and attempting to conclude on said termination date.
2. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating representatives of the other party, and each party may select its representatives from outside or within the County employees. It is recognized that no final agreement between

the parties may be executed without ratification by the Association and by the Employer, but the parties mutually pledge that the representatives selected shall have all necessary power and authority to make proposals, consider proposals, and recommend concessions in the course of negotiations, subject only to such ultimate ratification.

3. Any agreements so negotiated shall apply to all members of the Bargaining Unit and shall be reduced to writing and signed by the authorized representatives of the Association and the Employer.
4. Negotiation meetings shall be alternated between normal working hours and non-working hours, except as otherwise mutually agreed by both parties. Employees shall be paid for time spent in such meetings during normal working hours.

ARTICLE VI

Grievance Procedure

1. Statement of Purpose. The parties intend that the grievance procedure shall serve as a means for settlement of disputes as they arise concerning the interpretation or application of this Agreement, without interruption or disturbance of the normal operation of the Employer and its service.

The parties seek to secure, at the earliest level possible, equitable solutions to complaints or grievances of employees in the Bargaining Unit. Both parties agree that proceedings under this Article shall be kept as informal and confidential as may be appropriate.

2. Definitions.

(a) "Grievance" shall be a written complaint by an employee concerning the application or interpretation of any provision of this Agreement as written.

(b) The term "days" shall mean calendar days excluding Saturday, Sunday and the holidays specified in this Agreement.

3. (a) Steps in the Grievance Procedure for grievances pertaining to non-economic issues.

STEP ONE. The employee having a grievance shall first discuss it with the supervisor or the Judge for whom he works to try and resolve the matter informally. A member of the bargaining committee may be present

at such meeting if either the aggrieved employee or the supervisor or Judge desires.

STEP TWO. If the grievance is not satisfactorily resolved at Step One, the Employee and the Bargaining Committee Chairman shall reduce it to writing on the Grievance Form and present it within seven (7) days after the Step One meeting to the Presiding Judge. The Grievant and members of the Bargaining Committee will be invited to meet with all of the Judges to present the grievance within twenty (20) days thereafter. The Judges shall give a written answer to the grievance within twenty (20) days after such presentation. Such decision shall be final and binding on the Association, on all bargaining unit employees, and the Employer.

3. (b) Steps in the Grievance Procedures for grievances pertaining to economic issues.

STEP ONE. The employee having a grievance shall first discuss it with the Human Resources Director to try and resolve the matter informally. A member of the bargaining committee may be present at such meeting if either the aggrieved employee or the Human Resources Director desires.

STEP TWO. If the grievance is not satisfactorily resolved at Step One, the Employee and the Bargaining Committee Chairman shall reduce it to writing on the Grievance Form and present it within seven (7) days after the Step One meeting to the County Administrator. The Grievant and members of the Bargaining Committee will be invited to meet with the County Administrator to present the grievance within twenty (20) days thereafter. The County Administrator shall give a written answer to the grievance within twenty (20) days after such presentation. Such decision shall be final and binding on the Association, on all bargaining unit employees, and the Employer.

4. Time Limits. The grievances specified herein must be initiated by the grieving party at Step One within seven (7) days of the occurrence of the event and processed within the time limits provided. Failure to meet these time limits shall result in automatic and final rejection of the grievance. The parties may extend these time limits by mutual written agreement.

ARTICLE VII

Wages and Classifications

1. Salaries will be paid in accordance with the Salary Schedule attached to and made a part of this Agreement as Appendix "B".

2. The salary schedule is based upon an eight (8) hour day and a five (5) days per week.
3. Classification Schedule. Employees will be hired into classifications pursuant to a Classification Schedule attached hereto and made a part of this Agreement and marked Appendix "A". The Employer reserves the right to hire an employee into a lower classification than a classification level for which a vacancy may exist provided that the responsibilities shall be the responsibilities of the lower classification level.
4. Employees newly hired by the Employer shall be given such credit for prior experience as the Employer shall determine in accordance with the type of such experience, requirements of the position involved and budgetary requirements.
5. Pay Periods. The Employer will pay employees pursuant to the salary schedule on a biweekly basis. Part-time employees - A. And Part-time employees - B. Will be paid for accumulated hours worked during a pay period as established by the County.

ARTICLE VIII

Working Hours & Overtime

1. The standard work week for full-time employees shall be forty (40) hours per week with Court offices open to the public from 8:00 A.M. To 5:00 P.M. There shall be a non-paid lunch period of at least one (1) hour and two fifteen (15) minute rest periods, one in the morning and one in the afternoon, except, however, where the employee is hired to work other hours than specified within this section or where it is agreed upon in advance. Lunch and rest periods shall be determined by the Employer. Nothing contained in this Agreement shall be interpreted as prohibiting the Employer from extending an employee's work day on those occasions when it is required in order to complete the Employer's work or from rescheduling an employee's lunch or rest periods to a time which is compatible with the Employer's operation.
2. Overtime.
 - A. All work in excess of forty (40) hours per week shall be paid either in the form of time and one-half or in the form of time and one-half compensatory time off, at the employer's discretion. However, compensatory time off must be taken in the same pay period in which it is earned.

- B. Employees shall not work in excess of forty (40) hours per week without prior approval of the Department Head or Judge whenever possible.
- C. In the event an employee has not worked a day designated as a holiday or a vacation day, such day shall be considered as hours worked for the purpose of computing overtime for that week.

3. Building Closure

In the event that the Chairperson of the Ottawa County Board of Commissioners calls a “red alert” due to inclement weather and orders all County Buildings closed; (1) if called before 8:00 AM employees regularly scheduled to work on the day of the alert shall receive a normal day’s pay and not be expected to go to work; (2) if called after 8:00 AM, before 12 noon, those employees who reported to work shall receive a normal day’s pay. Those employees who have not reported to work shall be charged four (4) hours sick, compensatory, or vacation time; (3) if called after 12 noon, those employees who did not report to work shall be charged eight (8) hours from their accumulated sick, compensatory, or vacation time and those employees regularly scheduled to work who reported shall receive their normal day’s pay.

ARTICLE IX

Definitions of Employees

- 1. Full-time Employees. Employees scheduled, throughout a calendar year, to work at least forty (40) hours per week shall be considered as full-time employees. A full-time employee shall be entitled to all benefits as specified by this Agreement.
- 2. Part-time Employees - A. Employees who are regularly scheduled to work the equivalent of twenty (20) or more hours per week throughout the calendar year shall be classified as Part-time Employees - A. A Part-time Employee - A shall receive pay and benefits as provided for in this Agreement on a pro rata basis based upon the hours regularly worked in comparison to full-time unless specified otherwise.
- 3. Part-time Employees - B. Employees who are regularly scheduled to work sixteen (16) or more hours per week but less than twenty (20) hours per week throughout the calendar year shall be classified as Part-time Employees - B. A Part-time Employee - B shall be paid as a full-time employee at the beginning step on the salary schedule, in the same job classification, computed on an hourly basis. Part-time Employees - B

shall be credited with paid vacation time, effective January 1st of each calendar year, equal to their hours worked during the prior calendar year times .01923 (rounded to the nearest whole hour) to be used within the calendar year credited. Part-time Employees - B shall not be entitled to any other benefits as provided for in this Agreement. Co-op students, interns, volunteers, seasonal and casual employees are exempt from coverage under this Agreement and shall not be entitled to any wages or benefits as provided for in this Agreement.

4. Probationary Employees. New employees covered by this Agreement shall be on probationary status for the first six (6) months of employment. In no case will a temporary employee acquire seniority status regardless of the length of employment. Part-time employees shall be on probationary status until they work the equivalent number of hours as a full-time employee in order to complete probation.

ARTICLE X

Holidays

1. The following paid holidays are recognized for the Employer's Court Employees:

New Year's Day - January 1
Memorial Day - Last Monday in May
Independence Day - July 4
Labor Day - First Monday in September
Thanksgiving Day - 4th Thursday in November
Day after Thanksgiving
One-half (1/2) day before Christmas
Christmas Day - December 25
One-half (1/2) day before New Year's Day

Five (5) Floating Holidays in lieu of:

Martin Luther King Day
Washington's Birthday
Lincoln's Birthday
Columbus Day
Veterans Day

If the day on which any of such holidays is celebrated is changed by statute, Court Rule, or Administrative Order or directive, such changed day shall be recognized.

2. (a) Except as provided in (b) below, if any designated holiday recognized in Section 1 of this Article falls on Sunday, it shall be celebrated on the following Monday and if any such holiday falls on Saturday, it shall be celebrated on the preceding Friday.

(b) In the event Christmas and New year's Day holidays fall on a Saturday, such holidays will be celebrated on the Friday preceding the holiday and Christmas Eve and New Year's Eve holidays shall be celebrated on the Thursday preceding the holiday. In the event Christmas Eve or New Year's Eve holidays fall on Sunday, such holidays will be celebrated on the Friday preceding the holiday.
3. To be eligible for Holiday pay an employee must have worked the scheduled work days immediately before and after the Holiday.
4. When a holiday falls within an employee's vacation period or during an approved leave of absence with pay and the employee is absent from work because of the vacation or such paid leave, the employee will be paid for that Holiday and not be paid nor charged for vacation time or such leave on the day of the Holiday. An employee on an unpaid leave of absence shall not be paid for an Holiday which occurs during such unpaid leave. Regularly scheduled Part-time Employees - A. shall receive Holiday pay for the day of the Holiday equal to an average of a day's pay for the period in which the Holiday occurs.
5. An employee who is on a paid sick leave of absence at the time a Holiday occurs will be paid for the Holiday if the sick leave commenced immediately prior to or during the work week in which the Holiday occurs.
6. Employees scheduled to report for work on a Holiday, but who fail to report for and perform such work, shall not be entitled to Holiday pay. However, employees who are required to work during a Holiday shall receive straight time pay for the hours worked in addition to eight (8) hours of Holiday pay.
7. (a) Floating holidays are earned on January 1 of each year. The five (5) floating holidays will be prorated for that portion of a year a new employee works and prorated for that portion of a year an employee works prior to termination of their employment.

(b) Floating holidays may be used in less than half day increments.

ARTICLE XI

Insurance Programs

1. Hospital/Medical Insurance.

(a) Eligibility: Full-time employees and Part-time Employees - A. Who are regularly scheduled to work twenty (20) or more hours per week shall be eligible, in accordance with this Section, to participate in a group hospital/medical program provided through the Employer covering such employees and their eligible dependents, if dependent coverage is elected. For eligible employees, such coverage shall become effective on the first full pay period following a sixty (60) day waiting period. Such employees may obtain the necessary applications from the Human Resources Department.

Effective 1/1/90: Part-time Employees - A. who are hired on or after January 1, 1990, who are regularly scheduled to work twenty (20) hours or more per week shall not be eligible for dependent coverage.

(b)(i) The drug co-pay is \$10/\$20/\$40 This plan will have an internal DAW (Dispense As Written) provision that would require employees to pay only \$20 if the treating physician specifies that a non-formulary drug is required.

(c) Employees of the bargaining unit will be eligible to participate in a county cafeteria plan and flexible spending account. Benefit dollars will be prorated for eligible part time employees. Benefit dollars will be adjusted during the term of this Agreement by that amount of actuarial determined adjustment (increase or decrease), if any, in the least expensive medical plan.

Note: Implementation of the above program will take approximately three (3) months.

(d) The annual out-of-pocket maximum on out-of network claims is \$1,650 (single)/\$1,800 (family).

(e) (i) Effective 1/01/2009: Change Health Plan employee co-pay to nine percent (9%) of the current actuarial determined amount for 2009. The resultant amounts are as follows:

Single Coverage	\$20.22 biweekly
2 person Coverage	\$43.59 biweekly
Family Coverage	\$60.58 biweekly

Change the employee co-pay an additional one percent (1%) per year after 2009 for each year of this Agreement or until the employee co-pay is equivalent to ten percent (10%) of the current actuarial amount.

(ii) Benefits for surgical treatment of obesity is fifty percent (50%) and charges related to the Medically Necessary surgical treatment of obesity will not apply toward the Comprehensive Medical Out-of-Pocket Maximum. The plan will cover one approved surgery for the treatment of obesity per covered person, lifetime. The plan will not cover reconstructive or cosmetic surgery associated with, or following the surgical treatment of obesity.

(iii) The employee co-pay on Mail Order prescriptions is 2.3 X (times) the monthly co-pay amount.

(f) Wellness/Prevention. The annual per person wellness/prevention amount is \$300 per year.

(g) The parties agree to reopen the Agreement prior to the expiration date (12/31/11) for the purpose of bargaining with regard to a disease management program in the County Health Plan.

2. Short Term Disability Plan. The Employer will provide a short term disability plan to eligible disabled employees beginning the third consecutive week of a non-duty disability. The plan will provide up to sixty-six percent (66%) of an employee's base weekly salary for the actual period of disability between the third week and six (6) months subject to offsets provided by other types of coverage.
3. Long Term Disability Plan. The Employer shall provide a long term disability insurance plan for eligible non-duty disabled employees who are disabled for periods greater than six (6) consecutive months.
4. Benefits in Accordance With Policies. All hospital-medical insurance and/or life insurance benefits provided pursuant to this Agreement shall be subject to the terms, provisions and conditions of the applicable policy or policies; and if any such insurance provisions of this Agreement are contrary to or inconsistent with the terms, provisions and/or conditions of the applicable insurance policy or policies, the insurance policy or policies shall control.
5. Continuation/Termination of Insurance Coverage.

(a) The Employer's contributions toward the cost of the hospital-medical insurance and life insurance benefits provided for eligible

employees pursuant to this Agreement shall be subject to continuation and/or termination as follows:

(i) Such contributions will be continued for the first one (1) year of an approved leave of absence due to disability compensable by Worker's Compensation.

(ii) Such contributions will be continued so long as an employee is on an approved and fully paid leave of absence.

(iii) Such contributions will be continued during the first twelve (12) weeks of an approved but unpaid medical leave as if the employee had continued to work. If the employee is currently required to pay a portion of the cost of the health plan coverage, he/she must continue to make this payment.

(iv) Such contributions will be continued during the first thirty (30) calendar days of an approved but unpaid personal leave.

(v) Such contributions shall be continued for the first thirty (30) calendar days of any layoff.

(vi) Such contributions shall only be continued for the periods prescribed above to the extent allowed by the applicable policy or policies of insurance; and such contributions shall not be continued beyond the periods prescribed above.

(vii) Such contributions shall be discontinued immediately upon termination of the employee's employment.

(viii) Such contributions will be continued during leaves for a newborn or newly placed child and leaves for the care of family member but only for an aggregate maximum of twelve (12) weeks (or twenty-six (26) weeks in certain FMLA circumstances) in a twelve (12) month period for both forms of leave combined. If the employee is currently required to pay a portion of the cost of the health plan coverage, he/she must continue to make this payment.

(b) If an employee wishes to continue coverage for any period with respect to which the Employer's obligation does not exist or apply, the employee shall have the sole responsibility for making all arrangements and payments necessary for the continuance of such coverage at his own expense; provided, however, that an employee having an approved leave of absence or on layoff may make arrangements with the County Administrator for continuance of the employee's insurance coverage (at his own expense) if:

- (i) the employee requests such continuation in writing to the County Administrator thirty (30) or more days in advance of the date when the employee's payment would be due; and
 - (ii) the employee makes the required premium payment to the County Administrator thirty (30) or more days in advance of the dates when the employee's payment would be due; and
 - (iii) the insurance carrier and policy allow such continuation.
6. The Employer reserves the right to change insurance carriers, provided that overall equivalent benefits are provided under any new insurance program.
 7. Dependent Coverage: Employees may purchase life insurance units for their dependents. All cost for such units shall be the responsibility of the employee. The employee shall have sole responsibility for making all arrangements for such coverage.
 8. Members of this bargaining unit have interim benefits for exam and lenses in the County's current vision plan through VSP (Vision Service Plan).
 9. The maximum benefit for Dental Plan Option 1 is \$1400 and for Dental Plan Option 2 is \$1200.

ARTICLE XII

Health Program

Subsequent to an offer of employment, each prospective employee, including Part-time Employees-B, shall be required to undergo a medical examination by a physician or physicians, licensed to practice in the State of Michigan designated by the Employer. The offer of employment shall be made contingent upon the results of the physical examination.

Rehires or Part-time Employees-B who have been off the payroll for more than thirty (30) days may be required to submit a statement from their physician qualifying them for their class of work (with or without accommodation). Such a statement shall be submitted to the County Human Resources Office. Any physical examination expenses incurred in the hiring of a new employee as a requirement for employment by the Employer shall be paid for by the Employer.

ARTICLE XIII

Vacations

1. Vacation Schedule. Subject to and in accordance with the provisions of this Article, full-time employees and Part-time Employees-A, shall earn vacation with pay according to the following schedules:

(a) Full-time Employees shall earn vacations with pay, based upon the following schedule, for each paid hour of work during the employee's preceding vacation year (anniversary date to anniversary date). As used in this Section, the term "paid hour of work" shall include all of an employee's paid hours up to but not exceeding 2,080 paid hours per vacation year. Existing County employees who promote or transfer into this bargaining unit after January 1, 2009, will maintain their accumulated vacation time and earn vacation based upon their existing vacation accrual rate of earnings:

<u>Year of Service</u>	<u>Rate of Earning</u> (Vacation earned during a given year to be taken during the next year)
During first (1st) through third (3rd) years	.03846 hours of paid vacation per paid hours of work (2 weeks for full-time)
During fourth (4th) through tenth (10th) years	.05769 hours of paid vacation per paid hour of work (3 weeks for full-time)
During eleventh (11th) year	.06154 hours of paid vacation per paid hour of work (3 weeks plus 1 day for full-time)
During twelfth (12th) year	.06538 hours of paid vacation per paid hour of work (3 weeks plus 2 days for full-time)
During thirteenth (13th) year	.06923 hours of paid vacation per paid hour of work (3 weeks plus 3 days for full-time)

During fourteenth (14th) year	.07308 hours of paid vacation Per paid hour of work (3 weeks plus 4 days for full-time)
During fifteenth (15th) year Through nineteenth (19th) year	.07692 hours of paid vacation per paid hour of work (4 weeks for full-time).
During twentieth (20th) year And subsequent years	.08846 hours of paid vacation per paid hour of work (4 weeks plus 3 days for full-time)

(Vacations to be rounded to nearest whole hour).

(b) Part-time Employees - A. Shall earn vacations with pay, based upon the schedule under (a), for each paid hour of work during the employee's preceding vacation year (anniversary date to anniversary date). As used in this Section, the term "paid hour of work" shall include all of an employee's paid hours up to but not exceeding 2,080 paid hours per vacation year.

2. Vacation Year. For purposes of this Article, a vacation year is defined as a twelve (12) month period starting with the employee's anniversary date of last employment and each twelve (12) month period thereafter (anniversary date to anniversary date).

3. Allocation of Vacations. Although the Employer reserves the final right to allocate vacations, it is agreed that an effort shall be made to schedule an employee's vacation leave consistent with the manpower and work load requirements and the vacation requests of other employees. In any such allocations, employees with seniority in terms of service shall be given first preference. An employee shall not be permitted to take vacation leave one (1) day at a time unless approved in advance by the Employer or its designee. Employees desiring a vacation preference shall submit their written selection to the Employer prior to March 15 of each calendar year. Once an employee has made his selection, he shall not be permitted to change the selection unless such change would work no undue hardship on the Employer's work schedule.

4. (a) Maximum Accumulation/No Prepayment. Paid hours of vacation shall not accumulate beyond a maximum of two hundred (200) hours for full-time employees. Part-time Employees – A shall not accumulate beyond the pro-ration of the two hundred (200) hour maximum based on the full time equivalent. In the event an employee has accumulated two hundred (200) paid hours of vacation, paid hours of vacation which the employee would have normally earned pursuant to Section 1 above shall

cease to be earned until such time as the employee's accumulation of paid hours of vacation is less than the accumulated maximum allowed.

(b) Paid vacation shall not be granted or allowed in advance (i.e. Vacation may not be taken before it has been earned as herein provided).

(c) Upon termination of employment, the employee will receive a lump sum payment for any accumulated vacation hours.

5. Vacation Pay.

(a) Employees will be paid vacation pay based on their classification at the time of the vacation period.

(b) Pay for vacations shall normally be paid on the regular pay day, as if the employee taking vacation had worked instead; provided, however, that an employee who will be on vacation of at least one (1) week duration and whose vacation occurs on the regular pay day may receive the normal paycheck in advance of taking vacation provided the employee submits a request in writing to the County Administrator at least two (2) weeks in advance of the projected vacation.

6. Termination Pay.

(a) Upon termination of employment, a regular full-time employee or a regular part-time employee shall be granted the pro-rata vacation pay for which he is eligible for the year in which termination occurs. Any employee who leaves the Employer's employment prior to one (1) continuous year of service shall not be entitled to accrued vacation pay.

(b) In case of the death of an employee, an unused accrued vacation for which he is eligible will be paid to the main beneficiary in writing to the Employer or, in the absence of such designation, to the employee's estate.

ARTICLE XIV

Retirement Plan

The retirement plan for employees in this bargaining unit is a MERS B-3, and a Section F-55 waiver, with the employees paying 5.95%

The County will make the ICMA Retirement Health Savings Plan benefit available if/when it is made available to the unclassified group.

ARTICLE XV

Sick Pay, Worker's Compensation

1. Sick Pay.

(a) Credit. Paid sick leave shall be credited, and may be accumulated, as follows:

(i) Regular full-time employees shall be credited six (6) paid sick leave days at the beginning of each calendar year. New regular full-time employees shall be credited with a prorated amount.

(ii) Part-time Employees-A shall be credited with paid sick leave effective January 1 of each calendar year equal to the hours worked by the employee relative to full-time.

(iii) Existing County employees who promote or transfer into this bargaining unit after January 1, 2009, will maintain their accumulated sick leave, provided they do not exceed the amount listed in (b).

(b) Carryover: At the beginning of each calendar year, up to six (6) days of sick leave from an employees prior year's sick day balance may be added to the annual amount of sick days credited to each employee. In no case shall the total number of sick days exceed twelve (12).

(c) Medical Verification: The following medical verification provisions shall apply:

(i) The Employer may, in its discretion, require an employee submit competent medical verification of any use of paid sick leave if:

- 1, The paid sick leave absence equals or exceeds two (2) consecutive scheduled working days; and/or
- 2, The paid sick leave absence equals or exceeds a total of six (6) scheduled working days (whether or not consecutive) per calendar year; and/or
3. The employee demonstrates a paid sick leave pattern -- e.g.: using Fridays or Mondays on a recurring basis.

- (ii) Medical verification of illness in connections with an employee's paid sick leave use shall be in the form of a doctor's certificate if the employee was seen by a physician or, if the employee was not seen by a physician, such verification shall be in the form of a signed statement by the employee specifying the nature and duration of the illness.
 - (iii) Failure to provide medical verification for paid sick leave use, and/or false use of paid sick leave, shall be grounds for discipline up to and including discharge.
 - (iv) In addition, in the event of the absence of an employee for illness, injury or disability, the Employer may require the employee to submit to an independent medical examination by a physician designated and paid by the Employer.
- (d) Request Form: Each employee shall, if requested, be responsible for giving a signed absentee record to his supervisor immediately following his return to work.
- (e) Illness: Paid sick leave may be utilized by an employee in the event of his or her disabling illness or injury, including disability resulting from pregnancy and/or childbirth. If such illness, injury or disability is job related and compensable by Worker's Compensation, then and in such event, the use of paid sick leave shall be subject to the provisions of Section 2, below, pertaining to Worker's Compensation.
- (f) Funerals: An employee may use one-half (1/2) day of accumulated paid sick leave or accrued paid vacation to attend the funeral of a close friend in the local area, or one (1) day of accumulated paid sick leave or accrued paid vacation to attend the funeral of a close friend if travel is required outside the local area. The employee shall elect, at the time of the absence, whether to have such absence charged against his available sick leave or vacation.
- (g) Medical/Dental Appointments: Under extenuating circumstances, accumulated paid sick leave may be used for medical or dental appointments where: (1) it is an emergency situation which requires immediate medical or dental attention, or (2) the condition cannot be attended to outside the normal working hours. As much advance notice as possible of the need for such use of sick leave must be given.
- (h) Family Illness: Accumulated paid sick leave may be used for an emergency medical situation in an employee's immediate family which requires immediate medical attention. An employee shall be limited to no more than three (3) day(s) of paid sick leave per emergency medical

situation in the employee's immediate family, with no more than a total of five (5) days of paid sick leave to be taken per calendar year for emergency medical situations in the employee's immediate family. For purposes of this subsection, "immediate family" shall be defined as spouse, child, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, and sister-in-law.

Employees shall be provided with up to two (2) days per year with pay for "child care" due to illness or injury of the employee's children between one (1) month and seventeen (17) years old, adult child, parent or spouse care due to illness or injury except, however, the use of such time for adult child, parent and spouse care must be approved and such approval shall be at the Employer's sole discretion.

(i) Vacation Leave for Sick Leave: An employee may use accumulated paid vacation leave as paid sick leave after exhaustion of his accumulated paid sick leave.

(j) Sick Bank Elimination Account: Eligible employees who were employed and had a sick leave balance on December 31, 1986, after exercising a one-time only option of carrying up to four (4) days forward into 1987, shall be credited January 1, 1987, with an account equal to the remaining sick leave balance as of December 31, 1986, times the employee's December 31, 1986 pay rate. This account shall be increased each January thereafter by an interest amount equal to the Ottawa County Treasurer's Office's prior year's average "Return on Investment".

(k) Payment on Termination: Upon termination of employment under the following circumstance, the sick bank elimination account of eligible employees will be payable as follows:

(i) One hundred percent (100%) payment upon death (during course of employment) or retirement (at age and after years of service qualifying for immediate retirement benefits whether on disability or non-disability basis). In the event of death, the payment shall be made to the beneficiary designated by the employee or, in the absence of such designation, to the personal representative of the employee's estate.

(ii) Fifty percent (50%) payment upon voluntarily leaving after a minimum of ten (10) years continuous service.

(iii) In lieu of subsection (i) above, employees with ten (10) or more years of service with the Employer shall be eligible to make a one time only option of withdrawing up to fifty percent (50%) of their

sick bank elimination account. Employees exercising such option pursuant to this subsection shall:

- (a) forfeit the remainder of the sick bank account upon voluntarily leaving employment; or
- (b) receive payment upon death (during the course of employment) or retirement (at age and after years of service qualifying for immediate retirement benefits).

(l) Payment of Sick Days During Vacation: If a period of illness lasting more than one (1) day occurs during a vacation leave and is reported immediately upon return, a revised request for leave form may be submitted. The period of time of such illness will be recorded as sick leave rather than vacation leave, providing the employee provides doctor's verification of such illness when requested.

2. Worker's Compensation.

(a) The employer shall provide coverage for all employees under the Michigan Worker's Compensation Act.

(b) An employee who receives a work related injury or illness and draws Worker's Compensation as a result of his or her employment by the Employer may, at the employee's option, receive from the Employer a supplemental payment from sick leave credits accumulated by that employee equal to the difference between the weekly Worker's Compensation received and normal take-home pay. Accumulated sick leave shall be reduced in the proportion the supplemental payment bears to the employee's regular pay. These supplementary payments will be made weekly for time actually lost until accumulated sick leave credits are exhausted or Worker's Compensation is terminated, whichever occurs first.

ARTICLE XVI

Leaves of Absence

1. Personal Leave.

(a) Personal leaves of absence without pay, for reasons other than specifically provided elsewhere in this Agreement, but not for the purpose of looking for, seeking or securing work elsewhere, may be granted by the Employer upon receiving written application by an employee.

(b) When a personal leave of absence under this provision is granted for a specific period of not more than ninety (90) calendar days, the individual shall be entitled, at the termination of such leave, to be reinstated at the same step and type of position the individual held at the time the leave was granted. If the employee refuses to accept reemployment upon termination of such leave, the employee's right to reemployment ceases.

(c) Personal leave for a period of more than ninety (90) calendar days may be granted by the Employer on such conditions as may be established by the Employer in writing at the time such leave is granted with such rights of reinstatement as are provided therein. If the employee refuses a position upon termination of such leave for which the employee is qualified, the employee's rights to reemployment by the Employer cease.

(d) The employee agrees when leave is granted to keep the Employer informed of any change in the status or condition that caused the employee to request the leave.

(e) Vacation time, holidays, accumulation of sick leave, or other employee benefits shall not accumulate or be paid during leaves of absence of this nature; however, all benefits shall be frozen during the time of the leave. Insurance coverage may be continued during such leave if the employee pays the necessary premiums.

(f) Should an employee covered by this Agreement become physically or mentally handicapped to the extent he/she cannot perform his/her regular job, the Employer will make every effort to place the employee in a position that he/she is physically and mentally able to perform.

2. Family and Medical Leave. As required by the Family and Medical Leave Act of 1993, the Employer will provide covered employees up to twelve (12) weeks (480 hours) or twenty six (26) weeks (1040 hours) in certain FMLA

circumstances per year of unpaid job protected leave for certain family and medical reasons.

(a) Leave for Newborn or Newly Placed Child: A leave for newborn or newly placed child is defined as an unpaid leave of absence which, at the time is requested is to be used by the employee for the birth and/or care of a son or daughter or the placement of a son or daughter with the employee for adoption or foster care. Accrued paid vacation, floating holidays, or sick time may be substituted for unpaid leave for newborn or newly placed child.

(b) Leave for the Care of a Family Member: A leave for the care of a family member is defined as an unpaid leave of absence, which at the time it is requested is to be used by the employee to care for a spouse, son, daughter, or parent of the employee if the spouse, son, daughter or parent has a serious health condition. Accrued paid vacation, floating holidays, or sick time may be substituted for unpaid leave for the care of a family member.

(c) Leave for Employee's Own Serious Health Condition: A leave shall be unpaid for a serious health condition that makes the employee unable to perform the employee's job.

(d) Leave during Family Member's Active Duty: A leave due to a qualifying exigency arising out of the fact that the spouse, or a 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.

(e) Leave for the Care of a Family Service Member: A leave for an employee who is he spouse, son, daughter, parent, or next of kin of a covered service member who incurred a serious injury or illness on active duty in the Armed Forces. The leave shall only be available during a single twelve (12) month period.

(f) Eligibility for FMLA Leaves of Absence: In order to qualify for a FMLA leave the employee must meet all of the following conditions:

(i) The employee must have worked for the Employer at least twelve (12) months or fifty-two (52) weeks. The twelve (12) months, or fifty-two (52) weeks need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

(ii) Employees who have been employed by the Employer more

than one (1) year must have worked at least 1250 hours during the twelve (12) month period immediately before the date when the leave would begin.

(g) The twelve (12) month period shall be a rolling twelve (12) month period measured backward from the date the employee used any form of leave described in Section 4(a) and (b) above.

(h) Applications for FMLA leaves shall be made on forms provided by the Employer, shall state the reason for the leave, shall specify the proposed beginning and ending dates of the requested leave of absence, and shall be signed by the employee. The application and all other required documentation, once completed, shall be submitted to the Employer for review.

(i) If a FMLA leave is granted, it shall be granted in writing, shall specify the reason for which it is granted, shall specify the beginning and ending dates of leave, and shall be signed by the Employer.

(j) The granting or denial of any FMLA in any given case shall not constitute any practice or precedent whatsoever with respect to any other case.

(k) Upon expiration of an FMLA approved leave the employee shall be returned to the same position they held at the time the leave commenced or to an equivalent position. If upon termination of a FMLA leave an employee refuses an equivalent position, the employee shall be deemed terminated and shall have no further right to re-employment with the Employer.

(l) An employee on a FMLA leave may request that the leave be terminated and that he be returned to work prior to the specified expiration date of the leave. Reinstatement may require medical release documentation.

(m) An employee on a FMLA leave shall keep the Employer apprised of any relevant changes in his or her conditions and/or circumstances, and the Employer may in its discretion periodically require the employee to verify the continued reason and need for such leave. Failure of an employee to do so, when requested, shall be grounds for termination of the leave.

(n) When an employee plans to take a FMLA leave the employee must give the Employer thirty (30) days notice. If a thirty (30) day notice is not possible, the employee must give as much notice as practicable. If an employee fails to provide thirty (30) days notice for foreseeable leave, the

leave requested may be approved with a thirty (30) day postponement of the effective date (from the date the Employer received notice).

(o) Intermittent Leave or a Reduced Work Schedule: Employees may take a FMLA in twelve (12) consecutive weeks, or may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve (12) weeks or twenty six (26) weeks (in certain FMLA circumstances) over a twelve (12) month period in the aggregate. The Employer may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule. Leave for birth, adoption, or foster care of a child must be taken within one (1) year of the birth or placement of the child.

3. Leaves of absence including medical leaves, and leaves covered under the Family and Medical Leave Act shall not exceed, when combined., twelve (12) weeks (or twenty-six weeks in certain FMLA circumstances) in a twelve (12) month period without specific approval from the Presiding Judge and the County Administrator.

4. Military Leave of Absence. Application for military service leave of absence shall be made to the Employer in writing as soon as the employee is notified of acceptance in military service, and, in any event, not less than two (2) weeks prior to the employee's departure. An employee on military service leave shall retain any unused sick leave or vacation time accrual, and rights under such provisions shall be governed by applicable Federal and State laws.

5. Bereavement Leave.

(a) Benefited employees who have completed their probationary period may be granted up to a total of four (4) work days as bereavement leave with pay in the event of death in the employee's immediate family. As used in this Section, the term "immediate family" is defined as including an employee's spouse, child, parent, brother or sister, brother-in-law or sister-in-law, grandparent, aunt, uncle, father-in-law, mother-in-law, grandchild, stepchild, step parent, step brother, or step sister.

(b) Paid bereavement leave shall not be granted during an employee's paid vacation, on a paid holiday, or during any leave of absence (whether medical or personal).

ARTICLE XVII

Promotions and Evaluations

1. Employees who demonstrate potential ability and aptitude for positions on increased responsibility shall be given every possible consideration for promotion when vacancies occur, except vacancies that occur in the position of Judicial Secretary/Court Recorder. Ability, dependability, punctuality and length of service shall be among the factors considered in filling the vacancy or new position. The final decision shall rest with the Employer. Length of service is defined as the length of continuous service as an employee who is covered by this agreement and has completed the probationary period.

A promoted employee shall be placed on the lowest salary step (based on the current salary schedule) of his new classification which will afford the employee a pay raise. For purposes of this paragraph, the term "pay raise" shall mean an increase in the employee's annualized earnings in his new classification, as compared with what the employee's annualized earnings would have been in the old classification, when projected over the twelve (12) month period following the promotion.

2. Promoted employees will be placed on a sixty (60) day probationary period in their new job classification. Prior to the end of this sixty (60) days period, for good cause, the promoted employee may be returned to his or her previously held position.

3. Notice of vacancies in positions covered by this agreement shall be posted a minimum of five (5) working days on the bulletin board in the County Building and will be sent to Holland and Hudsonville Courts two (2) days prior to such posting.

4. Temporary Work in Higher Classification. Employees who are officially assigned to temporarily fill a vacancy, created by another employee being on a personal or medical leave of absence or the result of retirement, greater than fourteen (14) days, in a higher paying classification shall be paid at the lowest step of the higher paying classification which affords the employee a pay raise for the duration of the leave of absence. Such assignments shall not exceed six (6) months, except upon mutual agreement to extend between the Employer and employee. Following such temporary assignment, the employee shall be returned to his or her former classification, department and rate of pay (with credit for the time spent in the higher classification).

ARTICLE XVIII

Professional Meetings

1. Employees who desire to attend a meeting or conference which is likely to improve their competency may submit written request to attend to the Employer. If the Employer determines attendance at such meetings is in the best interest of the Employer, it shall approve such requests. The Employer shall grant necessary normal working hours time off without loss of pay for attending meetings so approved and shall also provide for reimbursement of reasonable and necessary out-of-pocket expenses incurred in the attendance of such meetings. Any expenditures resulting from or necessitated by unusual or extraordinary circumstances must have prior approval of the Employer for an employee to be reimbursed for such expenses.

2. In advance of taking an accredited extension or similar course in an area related to his work, an employee may apply to the Employer for reimbursement of the cost of tuition upon satisfactory completion thereof. The Employer shall have full discretion to grant or deny any such request. If reimbursement is allowed, the employee agrees to remain in Employer employment for at least one (1) year after completion of the course. If he leaves before such time, he will repay a proportionate share of the reimbursed expenses.

ARTICLE XIX

Use of Facilities

The Association may use the Employer's rooms available outside normal business hours for Association meetings, with prior consent of the Employer and the Building Superintendent.

ARTICLE XX

Jury Duty, Court Time

1. Jury Duty.

(a) An employee who is called for jury duty shall notify the Employer immediately upon receiving notice of such call.

(b) If an employee serves on jury duty during days normally scheduled for work, the Employer will provide a jury duty pay supplement to make up the difference between the jury duty earnings and his normal weekly pay

check upon presentation of a written statement of jury earnings from the proper Court official.

(c) Time spend on jury duty during regular work hours shall be considered as time worked.

2. Court Time.

(a) If an employee is called as a witness in a judicial proceeding for reasons in connection with his or her employment by the Employer, such employee shall:

1. Receive leave with pay for such attendance.
2. Receive compensatory time off for such court time when it occurs during hours when he or she is not scheduled for work.

ARTICLE XXI

Termination

Employees desiring to resign from employment shall give two (2) weeks notice of their intent to resign. When possible, a four (4) week written notification should be given to the Employer to facilitate filling of vacancies created. Employees desiring to retire from employment shall give ninety (90) calendar days written notice of their intent to retire to both the Court and Human Resources Administrator.

ARTICLE XXII

Validity

The parties recognize that this agreement is subject to the constitutions and laws of the United States and the State of Michigan and to the Rules and Administrative orders and directive of the Michigan Supreme Court governing judicial activities. If any Article or Section of this Agreement should be held invalid by operation of such constitutions, laws or rules or administrative orders or directives, the remainder of this agreement shall not be affected thereby, and the parties shall immediately enter into collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE XXIII

No Strike - No Lockout

1. It is recognized that the needs for proper service to the Public by the Employers' Employees are of a paramount importance and that there will be no interference with such service.
2. Adequate procedures provide for the equitable settlement of grievances arising under this Agreement. The Association and its members covered by this Agreement will not engage in or encourage any strike, sit-down, stay-in, slowdown, or other similar action which would interfere with the Employers' services.
3. The Employer shall have the right to discipline or discharge any employee participating in any such interference, and the Association agrees not to oppose such action. It is understood, however, that an employee shall have recourse to the grievance procedures as to matters of fact in the alleged actions of such employees.
4. The Employer will not lock out any employees during the term of this Agreement.
5. Neither the Association nor any of its officers, agents or representatives shall be liable to the Employer in any actions at law for damages arising out of any interruption of the Employer's operations in violation of the provisions of this Article if, immediately upon receipt of notice from the Employer of such interruption by employees, the Association advises the Employer that such action is a violation of this Agreement and orders such employees to discontinue such action.

ARTICLE XXIV

Nondiscrimination

1. The Employer when engaged in hiring, promoting, advancing or assigning to jobs, or applying any other term or condition of employment, agrees not to discriminate against any employee because of race, color, national origin, religious affiliation, sex, marital status, membership in or activity on behalf of the Association, or participation in the grievance procedure.
2. The Association agrees that, with regard to membership or Association activity, it will not discriminate for any of the reasons set forth above.

ARTICLE XXV

Mileage

1. (a) Mileage. Employees who are required by the Employer to use their personal vehicle in the conduct of Employer business, shall be reimbursed in accordance with the County's prevailing mileage reimbursement rate. Employees shall comply with such mileage reimbursement procedures as the Employer may require.
- (b) Mileage Reimbursement Rate. Mileage reimbursement will be made at the allowable IRS rate.

ARTICLE XXVI

Layoff Procedure

1. In the event the Employer determines that a reduction in force is necessary, it shall determine the classifications and number of positions in each classification which will be maintained and the following layoff procedure will then be implemented.
2. Temporary, Part-Time B and probationary employees in the classification affected will be laid off first, provided those remaining are fully qualified to perform without disruption of the work process, or a particular employee is necessary for the efficient operation of the Employer's business.
2. If additional layoffs are necessary the employee or employees with the least seniority in the highest affected classification shall be laid off from his/her classification, except where a prior written evaluation filed six (6) months in advance of any layoff shows a less senior employee to be superior in performance to a more senior employee, or if, in the opinion of the Employer, a particular employee is necessary for the efficient operation of the Employer's business. For purposes of layoff, such employee or employees will be considered to have greater seniority than employees in lower classifications and will be assigned by the Employer to any such lower classification which they are fully qualified to perform which disruption of the work process. Such procedure shall then be repeated among employees in each other classification affected. Any employee who is laid off or displaced from his/her classification by this procedure and who cannot be assigned to another position shall be laid off.
3. For purposes of this Article, seniority shall be employee's length of continuous service in the Employer.

4. An employee who is assigned to a lower classification in lieu of layoff shall have first recall rights to his former classification if a vacancy therein occurs. Employees who are laid off by reduction in force shall have recall rights for one (1) year for vacancies for which they are fully qualified. Notices of recall shall be sent by first class mail to the recalled employee's last known address and shall allow a minimum of one (1) week between day of mailing and the day scheduled to return to work. A recalled employee who does not report for work on the designed return date or who has indicated that he no longer desires to be employed by the Employer shall lose recall rights.

5. Judicial Secretary/Court Recorder. Court Recorders serve at the sole pleasure of each Judge (MCL 600.8602). As such, each Court Recorder can be removed with or without cause, and will have no rights or benefits as provided for in this Article.

ARTICLE XXVII

Longevity

All bargaining unit employees who have performed continuous service with the Employer for the number of years set forth below shall be eligible for longevity payments in accordance with the following provisions:

<u>Years of Completed Continuous Service with the Employer as Of October 1st of each year</u>	<u>Amount of Payment</u>
5 years	\$250
For each year after 5 years up to thirty (30) years total	\$50 additional to a maximum of \$1,500

Longevity payments shall be made annually, in a lump sum amount, not later than November 15 of each year. Regular Part-time Employees-A and employees who are absent without pay for more than sixty (60) scheduled work days during the year, October 1st to October 1st, shall receive a pro rata longevity payment based on the ratio of their paid time in relation to full-time equivalents.

When an employee terminates employment, he/she will be entitled to a prorated share of their next longevity payment from the last anniversary for which they received a longevity payment.

Employees hired into the bargaining unit after the ratification date (February 19, 2004) will not be eligible for longevity pay. Existing County employees who promote or transfer into this bargaining unit after January 1, 2009, will be eligible for longevity pay only if they were previously eligible to receive it with no interruption in compensation pay.

ARTICLE XVIII

Deferred Compensation

Employees will be eligible to participate in the Employer sponsored deferred compensation plan(s). The Employer will contribute a twenty percent (20%) match (up to a \$1000 annual maximum employer match) on each employee's contributions, subject to the terms and conditions of the plan(s).

Effective January 1, 2008, employees retiring under this collective bargaining agreement may contribute final payoffs (i.e. vacation, sick bank elimination account, longevity) upon retirement to their deferred compensation plan. The retiring employee will be responsible for and limited to the maximum annual contribution as established by Internal Revenue Service guidelines. The Employer will not contribute any matching funds on these final contribution amounts. (LOU dated January 2008)

ARTICLE XXIX

Terms of the Agreement


1. This Agreement shall be effective immediately and shall continue in effect through December 31, 2011.
2. Any supplementary Agreement which is reduced to writing and signed by the parties shall become and be a part of this Agreement without changing any other terms of the Agreement. This Agreement states the entire agreement between the parties and during its term neither shall require the other to engage in further bargaining on any subject, whether mentioned herein or not. This Agreement shall be binding upon the parties hereto and their successors for the Employer and Association.

IN WITNESS WHEREOF the parties hereto have executed this Agreement by their duly authorized representatives this 9th day of June, 2009.

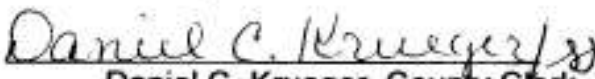
OTTAWA COUNTY
BOARD OF COMMISSIONERS

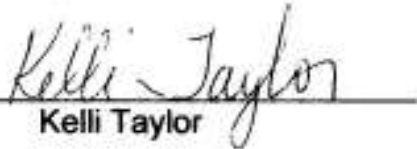
By 
Donald Disselkoen, Chairman

OTTAWA COUNTY
EMPLOYEES ASSOCIATION


By 
Cathy Shaw

Ottawa County Clerk


Daniel C. Krueger, County Clerk


Kelli Taylor

JUDGES OF THE FIFTY-EIGHTH
DISTRICT COURT OF MICHIGAN

By 
The Honorable Susan A. Jonas

By 
The Honorable Bradley Knoll

By 
The Honorable Kenneth Post

By 
The Honorable Richard Kloote

APPENDIX A

CLASSIFICATION SCHEDULE

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>
4091 BAILIFF	01
6371 DISTRICT COURT CLERK I	02
6145 CASE MANAGER	03
6804 PROBATION SECRETARY	03
6820 ASSIGNMENT CLERK	04
6381 DISTRICT COURT CLERK II	04
4120 COURT OFFICER	04
6803 PROBATION ASSISTANT	04A
6240 COURT RECORDER/JUDICIAL ASSISTANT	05
2811 PROBATION OFFICER/SUBSTANCE ABUSE ASSESSOR	09

Revised per Wage Study BA 11/242009

APPENDIX B

WAGE SCHEDULE

- I. Effective 1/1/2009: Increase the 2008 schedule by 2%.
- II. Effective 1/1/2010: Increase the 2009 schedule by 2%.
- III. Effective 1/1/2011: Parties agree to reopen the contract for wages only for 2011.

Grade	A <u>Start</u>	B <u>6 month</u>	C <u>1 Year</u>	D <u>2 Years</u>	E <u>3 Years</u>	F <u>4 Years</u>	G <u>5 Years</u>
01							
1/1/2009	11.6057	11.8510	12.0634	12.5699	13.1091	13.6325	14.1563
1/1/2010	11.3878	12.0880	12.3047	12.8213	13.3713	13.9052	14.4394
02							
1/1/2009	12.7308	13.0304	13.3140	13.8973	14.4804	15.0805	15.6635
1/1/2010	12.9854	13.2910	13.5803	14.1752	14.7700	15.3821	15.9768
03							
1/1/2009	13.4365	13.7467	14.0902	14.7115	15.3489	16.0189	16.6892
1/1/2010	13.7052	14.0216	14.3720	15.0057	15.6559	16.3393	17.0230
04							
1/1/2009	14.4169	14.7602	15.1357	15.8224	16.5914	17.2938	18.0294
1/1/2010	14.7052	15.0554	15.4384	16.1388	16.9232	17.6397	18.3900
04A							
1/1/2009	14.7041	15.0729	15.4611	16.1727	16.9480	17.6656	18.4166
1/1/2010	14.9982	15.3744	15.7703	16.4860	17.2870	18.0189	18.7849
05							
1/1/2009	15.4307	15.8224	16.2315	16.9996	17.8175	18.6345	19.4515
1/1/2010	15.7393	16.1388	16.5561	17.3396	18.1739	19.0072	19.8405
06							
1/1/2009	16.5585	16.9669	17.4084	18.3073	19.1572	20.0726	21.0205
1/1/2010	16.8896	17.3062	17.7565	18.6734	19.7319	20.4740	21.4409

	A	B	C	D	E	F	G
Grade	<u>Start</u>	<u>6 month</u>	<u>1 Year</u>	<u>2 Years</u>	<u>3 Years</u>	<u>4 Years</u>	<u>5 Years</u>
07							
1/1/2009	17.7189	18.2092	18.6833	19.6477	20.6611	21.6583	22.6553
1/1/2010	18.0732	18.5733	19.0569	20.0705	21.0743	22.0914	23.1084
08							
1/1/2009	19.0757	19.6148	20.1708	21.2499	22.3777	23.4891	24.6170
1/1/2010	19.4572	20.0071	20.5742	21.6749	22.8253	23.9589	25.1093
09							
1/1/2009	20.1709	20.7597	21.3472	22.5576	23.7668	24.9930	26.2190
1/1/2010	20.5743	21.1749	21.7741	23.0088	24.2421	25.4929	26.7434