

AGREEMENT

SAGINAW COUNTY COMMUNITY MENTAL
HEALTH AUTHORITY

AND

SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 517M

JANUARY 1, 2019

THROUGH

DECEMBER 31, 2021

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PREAMBLE

It is the general purpose of this Collective Bargaining Agreement to promote the mutual interests of Saginaw County Community Mental Health Authority (SCCMHA) and its employees and to provide for the operation of the services provided by Saginaw County Community Mental Health Authority under methods which will further, to the fullest extent possible, the safety of the employees, economy and efficiency of operation, elimination of waste, realization of maximum quality of output, cleanliness, protection of property and avoidance of interruptions to service. The parties to this Agreement will cooperate fully to secure the advancement and achievement of these purposes. It is further recognized that it is in the best interest of SCCMHA and the Union, and their respective representatives at all levels, that all dealings pursuant to the Agreement continue to be characterized by fairness, good faith and in the spirit of mutual respect for the duties and responsibilities which each party has in serving the public good.

ARTICLE I - DEFINITIONS

Section 1. For purposes of this Collective Bargaining Agreement, the following terms, when used within the Agreement, will be defined as follows:

- A. “Union” shall be defined as the Service Employees International Union, Local 517M, a nonprofit labor organization, within the scope and meaning of Act 379 of the Public Acts of 1965, as amended.
- B. “Employer” shall be defined as, Saginaw County Community Mental Health Authority (SCCMHA).
- C. “Full-time Employee” is an employee normally scheduled to work seventy-two (72) hours or more during the normal biweekly pay period.
- D. “Part-time Employee” is an employee who, on a regular basis, works forty (40) hours or more but less than seventy-two (72) hours during the normal biweekly pay period.
- E. “Temporary Employee” The Employer retains the right to hire temporary employees in cases of emergency, temporary projects of less than six (6) months and to staff the absences of regular bargaining unit members as a result of vacations, sick leaves, leaves of absence, workers’ compensation leaves, etc. The wages and benefits of temporary employees will be established by the Employer (not to exceed the wages and benefits provided in this Agreement), and temporary employees shall not be included within the bargaining unit for purposes of Union membership or privileges of the Agreement. The Employer may hire a temporary employee for periods up to six (6) months with extensions thereafter, upon union consent to such extensions. The Union may make written demand to include temporary employees who have maintained uninterrupted and continuous employment in excess of six (6) months in the bargaining unit and, therefore, subject to the provisions of this Agreement and Union membership. Temporary employees who are included in the bargaining unit pursuant to the Union’s written demand shall be deemed to have successfully completed their probationary period and, further, shall have date of hire or six (6) months seniority, whichever is less. The hiring of temporary employees shall not be used as subterfuge or a method of eroding the bargaining unit.

- F. Temporary Substitute Employees For purposes of DD and MI programs only, the Employer shall be entitled to not more than 10 temporary substitute employees. Such list of employees shall be provided to the Union that includes the position and number of hours worked for each Temporary Substitute Employee and shall not be used as a subterfuge or a method of eroding the bargaining unit work. The wages and benefits of temporary substitute employees will be established by the Employer (not to exceed the wages and benefits provided in this Agreement), and temporary substitute employees shall not be included within the bargaining unit for purposes of Union membership or privileges of this Agreement.
- G. “Probationary Employee” shall be defined as any employee having less than six (6) months employment with the Employer.
1. The provisions of this paragraph are applicable only to probationary bargaining unit employees (less than six (6) months employment) who bid on a posted bargaining unit vacancy and are awarded and accept such position.
 2. After sixty (60) calendar days of employment, a probationary employee may bid on a posted bargaining unit vacancy. If the probationary employee is awarded and accepts appointment to the posted position, said employee will not have the right to return to employee’s former position as otherwise provided for non-probationary bargaining unit employees in the 2nd paragraph of Section 5:7.
 3. If the probationary bargaining unit employee is awarded and accepts appointment to the posted position, and said employee completes six (6) months employment with the Employer (completion of probationary period) before the end of the sixty (60) calendar days probation (trial) period in the new position, said employee, shall, upon completion of said six (6) months of employment, be entitled to all rights provided seniority employees under the collective bargaining agreement except as otherwise restricted.
- H. “Promotion” is defined as movement of an employee from a lower grade to a higher grade or from part-time to full-time status in an equal grade.

ARTICLE II - MANAGEMENT RIGHTS

Section 1. The Employer reserves on its own behalf the following rights and abilities, along with all other rights and abilities ordinarily vested by an Employer, and not specifically provided to the Union in this Agreement, as follows:

- A. To manage its operations generally, including the determination of new or revised reasonable work standards (quality and quantity of work) along with all decisions relating to productivity levels, case load size and composition, and to introduce new or revised technology, equipment, software and all other work related tools into the workplace and to require employees to effectively use all such work related tools, provided the employees are given adequate training to use such work related tools.
- B. To make all determinations relating to the types of services it provides and the clientele it performs services for.
- C. To determine the location or locations of operations and to require employees to work at any particular location or workstation.
- D. To decide the type of work to be performed by classification of employees, including the development of job descriptions and any job description changes and to establish minimum required qualifications for work classifications.
- E. To determine the size of the workforce and to increase or decrease the number of employees.
- F. To determine the business hours, starting and quitting times, break periods, and work days to be worked by employees and to require the use of personal or Employer owned vehicles when deemed necessary by the Employer.
- G. To assign bargaining unit work to management, administrative, or supervisor employees when deemed appropriate by the Employer.
- H. To establish, change, combine, or discontinue work classifications and to determine reasonable wage rates for any new or changed classifications; subject to the terms of this Agreement, including Article IX, § 9.2, Job Classification.
- I. To establish and revise reasonable Work Rules on employee conduct and to discipline employees for just cause, up to and including discharge, for violation of such rules.
- J. To require employees to perform any work or function, within reason, including overtime and on-call responsibilities, whether or not such work or function is associated with any particular work classification, and to pay employees for such work in accordance with this Agreement.

- K. The Employer (Saginaw County Community Mental Health Authority) reserves on its own behalf to subcontract any existing or new work. However, if such contracting will directly cause the layoff of one or more bargaining unit employees, the Employer is required to advise the Union at least thirty (30) working days in advance of such subcontracting and will address all aspects thereof with the Union. In addressing all aspects, the Employer and the Union, within the thirty (30) working days provided above, agree to meet and confer to review options such as the cost effectiveness of bargaining unit employees performing the work considered for subcontracting. In the event of a layoff resulting from subcontracting, all the bumping rights, layoff and recall provisions of the Collective Bargaining Agreement between the parties would apply.

ARTICLE III - RECOGNITION AND SECURITY

Section 3:1 – Recognition

The Employer recognizes the Union as the exclusive bargaining representative for all full-time and part-time employees as defined herein and as listed in Appendix A.

Section 3:2 – Security

The Employer agrees not to aid, promote, or finance any labor group or organization which purports to engage in collective bargaining, or to make any agreement with any such group or organization for the purpose of undermining this Union. The Employer will make available to all employees in the Bargaining Unit a copy of this Agreement.

Section 3:2a – Non-Discrimination

The parties to this Agreement hereby agree that they shall not discriminate against any employees covered by this Agreement because of age, race, sex, gender preference, color, religion, national origin, handicap (as required by State and Federal Laws, applicable to public Employers), membership or non-membership in any labor organization.

Section 3:3 – Employees Covered

Full-time employees shall be entitled to all benefits under this Agreement. Temporary and Temporary Substitute Employees shall have no benefits under the terms of this Agreement except as provided for under the definition of temporary employees and temporary substitute employees. A part-time employee shall receive only those benefits specifically enumerated in the collective bargaining agreement, and as stated as follows:

- a. Be paid in the same grade as a full-time employee in the same classification.
- b. Advance on salary scale at double the time intervals.
- c. Be a member of and accrue retirement service in accordance with the rules of their assigned Retirement System.
- d. Be eligible for hospitalization coverage in accordance with Article XIV Section 14.1 and Section 14.2.
- e. Receive longevity pay in accordance with Article X Section 10.1
- f. Receive funeral leave in accordance with Article XII Section 12.8 without loss of pay or benefits.
- g. Receive \$75 per month for opting out of hospitalization coverage if otherwise eligible.

Section 3:4 – Agency Shop

- 3.4.1 Employees who are a member of the Union may as a matter of course, on or after thirty (30) calendar days of employment, or the effective date of this Agreement, whichever is later, pay to the Union each month, the dues and initiation fees uniformly required. On or after thirty (30) calendar days following the beginning of employment or effective date of this Agreement, whichever is later, present or future employees may become members of the Union and pay to the Union each month the dues and initiation fees uniformly required, or in the event the employee has not made application for Union membership, on or after thirty (30) calendar days following the commencement of employment, or effective date of this Agreement, whichever is later, may pay to the Union each month, a service fee representing an amount related to collective bargaining purposes only.
- 3.4.2 The Union will indemnify and save the Employer harmless for all sums checked off and/or remitted to the Union together with all costs, including attorney's fees and damages incurred by the Employer in connection with this Article.

Section 3:5 - Check-Off

- 3.5.1 The Employer shall check off fees in the amounts provided by the Union, if the fee amount is provided in the form of a flat monthly fee (adjusted no more than twice per employee in a calendar year). Employee dues (or service fees) should begin on or after thirty (30) calendar days of employment.
- 3.5.2 The Employer will check off fees and monthly dues on the basis of individually signed Check-Off authorization cards and forms that have been agreed to by the Employer and the Union. A properly executed copy of the form authorizing check off by an employee shall be delivered to the Employer before any payroll deductions are made. Deductions shall become effective the second pay period of each month. An employee shall cease to be subject to check off deductions beginning with the month immediately following the month in which the employee is no longer a member of the Bargaining Unit. An employee who declines to sign the proper authorization card may pay employee dues or fees each month directly to the Treasurer of the Union on or before the day the dues or fees are deducted from those who sign the check-off authorization cards.
- 3.5.3 In the event an employee has insufficient pay to permit the deduction on the second pay of the month, the employee pays no dues and the deduction shall be made on the first pay of the month. The Employer shall not be liable for the remittance or payment of any sums other than those constituting actual deductions

authorized by the employee, and if for any reason it fails to make a deduction for any employee as above provided, the Employer shall make that deduction from the employee's next pay in which such deduction is normally deducted after the error has been called to its attention by the employee or the Union. The Employer agrees to give written notice to the Union of all new and terminated employees including temporary employees within thirty (30) calendar days of each such personnel change. Such notices shall indicate job classification. The Employer shall also identify those employees with insufficient pay to permit Union dues deduction.

- 3.5.4 In the event that a refund is due any employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of such employee to obtain the appropriate refund from the Union.
- 3.5.5 All sums deducted by the Employer shall be remitted to the Union Treasurer (at an address to be designated by the Union) no later than ten (10) calendar days after such deductions are made. A list of employees and individual deductions shall be included with the check.

Section 3:6 - COPE Fund Deductions

- 3.6.1 Upon signed authorization of the Employee, SCCMHA agrees to deduct contributions to COPE (a Union political action fund) from its employees who are Union members.

- 3.6.2 Authorization cards and revocation of authorization by employees for SEIU Local 517 PAC must be submitted by the Union for the Employer in writing.

- 3.6.3 Union agrees to hold Employer harmless for any actions arising out of the collection of said fees.

ARTICLE IV - UNION BARGAINING COMMITTEE

Section 4:1 - Composition

For the purpose of contract negotiations, the bargaining committee of the Union shall include not more than six (6) employees of the Employer who are covered by the Agreement and who are members of the Union. The Union shall submit to the Employer, in writing, the names of its employees in the bargaining committee, prior to negotiations. In the event of a change in the bargaining committee, the Union will notify the Employer of such change in a timely manner before the next bargaining session.

Bargaining Committee members will be released from their jobs without loss of pay during their regularly scheduled working hours for all time spent in actual negotiations with the Employer.

ARTICLE V - SENIORITY

Section 5:1 – Seniority Date

- 5.1.1 A full-time employee's seniority date shall start from the employee's initial starting date of full-time employment, plus part-time service, if any, within the Bargaining Unit unless there has been a termination of seniority as outlined in §5.4.
- 5.1.2 A part-time employee's seniority date shall start from the employee's initial starting date of part-time employment plus full-time service, if any, within the Bargaining Unit unless there has been a termination of seniority as outlined in §5.4.
- 5.1.3 There shall be separate seniority lists for full-time and part-time employees. Provided seniority has not been broken as defined in §5.4 of this Article, when an employee changes from full-time to part-time or from part-time to full-time, the employee's placement on the applicable part-time or full-time seniority list shall be determined by counting all full-time employment at 100% and all part-time employment at 50%.

For purposes such as job bid consideration, layoff and recall, all time spent as a full-time employee shall count 100% and all time spent as a part-time employee shall count 50% towards their seniority date.

Section 5:2 – Probationary Employees

- 5.2.1 New employees hired in the unit shall be considered as probationary employees for the first six (6) months of their employment. When an employee has finished the probationary period, by accumulating six (6) months of employment, the employee shall be entered on the seniority list of the Bargaining Unit and shall rank for seniority from that employee's six (6) month previous date of hire. Newly hired probationary employees shall not be entitled to bid on any job vacancy.
- 5.2.2 The Union shall represent newly hired probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other specified conditions of employment as set forth in Article I of this Agreement.
- 5.2.3 The corrective action or discharge of a probationary employee shall not be subject to the grievance procedure contained in this Agreement.

Section 5:3 – Top Seniority

Two (2) members, including the Chapter President and Chief Steward for the Union Grievance Committee shall head the seniority list within the Bargaining Unit for the purposes of layoff and recall only. Said member shall be designated in writing by the Union to the Employer. The person so designated shall not be kept at work during periods of layoff unless the employee is qualified to perform the available work.

Section 5:4 – Termination of Seniority

An employee's seniority and employee's employment relationship with the Employer shall terminate upon the occurrence of any of the following:

- a. Voluntary quitting. (Not reinstated within ten (10) days.)
- b. Discharge for just cause. (Not reinstated by the grievance procedure or MERC.)
- c. Layoff or not actively working for any reason for a continuous period in excess of the employee's seniority at the time of layoff, or start of not actively working, or for eighteen (18) months, whichever is less.
- d. Absence from work for a period of three (3) consecutively scheduled work days without notification to the immediate supervisor or designee during such period of the reason for the absence, except if the employee requests a hearing by the sixth (6th) day after the Employer notifies the employee by certified mail to employee's last known address that employee is being terminated and proves to the Employer good cause preventing contact with the Employer, then seniority will not be terminated.
- e. Retirement.
- f. Transfer or promotion outside of the bargaining unit into another position with the Employer will not result in a loss of seniority but such persons shall have their seniority frozen for all such time spent outside of the bargaining unit, provided the employee returns to the unit within two years of accepting a non-unit position.
- g. Failure to return to work at the expiration of an approved leave of absence.

Section 5:5 – Job Posting and Time Limits

- 5.5.1 All Bargaining Unit vacancies that are to be filled on other than a temporary basis shall be posted for a period of seven (7) working days from the date of the posting. Thereafter the Employer has the right to consider external applicants. Only after all internal applicants meeting the minimum qualifications are considered, will Human Resources forward any external applicants to the hiring managers for consideration. Employees who bid a job posting as set forth herein shall be notified of acceptance or denial of the job. Every attempt will be made to assign the awarded position within thirty (30) working days, based upon employer operational requirements.
- 5.5.2 Postings shall be placed in locations designated by the Employer and the Union. Whenever a Bargaining Unit position is to be posted outside the Bargaining Unit, the position requirements will be the same as when posted to the Bargaining Unit.

Section 5:6 – Seniority List

- 5.6.1 Seniority lists of all full-time and part-time employees, including those on leave of absence shall be posted by the Employer immediately after the execution of this Agreement. Any protest regarding the posting of seniority dates must be made in writing to the Director of Human Resources and the Chapter President or designee within fifteen (15) working days from such posting. Otherwise, the listing stands as posted.
- 5.6.2 Subsequent seniority lists shall be posted every twelve (12) months and will stand as posted unless typographical errors of seniority dates are evident. A copy of such seniority lists shall be furnished to the Union.

Section 5:7 – Filling Vacancies, Promotions and Transfers

- 5.7.1 In the filling of vacancies and promotions the criteria of ability, experience, education, and overall work record will be considered. If the above factors are equal among the employee applicants, the most senior employee applicant will be appointed to the classification. If no employee applicant meets the qualifications of the vacancy, the Employer will be allowed to appoint an external applicant. When a bargaining unit position is posted, any bargaining unit member may bid on that position by electronic bid application. Positions will be filled using Employer developed job descriptions. Any employee who has held their current job classification for less than one (1) year will not be entitled to bid/apply for the filling of a vacancy unless at a higher wage rate.

- 5.7.2 An employee who accepts appointment in a new position shall be subject to a probation period of forty-five (45) working days. The employee may elect to return to his/her former position if requested within fifteen (15) working days of the new appointment. In the event the employee fails to satisfactorily complete the probationary period, or elects to return to his/her former position, the employee shall be permitted to do so without loss of seniority.
- 5.7.3 The employer may assign any employee for an indefinite period to any location or program if the employee remains in his/her same job classification.
- 5.7.4 An employee may be transferred for a temporary time period to a different job classification for up to a maximum of twelve (12) consecutive months. The Employer shall not act arbitrarily or capriciously when transferring employees.
- 5.7.5 Non-bargaining unit supervisory and administrative positions declared vacant by management shall be posted on all designated boards for a period of five (5) working days. Employees may express their interest by applying by electronic bid application to the Human Resources office. The Employer will consider such requests prior to considering outside applicants, however, the selection process and appointment of all non-bargaining unit positions rests solely and exclusively with the Employer and is not subject to any condition or term of the Agreement.

Section 5:8 – Pay Status

When an employee accepts a posted vacancy, or when a job is reclassified, the following applies. Movement of an employee from one classification to another shall affect the pay rate of the employee as follows:

1. If an employee accepts a posted vacancy into a classification with the same pay grade, the employee's pay rate shall remain unchanged.
2. If an employee accepts a posted vacancy into a classification with a higher pay grade, the employee shall be paid at the lowest pay step in the new pay grade which is at least five (5%) percent above the salary the employee was receiving immediately before the classification change took place.
3. If an employee accepts a posted vacancy into a classification with a lower pay grade, the employee shall be paid in accordance with the new pay grade, but will retain the employee's previous step.
4. If an employee's classification is reclassified to a higher pay grade, the employee shall be paid at the new pay grade retaining the step.
5. If an employee's classification is reclassified to a lower pay grade, the employee occupying that classification shall continue to receive the same pay as prior to reclassification, but shall receive no general wage increases nor normal progression wage increases until the reclassified position's wage rate exceeds that of the employee's current wages.

Section 5:9 – Layoff

Layoff shall be by department, as defined by the Employer and by job classification. When the Employer reduces a full-time position, the layoff shall take place from employees on the full time seniority list. When the Employer reduces a part-time position, the layoff shall take place from employees on the part-time seniority list. Seniority shall prevail.

Section 5:10 – Bumping Rights

- 5.10.1 In the event a laid off employee has the ability, experience, education and overall work record, in the sole discretion of the Employer, to perform the work of the least senior employee in a job classification with an equal or lower pay grade, the more senior employee within seven (7) working days after notice of the layoff shall have the opportunity to bump the least senior employee. An employee who bumps into a new position shall have a period of ten (10) working days to determine if the employee wants to continue in the position; and likewise, the Employer shall have a ten (10) working day period to determine if the employee has the skill and ability to perform the duties of the new position. If the employee determines not to continue in the new position, the employee shall be laid off. In the event the Employer determines that the employee cannot perform the new duties satisfactorily, then the employee shall be entitled to one (1) additional bump.
- 5.10.2 Full time employees with greater seniority may bump part time employees with less seniority. In such cases, the full time employee is not restricted to bumping the least senior part time employee but may also consider bumping a full time employee. A part time employee shall not bump a full time employee under any circumstances.
- 5.10.3 Seniority ties between employees will be determined by the last four (4) digits of the employees social security number with the highest total number prevailing in any seniority rank question.
- 5.10.4 If an employee expresses a desire to bump into a classification different than the employee's current classification, the Employer reserves the right to require the employee to be able to perform the duties of that classification without additional training.

Section 5:11 – Order of Layoff

The word “layoff” means a temporary or indefinite reduction in work force. Temporary and temporary substitute employees performing the same work in the program affected by the layoff, shall be laid off first; probationary employees performing the same work in the program affected by the layoff, shall be laid off second; full-time and part-time employees shall be laid off last under the conditions set forth on 5:9 and 5:10.

Section 5:12 – Recall from Layoff

- 5.12.1 The order of recalling laid off employees shall be in the reverse order in which the employees are laid off and shall be subject to the same conditions of layoff.
- 5.12.2 Prior to any recall, the Employer shall have the right to conduct a background check on laid off employees who have worked during their layoff period for any health/mental health provider and to disqualify any such employee from being recalled (loss of seniority and termination of employment) as a result of improper consumer/patient related employee conduct as outlined in the Michigan Mental Health Code and any related administrative rules during the time the employee was laid off.
- 5.12.3 A laid off employee shall be eligible for recall prior to posting a vacancy in an equal or lower pay grade than paid such employee prior to layoff and provided the employee is capable of performing the work.
- 5.12.4 A laid off senior employee, if recalled to a job at an equal or higher rate of pay from which such employee was laid off, shall be required to take the recall. Failure to take such offered work shall result in loss of seniority and shall be considered a resignation.
- 5.12.5 If an employee returns to work through a recall or through applying for and receiving an open position, regardless of what job classification he/she accepts, the recall procedure shall be considered complete and he/she shall not be entitled to be recalled to any other job classification other than the employees previously eliminated job classification.

Section 5:13 – Recall Notice

Notice of recall shall be sent by certified mail to the employee’s last known address as shown on the Employer’s records, and it shall be the obligation of the employee to provide the Employer with a current address. A recalled employee shall give notice of intent to return to work within three (3) work days of receipt of the recall notice and shall return within ten (10) work days or such employee’s employment shall be terminated (because of resignation) without recourse to this Agreement.

Section 5:14 – No Demotion Except for Just Cause

No person shall be demoted to a lower paying or less desirable classification for disciplinary reasons except for just cause.

Section 5:15 – Notice of Layoff

The Employer shall give ten (10) working days' notice when possible to Bargaining Unit employees, Union Stewards and the SEIU Labor Relation Specialist on any proposed layoff and such notice shall state the reasons thereof.

Section 5:16 – Temporary Assignments

Employees who are temporarily assigned, for a period of more than five (5) complete consecutive workdays, the duties and responsibilities of a classification that is greater than their regular scheduled responsibilities, which is classified on a higher salary schedule, shall be paid at the higher salary schedule rate for all such hours of temporary service at the first step on the salary schedule which is at least five (5) percent above their current salary. The Employer agrees not to circumvent this paragraph by using multiple appointments or by any other means.

ARTICLE VI - GRIEVANCE PROCEDURE

Section 6:1 – Purpose

The purpose of the grievance procedure shall be to provide a method so complaints may be voiced in an orderly manner so that the proper authority can resolve such matters with fairness, good faith, mutual respect and in a timely manner. Management will not interfere with or take reprisal action against any employee who exercises the employee's rights to file or process a grievance. Employees, and Union representatives, may express any concern, problem, or complaint to their immediate supervisor. The formal written grievance procedure is intended to be used only if the employee is dissatisfied with his/her immediate supervisor's response.

Section 6:2 – Definition of a Grievance

A grievance under this Agreement is a written dispute, claim, or complaint arising under this Agreement and filed by either an authorized representative of, or an employee in, the Bargaining Unit. Grievances are limited to matters of interpretation or application of specific provisions of this Agreement or Work Rules (Standards of Conduct) established and published by the Employer, or health and safety issues. A grievance concerning a violation of this Agreement must make specific reference to the article, section and words within that sentence which were allegedly violated.

Section 6:3 – Grievance Procedure

Union representation shall be permitted at all steps upon request. An employee having a grievance shall present it to the Employer in the following manner:

Section 6:4 Step 1. Written Complaint

An employee may within ten (10) working days of the date of the cause of the grievance, or within ten (10) working days of the date the employee could reasonably be expected to have knowledge of the cause of the grievance, provide a written grievance to his/her immediate supervisor through the use of a standard grievance written form approved in advance by the Union and the Employer. The immediate supervisor shall sign and date the grievance on the day submitted and will give his/her written answer to the Union within seven (7) working days following receipt of the written grievance. In the absence of the immediate supervisor another supervisor may sign, date and accept the grievance but the seven (7) working day response will not begin until the immediate supervisor returns to work at which time he/she shall be required to sign, date and forward a copy to the Union beginning the response period.

Section 6:5 Step 2. Director of Human Resources

In the event the grievance is not adjusted in Step 1 the written grievance may be submitted by the Union to the Employer's Director of Human Resources, or his/her designee, within seven (7) working days after the Union's receipt of the immediate supervisor's written answer. The Director of Human Resources shall schedule and hold a meeting to discuss the grievance as soon as practicable, thereafter which meeting shall include one (1) SCCMHA employed union steward, the grievant and representatives of the Employer. The employee, steward and grievant may attend the meeting without loss of pay. The Director of Human Resources shall give his/her written answer to the Union within ten (10) working days following the date of the meeting.

Section 6:6 Step 3 Mediation Step

In the event said grievance is not resolved in Step 2 above, then the Union or the Director of Human Resources shall have fifteen (15) working days from receipt of the answer to file a request for mediation of the grievance with the Michigan Employment Relations Commission, with a copy provided to the other party, whose decision shall be advisory only and not final or binding on either party. The grievant, up to two employee witnesses and one (1) SCCMHA employed Union steward and one (1) SEIU employed Union representative, may attend the mediation session without loss of pay. After the mediation process is completed, either party shall have sixty (60) calendar days from the date of the mediation meeting to file a written request for arbitration with the American Arbitration Association, with a copy provided to the other party, for selection of an arbitrator in accordance with their rules (labor).

Section 6:7 Arbitration shall be handled as follows:

- A. The arbitrator shall have the authority and jurisdiction to determine the propriety of the interpretation and/or application of the collective bargaining agreement regarding the grievance but the arbitrator shall not have the power to change, alter, modify, add to or in any way disrupt the terms of this collective bargaining agreement.
- B. The arbitrator shall conduct a hearing expeditiously and in a manner to obtain a clear understanding of the facts. The hearing shall be governed by the rules agreed upon by the parties. Witnesses shall be granted time to attend the hearing and shall be encouraged to express themselves freely without fear of intimidation.
- C. The fees and costs of the American Arbitration Association and the arbitrator shall be born equally between the parties. The wages and fees of Union representatives, counsel, witnesses, and other persons attending the hearing shall be borne by the party incurring them except that the grievant and up to two (2) employee witnesses may attend the arbitration hearing without loss of pay.

Section 6:8 Bypass Steps

The parties may mutually agree in writing to bypass any step or to extend any time requirements. If a grievance is mutually agreed in writing as being outside of the control of the immediate supervisor the grievance will be filed at Step 2. However, the time limits contained in this Article are to be strictly followed and any grievance answer or response which is not provided in a timely manner will result in an automatic decision in favor of the party not in violation of such time requirements.

In addition to the above, employee Suspensions without pay and Discharges will begin at step two (2) of the grievance procedure with the employee and union being required to submit the grievance to the Employer's Director of Human Resources within seven (7) working days of the employee's Suspension/Discharge.

Section 6:9 - Stewards/Representatives

The Employer agrees to recognize the Chapter President and Chief Steward and six (6) additional Stewards as Union Representatives for the purpose of grievance representation. The Union will provide an updated list to the Employer at least one (1) time each year. It is expected that at least one (1) of the above SCCMHA employed union steward will be available for employee and employer assistance at all times.

Section 6:10

The number of employee union representatives taking time off from work to process grievances will be limited as much as is practicable. Representatives of the Union and the grieving employee after receiving permission to leave their work area from their immediate supervisor, and such permission will not be unreasonably withheld, shall be granted necessary and reasonable time off from work without loss of pay to investigate grievances and for scheduled grievance hearings at which it is necessary for them to attend. This privilege shall not be abused by the Union or employees or unreasonably denied by the Employer.

Section 6:11 - Management / Union Cooperation Committee

A Management/Union Cooperation Committee will be formed consisting of no more than three (3) SCCMHA employees along with representatives of management. The purpose of this Committee will be for the Employer and Union representatives to discuss agency and employee concerns and to work together to resolve these issues in a way that benefits consumers, employees and the agency. Meetings will occur normally at least once every other month and at such additional times as are agreed upon by the Committee. Employee members of the Committee may attend the meeting without loss of pay. The parties may mutually agree at any time to include additional employees or other persons to participate in any particular meeting.

ARTICLE VII - CORRECTIVE ACTION, SUSPENSION AND DISCHARGE

- 7.1 The Employer shall have the right to administer Corrective Action, suspend, or discharge any employee for just cause. Upon employee request, the Employer shall ensure that a union representative is present at all investigatory meetings that could lead to corrective action. The Employer agrees to post a notice on a designated bulletin board at all locations notifying employees of their right to union representation at all investigatory meetings that could lead to corrective action.
- 7.2 The Employer will use progressive corrective action through the issuance of a Step 1 verbal warning; then Step 2 written warning; then Step 3 one (1) day suspension without pay; then Step 4 three (3) days' suspension without pay / final warning; and finally Step 5 discharge in all cases of employee Work Rule violations (standards of conduct) except when the employee's Work Rule (standard of conduct) violation, along with consideration of any prior Work Rule (standard of conduct) violation, constitutes just cause for more severe corrective action, suspension, or discharge. This progressive corrective action shall also be used in cases of absenteeism or tardiness. Employees will be required to acknowledge receipt of any corrective action or discharge. The employee's signature indicates only that he/she has received a copy of the corrective action or discharge and is not an indication that he/she agrees with the corrective action. If an employee refuses to sign an acknowledgement that he/she has received a copy of the corrective action, he/she will be charged with insubordinate conduct and will be subject to corrective action up to and including discharge.
- 7.3 Except for employees prior suspension relating to consumer abuse/neglect, prior corrective action cannot be considered in the determination of subsequent corrective action after a period of two (2) years.
- 7.4 In cases of corrective action for absenteeism and tardiness the corrective action will not be considered in the determination of subsequent corrective action after a period of one (1) year.

ARTICLE VIII - EMPLOYEE EVALUATION

Section 8:1 – Performance Review

- 8.1.1 Performance appraisals provide a formal means by which to measure an individual employee's performance against Employer expectations. All probationary employees must have a written review of their work performance by their immediate supervisor at three (3) months employment and again at five (5) months with annual or at more frequent intervals if deemed appropriate and necessary by the Director or immediate supervisor. Every attempt will be made by the Employer to accomplish the employee performance appraisals in a regular and timely manner.
- 8.1.2 The employee, the immediate supervisor, and the Director or his designees shall acknowledge such written review by signature; however, in the event an employee disagrees with the review, the employee shall have the option of placing their written comments on the review form. One (1) copy of an employee's signed review form shall be provided to the employee upon request.

Section 8:2 – Step Raises

- 8.2.1 Progression through the steps is based on time spent in a particular step within the classification. Whenever an employee changes to another job classification with a different salary grade, progression through that different salary grade shall be based upon time spent in the different job classification. However, the Employer may withhold movement to the next higher step for just cause if the employee's job performance does not merit such increase.
- 8.2.2 An employee, except a probationary employee, cannot be denied a step raise unless it is documented in writing and a copy given to the employee at least thirty (30) calendar days prior to the date of his step raise that their job performance is not adequate.
- 8.2.3 When based on poor performance, an employee is not given a step raise, the reasons for the denial of the raise shall be given to the employee in writing as well as the improvements necessary for that employee to receive the raise.

ARTICLE IX - RATES OF PAY

Section 9:1 – Standard Wage Scale

It is agreed that salaries shall be indicated in Appendix C, attached hereto and made a part hereof by reference, which shall reflect wage increases as follows:

Effective Date(s):

<u>01/01/2019</u>	<u>01/01/2020</u>	<u>01/01/2021</u>
3%	2%	2%

The Employer may develop, change or delete any incentive or additional pay/merit plan(s) and pay additional monies to any employee or group of employees pursuant to any such additional pay/merit plan(s). The Union will be advised and allowed input during the development and prior to the implementation of any pay/merit plan(s). Input will include but not be limited to discussion through the Management/Union Cooperation Committee.

All vacant T10 Tech Classifications will be filled through hiring of T05 Aide Classifications.

All Typist Clerk Classifications will hereafter be at a T07 level.

Pay will be effective at start of first full pay period after the above dates.

Section 9:2 – Job Classification

When a new job is created which cannot be properly placed in an existing classification and rate structure, or an existing job is changed or combined with another job to the extent that materially different skills and responsibilities are required, the Union will be notified in writing. The Employer will, after written notice to the Union, assign a rate to the new or changed job, which shall be considered temporary for a period of thirty (30) working days following the date of notification to the Union. During the period, the Union may request in writing a meeting with the Employer to review the classification. When the classification rate is agreed upon, it shall be applied retroactive to the first day the employee began work on the job unless otherwise agreed to. If no written request is filed within the thirty (30) working day period, the rate shall become permanent at the end of such period. If a written request is filed and no agreement is reached on the rate within the thirty (30) working days from the date of the request, the Union may file a written grievance within ten (10) working days at Step 2 (two) of the grievance procedure following expiration of the said thirty (30) day working period. It is understood that any such grievance will be limited in its remedy to the determination of a wage rate.

ARTICLE X - LONGEVITY

Section 10:1 – Longevity Bonus

All Bargaining Unit members who have five (5) years of continuous service will receive a longevity bonus. The annual longevity bonus will be payable as soon as possible on or after December 1st of each year in the amount of Seventy Dollars (\$70.00) per year for each year of full-time employment (as of December 1st) and Thirty Five Dollars (\$35.00) per year for each year of part-time service (as of December 1st) beginning upon completion of five (5) years of service.

Longevity bonus is determined and calculated based upon all-time employed as a part time and/or full time employee.

The year that is made up of part-time and full-time employment shall be considered a year of part-time employment for the purpose of this Article. Vacations shall not be taken for the purpose of extending length of service upon termination of employment for the purpose of qualifying for longevity bonus.

Section 10:2 – Payment Upon Retirement or Death

An employee who retires during the year or an employee's beneficiary in case of death, who would otherwise have been eligible for longevity pay on December 1st of the payment year, shall receive pro rata longevity pay for the year.

Section 10:3 – Payment Upon Layoff

An employee who is laid off subsequent to September 1 of the payment year, who would otherwise have been eligible for longevity pay on December 1, shall receive pro rata longevity pay for the year.

Section 10.4 – Change in Longevity

Beginning for the payment due as of December 1, 2005, longevity bonus will be payable only to those bargaining unit members who have seven (7) years of continuous service. All other aspects of the longevity bonus will remain the same as provided above except that there shall be no entitlement to a longevity bonus whatsoever, for any employee whose date of hire is October 1, 2003, or after.

ARTICLE XI - PAID TIME OFF AND HOLIDAYS

Section 11:1 – Paid Time Off (PTO Banks)

Full-time employees shall accrue PTO in accordance with the following provisions.

- A. Employees with more than six (6) months and less than three (3) years of service shall accrue PTO in the amount of one hundred forty four (144) hours per year. Probationary employees are not eligible to take PTO, and PTO accrued during the probationary period will not be credited until completion of the probationary period (normally six (6) months).
- B. Employees with three (3) years but less than five (5) years of service shall accrue PTO in the amount of one hundred sixty (160) hours per year.
- C. Employees with five (5) years but less than ten (10) years of service shall accrue PTO in the amount of one hundred seventy six (176) hours per year.
- D. Employees with ten (10) years but less than fifteen (15) years of service shall accrue PTO in the amount of one hundred ninety two (192) hours per year.
- E. Employees with fifteen (15) years but less than twenty (20) years of service shall accrue PTO in the amount of two hundred eight (208) hours per year.
- F. Employees with twenty (20) years or more of service shall accrue PTO in the amount of two hundred twenty four (224) hours per year.

Section 11:2 – Carry Over of PTO Hours

The number of PTO hours carried forward into a new calendar year shall be unlimited.

Section 11:3 – Payoff at Separation of employment

Upon termination of employment due to the resignation, death, retirement, dismissal or layoff, an employee shall be compensated at fifty percent (50%) cash value for the unused PTO time up to a maximum of one thousand two hundred (1200) hours (maximum payment of six hundred (600) hours at employee's current rate of compensation) through date of termination that such employee has accrued.

Section 11:4 – Increment Usage

PTO may be taken in increments of thirty (30) minutes.

Section 11:5 – Application

Part-time employees will receive PTO benefits at one-half (1/2) the rate of full-time employees.

Section 11:6 – Scheduling of PTO

Scheduling PTO time by classification and affected shifts, will be worked out as far in advance as possible. To accomplish this and to consider wishes of seniority employees, after January 1st, each employee shall indicate on a yearly calendar his/her PTO request, said request shall be submitted no later than January 31st. After February 1st, all employees who have failed to select their reserved PTO time will take whatever time is available on a first-come first-served basis.

A supervisor will notify employees of approval of vacation periods within a reasonable time after February 1st, of the applicable year.

Scheduled PTO time (non documented illness) use must be scheduled in advance. Annual PTO use for purposes other than documented disability or illness is limited to twice the amount of time that can be accrued in a year.

Section 11:7 – Payment

PTO pay will be paid at the current rate of the employee at the time it is used or paid, in the event of severance payment. Current salary shall include any increase in salary schedule by reason on length of service, or any percentage increase which an employee is entitled to by reason of any increment plans. PTO compensation will be used in computing final average compensation.

Section 11:8 – Waiver

Whenever an employee works during hours previously scheduled as PTO time, that employee will not be paid PTO in addition to hours worked.

Any existing Paid Time Off (PTO) in an employees bank will be applied and paid to the employee for his/her absence from work (scheduled or unscheduled) except where this Agreement or separate Employer policy provides otherwise.

Section 11:9 – PTO Computation and Absence

For the purpose of computing PTO in accordance with the above provisions, PTO time will accrue only for the first ninety (90) calendar days of Worker's Compensation or short-term disability payments.

Section 11:10 – Holidays

The following days shall be designated and observed as paid Holidays for full-time employees:

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
President's Day	Friday After Thanksgiving
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	

The following days shall be designated and observed as paid Holidays for part-time employees:

New Year's Day	Thanksgiving Day
Martin Luther King's Birthday	Friday After Thanksgiving
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	New Years' Eve Day
Labor Day	

Part-time employees will not be scheduled or paid for any other recognized Employer holidays.

In the event Christmas Eve or New Year's Eve Day falls on a weekend, then the work day prior to the Eve will be celebrated as the holiday.

Part-time employees classified as Mental Health Activity Aide, Peer Support Specialist, Vehicle Operator and Typist Clerk, whom are not entitled to Holiday pay for the full-time holidays of Martin Luther King's Birthday, President's Day, Veteran's day, may nevertheless, at their option, use existing banked PTO hours for any of the above full-time holidays; provide the part-time employee worked his/her last scheduled work day before and his/her first scheduled work day after the holiday or he/she is on an authorized paid leave, excluding Worker's Compensation and disability leave; and provided further that all other aspects of SCCMHA attendance policies apply to such PTO request.

The employer may decide because of inclement weather or other emergencies not to perform work or to reduce the hours of work in any particular work day for any employee or group of employees resulting in a paid day of absence or a partial paid day of absence for bargaining unit personnel.

Section 11:11 – Holiday Eligibility

Employees must work their last scheduled work day before and their first scheduled work day after a holiday or be on pre-authorized and approved PTO and/or pre-authorized and approved medical leaves of absence (excluding workers' compensation and the SCCMHA short-term disability plan), in order to be paid for the holiday.

Section 11:12 – Observance of Holidays

In the event one of the holidays falls on a Sunday, the following day, Monday, will be the recognized holiday for eligible employees; if the holiday falls in a Saturday, the preceding Friday will be recognized as a holiday. See section 11:12 for exceptions due to Christmas and New Year's Eve. However, employees assigned to seven (7) day operations will celebrate the actual date of the holiday. Holiday hours shall be midnight to midnight.

Section 11:13 – Holiday Pay

Eligible employees who perform no work on a holiday shall be paid eight (8) hours of pay (four (4) hours or five and one half (5.5) hours per budgeted hours, of pay for part-time employees) at their current hourly rate of pay; provided, however an employee scheduled to work on a holiday who calls in sick shall not receive holiday pay unless such employee has notified the employer of employee's illness at least twenty-four (24) hours prior to the start of the employee's shift on said holiday.

Section 11:14 – Holiday Premium Pay

Employees who are required to work on a holiday shall receive in addition to the holiday pay, time and one-half (1 ½) for all hours worked.

ARTICLE XII - LEAVES AND TIME OFF

Section 12:1 – Types of Leave of Absence

12.1.1 General Definition

- a. To be eligible for a leave of absence (except military leave and FMLA), employees must be full-time or part-time and have completed the initial probationary period. All leaves of absence shall be unpaid except where specifically stated otherwise herein. Employees are to refer to the Employee Handbook for all other aspects of leaves of absence.
- b. An employee on an approved leave of absence will continue to accumulate seniority. However, the time shall not count towards progression on the pay scale.

12.1.2 Medical/Surgical

- a. Medical and/or surgical leaves of absences are for eligible employees who become unable to work due to a non-work related medical condition and/or require surgery for their non-work related medical conditions and are unable to perform their normal functions.

12.1.3 Family Medical Leave Act (FMLA)

- a. The Employer agrees to comply with the Family Medical Leave Act.

12.1.4 Personal

- a. The employee shall be eligible to apply for a personal leave of absence after six (6) months of service with the Employer, the granting of which shall be discretionary with the Employer. Leaves of absence are for employees who in addition to their PTO days require time off from their employment. Such leaves shall be unpaid and without benefits unless otherwise specified.
- b. A personal leave of absence for an emergency or other reasons determined valid, by the discretion of the Employer, may be granted for a minimum of seven (7) calendar days and up to a maximum of one (1) year. In no case, shall a personal leave of absence be held valid, if an employee accepts work from another employer during the time of such leave. In such as case, the employee shall also be considered as voluntarily resigned (effective the first day of the employee's leave).
- c. Employees who take a personal leave of absence are not guaranteed reinstatement to their prior position. Economic or other conditions may necessitate job replacement or elimination of any employee's position before a personal leave of

absence is complete. If upon return to work, the employee refuses an offer of employment into an open position, he/she will be terminated from employment.

12.1.5 Educational

- a. Any period up to one (1) academic term with term extensions up to a maximum of one (1) year may be granted at the discretion of the Employer for a full-time student enrolled in a course of study related to his/her SCCMHA employment.

12.1.6 Military

- a. Whenever an employee, who is a member of the armed services is called to active duty or training, he/she shall be entitled to a leave of absence in addition to his/her annual PTO leave. The employee shall receive the difference between his/her regular salary and that received for such training or active duty for up to a maximum of thirty (30) calendar days. The Employer will abide by all provisions of the Uniform Services Employment and Re-Employment Rights Act.

Section 12:2 – Time Off

12.2.1 Funeral Time Off

- a. In the event of a death in the employee's immediate family, i.e., Mother, Father, present Step-father, present Step-mother, Sister, Brother, Spouse, Child, Step-child, Legal Guardian, Parent-in-law, grandparents, grandchild, the employee shall be considered an excused absence on the days which the employee has been scheduled to work for a period of up to five (5) consecutive work days (one day of which must be the day of the funeral), for the purposes of attending the funeral. Three (3) of the five (5) consecutive work days will be paid by the employer and the additional two (2) days must be banked pto time and if no pto time is available may go without pay. A full-time employee's pay will be based upon eight (8) hours for each day of funeral leave. A part-time employee's pay will be based on the average number of hours paid per day for the thirteen (13) pay periods prior to the requested leave.
- b. In the event of the death of an extended family member i.e., brother-in-law or sister-in-law, step brother or sister, son or daughter-in-law, step-parent-in-law, the employee shall be considered an excused absence on the days which the employee has been scheduled to work for a period of up to three (3) consecutive work days, (one day of which must be the day of the funeral), for the purposes of attending the funeral. One (1) of the three (3) consecutive work days will be paid by the employer and the additional two (2) days must be banked pto time and if no pto time is available may go without pay.
- c. If an eligible full or part-time employee loses an immediate or extended family member, while off on a paid absence, the employee will receive the funeral leave

benefit. The employee is responsible to report those situations to Human Resources when they occur, or risk loss of paid hours. Proof of death may be required by SCCMHA, such as through newspaper clippings, death certificate or obituary.

- d. The Employer may grant an extension of leave, with out pay, for extenuating circumstances for a period of up to ten (10) calendar days.

12.2.2 Jury Duty

- a. Employees shall be granted an excused absence with pay when they are required to report for jury duty.
- b. Employees shall be paid the difference any jury duty compensation they receive and their regular wages for time necessarily spent in jury service. Seniority will continue to accrue to the employee while on jury duty. Employees will be paid for the full day after endorsing the jury monies to the Employer. Employees are not required to refund mileage reimbursement paid to them by the court. If an employee goes to jury duty for one-half (1/2) of a day, that employee must return to work. An employee will be paid only those jury duty hours that are within their scheduled shift and an employee shall retain jury pay for all hours not within their scheduled shift.

12.2.3 Court Time

- a. Employees required to appear before a Court or any agency on any matters related to the performance of their duties to the Employer in their work for SCCMHA shall be excused from their normal work for the period during which they are required to be absent from work. They shall continue to be paid their regular wage. They shall return to their regular work within thirty (30) minutes, plus reasonable driving time, after they have been dismissed from any such court duty.
- b. When employees who work a shift other than what is considered to be first (1st) shift are required either by SCCMHA or by any other agency to appear before a court or any agency on matters related to their work for SCCMHA, such employees shall be excused from work for the day with pay provided they are required to be in court at least four (4) hours (including driving time to and from their work). If their time in court is less than four (4) hours, they will be expected to work the normal shift, and will be compensated in accordance with §15.6 (overtime) if applicable.
- c. If any witness fees are received, they shall be turned over to the Employer.

12.2.4 Union Time Off

- a. Leaves of absence without pay may be granted to any employee elected or selected by the Union to attend educational classes or conventions by the Union. The number will not exceed seven (7) employees per year, three (3) employees at any given time. A maximum of two (2) employees could be approved for a leave, up to 90 days with 30 working days notice and for leaves less than ten (10) working days, ten (10) working days notice is required. All fringe benefits continue to be paid by the Employer.

Section 12:3 – Short-Term Disability Payments

12.3.1 The following guidelines apply to the SCCMHA short term disability plan:

- a. Regular non-probationary full-time employees with six (6) months or more of service shall be eligible for Short-Term Disability subject to the following conditions.
- b. An employee unable to work for reason (s) of accidental non-work related injury or illness shall be paid sixty percent (60%) of the employee's basic weekly gross wage, following a disability beginning the fifteenth (15th) calendar day of the disability, for up to one (1) year or the employee's seniority, whichever is less, of a continuing disability. Absence due to a reoccurrence of the same illness or injury shall be paid accordingly, except however, no more than one (1) year disability pay shall be paid for the same illness or injury.
- c. Under no circumstances will an employee be eligible for benefits described in (a) or (b) except by Employer approved medical disability. Benefits will not be paid unless the employee submits the attending physician's certificate of disability stating the nature of illness or injury and anticipated period of disability. In all cases of alleged disability, the Employer retains the right to verify said certificate (s) and may refer the employee to a physician of its choice whenever it deems necessary at the Employer's expense.
- d. Disability payments shall terminate when the employee returns to regular work or restricted work if directed by medical authority and approved by the Employer; when the treating physician's statement of disability expires and an extension is not provided; when the employee retires under M.E.R.S. or other SCCMHA plan as a result of disability or normal service retirement.

- e. Disability payments described herein shall be offset by any Social Security disability payment due or received by the employee. An employee determined permanently disabled shall be obligated to apply for benefits from the Social Security Administration and in such case any disability payments received by the employee from the Employer for any period paid by Social Security shall be repaid by the employee to the Employer.
- f. All payroll deductions in effect immediately prior to disability will be deducted from disability payments.
- g. PTO time may be used to supplement disability payments up to one hundred percent 100% of the employee's normal weekly gross wage.
- h. Evidence of such a sickness or injury may be required to the satisfaction of the Department.
- i. Hospitalization and Dental insurance will continue during the period of disability with the employee participation at the regular employee participation (co-pay) rates. Life insurance will continue at no cost to the employee during the period of the disability. PTO leave will only accrue for the first ninety (90) calendar days while the employee is off on disability.
- j. The elimination of the employee's position will not make them ineligible for disability benefits if they were on disability at the time of the position's elimination.

ARTICLE XIII - SAFETY AND HEALTH

Section 13:1 – General Duty

It is the intent of the Employer to provide safe and healthy working conditions and to maintain high standards of workplace conditions, including, but not limited to, ventilation, sanitation, equipment, heating and cooling.

Section 13:2 – Eyeglasses

13.2.1 The Employer shall pay the cost, not to exceed \$250.00 per incident, of repairing or replacing an employee's eye glasses which are damaged at work during a client or resident altercation provided a written report is made to the employee's supervisor by the end of the shift or within a reasonable period of time if the supervisor is unavailable from the time of the altercation.

13.2.2 The Employer will offer its current or comparable basic Vision Service Plan for full-time employees.

Section 13:3 - Safety and Health Representative

The Employer and Union will jointly recognize one (1) Bargaining Unit member who will serve as the Safety and Health Representative. The representative will continue to serve until such time as either the Employer or the Union requests that the representative be Revised. The representative, upon approval from the Environment of Care Committee, will be authorized to investigate workplace safety concerns. Such investigations will be conducted within a reasonable time period and shall not disrupt consumer services. The Safety and Health Representative will report his/her concerns to the Environment of Care Committee.

ARTICLE XIV - HEALTH CARE AND INSURANCE

Section 14:1 – Hospitalization/Medical Insurance

Bargaining unit employees shall have the same hospitalization/healthcare coverage in all respects as those provided to the Employer's non-union Administrative employees at any particular time during the term of this agreement. This includes but is not limited to the same benefits, cost sharing (check deductions), co-payments and deductible provisions. The Employer agrees that it will offer the ability to "buy up" to one (1) or more hospitalization/healthcare coverage plans which will contain reduced deductibles and/or co-pays in return for the employee paying the extra costs for such coverage.

1) Current part-time employees will be offered as follows:

Fifty (50%) percent of the Employers cost for option one (1) – CB1, option two (2) – CB2 or option three (3) – CB3.

2) Part-time employees hired after April 2, 2008 will have hospitalization/healthcare coverage eliminated.

The employees must specify their selected plan upon starting employment. Coverage will be effective on the first day of the month subsequent to completion of thirty (30) calendar days of qualifying service. After selecting a plan, the plan may only be changed during an open enrollment period or the occurrence of a qualifying event allowed by the plan administrator. Employees are required to choose a plan during open enrollment after the Employer provides an employee hospitalization/health care education in-service. Those employees who do not choose a plan during open enrollment shall not receive health care coverage during that time period.

This exclusion period will be offset by a new members prior credible coverage as required by the Health Insurance Portability and Accountability Act upon presentation of documentation in support of prior credible coverage. The Employer shall continue coverage for a two (2) year period for the surviving spouse and dependents of an employee killed or fatally injured as a result of an occurrence arising out of or in the course of the employee's employment while the employee is actually on duty. Dependents, as used in this section, shall be in accordance with the definition of the hospitalization/health care administrator. Employees may voluntarily choose between the available coverage or payment in lieu of coverage at the time they are employed and at the annual reopening (See Section 14:7).

Section 14:2 – Health Insurance for Retirement

During the term of this agreement any full time employee hired prior to January 1, 1996, and eligible dependents who are dependents at the time of retirement, shall be able to continue with hospitalization/health care coverage provided: 1) proper application is made prior to retirement, 2) the employee and eligible dependents is/are a member of the plan on the date of the retirement and 3) the retiree agrees to participate in the employee/retiree cost share program (See Section 14:7). Retirees hired after January 1,

1996 are eligible to continue hospitalization/health care coverage for themselves only, subject to the three (3) conditions outlined above, but may purchase hospitalization/health care coverage at their expense for their eligible dependents at SCCMHA's then current cost and if they meet conditions 1) and 2) outlined above.

The retired full time employee's cost share of continuing hospitalization/health care coverage shall be a percentage as indicated in the following chart and which are subject to future adjustments as outlined in Section 14:7.

Combined Full Time
and Part Time

Years of

<u>Employment</u>	<u>Employer Pays</u>	<u>Retiree Pays</u>
6	25%	75%
7	30%	70%
8	35%	65%
9	40%	60%
10	45%	55%
11	50%	50%
12	55%	45%
13	60%	40%
14	65%	35%
15	70%	30%
16	75%	25%
17	80%	20%
18	85%	15%
19	90%	10%
20 & over	95%	05%

Retirees and/or eligible dependents that are not Medicare eligible must remain in the hospitalization/health care coverage program. See Section 14:9 for additional requirements upon becoming Medicare eligible. All current and future changes to hospitalization/health care coverage and co-payments for employees will also apply to continued hospitalization/health care coverage for retirees.

During the term of this agreement, part time employees hired on or before January 1, 1996, who subsequently retire, shall be entitled to continuation of hospitalization/health care coverage based upon the above conditions, schedule and years of employment. A part time employee who was hired on or after January 1, 1996, who retires shall be entitled to single person coverage only, based upon the above conditions, schedule and years of employment. The part time employee may purchase additional coverage for a spouse or dependent by paying the full cost of the additional premium and complying with the other applicable conditions outlined above.

Employees hired after December 31, 2001, and their dependents, will not be eligible to continue hospitalization/health care coverage upon retirement, but may continue such coverage if such person pays the full cost of the coverage.

Employees must have actually retired pursuant to Article XVIII of this Agreement to receive hospitalization/health care coverage.

Full-time employees who retire will be required to pay for the Community Blue Option three (CB3) hospitalization/health care coverage as per the percentages provided above and will be required to pay the difference (increase) in cost should the retiree choose Community Blue Option One (CB1) or Two (CB2).

Part-time employees who retire after October 1, 2007, will be required to pay fifty (50%) percent of the hospitalization/health care coverage and will be offered Community Blue Option three (CB3) single coverage only.

Section 14.3 – Dental Insurance

Dental Insurance shall be provided to only full-time employees and their eligible dependents (as defined by the insurance carrier) effective the first day of the month subsequent to completion of one-year service. Benefits shall be comparable to the Dental Plan currently in effect. The employer will increase the dental benefit up to \$1,500.00 from the current plan of \$1,000 a plan year.

Section 14:4 – Life and Accidental Death Insurance

The Employer shall pay full premium upon a term policy of group life insurance providing coverage to each employee in the amount of fifty thousand dollars (\$50,000) and fifty thousand dollars (\$50,000) Accidental Death and Dismemberment Insurance effective the first day of the month following completion of six (6) months continuous employment.

This benefit shall not apply to any part-time employee hired after April 2, 2008.

Retirees will be insured for group term life in the amount of five thousand dollars (\$5,000).

Section 14.5 – Workers' Compensation

In the event an employee sustains an occupation injury, the employee will be covered by applicable Workers' Compensation Laws. Any employee sustaining an occupational injury shall be paid for the days scheduled to work during the first seven (7) calendar days. An employee shall not receive more than one hundred percent (100%) of his/her regular weekly wage as compensation for time off due to work related illness or injury, or in the case of workers' compensation benefits the total amount of such benefits as

required by law. In the event the employee is overpaid in accordance with this provision, he/she shall reimburse SCCMHA for the amount of overpayment. Reimbursement may take place through payroll deduction or assignment/reduction of workers' compensation benefits. This article shall apply only to compensable injuries.

The employee shall be responsible for immediately (on the day of the injury) reporting the occupational injury to the employee's supervisor and shall request and complete the appropriate workers' compensation form substantiating the injury. The employee shall cooperate with the Employer should an (employer's physician) examination be requested by the Employer. Reasonable post exam treatment orders must be followed.

The Employer shall maintain the right to remain in communication with an employee who is absent due to a compensable injury to determine the nature of the disability, prognosis and expected date of return.

The Employer reserves the right to provide fringe benefits as allowed by appropriate workers' compensation rules, regulations or law. Fringe benefits which will continue for one year are Health, Dental and Life Insurance with the appropriate co-pays required.

Section 14:6 – Liability Insurance

The Employer shall provide at no cost to the employee a policy for professional liability insurance and automobile liability insurance to indemnify and protect employees against loss arising out of claim of any nature brought against the employee arising out of the performance in good faith of the official duties of such employee. For the purposes of this section, official duty shall be construed to be acts done pursuant to authority conferred by law or within the scope of employment or in relation to matters committed by law to the employee or to the Employer under whose authority the employee is acting, whether or not there is negligence in the doing of such acts. Where there is willful misconduct or lack of good faith in the doing of any such acts, the same shall not constitute the performance in good faith of the official duties of any employee within the operation or intent of this Section. The coverage provided shall be in accordance with the limits of the SCCMHA general liability insurance policy (currently at \$1,000,000.00 (one million dollars) with umbrella coverage of \$10,000,000 (ten million dollars) and shall include the cost of defense, including attorney fees.

Section 14:7 - Employee and Retiree Hospitalization/Health Care Cost Sharing and Dental Insurance Cost Sharing

Employees and retirees shall have cost sharing for the hospitalization/healthcare, dental and vision coverage in the same manner as required by the Employer's non-union Administrative employees at any particular time during the term of this agreement.

Part-time employees who retire after October 1, 2007, will be offered as follows:

Fifty (50%) percent of the Employers cost and offered option three (3) – CB3 single coverage only.

Proof of dependent eligibility may be requested by the Employer. Applicable rates for the hospitalization/health care coverage year are those in effect at the beginning of that contract year with the Administrator.

All employee cost sharing in this article will be accomplished through payroll deduction.

The Employer agrees to develop and implement a Section 125 medical reimbursement account system whereby employees may annually elect to contribute a portion of their pay into the account on a pre-tax basis. The account will be administered in accordance with all applicable laws and regulations governing Section 125 Medical Reimbursement Accounts.

An employee upon becoming eligible to receive or presently enrolled in a SCCMHA hospitalization/health care program may choose to receive seventy-five (\$75.00) dollars per month in lieu of such coverage, provided however, the employee provides proof of another source of hospitalization/health care coverage and signs a statement attesting to said coverage and further, meets other eligibility requirements herein mentioned. Employees who are covered by another SCCMHA employee's health care coverage are not eligible to receive the payment in lieu of coverage. Employees may decide to waive both hospitalization/health care coverage and the "in lieu of" payment.

Employees and retirees shall not be eligible for dual coverage as both a sponsor and a dependent for any hospitalization/health care coverage under this Agreement.

If an employee's status changes such that the employee is no longer covered under another hospitalization/health care or dental coverage plan (divorce, death of spouse, change of spouses employment status, etc.) the employee may reenter SCCMHA coverage subject to the terms and conditions of the Administrator/carrier. In the event that a lapse in coverage occurs due to the employee not notifying the Employer in a timely manner, or for any reason not directly attributable to the Employer, the Employer shall in no way be held liable for hospitalization/health care or dental coverage during such lapse.

Section 14:8 – Continuation Upon Leave of Absence

Employer paid Life insurance shall continue in force for a period of up to six (6) months from the first date of the month in which a leave of absence begins for all leaves of absence (Article XII) and military leave. Hospitalization/health care coverage and dental coverage shall be continued during an employee's absence as a result of being off work and receiving short-term disability payments, subject to the normal employee co-pays. Employees shall be entitled to receive hospitalization/health care coverage and insurance benefits for an additional ninety (90) calendar days beyond short-term disability payments provided the employee is receiving long-term disability insurance and is supplementing long-term disability insurance with PTO leave and is receiving

compensation at one hundred (100%) percent of that which the employee was receiving during regular work status.

Section 14:9 – Medicare Enrollment

It is each employee's and/or eligible dependent's responsibility to contact the Social Security Administration regarding enrollment in Medicare Part A. Upon becoming eligible for Medicare, retirees and eligible dependents must enroll in SCCMHA's Medicare Complimentary plan. Retirees and eligible dependents who become eligible for Medicare must be enrolled in both Medicare Part A and Part B in order to receive Medicare Complimentary benefits under the SCCMHA plan.

Section 14:10 – Continuation Upon Layoff

In the event of layoff, an employee's hospitalization/health care coverage only shall be continued at the Employer's expense, subject to the normal employee co-pays, for a period of ninety (90) calendar days from the end of the month in which the employee last worked. Life insurance shall continue in force until the end of the month next following the month in which the individual's layoff began. All other insurance will discontinue as of the end of the month that the layoff occurred.

ARTICLE XV - HOURS OF EMPLOYMENT AND OVERTIME

Section 15:1 – Hours of Employment

The normal workday for full-time employees shall be eight (8) hours excluding non-paid lunch periods. Most employees will be provided a one (1) hour non-paid lunch hour. The normal workweek for most full-time employees shall consist of five (5) workdays, Monday through Friday, although there are a variety of schedules and some full-time employees may be scheduled to work on Saturdays, Sundays, and holidays. SCCMHA reserves the right to establish and revise the hours to be worked in a particular work day and the days to be worked in a particular work week. There is no guarantee of any number of hours of work per day or per week.

Section 15:2 – Employer Initiated Deviations from Regular Schedule

In addition to Section 15.1, it is recognized and understood that deviations from the foregoing regular schedules of work will also be necessary and will unavoidably result from several causes such as, but not limited to, vacations, leaves of absence, weekend and holiday duty, absenteeism and emergencies. No such deviations shall be considered a violation of this contract.

Section 15:3 – Employee Initiated Deviations from Regular Schedule (Flex Schedule)

Requests for a flex schedule will be made in writing to the Department Supervisor from an employee indicating the date, start times, end times, hours expected to work daily, the duration of the flex schedule request and the reasons the flex schedule is needed. The granting or denial of flex schedule shall be at the sole discretion of the Employer.

Section 15:4 - Additional Hours

Bargaining unit employees who are qualified shall have preference for working additional hours pursuant to the following conditions:

A. OBRA

1. The Employer will advise all employees who are Masters Level Social Workers of the need for clinical services and the criteria for selection and assignment.
2. Compensation for working additional hours shall be at twenty five dollars (\$25.00) per hour.

3. Selection and assignment of exempt professional staff to perform such clinical services will be at the sole and absolute discretion of the Employer and shall not be subject to the grievance procedure. The employer shall not act arbitrarily or capriciously when considering Bargaining Unit employees for these job positions. Any dispute regarding the selection of an employee for these additional hours shall be taken to the Management/Union Cooperation Committee.
4. The professional employee so assigned under the terms of this understanding shall be expected to perform in accordance with applicable standards, criteria, guidelines, regulations, and clinical practice in performing clinical assessments/evaluations. An employee may be removed at the discretion of the Employer.
5. Participation in this assignment shall not be used in any way to jeopardize any employee's, or group of employees' status as a member of the bargaining unit.

B. On Call Procedure

1. The Employer will at its sole discretion determine, and supervision (management) will authorize, on-call assignments to salaried (exempt) employees which will be voluntary except as otherwise stated in any job description.
2. Employees who are designated to be on-call and expected to provide client assistance through telephone consultation will receive \$25.00 each regular workday (\$20.00 each workday if not expected to provide telephone consultation); \$90.00 for a full weekend assignment (\$75.00 per weekend if not expected to provide telephone consultation) and \$35.00 for a holiday (\$30.00 for a holiday if not expected to provide telephone consultation). Telephone consultations exceeding thirty (30) minutes in duration will be compensated at \$12.50 per half hour which must be supported by documentation within the electronic medical record.
3. A regular workday on-call assignment is Monday through Thursday 5:00 p.m. through 8:00 a.m.; a weekend assignment is 5:00 p.m. Friday through 8:00 a.m. Monday; a holiday assignment is for 24 hours beginning with the end of the weekend on-call period if the holiday falls on Monday or beginning at the end of the previous regularly scheduled workday if holiday(s) falls on Tuesday through Friday.

4. Salaried (exempt) employees will receive \$30.00 per hour on any on-call day during which the employee responds by traveling one or more times to a client service location or attending a mandatory meeting. Actual mileage from home to a client service location and return to home is reimbursable at the then current IRS mileage rate.
5. Employees will be assigned a cell phone by the Employer which must remain operational during the entire on-call assignment and the employee must be able to respond to a client service location within a thirty (30) minute drive occurring at any point within SCCMHA.
6. Employees are expected to follow all established rules, policies, and standards of conduct (business casual per SCCMHA dress code is allowed) in the same manner as on a regularly scheduled workday during all on-call assigned time. It is understood that the employee who is on-call must still work their regularly scheduled hours on the following workday. If, for any reason, the employee's regularly scheduled hours are not worked in full or charged to PTO, pay for on-call hours worked or paid will be reduced accordingly.
7. All on-call compensation and reimbursed expenses paid must be approved by supervision (management).
8. If there are not sufficient volunteers, the Employer may assign on-call work on a mandatory basis based on budgetary and operational needs and determined by assigning the least senior person on a rotating basis using the seniority listing.

C. Use of Employees for Other Hours

Additional work which may or may not result in overtime shall be assigned as follows:

1. Interested employees shall indicate their interest by placing their names on a list for a minimum of six (6) months.
2. Time worked under this section cannot be counted by a part-time employee toward that employee being considered as classified full time.
3. The Employer will give every effort to rotate available hours first to qualified part-time and then to qualified full-time employees on this list by seniority.
4. Employees can only work when determined to be qualified by the Employer.

5. If an employee refuses to work on too many occasions, as determined in the sole discretion of the employer, he/she may be removed from the list.
6. Regardless of the above the employer can schedule hours in order to minimize the payment of hours worked at overtime rates.
7. The sole remedy for any violation of this procedure will be for the employee to be placed at the top of the list for the next available additional hours.
8. Individual employee concerns in this area will be referred to the Management / Union Cooperation Committee.
9. If there are not sufficient volunteers, the Employer may assign additional work on a mandatory basis based on budgetary and operational needs and determined by assigning the least senior person on a rotating basis using the seniority listing.
10. Employees who have been assigned or volunteered for additional work are responsible for completion of that work. Failure to complete this assignment is subject to discipline in the same manner as every other work assignment.

Section 15:5 – Overtime/Hourly Employees

Overtime will not be worked by employees in pay grades (T) unless expressly authorized and approved or requested by the immediate supervisor. If requested to work overtime, an employee will be expected to do so unless the employee is excused for good cause. All authorized and approved hours worked in excess of forty (40) hours in the regular work week, except for those employees covered in Section 15:2, and in excess of eight (8) hours worked on any day when twelve (12) or more hours are worked shall be paid at the rate of time and one-half (1 ½) the employee's regular rate of pay, except, overtime shall not be pyramided, compounded, or paid twice for the same hours worked or paid for hours worked on Saturday and Sunday. There shall be no compensatory time off for non-exempt personnel.

Section 15:6 – Compensatory Time/Salaried Employees

Salaried (exempt) employees will receive compensatory time off which will be equal to time actually worked in excess of forty (40) hours during their workweek. Compensatory time off may be scheduled by mutual agreement between the employee and the supervisor. At no time, can staff purposively accumulate comp time in effort to take future time off. All comp time will be taken within forty-five (45) days from the date such hours were worked.

Section 15:7 – Time Change

In the event of a time change (to/from daylight savings time), employees shall be paid for hours actually worked.

Section 15:8 – Rest Periods

All employees working an eight (8) hour shift shall be entitled to two (2) fifteen (15) minute paid rest periods, per day, and most employees will receive one (1) sixty (60) minute unpaid lunch period scheduled at the supervisor's discretion. Rest periods shall be considered as working time and may not be added to the lunch period or accumulated in any manner, nor may they be broken into smaller intervals. Hourly employees may not leave the premises during rest period. Hourly employees may leave the premises during their lunch period provided they have supervisor approval and provided further that they punch in and out. Smoking or food breaks are not allowed except during rest or lunch periods. Employees who work a minimum of six (6) hours are entitled to a one (1) fifteen (15) minute rest period and one (1) thirty (30) minute unpaid lunch period, scheduled at the supervisor's discretion. The Employer will make every attempt to schedule lunch breaks in the middle of an employee's shift.

Section 15:9 – No Split Shifts

There will be no split shifts without prior consultation and concurrence of the Union except for bargaining unit members who are employed in the vehicle operator or custodial technician classification on a part-time basis.

Section 15:10 – Closure or Suspension of Operations Due to Emergencies/Inclement Weather

The Employer may decide because of inclement weather or other emergencies not to perform work or reduce hours of work in any particular work day for any employee or group of employees resulting in a paid day of absence or a personal day of absence for bargaining unit personnel. Closure of SCCMHA or any particular program or department is initiated only at the discretion of the SCCMHA CEO or designee. In the event the agency is closed, all employees are to follow SCCMHA policy, including making every effort to come to work or use PTO.

ARTICLE XVI - REIMBURSEMENTS

Section 16:1 – Travel Policy

The Employer agrees to reimburse employees for travel expenses incurred as a result of their official duties in accordance with the SCCMHA travel policy. The mileage rate shall be adjusted using the currently approved IRS rate. When an employee is scheduled to report to an alternate work location (other than the regularly assigned work location), the employee shall be paid mileage to and from the employee's residence and alternate work location or to and from the regular work location and employee residence, whichever is lesser.

Section 16:2 – Transporting Recipients

When employees are required, as stated in Section 14:6, to transport consumers, the employee will only use his/her vehicle if no agency fleet vehicle is available. If required to use the employee's vehicle, SCCMHA general policies will be applicable and SCCMHA's liability insurance will be applicable to the extent and limits of said insurance policy in addition to the employee's insurance.

Any damages done to an employee's vehicle while transporting a consumer, which is not covered by the employee's insurance, may be submitted to SCCMHA for payment. Such payment will be made provided the employee has followed the requirements contained in this section. The Employer and/or agency may adopt such reasonable procedures to be complied with by the employee before any payment is required by SCCMHA.

Section 16:3 – Educational Reimbursements

Bargaining unit employees shall be eligible to participate in the SCCMHA Educational Reimbursement Plan. No more than five thousand dollars (\$5,000) will be paid to any one (1) employee in any one (1) year. If such approval is obtained, \$5,000 of the tuition will be reimbursed upon completion of the course and a satisfactory grade (B- or above) achieved. Evidence of course completion, grade and cost of tuition will be required before reimbursement is made. If the employee ceases to be an employee of SCCMHA within three (3) years after receiving tuition reimbursement, and employment termination is not due to layoff, all amounts paid for tuition reimbursement during this three (3) year period must be paid back to SCCMHA.

Section 16:4 – Licensing Fees

If required by the employee's job description, the Employer agrees to pay fifty percent (50%) of the professional licensing fees.

If the employee's job description requires an operator's endorsement in addition to a valid Michigan driver's license (chauffeurs, CDL) the Employer agrees to pay fifty percent (50%) of this endorsement fee.

ARTICLE XVII - MISCELLANEOUS

Section 17:1 – Cost of Printing

The Employer agrees to having this Agreement printed and to distribute copies to supervisors and the Union. The Union will be responsible for all contract distribution to bargaining members over the life of this contract. The Employer will provide to the Union sufficient copies of this Agreement to enable the Union to distribute one copy to each present bargaining unit member and each new bargaining unit member during the life of this contract.

Section 17:2 – Employment of Handicapped Employees

In the event an employee sustains an occupational disability and becomes handicapped as a result thereof; every effort will be made by the Employer to provide the handicapped employee such suitable employment as is available within the Bargaining Unit

Section 17:3 – Union Access to the Mental Health Department

Representatives of the Union may visit during working hours on Official Union business provided the Union gives Employer advance notice which is a minimum of twenty-four (24) hours notice by telephone and forty-eight (48) hours notice by email, prior to any non-employee visit and that such visits will be made during normal SCCMHA business hours

Section 17:4 – Severability

In the event that any of the provisions of this Agreement shall be or become invalid or unenforceable by reason of any Federal or State law not existing or hereinafter enacted, such invalidity or unenforceability shall not affect the remainder of the provisions hereof.

Section 17:5 – Bulletin Boards

The Employer agrees to provide bulletin board space at all locations where members of the Bargaining Unit are normally stationed. This space may be used by the Union Officers for announcements affecting the Bargaining Unit's employees which are not political in nature. Notices other than announcements of meetings, elections, grievance information, or social events shall be submitted to the Employer for approval prior to posting.

Notices may be posted during working hours by a Union Officer, committee member or designee, within the employees' normal working hours.

Section 17:6 – Bonding

Should the Employer require any employee to be bonded, any premium involved shall be paid by the Employer.

Section 17:7 – Review of Personnel Files

Each employee shall have the right to review their personnel file in the presence of SCCMHA management, and a Union Representative may be present if requested, and the employee may have copies made at the current fee schedule.

Section 17:8 – Change of Operations

In the event the operations and services of SCCMHA are transferred to, or taken over by, a recognized mental health authority, agency, or other similar mental health entity, whether voluntarily or by operation of law, this agreement shall be binding upon such authority, agency or entity.

Section 17:9 – Union Mail

Employees may not use interoffice mail, electronic e-mail, voice mail, telephones, copy machines or any other Employer-owned communication device for any reason other than strictly related to the operation/business of the Employer. There is no guarantee of privacy and employees who do not comply with this strict limitation of use of such devices will be disciplined up to and including discharge.

Exceptions to the above will be allowed in the processing and investigating of grievances where official SCCMHA employed union representatives may use the above devices to communicate with bargaining unit employees involved in the grievance, other official SEIU representatives (employee and non-employee) and SCCMHA management. Further, official SEIU representatives may also use the above devices to communicate SCCMHA related union business to other official SEIU representatives (employee and non-employee) and SCCMHA management. All other union business communication will be done by using the Employer provided bulletin board space as outlined in Section 17:5.

Section 17.10 – Local Financial Stability and Choice Act

An emergency financial manager appointed under the Local Financial Stability and Choice Act may reject, modify, or terminate the Collective Bargaining Agreement as provided in the Local Financial Stability and Choice Act.

ARTICLE XVIII - RETIREMENT PLANS

Section 18:1 - MERS Plan

Employees hired prior to November 1, 1994, who have not voluntarily opted to be members of the defined contribution plan shall be members of the Michigan Municipal Retirement System, (MERS), in accordance with P.A. 427 of the Michigan Public Acts of 1984, as amended, with the Benefit Plan B-3, F55/20, FAC-5, V-6, contribution plan 0%.

Section 18:2 – MERS Defined Contribution Plan

All new hires to SCCMHA will become members of the SCCMHA Defined Contribution Plan under (MERS) which provides for the following employee and employer contributions:

<u>Employer Contribution</u>	<u>Employee Contribution</u>	<u>Total</u>
6%	0%	6%
9%	3%	12%

The Employee may select one (1) of the above contribution plans initially upon being hired and may not change the contribution plan thereafter. Employees under the Defined Contribution Plan can retire at age fifty-five (55) with six (6) years of service.

Part-time employees hired after April 2, 2008, may make their own contributions to the MERS Retirement Plan in accordance with legal requirements and limitations, which will be administered by the Employer. However, the Employer shall not be responsible for making any contributions to MERS on behalf of the part-time employees hired after April 2, 2008.

Section 18:3 - MERS Plan Portability and Vesting

Under the SCCMHA Defined Contribution Plan, the employee will be provided with maximum portability of both the employee and Employer contributions including earnings on the Employer and Employee contributions by allowing the employee, upon termination of employment, to withdraw the entire amount of the employee contribution including earnings on the employee contribution and a percentage of the Employer contributions, on a sliding scale based on the years of service as scheduled below:

<u>Service Time</u>	<u>Retained by Employee</u>
Up to 36 Months	0%
37 Months through 48 Months	25%
49 Months through 60 Months	50%
61 Months through 72 Months	75%
73 Months Plus	100%

Ten (10) days actually worked in a month will be counted as one (1) month for purposes of computation of service time.

Employees can select from the investment options provided by MERS to utilize for their portion of their retirement contribution and after 100% vesting the employees shall select the option for both the Employer and Employees funds. SCCMHA shall be responsible for coordinating the Defined Contribution Plan with MERS and shall hold the Union harmless for employee liability related to the new program.

ARTICLE XIX - NO STRIKE / NO LOCKOUT

Section 19.1 The Union, its officers, agents, representatives, bargaining committee, and stewards, and all bargaining unit members, shall not, in any way, directly or indirectly, instigate, lead, engage in, authorize, or assist in any strike, sympathy strike, slow down, work stoppage, or interruption of work of SCCMHA. Any employee who violates this provision will be subject to discipline, up to and including discharge.

Section 19.2 SCCMHA agrees not to lock out employees for any cause whatsoever during the term of this Agreement.

ARTICLE XX – TERM OF AGREEMENT

Section 20.1 - Effective Date and Termination Date

This Agreement shall become effective January 1, 2019 and shall remain in effect until December 31, 2021. It shall automatically renew itself from year to year thereafter unless either party shall give written notice to the other party not less than sixty (60) calendar days prior to December 31, 2021.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives this _____ day of _____, 2018.

FOR THE EMPLOYER:

SAGINAW COUNTY COMMUNITY MENTAL
HEALTH AUTHORITY

By: _____
Sandra M. Lindsey, Chief Executive Officer
SCCMHA

By: _____
Frederick M. Stahl, Director of Human Resources
SCCMHA

FOR THE UNION:

SERVICE EMPLOYEES
INTERNATIONAL UNION LOCAL 517M

By: _____

By: _____

APPENDIX A – JOB CLASSIFICATIONS

Accounting Assistant
Accounts Payable Clerk
Administrative Coordinator (CIS)
Administrative Coordinator (CS/ORR)
Administrative Coordinator (MD)
Behavioral Health Consultant
Benefits Advocate
Billing and Accounts Receivable Assistant
Case Manager (TAY)
Child and Family Therapist
Children's Client Service Manager I
Claims Processor
Client Service Manager I
Client Service Manager - PLL
Community Liaison - DD
Continuing Education Assistant
Continuing Education Specialist
Cost Accountant
Crisis Intervention Therapist
Custodial Technician
Customer Service Advocate
Customer Service Specialist
Dietician
Evidence Based Practice Coordinator
Family Guide Representative
Family Intervention Specialist
Family Intervention Specialist – Juvenile Justice
Family Intervention Specialist PLL
Forensic Social Worker – Team Coordinator
Front Desk Associate
Health Homes Program Coordinator
Help Desk Specialist
Home Based Assistant
HRC Housing Coordinator
Infant and Early Childhood MH Consultant
Infant Mental Health Specialist
Intake Specialist – Hospital Diversion Specialist
Jail Diversion Specialist
Medical Assistant
Mental Health Activity Aide
Mental Health Therapist III (Dual Diagnosis) - CSS
Mental Health Therapist IV (Outpatient) - DD
Mental Health Therapist IV (Outpatient) - MI
MUTT Therapist
OBRA Coordinator
Occupational Therapist
Parent Support Partner
PATH Homeless Outreach Worker

Peer Support Specialist
Physical Therapist
Program Coding & Compliance Specialist
Psychologist
Quality Project Specialist
Respite Camp Program Assistant
Self Determination Coordinator
Staff Accountant
Substance Use Disorder Coordinator
Supported Employment Specialist
Support Coordinator
Support Coordinator - Autism
Systems Analyst
Trainer
Transitions Specialist
Typist/Clerk
Vehicle Operator
Wrap Around Care Coordinator

APPENDIX B – WAGE RATES

Effective January 1, 2019:

Salary Grade	Hire Rate (Step 1)	6 months (Step 2)	1 Year (Step 3)	2 Years (Step 4)	3 years (Step 5)
T-01	\$22,615.14	\$23,331.31	\$24,044.43	\$24,870.54	\$25,685.97
	\$869.81	\$897.36	\$924.79	\$956.56	\$987.92
	\$10.87	\$11.22	\$11.56	\$11.96	\$12.35
T-02	\$23,528.30	\$24,352.88	\$25,174.42	\$26,093.69	\$26,806.80
	\$904.93	\$936.65	\$968.25	\$1,003.60	\$1,031.03
	\$11.31	\$11.71	\$12.10	\$12.55	\$12.89
T-03	\$24,554.45	\$25,371.41	\$26,199.05	\$27,017.53	\$27,930.69
	\$944.40	\$975.82	\$1,007.66	\$1,039.14	\$1,074.26
	\$11.81	\$12.20	\$12.60	\$12.99	\$13.43
T-04	\$25,475.24	\$26,397.56	\$27,322.94	\$28,242.20	\$29,153.83
	\$979.82	\$1,015.29	\$1,050.88	\$1,086.24	\$1,121.30
	\$12.25	\$12.69	\$13.14	\$13.58	\$14.02
T-05	\$26,244.10	\$27,157.47	\$28,070.83	\$29,229.17	\$29,994.34
	\$1,009.39	\$1,044.52	\$1,079.65	\$1,124.20	\$1,153.63
	\$12.62	\$13.06	\$13.50	\$14.05	\$14.42
T-05 Aide	\$26,805.69	\$27,700.04	\$28,594.90	\$29,729.78	\$30,479.45
	\$1,030.99	\$1,065.39	\$1,099.80	\$1,143.45	\$1,172.29
	\$12.89	\$13.32	\$13.75	\$14.29	\$14.65
T-05 Veh Oper	\$26,226.80	\$27,139.56	\$28,052.32	\$29,209.90	\$29,974.56
	\$1,008.72	\$1,043.83	\$1,078.94	\$1,123.46	\$1,152.87
	\$12.61	\$13.05	\$13.49	\$14.04	\$14.41
T-06	\$27,527.56	\$28,445.29	\$29,468.40	\$30,486.92	\$31,516.13
	\$1,058.75	\$1,094.05	\$1,133.40	\$1,172.57	\$1,212.16
	\$13.23	\$13.68	\$14.17	\$14.66	\$15.15
T-07	\$28,857.59	\$29,880.69	\$30,906.85	\$32,030.73	\$33,153.09
	\$1,109.91	\$1,149.26	\$1,188.72	\$1,231.95	\$1,275.12
	\$13.87	\$14.37	\$14.86	\$15.40	\$15.94
T-08	\$30,288.40	\$31,415.34	\$32,539.23	\$33,666.17	\$34,895.42
	\$1,164.94	\$1,208.28	\$1,251.51	\$1,294.85	\$1,342.13
	\$14.56	\$15.10	\$15.64	\$16.19	\$16.78
T-09	\$31,827.64	\$32,946.94	\$34,173.14	\$35,408.50	\$36,631.64
	\$1,224.14	\$1,267.19	\$1,314.35	\$1,361.87	\$1,408.91
	\$15.30	\$15.84	\$16.43	\$17.02	\$17.61
T-10 Tech	\$33,457.40	\$34,750.80	\$36,136.06	\$37,527.26	\$38,916.96
	\$1,286.82	\$1,336.57	\$1,389.85	\$1,443.36	\$1,496.81
	\$16.09	\$16.71	\$17.37	\$18.04	\$18.71
T-10	\$33,357.71	\$34,690.80	\$36,118.56	\$37,552.43	\$38,984.77
	\$1,282.99	\$1,334.26	\$1,389.18	\$1,444.32	\$1,499.41
	\$16.04	\$16.68	\$17.36	\$18.05	\$18.74
T-11	\$35,095.46	\$36,631.64	\$38,167.82	\$39,697.89	\$41,241.71
	\$1,349.83	\$1,408.91	\$1,467.99	\$1,526.84	\$1,586.22
	\$16.87	\$17.61	\$18.35	\$19.09	\$19.83

T-12	\$37,344.76	\$38,981.72	\$40,620.21	\$42,263.28	\$43,897.19
	\$1,436.34	\$1,499.30	\$1,562.32	\$1,625.51	\$1,688.35
	\$17.95	\$18.74	\$19.53	\$20.32	\$21.10
T-13	\$38,418.44	\$40,104.46	\$41,796.41	\$43,488.35	\$45,169.93
	\$1,477.63	\$1,542.48	\$1,607.55	\$1,672.63	\$1,737.31
	\$18.47	\$19.28	\$20.09	\$20.91	\$21.72
T-14	\$41,950.24	\$43,787.24	\$45,637.99	\$47,481.10	\$49,316.58
	\$1,613.47	\$1,684.12	\$1,755.31	\$1,826.20	\$1,896.79
	\$20.17	\$21.05	\$21.94	\$22.83	\$23.71
T-15	\$44,404.16	\$46,348.05	\$48,288.89	\$50,238.90	\$52,185.84
	\$1,707.85	\$1,782.62	\$1,857.27	\$1,932.27	\$2,007.15
	\$21.35	\$22.28	\$23.22	\$24.15	\$25.09
T-16	\$46,969.55	\$48,913.44	\$51,066.54	\$53,102.06	\$55,247.52
	\$1,806.52	\$1,881.29	\$1,964.10	\$2,042.39	\$2,124.90
	\$22.58	\$23.52	\$24.55	\$25.53	\$26.56

Effective January 1, 2020:

Salary Grade	Hire Rate (Step 1)	6 months (Step 2)	1 Year (Step 3)	2 Years (Step 4)	3 years (Step 5)
T-01	\$23,067.44 \$887.21 \$11.09	\$23,797.94 \$915.31 \$11.44	\$24,525.32 \$943.28 \$11.79	\$25,367.96 \$975.69 \$12.20	\$26,199.69 \$1,007.68 \$12.60
T-02	\$23,998.86 \$923.03 \$11.54	\$24,839.94 \$955.38 \$11.94	\$25,677.91 \$987.61 \$12.35	\$26,615.56 \$1,023.68 \$12.80	\$27,342.94 \$1,051.65 \$13.15
T-03	\$25,045.54 \$963.29 \$12.04	\$25,878.83 \$995.34 \$12.44	\$26,723.03 \$1,027.81 \$12.85	\$27,557.88 \$1,059.92 \$13.25	\$28,489.30 \$1,095.74 \$13.70
T-04	\$25,984.75 \$999.41 \$12.49	\$26,925.51 \$1,035.60 \$12.94	\$27,869.39 \$1,071.90 \$13.40	\$28,807.04 \$1,107.96 \$13.85	\$29,736.91 \$1,143.73 \$14.30
T-05	\$26,768.99 \$1,029.58 \$12.87	\$27,700.62 \$1,065.41 \$13.32	\$28,632.25 \$1,101.24 \$13.77	\$29,813.76 \$1,146.68 \$14.33	\$30,594.23 \$1,176.70 \$14.71
T-05 Aide	\$27,341.81 \$1,051.61 \$13.15	\$28,254.04 \$1,086.69 \$13.58	\$29,166.80 \$1,121.80 \$14.02	\$30,324.38 \$1,166.32 \$14.58	\$31,089.04 \$1,195.73 \$14.95
T-05 Veh Oper	\$26,751.33 \$1,028.90 \$12.86	\$27,682.35 \$1,064.71 \$13.31	\$28,613.37 \$1,100.51 \$13.76	\$29,794.10 \$1,145.93 \$14.32	\$30,574.05 \$1,175.93 \$14.70
T-06	\$28,078.11 \$1,079.93 \$13.50	\$29,014.20 \$1,115.93 \$13.95	\$30,057.76 \$1,156.07 \$14.45	\$31,096.66 \$1,196.03 \$14.95	\$32,146.45 \$1,236.40 \$15.46
T-07	\$29,434.74 \$1,132.11 \$14.15	\$30,478.30 \$1,172.24 \$14.65	\$31,524.98 \$1,212.50 \$15.16	\$32,671.35 \$1,256.59 \$15.71	\$33,816.15 \$1,300.62 \$16.26
T-08	\$30,894.17 \$1,188.24 \$14.85	\$32,043.65 \$1,232.45 \$15.41	\$33,190.01 \$1,276.54 \$15.96	\$34,339.49 \$1,320.75 \$16.51	\$35,593.33 \$1,368.97 \$17.11
T-09	\$32,464.19 \$1,248.62 \$15.61	\$33,605.88 \$1,292.53 \$16.16	\$34,856.60 \$1,340.64 \$16.76	\$36,116.67 \$1,389.10 \$17.36	\$37,364.27 \$1,437.09 \$17.96
T-10 Tech	\$34,126.54 \$1,312.56 \$16.41	\$35,445.82 \$1,363.30 \$17.04	\$36,858.78 \$1,417.65 \$17.72	\$38,277.80 \$1,472.22 \$18.40	\$39,695.30 \$1,526.74 \$19.08
T-10	\$34,024.87 \$1,308.65 \$16.36	\$35,384.61 \$1,360.95 \$17.01	\$36,840.93 \$1,416.96 \$17.71	\$38,303.48 \$1,473.21 \$18.42	\$39,764.47 \$1,529.40 \$19.12
T-11	\$35,797.37 \$1,376.82 \$17.21	\$37,364.27 \$1,437.09 \$17.96	\$38,931.17 \$1,497.35 \$18.72	\$40,491.85 \$1,557.38 \$19.47	\$42,066.54 \$1,617.94 \$20.22
T-12	\$38,091.65	\$39,761.35	\$41,432.61	\$43,108.55	\$44,775.13

	\$1,465.06 \$18.31	\$1,529.28 \$19.12	\$1,593.56 \$19.92	\$1,658.02 \$20.73	\$1,722.12 \$21.53
T-13	\$39,186.81 \$1,507.18 \$18.84	\$40,906.55 \$1,573.33 \$19.67	\$42,632.33 \$1,639.71 \$20.50	\$44,358.12 \$1,706.08 \$21.33	\$46,073.33 \$1,772.05 \$22.15
T-14	\$42,789.25 \$1,645.74 \$20.57	\$44,662.99 \$1,717.81 \$21.47	\$46,550.75 \$1,790.41 \$22.38	\$48,430.72 \$1,862.72 \$23.28	\$50,302.91 \$1,934.73 \$24.18
T-15	\$45,292.24 \$1,742.01 \$21.78	\$47,275.02 \$1,818.27 \$22.73	\$49,254.67 \$1,894.41 \$23.68	\$51,243.67 \$1,970.91 \$24.64	\$53,229.56 \$2,047.29 \$25.59
T-16	\$47,908.94 \$1,842.65 \$23.03	\$49,891.71 \$1,918.91 \$23.99	\$52,087.87 \$2,003.38 \$25.04	\$54,164.10 \$2,083.23 \$26.04	\$56,352.47 \$2,167.40 \$27.09

Effective January 1, 2021:

Salary Grade	Hire Rate (Step 1)	6 months (Step 2)	1 Year (Step 3)	2 Years (Step 4)	3 years (Step 5)
T-01	\$23,528.79 \$904.95 \$11.31	\$24,273.89 \$933.61 \$11.67	\$25,015.82 \$962.15 \$12.03	\$25,875.31 \$995.20 \$12.44	\$26,723.69 \$1,027.83 \$12.85
T-02	\$24,478.84 \$941.49 \$11.77	\$25,336.74 \$974.49 \$12.18	\$26,191.47 \$1,007.36 \$12.59	\$27,147.87 \$1,044.15 \$13.05	\$27,889.80 \$1,072.68 \$13.41
T-03	\$25,546.45 \$982.56 \$12.28	\$26,396.41 \$1,015.25 \$12.69	\$27,257.49 \$1,048.37 \$13.10	\$28,109.04 \$1,081.12 \$13.51	\$29,059.09 \$1,117.66 \$13.97
T-04	\$26,504.44 \$1,019.40 \$12.74	\$27,464.02 \$1,056.31 \$13.20	\$28,426.78 \$1,093.34 \$13.67	\$29,383.19 \$1,130.12 \$14.13	\$30,331.64 \$1,166.60 \$14.58
T-05	\$27,304.37 \$1,050.17 \$13.13	\$28,254.63 \$1,086.72 \$13.58	\$29,204.89 \$1,123.27 \$14.04	\$30,410.03 \$1,169.62 \$14.62	\$31,206.11 \$1,200.24 \$15.00
T-05 Aide	\$27,888.64 \$1,072.64 \$13.41	\$28,819.12 \$1,108.43 \$13.86	\$29,750.14 \$1,144.24 \$14.30	\$30,930.87 \$1,189.65 \$14.87	\$31,710.82 \$1,219.65 \$15.25
T-05 Veh Oper	\$27,286.36 \$1,049.48 \$13.12	\$28,236.00 \$1,086.00 \$13.57	\$29,185.64 \$1,122.52 \$14.03	\$30,389.98 \$1,168.85 \$14.61	\$31,185.53 \$1,199.44 \$14.99
T-06	\$28,639.67 \$1,101.53 \$13.77	\$29,594.48 \$1,138.25 \$14.23	\$30,658.92 \$1,179.19 \$14.74	\$31,718.59 \$1,219.95 \$15.25	\$32,789.38 \$1,261.13 \$15.76
T-07	\$30,023.44 \$1,154.75 \$14.43	\$31,087.87 \$1,195.69 \$14.95	\$32,155.48 \$1,236.75 \$15.46	\$33,324.77 \$1,281.72 \$16.02	\$34,492.48 \$1,326.63 \$16.58
T-08	\$31,512.06 \$1,212.00 \$15.15	\$32,684.52 \$1,257.10 \$15.71	\$33,853.81 \$1,302.07 \$16.28	\$35,026.28 \$1,347.16 \$16.84	\$36,305.19 \$1,396.35 \$17.45
T-09	\$33,113.48 \$1,273.60 \$15.92	\$34,278.00 \$1,318.38 \$16.48	\$35,553.73 \$1,367.45 \$17.09	\$36,839.00 \$1,416.88 \$17.71	\$38,111.56 \$1,465.83 \$18.32
T-10 Tech	\$34,809.08 \$1,338.81 \$16.74	\$36,154.74 \$1,390.57 \$17.38	\$37,595.95 \$1,446.00 \$18.07	\$39,043.36 \$1,501.67 \$18.77	\$40,489.21 \$1,557.28 \$19.47
T-10	\$34,705.36 \$1,334.82 \$16.69	\$36,092.31 \$1,388.17 \$17.35	\$37,577.75 \$1,445.30 \$18.07	\$39,069.55 \$1,502.67 \$18.78	\$40,559.76 \$1,559.99 \$19.50
T-11	\$36,513.31 \$1,404.36 \$17.55	\$38,111.56 \$1,465.83 \$18.32	\$39,709.80 \$1,527.30 \$19.09	\$41,301.68 \$1,588.53 \$19.86	\$42,907.87 \$1,650.30 \$20.63
T-12	\$38,853.48	\$40,556.58	\$42,261.27	\$43,970.72	\$45,670.64

	\$1,494.36 \$18.68	\$1,559.87 \$19.50	\$1,625.43 \$20.32	\$1,691.18 \$21.14	\$1,756.56 \$21.96
T-13	\$39,970.54 \$1,537.33 \$19.22	\$41,724.68 \$1,604.80 \$20.06	\$43,484.98 \$1,672.50 \$20.91	\$45,245.28 \$1,740.20 \$21.75	\$46,994.80 \$1,807.49 \$22.59
T-14	\$43,645.03 \$1,678.66 \$20.98	\$45,556.25 \$1,752.16 \$21.90	\$47,481.77 \$1,826.22 \$22.83	\$49,399.34 \$1,899.97 \$23.75	\$51,308.97 \$1,973.42 \$24.67
T-15	\$46,198.09 \$1,776.85 \$22.21	\$48,220.52 \$1,854.64 \$23.18	\$50,239.77 \$1,932.30 \$24.15	\$52,268.55 \$2,010.33 \$25.13	\$54,294.15 \$2,088.24 \$26.10
T-16	\$48,867.12 \$1,879.50 \$23.49	\$50,889.55 \$1,957.29 \$24.47	\$53,129.63 \$2,043.45 \$25.54	\$55,247.38 \$2,124.90 \$26.56	\$57,479.52 \$2,210.75 \$27.63

Effective January 1, 2019:

Salary Grade	Hire Rate (Step 1)	6 months (Step 2)	1 Year (Step 3)	2 Years (Step 4)	3 years (Step 5)	4 years (Step 6)
P-01	\$32,899.76	\$34,231.70	\$35,582.07	\$36,910.95	\$38,249.03	\$39,691.47
	\$1,265.38	\$1,316.60	\$1,368.54	\$1,419.65	\$1,471.12	\$1,526.59
	\$15.8172	\$16.4576	\$17.1068	\$17.7456	\$18.3890	\$19.0824
P-02	\$35,582.07	\$37,013.76	\$38,460.80	\$39,892.49	\$41,334.92	\$42,875.56
	\$1,368.54	\$1,423.61	\$1,479.26	\$1,534.33	\$1,589.80	\$1,649.06
	\$17.1068	\$17.7951	\$18.4908	\$19.1791	\$19.8726	\$20.6133
P-03	\$38,563.61	\$40,101.18	\$41,641.82	\$43,187.07	\$44,830.52	\$46,477.04
	\$1,483.22	\$1,542.35	\$1,601.61	\$1,661.04	\$1,724.25	\$1,787.58
	\$18.5402	\$19.2794	\$20.0201	\$20.7630	\$21.5531	\$22.3447
P-04	\$42,355.93	\$44,142.86	\$45,929.79	\$47,705.77	\$49,481.75	\$51,378.21
	\$1,629.07	\$1,697.80	\$1,766.53	\$1,834.84	\$1,903.14	\$1,976.09
	\$20.3634	\$21.2225	\$22.0816	\$22.9355	\$23.7893	\$24.7011
P-05	\$46,049.85	\$48,069.19	\$50,074.31	\$52,087.33	\$54,100.36	\$56,222.40
	\$1,771.15	\$1,848.82	\$1,925.94	\$2,003.36	\$2,080.78	\$2,162.40
	\$22.1394	\$23.1102	\$24.0742	\$25.0420	\$26.0098	\$27.0300
P-06	\$49,554.47	\$51,772.90	\$53,999.23	\$56,331.43	\$58,657.31	\$60,989.50
	\$1,905.94	\$1,991.27	\$2,076.89	\$2,166.59	\$2,256.05	\$2,345.75
	\$23.8243	\$24.8908	\$25.9612	\$27.0824	\$28.2006	\$29.3219
P-07	\$51,818.65	\$54,292.27	\$56,218.07	\$59,230.30	\$61,693.18	\$64,159.13
	\$1,993.02	\$2,088.16	\$2,162.23	\$2,278.09	\$2,372.81	\$2,467.66
	\$24.9128	\$26.1021	\$27.0279	\$28.4761	\$29.6602	\$30.8457
P-08	\$55,315.78	\$57,964.34	\$60,708.03	\$63,462.46	\$66,210.76	\$68,957.52
	\$2,127.53	\$2,229.40	\$2,334.92	\$2,440.86	\$2,546.57	\$2,652.21
	\$26.5941	\$27.8675	\$29.1866	\$30.5108	\$31.8321	\$33.1527
P-09	\$59,693.72	\$62,649.17	\$65,603.09	\$68,560.08	\$71,509.40	\$74,566.13
	\$2,295.91	\$2,409.58	\$2,523.20	\$2,636.93	\$2,750.36	\$2,867.93
	\$28.6989	\$30.1198	\$31.5399	\$32.9616	\$34.3795	\$35.8491
P-10	\$64,581.11	\$67,740.66	\$70,895.60	\$74,056.67	\$77,216.22	\$80,438.67
	\$2,483.89	\$2,605.41	\$2,726.75	\$2,848.33	\$2,969.85	\$3,093.80
	\$31.0486	\$32.5676	\$34.0844	\$35.6042	\$37.1232	\$38.6724
P-11	\$68,483.36	\$72,103.25	\$75,723.14	\$79,323.09	\$82,866.26	\$86,315.82
	\$2,633.98	\$2,773.20	\$2,912.43	\$3,050.89	\$3,187.16	\$3,319.84
	\$32.9247	\$34.6650	\$36.4054	\$38.1361	\$39.8395	\$41.4980
P-12	\$73,309.37	\$77,426.44	\$81,488.27	\$85,533.23	\$89,568.97	\$93,310.09
	\$2,819.59	\$2,977.94	\$3,134.16	\$3,289.74	\$3,444.96	\$3,588.85
	\$35.2449	\$37.2243	\$39.1771	\$41.1217	\$43.0620	\$44.8606
P-13	\$77,698.05	\$81,991.59	\$86,676.43	\$90,982.25	\$95,719.26	\$99,719.71
	\$2,988.39	\$3,153.52	\$3,333.71	\$3,499.32	\$3,681.51	\$3,835.37
	\$37.3548	\$39.4190	\$41.6714	\$43.7415	\$46.0189	\$47.9422

Effective January 1, 2020:

Salary Grade	Hire Rate (Step 1)	6 months (Step 2)	1 Year (Step 3)	2 Years (Step 4)	3 years (Step 5)	4 years (Step 6)
P-01	\$33,557.75	\$34,916.34	\$36,293.71	\$37,649.17	\$39,014.02	\$40,485.30
	\$1,290.68	\$1,342.94	\$1,395.91	\$1,448.04	\$1,500.54	\$1,557.13
	\$16.1335	\$16.7867	\$17.4489	\$18.1006	\$18.7567	\$19.4641
P-02	\$36,293.71	\$37,754.03	\$39,230.01	\$40,690.34	\$42,161.62	\$43,733.07
	\$1,395.91	\$1,452.08	\$1,508.85	\$1,565.01	\$1,621.60	\$1,682.04
	\$17.4489	\$18.1510	\$18.8606	\$19.5627	\$20.2700	\$21.0255
P-03	\$39,334.88	\$40,903.20	\$42,474.66	\$44,050.81	\$45,727.13	\$47,406.58
	\$1,512.88	\$1,573.20	\$1,633.64	\$1,694.26	\$1,758.74	\$1,823.33
	\$18.9110	\$19.6650	\$20.4205	\$21.1783	\$21.9842	\$22.7916
P-04	\$43,203.05	\$45,025.72	\$46,848.39	\$48,659.89	\$50,471.39	\$52,405.78
	\$1,661.66	\$1,731.76	\$1,801.86	\$1,871.53	\$1,941.21	\$2,015.61
	\$20.7707	\$21.6470	\$22.5233	\$23.3942	\$24.2651	\$25.1951
P-05	\$46,970.84	\$49,030.57	\$51,075.80	\$53,129.08	\$55,182.36	\$57,346.85
	\$1,806.57	\$1,885.79	\$1,964.45	\$2,043.43	\$2,122.40	\$2,205.65
	\$22.5821	\$23.5724	\$24.5557	\$25.5428	\$26.5300	\$27.5706
P-06	\$50,545.55	\$52,808.36	\$55,079.21	\$57,458.06	\$59,830.45	\$62,209.29
	\$1,944.06	\$2,031.09	\$2,118.43	\$2,209.93	\$2,301.17	\$2,392.67
	\$24.3007	\$25.3886	\$26.4804	\$27.6241	\$28.7646	\$29.9083
P-07	\$52,855.02	\$55,378.11	\$57,342.43	\$60,414.91	\$62,927.04	\$65,442.31
	\$2,032.89	\$2,129.93	\$2,205.48	\$2,323.65	\$2,420.27	\$2,517.01
	\$25.4111	\$26.6241	\$27.5685	\$29.0456	\$30.2534	\$31.4626
P-08	\$56,422.10	\$59,123.62	\$61,922.19	\$64,731.71	\$67,534.97	\$70,336.67
	\$2,170.08	\$2,273.99	\$2,381.62	\$2,489.68	\$2,597.50	\$2,705.26
	\$27.1260	\$28.4248	\$29.7703	\$31.1210	\$32.4687	\$33.8157
P-09	\$60,887.60	\$63,902.16	\$66,915.16	\$69,931.28	\$72,939.59	\$76,057.45
	\$2,341.83	\$2,457.78	\$2,573.66	\$2,689.66	\$2,805.37	\$2,925.29
	\$29.2729	\$30.7222	\$32.1707	\$33.6208	\$35.0671	\$36.5661
P-10	\$65,872.74	\$69,095.47	\$72,313.51	\$75,537.81	\$78,760.54	\$82,047.45
	\$2,533.57	\$2,657.52	\$2,781.29	\$2,905.30	\$3,029.25	\$3,155.67
	\$31.6696	\$33.2190	\$34.7661	\$36.3163	\$37.8656	\$39.4459
P-11	\$69,853.02	\$73,545.32	\$77,237.61	\$80,909.55	\$84,523.58	\$88,042.14
	\$2,686.65	\$2,828.67	\$2,970.68	\$3,111.91	\$3,250.91	\$3,386.24
	\$33.5832	\$35.3583	\$37.1335	\$38.8988	\$40.6363	\$42.3280
P-12	\$74,775.56	\$78,974.97	\$83,118.04	\$87,243.89	\$91,360.35	\$95,176.29
	\$2,875.98	\$3,037.50	\$3,196.85	\$3,355.53	\$3,513.86	\$3,660.63
	\$35.9498	\$37.9687	\$39.9606	\$41.9442	\$43.9232	\$45.7578
P-13	\$79,252.01	\$83,631.42	\$88,409.96	\$92,801.89	\$97,633.64	\$101,714.10
	\$3,048.15	\$3,216.59	\$3,400.38	\$3,569.30	\$3,755.14	\$3,912.08
	\$38.1019	\$40.2074	\$42.5048	\$44.6163	\$46.9393	\$48.9010

Effective January 1, 2021:

Salary Grade	Hire Rate (Step 1)	6 months (Step 2)	1 Year (Step 3)	2 Years (Step 4)	3 years (Step 5)	4 years (Step 6)
P-01	\$34,228.91	\$35,614.66	\$37,019.58	\$38,402.15	\$39,794.30	\$41,295.00
	\$1,316.50	\$1,369.79	\$1,423.83	\$1,477.01	\$1,530.55	\$1,588.27
	\$16.4562	\$17.1224	\$17.7979	\$18.4626	\$19.1319	\$19.8534
P-02	\$37,019.58	\$38,509.11	\$40,014.61	\$41,504.14	\$43,004.85	\$44,607.74
	\$1,423.83	\$1,481.12	\$1,539.02	\$1,596.31	\$1,654.03	\$1,715.68
	\$17.7979	\$18.5140	\$19.2378	\$19.9539	\$20.6754	\$21.4460
P-03	\$40,121.58	\$41,721.27	\$43,324.15	\$44,931.82	\$46,641.67	\$48,354.71
	\$1,543.14	\$1,604.66	\$1,666.31	\$1,728.15	\$1,793.91	\$1,859.80
	\$19.2892	\$20.0583	\$20.8289	\$21.6018	\$22.4239	\$23.2475
P-04	\$44,067.11	\$45,926.23	\$47,785.36	\$49,633.08	\$51,480.81	\$53,453.89
	\$1,694.89	\$1,766.39	\$1,837.90	\$1,908.96	\$1,980.03	\$2,055.92
	\$21.1861	\$22.0799	\$22.9737	\$23.8621	\$24.7504	\$25.6990
P-05	\$47,910.26	\$50,011.19	\$52,097.31	\$54,191.66	\$56,286.01	\$58,493.79
	\$1,842.70	\$1,923.51	\$2,003.74	\$2,084.29	\$2,164.85	\$2,249.76
	\$23.0338	\$24.0438	\$25.0468	\$26.0537	\$27.0606	\$28.1220
P-06	\$51,556.47	\$53,864.52	\$56,180.80	\$58,607.22	\$61,027.06	\$63,453.48
	\$1,982.94	\$2,071.71	\$2,160.80	\$2,254.12	\$2,347.19	\$2,440.52
	\$24.7868	\$25.8964	\$27.0100	\$28.1765	\$29.3399	\$30.5065
P-07	\$53,912.12	\$56,485.68	\$58,489.28	\$61,623.20	\$64,185.58	\$66,751.15
	\$2,073.54	\$2,172.53	\$2,249.59	\$2,370.12	\$2,468.68	\$2,567.35
	\$25.9193	\$27.1566	\$28.1198	\$29.6265	\$30.8585	\$32.0919
P-08	\$57,550.54	\$60,306.09	\$63,160.63	\$66,026.34	\$68,885.67	\$71,743.40
	\$2,213.48	\$2,319.47	\$2,429.26	\$2,539.47	\$2,649.45	\$2,759.36
	\$27.6685	\$28.9933	\$30.3657	\$31.7434	\$33.1181	\$34.4920
P-09	\$62,105.35	\$65,180.20	\$68,253.46	\$71,329.91	\$74,398.38	\$77,578.60
	\$2,388.67	\$2,506.93	\$2,625.13	\$2,743.46	\$2,861.48	\$2,983.79
	\$29.8583	\$31.3366	\$32.8142	\$34.2932	\$35.7685	\$37.2974
P-10	\$67,190.19	\$70,477.38	\$73,759.78	\$77,048.56	\$80,335.75	\$83,688.40
	\$2,584.24	\$2,710.67	\$2,836.91	\$2,963.41	\$3,089.84	\$3,218.78
	\$32.3030	\$33.8834	\$35.4614	\$37.0426	\$38.6230	\$40.2348
P-11	\$71,250.08	\$75,016.22	\$78,782.36	\$82,527.74	\$86,214.05	\$89,802.98
	\$2,740.39	\$2,885.24	\$3,030.09	\$3,174.14	\$3,315.93	\$3,453.96
	\$34.2548	\$36.0655	\$37.8761	\$39.6768	\$41.4491	\$43.1745
P-12	\$76,271.07	\$80,554.47	\$84,780.40	\$88,988.77	\$93,187.56	\$97,079.82
	\$2,933.50	\$3,098.25	\$3,260.78	\$3,422.64	\$3,584.14	\$3,733.84
	\$36.6688	\$38.7281	\$40.7598	\$42.7831	\$44.8017	\$46.6730
P-13	\$80,837.05	\$85,304.05	\$90,178.16	\$94,657.93	\$99,586.32	\$103,748.39
	\$3,109.12	\$3,280.93	\$3,468.39	\$3,640.69	\$3,830.24	\$3,990.32
	\$38.8640	\$41.0116	\$43.3549	\$45.5086	\$47.8780	\$49.8790