

**AGREEMENT**  
**between**  
**THE CHARTER TOWNSHIP OF CANTON**  
**And**  
**THE INTERNATIONAL UNION OF THE**  
**AMERICAN FEDERATION OF STATE COUNTY**  
**AND MUNICIPAL EMPLOYEES**  
**LOCAL #3860**

January 1, 2020 – December 31, 2023

**[THIS PAGE IS INTENTIONALLY LEFT BLANK]**

## TABLE OF CONTENTS

<b>AGREEMENT</b> .....	<b>2</b>
<b>PURPOSE AND INTENT</b> .....	<b>2</b>
<b>ARTICLE 1 – RECOGNITION</b> .....	<b>2</b>
<b>ARTICLE 2 - UNION SECURITY</b> .....	<b>3</b>
<b>ARTICLE 3 - CHECK-OFF OF UNION DUES AND SERVICE FEES</b> .....	<b>3</b>
<b>ARTICLE 4 - REPRESENTATION</b> .....	<b>4</b>
<b>ARTICLE 5 – UNION RIGHTS</b> .....	<b>6</b>
<b>ARTICLE 6 – MANAGEMENT RIGHTS</b> .....	<b>8</b>
<b>ARTICLE 7 - NO STRIKE/NO LOCKOUT</b> .....	<b>8</b>
<b>ARTICLE 8 - GRIEVANCE PROCEDURE</b> .....	<b>9</b>
<b>ARTICLE 9 - DISCIPLINE</b> .....	<b>11</b>
<b>ARTICLE 10 - SENIORITY</b> .....	<b>13</b>
<b>ARTICLE 11 - VACANCIES</b> .....	<b>16</b>
<b>ARTICLE 12 - LEAVES OF ABSENCE</b> .....	<b>18</b>
<b>ARTICLE 13 – UNIFORMS AND SAFETY EQUIPMENT</b> .....	<b>20</b>
<b>ARTICLE 14 - WAGES AND HOURS</b> .....	<b>21</b>
<b>ARTICLE 15 - PAID TIME OFF (PTO)</b> .....	<b>29</b>
<b>ARTICLE 16 - PENSION PLAN</b> .....	<b>31</b>
<b>ARTICLE 17 –HEALTH INSURANCE</b> .....	<b>33</b>
<b>ARTICLE 18 - LONGEVITY PAY</b> .....	<b>37</b>
<b>ARTICLE 19 - SHORT TERM DISABILITY</b> .....	<b>38</b>
<b>ARTICLE 20 -LONG TERM DISABILITY INSURANCE</b> .....	<b>39</b>
<b>ARTICLE 21 - WORKERS' COMPENSATION</b> .....	<b>39</b>
<b>ARTICLE 22 – LIFE INSURANCE</b> .....	<b>40</b>
<b>ARTICLE 23 -DISABILITY RETIREMENT</b> .....	<b>40</b>
<b>ARTICLE 24 - REPAYMENTS</b> .....	<b>41</b>
<b>ARTICLE 25 – GENERAL PROVISIONS</b> .....	<b>41</b>
<b>ARTICLE 26 – LICENSING &amp; CERTIFICATION</b> .....	<b>41</b>
<b>ARTICLE 27 - SAVINGS CLAUSE &amp; WAIVER</b> .....	<b>42</b>
<b>ARTICLE 28 - DURATION AND TERMINATION</b> .....	<b>42</b>
<b>Schedule A</b> .....	<b>44</b>
<b>Schedule B</b> .....	<b>46</b>

**[THIS PAGE IS INTENTIONALLY LEFT BLANK]**

## **AGREEMENT**

This agreement, entered into this 17<sup>th</sup> day of December, 2019, between the Charter Township of Canton (hereinafter referred to as the "EMPLOYER" and Local #3860 affiliated with Council #25 and the International Union of the American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the "UNION").

### **PURPOSE AND INTENT**

The general purpose of this agreement is to set forth terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the citizens of Canton Township, the Employer, the Employees and the Union; and to provide an orderly, fair and equitable means of resolving differences between the parties.

The parties recognize that the interest of the community and the job security of the employees depend upon the Employer's success in establishing a proper service to the community.

To these ends, the Employer and the Union encourage, to the fullest degree, friendly and cooperative relations between the respective representatives at all levels and among all employees of Canton Township.

### **ARTICLE 1 – RECOGNITION**

1.1 The Employer does hereby recognize the Union as the exclusive representative for the purposes of collective bargaining with respect to the rate of pay, wages, hours of employment, and other conditions of employment for the term of the agreement for all of the employees listed in 14.6C of this agreement excluding supervisory, clerical, firefighters, police officers, elected and/or appointed officials, and part-time, seasonal, variable and temporary employees of the Employer.

1.2 **Another Labor Group.**

- A. The Township shall not enter into any agreement with its employees individually or collectively or with any other organization which in any way conflicts with the provisions hereof.
- B. Employees may belong to other organizations, but such membership shall not be a condition of employment with the Township, nor may such other organization represent any employees with respect to wages, hours, or conditions of employment or in derogation of the exclusive bargaining rights of the Union.

## **ARTICLE 2 - UNION SECURITY**

2.1 Employees covered by this agreement at the time it becomes effective, and who are members of the Union at the time, shall be required as a condition of employment to either continue membership in the Union for the duration of this agreement or pay a service fee equal to the regular dues for the duration of this agreement.

2.2 Employees covered by this agreement, who are not members of the Union at the time it becomes effective, shall be required as a condition of employment to become members of the Union or pay a service fee equal to the regular monthly dues for the duration of this agreement, on or before the tenth day after the thirtieth day following such effective date.

2.3 Employees hired, rehired, reinstated, or transferred into the bargaining unit and covered by this agreement shall be required as a condition of continued employment to become members of the Union or pay a service fee equal to the regular monthly dues for the duration of this agreement, on or before the tenth day following the thirtieth day following the beginning of their employment in the unit.

2.4 An employee who shall tender the periodic dues or the service fee shall be deemed to meet the conditions of this article.

2.5 Employees shall be deemed to be in compliance with this article if they are not more than forty (40) days in arrears in payment of membership dues or the service fees.

2.6 The Employer shall be notified, in writing, by the Union, of any employee who is sixty (60) days in arrears in payment of membership dues or service fees. In this notification, the Union shall request that the employee be terminated by the Employer. The Employer will then notify that employee in writing within seven (7) days, stating if the employee does not pay the amount in arrears, or present justification for their failure to pay said amount, within fourteen (14) days from the date notice is sent to the employee, the employee will be discharged upon the expiration of the fourteen (14) day period. This discharge shall not be subject to the grievance procedure set forth in this collective bargaining agreement.

2.7 The provisions of this article shall not apply and shall not be enforceable to the extent they are contrary to Michigan law. Should state law change, and this article once more be enforceable, this provision shall automatically be put back into effect.

## **ARTICLE 3 - CHECK-OFF OF UNION DUES AND SERVICE FEES.**

3.1 The Employer will deduct from the pay of each employee covered by this agreement, membership dues or service fees, provided that at the time of such deduction there is in the possession of the Employer a written assignment executed by the employee.

The assignment shall contain the following language:

“This assignment shall become effective upon receipt by the Township in accordance with its terms and shall remain in effect for the duration of this collective bargaining agreement provided, however, that any employee shall have the right to revoke their assignment by written notice, signed by him, and received by the Employer by registered mail not more than five (5) days prior to the stated expiration date of this agreement.”

3.2 The Employer will deduct current membership dues and service fees, except any assessments which are not a uniform requirement of all employees. The monthly deduction shall be made in full from the first pay period of each month. If the employee has no pay coming for such period, such dues shall be deducted from their pay in subsequent pay periods.

All such sums deducted shall be remitted to the financial secretary of the Union not later than the last day of the calendar month in which such are made.

The Union will notify the Employer in writing of any changes of dues or services fees at least one complete pay period prior to the effective date of such changes.

## **ARTICLE 4 - REPRESENTATION**

4.1 Bargaining Committee. The employees shall be represented by a bargaining committee of not more than four (4) employee members. No more than one (1) of said employee members shall be from the same work section (as defined in Article 14, Section 6(C) of this collective bargaining agreement). This committee may be selected in any manner determined by the Union. A Council 25 representative may be a member of this committee.

The bargaining committee shall be charged with the duty of negotiating contracts.

Members of the bargaining committee performing bargaining committee related duties shall only be compensated at their regular pay for only the regular work day at straight time hours.

4.2 Grievance Committee. The Employer shall recognize a grievance committee comprised of one (1) steward from the representation area in which the grievance arises and the local President. In those instances where the steward from the representation area in which the grievance arises is not available, then the other steward shall be allowed to be a member of the grievance committee if needed. Not more than one (1) steward shall be on the grievance committee at any one (1) time unless one is the grievant.

4.3 Representation Areas.

- A. The entire bargaining unit shall be considered one representation unit. One steward shall represent Public Works Division, one Steward shall represent Parks Division, one Steward shall

represent Facilities Maintenance Division, and one Steward shall represent all other employees in the bargaining unit.

- B. If a new representation area is established or a department is created or expands so as to warrant additional representatives, the question shall be subject to negotiation.

4.4 Notification to Employer of Union Representatives. The Union shall notify the Employer, in writing, of the names and titles of its representatives. No representatives shall be permitted to act as such until the Employer is so advised that the person has become a representative.

4.5 Investigations by Grievance Committee. It is recognized that members of the Grievance Committee may exercise their right to investigate and process grievances after receiving permission to do so from their supervisor and after arrangements have been made to relieve them from their jobs. Permission to do so will not be unduly withheld. This right must be exercised with reasonableness. Members of the Grievance Committee performing grievance related duties shall only be compensated at their regular pay for the regular work day at straight time hours.

The parties agree that the following list of union activities are allowed subject to the conditions and restrictions set forth above.

- A. Calling Township administrators, officials, supervisors or their secretaries for information pertinent to the union.
- B. Dropping off correspondence to Township administrators, officials, supervisors, or their secretaries, or Council 25 representatives, within Township limits.

4.6 Visits by Union Representatives. The Employer agrees that not more than two (2) accredited representatives of the American Federation of State, County, and Municipal Employees, District Council 25 representatives, or International Representatives shall have access to the premises of the Employer at any time during working hours to conduct Union business pertinent to the facility. Said union representatives shall register with the Manager of the Division they will be visiting prior to conducting their business.

4.7 Special Conferences. Special conferences for matters other than grievances will be arranged between the Local President and the Employer, or its designated representatives, upon the request of either party. Such meetings will be between representatives of the Employer and at most two (2) representatives of the Union and any necessary parties. Arrangements for such special conferences shall be made in advance and the subject matter shall be presented in writing at the time the conference is requested. Special conferences shall be held at a time mutually agreeable to the parties. The members of the Union shall be compensated at their regular rate pay for the time at straight time. This meeting may be attended by representatives of the Union. The parties will attempt to resolve issues in the appropriate Department before requesting a Special Conference.



4.8 No Discrimination Against Union Members.

- A. There shall be no discrimination against any employee because of their membership in the Union or because of their acting as an officer or in any other capacity on behalf of the Union.
- B. The Employer shall not discriminate against any employee because of age, sex, marital status, race, nationality, religious or political beliefs and activity or for union activity.

4.9 The union shall be allowed to place a letter in the New Employee Orientation Packet of bargaining unit employees informing the new employee about the union and the local union representatives only. This letter will be reviewed by the Township prior to it being placed in the packet. Any violation of this provision by the union will result in the letter being removed from the packet by the Township.

## **ARTICLE 5 – UNION RIGHTS**

5.1. Union Bulletin Board. The Employer agrees to provide the Union with bulletin boards in Township buildings in which there are Union employees regularly employed. These bulletin boards, or anything posted thereon, will not be disturbed by any official of the Employer, unless approved by the Union. The bulletin boards shall be used only for the following notices:

- A. Recreational and social events of the Union.
- B. Union meetings.
- C. Union elections.
- D. Reports of Union committees.
- E. Rulings or policies of the Union.

The policing of the Union bulletin boards is an obligation of the Union.

Any material posted on the bulletin boards and authorized by the Union to be posted which contains anything political or controversial, or anything reflecting negatively upon the Employer, any of its employees, or any labor organizations among its employees, shall be in violation of this Article and shall entitle the Employer to require the Union to remove such material.

5.2. Bargaining Unit Work. Supervisors shall not perform bargaining unit work. Nothing in this agreement shall restrict the ability of supervisory employees to conduct hands-on training of bargaining unit employees.

5.3. Fatigue Time.

- A. Should an employee work a shift and a half or more within a continuous twenty-four (24) hour period, they shall be released, if they desire, for a period of six (6) hours before they are required to report to work for their next normal work day.

- B. Should an employee work four (4) hours or more any time prior to the start of their shift following a Sunday or a holiday, they shall be permitted to be released, if they desire, for a period of six (6) hours before they are required to report to work for their next normal work day.
- C. The employee may charge this time off to their paid time off (PTO) or compensatory time to assure a full day's pay. This is entirely voluntary on the part of the employee. If the employee does not want to charge this time to PTO or compensatory time, then the employee may still have the time off without pay.

5.4. Wash-up Time. Public Works and Parks employees shall be entitled to a ten (10) minute wash up period at the end of the day. Exceptions to the above may be requested by the employee and granted with approval of the appropriate supervisor.

5.5. Residency. The Employer agrees that all employees on its roll as of the effective date of this agreement will not be required as a condition of employment to be residents of the Township now or in the future.

5.6. Safety Committee. The bargaining unit shall select one of its members to be the unit's representative on the Township Safety Committee. The Safety Committee shall meet regularly during regular working hours for the purpose of making safety recommendations. The Safety Committee member shall only be compensated at their regular pay for only the regular work day at straight time hours.

5.7. Equipment Safety. Any employee who feels that a piece of equipment is unsafe shall immediately report this to their supervisor and may also report this to a member of the Safety Committee established in Article 5, Section 6. The Safety Committee shall meet within five (5) working days of said report and shall make a recommendation to the proper Township officials regarding use of the equipment.

5.8. Subcontracting. The Employer agrees not to subcontract bargaining unit work which would result in the layoff of bargaining unit employees.

5.9. Job Descriptions. The Employer will meet and negotiate with the union in the event of any changes or alterations to the current, new or proposed job descriptions within this bargaining unit.

## **ARTICLE 6 – MANAGEMENT RIGHTS**

6.1. It is recognized that the government and management of the Township, the control and management of its properties, and the maintenance of the Township functions and operations, are reserved to the Township, and that all lawful prerogatives of the Township shall reign and be solely the Township's right and responsibility. Such rights and responsibilities belonging solely to the Township are recognized, prominent among which, but not by any means wholly inclusive, are all rights involving public policy, the right to decide the location and number of plants, departments, and etc., work to be performed within the unit, maintenance and repair, supervision, and all the amount thereof, machinery, tools, equipment, schedules of work, together with the selection, procurement, designing, engineering, and control of equipment and material.

6.2. It is further recognized that the responsibility of management of the Township, selection and direction of the working forces, including the right to hire, suspend, or discharge, assign, promote, or transfer, to determine the hours of work, to relieve employees from duty because of the lack of work, are solely the responsibility of the Township.

6.3. Work Rules. The Employer reserves the right to post work rules from time to time. These will become effective within five (5) work days after posting. The Union will be provided a copy of all work rules. The Union may challenge the reasonableness of any work rule through the grievance procedure within the above referenced five (5) day period.

6.4. Identification Cards. Identification cards may be provided to all employees. It is understood that these cards remain the property of the Employer and upon request of the Employer or upon termination of employment, the cards shall be returned to the Employer.

6.5. The Employer agrees that in the exercise of the responsibilities under this Article, none of the provisions of this agreement will be abridged.

## **ARTICLE 7 - NO STRIKE/NO LOCKOUT**

7.1 The Union and the members of the bargaining unit shall not engage in or sanction any strikes, sit-downs, stay-ins, slowdowns, stoppages or delays of any nature during the term of this agreement. The Union shall be entitled to a review of any disciplinary action taken by the Employer in the manner provided in the Discipline section of this contract and grievance procedure.

7.2 The Employer agrees that it shall not lock out any employees during the term of the agreement.

## **ARTICLE 8 - GRIEVANCE PROCEDURE**

8.1 The following procedure shall be used to adjust, settle and dispose of employee complaints:

- A. Definition of a Grievance. A grievance under this Agreement is a written dispute, claim or complaint arising under and during the term of this Agreement and filed by either an authorized representative of, or an employee in, the bargaining unit.

Grievances are limited to matters of interpretation or application of express provision of this Agreement. The parties, recognizing that an orderly grievance procedure is necessary, agree that each step must be adhered to as set forth herein or grievance is forfeited.

- B. The grievance steps are as follows:

1. STEP I – Immediate Supervisor. All grievances must be filed within five (5) working days after occurrence of the circumstances giving rise to the grievance or knowledge of same, otherwise the right to file a grievance is forfeited and no grievance shall be deemed to exist.

(a) If any employee feels they have a grievance, they may discuss the grievance with the Steward or directly with their supervisor.

(b) The Steward may discuss the grievance with the employee's immediate supervisor.

(c) If the matter is thereby not resolved, it will be submitted on the Union's written form by the Steward to the employee's immediate supervisor. Upon receipt of the written grievance, the supervisor shall sign and date the Union's copy of the grievance.

(d) The employee's immediate supervisor shall give their answer to the Steward within three (3) working days of receipt of the written grievance.

2. STEP II – Department Director. If the answer from the employee's immediate supervisor is not satisfactory to the Union, the grievance shall be presented to the Department Director within five (5) working days from the immediate supervisor's response. The Department Director shall respond in writing within five (5) working days of receipt of the grievance with their disposition of the grievance. The

original will be signed, received and dated by the Union, with a copy being sent to Human Resources.

3. STEP III – Formal Hearing. If the answer at STEP II is not satisfactory to the Union, the President or their designated representative shall present the grievance in writing to the HR Manager or designee within ten (10) working days after grievance was denied by the Department Director. The employer shall sign and date the Union's copy. The HR Manager shall conduct a formal grievance hearing within fifteen (15) working days. The employer shall respond in writing to the Union within ten (10) working days after STEP III hearing. When the parties are unable to meet this timeline, and there is no written agreement to extend timelines, the employer shall respond in writing within fifteen (15) working days of receipt of the grievance at STEP III.
4. STEP IV – Arbitration. If the employer's answer at STEP III is not satisfactory to the Union, within ten (10) working days from the date the answer is due, the Union President shall notify the HR Manager that the Union intends to arbitrate.

Should the parties fail to agree upon an impartial arbitrator within ten (10) working days, then within a reasonable period of time, not more than twenty (20) working days after notice of request for arbitration, a request for a list of arbitrators will be made to the American Arbitration Association by the Union.

The parties shall be bound by the rules and procedures of the American Arbitration Association in the selection of the arbitrator. Nothing shall preclude the parties from attempting to settle the dispute after request for arbitration has been made. The parties agree that in all cases of suspension and discharge every effort will be made to set a prompt hearing date. Only one local union officer and the aggrieved employee and witnesses will be allowed to attend the arbitration hearings with pay.

The arbitrator so selected shall hear the matter promptly and shall issue their decision no later than thirty (30) days from the date of the close of the hearings. The arbitrator's decision shall be in writing and shall set forth their findings of facts, reasoning and conclusions on the issue submitted.

The power of the arbitrator stems from this Agreement and their function is to interpret and apply this agreement and to pass upon alleged violations thereof. They shall have no power to add to, subtract from, or modify any terms of this agreement. The decision of the arbitrator shall be final and binding upon the Employer, the Union, the employees, and the grievant.

Resort to the grievance procedure shall be the sole and exclusive method of "due process" and redress available to all members of the bargaining unit in regards to all matters of application and interpretation of this agreement, including but not limited to all matters of discipline, discharge, layoff and promotion. Bargaining unit members shall have no right of appeal to any other forum including the Township Merit System Commission or any similar administrative body.

The costs for the arbitrator's services, including their expenses, shall be borne equally by the parties. Each party shall pay for its own expense.

- C. Discipline grievances will be filed at Step II with the appropriate department head.
- D. In matters of disciplinary action, STEP III of the grievance process shall not apply. The union may proceed to STEP IV – Arbitration.

8.2 No claims, including claims for back wages, by an employee covered by this agreement or by the Union against the Township shall be valid for a period of more than two (2) working days prior to the date the grievance was first discussed (Step 1), unless the circumstances of the case were unknown by the employee or the Union, as the case may be, and that they, or the Union, had grounds for such claim prior to that discussion in which case the claim shall be limited retroactively to a period not to exceed fourteen (14) calendar days prior to the date the employee, or the Union, first processed the grievance.

8.3 Time limits between the various steps may be waived and/or extended by mutual written agreement. If either party fails to comply with the time limits herein, the grievance shall be considered settled in favor of the last moving party, without setting a precedent.

## **ARTICLE 9 - DISCIPLINE**

9.1 It is agreed that the maintenance of discipline is essential to the satisfactory operation of all departments.

9.2 Pre-Disciplinary Hearing. Prior to issuing any disciplinary action, the accused

employee will be presented with written notice of the charges filed against him. The accused employee has the right to an informal hearing conducted by the Department Director prior to the issuance of any disciplinary action. The Employer will provide the employee with an explanation of its evidence and the employee will have the opportunity to present their version of the incident. The employee shall be accompanied by their union steward at this informal hearing, unless the steward's presence is waived in writing. The steward will be called promptly.

9.3 All grievances involving discipline shall be filed in writing at Step II of the grievance procedure within five (5) working days, exclusive of premium pay working days, after the discipline is given. If the employee fails to file a grievance within this time limit the penalty shall stand as final and binding.

9.4 When disciplinary action has been taken by the Employer against an employee, the employee and the Union shall be given a copy of the action taken unless the employee notifies the Employer otherwise.

9.5 Use of Past Record. In imposing disciplinary penalty on a current charge, the Employer shall not take into account any prior infractions which occurred more than twenty four (24) months previously in assessing penalties. (Upon request of the Union, the employer shall supply a copy of the employee's disciplinary record to the Union unless the employee notifies the Employer to the contrary.)

9.6 Resort to the grievance procedure is the sole and exclusive method of "due process" available to members of the bargaining unit in regard to labor agreement matters.

9.7 The Employer agrees to abide by the principles of graduated corrective action in ordinary cases of discipline. This means that the usual order of discipline will be administered as follows:

- A. Verbal Warning.
  - 1. Excludes all directions from a department supervisor.
  - 2. A copy will be placed in employee's personnel file.
- B. Written Reprimand.
- C. One (1) day unpaid suspension.
- D. Three (3) day unpaid suspension.
- E. Five (5) day unpaid suspension.
- F. Discharge.

9.8 It is further recognized that the nature of the offense affects the severity of the penalty issued, and that these steps need not be followed in cases of serious misconduct.

## **ARTICLE 10 - SENIORITY**

10.1 Probationary Employees. A new employee shall be a probationary employee without seniority until they have completed one year of service. At the end of this period, they shall be terminated or entered into the seniority list of the Employer as of the first day of their most recent regular, full-time employment with the Employer.

It is understood and agreed by the Employer and the Union that probationary employees may be discharged by the Employer at any time prior to the end of the probationary period without any right of appeal, contractual grievance/arbitration procedure, the Merit Commission or any similar administrative body. The Employer may also transfer probationary employees at any time during this period. Prior to the end of the employee's probationary period, the Employer shall meet and consult with the union representatives regarding the employee's continued employment.

10.2 Seniority. Seniority is defined as the employee's length of employment since their last date of hire as a regular, full-time employee with the Employer.

- A. Each employee, upon completion of their probationary period, shall be placed on the seniority list. Employees having the same hire date shall appear on the seniority list in alphabetical order of the last name.
- B. Part-time, seasonal, variable, and temporary employees shall not acquire seniority and are not subject to any provisions of this agreement, except Article 1 and Article 8, Sections 1, 2 and 3.
- C. Part-time employee shall mean an employee who works no more than 29 hours per week on a regular basis.
- D. Seasonal or temporary employee shall mean an employee who works for a definitive time period during the year, and no more than eight (8) months in a calendar year, and no more than 1400 hours in a calendar year. Should the work be continued within 90 calendar days following the termination of such employee, the position shall be considered a full-time position and shall be filled according to the provisions of this collective bargaining agreement.

Seasonal and temporary employees may be assigned to work any schedule, including evenings and weekends, as long as the maximum yearly hours for their status is not exceeded.

It is agreed that these part-time, seasonal, temporary and provisional employees will not be used to reduce the number of bargaining unit employees below forty (40).

For purposes of this contract, the part-time, seasonal, variable and temporary positions outlined above refer to positions with



equivalent AFSCME positions identified in Scheduled A.

- E. The Township will provide the local president with a quarterly year to date listing of the hours worked by part time, seasonal, variable or temporary employees who are performing bargaining unit work.

10.3 Layoff Procedure. When it is necessary to lay off employees in any Division, the following shall govern:

- A. Part-time, seasonal, variable, and temporary employees who perform work similar to bargaining unit employees will be laid off in any order within the Division affected by the layoff, providing the remaining employees are able to perform the work with normal instructions and supervision, and providing further that they possess those minimum qualifications, certifications, and/or licenses required for the position by law.
- B. Regular full-time probationary employees are the next to be laid off in any order within the Division affected by the layoff, provided the remaining employees are able to perform the work with normal instructions and supervision and provided further that they possess those minimum qualifications, certifications, and/or licenses required for the position by law.
- C. If it is necessary to lay off additional employees, they shall be laid off in reverse seniority order within the Division affected by the layoff, providing the remaining seniority employees are able to perform the work with normal instructions and supervision, and providing further that they possess those minimum qualifications, certifications and/or licenses required for the position by law.
- D. An employee affected by a layoff may bump into a position of equal or lower pay grade in their assigned classification group (**See Appendix A – Bumping Classifications**) within the bargaining unit, which is held by an employee with less seniority, provided the employee can perform the duties of the new position with normal instructions and supervision and providing further the employee possesses those minimum qualifications, certifications, and/or licenses required for the position by law.
- E. An employee who has been promoted, and cannot bump an employee within their classification group may bump the least senior employee in the classification they have most recently held

providing that the affected employee has more seniority. They may move back through any position which they have previously held as necessary, and providing they still possess those minimum qualifications required for the job.

- F. If the affected employee does not meet the criteria for bumping in either 10.3D or 10.3E, the employee may bump starting from the least senior employee in the bargaining unit, in equal or lesser classification provided the employee can perform the duties of the new position with normal instructions and provided the employee has the necessary qualifications certifications and /or licenses required by law. Shall the employee affected by the layoff not meet the qualifications, certifications, license requirements, etc. of the least senior employee; the employee may continue to bump from the least senior employee up until they meet the qualifications. They must take the first position they meet the qualifications for. The determination of qualifications will be made by the employer. An employee who bumps into another position shall be paid at the pay rate of the new position in accordance with their seniority.
- G. An employee must notify the Employer in writing of their intention to exercise bumping rights within ten (10) working days of the date of their layoff notice or they shall forfeit all rights to bump.

10.4 Recall. Recall of seniority employees shall be in reverse order of layoff. Employees who are on the layoff list shall have ten (10) working days from date of notification by registered or certified mail within which to return to service. During this time the job may be temporarily filled by the Employer. If the employee is in a situation which makes it difficult for them to return within this time, they must make a request within this time for an extension by registered or certified mail. The extension will not be unreasonably withheld. The Employer may require proof of the reasons for the extension. If the employee fails to return during this period, they shall forfeit their seniority and rights of recall and their employment with the Employer shall be terminated.

10.5 Loss of Seniority. Seniority shall be broken and forfeited, and the employee shall be immediately terminated from employment if that employee:

- A. Quits or retires
- B. Is discharged and the discharge is not reversed through the grievance procedure.
- C. Is absent for three (3) consecutive working days without notifying the employee's immediate supervisor, unless it is physically impossible for them to do so.

- D. Fails to return after recall.
- E. Is laid off for a period equal to their seniority at the time of layoff, or for two (2) years, whichever is less.
- F. Separates upon settlement covering total disability.
- G. Fails to return from any leave of absence as defined in this agreement.

10.6 President's Seniority. Notwithstanding their place on the seniority list, the union President shall be deemed to have the most seniority for the purpose of layoff only, providing they are able to do the available work.

## **ARTICLE 11 - VACANCIES**

11.1 Filling Vacancy. Whenever a vacancy exists, the Employer shall determine whether the vacancy shall be filled.

11.2 Posting Requirements. Should the Employer determine that a vacancy shall be filled, it will post a notice that such vacancy exists. Such notice will be posted via e-mail to all AFSCME employees. The notice will contain the qualifications required of the applicant for the position and a brief description of the job duties. Said qualifications shall be reasonable and related to the particular job. The job shall be posted for ten (10) calendar days, and the employees shall bid on the job during this ten (10) day period. It is understood that an employee may request in writing to be placed on the bid sheet in the event they are not present at the time the job is posted. In addition to signing the bid sheet, the employee shall present a resume to the Human Resources Manager or designee detailing the employee's experience and training which the employee feels qualifies them for the position. This resume must be presented to the Human Resources Manager or their designee identified in the electronic posting within the ten (10) day posting period.

11.3 Testing Requirements. The competitive elements of the promotion examination will consist of an Oral Interview consisting of a three (3) member oral board and a job-specific Written Examination. The passing grade on each element of the promotional examination shall be seventy percent (70%). The failure of an applicant to achieve a passing grade on any element of the promotional examination shall disqualify the Employee from further consideration.

Results of the promotional examination shall be determined on the basis of a combined weighted score computed as follows: the percentage score attained on the Written Examination shall be multiplied by fifty percent (.50) and the percentage score attained on the Oral Interview shall be multiplied by fifty percent (.50). All employees who successfully complete the promotional examination shall be placed on the promotional eligibility list in order of their combined weighted score. The Employer shall make the promotion from among the top three (3) employees on the promotional eligibility list. Any portion of the promotional examination process may be waived by the mutual written consent of the Employer and Union.

An employee may meet with the Human Resource Manager to discuss their promotional examination.

11.4 Outside Bargaining Unit. If no employee meets the minimum qualifications for consideration, or if no employee successfully completes the promotional examination, or if no employee bids for the promotion, the Employer may fill the vacant position from outside the bargaining unit.

11.5 Promotional Eligibility List. A promotional eligibility list shall be established consisting of those employees who have qualified for promotion. This list shall exist for six (6) months or until such time as no employees remain on the list. During this period of time promotions to the position for which the list was established shall be made from among the employees on that list.

11.6 Promotional Probation Period. Once an employee is promoted, they shall complete a six month probation period. If at the end of this period the employee can adequately perform the duties of the position to which they were promoted, they will be formally raised to this position. If it is determined by the Employer, in its sole discretion, anytime during this period that the employee cannot perform the duties of the position to which they were promoted, they will be returned to their prior position and will be paid in accordance with their seniority. The employee may be given a written performance evaluation every two months during their probation period. Nothing in this Section shall preclude the Employer from waiving the probation period at any time in its sole discretion.

11.7 Promotion Pay Rates. A promoted employee will be advanced to the "Start" rate of the new classification. The employee shall then progress in that pay grade according to length of service in that grade, said date of service commencing on the date of promotion. If the "Start" rate of the new classification is less than the employee is currently receiving, the employee shall begin at the minimum pay rate of the new classification which provides the employee an increase over their present rate.

11.8 Temporary Openings. Temporary openings due to illness, leave, emergency or lack of manpower, may be filled by the Employer for a period of 180 days by transferring another employee or employees to the job. The opening may be filled for a longer period of time if mutually agreed to by the Employer and the Union.

11.9 Rates on Transfers. The employee takes the rate of the job if they request the transfer, or if temporarily transferred by the Employer to a lower rated job, they retains their old rate, if it is higher, for the duration of the transfer.

11.10 Step-up Pay. Any employee requested to work in a classification other than their regular classification for more than one (1) hour, shall receive the starting rate of pay for the higher

classification, or their rate, whichever is higher. If the starting rate of the step-up classification is less than the employee is currently receiving, the employee shall be paid at the minimum pay step of the step-up classification which provides the employee an increase over their regular pay rate. Step-up pay shall be limited to two (2) weeks duration. Assignments of longer than two (2) weeks duration shall be considered Temporary Openings.

11.11 Lateral Transfers. An employee wishing to be considered for a vacant position which is a lateral transfer (i.e., the same job description, but a different Division) shall place their name on the bid sheet in accordance with Section 1 of this Article. Employees who wish to be laterally transferred shall take precedence over employees applying for a promotion. No lateral transfer shall be unreasonably withheld. Lateral transfers shall have a six (6) month probation period in which the employee may be returned to their previous position at the Townships discretion.

11.12 Return to Bargaining Unit After Promotion Outside of Bargaining Unit. Any employee who is promoted outside of the bargaining unit and is later returned to the unit within one year of the promotion shall be entitled only to the seniority they had at the time of promotion and shall return to the Union based upon 10.3E and 10.3F of this collective bargaining agreement. If the promoted employee does not return to the bargaining unit within one year, they shall forfeit all bargaining unit seniority.

## **ARTICLE 12 - LEAVES OF ABSENCE**

12.1 Requesting Leave of Absence. All leaves of absence must be requested, in writing, to the employee's Department Director with at least ten (10) working days advance notice when possible. No leave of absence shall be granted without the prior approval of the employee's Department Director or their designee and the Human Resources Manager. An employee off work without an approved leave of absence shall be subject to termination in accordance with Article 9, Section 9.7 of this collective bargaining agreement. No employee may work at a different job for a different employer, while on a leave of absence unless clearly stated in the approval.

12.2 Reasons for Leaves. Leaves may be granted for the following reasons, which are not all inclusive.

- A. To settle an estate outside of the immediate residence of the employee, not to exceed six (6) months, based on need. Proof of said need may be required by the Employer.
- B. Employees who are reinstated in accordance with the Universal Military Training Act, as amended and applicable legislation, may attend a recognized university, trade school, or technical school for

a period not to exceed their seniority. Written proof of school attendance must be submitted at the expiration of each semester.

- D. Pregnancy Disability Leave shall be administered in accordance with federal law.
- E. All Military Reserve Units as it applies to cruises, encampments, and/or temporary call out duty. The Employer shall make up the difference in pay to a maximum of ten (10) working days in a calendar year.
- F. Child Care. A leave of absence for child care may be granted to an employee upon request for period of not more than one (1) year. An extension may be granted for up to one (1) additional year.
- G. Family and Medical Leave Act. An employee who receives leave under the Family and Medical Leave Act (FMLA) shall be covered by the Township's then existing FMLA Policy in addition to all other relevant sections of this contract.

12.3 Returning from Leave of Absence. When returning from any leave of absence, it shall be the obligation of the employee to notify the Employer that they are returning ready, willing and able to work three (3) working days prior to the expected date of return to work. For leaves of absence of thirty (30) work days duration or longer the employee must give fifteen (15) calendar days' notice of intention to return to work. An employee returning from a sick leave must provide the Employer with a written note from their treating physician stating that they are able to return to work and detailing any work restrictions the employee may have.

12.4 Extension of Leave. Requests for extension of leaves of absence must be made fifteen (15) calendar days prior to the termination of the original or extension thereof. The Employer shall give its response granting or denying the request for extension five (5) calendar days before the original or extended leave expires. Both the request for extension and response shall be in writing.

12.5 Copies of Leaves of Absence. The Union will be given copies of leaves of absence upon approval unless the employee notifies the Employer to the contrary.

12.6 Seniority During Leaves. Seniority shall continue and accumulate during approved leaves, except that such accumulation shall not exceed the amount of seniority the employee had at the time the leave was granted or two (2) years, whichever is less. No fringe benefits shall be continued or granted during the term of the leave of absence except as provided in Article 12, Section 7. If an employee is on an approved leave during their probationary period, their seniority shall continue and accumulate as described above; but their probationary period shall be held in

abeyance during the leave and shall be continued following return from the leave and will be based on actual time worked.

12.7 Economic Benefits During Approved Sick or Disability Leaves.

- A. During approved sick or disability leaves, the Employer shall continue to provide health, prescription, dental, EAP, summit membership and life insurances as provided in Article 17, Section 1, Article 20, and Article 22.
- B. Except as otherwise provided herein, the Employer shall not provide any economic benefits for any other types or categories of leave, including, but not limited to, education, and military leaves beyond ten (10) working days duration.

**ARTICLE 13 – UNIFORMS AND SAFETY EQUIPMENT**

13.1. Uniforms and Safety Equipment.

- A. The Employer's present practice of furnishing uniforms (shirts and pants) shall continue for the duration of the agreement. If other employees within the unit are required to wear uniforms, the parties agree to negotiate on that subject. Employees are required to wear the uniforms provided at all times while at work except when approved by the Department Director. Such uniforms shall not be altered or purposely mutilated by the employees.
- B. Uniform items purchased by the Township shall not be worn for personal use.
- C. The Employer further agrees to furnish foul weather gear and safety equipment and other such equipment required to meet OSHA and MIOSHA safety requirements or required to be furnished as a result of safety committee meeting requirements.
- D. Safety shoes.
  - 1. All bargaining unit employees, except those employees specifically exempted by the employees' Department Director, shall wear Township approved safety shoes at all times while at work as a condition of employment.

2. Approved safety shoes shall be purchased from the vendor selected by the Township. Selection of a particular safety shoe shall be from among those approved by the Township. The Township shall pay the full cost of approved safety shoes purchased in accordance with this agreement.
3. An employee who wishes to wear a safety shoe other than one approved by the Township must receive prior approval from their Department Director before wearing the shoe on the job.
4. Safety shoes purchased by the Township shall not be worn for personal use.
5. Employees shall receive replacement of approved safety shoes in accordance with the previously stated terms of this agreement upon the safety shoes becoming unserviceable. The safety shoes shall be presented to the employee's supervisor for determination on replacement.
6. Any changes to the above safety shoe policy are subject to negotiations between the parties.

## **ARTICLE 14 - WAGES AND HOURS**

### 14.1 Wages and step-up pay.

#### A. Wages for the term of this contract shall be as follows:

1. 2020 – 2.5%
2. 2021 – 2.5%
3. 2022 – 2.0%
4. 2023 – 2.0%

#### B. Steps:

Employees shall be entitled to all steps in accordance with the agreement, for each year of the agreement.

### 14.2 Hours of Work.

- #### A. Administration Building business hours are 8:30 am - 4:30 pm with



each employee receiving a 1-hour paid lunch, the starting times for all other departments shall remain the same and all quitting times shall be moved forward one-half hour with each employee receiving a 1-hour paid lunch. The time for this lunch period shall be designated by the appropriate Supervisor. Any changes in these hours of work shall be subject to negotiations between the parties with the following exceptions:

- B. The Ordinance Inspectors hired after June 19, 2007 whose work week changed by the employer from a Monday through Friday schedule to another work week as long as it consists of five (5) consecutive eight (8) hour days. When the employer needs to change the work week for personnel hired after June 19, 2007, a minimum of seventy-two (72) hours' notice will be given to the employee and the Union President. Any change to the work schedule will not be discriminatory or capricious and shall be based only on the operating needs of the Public Safety Department. Those Ordinance Inspectors awarded to the position after June 19, 2007 shall be entitled to overtime for any hours worked in excess of (8) hours in a day or forty (40) hours per week unless renegotiated by the parties.
- C. Some positions may require flexible working hours based on the operating needs of the department. If mutually agreed upon between the Employee and the Township, a flex-time schedule may be worked out between the Employee and their manager, subject to the approval of the Department Director or their designee. The intent of a flex-time schedule is not a day-to-day schedule change, nor is it intended to avoid the payment of overtime. A schedule may be flexed a maximum of 1 hour before or 1 hour after an employee's regularly scheduled shift. The duration of a flex time schedule will be a minimum of one (1) month and a maximum of six (6) months.

#### 14.3 Work Week.

- A. The work week is Monday through Friday. Any change to the work week is subject to negotiations between the parties.
- B. The work week for Facility Maintenance employees shall consist of five (5) days of eight (8) hours each in a calendar week, Sunday through Saturday. Whenever practicable, Facilities Maintenance employees shall have two consecutive days off in a week.

14.4 Premium Pay.

- A. Time and one half will be paid for time worked over eight (8) hours per day.
- B. Time and one half will be paid for time worked on Saturday, except that employees laid off or absent during the week are required to make up the time before the premium applies. Any time off during the week on approved or paid leave will be counted as time worked.
- C. Double time will be paid for all time worked on Sunday's beginning at midnight.
- D. Double time will be paid for all time worked on holidays, plus the holiday pay. If the Township observes a holiday on a day other than the actual holiday, employees who work on the observed holiday only shall be paid double time. Under no circumstances shall an employee receive premium pay for more than thirteen (13) holidays.
- E. Double time will be paid for all time worked in excess of sixteen (16) continuous hours. All work performed on Saturday prior to sixteen (16) continuous hours will be paid at time and one-half. All work performed on Saturday in excess of sixteen (16) continuous hours will be paid at double time.
- F. Premium Pay for Facilities Maintenance Employees:
  - 1. Time and one half shall be paid for time worked over eight (8) hours per day.
  - 2. Time and one half shall be paid for time worked over forty (40) hours per week.
  - 3. Facilities Maintenance employees shall not receive any premium pay for work on a Saturday or Sunday that is part of their regularly scheduled work week.
  - 4. Time and one half shall be paid for time worked on the first scheduled day off of the work week, except that employees laid off or absent during the week are required to make up the time before the premium applies. Any time off during

the week on approved or paid leave will be counted as time worked

5. Double time will be paid for all time worked on the second scheduled day off of the work week the day begins at midnight.
6. Double time will be paid for all time worked on holidays, plus the holiday pay. If the Township observes a holiday on a day other than the actual holiday, employees who work on the observed holiday only shall be paid double time. Under no circumstances shall an employee receive premium pay for more than thirteen (13) holidays.
7. Double time will be paid for all time worked in excess of sixteen (16) continuous hours.

14.5 Compensatory Time. An Employee may accrue up to a maximum ninety-six (96) hours in a calendar year of compensatory time at the appropriate overtime rate. Employees are required to give twenty-four (24) hours' notice when requesting to use compensatory time which may be taken in 15 minute increments. No more than twenty-four (24) hours of compensatory time earned in one (1) year may be carried over to the next year. All compensatory time not taken at the end of the calendar year or carried over shall be paid the first pay period of January which includes December 31<sup>st</sup>, at the rate of pay in effect on December 31<sup>st</sup>.

14.6 Overtime.

- A. Overtime is defined as work that exceeds eight hours in a day.
- B. Overtime hours will be divided and rotated among employees in the following manner:
  1. The employee with the least amount of current accumulated overtime during a calendar year in a work section and a job classification that is required to do the overtime work shall be called first. Should that employee not be available, the employee with the next lowest accumulated overtime in the section and classification will be called. In the event sufficient personnel are not available within the section, personnel from other sections, in the classification required and qualified to do the work, will be called. The person with

the least amount of overtime will be called first then, as required, others in ascending order.

2. An employee who does not respond to a call out or refuses the overtime that has been offered shall be charged for that time as if they had actually worked it (“Red Time”). A “Red Time” list will be kept current and up to date for all work sections. This list will be posted on the union bulletin board after each pay period. Any employee on an approved leave who is called to work overtime shall not be charged “Red Time”.
3. The employee with the least amount of current accumulated overtime during a calendar year in a work group will be offered the scheduled overtime first. If an employee is not available due to scheduled approve time off ( PTO, Comp, ETC) the employee with the next lowest accumulated amount of current overtime will be offered the overtime and so on until the overtime is filled.
4. Each day of the scheduled overtime will be considered a separate shift and be subject to 14.6(C)(1). For example, if the employee with the lowest amount of time is offered the first day but is unavailable then it shall be offered to the next lowest and so on until the list is exhausted or the overtime filled, if the list is not exhausted then the employee with the next lowest accumulated overtime shall be offered the second shift and so on until the list is exhausted before it is offered to the employee with the lowest accumulated overtime again.

C. The following work sections are recognized at this time:

1. Water
2. Sewer
3. Customer Services
4. Engineering
5. Environmental Services
6. Fleet Maintenance (General Township)
7. Fleet Maintenance (Leisure Services)
8. Parks
9. Golf Course
10. Facilities Maintenance

- 11. Building
- 12. Ordinance
- 13. Planning

- D. If an employee is not available to work the overtime, the longest amount of overtime worked by an employee responding to that overtime shall be added to the overtime accumulation of the non-responding employee. Employees on approved leave who are called to work overtime and are unavailable shall not be charged “Red Time.” In the event the low hour employee is not called, they will have the first opportunity to work the next overtime. In no case shall an employee be paid for overtime not actually worked by the employee.
- E. During a natural disaster or emergency, employees may be called for overtime regardless of section or the amount of accumulated overtime. Employees shall be required to report to work, if contacted, during a natural disaster or emergency.
- F. Any employee called to work outside of their regularly scheduled shift shall be required to report to work to be paid a minimum of three (3) hours at the appropriate pay rate. An employee must physically report to Canton Township to perform work to be paid the three (3) hour minimum. The three hour minimum does not apply to scheduled overtime or overtime immediately prior to or after an employee’s regular work day. The Employer reserves the right to require the employee to work the full three hour period.
- G. In the event that an employee is on scheduled PTO and is called in to work the employees PTO will be adjusted to regular time for hours worked during the employees regularly scheduled shift. Any hours beyond the regular shift will be paid in accordance with the appropriate section of the contract.

14.7 Relief Periods. Relief periods for any four (4) hour increments of overtime work after eight (8) hours of work will be granted. These relief periods will be thirty (30) minutes of paid time.

14.8 New Jobs. A new job is defined as a job not previously performed by the employees in this bargaining unit and which meets the criteria defined in Article I, Recognition of this collective bargaining agreement. When these are created, the Union will be notified of the job, its classification and rate. These will be considered as temporary for a period of ninety (90) days.

Thereafter, negotiations shall commence, and if need be, continue for thirty (30) days. If, as a result of negotiations, the classification and rate have been agreed upon, the job shall become a permanent one. If no agreement is reached after thirty (30) days, the latter shall be processed through the grievance procedure commencing with arbitration.

14.9 Holiday Pay. Employees with seniority will be paid for the following observed holidays, subject to the requirements stated herein: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

- A. Employees shall be paid their regular straight time for the holiday.
- B. An employee must work their regularly scheduled full time service day the day before and after a holiday to qualify for such pay, unless the employee is on PTO or comp time and has been excused by the Department Director or their designee.
- C. When any of the above enumerated holidays falls on a weekend and another day is observed as a holiday by the State or Federal government, it will likewise be observed by the Township. Employees who work on the observed holiday only shall be entitled to the holiday premium. Under no circumstances shall an employee receive premium pay for more than thirteen (13) holidays.
- D. If an employee works on any of the above mentioned holidays, they shall be paid double time for all time worked plus their holiday pay.
- E. If a holiday falls on an employees scheduled day off, the employee in coordination with the Department Director or designee, shall take another day off within the same pay period in which the holiday falls.

14.10 Bereavement Leave. Employees shall be entitled to Bereavement Leave according to the following provisions:

- A. When an employee is absent from work due to a death of a spouse, child or step child, parent or step-parent, the Employer will pay the employee their straight-time rate of pay for up to a total of five (5) consecutive working days. For a death of the employee's, grand-children, grandparent, brother, sister, brother-in-law, sister-in-law, son-in-law, and daughter-in-law, or the employee's spouse's

parents, grand-parents, brothers and sisters, and actually attends the funeral, the Employer shall pay the employee their straight-time rate of pay for up to a total of three (3) consecutive work days, or up to five (5) consecutive work days if the funeral/service is in excess of 250 miles from the Township. The funeral/service shall fall within the consecutive days outlined above. The employee may be required to furnish proof of death in the family and attendance at the funeral. This leave is not chargeable to PTO or comp time.

- B. Additional time may be granted by the employee's Department Director in unusual or extenuating circumstances. Requests for additional time shall not be unreasonably denied. Additional time for bereavement may be granted, however an employee will be required to use PTO or comp or unpaid leave for any additional time.

14.11 Jury Duty. When an employee is called to report for jury duty, they shall be paid by the Employer for each day spent performing jury duty; if the employee would otherwise have been scheduled to work for the Employer, up to eight (8) hours pay, for a period not to exceed thirty (30) days or length of trial, whichever is greater, in any one calendar year. Provided, however, that the Employee must remit to the Township any compensation received for jury service. Employees dismissed from jury duty prior to one-half their regular shift being completed on a regularly scheduled work day shall return to work.

14.12 Pay Period. The Township agrees to continue bi-weekly pay periods. The Employer agrees to continue deductions for any financial institution currently part of the payroll deduction program.

14.13 Mileage. If employees are required to use their own car while on duty, they shall be reimbursed at the current IRS allowable rate. The use of the employee's car shall be by mutual agreement of the Employer and the employee.

14.14 Attendance. Employees who are absent, or who anticipate they will be tardy, must personally notify the Employer's designated representative before the start of their shift each day. The employee must make a reasonable attempt to contact their supervisor via phone call, text or email, or at a minimum leave a phone number where the employee can personally be reached by a supervisor in order to be excused. Failure to do so may result in disciplinary action, up to and including discharge. Employees may use up 30 minutes of either PTO or comp time to cover a tardy.

## **ARTICLE 15 - PAID TIME OFF (PTO).**

15.1 Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, short term illness, appointments, emergencies or other needs that require time away from work. This leave time is inclusive, containing provisions for vacation, sick, and personal time.

15.2 PTO benefits will accrue monthly on Employee's anniversary date of hire. They will accrue beginning at the date of hire and become available to Employee after thirty days of employment, as with other fringe benefits. An Employee on unpaid leave, non-duty disability or short term disability leave at any time during the monthly accrual period will receive their monthly accrual on their anniversary date provided that the employee has worked twelve (12) regularly scheduled work days in their accrual period. The elimination period for short term disability will not be counted as days worked.

15.3 The PTO period will be from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

- A. Employees shall be granted time off in accordance with the following schedule:
1. From the date of hire, but less than three (3) years of service from anniversary date of employment a monthly pro rata allowance of twelve and two-thirds (12.67) hours per month, or nineteen (19) work days per year. (152 hours)
  2. After three (3) years of completed service, but less than five (5) years of service from anniversary date of employment, a monthly prorated allowance that will total fourteen and two-thirds (14.67) equal or twenty two (22) work days per year. (176 Hours)
  3. After five (5) years of completed service, but less than ten (10) years of service from anniversary date of employment, a monthly prorated allowance that will total sixteen and two-thirds (16.67) equal or twenty-five (25) work days per year. (200 hours)
  4. After ten (10) years of completed service, but less than fifteen (15) years of service, from anniversary date of employment, a monthly pro rata allowance that will total twenty and two-thirds (20.67) hours per month or thirty one (31) work days per year. (248 hours)



5. After fifteen (15) years of completed service or more from anniversary date of employment, a monthly pro rata allowance that will total twenty-four and two-thirds (24.67) hours per month or thirty seven (37) work days per year. (296 hours)
6. After twenty-five (25) years of completed service or more from anniversary date of employment, a monthly pro rata allowance that will total twenty-six (26) hours per month or thirty-nine (39) work days per year. (312 hours)

15.4 Employees shall be entitled, at their request, to cash out up to 80 hours of unused PTO at the second pay period in November each year at the Employee's then current rate of pay. Any remaining accumulated and unused PTO shall be rolled over to the following year, until such time as their PTO bank equals two times the Employee's then current annual accrual amount. Any unused PTO in excess of that paid out and rolled over shall be forfeited by the Employee. In the event that an FMLA qualifying event takes place in which a member of the bargaining union has exhausted their PTO and comp time. The township will consider allowing employees to donate PTO during the time of qualifying event to other members of the township.

15.5 PTO may be taken in 15 minute increments

15.6 Employees separated from the Township due to death or retirement shall be compensated in cash for 100% of unused PTO accumulated at the regular base rate of pay at the time of separation. 50% of this payout will be applied to the MERS FAC. An employee who resigns will be paid for 100% of unused PTO provided they give a minimum of two (2) weeks written notice Township of their intent to resign. Employees who are involuntarily terminated will be paid for 100% of unused PTO time. Employees with less than one year of service whose employment is terminated for any reason, or who resigns, are not entitled to any PTO benefits.

15.7 PTO may be used for any scheduled time off work within a calendar year. Employees may take up to six unscheduled PTO days in a rolling 12-month period. PTO shall be considered unscheduled, when not approved by the Employee's Supervisor prior to the end of the employees regularly scheduled shift on the day preceding the usage of PTO. An employee taking subsequent unscheduled PTO within the rolling 12 month is subject to progressive discipline in accordance with article 9.7 of this collective bargaining agreement. In the event that an employee has a consecutive day absence, the Department Director and the HR Manager

will jointly review the employee's circumstances surrounding the absence, employee attendance history, and may deem the absence to be one occurrence. Unplanned absences of more than three (3) consecutive scheduled shifts may require a physician's note.

## **ARTICLE 16 - PENSION PLAN**

16.1 The MERS Defined Benefit pension plan will have the following benefits:

- A. Effective 1/1/2013, the multiplier will be bridged down to 2.25% with maximum 80% of FAC.
- B. 10 Year Vesting.
- C. F55/15.
- D. FAC3 (Highest 36 consecutive months) – Final average compensation will be calculated using the frozen FAC method. The final benefit will be calculated as the sum of the benefit accrued under the original benefit structure and the benefit accrued under the bridged-down benefit structure.
- E. The bargaining unit members will contribute 5% of MERS reportable wages. The Employee contribution is capped at 10%. In the event the employer contribution as required by an actuarial valuation exceeds 10%, employee contributions will increase over their 5% to a maximum of 10% of the Employee's wages. The Employer shall pay the balance of the required annual contribution, even if that amount shall exceed 10%.

16.2 All new hires will be placed in the MERS Hybrid Plan.

- A. 6 year vesting.
- B. 1.5% multiplier in the Defined Benefit component.
- C. Employee will contribute 5% of wages to the Defined Contribution component.
- D. Retirement Age will be the MERS normal retirement age of 60 years old.

- E. In the event the Employer contribution, as required by an annual actuarial valuation, exceeds 10%, the Township will submit resolutions to change, for that year, the employee contribution toward the Defined Contribution or Defined Benefit plan. The Employee Hybrid DC contribution will decrease by the amount required to fund the DB plan above 10%.
- F. During years that the required Employer contribution to the Hybrid DB plan is less than 10%, the Township will continue to fund the plan at 10% until the plan is 100% funded.
- G. The employer shall contribute 2% of base wages into the employee's MERS 457(b). This payment shall only apply to those employees in the hybrid pension. The employee is encouraged but not required to contribute to this account.

16.3 Retirement notification incentive – any bargaining unit member who submits a notice to retire to the Finance Director 6 months prior to their anticipated retirement the employee will be entitled to a bonus.

- A. An incentive bonus will only be given if the employee has met the notification time line and is vested for retirement with Canton Township. Such bonus will not apply to an employee terminating Canton Township due to a disciplinary action, disability retirement, workers compensation retirement, lay off, or someone who does not meet the age and service requirements necessary to collect retirement through MERS.
- B. Should the employee choose not to retire after notification, the Employee waives one half of the bonus and would be required to again follow the notification requirements in the future to receive the remainder of the bonus.
- C. The retirement notification incentive is a one-time payment which will be paid out on the employee's last pay check, subject to applicable federal tax withholding requirements.
- D. The retirement notification incentive bonus shall be calculated based on the number of full years of service multiplied by \$100, with the maximum payment of \$2,000.
- E. The retirement notification incentive shall be reduced by the amount of longevity pay the employee received within the previous 12 month period.

- F. An employee will remain eligible for this incentive should a three month notification be received for all retirements occurring prior to 6/30/2020.

## **ARTICLE 17 – HEALTH INSURANCE**

17.1 Canton Township shall provide family medical and prescription insurance coverage. Said coverage to include:

- A. Hospitalization.
- B. Major Medical.
- C. Comprehensive/Preventative Maintenance.
- D. Prescription Drug Program with a \$10/\$20/\$30 co-pay.

17.2 The Township will offer a minimum of two (2) health plan options with different levels of premium contributions required by the employees.

- A. At least one option will include a \$20 office visit co-pay and 100% coverage for hospitalization and surgical services.
- B. If, during the term of the contract, another Canton employee group is offered a health insurance plan, dental plan or optical plan with benefits in excess of the plans in place as of 1/1/2013. That health plan, dental plan or optical plan shall be offered to members of this bargaining unit on the same terms.

17.3 Canton Township will provide dental coverage. Said coverage to include:

- A. Preventive & Diagnostic @100%
- B. Basic @ 80%
- C. Major @ 80%
- D. Orthodontics @ 50% Maximum lifetime benefit to be \$1,000.

Annual maximum will be \$1,000 per covered individual.

17.4 Canton Township will provide optical reimbursement benefits to those employees and eligible dependents who receive Township-provided health insurance. The Township will reimburse employees \$250 and their eligible covered dependents up to \$200 every year for eye examinations, lenses and frames, or contact lenses. For those Employees opting out of the

Township-provided insurance, the Township will reimburse up to \$250 every year for eye examinations, lenses and frames, or contact lenses for the Employee only. Employees shall be required to pay for the examination and lenses and shall be reimbursed by the Employer upon presentation of an itemized paid bill for the services rendered.

17.5 The Employer would provide the option for an employee to withdraw from the health insurance coverage or dental coverage provided by the Township, if they are covered under the health insurance or dental insurance of their spouse. An employee who chooses to withdraw would receive \$1,200.00 paid in twelve (12) equal monthly installments on the first pay date of the month for health insurance, and \$120 paid in twelve (12) equal monthly installments on the first pay date of the month for dental insurance.

- A. The employee will sign a waiver of benefits form annually during the open enrollment period to receive the waiver payment. If for any reason that constitutes a “life change” i.e. divorce, death, birth of a child, marriage, etc., the employee must notify the Employer within thirty (30) days of the “life change” event and the Employer will provide coverage dating back to that date. However, if payment has been made for waiving the plan, the employee will have to pay back an appropriate pro-rated amount.
- B. The payout for waiving health insurance shall not be available for married employees when both spouses are eligible for healthcare coverage in a Township health plan either as an employee or retiree. For employees married after 1/1/13. The Employer will pay for only one insurance coverage per family.
- C. If, for any reason, this plan shall jeopardize the tax exempt status of the health benefits of other employees, the Union and Management shall meet to negotiate changes in this agreement to conform to the tax law so that the health insurance coverage for the other employees remain tax exempt.

17.6 Medical benefit coverage of the employee’s family shall include the employee, employee’s spouse and eligible children until their 26<sup>th</sup> birthday.

17.7 New hires will be eligible to enroll in the Township medical, prescription and dental plans and eligible for the optical reimbursement the 1<sup>st</sup> of the month following 30 days of employment. For employees opting to waive Township medical and prescription and/or dental coverage, eligibility for the cash waiver will begin the 1<sup>st</sup> pay of the month following 30 days of employment.

17.8 The Employer has the right to select or change carriers after discussion with the Union, provided that one option has coverage as outlined in 17.1 and 17.2 of this article.

17.9 Non-Duty Related Death Health Insurance Continuation. In the event an employee has met all retirement eligibility criteria of their MERS pension plan, continues as an active, full-time Township employee in this bargaining unit, and they suffer a non-duty related death, the medical and prescription coverage shall be continued for the employee's spouse and dependent children. Only dependents who were eligible dependents of the employee on the date of death will be eligible to be covered by the Township insurance. The medical and prescription insurance coverage for the spouse shall continue until such time as the spouse becomes eligible for other insurance, including Medicare. The insurance coverage for a dependent child shall continue until the child is eligible for other coverage (e.g. if mother remarries, through their employer, or is no longer considered a dependent by the insurance company, etc.) whichever comes first. In the event the spouse/dependent loses the other insurance, they will be allowed to opt back into the Township health plan as long as eligibility and enrollment requirements, as outlined by the plan document, and contribution requirements are met. Absent other insurance, upon the spouse reaching full Medicare eligibility, the Employer will assume the full cost of Medicare Supplement coverage.

17.10 In the event of the death of an active full-time employee, the spouse and eligible dependents who are covered under the Canton health plan on the date of death, will continue to be covered under the plan for an additional 12 month period.

17.11 Employee Contribution toward Health Insurance. In accordance with the requirements of the Publicly Funded Health Insurance Contribution Act, Act 152 of the Public Acts of 2011 ("Act 152"), as amended, employees shall contribute towards the health insurance premiums for any plans offered by the Township, and selected by the employee, in accordance with the annual decision of the Canton Township Board of Trustees in compliance with Act 152.

For the term of this Agreement, it is the intention of the Employer to offer the lowest cost health plan at no cost to the employees, provided that doing so allows the Township to remain in compliance with Public Act 152, as amended.

17.12 Retiree Benefits.

A. Retiree Health Insurance.

1. To be eligible to receive retiree health benefits from the Township, a retiree must have attained the age of 55, and have a minimum of 15 years of actual time worked for the Township, and begin receiving pension benefits within 60 days from the last day of employment. This benefit includes

the employee's spouse and eligible dependent children at retirement.

2. Upon the death of a retiree, health benefits shall be continued for the retiree's spouse and dependent children. The medical and prescription insurance coverage for the spouse shall continue until such time as the spouse becomes eligible for other insurance, including Medicare. The insurance coverage for a dependent child shall continue until the child is eligible for other coverage (e.g. if mother remarries, through their employer, or is no longer considered a dependent by the insurance company, etc.), whichever occurs first.
3. Employees who retire after 1/1/13 may enroll annually in the lowest cost health plan offered by the Township at no cost to the employee. Retirees who opt for a higher cost plan that may require an employee contribution, will be required to make the same annual contribution on a post-tax basis, through payment to the Human Resource Department on a monthly basis.
4. Employees hired on or after 1/1/13 will not receive health care benefits upon retirement. The Township will establish a Health Care Savings Plan and contribute \$50 per pay period for each employee hired on or after 1/1/13 for the first 5 years of employment. On the first pay following the employees 5 year anniversary this contribution will increase to \$75 per pay period. This plan will be administered according the IRS requirements.

B. Retiree Cash Option. A retiree, after verifying to the Employer that they are covered by health insurance through their spouse, may elect not to participate in the health insurance plan currently offered to retirees.

1. In such event, retirees who elect not to participate in such plan shall be paid a sum of twelve hundred dollars (\$1,200) annually (prorated at \$100 per month) which shall be paid on the first pay in January for the previous year.
2. If a retiree elects not to participate in the health insurance plan, they will not be allowed to re-enter the plan until the

next regular scheduled enrollment period. However, if a retiree loses health insurance coverage through their spouse, the retiree will be allowed to re-enter the retiree health insurance plan offered by the Employer on the first day of the succeeding month after verifying said loss of coverage to the Employer.

3. This cash option shall no longer be available to a retiree once they reach full Medicare eligibility. The cash option shall be prorated through the month the retiree reaches full Medicare eligibility at a rate of \$100 per month.
4. This cash option shall not be available upon retirement for employees with a hire date on or after 1/1/13.

C. Retiree Dental Insurance.

1. Upon retirement, the retiree only will continue to receive dental coverage at the benefit level and cost in place the last day of employment.
2. The retiree may purchase dental coverage, at their option and at their expense, for their spouse and eligible dependents. In order to be eligible to be covered under the Township plan, the spouse and dependents must have been eligible dependents on the last day of employment. The retiree shall pay the full cost of the premium for this coverage annually in advance. The retiree's payment must be received by the Canton Township Human Resources Division by check or bank money order payable to Canton Township, prior to the last Township work day of each year in order to ensure coverage for the following year. Failure to timely remit payment will result in the immediate cancellation of this coverage.

## **ARTICLE 18 - LONGEVITY PAY**

18.1 All AFSCME employees currently receiving longevity, along with those Employees hired prior to March 31, 2009, shall receive a one-time increase of \$400 over their 2016 rate up to a maximum of \$2,000. There will be no further increases in longevity allowances



for the duration of this agreement. Longevity is eliminated for all new hires after March 31, 2009. Longevity will be paid annually on the first pay in November.

If any Non Act 312 Bargaining Units receive a longevity benefit that is greater than shown above, then AFSCME shall be entitled to the same benefit.

## **ARTICLE 19 - SHORT TERM DISABILITY**

19.1 The Employer shall provide short term disability benefits for each employee. These benefits shall equal 100% of the employee's current hourly wage as of the last day worked to a maximum of 60 days at which time the short-term disability will be reduced to 75% of an employee's current hourly wage as of the last day worked for no more than 30 days (day 61-90) at which time the short-term disability shall be reduced to 65% of an employee's pays of the last day worked until the employee has met the 180 day elimination period of the long-term disability policy. This policy shall take effect and pay benefits to the employee after the employee has been disabled for fourteen (14) consecutive calendar days after the last day worked for the Employer. Employee rate of pay shall be frozen as of the date of the last day of work. For purposes of this Article, "disability" is as determined within the standards of the insurance industry.

19.2 When an employee is off on leave that may qualify for short term disability, the employee shall be paid for all time off at the rate of the last day worked pending final determination of short term disability. If approved an employee will only be required to use their accumulated PTO up to the point they are eligible for short term disability benefits. Employees will be allowed to augment their pay after 61- 90 days through the use of PTO or comp time. Under no circumstances may an employee be paid more than their current hourly wage as of the last day worked.

19.3 Those employees with a balance in their "sick bank" as of 1/1/13 will have this bank frozen and available only to be used to offset the 14 day elimination period, and to augment reduced short term disability up to the 120<sup>th</sup> day. The bank will not increase, and will decrease as used. The employee sick bank balance and wage rate as of 12/31/2012 shall be documented. Upon death, retirement or voluntary separation with a two-week written notice, the employee or their beneficiary shall be paid for fifty percent (50%) of the accumulated sick bank at the documented wage rate. This payment shall not exceed the equivalent of 40 days (320 hours).

19.4 The Employer reserves the right to conduct reasonable investigations regarding an employee's claim of disability including requiring the employee to be examined by a physician of the Employer's choosing. The Employer shall pay the fees for said examination.

19.5 When it has been determined that an employee has violated the spirit and intent of the short term disability policy, the employee shall be subject to the following provisions:

- A. All short term disability payments taken in violation of approved uses shall be ordered reimbursed or deducted from the employee's future earnings.
- B. Violation of the short term disability policy shall be grounds for disciplinary action, up to and including discharge.

19.6 Should an employee return to work and go back out on short term disability for the same injury within 45 days of returning, an employee's short-term disability shall not restart but shall be accumulatively applied towards an employee's long-term elimination period.

## **ARTICLE 20 - LONG TERM DISABILITY INSURANCE**

20.1 The Employer shall provide the following long-term disability benefits, subject to the carrier's terms and definitions and coordination of benefits provisions, as follows:

- A. Elimination Period - 180 days
- C. Maximum Benefits - per insurance policy
- D. Monthly Benefit - 60% of base wage at time of disability nor to exceed \$2,000 per month.
- E. Article 12, Section 15 of this collective bargaining agreement shall prevail during duty disability.

20.2 The Employer reserves the right to select the insurance carrier.

## **ARTICLE 21 - WORKERS' COMPENSATION**

21.1 Each employee will be covered by the workers' compensation laws of the State of Michigan as set forth at MCL §418.101 et seq., and leave due to a bona fide work-related injury will be administered in accordance with the current law. An full-time employee after completion of their new hire probationary period who suffers a loss time injury compensable under Workers' Compensation Act and if the employee is unable to return to full-time work even with accommodations, the Employer shall pay the difference between the amount of worker's compensation benefits and the employee's then base rate of pay for a period of eighteen (18) months. The employee will continue to receive all benefits afforded to actively working members of the bargaining unit for the first 1-months of the duty disability leave.

21.2 As long as the employee is eligible for and receives Workers' Compensation payments, the Employer shall continue health insurance coverage. After the above 18-month period, the life insurance coverage may be continued by the employee paying the premium

21.3 The Township may offer such an employee a job which the employee may not refuse if such job is available with the bargaining unit.

21.4 Employee may NOT work for another employer while receiving Workers' Compensation benefits and supplementation from the Township.

21.5 No employee shall receive more than 100% of their base salary while on a leave of absence due to duty related disability. In the event an injured employee becomes entitled to no-fault work loss benefits and workers' compensation benefits, the benefits will be coordinated and the Township's obligation to supplement wage loss benefits under this Article will be limited to bringing the employee to their regular base wage rate.

21.6 The Township reserves the right to participate in self-insurance programs to provide workers' compensation benefits.

21.7 If it is determined that an employee's disability did not arise out of and in the course of employment, the employee is required to reimburse the Township for all payments made by the Township. The Township may utilize any accumulated sick, personal, vacation or leave time credited to the employee to recoup the amounts paid to the employee. The Township shall also recover any excess payments the employee received. To avoid hardship on the employee, any such recovery of excess pay shall be made over the same length of time as that in which the excess payments were made, provided the employee remains employed by the Township. If the employee leaves the employment of the Township prior to completely reimbursing the Township for these payments, the Township may take any appropriate legal action.

## **ARTICLE 22 – LIFE INSURANCE**

22.1 Life Insurance. Each employee will be covered by \$50,000 group life insurance and \$50,000 accidental death or dismemberment group coverage at no cost to the employee. The Employer reserves the right to select the carrier.

## **ARTICLE 23 - DISABILITY RETIREMENT**

23.1 Employees in the MERS pension plan shall be covered by the MERS disability retirement policy.

## **ARTICLE 24 - REPAYMENTS**

24.1 An employee shall repay all overpayments made to them by the Township. The maximum amount which can be deducted from any single paycheck is five percent (5%) of the employee's gross pay or a written agreed upon amount between the employer and the employee. There will be a two (2) year limitations period, beginning from the date of overpayment, within which the Township must begin making the deductions. This does not affect any right the Township may have under civil or criminal law.

## **ARTICLE 25 – GENERAL PROVISIONS**

25.1 Maintenance of Conditions. The Employer agrees that it will not reduce the wages in effect at the time of the signing of this agreement except as provided for in this agreement. The Employer further agrees, insofar as it is economically practical, to continue its practice as to hours of work and overtime policy, except as provided for in this agreement.

25.2 Sole Agreement. This is the sole agreement between the parties. It may be amended any time by mutual agreement, in writing, and by negotiations, and such amendment, if agreed, will become a part of this agreement upon completion of negotiations. This agreement cannot be amended by an individual.

25.3 Copies of Contract. Upon ratification, the Employer shall provide copies of the Collective Bargaining Agreement in booklet form, one (1) for each member and ten (10) for the Union.

25.4 During the term of this Agreement, should the Township determine, in its sole discretion, to outsource any department or entire division or subdivision of any department and such outsourcing could result in the loss of Union positions, the Township agrees to meet with the Union bargaining team to negotiate the impact to Union employees.

## **ARTICLE 26 – LICENSING & CERTIFICATION**

26.1 Canton Township shall pay for the cost of obtaining and maintaining a license or certification that is required for an Employee's job and/or at the request of the Employee's supervisor with advance approval of the Department Director.

## **ARTICLE 27 - SAVINGS CLAUSE & WAIVER**

27.1 If any article or section of this agreement or supplements thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this agreement or supplement shall not be affected thereby and the parties shall enter immediate collective bargaining for the purpose of arriving at a mutually satisfactory replacement for such article or section.

## **ARTICLE 28 - DURATION AND TERMINATION**

28.1 This agreement constitutes the entire agreement between the parties and shall remain in full force from and after the date hereof until December 31, 2023.

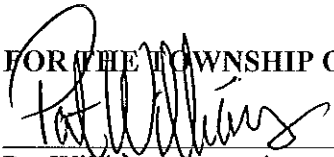
28.2 Either party shall give written notice to the other party within ninety (90) days prior to December 31, 2023, if its desire to terminate or modify this agreement. If no notice is given by either party, this Agreement shall remain in effect.

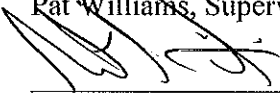
28.3 Upon receiving such notice, the other party shall within fourteen (14) days after receipt of notice, arrange a meeting for the purpose of discussing changes in the agreement.


IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed by their duly authorized offices and representatives this 17th day of December 2019.

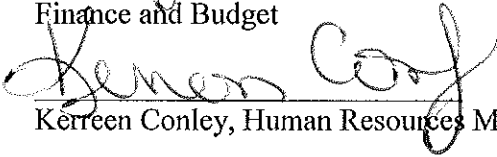
[SIGNATURES BEGIN ON THE NEXT PAGE]

FOR THE TOWNSHIP OF CANTON:

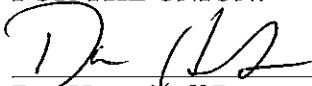
  
\_\_\_\_\_  
Pat Williams, Supervisor


  
\_\_\_\_\_  
Michael Siegrist, Clerk

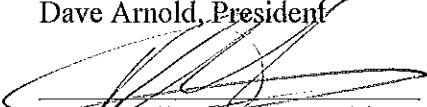
  
\_\_\_\_\_  
Wendy Trumbull, Director  
Finance and Budget


  
\_\_\_\_\_  
Kerreen Conley, Human Resources Manager


FOR THE UNION:

  
\_\_\_\_\_  
Dan Hunt, Staff Representative

  
\_\_\_\_\_  
Dave Arnold, President

  
\_\_\_\_\_  
Roy Hamilton, Vice-President

  
\_\_\_\_\_  
William Wagner, Team Member

  
\_\_\_\_\_  
Matt Sarna, Team Member

**Schedule A**

**AFSCME CLASSIFICATION OF POSITIONS FOR BUMPING DUE TO LAYOFFS**

**Group A**

Head Inspector  
Building Inspector  
Rental Inspector I  
Rental Inspector II  
Mechanical Inspector  
Plumbing Inspector  
Electrical Inspector

**Group B**

Ordinance Inspector  
Site Inspector  
Sanitary Sewer Technician  
Water Quality Technician  
Irrigation Technician  
Utilities Inspector  
Parks Technician

**Group C**

Mechanic I  
Mechanic II  
Mechanic III

**Group D**

Equipment Operator

**Group E**

Crew Leader

**Group F**

Laborer

**Group G**

Lead Maintenance Technician  
Maintenance Technician I  
Maintenance Technician II  
Maintenance Technician III

**Maintenance Technician IV**

**Group H**

**Engineering Tech  
Meter Repairman  
Golf Course Mechanic**

**Greenskeeper  
Mechanical Helper  
Meter Reader**



**Schedule B**

<b>Classification</b>	<b>Start</b>	<b>Effective Jan 1, 2020</b>			
		<b>6 M</b>	<b>12 M</b>	<b>18 M</b>	<b>24 M</b>
<b>Group A</b>					
Head Inspector	34.01	35.74	37.06		
Building Inspector	32.30	33.90	35.19	35.61	36.09
Rental Inspector I	32.30	33.90	35.19	35.61	36.09
Rental Inspector II	30.88	31.67	32.44	33.28	34.10
Mechanical Inspector	32.30	33.90	35.19	35.61	36.09
Plumbing Inspector	32.30	33.90	35.19	35.61	36.09
Electrical Inspector	32.30	33.90	35.19	35.61	36.09
Plumbing & Mechanical Inspector	32.30	33.90	35.19	35.61	36.09
<b>Group B</b>					
Site Inspector	30.88	31.67	32.44	33.28	34.10
Ordinance Inspector	30.06	30.73	31.37	32.00	32.65
Sanitary Sewer Tech	30.06	30.73	31.37	32.00	32.65
Water Quality Tech	30.06	30.73	31.37	32.00	32.65
Irrigation Tech	30.06	30.73	31.37	32.00	32.65
Utilities Inspector	30.06	30.73	31.37	32.00	32.65
Parks Tech	30.06	30.73	31.37	32.00	32.65
<b>Group C</b>					
Mechanic I	31.32	31.90	32.53		
Mechanic II	31.01	31.70	32.29		
Mechanic III	29.41	29.94	30.53		
<b>Group D</b>					
Equipment Operator	28.68	28.79	29.02	29.35	
<b>Group E</b>					
Crew Leader	28.11	28.54			
<b>Group F</b>					
Laborer	19.79	21.78	23.73	25.73	27.82
<b>Group G</b>					
Lead Maintenance Tech	34.01	35.74	37.06		
Maintenance Tech I	32.30	33.90	35.19	35.61	36.09
Maintenance Tech II	19.79	21.78	23.73	25.73	27.82
Maintenance Tech III	18.47	19.79	21.10	22.44	23.73
Maintenance Tech IV	15.29	16.62	17.94	19.25	20.58
<b>Group H</b>					
Engineering Tech	30.06	30.73	31.37	32.00	32.65
Meter Repairman	28.79	29.07			
Golf Course Mechanic	22.77	23.71	24.61		
Greenskeeper	19.79	21.78	23.73	25.73	27.82
Mechanic Helper	18.66				
Meter Reader	17.40	17.55	17.64	17.77	

**Schedule B**

<u>Classification</u>	<u>Start</u>	<u>Effective Jan 1, 2021</u>			
		<u>6 M</u>	<u>12 M</u>	<u>18 M</u>	<u>24 M</u>
<b>Group A</b>					
Head Inspector	34.86	36.63	37.99		
Building Inspector	33.11	34.75	36.07	36.50	36.99
Rental Inspector I	33.11	34.75	36.07	36.50	36.99
Rental Inspector II	31.65	32.46	33.25	34.11	34.95
Mechanical Inspector	33.11	34.75	36.07	36.50	36.99
Plumbing Inspector	33.11	34.75	36.07	36.50	36.99
Electrical Inspector	33.11	34.75	36.07	36.50	36.99
Plumbing & Mechanical Inspector	33.11	34.75	36.07	36.50	36.99
<b>Group B</b>					
Site Inspector	31.65	32.46	33.25	34.11	34.95
Ordinance Inspector	30.81	31.50	32.15	32.80	33.47
Sanitary Sewer Tech	30.81	31.50	32.15	32.80	33.47
Water Quality Tech	30.81	31.50	32.15	32.80	33.47
Irrigation Tech	30.81	31.50	32.15	32.80	33.47
Utilities Inspector	30.81	31.50	32.15	32.80	33.47
Parks Tech	30.81	31.50	32.15	32.80	33.47
<b>Group C</b>					
Mechanic I	32.10	32.70	33.34		
Mechanic II	31.79	32.49	33.10		
Mechanic III	30.15	30.69	31.29		
<b>Group D</b>					
Equipment Operator	29.40	29.51	29.75	30.08	
<b>Group E</b>					
Crew Leader	28.81	29.25			
<b>Group F</b>					
Laborer	20.28	22.32	24.32	26.37	28.52
<b>Group G</b>					
Lead Maintenance Tech	34.86	36.63	37.99		
Maintenance Tech I	33.11	34.75	36.07	36.50	36.99
Maintenance Tech II	20.28	22.32	24.32	26.37	28.52
Maintenance Tech III	18.93	20.28	21.63	23.00	24.32
Maintenance Tech IV	15.67	17.04	18.39	19.73	21.09
<b>Group H</b>					
Engineering Tech	30.81	31.50	32.15	32.80	33.47
Meter Repairman	29.51	29.80			
Golf Course Mechanic	23.34	24.30	25.23		
Greenskeeper	20.28	22.32	24.32	26.37	28.52
Mechanic Helper	19.13				
Meter Reader	17.84	17.99	18.08	18.21	

**Schedule B**

<u>Classification</u>	<u>Start</u>	<u>Effective Jan 1, 2022</u>			
		<u>6 M</u>	<u>12 M</u>	<u>18 M</u>	<u>24 M</u>
<b>Group A</b>					
Head Inspector	35.56	37.36	38.75		
Building Inspector	33.77	35.45	36.79	37.23	37.73
Rental Inspector I	33.77	35.45	36.79	37.23	37.73
Rental Inspector II	32.28	33.11	33.92	34.79	35.65
Mechanical Inspector	33.77	35.45	36.79	37.23	37.73
Plumbing Inspector	33.77	35.45	36.79	37.23	37.73
Electrical Inspector	33.77	35.45	36.79	37.23	37.73
Plumbing & Mechanical Inspector	33.77	35.45	36.79	37.23	37.73
<b>Group B</b>					
Site Inspector	32.28	33.11	33.92	34.79	35.65
Ordinance Inspector	31.43	32.13	32.79	33.46	34.14
Sanitary Sewer Tech	31.43	32.13	32.79	33.46	34.14
Water Quality Tech	31.43	32.13	32.79	33.46	34.14
Irrigation Tech	31.43	32.13	32.79	33.46	34.14
Utilities Inspector	31.43	32.13	32.79	33.46	34.14
Parks Tech	31.43	32.13	32.79	33.46	34.14
<b>Group C</b>					
Mechanic I	32.74	33.35	34.01		
Mechanic II	32.43	33.14	33.76		
Mechanic III	30.75	31.30	31.92		
<b>Group D</b>					
Equipment Operator	29.99	30.10	30.35	30.68	
<b>Group E</b>					
Crew Leader	29.39	29.84			
<b>Group F</b>					
Laborer	20.69	22.77	24.81	26.90	29.09
<b>Group G</b>					
Lead Maintenance Tech	35.56	37.36	38.75		
Maintenance Tech I	33.77	35.45	36.79	37.23	37.73
Maintenance Tech II	20.69	22.77	24.81	26.90	29.09
Maintenance Tech III	19.31	20.69	22.06	23.46	24.81
Maintenance Tech IV	15.98	17.38	18.76	20.12	21.51
<b>Group H</b>					
Engineering Tech	31.43	32.13	32.79	33.46	34.14
Meter Repairman	30.10	30.40			
Golf Course Mechanic	23.81	24.79	25.73		
Greenskeeper	20.69	22.77	24.81	26.90	29.09
Mechanic Helper	19.51				
Meter Reader	18.20	18.35	18.44	18.57	

**Schedule B**

<b><u>Classification</u></b>	<b><u>Start</u></b>	<b>Effective Jan 1, 2023</b>			
		<b><u>6 M</u></b>	<b><u>12 M</u></b>	<b><u>18 M</u></b>	<b><u>24 M</u></b>
<b>Group A</b>					
Head Inspector	36.27	38.11	39.53		
Building Inspector	34.45	36.16	37.53	37.97	38.48
Rental Inspector I	34.45	36.16	37.53	37.97	38.48
Rental Inspector II	32.93	33.77	34.60	35.49	36.36
Mechanical Inspector	34.45	36.16	37.53	37.97	38.48
Plumbing Inspector	34.45	36.16	37.53	37.97	38.48
Electrical Inspector	34.45	36.16	37.53	37.97	38.48
Plumbing & Mechanical Inspector	34.45	36.16	37.53	37.97	38.48
<b>Group B</b>					
Site Inspector	32.93	33.77	34.60	35.49	36.36
Ordinance Inspector	32.06	32.77	33.45	34.13	34.82
Sanitary Sewer Tech	32.06	32.77	33.45	34.13	34.82
Water Quality Tech	32.06	32.77	33.45	34.13	34.82
Irrigation Tech	32.06	32.77	33.45	34.13	34.82
Utilities Inspector	32.06	32.77	33.45	34.13	34.82
Parks Tech	32.06	32.77	33.45	34.13	34.82
<b>Group C</b>					
Mechanic I	33.39	34.02	34.69		
Mechanic II	33.08	33.80	34.44		
Mechanic III	31.37	31.93	32.56		
<b>Group D</b>					
Equipment Operator	30.59	30.70	30.96	31.29	
<b>Group E</b>					
Crew Leader	29.98	30.44			
<b>Group F</b>					
Laborer	21.10	23.23	25.31	27.44	29.67
<b>Group G</b>					
Lead Maintenance Tech	36.27	38.11	39.53		
Maintenance Tech I	34.45	36.16	37.53	37.97	38.48
Maintenance Tech II	21.10	23.23	25.31	27.44	29.67
Maintenance Tech III	19.70	21.10	22.50	23.93	25.31
Maintenance Tech IV	16.30	17.73	19.14	20.52	21.94
<b>Group H</b>					
Engineering Tech	32.06	32.77	33.45	34.13	34.82
Meter Repairman	30.70	31.01			
Golf Course Mechanic	24.29	25.29	26.24		
Greenskeeper	21.10	23.23	25.31	27.44	29.67
Mechanic Helper	19.90				
Meter Reader	18.56	18.72	18.81	18.94	