

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
THE CITY OF SOUTHFIELD
AND
THE TECHNICAL, PROFESSIONAL AND OFFICEWORKERS
ASSOCIATION OF MICHIGAN
July 1, 2025 to June 30, 2028

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AGREEMENT

The parties to this Agreement are the City of Southfield, a Michigan municipal corporation, (hereinafter called the "Employer" or "City") and the Technical, Professional and Office workers Association of Michigan (TPOAM), a voluntary unincorporated association, (hereinafter called the "Union"). Whenever the term "Agreement" is used in this document it shall be synonymous with the term "Contract."

1 PURPOSE AND INTENT

1.1 The purpose of this Agreement is to set forth the terms and conditions of employment covered by this Agreement.

2 DEFINITIONS

2.1 Career Position: A career position is a position of indefinite duration with regularly scheduled hours of at least twenty per week, and which accordingly has been designated by the City as a career position.

2.2 Career Employee: A person who has been appointed to and is currently serving in a career position.

2.3 Employee: A full-time, three-quarter-time, or half-time career employee.

3 RECOGNITION

3.1 Pursuant to and in accordance with all applicable provisions of Act 379 of the Michigan Public Acts of 1965, as amended, the Employer hereby recognizes the Union as the sole and exclusive bargaining agent with respect to rates of pay, wages, hours of employment and other conditions of employment for all ACS career full-time and part-time employees of the City of Southfield employed in the classifications listed in APPENDIX A, but excluding employees included in other bargaining units, all elected officials, all executives, supervisors, managers, all casual, seasonal, temporary and confidential employees, continuing part-time employees, District Court employees and all other employees. The parties agree on the number of confidential employees in each department:

Department	# of Confidential Employees
Administrative Department	1
Clerk's Office	2
City Attorney's Office	2
Department of Public Works	1
Fire Department	2
Human Resources Department	7
Library	1
Parks and Recreation	1
Police Department	2
Public Works and Engineering Department	1
Planning Department	1

Purchasing Department	1
Tech Department	1
Housing Department	1
Total	24

3.2 A new classification of Flex employees is created, with the applicable terms detailed in APPENDIX C.

4 AUTHORIZATION FOR DUES/FEES DEDUCTION

4.1 A bargaining unit employee may sign an authorization for deduction of dues/fees for membership in the Union. The authorization for deduction of dues/fees may be revoked by the bargaining unit member upon written notice to the Employer, with copy to the Union.

4.2 The amount of dues/fees shall be designated by written notice from the Union to the Employer. If there is a change in the amount of dues/fees, such change shall become effective the month following transmittal of the written notice to the Employer. The Employer shall deduct the dues/fees every pay period from the pay of the employees that have authorized such deductions.

4.3 Deduction of dues/fees shall be remitted to the Union at 27056 Joy Road, Redford, MI 48239-1949. In the event a refund is due an employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of such employee to obtain the appropriate refund from the Union.

4.4 If an authorized deduction for any employee is not made, the Employer shall make the deduction from the employee's next pay after the error has been called to the Employer's attention by the employee or Union.

4.5 The Union will protect, save harmless and indemnify the Employer from any and all claims, demands, suits and other forms of liability by reason of action taken by the Employer for the purpose of complying with this article of agreement.

4.6 Unless otherwise provided in this article, all matters pertaining to a bargaining unit employee establishing or reestablishing membership in the Union, including requirements established by the Union for providing paid services to non-union bargaining unit employees, shall be governed by the internal conditions mandated by the Union pursuant to its authority under section 10(2) of the Public Employment Relations Act.

4.7 The City shall not deduct any monies from an employee's wages pursuant to this article, unless the check-off authorization executed by the employee conforms exactly to the following form:

[insert form provided by TPOAM union]

5 UNION REPRESENTATIVES

5.1 Bargaining Committee: The Bargaining Committee may be comprised of up to four employee members. The function of the Bargaining Committee shall be to negotiate new or modified agreements with the City. Members of the Bargaining Committee shall be released from work without loss of normal compensation to participate in bargaining sessions, after receiving approval from their supervisor, which approval shall not be withheld except in exceptional circumstances. In the case of such exceptional circumstances, it may be necessary to reschedule bargaining. When submitting its contract proposals to the City, the Union shall at the same time inform the City in writing of the names of all persons who are members of the bargaining committee. Members of the Bargaining Committee shall give reasonable advance notice to their supervisors of the time they will be absent from work to participate in bargaining sessions.

5.2 Grievance Committee: The Grievance Committee shall be comprised of elected officers and stewards, who shall be confirmed in writing by the Union to the City.

Members of the Grievance Committee shall be permitted to investigate and process grievances without loss of normal compensation, after receiving approval from their supervisor, which approval shall not be withheld except for reasonable cause. A record of time spent shall be initialed by the grievance committee member and retained by the City. Time spent investigating and processing grievances shall not be abused.

6 NO STRIKE OR LOCKOUT

6.1 The Union and the employees recognize that strikes (as defined by Section I of P.A. 336 of 1947, as amended, of Michigan Public Employees Relations Act) are contrary to law and public policy. The Employer and employees subscribe to the principle that differences should be resolved by good faith bargaining in keeping with the highest standards of municipal government without interruption of essential governmental services. Accordingly the Union and employees agree that during the term of this Agreement they shall not direct, instigate, participate in, encourage or support any strike, sit-down, stay-in, slow-down, in any department or any unlawful inter-activity interfering with the operation of government.

6.2 In the event of a work stoppage, or other curtailment of, or interference with production, the City shall not negotiate on the merits of the dispute which gave rise to the stoppage or curtailment until the Union has made an earnest effort as set forth in Section 6.3 below.

6.3 In the event of a work stoppage, or other curtailment the Union shall immediately instruct the involved employees in writing that their conduct is in violation of the contract, that they may be disciplined up to and including discharge and instruct all such persons to immediately cease the offending conduct.

6.4 No lockout of employees shall be instituted by the Employer during the term of this Agreement.

7 MANAGEMENT RIGHTS AND RESPONSIBILITIES

Except as expressly modified or restricted by a specific provision of this Agreement, all statutory and inherent managerial rights, prerogatives, and functions are retained and vested exclusively in the City, including, but not limited to, the rights in accordance with its sole and exclusive

judgment and discretion: to reprimand, suspend, discharge, or otherwise discipline employees for cause; to determine the number of employees to be employed; to hire employees, determine their qualifications and assign and direct their work; to promote, demote, transfer, lay off, recall to work employees; to set the standards of productivity, the products to be produced, and/or the services rendered; to determine the amount of overtime to be worked; to maintain the efficiency of operations; to determine the personnel, methods, means, and facilities by which operations are conducted; to set the starting and quitting time and the number of hours and shifts to be worked; to determine the amount of supervision necessary; to use independent contractors to perform work or services; to subcontract, contract out, close down or relocate any part of the City's operations; to expand, reduce, alter, combine, transfer, assign, or cease any job, department, operation, or service; to control and regulate the use of machinery, facilities, equipment, and other property of the City; to introduce new or improved research, production, service, distribution, and maintenance methods, materials, machinery, and equipment; to determine the number, location and operation of departments, divisions, and all other units of the City; to issue, amend and revise policies, rules, regulations, and practices; to take whatever action is either necessary or advisable to determine, manage and fulfill the mission of the City and to direct the City's employees.

8 CONTRACTING OF WORK

8.1 If the City deems it necessary to contract for work presently performed by employees within the bargaining unit which results in a permanent loss of work for such employees it is agreed that the matter will be discussed between the Union and the City and that an effort will be made by the City to place such employees in accordance with the seniority and layoff sections contained herein. Further, that the City will extend every reasonable consideration to the placement of said seniority employees who are qualified into other positions with the City in accordance with its rules and regulations and other collective bargaining agreements.

9 PLEDGE AGAINST DISCRIMINATION AND COERCION

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, sexual orientation, race, color, height, weight, physical or mental disability, national origin, union membership, religion, genetic information, family status, gender identity, arrest record, political affiliation, except for membership in any organization which advocates the overthrow of, or disloyalty to the Government of the United States or any subdivision thereof or any other classification protected by federal, state or City of Southfield law. The Union shall share equally with the Employer the responsibility for applying this provision of the Agreement.

All references to employees in this Agreement designate both sexes, and wherever the male gender is used it shall be construed to include male and female employees.

10 QUALIFIED EMPLOYEES WITH A DISABILITY

In the administration of this Agreement, the City and the Union will provide reasonable accommodations to qualified employees with a disability. The need for and extent of such accommodations shall be determined by the City in accordance with its interpretation of the requirements of law, even if such accommodations may be in conflict with another provision of this Agreement. Prior to making an accommodation that would conflict with the provisions of this Agreement, the City will notify the Union of such accommodation and discuss same with the Union; provided that the City shall make the final determination whether such accommodation shall be implemented if the Union does not agree to the accommodation. The reasonableness of the accommodation as per Americans with Disabilities Act shall be subject to the grievance and arbitration provisions of the contract. However a ruling by a court shall have precedence over the contract or an arbitrator's decision.

11 SETTLEMENT OF GRIEVANCES

11.1 Definition: A grievance is a dispute between the City and an employee or the Union pertaining to the interpretation or application of the provisions of this Agreement.

A class grievance is a grievance involving more than one member where the facts involved are identical for all those affected.

11.2 General Provisions

- (a) Not more than one grievance may be submitted to the same arbitrator at the same time unless mutually agreed upon between the parties. A class grievance, which is a grievance involving more than one member where the facts involved are identical for all those affected, is not excluded by this provision.
- (b) The City will supply a written response at the second and third step; provided, however, in the event the City fails to respond within the time limits, the Union must nevertheless process the grievance to the next step within the prescribed time limits. By proceeding to the next step, the Union is not waiving its right to a written response.
- (c) Any grievance not submitted in writing within fifteen (15) calendar days of its occurrence shall be automatically closed and forever held for naught.
- (d) Any grievance not appealed from a decision in one of the steps of the above procedure to the next step within the time and as prescribed, shall be considered closed.
- (e) The grievant may be present at any step of the grievance procedure.
- (f) Upon mutual agreement of the parties, the city and/or the Union may have additional representatives present at any step of the grievance procedure.

11.3 Grievance Procedure

STEP 1: (Verbal) Any employee having a grievance shall first take up the matter with the employee's immediate supervisor. The grievant may, at his or her request, have a union grievance committee member present. The supervisor shall render a decision orally within three (3) working days of the meeting.

STEP 2: If the grievance is not resolved at STEP 1 above, the grievant or union grievance committee member shall have fifteen (15) calendar days from the occurrence of the grievance to submit the grievance in writing to the department director or designee. The written grievance shall contain at least the following information:

- (a) Section(s) of the Agreement allegedly violated.
- (b) Name(s), times(s), date(s) and location(s) of alleged violation.
- (c) Action(s) that constituted alleged violation and parties involved.
- (d) Remedy sought to correct alleged violation.

Not later than (7) working days after the receipt of the written grievance, the department director or designee shall meet with a union grievance committee member. The department director or designate shall have five (5) working days after the meeting to render a written decision.

STEP 3: If the grievance is not resolved at STEP 2, the president of the Local Union or designee shall have seven (7) working days from the date the response was due to submit the grievance in writing to the city administrator or designee. Not later than ten (10) working days after the receipt of the written grievance, the city administrator or designee shall meet the union president and TPOAM representative. The city administrator or designee shall have seven (7) working days from the date of the meeting at STEP 3 to render a written decision.

STEP 4: If the grievance is not resolved at STEP 3 above, the Union shall have thirty (30) calendar days from the date the response was due from STEP 3 to notify the city administrator in writing that it intends to file for arbitration.

- (a) In the event the parties have not mutually agreed to an arbitrator within ten (10) working days, the Union shall have ten (10) working days to file with the American Arbitration Association or FMCS and to send a copy of the filing to the city administrator.
- (b) The power of the arbitrator stems from this Agreement and her or his function is to interpret and apply this Agreement and to pass upon alleged violations thereof. The arbitrator shall not have the power to add to, subtract from or modify any of the terms of this Agreement, nor shall the arbitrator have any power or authority to make any decision which shall require the commission of an act prohibited by law or which violates the terms of this Agreement. The decision of the arbitrator shall be final and binding upon all parties. The fee of the American Arbitration Association and the fees and expenses of the arbitrator shall be shared equally by the Union and the City; otherwise each party shall bear its own arbitration expense.

(c) Employees shall be released from work without loss of normal compensation to participate in arbitration hearings which the Union is willing to have take place on City premises. If the grievance concerns more than one employee (class grievance), the Union may select only one employee to attend the hearing as a grievant for all.

11.4 Special Conferences: In mutual recognition that important matters may arise during the term of this agreement that justify a meeting between the Union and the Employer, the parties hereby agree to meet as necessary for such purposes.

12 DEMOTION, DISCIPLINE AND DISCHARGE

12.1 Demotion: The Employer shall not demote an employee without sufficient cause. A demotion may be appealed through the grievance procedure. The President of the Local Union shall be notified of any demotion.

12.2 Discipline

Disciplinary action shall include only the following, although not necessarily in this order:

- Oral Reprimand
- Written Reprimand
- Probation
- Suspension (notice to be given in writing)
- Discharge (notice to be given in writing)

The Employer shall not discharge or discipline any employee who has successfully completed a new-hire probationary period without just cause. Any disciplinary action may be appealed through the grievance procedure.

The President of the Local Union shall be notified of any probation, suspension or discharge.

If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

An employee shall be allowed a Union Steward or Officer, upon request, at any interview with the Employer which may result in discipline.

The Union shall have the right to take up the suspension and/or discharge as a grievance at the third step of the grievance procedure, and the matter shall be handled in accordance with this procedure through the arbitration step if deemed necessary by the Union.

12.3 Record of Discipline: When disciplining an employee the City will not take into account any reprimands which are dated more than three years before the date of the incident giving rise to the current discipline.

13 SENIORITY

13.1 City Seniority: City seniority is the length of continuous service with the City after the most recent date of career appointment to a position in the City service. Seniority shall not accrue to new-hire probationary employees until after the completion of the probationary period at which time it shall accrue back to the most recent date of career appointment.

13.2 Bargaining Unit Seniority: Bargaining unit seniority shall be an employee's length of service from:

- A. May 3, 2004, the date the bargaining unit was certified by the Michigan Employment Relations Commission, for employees in the bargaining unit on this date. The relative standing of these employees shall be according to their city seniority with the more senior employee standing higher than the less senior employee.
- B. For employees not in the bargaining unit on May 3, 2004, the date of the most recent appointment to a career position in the bargaining unit.
- C. Bargaining unit seniority shall not accrue to employees entering the unit as new hires until the completion of the new-hire probationary period or to employees entering the bargaining unit by transfer or promotion to a bargaining unit position until after the completion of the position probationary period. Upon successful completion of the respective probationary period, seniority shall accrue back to the original date of entry into the bargaining unit. During the probationary period the City, in its sole discretion, may terminate the employee from the position. The return of the employee to the employee's former position, for employees entering the bargaining unit by promotion or transfer, shall be governed by the civil service rules or collective bargaining agreement governing the former position. During the probationary period, the employee may elect to return to the employee's former position if such return is allowed under the civil service rules or contract controlling the former position.
- D. Promotion or Transfer Out of the Bargaining Unit An employee who promotes or transfers from a job classification in the bargaining unit to a position outside the bargaining unit shall retain but not accumulate bargaining unit seniority during the employee's probationary period in the non-bargaining unit position. Bargaining unit seniority shall terminate upon completion of the employee's probationary period or upon separation from employment which is not reversed. Within the probationary period, an employee who fails to qualify in the new position or who does not wish to continue in the new position shall be returned to the employee's former position.

13.3 Seniority Conditions: The following conditions shall apply to city seniority and to bargaining unit seniority:

- A. Length of Service

1. Non-career or other types of employment with the City wherein benefits are not received shall not count toward seniority.
 2. Employees transferring from career part-time employment shall receive credits toward seniority:
 - a) At a rate of 50% for the period of career part-time employment that resulted in eligibility for 50% benefits.
 - b) At a rate of 75% for the period of career part-time employment that resulted in eligibility for 75% benefits.
 - c) With respect to bargaining unit seniority, only the time spent in the bargaining unit is prorated as provided in a) and b) above.
- B. Tie Breaking where two or more persons are appointed on the same date, relative seniority shall be determined by the relative standing on the employment list from which certified. However, in all cases of an identical seniority date, persons entitled to preference under the Veterans' Preference Act shall be considered as having greater seniority than those without such preference. Any ties occurring beyond the above provisions shall be decided by lot.
- C. Deductions from Seniority The following periods shall be deducted from seniority:
- (a) unpaid leave or suspension which exceeds ten working days; (The total period is deducted, not just the part of the period which exceeds ten working days.)
 - (b) time elapsed between periods of layoff and re-employment.
- Employees who have deductions from seniority will have an adjusted seniority date which shall be the original seniority date advanced to a new date based on the amount of time deducted from seniority.
- D. Leaves not Deducted from Seniority. The following shall not result in deductions from seniority:
- (a) military leave during the time of war as defined in the Veterans' Preference Act;
 - (b) absence from work due to injuries compensated for under the Worker's Compensation Act;
- E. An employee's seniority and employment shall terminate for the following reasons:
- (a) discharge, quit, retirement or resignation;

- (b) absence for three (3) consecutive work days without notifying the City, unless the lack of notice is a result of physical impossibility;
- (c) absence for three (3) consecutive work days without justifiable reason;
- (d) layoff for a period equal to the employee's seniority at the time of layoff;
- (e) failure to return to work within the time specified for recall in section 16.5, Layoff and Recall;
- (f) gives a false reason to obtain a leave or fails to return to work upon the expiration of a leave of absence;
- (g) separation upon settlement covering total disability.

In the event of rehire, seniority shall not be restored. In the event of rehire, service credit for retirement shall be as set forth in the Retirement Ordinance.

13.4 Posting of Seniority Lists: Seniority lists showing city seniority and bargaining unit seniority shall be posted through the month of March each year. All employees, including those absent from work for any reason, shall be presumed to have knowledge of the posted list. If a grievance is not filed by April 15, the seniority list shall be deemed correct.

14 NEW HIRE PROBATIONARY PERIOD

A person who is appointed to a position who has not passed a new hire probationary period shall serve a new hire probationary period. The probationary period will be for six months from the date of hire. The Employer may, upon agreement with the President of the Union, extend the probationary period up to an additional four months. During the probationary period or any extension of it, the City in its sole determination may discipline or discharge the employee and the discipline or discharge shall not be subject to the grievance procedure. Union will be notified within 5 business days of passing probation.

New hire probationary employees accrue vacation leave, sick leave, reserve sick leave and personal business leave but may not use vacation or reserve sick leave until they have passed their new hire probationary period. If employment terminates during the probationary period, accrued vacation banks are paid; there is no payoff for unused sick leave, reserve sick leave or personal business banks.

Accumulation of earned sick time leave in accordance with the ESTA shall begin on **February 21, 2025**, or upon commencement of employment, whichever is later. New hires will begin to accrue earned sick time leave hours upon hire. However, newly hired employees are not eligible to use paid medical leave during the first 60 days of employment. Newly hired employees may use earned sick time on the 61st day of employment, while their probationary period continues.

15 TRANSFER AND PROMOTION

15.1 A transfer is the movement of an employee to another position in the same classification within a department or to another department, or to a position in a different classification involving substantially similar duties within a department or to another department.

15.2 Except as otherwise provided in the agreement, the City will provide the Union President with a copy of members' Personnel Action forms ("PA") involving the transfer, promotion, and/or reclassification of the member at least five (5) business days prior to the execution of the PA by the Director, Staff Services/Human Resources, or designee.

15.3 Employer Initiated Transfer: The Employer may transfer an employee to another position in the same classification within a department or to the same classification in another department. A position filled by employer-initiated transfer is not subject to posting.

15.4 Employee Initiated Transfer: When an employee desires a transfer, the employee shall submit a request in writing when a vacancy is posted. If the employee meets the requirements for the job classification and both department heads approve the transfer, the employee shall be awarded the position on a trial basis. Employees who transfer shall not be entitled to an additional transfer for a period of twelve months. (Such employees shall retain their right to bid for promotion.)

15.5 Competitive Promotion: A competitive promotion is the advancement of an employee to a classification with a higher rate of pay which has been advertised or posted. In the promotion of employees covered by this Agreement within the bargaining unit, seniority shall govern only whenever qualification and abilities of the employees are considered as being equal. The Employer only shall determine the ability and qualification of all employees. If management proposes to by-pass any employee with greater seniority, the management will advise the President of the Local Union in writing of the reasons for said by-pass at least ten (10) days before the by-pass is made effective. Employees transferred or promoted under this article may be moved up to Step 7 of the pay scale for the new position, with the approval of the Department and the Human Resources Director. Any such employee who feels aggrieved will be granted a prompt review by management. If not satisfactorily resolved, the employee may process a claim through the grievance procedure. Such grievance must be filed within three (3) days after the employee has been made aware of the results of the review.

15.6 Noncompetitive Promotion: A noncompetitive promotion is advancement to a position which has not been advertised or posted and does not involve a vacancy. A noncompetitive promotion is an upward reclassification and includes advancement from Level I to Level II or from Level II to Level III in set of classifications. A set of classifications is a group of classifications having the same title except for the Level I, II or III designation. Employees transferred or promoted under this article may be moved up to Step 7 of the pay scale for the new position, with the approval of the Department and the Human Resources Director. A noncompetitive promotion may occur in the following circumstances:

- a. The duties of the job have been reevaluated.

- b. The employee has met department-established criteria for advancement to a higher level in a set of classifications.

If the Job Evaluation Committee is used, at least one trained TPOAM member will participate in the Job Evaluation Committee meeting during the consideration of TPOAM positions, unless the TPOAM President agrees to a waiver of this provision. To provide for the availability of trained TPOAM members, the City agrees to training four (4) members in the Job Evaluation process, and to provide training to additional members as necessary to maintain sufficient numbers.

15.7 Departmental Reorganization: When there is a reorganization of departmental classifications with a decrease in the number of positions in the department, the position will be posted within the department. The position will not be posted outside the department, unless there are no suitable candidates within the department and the City determines to fill the position from outside the department.

15.8 Posting of Vacancies: If the City determines to fill a vacancy in an existing classification or new classification by a competitive promotion, it shall be posted for the bargaining unit for ten calendar days. After the posting is closed, the city will establish a list of employees eligible for transfer and a list of employees eligible for promotion. These lists shall be in effect for nine months from the date they are established for any vacancy in the job classification. New-hire probationary employees shall not be eligible to apply for promotion or transfer. Copies of the eligibility list will be sent to the Union President. Whenever qualified applicants are not available from within the bargaining unit, the City reserves the right to hire from outside the bargaining unit.

15.9 Conditions Applying to Positions Awarded Through Promotion or Transfer.

- (a) Employees may be required to remain in their old job classification until properly replaced.
- (b) Employees awarded a position through promotion or transfer shall have a maximum of six (6) months probationary period to qualify for such new position. This shall not prevent the City from disqualifying the employee prior to the completion of such trial period where lack of ability to qualify is obvious to the City. Employees who fail to qualify or who so request shall be returned to their former job classifications without loss of seniority. If disqualified by the City, the employee shall be given a written explanation of the reason for disqualification.

16 LAYOFF AND RECALL

16.1 The City will determine the timing of layoffs, the number of employees to be laid off, and in which seniority pool layoffs will be effected. All employees holding the same job classification in the same department and regularly scheduled in the same hourly status (i.e., full-time, three-quarter-time, or half-time) shall constitute a seniority pool. Job classifications are those set forth in Article 3. For the purposes of this article, the departments are: Accounting, Assessing, Building, Cable 15, Career Center, Central Services, City Attorney's Office, City Clerks Office, City Treasurer's Office, Code Enforcement, Community Relations (including Neighborhood and Information), Engineering, Facilities Maintenance, Fire, Housing, Human Resources, Human Services, Library, Mayor's Office, OMB, Parks and Recreation, Physical Plant Maintenance, Planning, Police, Public Safety, Public

Works (including Development, Field Operations, Transportation, Water and Sewer, Streets and Highways, Motor Pool), Purchasing, Technology Services.

16.2 If an employee is to be laid off, the City shall give written notice of such layoff at least thirty (30) calendar days prior to the effective date of the layoff unless the layoff is caused by an emergency (unforeseen circumstances). A list of the names of such employees shall be furnished to the Union's President on the same date the notice is given to the employees.

16.3 Should the City determine to layoff an employee or employees from a seniority pool, the employees in the seniority pool, including probationary employees, shall be laid off in the order of their bargaining unit seniority with the least senior employee being laid off first. Where bargaining unit seniority is equal, the order of layoff shall be determined by city seniority.

16.4 Employees may not bump into the bargaining unit, nor may employees in the bargaining unit bump outside of the bargaining unit. An employee who is laid off pursuant to this article, may bump the employee with the least seniority in a seniority pool in the same pay range or in a lower pay range, if the bumping employee has more seniority than the employee he or she will bump and is qualified to perform the functions of an employee in such seniority pool. If the employee is eligible to bump into more than one seniority pool, the City shall determine the seniority pool into which the employee will be permitted to bump, so long as the straight-time rate of pay for such seniority pool is not less than the straight-time rate of pay for another seniority pool into which the employee is eligible to bump.

Notwithstanding the provisions of the above paragraph, a laid-off employee cannot bump into positions for which the scheduled hours are greater than the position from which the employee was laid off. A laid off employee can bump into a position for which the scheduled hours are fewer than the position from which the employee was laid off, but the employee will then work the fewer hours. The employee may decline to bump into a position with fewer scheduled hours without losing the right to bump into another position into which the employee is eligible to bump.

16.5 Employees shall be recalled in the inverse order in which they were laid off. The City shall give the employee written notice of recall by sending certified and regular mail to the last address provided by the employee in writing to the City. If the employee fails to report for work within fourteen (14) calendar days of the date the recall notice was sent by certified mail, the employee's employment and recall rights with the City shall terminate.

17 OVERTIME COMPENSATION

17.1 Employees shall be paid at a time-and-one half rate for:

1. All hours worked over 40 in one workweek, or all hours worked over 8 in one workday unless the hours worked over 8 in one work day are a result of a work schedule adjusted at the employee's request
2. All hours worked over 40 in one workweek and on a 6th consecutive working day

17.2 Employees shall be paid at a double time rate for all hours worked over 40 in a workweek on a 7th consecutive workday.

17.3 Employees who are required to work on a City-paid holiday shall be paid at the premium rate of time-and-one-half in addition to being paid holiday pay.

17.4 The following paid time off from regularly scheduled work shall count as time worked for the purpose of computing overtime: vacation, sick, personal business, bereavement leave, compensatory time taken, jury duty, holiday pay.

17.5 For each period of time for which an employee is entitled to pay by this Agreement, the employee shall be paid (or granted compensatory time where applicable) in accordance with that pay provision which entitles the employee to the greatest pay, but the employee shall not be entitled to pay by any other pay provision.

17.6 Employees who work overtime shall be paid overtime in multiples of 1/10 of an hour for each 6 minutes worked.

17.7 Employees required to standby during non-duty hours shall be paid one hour per day at a straight time rate. Employees eligible for standby compensation under this section shall be those individuals who are specifically scheduled by their department head (or designee) to standby, and as a consequence, are required to restrict their whereabouts and activities in order to be contacted and available to report for duty without delay.

17.8 Employees called in to work outside of their regular work hours shall receive a minimum of two hours pay at the appropriate overtime rate unless the call-in occurs within two hours of the start of their regular shift. Phone calls, texts, emails or similar communications which do not result in the employee coming to the worksite shall be excluded from the two-hour minimum. In lieu of the two-hour minimum, the City shall pay an employee a minimum of one (1) hour at the overtime rate for any phone calls, texts, emails or similar communications to which the employee's supervisor or other management staff member directs the employee to respond outside of work hours. The one (1) hour time period shall commence when the employee first responds to the call, text, or email. The City shall not be required to pay the employee any additional amounts for additional communications which occur during the one (1) hour period. However, any time spent on such communications after the first hour shall be paid at the overtime rate, and incurred in one-tenth of an hour increments. Once the matter is addressed through the employee's response, compensation for the matter shall cease, unless further work or follow-up is needed. If further work or follow-up is needed, it shall be the responsibility of the supervisor or other management staff member to contact the employee. Further or follow-up work will be compensated at the overtime rate if such work falls outside of the one (1) hour period when the employee first responds as discussed above.

17.9 Employees working in classifications which are exempt from the provisions of the Fair Labor Standards Act, as amended, shall have the option, in lieu of overtime pay, of accruing compensatory time off at a time-and-one-half rate. The maximum accumulation of compensatory time shall be one hundred hours. Overtime hours worked when an employee has a current accumulation of one hundred compensatory time hours shall be paid as overtime pay.

Employees working in classifications which are covered by the provisions of the Fair Labor Standards Act, as amended, shall have the option, in lieu of overtime pay, of accruing compensatory time off at the overtime rate. The maximum accumulation of compensatory time shall be one hundred hours. Overtime hours worked when an employee has a current accumulation of one hundred compensatory time hours shall be paid as overtime pay.

18 PAY PLAN

18.1 Salary Schedules: The pay plan for City of Southfield employees consists of a rate or range for each classification as set forth in Appendix B and provides for increases based on merit.

18.2 Merit Increases: Advancement to the next step within a specific salary range is called a merit increase. This increase is based not only on the completion of a specified length of service, but also on documentation of satisfactory performance and on the recommendation of the employee's immediate supervisor with the approval of the Appointing Authority /Human Resources. Merit increases are not automatic.

To be eligible for a merit increase, the employee must complete the specified length of service; steps may not be skipped.

A new hire is eligible for consideration of one merit step increase after completing probation regardless of starting salary unless the employee is at the maximum of the range. The employee is eligible for consideration of an additional merit step increase six months after being awarded the first increase unless the employee is at the maximum of the range. Thereafter the employee is eligible for consideration for a merit increase one year after the last increase until the employee is at the maximum of the range.

Increases are effective on the appropriate anniversary date if there is documentation of satisfactory performance regardless of the completion date of the performance evaluation. In the event that a merit increase is delayed for cause, including but not limited to inadequate performance or missed work, the effective date of the merit increase becomes the new adjusted date to calculate eligibility for future increases.

18.3 Hiring New Employees: Starting pay above Step 1 must be approved by the Appointing Authority/Human Resources. New employees maybe hired up to step 7 based on experience and qualifications.

18.4 Competitive Promotion: A competitive promotion is advancement to a higher-paid position which has been advertised or posted. The promoted employee is given a 4% increase and placed on the first step in the new classification which equals or exceeds the application of the 4% increase. The effective date of the promotion establishes the eligibility date for future increases. The employee is eligible for consideration of one merit step increase after completing probation regardless of starting salary unless the employee is at the maximum of the range. The employee is eligible for consideration of an additional merit step increase six months after being awarded the first increase unless the employee is at the maximum of the range. The probationary period is six months.

18.5 Noncompetitive Promotion: A noncompetitive promotion is to a position which has not been advertised or posted and does not involve a vacancy. The promotion is based on changes in duties or a reevaluation of duties. The promoted employee is given a 3% increase and placed on the first step in the classification which equals or exceeds the application of the 3% increase. The effective date of the promotion establishes the eligibility date for future increases. The employee is eligible for consideration of one merit step increase at one year regardless of starting salary unless the employee is at the maximum of the range.

18.6 Lateral Reclassification or Transfer: In a lateral reclassification or transfer, there is no monetary adjustment and eligibility for the next increase does not change.

18.7 Downward Reclassification: For a downward reclassification there is no decrease in base pay. The employee is eligible for the next increase one year from the reclassification date; however, there is no increase to the base pay until the current base pay is less than the maximum for the classification (red circle rule).

18.8 Nondisciplinary Involuntary Demotion: A nondisciplinary involuntary demotion follows the same procedure as a downward reclassification.

18.9 Voluntary Demotion: In a voluntary demotion, the base salary is decreased to the step in the new range which corresponds to the current classification step. The base salary cannot be greater than the maximum for the range. The employee is eligible for the next increase in one year unless the employee is at the maximum of the range. If the employee returns to the classification held immediately prior to the position from which demotion occurred, the eligibility for consideration for the next step increase occurs one year following the date of return to the previous classification.

18.10 Disciplinary Demotion: In a disciplinary demotion, the base salary is decreased to the step in the new range which corresponds to the current classification step. The base salary cannot be greater than the maximum for the range. The employee is eligible for the next increase in one year unless the employee is at the maximum of the range.

18.11 Acting Capacity: The Employer may make a temporary appointment to a higher position in an acting capacity by reason of sickness, disability or other absence of an employee or to meet an emergency. When an employee is temporarily transferred, the President of the Union shall be notified. Acting appointments shall not be continued to avoid filling the vacancy through the bid process. A temporary appointment made because of the absence of an employee due to the retirement or other termination of an employee shall be limited to six (6) months, and can be extended with the approval of the City and the TPOAM President. A temporary appointment made because of the absence of an employee who has a legal or contractual right to return to the position, or who is asserting by means of a legal or contractual action a right to return to the position, may be made with no durational limits of the appointment.

The employee must be in the acting capacity for four consecutive weeks or more to qualify for an adjustment to base salary. If the acting capacity duration of four weeks or more is known in advance, acting pay will begin immediately upon approval of the Appointing Authority /Human Resources. If

the acting capacity duration is not known in advance, but continues for four weeks or more, acting pay will be awarded retroactively to the first day of the acting assignment. Acting pay will be the greater of the minimum of the acting pay range or three percent added to the current base and placement at the first step which equals or exceeds the three percent increase.

Effective December 10, 2018, employees who have served in an acting capacity for at least six (6) continuous months as of the date of a payoff as provided herein shall be paid at the Acting Pay rate for any such payoffs.

18.12 An employee will be paid one twenty-sixth (1/26) of his/her annual salary every two weeks.

18.13 The afternoon shift is any regular shift starting between the hours of 12 o'clock noon and 10:00 p.m. EST; and midnight shift is any regular shift starting after 10:00 p.m. EST, excluding regular day shift hours. Employees regularly scheduled to an afternoon or midnight shift shall be paid a shift premium for all hours worked on the afternoon or midnight shift. The afternoon shift differential shall be twenty-five cents (\$0.25) per hour; the midnight shift shall be thirty cents (\$0.30) per hour.

18.14 Laid-Off Employee Bumping into Another Classification: If the employee bumps into a position in the same pay range, there is no change in pay and eligibility for the next increase does not change.

If the employee bumps into a position in a lower pay range, the base salary is decreased to the highest rate in the lesser classification which does not exceed the employee's present rate. The employee is eligible for the next increase one year after the employee's last increase unless the employee is at the maximum of the range. If the employee returns to the classification held immediately prior to the position from which demotion occurred, the eligibility for consideration for the next step increase occurs one year after the employee's last increase unless the employee is at the maximum of the range.

19 HOLIDAYS

19.1 The following days shall be observed as paid holidays:

New Year's Day	January 1st
Martin Luther King Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Friday before Easter	Variable Date
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Day before Christmas	December 24th
Christmas Day	December 25th
Day before New Year's	December 31st

When any of the above holidays fall on Saturday, Friday shall be observed as the holiday. When any of the above holidays fall on Sunday, the following Monday shall be observed as the holiday. Holiday premiums apply to the day the City is officially observing the holiday.

19.2 Each employee who has actually worked during the seven (7) day period immediately preceding the date observed as a holiday or who was on vacation during that seven (7) day period, and who actually works his or her last scheduled workday before and first scheduled workday after the date observed as the holiday, shall be eligible for the benefits set forth in this Article. A paid absence or authorized personal time off shall be considered as time worked for the purpose of fulfilling the requirement to work the last scheduled workday before and first scheduled workday after the date observed as the holiday. Holiday pay will not be provided if an employee's termination date falls on a City observed holiday. Employees on a Leave of Absence without pay shall not receive any compensation for holidays occurring during said leave. Employees on layoff shall not receive any compensation for holidays while laid off.

19.3 An eligible employee who is not required to work on the day observed as a holiday shall receive eight (8) hours' pay at the employee's straight-time rate of pay.

19.4 Employees required to work on days that are observed as paid holidays by the City, shall be granted premium pay at a rate of time-and-one-half the employee's straight-time rate of pay for all hours actually worked on that day, in addition to eight (8) hours' pay at the employee's straight-time rate of pay. Only one premium or overtime rate shall be applied to hours worked; where different rates are indicated, only the higher rate shall be applied. An employee who is required to work on the day observed as a holiday and who does not report for work shall be ineligible for benefits under this Article for that holiday.

19.5 For the purpose of computing overtime, the eight hours pay that is paid to an eligible employee who does not work the holiday shall be regarded as hours worked.

19.6 Employees working in classifications which are exempt from the provisions of the Fair Labor Standards Act shall have the option of being paid either at a rate of time-and-one-half or of accumulating compensatory time off at a time-and-one-half rate. It will be the employee's responsibility to indicate their option. If no option is indicated, the employee will be paid.

19.7 Part-time career employees receive holiday pay as follows:

- 4 hours pay for each holiday for employees eligible for 50% fringe benefits.
- 6 hours pay for each holiday for employees eligible for 75% fringe benefits.

20 HOURS OF WORK

20.1 Purpose of Article: The sole purpose of this Article is to provide a basis for the computation of straight time, overtime, and other premium wages, and nothing in the Agreement shall be construed

as a guarantee or commitment by the City to any employee of a minimum or maximum number of hours of work per day, per week, or per year.

20.2 Regular Workweek: The regular workweek for a full-time employee shall consist of five eight-hour days with an unpaid lunch period each day.

If the City proposes to change the regularly scheduled workdays of employees or the starting and quitting times, the City will give thirty calendar days advance notice of the change and discuss the changes with the Union.

20.3 Flexible Working Hours: A Department shall provide, where feasible, for a formal program of flexible working hours for full-time employees. Any such flexible hours program established for employees whose normal workweek approximates the normal business hours of the City offices shall be operated under the following conditions:

a. Each employee would be permitted to select his quitting and starting time. In choosing such hours, employees must cooperate to assure that normal business hours are always properly staffed. An employee may start no earlier than one hour prior to normal business hours and no later than one hour after normal business hours commence.

b. An employee may choose a quitting time no earlier than one hour prior to the close of normal business hours and no later than one hour after the close of normal business hours. The employee may also choose either a one-hour or one-half hour lunch period. An employee who chooses a one-half-hour lunch period may start no earlier than one-half hour prior to the start of normal business hours.

c. Such a program is not intended to be run on a day-to-day basis, but is to be based on pre-determined work schedules. Once an employee selects a schedule, the employee is expected to adhere to it. Schedules of all persons on the flexible hours program may, however, be adjusted periodically with the approval of the Department Head.

d. For those departments and full-time employees whose normal work schedules do not approximate the normal business hours of the City offices, the Appointing Authority/Human Resources may approve alternate flexible hours programs so long as they are consistent in principle with the program defined above.

e. In addition to the formal flexible hours program, a Department Head may, upon the request of an employee, approve occasional deviations from the employee's normal work schedule. This might take the form, for example, of a request to start later than normal on a given day or leave early on a given day. Such requests may be authorized under the following conditions: (1) the work time must be made up within the same workweek; (2) all such requests must be made and approved in advance; and (3) the City shall accrue no overtime pay liability as a result of approving the employee's request.

f. An alternative work schedule may be worked by employees with the approval of the Department head and Human Resources, to include but not limited to:

- Eight (8) 9-hour days and one (1) 8-hour day per pay period.
- Four (4) 10-hour days per week.

A start and end time within which the workdays must occur: the earliest start time is 7:00 a.m. and the latest end time is 8:00 p.m. The department must be staffed at least 60% between 8:00 a.m. and 5:00 p.m., Monday to Friday.

21 ATTENDANCE

21.1 All employees absent without authorized leave, or who report late on any given shift shall be penalized by way of a pay deduction in multiples of 1/10th of an hour for each six minutes or fraction thereof, for each day or portion of a day. Tardiness may be subject to discipline up to and including discharge. Arrangements for time off must be made with the employee's immediate supervisor, in advance and in accordance with the provisions of the leave regulations under which the time off is to be taken.

21.2 If, for some legitimate reason, an employee is unable to report for work at the established time for his or her particular shift to begin, the supervisor on duty should be notified as early as possible but no later than the scheduled start time.

21.3 Any employee who is absent from duty a day or part of a day without authorization under provisions of these regulations shall be deemed absent without leave and may be subject to disciplinary action up to and including discharge. If conditions warrant, such absence may be reconciled by a subsequent grant of leave. Vacation and sick leave time shall not accrue during absence without leave.

21.4 The leaves provided for herein may be temporarily suspended during any period of emergency declared by the City Administrator and/or the Mayor.

22 VACATION LEAVE

22.1 Vacation leave is authorized absence from duty, with pay. Employees hired prior to June 30, 2020, will be granted vacation leave in accord with the following schedule:

One to five years service	- 2 weeks	(80 hours)
Five to ten years service	- 3 weeks	(120 hours)
Ten to sixteen years service	- 4 weeks	(160 hours)
Sixteen years service	- 4 weeks and one day	(168 hours)
Seventeen years service	- 4 weeks and two days	(176 hours)
Eighteen years service	- 4 weeks and three days	(184 hours)
Nineteen years service	- 4 weeks and four days	(192 hours)
Twenty years and over service	- 5 weeks	(200 hours)

Employees hired on or after June 30, 2020, will be granted vacation leave in accord with the following schedule:

One to five years service	- 2 weeks	(80 hours)
Five to sixteen years service	- 3 weeks	(120 hours)
Sixteen years and over service	- 4 weeks	(160 hours)

Contrary to any existing practice or procedure, employees hired on or after June 30, 2020, will not be credited with an additional week of vacation on the fifth, tenth, fifteen and any subsequent anniversary date of hire.

22.2 In no case will vacation time be granted until an employee has been employed at least six (6) months. Eligibility for vacation leave shall be computed on the basis of completion of the required number of years of service (continuous) with the City on the anniversary hire date.

22.3 Career part-time employees accrue vacation leave as follows:

Employees eligible for 50% fringe benefits will accrue 50% of the vacation leave hours scheduled above.

Employees eligible for 75% fringe benefits will accrue 75% of the vacation leave hours scheduled above.

22.4 An employee with less than one (1) full year of service may, with prior approval of the department head, be allowed to take vacation leave which has accrued. The employee may not use this partial vacation leave, however, until the probationary period has been completed. Upon prior request of the employee and with approval of the department head, an employee may be given vacation leave for a period of less than a full day. Vacation leave may be granted in minimum increments of one (1) hour.

22.5 Time lost by an employee by reason of absence without pay, or time otherwise not worked or paid for, shall not be considered in computing earned credits for vacation leave. Employees receiving sick leave benefits or Workmen's Compensation payments shall accrue vacation credits for a maximum of thirty (30) days after starting to receive said sick leave and/or Worker's Compensation payments.

22.6 An employee transferred from non-career status to career probationary status shall accrue vacation leave from the date he or she is classified as a probationary employee.

22.7 Earned vacation leave is meant to be taken and should be scheduled accordingly by all departments at the beginning of each calendar year. The scheduling of vacation time should be by department seniority and in accord with departmental need or seasonal work load.

22.8 Employees shall be paid for approved unused vacation time in excess of twice the annual amount of vacation time to which they are entitled which is not taken by December 31 of any calendar year provided that the employee has taken at least eighty (80) hours combined of vacation time and/or compensatory off from work during the preceding calendar year. If the employee has not taken at

least two weeks of vacation time off from work during the preceding calendar year, vacation in excess of twice the annual accumulation shall be forfeited.

22.9 Vacation schedules shall be set up by the immediate supervisor so as to permit the continued operation of all City functions without interference; in some areas employment of temporary employees will be permitted for limited periods of time so that efficient operation can be maintained.

Employees shall be entitled to vacation pay in any of the following instances:

- (1) Any employee who is unable to take his vacation leave because his work load prevents the granting of a vacation leave at any time during the calendar year shall be paid his regular rate for earned vacation leave.
- (2) Any career employee who terminates employment with the City, either through separation, retirement, or lay-off, shall be entitled to regular pay for any unused portion of vacation time as of such termination.
- (3) Employees who are scheduled for a vacation leave during a holiday may be paid for the holiday or be given additional time off.

23 DONATION OF VACATION TIME

23.1 In the event that a career employee has exhausted his/her appropriate leave banks and would otherwise be placed on leave of absence without pay, other employees may donate their vacation time to retain this individual on the payroll. The conditions for donation of vacation time, reception of vacation and the effects of such reception shall be according to the policy in effect for all employees at the time the donation is made.

24 SICK LEAVE

24.1 Sick Leave: A full-time employee shall accrue sick leave at the rate of one (1) working day (8 hours) per month or 12 days (96 hours) per year.

Part-time employees shall accrue sick leave as follows:

Employees eligible for 50% benefits shall accrue sick leave at the rate of 4 hours per month or 48 hours per year.

Employees eligible for 75% benefits shall accrue sick leave at the rate of 6 hours per month or 72 hours per year.

All other sick leave benefit entitlements set forth below shall be similarly prorated.

An employee on unpaid leave or no-pay status shall not accrue sick leave while in this status. Such employee shall accrue a prorated credit proportionate to the regular work days worked during the month.

24.2 Sick Leave Use Increments: Upon request of the employee and with approval of the department head, an employee may be granted sick leave in minimum increments of one quarter (1/4) hour.

24.3 Notification to Supervisor: Sick leave shall not be considered a privilege which an employee may use at his/her discretion, but shall be allowed only in cases of actual sickness, disability or when keeping a medical or dental appointment. Any employee who becomes ill and unable to report for work must notify the supervisor on duty at the start of the employee's shift on the first day of absence, and each day thereafter unless the employee is hospitalized, or the absence may not be chargeable against sick leave.

24.4 Physician's Certificate: An examination certificate from a physician may be required as evidence of illness before compensation for the illness period is allowed. The City reserves the right to request such examination of the employee in order to determine validity of absence due to illness, with sick leave compensation provided in accordance with physician's report. Should the physician's report indicate that employee's request for sick leave was not justified, such information may be grounds for discipline up to and including dismissal.

24.5 Use of Regular Sick Leave to Care for an Immediate Family Member: Regular sick leave may be used for leaves granted pursuant to the Family Medical Leave Act (FMLA) to care for a FMLA eligible family member.

The use of regular sick leave may also be permitted with the approval of the department head to care for a spouse, child or parent in circumstances which do not qualify for leave under the FMLA. This use is limited to one day per occurrence of an illness unless the department head approves a second day. The use of more than two days per occurrence is permitted only for leave granted pursuant to FMLA

Reserve sick leave may not be used for leave under this section.

The employee must be prepared to furnish proof, including a physician's statement if requested, of the reasons for his/her absence. The City reserves the right to request such certification in order to determine the validity of absence under this section. If adequate medical certification is not made available or does not substantiate evidence of illness justifying the use of sick leave, such information may be grounds for discipline up to and including dismissal.

24.6 Outside Employment Injury: Employees injured during gainful employment for an employer other than the City shall not be eligible for sick or disability benefits.

24.7 Maximum Sick Leave Accumulation: The amount of time allowed an employee for sick leave shall, if not used during the year earned, be accumulated until a total of 1200 hours is reached, and shall be kept to his/her credit for future sick leave with pay.

24.8 Payment for Accumulated Sick Leave: In the event of resignation or discharge, all accumulated or unused sick leave shall be cancelled and not paid. Compensation for accumulated sick leave upon retirement is covered in Section 3331.5, Retirement. Upon the death of an employee, the employee's designated beneficiary shall be entitled to payment for one-half (½) the amount of deceased employee's unused sick leave.

24.9 New-Hire Sick Leave: Newly hired employees will have a 60-day waiting period before they can begin using the Earned Sick Time Leave.

24.10 Attendance Bonuses: The sick leave bonus program will be based on attendance during a calendar year from January 01 through December 31. Any payments or leave balance adjustments will be made on the second or third pay date in January (depending on how the calendar falls), immediately following the calendar year under review.

An employee with less than five (5) years continuous service or less than four hundred (400) hours accumulated sick leave, and who takes no more than two (2) days of sick leave in any year shall have two (2) days returned to the employee's sick leave bank.

An employee with more than five (5) years continuous service and more than four hundred (400) hours accumulated sick leave, who takes no more than two (2) days of sick leave in any year shall receive full pay for the two (2) days at normal rate of pay.

Employees who have accumulated the maximum allowable regular sick leave (1200 hours) and who use no sick leave and who have no other unpaid absence for the year shall receive a perfect attendance recognition payment of \$250.00.

24.11 Sick Leave and Service Time: Paid sick leave shall be considered for all purposes as continuing service except that:

a. An employee who is receiving sick leave or Worker's Compensation benefits shall accrue sick leave only for the balance of the calendar month during which such employee begins to receive sick leave benefits or Workmen's Compensation payments.

b. An employee who is receiving sick leave or Worker's Compensation benefits shall accrue vacation leave for a maximum of thirty (30) days after the employee begins to receive sick leave benefits or Workmen's Compensation payments. (See Section 22.5, Vacation)

24.12 Effect of Transfer: An employee shall have to his or her credit unused sick leave when transferred to another department, except in the case where the employee transfers to a position covered by a police or fire department contract. In the case of a transfer to a position covered by a fire department contract, accrued sick leave shall be cancelled. In the case of a transfer to a position covered by a police contract, accrued sick leave shall be cancelled except that up to 240 hours of accrued reserve sick leave shall remain to the employee's credit.

24.13 Reserve Sick Leave Bank: A reserve sick leave bank is established with accumulation at the rate for full-time employees of four (4) hours per month, with a maximum accumulation of 480 hours.

Part-time employees will accumulate reserve sick leave as follows:

Two hours per month for employees eligible for 50% benefits, to a maximum accumulation of 240 hours.

Three hours per month for employees eligible for 75% benefits, to a maximum accumulation of 360 hours.

Use of days in reserve sick leave bank shall be for continuous illness only, and only after regular sick leave bank is reduced to 16 hours or the employee's regular sick bank is less than or equal to 16 hours at the onset of the continuous illness. Reserve sick leave bank accumulation is not subject to pay provisions (such as indicated in Section 24.8, Payment for Accumulated Sick Leave) under any conditions except usage.

Continuous illness shall be defined for purposes of this section as hospitalized illness or outpatient surgery or an illness extending for a period of at least twenty-one (21) calendar days. Recurring periods of disability which arise from the same or related causes and which are separated by less than six months of unrestricted work shall be added together in determining whether or not a disability has extended for twenty-one (21) calendar days.

24.14 Status Upon Exhaustion of Sick Leave and Reserve Sick Leave: When an employee receives his/her last check for illness or disability, not including any payment made under the long-term disability program, the employee will be placed on leave without pay for one (1) year in accordance with the provisions of Section 27.1, Leave Without Pay, except that any employee so placed on leave without pay as a result of having exhausted his/her sick leave due to illness or disability who has a minimum of ten (10) years of continuous service with the City shall retain hospitalization and life insurance benefits for the duration of such leave (not to exceed one year) the cost of which shall be borne by the City; provided, however, that the employee is not physically able to perform other duties with the City as may be determined by the City; and, further, that the employee is not gainfully employed elsewhere. If, at the end of that time, employee is still unable to return to work, employment shall be terminated. The employee shall be eligible for re-employment, provided the employee has a doctor's statement to the effect that the employee is able to discharge his or her required duties; and provided further that a position is available.

Recurring periods of disability which arise from the same or related causes and which are separated by less than six months of unrestricted work shall be added together in determining the eligibility for leave without pay for a maximum of one (1) year.

24.15 Long-Term Disability Program: There is established a long-term disability program for employees to be administered as follows:

- (a) There is a six (6) month waiting period for eligibility. Recurring periods of disability which arise from the same or related causes and which are separated by less than six

months of unrestricted work shall be added together in determining the six (6) month waiting period;

- (b) For each day of banked leave in the employee's unused leave banks on the last day worked prior to the beginning of the continuous illness, the employee will receive one day credited to his or her long-term disability leave bank;
- (c) All banked leave must be used prior to use of any long-term disability credits;
- (d) Each day of credit in the long-term disability bank entitles the employee to one day of leave at fifty percent (50%) of base salary, less any payments received by the employee via social security, pension, Workmen's Compensation or other type of program or insurance;
- (e) The long-term disability credits are intended only for use by the employee and are not subject to any payoff upon resignation, retirement, or any circumstances other than illness or disability of the employee;
- (f) Employees receiving long-term disability benefits shall be considered as on a leave of absence without pay and shall not receive or accrue benefits, except as provided in Section 24.14.

24.16 Any amendments to the Michigan Earned Sick Time Act (ESTA) will apply as of the contract end date, following the effective date of any amendment.

25 PAID LEAVE

25.1 Personal Business Time: Employees shall accrue 24 hours of personal business time at the start of the fiscal year (July 1).

Part-time employees shall accrue personal business leave as follows:

- 12 hours per fiscal year for employees eligible for 50% benefits;
- 18 hours per fiscal year for employees eligible for 75% benefits.

Arrangements for these days off must be made with the employee's supervisor's approval as much in advance as possible and scheduled so as not to interfere with the proper operation of the City. Personal business leave may be granted in minimum increments of one quarter (1/4) hour.

Since personal business time must be pre-scheduled, it cannot be used in lieu of sick time. If usage within the fiscal year does not occur, there is no accumulation of unused time into the following fiscal year.

There is no payoff of unused personal business time in the event of termination of employment. Scheduling of personal business days may be done on a departmental seniority basis when, in the

opinion of the employee's supervisor, the best interests of the City would be served. Authorized use of personal business time will be counted as hours worked for purposes of overtime computation and as an excused absence for calculating holiday compensation.

Newly hired employees accrue two hours per month of personal business time until their first July 1, at which time they accrue 24 hours as provided in 27.1. While in probation, they may use two hours for each month worked.

25.2 Bereavement Leave: In case of death in their immediate family, an employee may be granted a leave of absence with pay not to exceed five (5) days or forty (40) hours for each occurrence.

Part-time employees may be granted bereavement leave as follows:

20 hours for employees eligible for 50% benefits;
30 hours for employees eligible for 75% benefits.

This leave shall be in addition to other types of leave to which an employee would be entitled.

Immediate family is defined as spouse, child, stepchild, brother, sister, parent or parent-in-law, grandchild, brother-in-law, sister-in-law, grandparent and grandparent-in-law.

A leave may be granted, due to extenuating circumstances for a death of someone other than immediate family if the immediate supervisor makes a request on behalf of the employee to the City's Human Resource Office for approval to grant such leave.

25.3 Jury Duty: Career employees required to serve jury duty shall suffer no salary deduction. There is no limit on the length of time an employee may serve on a jury. All jury pay, except mileage, must be paid to the City and credited to the proper City fund.

Employees who are excused from jury service prior to the completion of their regular scheduled work hours are expected to return to work. Jury service is a public obligation and the City will not consider requests that employees be excused except when the jury service will be detrimental to the operation of the City. In those cases the City Attorney will work out arrangements to have the employee excused from jury duty.

Employees who are summoned to Court as witnesses on behalf of the employer during their day off, or scheduled vacation, will be compensated for such time by overtime or compensatory time off.

26 DUTY DISABILITY LEAVE

26.1 In order to be eligible for duty disability leave, an employee shall immediately report any injury, however minor, to his or her immediate supervisor and take such first aid treatment as may be recommended, or waive such first aid in writing.

26.2 Employees who are unable to work as a result of an injury or illness covered by the Michigan Worker's Compensation Act and approved by the City's Worker's Compensation insurance carrier shall receive disability pay as set forth below. Recurring periods of disability which arise from the same or related causes and which are separated by less than six months of unrestricted work shall be considered one occurrence, and such periods shall be added together to determine benefit periods.

(1) First seven (7) calendar days: The City will pay the employee his or her regular pay during the first week of disability. The employee's sick leave will not be charged for this time; time shall be charged to duty disability leave for the working days in the first seven (7) calendar days for each occurrence.

(2) After seven (7) calendar days: The employee shall receive payment established under regulations of the Worker's Compensation Act, and the following shall apply:

(a) The Employer, through a combination of Worker's Compensation payments and City payments, will guarantee a minimum of eighty-five (85 %) percent of the basic forty (40) hour weekly wage (or portion thereof). Said guarantee of payment to 85 % shall be limited to a maximum of thirteen (13) weeks for each disability in any one (1) year (12 consecutive months).

(b) During the first thirteen (13) weeks of disability wherein the provisions of (a) above apply, accumulated sick leave or vacation leave will be charged at the rate of the balance (15 %) for full pay. At the end of the thirteen (13) weeks, sick leave or vacation leave will be charged on a daily basis proportionately between full pay and Worker's Compensation payments to provide full pay until all such benefits have been exhausted.

(c) Worker's Compensation checks which are provided under Section 2(a) and 2(b) above will be made payable to the employee, but they will be delivered to the City's Accounting Department, and will be endorsed by the employee for deposit by the Employer.

(d) In the event employee has no accrued leave, or has exhausted all available leave banks, the Worker's Compensation check will be mailed directly to the employee by the Worker's Compensation Insurance carrier, and the employee will receive no other form of compensation, except as provided in (a) above. The employee will be eligible to receive the benefits outlined in Section 24.15-LONG TERM DISABILITY PROGRAM, subject to the provisions of that Section.

(3) After fourteen (14) days continuous absence Worker's Compensation will reimburse the employee at the standard Worker's Compensation rate for the first week's absence previously paid by the City. Employees shall endorse the check to the City of Southfield and deliver it to the City's Accounting Department.

26.3 No employee shall be entitled to duty disability pay for absence due to injuries, if said injuries were received when not on duty with the City.

27 LEAVES OF ABSENCE WITHOUT PAY

27.1 Leave of Absence without Pay: Department heads may grant a leave of absence without pay for up to ten working days in duration. When a leave is to exceed ten working days, in addition to being approved by the department head, the leave must be approved by Human Resources.

A leave of absence without pay may be requested for any legitimate purpose, and must be requested at least 30 days in advance when this is possible. However, if the leave is considered detrimental to the best interest of the City, permission shall not be granted. Leaves of absence without pay may not be granted in lieu of other valid appropriate leaves when they are available to the employee. Leaves of absence without pay may not exceed one year in duration; however, they may be renewed by agreement between the City and the Union provided the request is submitted not less than 30 days prior to the expiration date of the leave. A leave of absence shall not be granted to seek other employment.

The department head will indicate whether the position will remain unfilled. If an appropriate vacancy does not exist upon completion or prior to completion of the leave of absence, and the employee applied for reinstatement within the leave time granted, the employee shall be placed on the appropriate eligibility list for rehire in the prior classification or a lower level of the prior classification (level I or level II) for a period of nine months. If the employee is applying for a position in the employee's classification which is different from the employee's prior position, the employee may be subject to retesting. If the department head selects the returning employee, the employee may be compensated up to the pay range and step for the classification previously held; however, there is no increase to the base pay until the current base pay is less than the maximum for the classification. Probationary status may be required.

Leaves of absence granted by a department head for up to ten working days in duration are not subject to deduction from length of service in relation to seniority date. Any leave of ten working days developing into a longer period of leave without pay shall become a part of the longer leave of absence. An employee granted a leave of absence for more than ten working days shall not accrue vacation or sick leave.

Employees on a leave of absence without pay shall not receive any compensation for holidays occurring during the leave.

Except where specifically granted, all City-paid benefits and accrual of leaves shall cease immediately upon expiration of all earned leave time (and/or removal from the current payroll). The employee may upon written request elect to continue in the paid insurance programs at his/her own expense as provided under COBRA. Upon electing to continue such coverage, the employee must pay the monthly premiums in advance by the date determined by the Human Resource Department.

27.2 Induction or Enlistment into Military Service: An employee who is inducted or enlists in the armed forces of the United States shall be granted leave of absence without pay. Reinstatement rights are as provided by law.

27.3 Vacation allowance for Employees Entering Military Service: Any employee who has served three (3) months, but less than one (1) year with the City, and enters military service shall be granted vacation time at the rate of 6.667 hours per month served, with a maximum not to exceed ten (10) days, paid the employee when the employee leaves the City to enter military service. Vacation and sick leave time shall not accrue during periods of military leave. However, upon reinstatement, for the purpose of determining the rate at which vacation time will accrue, the years of service with the City shall be the total of the years of employment plus years and any fractional parts thereof, of required military service.

27.4 Annual Military Training: Employees belonging to the National Guard, Service Reserves or other such units are permitted to take leaves of absence without pay during the annual training period as required by law. Vacation scheduling privileges are not affected by such leaves.

27.5 Maternity Leave: Maternity related disability shall be treated as a non-duty related disability for purposes of use of leaves and benefits as provided elsewhere in this agreement.

27.6 Educational Leave of Absence: Subject to the conditions set forth in this Article, an employee may request approval for an unpaid leave of absence to pursue formal education at an accredited institution.

27.7 Any time an employee is seeking elected office within the City of Southfield and the City requires a leave of absence, the employee will be turned to his/her previous position at the expiration of the required leave, subject to other provisions of the contract.

28 FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) shall be administered according to the City policies and procedures in effect at the time the leave is requested to extent that these policies and procedures are not in conflict with the parties' contract. The City has the option to send an employee returning from a FMLA controlled leave which was for personal illness or disability for a medical examination to determine ability to return to work.

29 INSURANCE

29.1 Hospitalization Insurance: The City will provide group hospitalization insurance consisting of Blue Cross/Blue Shield PPO 10; \$250/\$500 deductible; 90% co-insurance; co-insurance maximum: \$500/\$1000; Office co-pay, including chiropractic visits: \$0 Emergency Room co-pay if not admitted: \$50.

Part-time employees will be responsible for payment of group hospitalization insurance premiums as follows:

Those employees eligible for 50% of fringe benefits will pay for 50% of the monthly insurance premium.

Those employees eligible for 75% of fringe benefits will pay for 25% of the monthly insurance premium.

29.2 Prescription Drug Co-Pay: Effective July 1, 2025, the Prescription Drug Co-Pay for all plans for active employees and individuals who retire after 6/30/05.

Following ratification by both parties (September 12, 2011), the prescription drug co-pay is \$5 Tier 1 Generic /\$30 Tier 2 Preferred /\$60 Tier 3 Nonpreferred.

Tier IV BCBS PPO 10 Generic \$5n Preferred Brand-Name \$40, Nonpreferred Brand Name \$60

Tier IV BCBS PPO 12 Generic \$7, Preferred Brand-Name \$35, Nonpreferred Brand Name \$70

Tier IV BCBS PPO 15 Generic \$10, Preferred Brand-Name \$40, Nonpreferred Brand Name \$80

Tier IV HAP Generic \$5, Preferred Brand-Name \$30, Nonpreferred Brand Name \$45

29.3 Health Insurance Options: The City may offer as an optional health insurance benefit, the Blue Cross/Blue Shield Community Blue 12 Plan, consisting of \$1000/\$2000 annual deductible; 80% coinsurance; \$30 office visit co-pay; \$150 Emergency Room co-pay; \$7/\$35/\$70 Rx, with premium contribution in compliance with PA 152 as approved by City Council.

The City may offer as an optional health insurance benefit, the Blue Cross/Blue Shield Community Blue 15 Plan, consisting of \$2,500/\$5,000 annual deductible; 80% coinsurance; \$30 office visit co-pay; \$150 Emergency Room co-pay; \$10/\$40/\$80 Rx, with a premium contribution in compliance with PA 152 as approved by City Council.

The City may offer as an optional health insurance benefit, the HAP HMO Plan, consisting of \$250/\$500 annual deductible; 90% coinsurance; \$10 office visit co-pay; \$10 Urgent Care Co-pay, \$50 Emergency Room co-pay; Rx \$5/\$30/\$45, out of pocket max single \$6,600, Family \$13,200 , with a premium contribution in compliance with PA 152 as approved by City Council.

29.4 The coverage for 29.1 and 29.2 will commence on the first of the month following the initial hire date with the City and will cease when an employee is laid-off, on leave of absence other than FMLA, or terminated for any other reason. In the case of retirement, it will cease unless the employee elects to continue coverage as stated in Article 32, RETIREE HEALTH INSURANCE.

29.5 Dental Insurance: The City may select alternative dental insurance providers at its discretion, provided such alternative coverage is comparable to that in place at the time of the change. Dental insurance will commence on the first day of the month following employment or election of coverage, and will cease on the last day of the month in which an employee is laid off, on leave of absence other than FMLA, or terminates for any reason, including retirement. The City will provide group dental insurance as summarized in Appendix D for the employee and dependents.

Beginning July 1st, 2025 , employees will contribute toward the cost of dental insurance. The bi-weekly pay deduction made on a pre-tax basis, starting as soon as practicable following ratification will be:

Single:	\$ 4.50
Two-Person:	\$9.00
Family:	\$15.75

29.6 Optical Insurance: The City may select alternative vision insurance providers at its discretion, provided such alternative coverage is comparable to the typical benefit in place at the time of the change. The current optical insurance in effect is Blue Cros Blue Cross Blue Shield VSP Choice Network 12/12/24 as detailed in Appendix D. Vision insurance will no longer follow the “usual and customary” standard. Vision insurance will commence on the first day of the month following employment or election of coverage, and will cease on the last day of the month in which an employee is laid off, on leave of absence other than FMLA, or terminates for any reason, including retirement. The City will provide group optical insurance as summarized in Appendix D for the employee and dependents.

Beginning July 1st, 2025, employees will contribute toward the cost of optical insurance. The bi-weekly payroll deduction, made on a pre-tax basis, starting as soon as practicable following ratification, will be:

Single:	\$0.79
Two-Person:	\$1.58
Family:	\$2.62

29.7 Employee Payment

The parties acknowledge that they are subject to the Publicly Funded Health Insurance Contribution Act, MCL 15.561, *et seq.*, being Public Act 152 of 2011 as amended, and that the Employer has the right to make the elections and allocations described in that Act. It is agreed that the employees shall be required to make any contributions required under the Publicly Funded Health Insurance Contribution Act through payroll deduction.

If the Publicly Funded Health Insurance Contribution Act (PA 152 of 2011) (“the Act”) is repealed or rendered inapplicable to the bargaining unit, the parties agree that the terms of the Act immediately prior to repeal or inapplicability shall continue until modified by a mutual agreement of the parties. The parties agree to meet to negotiate over the issue within sixty (60) days of the repeal or inapplicability of the Act.

29.8 Life Insurance: The City will provide group term life insurance with accidental death and dismemberment rider for each employee beginning with the date of hire.

Insurance is provided in an amount equivalent to twice the employee’s base wage rate to the nearest \$1,000, up to a maximum of \$50,000 principal sum for full-time career and flex employees Part-time career employees will be eligible for group life insurance up to the following maximum benefits:

\$25,000 principal sum for employees eligible for 50% fringe benefits
\$37,500 principal sum for employees eligible for 75% fringe benefits

When an employee retires, terminates, is laid-off, or on an unpaid leave of absence, his or her insurance shall cease on the effective date of separation.

Employees on approved leaves of absence are covered under the provisions applicable to leaves of absence.

29.9 Married Couples: Effective April 9, 2007, for active employees and future retirees (hired before September 12, 2011), in the case of married couples where both spouses work for the City, or both spouses are retired from the City, or one spouse works for the City and one spouse is retired from the City, only one spouse will be eligible for a health insurance policy, dental policy and optical policy and may include the other spouse and dependents if eligible. A spouse who is an employee and who is covered under his or her spouse's policy will be eligible for an annual payment equal to \$1300 for employees with 2-person coverage and \$1600 for employees with family coverage, payable on a biweekly basis. This payment is not available to retirees.

29.10 Medical Opt-Out

Eligibility:

Employees can waive coverage for employer provided medical benefits and receive an incentive bonus **in lieu of coverage** if covered under:

- a spouse's employer provided, non-City of Southfield group health plan.
- a group health plan available through another employer
- any other qualifying plan, other than individual coverage

Opt-outs are conditional based on the employee providing proof of other group coverage each year. Proof of alternative coverage shall be documented by completing a form provided by the Human Resources Department. The employee will attest that neither the employee nor their tax family has or will have individual coverage during the plan year.

Exclusions:

You are ineligible to receive the Opt-Out payment if you are:

- retired from the City of Southfield prior to April 9, 2007
- covered by Medicaid
- absent due to a Worker's Compensation injury in excess of three (3) months; opt-out benefits will be suspended.
- on a leave of absence during which City paid medical benefits are not provided.

Incentive Benefit Period:

The incentive benefit will be spread equally over bi-weekly pay periods on a calendar year basis. Enrollment will take place during the City's annual open enrollment period. Payments will commence in January of the following year. Benefit will be pro-rated for participation of less than a full calendar year.

Incentive (Opt-Out) Payment:

- \$1,600.00 to employees with family coverage who waive City health benefits
- \$1,300.00 to employees with two person coverage who waive City health benefits
- \$1,000.00 to employees with individual coverage who waive City health benefits.
- Part-time employees will receive a 50% or 75% payment depending on their part-time status.

These payments will be taxable to the recipient.

Enrollment:

- (a) New Employees will have 30 days after becoming eligible for City health benefits to complete an application for waiver (opt-out) and submit documentation of other coverage. Applicants who miss the deadline will again be eligible at open enrollment.
- (b) Employees, other than new hires, must complete the application and documentation process during the annual Open Enrollment period in September of each year. You will be notified if your application is approved. Annual re-enrollment will not be required. You will automatically be re-enrolled until such time as you reinstate your City of Southfield health benefits. If you are terminated from the program, you will receive a termination letter.

Qualifying Events for Changes:

Your participation in the Opt-Out Waiver Program will remain in effect unless you file a form provided by the Human Resources Department indicating a Qualifying Event to withdraw from the program or to enroll in the program outside of the Open Enrollment period.

Qualifying Events include:

- A change in family status such as marriage, divorce, annulment, legal separation.
- The death of a participant, spouse or dependent.
- The birth or adoption of an eligible dependent child
- Meeting the terms of a Medical Support Order of the court.
- Termination of employment, including retirement.
- A change in spouse's coverage which is significant and outside the control of the spouse.
- The participant's spouse has a change in employment status, which results in a change of health insurance coverage.
- The taking of, or returning from, an approved unpaid leave of absence (LOA) by the participant. Upon returning, employees may apply for reinstatement within 30 days of returning to work.

Reinstatement of City Health Benefits:

- To reinstate health benefits for the following year, employee must submit application to reinstate to Human Resources during Open Enrollment period.

- To reinstate health benefits due to a qualifying event, the employee must provide proof of the event. Documentation and request for reinstatement must be received within 30 days of the qualifying event. If approved, reinstatement may be made retroactive to the date of the qualifying event. The IRS does not permit retroactive participation to a prior plan year.

Pension:

Opt Out payments will not be included in Final Average Compensation.

30 RESIGNATION

30.1 Any employee resigning from the City should give his immediate supervisor at least two (2) weeks notice in writing. In some instances due to the complexity of employee's position or difficulty on the part of the City in finding a replacement, length of notice may vary.

30.2 In the event of a resignation not including retirement, the employee shall be deemed to have quit on the last actual working day, irrespective of accumulated leaves due the employee. All funds due the employee shall be made in a single settlement. Correspondingly, all paid benefits shall cease on the last actual working day of the resigning employee.

31 RETIREMENT

31.1 Upon ratification of the contract by both parties, provisions affecting the eligibility for and amount of City pension benefits shall be governed by the provisions of Chapter 9 of the City Code (Employee Retirement System), otherwise known as the Southfield Employee Retirement System (SERS), Ordinance No. 1491 enacted February 24, 2003. In this Ordinance the terms "nonunion" or "non-union" shall include employees covered by this contract. Pension provisions include a pension multiplier of 2.5% of final average compensation for each credited year of service and an unreduced pension when the member's age plus credited years of service equal 82. Administrative rules and decisions regarding pension and retirement issues are determined by the SERS Board, consistent with the provisions of the SERS Ordinance and the City Charter.

Payments for unused vacation leave accumulations shall be included in calculating a member's final average compensation. For any year used in calculating final average compensation, the amount of payment for unused vacation leave which is used shall not exceed the amount of payment for twice the member's vacation accrual for the year.

Employee pension contribution: Effective October 5, 2009, 3% of pensionable wages, made on a pre-tax basis under IRC Section 414(h). These contributions shall not be refunded at retirement. Effective on the paycheck of November 11, 2011, all active employees shall make an additional 2% non-refundable pre-tax pension contribution each pay period (i.e., total of 5.0% contribution). Effective June 29, 2020, all active employees will pay an additional 1.0% non-refundable pre-tax pension contribution each pay period (up to a total of 6% contribution).

Effective March 10, 2021, all active employees will pay an additional 1.0% non-refundable pre-tax pension contribution each pay period (total of 7% contribution).

Employees hired after April 9, 2007 shall be subject to the following pension plan modifications

- a. Regular retirement eligibility: age 65 with 10 years of service, age 62 with 20 years of service, age 57 with 25 years of service
- b. Benefit multiplier: 2.0%
- c. FAC: highest 5 consecutive years of last 10 years, include a maximum of 100 hours of vacation paid at retirement
- d. Benefit cap: 70% of FAC
- e. Employee contribution: 3% of pensionable wages, payable as a salary reduction on a pretax basis under IRS Section 414(h). These contributions will not be refunded at retirement. Effective on the paycheck of November 11, 2011, all active employees shall make an additional 2% non-refundable pre-tax pension contribution each pay period (i.e., total of 5.0% contribution).

Employees hired after October 13, 2022 shall have the following blended defined benefit and defined contribution pension administered by the City:

Defined Benefits

- a) 1.5% multiply for all years of service
- b) 3 years final average compensation,
- c) 10 years vesting
- d) 5% Employee contribution

Defined Contribution

- a) 3% City contribution (The City will match up to 3% of employee contribution)
- b) 3% Employee contribution (employee minimum contribution)
- c) 5 years vesting

31.2 Employees become members of the retirement system on their first day of work, subject to applicable provisions of the SERS Ordinance.

31.3 Employees who intend to retire from City service must submit a completed application for retirement form to the Human Resources Department no later than 30 days prior to the effective retirement date. With the concurrence of the department head, applications for retirement can be withdrawn up to the day prior to the effective retirement date.

31.4 Employees on an approved leave of absence without pay as provided in Article 2927 remain members of the retirement system during such leave. Such employees are not permitted to withdraw accumulated contributions, if any, from the retirement system. Any period of leave of absence without pay which is in excess of 10 working days, including but not limited to unpaid suspension and leave protected by the Family and Medical Leave Act (FMLA), does not count towards eligible service credit in the Retirement System. If an employee fails to return to work from a leave of absence without pay, the retirement benefits of the employee shall be those in effect on the day the employee last worked for the City.

31.5 An employee who is eligible to retire may utilize accumulated Sick Leave Banks in the following manner:

1. An employee who is eligible for a normal retirement benefit may be paid in a lump sum for all accumulated hours of regular sick leave standing to his/her credit as of the effective retirement date, up to a maximum of 400 hours.
2. An employee who is eligible for an early retirement benefit may be paid in a lump sum for all accumulated hours of regular sick leave standing to his/her credit as of the effective retirement date, up to a maximum of 160 hours.
3. An employee who terminates employment and is eligible for a vested deferred pension is not eligible for any payment of sick leave banks as provided above.

32 RETIREE HEALTH INSURANCE

32.1 Effective 7/1/04, employees hired before September 12, 2011, who retire and their eligible spouses or eligible surviving spouses will be eligible to receive health insurance from the City. Effective September 12, 2011, the insurance offered by the City is Blue Cross/Blue Shield Community Blue PPO 10; \$250/\$500 deductible; 90% co-insurance; out of pocket maximum after deductible: \$500/\$1000; Office co-pay, including chiropractic visits: \$10; Emergency Room co-pay if not admitted: \$50. Retiree may participate in the annual open enrollment selection of health care providers. The selection of providers currently comprises HAP and Community Blue PPO 10. The selection of providers is subject to change at the sole discretion of the City.

Effective April 9, 2007, the Prescription Drug Co-Pay for all plans for active employees and individuals who retire after 6/30/05 shall be \$10 generic and \$20 brand (whether or not there is a generic equivalent). Effective September 12, 2011, the prescription drug co-pay is \$5/\$30/\$60. For participants in an HMO, where there is a generic equivalent, and the employee instead takes the brand drug, the employee may be required according to HMO rules to pay the difference between the brand drug and the generic equivalent, in addition to the \$20 charge for the brand drug

Health Insurance is offered subject to the following conditions:

- A. In order to be eligible to participate in the City-provided retiree health insurance, the employee and eligible spouse (if the employee elects coverage for the spouse) must participate continuously from the time the employee begins receiving a pension. Retirees or spouses who terminate their participation will lose their eligibility to participate again. This subsection A does not apply to the possible interruption in City provided retiree health insurance set forth in subsection F below.
- B. Retiree health care coverage for those hired as a career employee prior to April 9, 2007 shall be subject to the following:

A retiree with at least 15 years of credited pension service at retirement, but less than 20 years of credited pension service at retirement, shall be required to pay 50% of the

applicable cost, premium or illustrative rate per month for retiree and spouse (if spousal coverage is selected).

A retiree with at least 20 years of credited pension service at retirement, but less than 25 years of credited pension service at retirement, shall be required to pay \$75 per month for retiree. Spousal coverage may be added for an additional \$150 dollars per month. (Retiree and spouse costs a total of \$225 per month).

A retiree with at least 25 years of credited pension service at retirement shall be required to pay \$30 per month for retiree. Spousal coverage may be added for an additional \$120 dollars per month. (Retiree and spouse costs a total of \$150 per month).

No retiree health care benefit will be provided by the City for a retiree with less than 15 years of credited pension service at retirement, regardless of any vested pension benefit. No retiree health care benefit will be provided by the City to an employee who terminates service prior to retirement and later collects a vested pension benefit. However, such a retiree or terminated employee will receive a full refund of any employee contributions made to the Southfield Retiree Healthcare Benefits Plan and Trust.

Employees and/or survivors who qualify for a duty-death or duty disability pension under the terms of the SERS plan as modified by the Collective Bargaining Agreement between the City and the Union shall receive the retiree health care benefit described hereinafter as if the employee had obtained 25 years of credited pension service.

Employees and/or survivors who qualify for a non-duty death or non-duty disability pension under the terms of the Southfield Employees Retirement System (SERS) ordinance shall receive the retiree health care benefit described hereinafter as if the employee had obtained 20 years of credited pension service, unless the employee qualified for the 25-year benefit level based on credited service prior to the retirement or death.

In addition to the above payments, retirees who were part-time employees will continue to be responsible for payment of group hospitalization insurance premiums as follows:

Those employees previously eligible for 50% of fringe benefits will pay for 50% of the monthly insurance premium.

Those employees previously eligible for 75% of fringe benefits will pay for 25% of the monthly insurance premium.

- C. When the retiree and/or covered spouse become eligible for Medicare, they must apply for Medicare A & B. Upon receipt of Medicare coverage, the City-provided insurance will change to Medicare Supplemental insurance. The Medicare recipient shall be responsible for any Medicare premium.

- D. An eligible spouse or surviving spouse is one to whom the member was legally married at the time of retirement. If an employee does not elect a survivorship option for pension, a surviving spouse is not eligible for health insurance coverage under the City's policy after the retiree's death. Coverage for a spouse terminates upon divorce.
- E. This benefit is not paid for individuals who terminate service prior to having at least 15 years of credited pension service (unless the employee qualifies for a duty or non-duty death or disability pension under the terms of the Southfield Employees Retirement System (SERS ordinance) or who withdraw their contributions from the retirement system prior to retirement.
- F. The City-paid health insurance shall terminate in the case of a retiree and a surviving spouse if that individual assumes employment elsewhere and that employer provides health coverage to its employees which does not substantially differ from that offered by the Plan; provided that should the individual lose such coverage from the other employer for any reason, including voluntary or involuntary separation of employment, upon production of proof of such loss to the City and satisfaction of eligibility elsewhere under the Plan, the City's obligation to provide health coverage under the Plan shall recommence immediately upon satisfactory production of such proof-of-loss.
- G. The benefits of this section are not vested. The employee shall be eligible for retiree health insurance coverage according to the conditions in effect on the date the employee retired or on the date the employee terminated service with a vested pension. Subject to sub-section B above, retiree healthcare-eligible employees who terminate service will be eligible for retiree health insurance coverage when they begin to receive their pension. The health insurance plans available to retired employees through the City shall be as determined by the City.
- H. Except as otherwise provided in this collective bargaining agreement, participation in City-paid retiree health insurance shall be subject to the conditions set forth in the Code of the City of Southfield in the Chapter designated Retiree Health Care Benefits Plan and Trust.
- I. Employees hired as a career employee after April 9, 2007, but prior to September 12, 2011, shall be subject to the following eligibility requirements and premium co-pays for retiree health insurance:

0-14 years of service: No insurance offered
15-24 years of service: retiree pays 50% of premium; City pays 50% of premium
25 or more years: retiree pays 20% of premium; City pays 80% of premium
- J. Effective September 11, 2011, for New Employees hired as a career employee after September 12, 2011 and prior to June 30, 2020, in lieu of Retiree Health Care provision specified in Article 3432.1, the City will contribute \$200 per each month employee works to a fund, which will be available upon separation from employment with the City for any qualifying expenses. Employee shall contribute 2% of pensionable wages. The following vesting schedule will apply to Employer Contributions:

3 years of service:	50% vested
4 years of service:	75% vested
5 years of service:	100% vested

For employees hired as a career employee on or after June 30, 2020, in lieu of Retiree Health Care provision specified in Article 32.1, the City will contribute \$100 per each month employee works to a fund, which will be available upon separation from employment with the City for any qualifying expenses. Employee shall contribute 2% of pensionable wages. The following vesting schedule shall apply to Employer contributions:

5 years of service	50% vested
6 years of service	75% vested
7 years of service	100% vested

33 UNIFORMS AND PROTECTIVE CLOTHING

33.1 The City will continue its current practices of supplying uniform items as long as the City requires them to be worn.

33.2 All uniforms which are, beyond normal wear, severely damaged or destroyed in the line of duty shall be replaced by the City.

33.3 If an employee is required to wear any protective apparel or equipment as a condition of employment, it shall be furnished by the City.

33.4 Items furnished by the City are not to be worn while the employee is not on duty.

34 TUITION REIMBURSEMENT

Effective upon ratification by both parties, employees may qualify for tuition reimbursement of seventy-five (75%) percent of actual tuition and institution-required fees (excluding late fees). The maximum reimbursement will be \$2,500 per fiscal year (July 1 to June 30). In no case shall the reimbursement exceed the actual cost to the employee. Further, the City will reimburse employees an additional seventy-five percent (75%) of the actual cost for books each term in which the employee is entitled to tuition reimbursement. These payments are all subject to the following conditions:

- (1) Course work must be taken at or under the direction of an accredited institution.
- (2) Qualifying disciplines shall be: (a) course work related to a function in which the City employs career staff; (b) course work in management or public administration; or (c) course work required for the completion of a diploma, certificate, or degree in a discipline related to a career classification in the City.
- (3) Course work must be pre-approved, in writing, by the employee's Department Director and the Human Resources Department as qualifying for reimbursement. This approval

must be obtained and on file with the Human Resources Department prior to class commencement.

- (4) A minimum grade of "B" (3.0 on a 4.0 scale) must be obtained.
- (5) Tuition reimbursement shall not be paid to probationary employees. However, tuition reimbursement may be granted to career employees for courses begun during the probationary period but completed after career status has been granted, provided all other provisions of this Section have been observed.
- (6) An application for tuition reimbursement, along with receipts for tuition and books as well as the final course grade are submitted to the Human Resources Department within thirty (30) days of completing the course. Failure to submit a timely and complete reimbursement application will forfeit the employee's right to such payment.
- (7) In applying for and receiving tuition reimbursement benefits (including books and fees) under this Section, employees must agree to refund the City for any tuition benefits which are received in the one-year period prior to their resignation, retirement (regular or early), or discharge for cause. Employees receiving a duty disability or on a medical leave of absence will not be required to refund tuition benefits.

35 MEMBERSHIP DUES AND TRAINING EXPENSES

The City will pay the membership dues for an employee who is required by the City to maintain a membership in an organization.

If the City requires an employee to attend a seminar, conference or other training event, the City will pay for approved expenses which are submitted in accordance with the City's policies and procedures.

If the City requires a certification as a condition of employment, the City shall bear the cost of required training necessary for the employee to maintain such certification.

36 BULLETIN BOARDS

The Union may use City bulletin boards to post notices of union meetings, notices of union elections and results, notices of union recreational and social events, and other notices concerning union affairs which are not political or controversial in nature.

Union notices must be signed by the Union President or Secretary and have an expiration date.

The Union will remove from the bulletin board, upon the written request of the Employer, any material which in the Employer's judgment is detrimental to employee relations.

Any employee who alters a posted notice or removes it prior to its expiration date shall be subject to discipline.

37 DEFERRED COMPENSATION

Employees shall have the opportunity to participate in any deferred compensation plan or plans made available by the City to all employees.

38 RESIDENCY INCENTIVE

The City will contribute 1.5% of base salary annually to a deferred compensation plan for employees living in the City of Southfield. This contribution will be according to the policies and procedures in effect on the date the agreement is ratified.

39 REIMBURSEMENT FOR VEHICLE USAGE

This procedure is to be used by employees who use their privately owned automobile while on official business for the City of Southfield. Reports must be turned in the first working day after the 25th of each calendar month. Reports covering more than or less than a calendar month cannot be accepted, EXCEPT in the following example: A special trip where it will be the only travel for the month-report may be turned in before the end of the month.

1. **Mileage Rate:** Authorized use of a privately owned vehicle for City Business to be reimbursed at a rate consistent with the Internal Revenue Service (IRS) standard deduction for use of a personal car on business provided a mileage report is submitted.
2. **Parking Charges:** Reimbursement for parking charges is allowable. Receipts must be attached to mileage reports for all parking expense claims. Parking meter charges allowed, but not in excess of five (\$5.00) dollars per day. The City will not reimburse any parking or other violation.
3. **Charges Not Reimbursable:** Charges for gasoline, lubrication, repairs, anti-freeze, towage and other similar expenditures. It is expected that City travelers on official business driving personally owned cars are properly licensed by the State of Michigan, and are adequately protected by personal liability and property damage insurance at their own expense. Department Heads should reassure themselves on this point. At no time shall personal driving be charged to the City.
4. **Mileage Computation:** Reimbursements of City mileage will be based on official maps of the City of Southfield and Oakland County. **In-State** mileage will be based on current AAA Official Map of the United States.

If travel by most direct route is not possible because of construction, detour, or other legitimate reason, the claim for the additional mileage should be explained on the Mileage Report.

Notwithstanding any current practice to the contrary, employees' use of and ability to take home City-owned vehicles shall be at the sole discretion of the City. If permitted, employees' use of

and ability to take home City-owned vehicles shall be governed under IRS rules with respect to taxable income and City policy establishing appropriate charge for such use and restricting use of said vehicles to City business purposes only.

40 WAGES AND RHC CONTRIBUTION

40.1 1.0 % RHC (VEBA) contribution effective July 1, 2005. Additional 1.0% RHC contribution effective July 1, 2006

40.2 Employees will receive base rate increase as listed:

- Effective July 1, 2025 – 3 % increase
 - Effective July 1, 2026 – 3 % increase
 - Effective July 1, 2027 – 3 % increase
- b) Effective April 3, 2025, all current employees shall receive a signing bonus of \$2,000. The signing bonus will be paid by separate electronic check and will not count toward pension calculations.

41 NOTIFICATIONS

All notifications to the TPOAM President as referenced with this contract will be made to the TPOAM Executive Board members via email. It is the responsibility of the Union to notify the Human Resources and the Labor Relations Director of the names and email addresses of the Executive Board members.

42 GENERAL

42.1 Pursuant to Public Act 9 of 2011, the following shall apply:

Each collective bargaining agreement entered into between a public employer and public employees under this act after the effective date of the amendatory act that added this subsection shall include a provision that allows an emergency manager appointed under the local government and school district fiscal accountability act to reject, modify, or terminate the collective bargaining agreement as provided in the local government and school district fiscal accountability act. Provisions required by this subsection are prohibited subjects of bargaining under this act.

The statement required by PA 9 of 2011 is incorporated herein as required by law. The Union does not waive the right to challenge P.A. 9 of 2011.

42.2 The City will provide TPOAM Executive Board with an office of at least 125 square feet at Municipal Complex.

42.3 The parties agree the City may contribute to organizations for employee benefits/support such as Safety Committee, Employee Service Awards and similar organizations.

43 SCOPE OF THE AGREEMENT

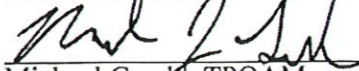
43.1 Separability If during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provisions should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby.

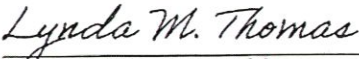
43.2 Duration The provisions of this document, unless otherwise specified elsewhere within this Agreement, shall be effective upon ratification of the Agreement by both parties, and shall remain in full force and effect until the 30th day of June 2028. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing ninety (90) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the anniversary date; this Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

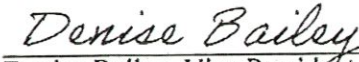
In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

The current agreement reflects changes agreed to by the parties by Tentative Agreement dated 03/12/2025, approved by City Council on 03/25/2025, ratified by the Union on 08/03/2026.

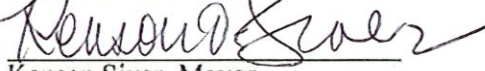
FOR THE UNION

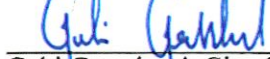

Michael Gerald, TPOAM


Lynda Thomas, President


Denise Bailey, Vice President

FOR THE EMPLOYER:


Kenson Siver, Mayor


Gabi Grossbard, City Clerk

APPENDIX A – TITLE AND GRADE CODE

TITLE	GRADE CODE
ACCOUNTANT I	314
ACCOUNTANT II	315
ACCOUNTANT III	316
ACCOUNTING CLERK I	307
ACCOUNTING CLERK II	308
ACCOUNTING CLERK III	309
ACCOUNTING SERVICES AIDE	309
ACCOUNTING TECH I	310
ACCOUNTING TECH II	311
ANALYST - PROGRAMMER	316
APPRAISER - COMMERCIAL RE	316
ASSESSING SERVICES AIDE	309
ASSISTANT CITY PLANNER	319
ASSISTANT TRAFFIC ENGINEER	319
BLDG INSPECTOR/PLAN EXAMINER	316
BUDGET ANALYST I	312
BUDGET ANALYST II	313
BUILDING INSPECTION SPECIALIST	314
BUILDING SERVICES AIDE	309
BUILDING SERVICES AIDE	309
BUILDING TRADES TECHNICIAN	313
CAREER CENTER PROGRAM OPER COORD	314
CASHIER	307
CHIEF BLDG INSP/PLAN EXAMINER	319
CLERK I	306
CLERK II	307
CLERK TYPIST II	307
CLERK TYPIST III	308
CODE ENFORCEMENT INSPECTOR	314
COMPLIANCE COORDINATOR	314
DIGITAL MEDIA SPECIALIST	312
ELECTRICAL INSPECTOR	316
EMPLOYMENT SERVICES ASSISTANT	308

TITLE	GRADE CODE
ENGINEERING PROJECT COORDINATOR	319
FIELD CONSTRUCTION COORDINATOR	314
FINANCE AIDE	309
FINANCIAL COORDINATOR	315
GIS COORDINATOR I	315
GIS COORDINATOR II	316
GOVERNMENT SERVICES AIDE	309
HELP DESK ASSISTANT	309
HOUSING ANALYST	312
HOUSING INSPECTOR	314
HOUSING SERVICES AIDE	308
HUMAN RESOURCES ASST - BENEFIT	312
INVESTMENT TECHNICIAN	311
LANDSCAPE DESIGN COORDINATOR	315
LEGAL ASSISTANT	311
LIBRARIAN I	313
LIBRARIAN II	314
LIBRARY SERVICES AIDE	309
LIBRARY TECHNICAL CLERK I	308
LIBRARY TECHNICAL CLERK II	309
MAILROOM ASSISTANT	308
MARKETING ANALYST	312
MASTER ELECTRICIAN	314
MECHANICAL INSPECTOR	316
NETWORK SERVICE ADMINISTRATOR	317
OFFICE COORDINATOR	312
OUTREACH CASEWORKER	313
OUTREACH SOCIAL WORKER	313
PERMITTING TECHNICIAN	311
PERSONAL PROPERTY AUDITOR	316
PLANNER I	314
PLANNER II	315
PLUMBING INSPECTOR	316
PRODUCER - DIRECTOR	314
PRODUCTION ASSISTANT	310
PS SYSTEMS SPECIALIST	317
PUBLIC SAFETY ANALYST	312

TITLE	GRADE CODE
PURCHASING ANALYST	312
REAL ESTATE APPRAISER I	313
REAL ESTATE APPRAISER II	314
RECEPTIONIST - OPERATOR	306
RECREATION PROGRAMMER	312
RISK MANAGEMENT COORDINATOR	314
SECRETARY I	308
SECRETARY II	309
SECTION 8 ANALYST	312
SENIOR PAYROLL SPECIALIST	313
STORM WATER MANAGER	319
SYSTEM SUPPORT SPECIALIST I	316
SYSTEM SUPPORT SPECIALIST II	317
SYSTEMS SUPPORT TECHNICIAN	310
TALENT DEVELOPMENT SPECIALIST I	310
TALENT DEVELOPMENT SPECIALIST II	311
TAX CLERK	307
WEB SERVICES ADMINISTRATOR	318
WRITER	312
WRITER/CABLE ANALYST	312

APPENDIX B – PAY RANGES

TPOAM Pay Ranges
Effective 7/1/2025

Grade Code	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
306	\$ 37,975.54	\$ 39,087.94	\$ 40,234.21	\$ 41,413.26	\$ 42,627.28	\$ 43,876.27	\$ 45,162.41	\$ 46,486.79	\$ 47,849.42	\$ 49,251.39	\$ 50,694.88	\$ 52,180.99	\$ 53,710.81	\$ 55,284.34	\$ 56,905.94
307	\$ 39,873.61	\$ 41,042.83	\$ 42,245.92	\$ 43,483.98	\$ 44,758.10	\$ 46,070.46	\$ 47,421.07	\$ 48,811.02	\$ 50,241.40	\$ 51,714.40	\$ 53,230.01	\$ 54,790.42	\$ 56,395.64	\$ 58,048.94	\$ 59,751.41
308	\$ 41,867.84	\$ 43,094.97	\$ 44,358.16	\$ 45,658.50	\$ 46,997.10	\$ 48,373.93	\$ 49,792.29	\$ 51,251.08	\$ 52,753.58	\$ 54,299.79	\$ 55,891.89	\$ 57,528.89	\$ 59,215.97	\$ 60,951.22	\$ 62,738.92
309	\$ 43,961.50	\$ 45,249.83	\$ 46,576.40	\$ 47,941.21	\$ 49,346.46	\$ 50,793.23	\$ 52,381.52	\$ 53,813.53	\$ 55,391.42	\$ 57,015.22	\$ 58,686.00	\$ 60,405.95	\$ 62,176.17	\$ 63,998.83	\$ 65,876.14
310	\$ 46,158.97	\$ 47,511.77	\$ 48,905.00	\$ 50,338.65	\$ 51,813.84	\$ 53,332.73	\$ 54,895.33	\$ 56,504.91	\$ 58,160.39	\$ 59,865.05	\$ 61,619.97	\$ 63,426.25	\$ 65,284.97	\$ 67,199.43	\$ 69,169.62
311	\$ 48,466.81	\$ 49,887.36	\$ 51,350.52	\$ 52,855.20	\$ 54,404.69	\$ 55,998.98	\$ 57,640.26	\$ 59,329.61	\$ 61,069.23	\$ 62,859.12	\$ 64,701.46	\$ 66,597.34	\$ 68,550.04	\$ 70,559.57	\$ 72,628.10
312	\$ 50,890.48	\$ 52,382.05	\$ 53,917.34	\$ 55,497.42	\$ 57,124.49	\$ 58,798.55	\$ 60,522.87	\$ 62,296.37	\$ 64,122.31	\$ 66,001.80	\$ 67,935.93	\$ 69,927.97	\$ 71,976.83	\$ 74,086.89	\$ 76,259.23
313	\$ 53,435.44	\$ 55,001.32	\$ 56,613.09	\$ 58,272.95	\$ 59,980.88	\$ 61,739.08	\$ 63,548.63	\$ 65,411.73	\$ 67,338.37	\$ 69,301.84	\$ 71,333.22	\$ 73,423.61	\$ 75,576.28	\$ 77,791.24	\$ 80,072.85
314	\$ 56,107.16	\$ 57,751.71	\$ 59,444.35	\$ 61,186.16	\$ 62,980.41	\$ 64,826.03	\$ 66,726.28	\$ 68,682.26	\$ 70,695.07	\$ 72,766.88	\$ 74,893.88	\$ 77,095.17	\$ 79,354.33	\$ 81,681.34	\$ 84,076.60
315	\$ 58,912.19	\$ 60,638.70	\$ 62,416.57	\$ 64,245.79	\$ 66,128.56	\$ 68,067.06	\$ 70,062.38	\$ 72,115.61	\$ 74,230.04	\$ 76,405.66	\$ 78,644.65	\$ 80,950.31	\$ 83,322.62	\$ 85,764.86	\$ 88,280.32
316	\$ 61,858.18	\$ 63,671.02	\$ 65,537.39	\$ 67,458.41	\$ 69,435.15	\$ 71,470.90	\$ 73,565.66	\$ 75,721.61	\$ 77,940.94	\$ 80,225.83	\$ 82,577.38	\$ 84,997.77	\$ 87,489.19	\$ 90,052.72	\$ 92,693.85
317	\$ 64,930.60	\$ 66,854.13	\$ 68,814.48	\$ 70,830.56	\$ 72,906.75	\$ 75,044.12	\$ 77,243.78	\$ 79,507.91	\$ 81,838.70	\$ 84,237.23	\$ 86,705.70	\$ 89,247.38	\$ 91,863.37	\$ 94,555.85	\$ 97,328.10
318	\$ 68,198.18	\$ 70,196.78	\$ 72,254.39	\$ 74,372.09	\$ 76,552.08	\$ 78,796.54	\$ 81,105.48	\$ 83,483.25	\$ 85,929.87	\$ 88,448.60	\$ 91,043.64	\$ 93,710.08	\$ 96,456.11	\$ 99,284.08	\$ 102,195.11
319	\$ 71,608.59	\$ 73,706.62	\$ 75,866.94	\$ 78,090.64	\$ 80,379.91	\$ 82,735.82	\$ 85,161.68	\$ 87,657.47	\$ 90,226.47	\$ 92,870.87	\$ 95,592.85	\$ 98,395.70	\$ 101,279.40	\$ 104,248.34	\$ 107,304.70
	\$ 34.43	\$ 35.44	\$ 36.47	\$ 37.54	\$ 38.64	\$ 39.78	\$ 40.94	\$ 42.14	\$ 43.38	\$ 44.65	\$ 45.96	\$ 47.31	\$ 48.69	\$ 50.12	\$ 51.59

TPOAM Pay Ranges
Effective 7/1/2028

Grade Code	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
306	\$ 39,114.8077	\$ 40,260.3756	\$ 41,441.2344	\$ 42,655.6584	\$ 43,906.0987	\$ 45,192.5552	\$ 46,517.2791	\$ 47,881.3958	\$ 49,284.9053	\$ 50,728.9331	\$ 52,215.7302	\$ 53,746.4222	\$ 55,322.1345	\$ 56,942.8672	\$ 58,613.1223
	\$ 18,8052	\$ 19,3560	\$ 19,9237	\$ 20,5075	\$ 21,1087	\$ 21,7272	\$ 22,3641	\$ 23,0199	\$ 23,6947	\$ 24,3889	\$ 25,1037	\$ 25,8396	\$ 26,5972	\$ 27,3764	\$ 28,1794
307	\$ 41,059.8165	\$ 42,274.1109	\$ 43,513.2951	\$ 44,788.4976	\$ 46,100.8409	\$ 47,452.5769	\$ 48,843.7058	\$ 50,275.3530	\$ 51,748.6441	\$ 53,258.8299	\$ 54,820.9107	\$ 56,434.1372	\$ 58,087.5097	\$ 59,790.4045	\$ 61,543.9472
	\$ 19,7451	\$ 20,3241	\$ 20,9199	\$ 21,5329	\$ 22,1691	\$ 22,8137	\$ 23,4826	\$ 24,1708	\$ 24,8792	\$ 25,6086	\$ 26,3591	\$ 27,1318	\$ 27,9267	\$ 28,7451	\$ 29,5884
308	\$ 43,123.8701	\$ 44,387.8164	\$ 45,688.9046	\$ 47,028.2601	\$ 48,407.0084	\$ 49,825.1495	\$ 51,286.0599	\$ 52,788.6142	\$ 54,336.1888	\$ 55,928.7838	\$ 57,568.6501	\$ 59,255.878	\$ 60,992.4479	\$ 62,779.7559	\$ 64,621.0853
	\$ 20,7326	\$ 21,3403	\$ 21,9658	\$ 22,6097	\$ 23,2726	\$ 23,9544	\$ 24,6568	\$ 25,3791	\$ 26,1232	\$ 26,8888	\$ 27,6772	\$ 28,4884	\$ 29,3233	\$ 30,1826	\$ 31,0678
309	\$ 45,280.3449	\$ 46,607.3108	\$ 47,973.6875	\$ 49,379.4480	\$ 50,826.8524	\$ 52,317.0260	\$ 53,849.9690	\$ 55,427.9324	\$ 57,053.1671	\$ 58,725.6732	\$ 60,446.5761	\$ 62,218.1270	\$ 64,041.4513	\$ 65,918.8000	\$ 67,852.4241
	\$ 21,7694	\$ 22,4074	\$ 23,0643	\$ 23,7401	\$ 24,4360	\$ 25,1524	\$ 25,8894	\$ 26,6480	\$ 27,4294	\$ 28,2335	\$ 29,0609	\$ 29,9126	\$ 30,7892	\$ 31,6917	\$ 32,6214
310	\$ 47,543.7432	\$ 48,937.1231	\$ 50,372.1468	\$ 51,848.8144	\$ 53,368.2512	\$ 54,932.7085	\$ 56,542.1861	\$ 58,200.0606	\$ 59,905.2064	\$ 61,661.0002	\$ 63,468.5673	\$ 65,328.0334	\$ 67,243.5239	\$ 69,215.4153	\$ 71,244.7077
	\$ 22,8576	\$ 23,5275	\$ 24,2174	\$ 24,9273	\$ 25,6578	\$ 26,4100	\$ 27,1837	\$ 27,9808	\$ 28,8006	\$ 29,6447	\$ 30,5137	\$ 31,4082	\$ 32,3286	\$ 33,2766	\$ 34,2523
311	\$ 49,920.8178	\$ 51,383.9792	\$ 52,891.0355	\$ 54,440.8511	\$ 56,036.8326	\$ 57,678.9500	\$ 59,369.4642	\$ 61,109.5008	\$ 62,901.3109	\$ 64,744.8943	\$ 66,642.5021	\$ 68,595.2599	\$ 70,606.5442	\$ 72,676.3549	\$ 74,806.9431
	\$ 24,0004	\$ 24,7038	\$ 25,4284	\$ 26,1735	\$ 26,9408	\$ 27,7303	\$ 28,5430	\$ 29,3796	\$ 30,2410	\$ 31,1274	\$ 32,0397	\$ 32,9785	\$ 33,9455	\$ 34,9406	\$ 35,9649
312	\$ 52,417.1963	\$ 53,953.5158	\$ 55,534.8557	\$ 57,162.3414	\$ 58,838.2241	\$ 60,562.5036	\$ 62,338.5565	\$ 64,165.2573	\$ 66,045.9825	\$ 67,981.8576	\$ 69,974.0082	\$ 72,025.8108	\$ 74,136.1398	\$ 76,309.4973	\$ 78,547.0088
	\$ 25,2008	\$ 25,9392	\$ 26,6994	\$ 27,4819	\$ 28,2876	\$ 29,1166	\$ 29,9705	\$ 30,8487	\$ 31,7529	\$ 32,6836	\$ 33,6414	\$ 34,6278	\$ 35,6424	\$ 36,6873	\$ 37,7630
313	\$ 55,038.5063	\$ 56,651.3604	\$ 58,311.4859	\$ 60,021.1338	\$ 61,780.3041	\$ 63,591.2478	\$ 65,455.0504	\$ 67,374.0829	\$ 69,348.2253	\$ 71,380.8942	\$ 73,473.2151	\$ 75,626.3135	\$ 77,843.5658	\$ 80,124.9722	\$ 82,475.0346
	\$ 26,4608	\$ 27,2362	\$ 28,0344	\$ 28,8563	\$ 29,7021	\$ 30,5727	\$ 31,4688	\$ 32,3914	\$ 33,3405	\$ 34,3177	\$ 35,3237	\$ 36,3588	\$ 37,4248	\$ 38,5216	\$ 39,6515
314	\$ 57,790.3754	\$ 59,484.7661	\$ 61,227.6793	\$ 63,021.7403	\$ 64,869.8758	\$ 66,770.8102	\$ 68,728.0700	\$ 70,742.7307	\$ 72,815.9180	\$ 74,949.8827	\$ 77,146.8759	\$ 79,408.0231	\$ 81,735.5753	\$ 84,131.7835	\$ 86,598.8989
	\$ 27,7838	\$ 28,5982	\$ 29,4364	\$ 30,2989	\$ 31,1874	\$ 32,1014	\$ 33,0423	\$ 34,0109	\$ 35,0071	\$ 36,0336	\$ 37,0898	\$ 38,1769	\$ 39,2959	\$ 40,4480	\$ 41,6341
315	\$ 60,679.5565	\$ 62,457.8604	\$ 64,288.0632	\$ 66,173.1650	\$ 68,112.4167	\$ 70,109.0693	\$ 72,164.2484	\$ 74,279.0794	\$ 76,456.9390	\$ 78,697.8270	\$ 81,003.9946	\$ 83,378.8182	\$ 85,822.2978	\$ 88,337.8100	\$ 90,928.7313
	\$ 29,1729	\$ 30,0278	\$ 30,9082	\$ 31,8140	\$ 32,7464	\$ 33,7063	\$ 34,6941	\$ 35,7111	\$ 36,7581	\$ 37,8355	\$ 38,9442	\$ 40,0860	\$ 41,2607	\$ 42,4701	\$ 43,7157
316	\$ 63,713.9282	\$ 65,581.1473	\$ 67,503.5164	\$ 69,482.1609	\$ 71,518.2063	\$ 73,615.0292	\$ 75,772.6296	\$ 77,993.2585	\$ 80,279.1669	\$ 82,632.6058	\$ 85,054.7008	\$ 87,547.7028	\$ 90,113.8629	\$ 92,754.3065	\$ 95,474.6613
	\$ 30,6317	\$ 31,5294	\$ 32,4536	\$ 33,4049	\$ 34,3838	\$ 35,3918	\$ 36,4291	\$ 37,4968	\$ 38,5958	\$ 39,7272	\$ 40,8917	\$ 42,0902	\$ 43,3240	\$ 44,5934	\$ 45,9013
317	\$ 66,899.1182	\$ 68,859.7545	\$ 70,878.9173	\$ 72,955.4811	\$ 75,093.9478	\$ 77,295.4430	\$ 79,561.0923	\$ 81,893.1465	\$ 84,293.8568	\$ 86,764.3487	\$ 89,306.8731	\$ 91,924.5051	\$ 94,619.2746	\$ 97,392.5283	\$ 100,247.9442
	\$ 32,1530	\$ 33,1057	\$ 34,0764	\$ 35,0748	\$ 36,1029	\$ 37,1613	\$ 38,2505	\$ 39,3717	\$ 40,5259	\$ 41,7136	\$ 42,9360	\$ 44,1946	\$ 45,4900	\$ 46,8223	\$ 48,1961
318	\$ 70,244.1303	\$ 72,302.6860	\$ 74,421.0190	\$ 76,603.2551	\$ 78,848.6452	\$ 81,160.4403	\$ 83,538.6404	\$ 85,987.7476	\$ 88,507.7618	\$ 91,102.0596	\$ 93,772.8920	\$ 96,521.3845	\$ 99,349.7882	\$ 102,262.6050	\$ 105,260.9604
	\$ 33,7712	\$ 34,7609	\$ 35,7798	\$ 36,8285	\$ 37,9080	\$ 39,0194	\$ 40,1628	\$ 41,3403	\$ 42,5518	\$ 43,7991	\$ 45,0831	\$ 46,4045	\$ 47,7643	\$ 49,1647	\$ 50,6062
319	\$ 73,756.8433	\$ 75,917.8203	\$ 78,142.9512	\$ 80,433.3616	\$ 82,791.3026	\$ 85,217.8995	\$ 87,716.5291	\$ 90,287.1912	\$ 92,933.2624	\$ 95,656.9938	\$ 98,460.6362	\$ 101,347.5663	\$ 104,317.7841	\$ 107,375.7915	\$ 110,523.8396
	\$ 35,4600	\$ 36,4990	\$ 37,5687	\$ 38,6699	\$ 39,8035	\$ 40,9701	\$ 42,1714	\$ 43,4073	\$ 44,6795	\$ 45,9889	\$ 47,3368	\$ 48,7248	\$ 50,1528	\$ 51,6230	\$ 53,1365

TPOAM Pay Ranges
Effective 7/1/2027

Grade Code	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
306	\$ 40,288.2519	\$ 41,468.3929	\$ 42,684.4714	\$ 43,935.3281	\$ 45,223.2816	\$ 46,548.3319	\$ 47,912.7975	\$ 49,317.8377	\$ 50,763.4524	\$ 52,250.8011	\$ 53,782.2021	\$ 55,358.8149	\$ 56,981.7986	\$ 58,651.1532	\$ 60,371.5160
	\$ 19,3694	\$ 19,9367	\$ 20,5214	\$ 21,1228	\$ 21,7420	\$ 22,3790	\$ 23,0330	\$ 23,7105	\$ 24,4055	\$ 25,1206	\$ 25,8568	\$ 26,6148	\$ 27,3951	\$ 28,1977	\$ 29,0248
307	\$ 42,301.9110	\$ 43,542.3342	\$ 44,818.6950	\$ 46,132.1525	\$ 47,483.8661	\$ 48,876.1542	\$ 50,309.0170	\$ 51,783.6136	\$ 53,301.1034	\$ 54,863.8048	\$ 56,471.7180	\$ 58,127.1614	\$ 59,830.1350	\$ 61,584.1166	\$ 63,390.2657
	\$ 20,3375	\$ 20,9338	\$ 21,5474	\$ 22,1789	\$ 22,8288	\$ 23,4982	\$ 24,1870	\$ 24,8960	\$ 25,6255	\$ 26,3768	\$ 27,1499	\$ 27,9458	\$ 28,7645	\$ 29,6077	\$ 30,4761
308	\$ 44,417.5862	\$ 45,719.4509	\$ 47,059.5718	\$ 48,439.4079	\$ 49,859.2187	\$ 51,319.9040	\$ 52,824.6417	\$ 54,371.2761	\$ 55,966.2745	\$ 57,606.6473	\$ 59,295.7096	\$ 61,033.4615	\$ 62,822.2214	\$ 64,663.1466	\$ 66,559.7110
	\$ 21,3546	\$ 21,9805	\$ 22,6248	\$ 23,2880	\$ 23,9708	\$ 24,6730	\$ 25,3965	\$ 26,1405	\$ 26,9069	\$ 27,6955	\$ 28,5076	\$ 29,3430	\$ 30,2030	\$ 31,0881	\$ 31,9999
309	\$ 46,638.7553	\$ 48,005.5394	\$ 49,412.8981	\$ 50,860.8315	\$ 52,351.6579	\$ 53,886.5368	\$ 55,465.4681	\$ 57,090.7703	\$ 58,764.7621	\$ 60,487.4434	\$ 62,259.9734	\$ 64,084.0708	\$ 65,962.6948	\$ 67,896.3640	\$ 69,887.9968
	\$ 22,4225	\$ 23,0796	\$ 23,7562	\$ 24,4523	\$ 25,1691	\$ 25,9070	\$ 26,6661	\$ 27,4475	\$ 28,2533	\$ 29,0805	\$ 29,9327	\$ 30,8099	\$ 31,7128	\$ 32,6425	\$ 33,6000
310	\$ 48,970.0554	\$ 50,405.2368	\$ 51,883.3112	\$ 53,404.2788	\$ 54,969.2988	\$ 56,580.6897	\$ 58,238.4517	\$ 59,946.0624	\$ 61,702.3626	\$ 63,510.8302	\$ 65,372.6243	\$ 67,288.9044	\$ 69,260.8296	\$ 71,291.7777	\$ 73,382.0489
	\$ 23,5433	\$ 24,2331	\$ 24,9439	\$ 25,6751	\$ 26,4275	\$ 27,2023	\$ 27,9993	\$ 28,8202	\$ 29,6646	\$ 30,5341	\$ 31,4291	\$ 32,3504	\$ 33,2985	\$ 34,2749	\$ 35,2798
311	\$ 51,418.4423	\$ 52,925.4986	\$ 54,477.7666	\$ 56,074.0870	\$ 57,717.9376	\$ 59,409.3185	\$ 61,150.5481	\$ 62,942.7859	\$ 64,788.3502	\$ 66,687.2411	\$ 68,641.7772	\$ 70,653.1177	\$ 72,724.7405	\$ 74,856.6455	\$ 77,051.1573
	\$ 24,7204	\$ 25,4450	\$ 26,1912	\$ 26,9587	\$ 27,7490	\$ 28,5622	\$ 29,3993	\$ 30,2610	\$ 31,1482	\$ 32,0612	\$ 33,0009	\$ 33,9678	\$ 34,9638	\$ 35,9888	\$ 37,0438
312	\$ 53,989.7122	\$ 55,572.1213	\$ 57,200.9014	\$ 58,877.2117	\$ 60,603.3708	\$ 62,379.3787	\$ 64,208.7132	\$ 66,090.2150	\$ 68,027.3620	\$ 70,021.3134	\$ 72,073.2285	\$ 74,186.5851	\$ 76,360.2240	\$ 78,598.7822	\$ 80,903.4191
	\$ 25,9566	\$ 26,7174	\$ 27,5004	\$ 28,3064	\$ 29,1362	\$ 29,9901	\$ 30,8696	\$ 31,7741	\$ 32,7055	\$ 33,6641	\$ 34,6506	\$ 35,6666	\$ 36,7116	\$ 37,7879	\$ 38,8959
313	\$ 56,689.6815	\$ 58,350.9013	\$ 60,060.8305	\$ 61,821.7678	\$ 63,633.7132	\$ 65,498.9852	\$ 67,418.7431	\$ 69,395.3054	\$ 71,428.6721	\$ 73,522.3211	\$ 75,677.4116	\$ 77,895.1029	\$ 80,178.8728	\$ 82,528.7213	\$ 84,949.2856
	\$ 27,2548	\$ 28,0533	\$ 28,8754	\$ 29,7220	\$ 30,5931	\$ 31,4899	\$ 32,4139	\$ 33,3631	\$ 34,3407	\$ 35,3473	\$ 36,3834	\$ 37,4496	\$ 38,5475	\$ 39,6773	\$ 40,8410
314	\$ 59,524.0866	\$ 61,268.7941	\$ 63,064.5096	\$ 64,912.3925	\$ 66,815.9205	\$ 68,773.9345	\$ 70,789.3121	\$ 72,865.0127	\$ 75,000.3955	\$ 77,198.3792	\$ 79,461.2821	\$ 81,790.2638	\$ 84,187.6425	\$ 86,655.7371	\$ 89,196.8658
	\$ 28,6173	\$ 29,4562	\$ 30,3195	\$ 31,2079	\$ 32,1230	\$ 33,0644	\$ 34,0336	\$ 35,0313	\$ 36,0579	\$ 37,1146	\$ 38,2025	\$ 39,3222	\$ 40,4748	\$ 41,6614	\$ 42,8831
315	\$ 62,499.9432	\$ 64,331.5962	\$ 66,217.7351	\$ 68,158.3599	\$ 70,155.7892	\$ 72,212.3414	\$ 74,329.1758	\$ 76,507.4518	\$ 78,750.6471	\$ 81,058.7618	\$ 83,434.1144	\$ 85,880.1827	\$ 88,396.9667	\$ 90,987.9443	\$ 93,656.5932
	\$ 30,0480	\$ 30,9287	\$ 31,8354	\$ 32,7684	\$ 33,7287	\$ 34,7175	\$ 35,7352	\$ 36,7824	\$ 37,8609	\$ 38,9706	\$ 40,1126	\$ 41,2885	\$ 42,4985	\$ 43,7442	\$ 45,0272
316	\$ 65,625.3461	\$ 67,548.5818	\$ 69,528.6219	\$ 71,566.6257	\$ 73,663.7525	\$ 75,823.4801	\$ 78,045.8085	\$ 80,333.0563	\$ 82,687.5419	\$ 85,111.5840	\$ 87,606.3418	\$ 90,174.1319	\$ 92,817.2788	\$ 95,536.9357	\$ 98,338.9012
	\$ 31,5506	\$ 32,4753	\$ 33,4272	\$ 34,4070	\$ 35,4153	\$ 36,4536	\$ 37,5220	\$ 38,6217	\$ 39,7536	\$ 40,9190	\$ 42,1184	\$ 43,3529	\$ 44,6237	\$ 45,9312	\$ 47,2783
317	\$ 68,906.0917	\$ 70,925.5471	\$ 73,005.2848	\$ 75,144.1455	\$ 77,346.7662	\$ 79,614.3063	\$ 81,947.9250	\$ 84,349.9409	\$ 86,822.6725	\$ 89,367.2791	\$ 91,986.0792	\$ 94,682.5077	\$ 97,457.8529	\$ 100,314.3042	\$ 103,255.3825
	\$ 33,1279	\$ 34,0988	\$ 35,0987	\$ 36,1270	\$ 37,1859	\$ 38,2761	\$ 39,3980	\$ 40,5529	\$ 41,7417	\$ 42,9650	\$ 44,2241	\$ 45,5205	\$ 46,8547	\$ 48,2280	\$ 49,6420
318	\$ 72,351.4543	\$ 74,471.7665	\$ 76,654.6796	\$ 78,901.3528	\$ 81,214.1045	\$ 83,595.2535	\$ 86,044.7996	\$ 88,567.3800	\$ 91,162.9947	\$ 93,835.1214	\$ 96,586.0788	\$ 99,417.0261	\$ 102,330.2818	\$ 105,330.4831	\$ 108,418.7893
	\$ 34,7844	\$ 35,8037	\$ 36,8532	\$ 37,9333	\$ 39,0452	\$ 40,1900	\$ 41,3671	\$ 42,5805	\$ 43,8284	\$ 45,1130	\$ 46,4356	\$ 47,7966	\$ 49,1973	\$ 50,6397	\$ 52,1244
319	\$ 75,969.5486	\$ 78,195.3549	\$ 80,487.2397	\$ 82,846.3624	\$ 85,275.0416	\$ 87,774.4365	\$ 90,348.0250	\$ 92,995.8070	\$ 95,721.2603	\$ 98,526.7036	\$ 101,414.4553	\$ 104,387.9933	\$ 107,447.3176	\$ 110,597.0652	\$ 113,839.5548
	\$ 36,5238	\$ 37,5939	\$ 38,6958	\$ 39,8300	\$ 40,9976	\$ 42,1992	\$ 43,4366	\$ 44,7095	\$ 46,0198	\$ 47,3686	\$ 48,7569	\$ 50,1865	\$ 51,6574	\$ 53,1717	\$ 54,7306

CITY OF SOUTHFIELD**Flex Employee Classification - TPOAM**

February 28, 2025

1. Flex employee positions shall be classified employees in Unions/ACS/Management positions.
2. Flex employees working non-bargaining unit classifications may be hourly, ACS or Management Group employees, depending on the position.
3. Flex employee positions that correspond to bargaining unit (Union) classifications shall be positioned within the respective Unions and shall be subject to the position's respective bargaining unit's collective bargaining agreement (CBA), except as expressly stated herein.
4. Flex employees in Union positions will have the same eligibility to apply for open positions within their Union as other employees in their Union.
5. Flex employees shall not exceed 20% of the total Union membership.
6. Flex employees will be utilized for work prior to non-career and temporary employees.
7. Flex employees will regularly be scheduled to work part-time, between 10-30 hours per week.
8. Flex employees may be subject to schedule changes upon twenty-four (24) hours' notice.
9. Flex employees may periodically be scheduled to work 40 or more hours per week, on an as needed or emergency basis, which shall be defined as significant increase in department work requirements or to cover employee absents, for a maximum of 12 weeks per calendar year, (January 1 – December 31).
10. Flex employees will be subject to layoff before career employees shall be subject to layoff, in accordance with their City seniority date.
11. Flex employees will be eligible to enroll in a city-sponsored group health insurance plan as designated by the City. If not enrolled in a city-sponsored group health insurance plan will be eligible for the City opt out payment.
12. Flex employees will be enrolled in a retiree health savings account consistent with career employees hired after 2020. [Biweekly employee contribution of 2% of salary with 2% matching City contribution.]
13. Flex employees will be enrolled in the Defined Contribution Retirement (401A) with 3% required employee contribution and 3% employer matching contribution.
14. Flex employees who are later hired as career employees will be offered the opportunity to enroll into the Southfield Employee Retirement System's Blended Pension Plan (SERS-BP) within 60 days of hire as a career employee. If the employee does not select SERS-BP plan in writing, employee will remain in 401A with 3% required employee contribution and 3% employer matching contribution.
15. All parties must agree, including the employee, department, Union, and Human Resources, before a current full time career employee may be changed in status to a Flex employee.
16. Career employees who are members of SERS and who become Flex employees will be required to freeze their credited service time in SERS upon their classification date as a Flex employee and will be enrolled in the City's 401A plan with a required 3% employee contribution and 3% employer matching contribution.
17. Career employees who are enrolled in the SERS-BP who become Flex employees will be required to freeze their credited service time for the SERS portion of their retirement plan upon their classification date as a Flex employee, and will continue to be enrolled in the 401A plan only.

18. Employees enrolled in a SERS plan will be allowed to purchase three (3) years of retiree service credits. All cost(s) for purchase, including employer contributions and interest, will be paid by the employee through lump sum, rollover of other retirement funds, or payroll deduction which must be completed within 36 months. No retiree healthcare may be purchased as part of this service credit purchase.
19. Flex employees will serve a probationary period for eight (8) months as "At-will" employees.
20. Flex employees who are vested in SERS must have the approval of the Human Resources Director to serve as Flex employees beyond 24 months. Approval must be granted for each subsequent year by the Human Resources Director for continued employment.
21. Flex employees will be eligible for Personal Time Off (PTO) under the following conditions:
 - a. Forty (40) hours after six (6) months of employment
 - b. Sixty (60) hours yearly after five (5) years of employment
 - c. Eighty (80) hours yearly after ten (10) years of employment
 - d. PTO will at no time accrue less than the Michigan Paid Time Off Statutes

After five (5) years of service, Flex employees may request a payout of twenty (20) hours yearly.

Employees may accumulate up to two (2) years of PTO. Any PTO hours exceeding two years will be forfeited on January 1 of each calendar year.

Employees will be paid PTO time not used, if separated from the City employment.

Full time employees converted to Flex employees must cash out or waive all vacation accruals and all sick hours in excess of eighty (80) hours; the 80 or less hours remaining of and employee's vacation or sick leave accruals will then be converted to PTO hours.

PTO hours and sick reserve hours accrued from Career employment are not subject to payment.

Apart from PTO leave time, Flex employees are eligible for sick leave in accordance with the Earned Sick Leave Act, as amended.

Flex employees do not accrue credited service time for purposes of the SERS plan.

22. Purchase of years of service, if approved by City Council.
 - a. Members may purchase up to three years of service time including vesting.
 - b. Purchase of years of service will not be counted toward earning retiree healthcare eligibility.
 - c. Purchase of years of service will not alter a member's seniority date.
 - d. Members will pay full cost of purchase of years of service and the purchase may be funded by, cash, other retirement plan rollover or payroll deduction. If payroll deduction is chosen, the purchase of years of service must be completed within three years from the date of making the payroll deduction election.



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of the Blue Cross and Blue Shield Association

CITY OF SOUTHFIELD

Dental Coverage

Benefits-at-a-glance

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten. If your group is self-funded, please see any other plan documents your group uses. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

Coverage determination: Claims are subject to dental necessity verification and availability of dental benefits when they are processed, as well as the terms and conditions of the applicable BCBSM certificates and riders.

Network access information

With Blue Dental PPO, members can choose any licensed dentist anywhere. However, they'll save the most money when they choose a dentist who is a member of the Blue Dental PPO network.

Blue Dental PPO network- Blue Dental members have unmatched access to PPO (in-network) dentists through the Blue Dental PPO network, which offers more than 535,000 dentist locations* nationwide. PPO dentists agree to accept our approved amount as full payment for covered services, and members pay only their applicable coinsurance and deductible amounts. Members also receive discounts on noncovered services when they use PPO dentists (in states where permitted by law). To find a PPO dentist near you, please visit mibluedentist.com or call 1-888-826-8152.

**A dentist location is any place a member can see a dentist to receive high-quality dental care. For example, one dentist practicing in two offices is two dentist locations.*

Blue Par SelectSM arrangement- Most non-PPO(out-of-network) dentists accept our Blue Par Select arrangement, which means they participate with the Blues on a "per claim" basis. Members should ask their dentists if they participate with BCBSM before every treatment. Blue Par Select dentists accept our approved amount as full payment for covered services, and members pay only applicable coinsurance and deductibles. To find a dentist who may participate with BCBSM, please visit mibluedentist.com.

Note: Members who go to nonparticipating dentists are responsible for any difference between our approved amount and the dentist's charge.

Eligibility information

Member	Eligibility Criteria
Dependents	- Subscriber's legal spouse - Dependent children: related to you by birth, marriage, legal adoption or legal guardianship; eligible for dental coverage through the end of the calendar year in which they turn age 26, provided all eligibility requirements are met.

Member's responsibility (deductible, coinsurance and dollar maximums)

Benefits	In-network	Out-of-network
Deductible	None	None

BLUE DENTAL;DO-BM-\$2000;DO-FLX;DO-IN-C1-C0%;DO-IN-C2-C10%;DO-IN-C3-C40%;DO-IN-C4-C40%;DO-NP-C3-C40%;DO-NP-C4-C40%;DO-OLM-\$2000;DO-ON-C1-C0%;DO-ON-C2-C10%;DO-PPO

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Benefits	In-network	Out-of-network
Coinurance (percentage of BCBSM's approved amount for covered services)	None (covered at 100%)	None (covered at 100%)
• Class I services		
• Class II services	10%	10%
• Class III services	40%	40%
• Class IV services	40%	40%
Dollar maximums	\$2,000 per member	
• Annual maximum for Class I, II and III services		
• Lifetime maximum for Class IV services	\$2,000 per member	

Class I services

Benefits	In-network	Out-of-network
Oral exams	100% of approved amount	100% of approved amount
Note: Twice per calendar year		
A set (up to 4 films) of bitewing x-rays	100% of approved amount	100% of approved amount
Note: Twice per calendar year		
Panoramic or full-mouth x-rays	100% of approved amount	100% of approved amount
Note: Once every 36 months		
Prophylaxis (cleaning)	100% of approved amount	100% of approved amount
Note: Twice per calendar year		
Sealants - for members age 19 and younger	100% of approved amount	100% of approved amount
Note: Once per tooth in any 36 consecutive months when applied to the first and second permanent molars		
Emergency palliative treatment	100% of approved amount	100% of approved amount
Fluoride treatments	100% of approved amount	100% of approved amount
Note: Two per calendar year		
Space maintainers - missing posterior (back) primary teeth - for members 18 and younger	100% of approved amount	100% of approved amount
Note: Once per quadrant per lifetime		

Class II services

Benefits	In-network	Out-of-network
Fillings - permanent (adult) teeth	90% of approved amount	90% of approved amount
Note: Replacement fillings covered after 24 months or more after initial filling		
Fillings - primary (child) teeth	90% of approved amount	90% of approved amount
Note: Replacement fillings covered after 12 months or more after initial filling		
Crowns, onlays, inlays, and veneer restorations - permanent teeth - for members age 12 and older	90% of approved amount	90% of approved amount
Note: Once every 60 months per tooth		

BLUE DENTAL;DO-BM-\$2000;DO-FLX;DO-IN-C1-C0%;DO-IN-C2-C10%;DO-IN-C3-C40%;DO-IN-C4-C40%;DO-NP-C3-C40%;DO-NP-C4-C40%;DO-OLM-\$2000;DO-ON-C1-C0%;DO-ON-C2-C10%;DO-PPO

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.

Benefits	In-network	Out-of-network
Recementation of crowns, veneers, inlays, onlays and bridges	90% of approved amount	90% of approved amount
	Note: Three times per tooth per calendar year after six months from original restoration	
Oral surgery	90% of approved amount	90% of approved amount
Root canal treatment	90% of approved amount	90% of approved amount
	Note: Once per tooth per lifetime	
Scaling and root planing	90% of approved amount	90% of approved amount
	Note: Once every 24 months per quadrant	
Limited occlusal adjustments	90% of approved amount	90% of approved amount
	Note: Limited occlusal adjustments covered up to five times in any 60 consecutive months	
Occlusal biteguards	90% of approved amount	90% of approved amount
	Note: Once every 12 months	
General anesthesia or IV sedation	90% of approved amount	90% of approved amount
	Note: When medically necessary and performed with oral surgery	
Repairs and adjustments of a partial or complete denture	90% of approved amount	90% of approved amount
	Note: Six months or more after denture is delivered	
Relining or rebasing of a partial or complete denture	90% of approved amount	90% of approved amount
	Note: Once per arch in any 36 consecutive months	
Tissue conditioning	90% of approved amount	90% of approved amount
	Note: Once per arch in any 36 consecutive months	

Class III services

Benefits	In-network	Out-of-network
Removable dentures (complete and partial)	60% of approved amount	60% of approved amount
	Note: Once every 60 months	
Bridges (fixed partial dentures) - for members age 16 and older	60% of approved amount	60% of approved amount
	Note: Once every 60 months	
Endosteal implants - for members age 16 or older who are covered at the time of the actual implant placement	60% of approved amount	60% of approved amount
	Note: Once per tooth per lifetime when implant placement is for teeth numbered 2 through 15 and 18 through 31	

Class IV services - Orthodontic services for dependents under age 19

Benefits	In-network	Out-of-network
Minor treatment for tooth guidance appliances	60% of approved amount	60% of approved amount
Minor treatment to control harmful habits	60% of approved amount	60% of approved amount
Interceptive and comprehensive orthodontic treatment	60% of approved amount	60% of approved amount
Post-treatment stabilization	60% of approved amount	60% of approved amount
BLUE DENTAL;DO-BM-\$2000;DO-FLX;DO-IN-C1-C0%;DO-IN-C2-C10%;DO-IN-C3-C40%;DO-IN-C4-C40%;DO-NP-C3-C40%;DO-NP-C4-C40%;DO-OLM-\$2000;DO-ON-C1-C0%;DO-ON-C2-C10%;DO-PP0		

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Benefits	In-network	Out-of-network
Cephalometric film (skull) and diagnostic photos	60% of approved amount	60% of approved amount
Note: For non-urgent, complex or expensive dental treatment such as crowns, bridges or dentures, members should encourage their dentist to submit the claim to Blue Cross for predetermination <i>before</i> treatment begins.		

BLUE DENTAL;DO-BM-\$2000;DO-FLX;DO-IN-C1-C0%;DO-IN-C2-C10%;DO-IN-C3-C40%;DO-IN-C4-C40%;DO-NP-C3-C40%;DO-NP-C4-C40%;DO-OLM-\$2000;DO-ON-C1-C0%;DO-ON-C2-C10%;DO-PPO



**Blue Cross
Blue Shield
of Michigan**

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CITY OF SOUTHFIELD VISION COVERAGE

Vision Coverage

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten. If your group is self-funded, please see any other plan documents your group uses. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

Blue Vision benefits are provided by Vision Service Plan (VSP), the largest provider of vision care in the nation. VSP is an independent company providing vision benefit services for Blues members. To find a VSP doctor, call 1-800-877-7195 or log on to the VSP Web site at vsp.com.

Note: Members may choose between prescription glasses (lenses and frame) or contact lenses, but not both

Note: Discounts up to 20% for additional prescription glasses and any amount over the allowance **plus** savings on non-covered lens extras (up to 25%) when obtained from a VSP provider

Member's responsibility (copays)

Benefits	VSP network doctor	Non-VSP provider
Eye exam	None	None
Prescription glasses (lenses and/or frames)	None	None (member responsible for difference between approved amount and provider's charge)
Medically necessary contact lenses	None	None (member responsible for difference between approved amount and provider's charge)

Note: No copay is required for prescribed contact lenses that are not medically necessary.

Eye exam

Benefits	VSP network doctor	Non-VSP provider
Complete eye exam by an ophthalmologist or optometrist. The exam includes refraction, glaucoma testing and other tests necessary to determine the overall visual health of the patient.	100% of approved amount	Reimbursement up to \$45 (member responsible for any difference)

One eye exam in any period of 12 consecutive months

Lenses and frames

Benefits	VSP network doctor	Non-VSP provider
Standard lenses (must not exceed 60 mm in diameter) prescribed and dispensed by an ophthalmologist or optometrist. Lenses may be molded or ground, glass or plastic. Also covers prism, slab-off prism and special base curve lenses when medically necessary.	100% of approved amount	Reimbursement up to approved amount based on lens type (member responsible for any difference)
• Progressive Lenses - Covered when rendered by a VSP network doctor	One pair of lenses, with or without frames, in any period of 12 consecutive months	

ADM PLANR JAN;BLUE VISION;BV-FLA \$250;BV-PL;BVC;BVFL;BVPP CHOICE NET

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Benefits	VSP network doctor	Non-VSP provider
Standard frames	\$250 allowance that is applied toward frames (member responsible for any cost exceeding the allowance)	Reimbursement up to \$70 (member responsible for any difference)
Note: All VSP network doctor locations are required to stock at least 100 different frames within the frame allowance. One frame in any period of 24 consecutive months when services are rendered by a VSP network provider		

Contact Lenses		
Benefits	VSP network doctor	Non-VSP provider
Medically necessary contact lenses (requires prior authorization approval from VSP and must meet criteria of medically necessary)	100% of approved amount	Reimbursement up to \$210 (member responsible for any difference)
Contact lenses up to the allowance in any period of 12 consecutive months		
Elective contact lenses that improve vision (prescribed, but do not meet criteria of medically necessary)	\$250 allowance that is applied toward contact lens exam (fitting and materials) and the contact lenses (member responsible for any cost exceeding the allowance)	\$105 allowance that is applied toward contact lens exam (fitting and materials) and the contact lenses (member responsible for any cost exceeding the allowance)
Contact lenses up to the allowance in any period of 12 consecutive months		