

Memorandum of Agreement
Between City of Traverse City,
Traverse City General Municipal Employees Teamsters Local 214

Re: Addition of Parking Services

Effective Date: October 1, 2024

Purpose and Intent

The parties are signatories to a collective bargaining agreement for General Municipal Employees effective for the period of July 1, 2024 through June 30, 2027 (CBA). In compliance with the recognition clause under Article 1 section 1, this Memorandum of Agreement is the mutual agreement to change the language in the CBA to reflect the following language below, in order to implement the transition of employees of Traverse City Parking Services to employment by the City (designated as “Transitioning employees”). Unless modified by this Memorandum of Agreement, the terms of the 2024 - 2027 collective bargaining agreement shall remain unchanged. In the event of a conflict between this Memorandum of Agreement and the 2024 – 2027 collective bargaining agreement, this Memorandum of Agreement shall control.

ARTICLE 4 – Definition of Employee: Section 6. Probationary Employees – Parking Services Division/Transition to City Employment *Added to this section*

A Transitioning employee with less than twelve (12) months of employment with Traverse City Parking Services shall work under the provisions of this Agreement but shall be employed only on a twelve (12) month probationary period, during which time the employee may be discharged without further recourse. Credit towards the twelve (12) months shall be given for employment with Traverse City Parking Services. Upon completion of the probationary period, the employee shall be placed on the Parking Services Division’s seniority list and his/her seniority shall commence on his/her date of hire by the City. Transitioning employees with more than twelve (12) months of employment with Traverse City Parking Services shall be placed on the Parking Services Division’s seniority list and their seniority shall commence on their date of hire by the City.

Those employees shall be ranked on that seniority list in order of their employment with Traverse City Parking Services:

First	Last	Date of Hire with Traverse City Parking Services
Marianne	Posler	11/8/2013
Amy	Russell	9/04/2018
Abbey	Riling	7/26/2021
Alicia	Rokos	9/26/2022
Dave	Castle	10/24/2022
Adam	Smith	9/11/2023
Ric	Stevens	11/27/2023
Remy	Bacigalupi	12/18/2023
Thomas	Bakke	5/21/2024
Robert	Zaranitis	09/09/2024

Transitioning employees' waiting periods shall be waived and available with the Effective Date shown in the Table of Benefits on page 3 for the following benefits, Medical, Dental, Vision, Life Insurance, Short-Term and Long Term Disability, 457 Plan and their service time with Traverse City Parking Services shall be credited for purposes of vacation accruals, as indicated in the table below. Accrual rates calculated shall not be subject to the Grievance Procedure. Transitioning employees shall not lose existing accrued, unused vacation time, however, personal days and short-term leave days shall not be added to the Transitioning employee's banks until the dates described in the Collective Bargaining Agreement.

First	Last	FT Start Date	Current Accrual Rate in hours	City accrual Rate in hours	PTO Accrual Balance (as of 9/18/23) in hours
Marianne	Posler	11/8/2013	6.4	4.62	77.79
Amy	Russell	9/04/2018	6.4	4.62	100.32
Abbey	Riling	7/26/2021	4.6	3.08	66.81
Thomas	Bakke	5/21/2024	4.6	1.54	37.08

Ric	Stevens	11/27/2023	4.6	1.54	50.06
Adam	Smith	9/11/2023	4.6	3.08	65.63
Alicia	Rokos	9/26/2022	4.6	3.08	24.86
Dave	Castle	10/24/2022	4.6	3.08	90.18
Remy	Bacigalupi	12/18/2023	4.6	1.54	68.01
Robert	Zaranitis	09/09/2024	4.6	1.54	0

Upon completion of the first sixty (60) worked-day probationary period, the employee shall be afforded fringe benefits pursuant to the terms of this Agreement and the appropriate plan providers to be effective the first day of the month following completion of the sixty (60) worked days. These fringe benefits include MERS Defined Pension and the MERS Health Care Savings Plan (HCSP).

TABLE OF BENEFITS AND EFFECTIVE DATE		
Medical	October 1, 2024	Current cost share, same plan
Dental	October 1, 2024	Current cost share, same plan
Vision	October 1, 2024	Current cost share, same plan
Life Insurance	October 1, 2024	Same plan
Short & Long Term Disability	October 1, 2024	Same plan
457 Mission Square	October 1, 2024	Different Plan, 6%
MERS Defined Benefit	January 1, 2025	New Benefit
MERS HCSP	January 1, 2025	New Benefit

ARTICLE 6 – Representation: Section 1. Stewards Recognition. *Added to this section*

The following will be added: 1 Steward – Parking Services Division

ARTICLE 7 – Seniority: Section 5. Seniority List *Added to this section*

The Employer shall keep two seniority lists: City-wide seniority and Division-seniority. Division seniority shall include the date of original hire with Parking Services and the date of-hire by the City.

ARTICLE 7 – Seniority: Section 8. Shift Preference *Added to this section*

Within the Parking Services Division, a rotation system shall be utilized to staff the various shifts. The rotation system will remain in full force and effect for three (3) months. During the probationary period, the employee shall be assigned to a shift by the City. After one (1) year of service (seniority), an employee shall be considered for a shift upon making written application after having worked in their assigned shift for at least three (3) months. The first shift bid will occur in December 2024.

Department seniority shall be recognized as the primary basis for shift preference. The City shall grant such request for shift preference provided that said request shall not be detrimental to the efficient operation of the Division. Denials for shift preference shall not be arbitrary or capricious.

ARTICLE 8 – Layoff Procedure. Section 11 *Added to this section*

In the event of a Layoff, employees classified under the Parking Services Division may only bump other employees under the Parking Services Division, provided that they are qualified to do the work. Bumping shall be based on seniority within the Parking Service Division. Employees in other Divisions may not bump employees in the Parking Service Division.

ARTICLE 16 – Hours of Work and Premium Pay. Section 3. Seven (7) Day Operations *Added to this section*

Employees assigned to seven (7) day, continuous operations in the Water Treatment Plant and the Parking Services Division shall be paid overtime at 150% of the regular rate of pay for all hours in excess to their scheduled shift or for actual worked hours in excess of forty (40) hours per week schedule.

Paid-time off shall be used and the number of hours taken per day shall correspond with the Parking Services employee's scheduled shift.

ARTICLE 16 – Hours of Work and Premium Pay. Section 6. Shift Differential. *Added to this section*

Parking service employees assigned to shifts shall be entitled to shift differential pay at the rate of sixty cents (\$0.60) per hour for shifts between 4:00 pm to 12:00 am, and seventy-five cents (\$0.75) per hour for shifts beginning from 12:00 am to 8:00 am. For shift coverage, volunteer

overtime will be based on seniority; if there is no volunteer the person with the least seniority who is qualified to perform the work will be assigned to the shift.

ARTICLE 16. New Section 12. ON-CALL Schedule Stipend *Added to this article*

Some positions in the Parking Services Division require employees to be “on-call” and ready to report to work at a time other than the regular schedule, on a weekly (a week being from 07:00 a.m. Monday to 07:00 a.m. the next Monday) rotational basis. This is usually in response to an emergency, maintenance request or unexpected situation. Employees who are scheduled “on call” must:

- 1) be reachable by phone; department phone or \$55.00 monthly phone stipend shall be provided
- 2) be available to report to work within 30 minutes of a request; and
- 3) refrain from activities that might impair their ability to perform any assigned duties.

Employees who are scheduled to be “on-call” will receive a \$100 on-call stipend for any week they are scheduled. Such stipend shall not be considered in calculating the Final Average Compensation (F.A.C.). The stipend shall be paid through the bi-weekly payroll process. Employees who report to work for a call-in shall receive a minimum of two (2) hours pay. Call-in Pay does not apply to picking up a shift for an ill employee.

ARTICLE 16. New Section 13. Remote Support Pay *Added to this article*

Remote support is a phone call that is taken when an employee is in need of assistance for an emergency or unexpected situation and the solution may be handled over the phone. Parking Service Division employees who respond to remote support shall receive their current rate of pay. The call shall be rounded up in increments of five (5) minutes at the rate of time and one-half (1½).

ARTICLE 18, Section 8. *Added to this section*

“Continuous operations” shall include the Water Plant and the Parking Services Division.

ARTICLE 20. Paid Vacations. *Added to this section*

To ensure sufficient staffing levels during peak operational periods, the Parking Services Division has established a vacation blackout for the last week in June and the first week in July surrounding, the Cherry Festival event. The intent is to maintain business continuity and meet the high demand typically experienced during this time. No vacation requests will be approved during this timeframe. Exceptions to this blackout period may be considered for:

- Medical or family emergencies
- Previously scheduled and approved vacations prior to the establishment of this policy
- Other extenuating circumstances, subject to approval by the division Director and Human Resources.

Requests for exceptions must be submitted in writing to the Parking and Mobility Director no later than thirty (30) calendar days prior to the start of the blackout period. Unapproved absences during the blackout period will be subject to disciplinary action. Employees are encouraged to plan vacations around these blackout dates to ensure smooth operations.

ARTICLE 24 – Health Insurance. Section 4: Health Savings Account *Added to this section*

Transitioning employees who have already received their Health Savings Account employer contribution from Traverse City Parking Services shall not receive an additional contribution for the 2024 plan year.

ARTICLE 24 – Health Insurance. Section 5: Medical Insurance Opt Out Provision *Added to this section*

The Employer agrees to compensate employees who have other health insurance coverage, thirty-six hundred dollars (\$3,600.00) per year, pro-rated at three hundred dollars (\$300.00) 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 transitioning employees, including those who terminate during the year. Transitioning employees who have received a previous stipend from the Downtown Development Authority for the 2024 plan year will have that amount subtracted from the thirty-six hundred dollars (\$3,600.00).

ARTICLE 31 – Longevity *Added to this section*

Longevity shall be calculated by the transitioning employee's original service date or rehire date with Parking Services Division, whichever comes first.

ARTICLE 32 - Uniforms *Added to this section*

For employees working with the Traverse City Parking Services, effective October 1, 2024 the Employer will provide reimbursement up to a maximum of \$165.00 each year of this Agreement for each employee toward the purchase of approved safety shoes. Employees may carryover the unused portion from fiscal year to fiscal year with a maximum carryover of \$165.00. If a balance remains after the purchase of safety shoes, upon prior approval of the City Manager or his/her designee, that balance may be used for the reimbursement of work-related safety clothing.

ARTICLE 33 - Dental and Vision Insurance *Added to this section*

Employees enrolled in the Traverse City Parking Services' Dental and Vision Plans will keep the same cost share and plans until June 30, 2025, when they shall be enrolled in the same plans and have the same cost share as other bargaining unit employees.

ARTICLE 34 Section 6. Work Schedule *Amended the last paragraph to add parking services*

Nothing in this section shall be construed as to limit the Employer's rights specified elsewhere in this Agreement. Employees who work a continuous shift, within the water plant, cemetery staff, recreation and Parking Services Division shall not be covered by the provisions of this Section.

ARTICLE 34. General. New Section 8. Parking Benefit

Employees of the Parking Services Division have the option of receiving a parking permit at no cost.

Employees must park at the Old Town Deck or Hardy Deck during the winter months, and Old Town Deck in the summer.

ARTICLE 42. Transfer *Added to this section*

Notwithstanding any other provision in this Section, Employees in the Parking Services Division may only bump other employees in the Parking Services Division and that bumping shall be based on seniority within the Parking Service Division.

APPENDIX "A" EQUIPMENT TRAINING HOURS *Added to this section*

D. Training Hours for Parking Services, maintenance technicians

Electric hand tools 2 hours

Lawn mower 2 hours

Sander 8 hours

Small Tractor with bucket 16 hours

Pickup truck with snowplow 4 hours

Compact ride-on Sweeper/Vacuum 8 hours

APPENDIX E *Added to this section*

GRADE	1	Parking Specialist
GRADE	2	Parking Ambassador
GRADE	3	Maintenance Technician
GRADE	3	Parking Support Specialist
GRADE	6	Chief Parking Ambassador
GRADE	10	Chief Maintenance Technician

Upon the effective date, the employee will be at the first day the applicable Step as described below:

First	Last	FT Start Date	Position	23/24 Current Rate	3.5% Increase, effective 09/08/2024	10/06/2024			% of Change
						Grade	Step	Rate	
Marianne	Posler	11/8/2013	Chief Parking Ambassador	\$22.97	\$23.77	2	6	\$24.38	2.55%
Abbey	Riling	7/26/2021	Parking Ambassador	\$20.66	\$21.38	2	4	\$23.32	9.06%
Thomas	Bakke	5/21/2024	Parking Ambassador	\$20.00	\$20.70	2	1	\$21.81	5.38%
Ric	Stevens	11/27/2023	Chief Maintenance Technician	\$32.68	\$33.82	10	6	\$30.89	-8.69%
Adam	Smith	9/11/2023	Maintenance Technician	\$20.60	\$21.32	3	2	\$22.97	7.75%
Alicia	Rokos	9/26/2022	Parking Specialist	\$18.21	\$18.85	1	1	\$21.18	12.37%
Dave	Castle	10/24/2022	Parking Specialist	\$18.21	\$18.85	1	1	\$21.18	12.37%
Remy	Bacigalupi	12/18/2023	Parking Specialist	\$17.51	\$18.12	1	1	\$21.18	16.86%
Amy	Russell	9/4/2018	Parking Support Specialist	\$30.12	\$31.17	3	6	\$25.11	-19.45%
Robert	Zaranitis	09/09/2024	Parking Support Specialist	\$19.00	\$19.67	3	1	\$22.47	14.26%

CITY OF TRAVERSE CITY

INTERNATIONAL BROTHERHOOD OF TEAMSTERS

By: _____

By: _____

Date: _____

Date: _____

Elizabeth Vogel, City Manager

Clayton Pletscher, Business Representative

By: _____

Date: _____

Ryan Brummeler, Chief Steward

Upon the effective date, the employee will be at the first day the applicable Step as described below:

First	Last	FT Start Date	Position	23/24 Current Rate	3.5% Increase, effective 09/08/2024	10/06/2024		Rate	% of Change
						Grade	Step		
Marianne	Posler	11/8/2013	Chief Parking Ambassador	\$22.97	\$23.77	2	6	\$24.38	2.55%
Abbey	Riling	7/26/2021	Parking Ambassador	\$20.66	\$21.38	2	4	\$23.32	9.06%
Thomas	Bakke	5/21/2024	Parking Ambassador	\$20.00	\$20.70	2	1	\$21.81	5.38%
Ric	Stevens	11/27/2023	Chief Maintenance Technician	\$32.68	\$33.82	10	6	\$30.89	-8.69%
Adam	Smith	9/11/2023	Maintenance Technician	\$20.60	\$21.32	3	2	\$22.97	7.75%
Alicia	Rokos	9/26/2022	Parking Specialist	\$18.21	\$18.85	1	1	\$21.18	12.37%
Dave	Castle	10/24/2022	Parking Specialist	\$18.21	\$18.85	1	1	\$21.18	12.37%
Remy	Bacigalupi	12/18/2023	Parking Specialist	\$17.51	\$18.12	1	1	\$21.18	16.86%
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Robert	Zaranitis	09/09/2024	Parking Support Specialist	\$19.00	\$19.67	3	1	\$22.47	14.26%

CITY OF TRAVERSE CITY

By: E Vogel
 Date: 10/3/24
 Elizabeth Vogel, City Manager

INTERNATIONAL BROTHERHOOD OF TEAMSTERS

By: [Signature]
 Date: 10-2-24
 Clayton Pletscher, Business Representative
 By: [Signature]
 Date: 10/2/24
 Ryan Brummeler, Chief Steward