

**COLLECTIVE  
BARGAINING AGREEMENT**

**Between**

**CITY OF SOUTHFIELD**

**and**

**AFSCME, LOCAL 3636**

**2005-2009**

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## AGREEMENT

This Agreement made and entered into this 6<sup>th</sup> day of March, 2007 by and between the City of Southfield (hereinafter called the "Employer" or "City") and Local Union 3636, affiliated with Council 25 of the American Federation of State, County and Municipal Employees AFL-CIO (hereinafter called the "Union"). Whenever the term "Agreement" is used in this document it shall be synonymous with the term "Contract."

### 1 PURPOSE AND INTENT

**1.1** The purpose of this Agreement is to set forth the terms and conditions of employment covered by this Agreement.

**1.2** If during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provisions should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby.

### 2 DEFINITIONS

**2.1 Career Position** A career position is a position of indefinite duration with regularly scheduled hours of at least twenty per week, and which accordingly has been designated by the City as a career position.

**2.2 Career Employee** An employee who has been appointed to a career position.

**2.3 Regular Employee** A career employee who has successfully completed a new hire probationary period.

**2.4 Years of Service** Years of services are equal to City seniority as defined in Article 13.

**2.5 Employee** Employee shall mean a full-time employee. If the bargaining unit includes other than full-time employees in the future, the seniority and benefits shall be prorated as they are under the ACS rules in effect at the time unless and until the parties negotiate other provisions.

### 3 RECOGNITION

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer hereby recognizes the Union as the sole and exclusive bargaining agent with respect to rates of pay, wages, hours of employment and other conditions of employment for all supervisory employees of the City of Southfield employed in the following classifications:

Accounting Coordinator  
Assistant Building Official  
Assistant Manager, Career Center  
Building Department Specialist  
Building Services Supervisor  
Cable Manager  
Central Services Supervisor  
Code Enforcement Manager  
Communication Superintendent

Librarian III, Assistant Adult Services Coordinator  
Librarian III - Assistant Technology Coordinator  
Library Coordinator - Adult Services  
Library Coordinator - Support Services  
Library Coordinator - Technology  
Library Coordinator - Youth Services  
Fleet Supervisor  
Office Supervisor I  
Officer Supervisor II

Community Relations Manager  
Coordinator-Operations & P&R Facilities  
Coordinator - Parks/Forestry/Environmental Projects  
Counseling Coordinator  
Cultural Arts Division Coordinator  
Custodial Supervisor  
Facility Supervisor  
Food and Beverage Supervisor  
Housing Manager  
Librarian III -Assistant Support Services Coordinator

Parks and Operations Supervisor  
Physical Plant Maintenance Coordinator  
Public Relations Manager  
Public Works Supervisor II  
Senior Adult Division Coordinator  
Senior Producer/Director  
Traffic Engineer/Project Engineer  
Administrative Engineer  
Design Engineer

Excluding employees in other bargaining units, all elected officials, all executive, exempt, confidential employees and all district court employees and all other employees.

#### **4 UNION SECURITY**

**4.1** It shall be a continued condition of employment that all employees covered by this Agreement shall either maintain membership in the Union by paying the uniform dues or a collective bargaining service fee equivalent to the uniform dues for the cost of negotiating and administering this Agreement.

**4.2** Any employee, excluding probationary employees, who has failed to either maintain membership or pay the required bargaining service fee shall not be retained by the Employer, provided, however, no employee shall be terminated under this Article unless:

1. The Union has notified the employee by letter addressed to the employee's address last known to the Union, with a copy to the Employer, indicating that the employee is delinquent in payment, specifying the current amount of delinquency and warning the employee that unless such amount is tendered within ten (10) calendar days, the employee will be reported to the City for termination from employment as provided for herein, and,

2. The Union shall furnish the City with written proof that the foregoing procedure has been followed and shall supply the City with a copy of the notice to the employee. The Union must further provide the City with written demand that the employee be discharged in accordance with this Article and provide to the City, in affidavit form signed by the Union Treasurer, certification that the amount of delinquency does not exceed the uniform dues or collective bargaining service fee for the cost of administering and negotiating this Agreement.

**4.3** The Union shall indemnify and save the City harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken, or not taken, by the City for purposes of complying with the provisions of this Article.

#### **5 CHECK-OFF**

The Employer agrees to deduct from the pay of each employee from whom it receives an authorization to do so who is covered by this Agreement the amount specified under the authorization form.

Each employee utilizing the City deduction for pay for the remittance of sums to the Union shall provide the City with an authorization in the form as follows:

Authorization for Payroll Deduction

By  
(Last Name) (First Name) (Middle Name)

To I hereby request and authorize you to deduct from my earnings each month an amount established by the Union as monthly dues. The amount deducted shall be paid to the President of the Union. This authorization shall be irrevocable during the term of this Agreement.

Changes in the regular amount of monthly dues or service bargaining fee may be made no more than once in a twelve (12) month period. Such change shall require signed, written authorization from the President and Secretary/Treasurer of the Union.

Union dues will be deducted by the City each pay period during the term of this Agreement. Such sums deducted from an employee's pay shall be forwarded to the President of Union Local 3636.

In the event that a refund is due any employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of such employee to obtain the appropriate refund from the Union.

The Union shall indemnify and save the City harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken, or not taken, by the City for purposes of complying with the provisions of this Article.

## 6 UNION REPRESENTATIVES

**6.1 Bargaining Committee** The bargaining committee may be comprised of up to three employee members. The function of the bargaining committee shall be to negotiate new or modified agreements with the City. Members of the bargaining committee shall be released from work without loss of normal compensation to participate in bargaining sessions, after receiving approval from their supervisor, which approval shall not be withheld except in exceptional circumstances. In the case of such exceptional circumstances, it may be necessary to reschedule bargaining. When submitting its contract proposals to the City, the Union shall at the same time inform the City in writing of the names of all persons who are members of the bargaining committee. Members of the bargaining committee shall give reasonable advance notice to their supervisors of the time they will be absent from work to participate in bargaining sessions.

**6.2 Grievance Committee** Employees selected by the Union to act as Union representatives shall be known as "stewards." The names of employees selected as stewards and the names of other Union representatives who may represent employees shall be certified in writing to the Employer by the Local Union, and the individuals so certified shall constitute the Union Grievance Committee. The function of the Grievance Committee shall be to represent members for the purpose of processing grievances as provided in the grievance procedure. Members of the Grievance Committee shall be permitted to investigate and process grievances without loss of normal compensation, after receiving approval from their supervisor, which approval shall not be withheld except for reasonable cause. A record of time spent shall be initialed by the Grievance Committee member and retained by the City. Time spent investigating and processing grievances shall not be abused.

## **7 NO STRIKE OR LOCKOUT**

- (a) The Union and the employees recognize that strikes (as defined by Section I of P.A. 336 of 1947, as amended, of Michigan Public Employees Relations Act) are contrary to law and public policy. The Employer and employees subscribe to the principle that differences should be resolved by good faith bargaining in keeping with the highest standards of municipal government without interruption of essential governmental services. Accordingly the Union and employees agree that during the term of this Agreement they shall not direct, instigate, participate in, encourage or support any strike, sit-down, stay-in, slow-down, in any department or any unlawful inter-activity interfering with the operation of government.
- (b) In the event of a work stoppage, or other curtailment of, or interference with production, the City shall not negotiate on the merits of the dispute which gave rise to the stoppage or curtailment until the Union has made an earnest effort as set forth in Section (c) below.
- (c) In the event of a work stoppage, or other curtailment the Union shall immediately instruct the involved employees in writing that their conduct is in violation of the contract, that they may be disciplined up to and including discharge and instruct all such persons to immediately cease the offending conduct.
- (d) No lockout of employees shall be instituted by the Employer during the term of this Agreement.

## **8 MANAGEMENT RIGHTS AND RESPONSIBILITIES**

- (a) It is recognized that the government and management of the City, the control and management of its properties and the maintenance of municipal function and operations are reserved to the City and that all lawful prerogatives of the City shall remain and be solely the City's right and responsibility. Such rights and responsibilities belonging solely to the City are hereby recognized, prominent among which but by no means wholly inclusive are, all rights involving public policy, the right to decide the number and location of plants, stations, etc.; work to be performed within the unit, maintenance and repair, amount of supervision necessary, machinery and tool equipment, methods, schedule of work together with the selection, procurement, designing, engineering, and the control of equipment and materials, and the right to purchase service of others, contract or otherwise. If the City deems it necessary to contract for work presently performed by employees within the bargaining unit which results in a permanent loss of work for such employees it is agreed that the matter will be discussed between the Union and the City and that an effort will be made by the City to place such employees in accordance with the seniority and layoff sections contained herein. Further, that the City will extend every reasonable consideration to the placement of said seniority employees who are qualified into other positions with the City in accordance with its rules and regulations.
- (b) It is further recognized that the responsibility of the management of the City for the selection and direction of the working forces including the right to hire, suspend or discharge for just cause, assign, promote or transfer, to determine the amount of overtime to be worked, to relieve employees from duty because of lack of work or for other legitimate reasons, is vested exclusively in the City, subject only to the seniority rules where applicable, grievance procedure, and other express provisions of this Agreement.

## **9 PLEDGE AGAINST DISCRIMINATION AND COERCION**

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, or political affiliation. The Union shall share equally with the Employer the responsibility for applying this provision of the Agreement.

All references to employees in this Agreement designate both sexes, and wherever the male gender is used it shall be construed to include male and female employees. The Employer agrees not to interfere with the rights of employees becoming members of the Union, and there shall be no discrimination, in reference, restraint or coercion by the Employer or any Employer representative against any employee because of Union membership or because of any employee's activity in an official capacity on behalf of the Union.

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion.

## **10 QUALIFIED EMPLOYEES WITH A DISABILITY**

In the administration of this Agreement, the City and the Union will provide reasonable accommodations to qualified employees with a disability. The need for and extent of such accommodations shall be determined by the City in accordance with its interpretation of the requirements of law, even if such accommodations may be in conflict with another provision of this Agreement. Prior to making an accommodation that would conflict with the provisions of this Agreement, the City will notify the Union of such accommodation and discuss same with the Union; provided that the City shall make the final determination whether such accommodation shall be implemented if the Union does not agree to the accommodation. The reasonableness of the accommodation shall be subject to the grievance and arbitration provisions of the contract. However a ruling by a court shall have precedence over the contract or an arbitrator's decision.

## **11 SETTLEMENT OF DISPUTES**

### **11.1 Definition**

A grievance is a dispute between the City and the Union pertaining to the interpretation or application of the provisions of this Agreement.

### **11.2 General Provisions**

(a) Not more than one grievance may be submitted to the same arbitrator at the same time unless mutually agreed upon between the parties. A class grievance (not excluded herein) is a grievance involving more than one member where the facts involved are identical to all those affected.

(b) The City will supply a written response at each STEP when provided herein; provided, however, in the event the City fails to respond within the time limits as provided in any STEP, the Union must nevertheless then process the grievance to the next higher STEP within the prescribed time limits. Proceeding by the Union to the next higher step is not to be construed as a waiver by the Union to a written statement where applicable.

(c) Any grievance not submitted in writing within fifteen (15) calendar days of its occurrence shall be automatically closed and forever held for naught.

(d) Any grievance not appealed from a decision in one of the steps of the above procedure to the next step within the time and as prescribed, shall be considered closed.

### **11.3 Grievance Procedure**

STEP 1: (Verbal) Any employee having a grievance shall first take up the matter with the employee's immediate supervisor. The grievant may, at his or her request, have a Union grievance committee member present. The supervisor shall render a decision within five (5) working days of the meeting.

STEP 2: (Written) If the grievance is not resolved at STEP 1 above, the grievant shall have seven (7) working days from the date the response was due to submit the grievance in writing to the department director or designate. The written grievance shall be submitted by the grievance committee and shall contain at least the following information:

- (a) Section(s) of the Agreement allegedly violated.
- (b) Name(s), times(s), date(s) and location(s) of alleged violation.
- (c) Action(s) that constituted alleged violation and parties involved.
- (d) Remedy sought to correct alleged violation.

The written grievance shall be discussed between a member or members of the grievance committee and the department director or designate. The department director or designate shall have five (5) working days from the date of submission at STEP 2 in which to render a written decision.

STEP 3: (Written) If the grievance is not resolved at STEP 2 above, the president of the Local Union or designate shall have seven (7) working days from the date the response was due to submit the grievance in writing to the city administrator or designate, who shall arrange a meeting at a mutually agreeable time within ten calendar days to discuss the grievance. The city administrator or designate shall have seven (7) working days from the date of the meeting at STEP 3 to render a written decision.

STEP 4: If the grievance is not resolved at STEP 3 above, the Union shall have thirty (30) calendar days from the date the response was due from STEP 3 to file with the American Arbitration Association or FMCS.

- (a) In the event the parties have not selected an arbitrator within fifteen (15) working days of the date of filing of arbitration proceedings, or within such period of time as may be mutually agreed upon in writing, an arbitrator shall be selected in accordance with the rules and procedures of the American Arbitration Association unless another arbitrator or procedure shall be mutually agreed upon.
- (b) The power of the arbitrator stems from this Agreement and her or his function is to interpret and apply this Agreement and to pass upon alleged violations thereof. The arbitrator shall not have the power to add to, subtract from or modify any of the terms of this Agreement, nor shall the arbitrator have any power or authority to make any decision which shall require the commission of an act prohibited by law or which violates the terms of this Agreement. The decision of the arbitrator shall be final and binding upon all parties and the cost of the arbitrator shall be borne equally by the parties to this Agreement.
- (c) The City shall not be required to compensate witnesses for time spent attending arbitration hearings.

**11.4 Special Conferences** In mutual recognition that important matters may arise during the term of this agreement that justify a meeting between the Union and the Employer, the parties hereby agree to meet as necessary for such purposes.

## **12 DISCIPLINE, SUSPENSION AND DISCHARGE**

### **12.1 Discipline**

Disciplinary action or measures shall include only the following, although not necessarily in order:

- Oral Reprimand
- Written Reprimand
- Probation
- Suspension (notice to be given in writing)
- Discharge (notice to be given in writing)

Disciplinary action may be imposed upon an employee for failure to fulfill her or his responsibilities as an employee. Any disciplinary action or measures imposed upon a regular employee may be processed as a grievance through the grievance procedure.

If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

No disciplinary action shall be predicated upon any disciplinary action which occurred more than three years prior to the disciplinary action at issue.

An employee shall be allowed a Union Steward or Officer, upon request, at any such act of discipline. The President of the Local Union shall be notified of any suspension.

## **12.2 Discharge**

The Employer shall not discharge or discipline any employee without just cause. The President of the Local Union shall be notified of any discharge.

The Union shall have the right to take up the suspension and/or discharge as a grievance at the third step of the grievance procedure, and the matter shall be handled in accordance with this procedure through the arbitration step if deemed necessary by the Union.

Any employee found to be unjustly suspended or discharged may be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment.

## **13 SENIORITY**

**13.1 Bargaining Unit Seniority** Bargaining unit seniority shall be an employee's length of service from:

1. May 15, 2001, the date the bargaining unit was certified by the Michigan Employment Relations Commission, for employees in the bargaining unit on this date. The relative standing of these employees shall be according to their city seniority with the more senior employee standing higher than the less senior employee.
2. The most recent appointment to a career position in the bargaining unit, for employees not in the bargaining unit on May 15, 2001. Where two or more persons are appointed on the same date, relative seniority shall be determined by the relative standing on the employment list from which certified. However, in all cases of an identical seniority date, persons entitled to preference under the Veterans' Preference Act shall be considered as having greater seniority than those without such preference. Any ties occurring beyond the above provisions shall be decided by lot.

**13.2 Regular City Employee Probationary Period** A person who is a regular employee of the City who transfers or promotes into a bargaining unit position shall serve a ninety-day probationary period. During the

probationary period the City, in its sole discretion, may terminate the employee from the position. The return of the employee to the employee's former position shall be governed by the civil service rules or collective bargaining agreement governing the former position. During the probationary period, the employee may elect to return to the employee's former position if such return is allowed under the civil service rules or contract controlling the former position.

**13.3 Deductions from Bargaining Unit Seniority** The following periods shall be deducted from bargaining unit seniority:

- (a) unpaid leave or suspension which exceeds ten working days; (The total period is deducted, not just the part of the period which exceeds ten working days.)
- (b) time elapsed between periods of layoff and re-employment.

Employees who have deductions from seniority will have an adjusted seniority date which shall be the original seniority date advanced to a new date based on the amount of time deducted from seniority.

**13.4 Leaves not Deducted from Seniority** The following shall not result in deductions from bargaining unit seniority:

- (a) military leave during the time of war as defined in the Veterans' Preference Act;
- (b) absence from work due to injuries compensated for under the Worker's Compensation Act;
- (c) approved education leave.

**13.5 Loss of Seniority** An employee's bargaining unit and city seniority and employment shall terminate for the following reasons:

- (a) discharge, quit, retirement or resignation;
- (b) absence for three (3) consecutive work days without notifying the City, unless the lack of notice is a result of physical impossibility;
- (c) absence for three (3) consecutive work days without justifiable reason;
- (d) layoff for a period equal to the employee's seniority at the time of layoff;
- (e) failure to return to work within the time specified for recall in section 16.5;
- (f) gives a false reason to obtain a leave or fails to return to work upon the expiration of a leave of absence;
- (g) separation upon settlement covering total disability.

Seniority on promotions or transfer out of the bargaining unit is as provided in Section 13.6.

In the event of rehire, seniority shall not be restored. In the event of rehire, service credit for retirement shall be as set forth in the Retirement Ordinance.

**13.6 Promotion or Transfer Out of the Bargaining Unit** An employee who promotes or transfers from a job classification in the bargaining unit to a position outside the bargaining unit shall retain but not accumulate bargaining unit seniority during the employee's probationary period in the non-bargaining unit position. Bargaining unit seniority shall terminate upon completion of the employee's probationary period or upon separation from employment which is not reversed. Within the probationary period, an employee who fails to qualify in the new position or who does not wish to continue in the new position shall be returned to the employee's former position.

**13.7 City Seniority** City seniority shall be determined by the Administrative Civil Service (ACS) rules and shall be redetermined according to any changes in the ACS rules except as provided in Section 13.6 above.

**13.8 Posting of Seniority Lists** Seniority lists showing city seniority and bargaining unit seniority shall be posted through the month of March each year. All employees, including those absent from work for any reason, shall be presumed to have knowledge of the posted list. If a grievance is not filed by April 15, the seniority list shall be deemed correct.

## **14 NEW HIRE PROBATIONARY PERIOD**

A person who is appointed to position who is not already a regular employee shall serve a new hire probationary period. The probationary period will be for six months from the date of hire. The Employer may, upon agreement with the President of the Union, extend the probationary period up to an additional four months. During probationary period or any extension of it, the City in its sole determination may discipline or discharge the employee and the discipline or discharge shall not be subject to the grievance procedure.

New hire probationary employees accrue vacation leave and sick leave but may not use vacation and sick leave until they become regular employees. Employees may use accrued personal business leave. If employment terminates during the probationary period, accrued vacation banks are paid; there is no payoff for unused sick leave banks.

## **15 PROMOTIONS, TRANSFERS AND TEMPORARY ASSIGNMENTS**

**15.1** Promotions and transfers shall be governed by the Administrative Civil Service rules which are in effect at the time of the promotion or transfer, unless there are provisions in this Agreement which are contrary to the ACS rules or which address issues not covered by the ACS rules.

**15.2** When a position is vacant because of the absence of an employee who has a legal or contractual right to return to the position, or who is asserting by means of a legal or contractual action a right to return to the position, the position may be filled by assigning an employee from within the bargaining unit or by assigning an employee from outside the bargaining unit to fill the position temporarily for all or part of the absence of the employee.

When a position is vacant because of the retirement or other termination of the employee who held the position, and the terminated employee is not asserting by means of a legal or contractual action a right to return to the position, the position may be filled by assigning an employee from within the bargaining unit or by assigning an employee from outside of the bargaining unit to fill the position temporarily for all or part of the absence but not for longer than ninety (90) days unless the Union and the Employer agree to extend the time. After ninety (90) days or after any extension or extensions of the ninety (90) days, the Employer may not fill the position by a temporary assignment.

The starting rate for a temporarily assigned employee shall be set by adding three percent (3%) to the employee's base rate and then by assigning the step in the temporarily assigned classification to the employee that equals this increased rate. If there is not a step that equals this increased rate, then to the first step that is above the increased rate.

## **16 LAYOFF AND RECALL**

**16.1** A layoff is any suspension from employment arising out of a decrease in the number of employees employed.

**16.2** If an employee is to be laid off for an indefinite period of time, the City shall give written notice of such layoff at least seven (7) calendar days prior to the effective date of the layoff, and a list of name of such employees shall be furnished to the Union's secretary on the same date the notice is given to the employees.

**16.3** Should the City determine to layoff an employee from a job classification, the employees in the job classification, including probationary employees, shall be laid off in the order of their bargaining unit seniority

with the least senior employee being laid off first. Where bargaining unit seniority is equal, the order of layoff shall be determined by city seniority. Job classifications are those set forth in Article 3.

**16.4** Employees may not bump into the bargaining unit, nor may employees in the bargaining unit bump outside of the bargaining unit. A laid-off employee shall have the right to bump into a job classification of equivalent or lower compensation level, provided: (1) the bumping employee has more bargaining unit seniority than the employee being bumped, (2) the bumping employee meets the minimum qualifications of the position and is presently capable of performing the bumped employee's job.

**16.5** Employees shall be recalled in the inverse order in which they were laid off. The City shall give the employee written notice of recall by sending certified or registered mail to the last address provided by the employee in writing to the City. If the employee fails to report for work within seven (7) calendar days of the recall notice, the employee's employment and recall rights with the City shall terminate.

## **17 PAY PLAN**

**17.1** The pay plan for City of Southfield employees consists of a rate or range for each class of positions and provides for increases based on merit.

**17.2** Advancement to the next step within a specific salary range is called a merit increase. This increase is based not only on the completion of a specified length of service, but also on the quality of that service. Merit increases are not automatic, but are granted by the Commission only on the recommendation of the employee's immediate supervisor with the approval of the City Human Resources Director.

**17.3** An employee will be paid one twenty-sixth (1/26) of his/her annual salary by check every two weeks.

**17.4** Checks may be issued in advance only with the approval of the immediate supervisor and City Human Resources Director. Payroll advances preceding vacation leave must be requested by the employee at least ten (10) days in advance of leave, and the check may be picked up at the office of the Treasurer one (1) working day in advance of leave.

**17.5** Except where specifically granted, as in Article 24.14, or required by the FMLA, all City-paid benefits and accrual of leaves shall cease immediately upon expiration of all earned leave time (and/or removal from the current payroll). The employee may upon written request elect to continue in the paid insurance programs at his/her expense as provided under COBRA. Upon electing to continue such coverage, the employee shall pay the monthly premiums in advance by the date determined by the human resources department.

**17.6** The afternoon shift is any regular shift starting between the hours of 12 o'clock noon and 10:00 p.m. EST; and midnight shift is any regular shift starting after 10:00 p.m. EST, excluding regular day shift hours. Employees regularly scheduled to an afternoon or midnight shift shall be paid a shift premium for all hours worked on the afternoon or midnight shift. The afternoon shift differential shall be twenty-five cents (\$0.25) per hour; the midnight shift shall be thirty cents (\$0.30) per hour.

**17.7** The wage rate upon transfer, promotion or temporary assignment shall be according to the Administrative Civil Rules and Procedures in effect when the transfer, promotion or temporary assignment is effected.

**17.8** Direct Deposit Effective not later than 90 days after March 6, 2007, all employees shall be subject to the mandatory direct deposit of all regular and special pays. Advance payments shall not be made. No split deposits are allowed except between Telcom accounts.

## 18 ATTENDANCE

**18.1** All employees absent without authorized leave, or who report late on any given shift shall be penalized by way of a pay deduction in multiples of 1/10th of an hour for each six minutes or fraction thereof, for each day or portion of a day. Tardiness may be subject to discipline up to and including discharge. Arrangements for time off must be made with the employee's immediate supervisor, in advance, and in accordance with the provisions of the leave regulations under which the time off is to be taken.

**18.2** If an employee is unable to report for work at the start of the shift, the employee shall notify the supervisor at the start of the shift.

**18.3** Any employee who is absent from duty a day or part of a day without authorization under provisions of these regulations shall be deemed absent without leave and may be subject to disciplinary action up to and including discharge. If conditions warrant, such absence may be reconciled by a subsequent grant of leave. Vacation and sick leave time shall not accrue during absence without leave.

**18.4** The leaves provided for herein may be temporarily suspended during any period of emergency declared by the City Administrator and/or the Mayor.

## 19 HOURS OF WORK

**19.1 Purpose of Article** The sole purpose of this Article is to provide a basis for the computation of straight time, overtime, and other premium wages, and nothing in the Agreement shall be construed as a guarantee or commitment by the City to any employee of a minimum or maximum number of hours of work per day, per week, or per year.

**19.2 Regular Workweek** The regular workweek for a full-time employee shall consist of five eight-hour days with an unpaid lunch period each day.

If the City proposes to change the regularly scheduled work days for DPW employees or the starting and quitting times for DPW employees, the City will give thirty calendar day advance notice of the change and discuss the changes with the Union.

**19.3 Flexible Working Hours** A department may provide, where feasible, flexible hours. Schedules effected through the flexible hours alternative shall not result in additional cost to the City, including but not limited to, additional leave accrual or overtime. Schedules effected through the flexible hours alternative shall not create precedence or establish a practice, and the offering and continuation of alternate schedules shall be at the sole discretion of the City.

## 20 OVERTIME COMPENSATION

**20.1** Employees shall be paid at a time-and-one half rate for:

1. All hours worked over 40 in one workweek, or all hours worked over 8 in one workday unless the hours worked over 8 in one work day are a result of a work schedule adjusted at the employee's request

2. All hours worked on a 6<sup>th</sup> consecutive working day

- 20.2** Employees shall be paid at a double time rate for all hours worked over 40 in a workweek on a 7<sup>th</sup> workday.
- 20.3** Employees who are required to work on a City-paid holiday shall be paid at the premium rate of time-and-one-half in addition to being paid holiday pay.
- 20.4** The following paid time off from regularly scheduled work shall count as time worked for the purpose of computing overtime: vacation, sick, personal business, bereavement leave, compensatory time taken, jury duty, holiday pay.
- 20.5** For each period of time for which an employee is entitled to pay by this Agreement, the employee shall be paid (or granted compensatory time where applicable) in accordance with that pay provision which entitles the employee to the greatest pay, but the employee shall not be entitled to pay by any other pay provision. Time for which an employee is paid according to the preceding sentence at a premium or overtime rate shall not be counted to enable the employee to receive compensation according to any other pay provision.
- 20.6** Employees who work overtime shall be paid overtime in multiples of 1/10 of an hour for each 6 minutes worked.
- 20.7** Supervisory personnel will, when eligible for overtime compensation, be compensated for Saturday, Sunday and holiday work on the same basis as those employees whom they are supervising, or in accord with the 6<sup>th</sup> and 7<sup>th</sup> day overtime provision described herein, whichever is greater.
- 20.8** Employees required to standby during non-duty hours shall be paid one hour per day at a straight time rate.
- 20.9** Employees called in to work outside of their regular work hours shall receive a minimum of two hours pay at the appropriate overtime rate unless the call-in occurs within two hours of the start of their regular shift.

Employees called in to work outside of their regular work hours shall receive a minimum of three hours pay at the appropriate overtime rate if the employees they are supervising receive a minimum of three hours unless the call-in occurs within three hours of the start of their regular shift.

- 20.10** Employees working in classifications which are exempt from the provisions of the Fair Labor Standards Act, as amended, shall have the option, in lieu of overtime pay, of accruing compensatory time off at a time-and-one-half rate. The maximum accumulation of compensatory time shall be eighty hours. Overtime hours worked when an employee has a current accumulation of eighty compensatory time hours shall be paid as overtime pay.

Employees working in classifications which are covered by the provisions of the Fair Labor Standards Act, as amended, shall have the option, in lieu of overtime pay, of accruing compensatory time off at a time-and-one-half rate provided the time off is taken during the same pay period as earned.

## **21 HOLIDAYS**

- 21.1** The following days shall be observed as paid holidays

New Year's Day	January 1st
Martin Luther King Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Friday before Easter	Variable Date
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day After Thanksgiving	4th Friday in November
Day Before Christmas	December 24th
Christmas Day	December 25th
Day Before New Year's	December 31st

When any of the above holidays fall on Saturday, Friday shall be observed as the holiday. When any of the above holidays fall on Sunday, the following Monday shall be observed as the holiday. Holiday premiums apply to the day the City is officially observing the holiday.

**21.2** Each employee who has actually worked during the seven (7) day period immediately preceding the date observed as a holiday or who was on vacation during that seven (7) day period, and who actually works his or her last scheduled workday before and first scheduled workday after the date observed as the holiday, shall be eligible for the benefits set forth in this Article. An excused unpaid absence or paid absence or authorized personal time off shall be considered as time worked for the purpose of fulfilling the requirement to work the last scheduled workday before and first scheduled workday after the date observed as the holiday. Holiday pay will not be provided if an employee's termination date falls on a City observed holiday. Employees on a Leave of Absence without pay shall not receive any compensation for holidays occurring during said leave.

**21.3** An eligible employee who is not required to work on the day observed as a holiday shall receive eight (8) hours' pay at the employee's straight-time rate of pay.

**21.4** Employees required to work on days that are observed as paid holidays by the City, shall be granted premium pay at a rate of time-and-one-half the employee's straight-time rate of pay for all hours actually worked on that day, in addition to eight (8) hours' pay at the employee's straight-time rate of pay. Supervisory personnel required to work on days that are observed as paid holidays by the City shall be compensated for holiday work on the same basis as these employees they are supervising, or in accordance with the holiday provision described herein, whichever is greater. Only one premium or overtime rate shall be applied to hours worked; where different rates are indicated, only the higher rate shall be applied. An employee who is required to work on the day observed as a holiday and who does not report for work shall be ineligible for benefits under this Article for that holiday.

**21.5** For the purpose of computing overtime, the eight hours pay that is paid to an eligible employee who works or does not work the holiday shall be regarded as hours worked.

**21.6** Employees working in classifications which are exempt from the provisions of the Fair Labor Standards Act shall have the option of being paid either at a rate of time-and-one-half or of accumulating compensatory time off at a time-and-one-half rate. It will be the employee's responsibility to indicate their option. If no option is indicated, the employee will be paid.

## 22 VACATION LEAVE

**22.1** Vacation leave is authorized absence from duty, with pay. Employees will be granted vacation leave in accord with the following schedule:

One to five years service	- 2 weeks	(80 hours)
Five to ten years service	- 3 weeks	(120 hours)
Ten to sixteen years service	- 4 weeks	(160 hours)
Sixteen years service	- 4 weeks and one day	(168 hours)
Seventeen years service	- 4 weeks and two days	(176 hours)
Eighteen years service	- 4 weeks and three days	(184 hours)
Nineteen years service	- 4 weeks and four days	(192 hours)
Twenty years and over service	- 5 weeks	(200 hours)

**22.2** In no case will vacation time be granted until an employee has been employed at least six (6) months. Eligibility for vacation leave shall be computed on the basis of completion of the required number of years service (continuous) with the City on the anniversary hire date. All vacation credits will be earned in one year for use in the following year.

**22.3** An employee with less than one (1) full year of service may, with prior approval of the department head, be allowed to take vacation leave which has accrued. The employee may not use this partial vacation leave, however, until he has served his probationary period. Upon prior request of the employee and with approval of the department head, an employee may be given vacation leave for a period of less than a full day. Vacation leave may be granted in minimum increments of one (1) hour.

**22.4** Time lost by an employee by reason of absence without pay, or time otherwise not worked or paid for, shall not be considered in computing earned credits for vacation leave. Employees receiving sick leave benefits or Workmen's Compensation payments shall accrue vacation credits for a maximum of thirty (30) days after starting to receive said sick leave and/or Worker's Compensation payments.

**22.5** Employees transferred from non-career status to Career Probationary status shall accrue vacation leave from the date he is classified as a Probationary employee.

**22.6** Earned vacation leave is meant to be taken and should be scheduled accordingly by all departments at the beginning of each calendar year. The scheduling of vacation time should be by seniority and in accord with departmental need or seasonal work load.

**22.7** Employees shall be paid for approved unused vacation time in excess of twice the annual amount of vacation time to which they are entitled which is not taken by December 31 of any calendar year with the written approval of the department head and the human resources director and provided that the employee has taken at least eighty (80) hours vacation or eighty (80) hours of compensatory time off from work during the preceding calendar year. If the employee has not taken at least eighty (80) hours of vacation or compensatory time off from work during the preceding calendar year, vacation in excess of twice the annual accumulation shall be forfeited.

**22.8** Vacation schedules shall be set up by the immediate supervisor so as to permit the continued operation of all City functions without interference; in some areas employment of temporary employees will be permitted for limited periods of time so that efficient operation can be maintained.

Employees shall be entitled to vacation pay in any of the following instances:

- (1) Any employee who is unable to take his vacation leave because his work load prevents the granting of a vacation leave at any time during the calendar year shall be paid his regular rate for earned vacation leave.
- (2) Any career employee who terminates employment with the City, either through separation, retirement, or lay-off, shall be entitled to regular pay for any unused portion of vacation time as of such termination.
- (3) Employees who are scheduled for a vacation leave during a holiday may be paid for the holiday or be given additional time off.

**22.9 Donation of Vacation Time** In the event that a career employee has exhausted his/her appropriate leave banks and would otherwise be placed on leave of absence without pay, other employees may donate their vacation time to retain this individual on payroll.

The conditions for donation of vacation time, reception of vacation and the effects of such donation shall be according to the policy in effect at the time the donation is made

## **23 LONGEVITY PAY PROGRAM**

**23.1** Employees hired after November 1, 1982 are not eligible for longevity benefits. Employees hired on or before November 1, 1982 shall be paid longevity as follows:

After 15 years of service -	\$1,500/year lump sum
After 20 years of service -	\$2,000/year lump sum
After 25 years of service -	\$2,500/year lump sum

The amounts indicated above will be paid to eligible employees on an annual basis as of the first pay period in December. Eligibility is based on qualifying by a cut-off date of December 31 of the year in which various levels of service are attained. Any employee who will have reached the required years of service by December 31 will receive the amount stipulated in the first pay period of December; and this amount, whatever the category, will also be paid in intervening years on this same annual basis.

**23.2** Leaves of absence shall be deducted (except as specified in 13.4 Leaves Not Breaking Seniority) for purposes of computing service credit toward longevity. In addition, leaves of absence during a calendar year that are equal to or in excess of a quarter of a year (three months continuous or aggregate) would adjust the longevity pay on a percentage of actual straight time earnings for the remaining period of the calendar year rather than base rate of pay.

**23.3** A longevity bonus shall not be paid to any eligible employee for the calendar year in which his or her employment is terminated with the City inasmuch as the innovation of the longevity program is based on a concept of rewarding the employee for remaining in the service of the City, excepting that a retiree shall receive a prorated longevity bonus in his or her final paycheck based on the foregoing schedule as it applies to the calendar year in which he or she retires.

**23.4** An eligible employee, in order to receive his longevity bonus, qualifies by being in the employ of the City on December 31 of each year in which he is eligible to receive a longevity bonus, excepting retirees as indicated in the preceding paragraph.

## 24 SICK LEAVE

**24.1 Sick Leave** An employee shall accrue sick leave at the rate of one (1) working day (8 hours) per month or 12 days (96 hours) per year subject to the following conditions:

- a. An employee who is receiving sick leave or Worker's Compensation benefits shall accrue sick leave only for the balance of the calendar month during which such employee begins to receive sick leave benefits or Worker's Compensation payments. Upon return to work, the employee shall accrue a prorated sick leave credit proportionate to the regular work days worked during the month.
- b. An employee on unpaid leave or no-pay status shall not accrue sick leave while in this status. Such employee shall accrue a prorated credit proportionate to the regular work days worked during the month.

**24.2 Sick Leave Use Increments** Upon request of the employee and with approval of the department head, an employee may be granted sick leave in minimum increments of one (1) hour.

**24.3 Notification to Supervisor** Sick leave shall not be considered a privilege which an employee may use at his/her discretion, but shall be allowed only in cases of actual sickness or disability. Any employee who becomes ill and unable to report for work must at the start of the shift notify the supervisor on duty on the employee's shift on the first day of absence, and each day thereafter if the employee is not hospitalized, or the absence may not be chargeable against sick leave.

**24.4 Physician's Certificate** An examination certificate from a physician may be required as evidence of illness before compensation for the illness period is allowed. The City reserves the right to request such examination of the employee in order to determine validity of absence due to illness, with sick leave compensation provided in accordance with physician's report. Should the physician's report indicate that employee's request for sick leave was not justified, such information may be grounds for discipline up to and including dismissal.

**24.5 Use of Regular Sick Leave to Care for an Immediate Family Member** Regular sick leave may be used for leaves granted pursuant to the Family Medical Leave Act (FMLA) to care for a seriously ill spouse, child or parent.

The use of regular sick leave may also be permitted with the approval of the department head to care for a spouse, child or parent in circumstances which do not qualify for leave under the FMLA. This use is limited to one day per occurrence of an illness unless the department head approves a second day. The use of more than two days per occurrence is permitted only for leave granted pursuant to FMLA

Reserve sick leave may not be used for leave under this section.

The employee must be prepared to furnish proof, including a physician's statement if requested, of the reasons for his/her absence. The City reserves the right to request such certification in order to determine the validity of absence under this section. If adequate medical certification is not made available or does not substantiate evidence of illness justifying the use of sick leave, such information may be grounds for discipline up to and including dismissal.

**24.6 Outside Employment Injury** Employees injured during gainful employment for an employer other than the City shall not be eligible for sick or disability benefits.

**24.7 Maximum Sick Leave Accumulation** The amount of time allowed an employee for sick leave shall, if not used during the year earned, be accumulated until a total of 150 days is reached, and shall be kept to his/her credit for future sick leave with pay.

**24.8 Payment for Accumulated Sick Leave** In the event of resignation or discharge, all accumulated or unused sick leave shall be cancelled and not paid. Compensation for accumulated sick leave upon retirement is

covered in Section 32.5. Upon the death of an employee, the employee's designated beneficiary shall be entitled to payment for one-half (½) the amount of deceased employee's unused sick leave.

**24.9 New-Hire Sick Leave** An employee with less than one (1) full year of service prior to January 1st may be allowed sick leave in the proportion that his or her actual service bears to a full year of service, i.e., one (1) day per month. An employee may not use this partial sick leave, however, until the new-hire probationary period has been served.

**24.10 Attendance Bonuses** The sick leave bonus program will be based on attendance during a calendar year from January 01 through December 31. Any payments or leave balance adjustments will be made on the second pay date in January, immediately following the calendar year under review.

An employee with less than five (5) years continuous service or less than four hundred (400) hours accumulated sick leave, and who takes no more than two (2) days of sick leave in any year shall have two (2) days returned to the employee's sick leave bank.

Employee with more than five (5) years continuous service and more than four hundred (400) hours accumulated sick leave, who takes no more than two (2) days of sick leave in any year shall receive full pay for the two (2) days at normal rate of pay.

Employees who have accumulated the maximum allowable regular sick leave (150 days) and who use no sick leave and who have no other unpaid absence for the year shall receive a perfect attendance recognition payment of \$250.00.

**24.11 Sick Leave and Service Time** Paid sick leave shall be considered for all purposes as continuing service except that:

- a. An employee who is receiving sick leave or Worker's Compensation benefits shall accrue sick leave only for the balance of the calendar month during which such employee begins to receive sick leave benefits or Workmen's Compensation payments. (See Section 24.1 a)
- b. An employee who is receiving sick leave or Worker's Compensation benefits shall accrue vacation leave for a maximum of thirty (30) days after the employee begins to receive sick leave benefits or Workmen's Compensation payments. (See Section 22.4)

**24.12 Effect of Transfer** An employee shall have to his or her credit unused sick leave when transferred to another department, except in the case where the employee transfers to a position covered by a police or fire department contract. In the case of a transfer to a position covered by a fire department contract, accrued sick leave shall be cancelled. In the case of a transfer to a position covered by a police contract, accrued sick leave shall be cancelled except that up to 240 hours of accrued reserve sick leave shall remain to the employee's credit.

**24.13 Reserve Sick Leave Bank** A reserve sick leave bank is established with accumulation at the rate of four (4) hours per month, with a maximum accumulation of 480 hours.

Use of days in reserve sick leave bank shall be for continuous illness only, and only after expiration of regular sick leave. Reserve sick leave bank accumulation is not subject to pay provisions (such as indicated in Section 24.8) under any conditions except usage.

Continuous illness shall be defined for purposes of this section as hospitalized illness or an illness extending for a period of at least thirty (30) calendar days. Recurring periods of disability which arise from the same or related causes and which are separated by less than six months of unrestricted work shall be added together in determining whether or not a disability has extended for thirty (30) calendar days.

**24.14 Status Upon Exhaustion of Sick Leave and Reserve Sick Leave** When an employee receives his/her last check for illness or disability, not including any payment made under the long-term disability program, the employee will be placed on leave without pay for one (1) year in accordance with the provisions of Section 27.1 (Leave Without Pay) except that any employee so placed on leave without pay as a result of having exhausted

his/her sick leave due to illness or disability who has a minimum of ten (10) years of continuous service with the City shall retain hospitalization and life insurance benefits for the duration of such leave (not to exceed one year) the cost of which shall be borne by the City; provided, however, that the employee is not physically able to perform other duties with the City as may be determined by the City; and, further, that the employee is not gainfully employed elsewhere. If, at the end of that time, employee is still unable to return to work, employment shall be terminated. The employee shall be eligible for re-employment, provided the employee has a doctor's statement to the effect that the employee is able to discharge his or her required duties; and provided further that a position is available.

Recurring periods of disability which arise from the same or related causes and which are separated by less than six months of unrestricted work shall be added together in determining the eligibility for leave without pay for a maximum of one (1) year.

**24.15 Long-Term Disability Program** There is established a long-term disability program for employees to be administered as follows:

- (a) There is a six (6) month waiting period for eligibility. Recurring periods of disability which arise from the same or related causes and which are separated by less than six months of unrestricted work shall be added together in determining the six (6) month waiting period.
- (b) For each day of banked leave in the employee's unused leave banks on the last day worked prior to the beginning of the continuous illness, the employee will receive one day credited to his or her long-term disability leave bank;
- (c) All banked leave must be used prior to use of any long-term disability credits;
- (d) Each day of credit in the long-term disability bank entitles the employee to one day of leave at fifty percent (50%) of base salary, less any payments received by the employee via social security, pension, Workmen's Compensation or other type of program or insurance;
- (e) The long-term disability credits are intended only for use by the employee and are not subject to any payoff upon resignation, retirement, or any circumstances other than illness or disability of the employee
- (f) Employees receiving long-term disability benefits shall be considered as on a leave of absence without pay and subject to the applicable conditions of Sections 24.1 and 27.1.

## 25 PAID LEAVE

**25.1 Personal Business Time** Employees shall accrue 24 hours of personal business time at the start of the fiscal year (July 1).

Arrangements for these days off must be made with the employee's supervisor's approval as much in advance as possible and scheduled so as not to interfere with the proper operation of the City. Personal business leave may be granted in minimum increments of one hour.

Since personal business time must be pre-scheduled, it cannot be used in lieu of sick time. If usage within the fiscal year does not occur, there is no accumulation of unused time into the following fiscal year. There is no payoff of unused personal business time in the event of termination of employment. An employee's birthday is a legitimate use of personal business time.

Scheduling of personal business days may be done on a seniority basis when, in the opinion of the employee's supervisor, the best interests of the City would be served. Authorized use of personal business time will be counted as hours worked for purposes of overtime computation and as an excused absence for calculating holiday compensation.

Newly hired employees accrue two hours per month of personal business time, but they are not eligible to use this time until they have completed the new hire probationary period.

**25.2 Bereavement Leave** In case of death in their immediate family, an employee may be granted a leave of absence with pay not to exceed three days (24 hours) for each occurrence.

This leave shall be in addition to other types of leave to which an employee would be entitled. A maximum of five days will be granted provided that attendance at the funeral requires the employee to travel 500 miles (round trip) or more.

**Immediate family** is defined as spouse, child, brother, sister, parent or parent-in-law, grandchild, brother-in-law, sister-in-law, grandparent and grandparent-in-law.

A leave may be granted, due to extenuating circumstances for a death of someone other than immediate family if the immediate supervisor makes a request on behalf of the employee to the City's Human Resource Office for approval to grant such leave.

**25.3 Jury Duty** Career employees required to serve jury duty shall suffer no salary deduction. There is no limit on the length of time an employee may serve on a jury. All jury pay, except mileage, must be paid to the City Controller who shall credit such pay to the proper City fund.

Employees who are excused from jury service prior to the completion of their regular scheduled work hours are expected to return to work. Jury service is a public obligation and the City will not consider requests that employees be excused except when the jury service will be detrimental to the operation of the City. In those cases the City Attorney will work out arrangements to have the employee excused from jury duty.

Employees who are summoned to Court as witnesses on behalf of the employer during their day off, or scheduled vacation, will be compensated for such time by overtime or compensatory time off.

## 26 DUTY DISABILITY LEAVE

**26.1** In order to be eligible for duty disability leave, an employee shall immediately report any injury, however minor, to his or her immediate supervisor and take such first aid treatment as may be recommended, or waive such first aid in writing.

**26.2** Employees who are unable to work as a result of an injury or illness covered by the Michigan Worker's Compensation Act and approved by the City's Worker's Compensation insurance carrier shall receive disability pay as set forth below. Recurring periods of disability which arise from the same or related causes and which are separated by less than six months of unrestricted work shall be considered one occurrence, and such periods shall be added together to determine benefit periods.

- (1) First seven (7) calendar days: The City will pay the employee his or her regular pay during the first week of disability. The employee's sick leave will not be charged for this time; time shall be charged to duty disability leave for the working days in the first seven (7) calendar days for each occurrence.
- (2) After seven (7) calendar days: The employee shall receive payment established under regulations of the Worker's Compensation Act, and the following shall apply:
  - (a) The Employer, through a combination of Worker's Compensation payments and City payments, will guarantee a minimum of eighty-five (85%) percent of the basic forty (40) hour weekly wage (or portion thereof). Said guarantee of payment to 85% shall be limited to a maximum of thirteen (13) weeks for each disability in any one (1) year (12 consecutive months).

- (b) During the first thirteen (13) weeks of disability wherein the provisions of (a) above apply, accumulated sick leave or vacation leave will be charged at the rate of the balance (15%) for full pay. At the end of the thirteen (13) weeks sick leave or vacation leave will be charged on a daily basis proportionately between full pay and Worker's Compensation payments to provide full pay until all such benefits have been exhausted.
  - (c) Worker's Compensation checks which are provided under Section 2(a) and 2(b) above will be made payable to the employee, but they will be delivered to the City's Accounting Department, and will be endorsed by the employee for deposit by the Employer.
  - (d) In the event employee has no accrued leave, or has exhausted all available leave banks, the Worker's Compensation check will be mailed directly to the employee by the Worker's Compensation Insurance carrier, and the employee will receive no other form of compensation, except as provided in (a) above. The employee will be eligible to receive the benefits outlined in Section 24.15 Long Term Disability, subject to the provisions of that Section.
- (3) After fourteen (14) days continuous absence - Worker's Compensation will reimburse the employee at the standard Worker's Compensation rate for the first week's absence previously paid by the City. Employees shall endorse the check to the City of Southfield and deliver it to the City's Accounting Department.

**26.3** No employee shall be entitled to duty disability pay for absence due to injuries, if said injuries were received when not on duty with the City.

## **27 LEAVES OF ABSENCE WITHOUT PAY**

**27.1 Leave of Absence without Pay** Department heads may grant a leave of absence without pay for up to ten working days in duration. When a leave is to exceed ten working days, in addition to being approved by the department head, the leave must be approved by the Human Resources Director.

A leave of absence without pay may be requested for any legitimate purpose, and must be requested at least 30 days in advance when this is possible. However, if the leave is considered detrimental to the best interest of the City, permission shall not be granted. Leaves of absence without pay may not be granted in lieu of other valid leaves when they are available to the employee. Exception to this rule may be granted only upon specific approval of the Human Resources Director. Leaves of absence without pay may not exceed one year in duration; however, at the discretion of the Human Resources Director, they may be renewed, provided the request is submitted not less than 30 days prior to the expiration date of the leave.

The department head will indicate whether the position will remain unfilled and, if the position will remain unfilled, for how long it will remain unfilled. If the position does not exist upon completion or prior to completion of the leave of absence, and the employee applied for reinstatement within the leave time granted, the employee shall be placed on the appropriate eligibility list for rehire in prior classification or a lower level of the prior classification for a period of nine months. If the employee is applying for a position in the employee's classification which is different from the employee's prior position, the employee may be subject to retesting. If the department head selects the returning employee, the employee may be compensated up to the pay range and step for the classification previously held. Probationary status may be required by the Human Resources Director.

Leaves of absence granted by a department head for up to ten working days in duration are not subject to deduction from length of service in relation to seniority date. Any leave of ten working days developing into a longer period of leave without pay shall become a part of the longer leave of absence. An employee granted a leave of absence for more than ten working days shall not accrue vacation or sick leave unless the employee is on a leave of absence approved the Human Resources Director to accept an appointment to an unclassified position.

Employees on a leave of absence without pay shall not receive any compensation for holidays occurring during the leave.

Except where specifically granted, all City-paid benefits and accrual of leaves shall cease immediately upon expiration of all earned leave time (and/or removal from the current payroll). The employee may upon written request elect to continue in the paid insurance programs at his/her own expense as provided under COBRA. Upon electing to continue such coverage, the employee shall pay the monthly premiums in advance by the date determined by the human resource department.

**27.2 Induction or Enlistment into Military Service** An employee who is inducted or enlists in the armed forces of the United States shall be granted leave of absence without pay. Reinstatement rights are as provided by law.

**27.3 Vacation allowance for Employees Entering Military Service** Any employee who has served three (3) months, but less than one (1) year with the City, and enters military service shall be granted vacation time at the rate of 6.667 hours per month, with a maximum not to exceed ten (10) days, paid the employee when the employee leaves the City to enter military service. Vacation and sick leave time shall not accrue during periods of military leave. However, upon reinstatement, for the purpose of determining the rate at which vacation time will accrue, the years of service with the City shall be the total of the years of employment plus years and any fractional parts thereof, of required military service.

**27.4 Annual Military Training** Employees belonging to the National Guard, Service Reserves or other such units are permitted to take leaves of absence without pay during the annual training period; this leave is not to exceed two (2) weeks per calendar year. Vacation privileges are not affected by such leaves.

**27.5 Leave for Unclassified Service** Classified employees who accept appointments in the unclassified service may request an indefinite leave of absence from Civil Service. When such appointment is terminated by the appointing official, the former appointee must request reinstatement to the classified service within thirty (30) days of such termination if reinstatement to the classified service is desired.

## **28 FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The Family and Medical Leave Act (FMLA) shall be administered according to the City policies and procedures in effect at the time the leave is requested to extent that these policies and procedures are not in conflict with the parties' contract. The City has the option to send an employee returning from a FMLA controlled leave which was for personal illness or disability for a medical examination to determine ability to return to work.

## **29 HOSPITALIZATION AND MEDICAL INSURANCE**

**29.1 Hospitalization Insurance.** The City will provide group hospitalization insurance consisting of coverage equivalent to Michigan Blue Cross/Blue Shield Traditional, City of Southfield Suffix 000.

Effective as soon as practical after the ratification of the agreement by both parties [ratification by Council was on April 25, 2005], increase the prescription drug co-pay to \$5.00 for generic drugs and \$10.00 for brand drugs for all health insurance providers for active employees and future retirees. The \$10.00 co-pay applies to brand drugs whether or not there is a generic equivalent.

Effective March 6, 2007, The Prescription Drug Co-Pay for all plans for active employees and individuals who retire after 7/1/05 shall be \$10 generic and \$20 brand (whether or not there is a generic

equivalent) For participants in an HMO, where there is a generic equivalent, and the employee instead takes the brand drug, the employee may be required according to HMO rules to pay the difference between the brand drug and the generic equivalent, in addition to the \$20 charge for the brand drug.

**29.2 Health Insurance Options** Each employee shall be afforded the opportunity to participate in the City's open enrollment for health insurance providers when such open enrollment is held by the City.

**29.3** The coverage for 29.1 and 29.2 will commence on the first of the month following the initial hire date with the City and will cease when an employee is laid-off, on leave of absence other than FMLA, or terminated for any other reason. In the case of retirement, it will cease unless the employee elects to continue coverage as stated in Article 33.

**29.4 Dental Insurance** The City will provide group dental insurance as summarized in Appendix A for the employee and dependents. Such coverage will commence the date of hire and will cease when an employee is retired, laid-off, on leave of absence other than FMLA, or terminated for any reason.

**29.5 Optical Insurance** The City will provide group optical insurance as summarized in Appendix B for the employee and dependents. Such coverage will commence the date of hire and will cease when an employee is retired, laid-off, on leave of absence other than FMLA, or terminated for any reason.

**29.6 Married Couples** Effective March 6, 2007, for active employees and future retirees, in the case of married couples where both spouses work for the City, or both spouses are retired from the City, or one spouse works for the City and one spouse is retired from the City, only one spouse will be eligible for a health insurance policy, dental policy and optical policy and may include the other spouse and dependents if eligible. A spouse who is an employee and who is covered under his or her spouse's policy will be eligible for an annual payment equal to \$1,300.00 for employees with two person coverage and \$1600 for employees with family coverage, payable on a biweekly basis. This payment is not available to retirees.

## **29.7 Medical Opt-Out Program**

### **Eligibility:**

Employees can waive coverage for employer provided medical benefits and receive an incentive bonus **in lieu of coverage** if covered under:

- a spouse's employer provided, non-City of Southfield group health plan.
- a group health plan available through another employer
- any other qualifying plan

### **Exclusions:**

You are ineligible to receive the Opt-Out payment if you are:

- retired from the City of Southfield.
- covered by Medicaid
- absent due to a Worker's Compensation injury in excess of three (3) months; opt-out benefits will be suspended.
- on a leave of absence during which City paid medical benefits are not provided.

### **Incentive Benefit Period:**

The incentive benefit will be spread equally over bi-weekly pay periods on a calendar year basis.

Enrollment will take place during the City's annual open enrollment period. Payments will commence in

January of the following year. Benefit will be pro-rated for participation of less than a full calendar year.

**Incentive (Opt-Out) Payment:**

- \$1,600.00 to employees with family coverage who waive City health benefits
- \$1,300.00 to employees with two person coverage who waive City health benefits
- \$1,000.00 to employees with individual coverage who waive City health benefits.
- Part-time employees will receive a 50% or 75% payment depending on their part-time status.

These payments will be taxable to the recipient.

**Enrollment:**

- (a) New Employees will have 30 days after becoming eligible for City health benefits to complete an application for waiver (opt-out) and submit documentation of other coverage. Applicants who miss the deadline will again be eligible at open enrollment.
- (b) Employees, other than new hires, must complete the application and documentation process during the annual Open Enrollment period in September of each year. You will be notified if your application is approved. Annual re-enrollment will not be required. You will automatically be re-enrolled until such time as you reinstate your City of Southfield health benefits. If you are terminated from the program, you will receive a termination letter.

**Qualifying Events for Changes:**

Your participation in the Opt-Out Waiver Program will remain in effect unless you file a form provided by the Human Resources Department indicating a Qualifying Event to withdraw from the program or to enroll in the program outside of the Open Enrollment period.

Qualifying Events include:

- A change in family status such as marriage, divorce, annulment, legal separation.
- The death of a participant, spouse or dependent.
- The birth or adoption of an eligible dependent child
- Meeting the terms of a Medical Support Order of the court.
- Termination of employment, including retirement.
- A change in spouse's coverage which is significant and outside the control of the spouse.
- The participant's spouse has a change in employment status, which results in a change of health insurance coverage.
- The taking of, or returning from, an approved unpaid leave of absence (LOA) by the participant. Upon returning, employees may apply for reinstatement within 30 days of returning to work.

**Reinstatement of City Health Benefits:**

- To reinstate health benefits for the following year, employee must submit application to reinstate to Human Resources during Open Enrollment period.
- To reinstate health benefits due to a qualifying event, the employee must provide proof of the event. Documentation and request for reinstatement must be received within 30 days of the qualifying event. If approved, reinstatement may be made retroactive to the date of the qualifying event. The IRS does not permit retroactive participation to a prior plan year.

**Pension:**

Opt Out payments will not be included in Final Average Compensation .

**29.8 Payment for Medical, Dental and Optical Insurance** Employees hired after March 6, 2007 shall pay the following percent of base pay for medical, dental and optical insurance: 1 person, 2.0%; 2 person, 4.0%; family 5.0% If the employee opts out of medical insurance, but desires to have dental and/or optical insurance, the employee shall pay a prorated percent of base pay calculated by dividing the dental and/or optical insurance premium by the medical insurance premium and rounding to the tenth of a percent.

### **30 LIFE INSURANCE**

**30.1** The City will provide group term life insurance with accidental death and dismemberment rider for each employee beginning with the date of hire.

**30.2** Each employee shall be entitled to life insurance of \$50,000. Such coverage will cease when an employee is retired, laid-off, on leave of absence, or terminated for any reason.

**30.3** For employees hired after March 6, 2007, life insurance shall be one times the annual salary (capped at \$50,000).

### **31 RESIGNATION**

**31.1** Any employee resigning from the City should give his immediate supervisor at least two (2) weeks notice in writing. In some instances due to the complexity of employee's position or difficulty on the part of the City in finding a replacement, length of notice may vary.

**31.2** In the event of a resignation not including retirement, the employee shall be deemed to have quit on the last actual working day, irrespective of accumulated leaves due the employee. All funds due the employee shall be made in a single settlement. Correspondingly, all paid benefits shall cease on the last actual working day of the resigning employee.

### **32 RETIREMENT**

**32.1** The pension shall be as set forth in Ordinance No. 1491, enacted February 24, 2003 except where this agreement specifies a different pension provision. Pension provisions include a pension multiplier of 2.50%, and an unreduced pension when the member's age plus credited service equals 82. Administrative rules and decisions regarding pension and retirement issues are determined by the Southfield Employee Retirement System (SERS) Board consistent with the provisions of the SERS Ordinance and the City Charter. Any changes that would affect the amount of pension, eligibility for pension or pension contribution for members of the bargaining unit shall not be effected for the bargaining unit unless negotiated.

Employees hired after March 6, 2007 shall be subject to the following pension plan modifications:

Regular retirement eligibility: age 65 with 10 years of service, age 62 with 20 years of service, age 57 with 25 years of service

Benefit multiplier: 2.0%

FAC: highest 5 consecutive years of last 10 years, include a maximum of 100 hours of vacation paid at retirement

Benefit cap: 70% of FAC

Employee contribution: 3% of pensionable wages, which will not be refunded at retirement

**32.2** Employees become members of the Retirement System on their first day of work, subject to applicable provisions of the SERS Ordinance.

**32.3** Employees who intend to retire from City service must submit a completed Application For Retirement form to the Human Resources Department no later than 30 days prior to the effective retirement date. If the employee chooses to utilize Sick Leave prior to retirement as provided below, the Application For Retirement form is due no later than 30 days prior to the anticipated last day of work. With the concurrence of the Department Head, Applications For Retirement can be withdrawn up to the day prior to the effective retirement date.

**32.4** Employees on an approved Leave of Absence Without Pay as provided in Article 27 remain members of the Retirement System during such Leave. Such employees are not permitted to withdraw Accumulated Contributions, if any, from the Retirement System. Any period of Leave of Absence Without Pay which is in excess of 10 working days, including but not limited to Unpaid Suspension and leave protected by the Family and Medical Leave Act (FMLA), does not count towards eligible service credit in the Retirement System. Pension benefits are those that were in effect on the employee's last day of work.

**32.5** An employee who is eligible to retire may utilize accumulated sick leave banks in the following manner:

1. An employee who is eligible for a normal retirement benefit may be paid in a lump sum for all accumulated hours of regular sick leave standing to his/her credit as of the effective retirement date, up to a maximum of 320 hours.
2. An employee who is eligible for an early retirement benefit may be paid in a lump sum for all accumulated hours of regular sick leave standing to his/her credit as of the effective retirement date, up to a maximum of 160 hours.
3. An employee who terminates employment and is eligible for a vested deferred pension is not eligible for any payment of sick leave banks as provided above.

### **33 RETIREE HEALTH INSURANCE**

**33.1** **Effective January 1, 2003**, at the same time and in the same manner as those provisions become effective for non-union SERS members, employees who retire on or after January 1, 2003 and their eligible spouses or eligible surviving spouses will be eligible to receive medical insurance from the City according to the conditions listed below.

- A. In order to be eligible to participate in the City-provided retiree health insurance, the employee and eligible spouse (if the employee elects coverage for the spouse) must participate continuously from the time the employee begins receiving a pension. Retirees or spouses who terminate their participation will lose their eligibility to participate again. This subsection A does not apply to the possible interruption in City-provided retiree health insurance set forth in subsection G below.

- B. The retiree portion of the post-retirement medical payment shall be ten dollars (\$10.00) per month for a single retiree, and twenty dollars (\$20.00) per month for a married retiree and eligible spouse.
- C. When the retiree or covered spouse becomes eligible for Medicare, Medicare A & B must be applied for. Upon receipt of Medicare coverage, the City-provided insurance will change to Medicare supplemental insurance. The Medicare recipient shall be responsible for the Medicare premium. The Medicare premium is not a factor in determining the retiree's share of the premium for City-provided health insurance.
- D. An eligible spouse or surviving spouse is one to whom the member was legally married at the time of retirement. If an employee does not elect a survivorship option for pension, a surviving spouse is not eligible for medical insurance coverage under the City's policy after the retiree's death. Coverage for a spouse terminates upon divorce.
- E. This benefit is not paid for individuals who terminate service prior to vesting or who withdraw their contributions from the retirement system. This benefit is not paid to individuals whose employment terminated or who retired prior to January 1, 2003.
- F. For employees selecting early retirement, the retiree's portion of the post-retirement medical payment shall be the same as that for non-union SERS members.
- G. The City-paid health insurance shall terminate in the case of a retiree and surviving spouse, if that individual assumes employment elsewhere and that employer provides health coverage to its employees which does not substantially differ from that offered by the City; provided that should the individual lose such coverage from the other employer for any reason, including voluntary or involuntary separation of employment, upon production of proof of such loss to the City and satisfaction of continuing eligibility, the City's obligation to provide health coverage shall recommence and the individual shall be re-enrolled with coverage becoming effective the 1<sup>st</sup> of the month following re-enrollment.
- H. The benefits of this section are not vested. The employee shall be eligible for retiree health insurance coverage according to the conditions in effect on the date the employee retired or on the date the employee terminated service with a vested pension. Eligible employees who terminate service with a vested pension will be eligible for retiree health insurance coverage when they begin to receive their pension. The health insurance plans available to retired employee through the City shall be as determined by the City.
- I. Except as otherwise provided in this collective bargaining agreement, participation in City-paid retiree health insurance shall be subject to the conditions set forth in the Code of the City of Southfield in the Chapter designated Retiree Health Care Benefits Plan and Trust.

**33.2 Employees hired after March 6, 2007 shall be subject to the following eligibility requirements and premium co-pays for retiree health insurance:**

0-14 years of service: No insurance offered

15-24 years of service: retiree pays 50% of premium; City pays 50% of premium

25 or more years: retiree pays 20% of premium; City pays 80% of premium

### **34 UNIFORMS AND PROTECTIVE CLOTHING**

**34.1** Employees who are required to wear a uniform while on duty shall receive a uniform allowance of up to \$350 per fiscal year. This allowance will be paid in two equal lump sums of \$175, one during the month of July and the other during the month of January. New hires will receive their first allotment of \$175 with their first paycheck. Eligibility for payment requires the payee to be on the payroll the first day of the month during which payment is made. The allowance shall be spent on items approved by the City such as work pants, work shirts, work shoes, work gloves and work jackets.

**34.2** All uniforms severely damaged or destroyed in the line of duty shall be replaced by the City.

**34.3** If any employee is required to wear protective clothing or any type of protective device as a condition of employment, such protective clothing or protective device shall be furnished to the employee by the City.

**34.4** Uniforms and protective clothing are not to be worn while the employee is not on duty.

### **35 TUITION REIMBURSEMENT**

Effective upon ratification by both parties, employees may qualify for tuition reimbursement of seventy-five (75%) percent of actual tuition and institution-required fees (excluding late fees). The maximum reimbursement will be \$2,500 per fiscal year (July 1 to June 30). In no case shall the reimbursement exceed the actual cost to the employee. Further, the City will reimburse employees an additional seventy-five percent (75%) of the actual cost for books each term in which the employee is entitled to tuition reimbursement. These payments are all subject to the following conditions:

- (1) Course work be taken at or under the direction of an accredited institution.
- (2) Qualifying disciplines shall be: (a) course work related to a function in which the City employs career staff; (b) course work in management or public administration; or (c) course work required for the completion of a diploma, certificate, or degree in a discipline related to a career classification in the City.
- (3) Course work be pre-approved, in writing, by the employee's Department Director and the Human Resources Department as qualifying for reimbursement. This approval must be obtained and on file with the Human Resources Department prior to class commencement.
- (4) A minimum grade of "B" (3.0 on a 4.0 scale) must be obtained.
- (5) Tuition reimbursement shall not be paid to probationary employees. However, tuition reimbursement may be granted to career employees for courses begun during the probationary period but completed after career status has been granted, provided all other provisions of this Section have been observed.
- (6) An application for tuition reimbursement, along with receipts for tuition and books as well as the final course grade are submitted to the Human Resources Department within thirty (30) days of completing the course. Failure to submit a timely and complete reimbursement application will forfeit the employee's right to such payment.

- (7) In applying for and receiving tuition reimbursement benefits (including books and fees) under this Section, employees must agree to refund the City for any tuition benefits which are received in the one-year period prior to their resignation, retirement (regular or early), or discharge for cause. Employees receiving a duty disability or on a medical leave of absence will not be required to refund tuition benefits.

### **36 EDUCATIONAL LEAVE OF ABSENCE**

Upon request, an employee with written approval from the Department Head may be granted a Leave of Absence not to exceed twelve (12) months for the purpose of pursuing formal education according to the conditions stated in 27.1.

### **37 DEFERRED COMPENSATION**

Employees shall have the opportunity to participate in the deferred compensation plan offered by the City.

### **38 RESIDENCY INCENTIVE**

The City will contribute 1.5% of base salary annually to a deferred compensation fund for employees living in the City of Southfield in accordance with the procedure in effect on the date the agreement is ratified.

### **39 RELIEF LEAVE**

Relief leave is for use when unforeseen circumstances cause long, continuous hours of work, i.e. water main breaks, storm damage, snow removal operations, etc. This leave is independent of snow emergency.

Each employee will be given a one time startup bank of eight hours. Additional relief leave shall accumulate for all overtime worked as follows:

1. One hour of relief leave shall accumulate for every eight hours of overtime worked. These overtime hours do not need to be continuous.
2. Relief leave bank shall be capped at 56 hours.

The following condition will determine the use of relief leave:

1. Overtime ends less than eight hours before the start of the employee's regular shift. The lost time from the start is made up from the relief bank.
2. Overtime extends into the start of the employee's regular shift. When and if the overtime and the regular shift equal 12 hours, the employee may use relief leave for the balance of the regular shift.
3. If relief leave is used, it will not be viewed as sick time, allowing the employee to be eligible for call back at the end of the regular shift.
4. The number and timing of hours to be taken as relief leave will be determined jointly by the supervisor and the affected employee. If there is no agreement as to a fair and equitable determination, the department director or designate will render a decision.

The relief bank is not compensable in cash or other leave time and is not transferable.

#### 40 REIMBURSEMENT FOR VEHICLE USAGE

This procedure is to be used by employees who use their privately owned automobile while on official business for the City of Southfield. Reports must be turned in the first working day after the 25th of each calendar month. Reports covering more than or less than a calendar month cannot be accepted, EXCEPT in the following example: A special trip where it will be the only travel for the month-report may be turned in before the end of the month.

1. **Mileage Rate:** Authorized use of a privately owned vehicle for City Business to be reimbursed at a rate consistent with the Internal Revenue Service (IRS) standard deduction for use of a personal car on business provided a mileage report is submitted.
2. **Parking Charges:** Reimbursement for parking charges is allowable. Receipts must be attached to mileage reports for all parking expense claims. Parking meter charges allowed, but not in excess of five (\$5.00) dollars per day. The City will not reimburse any parking or other violation.
3. **Charges Not Reimbursable:** Charges for gasoline, lubrication, repairs, anti-freeze, towage and other similar expenditures. It is expected that City travelers on official business driving personally owned cars are properly licensed by the State of Michigan, and are adequately protected by personal liability and property damage insurance at their own expense. Department Heads should reassure themselves on this point. At no time shall personal driving be charged to the City.
4. **Mileage Computation:** Reimbursements of City mileage will be based on official maps of the City of Southfield and Oakland County. **In-State** mileage will be based on current AAA Official Map of the United States.

If travel by most direct route is not possible because of construction, detour, or other legitimate reason, the claim for the additional mileage should be explained on the Mileage Report.

#### 41 WAGES

2.5% across-the-board increase to base wages effective July 1, 2005

1.0 % RHC (VEBA) contribution effective July 1, 2005

2.0% across-the-board increase to base wages effective July 1, 2006

Additional 1.0% RHC contribution effective July 1, 2006

2.0% across-the-board increase, or the same across-the-board general increase as effected for the management group employees, which ever is greater, effective July 1, 2007

For the contract year beginning 7/1/08, the same across-the-board general increase as effected for management group employees, less any required RHC and/or pension contributions.

## 42 TERMINATION

The provisions of this document, unless otherwise specified elsewhere within this Agreement, shall be effective as of the first day of July, 2005, and shall remain in full force and effect until the 30th day of June, 2009. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing ninety (90) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the anniversary date; this Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph. In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

IN WITNESS WHEREOF, the parties hereto have set their hands this        day of        , 2007.

FOR THE UNION

Bob D. Conchie President  
Tom Gens Vice President  
Pat Ann Koska  
Steve Moore

FOR THE EMPLOYER:

Brenda L. Lawrence  
Brenda L. Lawrence, Mayor

Nancy L. M. Banks  
Nancy L. M. Banks, City Clerk

FOR AFSCME COUNCIL 25:

Walter D. Johnson

## Classifications and Ranges

### H

Office Supervisor I

### I

Office Supervisor II

### J

Building Department Specialist  
Custodial Supervisor

Facility Supervisor  
Food and Beverage Supervisor

### K

Central Services Supervisor  
Cultural Arts Division Coordinator  
Librarian III - Assistant Technology Coordinator

Librarian III - Asst. Support Services Coordinator  
Parks & Operations Supervisor  
Sr. Adult Division Coordinator

### L

Accounting Coordinator  
Cable Manager  
Code Enforcement Manager  
Communications Superintendent  
Coordinator - Operations & P&R Facilities  
Coordinator - Parks/Forestry/Environmental  
Projects  
Counseling Coordinator

Housing Manager  
Library Coordinator - Adult Services  
Library Coordinator - Support Services  
Library Coordinator - Youth Services  
Fleet Supervisor  
Physical Plant Maintenance Coordinator  
Public Relations Manager  
Public Works Supervisor II

### M

Assistant Building Official

Library Coordinator - Technology

### N

Administrative Engineer

Design Engineer

### O

Traffic Engineer - Project Engineer

City of Southfield  
AFSCME 3636 (Supervisors) Pay Ranges  
Effective 7/1/2005 - 2.5%

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
H	\$ 36,957	\$ 38,081	\$ 39,246	\$ 40,412	\$ 41,618	\$ 42,867	\$ 44,157	\$ 45,488
	\$ 1,421.42	\$ 1,464.65	\$ 1,509.46	\$ 1,554.31	\$ 1,600.69	\$ 1,648.73	\$ 1,698.35	\$ 1,749.54
	\$ 17.7678	\$ 18.3082	\$ 18.8683	\$ 19.4288	\$ 20.0087	\$ 20.6091	\$ 21.2293	\$ 21.8692
I	\$ 39,419	\$ 40,619	\$ 41,862	\$ 43,104	\$ 44,392	\$ 45,724	\$ 47,100	\$ 48,520
	\$ 1,516.12	\$ 1,562.27	\$ 1,610.08	\$ 1,657.85	\$ 1,707.38	\$ 1,758.62	\$ 1,811.54	\$ 1,866.15
	\$ 18.9514	\$ 19.5284	\$ 20.1260	\$ 20.7231	\$ 21.3423	\$ 21.9827	\$ 22.6442	\$ 23.3269
J	\$ 42,235	\$ 43,518	\$ 44,851	\$ 46,182	\$ 47,562	\$ 48,989	\$ 50,463	\$ 51,985
	\$ 1,624.42	\$ 1,673.77	\$ 1,725.04	\$ 1,776.23	\$ 1,829.31	\$ 1,884.19	\$ 1,940.88	\$ 1,999.42
	\$ 20.3053	\$ 20.9221	\$ 21.5630	\$ 22.2029	\$ 22.8663	\$ 23.5524	\$ 24.2611	\$ 24.9928
K	\$ 45,473	\$ 46,856	\$ 48,290	\$ 49,724	\$ 51,209	\$ 52,744	\$ 54,332	\$ 55,971
	\$ 1,748.96	\$ 1,802.15	\$ 1,857.31	\$ 1,912.46	\$ 1,969.58	\$ 2,028.62	\$ 2,089.69	\$ 2,152.73
	\$ 21.8620	\$ 22.5269	\$ 23.2163	\$ 23.9058	\$ 24.6197	\$ 25.3577	\$ 26.1212	\$ 26.9091
L	\$ 49,202	\$ 50,699	\$ 52,249	\$ 53,801	\$ 55,408	\$ 57,071	\$ 58,789	\$ 60,561
	\$ 1,892.38	\$ 1,949.96	\$ 2,009.58	\$ 2,069.27	\$ 2,131.08	\$ 2,195.04	\$ 2,261.12	\$ 2,329.27
	\$ 23.6548	\$ 24.3745	\$ 25.1197	\$ 25.8659	\$ 26.6385	\$ 27.4380	\$ 28.2639	\$ 29.1159
M	\$ 53,426	\$ 55,051	\$ 56,735	\$ 58,419	\$ 60,164	\$ 61,968	\$ 63,834	\$ 65,760
	\$ 2,054.85	\$ 2,117.35	\$ 2,182.12	\$ 2,246.88	\$ 2,314.00	\$ 2,383.38	\$ 2,455.15	\$ 2,529.23
	\$ 25.6856	\$ 26.4668	\$ 27.2764	\$ 28.0861	\$ 28.9250	\$ 29.7923	\$ 30.6894	\$ 31.6154
N	\$ 58,212	\$ 59,981	\$ 61,817	\$ 63,654	\$ 65,554	\$ 67,521	\$ 69,553	\$ 71,651
	\$ 2,238.92	\$ 2,306.96	\$ 2,377.58	\$ 2,448.23	\$ 2,521.31	\$ 2,596.96	\$ 2,675.12	\$ 2,755.81
	\$ 27.9865	\$ 28.8370	\$ 29.7197	\$ 30.6029	\$ 31.5163	\$ 32.4620	\$ 33.4389	\$ 34.4476
O	\$ 63,772	\$ 65,711	\$ 67,722	\$ 69,733	\$ 71,816	\$ 73,970	\$ 76,196	\$ 78,495
	\$ 2,452.77	\$ 2,527.35	\$ 2,604.69	\$ 2,682.04	\$ 2,762.15	\$ 2,845.00	\$ 2,930.62	\$ 3,019.04
	\$ 30.6596	\$ 31.5918	\$ 32.5587	\$ 33.5255	\$ 34.5269	\$ 35.5625	\$ 36.6327	\$ 37.7380

City of Southfield  
AFSCME 3636 (Supervisors) Pay Ranges  
Effective 7/1/2006 - 2%

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
H	\$ 37,696	\$ 38,843	\$ 40,031	\$ 41,220	\$ 42,450	\$ 43,724	\$ 45,040	\$ 46,398
	\$ 1,449.85	\$ 1,493.96	\$ 1,539.65	\$ 1,585.38	\$ 1,632.69	\$ 1,681.69	\$ 1,732.31	\$ 1,784.54
	\$ 18.1231	\$ 18.6745	\$ 19.2457	\$ 19.8173	\$ 20.4087	\$ 21.0212	\$ 21.6538	\$ 22.3067
I	\$ 40,207	\$ 41,431	\$ 42,699	\$ 43,966	\$ 45,280	\$ 46,638	\$ 48,042	\$ 49,490
	\$ 1,546.42	\$ 1,593.50	\$ 1,642.27	\$ 1,691.00	\$ 1,741.54	\$ 1,793.77	\$ 1,847.77	\$ 1,903.46
	\$ 19.3303	\$ 19.9188	\$ 20.5284	\$ 21.1375	\$ 21.7692	\$ 22.4221	\$ 23.0971	\$ 23.7933
J	\$ 43,080	\$ 44,388	\$ 45,748	\$ 47,106	\$ 48,513	\$ 49,969	\$ 51,472	\$ 53,025
	\$ 1,656.92	\$ 1,707.23	\$ 1,759.54	\$ 1,811.77	\$ 1,865.88	\$ 1,921.88	\$ 1,979.69	\$ 2,039.42
	\$ 20.7115	\$ 21.3404	\$ 21.9942	\$ 22.6471	\$ 23.3236	\$ 24.0236	\$ 24.7462	\$ 25.4928
K	\$ 46,382	\$ 47,793	\$ 49,256	\$ 50,718	\$ 52,233	\$ 53,799	\$ 55,419	\$ 57,090
	\$ 1,783.92	\$ 1,838.19	\$ 1,894.46	\$ 1,950.69	\$ 2,008.96	\$ 2,069.19	\$ 2,131.50	\$ 2,195.77
	\$ 22.2990	\$ 22.9774	\$ 23.6808	\$ 24.3837	\$ 25.1120	\$ 25.8649	\$ 26.6438	\$ 27.4471
L	\$ 50,186	\$ 51,713	\$ 53,294	\$ 54,877	\$ 56,516	\$ 58,212	\$ 59,965	\$ 61,772
	\$ 1,930.23	\$ 1,988.96	\$ 2,049.77	\$ 2,110.65	\$ 2,173.69	\$ 2,238.92	\$ 2,306.35	\$ 2,375.85
	\$ 24.1279	\$ 24.8620	\$ 25.6221	\$ 26.3832	\$ 27.1712	\$ 27.9865	\$ 28.8293	\$ 29.6981
M	\$ 54,495	\$ 56,152	\$ 57,870	\$ 59,587	\$ 61,367	\$ 63,207	\$ 65,111	\$ 67,075
	\$ 2,095.96	\$ 2,159.69	\$ 2,225.77	\$ 2,291.81	\$ 2,360.27	\$ 2,431.04	\$ 2,504.27	\$ 2,579.81
	\$ 26.1995	\$ 26.9962	\$ 27.8221	\$ 28.6476	\$ 29.5034	\$ 30.3880	\$ 31.3034	\$ 32.2476
N	\$ 59,376	\$ 61,181	\$ 63,053	\$ 64,927	\$ 66,865	\$ 68,871	\$ 70,944	\$ 73,084
	\$ 2,283.69	\$ 2,353.12	\$ 2,425.12	\$ 2,497.19	\$ 2,571.73	\$ 2,648.88	\$ 2,728.62	\$ 2,810.92
	\$ 28.5462	\$ 29.4139	\$ 30.3139	\$ 31.2149	\$ 32.1466	\$ 33.1111	\$ 34.1077	\$ 35.1365
O	\$ 65,047	\$ 67,025	\$ 69,076	\$ 71,128	\$ 73,252	\$ 75,449	\$ 77,720	\$ 80,065
	\$ 2,501.81	\$ 2,577.88	\$ 2,656.77	\$ 2,735.69	\$ 2,817.38	\$ 2,901.88	\$ 2,989.23	\$ 3,079.42
	\$ 31.2726	\$ 32.2236	\$ 33.2096	\$ 34.1962	\$ 35.2173	\$ 36.2736	\$ 37.3654	\$ 38.4928