

LETTER OF UNDERSTANDING  
BETWEEN  
CITY OF TRAVERSE CITY  
AND  
INTERNATIONAL BROTHERHOOD OF TEAMSTERS  
GENERAL MUNICIPAL EMPLOYEES – CLERICAL TECHNICAL UNIT

[EMPLOYEE APPRECIATION WEEK]

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

The City and the Union are parties to a Collective Bargaining Agreement (CBA) in effect from July 1, 2019 through June 30, 2024.

Employee Appreciation Week was created and approved by the Traverse City Commission at the City Commission Special Meeting held on October 25, 2021. Employee Appreciation Week has been designated as the week of December 27, 2021 to December 31, 2021 in light of the additional pressure and challenges the pandemic has brought and how City Staff has handled the pandemic and maintained services during a challenging time.

Full time employees shall receive twenty-four (24) hours of paid Staff Appreciation Time off starting December 27, 2021. Because the New Year’s Eve and New Year’s Day holidays fall on December 30<sup>th</sup> and 31<sup>st</sup> this year, employees in this group will have the full week of Staff Appreciation off. Employees shall utilize Staff Appreciation Time hours when reporting their hours for December 27, 2021 to December 29, 2021, and utilize Holiday hours when reporting their hours for December 30, 2021 and December 31, 2021.

Staff Appreciation Time is non-accumulative. There shall be no payout for unused Staff Appreciation Time at the end of June 2022.

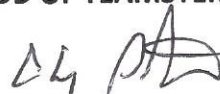
This is a one-time exception and shall not establish precedent and shall not be used as a basis for a “past practice”.

**CITY OF TRAVERSE CITY INTERNATIONAL BROTHERHOOD OF TEAMSTERS**

By: 

Date: 11-18-2021

Martin Colburn, City Manager

By: 

Date: 11-19-21

Clayton Pletscher, Business Representative