

AGREEMENT

Between

CITY OF TRAVERSE CITY LIGHT AND POWER

And

UTILITY WORKERS UNION OF AMERICA, AFL-CIO

And Its

LOCAL NO. 295

Effective July 1, 2012 - June 30, 2017

TABLE OF CONTENTS

	<u>SECTION</u>	<u>PAGE</u>
Agreement		1
Alcohol and Drug Testing Program	66	44
Appendix A - Wage and Compensation Plan		47
Appendix B - Call Back Schedule for CT		55
Appendix C - Bargaining Unit Promotions and Vacancies		56
Appendix D - Joint Apprenticeship & Training Program		60
Appointment from One Range to Another – Appendix A		49
Asbestos	61	42
Call Back Pay	19	16
Call Back Schedule for CT		55
Captions	46	37
Cause for Disciplinary Action	44	36
Citizenship & Residency Requirements	45	37
Classification and Wage Rates	52	39
Collective Bargaining Unit	1	1
College Education Incentives	55	40
Commercial Driver’s License (CDL)	64	43
Continuous Service	56	41
Cost of Living Allowance – Appendix A		53
Deduction of Dues	3	5
Definition of Employees		12
Deferred Compensation	67	44
Demotions	42	36
Discipline and Discharge		35
Dismissal and Discharge	43	36
Duration and Term	65	44
Employee Assistance Program	60	42
Employee Reduction		8
Filling Vacancies		9
Funeral Leave	27	21
Gender	59	42
Grievance and Arbitration Procedure		5
Grievance Procedure	4	5
Health Care Coverage	36	31
Health Care Savings Program	37	34
Health, Medical and Surgical Insurance Cost Cap		33
Holidays (Recognized)	32	27
Hourly Wage Scale – Appendix A		50
Interpretation	58	41

	<u>SECTION</u>	<u>PAGE</u>
Jury Service	62	42
Layoff	5	8
Leave of Absences		20
Life Insurance	38	34
Lineworker Apprentice Program	8(A)	9
Long Term Disability Insurance	40	35
Longevity		30
Longevity Benefits	35	30
Management Rights		2
Mandatory Meetings – Appendix A		53
Meals Allowance	54	40
Metering Assistant Program	8(B)	10
Military Leave	31	26
Miscellaneous		37
New Probationary Employees	13	12
No Duplication or Pyramiding	69	45
No Strike - No Lockout	15	13
Non-Discrimination	57	41
Overlap Operator	17(B)	16
Overtime	21	17
Pay Ranges, Classifications and Steps – Appendix A		47
Pension Benefit	39	34
Personal Leave	24	20
Personal Days	25	20
Personnel Review	50	38
Posting	6	9
Premium Pay for Storm Work Assistance	68	45
Probationary Employees (New)	13	12
Prohibition		13
Promotion from One Range to Another – Appendix A		49
Promotions	7	9
Rate for Temporary Assignment	11	11
Recognition		1
Recognized Holidays	32	27
Regular Full-Time Employees	12	12
Rest Period	22	18
Rights	2	2
Safety, Tools, and Equipment	47	37
Schedule of Work		14
Selection Priorities	9	11

	<u>SECTION</u>	<u>PAGE</u>
Shift Premium	23	19
Short Term Disability, Sick/Short Term Leave	28	22
Sick Leave Cash Out	29	24
Standby	20	17
Steps in the Salary Ranges – Appendix A		48
Subject to Call	18	16
Successor Clause	63	43
Supervisors Working	48	38
Suspension	41	35
Temporary Appointments	10	11
Temporary/Seasonal Employees	14	13
Termination of Agreement		44
Termination of Employment	51	39
Unauthorized Leaves	26	21
Vacation Benefit	34	29
Vacation Leave	33	28
Wage and Compensation Plan – Appendix A		47
Wage Scale – Appendix A		50
Waiver Clause	53	39
Work in Inclement Weather	49	38
Work Schedule for Power Production Technician	17(A)	15
Work Schedule for Electric System Operator Personnel	17(B)	15
Worker’s Compensation Benefits	30	25
Work Week and Workday	16	14

AGREEMENT

THIS AGREEMENT, effective 12:01 a.m., July 1, 2012, by and between the CITY OF TRAVERSE CITY LIGHT AND POWER BOARD, hereinafter referred to as the "Board" or "Employer," and the UTILITY WORKERS UNION OF AMERICA, AFL-CIO, and its LOCAL 295, hereinafter referred to as the "Union."

This Agreement hereby incorporates all prior outstanding Letters of Understanding between the Bargaining Unit and the Employer. Letters of Understanding not specifically included in this Agreement are deemed no longer valid by both parties.

RECOGNITION

Section 1. Collective Bargaining Unit. Whereas Local 295, Utility Workers Union of America, AFL-CIO, having been certified by order of the Michigan State Labor Mediation Board as the representative of employees of the City of Traverse City (Michigan) Light and Power Board, in the unit heretofore found by the Board to be appropriate, and including:

all regular full-time Physical Operating and Trades employees, BUT EXCLUDING supervisory employees, clerical employees, executives, seasonal, and irregular part-time employees,

for the purpose of collective bargaining, through the Light and Power Board, agrees to recognize the Union, through its accredited officers and representative as sole bargaining and negotiating agency for the employees in the Light and Power Department.

- (a) Agency Shop. All bargaining unit members, as a condition of employment, shall pay to the union dues or a service fee in the event they are not union members. This service fee shall be equal to the cost of negotiations for and the administration of this Agreement. The service fee shall not exceed the cost of union dues.

- (b) Bargaining Team. The Bargaining Team shall be selected by the Union and shall be limited to five (5) members. When bargaining occurs, those five (5) members shall be released for such purpose without loss of time or pay. In no event will Light and Power compensate an employee for hours spent in bargaining or other Union activities beyond the employee's normal work shift.
- (c) The Union President shall notify the Executive Director in writing within three (3) working days of any changes in the Bargaining Units stewards or officers.

MANAGEMENT RIGHTS

Section 2. Rights.

- (a) The Union recognizes the right of the Board to operate and manage its affairs in all respects in accordance with its responsibilities. The powers or authority which the Board has not officially abridged, delegated or modified by this Agreement are retained by the Board.
- (b) The Union recognizes the exclusive right of the Board to establish reasonable work rules, determine reasonable schedules of work, determine and establish methods, processes, and procedures by which such work is to be performed as well as set work standards. The Board also reserves the right to make work assignments in emergency situations within the limitations of this contract.
- (c) The Board has the right to schedule overtime work as required, and consistent with the provisions set forth in Section 21.
- (d) The Board has the right to reclassify existing positions based on assigned duties and

responsibilities or make changes in assigned duties and responsibilities, it being understood by the parties that only the significant and principal duties and range of skill are enumerated in class specifications and job descriptions; incidental duties, similar and related, although not enumerated, are intended to be performed by the employees.

- (e) The Board reserves the right to discipline or discharge for just cause.
- (f) The Board reserves the right to layoff for lack of work or funds, or the occurrence of conditions beyond the control of the Board or where such continuation of work would be wasteful and unproductive.
- (g) The Union recognizes that the Board has statutory and charter rights and obligations in contracting for matters relating to municipal operations. The right of contracting or subcontracting is vested in the Board.

The right to contract or subcontract shall not be used for the purpose or intention of undermining the Union nor of discriminating against any of its members, nor is to replace regular employees qualified and willing to work, nor to cause layoffs. The Board will, as far as practicable, on contracts granted on a time and material basis only, and not those won by "bid," restrict such contracts to the same work week and/or total hours within the payroll week as that established for employees under this Agreement. Where employees are damaged by the above sentence, the appropriate remedy shall be for the Employer to provide productive work under similar circumstances and pay in an amount equivalent to the overtime which had been lost. This work time provided cannot be used in lieu of calling out

another employee, but must be established as additional overtime. If Light and Power, in its sole discretion, enters into an inter-local agreement, such agreement shall be under the terms of the Urban Cooperation Act and/or the Michigan Energy Employment Act, and Light and Power shall notify the Union in advance of entering into such an agreement. Light and Power and the Union agree to bargain about the effects of such an agreement on the Bargaining Unit personnel.

- (h) The responsibilities of the Light and Power Executive Director, governed by charter provisions, ordinances, and personnel rules, subject to the provisions of this Agreement, include that he or she has the right to hire, assign, transfer, and promote employees to positions within the agency; to suspend, demote, discharge, or take other disciplinary action against employees; to relieve employees from duty because of lack of work or lack of funds; to determine the methods, means, and personnel necessary for departmental or agency operations, to control departmental or agency budgets; to administer pay and fringe benefit plans; and to provide the necessary surveys, research, rules, regulations and recommend resolutions and ordinances for this purpose; to take whatever actions are necessary in situations of emergency to perform the functions of the Department including emergency work assignments, personnel and procedures may be modified in any way necessary to meet the demands of the emergency.

Emergency shall be defined as a circumstance or combination of circumstances beyond the control of the Employer which calls for immediate action and where it may be required to assign employees out of class regardless of seniority.

After the emergency subsides, the Employer agrees to move without undue delay to call in or otherwise assign the appropriate employees and classifications.

- (i) The enumeration of management's rights in this Article is not to be construed as being all-inclusive, but rather as an indication of the type of rights inherent to management.

DEDUCTION OF DUES

Section 3. Deduction of Dues. During the term of this Agreement, the Board will deduct from the wages of those employees who authorize it to do so in writing on a form supplied by the Board, reasonable monthly dues, uniformly applied, as Union dues or service charge for the duration of such authorization. Authorization for such dues deduction may be withdrawn by the employees at any time and will become effective at the beginning of the following month. The Union agrees that in the event of litigation against Light and Power, its agents or employees arising out of this provision, the Union will indemnify and hold harmless Light and Power, its agents or employees for any monetary award arising out of such litigation.

GRIEVANCE AND ARBITRATION PROCEDURE

Section 4. Grievance Procedure. Should differences arise between the Employer and its employees as to the meaning and application of the provisions of this Agreement, an earnest effort shall be made to settle such differences as soon as possible in the following manner:

Step 1. The aggrieved employee and the employee's Steward, with permission of their immediate supervisor(s), which shall not be unduly withheld, shall discuss the complaint with the aggrieved employee's immediate supervisor (and one other non-

union employee, if desired by supervisor), within five (5) days (excluding Saturdays, Sundays, and holidays) following the happening or incident of the complaint. The supervisor shall give a verbal answer to the complaint within five (5) working days after the verbal discussion (excluding Saturdays, Sundays, and holidays).

Step 2. If the verbal answer given in Step 1 does not settle the complaint, the complaint shall be reduced to writing and it shall be known as a grievance and referred to the Executive Director within ten (10) working days (excluding Saturdays, Sundays, and holidays) after receiving the Step 1 answer. The written grievance will include the following:

- A. A statement of the grievance and the facts upon which it is based.
- B. The employee(s) involved, and a suggested remedy.
- C. The section or sections of this Agreement relied upon or claimed to have been violated. This does not prohibit the use of other sections of the Agreement in the Union's discussion of the grievance; however, such section(s) shall not be part of the written grievance.

A grievance submitted without the above-required information will be returned without action. A meeting will then be held, within thirty (30) days of the receipt of the grievance between the Executive Director and/or the Executive Director's designate(s) and the Union Grievance Committee, which may consist of the Steward, the Aggrieved Employee and Union President and/or the Union President's designate. The parties shall make every attempt to satisfactorily resolve the grievance at this meeting. The Executive Director shall answer the grievance in

writing within five (5) working days (excluding Saturdays, Sundays, and holidays) after the meeting held in Step 2, unless extended by mutual agreement. The Executive Director's written answer shall contain the reasons for his or her decision.

Step 3. If the written answer given in Step 2 does not resolve the grievance, the grievance shall be referred to the Light and Power Board within ten (10) working days (excluding Saturdays, Sundays, and holidays). A meeting shall be held within thirty (30) days of the receipt of the request between a member or members, of the Light and Power Board, the Executive Director and/or the Executive Director's designate, and the Union Grievance Committee. The Board shall answer the grievance in writing within five (5) working days (excluding Saturdays, Sundays, and holidays), after their next regular scheduled meeting. Their answer shall contain the reasons for their decision.

Step 4. If the grievance is not settled in Step 3, and within thirty (30) calendar days after the written Step 3 answer is received by the Union, the matter may be appealed to binding arbitration. Should this process be initiated, the parties shall first attempt to agree upon an outside impartial person to conduct such arbitration, but in the event the parties are unable to agree, then they shall jointly petition the State of Michigan Employment Relations Commission for an administrative appointment of such a person. The decision of the arbitrator shall be final and binding upon the Board, the Union, and all employees concerned. The expenses and fees incidental to the services of the arbitrator shall be shared equally by the Board and the Union. The arbitrator shall not have authority to alter in any way the terms and conditions of this

Agreement or to rule on any item not covered hereunder.

The time limits established in the grievance procedure shall be adhered to by all parties, unless extended by written mutual agreement. If the Union fails to meet the established time limits, the grievance shall be considered settled in accordance with the Employer's last disposition. If the Employer fails to meet the established time limits, the grievance will automatically advance to the next step, excluding arbitration.

EMPLOYEE REDUCTION

Section 5. Layoff. When the Executive Director determines it is necessary to reduce the number of employees in the Light and Power Department because of lack of work or funds, the Light and Power Executive Director will make a determination of the type of activities to be curtailed and the classes of positions thereby affected. In the selection of employees for layoff, consideration will be given to the following factors:

- (a) Length of service rendered by the employee, and the level of performance rendered by the employee during previous service;
- (b) Advisability of demoting employees in higher grades to lower classifications for which they are qualified with minimal training and layoff of those in lower classifications. Employees who are separated from the Department through no fault of their own will be given preferential treatment in filling vacancies as provided in Section 9. When and if a layoff or reduction in employees becomes necessary in the Light and Power Department, the Executive Director thereof shall consult with the Union representatives as to the plan of layoff; and

- (c) Employees bumping into another classification will receive the rate of pay and benefits for that classification. No bumping into a higher class or rate of pay is permitted.

FILLING VACANCIES

Section 6. Posting. On vacancies within the Bargaining Unit, an internal posting shall be made for five (5) days in the Light and Power Department before posting in other City Departments or advertising for outside candidates. Emergency appointments for limited duration may be made until proper posting and selection procedures have taken place.

Section 7. Promotions. The Light and Power Executive Director, in arriving at the decision to appoint or promote one of the qualified eligible employees to a vacant position, shall give due consideration to the relative qualifications of each candidate and shall make the appointment on the basis of the procedure as defined in Appendix C.

Section 8(A). Lineworker Apprenticeship Program. The Board and the Union agree that it is desirable to allow growth into the Lineworker promotional progression by current employees and that in order to accomplish a workable progression, the following principles will be observed:

- (a) Any persons successfully bidding into the position of Lineworker Apprentice will be given training in Lineworker's skills while in the Apprenticeship Program.
- (b) Lineworker Apprentices will be evaluated by the Executive Director or his/her designate on their ability to progress to Lineworker "B" and Lineworker "A" per Appendix D.

- (c) Lineworker Apprentices will receive one of three evaluations: pass, fail, or probation extended
- (d) Lineworker Apprentices after having satisfactorily completed the first year of the Apprenticeship Program, and showing adequate capability to complete the remainder of the program, shall be advanced to the Lineworker "B" position.
- (e) Failing Lineworker Apprentices must vacate the position of Lineworker Apprentice, and after six (6) months may be disallowed from returning to their previous positions. The vacated position will then be posted.
- (f) Upon the successful completion of the Apprenticeship Program, the receipt of a Journeyman Lineworker Card, an individual shall be promoted to the position of Lineworker "A."

Section 8(B). Metering Assistant Program. Persons in the Metering Assistant Program shall be required to serve 6,000 worked hours of on-the-job training. While on such training they shall be required to take such courses as to advance their knowledge in the metering field. Industry standard required courses shall be taken in order and must be successfully completed prior to taking the next course. Persons in the program shall be allowed to take only one course over in order to successfully complete it. Failing Metering Assistants must vacate the position of Metering Assistant, and after six (6) months may be disallowed from returning to their previous positions. The vacated position will then be posted.

After completion of the required courses, and the 6,000 worked hours of on-the-job training, the Metering Assistant shall advance to the position of Metering Technician (Range 5). After

serving a minimum of 2,000 hours as a Metering Technician, an individual will then be qualified to bid for a Metering and Technical Services Lead position (Range 9).

Section 9. Selection Priorities. The consideration of applicants for selection shall be based on the following priorities:

- (a) Re-employment of regular full-time employees separated from the Department through no fault of their own within the previous twelve (12) months.
- (b) Regular full-time department employees at lower levels who are qualified for and desirous of the promotion.
- (c) Applicants who are properly qualified including employees in other City Departments and those not now or never having been regular full-time employees.

Section 10. Temporary Appointments. Regular full-time employees who are appointed to temporary positions, i.e., a position which is clearly understood to be of a limited duration, may be made for a period not to exceed six (6) months and notice shall be given to the Union of such temporary appointments.

Section 11. Rate for Temporary Assignment. In any case where an eligible employee is qualified for and is temporarily required to serve in and accept the responsibility for work in a higher class or position, such employee shall receive the entrance rate of that class, or one step above the employee's present rate, whichever is higher; this higher rate will apply immediately upon accepting these higher duties. An employee may be temporarily assigned to work in any position that the employee is qualified for of the same or lower class range without any change in pay.

When an employee has been designated by the Executive Director to serve in a temporary leadership role for a period of eight (8) consecutive hours or more a five percent (5%) increase in base wages (base wages does not include overtime or double-time) shall be made for that designated period of time.

DEFINITION OF EMPLOYEES

Section 12. Regular Full-Time Employees. Employees normally scheduled to work on a regular annual basis and who are listed as regular full-time employees in Appendix A, shall be considered as regular full-time employees and shall be subject to all the terms of this Agreement.

Section 13. New Probationary Employees. New employees shall be on probationary status for the first six (6) months of employment. New employee's probationary period may be extended for an additional six (6) months provided the Executive Director gives advance notice of such extension and the reasons therein. Upon completion of the new employee's probationary period, the employee shall be put on the seniority list and such seniority shall commence from the date of hire. New probationary employees may be laid off or dismissed without recourse to the grievance procedure. The Union President will be given notice of the termination of a new probationary employee. On the first day of the month following the conclusion of the first three (3) months, the new employee shall become eligible for the fringe benefits as described in other sections of this Agreement, at the designated effective dates.

If required for the position, all appropriate Commercial Driver's License (CDL) and endorsement(s) shall be obtained within the first six (6) months' probationary period or the new hire

will be immediately dismissed. The Employer will pay for initial testing, but the costs for repeat testing will be the responsibility of the applicant. No extension of probationary period will be provided to the new hire to obtain a CDL and/or endorsement(s).

Section 14. Temporary/Seasonal Employees. Employees who are scheduled for temporary/seasonal employment (that is employment clearly understood to be of limited duration) shall be classified as temporary/seasonal employees and shall not be subject to the provisions of this Agreement. Appointment to temporary/seasonal positions may be for periods not to exceed six (6) continuous months, but the six (6) months may be extended with the Union's consent. Employees hired as a result of temporary project-oriented State and/or Federal funded programs shall be considered temporary/seasonal employees. If, during the duration of a temporary/seasonal position, the position is changed from a temporary/seasonal to a regular status, appointment to fill the regular position will be made in conformity with the procedure for filling vacancies. All temporary/seasonal employees who become permanent employees shall have, as credit to their probationary period, only the time worked under regular status. If temporary/seasonal employment is extended beyond the first six (6) months, then the temporary/seasonal employee shall pay the dues as outlined in Section 1(a).

PROHIBITION

Section 15. No Strike - No Lockout. It is agreed that during the term of this Agreement, and while both parties, or either party, is willing to continue negotiations for the renewal of this Agreement, there shall be no lockouts, strikes, stoppages of work, slowdowns or interruptions of service. All matters in dispute shall be handled in the manner provided by grievance procedures and other

contract provisions. The Board agrees, as part of the consideration of this Agreement, that neither the Union, its officers or official representatives, shall be liable for damages for unauthorized picketing, strikes, concerted failure to report for work, slowdowns or stoppages of work, if:

- (a) The Union gives written notice to the Board and the employees involved within twenty-four (24) hours of such action, that it has not authorized the stoppage, strike, slowdown or suspension of work and such written notice directs the employees involved to return promptly to their jobs and cease any further violation of this Agreement, and if,
- (b) The Union at the same time authorizes the Board to give further publication of such notice as in the sole judgment of the Board appears desirable.

It is recognized that the Board has the right to take disciplinary action, including discharge, against any employee who is responsible for or participates in a breach of this provision, whether or not the Union gives the notice provided in this Section, and that such action shall not be subject to dispute or grievance by the Union.

SCHEDULE OF WORK

Section 16. Work Week and Workday. The regular working hours of employees working other than an afternoon or night shift and who are regularly scheduled, shall consist of not more than eight (8) hours in nine (9) consecutive hours beginning between 7 a.m. and 9 a.m. The beginning times may differ from department to department or from employee to employee within the same department, as determined by the supervisor. Summer hours, at the option of the Executive Director, shall be from 7 a.m. to 3:30 p.m., for the period from the first Monday after the first Sunday in April

through Labor Day. The lunch period shall be determined under the authority of the individual department supervisor and may vary from department to department; the lunch period may be one-half hour between the fourth (4th) and sixth (6th) hours from the employee's starting time. Forty (40) hours shall constitute a normal work week for non-shift workers. Any hours other than these hours will be at overtime or call back rates.

Section 17(A). Work Schedule for Power Production Technician. The regular working schedules for Power Production Technician employees performing continuous functions shall be arranged and posted in advance and shall provide for a workday of eight (8) hours and a work week of forty (40) hours. Except in emergencies, this schedule shall not be rearranged on less than twenty-four (24) hours' notice to the affected employee(s). Working schedules, unless otherwise mutually agreed upon, will provide rotation of shifts so as to equalize, as nearly as possible, night shifts and Sunday work among such employees. Power Production Technician employees not performing continuous functions will work the hours of non-shift personnel, Monday through Friday.

The Power Production Technicians are considered shift personnel. Their duties are to operate power production equipment on an as-needed-basis. Power Production Technician personnel will work the hours of non-shift personnel, Monday through Friday. However, it is understood that employees can be placed into shift employee status as the needs of the service demand. Time worked in excess of eight (8) hours per day or forty (40) hours per week will be paid for at overtime rates in accordance with Section 21.

Section 17 (B). Work Schedule for Electric System Operator Personnel. The regular working

schedules for the Electric System Operator (ESO) shall be arranged and posted in advance, and shall provide for a work week of forty (40) hours. The specific regularly scheduled work hours may exceed eight (8) hours per day, but these hours will be compensated at straight-time rates, except in emergencies. This schedule shall not be rearranged on less than twenty-four (24) hours' notice to the affected employee(s). Work schedules, unless otherwise mutually agreed upon, will provide rotation of shifts so as to equalize, as nearly as possible, night and weekend shifts among such employees.

Overlap Operator. The rotating shift incorporates some overlap of personnel during the busiest hours of the week. The position of Overlapping Operator rotates to a different ESO schedule at the beginning of each week (Monday). Their regularly scheduled hours are 6 a.m. to 4 p.m. Monday through Thursday. They are to fill the position of Relief Operator for that particular week. When a paid holiday falls on a Wednesday or Thursday (currently overlap days) the Overlap Operator, when regularly scheduled to work on the holiday and determined by the Employer that his/her services are not required, may be released without loss of straight-time pay.

Section 18. Subject To Call. Notwithstanding any prearranged or established schedule of an employee, any or all employees shall be subject to call and shall report for emergency work.

Section 19. Call Back Pay. A Call Back is a request to report to the workplace and commence work at a time other than the regular schedule. A Call Back is normally initiated by a supervisor or ESO in response to an emergency or unexpected situation.

Any employee who is required to return to work during his/her normal off-time shall be compensated at an minimum of two (2) hours of overtime pay (150% of regular pay) or overtime pay

for actual hours worked beyond two (2) hours, whichever is greater; and double-time pay (200% of regular pay) on Sundays and holidays with a two (2) hour minimum, or actual hours worked, whichever is greater.

To qualify for Call Back pay the employee must have been called back to work. Under no circumstances shall an employee be paid additional Call Back pay during the two (2) hours of a prior call back, even if the employee left work. Should an employee be called back during the two (2) hours of his/her first call back the second call back shall be a continuation from the first call back for compensation purposes.

Section 20. Standby. Two Line Workers will be on standby status on a weekly basis to respond to after-hours trouble calls; however, only one (the most senior) could be called back depending on the circumstances. They will be provided with a cell phone and company vehicle. Standby compensation will be as follows:

Monday through Friday	1 hour pay per day
Saturday	2 hours pay per day
Sunday and Holidays	3 hours pay per day

Standby schedules shall be rotated and shared by all employees within the appropriate grades as deemed necessary by the department supervisor. The department supervisor shall be responsible for determining which employees shall be on standby.

Section 21. Overtime. Time worked outside the regularly scheduled working hours provided for in this Agreement shall be considered overtime work and shall be compensated for at the rate of time

and one-half (150% of regular pay) after eight (8) hours per day worked and after forty (40) hours per work week; double-time rate (200% of regular pay) on Sundays and double-time rate (200% of regular pay) on holidays worked plus pay for the holiday on the holidays listed in Section 32. Consecutive hours worked by an employee in excess of sixteen (16) hours shall be compensated at double-time rate (200% of regular pay). If an employee who has worked sixteen (16) hours within a twenty-four (24) consecutive hour period is released, the Employer will attempt to give the employee eight (8) hours rest before requiring the employee to report to work; if not possible, the employee shall remain on double-time for the hours worked. For those employees having regularly scheduled off days other than Saturday and Sunday and who normally work five (5) successive days and have the following two (2) days off, the seventh (7th) consecutive day of work shall be compensated for at a double-time rate (200% of regular pay). Those employees who are regularly scheduled to have four (4) days off in a row, shall be compensated in the event they work on a day or days off at the following rates: For the first (1st) and third (3rd) scheduled day off, if worked, will be compensated at the overtime rate (150% of regular pay). For the second (2nd) and fourth (4th) scheduled day off, if worked, will be compensated at the double-time rate (200% of regular pay).

The appropriate remedy in cases where employees have been damaged through error in the application of the Call Back procedure as identified Appendix B shall be for the Employer to provide productive work under similar circumstances and pay in an amount equivalent to the overtime which had been lost. This work time provided cannot be used in lieu of calling back another employee, but must be established as additional overtime.

Section 22. Rest Period. An employee who has worked sixteen (16) or more hours within a

twenty-four (24) consecutive hour period shall, whenever possible, be released from duty for eight (8) continuous hours (rest period). If an employee who has worked sixteen (16) hours within a twenty-four (24) consecutive hour period is released, the Employer will attempt to give the employee eight (8) hours rest before requiring the employee to report for work; if not possible, the employee shall remain on double time for the hours worked. If, within the eight (8)-hour rest period, the employee's regular work hours are scheduled, the employee will be paid for the regular scheduled hours during this rest period at his/her regular straight-time hourly rate; if those hours overlap, the employee shall be paid double time only for the overlap hours.

If a non-shift employee works two (2) or more hours during the eight (8) hour period immediately preceding his/her regular daily work period and on the day in question, then such regular daily work period begins between 7 a.m. and 9 a.m., the employee will, whenever possible, be excused from work during such regular daily work period without loss of his/her straight-time pay for a period of time equal to the time worked during such eight (8) hour period. If the employee cannot be excused from work, he/she will be paid double time for all hours worked prior to his/her regular work period. If, in the judgment of the Employer, the employee cannot be gainfully employed during the portion of his/her regular daily work period remaining after the expiration of the eight (8) hour rest period, such employee may be excused from work for the remainder of his/her regular daily work period without loss of straight-time pay for those excused hours from work.

Section 23. Shift Premium. Employees engaged in continuous operation shall be entitled to shift differential pay at the rate of one dollar (\$1) per hour for the second or afternoon shift, and one and one half dollars (\$1.50) per hour for the third or night shift. Any employee will receive shift

differential when working on a shift schedule temporarily.

LEAVE OF ABSENCES

Section 24. Personal Leave. The Executive Director may authorize special leave of absences with or without pay. Temporary leave may be granted to employees for their personal benefit where such leave will not obstruct or impair the work of the Department. An employee on any leave of absence without pay shall not, during such leave, earn any sick or annual leave benefits and the time period covering such leave will not be considered in computing step increases within a salary range.

The Employer shall continue to pay the insurance premiums for life, health, dental and vision insurance for up to six (6) months following the date that the employee takes an authorized leave of absence. Any employee who goes on an unpaid leave of absence shall pay their required share of hospitalization insurance premiums beginning the first of the month following the layoff or the beginning of the leave of absence. If the employee's payment is more than thirty (30) days past due, the employee's coverage may be dropped for the duration of the leave.

The Family Medical Leave Act (FMLA) provisions may apply to this Section.

Section 25. Personal Days. All employees are entitled to three (3) Personal Days, with pay per fiscal year. Use of the Personal Day will be scheduled in advance with the Supervisor, or his/her designate. Any advance notice will be acceptable as long as it does not interfere with the work schedules, and does not cause the scheduling of another employee at overtime pay to fill in for the employee taking the Personal Day(s). The day taken off as a Personal Day will be paid eight (8) hours at the employee's regular rate of pay. This benefit is eligible to all employees hired as regular

full-time employees (including new probationary employees), prorated to the date of hire.

Section 26. Unauthorized Leaves. Any absence of any employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of this Agreement will be deemed to be on absence without leave. Any such absence shall be without pay and may be subject to disciplinary action. In the absence of such disciplinary action, any employee who absents himself or herself for three (3) consecutive working days without leave shall be deemed to have resigned. Such action may be reconciled by a subsequent grant of leave if the conditions warrant such grant of leave.

Section 27. Funeral Leave. Immediate leave shall be granted in case of death of any of the following relatives:

wife	son-in-law of current marriage
husband	daughter-in-law of current marriage
child	grandmother-in-law of current marriage
father	father-in-law of current marriage
mother	mother-in-law of current marriage
sister	sister-in-law of current marriage
brother	brother-in-law of current marriage
grandfather	grandfather-in-law of current marriage
grandmother	stepfather of current marriage
grandchild	stepmother of current marriage
stepchild of current marriage	

Such leave shall be granted from the date of death to the date immediately following the date of the funeral, not to exceed three (3) working days, or up to five (5) days, if the funeral is more than three hundred (300) miles from the City limits or in cases of the death of a spouse or child or any relative (listed above) living within the household of an employee. The employee may be asked to

provide verification (obituary, death certificate, etc.)

Section 28. Short Term Disability, Sick/Short Term Leave. Light and Power will provide Short Term Disability insurance coverage for each full-time employee for a disability not arising out of or in the course of employment, which shall provide, at a minimum:

- (a) Up to twenty-six (26) weeks of coverage per occurrence.
- (b) Coverage which shall be effective upon the first (1st) day of an accidental injury and the eighth (8th) day of illness (physical disease, pregnancy, or medical disorder).
- (c) A weekly benefit guarantee of sixty-six and two-thirds percent (66 2/3%) of the employee's gross wage.

On December 1 of each year, each regular full-time employee shall receive seven (7) paid short-term leave days. Short-term leave may be taken in increments of one-quarter (1/4) hour or greater, upon approval of the employee's supervisor, provided the employee requests this leave at least twenty-four (24) hours prior. Where an employee requests short-term leave for an illness such notice is not required. Requests for short-term leave shall not be arbitrarily or unreasonably denied. Short-term leave may not be accumulated from year-to-year. New hires shall receive short-term disability benefits beginning the first of the month after the date of hire; and they will receive an initial pro-rata amount of short-term leave days based on the first full month after the date of hire based on their status. The short-term leave benefit period is from December 1 to November 30 of each year.

Effective the first full pay period following December 1 of each year, each regular full-time and part-time employee shall receive payment for all unused short-term leave from the previous year,

not to exceed seven (7) days, at the employee's regular rate of pay. Such payment shall be made separate from the employee's regular payroll check.

Employees shall retain all sick leave accumulated through December 31, 1996. Accumulated sick leave may be used by the employee for a bonafide illness or injury only as follows:

In lieu of Short Term Disability insurance coverage where the employee would otherwise qualify for benefits under the terms of the policy, or otherwise provided by the Employer.

- (a) For all days, or portions thereof, not covered by the Short Term Disability insurance, provided the length of time lost, due to the illness or injury, would qualify the employee for benefits under the terms of the policy, or otherwise provided by the Employer.
- (b) In the event a member of the employee's immediate family, living in the same household, is ill or injured and a doctor, licensed day care provider, or school official, has recommended that the employee remain at home during this illness or injury. The employee must provide the Employer written verification of this recommendation to be eligible to use accumulated sick leave for this purpose.
- (c) Where the illness or injury arises out of, or in the course of, employment with the Employer; to provide the difference between the employee's regular pay (Base plus longevity), based on their normal forty (40) hour work week and the weekly benefit provided through Worker's Compensation Insurance; provided, however, only the amount of sick leave required to make up this difference shall be deducted from the employee's sick leave bank. Sick leave will not be deducted for the day of the injury.
- (d) To provide the difference between the employee's regular pay, based on their normal

forty (40) hour work week, and the weekly benefit as provided through the Short Term Disability Insurance, or otherwise provided by the Employer; provided, however, only the amount of sick leave required to make up this difference shall be deducted from the employee's sick leave bank.

An employee on short-term disability leave shall continue to receive fringe benefits during such leave provided the employee continues to pay his/her portion of the fringe benefits.

Upon an employee's death or retirement, the Employer shall pay the employee, or the employee's estate, for fifty percent (50%) of his/her accumulated sick leave. Such payment shall be at the employee's regular rate of pay at the time of death or retirement. Such payment shall not apply to days accumulated in excess of one hundred twenty (120).

An employee who has exhausted the paid leave available to him/her under the provisions of this Article shall be considered on a leave of absence without pay. An employee receiving short-term disability insurance benefits shall be considered on a paid leave for purposes of accruing seniority and fringe benefits.

The Family Medical Leave Act (FMLA) provisions may apply to this article.

Section 29. Sick Leave Cash Out. Employees who have more than thirty (30) days of sick leave and ten (10) years of service shall have two (2) choices available to them:

Choice #1: These employees can maintain their time at their current level and use it as sick leave use as allowed under the Short-Term Leave Plan. No additional time will accrue.

Choice #2: These employees can cash out all amounts of sick leave in excess of thirty

(30) days up to one hundred twenty (120) days at the rate of one-half (1/2). Days in excess of one hundred twenty (120) will be added to the thirty (30) day bank. No additional time will accrue.

This choice must be made as a one-time selection but may be made at any time after the employee reaches ten (10) years of service. The amount of the cash out will only be placed in a deferred compensation plan of the employee's choosing, as then currently offered by the Employer. This cash out shall be made in accordance with IRS regulations and may be spread over a two (2) - year period at the employee's request. If the cash out cannot be placed in a deferred compensation plan due to IRS regulations, then the cash out will be made directly to the employee. The remaining Sick Leave bank may be used as allowed under the Short-Term Leave Plan.

Section 30. Worker's Compensation Benefits. All employees shall be covered by the applicable Worker's Compensation Law. If any employee is disabled in the course of and arising out of their employment and as such is deemed eligible for worker's compensation benefits such employee shall be paid his/her rate of pay from the date of injury to which time worker's compensation wage benefit begins, but not to exceed one (1) calendar week. Under the Worker's Compensation Act no compensation is paid for an injury that does not last for at least one (1) calendar week. If the disability lasts beyond one (1) calendar week, the worker is entitled to benefits as of the eighth (8th) calendar day after the injury. If a disability continues for two (2) calendar weeks or longer the worker is entitled to be paid compensation for the first (1st) calendar week of disability. If this occurs, the employee shall immediately pay back the appropriate sum received to the Employer.

Employees shall be allowed salary payments which, with this worker's compensation wage

benefit, will equal their regular wage. Wage payments used to supplement worker's compensation wage benefits shall be deducted from the employee's accrued sick leave (if applicable), short-term leave bank, personal leave days, or accrued vacation bank. If the employee's banks are exhausted, the employee shall receive compensation payments only in accordance with worker's compensation law. Regular full-time employees receiving worker's compensation benefits shall not be subject to loss of seniority while on such leave. An employee on worker's compensation leave shall continue to receive fringe benefits through the first six (6) months while on such leave provided the employee continues to pay their portion of the fringe benefits.

Nothing in this Section prevents the Employer from returning an employee to work.

Section 31. Military Leave.

- (a) Any Employee who is drafted into the active service of the Armed Forces of the United States or in the United States National Guard or Reserve or enlists for the minimum tour of duty or is required to remain in service due to national emergency shall receive a leave of absence for the period of such duty and seniority shall continue. An employee returning from military service shall be re-employed within the bargaining unit in accordance with the applicable Federal and State Statutes and shall be entitled to any other benefits set forth in this Agreement, provided he or she satisfies the eligibility requirements established under this Agreement.
- (b) A full-time employee with reserve status in the Armed Forces of the United States or membership in the National Guard who is called to participate in training sessions shall be permitted leave for this purpose according to Federal and State law. The employee shall

furnish to the Board, in writing, a statement of the Government Pay received for this service during this period. If such Government Pay, less any expenses, does not equal the employee's normal pay, the employee shall be paid the difference by the Board for a period not to exceed two (2) calendar weeks or (ten (10) work days) in any one (1) calendar year.

Any additional time which an employee may be required to serve or to attend military meetings shall not be compensated by the Board, except for conditions stated in paragraph (a) above. If the employee's Government Pay equals or exceeds his or her normal take home pay, there shall be no payment of salary by the Board for such time.

Section 32. Recognized Holidays. The holidays to be observed by the employees covered by this Agreement is:

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Fourth of July	Christmas Eve Day

For non-shift workers, when these holidays fall on a Sunday, the following Monday shall be considered the holiday; and when these holidays fall on a Saturday, the preceding Friday shall be considered the holiday. The days on which the above holidays are celebrated shall be the same as those observed by the U.S. Government, where applicable.

- (a) Non-shift workers shall observe these holidays with time off at regular pay.
- (b) Shift workers on continuous operations shall work the days according to the schedule

and shall receive double-time (200% of regular pay) pay for hours worked on the holiday plus holiday pay to be paid in the payroll period in which the holiday falls. No additional pay shall be paid for employees working on his/her birthdays.

- (c) When a holiday falls on a day that an employee is off on vacation or sick leave, the employee is paid holiday pay and the vacation or sick leave pay is reserved for future use.
- (d) Holiday pay will not be allowed an employee who does not work when the employee is scheduled to work and fails to report without good reason, or when the employee is absent without permission on the last day before or the first day after the holiday, (i.e., regularly scheduled work days).
- (e) An employee shall be allowed to take his or her birthday (or a day in lieu of birthday approved by the Supervisor) off of work with regular pay. If the employee's birthday falls on a holiday or regular scheduled off-day, the employee may take one other day off with pay upon prior approval of the employee's Supervisor. Requests for birthday leave, whether on the actual day of the birthday or on another day in lieu of the actual date of the birthday shall be requested in the same manner as requests for vacation leave. This benefit is eligible to all employees hired as regular full-time employees, effective at date of hire.

Section 33. Vacation Leave. Requests for any type of leave shall be made on the prescribed form, and shall be made far enough in advance to permit prior approval, if possible. However, leave may be granted where an employee is unable, by reason of illness, incapacity, or other factors, to file

application for leave in time for proper processing. The Board will provide leave balances on the employee's payroll check stub and the vacation and sick time availability reports issued each pay period. For vacations of four (4) days or longer, employees shall be required to submit his/her requests for vacation at least five (5) working days in advance of his/her requested leave. In cases where the vacation request is less than four (4) days, vacation time may only be taken in one-half (1/2) day increments if the employee did not submit the request forty-eight (48) hours in advance.

Supervisors shall schedule vacation leave for employees with particular regard to seniority of those employees, and to maintain efficient and effective operations. Vacation leave requests shall be processed by the appropriate supervisor within seven (7) calendar days from the time of submission of the vacation leave request.

Section 34. Vacation Benefit. Vacation is based on anniversary year and each regular full-time employee of the Board in this bargaining unit shall be allowed annual leave, with pay, in the following manner:

- (a) Five (5) work days after one (1) year of continuous service.
- (b) Ten (10) work days after two (2) years of continuous service or ten-twelfths (10/12ths) days per month for each month after first year.
- (c) Fifteen (15) work days after seven (7) years of continuous service or fifteen-twelfths (15/12ths) days per month for each month after six (6) years of continuous service.
- (d) Twenty (20) work days after sixteen (16) years of continuous service or twenty-twelfths (20/12ths) days per month for each month after fifteen (15) years of continuous service.

- (e) Twenty-five (25) work days after twenty-two (22) years of continuous service or twenty-five-twelfths (25/12ths) days per month for each month after twenty-one (21) years of continuous service.

No regular full-time employee shall be entitled to paid vacation until the employee has served the Board for one continuous year. Thereupon he or she shall receive five (5) work days annual leave, for each month of additional service after the first continuous year of service an employee has accumulated one-twelfth (1/12th) of the vacation days that employee is eligible to receive per year, any of which may be used or accumulated as earned after the first year. Vacation days accruing to an employee in excess of twenty (20) as of July 1 shall be used by the employee prior to the following October 31 or be lost with no compensation to the employee. Upon separation from service, employees will be entitled to compensation for any unused portion of accumulated leave except separation for retirement, at which time the employee will be entitled to reimbursement for a maximum of ten (10) days accumulation. If an employee transfers out of the Bargaining Unit, accumulated vacation leave shall be retained as a benefit of the new position.

LONGEVITY

Section 35. Longevity Benefits. Employees who have given long and faithful service to the Board shall be compensated with additional pay over and above that to which they are normally entitled in the following manner:

- (a) After ten (10) years of continuous service, three percent (3%) of the employee's regular pay rate.
- (b) After fifteen (15) years of continuous service - an additional two percent (2%) for a

total of five (5%) percent of the employee's regular pay rate.

- (c) After twenty-five (25) years of continuous service - an additional two percent (2%) for a total of seven percent (7%) of the employee's regular pay rate.

In determining continuous service, any employee who leaves the Board's employ voluntarily and/or is discharged and at a subsequent time returns to employment by the Board shall be credited with service only from the date of his/her latest re-employment. Effective July 1, 1983, new employees, or rehires returning to employment, shall not be entitled to longevity benefits.

HEALTH CARE COVERAGE

Section 36. Health Care Coverage. The Board will make available for all eligible employees who elect to participate, a group insurance program covering certain hospitalization-surgical medical expenses, including coverage for eligible dependents. The insurance program will be on a voluntary basis for eligible employees. The insurance program includes a major medical benefit and a prescription drug benefit. The employee shall contribute each month through payroll deduction toward the required monthly cost of the hospitalization program. If an F-Rider is requested by an employee, the necessary premiums for this rider shall be assumed by the employee. In addition to group health insurance the following benefits shall be provided: Vision Care, Dental Care (with such vision & dental benefits being equal to or greater than those offered on 6-30-2012).

There shall be a Health Insurance Committee consisting of members from all City Departments, to include Union representation from Light & Power. This Committee shall periodically examine the Employer's health insurance program including, but not limited to, alternate providers, benefit levels and premiums.

The Board retains the right to review alternative health care coverage and to implement such programs provided that the carrier is licensed to do business in the State of Michigan, provides equivalent or greater benefits and coverage, and is recognized and accepted by the Health Care Community.

New employees shall be entitled to hospitalization insurance, as soon after completion of the first three (3) months of the probationary period as allowed by the Health Carriers' Agreement. The Board shall also pay for tetanus and booster shots according to schedules and dosages recommended by medical authorities for all employees desiring tetanus inoculation.

It shall be the responsibility of the employee to report changes in status to the Personnel Office within thirty (30) days of such change. Such changes in status include: birth or death of a family member, marriage of a dependent, divorce, or election of coverage under a spouse's policy of hospitalization. If an F-Rider is requested by an employee, the necessary premiums for this rider shall be assumed by the Employee.

Upon a regular employee's retirement (as defined under the terms set forth under the Municipal Employees Retirement System (MERS) if said employee retires directly from his employment with TCL&P under the aforementioned MERS system), the Board agrees to pay the premium for the retiree's hospital-medical-surgical insurance coverage for the retiree only. The retiree may elect to pay the premium for dependent coverage. Upon the retiree's eligibility for Medicare coverage, the retiree shall notify the Employer of such. The Board shall then pay only the premium for the retiree's supplemental coverage (with choice of supplemental coverage to be made known to the City Human Resources Department). The retiree may elect to pay the premium for dependent coverage.

Any employee who is laid off or who goes on an unpaid leave of absence shall pay his/her required share of hospitalization insurance premiums beginning the first of the month following the layoff or the beginning of the leave of absence.

Health, Medical and Surgical Insurance Cost Cap:

(Not to include Vision or Dental): The Board shall be responsible for one hundred percent (100%) of the applicable premium up to the following caps:

Effective July 1, 2012:

- A - Single Person..... \$266 per month
- B - Two-person coverage..... \$470 per month
- C - Family coverage..... \$496 per month

If the premiums exceed the above limits, the Board shall be responsible for fifty percent (50%) of the increased amount, and the employee shall be responsible for fifty percent (50%); however, under no circumstances shall the Employer's share be more than the annual costs specified in MCL 15.563.

The Board agrees to compensate employees who have other health insurance coverage, two thousand four hundred dollars (\$2,400) per year pro-rated at two hundred dollars (\$200) per month for opting out of the Employer's health insurance coverage. Opt-out compensation will be payable at the end of the health insurance year for eligible employees, including those who terminate during the year. Eligible employees will be required to sign a Payment In Lieu of Insurance Waiver and Release form annually.

Section 37. Health Care Savings Program. The Board agrees to provide a Health Care Savings Program to allow employees to save for retiree medical expenses with pre-tax dollars. The Board agrees to match a maximum of one percent (1%) of an employee's gross salary provided an employee contributes a minimum of one percent (1%) of an employee's gross salary to the Program. Employee's contribution, once selected, is irrevocable.

Section 38. Life Insurance. Fifty thousand dollar (\$50,000) term life insurance policy per eligible employee with a double indemnity provision for accidental death. Employer shall pay the premium up to the time employee retires or terminates employment.

Section 39. Pension Benefit. Permanent full-time employees in the Bargaining Unit shall be included in the retirement plan. Currently, this program is under State legislation, 1945 Michigan Public Act 135, as amended, the Municipal Employees Retirement Act (MCLA 38.601, *et seq*; MSA 5.4001, *et seq*. provisions of the statute) and need not be included here.

The Board shall provide the following pension plan or its equivalent for employees hired prior to July 1, 2012:

1. The B-3 program (including overtime earnings)
2. The F50/25 Early Retirement Benefit
3. E-2
4. V-6

Effective July 1, 2012 newly hired employees shall have the following pension plan benefit:

1. The C-1 New 1.5 program (base wage only)

2. The F55/25 Early Retirement Benefit
3. E-2
4. V-6

All contributions to the pension plan shall be made by the Light and Power Board.

Section 40. Long Term Disability Insurance. Light and Power Board shall pay the cost of providing Long Term Disability Insurance coverage to all regular full-time employees who have completed the first three (3) months of his/her probationary period. The benefit schedule will provide:

1. Sixty percent (60%) of basic monthly earnings to a maximum benefit amount of four thousand dollars (\$4,000).
2. Qualifying period for benefits: (six) 6 months.

DISCIPLINE AND DISCHARGE

Section 41. Suspension. An employee may be temporarily suspended from service for disciplinary purposes where the cause is not sufficient to warrant demotion or dismissal. An employee may be suspended without pay for such periods as are justified by his or her improper conduct except that no employee will be suspended for a period greater than thirty (30) days. At the time of suspension, the Executive Director must give the employee a written notice of suspension, including the reasons therefore, and send a copy to the President of the Local Union. Any suspension which would have the effect of making the total time during which the employee is suspended without pay in any twelve (12) month period greater than thirty (30) days will be deemed a dismissal, and will be

subject to the provisions of this Contract concerning dismissals.

Section 42. Demotions. Demotions, as a form of penalty, may be made when the employee does not give satisfactory service in the position he or she holds. At the time of demotion, the Executive Director must give the employee written notice of demotion, including the reasons therefore, and submit a copy to the President of the Local Union. A demotion may be appropriate when an employee does not warrant dismissal from the service, but gives evidence of being able to perform work in a lower classification.

Section 43. Dismissal and Discharge. Dismissals or discharges or separations made for misconduct, inefficiency, insubordination, or other just cause may be made at any time, but at the time of dismissal, the Executive Director must give the employee written notice, including the reason for the dismissal, and must submit a copy to the President of the Local Union. Dismissal without previous disciplinary action shall be used only in the most serious cases of employee misconduct.

Section 44. Cause for Disciplinary Action. Just causes for discharge, suspension or demotion in the service are listed in the following subsections, although discharge, suspension or demotions may be made for other just causes. The appeal process on disciplinary action will be the same as the grievance procedure which was outlined in previous Sections:

- (a) The employee has been convicted of a felony or a misdemeanor involving moral turpitude.
- (b) The employee has violated any of the provisions of the merit system or of the regulations of this Contract.

- (c) The employee has violated any lawful official regulation or order or fails to obey any proper direction made and given by a superior.
- (d) The employee has been in possession and/or under the influence of intoxicants or illegal drugs while on duty.
- (e) The employee has been guilty of insubordination or disgraceful conduct on duty.
- (f) The employee is offensive in his/her conduct or language in public towards the public, city officials, or employees on duty.

MISCELLANEOUS

Section 45. Citizenship and Residency Requirements. All employees shall be citizens of the United States and shall maintain a permanent and bona fide residence within reasonable distance of the City, not to exceed a twenty (20) mile radius as measured from the nearest City limit.

Section 46. Captions. The captions used in this Agreement are for identification only and are not a substantive part of this Agreement.

Section 47. Safety, Tools and Equipment. Where the Board requires uniforms or special work clothes, it shall supply them. The Board will provide necessary safety equipment and tools, and all employees using such equipment and tools shall be charged with the proper care of them. Clothing, tools and other equipment will be assigned, and will be replaced if worn out or accidentally damaged. If such equipment is damaged or lost through employee carelessness, or from accident not connected with employment with the Board, the employee shall replace such equipment. An

employee's failure to properly use safety tools and equipment and to observe recognized safety procedures will be cause for disciplinary action.

The Board shall purchase and replace when necessary, at its cost, gloves to be used by members of the bargaining unit.

At the beginning of the term of this Agreement, and yearly in July thereafter, all employees (excluding Electric System Operators) will receive two hundred dollars (\$200) added to his/her regular paycheck (pre-tax) as a clothing/boot allowance to be used for the purchase of work clothing (including cold weather gear) and work boots (including safety shoes/boots).

Section 48. Supervisors Working. Supervisors shall perform no work which is the usual responsibility of employees covered by this Agreement, except where emergencies may require or where the performance of such work is for the purpose of training or demonstration.

Section 49. Work In Inclement Weather. The Employer will not require employees to work outdoors during inclement weather except in the case of emergency. Inclement weather shall be determined under the authority of the individual department Supervisor's and may vary from department to department.

Section 50. Personnel Review. A service rating system may be introduced for the purpose of having supervisors and department heads periodically appraise the services of his/her subordinates, using a prescribed form for this purpose. The service ratings may be used by department heads and the Executive Director as a basis for more effective personnel control. The quality of service

rendered by the employee in the past, will, in any case, receive due consideration in such personnel transactions as promotions, transfers, demotions, terminations, and salary adjustments. Service ratings, where used, shall be reviewed by the employee but such ratings may not be seen by unauthorized persons. In case of dispute, the employee may ask for a review of the ratings by the department head before the rating becomes final with the Union being permitted to represent such employee at such a review.

Section 51. Termination of Employment. An employee voluntarily resigning his/her position should, whenever possible, give sufficient advance notice (preferably two (2) weeks or more) of his or her intentions to enable the department to make proper provisions to cover his/her absence. Resignations should be in writing to the Light and Power Executive Director. An employee retiring shall provide one (1) month's notice in writing to the Executive Director. Failure to provide such notice shall disqualify said employee from any accrued sick leave or short-term leave cash outs available under applicable sections of this Agreement. This notice requirement may be waived by the Executive Director in circumstances beyond the employee's control necessitate a shorter notice period.

Section 52. Classifications and Wage Rates. The job titles of the employees covered by this Agreement and the wage rates to be paid for such classifications, effective July 1 of each year, are set forth in a separate schedule - Appendix A - and are part of this Agreement by reference.

Section 53. Waiver Clause. The parties acknowledge that during the negotiations which resulted in

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

Section 54. Meals Allowance. When an employee is required to report to work two (2) hours or more preceding his or her regular starting time and continues work into his or her regular shift, he or she will be furnished a meal allowance at the Board's expense that will be paid to the employee as an addition to the next payroll.

When an employee is required to work beyond his or her scheduled quitting time for more than two (2) hours, he or she will be furnished a meal allowance; and thereafter every six (6) hours. The Board will pay twenty dollars (\$20) per meal allowance.

When such a meal is furnished by the Board, a meal allowance will not be permitted.

Section 55. College Education Incentives. Light and Power will reimburse up to one hundred percent (100%) of the cost of tuition for the attendance and education or training courses which are

directly related to any company job description subject to the following:

1. Prior approval by the employee's Supervisor on the course(s) for the employee.
2. Submission of proof of advance payment (50% reimbursement).
3. Submission of proof of course completion with a passing grade (2.0 grade point) (50% reimbursement).
4. All education and training under this section of the Bargaining Unit Agreement shall be obtained during the employee's off-duty time.
5. The Employer will not reimburse for courses related to graduate level college courses.

Section 56. Continuous Service. Authorized paid vacation leave, authorized paid sick leave (including STL) or authorized paid leave of absence, shall not be deemed to interrupt continuous service for purposes of entitlement to fringe benefits. However, receipt of vacation or sick leave or any other authorized paid leave in connection with the receipt of worker's compensation benefits shall not prevent the interruption of continuous service for purposes of receipt of fringe benefits.

Section 57. Non-Discrimination. The Parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status, genetic makeup, or sexual orientation.

Section 58. Interpretation. This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. This Agreement was drafted at the joint direction of the

Parties.

Section 59. Gender. The masculine or feminine pronoun, wherever used in this Agreement shall include the masculine or feminine pronoun, singular, and plural, unless the context clearly otherwise requires.

Section 60. Employee Assistance Program. The Employer recognizes the benefits derived from an Employee Assistance Program and will, as long as possible continue to provide the existing program to all of its employees.

Section 61. Asbestos. The Code of Federal Regulations, Part 29 (OSHA) and (1910.93(a)(j)(1) MIOSHA require the Employer to provide or make available, to each employee who could have been exposed to airborne concentrations of asbestos fibers an annual medical examination. The Employer intends to comply with this requirement and will afford to L&P Employees hired before July 1986, an annual examination in compliance with the regulations.

Section 62. Jury Service. Employees shall be granted a leave of absence with pay when they are required to report for jury duty subject to the following provisions:

- (a) A copy of the official "Court Notice" and must be submitted within two (2) working days of receipt by the employee, if possible.
- (b) The employee may opt to keep the Court's compensation for said service or remit same to the Employer, less any mileage or expense allowances, and thereby qualify for the straight-time hourly rate benefit herein.

- (c) The Employer's payment is limited to a maximum of eight (8) hours to an employee scheduled to work on the date(s) jury service is required. The employee must report for work immediately following jury service.
- (d) The Employer may require "proof of service" rendered from the Court. Employees responding to a subpoena arising directly from his/her employment with Light and Power shall be entitled to the same benefits as though they were on jury duty.

Section 63. Successor Clause. This Agreement shall be binding upon the parties hereto and his/her successors and assigns. The Employer promises to adopt any resolutions or amendments to its Bylaws or Articles of Incorporation necessary and sufficient to give legal and binding effect to the provisions of this paragraph.

In consideration of the Employer's execution of this Agreement, the Union agrees that the Employer shall not be a guarantor and, provided that the Employer has fulfilled its obligations hereunder, promises not to hold the Employer liable for any breach by a successor, assignee, purchaser, acquirer or other transferee of the obligations assumed by it or required to be assumed by it hereunder, but to look exclusively to such successor, assignee, purchaser, acquirer or other transferee for compliance with the terms of the Agreement.

Section 64. Commercial Driver's License (CDL). The Employer shall reimburse the employee one hundred percent (100%) of the cost of a physical examination and licensing required to secure and maintain a CDL endorsement as required by the Employer.

TERMINATION OF AGREEMENT

Section 65. Duration and Term. This Agreement shall remain in full force and effect from 12:01 a.m., July 1, 2012 to and including June 30, 2017, at 12 a.m. and shall continue in full force and effect from year to year thereafter, unless at least ninety (90) days before any July 1 date annually, either party notifies the other in writing of its desire to terminate, amend, or supplement the Agreement, at which time said party shall submit its proposals, and bargaining shall commence as soon thereafter as practicable.

Section 66. Alcohol and Drug Testing Program. The Board and Union have negotiated an Alcohol and Drug Testing Program as defined in the "Alcohol and Drug Testing Policy" adopted by the Board on April 21, 1993, the conditions of which shall be binding upon both management and the employees.

Section 67. Deferred Compensation. An employee may elect, at his/her option, to participate in any deferred compensation retirement programs authorized by the Board and administered by the City or the Employer. The Board will pay incidental, out-of-pocket administrative costs of the program and reserves the right to set administrative restrictions for enrollment and participation. If an employee contributes one and one half percent (1.5%) of gross pay to the program, the Board will contribute six percent (6%) of the employee's gross pay to the program. If an employee's contribution is less than one and one half percent (1.5%), the Board will not make a contribution to this program. The Board's contribution will be calculated on the employee's gross pay (including longevity, overtime, regular hours, sick and/or vacation hours). Cash-outs (upon separation,

retirement, or annually) of sick, short-term leave, vacation or separation pay are excluded from the Board's Deferred Compensation Program. Employer/employee contributions will be made each pay period.

Section 68. Premium Pay for Storm Work Assistance. With respect to work performed by employees that assist other utilities in recovering from severe storm weather conditions, time for all such work shall be paid at the rate of time and one-half (150% of regular pay) for such work performed during the first twelve (12) hours and double-time (200% of regular pay) for such work performed beyond the first twelve (12) hours and double-time (200% of regular pay) on a Saturday or a Sunday. Time already worked during the workday shall count toward the first twelve (12) hours of storm work assistance. Employees shall only be compensated under this section for drive time to/from the assisted area and for work performed while on site. No other section of this Agreement may be considered with regard to compensation for storm work assistance.

Section 69. No Duplication or Pyramiding. There shall be no duplicating or pyramiding of overtime hours or pay under any Section of this Agreement. This prohibition on duplication or pyramiding shall be interpreted to mean that to the extent that hours are compensated for at an overtime pay rate or premium rate under one provision of the Agreement, such hours shall not be counted as hours worked in determining overtime pay rates under the same provision or any other provisions of this Agreement.

This Agreement was negotiated by the following listed representatives:

LOCAL 295

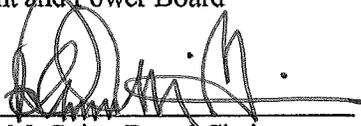
Corey Schichtel
Dan Yanska
Corey Grueber
Doug Izard
Brad Purcell
James Gennett

LIGHT AND POWER

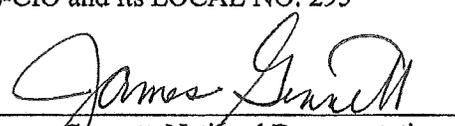
Edward Rice
Tom Olney
Tim Arends
Denise Kuschell

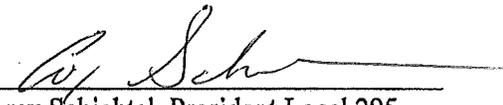
IN WITNESS WHEREOF, the parties hereto have, by their representatives duly authorized in the premises, executed this Agreement.

City of Traverse City
Light and Power Board

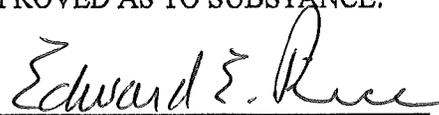
BY 
Patrick McGuire, Board Chairman

Utility Workers of America
AFL-CIO and its LOCAL NO. 295

BY 
James Gennett, National Representative
Region IV

BY 
Corey Schichtel, President Local 295

APPROVED AS TO SUBSTANCE:

BY 
Edward E. Rice, Executive Director

APPENDIX A

WAGE AND COMPENSATION PLAN

Section 1. Pay Ranges, Classifications and Steps. There is hereby established the following schedule of pay ranges for the various classes of positions in the service of the Board. Each range consists of six (6) steps to be designated Steps A, B, C, D, E, and F. The minimum rate of compensation for each class of positions shall be Step A of the range to which it has been assigned, and the maximum rate for each shall be Step F of the range to which it has been assigned. All Classifications have six (6) steps. The class titles herein used are those prescribed by the Executive Director and may be modified with approval of the Union.

<u>RANGE NUMBER</u>	<u>CLASSIFICATION</u>
Range 00	Tree Trimmer Maintenance Worker I
Range 0	Tree Trimmer Crew Leader
Range 1	Maintenance Worker II Meter Reader
Range 2	Stores Clerk
Range 3	Metering Assistant Line Apprentice Field Assistant Traffic Signal Technician
Range 4	<i>None</i>
Range 5	Metering Technician Lineworker B Sr. Traffic Signal Technician
Range 6	Power Production Technician

	Head Storekeeper/Dispatcher
Range 7	Maintenance Mechanic A
Range 8	Electric Serviceworker Sr. Maintenance Mechanic Fiber Technician & Thermography Specialist Electric System Operator Instrumentation & Control Technician
Range 9	Lineworker A Metering and Technical Services Lead
Range 10	Lineworker In-Charge

Section 2. Steps In The Salary Ranges. Upon the original appointment of an employee hereafter employed by the Board, he or she shall receive the minimum rate of pay prescribed by this resolution of the class of positions to which he or she is appointed unless the Executive Director shall determine that the best interests of the Board require that the appointment be made and compensation be fixed at one of the rates above the minimum but within the salary range designated.

Increase in the compensation of employees heretofore and hereafter employed to the several steps provided in this resolution within the appropriate range shall be granted after employment for the following period of time in each respective step except that no increase shall be granted an employee until satisfactorily completing his or her probationary period and he or she has been certified for regular employment:

Step A (Minimum)	Six (6) Months
Step B	Six (6) Months
Step C	Six (6) Months
Step D	One (1) Year

Section 4. Wage Scale.

The following wage scale shall be effective the first full pay period after July 1, 2012:

HOURLY WAGE

<u>RANGE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>
00	12.91	13.22	13.49	13.62	14.00	14.10
0	16.68	17.02	17.35	17.54	18.00	18.16
1	14.29	15.20	16.11	17.03	17.94	18.86
2	15.14	16.09	17.08	18.06	19.01	19.96
3	15.32	16.32	17.34	18.36	19.36	20.40
4	16.82	17.93	19.02	20.09	21.19	22.26
5	23.51	24.10	24.68	25.21	25.92	26.27
6	23.87	24.44	24.97	25.62	26.34	26.80
7	24.61	25.13	25.68	26.40	27.22	27.72
8	24.87	25.43	26.03	26.90	27.81	28.33
9	27.87	28.37	28.92	29.64	30.44	30.95
10	29.60	30.18	30.79	31.71	32.63	33.17

The following wage scale shall be effective the first full pay period on or after July 1, 2013:

HOURLY WAGE

<u>RANGE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>
00	13.17	13.49	13.76	13.89	14.28	14.38
0	17.01	17.36	17.70	17.89	18.36	18.52
1	14.58	15.50	16.44	17.37	18.29	19.24
2	15.45	16.41	17.42	18.42	19.39	20.36
3	15.63	16.65	17.69	18.72	19.75	20.81
4	17.16	18.28	19.40	20.49	21.62	22.71
5	23.98	24.58	25.17	25.71	26.43	26.79
6	24.35	24.93	25.47	26.13	26.86	27.34
7	25.11	25.64	26.20	26.93	27.76	28.27
8	25.37	25.94	26.55	27.44	28.37	28.90
9	28.43	28.93	29.50	30.23	31.05	31.57
10	30.19	30.78	31.41	32.34	33.28	33.83

The following wage scale shall be effective the first full pay period on or after July 1, 2014:

HOURLY WAGE

<u>RANGE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>	<u>STEP F</u>
00	13.44	13.76	14.03	14.17	14.56	14.66
0	17.35	17.71	18.05	18.25	18.73	18.89
1	14.87	15.81	16.77	17.72	18.66	19.63
2	15.76	16.74	17.77	18.79	19.77	20.76
3	15.94	16.98	18.04	19.10	20.14	21.22
4	17.50	18.65	19.79	20.90	22.05	23.16
5	24.46	25.07	25.68	26.23	26.96	27.33
6	24.84	25.42	25.98	26.65	27.40	27.88
7	25.61	26.15	26.72	27.47	28.32	28.84
8	25.87	26.46	27.08	27.99	28.94	29.48
9	29.00	29.51	30.09	30.83	31.67	32.20
10	30.80	31.40	32.03	32.99	33.95	34.51

The following wage scale shall be effective the first full pay period on or after July 1, 2015:

The annual wage scales in effect July 1, 2014 shall be increased based upon the change in the December 2014 index as compared to the December 2013 index from the official Consumer Price Index for All Urban Consumers (CPI-U) Midwest, U.S. City Average, all items, published by the Bureau of Labor Statistics, U.S. Department of Labor (1982-84=100), such increase shall not be less than one and one half percent (1.5%) nor more than three percent (3.0%).

The following wage scale shall be effective the first full pay period on or after July 1, 2016:

The annual wage scales in effect July 1, 2015 shall be increased based upon the change in the December 2015 index as compared to the December 2014 index from the official Consumer Price Index for All Urban Consumers (CPI-U) Midwest, U.S. City Average, all items, published by the Bureau of Labor Statistics, U.S. Department of Labor (1982-84=100), such increase shall not be less than one and one half percent (1.5%) nor more than three percent (3.0%).

Section 5. Cost of Living Allowance. No Cost of Living Allowance will be paid during the term of this Agreement.

Section 6. Mandatory Meetings. Those shift employees scheduled to work their regular shift will be paid time and one-half (150% of regular pay) for the hours extending their eight (8) hour shift.

Those shift employees who begin their shift early to attend the mandatory meetings will be paid

time and one-half (150% of regular pay) for the hours extending their eight (8) hour shift.

Those shift employees on midnight shift, or their days off, will be paid a call back according to the Bargaining Unit Agreement.

Any employee with a valid reason, such as sick or pre-scheduled vacation, may be excused and a letter of instruction explaining the new equipment or policy change will be provided.

APPENDIX B

CALL BACK SCHEDULE FOR CT

Relief is needed for _____

On (Date) _____ . For (Hr. and Shift) _____

Date and time notice received from absent person _____

The following people were called:	<u>Can Work</u>	<u>Can't Be Reached</u>	<u>Refused</u>
Sr. Maintenance Mechanic	_____	_____	_____
Maintenance Mechanic A	_____	_____	_____
Range 6 by Seniority	_____	_____	_____

Operator's Signature: _____

AT OPERATOR'S DISCRETION IN EMERGENCY SITUATIONS

APPENDIX C

BARGAINING UNIT PROMOTIONS AND VACANCIES (as pertains to Section 7 of the Agreement – Filling Vacancies)

Definitions:

- A promotion is defined as a status change from an employee's present classification to a classification of a higher maximum salary.
- A vacancy is defined as an opening in a classification in the bargaining unit.

Posting Requirements:

- All vacancies will be announced in writing and posted on the bulletin boards for five (5) business days in the Light and Power Department before posting in other City departments or advertised for outside candidates. The L&P Human Resources office will only accept applications made during the five (5) business day posting period.
- Only employees who have completed their probationary period will be eligible to apply for posted vacancies and promotions.
- The posting will include minimum qualifications for the position in order to provide applicants an idea of the level of skill and ability required, training or formal education needed and physical ability needed to successfully perform the job.

Selection Procedures:

Light and Power management will evaluate the applicants to determine if they possess the minimum qualifications of the job, along with their ability, merit and Departmental seniority. Those

that are found qualified will then move into the interview phase of the selection procedures where the following criteria will be used to determine who the best candidate for the open position is:

- Ability – competence to perform the job requirements; acquired proficiency
- Merit – conduct deserving reward; Department achievements
- Qualifications – having complied with the specific requirements of the current position and previous relevant work experience
- Department Seniority – number of years worked in the Light & Power Department

Filling Vacancies:

- Each candidate that is interviewed will be rated, by no less than three (3) members of management, using the attached Evaluation Matrix.
- If two (2) or more applicants are rated equally using the matrix, job classification seniority shall prevail.
- Employees determined to be not qualified will be notified stating reasons for disqualification.

Provisional Appointments:

All promotions, filled vacancies and new hires shall be made for a probationary period of six (6) months, during which time the employee's performance will be subject to close review as to competency to carry out the new assignments. The probationary period shall be regarded as an integral part of the selection process and shall be used for closely observing the employee's work for obtaining the most effective adjustment of the employee in their new position and for rejecting any employee whose performance does not meet the required standards.

The Executive Director of Light & Power may extend the probationary period for an additional period, not to exceed six (6) months when, in the Executive Director's opinion, regular status for the probationer is still in question. An employee serving a probationary period may be separated from the new position at any time with the right of appeal or hearing, provided the Executive Director submitted to the Union, a written report stating the reasons for such action, and, in the case of promotion, the employee is returned to the position occupied prior to the probationary promotion, it being understood that the action of management cannot be arbitrary and capricious. Regular status will be given to any employee who satisfactorily completes a six (6) month or extended probationary period.

Other:

- Union employees, except for the applicants, will not be included in the interview process for internal candidates.
- There will be no testing done during the interview process for internal candidates. Testing for external candidates will be done at management's discretion.

TRAVERSE CITY LIGHT & POWER
EVALUATION MATRIX FOR FILLING JOB VACANCY

CANDIDATE'S NAME: _____

POSITION BEING EVALUATED: _____

Please use the following as rating criteria for your evaluation:

- 5 Far exceeded expectations (outstanding)
- 4 Exceeds expectations
- 3 Met expectations
- 2 Met minimum requirements, but below expectations
- 1 Did not meet minimum requirements

QUALIFICATIONS	VALUE (Total of 20)	X	RATING (1 to 5)	=	EVALUATION
Abilities					
Internal Experience in Job Classification	4	X		=	
External Occupational Experience	2	X		=	
Department Seniority	5	X		=	
Merit (Motivation, Dependability, Achievements)	4	X		=	
Required Qualifications (As noted in job posting)	5	X		=	

Total Evaluation (Maximum of 100 points): _____

Comments: _____

Signature of Evaluating Supervisor or Manager: _____

Date Completed: _____

APPENDIX D

JOINT APPRENTICESHIP & TRAINING PROGRAM (Accredited by U.S. Dept. of Labor Bureau of Apprenticeship and Training)

PROGRESSION SCHEDULE AS RECOMMENDED BY THE JOINT APPRENTICESHIP TRAINING COMMITTEE

NOTE: Each six (6) month step is approximately one thousand (1,000) hours and there are seven (7) steps which require three and one-half (3½) years to complete.

0-1000 hrs/1st six months

Apprentice should be issued climbing gear and begin learning to climb. Greatest emphasis should be placed on safety awareness and hazard recognition. No work on energized equipment, poles or structures.

1000-2000 hrs/2nd six months

Apprentice should be issued rubber gloves and allowed to work 600 volts or less as his climbing ability allows, but not on energized primary equipment, poles or structures.

2000-3000 hrs/3rd six months

Apprentice should be allowed to work on any equipment pole or structure, but not within reaching or falling distance of conductors energized at more than 600 volts.

3000-4000 hrs/4th six months

Apprentice should be allowed to work energized primary voltage with a qualified lineman on energized equipment, poles or structure.

4000-5000 hrs/5th six months

Apprentice shall continue to work with a qualified lineman on energized equipment, poles or structure, but more responsibility for safety and equipment operation should be assumed.

5000-6000 hrs/6th six months

Apprentice shall continue to work with a qualified lineman on energized equipment, poles or structure and become more aware of his responsibility to his co-workers, the public, and his utilities' public image.

JOINT APPRENTICESHIP PROGRAM – PROGRESSION SCHEDULE (continued)

6000-7000 hrs/7th six months

Apprentice shall continue to work with a qualified lineman on energized equipment, poles or structures, but should be given the lead on selected jobs to develop his leadership ability.

It is the practice of the Joint Apprenticeship and Training Committee to rule that an apprentice be “promoted normally.” This allows an apprentice to be promoted from step to step on a basis of hours worked as long as his field evaluations are satisfactory.