

AGREEMENT ENTERED INTO

BETWEEN THE

CITY OF ROYAL OAK

AND

**TECHNICAL, PROFESSIONAL,
OFFICEWORKERS, ASSOCIATION OF
MICHIGAN (TPOAM)**

JULY 1, 2024 – JUNE 30, 2026

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AGREEMENT

THIS AGREEMENT entered into this 1st, day of July 2024 between the CITY OF ROYAL OAK, MICHIGAN, (hereinafter the "EMPLOYER"), and TECHNICAL, PROFESSIONAL, OFFICEWORKER'S ASSOCIATION OF MICHIGAN (TPOAM), (hereinafter the "UNION").

1.0 PURPOSE AND INTENT

1.1 The general purpose of this Agreement is to set forth provisions and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the Employees, and the Union.

1.2 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.

1.3 To these ends, the Employer and Union encourage, to the fullest degree, friendly and cooperative relations between the respective representatives at all levels and among all Employees.

2.0 COLLECTIVE BARGAINING DEFINED

2.1 To bargain collectively in the performance of the mutual obligation of the City through its designated representative(s) and the representative(s) of the Union to meet at reasonable times and to confer in good faith in respect to wages, hours, and other conditions of employment (including, but not limited to, grievance procedures, holiday and vacation pay, sick leave, jury duty, pensions, insurance coverage of various kinds, seniority, and layoff), and the execution of the written Agreement incorporating the results of such bargaining.

3.0 RIGHT TO ORGANIZE

3.1 Pursuant to, and in accordance with, all applicable provisions of Act 336, Public Acts of 1947, as last amended, the State of Michigan, employees of the City of Royal Oak have the right of self organization to join a Union and to bargain collectively through representatives of their own choosing on questions of wages, hours, and other conditions of employment.

4.0 PROHIBITED PRACTICES

4.1 No employee shall be favored or discriminated against, either by the Union or the Employer because he/she maintains or terminates membership in the Union, holds any office in the Union, bargains for the Union, files a grievance, participates in a picket line or similar demonstration, or makes statements to the press, the public or any appointed or elected official on any matter not involving a current department investigation.

4.2 The Employer and the Union and their agents are prohibited from restraining or coercing employees in the exercise of their right to join or not join the Union, to maintain or to terminate membership in the Union, or to individually present a grievance, except as provided under the Union Security clauses and Dues-Check-Off clause.

4.3 The Employer will not aid, promote, or finance any other labor group or organization which proposes to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union during the term of this Agreement.

4.4 No person employed by, nor applicants for, employment with the Employer, nor any applicant for Union membership shall be discriminated against because of race, creed, color, national origin, age, sex, marital status, number of dependents, or political affiliations.

4.5 It is understood that the services performed by the City employees are essential to the public health, safety and welfare of the community. The Union, therefore, agrees that during the term of this Agreement, the Union will not engage in a strike, work stoppage, slow down, or other interference with the Employer's operations. Likewise, the Employer agrees that during the term of this Agreement, there shall be no lockouts of the employees. In the event of a strike, work stoppage or slow down, the Union will cooperate with the Employer in notifying its members to cease and desist such conduct. Failure to comply shall be grounds for discharge.

5.0 RECOGNITION OF EMPLOYEES COVERED

5.1 The Employer hereby recognizes the Union as the sole and exclusive collective bargaining representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment; and, for the terms of this Agreement, the employees included in this bargaining unit shall be as follows (but excluding temporary, seasonal and supervisory employees):

Building Inspector, Electrical Inspector, Plumbing Inspector, Rehabilitation Finance Officer, Librarian I, Librarian II, Librarian III, Mechanical Inspector, Housing and Block Grant Aide, Code Enforcement/Housing Officer and all Clerical employees, including Clerk Stenographer III, Cashier I, II and III, Payroll Clerk I, II and III, Municipal Clerk I, Municipal Clerk II and Municipal Clerk III, Police Records Clerk I, Police Records Clerk II and Police Records Clerk III of the City of Royal Oak Day Porter; excluding Administrative Assistant to the City Manager, Legal Administrative Assistant to the City Attorney, Administrative Assistant to the Finance Director, Administrative Assistant to the Chief of Police and Administrative Assistant to the Human Resource Director.

5.2 Temporary Employees: The Employer agrees that it will not use temporary or seasonal employees in such a manner as to displace Union employees from their jobs. The Union recognizes that the Employer has the right to use temporary or seasonal employees on jobs of a temporary or seasonal nature and that the Employer is under no obligation to combine two or more temporary or seasonal jobs involving disparate functions in order to create a full-time job. By definition, a temporary employee shall be any employee working at the rate of fourteen-hundred (1,400) hours in any calendar year. The City shall provide the Union President with a report on a monthly basis of temporary/seasonal employees

fiscal and yearly hours each pay period. The Employer and Union agree that retired TPOAM employees may apply and may be hired by the City to work part-time up to fourteen-hundred (1,400) hours per year. Part-time and temporary employees may work fourteen-hundred (1,400) hours per year without pension, retirement, insurance or any other fringe benefits and will not be covered by the provisions of the Collective Bargaining Agreement.

6.0 MANAGEMENT RIGHTS

6.1 The City hereby retains and serves to itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon it and vested in it by the laws and the Constitution of the State of Michigan, and by its City Charter and City Ordinances adopted pursuant thereto, except as abridged, delegated or modified by this Agreement. Further, all rights which ordinarily vest in and are exercised by employers except such as are relinquished herein are reserved to and remain vested in the City, including, but without limiting the generality of the foregoing, the right:

- (a) To manage the City effectively and economically, including the determination of quantity and quality of services to be rendered, the control of materials, tools and equipment to be used, and the discontinuance of any services, material or methods of operation;
- (b) To introduce new equipment, methods, machinery or processes, change or eliminate existing equipment and institute technological changes, decide on materials, supplies, equipment and tools to be purchased;
- (c) To determine the number, location and type of facilities or the improvement of existing facilities;
- (d) To determine the size of the work force and increase or decrease its size;
- (e) To hire, assign, and lay off employees, to reduce the work week or effect reduction in the hours worked by combining layoffs and reductions in work week or work day;
- (f) To direct the work force, assign work and determine the number of employees assigned to various operations;
- (g) To establish, combine or discontinue job classifications and prescribe and assign job duties, content and classification, and to establish wage rates for any new or changed classifications. The Employer shall notify the Union prior to establishing a new classification and rate structure. In the event the Union does not agree that the description and/or rate are proper, it shall be subject to negotiations.
- (h) Departmental rules and regulations previously adopted by the Employer, and not inconsistent with the provisions of this Agreement, shall continue in effect. The Employer retains the right to make reasonable modifications of such rules and to adopt reasonable new rules.

6.2 The Employer reserves the right to sub-contract any municipal work, functions or operations; but every effort shall be made not to sub-contract any such work, functions, or operations as long as financially feasible for the Employer to continue the performance of such work, functions, or operations. The Employer agrees that it will give reasonable notice of its intention to subcontract any work performed by Union members.

6.3 No policies and procedures covered in this Agreement shall be construed as delegating to others, or as reducing or abridging any of the following authority conferred on City officials, except as expressly provided by this Agreement.

6.3.1 The Charter responsibility of the City Manager as Chief Administrative Officer for enforcing the laws of the State, City Charter and Ordinances, recommending an annual budget of appropriations and the efficient performance of executive responsibilities defined by the Charter.

6.3.2 The Charter responsibility of the Mayor and City Commission as the legislative body for the enactment of ordinances, the appropriation of money and the determination of the City's budget, among other legislative responsibilities defined by the Charter.

6.3.3 The responsibility of the Civil Service Commission for administering a merit system of employment, adopting rules and regulations, and exercising other personnel responsibilities.

6.3.4 The Charter responsibilities of the City in determining the function and organization of the respective departments and divisions.

6.3.5 The responsibilities of the Department Heads governed by Charter provisions, ordinances, and Civil Service Rules:

- (a) To hire, assign, transfer and promote employees to positions within the agency;
- (b) To suspend, demote, discharge, or take other disciplinary action against employees for just and reasonable cause;
- (c) To relieve employees from duties because of lack of work or funds;
- (d) To determine the methods, means and personnel necessary for departmental or agency operations;
- (e) To control departmental or agency budget;
- (f) To take whatever actions are necessary in situations of emergency to perform the functions of the Department.

6.3.6 The responsibilities to administer pay and fringe benefit plans, to provide the necessary surveys, research, rules, regulations, resolutions, and ordinances for this purpose, subject to the authority of the Department and City Commission.

6.3.7 The responsibility for administering Charter and Ordinance provisions relating to the Retirement Plan.

7.0 UNION SECURITY

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

7.2 To the extent that the Laws of the State of Michigan Permit, it is Agreed that: Each employee, who is or becomes a member of the Union, may sign an authorized dues/service fee deduction card and shall do so with the understanding that the deductions shall continue for the length of the contract or until such time as the employee gives written notice to the Employer and Union revoking the authorization.

The Union will protect, save harmless and indemnify the employer from any and all claims, demands, suits and other forms of liability by reason of action taken by the employer for the purpose of complying with this article of the agreement.

The Employer shall not be liable for the remittance or payment of any sums other than those constituting actual deductions made. If the Employer fails to make a deduction for any employee as provided, it shall make that deduction from the employee's next pay in which such deduction is normally deducted after the error has been called to its attention by the employee or the Union.

If there is an increase or decrease in Union payroll deductions, such charges shall become effective upon presentation of a signed deduction statement.

The employer agrees to deduct the Union membership dues each pay period from the pay of the employees who have requested that such deductions be made.

7.3 The Union recognizes the right of the City to use volunteer workers; provided that volunteers shall not be used to displace full time positions.

7.4 Any Union member or former Union employee who is still a full time employee with the City of Royal Oak shall have the opportunity to apply for demotion to a Union classification which he or she previously held without necessity of competitive examination provided that such position is open and unfilled at the time of such demotion, consistent with the Civil Service Rules.

If governmental licensing or certification is required for the position (driver's license, plumber's license, State building certificate, etc.), the employee must provide documentation that his or her license and/or certification are still valid and up to date.

If selected by the appointing authority to fill the position, the employee will be placed at the same step within the salary range that he or she held at the time last employed in that classification.

8.0 UNION DUES AND/OR SERVICE FEES DEDUCTIONS

8.1 During the life of this Agreement, and to the extent the laws of the State of Michigan permit, the Employer agrees to deduct Union membership dues levied in accordance with the Constitution and By-Laws of the Union from the wages of each employee who executes the appropriate "Authorization for Wage Deduction" form.

8.2 The Employer shall have no responsibility for the collection of initiation fees, reinstatement fees, special assessments, or any other fee other than the monthly membership dues.

8.3 Dues deductions for any calendar month shall be remitted by the Director of Finance to the designated financial officer of the Union as soon as possible after the end of the month in which the dues are collected.

8.4 Check-off deductions under a properly executed authorization for check-off dues form will become effective at the time the authorization is signed by the employee and shall be deducted from the first pay of the month and each month thereafter.

8.5 When an employee does not have sufficient money due him/her after deductions have been made from pension, social security, and/or other deductions authorized by the employee, as may be required by law, the Union dues for a particular deduction period will be collected by the Union directly from the employee.

8.6 The Union agrees to save the City harmless from any action growing out of dues deductions commenced by any employee or other person against the City or its officials and will assume full responsibility for the disposition of the funds so deducted once they have been turned over to the authorized responsible Union official.

9.0 REPRESENTATION AT SPECIAL CONFERENCES

9.1 The employees shall be represented by a committee of three (3), one (1) of whom shall be the Chairperson, who shall be chosen in any manner determined by the Union. There may be an alternate appointed to serve in the absence of a regular committee person.

9.2 Promptly following the effective date of this Agreement, the Union and the Employer shall provide each other with a written list of names and titles of their respective representatives and will, from time to time, provide prompt notice of any change.

9.3 Special conferences for important matters may be arranged between the Local President, the Employer or its designated representatives upon the request of either party. Such meetings shall be between one (1) or more representatives of the Employer and at least two (2), but no more than four (4), representatives of the Union, as deemed necessary. The arrangements for such special conferences shall be made in advance, and an agenda of the matter(s) to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in the special conferences shall be confined to those included in the agenda unless both parties agree to include other items. Such conferences shall be held on a workday within normal working hours and be completed by the end of a normal workday.

9.4 Should there be a meeting scheduled by or for the Union President out of the office, the Department Head shall be given one (1) day notice, if that is possible. Further, all calls, visits, appointments or other disturbances of the normal work routine shall be scheduled during one-half (1/2) day, a predetermined day, of the work week, unless the Union President and the Department Head otherwise mutually agree.

10.0 GRIEVANCE PROCEDURE - DEFINITIONS

10.1 A grievance shall mean a complaint by the Union and an employee or group of employees based upon an event, condition, or circumstance under which an employee works which is allegedly caused by violation or misinterpretation of any of the provisions of this Agreement, including discipline to seniority employees, up to and including discharge.

10.2 An aggrieved person shall mean the person or persons making the complaint.

10.3 The primary purpose of the procedure set forth in this section is to secure, at the earliest possible level, equitable solutions of complaints or grievances. Both parties agree that proceedings under this section shall be kept as informal and confidential as may be appropriate.

10.4 It shall be the firm policy of the Employer to assure to every employee an opportunity to have the unobstructed use of this grievance procedure without fear of reprisal or without prejudice in any manner to his/her employment status.

10.5 Presentation of Grievance: An employee having a grievance may present the grievance as follows:

Step 1 An employee having a grievance shall first take up the matter with his/her immediate Supervisor or Department Head, with the employee's Union representative present. If the grievance is not settled to the satisfaction of all concerned, the grievance shall be reduced to writing, submitted to the employee's immediate Supervisor or Department Head, and the immediate Supervisor or Department Head shall furnish the Steward with a written answer to the grievance within five (5) days (excluding Saturday, Sunday, and holidays). Any grievance not taken up with the immediate Supervisor or Department Head within ten (10) days after the occurrence or knowledge of the incident giving rise to the grievance (excluding Saturday, Sunday, and holidays) shall not be entitled to consideration.

Step 2 If a satisfactory settlement is not reached in Step One (1), the Union Chief Steward or Assistant Chief Steward may, within five (5) days after receipt of the written answer (excluding Saturday, Sunday, and holidays) present the grievance to the employee's Department Head for review. The Department Head shall then furnish a written answer within five (5) days (excluding Saturday, Sunday, and holidays). If the grievance was submitted to the Department Head in Step One (1), the grievance shall proceed from Step One (1) to Step Three (3).

Step 3 If a satisfactory settlement is not reached in Step Two (2), the Chief Steward or Assistant Steward shall meet with the Human Resource Director or his/her

designated representative to try and reach an equitable solution to the grievance. Said meeting shall be arranged within five (5) working days. The Human Resource Director shall make a written disposition of the grievance within five (5) working days after said meeting.

- Step 4 If a satisfactory settlement is not reached in Step Three (3), the Union may submit the matter in writing to the City Manager within five (5) working days following receipt of the Human Resource Director's written disposition of the grievance. The City Manager shall, upon receipt of the grievance, make a written disposition within ten (10) working days.
- Step 5 In the event the grievance is not settled in Step Four (4), the Union shall furnish the Employer with written notice within ten (10) working days of written receipt from the City Manager that the Union desires to proceed to arbitration.
- (a) Following such notice of intent to arbitrate, the parties shall attempt to select an arbitrator.
 - (b) In the event the parties cannot mutually agree upon an arbitrator within ten (10) working days, the arbitrator shall be selected in accordance with the rules, regulations, and procedures of the American Arbitration Association.
 - (c) The decision of the arbitrator shall be final and binding on all parties.
 - (d) The arbitrator may not add to, subtract from, change, or amend any of the terms of this Agreement, and shall only concern him/herself with the interpretation and application of the terms of this agreement.
 - (e) Expenses for the Arbitration services and the proceedings shall be borne equally by the City and the Union. However, each party shall be responsible for compensating its own witnesses.

10.6 Any grievance not appealed from a decision in one (1) of the steps in the above procedure, to the next step as prescribed, shall be considered dropped. In the event the grievance is not answered by the Employer in the time limits, it shall be advanced to the next Step by the Union.

10.7 A Union Steward shall be paid for the time spent during working hours in attendance at grievance meetings with the City representative. The Steward will be permitted to leave his/her job upon request, and with the approval of, his/her Supervisor for the purpose of investigating the reported grievance in his/her assigned area. Such Steward shall report back promptly to his/her Supervisor upon completion of the investigation. If, in the course of such investigation, he/she finds it necessary to go into another department, he/she shall immediately inform the Supervisor of such department of his/her presence and state the reason for his/her presence there. The right to receive pay for time lost in investigating and processing grievances shall not be abused. The City shall furnish necessary forms for reporting time spent investigating and processing grievances.

10.8 The Union shall furnish the City Human Resource Office with a list of Steward Committee members and Stewards on December 1 of each year and shall also advise the Human Resource Office of any interim changes. Employees not included on such lists or any interim lists submitted will not be recognized as representatives of the Union.

10.9 A grievance with respect to any disciplinary action, up to and including discharge, must be presented, in writing, to the Human Resource Director of the City, or his/her designee, within five (5) working days of the imposition of the discipline complained of. Such grievance shall, thereupon, be processed in accordance with the Grievance Procedure, commencing at Step Three (3), and shall, if not settled in Steps Three (3) or Four (4), be subject to Arbitration in Step Five (5), in the same manner as any other grievance. The City will not take into account, nor use against an employee on a current disciplinary charge, any disciplinary action more than twenty-four (24) months old.

10.10 Any step, or procedure compliance, within a specified time, can be extended by mutual agreement of the parties; which agreement, if made other than before the arbitrator, shall be in writing and if made before the arbitrator, may be verbal, but shall be noted as part of the minutes of the proceedings.

10A.0 DISCIPLINARY PROCEDURE

10A.1 An employee who is summoned before a Supervisor for disciplinary action shall be immediately told the purpose of the meeting. The Supervisor shall then inform the employee that they are entitled to have their Steward present. The Supervisor shall then ask the employee if they want their Steward present. If the employee indicates they want their Steward present, there shall be no further discussion until the Steward is present.

11.0 SENIORITY - GENERAL

11.1 Probationary Period: All newly hired employees shall have a probationary period of one (1) year. If, at any time during such probationary period, the appointing officer shall find the appointee unsatisfactory, he/she may dismiss such probationer. The appointing officer's action shall be final and binding; and the probationer shall not have access to the grievance procedure. The appointing officer may extend the probationary period of any employee up to three (3) months on such terms and conditions as the City and the Union may agree upon. Upon completion of the probationary period, a permanent, full-time employee shall have seniority as of his/her date of hire.

11.2 Seniority shall not be affected by race, creed, color, national origin, age, sex, marital status, dependents of the employee, or political affiliations.

11.3 In the case of rehiring a former employee, previous service performed on a full-time, permanent basis shall be recognized, providing the employee is rehired under the provisions of Section 33-28(A)(3) of the City Code. In the case of rehiring a former employee who occupied an exempt Civil Service position on a full-time, permanent basis, previous service shall be recognized if the employee voluntarily resigned in good standing from the City's service not more than two (2) years prior to the date of the vacancy for which application is made.

11.4 A seniority list will be furnished by the City to the Union, posted in each department, on July 1st of each year during which the Agreement is in effect. The seniority list shall show the names, job titles, the seniority date and the classification seniority of all employees of the Union entitled to seniority.

11.5 For the purposes of this contract, the non-civil service employees of the Union shall be covered by Chapter 33 of the City Code for definition and purposes of a probationary period.

11.6 If an employee is transferred or promoted to a position under the Employer not included in the bargaining unit, the employee's bargaining unit seniority will stop the day the employee accepts the position out of the bargaining unit. If the employee returns to the unit during the probationary period or by a layoff, the employee shall pick up his/her seniority from the day he/she left the bargaining unit.

11.7 Employees with the same seniority date shall be assigned seniority in accordance with the alphabetical order of last name(s) at date of hire for any situation bringing about the need of determination by seniority

12.0 RE-EMPLOYMENT OF VETERANS

12.1 Applicable provisions of Federal and State Laws shall govern the re-employment rights of Veterans.

13.0 LOSS OF SENIORITY

13.1 An Employee shall lose his/her seniority for the following reasons:

13.1.1 He/she resigns or terminates his City employment;

13.1.2 He/she is discharged, and the discharge is not reversed by an arbitrator.

13.1.3 He/she is absent three (3) consecutive working days without notifying the Employer, or without valid reason for failure to notify the Employer.

13.1.4 He/she does not return to work when recalled from lay-off as set forth in the recall procedure.

13.1.5 Failure to return from sick leave or leave of absence will be treated the same as 13.1.3.

13.1.6 Retirement.

13.1.7 An employee who is laid off may attain seniority, for purpose of recall, for a period equal to seniority at the time of lay-off up to, but not to exceed, sixty (60) months.

14.0 LAYOFF

14.1 Employer may, for reasons of economy, for more efficient administration, or for lack of sufficient appropriation of funds, abolish positions in a department and lay off employees. The following procedure shall be followed and applied only to positions with the bargaining unit:

14.1.1 Temporary and part-time employees in the affected job classification(s) shall be laid off first.

14.1.2 Probationary employees in the affected job classification(s) shall be laid off next.

14.1.3 Permanent employees in the affected job classification(s) shall be laid off next, in order of their job classification seniority; the person with the least job classification seniority being laid off first, and the person with the greatest job classification seniority being laid off last. When an employee is given notice of lay-off, due to a reduction in the work force, he/she shall be permitted to exercise his/her city-wide seniority rights to bump or replace an employee with less city-wide seniority. Such employee may bump any employee in a lower job classification ("pay wise") under the following conditions: (1) City-wide seniority, and (2) Qualifications as spelled out in the classification plan. If the Employer determines that said employee does not have the ability to do said job, or if the employee so elects, said employee shall then be required to "bump" to the next lower classification ("pay wise") pursuant to the rules of this section. And, the individual so first "bumped" shall return to his/her previously held classification. In like manner, and under the same conditions, any permanent employee displaced from his/her position by an employee having greater total city-wide seniority may displace any other employee represented by the bargaining unit with lesser total city-wide seniority. In the event of lay-off or position abolishment(s) in a department, total city-wide seniority shall be followed in allowing the employees involved to exercise the seniority privileges detailed herein and the employee shall make an immediate selection. An employee exercising privileges shall be credited in his/her new job classification with the seniority in classification that such employee had in his/her old job classification. In every instance in which an employee loses his/her job classification either by lay-off or position abolishment, he/she shall retain his/her right to occupy such job classification in case it later should become available and he/she shall also retain his/her seniority in such job classification. If such employee is recalled to the job classification from which he/she was released, either through lay-off or position abolishment, he/she shall then return to such job classification or forfeit his/her seniority therein and his/her right to return to such job classification. It is hereby agreed and understood that any "bumping" which may occur shall be confined entirely within the bargaining unit(s), and there shall be no "bumping" allowed from outside the bargaining unit to positions within the unit or from positions within the unit to positions outside the bargaining unit. The Employer will give the Union and employee at least fourteen (14) days notice in writing of any proposed lay-off. Should any conflict(s) exist between Chapter 33 of the City Code and Section 14 of this Collective Bargaining Agreement, the language of the Collective Bargaining Agreement will prevail.

14.2 Local Union President shall be protected from lay-off.

14.3 The Employer shall provide unemployment compensation in accordance with the applicable statutes of the State of Michigan.

14.4 Recall from Lay-Off: When the working force is increased or openings occur in any Department while there are employees on lay-off, employees will be recalled first by job classification seniority and then by city-wide seniority and qualifications. Notice of recall shall be sent to the employee at his/her last known address by registered or certified mail. If the employee fails to report his/her intent to return to work within ten (10) days from the date of mailing the notice of recall, he/she shall be considered a "quit". The employee must return no later than thirty (30) days maximum after notice.

14.5 An employee on lay-off shall retain seniority for a period equal to the employee's seniority at the time of lay-off, but such retained seniority shall not be less than two (2) years nor shall it exceed five (5) years.

15.0 WORK SCHEDULE

15.1 The basic work week shall consist of forty (40) hours worked. The workday shall consist of an eight (8) hour tour of duty, with not more than an additional sixty (60) minutes off for lunch without pay. The employer is amenable to the concept of summer time or flextime hours, depending upon the circumstances and the public demand of the particular department, and is willing to review and analyze the feasibility of the implementation of such a program separately in each individual department.

15.2 The determination of starting times and work schedules shall be made by the Department Head, but in the event of any proposed major change(s) in work schedules, advance notice of such proposed change(s) and an opportunity for prior consultation shall be afforded to the Union.

15.3 For the purpose of this Agreement, the work week shall begin at 12:01 A.M., Sunday.

15.4 When an employee is required to work a schedule which may vary from period to period, a work schedule will be published for a four (4) week interval thirty (30) days prior to the inception of the work schedule. The Employer will consider and grant reasonable requests for changes in this published schedule.

16.0 OVERTIME

16.1 Personnel who are required to work more than a regular tour of duty in any one day shall be paid for such overtime at the rate of one and one-half (1-1/2) times their current basic hourly wage or, at their option, may record such time at time and a half (1-1/2) to a comp bank. Total hours banked and used cannot exceed two-hundred-forty (240) hours per year (one-hundred-sixty (160) hours at time and a half (1-1/2)) as provided in the Fair Labor Standards Act. Time taken shall be subject to Department Head approval. Hours banked but not used by the end of the fourth (4th) month following the close of the fiscal year in which earned shall be paid at the employee's regular rate of pay.

16.2 Employees required to work on Saturdays shall be compensated at the rate of one and one-half (1-1/2) times their current hourly base wage for the first eight (8) hours and two (2) times their current hourly base wage for the ninth (9th) hour and each succeeding hour thereafter; provided, that to be paid at the rate set forth herein, the employee must have worked at straight time, less authorized time off with pay, during the week or have worked

overtime in an emergency assignment to the point that would constitute a health or safety hazard if the employee were compelled to report for his normal tour of duty subsequent to the emergency assignment. In such event, overtime worked in the emergency assignment shall be considered as qualifying time for the premium pay. Employees who are required to work a variable schedule which recognizes days other than Saturday and Sunday as the normal weekend, and who are required to work the first day of the designated weekend, shall be compensated at the rate of one and one half (1-1/2) times their current base wage for overtime worked on the first day of the recognized weekend.

16.3 Employees required to work on Sunday shall be compensated at the rate of two (2) times their current hourly base wage. Employees who are required to work a variable schedule which recognizes days other than Saturday and Sunday as the normal weekend, and who are required to work the second day of the designated weekend, shall be compensated at the rate of two (2) times their current hourly base wage for overtime worked on the second day of the recognized weekend.

16.4 Employees who are required to work on a designated holiday as contained in this Agreement shall be compensated per hour at the rate of two (2) times their current hourly base wage plus the regular holiday pay at straight time for eight (8) hours.

16.5 The term "basic hourly wage" whenever used in this Agreement means the quotient of the employee's base annual rate divided by the number of hours in the standard work year. The standard work year is recognized as two-thousand-eighty (2,080) hours.

16.6 All overtime shall be computed to the nearest one tenth (1/10) hour.

16.7 In emergency situations, provisions may be made for compulsory overtime work, with disciplinary action for those who refuse. Abuses by management shall be subject to the Grievance Procedure.

17.0 MINIMUM CALL BACK TIME

17.1 An employee called back to work overtime outside of his/her regular scheduled duty period shall be paid for a minimum of three (3) hours in accordance with Section 16.0.

17.2 In the event that such emergency does not require the full three (3) hours of work, the employee may be assigned to other work for the balance of the three (3) hour pay period in lieu of being sent home.

17.3 If the call back overtime work assignment and the employee's regular duty period overlap, the employee shall be paid for such overtime in accordance with Section 16.0 until his/her regular duty period begins, after which the employee shall be paid at the rate of his/her current basic hourly wage.

17.4 In the event that an employee is held over at the end of a regular tour of duty for more than three (3) hours and is not released by his/her supervisor to go home for a meal, he/she will be paid five dollars (\$5.00) meal allowance. If the employee is out of town on City business, he/she shall be entitled to a reimbursement for a meal allowance up to eight dollars (\$8.00), provided receipts are produced and no alcoholic beverages are included.

17.5 In the event that an employee is called back to duty and by reason thereof is on duty at a regular mealtime (regular mealtimes being for the purpose of this Agreement at 7:00 a.m. 12:00 Noon or 6:00 p.m.), he/she will be paid five dollars (\$5.00) meal allowance if his/her supervisor does not release him/her to go home for a meal.

18.0 DISTRIBUTION OF OVERTIME

18.1 Overtime shall be distributed as equally as possible among the employees within each job classification in each department, so that at the termination of each fiscal year, all employees within a given job classification in a given department will have been given the opportunity to work approximately the same amount of overtime. Overtime shall be offered to bargaining unit employees before such work is offered to temporary or seasonal employees, whenever there are full time employees available for such work. Available shall mean willing and able to perform such work when needed. To the extent that it is feasible, seniority shall be recognized in offering employees the opportunity to work overtime. Should an employee refuse overtime without legitimate reason, he/she shall be charged with the number of hours of overtime actually worked by the employee who does accept the overtime assignment.

18.2 The Employer shall post an up-to-date overtime hour list on a quarterly basis.

19.0 REST PERIODS

19.1 All employees working a regular tour of duty shall be entitled to two (2) rest periods per shift, excluding the lunch period. Whenever possible, these periods shall be scheduled in the middle of each one-half (1/2) regular duty day. The length of the rest periods shall be fifteen (15) minutes per period.

20.0 CLASSIFICATION PLAN

20.1 Employees shall be classified in accordance with the position classification plan of the City of Royal Oak. The Employer shall notify the Union prior to establishing a new classification and rate structure or a major alteration to an existing classification which would logically fall under those positions represented by the Union. In the event the Union does not agree that the description and/or the rate are proper, it shall be subject to negotiations. Should the Employer desire to alter an existing classification other than as set forth above, it is agreed that no changes shall be implemented until consultation is held with the Union.

20.2 RECLASSIFICATION

(a) The employee will submit his/her request for reclassification to the City Manager with a copy to the Union and immediate Supervisor.

(b) The immediate Supervisor shall forward his/her report to the City Manager within five (5) working days with a copy to the employee and Union.

(c) Changes in classification will be made when the requirements/qualifications for a position have been upgraded or when an employee is performing out of classification responsibilities on a regular basis.

(d) A final decision either granting or rejecting a request for reclassification shall be rendered in writing within thirty (30) working days from the date the request was submitted. Copies shall be forwarded to the immediate Supervisor, Employee, Steward and Local President.

(1) If the reclassification request is granted and a difference in pay is involved, upon ratification of the Union, the employee shall receive the difference in pay retroactive to the date the request was submitted to the immediate Supervisor but not to exceed thirty (30) working days unless Section 6 is implemented.

(2) If the reclassification request is rejected, the City shall notify the employee and the Union as to the reasons for the rejection.

(3) If the Classification Plan has been violated, the City shall be permitted to rectify the abuse in accordance with subsection (d) above after compensating the employee for work improvidently required.

(e) The concern of the Union will be heard and considered at any step of the reclassification procedure.

(f) Timeliness in this Section shall be observed unless waived by mutual agreement.

20.3 Any permanent employee requesting and accepting a transfer either laterally or to a lower classification (demotion) in the Civil Service, shall be required to serve a trial period of two (2) months. If at any time during the trial period either the appointing authority or the employee determine that by remaining in that position the employee does not further the best interest of the City, or the best interest of the employee, that employee shall be restored to his/her previously held position and reinstated on the eligible list.

20.4 The positions of Municipal Clerk I, II and III are established. The positions Clerk Typist I, II and III, Account Clerk I, II and III and, Library Aide I, II and III are eliminated. The rate of compensation for the Municipal Clerk I, II and III positions shall be equivalent to the rate paid to Account Clerks I, II and III. Employees so reclassified shall be promoted according to the language provided in Section 26A.9, which provides for promotion from the "I" position to the "II" position without a qualifying examination. Promotion to the "III" position will require a written examination and skills test with an additional section for the job specialty; i.e., math section(s) for finance, treasurer, assessor, and typing-clerical section(s) for police, library, clerk and general office.

20.5 The classes of Police Records Clerk I, II and III shall apply to those positions previously classified as Municipal Clerk I, II and III in the Police Records Bureau. Transfer rights between these and other Municipal Clerk positions shall continue as in the past.

20.6 Effective upon ratification the positions of Clerk Stenographer I, II & III are eliminated. Upon ratification the bargaining unit member classified as Clerk Stenographer III in the eliminated position will maintain the rate of pay as a Clerk Stenographer III with all future wage increases.

21.0 BULLETIN BOARD

21.1 The Employer agrees to furnish a bulletin board for the use of the Union. The bulletin board is to be used only for notice of Union meetings, Union business, elections and results and social functions in connection with the local Union. The Union shall designate a person who shall be responsible for all notices posted on the board. Bulletin boards shall be placed at the following locations: City Hall, Department of Public Works, Library and Police Headquarters.

22.0 OTHER EMPLOYMENT AND CONFLICTS OF INTEREST

22.1 Employees of the City may take part time jobs; provided there is no conflict of working hours and no impairment of the employee's efficiency in his/her work or conflict with the interests of the City. Employees of the City may not engage in outside activities while on duty, nor may City property be used for any but City business, unless authorized by the Department Head.

22.2 Without the express written permission of the Department Head, no employee may engage in any business or commercial activity which might be incompatible with the proper discharge of his/her official duties in the public interest or which might tend to impair his/her independence of judgment or action in the performance of his/her official duties.

23.0 RETURN OF CITY PROPERTY

23.1 An employee leaving the service of the City, whether through resignation, retirement, layoff or discharge, is responsible for returning any City property which he/she may have in his/her possession. Failure to return City property may result in the employee's final check being held up with deductions being made for the value of the property.

23A.0 UNIFORMS

23A.1 Employees in the classification of Inspector shall be provided protective coveralls. The City shall reimburse Inspectors for ANSI approved safety shoes in the amount of up to one hundred fifty dollars (\$150.00) annually and these shoes shall be worn at all construction sites. If no receipt for reimbursement is submitted during the fiscal year, a fifty-five dollars (\$55.00) allowance shall be paid in July for the previous fiscal year.

23B.0 TRAINING AND EDUCATION

23B.1 Necessary training as a result of new technological equipment shall be provided without cost to employee during working hours for all full-time employees who may be required to operate such equipment.

23B.2 Certification as required by State law to be paid for by the City.

23B.3 The Union and City shall meet, if needed, to protect the job security for employees affected by the introduction of new technological equipment or State certification. Employees in classifications requiring State certification shall be provided by the City with supplementary training to provide that an employee successfully qualifies for certification.

23C.0 VEHICLES

23C.1 All vehicles to be purchased or acquired for use by an employee shall be equipped with AM radios and air conditioning.

24.0 ACCIDENTS

24.1 All personal duty related injuries and illnesses, however minor, shall be reported to the Employee's immediate Supervisor as soon as practicable. The employee shall take such first aid treatment as may be recommended. Such injuries and illnesses shall in turn be reported by the employee's department to the Human Resource Department for preparation of the required Workers' Disability Compensation forms.

25.0 ATTENDANCE

25.1 Employees shall be regular in their attendance and observe the working hours established.

25.2 All employees absent without authorized leave or who report late for any shift shall be penalized by way of pay deduction in multiples of one-tenth (1/10) of an hour for each six (6) minutes or fraction thereof of each day or portion of a day.

25.3 Habitual tardiness may be cause for disciplinary action up to and including discharge.

25.4 Arrangements for time off must be made in advance. If, for some legitimate reason, an employee is unable to report for work at the established time set by the Employer for his/her particular shift, the Supervisor on duty shall be notified at least thirty (30) minutes beforehand unless physically impossible, at which time the call shall be placed no later than thirty (30) minutes after the start of the shift. Repeated failure to do so may result in disciplinary action up to and including discharge.

25A.0 DUTY/NON-DUTY DISABILITY

25A.1 Duty Disability: Any permanent or probationary employee who becomes totally disabled and is placed on a disability retirement as the result of a duty related injury or illness shall be eligible for a monthly payment of sixty-six and two-thirds percent (66-2/3%) of his/her monthly salary in effect at the date of such duty related injury or illness. If the disability continues beyond five (5) years, the annual benefit shall be recomputed at seventy percent (70%) of the base pay in effect at the date of the injury or illness. Further, the annual benefit shall be recomputed at seventy-five percent (75%) at ten (10) years. The payment of duty disability shall continue until the employee reaches minimum regular retirement qualifications. For persons who become totally disabled between the ages of sixty-five (65) and sixty-nine (69), the benefit shall continue for two (2) years, provided no benefit will be payable after the claimant's seventieth (70) birthday.

25A.2 Non-Duty Disability: Any permanent or probationary employee who becomes disabled from performing bargaining-unit work as a result of a non-duty connected injury or illness shall be eligible for the benefits in the attached disability program which would extend to Social Security age if eligible. Additionally, all members eligible for short term disability with eligibility as outlined by the Carrier. It has a thirty (30) day waiting period. Long-term disability takes over after 180 days.

The City retains the right to select the Carrier or self-insure and this plan is through Prudential at the time of entering into this contract.

25A.3 If a member receiving a disability pension under this section earns any outside income/wages, the disability pension shall be reduced by one dollar (\$1.00) for every two dollars (\$2.00) of the disability pension, when added to the outside wages, exceeds one hundred percent (100%) of the base pay of the position held by the member at the time of the disability.

25A.4 Any member on duty disability retirement shall continue to accrue service credit as long as they are in receipt of Workers' Compensation weekly benefits.

25A.5 Any member on either a duty or non-duty disability retirement shall not accrue longevity, vacation or personal business credits.

26.0 RESIGNATIONS

26.1 To resign in good standing, an employee must give the appointing authority at least two (2) calendar weeks notice unless the appointing authority, because of extenuating circumstances, agrees to permit a shorter period of notice. A written resignation and effective date shall be supplied by the employee to his/her Department Head. He/she shall forward such resignation to the Human Resource Department for filing in the employee's personnel file. Failure to comply with this rule shall be entered on the service record of the employee and shall be the cause of not paying accrued vacation. The resignation of any employee who fails to give notice will be reported to the Human Resource Department by the Department Head. Notice of resignation and effective date of resignation shall then be given to the Union by the Human Resource Director. Any employee who resigns or is terminated within the first three (3) years of their employment shall not be paid for accrued or banked vacation or personal business time.

26A.0 PROMOTIONS

26A.1 Promotions for those employees occupying classifications exempt from City Civil Service coverage shall be made on the basis of qualification and seniority in classification. Job vacancies shall be posted for a minimum period of ten (10) working days in a conspicuous location. The promoted employee, shall be granted a four (4) calendar week trial period to confirm:

- (1) Ability to perform the job, and
- (2) Desire to remain on the job.

During the four (4) week trial period, the employee shall have the opportunity to revert back to his/her former classification. If the employee's performance is unsatisfactory in the new position, he/she shall be removed and notice, and reasons shall be submitted to the employee in writing. The employee shall not have the right to appeal such removal or grieve on the issue.

26A.2 All posted vacancies will be filled as soon as possible after posting.

26A.3 During the trial period, the employee will receive the rate of pay of the job he/she is performing for the entire day.

26A.4 Employees in the bargaining unit occupying positions under the City's Civil Service System shall be subject to the promotion procedure as established under Chapter 33 of the City Code. Positions that remain vacant, subsequent to this provision being fulfilled, shall next be offered to all members of the bargaining unit. If a full eligible list is still not constituted, then the offer shall be extended to the public at large, as per rules and regulations of the Civil Service Board.

26A.5 Effective July 1, 2000, all vacant professional and technical positions in the TPOAM bargaining unit shall be filled via open competition. This shall include Code Enforcement/Housing Officers, Inspectors and entry-level Librarians.

26A.6 Employees required to work in higher classification(s) shall be paid at the next step rate of the higher classification(s) which shall be greater than the employee's existing rate for the entire day. (Example: A Municipal Clerk I working as a Stenographer III would be paid the opening rate for Stenographer III; a Municipal Clerk III, at maximum rate, would be paid at the second step as a Stenographer III). It is understood that in those classifications designated as I and II, wherein the II level is gained through a non-competitive examination, classifications shall be considered as one (1) with a continuous pay range.

26A.7 The Employer agrees that work performed outside of the bargaining unit shall not be incorporated in the job descriptions nor be required in work assignments. "Other duties as assigned" shall not include work performed outside of the bargaining unit.

26A.8 The present system of performance evaluation shall continue. A permanent full time employee who receives an unsatisfactory rating may be placed on administrative review for up to six (6) months. Such employee shall be entitled to a monthly review to assist the employee in improving his/her job performance. Any employee dissatisfied with his/her ratings shall have recourse through the grievance procedure.

26A.9 For Municipal Clerk and Clerk Stenographer positions there shall be no qualifying examination for promotion from step K of the one ("I") position to step I of the two ("II") position after thirty (30) months, and/or the employee has successfully performed in step K as a one ("I") for six (6) months, and is recommended in writing by his/her Department Head. Promotion to the three ("III") position in the above listed classifications shall require a written examination with qualifying skills test.

27.0 HEALTH EXAMINATIONS AND REQUIREMENTS

27.1 Each employee covered by the Agreement must maintain a medically acceptable physical fitness commensurate with the duties and requirements of the position he/she occupies. This may include demonstrating such condition by a physical examination.

28.0 CHANGE OF ADDRESS

28.1 Employees are required to notify their Department Head promptly of any change of address or telephone number so that the employee may be contacted at all times by either telephone or mail.

28A.0 CHANGE IN MARITAL AND/OR DEPENDENT STATUS

28A.1 Employees are required to notify the Employer within thirty (30) days of any change in marital status or other dependency status, which has an effect on fringe benefits, or the City's payment of fringe benefits. Failure to do so will result in the employee being held responsible for any cost incurred because of his/her negligence.

29.0 SICK LEAVE AND UNSCHEDULED ABSENCES

29.1 All employees shall accrue sick leave at the rate of one (1) day, **eight (8) hours** for each month of service. There shall be no maximum accumulation period. An employee shall receive credit for one (1) day's sick leave accumulation **eight (8) hours** for every month in which he/she works or receives compensation for eighty (80) hours or two (2) weeks worked.

29.2 Sick leave will be paid at the employee's regular hourly rate (exclusive of shift or other work premium pay).

29.3 Sick leave shall not be considered a privilege which an employee may use at his/her discretion; but shall be allowed only in case of necessity and actual sickness or disability.

29.4 Sick leave will not be allowed when absence is due to the use of narcotics or intoxicants.

29.5 Any employee who actively pursues and engages in self-employment or works for another employer while on sick leave shall stand discharged.

29.6 Any employee who becomes ill and unable to report for work must notify the Department Head or designated Supervisor at least thirty (30) minutes before starting time of his/her particular shift unless physically impossible at which time the call shall be placed no later than thirty (30) minutes after the start of the shift and daily thereafter, if not hospitalized, or sick leave pay will not be allowed.

29.7 The minimum time charged to an employee for such leave shall be one-half (1/2) of a tour of duty. Provided however that employees who attend the MiLife Clinic shall only be charged the amount necessary to attend the clinic.

29.8 In the event of retirement, any employee having a sick leave balance shall be paid for the sick leave balance at the time of retirement up to a maximum of four hundred (400) hours. Such pay shall be at the employee's base rate in effect at the time of his/her retirement. Employees who use no more than six (6) days during the last year of employment shall receive payment for up to forty (40) additional hours, to a maximum of four-hundred-forty (440) hours. The employer agrees to review, on an individual basis, cases where an excess of six (6) sick days are used due to circumstances such as surgery and/or serious illness, and may, in such cases, waive the requirement and authorize payment.

29.9 If the employee so elects, after all accrued sick leave is used, vacation leave may be used, and payments made therefore to the extent of vacation leave accrued to which the employee is entitled as of such date.

29.10 Normally, no sick leave shall be granted in excess of the allowances accumulated. In unusual cases, the City Manager may approve paid sick leave in advance of accrual up to a maximum of ten (10) days. In the event that an employee who has been granted sick leave in advance of accrual terminates or is terminated prior to the accumulation of sick leave granted, his/her final check shall be adjusted to reimburse the City for said sick days advanced and used.

29.11 Newly hired employees shall be advanced ninety-six (96) hours sick leave upon commencement of employment, and in the event that employment is terminated and an employee owes sick leave to the City, the City shall deduct from any monies owed by the City to the employee, a sufficient sum to reimburse the City for the sick leave taken and paid for but not earned.

29.12 An employee injured in the course of gainful employment other than City employment, shall be eligible for sick leave but only to the extent that he/she is not compensated for absence from the City employment by the benefits accruing from such outside gainful employment.

29.13 A certificate from a reputable physician may be required as evidence of illness before compensation for a period of illness is allowed, where there is reasonable cause to question the existence of the severity of an illness.

29.14 When an employee receives his/her last check for sickness or non-duty disability, he/she will be placed on leave without pay for a period not to exceed one (1) year, or his/her seniority, whichever is less. If, at the end of that time, said employee is still unable to return to work, his/her employment shall be terminated in accordance with existing policy, rules, regulations, statutes and ordinances.

30.0 LEAVE OF ABSENCE

30.1 A Department Head may authorize a permanent employee to be absent without pay for personal reasons for a period not to exceed eighty (80) working hours in a year.

30.2 A Department Head, in consultation with the City Manager, may authorize a permanent employee to be absent without pay for a period not to exceed six (6) months.

30.3 If a permanent employee becomes pregnant or has a prolonged physical or mental illness, the employee may be granted by the City Manager, at the employee's request, a leave of absence without pay not to exceed twelve (12) calendar months.

30.4 An employee on leave without pay for more than thirty (30) days in any one (1) fiscal year shall not accrue vacation, sick leave, retirement credit, service towards longevity pay or other fringe benefits or seniority or be compensated for holidays falling during the leave period; provided that an employee on leave without pay as a result of a duty incurred illness or injury shall accrue seniority, service towards longevity pay, step increases, pay advancement and vacation improvement based on seniority.

30.5 Whenever absence due to illness or injury exceeds the amount of paid leave earned and authorized, the employee shall be placed on Leave Without Pay.

30.6 Any employee who actively pursues and engages in self-employment or works for another employer during a leave of absence shall be discharged.

30.7 An employee who fails to return to work at the termination of his/her leave of absence shall lose his/her seniority and his/her employment shall terminate.

30.8 Upon return of an employee from leave of absence, he/she shall be reinstated to the same classification which he/she held prior to the leave of absence. There is no guarantee that he/she will be reinstated to the same job.

30.9 Time spent on a leave of absence greater than thirty (30) days in duration will not count toward qualifying service for merit pay increases.

30.10 The City shall notify the Union of any leaves without pay granted to the members of the Bargaining Unit.

NOTE: Parental Leave - The City is working to develop a citywide policy and will continue to discuss this issue with the union.

30A.0 FAMILY MEDICAL LEAVE ACT (FMLA) LEAVE

30A.1 Eligible unit employees will be accorded family and medical leave in accordance with the provisions of the Family Medical Leave Act of 1993, as amended. Employees will be required to use sick, vacation and compensatory banks in that order during an FMLA leave. In no event, however, will an employee be required to reduce their vacation banks to less than forty (40) hours. FMLA supersedes Sections 29.9 and 30.5 of this agreement.

31.0 VACATION LEAVE

31.1 Any employee with less than one (1) full year of service prior to July 1st, shall be allowed annual leave in the proportion that his/her actual service bears to a full year of service. The employee may not use this partial leave, however, until he/she has served the City for one (1) year. In addition, no employee shall be given vacation that is a fractional part of a day. If the vacation accrued is one-half (1/2) day or greater, the employee shall be given a whole day. If the vacation accrued is less than one-half (1/2) day, no part of the day shall be given.

31.2 All bargaining unit members shall receive annual vacation leave based on years of service as indicated in the below vacation accrual chart and shall migrate through the threshold categories based on completion of the proper years of service as noted.

YEARS OF SERVICE	VACATION ACCRUALS IN HOURS	VACATION ACCRUALS IN AN 8-HOUR WORKWEEK/DAYS
AFTER THE COMPLETION OF 1 YEAR AND UNTIL THEIR 5 TH YEAR ANNIVERSARY	EIGHTY (80)	TWO (2) CALENDAR WEEKS
AFTER THE COMPLETION OF 5 YEARS AND UNTIL THEIR 10 TH YEAR ANNIVERSARY	ONE HUNDRED AND TWENTY (120)	THREE (3) CALENDAR WEEKS
AFTER THE COMPLETION OF 10 YEARS AND UNTIL THEIR 15 TH YEAR ANNIVERSARY	ONE HUNDRED AND SIXTY (160)	FOUR (4) CALENDAR WEEKS
AFTER THE COMPLETION OF 15 YEARS AND UNTIL THEIR 20 TH YEAR ANNIVERSARY	ONE HUNDRED AND SEVENTY-SIX (176)	22 EIGHT (8) HOUR DAYS
AFTER THE COMPLETION OF 20 YEARS	TWO HUNDRED (200)	FIVE (5) CALENDAR WEEKS

31.3 Vacation schedules shall be established by the Department Head so as to permit the continued operation of all department functions without interference. Both employee and employer wishes shall be taken into consideration in establishing vacation schedules. Employees will be given preference according to department seniority to select available vacation periods.

31.4 If an employee dies, his estate will be paid the regular straight-time pay for all vacation he would have otherwise received.

31.5 Vacation pay will be paid at the employee's regular hourly rate and may be taken by employees in increments of four (4) hours.

31.6 All vacation shall be taken within the fiscal year following year of accrual but may be extended into the succeeding fiscal year upon approval of the Department Head and the City Manager.

31.7 In the event of termination of employment, an employee shall be entitled to receive pay for unused vacation time accrued during the fiscal year. Provided, that in the event termination of employment is due to resignation of the employee, then the employee must give notice of his/her intended resignation at least eighty (80) working hours prior to the effective date of resignation to his/her Department Head, in writing, in order to be eligible for such pay for accrued and unused vacation time. Employee hired after 11/3/95 must complete at least three (3) years of service to receive payment for unused time at termination.

31.8 New Members will receive 3 new hire leave days in their first year of employment after 90 days. New hire leave days must be used in the first year of employment with the City and they will not carry over. There is no payment for these days upon separation.

31.9 Bargaining unit members shall be paid for up to three (3) unused vacation days within the first two pay periods in July of every fiscal year. Aforementioned payment will not be included in FAC and are not part of base wages.

32.0 HOLIDAYS

32.1 Employees shall receive the following Sixteen (16) paid holidays:

1. New Year's Day	8. Day after Thanksgiving Day
2. Good Friday	9. Christmas Eve
3. Memorial Day	10. Christmas Day
4. <u>Juneteenth</u>	11. Martin Luther King Day
5. Independence Day	12. Five (5) Personal Business Day
6. Labor Day	13. New Year's Eve Day
7. Thanksgiving Day	

Effective 2023, Juneteenth will be added as a paid holiday.

Personal Business Days. Effective July 1, 2024, the City will agree to eliminate the second tier of personal business leave.

32.2 When any of the above holidays fall on a Saturday, the holiday shall be observed on Friday, when the holiday falls on a Sunday, it shall be observed on Monday.

32.2A Whenever City Hall employees get a three (3) or four (4) day weekend Library employees shall be given the same days off.

32.3 Holidays will be paid at the employee's regular hourly rate (inclusive of shift or other work premium pay).

32.4 In order to qualify for holiday pay, an employee must be on duty the working day

before and after the holiday. If the holiday falls on a scheduled leave day, the employee may take an alternate day. Such selection must be cleared with the Department Head. Authorized absence with pay shall be considered as being on duty.

32.5 New employees shall not be eligible for personal business days until they have completed one-year (1) year of service and have successfully completed their probationary period. Then they shall be eligible for personal business days in proportion to that part of the fiscal year remaining. (e.g., an employee hired on June 1, would complete the probationary period on December 1, and be eligible for twenty (20) hours of personal business for the fiscal year remaining.)

32.6 The days granted for personal business may be taken anytime during the fiscal year but may not be carried from one (1) fiscal year to the next. The scheduling of personal business days is subject to the approval of the Department Head. They cannot be taken in periods of less than four (4) hours. However, one (8 hour) personal business day may be taken in one (1) hour increments.

32.7 If an employee is called to work on a pre-scheduled personal business day, he/she shall be compensated for the time in keeping with the provisions for holiday overtime as contained in this contract.

32.8 A holiday or holidays falling during a period while the employee is on paid leave, exclusive of vacation, shall be considered as having been taken.

33.0 BEREAVEMENT

33.1 In a case of death in the immediate family (family defined as the spouse, child, mother, father, in loco parentis, domestic partner, mother-in-law, father-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandparents-in-law or other relative living in the employee's household) a permanent or probationary employee may be granted a leave of absence, with pay, for a period not to exceed three (3) normal work days. Employees will be granted two (2) additional days of bereavement leave for the death of a spouse, child, mother, father, brother or sister.

33.2 Bereavement leave will be paid at the employee's regular hourly rate (exclusive of shift or other work premium pay).

33.3 Any employee who is self-employed and actively pursues or engages in self-employment or works for another employer while on bereavement leave shall stand discharged.

33.4 Should a death of a member of his/her immediate family occur while an employee is on a scheduled vacation, he/she shall be eligible to receive the benefits stated herein; provided he/she notified the City prior to the date of the funeral and he/she attends the funeral.

34.0 INJURY LEAVE

34.1 In the case of a job-incurred illness or injury to a permanent or probationary employee resulting in a physical or mental disability to the extent that the employee is unable to perform his/her regular duties or perform selected limited assignments, he/she shall be placed on disability leave unless it shall be determined that he/she is totally and permanently disabled, in which event he/she shall be retired under the provisions of Chapter 146 of the City Code and labor contract applicable to injury leave retirement.

34.2 Time spent on injury leave shall be considered for all purposes as continuing service. Any time during injury leave an employee may be required to submit to a physical examination by a City physician.

34.3 Injury leave pay will be at the employee's regular hourly rate (exclusive of shift or other work premium pay) so that an employee shall be entitled to take home full pay, which is deemed to be the average take home of the three (3) preceding full paychecks plus any deductions which were authorized by the employee or by Court order.

34.4 Injury leave pay shall not exceed three-hundred-sixty (360) working hours at full pay for any one compensable illness or injury, with an additional seventeen-hundred-twenty (1,720) hours at eighty percent (80%) of pay. Full pay shall be defined as gross weekly pay less mandatory deductions including, but not limited to, normal State and Federal withholding taxes, Social Security taxes and pension contributions. In addition, if the employee so elects, the employee can supplement the eighty percent (80%) factor by:

- (a) Electing to use vacation or personal business time, or
- (b) Sick leave.

34.5 An employee who is self-employed and who actively pursues or engages in self-employment or works for another employer while on injury leave shall stand discharged.

34.6 After receiving injury leave pay for two-thousand-eighty (2,080) hours, the employee's pay shall be governed by the Michigan Worker's Compensation Act.

34.7 Injury leave and subsequent pay shall start immediately upon reported illness or injury.

34.8 An employee who suffers a job-incurred injury or illness and is eligible for injury leave payment under this section may avail him/herself of any City approved medical treatment or medical facilities. Provided, that any employee who refuses medical attention or who does not avail him/herself of therapy will be disallowed injury leave.

35.0 EMERGENCY LEAVE

35.1 In the event that a permanent or probationary employee's spouse or relative living in the employee's household or one or more children becomes ill or incurs an injury of an emergency nature which would compel the employee to leave his/her employment in order to take the above-defined relative to either a hospital or doctor's office, the employee, upon furnishing a written statement from an attending physician to the employee's

Supervisor validating the emergency, shall be paid his/her regular wage for his/her time away from work; and the time taken shall be deducted from the employee's accrued and unused sick leave benefits in an amount of time ranging from one (1) hour, but not to exceed twenty-four (24) hours in any one (1) fiscal year, or at the employee's option, emergency leave may be credited against vacation or personal business days. In the event that vacation, or personal business days are used for emergency leave, such time may be used in a period of not less than one (1) hour.

36.0 INSURANCE

36.1 Life Insurance: All employees shall be eligible for fifty-thousand dollars (\$50,000.00) group life insurance, with the City paying the full premium, and may include at their own expense optional coverage for spouse and children if available from carrier. Retirees shall be provided with four-thousand-dollar (\$4,000.00) life insurance.

36.2 Health Insurance:

(a) Employees will receive Community Blue Option 3 PPO or equivalent with a Blue Preferred Rx triple tier Open Formulary prescription drug plan with co-pays of: \$10/\$40/\$80 for prescription drugs, a \$30 office visit, \$30 chiropractic visit, \$250 emergency room visit (waived if admitted or for an accidental injury). The prescription drug plan includes a Mandatory/Preferred Generics Program and/or a Mandatory Step Therapy program. Employees have the option of either using a ninety (90) day in-network retail pharmacy or the MOPD (mail order prescription drug) program at a cost of two (2) times the co-pay. Employees shall contribute through payroll deduction **ten percent (10%)** of the cost of healthcare premiums, premium sharing shall not continue into retirement. The City will pay the cost of the remaining premium. The payment will be deducted evenly from the first two (2) pays of every month. **The ten percent (10%) premium sharing and PA 152 opt-out provisions will continue for the succeeding contract and will not be subject to change or negotiations by either party.** Premiums will be adjusted at open enrollment in the Spring of each year. Employees may elect to have this deduction made pre-tax. This health care option shall continue into retirement. See the summary of benefits for Community Blue 3 as Appendix B of this agreement.

(b) **Family Continuation Coverage:** The City will comply with the Patient Protection and Affordability Care Act (PPACA).

36.3 The parties agree that should the City provide different healthcare coverage than noted in 36.2 and 36.2A in a negotiated agreement with any other City Union, except an Act 312 arbitration award, the Union may request to sit down and discuss that issue with the City to determine whether the level of coverage and percentage of payments by employees provides better coverage. The Union may consider that option rather than the one provided under this contract. See the attached letter dated August 6, 2012 as Appendix B of this Agreement.

36.4 Duplicate Health Care Benefits: The City agrees to pay the employee/subscriber thirty percent (30%) of the scheduled premium annually up to a maximum of two-thousand-four-hundred dollars (\$2,400.00), to select the benefits under a spouse's health care plan. Further, in the event the employee's spouse is terminated for any reason, the City will pay the COBRA payments until the employee subscriber can obtain coverage under the City sponsored health care programs. The thirty percent (30%) reimbursement to select benefits under a spouse's health care plan will also be extended to current retirees who are receiving full health care benefits.

36.5 Patient Protection and Affordable Care Act: The City will comply with the Patient Protection and Affordability Care Act (PPACA). (Public: Law 111-148 of the 111th Congress, 42 U.S.C. 18001). The City or the Union may re-open the Collective Bargaining Agreement to address the Patient Protection and Affordable Care Act issues only. All provisions of the Collective Bargaining Agreement will comply with the law.

36.6 Healthcare: The City will continue to opt out of PA 152 with maintenance of the existing healthcare option of CB3. The City will continue the existing Healthcare provision for the term of the Agreement and continue to opt out of PA 152.

36.2A RETIREE HEALTH INSURANCE:

36.2A.1 Eligibility: For eligible employees hired prior to July 1, 2005 the City will pay one-hundred percent (100%) of the health care premiums for the retiree, spouse and eligible dependents at the time of retirement. To be eligible for retiree healthcare insurance an individual must be age fifty-five (55) with at least twenty (20) years of service or age fifty (50) with at least twenty-five (25) years of service with the City. Any years of service purchased by the member for pension purposes under the contract will count toward eligibility under this provision. Any years of service purchased by the member under the Retirement Ordinance at the actuarial rate will not count towards eligibility under this provision. Fifteen (15) years of service is required for retiree healthcare insurance at age sixty (60) (regular retirement) for current employees hired prior to July 1, 2005. The City may afford retirees available equivalent options at its discretion.

36.2A.2 Retiree Health Insurance: The City shall provide eligible retirees (current and future), spouse and eligible dependents at the time of retirement Community Blue Option 3 PPO or equivalent health insurance for those employees hired before July 1, 2005 with a \$30 office visit, \$30 chiropractic visit, \$250 emergency room visit (waived if admitted or for accidental injury) including Blue Preferred Rx triple tier prescription coverage with co-pays of \$10/\$40/\$80 for eligible retirees, at no cost to the retiree with respect to premiums. The prescription drug plan includes a Mandatory/Preferred Generics Program and/or a Mandatory Step Therapy program. Employees have the option of either using a ninety (90) day in-network retail pharmacy or the MOPD (mail order prescription drug) program at a cost of two (2) times the co-pay. Retiree prescription drugs **co-pays** shall mirror active employees. See the summary of benefits for Community Blue 3 as Appendix B of this agreement.

Tier 2 Employees: Retirement definition same as Tier 1 for eligibility for leave bank payouts at retirement. All members of the bargaining unit whether Tier 1 or Tier 2 must meet the same age and service requirements to receive this benefit.

36.2A.3 **Eligible** Employees hired prior to November 3, 1995 who were members of TPOAM as of November 3, 1995 shall have the additional choice of Blue Cross Blue Shield PPO (or comparable) retiree health care insurance as described below and as agreed to in the Letter of Agreement dated December 5, 1995. See Appendix C of this agreement.

Blue Cross/Blue Shield (or similar insurance thereto which may be secured at the option of the City provided that the benefits are at least identical to the benefits described herein), shall be offered by the City to eligible employees with the Blue Preferred Plan (PPO Option); Blue Shield Certificates MVF-1; Vision Care Group Benefit A-80; PD-MAC; Rx Pharmacy; Prescription Generic Drugs with \$5 deductible; ML, FAE-RC and VST Riders; PLUS-15 (PPO); Blue Cross Riders D45NM. Blue Cross Certificates Comprehensive Hospital Care. BC/BS Certificates Master Medical Option I, FC, COB-3, SD, SOT-PE (GLE-1), SAT-II, TRUST-15 (PPO), MMC-PD and MMC-POV. The City shall pay the full annual premium for the above-described coverage. The enrollment date for coverage of new hires shall be governed by the provisions contained in the Blue Cross/Blue Shield of Michigan Group Operating Agreement for suffix group #000. Coverage shall include the Rx Pharmacy Rider for all employees and future retirees. Employees listed in the Letter of Agreement dated December 5, 1995 shall also be eligible to select the Blue Cross retiree coverages listed therein as Appendix C.

The Preferred Provider Organization (PPO option), the BC/BS Blue Preferred Plan, has been agreed to with the following language: Additionally, PPO is agreed to with contingency language based on the Blue Preferred Plan program continuing with no more than a ten percent (10%) reduction in the listing of participating physicians - otherwise, the Union has the option to return to the traditional coverage, i.e., standard BC/BS hospital and surgical coverage with Predetermination and Mandatory Second Opinion.

36.2A.4 Upon becoming eligible for Medicare benefits, any retiree or person covered through or because of such retiree shall obtain City sponsored "Complementary Coverage", to coordinate the benefits and for Medicare to be primary, with the City paying the standard premium for the Part B Coverage through reimbursement each month.

36.2A.5 The City shall continue a retiree's health care benefits for the surviving spouse and eligible dependents at the demise of the retiree.

36.2A.6 Retirees and eligible dependents who are eligible for medical insurance coverage under an insurance plan other than that provided herein shall be required to choose coverage under one (1) plan or the other. The retiree may, however, opt at any time for coverage under either plan subject to the entry and eligibility provisions of the plan, but a retiree may not opt to change plans more than twice in any calendar year. In no circumstance may a retiree be simultaneously covered by more than one (1) plan.

36.2A.7 The City will comply with the Patient Protection and Affordability Care Act (PPACA) with respect to family continuation.

36.2B HEALTH SAVING PLAN (HCSP):

Employees hired on or after July 1, 2005 shall not be eligible for healthcare insurance at the time of retirement.

- (1) A Health Savings Plan (HCSP) will be established for employees who are not eligible for healthcare insurance at the time of retirement. A Health Savings Account is a program that allows employers to contribute monies on a tax-free basis to accounts established by employees. It is designed to replace all retiree insurances for employees newly hired on or after July 1, 2005.
- (2) These accounts may be used by the employee, their spouse, or qualified dependents to help offset the cost of health care after the employee retires or separates from service.
- (3) The employee does not pay taxes on the contributions, investment earnings, or distributions for medical reimbursements.
- (4) The City at its sole discretion can determine which (HCSP) plan will be provided and the same HSA plan will be provided to all non-union employees.
- (5) After death, any remaining account balance may be used by the employee's surviving spouse or surviving dependents for the reimbursement of qualified medical expenses.
- (6) All bargaining unit employees shall be vested after the completion of five years
- (7) The City shall contribute three (3) % of the employee's gross base wages every pay period the Employee shall contribute one (1)% of the employee's base wages every pay period. Bargaining unit employees may contribute additional eligible contributions amounts above one (1) % as permitted by the provider, the City will not match such extra contributions.

Effective upon ratification going forward, eligible members hired after the elimination of retiree healthcare will have their Individual Retirement Healthcare Savings Account Employer contribution increased from 3% to 4%.

36.3 Dental Insurance: The City shall provide a co-payment dental insurance which shall be the Delta Dental Plan of Michigan with full family coverage, or similar insurance thereto which may be secured at the option of the City: Class I basic dental benefits with twenty-five percent (25%) co-pay; Class II prosthodontic benefits with twenty-five percent (25%) co-pay; and Class III orthodontic benefits with twenty-five percent (25%) co-pay. There shall be a twelve hundred dollars (\$1,200) per person per contract year (June 1 – May 31) limit on Class I & II benefits effective June 1, 2013 and a one-thousand-five-hundred-dollar (\$1,500.00) lifetime maximum per eligible person for Class III benefits. See the summary of benefits as Appendix B of this agreement.

Note: The City will review its Dental and get back to the Union and discuss – this is a citywide issue and the City agrees if improved, the dental benefits for the bargaining units in the City, TPOAM will also receive.

36.3A: Retiree Dental Insurance: For eligible employees hired prior to July 1, 2005, Delta Dental Plan of Michigan (or similar insurance thereto which may be secured at the option of the City) containing Class I Basic Dental Benefits with a twenty-five percent (25%) co-pay, and Class II Prosthodontics Dental Benefits with a twenty-five percent (25%) co-pay. There shall be a six-hundred dollar (\$600.00) per person maximum benefit per contract year on Class I and Class II benefits. Employees hired on or after July 1, 2005 shall not receive retiree Dental Insurance. See the summary of benefits as Appendix B of this agreement.

36.4 Optical Insurance: The City shall provide Blue Cross/Blue Shield Optical Service, **Blue Vision Care (A80)** (or similar insurance thereto which may be secured at the option of the City). The City shall pay the full premium for full family coverage. See the summary of benefits as Appendix B of this agreement.

Effective April 1, 2022, the City will provide instead of bi-annual glasses or contact lenses and exams, they may be purchased annually (every 12 months).

36.4A Retiree Optical Insurance: For eligible employees hired prior to July 1, 2005, the City shall provide Blue Cross/Blue Shield Optical Service, Blue Vision Care (A80) (or similar insurance thereto which may be secured at the option of the City). The City shall pay the full premium for full family coverage. Employees hired on or after July 1, 2005 shall not receive retiree Optical Insurance. See the summary of benefits as Appendix B of this agreement.

37.0 SICK LEAVE CONTROL PROGRAM

37.1 The Sick Leave Control Program shall be applicable to all full-time permanent or probationary employees.

37.2 In order to qualify for sick leave payment, an employee must have forty-five (45) days of accumulated sick leave as of the first day of the fiscal year in which payment is to be made. Employees hired on or after July 1, 2005 must have two hundred-seventy (270) hours of accumulated sick leave as of the first day of the fiscal year in which payment is to be made.

37.3 Employees who have the prescribed minimum of accumulated sick leave shall be paid one hundred percent (100%) of unused sick leave in excess of six (6) days earned during the fiscal year preceding the one in which payment is to be made. Those sick leave days for which pay is not given shall be added to the employee's sick leave accumulation. Employees hired on or after July 1, 2005 who have the prescribed minimum of accumulated sick leave shall be paid one-hundred percent (100%) of unused sick leave in excess of thirty-six (36) hours earned during the fiscal year preceding the one in which payment is to be made. Those sick leave days for which pay is not given shall be added to the employee's sick leave accumulation.

37.4 All sick leave payments shall be computed on the annual base rate of pay in effect as of the last pay period of the fiscal year in which the sick leave was earned.

37.5 Sick leave payments shall be made by check for the full amount and shall be issued between the dates of July 15 and July 31.

37.6 If an employee so elects in writing to the City Manager, he/she may waive payment for sick leave and have the days for which payment would normally be given added to his/her sick leave accumulation.

37.7 The cut-off date for qualifying for accumulated sick leave shall be as of June 30. As an example, in order to be eligible for sick leave payment, an employee must have a minimum of forty-five (45) days for employees hired before June 30, 2005 and employees after June 30, 2005 a minimum of two hundred, seventy (270) hours of accumulated sick leave as of June 30. Employees qualifying during the fiscal year will not be recognized for sick leave payment until the subsequent year.

37.8 In the event of termination either through resignation or discharge, the employee shall be entitled to receive payment for which he/she was eligible as of June 30 of the fiscal year in which his/her sick leave was earned. He/she shall not, however, be entitled to a partial sick leave payment for sick leave accumulated and unused in the fiscal year in which his/her employment is terminated.

37.9 In the event of termination, either through retirement or demise, the employee shall be entitled to receive sick leave payment for which he/she was eligible as of June 30 of the fiscal year in which the sick leave was earned. In addition, he/she shall receive a partial sick leave payment based on the payment of fifty percent (50%) of the unused sick leave earned in the fiscal year in which his/her employment is terminated.

37.10 In the event of layoff, the employee shall be entitled to receive payment for which he/she was eligible as of June 30 of the fiscal year in which his/her sick leave was earned. In addition, he/she shall receive a partial sick leave payment based on the payment of fifty percent (50%) of the unused sick leave earned in the fiscal year in which his/her layoff occurs.

37.11 In the event of retirement, any employee having a sick leave balance shall be paid for the sick leave balance at the time of retirement up to a maximum of four hundred (400) hours. Such pay shall be at the employee's base rate in effect at the time of his/her retirement. Employees who use no more than six (6) days during the last year of employment shall receive payment for up to forty (40) additional hours, to a maximum of four-hundred-forty (440) hours. The employer agrees to review, on an individual basis, cases where an excess of six (6) sick days are used due to circumstances such as surgery and/or serious illness, and may, in such cases, waive the requirement and authorize payment.

37.12 In the event of an employee's death as a result of a job-incurred injury, the deceased employee's estate shall be entitled to receive up to four hundred (400) hours payment for said deceased employee's sick leave accumulation. This may increase to a maximum of four-hundred-forty (440) hours in accordance with the dates and provisions described in section 37.11.

38.0 LONGEVITY PAY

38.1(a) For employees hired prior to June 1, 1990, longevity pay increments shall be awarded as per the following schedule:

Two percent (2%) of base pay after completion of five (5) years of service.

Four percent (4%) of base pay after completion of ten (10) years of service.

Six percent (6%) of base pay after completion of fifteen (15) years of service.

Eight percent (8%) of base pay after completion of twenty (20) years of service.

Ten percent (10%) of base pay after completion of twenty-five (25) years or more of service.

38.1(b) For employees hired on or after June 1, 1990, but before July 1, 2005, the following longevity pay schedule will be in effect:

After completion of five (5) years service:	\$250.00
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After completion of ten (10) years service:	\$500.00
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After completion of fifteen (15) years service:	\$750.00
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After completion of twenty (20) years service:	\$1,000.00
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After completion of twenty-five (25) years service:	\$1,250.00
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38.2 For all employees eligible for percentage longevity payments the payment shall be computed on the base annual rate of pay in effect on July 1 of the fiscal year in which the payment is to be made.

38.3 Longevity pay shall be made by separate check for the full amount paid and shall be paid between the dates of November 1st and November 15th of each year.

38.4 Military leave of absence shall be considered as continuous City service.

38.5 The cut-off date for qualifying service shall be December 1st. For an example, in order to be eligible for the first longevity pay increment, which is two percent (2%) of base pay for employees hired prior to June 1, 1990 and two-hundred-fifty dollars (\$250.00) for employees hired on or after June 1, 1990, after five (5) years of service, the employee must have five (5) years of service as of December 1st of the fiscal year in which payment is to be made. Anniversary dates falling during the fiscal year will not be recognized for longevity pay until December 1st of that year.

38.6 In the event of termination either through resignation or discharge, the employee shall be entitled to receive that longevity pay for which he/she was eligible as of December 1st. He/she shall not, however, be entitled to partial longevity payment for service accrued in the fiscal year in which his/her employment is terminated. In the event payment has been made to an employee who has failed to meet the requirements set forth within the entire Section, the City shall deduct said amount from final compensation.

38.7 In the event of termination, either through retirement or demise, the employee shall be entitled to receive that longevity pay for which he/she was eligible as of December 1st. In addition, he/she shall receive a partial payment for the time served in the fiscal year in which his/her retirement or demise occurs. Such payment shall be determined by ratio formed between a full year of service and that portion of the year actually served.

38.8 In the event of lay-off, the employee shall be entitled to receive that longevity pay for which he/she was eligible as of December 1st. In addition, he/she shall receive a partial payment for time served in the fiscal year in which his/her layoff occurs. Such payment shall be determined by the ratio formed between a full year of service and that portion of the year actually served.

38.9 Longevity will be eliminated for employees hired on or after July 1, 2005.

39.0 SUSPENSION OF LEAVES

39.1 The leaves provided for in the Agreement may be temporarily suspended during any period of emergency declared by the City.

40.0 SAFETY AND SANITARY CONDITIONS

40.1 The Employer agrees to provide sanitary, safe and healthful facilities.

40.2 The Employer will provide adequate first aid facilities.

40.3 Employees covered hereby, in the performance of their jobs, shall at all times use safety devices and protective equipment which may be furnished to them and will comply with safety, sanitary and fire regulations. Employees failing to conform to safety standards shall be subject to disciplinary action up to and including discharge.

40A.0 ALCOHOLIC BEVERAGES & CONTROLLED SUBSTANCES

40A.1 The consumption of alcoholic beverages or controlled substances (those not provided by prescription) during working hours is prohibited. The phrase "working hours" is intended to cover coffee breaks but not meal periods. Employees are prohibited from transporting or storing alcoholic beverages or controlled substances in City vehicles or on City premises for purposes of personal use. Employees are prohibited from appearing for work under the influence of alcoholic beverages or controlled substances. Employees violating this rule may be subject to disciplinary action up to and including discharge.

41.0 SEPARABILITY OF CONTRACT

41.1 If, during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with, or enforcement of any provisions shall be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, upon written request by either party hereto, the Management and the Union shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement of such provision.

41A.0 PENSIONS

DEFINED BENEFIT (PENSION) PLAN:

41A.1 For employees hired prior to July 1, 2005 the pension provisions in Chapter 146 of the City Code shall remain in full force and effect for the term of this Agreement except as herein modified.

41A.2 Deferred retirement eligibility is five (5) years credited service for vesting.

41A.3 Extended automatic pay retirement death benefit coverage to a surviving spouse of a deceased retiree who is separated from employment and is eligible for a deferred pension.

41A.4 Employees may retire at age fifty-five (55) with twenty-five (25) years of credited service. For the term of this contract only, employees may retire at age fifty (50) with twenty-five (25) years of service, or at age fifty-five (55) with twenty (20) years of service.

41A.5 Annuity Withdrawal: Any member hired before July 1, 2005, who retires on or after June 1, 1983, pursuant to Section 146-7 of the City Code, may irrevocably elect, prior to the effective date of retirement but not thereafter, to be paid the accumulated contributions standing to the member's credit in the Reserve of Employee Contributions - plus three percent (3%) interest. Upon this election and the payment of accumulated contributions, the retiring member's monthly pension shall be reduced by an amount which is the actuarial equivalent of the sums withdrawn. The actuarial equivalent shall be determined on the basis of the interest rate established by the Pension Benefit Guaranty Corporation for immediate annuities, as of the first day of the fiscal year in which the annuity is withdrawn. A retiring member and his spouse, if any, shall, if possible, jointly participate in a meeting with City representatives prior to the election at which the effects of the annuity withdrawal will be explained.

41A.6 Employees hired prior to July 1, 2005 and in the City's Defined Benefit Plan, effective January 1, 2011, the employee's contribution from compensation as described in Section 146-7 of the City Code as amended, shall increase from one and one-half percent (1.5%) to four and one-half percent (4.5%) and increase from three and one-half percent (3.5%) to six and one-half percent (6.5%).

Employees hired after July 1, 2005 will not be subject to defined benefit contributions as outlined in this paragraph.

41A.7 For employees in the City's Defined Benefit Plan, effective September 1, 2011 the amount of monthly level straight life pension shall be equal to the retiring members' credited service multiplied by two and one-half percent (2.5%) of the retiring members' final average compensation (FAC) from the retiring members hire date to September 1, 2011. From September 1, 2011 through twenty (20) years of service the multiplier shall be two and one-quarter percent (2.25%). For service in excess of twenty (20) years the multiplier shall be two and two-tenth percent (2.2%). Service time previously purchased will be computed utilizing the multiplier in effect at the time of purchase.

41A.8 The maximum pension benefit shall be eighty percent-(80%) of Final Average Compensation FAC with no social security offset. Provided the annual multiplier will be reduced to 1% for up to five (5) years of additional service once an employee is eligible for a pension that is equal to 75% of his/her FAC.

41A.9 FAC shall be defined as the highest two (2) of the last ten (10) years.

41A.10 Effective July 1, 2000, and provided employee is eligible for sick leave incentive pay during the last twelve (12) months of employment, FAC shall be defined to include sick leave incentive pay for which the employee was eligible during the last twelve (12) months of employment, and up to forty-eight (48) additional hours from the employee's prior sick leave bank. Effective July 1, 2002, FAC shall be defined to include sick leave incentive pay for which the employee was eligible during the last twenty-four (24) months of employment (the amount shall be included in FAC in total, not as an annual average) and the additional forty-eight (48) hours from the employee's prior sick leave bank shall be dropped from the FAC calculation.

41A.11 A Defined Contribution Plan may also be offered to all employees in the Defined Benefit Plan as an option to the current pension plan.

DEFINED CONTRIBUTION PLAN:

41A.12 A Defined Contribution Plan will be established for all new employees hired on or after July 1, 2005, which will either be through MERS or ICMA or another carrier at the City's sole discretion. The contribution rate will be nine percent (9%) for the Employer and five percent (5%) for the Employees. All provisions regarding the Defined Benefit Plan will not be applicable to these individuals.

41A.13 Vesting will be five (5) years under this plan.

41A.14 Tier 2 Employees: Retirement definition same as Tier 1 for eligibility for leave bank payouts at retirement. All members of the bargaining unit whether Tier 1 or Tier 2 must meet the same age and service requirements to receive this benefit.

41A.15 The City may switch to the MERS pension system at its discretion. Prior notification will be provided to the Bargaining Unit. Such conversion will not result in the loss of benefits to members of the bargaining unit.

41B.0 PREMIUM ADJUSTMENT

41B.1 Those employees of the Library who are required to work from the hours of 6:00 p.m. to 9:00 p.m. shall receive as a premium pay for said hours an additional fifty (\$.50) per hour.

For Library employees, the shift differential will be modified from .35¢ an hour to .50¢ per hour.

41B.2 Individuals assigned as the "Person in Charge", by the Library Director during their absence between the hours of 5:30pm and 8:00pm (M-Th) and on weekends will receive an additional \$3.00 per hour premium.

This premium will also be paid during times that the Library Director is on vacation and the Director assigns a Person in Charge for those shifts.

41C.0 TUITION REIMBURSEMENT PROGRAM

41C.1 Under the existing Tuition Reimbursement Program as set forth in Administrative Rules dated June 1, 1968, the tuition reimbursement shall be increased to a maximum of two-hundred-fifty dollars (\$250.00) per course.

Note: The City is developing a citywide policy for non-public safety groups. Should it develop such a policy, it will be provided to the Union for discussion purposes and possible inclusion.

41.D.0 DE MINIMIS EXPENSES

41D.1 At the city manager's discretion, city funds may be used for de minimis expenses.

42.0 WAIVER OF BARGAINING DURING CONTRACT TERM

42.1 The City and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement or with respect to any subject or matter not specifically referred to or covered by this Agreement, unless such matter by its nature or by agreement is subject to negotiations during the term of this contract.

43.0 TIME CLOCKS

43.1 Department Heads may require the use of time clocks. Rules governing the use of time clocks shall be prescribed by the Employer.

44.0 PAY PLAN

44.1 Pay day for all employees shall be every other Friday and shall cover a two (2) weeks period ending at 12:01 a.m. the Sunday proceeding such pay day. Electronic notification of deposit is allowed and at the discretion of the City.

44.2 Employees who have questions regarding their checks shall refer such questions to their respective Department Heads.

44.3 Wages:

- A. All classifications will receive a \$1.00 an hour increase effective July 1, 2024.
- B. Effective July 1, 2024, all classifications will receive a 4% pay raise after rolling the dollar in noted above.
- C. Effective July 1, 2025, all classifications will receive a 3% pay raise.
- D. Effective upon ratification of this agreement and as soon as practical thereafter, all members of the bargaining unit will receive a \$1,000.00 check which reflects a lump sum payment for the additional dollar an hour noted above reflecting the adjustment to approximately January 2024.

44.5 Twelve (12) month salary increments shall apply to all employees hired after 11/3/95. Six (6) month salary increments shall continue to apply to employees hired prior to this date.

44.6 Employees of this bargaining unit shall be eligible to participate in the City's deferred compensation plan.

44.7 Effective September 12, 2011 the City will begin mandatory direct deposit for all employees.

44.8 Salary scale is attached as Appendix A.

44.9 If an employee is hired or promoted into one of the Building, Plumbing, Electrical or Mechanical Inspector positions, requiring state registration as an inspector, and is covered by the eight (8) step salary schedule, such newly hired or promoted employee will start at the first step of the salary range and receive annual increments each year until they reach the top step of the range, consistent with the contract and salary schedule, unless or until they have completed the state's three year cycle of provisional registration in the same classification. When a newly hired or promoted employee completes same, and his or her registration is longer considered to be "provisional" by the State, he or she shall be placed at step G, which is approximately equivalent to the mid-range of the salary scale.

44.10 The City of Royal Oak may utilize Electronic Notification of Deposit at its sole discretion.

45.0 JURY DUTY

45.1 An employee called for jury service or subpoenaed to appear as a witness in Court or before any other body empowered by law to compel attendance of witnesses by subpoena shall be excused from duty for the time necessary to allow him/her to be in attendance as required and will be paid the difference between his/her straight-time pay and the fee received for acting as a juror or witness.

46.0 CONTRACT PRINTING

46.1 By mutual agreement, the Human Resource Department will have this contract printed and the costs shall be split equally between the City and the Union.

47.0 DURATION OF AGREEMENT

47.1 This AGREEMENT shall be effective 12:01 a.m. on July 1, 2024 and expire at 11:59 p.m. June 30, 2026. Provided however, that all provisions herein shall continue to operate unless notice of the termination or desire to modify or change this Agreement is given in writing by either party at least sixty (60) days prior to the expiration date hereof.

47.2 The parties, in recognition of the fact that vital services are involved, agree that this contract shall remain in full force and effect until a new contract is negotiated.

47.3 Within ninety (90) days of ratification, the parties agree a final contract will be drafted and signed.

48.0 PUBLIC ACT 9 OF 2011

48.1 All necessary statutory language required by Public Act 9 of 2011 law will be incorporated into this agreement. This clause is inserted into this document pursuant to Public Act 9 of 2011 (MCL 423.215(7)-(9)). The parties did not mutually agree to this provision. By signing this agreement, the Union does not agree or acknowledge that this provision is binding on either the Employer or the Union. The Union reserves the right to assert, where appropriate, that this clause is not enforceable. Should Public Act 9 of 2011 be repealed, amended, modified or judicially limited in any way, this provision will be treated consistent with such act.

49.0 PARKING


49.1 The City will provide readily accessible parking which will be free and at no cost to the employee.

THE EMPLOYER AGREES that all conditions of employment relating to wages, hours of work, overtime differentials and general working conditions shall be maintained at not less than the highest minimum standards in effect at the time of the signing of this Agreement, and that the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in this Agreement.

CITY OF ROYAL OAK

WITNESSES:

Deanna Braswell
Deanna Braswell
Amy Brady
Amy Brady




By 
Michael C. Fournier, Mayor
By Melanie Halas
Melanie Halas, City Clerk

Signed this 19th day of May, 2025

Technical Professional Office Workers

CITY OF ROYAL OAK

WITNESSES:

By  01-07-2025
Gregg Allgeier, Business Agent
By  1/22/2025
Alex Mamo, Local President
By  1/22/2025
James Dunstan, Local Vice President

Signed this ____ day of _____, 2024.

APPENDIX A

<div style="text-align: center;"> TPOAM Annual Steps <i>Increase: (\$1/hr + 4%)</i> July 1, 2024 - June 30, 2025 </div>									
<u>Classification</u>	<u>Step:</u>	<u>Start</u>	<u>1 Year</u>	<u>2 Year</u>	<u>3 Year</u>	<u>4 Year</u>	<u>5 Year</u>	<u>6 Year</u>	<u>7 Year</u>
Municipal Clerk II	Hourly:	23.0280	23.6040	24.1900					
	Annual:	\$ 47,898.22	\$ 49,096.42	\$ 50,315.17					
Municipal Clerk III	Hourly:	24.8081	25.4121	26.6633					
	Annual:	\$ 51,600.76	\$ 52,857.14	\$ 55,459.69					
Police Records Clerk II	Hourly:	23.0280	23.6040	24.1900	24.8878				
	Annual:	\$ 47,898.22	\$ 49,096.42	\$ 50,315.17	\$ 51,766.67				
Police Records Clerk III	Hourly:	24.8081	25.4121	26.6633	27.4385				
	Annual:	\$ 51,600.76	\$ 52,857.14	\$ 55,459.69	\$ 57,072.14				
Cashier I	Hourly:	20.8278	21.3403	21.8702	22.4165	23.5486			
	Annual:	\$ 43,321.76	\$ 44,387.78	\$ 45,489.93	\$ 46,626.26	\$ 48,981.12			
Cashier II	Hourly:	24.1408	24.7373	25.3449					
	Annual:	\$ 50,212.85	\$ 51,453.66	\$ 52,717.40					
Cashier III	Hourly:	24.8081	25.4121	26.6633					
	Annual:	\$ 51,600.76	\$ 52,857.14	\$ 55,459.69					
Librarian I	Hourly:	25.7416	26.3521	26.9445	28.3212	29.6640	31.0066		
	Annual:	\$ 53,542.44	\$ 54,812.46	\$ 56,044.62	\$ 58,908.05	\$ 61,701.17	\$ 64,493.64		
Librarian II	Hourly:	30.9956	31.7318	32.4499	33.2261	34.0024			
	Annual:	\$ 64,470.93	\$ 66,002.04	\$ 67,495.73	\$ 69,110.35	\$ 70,724.96			
Librarian III	Hourly:	34.0031	34.8290	35.6561	36.5367	37.4171			
	Annual:	\$ 70,726.47	\$ 72,444.27	\$ 74,164.66	\$ 75,996.24	\$ 77,827.61			

Inspectors - Building, Electrical Plumbing & Mechanical	Hourly:	32.1311	33.6075	35.0844	36.5611	38.0376	39.5143	40.9914	42.4681
	Annual:	\$ 66,832.71	\$ 69,903.59	\$ 72,975.55	\$ 76,047.08	\$ 79,118.17	\$ 82,189.70	\$ 85,262.10	\$ 88,333.62
Code Enforcement / Housing Officer	Hourly:	27.6798	28.6967	29.9033	31.0170	32.1312	33.2255		
	Annual:	\$ 57,574.00	\$ 59,689.18	\$ 62,198.92	\$ 64,515.28	\$ 66,832.93	\$ 69,109.05		
Day Porter I	Hourly:	23.0280	23.6040	24.1900					
	Annual:	\$ 47,898.22	\$ 49,096.42	\$ 50,315.17					
Day Porter II	Hourly:	24.8081	25.4121	26.6633					
	Annual:	\$ 51,600.76	\$ 52,857.14	\$ 55,459.69					
Clerk Stenographer III*	Hourly:	26.5222	27.1855	27.8553					
	Annual:	\$ 55,166.14	\$ 56,545.83	\$ 57,938.93					

*Position will be eliminated upon incumbent's retirement

TPOAM
Annual Steps

Increase: 3%

July 1, 2025 - June 30, 2026

Classification	Step:	Start	1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	7 Year
Municipal Clerk II	Hourly:	23.71884	24.31212	24.9157					
	Annual:	\$ 49,335.17	\$ 50,569.31	\$ 51,824.63					
Municipal Clerk III	Hourly:	25.552343	26.174463	27.463199					
	Annual:	\$ 53,148.78	\$ 54,442.85	\$ 57,123.48					
Police Records Clerk II	Hourly:	23.71884	24.31212	24.9157	25.634434				
	Annual:	\$ 49,335.17	\$ 50,569.31	\$ 51,824.63	\$ 53,319.67				
Police Records Clerk III	Hourly:	25.552343	26.174463	27.463199	28.261655				
	Annual:	\$ 53,148.78	\$ 54,442.85	\$ 57,123.48	\$ 58,784.30				
Cashier I	Hourly:	21.452634	21.980509	22.526306	23.088995	24.255058			
	Annual:	\$ 44,621.41	\$ 45,719.41	\$ 46,854.63	\$ 48,025.05	\$ 50,450.55			
Cashier II	Hourly:	24.865024	25.479419	26.105247					
	Annual:	\$ 51,719.24	\$ 52,997.27	\$ 54,298.92					
Cashier III	Hourly:	25.552343	26.174463	27.463199					
	Annual:	\$ 53,148.78	\$ 54,442.85	\$ 57,123.48					
Librarian I	Hourly:	26.513848	27.142663	27.752835	29.170836	30.55392	31.936798		
	Annual:	\$ 55,148.71	\$ 56,456.83	\$ 57,725.96	\$ 60,675.29	\$ 63,552.21	\$ 66,428.45		
Librarian II	Hourly:	31.925468	32.683754	33.423397	34.222883	35.022472			
	Annual:	\$ 66,405.06	\$ 67,982.10	\$ 69,520.60	\$ 71,183.66	\$ 72,846.71			
Librarian III	Hourly:	35.023193	35.87387	36.725783	37.632801	38.539613			
	Annual:	\$ 72,848.26	\$ 74,617.60	\$ 76,389.60	\$ 78,276.13	\$ 80,162.44			

Royal Oak Michigan/TPOAM
Effective July 1, 2024 through June 30, 2026
Signature Copy

Inspectors - Building, Electrical Plumbing & Mechanical	Hourly:	33.095033	34.615725	36.136932	37.657933	39.178728	40.699729	42.221142	43.742143
	Annual:	\$ 68,837.69	\$ 72,000.70	\$ 75,164.82	\$ 78,328.49	\$ 81,491.72	\$ 84,655.39	\$ 88,025.96	\$ 90,983.63

Code Enforcement / Housing Officer	Hourly:	28.510194	29.557601	30.800399	31.94751	33.095136	34.222265
	Annual:	\$ 59,301.22	\$ 61,479.86	\$ 64,064.89	\$ 66,450.74	\$ 68,837.92	\$ 71,182.32

Day Porter I	Hourly:	23.71884	24.31212	24.9157
	Annual:	\$ 49,335.17	\$ 50,569.31	\$ 51,824.63

Day Porter II	Hourly:	25.552343	26.174463	27.463199
	Annual:	\$ 53,148.00	\$ 54,442.85	\$ 57,123.48

Clerk Stenographer III*	Hourly:	27.317866	28.001065	28.690959
	Annual:	\$ 56,821.12	\$ 58,242.20	\$ 59,677.10

*Position will be eliminated upon incumbent's retirement

LETTER OF AGREEMENT
ANNUITY WITHDRAWALS PBGC RATE

The City of Royal Oak ("City") and Technical, Professional Officeworkers Association of Michigan ("Union") are parties to a Collective Bargaining Agreement.

Contained in the contract in Section 41(A)(5) is the Annuity Withdrawal option for those members who are still in the Defined Benefit plan;

This provision, in part, provides:

"Any member hired before July 1, 2005, who retires on or after June 1, 1983, pursuant to Section 146-7 of the City Code, may irrevocably elect, prior to the effective date of retirement but not thereafter, to be paid the accumulated contributions standing to the members credit in the Reserve of Employee Contributions plus three percent (3%) interest. Upon this election and the payment of accumulated contributions, the retiring members monthly pension shall be reduced by an amount which is the actuarial equivalent of the sums, withdrawn. The actuarial equivalent shall be determined on the basis of the interest rate established by the Pension Benefit Guaranty Corporation for immediate annuities, as of the first day of the fiscal year in which the annuity is withdrawn. A retiring member and his spouse, if any, shall, if possible, jointly participate in a meeting with City representatives prior to the election at which the effects of the annuity withdrawal will be explained."

The parties further acknowledge that the Pension Benefit Guaranty Corporation no longer provides an interest rate for immediate annuities to allow for the calculation as required by the contract to establish the actuarial equivalent; and

The parties have discussed this issue and agree to the following to provide for the actuaries to calculate what the PBGC rate would have been to further calculate the actuarial equivalent of the sums withdrawn.


1. The parties have agreed that the pension actuaries will determine the interest rate which would have been established by the Pension Benefit Guaranty Corporation for immediate annuities required by the contract utilizing the PBGC formula which is available.
2. This rate will be established by the pension actuaries annually to assure that the retiring members monthly pension shall be reduced by an amount which is the actuarial equivalent of the sums withdrawn utilizing the same interest rate which would have been established by the PBGC as of the first day of the fiscal year in which the annuity is withdrawn.

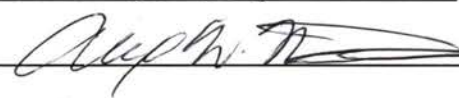
3. This will resolve the issue of calculating the discount rate in light of the actions by the PBGC in no longer publishing that rate.
4. This is the entire agreement between the parties.

CITY OF ROYAL OAK

TPOAM


03/03/2025


01-08-2025


1-22-25

**LETTER OF UNDERSTANDING REGARDING
BUILDING/INSPECTOR CERTIFICATION PREMIUM**

The City of Royal Oak ("City") and the Technical, Professional Officeworkers Association of Michigan ("TPOAM") are parties to a Collective Bargaining Agreement;

The parties agreed in the last negotiation to continue to discuss the issue of certification premiums for inspectors;

The parties acknowledge that unique circumstances are involved in these positions;

And, accordingly, have agreed to the following Letter of Understanding.

1. Effective upon approval and signing of this Agreement, employees in the classifications of Building Inspector, Electrical Inspector, Mechanical Inspector, and Plumbing Inspector who have successfully completed the required State of Michigan certifications, as required by their respective classifications as outline below, shall receive a certification hourly premium of \$5.00 per hour for each straight time hour actually worked. No member shall receive more than the \$5.00 per hour premium regardless of the number of certifications held.

2. This premium shall not apply to overtime hours worked nor to any vacation, sick or other leave time payment.

3. Payments under this provision are not includable in final average compensation and are not pro-rated for fractional hours worked.

4. Any employee who fails to maintain the required credits for re-registration of any certification will no longer receive this premium.

5. Effective upon approval and signing of this agreement, employees in the classifications below who have already successfully completed the certifications outlined will have their rates adjusted prospectively.

A. **Building Inspector Required Certifications/Licenses:**

- a. Inspector Building - issued by Michigan Department of Licensing and Regulatory Affairs
- b. Plan Reviewer Building - issued by Michigan Department of Licensing and Regulatory Affairs

B. Electrical Inspector Required Certifications/Licenses:

- a. Inspector Electrical - issued by Michigan Department of Licensing and Regulatory Affairs
- b. Plan Reviewer Electrical - issued by Michigan Department of Licensing and Regulatory Affairs

C. Mechanical Inspector Required Certifications/Licenses:

- a. Inspector Mechanical- issued by Michigan Department of Licensing and Regulatory Affairs
- b. Plan Reviewer Mechanical - issued by Michigan Department of Licensing and Regulatory Affairs

D. Plumbing Inspector Required Certifications/Licenses:

- a. Inspector Plumbing - issued by Michigan Department of Licensing and Regulatory Affairs
- b. Plan Reviewer Plumbing - issued by Michigan Department of Licensing and Regulatory Affairs

6. This agreement will expire on its own terms on June 30, 2026, unless mutually agreed to extend between the parties.

CITY OF ROYAL OAK

TPOAM

 03/02/2025

 01-08-2025

 1-22-25