

ARTICLE I AGREEMENT

- 1.1 This Agreement is made and entered into on this 20th day of February, 2019 between the City of Belleville ("City" or the "Employer") and the Governmental Employees Labor Council ("Union" or "Labor Council").

ARTICLE II PURPOSE AND INTENT

- 2.1 The general purpose of this Agreement is to set forth the wages, hours and other terms and conditions of employment that the parties have agreed to, and to promote orderly and peaceful labor relations for the mutual interest of the City, its employees, and the Union. To this end, the parties recognize that the job security of the employees depends upon the Employer's success in providing proper service to the community by methods which will further to the fullest extent possible, the economy and efficiency of operation. Elimination of waste, realization of maximum quantity and quality of output, cleanliness, protection of property and avoidance of interruptions in the services provided by the City. To these ends of City and the Union agree to cooperate fully to secure the advancement and achievement of these purposes.

ARTICLE III RECOGNITION

- 3.1 Pursuant to and in accordance with all applicable provisions of Act 536 of the Public Acts of Michigan of 1947, as amended, the City of Belleville, a municipal corporation ("City"), does hereby recognize the Governmental Employees Labor Council ("Union" or "Council") as the exclusive representative for all permanent part-time and full-time employees of the City, excluding administrative officers as set forth in the City Charter, elected officials, Deputy Clerk, Deputy Treasurer, DPS Foreman, and sworn police officers. This recognition is for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other terms and conditions of employment.
- 3.2 The following definitions shall apply to this contract:
- (A) **"Permanent full-time employee"** shall mean an employee in the bargaining unit who is normally scheduled to work fifty-two (52) weeks and two thousand and eighty (2080) hours in a calendar year, including vacation time, Holiday time, sick time, personal time and furlough day.
 - (B) **"Permanent part-time employee"** shall mean an employee in the bargaining unit who is normally scheduled to work fifty-two (52) weeks and less than two thousand and eighty (2080) hours in a calendar year.

- (C) **“Temporary employee”** shall mean an employee who is hired with the intention of being retained for less than fifty-two (52) consecutive weeks, and who works less than fifteen hundred (1,500) hours in a calendar year.

ARTICLE IV NON-DISCRIMINATION

- 4.1 Neither the City nor the Union shall discriminate against any employee covered by this Agreement in a manner which would violate any applicable laws because of race, creed, color, national origin, age or sex
- 4.2 Employees shall not be required to live or reside in any specific geographic area, However, DPS employees must live within twenty (20) miles of the City Limits in conformance with statute.

ARTICLE V UNION SECURITY

To the extent the laws of the State of Michigan permit, it is agreed that:

- 5.1 The current or future employment of bargaining unit employees is not contingent upon membership in the Union or the payment of union dues or fees.
- 5.2 The Employer agrees to make Union payroll deductions ****once or twice**** each month from the pay of the employees who have authorized that such deductions be made as set forth in Subsections 4 and 5.
- 5.3 As soon as practicable following the decision to hire a new employee into the bargaining unit, the Employer shall notify the Union of newly-hired bargaining unit employees and provide the Union an opportunity during the onboarding process to meet with newly- hired bargaining unit employees to discuss the employees' options with respect to becoming or not becoming a member of the Union.
- 5.4 Each employee who becomes a member of the Union after June 27, 2018, must sign the Union's Application for Union Membership and Authorized Dues Deduction Card, and shall do so with the understanding that the dues authorization and assignment shall be irrevocable for the term of the applicable contract between the Union and the Employer or for one year, whichever is the lesser, and shall automatically renew itself for successive yearly or applicable contract periods thereafter, whichever is the lesser, unless the employee gives written notice to the Employer and the Union at least sixty (60) days, but not

more than ninety (90) days before any periodic renewal date of this authorization and assignment of the employee's desire to revoke same. Such authorization and assignment is voluntary and not conditioned upon present or future membership in the Union.

- 5.5 The Employer shall not make any Union payroll deductions from any employee without written authorization from the employee. In the case of an employee who becomes a member after June 27, 2018, written authorization must be in the form of a signed and completed Application for Union Membership and Authorized Dues Deduction Card, as well as any additional written authorization as the Employer may require. In the event the terms of the Employer's written authorization conflicts with the terms of the Union's Card, the terms of the Card shall be controlling. For an employee who became a member prior to June 27, 2018, the employer must have from the employee written authorization showing the employee's clear intent to participate in Union payroll deductions.
- 5.6 Employees may resign their Union membership at any time by notifying the Union, but may still be responsible for payroll deductions as set forth in Subsection 4.
- 5.7 Deductions for any calendar month shall be remitted to the Union. In the event that a refund is due to 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.
- 5.8 The Employer shall not be liable for the remittance or payment of any sums other than those constituting actual deductions made. If the Employer fails to make a deduction for any employee as provided, it shall make that deduction from the employee's next pay period in which such deduction is normally deducted after the error has been called to its attention by the employee or the Union.
- 5.9 If there is an increase or decrease in Union payroll deductions, as determined and established by the Union, such changes shall become effective upon the second pay period following notice from the Union to the Employer of the new amount(s).
- 5.10 The Union will protect, save harmless, and indemnify the employer from any and all claims, demands, suits, and other forms of liability by reason of action taken by the employer for the purpose of complying with this article of the Agreement.

ARTICLE VI REPRESENTATION

- 6.1 The employees in the bargaining unit shall be represented by one (1) steward and one (1) alternate steward who shall be full-time employees of the City and/or Labor Council representative.
- 6.2 Notification to the steward shall constitute notification to the Union for the purpose of this Agreement. The City shall not be required to recognize any employee as steward unless and until the Union has duly certified to the Employer in writing that the employee has been designated as steward. The Union will notify the City in writing of the certified stewards of the bargaining unit.
- 6.3 The duly certified steward shall not suffer any loss of pay for such time as he/she is required to meet with representatives of the City during his/her regular working hours, in processing grievances in accordance with the contractual grievance procedure. The steward must receive permission from his/her immediate supervisor to leave his/her assigned work and must report back promptly when his/her part in the contractual grievance procedure has been completed.
- 6.4 The privilege afforded the steward of leaving his/her assigned work during working hours without loss of pay is limited to processing grievances in accordance with the contractual grievance procedure and is extended with the understanding that his/her time away from his/her work shall be devoted to the prompt processing of legitimate grievances and shall not be abused. The Union may appoint one (1) alternate who, in the absence of the steward, may act in his/her status. Subject to the same conditions governing stewards specified herein.
- 6.5 The business representative of the Union must notify the City or its designated representative prior to his/her appearance on City property for purposes of consulting with any bargaining unit employee concerning Union business. Such permission shall not be unreasonably withheld.
- 6.6 The Union's business representative, the steward, or the employee shall have the right to examine any City or payroll records as it directly pertains to a grievance dispute by an employee. The City shall designate reasonable times to review such records.
- 6.7 In the event that contract negotiations are held when the stewards would normally be on duty, said employee representatives shall be paid at their regular rates of pay. Meetings held during off-duty hours shall not be compensated. When computing overtime, time spent in negotiations during regularly scheduled hours of work shall be counted as time worked.

ARTICLE VII BULLETIN BOARD

- 7.1 The City shall provide a bulletin board in the facility where the employees report to work. The board shall be used for the following notices:
- (A) Recreational and social affairs of the Union.
 - (B) Union meetings.
 - (C) Union elections.
 - (D) Reports of the Union.
 - (E) Rulings or policies of the Union.
- 7.2 Notices and announcements shall not contain anything political or anything reflecting upon the City, any of its employees, or any labor organization, and no material, notices or announcements which violate the provision of this Article shall be posted.

ARTICLE XIII GRIEVANCE PROCEDURE

- 8.1 A grievance shall be defined as a disagreement arising under and during the term of this Agreement, concerning the interpretation and application of the provisions of this Agreement.
- 8.2 Should a grievance arise between the City and the Union, an earnest effort shall be made to resolve such differences promptly and the following procedure shall be adhered to:

Step 1. A grievance must be submitted orally to the employee's supervisor within ten (10) working days of the occurrence of the condition(s) giving rise to the grievance or within ten (10) days of the date the employee should become aware of the conditions giving rise to the grievance, whichever is later. The employee may have his/her steward present if he/she so desires. The supervisor shall give a decision in writing to the employer or steward within ten (10) days of the verbal meeting.

Step 2. In the event the grievance is not settled at Step 1, the employee or the steward shall reduce the grievance to writing and within ten (10) working days submit the grievance to the City Manager who shall sign and date a copy and

return same to the grievant or steward. A meeting shall be held within ten (10) days at this step if requested by either party. The City Manager shall return his/her written answer to the employee or steward or Labor Council representative within ten (10) days of the meeting.

Step 3. Any unresolved grievance which has been fully processed through the last step of the grievance procedure may be submitted to arbitration by either party in strict accordance, with the following:

- (A) If the grievance is not resolved at Step 2 of the grievance procedure, such grievance may be appealed to arbitration. Written notice to the employer within thirty (30) calendar days of the answer at Step 2 shall constitute a request for arbitration. Demand for arbitration shall be filed with the Michigan Employment Relations Commission. If a mutually agreed arbitrator cannot be chosen, a request to MERC shall be made for a list of five (5) arbitrators. The Union and the City shall make alternate strikes with the last name left on the list to be the arbitrator. The arbitrator shall be requested to render his/her written decision within thirty (30) days of the completion of the arbitration.
- (B) The parties understand and agree that in making this Agreement they have resolved for its term all bargaining issues which were or which could have been made the subject of discussion. The arbitration forum here established is intended to resolve disputes between the parties only over the interpretation or application of the matters which are specifically covered in this Agreement and which are not excluded from arbitration.
- (C) The arbitrator shall have no power to add or subtract from or modify any of the terms of this Agreement or any supplementary agreement, nor to rule on any matter except while this agreement is in full force and effect between the parties.

The arbitrator shall have no power to establish wage scales, rates on existing or changed jobs or to change any wage rate unless it is provided for in this Agreement.

The arbitrator shall have no power to provide agreements for the parties in those cases wherein this Agreement they have agreed that further negotiations should occur to cover the matters in dispute.

In the event a case is appealed to an arbitrator and he/she finds that he/she has no power to rule on such case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case.

- (D) The award of the arbitrator shall be based exclusively on evidence

presented at the arbitration hearing.

- (E) The expenses of the arbitrator shall be shared equally by the parties. Each party shall make arrangements for and pay the expenses of witnesses which are called by them.
- (F) There shall be no appeal from an arbitrator's decision. It shall be final and binding on the Union, on all bargaining unit employees, and on the Employer.
- (G) The decision of the arbitrator, in any case, shall not require a retroactive wage adjustment in any other case.

8.3 Time Limit on Grievances. Any grievance upon which a disposition is not made by the City within the time limits prescribed, or any extension which may have been agreed to, may be referred to the next step in the grievance procedure, the time limit to run from the date when time for disposition expired. Any grievance not carried to the next step by the Union within the prescribed time limits, or such extension which may have been agreed to, shall be automatically closed upon the basis of the last disposition.

No claim for back wages shall exceed the amount of wages the employee would otherwise have earned at his/her regular rate less any unemployment or other compensation which the employee received during his/her back pay period.

Time limits shall exclude Saturday, Sunday, holidays, and any other day the City offices are closed.

ARTICLE IX DISCHARGE AND DISCIPLINE

- 9.1 When an employee is discharged, suspended, laid off for disciplinary reasons, or given a written reprimand and/or warning which is to be included in his/her personnel file, the Union and the employee will be promptly notified in writing of the action taken. Such disciplinary action shall be deemed final and automatically closed unless a written grievance is filed by the employee within ten (10) working days from the time of presentation of the notice to the employee. All discipline shall be for just cause.
- 9.2 Grievances regarding discharges may, by consent of the parties, be filed at any step of the grievance procedure or may, by consent of the parties, be advanced or processed out of order.

ARTICLE X NO STRIKE OR LOCKOUT

- 10.1 Under no circumstances will the Union cause a strike or work slowdown or allow its members to interfere with the operations of the City during the term of this Agreement. In the event of a strike or work slowdown or interference with City operations, the City shall not be required to negotiate on the merits of the dispute which gave rise to the strike, work slowdown or interference until same has ceased.
- 10.2 The Union shall promptly instruct the involved employees that their conduct is in violation of the contract, and that they are subject to discipline by the City, up to and including discharge.
- 10.3 The Employer (City) agrees not to lockout employees during the term of this Agreement.

ARTICLE XI SENIORITY

- 11.1 Seniority is hereby defined as the length of a regular full-time permanent employee's continuous service from his/her last date of hire by the City. Part-time permanent employees shall not accrue seniority.

Seniority shall not commence for a regular full-time probationary employee until such time as the employee has completed the probationary period. Upon completion of the probationary period, the employee's seniority shall be recorded based upon the last date upon which the employee was hired.

- 11.2 Employees shall serve a probationary period of six (6) continuous calendar months, uninterrupted by any type of service break beyond ten (10) working days, in which case the probationary period shall be extended up to but not beyond ten (10) working days.

All employees shall be probationary employees during their first six (6) months of employment within the bargaining unit. The purpose of the probationary period is to provide an opportunity of the Employer to determine, to his/her own satisfaction, whether the employee has the ability and other attributes which will qualify the employee for regular employment status. During the probationary period, the employee may be laid off, disciplined or dismissed from employment in the sole discretion of the Employer without regard to his/her length of service and without recourse to the grievance procedure. Nor shall the Union have recourse to the grievance procedure over the discipline or dismissal of a probation employee.

During the first ninety (90) days of employment of the probationary period employees shall not be eligible for any employee benefits in addition to the specified hourly wage, unless provisions for said benefits are expressly set forth herein.

- 11.3 A seniority list showing the names, job classifications, and seniority dates of the employees within the bargaining unit shall be kept up-to-date at all times and posted every six (6) months by the City with two (2) copies of such list being simultaneously presented to the Union Steward. An employee's standing on the published list will be final unless protested to the City's personnel office not later than thirty (30) calendar days after the list has been posted on the City's bulletin board.
- 11.4 An employee shall lose his/her seniority and his/her employment shall be terminated if:
- (A) the employee quits;
 - (B) the employee is discharged or otherwise permanently removed from the payroll, unless such separation has been reversed through the grievance procedure;
 - (C) the employee fails to return to work within, three (3) working days after issuance of the Employer's notice of recall by certified mail to the last known address of such employee as shown by the Employer's records, unless the employee was prevented from reporting by extenuating circumstances beyond his/her control and so notifies the City within such three (3) day period, if possible;
 - (D) the employee gives a false reason in requesting a leave of absence or engages in other employment during such leave of absence without written permission by the City;
 - (E) a settlement with employee has been made for total disability;
 - (F) the employee is retired;
 - (G) the employee is laid off or has not, for any reason, worked for the Employer for a continuous period exceeding the length of his/her employment or eighteen (18) months, whichever occurs sooner;
 - (H) the employee knowingly falsified pertinent information on his/her application for employment;
 - (I) the employee fails to have legally required certification:

- (J) an employee overstays a leave of absence or a maternity leave.
- 11.5 In the event of a reduction in working force (layoffs):
- (A) All temporary, probationary, and part-time permanent employees in the classification or classifications affected will be laid off first in that order.
 - (B) Next, seniority employees in the classification or classifications affected will be laid off according to their seniority, provided that an employee who wishes to exercise his/her seniority to remain working may do so to the extent of bumping an employee with less seniority in another classification of lower or equal rate in which he or she has performed creditably in the past or in which he or she is fully qualified and capable of performing the work without limited instruction or training.
 - (C) It is specifically agreed and understood that, in the event there is a layoff of any employee of the DPS bargaining unit, the foreman shall not do any work which is normally assigned to members of the DPS bargaining unit until such time as there is a recall of all laid off employees of the bargaining unit. It is also agreed that in the event all laid off DPS employees exhausted their recall rights as proved for in Section 12.4 of this agreement, then Section 12.5(C) shall not apply.
 - (D) The determination as to whether or not work shall be contracted out lies within the sole discretion of the City. However, the decision to contract work out shall not result in the layoff or termination of any current employees.
- 11.6 In the event of an increase in force, all provisions of section 12.5 shall be reversed.
- 11.7 An employee who changes classifications as a result of an increase or decrease of the working force as provided above, shall be paid the rate of the classification which he/she assumes.
- 11.8 If a new job is created or a permanent vacancy occurs in an existing classification covered by the Agreement and the City determines to fill such opening, the open job will be posted and may otherwise be advertised for a period of at least six (6) working days (excluding Saturdays, Sundays and holidays). Individuals who desire to be considered for such open job must submit their bid to the City Manager in writing within the posting period. Any such job opening may be filled temporarily by the City until there has been a permanent award of the job. When a vacancy is created the City Manager and the department head shall be responsible for conducting an internal search to fill the vacancy. In the event that there are no internal applicants or that internal applicants do not meet the job qualifications the

Civil Service Commission shall be responsible for conducting an external search to fill such vacancy.

When an employee's job bid is accepted, he or she will be given a reasonable trial and training period (not to exceed thirty working days) within which to qualify for the job. During the qualifying period, he or she will receive rate of pay for the job he/she is qualifying for. If at any time within the qualifying period the employee proves to be unqualified for the job, he or she shall be returned to the permanent job which he/she held prior to the acceptance of his/her bid. No job bid shall be considered from a higher rated to a lower rated job classification unless such bid is necessary for the employee to move to a different job progression track.

Seniority and qualifications shall be the governing factor for job openings. If in the judgment of management, two or more bidders of the same job openings are equally qualified:

- (A) preference shall be given to the individuals who are current employees of the City, if all such bidders are not so employed; and
- (B) if all bidders are current employees of the City, seniority shall govern.

The provisions of this section shall not apply to temporary jobs (anticipated to last no longer than one hundred twenty (120) calendar days or to such longer period as the City and the Union may agree) which may be filled in the City's discretion.

- 11.9 An employee with seniority who is unable to perform his/her regular job satisfactorily because of physical disability incurred in the course of his/her employment with the City shall be permitted to exercise his/her seniority to acquire an available job within his/her department. Such available job shall be obtained pursuant to the provisions of and subject to the conditions of the bidding procedures described in Section 12.8 above in another classification of lower or equal rate, provided he or she is fully qualified and capable of performing the work without instruction or training; in the event the City is unable to make reasonable accommodations within the scope of his/her current position first.
- 11.10 If the City eliminates a job covered by this Agreement, the employee affected may exercise his/her seniority to bump another employee in his/her department with less seniority in another classification of lower or equal rate in which the affected employee is fully qualified and immediately capable of performing the work without instruction or training.

Any employee who is on a permanent layoff due to elimination of his/her department or job classification shall be entitled to bid for any job vacancy as provided elsewhere in this contract and shall be entitled to a thirty (30) working day training period to qualify for the job to be performed provided the job was not

acquired by bumping another employee.

ARTICLE XII LEAVES OF ABSENCE

12.1 Seniority employees will be eligible for leaves of absence without pay as provided in this Article. A leave shall be granted, denied, or extended in the discretion of the City upon written request for such leave from a bargaining unit employee who shall state the reason for such leave upon his/her application. All authorizations, denials, or extensions of leaves of absence shall be written and signed by the employee's immediate supervisor and shall specify the length of any leaves of absence granted. All leave requests shall state the exact date on which the employee wishes the requested leave to begin and the anticipated date on which the requested leave, if granted, would end.

In no event shall any leave of absence be of more than one (1) year duration.

12.2 Medical Leaves of Absence.

(A) Such leaves must be accompanied by a doctor's certificate that the employee is unable to work and the reason therefore. Before returning to work, the employee must present a doctor's statement to his/her immediate supervisor attesting to his/her fitness to return to work and perform the usual duties of his/her job.

(B) Such leaves for medical reasons normally shall not exceed three (3) calendar months.

(C) Employees returning from a medical leave of absence will be permitted to return to his/her former, or a substantially equivalent position, seniority permitting, as soon as the necessary schedule adjustments can be reasonably accomplished.

12.3 No employee shall return to work prior to the expiration of his/her leave unless otherwise agreed to by the Employer.

12.4 Time absent on unpaid leaves of absence shall not be counted as time worked, in computing contract rights and benefits.

ARTICLE XIII BEREAVEMENT LEAVE

- 13.1 In the event of a death in his/her immediate family, a regular full-time seniority employee covered by this Agreement shall be granted upon request to his/her supervisor a leave of absence with pay for a period not to exceed five (5) consecutive regularly scheduled working days. The department head and/or the City Manager may extend such time as in his/her opinion conditions warrant. The department head and/or the City Manager, in his/her discretion, may extend such time off in case of the death of persons not listed herein.
- 13.2 "Immediate family" is defined as the spouse, child, brother, sister, parent or grandparent of the employee or of the employee's spouse, or other relative living on a full-time basis in the residence of the employee.

ARTICLE XIV SICK LEAVE

- 14.1 All employees shall be entitled to one (1) day of sick leave per calendar month which shall accumulate monthly on the first day of the month or while on authorized paid leave with unlimited accumulation.
- 14.2 Upon normal or duty disability retirement, any employee covered by this Agreement shall be paid at the prevailing rate for seventy-five percent (75%) of his/her unused accumulated sick days, but in no event shall the number of days for which payment is received exceed forty-five (45) days.
- 14.3 Upon leaving employment of the City for any reason other than retirement or a discharge for cause, the employee shall be paid at the prevailing rate for fifty percent (50%) of his/her unused accumulated sick days to a maximum payment which shall not exceed thirty (30) days.
- 14.3 In the event of an employee's death, such sick leave payment shall be made to his/her designated beneficiary or estate, as provided in Section 14.2.
- 14.4 Each employee shall receive one (1) additional day of pay in each three-month calendar period, commencing with the calendar quarter of January 1, 1993, if the employee has not utilized any sick leave during the calendar quarter. The additional day of pay shall not be charged to an employee's sick leave accumulated bank time.
- 14.5 After an employee is off sick for three (3) consecutive work days, the employer may require proof of illness.

ARTICLE XV JURY DUTY

- 15.1 Any employee who is called to and reports for jury duty on a day that he/she otherwise would have been scheduled to work shall be paid a sum equal to the difference between: (a) the employee's regular straight time hourly rate, exclusive of any premium pay, for the number of hours not exceeding eight (8) that he/she otherwise would have been scheduled to work but actually spent on jury duty; and (b) the fees and any other payment received by the employee for jury duty. The City's obligation to pay an employee for performance of jury duty under this Section is limited to a maximum of thirty (30) days, in which case jury duty pay shall continue until that jury has been discharged by the Court.
- 15.2 In order to receive payment under this Section, an employee must give the City prior notice that he/she has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed during the hours for which payment is claimed. The provisions of this Section are not applicable to an employee who, without being summoned, volunteers for jury duty.
- 15.3 The City will pay employees their regular rate of pay when they are required to appear on behalf of the City in a work-related court Suit.

ARTICLE XVI PERSONAL BUSINESS DAYS

- 16.1 A regular full-time seniority employee shall be entitled to two (2) days leave with pay per calendar year for personal business which may be taken upon prior request at a time mutually agreeable to the employee and his/her supervisor, provided, he or she secured approval from his/her supervisor. New employees upon completion of their probationary period shall be entitled to one day for personal business. Personal business days may not be accumulated from year to year. Personal business days may be taken in one-half (1/2) day multiples or less upon authorization of the department heads.

ARTICLE XVII HOLIDAYS

- 17.1 Employees covered by this Agreement shall receive holiday pay for New Year's Eve Day and New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving Day, Christmas Eve and

Christmas Day, provided they meet all of the eligibility requirements set forth herein.

- 17.2 To qualify for holiday pay. Employees must have worked the last day their department was scheduled to work prior to the holiday and the next day their department was scheduled to work after such holiday, unless otherwise excused.
- 17.3 Employees eligible under these provisions shall receive eight (8) hours pay at their regular straight time hourly rate, exclusive of any premium pay, for each full holiday recognized herein.
- 17.4 If a regular full-time employee is assigned to work on a holiday recognized herein, he/she shall be paid at two and one-half (2 1/2) times his/her regular straight time rate of pay for all hours worked. This premium rate includes the eight (8) hours straight time pay which he/she would have received if the holiday had not been worked.
- 17.5 If an employee is assigned to work on any of the contractually recognized holidays but fails to do so, he/she shall not receive holiday pay.
- 17.6 If a contractually recognized holiday occurs within an eligible employee's approved vacation period, he/she shall be paid for the holiday and the vacation period may be extended if prior approval is obtained from the department head.
- 17.7 Whenever one of the contractually recognized holidays falls on a Saturday, the preceding Friday shall be designated as the official holiday; whenever one of these holidays falls on a Sunday, the following Monday shall be designated as the official holiday. Holiday premium pay shall be paid at his/her regular straight time rate of pay for all hours worked on a Saturday or Sunday in which a holiday falls. If a compensatory day is given for an employee's birthday when it falls on another contractually recognized holiday, it shall be the following day.

ARTICLE XVIII VACATIONS

- 18.1 Regular full-time seniority employees covered by this Agreement shall receive paid vacations in accordance with the following schedule:
 - (A) Employees who, as of the anniversary date of their employment, have completed one (1) year but less than two (2) years of continuous employment since their last hiring date shall be entitled to five (5) days of vacation with pay.
 - (B) Employees who, as of the anniversary date of their employment, have

completed two (2) years but less than five (5) years of continuous service since their last hiring date shall be entitled to ten (10) days of vacation with pay.

- (C) Employees who, as of the anniversary date of their employment, have completed five (5) years of continuous service since their last hiring date but less than ten (10) years shall be entitled to fifteen (15) days of vacation with pay.
- (D) Employees who, as of the anniversary date of their employment, have completed ten (10) years of continuous service since their last hiring date but less than sixteen (16) years shall be entitled to twenty (20) days of vacation time with pay.
- (E) Employees who, as of the anniversary date of their employment, have completed sixteen (16) years of continuous service since their last hiring date but less than twenty-one (21) years shall be entitled to twenty-one (21) days of vacation time with pay.
- (F) Employees who, as of the anniversary date of their employment, have completed twenty-one (21) years and above of continuous service since their last hiring date shall be entitled to twenty-two (22) days of vacation time with pay.
- (G) Eligibility for vacation time and pay shall accrue on the employee's anniversary date in accordance with the foregoing schedule; provided, that employees who are currently being credited with vacation time on each January 1st shall continue on that basis unless the employer and employee agree to convert to the anniversary date.

18.2 After the employee's first anniversary date, the employee shall be allowed to take his/her vacation anytime during the next calendar year. The employee must submit a request at least thirty (30) days in advance.

Seniority shall prevail in all cases of vacation selection.

In the event an employee wants to change his/her selection, the employee may do so if such request for another period does not disrupt department operations or another employee's selection made as per the above-stated guidelines. If this should occur, the "thirty day" rule shall not apply.

Employees may use vacation days one (1) day at a time or one-half (1/2) day at a time upon approval of the department head, who shall have sole discretion in granting such time off. Employees may use one (1) vacation day in each calendar year as a personal leave day.

- 18.3 Accumulated Vacation. Employees may accumulate vacation days provided such accumulation shall not be in excess of thirty (30) days maximum. Employees will be allowed to cash in up to five (5) vacation days per year on the then current rate of pay each year. Upon leaving the employment of the City for any reason, the employee will be paid one hundred percent (100%) of the unused, earned accumulated vacation time at the employee's rate of pay on his/her last work day.
- 18.4 In the first year of employment, an employee shall be credited with a prorated vacation which shall be used and paid for or carried over from and after the employee's first anniversary date to December 31 of the year in which the employee obtains one (1) year of credited service.

Commencing on each January 1 after the employee completes his/her first full year of employment, the employee shall be credited with vacation per Section 19.1.

Example: The employee is hired on July 1, 1997:

- (1) On July 1, 1998, the employee is credited with 2 1/2 days of vacation (six months equal one-half of the year, times five days equal 2 1/2 days).
- (2) On January 1, 1999, the employee is credited with five days of vacation.
- (3) On January 1, 2000, the employee is credited with ten days of vacation, and so forth and each year thereafter, pursuant to Section.

ARTICLE XIX HOURS OF EMPLOYMENT & PAY SCALE

- 19.1 The normal work day for regular full-time employees of the Department of Public Services shall consist of eight (8) hours of work, including one twenty (20) minute break in the first four (4) hours, and a forty (40) minute hour lunch period.

The normal work day for regular full-time clerical employees shall be eight and one-half (8 1/2) hours. Each clerical employee shall be allowed two (2) fifteen (15) minute breaks and a one (1) hour lunch period.

It is specifically understood and agreed that clerical employees may enter into a "flex time" arrangement with their respective department head by mutual agreement. Any flex time arrangement shall not have a normal starting time before 7:00 a.m. nor a normal ending time later than 6:00 p.m., with no shift premium. Hours worked on an overtime basis shall be subject to Section 20.2 of this Agreement.

- 19.2 Shift Premium. Employees required to work other than the day shift shall receive

an additional ten cents (.10) per hour, for any hours worked after 4:00 p.m. until midnight. For hours from midnight to 8:00 a.m., the employee shall receive an additional twenty cents (.20) per hour.

- 19.3 Meal Allowance. After ten (10) consecutive hours of continuous work and after each four (4) hour period of continuous overtime immediately subsequent thereto, each employee so working shall receive a paid meal allowance in the amount of Seven Dollars (\$7.00).
- 19.4 Overtime pay shall be paid for all hours worked in excess of eight (8) hours in the normal work day or forty (40) hours in the normal work week. The rate for overtime pay shall be one and one-half (1 1/2) times the employee's regular hourly rate excluding all forms of premium pay.
- 19.5 It is agreed between the Union and the City that the interpretation of the overtime provisions contained in the contract shall mean that, in the event an employee works three (3) consecutive shifts and begins his/her next regular scheduled shift, the employee will be paid continuous overtime through that shift.
- 19.6 The provisions with respect to hourly rates of pay are set forth in Appendix A attached hereto and shall remain in full force and effect for the duration of this Agreement. The City reserves the authority to hire new employees at other than the entrance rate of pay based on qualifications and experience, but with no other effect on seniority provisions, and after notice to the Union and a meeting to discuss the decision if the Union requests it. The Parties agree to re-open this agreement for wages only on April 1, 2014 for July 1, 2014. It is an agreement of the parties that this shall only be to advance and not to decrease the current wage schedule.
- 19.7 Compensatory Time. In lieu of pay for overtime each employee may elect to place compensatory time in a bank to be used at a later date. Such bank shall consist of no more than eighty (80) hours at any time. The use of compensatory time shall be governed by the following rules:
- (A) The employee must request the time off no less than forty-eight (48) hours in advance.
 - (B) Requests shall be on a first come first serve basis.
 - (C) Requests shall not be arbitrarily denied.
 - (D) No more than one employee shall be off at a time per department.
- 19.8 Part-time Employees.

- (A) The City shall employ no more than two (2) temporary employees for the purpose of performing clerical bargaining unit work. Seasonal employees shall not be included within the definition of part-time employees.
- (B) Any temporary employee who works more than fifteen hundred (1500) hours during a calendar year shall become permanent probationary employees.
- (C) All permanent part-time employees shall not be entitled to fringe benefits, including pension and healthcare insurance, but shall receive on a pro-rated basis, vacation time, sick days and holiday pay. The pro-rating calculation will be based on the number of hours the employee is normally scheduled to work within an eighty (80) hour pay period.
- (D) The City and the Union desire to allow a permanent employee to work a regular schedule which is less than eighty (80) hours in a pay period, at the employee's request, in order to meet the employee's family or personal needs; and to allow that employee to return full-time status at a later date if the employee requests to do so.
 - 1. A permanent full-time employee may request to become a permanent part-time employee. The employee's seniority shall be frozen which shall not accrue or apply during the part-time status. The City may approve the change if it does not adversely affect the City's operations. The City may assign the hours no longer worked to another part-time permanent employee whose work schedule is compatible with the specific schedule needed.
 - 2. A permanent part-time employee who was previously a permanent full-time employee may request, in writing to return to full-time status. The City shall implement the request within thirty (30) days, subject to at least two (2) weeks written notice to any other permanent part-time employee who would be affected by a reduction of hours to offset the change, if necessary. The employee's seniority shall be restored at the previously frozen level.

19.9 DPS Premiums.

- (A) Employees required to hold and maintain a CDL driver's license or H2O Certification shall receive an additional one percent (1%) of their base wage.
- (B) Employees required to operate the street sweeper shall receive an additional one dollar (\$1.00) for each hour so required.

ARTICLE XX CALL-IN PAY

- 20.1 Whenever an employee comes to work at the request of the City and works other than his/her regular time, the employee shall be guaranteed a minimum of three (3) hours pay or time and one-half for the time actually worked, whichever is greater. Employees who are "on-call" shall receive a minimum of three (3) hours straight time pay.

ARTICLE XXI WEARING APPAREL

- 21.1 The City shall continue to supply employees with adequate raincoats, leather gloves, rubberized gloves, and knee or hip boots to the extent that it has done so in the past. It is understood that the cost of intentional damage to such items assigned to the employee will be deducted from his/her pay.

Each employee who is entitled to wearing apparel shall be credited with a sum of Four Hundred and Fifty Dollars (\$450) with which he/she may purchase clothing, including jackets, as needed, via the purchase order system.

ARTICLE XXII HOSPITALIZATION/MEDICAL INSURANCE

- 22.1 The City of Belleville shall adopt the hard cap for healthcare (PA152) for all eligible employees and retirees effective July 1, 2016. The City shall provide a group of selected healthcare options (plans) comparable to hard cap pricing for the employees to select from. Said plans will include a medical, hospitalization and prescription drug.

The City of Belleville shall only provide a dental and vision plan to employees opting for medical, hospitalization and prescription drug.

- (A) A regular full-time seniority employee is defined as an employee who works on a regular full-time basis of at least fifteen hundred (1500) hours per year and has completed the probationary period set forth in Article XII, Section 12.2.
- (B) A regular full-time probationary employee shall be eligible for Blue Care Network and/or Blue Care Dental Coverage paid by the City after the employee has completed three (3) months of employment.
- (C) Effective July 1, 2015, the City shall provide the same level of

hospital/medical insurance as it provides for active employees for any employee who retires after that date, who had at least ten (10) years of service with the City, and who is an active member of the City's MERS Retirement System, in accordance with the following conditions:

1. The City shall pay the hard cap for the retiree and a spouse who meets the requirements of sub-section 2.
 1. The retiree's spouse shall be eligible for coverage as provided in sub-section A for the retiree until the retiree's death, subject to the following limitations:
 - (a) The spouse is at least 50 years old.
 - (b) The spouse must be enrolled in and covered by Medicare (Parts A and B) at age sixty-five (65) or earlier if available. The coverage provided by the City shall be supplemental to such Medicare coverage.
 - (c) The spouse does not have access to any other hospital/medical insurance coverage as an employee or retiree of another employer. If the spouse does have such access, then the spouse must take such coverage and will not be eligible for coverage with the City of Belleville.
 - (d) If the retiree is deceased, the surviving spouse may opt to pay the premium cost to obtain coverage with the City, subject to the provisions in effect at the time the decision to pay the premium is made.
 2. The hospital/medical insurance coverage provided to the retiree shall be the same coverage as provided to active employees. In no event shall the City be obligated to pay premiums for hospital/medical insurance benefits for the retiree which exceed that paid for active employees.
 3. To be eligible for, and to be eligible to continue, the hospital/medical insurance coverage provided for herein, the retiree must be enrolled in and covered by Medicare (Parts A and B) at age sixty-five (65) or at an earlier age if eligible. The hospital/medical insurance coverage provided by the City shall be supplemental to such Medicare coverage.
 4. In the event that a retiree obtains employment elsewhere after his retirement, where hospital/medical insurance is provided, the City shall no longer be obligated to provide hospital/medical insurance coverage while the retiree is so employed. The retiree will provide the City with

an update on his status as requested by the City or at least on an annual basis. In the event the coverage is lost the retiree will be entitled to coverage under this Section once again.

(H) All new regular full-time employees shall be eligible for health care benefits after the employee has completed three (3) months of employment.

22.2 The City shall furnish and pay the premiums for life insurance for each employee in the amount of fifty thousand (\$50,000).

The City shall cover retirees with the life insurance in effect at the time of retirement. The City shall be responsible for paying the premium in effect for the retiree on the date of retirement. Should there be any increases in the premiums after the date of retirement, the retiree will have the option to either continue the coverage with the additional costs to be paid by the retiree or the retiree may advise the City to discontinue the coverage.

22.3 The City shall furnish the following vision care and dental plans to employees opting for medical, hospitalization and prescription drugs:

- Blue Vision Adults-only SG with VSP Choice Network 12/12/24.
- Blue Dental PPO 100/80/50 (50/50/50) SG-Non-voluntary \$25/\$75 (\$50/\$150) deductible; \$1,000 annual maximum.

22.4 Full-time employees shall, at the beginning of the month following completion of their probationary period, be entitled to accrue a payment for any billing period during which hospitalization insurance was not provided for the employee by the City under the conditions set forth.

(A) The employee must file a written request in order to begin receiving stipend. Said request shall stipulate that the employee is covered by other health insurance and chooses not to be covered by the City insurance and the employee shall provide evidence of coverage under other health insurance. Such request shall specify the first day of the month in which the employee shall be excluded from the City coverage; however, the employee will not be excluded from the City coverage earlier than the date allowable by the insurance carrier.

(B) Beginning on the date that City insurance coverage is no longer provided, the employee will receive a stipend the amount of which shall depend upon the type of insurance for which the employee is qualified to receive. The amount of the stipend shall be determined as follows:

- a. For an Employee eligible for single coverage the stipend shall be \$300.0 per month.

- b. For an Employee eligible for two person plan the stipend shall be \$400.00 per month.
- c. For an Employee eligible for family plans, the stipend shall be \$500.00 per month.
- (C) Said payment shall be paid as an adjustment to a regular paycheck and only those employees who are entitled to a regular paycheck, the first pay period in December shall be entitled to the payment in lieu of insurance, provided employees separating during the year shall be paid the stipend to the billing period immediately preceding their separation.
- (D) Said payment shall be for up to twelve (12) billing periods prior to December 1 of each year.
- (E) Should an employee elect to re-enter the City coverage due to loss of the other coverage, he/she shall be allowed to enroll in the City coverage on providing proof of loss of other coverage and filing of appropriate insurance forms within thirty (30) days from loss of other coverage. Such coverage shall become effective at the beginning of the next billing period.
- (F) Should an employee who has opted out of coverage decide to opt in, he/she shall be allowed to reenroll in the City coverage on the next open enrollment date available for City employees. Such coverage shall become effective the date allowable by the insurance carrier.
- (G) It shall be the sole obligation and responsibility of the employee to weigh and evaluate his/her decision to be excluded from the City coverage under the contract. Neither the Employer nor the Union shall be liable for damages or reimbursement for medical or hospitalization expenses incurred by the employee in the event the insurance coverage is not sufficient or is not a duplication of the coverage available under the contract to the employee. The employee shall sign a waiver of liability form acceptable to the Employer and the Union when the election to be excluded from the City coverage is made by the employee.

ARTICLE XXIII HEALTH AND SAFETY

23.1 The City agrees to adhere to all Federal, State, and local government laws and regulations concerning the safety and health of the employees covered by this Agreement during the hours of their employment and shall maintain the equipment used by these employees in a safe condition. In the event an employee believes a

particular piece of equipment to be unsafe, the employee shall promptly notify his/her department head thereof in writing. Upon receipt of such written notification, the City shall make such investigation as it deems proper.

- 23.2 The City shall furnish such safety devices and/or equipment which the employees are required to use, to properly safeguard their health and protect them from injury, and to give adequate instruction in the use and maintenance of same. Every employee shall faithfully observe all safety rules and shall use such safety devices or equipment assigned to an employee will be the subject for disciplinary action.

ARTICLE XXIV PENSIONS

- 24.1 The City agrees to provide current full-time employees with the Michigan Employees Retirement System Plan B-2. Effective June 1, 2000 the City will institute the F55/20 waiver. Employee contribution will be twenty-six one hundredths of one percent (.26%). Employer contribution will be fifty-one hundredths of one percent (.50%). Effective April 1, 2003 the multiplier shall be increased to B-4 (2.5%) with the employer paying the cost for the benefit improvement. Effective July 1, 2005 the FAC-3 rider shall be implemented with an employee payroll deductible at a fixed rate of nine-tenths of one percent (0.9%) to help fund the benefit.
- 24.2 For new hires after July 1, 2015 who become eligible for retirement plans, those new retirement plans will cap annual employer contributions as follows:
- (A) 1.50% Multiplier; vesting of 60 years of age and 10 years of service, retirement condition of 55 years of age and 25 years of service; Final Average Compensation - 3; no vacation cash out to be calculated into Final Average Compensation; 5%-member contribution. If the State of Michigan mandates a higher Multiplier, the City will adopt the higher Multiplier.

ARTICLE XXV MANAGEMENT RIGHTS

- 25.1 Except as specifically limited by the terms of this Agreement, all rights to manage, direct, and supervise the operations of the City and its employees are vested solely and exclusively in the Employer. These rights include, but are not limited to, the City's right to manage its municipality generally: to decide the number and location of facilities; to decide all machines and equipment to be used; to decide the services to be provided and the manner of providing them; to decide the work to be performed; to move or remove a facility or any of its parts to other areas; to decide the method and place of providing its services; to determine the schedules

of work; to maintain order and efficiency in its facility and operations; to hire, layoff, assign, transfer, promote and demote employees; to determine the qualifications of employees; to determine and re-determine job content; to determine the starting and quitting time; to determine the number of hours to be worked; to make such reasonable rules and regulations not in conflict with this Agreement, as it may from time to time deem best for the purpose of maintaining order, safety and/or effective operation of City plans. and after advance notice thereof to the Union and the employees, to require compliance therewith by employees; to discipline and discharge employees for just cause.

Management shall have all other rights and prerogatives including those exercised unilaterally in the past subject only to express restrictions on such rights, if any, as are provided in this Agreement.

ARTICLE XXVI WAIVER

- 26.1 The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the areas of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the life of this Agreement each voluntarily and unqualifiedly waives the right and agrees that the other shall not be obliged to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

ARTICLE XXVII SIGNING BONUS

- 27.1 Current full-time employees covered by this contract shall be eligible for a one-time \$100.00 signing bonus. Part-time employees shall receive the signing bonus on a pro-rated basis based on number of hours scheduled to work per week.

ARTICLE XXVIII MILEAGE

- 28.1 An employee shall not use his/her privately owned vehicle for any City business unless requested by the City and on a voluntary basis, in which event he/she shall be fully protected by the City against any liability whatsoever during such times.

Further, the City shall reimburse the employee at the mileage rate allowed the individual taxpayer by the Internal Revenue Service (IRS) for the then current tax year.

ARTICLE XXIX SAVINGS CLAUSE

- 29.1 In the event that any portion of this Agreement is declared illegal, invalid or inoperative by a court of competent jurisdiction, the balance of the Agreement shall remain in full force and effect, and the parties hereto agree to meet for the purpose of negotiating a mutually, satisfactory replacement for the inoperative portion of this agreement.

ARTICLE XXX MAINTENANCE OF CONDITIONS

- 30.1 The City shall make no changes that are contrary to the provisions of this Agreement, in wages, hours, or conditions of employment. This Agreement shall supersede any rules and regulation and civil service rules governing the City of Belleville which are in conflict with the provisions of this Agreement.

ARTICLE XXXI POLITICAL ACTIVITY

- 31.1 Employees have the same rights to participate in political activity while off work as any citizen; except, that the holding of an elective or appointed office in the City of Belleville shall be governed by the provisions of the City Charter.

ARTICLE XXXII NEW CLASSIFICATION/JOB DESCRIPTIONS

- 32.1 The City agrees to notify the Union establishing any new classification in the bargaining unit. Upon request, the City will negotiate with the Union with respect to the rate of the new classification. In addition, the Union will work with the City and establish job descriptions to reflect the current positions.

ARTICLE XXXIII WORKERS COMPENSATION

- 33.1 Any regular full-time seniority employee receiving worker's compensation as a

result of an injury sustained in the course of his/her employment with the City will be paid the difference between his/her weekly worker's compensation payments and his/her regular straight time weekly earnings, exclusive of any premium pay, from the first through the one hundred twentieth (120th) working day of such injury. After the one hundred twentieth (120th) working day of such injury, the employee may use his/her accumulated sick leave to make up such difference, provided, however, the employee may not use such accumulated sick leave in increments of less than one-half (1/2) days at a time.

ARTICLE XXXIV DURATION

- 34.1 This Agreement shall continue in full force and effect through December 31, 2021 after which it shall continue in full force and effect from year to year thereafter unless written notice is given by one party to the other, not less than sixty (60) nor more than ninety (90) days prior to any expiration date, that it desires to re-negotiate this Agreement.

ARTICLE XXXV Future Legislative Acts

- 35.1 The parties to this collective bargaining agreement acknowledge that there is considerable activity in the Michigan Legislature with possible impact on the parties hereto and this contract. In the event there are any new statutes passed during the term of this agreement which mandate changes in public employee benefits, those changes shall be incorporated herein unless otherwise agreed to by the parties. Mandated language by statute was not bargained for by the parties and shall not be part of this contract if such statute is altered, amended or bound to be unconstitutional.
- 35.2 (Statutory mandated language) An Emergency Financial Manager appointed under the Local Government and School District Fiscal Accountability Act may reject, modify or terminate this collective bargaining agreement as provide in said act.

IN WITNESS WHEREOF, the parties hereto have set their signatures on the day and year first written above.

**FOR THE GOVERNMENTAL
EMPLOYEES LABOR COUNCIL:**

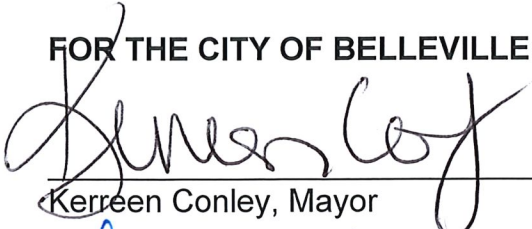


Duane P. Smith, Business Representative

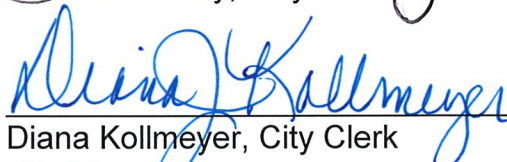


Stephen Adams, Steward

FOR THE CITY OF BELLEVILLE:



Kerreen Conley, Mayor



Diana Kollmeyer, City Clerk
City Manager

APPENDIX A. DPS/CLERICAL WAGE SCALES

<u>UPON EXECUTION 2019</u>	<u>START</u>	<u>1 YEAR</u>	<u>2 YEARS</u>	<u>3 YEARS</u>	<u>5 YEARS</u>	<u>7 YEARS</u>
LABORER I	\$13.77	\$14.63	\$15.47	\$17.18	\$17.36	\$17.75
LABORER II	\$16.68	\$17.11	\$17.47	\$18.61	\$18.89	\$19.31
LAB I (CDL OR H20 CERT.)	\$14.16	\$15.02	\$15.92	\$17.66	\$17.86	\$18.26
LAB II (CDL OR H20 CERT.)	\$17.18	\$17.60	\$17.96	\$19.16	\$19.43	\$19.84
CLERK/TYPIST	\$11.61	\$12.02	\$12.41	\$13.49	\$14.37	\$14.73
SECRETARY	\$14.90	\$15.36	\$15.72	\$16.99	\$17.60	\$17.96
RECORDS CLERK	\$15.72	\$16.16	\$16.58	\$17.81	\$18.28	\$18.68
ACCOUNT CLERK	\$15.72	\$16.16	\$16.58	\$17.81	\$18.28	\$18.68

<u>JANUARY 1, 2020</u>	<u>START</u>	<u>1 YEAR</u>	<u>2 YEARS</u>	<u>3 YEARS</u>	<u>5 YEARS</u>	<u>7 YEARS</u>
LABORER I	\$14.11	\$14.99	\$15.85	\$17.61	\$17.80	\$18.20
LABORER II	\$17.09	\$17.53	\$17.90	\$19.08	\$19.36	\$19.79
LAB I (CDL OR H20 CERT.)	\$14.51	\$15.39	\$16.32	\$18.10	\$18.30	\$18.71
LAB II (CDL OR H20 CERT.)	\$17.61	\$18.04	\$18.41	\$19.64	\$19.92	\$20.34
CLERK/TYPIST	\$11.90	\$12.32	\$12.72	\$13.83	\$14.73	\$15.10
SECRETARY	\$15.28	\$15.75	\$16.12	\$17.42	\$18.04	\$18.41
RECORDS CLERK	\$16.12	\$16.57	\$17.00	\$18.26	\$18.73	\$19.14
ACCOUNT CLERK	\$16.12	\$16.57	\$17.00	\$18.26	\$18.73	\$19.14

<u>JANUARY 1, 2021</u>	<u>START</u>	<u>1 YEAR</u>	<u>2 YEARS</u>	<u>3 YEARS</u>	<u>5 YEARS</u>	<u>7 YEARS</u>
LABORER I	\$14.46	\$15.37	\$16.25	\$18.05	\$18.24	\$18.65
LABORER II	\$17.52	\$17.97	\$18.35	\$19.56	\$19.85	\$20.29
LAB I (CDL OR H20 CERT.)	\$14.87	\$15.78	\$16.72	\$18.55	\$18.76	\$19.18
LAB II (CDL OR H20 CERT.)	\$18.05	\$18.49	\$18.87	\$20.13	\$20.42	\$20.85
CLERK/TYPIST	\$12.20	\$12.63	\$13.04	\$14.17	\$15.10	\$15.47
SECRETARY	\$15.66	\$16.14	\$16.52	\$17.85	\$18.49	\$18.87
RECORDS CLERK	\$16.52	\$16.98	\$17.42	\$18.72	\$19.20	\$19.62
ACCOUNT CLERK	\$16.52	\$16.98	\$17.42	\$18.72	\$19.20	\$19.62