

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF TRAVERSE CITY  
AND  
INTERNATIONAL BROTHERHOOD OF TEAMSTERS  
GENERAL MUNICIPAL EMPLOYEES – GENERAL UNIT

Date: February 2, 2026

**Subject: Four-Day Workweek for Second Shift Garage Staff**

This Memorandum of Understanding (“MOU”) is entered into between the City of Traverse City (the “City”) and the International Brotherhood of Teamsters (the “Union”), representing the City of Traverse City General Municipal Employees – General Unit. The City and the Union are collectively referred to as “the Parties.”

The Parties are signatories to a Collective Bargaining Agreement (“CBA”) in effect from July 1, 2024 through June 30, 2027. This MOU outlines the agreement between the City and the Union to implement a modified work schedule consisting of four (4) ten-hour workdays per week for second shift Garage Division staff, subject to the terms and conditions below.

**1. Benefits of the Four-Day Workweek**

The transition to a four-day, ten-hour schedule is intended to support both operational efficiency and employee well-being. Benefits include improved overlap between shifts, enhanced communication, reduced downtime in diagnosing and repairing vehicles, and greater opportunity for training and group meetings.

The schedule is also expected to contribute to employee recruitment and retention, reduce commuting demands, and lower the City’s carbon footprint through decreased facility use and employee travel. Based on historical data, the Parties anticipate minimal impact on overtime usage.

This change aligns with the Quality of Work Life provisions of the CBA and with City Personnel Policy 235-P, Flexible Work Arrangement Policy.

**2. Overtime Pay**

Employees working beyond a scheduled ten-hour shift shall be compensated at the applicable overtime rate as outlined in Article 16, Section 2. Overtime will apply for hours worked in excess of the scheduled shift in a twenty-four (24) hour period or for actual hours worked in excess of forty (40) hours in a workweek.

**3. Shift Preference and Seniority**

Shift preference shall be determined by seniority in accordance with Article 7, Section 8. Shift preferences may only be adjusted every six (6) months or when a new vacancy occurs. The six-month intervals will occur on January 1 and July 1. Changes outside of this schedule may be approved by the Superintendent.

**4. Work Hours, Breaks, and Lunch Period**

Second shift work hours under this schedule shall be Monday through Thursday, 1:00 p.m. to 11:00 p.m.

Employees working ten-hour shifts will receive breaks and a lunch period in accordance with Article 16, Section 5. This includes two (2) ten-minute breaks, one during each half of the shift, and one (1) thirty-minute lunch period consistent with division policy.

If the workday extends more than two (2) hours beyond the scheduled shift, an additional fifteen (15) minute break will be provided as required under the CBA.

**5. Reversion to 8-Hour Shifts on Holidays**

During any week in which a recognized holiday occurs, as outlined in Article 18, employees scheduled for four ten-hour shifts will revert to an eight-hour workday schedule for that week. Holiday pay will be provided in accordance with Article 18, Section 4.

**6. Paid Time Off**

Paid time off shall continue to be earned and administered as provided in the CBA. When leave is used, the number of hours taken per day must correspond with the employee's scheduled shift length.

**7. Option to Finish Workday Early**

During winter storm on-call events, employees working ten-hour shifts may, after completing at least ten (10) hours of work, be permitted to finish the workday prior to the normal quitting time. This option is subject to supervisory approval and consistent with Article 16, Section 8.

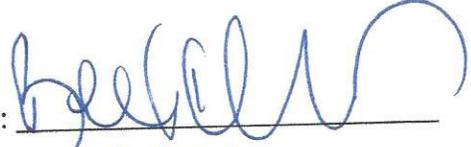
**8. Miscellaneous Terms**

First shift Garage staff shall remain on the existing eight-hour, five-day schedule. Employees subject to progressive disciplinary action are not eligible for flexible work arrangements unless prior approval is granted by the City Manager.

The City reserves the right to deny, modify, discontinue, or revoke any flexible work arrangement. Department Heads, in consultation with the Human Resources Director, may make such changes with a minimum of two (2) weeks' written notice, unless the change is related to disciplinary action, in which case it may be effective immediately.

All other terms and conditions of the CBA shall remain unchanged and in full force and effect.

**CITY OF TRAVERSE CITY**

By: 

Date: 2/3/26  
Benjamin Marentette, City Manager

**INTERNATIONAL BROTHERHOOD OF TEAMSTERS**

By: 

Date: 2-4-26  
Clayton Pletscher, Business Representative