

AGREEMENT

between

CALHOUN COUNTY BOARD OF COMMISSIONERS

and

**CALHOUN COUNTY SUPERVISORY EMPLOYEES,
LOCAL NO. 2431
A.F.S.C.M.E. MICHIGAN, AFL-CIO**

January 1, 2025 through December 31, 2027

Contents

PURPOSE AND INTENT	1
RECOGNITION	1
Section 1.1. Collective Bargaining Unit	1
REPRESENTATION.....	1
Section 2.1. Collective Bargaining Committee	1
Section 2.2. Stewards.....	2
Section 2.3. Identification of Union Representatives	2
UNION MEMBERSHIP	2
Section 3.1. Non-Discrimination Relative to Union Membership	2
RIGHTS OF THE EMPLOYER.....	5
Section 4.1. Rights.....	5
GRIEVANCE PROCEDURES	5
Section 5.1. Definition of Grievance	5
Section 5.2. Grievance Procedure.....	5
Section 5.3. Expedited Disciplinary Grievances	6
Section 5.4. Time Limitations	6
Section 5.5. Time Computation	6
Section 5.6. Grievance Resolution.....	7
Section 5.7. Grievance Settlements	7
Section 5.8. Grievance Form	7
Section 5.9. Lost Time.....	7
ARBITRATION	7
Section 6.1. Arbitration Request.....	7
Section 6.2. Selection of Arbitrator	8
Section 6.3. Arbitrator's Powers.....	8
SPECIAL CONFERENCES	8
Section 7.1. Special Conferences.....	8
WORK STOPPAGES	9
Section 8.1. No Strike Pledge	9
Section 8.2. Penalty	9
Section 8.3. Lockout	9
SENIORITY	9
Section 9.1. Definition of Seniority	9
Section 9.2. Probationary Period	10

Section 9.3. Seniority and Benefit Accumulation	10
Section 9.4. Loss of Seniority.....	10
Section 9.5. Transfer to Non-bargaining Unit Position	11
Section 9.6. Seniority List	11
Section 9.7. Job Posting.....	11
LAYOFF AND RECALL.....	12
Section 10.1 Layoff Procedure	12
Section 10.2. Notification of Layoff.....	13
Section 10.3. Recall	13
Section 10.4. Notification of Recall	13
Section 10.5. Super-Seniority	13
Section 10.6. Voluntary Layoff	14
HOURS OF WORK.....	14
Section 11.1. Normal Workweek and Workday	14
Section 11.2. Workweek and Workday Definitions	14
Section 11.3. Scheduling	14
Section 11.4. Premium Pay.....	15
Section 11.5. Lunch Period.....	15
Section 11.6. Rest Periods	15
Section 11.7. Floating Holiday	15
Section 11.8. Telecommuting.....	16
LEAVES OF ABSENCE.....	16
Section 12.1. Procedure for Requesting Leaves	16
Section 12.2. Purpose of Leaves.....	16
Section 12.3. Early Returns from Leave.....	16
Section 12.4. Active Military & Reserve Training Leave	16
Section 12.5. Bereavement Leave	16
Section 12.6. Jury Duty	17
Section 12.7. Personal Leave.....	17
Section 12.8. Union Leave.....	17
Section 12.9. Family and Medical Leave	17
Section 12.10. Paid Medical Leave Act or Earned Sick Time Act.....	17
Section 12.11. Disability Leave.....	17
Section 12.12. Medical Certificates and Examinations	18

HOLIDAYS	18
Section 13.1. Recognized Holidays	18
Section 13.2. Holiday Eligibility	18
Section 13.3. Holiday Observance.....	19
PAID TIME OFF	19
Section 14.1 Paid Time Off	19
Section 14.2. PTO Scheduling.....	19
Section 14.3. PTO Basis	20
Section 14.4. Benefits at Termination	20
Section 14.5 PTO Subsidy	20
Section 14.6. PTO Payout.....	20
INSURANCE.....	20
Section 15.1. Hospitalization Insurance.	20
Section 15.2. Dental Insurance	21
Section 15.3. Sickness and Accident Insurance.....	21
Section 15.4. Term Life Insurance	22
Section 15.5. Vision Care Insurance.....	22
Section 15.6. Provision of Insurance Plans	22
Section 15.7. Selection of Insurance Carriers.....	22
Section 15.8. Continuation of Benefits.....	22
COMPENSATION	23
Section 16.1. Classifications and Hourly Rates.....	23
Section 16.2. Hourly Rates	23
Section 16.3. Advancement Within Pay Grades.....	23
Section 16.4. Credit for Prior Experience.....	24
Section 16.5. Temporary Assignment	24
Section 16.6. Reclassifications	24
Section 16.7. Promotions.....	24
Section 16.8. Direct Deposit.....	24
LONGEVITY	25
Section 17.1. Longevity Benefit	25
Section 17.2. Longevity Payments	25
Section 17.3. Longevity Eligibility.....	25
RETIREMENT	25

Section 18.1. Calhoun County Retirement Plans.....	25
MISCELLANEOUS	26
Section 19.1. Address Changes	26
Section 19.2. Amendment of Agreement	26
Section 19.3. Benefit Records	26
Section 19.4. Captions	26
Section 19.5. Closing of the County Building.....	26
Section 19.6. Consolidation of Jobs	27
Section 19.7. Educational Reimbursement Program	27
Section 19.8. Job Related Injuries	27
Section 19.9. New Classifications	27
Section 19.10. Payment at Death of Employee	27
Section 19.11. Personnel Policies	27
Section 19.12. Record Keeping	28
Section 19.13. Separability	28
Section 19.14. Veteran’s Preference Claims	28
Section 19.15. Union Literature.....	28
Section 19.16. Clothing Allowance	28
Section 19.17. Orientation - New Employees	28
Section 19.18. Work Safety	28
Section 19.19. Transfer from Other Bargaining Units	28
Section 19.20 Appointment of Emergency Manager	29
Section 19.21. Boot Allowance	29
SCOPE OF AGREEMENT	29
Section 20.1. Waiver.....	29
DURATION.....	29
Section 21.1. Termination.....	29
APPENDIX A - WAGE SCHEDULE.....	31

AGREEMENT

PURPOSE AND INTENT

The general purpose of this agreement is to set forth terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees, and the Union.

The parties recognize that the interest of the community and the job security of the employees depends upon the Employer's success in establishing a proper service to the community.

To these ends the Employer and the Union encourage to the fullest degree friendly and cooperative relations between their respective representatives at all levels and among all employees.

This agreement is effective the 1st day of January, 2025, by and between CALHOUN COUNTY BOARD OF COMMISSIONERS, hereinafter referred to as the "Employer," and the CALHOUN COUNTY SUPERVISORY EMPLOYEES, LOCAL NO. 2431, affiliated with A.F.S.C.M.E. MICHIGAN, AFL-CIO, hereinafter referred to as the "Union."

RECOGNITION

Section 1.1. Collective Bargaining Unit

Pursuant to Public Act 379 of 1965, as amended, the Employer recognizes the Union as the exclusive representative for purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment for all employees employed by the Employer in the following bargaining unit:

All full time supervisory employees employed by the Calhoun County Board of Commissioners, BUT EXCLUDING all Elected Officials, Department Heads, Department Directors, employees of the Circuit, District and Probate Courts, the Chief Assistant Prosecuting Attorney, the Deputy Clerk/Register, Deputy Drain Commissioner, Deputy Treasurer, employees of the Calhoun County Sheriff's Department, employees of the Calhoun County Health Department, employees of the Calhoun County Road Department, confidential employees, and all non-supervisory employees.

REPRESENTATION

Section 2.1. Collective Bargaining Committee

The Employer agrees to recognize not more than two (2) non-probationary employees covered by this Agreement as a Collective Bargaining Committee. Members of the Collective Bargaining Committee shall act in a representative capacity for the purpose of collective bargaining negotiations with the Employer. The Union shall, in advance of the Employer's recognition, furnish the employer in writing with the names of its Collective Bargaining Committee members. The members of the Collective Bargaining Committee shall be compensated at their straight time regular rate of pay for

all time actually lost from work during collective bargaining negotiations with the Employer. Such bargaining sessions shall normally commence during the County's usual business hours.

Section 2.2. Stewards

(a) The Employer hereby agrees to recognize two (2) Stewards and two (2) Alternate Stewards, each of whom shall have one (1) year's seniority, to act as grievance representative under this Agreement, in addition to the Local Union President. Alternate Stewards may exercise the functions of a Steward under this Agreement only if the Steward for the particular work location is absent. It shall be the function of such individuals to act in a representative capacity for the purpose of processing and investigating grievances for employees covered by the Agreement.

(b) The Union agrees that the Stewards and their alternates will continue to perform their regularly assigned duties and that their responsibilities as a Steward will not be used to avoid those duties. They shall act in a manner which will not disrupt nor interfere with the normal functions of the Employer. If it is necessary for a Steward or alternate to temporarily leave their assignment to process a grievance, the Steward shall first request permission of their immediate supervisor or Department Head, whichever is appropriate. In the event it is necessary for a Steward to remain on the job after a request to handle a grievance is made, the Steward shall be relieved to perform their representative duties as quickly thereafter as possible; both parties to this Agreement recognize a rule of reason must apply in this regard.

(c) The Employer agrees to compensate the Steward and alternate at their straight time regular rate of pay for all reasonable time lost from their regularly scheduled working hours while processing a grievance in accordance with the Grievance Procedure.

Section 2.3. Identification of Union Representatives

The Union will furnish the Employer in writing with the names of its Stewards and all officials of the Union responsible for administering the Agreement and whatever changes may occur from time to time in such personnel so that the Employer may at all times be advised as to the authority of individual representatives of the union with whom it may be dealing. This identification shall be made in advance of the Employer's recognition of the authority of such individuals to act under this Agreement.

UNION MEMBERSHIP

Section 3.1. Non-Discrimination Relative to Union Membership

The Employer and the Union agree that, in accordance with Public Act 349 of 2012, MCL §423.209 and §423.210, an individual shall not be required as a condition of obtaining or continuing employment with Employer to do any of the following:

- (a) Refrain or resign from membership in, voluntary affiliation with, or voluntary financial support of the Union.
- (b) Become or remain a member of the Union.

- (c) Pay any dues, fees, assessments, or any other charges or expenses of any kind or amount, or provide anything of value to the Union.
- (d) Pay to any charitable organization or third party any amount that is in lieu of, equivalent to, or any portion of dues, fees, assessments, or other charges or expenses required of members of or employees represented by the Union.

In the event Public Act 349 of 2012 is either overturned with no further appeals or repealed, the parties shall meet to negotiate new language relative to Section 3.1 thru Section 3.4 Union Security/Union Membership and Check-off Dues and Fees.

Section 3.2. Union Membership Rules

The Union shall have the right to prescribe its own rules with respect to the acquisition or retention of membership in the Union, as provided by MCL 423.210(a).

Section 3.3. Voluntary Dues Deduction

During the term of this Agreement for those employees who have voluntarily executed payroll deduction authorization cards which are delivered to the Human Resources Department, Employer will deduct from their pay the monthly Union dues and initiation fees as designated by the Union and shall promptly remit any and all amounts deducted. The Union agrees to indemnify and save Employer harmless against any and all claims, suits, expenses, and other forms of liability that may arise out of or by reason of action taken in reliance upon such individual authorization cards or by reason of the Employer's compliance with the provisions of this Article. Employees shall have the right to voluntarily withdraw the payroll deduction authorization at any time by providing notice of said withdrawal to Employer and the Union in writing.

Section 3.4. Payroll Deduction for Union Dues or Service Fees

(a) During the term of this Agreement, the Employer agrees to deduct or cause to be deducted periodic monthly Union dues or service fees from each employee covered by this Agreement who executes and files with the Employer a proper checkoff authorization form.

(b) Individual authorization forms shall be furnished or approved by the Union and, when executed, filed by it with the Human Resources Department.

(c) Deductions shall be made only in accordance with the provisions of the written authorization form, together with the provisions of this section. The following authorization form shall be used exclusively:

(d) A properly executed copy of the written authorization form for each employee for whom Union dues or the service fee to be deducted hereunder shall be delivered to the payroll office before any payroll deductions are made. Deductions shall be made thereafter only under the written authorization forms which have been properly executed are in effect. Any authorization form which lacks the employee's signature will be returned to the Union.

(e) Deductions shall commence with the first (1st) full payroll period in the calendar month following receipt of the checkoff authorization forms by the County Payroll Officer, provided the employee has

sufficient net earnings to cover the dues or, when applicable, the service fee. Deductions for any calendar month shall be remitted to the Union's designated officer(s) no later than the twelfth (12th) day of each month.

(f) In cases in which a deduction is made which duplicates a payment already made to the Union, refunds to the employee will be made by the Union.

(g) The Union shall notify the Employer in writing of the proper amount of Union membership dues or the service fee required of all Union members and any subsequent changes in such amounts. The Employer agrees to furnish the Union a monthly record of those employees for whom deductions have been made, together with the amount deducted for each employee. The Employer shall also notify the Union of the names of those employees for whom deductions were not made and the reason(s) therefore.

(h) If a dispute arises as to whether or not an employee has properly executed or properly revoked a written checkoff authorization form, no further deductions will be made until the matter is resolved.

(i) The Employer shall not be responsible for dues or payment of the service fee required of all Union members after an employee's employment relationship has been terminated or while an employee is on leave of absence or layoff status.

(j) The Employer shall not be liable to the Union or its members for any membership dues or service fee once such sums have been remitted to the Union.

(k) The employer's sole obligation under this section is limited to deduction of dues and, where applicable, service fees. If the Employer fails to deduct such amounts as required by this Section, it shall deduct such amounts upon discovery of the error but its earlier failure to do so shall not result in any financial obligation whatsoever.

Section 3.5. PEOPLE Checkoff

The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

Section 3.6. Hold Harmless

The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits, or other forms of liability arising out of action taken by the Employer pursuant to Section 3.2 and/or Section 3.3 or from complying with requests for termination made by the Union under Section 3.1.

RIGHTS OF THE EMPLOYER

Section 4.1. Rights

(a) Except as this Agreement otherwise specifically and expressly provides, the Employer retains the sole and exclusive right to manage and operate all of its operations and activities. Among the rights of management, included only by way of illustration and not by way of limitation, is the right to hire; to determine all matters pertaining to the services to be furnished and the methods, procedures, means, equipment, and machines required to provide such service; to establish classification of work and the number of personnel required; to determine the nature and number of facilities and departments to be operated and their locations; to adopt, modify, change, and alter its budget; to discontinue, combine, or reorganize any and all parts of its operation; to maintain order and efficiency; to continue and maintain its operations as in the past; to study and use improved methods and equipment and outside assistance, either in or out of Employer's facilities, including subcontracting, and in all respects to carry out the lawful, ordinary, and customary function of County Government. All such rights are vested exclusively in the Employer. Disputes under this subsection shall be subject to the Grievance Procedure established in this Agreement but shall not be subject to Arbitration.

(b) Except as this Agreement otherwise specifically and expressly provides, the Employer shall have the right to promote, demote, assign, transfer, suspend, discipline, discharge for just cause, lay off and recall personnel; to establish reasonable work rules and fix determined penalties for violations of such rules; to make judgments as to the ability and skill; to determine work loads; to establish and change work schedules; and to provide and assign relief personnel, provided, however, that these rights shall not be exercised in violation of any specific provision of this Agreement, and as such they shall be subject to the Grievance and Arbitration Procedures established herein.

(c) The Union hereby agrees that the Employer retains the sole and exclusive right to establish and administer without limitation, implied or otherwise, all matters not specifically and expressly limited by the Agreement. Further, nothing in this Agreement shall be taken as a dilution of the powers conferred by law upon any elected or appointed Department Head.

GRIEVANCE PROCEDURES

Section 5.1. Definition of Grievance

For purposes of this Agreement, "grievance" means any dispute regarding the meaning, interpretation, or alleged violation of the terms and provisions of this Agreement as written. Employees or the Union shall have the right to file grievances under the procedures established herein.

Section 5.2. Grievance Procedure

All grievances shall be processed in the following manner:

(a) Step 1. An employee with a grievance shall, within five (5) days following occurrence of the event upon which the grievance is based, discuss it with the Department Head or designated representative with the object of resolving the matter informally. If requested, the employee's

Steward may be present. The Department Head shall give their verbal answer to the grievance within five (5) days following discussion of the grievance.

(b) Step 2. If the grievance is not satisfactorily settled at Step 1, it shall be reduced to writing, stating the facts upon which it is based, when they occurred, specify the section of the contract which has allegedly been violated, and specify the remedy sought. The grievance must be signed by the employee who is filing the grievance and may or may not be signed by a Union representative. It shall be the responsibility of the grievant to submit a copy of the grievance to the appropriate Steward. The grievance must be given to the appropriate Department Head within five (5) working days from the date of the receipt of the Department Head's oral reply. A written answer to the grievance shall be given to the grievant within five (5) days after presentation of the written grievance. A copy of the answer shall be submitted to the Steward by the grievant.

(c) Step 3. If the reply to the grievance at the previous Step is not satisfactory, it may be appealed to the County Administrator/Controller or designee within ten (10) working days from the receipt of the Step 2 written reply. A meeting shall be held within twenty (20) days after the date of receipt of said written appeal. The Employer shall give its written answer to the grievance to the Local Union President within twenty (20) days following the meeting at this Step.

Section 5.3. Expedited Disciplinary Grievances

Any non-probationary employee discharged or given a disciplinary layoff shall be notified in writing immediately by the Employer, a copy of which shall be given to the Local Union President. Should an employee who has been discharged or given a disciplinary layoff consider such discipline to be improper, a written grievance shall, within five (5) working days following receipt of written notice of disciplinary action by the affected employee, be filed initially at Step 2 of the Grievance Procedure. The parties will meet at the earliest possible date which is mutually convenient in an attempt to resolve the matter. If desired by either party, the disciplined employee shall be present. All grievances relating to the discharge or disciplinary suspension of an employee must be presented within the limits contained in this Section. Any grievance which is not presented within the time limits shall be considered to have been abandoned and no appeal shall be allowed. All other disciplinary grievances shall follow the normal grievance procedure.

Section 5.4. Time Limitations

The time limits established in the Grievance Procedure shall be followed by the parties. If the Union fails to present a grievance in time or advance it to the next Step in a timely manner it shall be considered to be withdrawn. If the procedure is not followed by the Employer, the grievance shall automatically advance to the next Step, but excluding arbitration. The time limits established in the Grievance Procedure may be extended by mutual agreement, provided the extension is reduced to writing and the period of the extension is specified.

Section 5.5. Time Computation

In computing days under the Grievance Procedure, Saturdays, Sundays, and holidays recognized under this Agreement shall be excluded.

Section 5.6. Grievance Resolution

All grievances which are satisfactorily resolved at Steps 1 and 2 of the Grievance Procedures, if the grievance has economic implications, must be approved by the County Administrator/Controller or designee which is responsible for administering Step 3 of the Grievance Procedures before such grievance resolutions shall be final. The Local Union President shall be informed in writing of any grievances being considered by the Employer under the provisions of this section. A meeting concerning such grievances shall be held within twenty (20) days after the Local Union President's receipt of such notification. If the resolution of a grievance is disallowed, the Union may, if it desires, request arbitration in accordance with Section 6.1. If the grievance has economic implications over five hundred dollars (\$500.00) it must be approved by the County Administrator/Controller or designee.

Section 5.7. Grievance Settlements

With respect to the processing, disposition, or settlement of any grievance initiated under this Agreement, and with respect to any court action claiming or alleging a violation of this Agreement, the Union shall be the sole and exclusive representative of the employee or employees covered by this Agreement. The disposition or settlement, by and between the Employer and the Union of any grievance or other matter shall constitute a full and complete settlement thereof and shall be final and binding upon the Union and its members, the employee or employees involved, and Employer. The satisfactory settlement of all grievances shall be reduced to writing and shall be written on or attached to each copy of the written grievance and signed by the representatives involved. Unless otherwise expressly stated, all such settlements shall be without precedence for any further grievance.

Section 5.8. Grievance Form

The grievance forms shall be mutually agreed upon by the Employer and the Union.

Section 5.9. Lost Time

The employer agrees to pay for all reasonable time lost by an employee during regularly scheduled working hours while presenting a grievance at Step 1 of the Grievance Procedure and at any other Step of the Procedure if the employee is required to be present. Lost time shall be compensated at the employee's straight time regular hourly rate of pay, however, the employer has the right to revoke this benefit if the privilege is being abused or the employee is placed on suspension.

ARBITRATION**Section 6.1. Arbitration Request**

The Union may request arbitration of any unresolved grievance by giving written notice to the Human Resources Department of its intent to arbitrate within twenty (20) days following receipt of the Employer's disposition in Step 3 of the Grievance Procedure. If the Employer fails to answer the grievance within the time limits set forth in Step 3, the Union, if it desires to seek arbitration, must notify the Human Resources Department no later than twenty (20) days following the date the Employer's Step 3 answer was due. The time limits for a request for arbitration may be extended by mutual agreement reduced to writing, provided the period of the extension is specified. If arbitration is not so requested within these time limits, the matter shall be considered withdrawn without prejudice by the Union.

Section 6.2. Selection of Arbitrator

If a timely request for arbitration is filed by the Union, the parties to this Agreement shall attempt to select by mutual agreement one (1) arbitrator who shall decide the matter. If the parties are unable to agree upon an arbitrator, the arbitrator shall be chosen under the procedures of the American Arbitration Association, whose fees and expenses, as well as the fees for the American Arbitration Association, shall be shared equally by the Union and the Employer. Each party shall pay the fees, expenses, wages, and any other compensation of its own witnesses, representatives, or legal counsel.

Section 6.3. Arbitrator's Powers

The arbitrator's powers shall be limited to the application and interpretation of this Agreement as written, and shall be governed at all times wholly by the terms of this Agreement. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement, nor shall they have the power to change any classification, wage rate, to rule on any claim arising under an insurance policy or retirement claim or dispute, or to issue a ruling modifying any matter covered by a statute or ordinance. Further, the arbitrator shall not be empowered to consider any question or matter outside this Agreement. If the issue of arbitrability is affirmatively decided, the arbitrator's decision shall be final and binding upon the Union, the Employer, and employees in the bargaining unit, provided the decision has been rendered in conformity with the jurisdiction accorded to them under this Agreement. Any award of the arbitrator shall not be retroactive any earlier than thirty (30) days prior to the time the grievance was first submitted in writing. Further, no claim for back wages under this Agreement shall exceed the amount of straight time earnings the employee would have otherwise earned by working for the Employer, less any and all compensation, including unemployment compensation, the employee has received from any other sources, except previously held part-time employment, overtime, and/or compensation received as a result of ownership.

SPECIAL CONFERENCES

Section 7.1. Special Conferences

Special conferences for important matters will be arranged between the Union and the Employer or its designated representative upon the request of either party. Such meetings shall have equal representation from both the bargaining unit and management. Arrangement for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conference shall be confined to those included in the agenda. The employee members of the Union shall not lose time for pay or time spent in such special conferences held during their regularly scheduled working hours. Special conferences shall normally commence during the County's usual business hours. The Union representatives may meet on the Employer's property for at least one-half hour immediately preceding the conference. The special conference may also be attended by non-employee representatives of the Union or Employer. It is expressly understood that by attending such conferences, neither party shall be obligated to negotiate, modify, or otherwise change the terms of this Agreement.

WORK STOPPAGES

Section 8.1. No Strike Pledge

The parties to this Agreement mutually recognize that the services performed by the employees covered by this Agreement are essential to the public health, safety, and welfare. Therefore, the Union agrees that during the term of this Agreement neither it nor its officers, representatives, members, or employees it represents shall, for any reason whatsoever, directly or indirectly, call, sanction, counsel, encourage, or engage in any strike, walkout, sympathy strike, picketing of the Employer's building, offices, or premises during regularly scheduled working hours, slowdown, sit-in, or stay away; nor shall there be any concerted failure by them to report to duty; nor shall they absent themselves from work, abstain, in whole or in part, from the full, faithful, and proper performance of their duties, or engage in any acts that interfere in any manner or to any degree with the services of the Employer. No employee covered by this Agreement shall refuse to cross any picket line, whether established at the Employer's buildings or premises or at any other location where employees covered by this Agreement are expected to work.

Section 8.2. Penalty

Any employee who violates the provisions of Section 8.1 shall be subject to discipline by the Employer, up to and including discharge.

Section 8.3. Lockout

During the life of this Agreement, the Employer, in consideration for the promise on behalf of the Union and the employees it represents to refrain from the conduct prohibited by Section 8.1, agrees not to lock out any employees covered by this Agreement because of a labor dispute between bargaining unit employees and the Employer.

SENIORITY

Section 9.1. Definition of Seniority

(a) AFSCME bargaining unit seniority shall be defined as the length of an employee's continuous service within the bargaining unit set forth in Section 1.1 from the most recent date of entry into the AFSCME bargaining unit. This date is to be used for the purpose of layoff, recall, job bidding and paid time off scheduling.

(b) County seniority shall be defined as the length of an employee's continuous service within the County from the most recent date of hire. An employee who returns to the County after a separation of five (5) years or less shall have their previous full years of seniority reinstated after one (1) year of full-time continuous employment. Partial years of prior service shall not be credited. "Years" shall be calculated from anniversary date of hire and termination. This date is to be used for the purpose of longevity, paid time off accruals and 401(k).

(c) Classification seniority shall be defined as the length of an employee's service within a particular job title/description measured from the date of initial entry into the classification.

(d) Part-time employees shall have their service adjusted to a full-time equivalent in order to conform to the definitions contained in subsections (a) and (b) of this Section. This calculation of County and classification seniority shall be accomplished by dividing the number of hours actually worked by the part time employees by 2,080 and adjusting the employee's County and classification seniority dates forward by the ratio achieved by the division.

(e) Employees who commence work on the same date shall be placed on the seniority list in alphabetical order by employee's last name.

(f) The application of seniority shall be limited to the preference and benefits specifically recited in this Agreement.

Section 9.2. Probationary Period

All new full time employees covered by this Agreement shall be considered probationary employees for a period of six (6) months, without regard to the number of hours worked within the six (6) month period, after which time their seniority shall relate back to their last date of hire within the bargaining unit set forth in Section 1.1. Until an employee has completed the probationary period, they may be disciplined, laid off, recalled, terminated, or discharged at the Employer's discretion without regard to the provisions of this Agreement and without recourse to the Grievance Procedure set forth in this Agreement. There shall be no seniority among probationary employees. The Union shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment as set forth in this Agreement.

Section 9.3. Seniority and Benefit Accumulation

All non-probationary employees covered by this Agreement shall continue to accumulate County, AFSCME, and classification seniority while on leaves of absence or layoffs for the purposes listed within seniority classifications. There will be no retroactive adjustment for leave of absences or layoffs.

Section 9.4. Loss of Seniority

An employee's seniority and employment relationship with the Employer shall automatically terminate for any of the following reasons:

(a) If the employee quits, retires, or receives a pension, including a disability pension from the Employer;

(b) If the employee is terminated or discharged and the termination or discharge is not reversed through the procedures set forth in this Agreement;

(c) If the employee is absent for any three (3) consecutive working dates unless an excuse acceptable to the Employer is presented;

(d) If the employee fails to notify the Employer for three (3) consecutive working days that they will not be reporting to work, unless an excuse acceptable to the Employer is presented;

- (e) If the employee fails to return on the required date following an approved leave of absence, paid time off, or disciplinary layoff, unless an excuse acceptable to the Employer is presented;
- (f) If the employee has been on layoff status for more than one (1) year;
- (g) If the employee fails to report to work within ten (10) calendar days following notification of recall from layoff by mail, sent to their last known address;
- (h) If the employee fails to inform the Employer within three (3) working days following receipt of notification of recall from layoff that they intend to return to work for the Employer;
- (i) If the employee makes a false material statement on their employment application or on an application for leave of absence;
- (j) Unless otherwise provided by applicable law, if the employee has been on a leave of absence for a period of one (1) year or for a period equal to the length of their seniority at the time such leave commenced whichever is less;

Section 9.5. Transfer to Non-bargaining Unit Position

If an employee covered by this Agreement is or was in the past permanently transferred or promoted to a Non-bargaining unit position with the Employer they shall retain their seniority as of the date of the transfer or promotion and shall, for a period of six (6) months, continue to accumulate additional seniority within the bargaining unit set forth in this Agreement while in the Non-bargaining unit position.

Section 9.6. Seniority List

The Employer agrees to post and to submit a seniority list consisting of a current original hire date, position date, and seniority date to the Chief Steward by January 5th of each year. The seniority list shall be deemed to be correct for the purposes under this Agreement unless the Union contacts the Human Resources Department by January 30th of that year.

Section 9.7. Job Posting

Before filling a vacancy which occurs in a bargaining unit classification, or filling a new bargaining unit classification, the position shall be subject to bidding by unit members. Employees in the bargaining unit who apply for the position shall be granted a ten (10) working day trial period to determine; (1) the employee's desire to remain on the job; and (2) their ability to perform the job. During the ten (10) working day trial period, the employee shall have the opportunity to revert back to their former position. If the employee is unsatisfactory in the new position, notice and reasons shall be submitted to the employee in writing. Nothing shall prevent a Department Head from selecting an employee outside the bargaining unit or outside County service who is deemed to be more qualified.

- (a) Notices of vacancies occurring in the bargaining unit will be posted for a period of seven (7) working days. Interested non-probationary employees may bid for the vacancy by submitting an application no later than the end of the posting period. Human Resources or designee will manage the application process for internal bids. Employees will not be considered for any promotional

vacancy unless they will be available for work in the vacant position on the date the position is to be filled.

(b) In filling a posted vacancy, the Department Head:

(1) shall determine that the candidate meets minimum qualifications specified in the established job description;

(2) shall evaluate the relative experience, knowledge and skill of bidding candidates;

(3) may review documents in candidates' County personnel files relating to attendance, discipline and performance evaluations conducted within the previous three (3) years, and job-related test scores;

(4) may conduct oral interviews and job-related testing in the screening process.

(c) Where the above general qualifications are equal, employees with the greatest bargaining unit seniority shall be entitled to the position if it is awarded to a bargaining unit member.

(d) No employee will be permitted to seek another position through this procedure if they have been awarded another position within the preceding six (6) months as a result of an earlier award under this procedure; unless they are a part time employee seeking a full time position and did not bid from a full time to the part time position.

(e) The Department Head may assign an employee to fill the vacancy until the vacant position is awarded. Once a position is posted pursuant to this procedure, temporary assignments to that position, notwithstanding Section 16.5, or the continued employment of temporary employees for that position shall not exceed eight (8) weeks in duration.

(f) The Department Head may fill a vacancy from outside the bargaining unit whenever:

(1) there are no qualified bargaining unit employees who have submitted applications for the positions, or

(2) it is determined, after thoroughly reviewing the qualifications of unit members who bid for the position, and conducted interviews, that a better qualified candidate is available from outside the unit whose better qualifications can be documented and verified.

LAYOFF AND RECALL

Section 10.1 Layoff Procedure

The Employer may layoff employees whenever it deems such action to be necessary. Whenever a reduction in the work force occurs, the following procedure shall be utilized.

Layoffs shall take place on a Departmental basis in accordance with an employee's bargaining unit seniority in the classification affected by the layoff. The first employees to be laid off in the affected

classifications shall be probationary employees, followed by those employees with the least amount of seniority in such classification, provided, however, the senior employees retained presently have the necessary training, experience, qualifications, and skills and ability to perform the remaining required work. A non-probationary employee laid off from their classification shall, by utilizing their seniority within the bargaining unit, be reassigned by the Employer to displace the employee who possesses the least amount of seniority, within the bargaining unit, in an equal or lower rated classification within the same Department. The employee afforded this displacement right must presently have the necessary training, experience, qualifications, skill and ability to perform the work required. The employee shall be deemed qualified for the displacement right on the basis of meeting the minimum requirements existing in the job description prior to the emergence of the necessity for lay-off. A senior employee afforded this displacement right will be paid the salary rate for the equal or lower rated classification at the same progression Step they currently hold. Any employee who is eligible to exercise the displacement rights provided for in this subsection and who refuses to accept the reduction to a position paying no less than two-thirds (2/3) of the employees normal weekly wages shall be considered to have resigned from employment. There shall be no bumping between Departments.

Section 10.2. Notification of Layoff

Whenever possible, the Employer agrees to give fourteen (14) days advance notification of layoff by personal contact, telephone call, or written communication. The notification shall be confirmed in writing or sent by mail to the employee's last known address. A copy of such notification shall be issued to the Local Union President. Whenever possible, the notification shall state the anticipated duration of the layoff.

Section 10.3. Recall

In the event the workforce is increased, recall to work shall be in reversed order of layoff from the classifications within the Department(s) affected by the recall, provided, however, the employee returning to work must not have lost recall rights pursuant to Section 9.4.

Section 10.4. Notification of Recall

Notification of recall shall be by personal contact, telephone call, or written communication from the Department Head or designee. The notification shall be confirmed in writing by certified mail to the employee's last known address. A copy of such notification shall be issued to the Local Union President. The notice shall set forth the date the recalled employee is expected to return to work.

Section 10.5. Super-Seniority

During the period they hold such office, the Local Union President and Stewards shall be the last bargaining unit employees laid off from their classifications or their Departments and shall be the first bargaining unit employees to be recalled to their classifications within their Departments, provided such individuals possess the necessary skill and ability to perform the remaining required work. The preference set forth in this section shall apply only to layoff and recall and shall not be applicable to any alternate Steward(s). Among themselves, the Local Union President and Stewards shall be placed on the seniority list in their natural order of seniority.

Section 10.6. Voluntary Layoff

(a) In the event that the Employer determines that layoffs are necessary, the Employer may offer bargaining unit employees the option of voluntary layoff. Voluntary layoff shall be for no less than one (1) week or more than thirty (30) days provided an employee on voluntary layoff may be recalled at any time. Employees on voluntary layoff shall not have benefits reduced, however, continuation of benefits shall be subject to the employee's payment of any required premiums. Alternative layoff schedules of less than thirty (30) days may be implemented upon mutual agreement between Employer and employee.

(b) In the event that the Employer determines that layoffs are necessary, the Employer may offer bargaining unit employees the option of a voluntary reduction of work hours to circumvent a layoff or to reduce the number of laid-off employees. Employees can return to a normal schedule upon the giving of thirty (30) days written notice to the Employer. The Employer can return the employee to a normal schedule with 7 days notice. Employees on voluntary reduction of work hours, working 32 hours per week or more, shall not have benefits reduced. Continuation of benefits shall be subject to the employee's payment of any required premiums. Voluntary reduction of work hours shall not last longer than six (6) months per employee per calendar year, unless mutually agreed between Employer and employee.

(c) In the event that more employees than necessary volunteer for layoff or reduction of hours, the most senior volunteers shall be granted the layoffs/reduction, provided the Employer shall not be obligated to grant a voluntary layoff/reduction request where remaining employees would not have the qualifications, certification and present ability to fully and properly perform the remaining required work.

HOURS OF WORK

Section 11.1. Normal Workweek and Workday

The normal workweek and workday shall consist of five (5) consecutive eight (8) hour days, except in seven (7) day continuous operations, where eight (8) hour days need not be consecutive.

Section 11.2. Workweek and Workday Definitions

Any definition of an employee's normal workweek and workday stated in this Agreement shall not constitute a guarantee by the Employer of any number of hours per workweek or workday. The Employer will not reduce the number of hours in the normal workweek or workday on a permanent basis unless the parties have first met and negotiated concerning possible alternatives to such reduced work schedules.

Section 11.3. Scheduling

The Employer shall have the right to modify scheduling of the normal workweek/workday, on a departmental basis, to meet its need and the public it serves. It is understood that an employee's work schedule may be occasionally changed to meet the specific operating conditions for a short period of time. An employee will be notified, in writing, at least fourteen (14) calendar days prior to any permanent change in work schedule.

Section 11.4. Premium Pay

All employees shall be expected to work reasonable amounts of overtime upon request. Overtime must be authorized by the employee's immediate Supervisor or Department Head, whichever is appropriate.

- (a) Time and one-half (1-1/2) the employee's straight-time regular rate of pay shall be paid for all hours actually worked in excess of forty (40) hours in any one (1) work week. For purposes of calculating premium pay under this section, paid time off, holiday, bereavement, and compensatory leave time, shall be considered hours actually worked.
- (b) Employees covered by this agreement may elect to receive compensatory time at the rate of time and one half (1-1/2) their regular rate of pay for all hours worked in excess of forty (40) hours in any work week. The scheduling of compensatory time off shall be at a time mutually agreed upon by the Employer and the Employee, provided, however, that the Employer reserves the right to refuse a request for compensatory time if it would unduly disrupt its operations. Compensatory time off may accumulate to a maximum of forty (40) hours. Upon termination, earned compensatory time will be paid at the one and one-half (1-1/2) rate at which it accrued. Compensatory time is meant to accumulate on a short-term basis and must be used within one year from the time it was earned or the employer may liquidate at the overtime rate.
- (c) An employee who has finished their scheduled work shift or has taken a paid day off, will receive a minimum of three (3) hours pay at time and one-half for all hours worked if the employee is called back to work.
- (d) There shall be no duplication or pyramiding of the premium rates set forth in any Section of this Agreement with any other Section of this Agreement. Any employee claiming overtime pay or premium pay under two or more provisions of this Agreement shall receive only the greater of these benefits.

Section 11.5. Lunch Period

All employees shall receive a non-paid one (1) hour lunch period. Lunch periods may be staggered to accommodate efficient operation.

Section 11.6. Rest Periods

Employees are allowed two (2) paid fifteen (15) minute rest periods per workday to be taken at the place(s) designated by the Employer during the time scheduled by the Employer to permit continuous and efficient operation.

Section 11.7. Floating Holiday

Employees that are required by their supervisor to work during a building closure that would otherwise be time-off work, will be provided with a 8-hour floating holiday. The floating holiday must be used within the calendar year in which it was earned and there will be no payout floating holiday pay upon termination of employment. If the building closure happens in December, then the floating holiday may be carried over until the end of the next calendar year.

Section 11.8. Telecommuting

Telecommuting may be mutually beneficial when a position has job duties that are conducive to a remote work arrangement and can be performed by the employee in an effective, efficient, and productive manner. Employees covered by the collective bargaining agreement may participate in a telecommuting arrangement if approved by their Department Head and the Human Resources Department, and in accordance with Board Policy #345 - Telecommuting.

LEAVES OF ABSENCE

Section 12.1. Procedure for Requesting Leaves

Request for a leave of absence must be submitted in writing by the employee to their Department Head at least thirty (30) days in advance of the date the leave is to commence unless the particular leave specifies different requirements or in emergency situations. The request for the leave of absence shall state the reason for the leave and the exact dates on which the leave is to begin and end if known. A request for an extension of an approved leave of absence should be submitted in writing to the Employer at least ten (10) days in advance, if possible, of the expiration date of the original leave, stating the reasons for the extension request and the exact revised date the employee is expected to return to work. Authorization or denial of the leave of absence and/or extension requests shall be furnished in writing to the employee by the Employer.

Section 12.2. Purpose of Leaves

It is understood by the parties that leaves of absence are to be used for the purpose intended, and employees shall make their intent known when applying for such leaves. There shall be no duplication or pyramiding of leave benefits or types of absence. Employees shall not accept permanent employment while on leaves of absence unless agreed to by the Employer. Acceptance of permanent employment or working for another employer without prior approval while on leave of absence may result in immediate termination of employment with the Employer. All leaves of absence shall be without pay unless specifically provided to the contrary by the provisions of the Leave Section involved.

Section 12.3. Early Returns from Leave

There shall be no obligation on the part of the Employer to provide work prior to the expiration of any leave of absence granted under this Agreement unless the employee gives a written notice to the Employer of their desire to return to work prior to the expiration of the leave. If such notice is given, the employee will be assigned to work no later than one (1) week following receipt by the Employer of such notice, seniority permitting.

Section 12.4. Active Military & Reserve Training Leave

A military leave of absence is subject to the Board of Commissioners policy on military leave to ensure that all State and Federal regulations are followed.

Section 12.5. Bereavement Leave

If a death occurs among a member of an employee's immediate family, the employee, at their discretion, will be excused from work up to a maximum of five (5) workdays with pay. Immediate family is defined as spouse, child, parent, parent-in-law, , sibling, child-in-law, or step-relatives in the same degree. The term "parent" includes any adult that cared for the employee as a child and was considered a guardian or in loco parentis.

Three (3) workdays with pay shall be allowed in the case of the death of a grandparent, grandchild, or sibling-in-law.

One (1) workday, the day of the funeral or memorial service, shall be allowed with pay, in the case of the death of an aunt, uncle, niece or nephew.

Upon approval of the County, additional days charged against PTO may be granted.

Section 12.6. Jury Duty

Employees serving on jury duty shall be granted administrative leave with pay and benefits for the time required to be present for jury duty. The Employee's normal pay for the periods of jury service shall be reduced by the amount of pay received from the Court, or the Employee shall reimburse the County in the amount received from the Court. A jury stipend is not paid for current County Employees serving jury duty at the 37th Circuit Court or 10th District Court. In this case, Employees will receive their regular wages.

Proof of service and/or documentation of payment for serving on jury duty may be required for reimbursement.

Section 12.7. Personal Leave

A Department Head may grant a non-probationary employee a leave without pay and without loss of employment status for a period of up to thirty (30) days. However, a leave of absence in excess of thirty (30) days shall require the additional approval of the Administrator/Controller.

Section 12.8. Union Leave

One (1) member of the Union selected to attend a Union function shall be allowed time off not to exceed five (5) days per year without loss of seniority, but without pay, to attend said function.

Section 12.9. Family and Medical Leave

A family medical leave of absence is subject to the Board of Commissioners policy on Family Medical Leave to ensure that all State and Federal regulations are followed.

Section 12.10. Paid Medical Leave Act or Earned Sick Time Act

In compliance with the Paid Medical Leave Act of 2018 or the Earned Sick Time Act, employees may use PTO for any of the reasons covered by the Act. Employees must follow the departments usual notification procedures, as well as other documentation and recording requirements as stated in Board of Commissioners Policy #340 for use of (PML or ESTA).

Section 12.11. Disability Leave

An Employee that has exhausted all rights to Family Medical Leave, or is deemed ineligible, shall be granted a Disability Leave for periods during which the employee receives Sickness & Accident (S&A) insurance benefits under Section 17.0 (e) of this agreement when related to the same condition. The disability leave shall not extend past the approved S&A benefit period as determined by the carrier. As a condition of commencing and continuing this leave, the employee must provide the Employer with updated information every two weeks in writing, or as mutually agreed, concerning the employee's status and intention to return to work. An authorized Disability Leave shall automatically terminate at the end of any work week during which an employee fails to maintain required contact, or at the conclusion of the approved S&A benefit period.

Section 12.12. Medical Certificates and Examinations

Employees requesting a disability leave for sickness or injury or a continuation of such leave may be required to present a certificate of a physician showing the nature of such sickness or injury and the anticipated time off the job. The Employer may require as a condition of any disability leave, regardless of duration, a medical certificate setting forth the reasons for the leave when there is a reason to believe the health or safety of personnel may be affected or that the employee is abusing such leave.

In situations where an employee's physical or mental condition reasonably raise a question as to the employee's capabilities to perform their job, the Employer may require a medical examination, at its expense, and, if cause is found, require the employee to take or remain on a disability leave of absence. Disputes regarding cause shall be discussed by the parties and if agreement is not reached shall be subject to the grievance procedure. Falsification of the medical certificate or falsely reporting or setting forth the reasons for the absence shall constitute just cause for discipline.

HOLIDAYS

Section 13.1. Recognized Holidays

All full-time employees shall receive eight (8) hours of pay at their straight time rate of pay, or pay for the number of hours normally scheduled to work if more or less than eight (8) hours, exclusive of all premiums, for each of the following holidays, provided they are otherwise eligible:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday following Thanksgiving Day
December 24 or the last workday before Christmas is celebrated pursuant to Sec. 13.3.
Christmas Day
December 31 or the last workday before New Year's Day is celebrated pursuant to Sec. 13.3.

Section 13.2. Holiday Eligibility

Employee eligibility for holiday pay is subject to the following conditions and qualifications:

- (a) An employee who agrees to work on a holiday but fails to report for work shall not be entitled to holiday pay, unless an excuse acceptable to the Employer is presented;
- (b) The employee must have otherwise been scheduled to work on such day if it had not been observed as a holiday;
- (c) The employee must work on the Employer's last scheduled day before and the first scheduled day after the holiday unless an excuse acceptable to the Employer is presented;

- (d) The employee must not be on a leave of absence, layoff, or disciplinary suspension;
- (e) If a recognized holiday falls within an employee's regularly scheduled vacation he shall be entitled to an extra day of vacation which may be taken at the beginning or end of the scheduled vacation period, in lieu of holiday pay.

Section 13.3. Holiday Observance

If a recognized holiday falls on a Sunday, the following Monday will be considered the recognized holiday for eligible employees. When a recognized holiday falls on a Saturday, the preceding Friday will be recognized as the Holiday. If a regular full-time employee in a 24 hour program is normally scheduled to be off work on a holiday recognized under this Agreement, they shall receive an alternate day off within the same or the following pay period, or shall receive an additional day's pay in lieu of the time off.

PAID TIME OFF

Section 14.1 Paid Time Off

Regular full-time employees will accrue PTO benefits in accordance with the following schedule for each full payroll period for which they have at least 80 hours of credited service (including hours actually worked and paid leave).

Seniority	Hours Earned Per Pay Period	Annual Carry Over	Maximum Payout at Termination
Start through second years	6.47 hours	288 hours	240 hours
Third through ninth years	8.01 hours	288 hours	240 hours
Tenth through fourteenth years	9.55 hours	288 hours	240 hours
Fifteenth and subsequent years	11.09 hours	288 hours	288 hours

Regular part time employees will accrue PTO benefits on a pro rata basis in accordance with their FTE for each full payroll period for which they have credited service equal to their regular schedule of hours.

Section 14.2. PTO Scheduling

Any request to use PTO must be made to the employee's immediate supervisor as early as possible, unless an illness, injury or emergency exists which prevents giving the required notice. Illness, injury and emergency use of PTO may, upon reasonable request by the supervisor/Department Head, be made conditional upon the employee furnishing written documentation satisfactory to the Employer. Use of PTO will not be construed to relieve an employee of the responsibility to comply with the Employer's required procedures concerning notification of absence from work.

Consideration of employee preferences in scheduling non-emergency use of PTO will be given whenever possible and practical. However, non-emergency use of PTO will be at the discretion of the supervisor/department head and may be denied if the absence of the employee would unreasonably interfere with the efficient operations of the Employer or the Employer's obligations to the public. The Employer shall respond to the PTO request within a reasonable amount of time, but no more than fourteen (14) calendar days after the request is submitted.

The date the non-emergency use of PTO was requested, and the employee's length of service may be criteria used for resolving scheduling conflicts when two or more employees request the non-emergency use of PTO for the same periods of time, provided that the request(s) was submitted with as much advance notice as possible.

On each employee's anniversary date, their unused PTO benefits up to the maximum annual carry over shown in the chart above may be carried forward into the following year.

Section 14.3. PTO Basis

PTO will be paid at the straight time regular rate of pay an employee is earning at the time they take PTO, excluding all premiums.

Section 14.4. Benefits at Termination

There shall be no payment of unused PTO benefits upon an employee's termination during the first year of employment or for voluntary terminations without at least two (2) full calendar weeks advanced written notice to the Employer. In all other terminations, Employee shall be paid for accrued and unused paid time off benefits, to a maximum shown on the chart above. PTO benefits will be paid on the same basis as outlined in Section 14.3 of this Agreement. In the event of lay-off, an employee who still retains call-back rights on their anniversary date will be credited with the PTO benefits earned prior to the lay-off.

Section 14.5 PTO Subsidy

Employees may give and receive PTO in accordance with Board Policy #373 – Paid Leave Time Subsidy, which the Board may modify or delete at any time.

Section 14.6. PTO Payout

An employee may cash out up to a maximum of 80 hours annually of accrued but unused PTO during June and/or December of each year, by notifying the County's Human Resources Department in writing (or by e-mail) no later than the end of pay period 12 for a pay period 13 payout and pay period 24 for a pay period 25 payout. Such pay shall be at the employee's straight time regular rate of pay at that time.

INSURANCE

Section 15.1. Hospitalization Insurance.

(a) The County agrees to maintain at least two group health benefit plans. At least one of the plans shall provide at least an 80%/20% benefit level for covered medical and hospitalization benefits together with prescription coverage with co-pays no higher than \$10 for generics, \$30 for brand name formulary medications, and \$50 for non-formulary medications (mail order co-pays may vary); provided, if the County has lower co-pays in any prescription plan available to any County-wide bargaining unit or the County non-union group, that prescription plan shall also be available to AFSCME employees on the same basis.

(b) On an annual basis, the County will adopt a baseline (standard) plan and will pay eighty (80) percent of the illustrated rate for the baseline plan offered to employees. Employees will be responsible for payment of twenty (20) percent of the illustrative rate, plus the full incremental buy-up cost if the employee chooses to enroll in a more expensive plan.

(c) Employees opting out of the health insurance plan will receive at least fifty dollars (\$50) per pay period. The amount per pay period will increase automatically if such an increase is approved by the Board of Commissioners. Part-time Employees are not eligible to receive an amount for opting out of the insurance.

(d) If the Employee and the Employee's spouse are both eligible to participate as Employees in group health plans funded by or through the County, the Employee and the Employee's spouse shall elect coverage under only one such plan. Coverage of the Employee, the Employee's spouse, and/or the Employee's dependents under two or more County health care plans shall not be permitted unless it is to the financial advantage of the County to permit such. If the Employee and the Employee's spouse fail to make an effective election within two (2) weeks after being requested to do so, the Employer shall have the right to elect the plan for the Employee(s). The covered spouse is not entitled to receive an opt out credit.

(e) Part-time Employees may participate in this insurance at their own cost through a payroll deduction.

(f) Enrollment forms shall be secured and filed with the County's Human Resource Department. Changes in elections may only occur during open enrollment or in the case of a qualifying event.

(g) Employees will be automatically enrolled in the County's baseline (standard) plan, as adopted by the County on an annual basis. In order to participate in a plan other than the baseline (standard) plan, employees must sign up for coverage at time of hire, during an open enrollment period, or in the case of a qualifying event. The open enrollment process shall be determined by the County's Human Resources Department on an annual basis. This coverage shall become effective the first (1st) day of the month following completion of thirty (30) continuous calendar days of employment with the Employer.

Section 15.2. Dental Insurance

During the term of this Agreement, the Employer agrees to pay the required premiums to continue in effect its current program of dental benefits for each full time employee, including dependent coverage, included within the bargaining unit. This coverage shall become effective the first (1st) day of the month following completion of thirty (30) continuous calendar days of employment with the Employer.

Section 15.3. Sickness and Accident Insurance

Full-time employees shall, upon proper written application, be eligible to participate in a sickness and accident plan provided by a carrier selected by the Employer. This coverage shall become effective the first (1st) day of the month following completion of thirty (30) continuous calendar days of employment with the Employer. The plan shall provide the following coverages, provided they are, and continue to be, obtainable:

In order to qualify for benefits, the employee must submit the required claim information/documentation and establish to the satisfaction of the insurance carrier (or third party administrator if the plan is not insured) that, after taking into account all reasonable accommodations that could be made, the employee is totally disabled from performing the essential functions of their position and prevented by such disability from working for remuneration or profit. The plan shall provide for a dispute resolution procedure (similar to that used by Michigan Blue Cross/Blue Shield in disability benefit claims) which will entitle the parties to a determination by a neutral decision-maker whose decision shall be final and binding.

Bi-weekly payments consisting of 67% of the employee's normal gross weekly earnings, less any benefit payable from Social Security, any state or federal government disability or retirement plan, any other group disability income plan, Michigan's no-fault insurance, and/or any wages or other paid time benefits paid by the Employer. Employees may supplement benefits with accrued paid time off benefits to receive their normal weekly wages. Benefits may be subject to age limits imposed by the carrier. Benefits shall be payable with the first day of disability due to injury or hospitalization, or the eighth consecutive day of disability due to illness and continue for a period not to exceed twenty-six (26) weeks in any 12-month period.

Section 15.4. Term Life Insurance

The county will pay the required premium for term life insurance in an amount equal to one (1) time the Employee's annual salary rounded down to the nearest thousand, but in no case more than Fifty Thousand Dollars (\$50,000) and a like amount for accidental death and dismemberment. At the age of 65, the benefit shall be reduced according to a schedule provided by the insurance carrier. All information such as salary and age is based on Employee information as of January 1st of the preceding year. This coverage shall become effective the first day of a policy month following completion of thirty (30) continuous calendar days of employment with the Employer.

As part of the Flexible Benefit package, an Employee may opt to elect a lesser insurance benefit and receive an opt out credit as determined by the Employer.

The Employee may have the ability to purchase supplemental insurance according to a schedule provided by the insurance carrier upon meeting the required qualifications based on Evidence of Insurability.

Section 15.5. Vision Care Insurance

During the term of this Agreement, the Employer agrees to offer and pay the required premiums for a vision care plan for each full-time employee and their dependents within the bargaining unit. This coverage shall be effective the first (1st) day of the month following completion of thirty (30) continuous calendar days of employment with the Employer.

Section 15.6. Provision of Insurance Plans

No matter respecting the provisions of any of the mutually established insurance programs set forth in this Agreement shall be subject to the Grievance Procedure established under this Agreement.

Section 15.7. Selection of Insurance Carriers

The Employer reserves the right to select or change the insurance carriers providing benefits stated in Section 15.1 through Section 15.5, to become self-insured, either wholly or partially, and to select the administrator of such insurance programs, to institute cost containment measures, and to alter the means by which benefits are delivered, provided that the benefits provided under any new program are comparatively equal to the benefits provided under Sections 15.1 through Section 15.5. The Employer will notify the Local Union President in writing of any changes in insurance carriers prior to the annual open enrollment process.

Section 15.8. Continuation of Benefits

(a) Except with respect to those situations covered by this Section and Section 19.9, there shall be no liability on the part of the Employer for any insurance premium payment of any nature

whatsoever for an employee or employees who are on a leave of absence, layoff, or are otherwise terminated. For employees that retire, insurance coverage will continue through the end of the month in which retirement occurs.

(b) While a full time, non-probationary employee is on a medical leave of absence and is receiving benefit payments through the Employer's sickness and accident insurance carrier or is receiving compensation benefits pursuant to the Worker's Compensation Act, the Employer will continue to pay the required premiums for hospitalization insurance coverage, including dependent coverages, for that employee. The Employer's obligation under this subsection shall be limited to a period of up to six (6) months and, further shall not extend beyond the period when the employee is actually receiving benefit payments through the Employer's sickness and accident insurance carrier or is receiving compensation payments pursuant to the Worker's Compensation Act, whichever is shorter.

(c) Employees desiring to continue insurance coverage in situations not provided for by this Agreement may do so by paying the required premiums through the Human Resources Department if permissible under the regulations of the insurance carrier and if such continued coverage is permitted by the Employer.

COMPENSATION

Section 16.1. Classifications and Hourly Rates

For purposes of this Agreement, the classifications listed in Appendix A are assigned to the pay ranges indicated.

Section 16.2. Hourly Rates

The hourly rates set forth in Appendix A shall be in effect January 1st of the year specified for all employees included within the bargaining unit described in Section 1.1 who remain employed by the Employer on the date this Agreement is ratified by the Union, as follows:

2025: Effective January 1, 2025, add a 2.5% across the board increase to all classifications.

2026: Effective January 1, 2026, add a 2.5% across the board increase to all classifications.

2027: Effective January 1, 2027, add a 2.5% across the board increase to all classifications.

Section 16.3. Advancement Within Pay Grades

(a) Each new employee covered by this Agreement shall initially be paid at the "Start" rate for the pay grade applicable to their classification unless a different rate of pay is established pursuant to Section 16.4. Advancement to the next salary Step and all subsequent Steps shall be placed into effect upon completion of one (1) year of full service time at each Step.

(b) Full time employees who are awarded a position pursuant to Section 9.7 which has a higher-rated hourly maximum pay rate than the maximum hourly rate for their current classification shall initially be placed in the new pay grade which will result in a projected increase in pay for the ensuing twelve months of not less than a 3% increase. Further advancements within the new pay grade will be based upon the employee's completion of the required service at each Step. An

employee's date in position within the classification will be the date of the initial entry into the new classification, adjusted, if necessary, in accordance with Section 9.3.

(c) Full time employees who are awarded a position pursuant to Section 9.7 which has an equal or lower-rated hourly maximum pay rate than the maximum hourly rate for their current classification shall initially retain the same rate of pay they were earning immediately prior to the time they were awarded the new position. Any future advancements within the employer's wage scale will be governed by completion of the required service at each Step. An employee's date in position within the classification will be the date of initial entry into the new classification.

Section 16.4. Credit for Prior Experience

Nothing contained in the Agreement shall limit the Employer from hiring persons up to the 2nd step of the wage scale, provided this becomes necessary in the recruitment of personnel who possess the necessary skills, education, and credentials for a position. Hiring above a Step 2, requires a discussion with the Union, as well as the approval of the Administrator/Controller.

Section 16.5. Temporary Assignment

A temporary assignment shall be considered the movement of an employee to a position and responsibilities which carry a salary grade the maximum of which is higher than the employee's current salary grade, provided such temporary assignment is expected to last at least of thirty (30) calendar days and the employee has been specifically designated by the Department Head or the Board as occupying the temporary assignment or as serving in an "acting" capacity. The employee shall be paid at the higher rate as of the beginning date of the temporary assignment. That rate shall be the earliest step in the new range which will provide a projected pay increase for the ensuing twelve (12) months of not less than 3%.

Section 16.6. Reclassifications

When an employee's classification is upgraded to reflect increased responsibilities, the employee shall be placed in the earliest Step in the new range which will provide a projected pay increase for the ensuing twelve (12) months of not less than a 3% increase, or to a higher Step in the new range as recommended and approved by the County Administrator/Controller or designee. There shall be no change in the anniversary date of position and the employee will advance to the next Step in the pay range, if any, on that anniversary.

Section 16.7. Promotions

When an employee is promoted and the promotion results in the employee advancing to a new pay scale, the employee shall be placed in the earliest Step in the new range which will provide a projected pay increase for the ensuing twelve (12) months of not less than a 3% increase, or to a higher Step in the new range as recommended and approved by the County Administrator/Controller or designee. The anniversary date of the employee will change to the effective date of the promotion and the employee will advance to the next Step in the pay range, if any, on that anniversary date.

Section 16.8. Direct Deposit

All current and future employees are required to be paid by direct deposit.

LONGEVITY

Section 17.1. Longevity Benefit

Longevity benefits shall be determined on an employee's anniversary date of hire each year. All full time employees eligible to receive this benefit and who have completed a minimum of five (5) years' continuous service with the Employer shall receive longevity benefits calculated on the basis of Seventy Five Dollars (\$75.00) for each full year of continuous service, provided, however, the maximum payment allowed under this Section shall be One Thousand Five Hundred Dollars (\$1,500.00). There shall be no pro rata longevity payment upon an employee's termination for any reason whatsoever.

Section 17.2. Longevity Payments

Longevity benefits shall be paid in the first (1st) full pay period following eligible employee's anniversary date of hire.

Section 17.3. Longevity Eligibility

Employees hired before ratification (3/31/05) of this agreement who are currently receiving longevity benefits with the County are eligible for longevity benefits. Employees hired after ratification of this agreement shall not be eligible for longevity benefits. County employees hired into this unit will be eligible for longevity benefits only if they were eligible for longevity benefits in their previous position.

RETIREMENT

Section 18.1. Calhoun County Retirement Plans

Employees are eligible to participate in the retirement plans offered by Calhoun County as defined by and subject to the terms, conditions, and limitations set forth in the Plans, as may be amended from time to time. The obligations contained in this section are in substitution for and shall be deemed to constitute complete satisfaction and settlement of any contrary obligations or liabilities which the Employer has or may have had at any time under any prior retirement program. All forfeitures due to non-vesting in a plan shall accrue to the Employer.

Calhoun County Defined Benefit Pension Plan ("DB Plan"): All eligible bargaining unit employees hired on or before February 29, 2020, shall participate in the Calhoun County Defined Benefit Pension Plan, as amended, unless the employee had previously made an authorized election not to participate in the plan. Employees hired after February 29, 2020, are not eligible for participation in the DB plan.

Effective January 1, 2020, each participating employee shall contribute 7% of their compensation, as defined by the DB Plan. Normal retirement benefits shall be equal to 1% of final average compensation, multiplied by years of credited service (including any additional credited service purchased by the participant) for years ending before 2006; plus 2% of final average compensation, multiplied by years of credited service for years ending after 2005. Participating employees that had attained 30 years of service credit prior to January 1, 2006, will be eligible for a late retirement benefit calculation as defined under the Plan. The parties acknowledge and mutually agree that the 7% Employee contribution beginning in 2020 is intended to be the maximum Employee contribution for future years as a result of the agreement to close the DB Plan to new hires in 2020.

Calhoun County 401(k) Savings Plan (“401(k) Plan”): All Employees are eligible to participate in the 401(k) Plan. Contributions to the Employee’s 401(k) shall be made on a bi-weekly basis or as soon as administratively feasible.

For eligible Employees (.5 FTE or higher) that do not contribute to or receive a contribution under the DB Plan, the Employer shall contribute an amount equal to each eligible Employee’s elective contribution up to five percent (5%) of the Employee’s compensation (as defined by the Plan). If the Employee contributes at least five percent (5%) of their compensation, the Employer will contribute an additional amount equal to two percent (2%) of the Employee’s compensation, for a maximum Employer contribution of seven percent (7%). The Employer has no obligation to make any contributions to the 401(k) on behalf of Employees participating in and receiving a contribution under the DB Plan, or to any Employee with less than a .5 FTE status.

There shall be immediate vesting in all amounts contributed by the Employee. Vesting in amounts contributed by the Employer shall be according to a schedule of forty percent (40%) after two (2) full years of service, sixty percent (60%) after three (3) full years of service, eighty percent (80%) after four (4) full years of service, and one hundred percent (100%) after five (5) full years of service.

457 Deferred Compensation Plan (“457 Plan”): All Employees are eligible to voluntarily participate in the 457 Deferred Compensation Plan, in accordance with the terms of the plan.

MISCELLANEOUS

Section 19.1. Address Changes

All Employees shall promptly notify the Human Resources Department in writing of any change in name or address and, in any event, no later than ten (10) calendar days after such change has been made. The Employer shall be entitled to rely upon an employee’s last name and address shown on record for all purposes involving employment.

Section 19.2. Amendment of Agreement

Upon mutual agreement, the Employer and the Union may amend, supplement, rescind, or otherwise alter this Agreement during its term. Any such change, however, shall not be effective unless it is reduced to writing and signed by duly authorized representatives of both the Employer and the Union.

Section 19.3. Benefit Records

All records regarding benefits under this Agreement are computed and credited on the basis of official County records on file with Human Resources. These records are those furnished to Human Resources on a periodic basis by the Department Head.

Section 19.4. Captions

The captions used in each Section of this Agreement are for identification purposes only and are not a substantive part of the Agreement.

Section 19.5. Closing of the County Building

When it is deemed by the Employer to be necessary to close County Buildings or curtail services as a result of “Acts of God”, the determination shall be made by the Chairperson of the Calhoun

County Board of Commissioners or designated representative. The Employer reserves the sole and exclusive right to determine whether County Buildings will be closed, or services curtailed and to determine whether the employees will be compensated for time lost from work under this Section. If the Employer determines employees will not be compensated for time lost from work under this Section, the affected employees may elect:

- (1) to receive no compensation; or
- (2) to elect to receive compensation for time lost from work by use of their Paid Time Off. The Employer's rights pursuant to this Section shall not be subject to the Grievance and Arbitration Procedures set forth in this Agreement.

Section 19.6. Consolidation of Jobs

The Employer agrees that any consolidation which results in elimination of jobs shall not be affected without special conference. The Employer also agrees that such consolidation of jobs will not be put into effect until fourteen (14) calendar days after a special conference is held between the Union and the Employer.

Section 19.7. Educational Reimbursement Program

Employees covered by this Agreement shall be eligible to participate in an educational reimbursement program in accordance with such procedures and criteria as the Employer may establish and change from time to time. Reimbursement shall be limited to five hundred dollars (\$500) per calendar year or the amount set by the Board of Commissioners, whichever is greater.

Section 19.8. Job Related Injuries

If any employee is injured or becomes sick due to job related causes whereby they will be unable to work and are entitled to Worker's Compensation benefits, they may, at their discretion, utilize accrued paid time off and accumulated compensatory time off in an amount sufficient to make up the difference between Worker's Compensation benefits and their regular weekly income for a period of ninety (90) calendar days.

Section 19.9. New Classifications

Whenever the Employer establishes a new classification within the collective bargaining unit set forth in Section 1.1, the Union shall be notified of the rate of pay assigned to the classification. The Union shall have fifteen (15) days from receipt of such notification to object to the assigned rate. If no objection is filed with the Human Resources Department within this period of time, the rate shall be deemed to be permanent. Should the Union timely object to the rate of pay assigned to a new classification, representatives of the Employer and the Union shall meet within thirty (30) days from the date of notice to negotiate any changes which might be required.

Section 19.10. Payment at Death of Employee

Wages and Paid Time Off benefits due to a deceased employee shall be paid in accordance with a primary and secondary beneficiary designation filed by the employee. In the absence of a valid beneficiary designation, payment shall be made pursuant to statute.

Section 19.11. Personnel Policies

The Employer reserves the right to establish, publish, and to change from time to time personnel policies, including reasonable rules and regulations governing the conduct of its employees, provided, however, that such personnel policies in conflict with the express terms of this Agreement will be negotiated separately for the bargaining unit members.

Section 19.12. Record Keeping

Employees covered by this Agreement may periodically be required to record their time and other pertinent employment data and to submit such records to the Employer. The Employer reserves the right to require employees to use mechanical means, such as time clocks, for such record keeping purposes.

Section 19.13. Separability

If any Section of this Agreement should be held by a court of competent jurisdiction to be invalid or to conflict with applicable Federal or State Law, the remainder of this Agreement shall not be affected thereby.

Section 19.14. Veteran's Preference Claims

It is the intent of the parties to this Agreement that its terms and provisions shall be applicable to all employees included within the bargaining unit. Accordingly, the parties hereby agree that any employee whom may come within the provisions of any legislative enactment entitling a military veteran to a preference in employment or which establishes a procedure whereby the military veteran may challenge the Employer's determination regarding the veteran's employment status will be required to elect, in writing either the Grievance Procedure or their statutory remedy as their single means of challenging the Employer's determinations. If the employee elects to pursue their statutory remedy, the grievance concerning the Employer's employment determination shall be considered withdrawn and shall not thereafter be a subject of any further proceeding under this Agreement.

Section 19.15. Union Literature

The Employer shall give to each person being hired a copy of the contract and any other mutually agreed upon literature which the Union has supplied to the Employer for this purpose.

Section 19.16. Clothing Allowance

If employees are required to wear specific uniforms designated by the Employer, they shall either be furnished the uniform, or they shall receive a clothing allowance of one hundred fifty (\$150.00) every six (6) months.

Section 19.17. Orientation - New Employees

In order that each new bargaining unit member may be made familiar with the provisions of this Agreement and their rights and responsibilities thereunder, the Employer will allow the Local Union President or, if designated, the area Steward an opportunity to meet with new bargaining unit members within thirty (30) days of their arrival within the Local Union's jurisdiction. The meeting will be allowed to take place privately in an appropriate location at the worksite agreeable to management and for a reasonable period.

Section 19.18. Work Safety

Blood borne pathogen training may be available upon request of the employee. Hepatitis B vaccines and tuberculosis testing may be available to employees at a minimal cost to the employee.

Section 19.19. Transfer from Other Bargaining Units

Employees transferring into the AFSCME unit from another County bargaining unit may remain in the same retirement plan the employee was in prior to the transition, provided the plan is either the Calhoun County Defined Benefit Pension Plan or the 401(k) plan as identified in this Agreement.

Section 19.20 Appointment of Emergency Manager

An emergency manager appointed under the local financial stability and choice act, 2012 PA 436, MCL 141.1541 to 141.1575, shall be allowed to reject, modify, or terminate the collective bargaining agreement as provided in the local financial stability and choice act, 2012 PA 436, MCL 141.1541 to 141.1575. Provisions required by this subsection are prohibited subjects of bargaining under this act.

Section 19.21. Boot Allowance

Non-Probationary Maintenance employees shall be provided with an annual boot allowance of \$175. The allowance shall be paid in the last pay period of each year. Employee purchased boots shall be sturdy leather footwear in compliance with MIOSHA regulations.

SCOPE OF AGREEMENT**Section 20.1. Waiver**

It is the interest of the parties hereto that the provisions of this Agreement shall supersede all prior agreements and understandings, oral or written, express or implied, between such parties and will henceforward govern their entire relationship and constitute the sole source of any and all rights or claims which may be asserted hereunder, or otherwise.

It is the specific and express intention of the parties that this Agreement contains all economic and non-economic terms and conditions of employment applicable to Employees covered by this Agreement. Both parties accordingly acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter nor removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both if the parties at the time that they negotiated or signed this Agreement.

DURATION**Section 21.1. Termination**

Except as otherwise provided, this Agreement shall become effective as of January 1, 2025 and shall remain in force until 11:59 p.m., December 31, 2027. The written notices referred to in this Section shall be considered properly served by the Union if it is sent by mail or email to the Administrator/Controller, Calhoun County Building, 315 West Green Street, Marshall, Michigan 49068. The written notice referred to in this Section shall be considered properly served by the Employer if it is sent by mail or email to the Union at 826 Municipal Way, Lansing, Michigan, 48917.

The Agreement shall thereafter remain in force for successive periods of one (1) year unless either party shall, on or before the sixtieth (60th) day prior to expiration, serve written notice on the other party of a desire to modify, alter, negotiate, change, or amend this Agreement. A notice of desire

to modify, alter, negotiate, or change any combination thereof, shall have the effect of terminating the entire Agreement on the expiration date in the same manner as a notice of desire to terminate, unless before that date all subjects of amendment proposed by either party have been disposed of by agreement or by withdrawal by the party proposing amendment, modification, alteration, negotiation, change or any combination thereof.

FOR CALHOUN COUNTY
BOARD OF COMMISSIONERS:

—
Derek King Chairperson
Board of Commissioners

—
Kelli Scott,
Administrator/Controller

—
Kim Archambault,
HR and Labor Relations Director

—
Catherine Lessnau,
Deputy HR and Labor Relations Director

FOR CALHOUN COUNTY SUPERVISORY
EMPLOYEES, LOCAL NO. 2431
AFFILIATED WITH THE
AFSCME MICHIGAN, AFL-CIO:

—
Tammy Porter
AFSCME Michigan Representative

—
Larry Willavize, Union Steward

APPENDIX A - WAGE SCHEDULE

2025 Increase to 2024 scales by 2.5%

	Job Title	Department	Pay Scale	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
A	Office Administrator	Equalization	Hourly	22.36	23.29	24.26	25.28	26.32	27.43	28.57
B	Elec Clerk / ROD Supr	Clerk/ROD	Hourly	24.81	25.84	26.92	28.04	29.21	30.42	31.69
C	Building Supervisor	Admin Services	Hourly	26.05	27.13	28.27	29.45	30.67	31.95	33.28
D	Office Administrator	Prosecutor	Hourly	27.91	29.09	30.43	31.67	32.84	34.04	35.00
E	Services Manager	Admin Services	Hourly	28.74	29.94	31.18	32.48	33.84	35.25	36.72

2026 Increase to 2025 scales by 2.5%

	Job Title	Department	Pay Scale	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
A	Office Administrator	Equalization	Hourly	22.91	23.87	24.87	25.91	26.98	28.11	29.28
B	Elec Clerk / ROD Supr	Clerk/ROD	Hourly	25.43	26.49	27.59	28.75	29.94	31.18	32.49
C	Building Supervisor	Admin Services	Hourly	26.70	27.81	28.98	30.18	31.43	32.75	34.11
D	Office Administrator	Prosecutor	Hourly	28.61	29.82	31.19	32.46	33.66	34.89	35.88
E	Services Manager	Admin Services	Hourly	29.46	30.69	31.96	33.29	34.68	36.13	37.63

2027 Increase to 2026 scales by 2.5%


	Job Title	Department	Pay Scale	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
A	Office Administrator	Equalization	Hourly	23.49	24.47	25.49	26.56	27.65	28.82	30.01
B	Elec Clerk / ROD Supr	Clerk/ROD	Hourly	26.06	27.15	28.28	29.46	30.69	31.96	33.30
C	Building Supervisor	Admin Services	Hourly	27.36	28.51	29.70	30.94	32.22	33.57	34.97
D	Office Administrator	Prosecutor	Hourly	29.32	30.56	31.97	33.28	34.50	35.76	36.78
E	Services Manager	Admin Services	Hourly	30.20	31.46	32.76	34.13	35.55	37.03	38.57

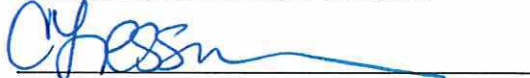
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FOR CALHOUN COUNTY
BOARD OF COMMISSIONERS:

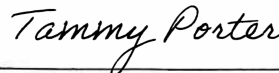

Derek King Chairperson
Board of Commissioners

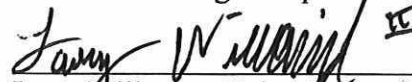

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