

# Labor and Trades and Safety and Regulatory Units

## Collective Bargaining Agreement

Between

The State of Michigan

And

The Michigan State Employees  
Association



# MSEA



Text approved by the Civil Service Commission  
December 15, 2021

Wages and Benefits: October 1, 2022 – September 30, 2024  
Non-economic Provisions: January 1, 2022 – December 31, 2024



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**ARTICLE 1**  
**PREAMBLE**

This Agreement is made and entered into at Lansing, Michigan, by and between the State of Michigan and its principal Departments and Agencies (hereinafter referred to as the "Employer"), represented by the State Employer, and the Michigan State Employees Association (hereinafter referred to as "MSEA"), as exclusive representative of employees employed by the State of Michigan and as specifically set forth in Article 3, shall be effective when it has been ratified by the Employer and MSEA and approved by the Civil Service Commission.

All non-economic provisions contained in this Agreement will be effective according to their terms upon ratification. Economic provisions of this Agreement shall become effective on the date specified in the particular Article. No provisions of this Agreement shall apply retroactively unless so specified in the particular Article.

If an agreement is not reached by the parties but goes to the impasse panel in accordance with Civil Service Rules and Regulations, a ratification vote will not be held.

**ARTICLE 2**  
**PURPOSE AND INTENT**

**A.** It is the purpose and intent of this Agreement to provide for the wages and terms and conditions of employment of the employees covered by this Agreement, to recognize the continuing joint responsibility of the parties to provide efficient and uninterrupted services and satisfactory employee conduct to the public, and to provide an orderly, prompt, peaceful and equitable procedure for the resolution of differences between employees and the Employer. Upon approval by the Civil Service Commission, the provisions of this Agreement shall automatically modify or supersede: (1) conflicting rules and regulations of the Civil Service Commission pertaining to wages and terms and conditions of employment that are mandatory subjects of bargaining; and (2) conflicting rules, regulations, practices, policies and agreements of or within Departments/Agencies pertaining to terms and conditions of employment.

**B.** If, during its term, the parties hereto should mutually agree to modify, amend or alter the provisions of this Agreement, in any respect, any such changes shall be effective only if reduced to writing and executed by the authorized representatives of the State Employer and MSEA and approved by the Civil Service Commission.

**C.** No individual employee or group of employees, acting independently of MSEA, nor appointing authority, department or agency acting independently of the State Employer, may alter, amend, modify, or disregard any provisions hereof.

**D.** Economic benefits which were in effect on the effective date of this Agreement, and which are not specifically provided for or abridged by this Agreement, will continue in

ARTICLE 3

1 effect under conditions upon which they had previously been granted throughout the  
2 life of this Agreement unless altered by mutual consent of the Employer and the MSEA  
3 and approved by the Civil Service Commission.

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5

6

**ARTICLE 3**  
**RECOGNITION**

7 **A. Representation Units.**

8 The Employer recognizes MSEA as the exclusive representative and sole bargaining  
9 agent for the Bargaining Unit of employees represented by the following certifications of  
10 the State Personnel Director:

11 Labor & Trades Unit - certified March 27, 1979

12 Safety & Regulatory Unit - certified September 14, 2001

13 The employees covered by this Agreement shall be those in the classifications listed in  
14 Appendix A and Appendix B of this Agreement and such other classifications as may be  
15 assigned to the Unit under the Civil Service Rules and Regulations and/or in accordance  
16 with the provisions of this Agreement.

17 **B. Classifications.**

18 1. The parties will review and at the request of MSEA meet to discuss the abolishment  
19 of existing Unit classifications as well as all new or revised Bargaining Unit  
20 classifications and sub-class codes. Any other new or revised classifications, selective  
21 position requirements and sub-class codes consisting in part of duties of existing Unit  
22 classifications and all supervisory classifications of Unit classes shall also be reviewed  
23 and discussed at the request of MSEA.

24 2. When the Employer recommends creation of a new classification, selective position  
25 requirements and/or sub-class codes, the Employer shall give concurrent notice to  
26 MSEA describing the class created, the number of positions, proposed salary range  
27 and the Bargaining Unit into which the Employer believes the new class should be  
28 placed.

29 3. The MSEA shall receive concurrent copies of recommendations or requests to Civil  
30 Service to abolish, modify or create Bargaining Unit classifications, selective position  
31 requirements and sub-class codes, classifications consisting in part of duties of  
32 existing Unit classifications, and all supervisor classifications of Unit classes, sent to  
33 Civil Service by departments or the Office of the State Employer. All copies of  
34 recommendations by MSEA to abolish, modify or create classifications, selective  
35 position requirements and sub-class codes shall be forwarded to the Office of the  
36 State Employer. The inclusion or exclusion of newly created classifications shall be  
37 resolved in accordance with the Civil Service Rules and Regulations.

- 1 4. Existing Representational Unit positions shall not be excluded from the Bargaining  
2 Units by or at the request of the Employer, without prior agreement of the parties. If  
3 no agreement is reached, the matter will be resolved through a Unit clarification  
4 hearing or such other hearing as may be established by the Civil Service Rules and  
5 Regulations.
- 6 5. Representation Unit positions shall not be reclassified, reallocated or retitled by or at  
7 the request of the Employer for the sole purpose of removing same from the Unit(s)  
8 without prior agreement between the parties. This provision shall not be construed to  
9 prohibit the Employer from reallocating positions that have been downgraded for  
10 training because of the unavailability of a register. Classified employees in classes  
11 and positions assigned to these Units in accordance with this Section shall be subject  
12 to the provisions of this Agreement.

13 **C. Appointment Duration.**

14 The parties agree that Appendix C describes the appointment duration of employees  
15 covered by this Agreement and such definitions and benefit coverages are, hereby,  
16 incorporated into this Agreement by reference and shall constitute the sole applicable  
17 definitions and benefit descriptions thereof.

18 When the Employer fills a limited term appointment the Employer shall notify the MSEA.  
19 When a limited term appointment is to be extended, the Employer will provide advance  
20 notice to the MSEA no less than ten (10) working days prior to the effective date of the  
21 extension. Disputes regarding notice shall not be grievable.

22

23

24

**ARTICLE 4**  
**ASSOCIATION RIGHTS**

25 **A. Aid to Other Organizations.**

26 The Employer agrees not to, and shall cause its designated agents not to, aid, promote  
27 or finance any other labor or employee organization which purports to engage in  
28 employee representation of employees in these Units, or make any agreements with any  
29 such group or organization for the purpose of undermining MSEA's representation of the  
30 Bargaining Units covered by this Agreement.

31 Nothing contained herein shall be construed to prevent any representative of the  
32 Employer from meeting with any professional or citizen organization for the purpose of  
33 hearing its views, provided that as to matters which are mandatory subjects of negotiation,  
34 any changes or modifications in conditions of employment shall be made only through  
35 negotiations with MSEA.

36 Nothing contained herein shall be construed to prevent any individual employee from (1)  
37 discussing any matter with the Employer and/or supervisors, or (2) processing a  
38 grievance in his/her own behalf in accordance with the grievance procedure provided  
39 herein.

## ARTICLE 4

1 MSEA agrees not to use any service or privilege provided in this Article for purposes of  
2 organization or political activity in violation of this Agreement, Civil Service Commission  
3 Rules and Regulations, or applicable State Law. Violation of this provision shall constitute  
4 the basis of revoking such services or privileges.

### 5 **B. Information Provided to MSEA.**

- 6 1. The Employer agrees to furnish to MSEA in electronic format a biweekly transactions  
7 report listing employees in these Units who are hired, rehired, reinstated, transferred  
8 into or out of the Bargaining Unit(s), transferred between Agencies and/or  
9 Departments, promoted, reclassified, downgraded, placed on leaves of absence(s) of  
10 any type including disability, placed on layoff, recalled from layoff, separated (including  
11 retirement), who have been added to or deleted from the Unit(s) covered by this  
12 Agreement, or who have made any changes in Employee Organization deductions.  
13 This report shall include the employee's name, employee identification number,  
14 employee status code, job code description (class/level), personnel action and reason  
15 and effective start/appointment and end/expiration date, process level and former or  
16 new Department/Agency.
- 17 2. The Employer will provide to MSEA in electronic format a biweekly demographic report  
18 which shall contain the following information for each employee in the Bargaining  
19 Unit(s): the employee's name, employee identification number, street address, city,  
20 state, zip code, job code description (class, level and sub-class code), sex, race, birth  
21 date, hire date, department, agency, TKU, Union deduction code and amount, status  
22 code (appointment code), position code, leave of absence/layoff effective date,  
23 continuous service hours, county code, Unit code and hourly rate. The parties agree  
24 that this provision is subject to any prohibition imposed upon the Employer by courts  
25 of competent jurisdiction.
- 26 3. Membership dues for each biweekly pay period shall be remitted to the designated  
27 Executive Officer of MSEA, with an alphabetical list of names, by Department and  
28 Agency, of all enrollments, cancellations with departure coding, when available,  
29 deduction changes, additional deductions, name and/or employee identification  
30 number change, after the close of the pay period of deduction. The Employer shall  
31 provide to the Executive Officer of MSEA an alphabetical listing, by Department and  
32 Agency, identifying those employees who have valid dues deduction authorization on  
33 file with the Employer from whose earnings no deduction of dues was made.  
34 Unavoidable delays shall not constitute a violation of this Agreement.
- 35 4. The reports listed in Subsections 1, 2 and 3 above shall be provided in hard copy form  
36 or other format, including electronic data transfer.

### 37 **C. Bulletin Boards.**

38 The Employer agrees to furnish space for MSEA bulletin boards at reasonable locations  
39 mutually agreed upon in secondary negotiations for use by MSEA to enable employees  
40 of the Representation Unit to see materials posted thereon by the MSEA. Locations will  
41 normally be at or near an area where employees in these Units have reasonable access  
42 or congregate. The normal size of new bulletin boards will not exceed twelve (12) square



1 feet. The Employer will continue providing bulletin boards provided under prior  
2 agreements with the MSEA and they need not conform to the normal size.

3 The Employer will continue to provide a hyperlink to the MSEA website from the Office of  
4 the State Employer internet and intranet website. Where Departmental intranet sites exist,  
5 the Employer may establish a hyperlink to MSEA's website.

6 In the event that new bulletin boards are mutually agreed upon, the MSEA shall pay 100%  
7 of the material cost of such new boards. MSEA may furnish its own bulletin boards  
8 compatible with Employer locations which will be installed by the Employer in convenient  
9 locations as agreed in secondary negotiations. MSEA postings shall be restricted to  
10 bulletin boards provided for under this Agreement.

11 All materials shall be signed, dated and posted by the MSEA President or his/her  
12 designee and shall relate only to the matters listed below:

- 13 1. MSEA recreational and/or social affairs;
- 14 2. MSEA appointments;
- 15 3. MSEA election information;
- 16 4. Results of MSEA elections;
- 17 5. MSEA meetings;
- 18 6. Rulings or policies of MSEA;
- 19 7. Reports of MSEA standing committees;
- 20 8. Any other material authorized by the Employer or his/her designee and the President  
21 or his/her designee.

22 No partisan political literature, nor materials ridiculing individuals by name or obvious  
23 direct reference, nor defamatory or detrimental to the Employer or MSEA shall be posted.  
24 The bulletin boards shall be maintained by MSEA and shall be for the sole and exclusive  
25 use of MSEA. The Employer may remove posted material which violates the provisions  
26 of this Section and shall provide prompt notice of any removal to the President or his/her  
27 designee. In addition, the Employer will endeavor to make certain that unauthorized  
28 removal of material from MSEA bulletin boards does not occur.

29 **D. Mail Service.**

30 MSEA shall be permitted to use the internal mail systems of the State, both  
31 interdepartmental and intra-departmental to communicate on issues such as individual or  
32 group grievances, notice of meetings with State Departments, transmittals or responses  
33 from State Departments, and all other matters which originate from conducting business  
34 with the State. Such mailings shall be of a reasonable size, volume and frequency.

35 Use of the mail system shall not include any U.S. mails or other commercial or statewide  
36 delivery services used by the State that are not a part of the internal mailing systems.

## ARTICLE 4

1 The use of the mail shall be restricted to only that mail necessary to conduct business  
2 with or communicate with State offices regarding Union activities. Those items which  
3 originate from or are solely intended to inform or conduct Union business shall be  
4 prohibited.

5 Mail must originate from:

6 1. Employee to employee;

7 2. Steward to employee;

8 3. Employee to Steward;

9 4. Employee or Steward to Department or Agency personnel.

10 The MSEA shall be prohibited from processing MSEA originated mailings through the  
11 State mail system as this is in violation of the Private Express Statutes, Part 310 or 39  
12 F.R. 36114 of the Federal Regulations. It is also in violation of the Administrative Manual  
13 Procedure, Chapter 6, Section 2, Subject 31.

14 No partisan political literature nor material ridiculing individuals by name or obvious direct  
15 reference nor defamatory or detrimental to Employer or MSEA shall be distributed through  
16 the mail system.

17 The Employer shall be held harmless for delivery and security of such mail, including mail  
18 directed to MSEA members from outside the Agency. However, the Employer shall not  
19 intentionally open, alter, intercept, delay, or in any manner, tamper with Articles so mailed,  
20 if marked "MSEA Confidential" or "Confidential".

### 21 **E. MSEA Information Packet.**

22 The Employer agrees to furnish to new employees in the Units covered by this Agreement  
23 a packet of informational materials supplied to the Employer by the MSEA President or  
24 his/her designee. The Employer retains the right to review the material supplied and to  
25 refuse to distribute any partisan political literature or material ridiculing individuals by  
26 name or obvious direct reference or materials defamatory or detrimental to the Employer  
27 or MSEA.

### 28 **F. MSEA Meetings in State Premises.**

29 The Employer agrees to furnish State conference and/or meeting rooms for MSEA local  
30 meetings upon prior request by the local representative or his/her designee, subject to  
31 approval by the appropriate local Employer Representative. Expected attendance cannot  
32 exceed the capacity of the room requested. Such facilities shall be furnished to MSEA in  
33 accordance with usual Agency practices. MSEA meetings on State premises shall be  
34 governed by the Employer's operational considerations and shall be confined to the  
35 approved locations. The parties understand that Management has the right to limit access  
36 to State owned or leased buildings. Such limitations shall be based on operational and  
37 security considerations.

1 **G. Telephone Directory.**

2 The Employer agrees to publish free of charge the telephone numbers and business  
3 addresses of MSEA Offices in the next State of Michigan telephone directory as published  
4 by the Department of Technology, Management and Budget. Such listing shall include  
5 the identification of a reasonable number of MSEA staff/officers. The Employer agrees to  
6 extend the right provided in this Section to any new full time staff offices operated by  
7 MSEA. This shall not apply to office space granted pursuant to Section H of this Article.  
8 The listing of MSEA Central Office and MSEA spokespersons in a departmental  
9 telephone directory shall be a proper subject of secondary negotiations only upon mutual  
10 agreement of the Union and the departmental Employer.

11 **H. Office Space.**

12 The Employer agrees to continue to provide reasonable office space in institutional  
13 settings where such office space is currently provided. For purposes of this Section only,  
14 an institutional setting refers to a round-the-clock residential site. Confidentiality of the  
15 records and the access to that office space is an appropriate subject for secondary  
16 negotiations. In addition, where office space is not currently provided, the Employer  
17 agrees that, subject to its availability, office space and the confidentiality of records and  
18 access to that space at those institutional settings is an appropriate subject for secondary  
19 negotiations.

20 Such premises shall be for the sole and exclusive use of MSEA, and shall be provided to  
21 MSEA, for the lowest possible charge or fee, if required. This fee shall not include  
22 telephones. Access and security will be in accordance with institution or departmental  
23 rules. MSEA will maintain such space in appropriate condition and in accordance with its  
24 lease or other requirements of the Employer.

25 Subject to the following, all office space currently being used by MSEA under this Section  
26 may continue to be used, provided that the following paragraph of this Section may be  
27 invoked by the Employer.

28 Subject to its availability and in accordance with Department of Technology, Management  
29 and Budget and/or Departmental regulations, MSEA shall be permitted to lease office  
30 space in State owned buildings. No partisan political activity shall be conducted in such  
31 facilities, and no partisan political literature or material ridiculing individuals by name or  
32 obvious direct references or defamatory or detrimental to the Employer, shall be prepared  
33 in or distributed from such facilities.

34 The Employer reserves the right to withdraw approval for MSEA's use of such premises,  
35 upon thirty (30) days written notice to MSEA only due to operational requirements, failure  
36 to pay rental charges, misuse by MSEA or its Agents, or interference with State operations  
37 in accordance with terms of the lease. If approval is withdrawn due to operational  
38 requirements, the Employer will make a good faith effort to provide alternative office  
39 space.

## ARTICLE 4

### 1 **I. Access to Premises by MSEA Representatives**

2 The Employer agrees that non-employee Officers and Representatives of MSEA shall be  
3 admitted to the non-public portions of the premises of the Employer during working hours  
4 and upon arrival will give notice to the designated Employer Representative unless a  
5 different procedure is agreed to in secondary negotiations. Such visitation shall only be  
6 for the purpose of participating in Labor-Management Meetings, conducting MSEA  
7 internal business related to these Bargaining Units on non-work time of all participants,  
8 interviewing grievants, attending grievance hearings/conferences, and for other reasons  
9 related to the administration of this Agreement. Only designated non-work and meeting  
10 areas may be used for this purpose. Exceptions shall be only with Employer permission.  
11 Employee representatives shall have access to the premises in accordance with this  
12 Agreement.

13 MSEA agrees that such visitations shall be carried out subject to operational or security  
14 measures established and enforced by the Employer.

15 The Employer may designate a private meeting place or may provide a representative to  
16 accompany the MSEA Officer or Representative where operational or security  
17 considerations do not permit unaccompanied MSEA access. The Employer  
18 Representative shall not interfere with or participate in these visitation rights. The  
19 Employer reserves the right to limit the number of representatives permitted on the  
20 premises at any one time in accordance with operational and security needs and to  
21 suspend such access rights during emergencies, or in the case of abuse.

### 22 **J. MSEA Presentation.**

23 During a planned orientation of a new Representational Unit employee(s), MSEA shall be  
24 given an opportunity to introduce up to two MSEA Representatives to speak briefly to  
25 describe MSEA, its rights and obligations as an exclusive representative. One (1)  
26 Employer Representative may attend said presentation as an observer, but shall not  
27 participate in and/or interfere with the MSEA presentation. No partisan political material,  
28 nor materials ridiculing individuals by name or obvious direct reference or defamatory or  
29 detrimental to the Employer shall be contained in such presentation. Violation of this  
30 prohibition shall be cause for suspension and/or revocation of this right by the Employer.

31 The MSEA Representative(s) making the presentation, shall be designated by MSEA. If  
32 the orientation is conducted off the work premises, the MSEA Representative(s) shall  
33 have an opportunity to participate in accordance with this Section. An MSEA  
34 Representative will be allowed thirty (30) minutes for an individual presentation or up to  
35 one (1) hour for a group presentation. When orientations are held virtually, the Union may  
36 provide a link for employees to attend the Union presentation virtually or may request to  
37 use a link already established by the Employer.

38 Prior to new employee orientation, new employees will be notified of the time, date and  
39 location of MSEA's presentation, which will be included on the agenda for the new  
40 employee orientation. If an orientation is conducted within a State building or facility with  
41 public Wi-Fi or public internet, MSEA will be provided the password to access it. If such

1 public access is not available, MSEA will be informed of available alternates in advance  
2 of its presentation.

3 The Employer will provide MSEA with notice of any new employee orientation 10 days  
4 prior to the orientation, if scheduled that far in advance, otherwise notice will be given  
5 once the orientation is scheduled. A electronic list of participants and their contact  
6 information will be provided to MSEA, which will generally be at least two days in advance  
7 of the orientation.

8 Scheduling of presentations by the Employer may, when necessary, be done before or  
9 after regular work hours with the understanding that attendance will be encouraged.

10 The Employer will notify MSEA whenever a new employee is to be added to any  
11 Bargaining Units represented by MSEA. Such notification shall be submitted to the MSEA  
12 Central Office within thirty (30) calendar days from date of hire.

13 **K. Picketing.**

14 The parties recognize that MSEA may engage in peaceful, informational picketing in  
15 accordance with law, the Civil Service Commission Rules and Regulations, and this  
16 Agreement. The following guidelines and provisions, although not necessarily exclusive,  
17 are agreed to by the parties:

- 18 1. Picketing will be peaceful and non-threatening.
- 19 2. Picket line members, if employees in a covered Bargaining Unit, will be off duty.
- 20 3. Pickets will not cause entry to State-owned or occupied premises to be delayed or  
21 denied or attempt to persuade employees or the public not to cross picket lines.
- 22 4. All picketing paraphernalia will be removed from the picketing site by MSEA whenever  
23 picketing is not being engaged in.
- 24 5. Picketing will be conducted only at entrances to Employer owned or occupied  
25 premises, in a manner which does not impede or interfere with the public's use of  
26 public property, and only on portions of public property where such picketing does not  
27 interfere with normal operations or access.

28 **L. Employee Organization Activity.**

29 Bargaining Unit employees, including MSEA Officers and Representatives, and  
30 authorized non-employee MSEA Representatives, shall not conduct any MSEA activities  
31 or MSEA business on State work time or at State work locations except as specifically  
32 authorized by the provisions of this Agreement. Any paid leave provided by the Employer  
33 for such union activities, is governed by Civil Service Rules and Regulations. However,  
34 the Employer agrees that messages for MSEA officers and representatives shall be  
35 received and forwarded in a timely manner.

36

37

ARTICLE 5

**ARTICLE 5**  
**MANAGEMENT RIGHTS**

1  
2  
3 It is understood and agreed by the parties that the Employer possesses the sole power,  
4 duty and right to operate and manage its Departments, Agencies and programs and carry  
5 out constitutional, statutory and administrative policy mandates and goals. The powers,  
6 authority and discretion necessary for the Employer to exercise its rights and carry out its  
7 responsibilities shall be limited only by the express terms of this Agreement. Any term or  
8 condition of employment other than the wages, benefits and other terms and conditions  
9 of employment specifically established or modified by this Agreement shall remain solely  
10 within the discretion of the Employer to determine, modify, establish or eliminate.

11 However, when the Employer intends to make any adverse changes in beneficial written  
12 employment policies or procedures, it shall, prior to implementation, notify the MSEA of  
13 such intent and, upon MSEA request, the parties shall meet in a good faith effort to  
14 address and attempt to resolve MSEA's concerns.

15 Management rights include, but are not limited to, the right, without engaging in  
16 negotiations, to:

- 17 1. Determine matters of managerial policy; mission of the Agency; budget; the method,  
18 means and personnel by which the Employer's operations are to be conducted;  
19 organization structure; standards of service and maintenance of efficiency; the right  
20 to select, promote, assign or transfer employees; discipline employees for just cause;  
21 and in cases of temporary emergency, to take whatever action is necessary to carry  
22 out the Agency's mission. However, if such determinations alter conditions of  
23 employment to produce substantial adverse impact upon employees, the modification  
24 and remedy of such resulting impact from changes in conditions of employment shall  
25 be subject to negotiation requirements. Such negotiations shall not be required where  
26 the action of the Employer is governed by another Article of this Agreement.
- 27 2. Utilize personnel, methods and means in the most appropriate and efficient manner  
28 as determined by the Employer.
- 29 3. Determine the size and composition of the work force, direct the work of the  
30 employees, determine the amount and type of work needed and, in accordance with  
31 such determination, relieve employees from duty because of lack of funds or lack of  
32 work.
- 33 4. Make reasonable work rules which regulate performance, conduct, and safety and  
34 health of employees, provided that changes in such work rules shall be reduced to  
35 writing and furnished to MSEA for its information in accordance with Article 20.

36 It is agreed by the parties that none of the management rights noted above or any other  
37 management rights shall be subjects of negotiation during the term of this Agreement;  
38 provided, however, that such rights must be exercised consistently with the other  
39 provisions of this Agreement.

1 This Agreement, including its supplements and exhibits attached hereto (if any),  
 2 concludes all negotiations between the parties during the term hereof, and satisfies the  
 3 obligation of the Employer to bargain during the term of this Agreement. MSEA  
 4 acknowledges and agrees that the bargaining process, under which this Agreement has  
 5 been negotiated, is the exclusive process for affecting terms and conditions of  
 6 employment at both primary and secondary levels, and such terms and conditions shall  
 7 not be addressed under the Conference Procedure of the Civil Service Commission Rules  
 8 and Regulations.

9 The parties acknowledge that, during the negotiations which preceded this Agreement,  
 10 each had the unlimited right and opportunity to make demands and proposals with respect  
 11 to any negotiable subject or matter, and that the understandings and agreements arrived  
 12 at by the parties after the exercise of that right and opportunity are set forth in this  
 13 Agreement. This Agreement, including its supplements and exhibits attached hereto,  
 14 concludes all collective bargaining between the parties during the term hereof, and  
 15 constitutes the sole, entire and existing Agreement between the parties hereto, and  
 16 supersedes all prior agreements, and practices, oral and written, expressed or implied,  
 17 and expresses all obligations and restrictions imposed upon each of the respective parties  
 18 during its term, provided that Article 2, Section D, shall not be impaired. All negotiable  
 19 terms and conditions of employment not covered by this Agreement shall be subject to  
 20 the Employer's discretion and control.

21

22  
23

## **ARTICLE 6**

### **MSEA DUES**

24 The parties understand and agree that the provisions set forth in Article 6 shall only be  
 25 applied in accordance with current law. To the extent permitted by the Rules of the  
 26 Michigan Civil Service Commission and Regulations of the Civil Service Commission, it  
 27 is agreed that:

#### **A. Dues Deduction.**

28 Upon receipt of a voluntarily completed authorization from any of its employees covered  
 29 by this Agreement approved by the State Personnel Director, the Employer will deduct  
 30 those voluntary dues required for the employee's membership in the MSEA.  
 31

32 Such voluntary authorizations shall be effective only as to membership dues becoming  
 33 due after the date of such authorization. Voluntary deductions shall be made only when  
 34 the employee has sufficient earnings to cover same after deductions for Federal Social  
 35 Security (F.I.C.A.); individually authorized deferred compensation; Federal Income Tax;  
 36 State Income Tax; local or city income tax; other legally required deductions; individually  
 37 authorized participation in State programs and enrolled employees' share of insurance  
 38 premiums. The amount of membership dues deductions shall be as certified to the  
 39 Employer in writing by the authorized representative of MSEA.

40 Such voluntary authorizations of employees transferred from one Agency or Department  
 41 to another and within these Bargaining Units shall automatically remain in effect.

ARTICLE 7

1 Employees promoted or transferred out of a Bargaining Unit covered by this Agreement  
2 shall not automatically remain on payroll deduction, except as provided by the Civil  
3 Service Rules and Regulations. Employees recalled from indefinite layoff of less than 180  
4 days, employees recalled from seasonal layoff or returning from leaves of absence shall  
5 resume payroll deduction of voluntary dues, commencing the first pay period of work.  
6 Dues deduction authorization may be revoked by the employee furnishing written notice  
7 of such revocation to the personnel office of the employee's Appointing Authority.

8 For all employees returned to employment from indefinite layoff of less than 180 days, or  
9 seasonal layoff, leave of absence or reinstatement within the same department/agency  
10 who had previously signed a deduction authorization, the previous voluntary deduction  
11 authorization shall remain in effect. Those payroll deductions shall commence the first  
12 pay period of the employees return to work.

13 **B. Employer Notification.**

14 The Appointing Authority shall inform the Union of all new bargaining unit employees and  
15 employees returning from leave or layoff, upon hire or return as provided in Article 4,  
16 Section J, and employees transferred into any MSEA Bargaining Unit.

17 **C. Reimbursement.**

18 The Employer agrees not to reimburse membership fees to any employee without prior  
19 written notification to MSEA.

20

21

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**ARTICLE 7**  
**MSEA BUSINESS AND ACTIVITIES**

23 **A. Time Off for MSEA Business.**

24 1. Union Leave is a prohibited subject of bargaining and governed by Civil Service Rules  
25 and Regulations.

26 2. To the extent that attendance for MSEA business does not substantially interfere with  
27 the Employer's operation, properly designated MSEA Representatives, regardless of  
28 shift assignment, shall be allowed time off without pay for the following: MSEA Board  
29 of Directors Meetings, MSEA Executive Council Meetings, state or area-wide MSEA  
30 Committee Meetings, MSEA General Assembly, MSEA sponsored training and other  
31 Union business.

32 Employees who have been granted leave without pay shall not earn annual, sick, or  
33 length of service credits during the time spent in authorized Association activities.  
34 Such lost time shall not be detrimental in any way to the employee's record. The  
35 parties agree to minimize time lost from work under this Article.

36 3. Except as may be mutually agreed to locally, on a case by case basis, an employee  
37 shall furnish written notice of the employee's intention to attend a function listed in  
38 Paragraph 2 above to his/her immediate supervisor, at least two (2) work days before



1 the start of the pay period in which the leave is to be used, or in advance of the date  
2 that work schedules must be established.

3 In addition to the notice from the employee required above, except as may be mutually  
4 agreed to locally on a case by case basis, the MSEA President, designee or his/her  
5 constitutionally mandated successor shall also provide, at least two (2) work days  
6 before the start of the pay period in which the leave is to be used, or in advance of the  
7 date that work schedules must be established, written notice containing the name(s)  
8 and Department/Agency affiliation of employees designated by MSEA to attend such  
9 MSEA designated functions.

10 MSEA will provide such written notice to the named employee's immediate supervisor,  
11 the Office of the State Employer and the employee's department. No employee shall  
12 be entitled to be released and the Employer is under no obligation to permit union  
13 leave, pursuant to these provisions, unless designated by the President, designee or  
14 his/her constitutionally mandated successor as provided above.

15 4. The employee may utilize any accumulated time (compensatory or annual) in lieu of  
16 taking such time off without pay. Employees who are not at or near their annual leave  
17 cap and who also have accrued compensatory leave hours may, at the employee's  
18 request, utilize annual leave and not compensatory leave. Employees shall be  
19 permitted annual leave absence from work for such MSEA business only up to a  
20 maximum of their accrued credits. Any paid leave provided by the Employer for such  
21 union activities, is governed by Civil Service Rules and Regulations.

## 22 **B. MSEA Officers.**

23 MSEA agrees to furnish to the Office of the State Employer in writing the names,  
24 Departments/Agencies, and MSEA Office held of all elected or appointed members of the  
25 MSEA Board of Directors, Executive Council members and departmental caucus  
26 spokespersons within thirty (30) days of the effective date of this Agreement. Similar  
27 written notification shall be provided within five (5) days of any changes in the Offices of  
28 Board of Directors, Executive Council or departmental caucus spokespersons.

29 Except as may be mutually agreed to during secondary level negotiations, such members  
30 shall furnish their immediate supervisor with written notification of their intent to attend  
31 MSEA Board Meetings at least two (2) work days before the start of the pay period in  
32 which the leave is to be used, or two (2) work days in advance of the date that work  
33 schedules must be established. Any paid leave provided by the Employer for such union  
34 activities, is governed by Civil Service Rules and Regulations.

## 35 **C. Time Off During Working Hours.**

36 Union leave is a prohibited subject of bargaining and governed by Civil Service Rules and  
37 Regulations. Employees shall be allowed time off during working hours to attend  
38 grievance hearings, labor-management committee meetings, disciplinary conferences,  
39 Agency level grievances, scheduled negotiations both primary and secondary, impasse  
40 panel proceedings, Health and Safety, Joint Healthcare, and Fire and Safety committee  
41 meetings and/or meetings called or agreed to by the Employer, such employees are to

## ARTICLE 8

1 attend such meetings by virtue of being MSEA Representatives, departmental caucus  
2 spokespersons, Stewards, witnesses, and/or grievants, except in the case of justified  
3 emergency as claimed by the Appointing Authority. Any paid leave provided by the  
4 Employer for such union activities, is governed by Civil Service Rules and Regulations.

### 5 **D. Union Leave Approval Procedures.**

6 Except as may be mutually agreed to locally on a case by case basis, the employee shall  
7 furnish his/her immediate supervisor, at least two (2) work days before the start of the pay  
8 period in which the leave will be used, or two (2) work days in advance of the date that  
9 work schedules must be established, written notice of the employee's intention to attend  
10 such MSEA designated function.

11 In addition, except as may be mutually agreed to locally on a case by case basis, the  
12 MSEA Central Office shall also provide, at least two (2) work days before the start of the  
13 pay period in which the leave will be used, or two (2) work days in advance of the date  
14 work schedules must be established, written notice containing the name(s) and  
15 Department/Agency affiliation of employees designated to attend such activities. Such  
16 written notice shall be provided to the named employee's Appointing Authority.

17 No employee shall be entitled to be released, and the Employer is under no obligation to  
18 grant such time off without pay pursuant to these provisions, unless designated by MSEA  
19 Central Office.

20 Where an employee wishes to attend an MSEA General Assembly as listed above, and  
21 the employee desires a change in schedule with another employee capable of performing  
22 the work, the appropriate supervisor will make a reasonable effort to approve the  
23 voluntary change of schedule between the two employees providing such a change does  
24 not result in overtime. Any paid leave provided by the Employer for such union activities,  
25 is governed by Civil Service Rules and Regulations.

### 26 **E. Reporting Time.**

27 As required by the Civil Service Commission Rules and Regulations, each employee who  
28 engages in any activities on behalf of the MSEA shall not report such time as "actual-duty  
29 time."

30

31

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## ARTICLE 8 **GRIEVANCE PROCEDURE**

### 33 **A. General.**

34 1. A grievance is defined as a written complaint alleging that there has been a violation,  
35 misinterpretation or misapplication of any condition of employment contained in this  
36 Agreement, or of any rule, policy or regulation of the Employer deemed to be a  
37 violation of this Agreement or a claim of discipline without just cause. Nothing shall  
38 prohibit the grievant from contending that the alleged violation arises out of an existing

- 1 mutually accepted past practice. The concept of past practice shall not apply to  
2 matters which are solely operational in nature.
- 3 2. Employees shall have the right to present grievances in person or through a  
4 designated MSEA Representative at the appropriate step of the grievance procedure.  
5 No discussion shall occur on the grievance until the designated MSEA Representative  
6 has been afforded a reasonable opportunity to be present at any grievance meetings  
7 with the employee(s). Upon request, a supervisor will assist a grievant in contacting  
8 the designated Steward or Representative. Any settlement reached shall be  
9 communicated to MSEA and shall not be inconsistent with the provisions of this  
10 Agreement. At a Step One Grievance Conference the Representative shall be the  
11 Steward, or an MSEA Representative, in accordance with Article 18, if requested by  
12 the grievant or Steward. At a Step Two Grievance Conference the MSEA  
13 Representative shall be the Steward and an MSEA Representative, in accordance  
14 with Article 18, if so requested.
- 15 3. Only related subject matters shall be covered in any one grievance. A grievance shall  
16 contain the clearest possible statement of the grievance by indicating the issue  
17 involved, the relief sought, the date the incident or alleged violation took place, and  
18 the specific Section or Sections of this Agreement involved, if any. The grievance shall  
19 be presented to the designated Employer representative on a mutually agreed upon  
20 form furnished by the Employer and MSEA and signed and dated by the grievant(s).
- 21 4. All grievances shall be presented promptly and no later than fifteen (15) week days  
22 from the date the grievant knew or could reasonably have known of the facts or the  
23 occurrence of the event giving rise to the alleged grievance. Grievances may be  
24 presented in person, by fax where available, or by U.S. mail. The parties agree to  
25 meet to discuss an email option for filing grievances, including requirements and  
26 safeguards, that an agency may choose to make available to employees. Week days,  
27 for the purpose of this Article, are defined as Monday through Friday inclusive,  
28 excluding holidays.
- 29 5. When an individual grievant(s) or MSEA respectively is satisfied with the resolution of  
30 a grievance offered by the Employer, processing the grievance will end, provided that  
31 the resolution is consistent with this Agreement.
- 32 6. MSEA, through an authorized Officer or Representative, in accordance with Article 18,  
33 may grieve an alleged violation concerning the application or interpretation of this  
34 Agreement in the manner provided herein. Such grievance shall identify, to the extent  
35 possible, employees affected. MSEA may itself grieve alleged violations of Articles  
36 conferring rights solely upon the Association.
- 37 7. Grievances which by nature cannot be settled at a preliminary step of the grievance  
38 procedure may, by mutual waiver of a lower step, be filed at an agreed upon advanced  
39 step where the action giving rise to the grievance was initiated or where the relief  
40 requested by the grievance could be granted.
- 41 8. Group grievances are defined as, and limited to, those grievances which cover more  
42 than one employee and which pertain to like circumstances and facts for the grievants

## ARTICLE 8

- 1 involved. Group grievances shall, insofar as practical, name all employees and/or  
2 classifications and all work locations covered and may, by mutual agreement at Step  
3 One be submitted to Step Two. Group grievances shall be so designated at the first  
4 appropriate step of the grievance procedure, although names may be added or  
5 deleted prior to a third step hearing. Group grievances involving more than one  
6 Department shall identify all Departments involved. MSEA shall, at the time of filing  
7 such a grievance, also provide a copy to the Office of the State Employer.
- 8 9. It is expressly understood and agreed that the specific provisions of this Agreement  
9 take precedence over policy, rules, regulations, conditions and practices contrary  
10 thereto, except as otherwise provided in the Civil Service Commission Rules and  
11 Regulations.
- 12 10. There shall be no appeal beyond Step Two on initial probationary service ratings or  
13 involuntary separation of initial probationary employees which occur during or upon  
14 completion of the probationary period.
- 15 11. Counseling memoranda, annual service ratings and reprimands are not appealable  
16 beyond Step Two, but less than satisfactory interim service ratings grievances of  
17 employees having completed the initial probationary period are appealable to Step  
18 Three.
- 19 12. In the Department of Corrections only, written reprimands may be appealed to  
20 arbitration only:
- 21 - When a written reprimand has been timely grieved, and,
  - 22 - the grievance has not been answered at Step Two prior to discipline being  
23 appealed to arbitration, and,
  - 24 - that written reprimand is used to support further progressive discipline (which  
25 discipline would be by definition appealable to arbitration), and,
  - 26 - which discipline is, in fact, appealed to arbitration.
- 27 The merits of the grievance concerning that written reprimand may be heard during  
28 arbitration.
- 29 All other written reprimands are not eligible for appeal to arbitration.
- 30 13. The parties agree that as a principle of contract interpretation, employees shall give  
31 full performance of duty while a non-dismissal and non-suspension grievance is being  
32 processed.
- 33 14. Grievances filed before the effective date of this Agreement shall be concluded in  
34 accordance with the Grievance and Appeals Procedure then in effect.
- 35 15. In order to expedite the grievance process, by mutual agreement, telephone and/or  
36 video conferencing technology may be used at any step of the grievance process.

1 **B. Grievance Steps.**

2 **Step One.** Informal discussion of complaints between employee(s) and/or Stewards and  
3 supervisor(s) is encouraged prior to filing of grievances. Within 10 week days of receipt  
4 of the written grievance from the employee(s) or the designated MSEA Representative,  
5 the designated Employer representative will, on his/her own initiative or in response to a  
6 request from MSEA or the employee, schedule a meeting with the employee(s) and/or  
7 the designated MSEA Representative to discuss the grievance, and return a written  
8 decision to the employee(s) and the MSEA Representative. Grievance meetings at Step  
9 One shall normally be held during the regularly scheduled hours of the grievant.

10 **Step Two.** If not satisfied with the Employer's answer in Step One, to be considered  
11 further, the grievance shall be appealed to the departmental Appointing Authority or  
12 his/her designee within ten (10) week days from receipt of the answer in Step One. The  
13 Employer Representative(s) may meet with the employee(s) and the designated MSEA  
14 Representative in grievances concerning disciplinary issues, to discuss and attempt to  
15 resolve the grievance. Such meetings shall take place concerning disciplinary grievances  
16 involving suspension, discharge, demotion or less than satisfactory service rating. In  
17 grievances concerning primary contract interpretation, which excludes those grievances  
18 involving discipline and formal counseling, the Employer Representative may meet with  
19 the designated MSEA Representative to discuss and attempt to resolve the grievance. It  
20 is the parties' intent that such meetings will involve discussion and consideration of the  
21 grievance on the basis of a full disclosure of the relevant facts and documentation by both  
22 parties, however, such disclosure shall not limit the parties' rights as described in Section  
23 H of this Article. All Step Two denials of disciplinary grievances involving suspension,  
24 discharge, demotion, mandatory change of residence or less than satisfactory service  
25 rating shall be accompanied by documentation that supports the action, if not previously  
26 provided to a Union Representative. The written decision of the Employer, including the  
27 name of the responding official, will be placed on the grievance form by the departmental  
28 Appointing Authority or his/her designee and returned to the grievant(s) and the  
29 designated MSEA Representative within fifteen (15) week days from the date of receipt  
30 of the grievance form at Step Two or within ten (10) week days of a meeting, if such a  
31 meeting is held. If a Step Two grievance conference is held, such meeting shall be held  
32 within fifteen (15) week days of receipt of the grievance at Step Two.

33 **Step Three.** If not satisfied with the Employer answer in Step Two, only MSEA may  
34 appeal the grievance to arbitration within forty-five (45) week days from the date of the  
35 Department's answer in Step Two. All appeals to arbitration of disciplinary grievances  
36 involving suspension, discharge, demotion, or less than satisfactory service rating shall  
37 be accompanied by documentation in accordance with Section H of this Article. If an  
38 unresolved grievance is not timely appealed to arbitration, it shall be considered  
39 terminated on the basis of the Employer's Step Two answer without prejudice or  
40 precedent in the resolution of future grievances. The parties may propose consolidation  
41 of grievances containing similar issues.

42 At the request of MSEA following a second step denial, a Representative, in accordance  
43 with Article 18, of MSEA and of the Department where the grievance originates will  
44 discuss the matter. An effort shall be made in such discussions to arrive at fair and

## ARTICLE 8

1 equitable grievance settlements to avoid the necessity of arbitration. Such settlements, if  
2 reached, shall be confirmed in writing when agreed to by the Employer and MSEA.

3 The appeal to arbitration will consist of a written notice to the Office of the State Employer  
4 and the affected Department. Within ten (10) week days of the receipt of the Union's  
5 notice, the Office of the State Employer shall request arbitration in accordance with the  
6 procedures specified herein.

7 2011 bargaining produced the selection process for the panel of arbitrators. Within thirty  
8 (30) week days after approval of this Agreement, MSEA and the Office of the State  
9 Employer shall simultaneously exchange the names of ten (10) labor arbitrators (who are  
10 members of the National Academy of Arbitrators, or on the American Arbitration  
11 Association, the Federal Mediation and Conciliation Service or Michigan Employee  
12 Relations Commission Rolls). Each party shall then have the right to strike five names  
13 from the other party's list. The remaining names shall be the pool of arbitrators to be used  
14 for all grievances. Any arbitrator nominated by both parties shall serve on the panel.  
15 Should a selected arbitrator decline to serve on or removes themselves from the panel,  
16 the party proposing the name may submit another name of an arbitrator to be considered  
17 by the other party.

18 Any time the arbitrator panel has been reduced to three (3) arbitrators, the parties will add  
19 a minimum of two (2) arbitrators. Within sixty (60) days of the reduction, MSEA and the  
20 Office of the State Employer shall simultaneously exchange the names of six (6) labor  
21 arbitrators (who are members of the National Academy of Arbitrators, or on the American  
22 Arbitration Association, the Federal Mediation and Conciliation Service or Michigan  
23 Employee Relations Commission Rolls). Any arbitrator nominated by both parties shall  
24 be added to the panel. Each party shall then have the right to strike all but one name  
25 remaining on the other party's list.

26 Once the panel is established the names will be listed in alphabetical order. Assignments  
27 shall be in a rotational order.

28 During January of each year the Union has the right to remove one Arbitrator from the  
29 panel and the Office of the State Employer has the right to remove one Arbitrator from  
30 the panel. The Union and the Office of the State Employer will mutually agree upon the  
31 replacement Arbitrator(s).

32 The Office of the State Employer shall provide copies of the request for arbitration to the  
33 affected Department and the Union. Each request for arbitration shall require that the  
34 Arbitrator schedule and hold the hearing within one hundred twenty (120) calendar days  
35 of receipt of the request for arbitration. The parties shall set aside normal business in  
36 order to schedule and hold the hearing within this time frame. By mutual written  
37 agreement, the parties may waive the one hundred twenty (120) calendar day time limit.  
38 Upon receipt of notice from the Arbitrator that the one hundred twenty (120) calendar day  
39 time limit cannot be met, the Office of the State Employer shall notify MSEA and send a  
40 second request for arbitration to the next Arbitrator on the list.

41 Before the arbitration hearing, and upon request of either party, the Office of the State  
42 Employer shall schedule a meeting with MSEA and the Department to mediate the

1 grievance. A good faith effort shall be made in such discussions to arrive at a fair and  
2 equitable resolution to the grievance. Any resolution shall be confirmed in writing when  
3 agreed to by the Union and the Office of the State Employer.

4 The hearing shall be conducted under the rules of the American Arbitration Association  
5 except as otherwise provided for in this Agreement.

6 Closing arguments may be made orally by mutual agreement. Any written briefs or closing  
7 arguments submitted by the parties shall be postmarked or submitted electronically to the  
8 arbitrator no later than 30 calendar days from the conclusion of the arbitration hearing.

9 The parties, which for MSEA is the President or President's designee, may modify any  
10 period of time by mutual agreement.

11 The expenses and fees of the arbitrator shall be borne by the losing party. The arbitrator  
12 shall have the authority to prorate the cost where a decision does not clearly state which  
13 party is the losing party. The cost of the hearing room, if any, shall be shared equally by  
14 the parties to the arbitration. The expenses of a court reporter shall be borne by the party  
15 requesting the reporter unless the parties agree to share such costs. Any cancellation or  
16 rescheduling fees shall be the responsibility of the requesting party. In the event that both  
17 parties mutually request a cancellation or rescheduling, any associated costs shall be  
18 borne equally.

19 The Arbitrator shall only have the authority to adjust grievances in accordance with this  
20 Agreement as permitted in the Civil Service Commission Rules and Regulations. The  
21 Arbitrator shall not have jurisdiction or authority to add to, amend, modify, nullify, or ignore  
22 in any way the provisions of the Civil Service Commission Rules and Regulations or this  
23 Agreement and shall not make any award which in effect would grant MSEA or the  
24 Employer any rights or privileges which were not obtained in the negotiation process. The  
25 authority of the Arbitrator shall remain subject to and subordinate to the limitations and  
26 restrictions on subject matter and personal jurisdiction in the Civil Service Commission  
27 Rules and Regulations.

28 The decision of the Arbitrator will be final and binding on all parties to this Agreement,  
29 except as otherwise provided in the Civil Service Commission Rules and Regulations.  
30 Arbitration decisions shall not be appealed to the Civil Service Commission, except that  
31 any person may file with the State Personnel Director a complaint that the Arbitrator's  
32 decision has been applied or interpreted to violate or otherwise rescind, limit, or modify a  
33 Civil Service Commission Rule or Regulation governing a prohibited subject of  
34 bargaining. When the Arbitrator declares a bench decision, such decision shall be  
35 rendered in writing within fifteen (15) calendar days from the date of the arbitration  
36 hearing. The written decision of the Arbitrator shall be rendered within thirty (30) calendar  
37 days from the closing of the record of the hearing. The written decision of the arbitrator  
38 shall be communicated to the advocates and the Office of the State Employer in electronic  
39 format.

40 **Expedited Arbitration.**

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- 1 a. An expedited arbitration system shall be used for all appeals to arbitration that involve  
2 the involuntary separation of an employee from state employment.
- 3 b. The Arbitrator selected shall be requested to hear the case within sixty (60) calendar  
4 days of being assigned the case. By mutual written agreement, the parties may waive  
5 the sixty (60) calendar day time limit. Upon receipt of notice from the Arbitrator that  
6 the sixty (60) calendar day time limit cannot be met, the Office of the State Employer  
7 shall send a second request for arbitration to the next Arbitrator on the list.
- 8 c. Briefs, if any, shall be filed simultaneously by the parties within fourteen (14) calendar  
9 days of the last day of the arbitration hearing.
- 10 d. The decision of the Arbitrator shall be rendered within fourteen (14) calendar days of  
11 the closing of the record. By mutual agreement, the Arbitrator may issue a bench  
12 decision.
- 13 e. Transcript cost, if any, shall be paid by the party requesting the transcript unless the  
14 parties agree to share the cost and have a copy prepared for each party by the  
15 reporter.

### 16 **C. Time Limits.**

17 Grievances may be withdrawn once without prejudice at any step of the grievance  
18 procedure. A grievance which has not been settled and has been withdrawn may be  
19 reinstated based on new evidence not previously available within thirty (30) week days  
20 from the date of withdrawal.

21 Grievances not appealed within the designated time limits in Steps One or Two of the  
22 grievance procedure will automatically result in the grievance being considered closed.  
23 Grievances not answered by the Employer within the designated time limits in any step  
24 of the grievance procedure shall be considered automatically appealable and processed  
25 to the next step. Where the Employer does not provide the required answer to a grievance  
26 within the time limit provided at Steps One or Two, the time limits for filing at the next step  
27 shall be extended for ten (10) additional week days. The time limits at any step or for any  
28 hearing may be extended by written mutual agreement of the parties involved at that  
29 particular step.

30 If the Employer Representative with whom a grievance appeal must be filed is located in  
31 a city other than that in which the grievance was processed in the preceding step, the  
32 mailing of the grievance appeal form shall constitute a timely appeal if it is postmarked  
33 within the appeal period. Similarly, when an Employer answer must be forwarded to a city  
34 other than that in which the Employer Representative works, the mailing of the answer  
35 shall constitute a timely response if it is postmarked within the answer period.

### 36 **D. Retroactivity.**

37 Settlement of grievances may or may not be retroactive as the equities of the particular  
38 case may demand as determined by the Arbitrator. In any case where it is determined  
39 that the award should be applied retroactively, except for administrative errors relating to  
40 the payment of wages, the maximum period of retroactivity allowed shall be a date not



1 earlier than one hundred and eighty (180) calendar days prior to the initiation of the written  
2 grievance in Step One.

3 Employees who voluntarily terminate their employment will have their grievances  
4 immediately withdrawn unless such grievance directly affects their status upon  
5 termination or a claim of vested money interest, in which cases the employee may benefit  
6 by any later settlement of a grievance in which they were involved.

7 It is the intent of this provision that employees be made whole in accordance with  
8 favorable arbitral findings on the merits of particular disputes, however, all claims for back  
9 wages shall be limited to the amount of straight time wages that the employee would  
10 otherwise have earned less any unemployment compensation, workers compensation,  
11 long term disability compensation, social security, welfare or compensation from any  
12 employment or other source received during the period for which back pay is provided;  
13 however, earnings from approved supplemental employment shall not be so deducted.

#### 14 **E. Exclusive Procedure.**

15 The grievance procedure set out above shall be exclusive and shall replace any other  
16 grievance procedure for adjustment of any disputes permitted under Civil Service  
17 Commission Rules and Regulations. The grievance procedure set out above shall not be  
18 used for the adjustment of any dispute for which the Civil Service Commission Rules or  
19 Regulations require the exclusive use of a Civil Service Commission forum or procedure.

#### 20 **F. Processing Grievances.**

21 Whenever possible, the grievant or group grievance representative and the designated  
22 MSEA Representative shall utilize non-work time to consult and prepare.

23 When such preparation is not possible, the grievant or group grievance representative(s)  
24 and the designated representative will be permitted a reasonable amount of time, not to  
25 exceed one (1) hour without pay, for consultation and preparation prior to any scheduled  
26 grievance step meeting during their regularly scheduled hours of employment. Overtime  
27 is not authorized. Any paid leave provided by the Employer for such union activities is  
28 governed by Civil Service Rules and Regulations.

29 One (1) designated Steward and the grievant will be permitted to process a grievance  
30 without pay. In a group grievance a Steward or MSEA Representative, and up to two (2)  
31 grievants shall be entitled to appear without pay to represent the group. The Steward or  
32 MSEA Representative must be employed at one of the work sites represented in the  
33 grievance. In group grievances involving more than one Bargaining Unit and/or more than  
34 one Department, the group shall be represented by two (2) employee grievants and a  
35 MSEA Representative, in accordance with Article 18, and/or attorney. Any paid leave  
36 provided by the Employer for such union activities is governed by Civil Service Rules and  
37 Regulations.

38 The Employer is not responsible for compensating any employees for time spent  
39 processing grievances outside their regularly scheduled hours of employment. The  
40 Employer is not responsible for any travel or subsistence expenses incurred by grievants  
41 or Stewards in processing grievances.

## ARTICLE 8

### 1 **G. Discipline.**

2 The parties recognize the authority of the Employer to suspend, demote, discharge or  
3 take other appropriate disciplinary action against employees for just cause. A non-  
4 probationary employee who alleges that such action was not based on just cause may  
5 appeal a demotion, suspension, or discharge taken by the Employer beginning with Step  
6 Two of the Grievance Procedure. Probationary employee appeals are limited in  
7 accordance with Section A.10 above.

### 8 **H. Documents and Witnesses Required for Arbitration.**

9 Upon written request, MSEA shall receive specific documents or records available from  
10 the Employer, in accordance with or not prohibited by law, and pertinent to the grievance  
11 under consideration. Discretion permitted under the Freedom of Information Act shall not  
12 be impaired by this Section. All documents not previously provided or exchanged which  
13 either party intends to use as evidence will be forwarded to the other party on an ongoing  
14 basis; however, such response shall not limit either party in the presentation of necessary  
15 evidence, nor shall either party be limited from introducing any document or evidence it  
16 deems necessary to rebut the case of the other.

17 At least ten (10) calendar days before a scheduled arbitration hearing, MSEA and the  
18 Employer shall simultaneously exchange a written list of the witnesses they plan to call  
19 including those witnesses MSEA requests be relieved from duty. Nothing shall preclude  
20 the calling of previously unidentified witnesses.

21 Employees required to testify will be made available without loss of pay; however,  
22 whenever possible, they shall be placed on call to minimize time lost from work.  
23 Employees who have completed their testimony shall return promptly to work when their  
24 testimony is concluded. The intent of the parties is to minimize time lost from work.

### 25 **I. Grievance Conduct.**

26 Employees, Stewards, MSEA Representatives, supervisors and managers shall,  
27 throughout the grievance procedure, treat each other with courtesy, and no effort shall be  
28 made by either party or its representatives to harass or intimidate the other party or its  
29 representatives.

### 30 **J. Civil Service Commission Rule Limitation on the Grievance Procedure.**

31 The following is not a part of this collective bargaining Agreement but is reproduced here  
32 for reference purposes only and may be amended, modified or abolished at any time by  
33 the Civil Service Commission.

34 None of the following disputes can be adjudicated in a grievance procedure authorized in  
35 a Collective Bargaining Agreement, but can only be adjudicated in a Civil Service  
36 Commission forum under the exclusive procedures provided for in the Civil Service  
37 Commission Rules and Regulations:

- 38 1. A grievance by an employee who is aggrieved by the abolition or creation of a position;  
39 assumption of a position; an arbitrary and capricious lateral job change resulting in

- 1       substantial harm; the application of employment preference or recall rights; the  
2       employer's exercise of any other right to assign staff, including scheduling, shift  
3       assignment, overtime assignment, or seniority calculation; or the rescission of a  
4       probationary appointment.
- 5       2. A grievance by an employee disciplined or denied the use of sick and annual leave  
6       for striking.
- 7       3. A complaint including, but not limited to, a grievance, technical appeal, or labor  
8       relations appeal, against the Civil Service Commission, or an employee of the Civil  
9       Service Commission.
- 10      4. A complaint including, but not limited to, a grievance, technical appeal, or labor  
11      relations appeal, arising out of or related to a prohibited subject of bargaining.
- 12      5. Any matter or dispute in which Civil Service Commission Rules or Regulations provide  
13      an exclusive procedure or forum for the resolution of the matter or dispute.

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**ARTICLE 9**  
**DISCIPLINARY ACTION**

17       The parties recognize the authority of the Employer to reprimand in writing, suspend,  
18       discharge or take other appropriate disciplinary or corrective-action against an employee  
19       for just cause.

20       Discipline, when invoked, will normally be progressive in nature, however, the Employer  
21       shall have the right to invoke a penalty which is appropriate to the seriousness of an  
22       individual incident or situation.

23       **A. Investigation and Representation.**

24       Allegations or other assertions of failure of proper employee conduct or performance are  
25       not charges, but constitute a basis for appropriate investigation by the Employer. The  
26       parties agree that disciplinary action must be supported by timely and accurate  
27       investigation. For purposes of this Article, investigation to determine whether disciplinary  
28       action should be taken is timely when commenced within twenty (20) week days following  
29       the date on which the Employer had reasonable basis to believe that such investigation  
30       should be undertaken. The Employer will make reasonable efforts to conclude  
31       investigations as soon as practicable.

32       The Employer shall provide notice in writing of the investigative conference/interview and  
33       include notice of the employee's right to a Union Representative. At the beginning of the  
34       investigatory conference/interview the designated Union Representative shall be given a  
35       copy of any prepared investigation questions to be asked during the conference/interview.  
36       This shall in no way limit the questions the Employer may ask during the  
37       conference/interview. In the event the investigatory conference/interview is not  
38       completed, the Union Representative shall return the copy of the investigation questions.  
39       Upon reconvening the investigatory conference/interview the investigation questions will

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1 be returned to the Union Representative. The investigation questions will be retained by  
2 the Union Representative upon completion of the interview/conference.

3 The employee shall not be subjected to questioning by more than one  
4 supervisor/investigator at a time.

5 An employee is required to give prompt, full and accurate answers, to the extent possible,  
6 to questions put to him/her by the Employer concerning any matter regulated by the  
7 Employer, related to conduct or performance, or which may have a bearing upon the  
8 employee's fitness, availability or performance of duty. During the course of an  
9 investigation, the Employer will avoid duplicating questions unless necessary to clarify  
10 the employee's response.

11 Written questionnaires may be used to initiate or further an investigation. The Employer  
12 will avoid duplicating questions contained on the initial questionnaire on any follow-up  
13 questionnaire given to the employee under investigation. If the employee's own conduct  
14 is the direct subject of the investigation and a written statement or completion of a  
15 questionnaire is required, at the time it is turned in the employee shall be provided a copy  
16 of the questionnaire and a copy of the response. The employee shall then have the  
17 opportunity to review, amend, or correct the statement prior to the end of their next  
18 regularly scheduled shift.

19 An employee shall be entitled upon request to the presence of a Union Representative at  
20 a disciplinary conference at which discipline or a less than satisfactory service rating may  
21 or will take place, or at an investigative interview of the employee by the Employer  
22 regarding allegations or charges of misconduct against the employee which if  
23 substantiated could result in any disciplinary action. During the course of an investigatory  
24 interview, if it is determined that the employee being interviewed could become the  
25 subject of an investigation, the interview will immediately be stopped and the employee  
26 will be offered the opportunity to obtain representation before the interview is continued.

27 It shall not be the policy of the Employer to take disciplinary action in the course of an  
28 investigation unless an emergency suspension or removal from the premises as provided  
29 in this Article is warranted. If the MSEA Representative is to be an attorney certified by  
30 MSEA, the employee or MSEA shall give as much notice as possible to the Employer.

### 31 **B. Disciplinary Action and Conference.**

32 1. Whenever an employee is to be formally charged with a violation of any obligation,  
33 rule, regulation or policy, or charges are in the process of being prepared, a  
34 Disciplinary Conference shall be scheduled and the employee shall be notified in  
35 writing forty eight (48) hours prior to the conference of the claimed violation and  
36 disciplinary penalty or possible penalty contemplated. Nothing shall prevent the  
37 Employer from withholding a penalty determination until after the Disciplinary  
38 Conference provided herein has been completed.

39 Whenever it is determined that disciplinary action is appropriate, a Disciplinary  
40 Conference shall be held with the employee at which the employee shall be entitled  
41 to MSEA representation. The Employer agrees to provide a courtesy copy of the

1 notice of disciplinary conference to the MSEA if the contemplated discipline is a  
 2 suspension of three (3) days or more, or dismissal. The Representative must be  
 3 notified and requested by the employee. If representation is not desired by the  
 4 employee, a statement of waiver of representation will be signed by the employee. A  
 5 copy of the waiver will be forwarded to the MSEA Central Office. No Disciplinary  
 6 Conference shall proceed without the presence of a requested Representative or the  
 7 waiver signed by the employee. The Representative shall be a MSEA Representative,  
 8 in accordance with Article 45, so that scheduling of the Disciplinary Conference shall  
 9 not be delayed. The employee shall be informed in writing, of the nature of the charges  
 10 against him/her and the reasons that disciplinary action is intended or contemplated.  
 11 Except in accordance with Sections C.2. and D. of this Article, an employee shall be  
 12 promptly scheduled for a Disciplinary Conference. The Employer shall provide one  
 13 copy of all written documents and provide access to any non-written material being  
 14 used as the basis for determining disciplinary action, at the commencement of the  
 15 disciplinary conference. If the Employer determines it is appropriate to provide a copy  
 16 of the non-written material, it shall be provided. Questions by the employee or  
 17 Representative will be fully and accurately answered at such meeting to the extent  
 18 possible. Response of the employee, including his/her own explanation of an incident  
 19 if not previously obtained, or mitigating circumstances, shall be received by the  
 20 Employer. The employee shall have the right to make a written response to the results  
 21 of the Disciplinary Conference which shall become a part of the employee's file.

22 The employee shall be given and sign for a copy of the written notice of charges and  
 23 disciplinary action if determined. Where final disciplinary action has not been  
 24 determined the notice shall state that disciplinary action is being contemplated.  
 25 Disciplinary action, if forthcoming, shall be initiated within fifteen (15) calendar days of  
 26 the Disciplinary Conference, except in the Department of Corrections where it shall be  
 27 initiated within forty-five (45) calendar days of the Disciplinary Conference unless  
 28 otherwise modified in secondary negotiations. The employee's signature indicates  
 29 only that the employee has received a copy, shall not indicate that the employee  
 30 necessarily agrees therewith, and shall so state on the form. If the employee refuses  
 31 to sign, the supervisor will write "Employee refused to sign" and sign his/her own name  
 32 with the date. A witness signature should be obtained under this circumstance.

33 2. In the case of an employee dismissed for unauthorized absence for three (3)  
 34 consecutive days or more, or who is physically unavailable, a Disciplinary Conference  
 35 need not be held, however, notice of disciplinary action shall be given.

36 3. **Notice.** Formal notification to the employee of disciplinary action shall be in the form  
 37 of a letter or form spelling out charges and reasonable specifications, advising the  
 38 employee of the right to appeal. The employee must sign for his/her copy of this letter,  
 39 if presented personally, or the letter shall be sent to the employee by certified mail,  
 40 return receipt requested. Dismissal shall be effective on the date of notice. An  
 41 employee whose dismissal is upheld shall not accrue any further leave or benefits  
 42 subsequent to the date of notice. If the employee has received and signed for a written  
 43 letter of reprimand, no notice is required under this Article.

## ARTICLE 9

- 1 4. Any employee who alleges that disciplinary action is not based upon just cause may  
2 appeal such action in accordance with the grievance procedure. Reassignment of an  
3 employee at the same level, and work location if feasible, incidental to a disciplinary  
4 action upheld or not appealed shall not be prohibited or appealed, provided the  
5 possibility of such reassignment was stated to the employee in the notice of  
6 disciplinary action. However, the Employer retains the option to reassign as part of the  
7 administration of discipline for just cause.
- 8 5. Any performance evaluation, record of counseling, reprimand, or document to which  
9 an employee is entitled under this Agreement shall not be part of the employee's  
10 official record until the employee has been offered or given a copy.

### 11 **C. Emergency Disciplinary Action.**

#### 12 1. **Removal from Premises or Temporary Suspension.**

13 Nothing in this Article shall prohibit the Employer from the imposition of an emergency  
14 disciplinary suspension and/or removal of an employee from the premises in cases  
15 where, in the judgment of the Employer, such action is warranted. As soon as  
16 practicable thereafter, investigation and the Disciplinary Conference procedures  
17 described herein shall be undertaken and completed. An Appointing Authority may  
18 suspend an employee for investigation. The suspension shall be superseded by  
19 disciplinary suspension, dismissal, or reinstatement within seven (7) calendar days  
20 unless extended by the Appointing Authority. Notice of the extension shall be  
21 concurrently served upon MSEA and the employee, stating the reasons therefore. If  
22 disciplinary action is not taken against an employee within the seven (7) days (or  
23 extension), the employee shall receive full pay and benefits for the period of temporary  
24 suspension.

#### 25 2. **Suspension for Criminal Charge.**

26 Any employee arrested, indicted by a grand jury, or against whom a charge has been  
27 filed by a prosecuting official for conduct on or off the job, may be immediately  
28 suspended. Such suspension may, at the discretion of the Appointing Authority,  
29 remain in effect until the indictment or charge has been fully disposed of by trial,  
30 quashing or dismissal.

31 The employee's name, home address, or photograph shall not be released to the  
32 press or news media.

33 Nothing herein shall prevent an employee from grieving the reasonableness of a  
34 suspension under this Subsection, where the employee contends that the charge does  
35 not arise out of the job, or is not related to the job, except that suspension for a felony  
36 charge shall not be appealed. An employee who has been tried and convicted on the  
37 original or a reduced charge and whose conviction is not reversed, may be disciplined  
38 or dismissed from the classified service upon proper notice without the necessity of  
39 further charges being brought and such disciplinary action shall be appealed through  
40 the grievance procedure. The record from any trial or hearing may be introduced by  
41 the Employer or MSEA in such grievance hearing, including Arbitration. Under this

1 circumstance a Disciplinary Conference will be conducted only upon written request  
2 of the employee. An employee whose indictment is quashed or dismissed, or who is  
3 acquitted following trial, shall be as soon as practicable reinstated in good standing  
4 and made whole if previously suspended in connection therewith unless 1) the  
5 Employer imposes a suspension for investigation under Section E, Suspension for  
6 Investigation, of this Article, or, 2) disciplinary charges, if not previously brought, are  
7 filed within three (3) weekdays of receipt of notice at the central Personnel Office of  
8 the results of the case, and appropriate action in accordance with this Article is taken  
9 against such employee. Nothing provided herein shall prevent the Employer from  
10 disciplining an employee for just cause at any time irrespective of criminal or civil  
11 actions taken against an employee or irrespective of their outcome.

12 **D. Resignation in Lieu of Disciplinary Action.**

13 Where a decision is made to permit an employee to resign in lieu of dismissal, the  
14 employee must submit a resignation in writing. This resignation shall be held for twenty-  
15 four (24) hours after which it shall become final and effective as of the time when originally  
16 given unless retracted during the twenty-four (24) hour period. This rule applies only when  
17 a resignation is accepted in lieu of dismissal and the employee shall have been told in the  
18 presence of a Representative that he/she will be terminated in the absence of the  
19 resignation. The offer of such resignation in lieu of dismissal shall be at the sole discretion  
20 of the Employer and the resignation and matters related thereto shall not be grieved.

21 **E. Suspension for Investigation.**

22 The Employer may relieve an employee from duty for investigation. A suspension shall  
23 be with pay and be superseded by disciplinary suspension or dismissal, or by  
24 reinstatement, within seven (7) calendar days or within such extension, as may be  
25 approved by the department Personnel Director or his/her designee in writing  
26 concurrently to the MSEA Central Office. Where a subsequent disciplinary suspension  
27 results, the Employer may count the days of suspension for investigation as part of the  
28 penalty.

29 **F. Suspension for Felony Charges.**

30 The Employer may suspend an employee while felony charges are pending against  
31 him/her.

32

33 **ARTICLE 10**  
34 **COUNSELING AND PERFORMANCE REVIEW**

35 The intent of performance review and counseling is to inform and instruct employees as  
36 to requirements of performance and/or conduct.

37 **A. Performance Discussion or Review.**

38 The parties recognize that supervisors are required to periodically discuss and review  
39 work performance with employees. Such discussions are not investigations, but are

## ARTICLE 10

1 opportunities to evaluate and discuss employee performance and, as such, are the  
2 prerogative and responsibility of the Employer. An employee shall not have the right to  
3 an MSEA Representative during such performance discussion or review.

### 4 **B. Informal Counseling.**

5 Informal counseling may be undertaken when, in the discretion of the Employer, it is  
6 deemed necessary to improve performance, instruct the employee and/or attempt to  
7 avoid the need for disciplinary measures. Informal counseling will not be written up or  
8 recorded. Informal counseling shall take place with only the affected employee and one  
9 Employer Representative present.

### 10 **C. Formal Counseling.**

- 11 1. When in the judgment of the Employer, formal counseling is necessary, it may be  
12 conducted by an appropriate supervisor. Formal counseling may include a review of  
13 applicable standards and policies, actions which may be expected if performance or  
14 conduct does not improve, and a reasonable time period established for correction  
15 and review. A narrative description of formal counseling will be prepared on a record  
16 of counseling form, a copy of which will be given to and signed for by the employee  
17 and a copy kept in the employee's personnel file. The employee's signature indicates  
18 only that the employee has received a copy, shall not indicate that the employee  
19 necessarily agrees therewith, and shall so state on the form. Formal counseling is  
20 grievable in accordance with Article 8 through Step Two.
- 21 2. An employee shall not have the right to a designated MSEA Representative during  
22 counseling.
- 23 3. Formal counseling may not be introduced in a Disciplinary Conference except to  
24 demonstrate, if necessary, that an employee knew or knows what is expected of them.
- 25 4. The distinction between informal and formal counseling shall be maintained and a  
26 counseling memo, if any, shall be considered formal.

### 27 **D. Removal of Records.**

28 Neither performance review, informal nor formal counseling shall be considered as  
29 punitive/disciplinary action nor as prerequisites to disciplinary action. A formal counseling  
30 form shall be removed from an employee's file after twelve (12) months of satisfactory  
31 performance during which the employee has not received less than a satisfactory service  
32 rating, been the subject of disciplinary action, or received further formal counseling for the  
33 same or similar reason(s).

### 34 **E. Relationship to Disciplinary Action.**

35 Nothing in this Article shall prohibit the Employer from taking disciplinary action without  
36 the necessity of prior informal or formal counseling against an employee who, in the  
37 judgment of the Employer, commits a sufficiently serious offense.

38



**ARTICLE 11**  
**SENIORITY**

**A. Seniority Definitions.**

Effective January 1, 2019, seniority definition is a prohibited subject of bargaining and governed by Civil Service Rules and Regulations.

For the purposes indicated below, seniority shall consist of the total number of continuous service hours of an employee in the State classified service including military service time earned prior to appointment to the State classified service, and service in any excepted or exempted position in State government which preceded entry into the State classified service. Continuous hours shall be recorded in the Human Resources Management Network (HRMN) continuous service hours counter, except that it shall not include the following:

Hours paid in excess of eighty (80) in a pay period;

Hours in non-career appointments, on duty or non-duty disability retirement, lost time, suspension, leave of absence without pay (except for military leave of absence), or layoff except that school year employees in the Department of Education shall receive continuous service credit for the period of seasonal layoff. Employees off work due to compensable injuries or illness shall continue to accumulate seniority for the full period of absence precisely as though they had been working for purposes of layoff and recall credit for longevity and State contribution for retirement.

1. Seniority as defined above shall be used for:

a. **Annual Leave Accrual:** If an employee leaves State classified employment and is later rehired, he/she shall accrue annual leave at the same rate as a new hire. However, once a rehired employee has been in pay status for five (5) years, all previous service time shall be credited for annual leave accrual. The only exception shall be for employees rehired who repay severance pay received.

b. **Longevity Pay:** If an employee leaves State classified employment and later is rehired, he/she shall receive no longevity pay. However, once such a rehired employee has been in pay status for five (5) years, all previous time shall be credited for longevity pay. The only exception shall be for employees rehired who repay severance pay received.

**B. General Application.**

1. The Employer will be required to apply seniority as defined in this Article only as specifically provided in this Agreement and subject to any limitations set forth in any particular Article or Section of this Agreement.

4. A State classified employee retired or retiring under the provisions of any State of Michigan retirement system who obtains employment in a classified position shall be credited with seniority in accordance with the current applicable Civil Service

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1 Commission Rules. Retirement credit shall be earned in accordance with statutory  
2 requirements.

3 5. An employee's continuous service record shall be broken and not bridged when the  
4 employee separates from the State classified service by means other than layoff,  
5 suspension, duty or non-duty disability retirement, or approved leave of absence.

6 **C. Seniority Lists.**

7 The Employer will prepare seniority lists by Department, Agency, or mail code,  
8 classification and level showing the seniority of all Unit employees on the payroll as of the  
9 end of the pay period preceding the preparation date. The seniority list shall be prepared  
10 at the end of the first pay period in October and at the end of the first pay period in April,  
11 and will be made available for review by employees. A copy of such lists shall be provided  
12 to MSEA.

13 An employee or MSEA shall be obligated to notify the Employer of any error in the current  
14 seniority list within fifteen (15) week days after the date such list is made available for  
15 review by employees. If no error is reported within this period, the list will stand as  
16 prepared and will thereupon become effective for all applications of seniority as  
17 specifically provided in this Agreement. For purposes of layoff, seniority shall be  
18 continuous service hours as provided herein as of three (3) weeks prior to the date the  
19 layoff notices are sent to employees. Any errors in seniority which occur between the  
20 finalization of the seniority lists prepared in October or April and three (3) weeks prior to  
21 layoff shall be corrected if reported by the employee within fifteen (15) week days of notice  
22 of layoff.

23

24

25

**ARTICLE 12**  
**LAYOFF AND RECALL PROCEDURE**

26 **A. Layoff and Recall Information to MSEA.**

27 The Departmental Employer agrees to provide to MSEA, upon request, copies of seniority  
28 lists and employment histories, which the Employer uses to complete the layoff process.

29 The Departmental Employer shall provide to MSEA, upon request, copies of recall forms  
30 completed by employees.

31 The Departmental Employer agrees to provide to MSEA, upon request, copies of Recall  
32 List(s) which were used to recall Bargaining Unit employees.

33 **B. Layoff and Recall.**

34 Layoff and recall is a prohibited subject of bargaining and governed by Civil Service Rules  
35 and Regulations.

36



ARTICLE 15

1 **F. Wash-Up Time.**

2 Positions for which such necessary wash-up time is authorized shall be determined in  
3 secondary negotiations.

4 If employees are working overtime at the end of the scheduled work day, an approved  
5 wash-up period shall be provided immediately prior to the end of the overtime period only.  
6 Under no circumstances shall an employee be paid premium pay to wash-up if the  
7 employee is required to work through this wash-up period.

8 **G. Callback.**

9 Callback is defined as the act of contacting an employee at a time other than regular work  
10 schedule and requesting that the employee report for work and be ready and able to  
11 perform assigned duties. Employees who are called back or whose callback time is  
12 contiguous to their regular working hours and employees who are called back before they  
13 have left the Employer's premises will be paid only for those hours worked. Employees  
14 who are called back and whose callback hours are not contiguous with their regular  
15 working hours will be guaranteed a minimum of three (3) hours compensation. Eligible  
16 callback time will be paid at the premium rate. When an employee is on call and is called  
17 back to work the employee shall be compensated in cash payment or compensatory time  
18 in accordance with the provisions negotiated in secondaries in Article 15, Section E the  
19 premium rate for the hours of callback. These provisions do not apply to (1) exempt  
20 employees; (2) fruit and vegetable inspectors in the Department of Agriculture, and (3)  
21 Permanent-intermittent employees, unless by virtue of the callback the employee works  
22 in excess of eight (8) hours in a day or forty (40) hours in a work week.

23 **H. On-Call.**

24 On-call is defined as the state of availability to return to duty, work ready, within a specified  
25 period of time. Employees required to be on-call shall be so notified in writing by the  
26 Employer and shall remain available through a pre-arranged means of communication.  
27 Such employees shall be compensated at the rate of one (1) hour of pay for each five (5)  
28 hours of on-call duty. These pay provisions shall not apply to exempt employees, except  
29 in accordance with current practice. If an employee who is on-call is called back to duty,  
30 the period of callback shall not be counted as on-call time. On-call time shall not be  
31 counted as hours worked.

32 **I. Utilization of Leave Credits and Timekeeping.**

33 Utilization of leave credits and timekeeping records shall be maintained in tenths of a  
34 hour.

35 **ARTICLE 15**  
36 **OVERTIME**

37 **A. Definitions.**

38 1. **Exempt Employee.** An exempt employee is one who is not eligible for overtime.  
39 Exempt employees are in classifications in Appendix B shown as Code 3.

- 1 2. **Eligible Employee.** An eligible employee is one who is eligible for overtime  
 2 compensation in accordance with Section B of this Article. Eligible employees are in  
 3 classifications in Appendix A and B shown as Code 1 or Code 2.
- 4 3. **Overtime.** Overtime is authorized work time that an eligible employee works in excess  
 5 of the applicable standard described in Section B of this Article.
- 6 4. **Work Time.** Work time is defined as all hours actually spent in pay status including  
 7 travel time required by and at the direction of the Employer before, during or after the  
 8 regularly assigned work day, excluding sick leave, annual leave, or union leave.
- 9 5. **Work Week.** The work week shall consist of seven (7) consecutive twenty-four (24)  
 10 hour periods commencing at 12:01 a.m., Sunday.
- 11 6. **Regular Rate.** The regular rate of pay is defined as the employee's prescribed rate  
 12 per hour, including any applicable shift pay, prison ("P" rate) pay, hazard pay, on-call  
 13 pay and longevity pay.
- 14 7. **Overtime Rate.** The overtime rate shall be one and one-half ( $\frac{1}{2}$ ) times the regular  
 15 rate.
- 16 8. **Compensatory Time.** Compensatory time is authorized paid time off from work in lieu  
 17 of overtime pay. Compensatory time is not charged against an employee's annual,  
 18 sick or other leave bank.

19 **B. Eligibility for Overtime Credit.**

20 The Employer agrees to compensate eligible employees in cash payment at the overtime  
 21 rate under the following conditions:

- 22 1. An employee in a classification indicated as Code 1 in Appendices A or B shall be  
 23 compensated at the overtime rate for all authorized work time, as defined above, in  
 24 excess of (40) hours of work time in a work week or all consecutive hours in excess  
 25 of eight (8).
- 26 2. An employee in a classification indicated as Code 2 in Appendix B shall be  
 27 compensated at the overtime rate for all authorized work time, as defined above, in  
 28 excess of forty (40) hours of work in a work week.
- 29 3. An employee in a classification indicated as Code 1 or Code 2 in Appendices A or B  
 30 who is on any modified work schedule shall be compensated at the overtime rate for  
 31 all authorized work time in excess of their regular working day or forty (40) hours of  
 32 work time in a work week.
- 33 4. The issue of compensating an employee in a classification indicated as Code 1 or  
 34 Code 2 in Appendices A or B employed at an Agency/Facility in the Department of  
 35 Health and Human Services hospitals and centers, or Military and Veterans Affairs at  
 36 the overtime rate for all authorized work time in excess of eight (8) hours of work time  
 37 in a day or eighty (80) hours of work time in a biweekly work period, shall be a proper  
 38 subject for secondary negotiations only upon mutual agreement.

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1 5. Employees designated as law enforcement officers in Appendix B shall be  
2 compensated at the overtime rate for all authorized hours of work time in excess of  
3 eighty (80) in a biweekly work period.

4 6. An eligible employee may receive compensatory time off in accordance with the  
5 provisions negotiated in secondaries in Article 15 Section E, at time and one-half (1  
6 ½) for overtime hours worked within the pay period in lieu of cash payment for such  
7 hours worked.

### 8 **C. Overtime Compensation.**

9 The Employer shall make good faith effort to insure, where possible, that payment for  
10 overtime worked is made the pay day of the first pay period following the biweekly work  
11 period in which the overtime is worked.

### 12 **D. Pyramiding.**

13 Premium payment shall not be duplicated (pyramided) for the same hours worked. If an  
14 employee works on a holiday, overtime compensation for the first eight (8) hours worked  
15 on the holiday is due and payable only after forty (40) hours worked in a work week are  
16 exceeded.

### 17 **E. Compensatory Time.**

18 Current systems of accumulating and using compensatory time shall continue if  
19 consistent with this Article. The issues of accumulation and use of compensatory time for  
20 any classification covered by this Agreement will be subject to secondary negotiations.

21 When compensatory time credits have been earned by an employee for overtime work or  
22 work performed on a holiday, such time shall be used at the convenience of the employee  
23 subject to supervisory approval based on criteria applicable to annual leave. However, if  
24 the Employer does not permit the employee to use accrued compensatory time credits  
25 before the end of the fiscal year in which the credits have been earned, the employee  
26 may be paid in cash at the regular rate for the compensatory time credits unused at the  
27 end of the fiscal year, except as may be determined in secondary negotiations.

28 Such compensatory time shall be taken before annual leave except when annual leave  
29 is used to substitute for unpaid FMLA Leave, where an employee at the allowable annual  
30 leave cap would thereby lose annual leave or where such annual leave will be used for  
31 Union business and the Union will buy back the time in accordance with Article 7, Section  
32 A.

33 Such unused compensatory time credits of an employee who resigns, retires, is  
34 dismissed, or transfers to a different Appointing Authority shall be paid at the employee's  
35 current regular hourly rate. Such unused compensatory time credits of an employee who  
36 is laid off shall be paid in the manner of annual leave prior to such layoff.

**ARTICLE 16**  
**LEAVES OF ABSENCE**

**A. Eligibility.**

1. Employees shall have the right to request a leave of absence without pay in accordance with the provisions of this Article after the successful completion of their initial probationary period.
2. Employees may also be eligible for a leave of absence in accordance with provisions of the Family and Medical Leave Act (see Letter of Understanding). Provisions of the Act, that may run concurrent to the provisions of this Article, shall not diminish the provisions of the Article.

**B. Request Procedure.**

Any request for a leave of absence without pay shall be submitted in writing by the employee to the employee's immediate supervisor at least, except under emergency circumstances, thirty (30) calendar days in advance of the proposed commencement of the leave of absence being requested.

The Appointing Authority shall furnish a written response as follows: Requests for leaves of absence not exceeding one (1) month shall be answered within ten (10) working days after receipt of the request.

Requests for a leave of absence exceeding one (1) month shall be answered within twenty (20) working days.

**C. Approval.**

Except as otherwise provided in this Agreement, employees may be granted the privilege of a leave of absence without pay at the discretion of the Appointing Authority. The Employer shall consider its operational needs, the employee's length of service, performance record and leave of absence history in reviewing requests for a leave of absence. Appointing Authority determinations under this Section shall not be arbitrary, discriminatory or capricious.

An employee may elect to carry a balance of annual leave during a leave of absence. Such leave balances shall be made available to the employee upon return from a leave of absence but may be utilized only with prior approval of the Appointing Authority.

Payment for annual leave due an employee who fails to return from a leave of absence shall be at the employee's last rate of pay.

1. **Educational Leaves of Absence.** The Employer may approve an individual employee's written request for a full-time educational leave of absence without pay for an initial period of time up to two (2) years to work toward an Associates Degree or a Baccalaureate Degree and/or any advanced degree. To qualify for such an educational leave, the employee must be admitted as a full-time student as determined by the established requirements of the education institution relating to full-

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1 time status. Before the leave of absence can become effective, proof of enrollment  
2 must be submitted by the employee to his/her Appointing Authority. At the request of  
3 the Employer, the employee shall provide evidence of continuous successful full-time  
4 enrollment in order to remain on or renew such leave. Such education shall be directly  
5 related to the employee's field of employment. Such employee may return early from  
6 such a leave upon approval by the Employer. The Employer shall approve or deny the  
7 request for leave of absence without undue delay. Any denial shall include a written  
8 explanation of the denial, if requested by the employee.

9 The Employer may approve a leave of absence for an additional educational purpose  
10 under the conditions described in this Section.

11 2. **Medical Leaves of Absence.** Upon depletion of accrued sick leave, an employee,  
12 upon request, shall be granted a leave of absence including necessary extensions for  
13 a period of up to six (6) months upon providing required medical information, for  
14 personal illness, injury or temporary disability necessitating his/her absence from  
15 work, if that employee is in satisfactory employment status. This grant shall only apply  
16 when the employee has had less than six (6) months medical leave of absence within  
17 the preceding five (5) years. Time off on medical leave of absence due to an  
18 employee's pregnancy shall not be counted against the grant. An employee whose  
19 initial leave including any extensions totals less than the six (6) month period shall be  
20 granted a subsequent leave(s) up to a cumulative total of six (6) months for all such  
21 leaves. Employees with 20 years or more of continuous service shall be granted up to  
22 an additional six (6) months of medical leave of absence beyond the guarantee as  
23 referenced above. In all other cases an employee may be granted such leave for the  
24 above reasons. Such leave may be granted for a period of up to six (6) months upon  
25 providing required medical information. The employee's request shall include a written  
26 statement from the employee's physician indicating the specific diagnosis and  
27 prognosis necessitating the employee's absence from work and the expected return  
28 to work date.

29 In addition to the operational needs of the Employer and the employee's work record,  
30 the Employer in considering requests for extension will consider verifiable medical  
31 information that the employee can return at the end of the extension period with the  
32 ability to perform the essential job duties.

33 Request for medical leave of absence after return from injury or illness due to  
34 complications and/or a relapse shall be considered as a medical leave extension  
35 request provided that this type of extension is requested within thirty (30) days of  
36 return from original leave.

37 Prior to returning to work from a medical leave of absence, the employee will be  
38 required to present medical certification of his/her fitness to resume performing the  
39 essential job duties.

40 The Employer reserves the right to have the employee examined by a physician  
41 selected and paid by the Employer for the employee's initial request, extension and/or  
42 return to work.



- 1 3. **Military Leave.** Whenever an employee enters into the active military service of the  
2 United States, the employee shall be granted a military leave as provided under Civil  
3 Service Commission Rule 2-14 and the applicable federal statutes.
- 4 4. **Leave for MSEA Office.** The Employer shall grant requests for leaves of absence to  
5 employees in these Representational Units upon written request of MSEA and upon  
6 written request of the employee, subject to the following limitations:
- 7 a. The written request of MSEA shall be made to the employee's Appointing Authority  
8 and shall indicate the purpose of the requested leave of absence.
- 9 b. If the requested leave of absence is for the purpose of permitting the employee to  
10 serve in an elective or appointive office with MSEA, the request shall state what  
11 the office is, the term of such office and its expiration date. This leave may cover  
12 the period from the initial date of election or appointment through the expiration of  
13 the term of office.
- 14 c. If the requested leave of absence is for the purpose of permitting the employee to  
15 serve as a Staff Representative for MSEA, such leave shall be for a minimum of  
16 six (6) months renewable upon request of the employee, but shall not exceed three  
17 (3) years.
- 18 5. **Waived Rights Leave of Absence.** The employee may request a waived rights leave  
19 of absence of up to one (1) year in those situations when an employee must leave  
20 his/her position for reasons beyond his/her control and for which a regular leave of  
21 absence is not granted. Under such requests, the privacy of the employee will not be  
22 violated. Employees do not have the right to return to State service at the end of a  
23 waived rights leave of absence but will have the continuous nature of their service  
24 protected, provided they return to work prior to the expiration of such leave. All  
25 requests for a waived rights leave of absence must be made to the employee's  
26 Appointing Authority in writing specifying the reason for the request. An employee  
27 granted a waived rights leave of absence may not carry any annual leave balance  
28 during such leave. The employee shall receive and be required to sign a written  
29 explanation containing the following statement of conditions for a waived rights leave  
30 of absence:
- 31 "I understand that this leave is granted for the sole purpose of protecting my  
32 continuous service record and I waive all rights to return to employment at the  
33 expiration of the leave."
- 34 6. **Maternity/Paternity Leave.** Upon written request an employee shall, after the birth of  
35 his/her child, or adoption of an infant under twelve (12) months of age, be granted  
36 maternity/paternity leave for up to six (6) months. Maternity leave shall commence  
37 immediately following the mother's medical leave or upon adoption of an infant under  
38 twelve (12) months of age. Paternity leave shall commence following delivery or upon  
39 adoption of an infant under twelve (12) months of age, and must conclude within 12  
40 months of the birth or adoption. The Employer may grant an extension of such leave  
41 upon the request of the employee, based on operational needs of the Employer.

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1 **D. Return from Leave of Absence.**

2 1. An employee returning from an approved leave of absence of six (6) months or less  
3 (other than waived rights) will be restored to a position in the employee's same  
4 classification and previous work location in the Labor and Trades Bargaining Unit or  
5 work site in the Safety and Regulatory Bargaining Unit.

6 2. An employee returning from an approved leave of absence of more than six (6) months  
7 (other than a waived rights) will be restored to a position in the employee's same  
8 classification and previous work location.

9 Where there is more than one work site in a work location, the Employer will make a  
10 good faith effort to return the employee to their former work site or to as close a work  
11 site as possible.

12 3. An employee who requests an earlier return to work prior to the expiration of the  
13 approved leave (other than waived rights) may do so only with the approval of the  
14 Appointing Authority.

15 For an employee who is approved to return early, the provisions of Subsection 2.  
16 above will apply.

17 **E. School/Community Participation Leave.**

18 1. **Intent.** The parties recognize the positive role parental and other adult involvement in  
19 school and community activities plays in promoting educational and community  
20 success. The parties intend by this Section to foster employee involvement in school  
21 sponsored activities and community programs.

22 2. **Leave Credits.** After 1040 hours of satisfactory State service, employees in a  
23 permanent or limited term position shall annually receive eight (8) hours of paid  
24 school/community participation leave to be used in accordance with the provisions of  
25 this Section and the normal requirements for annual leave usage, provided, however,  
26 that such leave may be utilized in increments of one (1) hour if requested. The leave  
27 may be used to cover the employee's absence from their scheduled work day for  
28 reasonable travel to, from and the duration of the eligible activity or event.

29 School/community participation leave shall be credited to employees on October 1 of  
30 each year, and shall not carry forward beyond the fiscal year.

31 3. **Leave Usage.** The use of the leave is for active participation in school sponsored  
32 secular activities by employees, and not for mere attendance at the activity or event.  
33 Additionally, the leave is intended for pre-school education programs, K-12 and adult  
34 literacy programs, and not college or university programs or events. Employees may  
35 use the leave to participate in any school sponsored activity including but not limited  
36 to, tutoring, field trips, classroom programs, and school committees.

37 The leave may also be used for active participation in any structured secular  
38 community activity sponsored by a governmental agency, or a non-profit community  
39 organization or agency, and not for mere attendance at community events. Employees

1 may use the leave to participate in community activities such as serving as a volunteer  
 2 docent for the State of Michigan museum, making deliveries for Meals on Wheels, and  
 3 construction work for Habitat for Humanity.

4 Employees shall be permitted to use annual leave and other leave credits to  
 5 participate in school programs and community events in accordance with the normal  
 6 requirements for the use of such leave. Additionally, in accordance with this  
 7 Agreement and to the extent that operational considerations permit, an employee  
 8 may, with supervisory approval, adjust his/her work schedule to allow attendance or  
 9 participation in school activities and community events while working the regular  
 10 number of work hours.

11 To request school/community participation leave, employees shall complete a  
 12 School/Community Participation Leave form provided by the Employer.

#### 13 F. Disaster Response

14 An appointing authority may grant a leave of absence without pay to an employee who  
 15 is skilled in emergency relief assistance and certified as a disaster services volunteer  
 16 by the American Red Cross to provide disaster or emergency relief assistance in this  
 17 state.

## 19 **ARTICLE 17** 20 **PERSONNEL FILES**

### 21 **A. General.**

22 There shall be only one (1) official personnel file maintained on each employee in the  
 23 Representational Units covered by this Agreement. Under no circumstances shall an  
 24 employee's medical file be contained in the employee's personnel file; however, records  
 25 of personnel actions based upon medical information may be kept in personnel files.

### 26 **B. Access.**

27 Access to individual personnel files shall be restricted to authorized management  
 28 personnel, the employee and/or a designated MSEA Representative when authorized in  
 29 writing (through mail, e-mail or fax) by the employee. An employee shall have the right,  
 30 upon request, to review his/her personnel file at reasonable intervals, generally not to  
 31 exceed two (2) times in a calendar year, and may be accompanied by a designated MSEA  
 32 Representative if the employee so desires. An employee who requests in writing (through  
 33 mail, e-mail or fax) one or more additional reviews shall state the purpose thereof. File  
 34 review shall normally take place at the location of the personnel file and during the  
 35 Employer's normal work hours. If a review during normal work hours would require an  
 36 employee to take time off from work, the Employer will provide some other reasonable  
 37 time or place for the review. As an alternative to rearranging the time or place for  
 38 employee review, employees may designate, in writing (through mail, e-mail or fax) an  
 39 MSEA Representative to conduct such review. Upon employee request, the Employer  
 40 shall make and furnish a copy of documents, or parts of documents, to the employee or

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1 the designated MSEA Representative. The Employer may charge a reasonable fee for  
2 duplicate copies previously furnished to the employee or Union, when requests for such  
3 copies become excessive.

4 Employees have a right to review their personnel records within a reasonable period from  
5 the date of the request. As such, the Employer commits to provide access as  
6 expeditiously as possible. In the event the personnel file is not present at the employee's  
7 work location, it is the Employer's intent to make the file available in a reasonable period  
8 of time.

### 9 **C. Employee Disagreements.**

10 An employee may request the Employer to correct or remove information from the  
11 employee's personnel file with which the employee disagrees. Such request shall be in  
12 writing (through mail, e-mail or fax), shall specify with particularity that record, or part of  
13 a record, with which he/she disagrees, and how the employee proposes to correct the  
14 record. The Employer shall either correct or remove such disputed information or deny  
15 the employee request in writing. In the absence of an agreement between the Employer  
16 and the employee, the employee may file a grievance or submit a written statement to the  
17 Employer explaining the disagreement, which statement in combination with any other  
18 such written explanatory statement shall not exceed five (5) sheets of 8-1/2 inch by 11-  
19 inch paper. Such employee statement(s) shall remain in the personnel file as long as the  
20 original information, with which the statement reports disagreement, is a part of the file.

### 21 **D. Employee Notification.**

22 A copy of any disciplinary action or material related to employee performance which is  
23 placed in the personnel file shall be provided to the employee (the employee so noting  
24 receipt, or the supervisor noting employee refusal to acknowledge receipt) or sent by  
25 certified mail (return receipt requested) to the employee's last address appearing on the  
26 Employer's records.

### 27 **E. Non-Employment Related Information.**

28 Detrimental information not related to the employee's employment relationship shall not  
29 be placed in the employee's personnel file.

### 30 **F. Confidentiality of Records.**

31 This Article shall not be construed to expand or diminish a right of access to records as  
32 provided in Act 442 of the Public Act of 1976, or as otherwise provided by law.

33 The Employer will not release an employee's final disciplinary action record to other than  
34 the authorized representative(s) of the Employer or the designated MSEA Representative  
35 with the employee's written permission, unless the Employer furnishes the employee with  
36 written notice of such release on or before the day the information is released At the  
37 Employer's discretion, notice will be provided to the employee either at the work location  
38 or by first class mail to the employee's address of record.

39 This provision shall not prohibit the Employer from releasing such information where:

- 1 1. The employee has waived the right to written notice as part of a written, signed  
2 employment application with another Employer; or
- 3 2. The disclosure is ordered in a legal action or arbitration to a party in that legal action  
4 or arbitration;
- 5 3. The information is requested by and provided to a government agency as a result of  
6 a claim or complaint by an employee with such government agency.

#### 7 **G. Expunging Records.**

8 Upon employee request, records of disciplinary actions/interim service ratings shall be  
9 removed from an employee's file twenty-four (24) months following the date on which the  
10 action was taken or the rating issued, provided that no new disciplinary action/interim  
11 service rating has occurred during such twenty-four (24) month period. Written  
12 reprimands/formal counselings, performance reviews and satisfactory service ratings  
13 shall be removed from an employee's file after twelve (12) months of satisfactory  
14 performance during which the employee has not received less than a satisfactory service  
15 rating, been the subject of disciplinary action, or received further written  
16 reprimands/formal counseling for the same or similar reason(s). These provisions shall  
17 not prohibit the Employer from maintaining records of disciplinary action arising out of  
18 violations of prohibited practices as defined in the Civil Service Rules and Regulations.  
19 The provisions of this Section shall apply retroactively. Any record eligible to be expunged  
20 under this Section shall not be used in any subsequent hearing concerning the employee.  
21 No disciplinary action maintained on an electronic Employee History Record, eligible for  
22 expungement, shall be admissible in any step of the grievance procedure.

23 For purposes of computing time for expunging records under this Section, time spent on  
24 medical leave of absence shall not be counted.

25 The employer agrees when employees have submitted a written request for expungement  
26 of records in accordance with this Article, the Employer will not retain such request after  
27 expunging the record. The Employer will take steps to ensure the record to be expunged  
28 is also removed from any local office files that exist. Records expunged in accordance  
29 with this Article shall be expunged from electronic records the employer maintains.  
30 However, for expunged disciplinary records where an employee is not entitled to be  
31 credited with service hours for the period of the disciplinary action, the Employer may  
32 enter a comment in its electronic record noting the appropriate adjustment of the  
33 employee's hours for purposes of seniority.

#### 34 **H. Confidentiality of Medical Records.**

35 To ensure strict confidentiality, medical reports and records made or obtained by the  
36 Employer relating to an employee shall not be contained in nor released in conjunction  
37 with the employee's personnel file. Only authorized representatives of the Employer, the  
38 employee, and MSEA Representatives authorized by the employee in writing, (and signed  
39 by the employee) shall possess or have access to such employee medical reports or  
40 records, including records prepared by a private physician, rehabilitation facility, or other  
41 resource for professional medical assistance.

ARTICLE 18

1 This provision shall not prohibit the Employer from placing information in the employee's  
2 medical file which reflects Employer-initiated correspondence with a medical practitioner,  
3 or the employee, regarding diagnoses, prognoses, and fitness for employment, or  
4 absences from work associated therewith, nor from placing copies of records and reports  
5 containing conclusions by the Employer concerning the employee's fitness for duty based  
6 upon proper medical records and reports. This file may be reviewed by the employee  
7 and/or the employee's representative in the same fashion as the personnel file.

8 The Employer shall not be prohibited from furnishing or otherwise releasing medical  
9 records or reports made or obtained by the Employer where such release is specifically  
10 required to process a grievance which involves the use or interpretation of such reports  
11 or records by the Employer, to a legal action or arbitration, or to a complaint or claim filed  
12 with a government agency by an employee.

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**ARTICLE 18**  
**MSEA REPRESENTATION**

16 **A. MSEA Representatives and Jurisdictions.**

17 Employees covered by this Agreement are entitled to be represented in the grievance  
18 procedure by a Steward, a departmental caucus spokesperson and/or a MSEA Staff  
19 Representative in accordance with the following:

20 1. **Work Location Definition.** For the purposes of this Article only, a work location is a  
21 county or a facility within a county, or in those instances where employees have a  
22 geographical area of assignment greater or lesser than a county, the geographical  
23 area of assignment shall be considered the work location.

24 2. At work locations of a Department, MSEA may designate Steward(s) to represent such  
25 employees at such work locations.

26 3. Where no Steward is authorized or designated, or one designated is temporarily not  
27 available, MSEA may designate any employee covered by this Agreement to act as a  
28 temporary representative, provided that if such employee is employed at another work  
29 location or in another Department he or she shall be released for such purpose subject  
30 to operational requirements. Such employee may represent employees across  
31 departmental lines. Any paid leave provided by the Employer for such union activities,  
32 is governed by Civil Service Rules and Regulations.

33 4. Employees whose unplanned absence would remove service from an area shall not  
34 be designated by MSEA as a temporary representative under this Section.

35 5. The issue and manner of release of department caucus spokespersons to represent  
36 a Bargaining Unit member shall be a proper subject of secondary negotiations.

1 **B. Release of MSEA Representatives.**

2 No Steward shall leave his/her work to engage in employee representation activities  
3 authorized by this Agreement without first notifying and receiving approval from his/her  
4 supervisor or designee. Such approval shall normally be granted and under no  
5 circumstances shall unreasonably be denied. In the event that approval is not granted for  
6 the time requested by such MSEA Representative, MSEA, at its discretion, may either  
7 request an alternate MSEA Representative or have the activity postponed and  
8 rescheduled. In making such request, MSEA will provide timely representation so that the  
9 activity would not be unreasonably delayed.

10 **C. Union Leave.**

11 If any MSEA Representative(s) is expected to spend more than 25% (520 hours) of the  
12 contract work year (beginning the effective date of this Agreement) in representation  
13 activities, he/she may be so designated and identified by MSEA. Such employees may  
14 be placed on "Union leave" by the Employer. They shall be relieved of all work duties  
15 during the course of such leave; and MSEA shall reimburse the State for all associated  
16 employer payroll cost of such employee(s), including wages, taxes, benefits, and  
17 retirement contributions. A contract work year is defined as a twelve (12) month period.

18 The request for Union leave and the approval by the Employer and the acceptance by the  
19 employee shall constitute an acknowledgment that the employee is to be considered as  
20 an employee of the Union during the leave. Should an administrative board or court rule  
21 otherwise, MSEA shall indemnify and hold the Employer harmless from any Worker's  
22 Compensation claims by that employee arising during or as a result of the Union leave.

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25 **ARTICLE 19**  
26 **LABOR-MANAGEMENT COMMITTEE MEETINGS**

27 **A. Purpose.**

28 Labor-Management Committee Meetings shall be for the purpose of maintaining  
29 communications in order to cooperatively discuss and resolve problems of mutual  
30 concern to the parties.

31 Agenda items to be discussed at such meetings are to be submitted at least seven (7)  
32 calendar days in advance of the scheduled meeting dates. The method of establishing an  
33 agenda shall be a proper subject in secondary negotiations at the request of either party.  
34 Appropriate subjects for the agenda are:

- 35 1. Administration of the Agreement.
- 36 2. General information of interest to the parties.
- 37 3. Expression of employees' views or suggestions on subjects of interest to employees  
38 of the Representation Units covered by this Agreement.

## ARTICLE 19

1 4. Recommendations of the Health and Safety Committee on matters relating to  
2 employees of Representation Units covered by this Agreement.

3 5. Items agreed to in other Articles of this Contract.

4 Department or Agency Representatives are encouraged to notify MSEA of administrative  
5 changes intended by the Employer, which may significantly affect employees in  
6 Represented Units covered by this Agreement and to meet with a MSEA Representative,  
7 in accordance with Article 18, upon MSEA's request concerning such change. Failure of  
8 the Employer to provide such information shall not prevent the Employer from making  
9 such changes; however, such changes shall be proper subjects for future Labor-  
10 Management Meetings. Such meetings shall not be considered or used for negotiations,  
11 nor shall they be considered or used for a substitute for the grievance procedure.

12 Employees, stewards, MSEA Representatives, supervisors, managers, and department  
13 representatives shall, throughout all labor-management proceedings, treat each other  
14 with courtesy, and no effort shall be made by either party to harass or intimidate the other  
15 party.

16 The timeframe and manner of response to agenda items shall be a proper subject of  
17 secondary negotiations.

### 18 **B. Representation.**

19 MSEA shall designate its Representatives to such meetings in accordance with this  
20 Section. The number of MSEA Representatives to participate in such meetings at all  
21 levels shall be determined through secondary negotiations.

22 It is the intent of the parties to minimize time lost from work. Therefore, Labor-  
23 Management Meetings shall be established to cover the concerns of employees in the  
24 Representation Units exclusively represented by MSEA.

### 25 **C. Scheduling.**

26 Agency, Facility, or Departmental-level Labor-Management Meetings shall be scheduled  
27 upon request of either party, but not more frequently than on a monthly basis or twelve  
28 (12) times per year, except as may be mutually agreed on a case-by-case basis. When a  
29 request for a meeting has been received and receipt of the request has been confirmed,  
30 the parties will schedule the meeting within fifteen (15) week days unless mutually agreed  
31 otherwise. The meeting need not be held within fifteen (15) week days. Where no items  
32 are placed on the agenda at least seven (7) calendar days in advance of scheduled  
33 meetings, such meetings need not be held.

### 34 **D. Status of MSEA Representatives.**

35 The greater of one designated MSEA Representative or the number of Employer  
36 Representatives designated by the appointing authority for the meeting for non-statewide  
37 committees shall be permitted time off from scheduled work for necessary travel and  
38 attendance at such meetings. MSEA may designate a greater number at the cost of the  
39 Union for additional number of MSEA Representatives to attend such meetings. Based



1 on operational needs, MSEA member representatives will be authorized for no more than  
2 the number of hours in their regularly scheduled work day for each day's session to cover  
3 travel time, caucus time, and attendance at the Labor-Management Meeting. Leave shall  
4 be allowed for a minimum of one half (1/2) an hour of caucus time prior to the meeting.  
5 Travel expenses and or overtime shall not be authorized for attendance at Labor-  
6 Management Committee Meetings. Any paid leave provided by the Employer for such  
7 union activities, is governed by Civil Service Rules and Regulations.

8 **E. State Employer.**

9 As may be mutually agreed, the State Employer may meet with representatives of MSEA.  
10 Discussions at these meetings shall include, but not be limited to, administration of this  
11 Agreement.

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**ARTICLE 20**  
**WORK RULES**

15 In accordance with Article 5 of this Agreement, Management Rights, and in accordance  
16 with the Rules of the Michigan Civil Service Commission, the Employer has the unlimited  
17 right to make reasonable work rules, including, but not limited to, operational procedures  
18 and guidelines, which regulate conduct, safety and health of employees. Additions to or  
19 changes in work rules promulgated by the Employer which are generally applicable to  
20 employees in these Units shall be provided to MSEA Central Office at least 30 calendar  
21 days prior to their effective date in non-emergency situations. Should MSEA wish to  
22 discuss such work rules prior to their effective date they shall so request as soon as  
23 possible but no later than 10 calendar days prior to their effective date. Work rules  
24 promulgated on a local basis shall be discussed locally. Work rules promulgated on a  
25 departmental level shall be discussed at the departmental level. It is the intention of the  
26 parties that such discussions shall be held in an informal context and shall not require the  
27 convening of a Labor-Management Committee Meeting. If after timely notice by the Union  
28 such meeting cannot be held prior to the implementation date because of Management's  
29 unavailability, the implementation shall be delayed until such meeting can be held. Rule  
30 changes established in emergencies shall be promulgated as soon as possible. MSEA  
31 shall have the right to timely grieve the reasonableness of a work rule.

32 Work rules shall be discussed at the initiative of either party in Labor-Management  
33 Committee Meetings.

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**ARTICLE 21**  
**GROOMING AND ATTIRE**

37 The Employer and MSEA agree that employees have an obligation to maintain  
38 reasonable grooming and attire standards which bear a reasonable relationship to their  
39 work.

ARTICLE 22

1 The Employer will not be arbitrary or capricious when requiring any employee to conform  
2 to any standards.

3 The type of grooming or attire standard shall be determined in secondary negotiations.  
4

5 **ARTICLE 22**  
6 **HEALTH AND SAFETY**

7 **A. General.**

8 The Employer and MSEA will cooperate in the objective of eliminating safety and health  
9 hazards. The Employer will attempt to provide a safe and healthful place of employment  
10 free from recognizable hazards. The Employer will furnish protective clothing and  
11 equipment and provide required training in accordance with those standards established  
12 by the Departments of Licensing and Regulatory Affairs and/or Health and Human  
13 Services.

14 It is recognized that emergency circumstances may arise, and the Departmental  
15 Employer is authorized to make satisfactory arrangements for immediate protection of the  
16 affected employees, patients, clients, residents, and the general public in an expeditious  
17 manner.

18 **B. First Aid Equipment.**

19 First aid equipment shall be provided at appropriate locations in the workplace. In  
20 accordance with MIOSHA standards, the first aid equipment will contain appropriate  
21 supplies to handle situations that might reasonably be expected to arise at that workplace.  
22 The first aid equipment shall be adequately maintained and checked at intervals sufficient  
23 to ensure that supplies are replaced and up-to-date.

24 **C. Buildings.**

25 The Employer will maintain all State-owned buildings, facilities, and equipment in  
26 accordance with the specific written order(s) of the Michigan Departments of Licensing  
27 and Regulatory Affairs and/or Health and Human Services. Where facilities are leased by  
28 the Employer, the Employer shall assure that such facilities comply with the order(s) of  
29 the Michigan Departments of Licensing and Regulatory Affairs and/or Health and Human  
30 Services.

31 **D. Medical Examinations.**

32 Whenever the Employer requires an employee to submit to a medical examination or  
33 medical test, including x-rays or inoculations, by a licensed medical practitioner selected  
34 by the Employer, the Employer will pay the entire cost of such services provided that the  
35 employee uses the services of the practitioner selected by the Employer. With the consent  
36 of the Employer, the employee may use another medical practitioner and the Employer  
37 will pay the excess costs not covered by the employee's health insurance program.  
38 Employees required to take a gynecological examination may be examined by a

1 practitioner mutually acceptable to the employee and the Employer. In the absence of  
2 mutual agreement regarding a required gynecological examination, the parties will select  
3 a physician from recommendations by a county or local medical society, by alternate  
4 striking if necessary. All pre-employment physical plans affecting current Bargaining Unit  
5 members shall be submitted to MSEA.

#### 6 **E. Foot Protection.**

7 The Employer reserves the right to require the wearing of foot protection by employees.  
8 In such cases, the Employer will provide a safety device or, if the Employer requires the  
9 employee to purchase approved safety shoes, the allowance paid by the Employer for  
10 the purchase of required safety shoes shall be the actual cost of such shoes up to a  
11 maximum reimbursement as allowed in Article 43, Section W. Employees shall have the  
12 right to purchase such safety shoes utilizing the allowance provided therein.

#### 13 **F. Protective Clothing.**

14 The issue of the Employer providing other apparel, purpose of which is to protect the  
15 health and safety of employees against hazards they might reasonably be expected to  
16 encounter in the course of performing job duties, may be taken up in departmental  
17 secondary negotiations.

18 The types of apparel items to be discussed pursuant to this Sub-section shall include, but  
19 not be limited to: biological, radioactive, or chemical protective clothing; seasonal  
20 protective clothing; hard hats and fire resistant clothing for operators of fire suppression  
21 vehicles; helmets, boots, gloves and abrasion resistant clothing for motorcycle operators;  
22 steel-toed boots for operators of mechanized mowers; hard hats and fire resistant clothing  
23 for electricians and welding protective apparel.

##### 24 **1. Department of Health and Human Services (Labor and Trades employees)**

25 The Department shall provide and maintain protective clothing and gear required by  
26 the Employer and/or MIOSHA necessary for covered employees to accomplish duties  
27 safely and effectively. For Labor and Trades employees, the Employer agrees to  
28 provide an annual allowance of \$200.00 to procure seasonal protective clothing. This  
29 allowance will be available no later than November 1<sup>st</sup> of each year.

##### 30 **2. Department of Transportation**

31 The Department shall provide a \$300.00 annual allowance to those employees who  
32 are required to wear clothing made of work-cloth material, because of their duties.

##### 33 **3. Department of Military and Veteran Affairs**

34 The Department will also provide seasonal protective clothing for those employees  
35 who are from time to time required to perform duties outside or in unheated buildings.  
36 Seasonal protective clothing shall consist of triple stitched canvas type coat and pants  
37 or coveralls and hood. Any employee who meets the requirements for seasonal  
38 protective clothing shall be reimbursed up to the amount of \$300.00 (to include sales  
39 tax) for the purchase of that clothing.

## ARTICLE 22

### 1 **G. Safety Glasses.**

2 The Employer reserves the right to require the wearing of suitable eye protection by  
3 employees. In such cases, the Employer will provide such eye protection devices or, if  
4 the Employer requires the employee to purchase approved safety glasses, the Employer  
5 will furnish such glasses. If an employee needs corrective safety glasses, the Employer  
6 shall also continue to furnish such glasses in the proper size after the employee has  
7 presented the required prescription, unless the employee is covered by the vision care  
8 insurance. Coverage for examinations shall be in accordance with Article 43, Section F.,  
9 Vision Care Insurance.

### 10 **H. Safety Inspection.**

11 Any paid leave provided by the Employer for such union activities, is governed by Civil  
12 Service Rules and Regulations.

13 When the Michigan Department of Licensing and Regulatory Affairs, or the Department  
14 of Health and Human Services inspects a State facility in which Bargaining Unit members  
15 are employed, a designated local MSEA Representative will be notified by the Employer  
16 and, consistent with the operational needs of the Employer, be released from work to  
17 accompany the Inspector in those parts of the facility where such Unit members are  
18 employed. MSEA may designate an employee to accompany an Inspector under the  
19 provisions of this Section in the absence of a designated MSEA Representative on the  
20 premises. Otherwise there shall be no obligation of the Employer except notification to  
21 MSEA. An employee who acts as a designated MSEA Representative for the purposes  
22 of this Section shall not be paid for time spent outside the employee's regularly scheduled  
23 working hours. Such safety inspections may be requested to MIOSHA by MSEA when  
24 there is reason to believe that a health or safety hazard exists in a particular work site.

### 25 **I. Contagious Diseases.**

26 In accordance with departmental policies, in Health and Human Services facilities,  
27 Veteran's homes, Correctional facilities, and Education institutions, the Employer will,  
28 when a source of possible contagion becomes known, isolate such source if possible and  
29 notify the employees and the Union of the source, the possible contagion, the isolation  
30 steps taken, and those further precautions which will be required to avoid contagion.

31 The Employer shall provide necessary supplies, training and equipment for such  
32 precautions. The parties recognize that an individual's rights regarding confidentiality may  
33 not be violated. However, employees' right to know shall be in accordance with applicable  
34 statutes.

35 The Employer acknowledges that the issue of contagious diseases and exposure to  
36 communicable diseases is of significant concern to MSEA Bargaining Unit employees.  
37 The parties agree that the Employer shall abide by the recommendations of CDC and  
38 MIOSHA and any appropriate local health department related to contagious diseases and  
39 that they shall consider recommendations by the U.S. Department of Health and Human  
40 Services and the U.S. Department of Labor.

1 The Employer agrees to provide information to the MSEA as appropriate and in  
2 accordance with applicable statutes.

3 The Employer will establish and/or continue a contaminated waste disposal system in  
4 accordance with CDC and the Michigan Department of Health and Human Services  
5 Guidelines.

6 In accordance with CDC guidelines, protective garments such as gloves, gowns, aprons,  
7 masks, etc. shall be readily accessible to an employee who deals with individuals whose  
8 behavior or actions indicate a need for a protective barrier. The issue of which protective  
9 garments or devices are appropriate for Bargaining Unit employees in the course of  
10 performing their job duties shall be a proper subject for secondary negotiations.

#### 11 **J. Health and Safety Committee.**

12 1. Statewide Committee. A statewide joint committee on health and safety will be  
13 established for the greater of two (2) representatives of the Union appointed by the  
14 Union or the number of Employer Representatives designated by the Office of State  
15 Employer, hereinafter referred to as the State Committee. Each party will make a good  
16 faith effort to appoint at least one (1) member who has professional training in  
17 industrial hygiene or safety.

18 The Statewide Committee shall meet at least quarterly at mutually agreeable times  
19 and places. Agendas will be established in advance. Minutes will be prepared for each  
20 meeting and a copy given to the committee members. The charge of this Committee  
21 shall be to examine statewide policy issues regarding health and safety as it affects  
22 Bargaining Unit employees. The Committee shall also make recommendations  
23 pursuant to its findings.

24 2. The Employer agrees that when Health and Safety and Fire and Safety Committees  
25 have been established in an Agency, Facility, or Department, the greater of one  
26 designated MSEA Representative may be appointed by MSEA or the number of  
27 Employer Representatives designated by the appointing authority. The MSEA  
28 Representative on such Committee will serve both Bargaining Units while at meetings  
29 of the Committee. Such Committee may meet monthly, bimonthly, or quarterly as  
30 determined by the committee for the purpose of identifying and correcting unsafe or  
31 unhealthy working conditions which may exist. Items to be included on the agenda for  
32 such meetings must be submitted at least seven (7) calendar days in advance of  
33 scheduled meeting dates. Where no items are timely submitted, no such meetings  
34 shall be held. Any paid leave provided by the Employer for such union activities, is  
35 governed by Civil Service Rules and Regulations.

36 When the Employer introduces new personal protective apparel or extends the use of  
37 protective apparel to new work areas or issues new rules relating to the use of  
38 protective apparel, the matter will be discussed at the first feasible meeting of the  
39 Health and Safety Committee.

## ARTICLE 22

1 Advice of the Health and Safety Committee, together with supporting suggestions,  
2 recommendations, and reasons shall be submitted to the Appointing Authority or  
3 his/her designee for consideration, and for such action as may be deemed necessary.

### 4 **K. Compliance Limitations.**

5 If recommendations under Section J above have not been acted upon within three (3)  
6 months, MSEA may grieve alleged unsafe or unhealthful conditions which are the subject  
7 of such recommendations commencing at Step Three of the Grievance Procedure  
8 provided in this Agreement; provided, that where a clear and present danger exists,  
9 MSEA may grieve at any time at Step Two. The Employer's compliance with Section J is  
10 contingent upon the availability of funds. If the Employer is unable to meet the  
11 requirements of any Section of this Article due to lack of funds, the Employer shall make  
12 a positive effort to obtain the necessary funds.

### 13 **L. Safety Evacuation Plans.**

14 Upon MSEA's request, each Agency or work location shall submit a copy of its evacuation  
15 plan to MSEA for review and comment.

### 16 **M. Obligation of MSEA and Employees.**

17 MSEA and all employees will cooperate and comply with the objectives and requirements  
18 of this Article and with State and Employer Work Rules pertaining to safety and health.

### 19 **N. Employee Services Referral Program.**

20 The parties recognize that employees who are experiencing work-related problems or  
21 personal concerns, including, for example, alcohol and drug abuse, mental and emotional  
22 illness, marital and family problems, and physical illness, may demonstrate less than  
23 satisfactory attendance and job performance.

24 The Employer agrees, to the financial extent possible, and without detracting from the  
25 existing Management Rights and employee job performance obligations, to provide and  
26 maintain an Employee Services Referral Program, to the extent of advising employees  
27 relative to counseling and other reasonable or appropriate work performance  
28 improvement services available to employees where necessary.

29 MSEA agrees to cooperate with the Employer in encouraging employees afflicted with  
30 any condition agreed to herein to participate in this program, if offered.

31 Absence of referral to such program, if provided, or failure to provide such program, shall  
32 not diminish or abridge in any way the Employer's right to discipline for just cause.

33 MSEA agrees to make a good faith effort to have Stewards attend training sessions  
34 sponsored by the Civil Service Commission on the Employee Services Referral Program.  
35 The Employer agrees that Stewards scheduled for such training shall be permitted time  
36 off from regularly scheduled work activities. Any paid leave provided by the Employer for  
37 such union activities, is governed by Civil Service Rules and Regulations.

38

**ARTICLE 23**  
**PROBATIONARY EMPLOYEES**

**A. Definition.**

- 1. An initial probationary employee shall be an employee who has not been certified as having satisfactorily completed the initial probationary employment period as required by the Civil Service Commission Rules and Regulations.
- 2. A continuing probationary employee shall be an employee who has completed the initial probationary period and has subsequently been appointed to a new class, or level, and is required to satisfactorily complete a new probationary period.
- 3. An initial or continuing probationary employee who is being given a less than satisfactory service rating shall be entitled, upon request in accordance with Article 9, Section B., to the presence of a Union Representative at the disciplinary conference.

**C. Application of Provisions.**

Continuing probationary and initial probationary employees shall be covered by the provisions of this Agreement except as specifically indicated otherwise in an Article(s) of this Agreement.

**ARTICLE 24**  
**SUPPLEMENTAL EMPLOYMENT**

Supplemental employment is permitted under the following conditions:

- 1. That the additional employment must in no way conflict under this Article or under present Civil Service Commission Rules with the employee's hours of State employment, or in quantity or interest conflict in any way with satisfactory and impartial performance of State duties.
- 2. That the employee will provide the written notice to the Appointing Authority before engaging in any supplemental employment for the primary purpose of addressing any potential conflict of interest. The Employer will respond to such notice as soon as possible, but no later than ten (10) work days. If the Employer does not respond within the ten (10) work day period, in the event the employee accepts the supplemental employment, the employee shall not be subject to discipline related to the initial acceptance of such supplemental employment. This provision does not waive the Employer's right as described in Section 5 of this Article.
- 3. That the employee keep the Appointing Authority informed of contemplated changes in supplemental employment.
- 4. The Employer's decision to deny supplemental employment shall not be made in an arbitrary or capricious manner.

## ARTICLE 25

- 1 5. Should the Employer determine that an employee's supplemental employment  
2 interferes with his/her regular work, exceeds departmental guidelines, or is in violation  
3 of this Agreement, he/she will be given a written explanation of the reason for the  
4 denial, and reasonable time to promptly terminate his/her supplemental employment  
5 before being disciplined, requested to resign State service or involuntarily terminated.  
6 In situations of conflict of interest in supplemental employment which violates Civil  
7 Service Commission Rules, the supplemental employment will be immediately  
8 terminated.
- 9 6. In the event that supplemental employment is denied by the Employer, the employee  
10 may file a grievance under the expedited procedure where the employee  
11 representative may verbally contact the Step 2 Employer representative, explain the  
12 situation, and request an expedited grievance response.
- 13 Every effort will be made to resolve the grievance prior to the date the employment is  
14 scheduled to begin including discussion of changes or modifications (if any) that would  
15 eliminate the conflict.
- 16 This Article shall not be construed to limit or abridge the Employer's right to take  
17 appropriate disciplinary action in response to violation of Civil Service Commission Rules  
18 and/or failure to provide prior notification of supplemental employment to the Employer.

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### **ARTICLE 25** **NON-DISCRIMINATION**

- 22 The Employer agrees to continue its policy against all forms of illegal discrimination  
23 including discrimination with regard to race, creed, color, national origin, sex, age,  
24 disability, height, weight, marital status, religion, political belief or sexual orientation or  
25 genetic information that is unrelated to the person's ability to perform the duties of a  
26 particular job or position.
- 27 MSEA agrees to continue its policy to admit all persons otherwise eligible to membership  
28 and to represent all members without regard to race, creed, color, national origin, sex,  
29 age, disability, height, weight, marital status, religion, political belief or sexual orientation  
30 or genetic information that is unrelated to the person's ability to perform the duties of a  
31 particular job or position.
- 32 In the event MSEA identifies concerns over any specific incident(s) of conduct in the  
33 workplace by management, supervisory staff, and/or Bargaining Unit employees, which  
34 are not otherwise addressed through agency work rules, Civil Service Commission Rules  
35 and Regulations, or this Agreement. Upon request, MSEA and the Office of the State  
36 Employer shall meet to review and attempt to resolve the concerns.
- 37 There shall be no discrimination, interference, restraint, or coercion by the Employer or  
38 the Employee Representative against any member because of MSEA membership or  
39 because of any activity permissible under the Civil Service Commission Rules and  
40 Regulations and this Agreement.



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**ARTICLE 26**  
**SEXUAL HARASSMENT**

No employee shall be subjected to sexual harassment by another employee during the course of employment in the State classified service.

For the purpose of this policy, sexual harassment is unwanted conduct of a sexual nature which adversely affects another person's conditions of employment and/or employment environment. Such harassment includes, but is not limited to:

- A. Repeated or continuous conduct which is sexually degrading or demeaning to another person.
- B. Conduct of a sexual nature which adversely affects another person's continued employment, wages, advancement, tenure, assignment of duties, work shift or other conditions of employment.
- C. Conduct of a sexual nature that is accompanied by a threat, either expressed or implied, that continued employment, wages, advancement, tenure, assignment of duties, work shift, or other employment conditions may be adversely affected.

**ARTICLE 27**  
**SMOKING**

The Employer and MSEA agree that smoking of any legal tobacco product is a privilege of the employee. However, the Employer will make every reasonable effort to provide a smoke-free work area for those employees who request it.

Smoking will not be permitted in any area where it is prohibited by law, fire or safety regulations. Smoking areas will be posted in a noticeable fashion, as required by law. Any area designated by law, fire or safety regulations as a nonsmoking area will be posted as such.

The Employer's obligation under this Article will be consistent with available space and other operational requirements. This Article shall not be subject to the grievance procedure. However, modifications or changes in this area must be reviewed by the Health and Safety Committee prior to implementation. Employees will cooperate with the Employer and with each other to respect each other's right to work in a healthful air environment. Efforts will be made by employees to minimize smoking that causes genuine discomfort to fellow employees or to confine smoking to expressly designated areas. To the extent possible, the Employer will designate a portion of all dining area(s) as a nonsmoking area.

ARTICLE 28

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**ARTICLE 28**  
**POLYGRAPH EXAMINATIONS**

The Employer or its Agent shall not require nor attempt to persuade an employee to take a polygraph examination, lie detector test, or similar test. The Employer or Agent shall not discipline or discriminate against an employee solely because an employee refused or declined a polygraph examination, lie detector test, or similar test, by whatever name called.

**ARTICLE 29**  
**TRAINING**

The Employer will endeavor to provide sufficient training to enable employees to effectively deal with circumstances normally met on the job including changes brought about by the introduction of automation, computers or robotics or whenever job responsibilities are significantly altered. Where licensure or certification is required by Civil Service Commission classification specifications, the Employer will provide administrative leave to travel and attend approved training required to maintain such licensure or certification. The Employer's obligation under this Article shall be a proper subject for secondary negotiations.

The Employer agrees to provide MSEA with advance notice of plans to introduce automation, computers, or robotics, which have a major impact on the manner in which large groups of employees perform their work responsibilities. Such notice shall be given not less than sixty (60) calendar days prior to the implementation of such changes.

The Employer and the Union agree to jointly explore sources for funding for job retraining programs for laid off employees.

**ARTICLE 31**  
**OPERATION OF STATE MOTOR VEHICLES**

**A. General.**

Any endorsement required on a personal operator's license which is required to operate a State motor vehicle or other motorized equipment will be paid for by the Employer. Any vehicle or other motorized equipment having faulty operator and/or passenger safety restraints or devices which are required by law will not be put into service except in an emergency situation. All employees will be expected to use such safety restraints.

Employees will be expected to operate State motor vehicles and other motorized equipment in accordance with applicable laws and in a safe manner.

Employees using State owned vehicles who, due to the nature of their employment may be required to become involved in high speed or pursuit driving, shall be given comprehensive training in precision driving techniques similar to that given to State

1 Police. All employees required to take this training shall do so no less than once every  
2 five years.

3 **B. Commercial Drivers License.**

4 The parties agree that under Act 346 of 1988 (Act 300 of 1949) certain employees may  
5 be required to obtain and retain a Commercial Driver License (CDL) to continue to perform  
6 certain duties for the State.

7 Wherever a CDL is referred to in this Section, it is understood to mean the CDL and any  
8 required endorsements.

9 In order to implement this provision, the parties agree to the following:

- 10 1. The Employer will reimburse the cost of the required CDL Group License and  
11 Endorsements for those employees in positions where such license and  
12 endorsements are required.
- 13 2. The Employer will reimburse, on a one-time basis, the fee for the skills test, if required,  
14 provided the skills test is not being required because of the employee's poor driving  
15 record. In that case, the employee is responsible for the cost of the skills test. Where  
16 a skills test is required, the employee will be permitted to utilize the appropriate State  
17 vehicle.
- 18 3. Employees shall be eligible for one grant of administrative leave to take the test to  
19 obtain or renew the CDL. Should the employee fail the test initially, the employee shall  
20 complete the necessary requirements on non-work time.
- 21 4. Employees reassigned to a position requiring a CDL shall be eligible for  
22 reimbursement and administrative leave in accordance with paragraphs 1., 2. and 3.  
23 of this Section.
- 24 5. Employees who transfer, promote, bump, or are recalled to a position requiring a CDL  
25 are not eligible for reimbursement for obtaining the initial CDL but shall be eligible for  
26 reimbursement for renewal.
- 27 6. Employees who fail to obtain, or retain, a CDL may be subject to removal from their  
28 positions. Employees who fail required tests may seek a 90-day extension of their  
29 current license, during which the Employer will retain the employee in their current, or  
30 equivalent position. The Employer shall not be responsible for any fees associated  
31 with such extensions. At the end of the 90-day extension, if the employee fails to pass  
32 all required tests, the employee may be reassigned at the Employer's discretion to an  
33 available position not requiring a CDL for which the employee is qualified, or, if no  
34 position is available the employee will be laid off. Those employees not choosing to  
35 extend their license for the 90-day period will be removed from their positions at the  
36 expiration of their current license and may be reassigned at the Employer's discretion  
37 to an available position not requiring a CDL for which the employee qualifies.
- 38 7. Employees required to obtain a medical certification of fitness shall have the  
39 "Examination to Determine Physical Condition of Drivers" form filed in their medical

ARTICLE 31

1 file. A copy of the "Medical Examiners Certificate" shall be filed in their personnel file.  
2 The Employer agrees to pay for the examination and to grant administrative leave for  
3 the time necessary to complete the examination.

4 8. If the Employer requires an enhancement on an employee's personal operator's  
5 license to conduct his or her assigned duties, then the Employer will reimburse the  
6 cost to the employee.

7 When the Employer evaluates sick leave usage, the Employer will take into consideration  
8 that certain employees may have been absent on approved sick leave as a result of 1)  
9 failing to pass their physical examination, or 2) advice by a physician that prescribed  
10 medication will adversely impact on their ability to perform safety sensitive functions. Any  
11 counseling/disciplinary actions based on the employee's overall record will exclude this  
12 (these) absence(s).

13 This Section shall not apply to non-employees who may be required to have the CDL as  
14 a condition of employment, nor to employees whose license is suspended or revoked.

15 **C. Drug and Alcohol Testing under the Omnibus Transportation Employees**  
16 **Testing Act of 1991.**

17 The Omnibus Transportation Employees Testing Act of 1991 (Act) and its implementing  
18 regulations provides that employees subject to performing safety sensitive functions, as  
19 defined by the Act and/or accompanying regulations, are subject to pre-employment,  
20 random, post-accident, reasonable suspicion, return-to-duty and follow-up drug and/or  
21 alcohol testing. The parties agree that to protect the safety of employees and the public,  
22 the workplace should be free from the risks posed by using controlled substances and  
23 alcohol.

24 The parties further recognize that the abuse of alcohol and controlled substances is a  
25 treatable illness and the parties will make reasonable efforts to provide assistance to  
26 employees in need of help prior to required testing under the Act. An employee services  
27 program is currently available to employees with personal problems, including those  
28 associated with alcohol and a controlled substance use.

29 1. **Self-Identification.**

30 Both the Employer and the Union will encourage employees to seek professional  
31 assistance whenever necessary. An employee who voluntarily discloses a problem  
32 with use of a controlled substance or alcohol abuse shall not be disciplined for such  
33 disclosure, provided the employee discloses the problem prior to being subject to  
34 testing under the Act, i.e. (a) has not been selected for random testing, (b) is not in  
35 the process of complying with post-accident testing, (c) is not currently being required  
36 to submit to reasonable suspicion testing, (d) is not undergoing pre-employment  
37 testing for re-placement into the pool, etc. The employee shall be referred to a  
38 Substance Abuse Professional (SAP). Employee absences will be covered by  
39 available leave credits, or a medical leave of absence in accordance with Article 16,  
40 Leaves of Absence, of this Agreement.

41 2. **Education and Training.**

1 The Employer agrees to supply the Union a copy of all educational material provided  
2 to Bargaining Unit employees in conjunction with this Act.

3 **3. Request for Proposal (RFP) and Contract Award.**

4 The Employer will provide the Union with a copy of the RFP regarding contracts for  
5 drug and alcohol testing of Bargaining Unit employees who may be subject to the Act,  
6 prior to sending it out to potential bidders. The Employer will provide the Union with a  
7 copy of any subsequent contract award.

8 **4. Pay Status of Employees.**

9 Time spent at the collection site for an alcohol and/or controlled substance test,  
10 including necessary travel time, will be considered as work time. The Employer shall  
11 pay for the cost of drug and/or alcohol tests administered under the random, post-  
12 accident, and reasonable suspicion testing provisions of the Act or a test required  
13 when a current employee enters or re-enters the testing pool, except that the  
14 Employer may not be responsible for the cost of any split sample testing related to  
15 such tests. See Article 53, Section D.1.

16 Employees tested under the reasonable suspicion provisions for controlled substance  
17 use may be removed from the work site and placed on available leave credits until  
18 receipt of the drug test results. In the event that the test results are negative, the leave  
19 credits will be restored and the employee shall be considered to have been in work  
20 status for the period of the absence from regularly scheduled work activities.

21 **5. Availability for Unscheduled Work Assignment.**

22 Employees who are contacted outside their regular work schedule and requested to  
23 report for previously unscheduled work duty shall not be subject to discipline for  
24 advising the Employer that they believe they would be in violation of the Act if they  
25 were to report for duty.

26 **6. Union Representation.**

27 Employees may confer with an available Union Representative on-site (if available on-  
28 site), or a co-worker on-site (if available on-site), or through a telephone conference,  
29 whenever an employee is directed to submit to a reasonable suspicion alcohol or  
30 controlled substance test, provided such contact will not unreasonably delay the  
31 testing process.

32 **7. Documentation for Reasonable Suspicion Testing.**

33 The Employer will utilize the form in Appendix K for describing the observations  
34 concerning the appearance, behavior, speech or body odors of the employee that  
35 were made by the supervisor (and witness, if any), and communicated to the  
36 Departmental Drug/Alcohol Testing Coordinator (DATC) or DATC designee, which  
37 gave reason for reasonable suspicion testing of the employee.

38 **8. Alternative Duty Assignment.**

ARTICLE 31

1 When the prescribing physician determines that an employee should not be assigned  
2 to operate a commercial motor vehicle or perform other safety sensitive functions  
3 because the employee is using a controlled substance pursuant to a prescription, the  
4 employee may be assigned, at the Employer's discretion, to alternative duties. If the  
5 Employer does not elect to make such a temporary assignment, the employee's  
6 absence shall be covered by available leave credits.

7 **9. Refusal to Submit to Testing.**

8 Refusal to submit to any drug or alcohol test under provisions of the Act shall be  
9 treated as a positive test result: a) for controlled substances, or b) alcohol, at the .04%  
10 level.

11 10. The Employer may impose discipline, up to and including dismissal, for violation of  
12 this Article. All discipline for violation of any provision of this Article shall be subject to  
13 the provisions of Article 9 regarding discipline.

14 **11. Controlled Substances.**

15 No driver shall report for duty or remain on duty requiring the performance of safety  
16 sensitive functions when the driver uses any controlled substance, except when the  
17 use is pursuant to the instructions of a physician who has advised the driver that the  
18 substance does not adversely affect the driver's ability to safely operate a commercial  
19 motor vehicle.

20 For the purposes of this Article, "controlled substances" has the meaning assigned by  
21 U.S.C. 802 and includes all substances listed on Schedules I through V as they  
22 may be revised from time to time (21 CFR 1308).

23 **12. Physician's Notification.**

24 If an employee covered by the Act is using a prescription drug containing a controlled  
25 substance as defined in the Act, the employee must provide a statement from the  
26 employee's physician as provided below. In addition, the Employer agrees it will not  
27 violate the employee's right to privacy by contacting the attending physician without  
28 specific written authorization.

29 An employee who reports for duty or remains on duty requiring the performance of  
30 safety sensitive functions while using any controlled substance pursuant to the  
31 instructions of a physician who has advised the driver that the medication does not  
32 adversely affect the driver's ability to safely operate a commercial motor vehicle, shall  
33 furnish the Employer with the physician statement (in Appendix L) prior to the  
34 performance of any safety sensitive functions.

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**ARTICLE 32**  
**WAGE ASSIGNMENTS AND GARNISHMENTS**

The Employer will not impose disciplinary action against an employee for any wage assignments or garnishments. An employee who is suffering garnishments or wage assignments, or other withholding ordered by a court, or who is experiencing other financial difficulties, is obligated to make arrangements with creditors that will cause the least interference with the employee's employment and the Employer's operations. It is understood and agreed that garnishments and/or related financial problems of an employee which have an adverse impact upon job performance, may result in disciplinary action. Garnishments will be handled in accordance with the State of Michigan Financial Management Guide issued 7/9/2009 Part IV – Chapter 2, Sections 400, 450 and 500 or any other relevant sections.

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**ARTICLE 33**  
**POSITION DESCRIPTIONS AND CLASS SPECIFICATIONS**

**A. Position Descriptions.**

The duties, tasks, activities, and responsibilities of a position shall be those assigned by the Employer. All or substantially all of such duties shall be reduced to writing and reported on a position description form by the Employer. The position description form shall be regarded as the official position description for the position. As a convenience to the Employer, composite position descriptions may be similarly established by the Employer.

Except as may be specifically indicated to the contrary on the employee's official position description, or as otherwise provided in this Agreement, such position description shall not be interpreted to diminish or abridge, in any way, the Employer's right to assign an employee to different work sites, and different work locations, including non-State work locations, or to perform assigned duties under the direction and supervision of authorities other than the employee's own Appointing Authority.

Upon individual employee request, or when the Employer makes a change requiring Civil Service Commission review, the Employer will provide an employee one (1) copy of the employee's official position description. When the Employer has made changes in an employee's position which are not reflected in the position description, the employee may complete a new position description.

**B. Class Specifications.**

In the event that any new or revised class specification which is developed as a direct and necessary result of a newly established qualification requirement which may prevent employees from continuing in their present positions, the Employer will meet with MSEA to discuss and review the impact of such requirement. Such conference shall be conducted in accordance with Article 19 of this Agreement, Labor-Management Meetings.

ARTICLE 35

1 Upon individual employee request, the Employer will provide an employee with a copy of  
2 the Civil Service Class Specification, and the employee's Position Description, which will  
3 include sub class codes and/or selective position requirements, if applicable for the  
4 classification and level to which the employee's position is allocated at the time of such  
5 individual request.

6 **C. Journeyperson Certification.**

7 The Employer agrees to accept, and to place in the individual employee's Agency  
8 personnel file, any certification(s) from any accredited school, apprenticeship program, or  
9 regulatory agency which signifies that the individual employee has satisfactorily  
10 completed all the requirements for such certification.

11 **D. Resolution of Classification Disputes.**

12 Resolution of disputes regarding the appropriate classification and level of a position shall  
13 be subject exclusively to the applicable Civil Service Procedure.

14 In any dispute between the Employer and an employee regarding the employee's  
15 appropriate classification, and upon individual employee request, the Employer will  
16 provide an employee with a copy of the Civil Service Class Specification for the  
17 classification and the employee's Position Description, which will include sub class codes  
18 and/or selective position requirements, if applicable and the level to which the employee's  
19 position is allocated at the time of such individual request.

20 **E. Working Out of Class.**

21 Working out of class is a prohibited subject of bargaining, and as such governed solely  
22 by Civil Service Rules and Regulations.

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**ARTICLE 35**  
**MISCELLANEOUS BENEFITS**

26 **A. Clothing.**

27 Uniforms, identifying insignia, and/or protective apparel which is required by the Employer  
28 as a condition of employment will be furnished or reimbursed by the Employer.  
29 Reimbursement limits will, upon request, be discussed in Labor-Management Meetings  
30 in accordance with Article 19.

31 Each employee required to wear a uniform will be notified by the Employer.

32 Employees required to wear a uniform will be furnished or reimbursed for all required  
33 uniforms as soon as possible after hire. The number and type of required wearing apparel  
34 will be discussed upon request in secondary negotiations; provided that, during the term  
35 of this contract the Employer may continue to require and alter uniforms, insignia, and/or  
36 protective apparel in a manner which does not violate this contract or any concurrent  
37 secondary contract. Uniforms will be in good condition and must be kept clean and in  
38 good condition.



1 In those instances where the Employer requires trainees to appear in uniform at the  
2 commencement of training, the Employer will reimburse the trainee for the actual cost of  
3 such uniform not to exceed a total of \$40.00 per uniform upon satisfactory completion of  
4 the required training program. No reimbursement shall be made for gym shoes, athletic  
5 apparel or other clothing not part of a required uniform.

6 The Employer agrees that those furnished uniforms which require dry cleaning will be  
7 cleaned at the Employer's expense in accordance with current practices or as provided  
8 in secondary agreements in effect on 12/31/85, or as agreed in secondary negotiations.

9 The issue of compensation for time spent changing by employees who are required by  
10 the Employer to change into and out of uniforms at the work site shall be a proper subject  
11 for secondary negotiations.

#### 12 1. **Department of Natural Resources**

13 Non-uniform Conservation Officers who routinely conduct covert surveillance will  
14 receive a cleaning allowance of \$1,000.00 per fiscal year. The allowance shall be paid  
15 in installments of \$250.00 to be paid during the first full pay period following October  
16 1, January 1, April 1, and July 1.

#### 17 2. **Department of Environment, Great Lakes, and Energy**

18 The Department shall provide Conservation officers serving as Environmental  
19 Investigators a cleaning allowance of \$1,000.00 per fiscal year effective October 1,  
20 2015, with \$250.00 to be paid during the first full pay period following October 1,  
21 January 1, April 1 and July 1.

#### 22 3. **Department of State Police**

23 The Department shall provide Motor Carrier Officers who are required to wear a  
24 uniform with a uniform cleaning allowance totaling \$450 per year, paid on a biweekly  
25 basis.

#### 26 **B. Tools and Equipment.**

27 The Employer agrees that when tools and equipment are furnished by the Employer, such  
28 tools and equipment shall be in safe operating condition and shall be similarly maintained.  
29 When the Employer introduces new tools or equipment, employees shall be provided with  
30 adequate training, if necessary, in order to properly operate such tools and equipment.  
31 Employees are responsible for reporting to the Employer any unsafe condition or practice  
32 and for properly caring for the tools and equipment furnished by the Employer. Employees  
33 shall not use such tools and equipment for personal use. Tools and equipment which the  
34 Employer requires the employee to use shall be made available to the employee within  
35 budgetary limitations and in accordance with current practice, or as provided in secondary  
36 agreements in effect on 12/31/85. In the event such equipment is not made available, its  
37 use shall not be required. When available, employees will be provided with access to  
38 tools and equipment necessary to perform their duties.

## ARTICLE 35

1 When employees are required to have an identification card the replacement fee for lost  
2 cards shall be no more than ten dollars. Such replacement fee shall be waived if the card  
3 is damaged during the course of employment and the damaged card is returned.

4 Where the Employer issues a weapon to employees to use during the course of their  
5 regular assigned duties, the Employer shall also provide a safety device (i.e., a trigger  
6 lock or other device which disables the weapon from being accidentally fired) for each  
7 Employer issued weapon. In those instances where an employee may be permitted to  
8 carry a concealed weapon during work time, upon request, a similar safety device shall  
9 also be made available for a minimal fee or at no cost to the employee.

### 10 **C. Theft, Loss or Damage to Personal Items.**

11 All claims and/or disputes involving theft, loss or damage to personal items shall be  
12 resolved exclusively in accordance with the provisions of the State of Michigan  
13 Administrative Guide to State Government 0620.07, revised October 19, 2017, or as  
14 amended and shall not be subject to the grievance procedure. See Appendix H.

### 15 **D. Storage Space.**

16 Secured storage space shall be provided to those employees with a discernible need  
17 within budgetary and space limitations; however, the Employer and MSEA, through the  
18 Labor-Management Conference process, will pursue furnishing secured storage space  
19 and suitable alternatives with the goal of providing satisfactory secured storage space  
20 within the terms of this Agreement.

### 21 **E. Parking.**

22 The parties agree that the provision of necessary parking space to employees within the  
23 Bargaining Unit is a desirable goal to achieve. When the State is considering buying,  
24 leasing or building new office space, availability of parking shall be a factor.

25 The Department of Technology, Management and Budget may, in accordance with  
26 applicable statute, charge employees a fee reflecting costs, maintenance and/or security  
27 for parking in controlled and/or improved State lots. Intended increases will be discussed  
28 with MSEA before being implemented and shall not exceed prevailing market rates.

29 It is understood and agreed that no employee is guaranteed a parking place on property  
30 owned or leased by the State.

31 The State will provide employee handicapped parking at State-owned and/or operated  
32 parking facilities in accordance with Part 4 of the Building Code -- Barrier Free Design  
33 Rules. Such parking shall be provided at the standard cost assessed to other employees,  
34 if any. In addition, the Employer agrees to meet with the Union upon request to discuss  
35 alternate methods of providing additional parking for certified permanently disabled  
36 employees when legitimate demands surpass available space.

### 37 **F. Lounge and/or Eating Areas.**

38 Where current practice so provides and where operational needs permit, the Employer  
39 will continue to provide adequate employee lounge and/or eating areas in non-public

1 locations separated from employees' normal areas of work. The issue of providing  
2 employees with such lounge and/or eating areas where current practice does not so  
3 provide will upon request be a subject of secondary level negotiations, provided that no  
4 obligation shall exist for the Employer to negotiate such issue for work sites where space  
5 is not available. The Employer reserves the right to change lounge and/or eating areas  
6 due to operational requirements. The proposed removal or relocation of lounge and/or  
7 eating areas due to operational requirements shall be an appropriate subject for Labor-  
8 Management Meetings provided for in Article 19 of this Agreement.

#### 9 **G. Tuition Reimbursement.**

10 Only to the extent that funds have been legislatively appropriated and allocated by the  
11 Departments, specifically for tuition reimbursement, the Employer agrees to establish a  
12 system of tuition reimbursement for employees. The Employer agrees to notify MSEA  
13 upon request of the amount of money allocated by the Department for such purpose and  
14 of any changes in such allocation.

15 Reimbursement shall apply only to the per-credit hour cost of tuition and shall not apply  
16 to such items as lab fees, miscellaneous fees, books or supplies. Selection among eligible  
17 applicants, and proportion of reimbursement, shall be determined by the Employer.  
18 Employees selected for such tuition reimbursement program shall only be reimbursed  
19 upon presenting written documentation of successful completion of the course.

20 Tuition reimbursement shall not be made unless the course pertains to the employee's  
21 current occupation or occupations in the employee's current Bargaining Unit and  
22 Department. No employee shall receive reimbursement for more than two courses in any  
23 one semester or term.

24 The procedures to be used for application, approval and verification of successful  
25 completion shall be established by Departments. The Employer agrees that any system  
26 adopted will attempt to treat similarly situated employees fairly.

27 The provisions of this Article shall not apply in those cases where the Employer requires  
28 employees to take a course(s) as part of their assigned duties.

29 Other tuition refund or education assistance programs conducted or initiated by  
30 Departments may continue in accordance with departmental policies and shall not be  
31 subject to this Article or negotiable under this Agreement.

32 An appropriate subject for discussion by the Labor-Management Council will be tuition  
33 refund implementation procedures and cost review.

#### 34 **H. Legal Services.**

35 Whenever any claim is made or any civil action is commenced against any employee in  
36 the State Civil Service alleging negligence or other actionable conduct, if the employee  
37 was in the course of employment at the time of the alleged conduct and had a reasonable  
38 basis for believing that the conduct was within the scope of the authority delegated to the  
39 employee, the Appointing Authority in cooperation with the Attorney General shall, as a

## ARTICLE 35

1 condition of employment, pay for or engage or furnish the services of an attorney to advise  
2 the employee as to the claim and to appear for and represent the employee in the action.

3 No legal services shall be required in connection with prosecution of a criminal suit against  
4 an employee. However, when a criminal action is commenced against an officer or  
5 employee of a State Agency based upon the conduct of the officer or the employee in the  
6 course of employment, the State Agency will pay for, engage, or furnish the services of  
7 an attorney to advise the officer or the employee as to the action, and to appear for and  
8 represent the officer or the employee in the action, if the Employer has no basis to believe  
9 that the alleged conduct occurred outside the course of employment and no basis to  
10 believe the alleged conduct was not within the scope of the authority delegated to the  
11 officer or the employee. The determination of the officer's or the employee's scope of  
12 delegated authority shall be made in the sole judgment of the Appointing Authority, which  
13 judgment shall not be subject to appeal.

14 Nothing in this rule shall require the reimbursement of any employee or insurer for legal  
15 services to which the employee is entitled pursuant to any policy of insurance.

### 16 **I. Professional Fees and Subscriptions.**

17 If the Employer requires an employee to become a member of a professional organization  
18 or if the Employer requires an employee to subscribe to a professional journal, the  
19 Employer agrees to pay such fees, dues or subscriptions.

20 Any such professional journals shall be sent to the employee at the employee's work  
21 address, shall be shared with employees at the work site and shall be considered the  
22 property of the Employer. In the event that the subscribing employee terminates his/her  
23 employment at the work site, such journals shall continue to be sent to the same work  
24 address and shall not be forwarded or sent to the employee at a different address.

25 If the Employer pays dues or fees for membership, such membership shall be considered  
26 to belong to the Employer and any benefit accruing therefrom shall be shared with  
27 employees at the work site. In the event that an employee for whom such membership  
28 was purchased terminates his/her employment at the work site, the Employer reserves  
29 the right to cancel such membership or transfer such membership to another employee.

### 30 **J. Leave of Absence with Pay.**

31 Nothing in this Agreement shall preclude an Appointing Authority from authorizing salary  
32 payments in whole or part to employees in order to permit them to attend school, visit  
33 other governmental agencies or in any other approved manner to devote themselves to  
34 systematic improvement of the knowledge or skills required in the performance of their  
35 work.

### 36 **K. Jury Duty.**

37 If an employee is selected for jury duty the summons should be obeyed. Failure to do so  
38 may cause the employee to be considered in contempt of court.

1 While serving on jury duty an employee will be granted administrative leave (time off with  
2 full pay) provided the employee reimburses the Appointing Authority for the jury duty pay  
3 received from the court. Alternatively, an employee may, at the employee's discretion,  
4 use annual leave when serving on a jury and keep the jury duty pay. When not impaneled  
5 for actual service and only on call, the employee shall report back to work unless  
6 authorized by the supervisor to be absent from his/her work assignment.

7 An employee on the afternoon or night shift who elects to receive administrative leave in  
8 accordance with this Section shall have his/her shift changed to days during the duration  
9 of the jury duty obligation.

10 To receive administrative leave for jury duty an employee must:

- 11 1. Promptly provide a copy of the jury duty summons to his/her supervisor.
- 12 2. Notify the supervisor of the jury duty schedule on a daily basis at or before the  
13 beginning of the employee's scheduled work day in accordance with departmental  
14 procedures regarding reporting of absences.
- 15 3. Certify, in writing, each period of time actually served as a juror for which  
16 administrative leave is requested.
- 17 4. Submit the jury duty paycheck stub as soon as it is received together with a payment  
18 equal to the jury duty pay in accordance with departmental procedures.

19 Travel allowances paid to the employee by the court may be retained as they are not  
20 considered jury duty pay. Employees shall not be permitted to use a State vehicle for  
21 travel connected with jury duty and shall not be reimbursed by the Appointing Authority  
22 for travel allowances.

23 An employee requested or subpoenaed to appear before a court as a witness for the  
24 People is entitled to administrative leave (time off with full pay) provided that the employee  
25 certifies in writing the period of time of such appearance and for which such administrative  
26 leave is requested. Employees must reimburse the Department for any witness fees  
27 received, up to the amount of their salary, and for any travel expenses allowed by the  
28 court. Employees will be reimbursed for any travel expenses in accordance with State  
29 Standardized Travel Regulations.

30 If an employee is subpoenaed as a witness or appears in court in any capacity other than  
31 as a witness for the People, he/she will not be considered as being on duty, nor will  
32 administrative leave be granted. Any authorized absence shall be charged to annual  
33 leave and the employee may retain any expenses or monies received from the court.

34 If, however, the court appearance is required as a result of conduct occurring in the course  
35 of employment and the employee had a reasonable basis for believing the alleged  
36 conduct was within the scope of the authority delegated to the employee, the employee  
37 will be considered as being on duty.

38 In the event the accounting procedures utilized to process employee reimbursement of  
39 jury duty pay when the employee elects to receive administrative leave in lieu of jury duty

ARTICLE 36

1 pay are amended for non-exclusively represented employees, the parties agree to meet  
2 to review such changes and may, by mutual agreement of the parties, amend these  
3 procedures.

4 **L. Meals Without Charge.**

5 In the Department of Corrections, to facilitate security measures, employees who meet  
6 the criteria listed below will be provided a meal without charge. The meal provided will be  
7 from the same menu provided the residents for the main meal of that date. To be eligible,  
8 the employee shall be:

- 9 1. Employed and assigned within the security perimeter of a correctional facility where  
10 food service facilities are available; and
- 11 2. Required to remain at the correctional facility for the full eight (8) hour shift, and not  
12 be relieved of custody responsibilities during the period provided for consuming the  
13 meal; and
- 14 3. Entitled to receive full pay for the period during which the meal is to be consumed.
- 15 4. The method of providing the meal, including the accommodation of dietary restrictions  
16 shall be a proper subject of secondary negotiations.

17 **M. Temporary Alternative Duty Assignment.**

18 The parties agree that the issue of temporary alternative duty assignment due to  
19 temporary disability is one aspect of an effective disability management program. It is  
20 expected that policy guidelines in this area will be discussed and developed through the  
21 Labor-Management Policy Council. The parties agree to work cooperatively to effectively  
22 implement such policy.

23

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ARTICLE 36

**COMPENSATION POLICY UNDER CONDITIONS OF GENERAL EMERGENCY**

27 **A. General Emergency.**

28 Conditions of general emergency include, but are not necessarily limited to, severe or  
29 unusual weather, civil disturbance, loss of utilities, physical plant failures, or similar  
30 occurrences. Such conditions may be widespread or limited to specific work locations.

31 **B. Administrative Determination.**

32 When conditions in an affected area or a specific location warrant, State facilities may be  
33 ordered closed or, if closure is not possible because of the necessity to continue services,  
34 a facility may be declared inaccessible. The decision to close a State facility or to declare  
35 it inaccessible shall be at the full discretion of the Governor or his/her designated  
36 representative.

1 **C. Compensation in Situation of Closure.**

2 When a State facility is closed by the Governor or his/her designated representative,  
3 affected employees shall be authorized administrative leave not to exceed the period of  
4 closure to cover their normally scheduled hours of work, unless such employees can be  
5 temporarily reassigned to another facility or are able to perform appropriate job  
6 responsibilities away from the facility. Individual employees of facilities ordered closed  
7 may be required to work to perform essential services during the period of closure. When  
8 such is the case, these employees shall be compensated in the manner prescribed for  
9 employees who work under conditions of declared inaccessibility.

10 **D. Compensation in Situation of Inaccessibility.**

11 If a State facility has not been closed but declared inaccessible in accordance with the  
12 Governor's policy, and an employee is unable to report for work due to such conditions,  
13 he/she shall be granted administrative leave to cover his/her normally scheduled hours  
14 of work during the period of declared inaccessibility.

15 An employee who works at a State facility during a declared period of inaccessibility shall  
16 be paid his/her regular salary and, if overtime work is required, in accordance with the  
17 overtime pay regulations. In addition, such employees shall be granted time off equal to  
18 the number of hours worked during the period of declared inaccessibility.

19 **E. Additional Timekeeping Procedures.**

20 If a State facility has not been closed or declared inaccessible during severe weather or  
21 other emergency conditions, an employee unable to report to work because of these  
22 conditions shall be allowed to use annual leave or compensatory time credits. If sufficient  
23 credits are not available, the employee shall be placed on lost time.

24 When an employee is absent from a scheduled work period, a portion of which is covered  
25 by a declaration of closure or inaccessibility, annual leave or compensatory time credits  
26 may be used to cover that portion of his/her absence not covered by administrative leave.  
27 Employees absent due to sick leave usage or previously scheduled annual leave shall  
28 not be entitled to administrative leave during period of closure or inaccessibility. If  
29 sufficient credits are not available, the employee shall be placed on lost time.

30 Employees who suffer lost time as the result of the application of this policy shall receive  
31 credit for a completed biweekly work period for all other purposes.

32

33

34

**ARTICLE 37**  
**MOVING EXPENSES**

35 **A. Persons Covered.**

36 All authorized full-time employees currently employed by the State of Michigan being  
37 relocated for the benefit of the State, who actually move their residence as a direct result  
38 of the relocation, and who agree to continue employment in the new location for a

## ARTICLE 37

1 minimum of one year are entitled to all benefits provided by this Article. New employees  
2 not presently working for the State of Michigan shall not be entitled to benefits provided  
3 in this Article.

### 4 **B. By Commercial Mover.**

5 The State will pay the transportation charges for normal household goods up to a  
6 maximum of 14,000 pounds for each move. Charges for weight in excess of 14,000  
7 pounds must be paid directly to the mover by the employee.

8 1. **Household Goods:** Includes all furniture, personal effects and property used in a  
9 dwelling, and normal equipment and supplies used to maintain the dwelling except  
10 automobiles, boats, camping vehicles, firewood, fence posts, tool sheds, motorcycles,  
11 snowmobiles, explosives, or property liable to impregnate or otherwise damage the  
12 mover's equipment, perishable foodstuffs subject to spoilage, building materials, fuel  
13 or other similar non-household good items.

14 2. **Packing:** The State will pay up to \$800 for packing and/or unpacking breakables. The  
15 employee must make arrangements and pay the mover for any additional packing  
16 required.

17 3. **Insurance:** The carrier will provide insurance against damage up to \$.60 per pound  
18 for the total weight of the shipment. The State will reimburse the employee for  
19 insurance costs not to exceed an additional \$.65 per pound of the total weight of the  
20 shipment.

21 In addition to the above packing allowances, the State will pay the following  
22 accessorial charges which are required to facilitate the move:

23 a. Appliance service;

24 b. Piano or organ handling charges;

25 c. Flight, elevator or distance carry charges;

26 d. Extra labor charges required to handle heavy items, i.e., pianos, organs, freezers,  
27 pool tables, etc.

28 Charges for stopping in transit to load or unload goods and the cost of additional  
29 mileage involved to effect a stop in transit must be paid by the employee. Also, extra  
30 labor required to expedite a shipment at the request of the employee must be paid by  
31 the employee.

### 32 **C. Mobile Homes.**

33 The State will pay the reasonable actual cost for moving a mobile home if it is the  
34 employee's domicile, plus a maximum \$1,000 allowance for blocking, unblocking,  
35 securing contents or expando units, installing or removal of tires (on wheels) on or off the  
36 trailer, removal or replacement of skirting will be paid by the State when accompanied by  
37 receipts. "Actual Moving Cost" includes only the transportation cost, escort service when  
38 required by a governmental unit, special lighting permits, tolls or surcharges. "Actual



1 Moving Cost" does not include the moving of oil tanks, out-buildings, swing sets, etc. that  
 2 cannot be dismantled and secured inside the mobile home. Utility connections to existing  
 3 utilities, within an established mobile home park, shall be reimbursed up to a maximum  
 4 of \$200.00.

5 Mobile home liability is limited to damage to the unit caused by negligence of the carrier,  
 6 and to contents up to a value of \$1,500. Additional excess valuation and/or hazard  
 7 insurance may be purchased from the carrier at the expense of the employee.

8 The repair or replacement of equipment of the trailer, i.e., tires, axles, bearings, lights,  
 9 etc., are the responsibility of the owner.

10 **D. Storage of Household Goods.**

11 The State will pay for storage not in excess of sixty (60) days in connection with an  
 12 authorized move at either origin or destination, only when housing is not readily available.

13 **E. Temporary Travel Expense.**

14 From effective date of reassignment, up to sixty (60) calendar days of travel expense at  
 15 the new assigned work station are allowed. Extension beyond sixty (60) days, but not to  
 16 exceed a total of one hundred eighty (180) days, should be allowed due to unusual  
 17 circumstances in the full discretion of the Employer. Authorized travel shall include one  
 18 (1) round trip weekly between the new work station and the former residence.

19 **F. To Secure Housing.**

20 A continuing employee and one (1) additional family member will be allowed up to three  
 21 (3) round trips to a new official work station for the purpose of securing housing. Travel,  
 22 lodging, and food costs will be reimbursed up to a maximum of nine (9) days in  
 23 accordance with the Civil Service Commission and Department of Technology  
 24 Management and Budget State Standardized Travel Regulations.

25

26  
 27

**ARTICLE 38**  
**MOBILITY-CAREER ADVANCEMENT**

28 In the event a new degree or advanced educational requirement, selective position  
 29 requirements or sub-class code is added as a required classification specification, the  
 30 employing Department shall recommend that all employees in the classification shall be  
 31 grand-parented into the classification without prejudice.

32 In the event of a new physical fitness/agility test is added as a condition of employment,  
 33 the employing department shall recommend to grandparent all affected employees and  
 34 enter into negotiations regarding any adverse impact on Bargaining Unit members. In the  
 35 Department of Natural Resources, Conservation Officers hired prior to October 1, 1999  
 36 shall be grand-parented status.

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1 Employees who separate from the State service or transfer out of the affected  
2 classification shall not be eligible for re-employment in the class unless they meet all  
3 applicable classification specifications.

4

5

6

**ARTICLE 39**  
**PAID ANNUAL LEAVE**

7 **A. Initial Leave.**

8 Upon hire, each permanent employee shall be credited with an initial annual leave grant  
9 of sixteen (16) hours, which shall be immediately available, upon approval of the  
10 Employer. The sixteen (16) hours initial grant of annual leave shall not be credited to an  
11 employee more than once in a calendar year.

12 **B. Allowance.**

13 Paid service in excess of eighty (80) hours in a biweekly work period shall not be counted.  
14 A permanent employee shall be entitled to annual leave with pay for each eighty (80)  
15 hours of paid service or to a pro-rated amount if paid service is less than eighty (80) hours  
16 in the pay period as follows:

17

**ANNUAL LEAVE TABLE**

18

**Service Credit**                      **Annual Leave**

19

0 - 1 yrs. (0-2,079 hrs.)                      = 4.0 hrs./80 hrs. serv.

20

1 - 5 yrs. (2,080-10,399 hrs.)                      = 4.7 hrs./80 hrs. serv.

21 **C. Additional Allowance.**

22 Permanent employees who have completed five years (10,400 hours) of currently  
23 continuous service shall earn annual leave with pay in accordance with their total  
24 classified service including military leave, subsequent to January 1, 1938, as follows:

25

**ADDITIONAL ALLOWANCE TABLE**

26

**Service Credit**                      **Annual Leave**

27

5-10 yrs. (10,400 - 20,799 hrs.)                      = 5.3 hrs./80 hrs.serv.

28

10-15 yrs.(20,800 - 31,199 hrs.)                      = 5.9 hrs./80 hrs.serv.

29

15-20 yrs.(31,200 - 41,599 hrs.)                      = 6.5 hrs./80 hrs.serv.

30

20-25 yrs.(41,600 - 51,999 hrs.)                      = 7.1 hrs./80 hrs.serv.

31

25-30 yrs.(52,000 - 62,399 hrs.)                      = 7.7 hrs./80 hrs.serv.

32

30-35 yrs.(62,400 - 72,799 hrs.)                      = 8.4 hrs./80 hrs.serv.

1	35-40 yrs.(72,800 - 83,199 hrs.)	=	9.0 hrs./80 hrs.serv.
2	40-45 yrs.(83,200 - 93,599 hrs.)	=	9.6 hrs./80 hrs.serv.
3	45-50 yrs.(93,600 - 103,999 hrs.)	=	10.2 hrs./80 hrs.serv.
4	etc.		

5 Solely for the purpose of additional annual leave and longevity compensation, an  
 6 employee shall be allowed State service credit for: employment in any non-elective  
 7 excepted or exempted position in a principal Department, the Legislature, or the Supreme  
 8 Court which immediately preceded entry into the State classified service, or for which a  
 9 leave of absence was not granted; up to five years of honorable service in the armed  
 10 forces of the United States subsequent to January 1, 1938, for which a Military Leave of  
 11 Absence would have been granted had the veteran been a State classified employee at  
 12 the time of entrance upon military service. When an employee separates from  
 13 employment and subsequently returns, military service previously credited shall not count  
 14 as current continuous State service for purposes of requalifying for additional annual  
 15 leave or longevity compensation if the employee previously qualified for and received  
 16 these benefits.

17 **D. Crediting.**

18 Annual leave shall be credited at the end of the biweekly work period in which eighty (80)  
 19 hours of paid service is completed. Annual leave shall be available for use only in biweekly  
 20 work periods subsequent to the biweekly work period in which it is earned. When paid  
 21 service does not total eighty (80) hours in a biweekly work period, the employee shall be  
 22 credited with a pro-rated amount of leave for that work period based on the number of  
 23 hours in pay status divided by eighty (80) hours multiplied by the applicable accrual rate.  
 24 Annual leave shall be authorized, credited or accumulated in excess of the allowable cap,  
 25 for an employee who is suspended or dismissed in accordance with this Agreement and  
 26 who is subsequently returned to employment with full back benefits by an Arbitrator under  
 27 Article 8, shall be permitted annual leave accumulation in excess of the allowable cap.  
 28 Any excess thereby created shall be liquidated within one (1) year from date of  
 29 reinstatement by means of paid time off work or receive a gross pay adjustment at the  
 30 discretion of the employee. If the employee separates from employment for any reason  
 31 during that one (1) year grace period, no more than the allowable cap of unused annual  
 32 leave shall be paid off.

33 **E. Transfer and Payoff.**

34 Employees who voluntarily transfer from one State Department to another shall be paid  
 35 off at their current rate of pay for their unused annual leave. However, the employee may  
 36 elect, in writing, to transfer all accumulated annual leave.

37 Employees who separate shall be paid at their current hourly rate for the balance of their  
 38 unused annual leave, subject to the applicable payoff cap in Section F.

ARTICLE 39

1 **F. Annual Leave Cap.**

2 The cap on annual leave accumulation shall be 356 hours in accordance with the  
3 schedule below. No annual leave in excess of 240 hours shall be included in final average  
4 compensation for the purpose of calculating retirement benefits.

5 **ANNUAL LEAVE ACCUMULATION SCHEDULE**

6	<b><u>Years</u></b>	<b><u>Accrual</u></b>	<b><u>Accumulation Cap</u></b>	<b><u>Payoff Cap</u></b>
7	1 - 5	4.7	296	256
8	5 - 10	5.3	311	271
9	10 - 15	5.9	326	286
10	15 - 20	6.5	341	301
11	20 - 25	7.1	346	306
12	25 - 30	7.7	356	316
13	30 - 35	8.4	356	316
14	etc.			

15 **G. Utilization.**

16 An employee may charge absence to annual leave only with the prior approval of the  
17 Employer. Annual leave shall not be credited or used in anticipation of future leave credits.  
18 In the absence of sufficient leave credits, payroll deductions (lost time) shall be made for  
19 the work period in which the absence occurred.

20 In the event of an unpaid disciplinary suspension, upon an employee's request and  
21 approval of the Employer, annual leave credits may be forfeited on an hour-for-hour basis  
22 in lieu of serving the unpaid suspension.

23 **H. Banked Leave Time.**

24 Accumulated Banked Leave Time (BLT) may be used by an employee in the same  
25 manner as regular annual leave.

26 Accumulated BLT hours shall not be counted against the employee's regular annual leave  
27 cap, known as Part A hours. Before incurring unpaid Plan A or Plan C hours all BLT hours  
28 must be exhausted.

29 The employee must exhaust all BLT hours prior to being considered for any annual leave  
30 donation.

31 Upon an employee's separation, death or retirement from State service, unused BLT  
32 hours shall be contributed by the State to the employee's account within the State of  
33 Michigan 401(k) plan, and if applicable to the State of Michigan 457 plan. Such  
34 contribution shall be treated as non-elective Employer contributions, and shall be

1 calculated using the product of the following: (i) the number of BLT hours and, (ii) the  
2 employee's base hourly rate in effect at the time of the employee's separation, death or  
3 retirement from State service.

#### 4 **I. Scheduling.**

5 Consistent with the operational needs of the Employer, annual leave may be granted at  
6 such times during the year as requested by the employee. Annual leave will only be  
7 authorized up to the maximum amount of annual leave credits in an employee's account  
8 prior to the initial date of the annual leave. Employees may not take annual leave without  
9 the Employer's prior approval. Any holiday recognized in this Agreement which occurs  
10 during a requested annual leave period will not be charged as annual leave time.

#### 11 **J. Conversion to Sick Leave.**

12 Employees on annual leave who become ill or are injured and who thereby require (1)  
13 hospitalization, (2) emergency surgery/treatment and convalescence therefrom, or (3) a  
14 medically prescribed confinement may convert such period of time to sick leave.

15 Employees who return home from or significantly interrupt annual leave because of death,  
16 injury or illness of a person other than the employee, for which sick leave could normally  
17 be used, may convert such time to sick leave, provided that such illness or injury requires  
18 (1) hospitalization and/or (2) emergency surgery/treatment and convalescence requiring  
19 the presence of the employee. Employees on annual leave at home shall have the same  
20 privilege.

21 Upon the Employer's request, an employee seeking to convert annual leave to sick leave  
22 under this Article must produce written medical verification as required by the Employer  
23 describing and verifying the injury or illness and hospitalization or treatment therefrom.

24 When placing an employee on a medical leave of absence for which the employee will be  
25 receiving benefits under the State's long term disability insurance program, the Employer  
26 will not charge any paid time to the employee's annual leave if the employee has  
27 requested the Employer not to do so, in writing.

#### 28 **K. Annual Leave Buy Back.**

29 A laid off employee who has been rehired from layoff to a permanent position in a different  
30 Department/Agency may elect to buy back up to eighty (80) hours of accrued annual  
31 leave which had been paid off. An employee recalled to the Department/Agency from  
32 which he/she was laid off may elect to buy back any portion of annual leave up to the  
33 amount he/she was paid off. An employee electing this option shall buy back the annual  
34 leave at the returning rate of pay. Such payment shall be made to the Department/Agency  
35 making the original payoff. Such option may be exercised only once per recall, and must  
36 be exercised during the first thirteen (13) pay periods of the recall/rehire.

#### 37 **L. Annual Leave Freeze.**

38 An employee separated by reason of layoff may elect to freeze annual leave up to the  
39 accrued balance at the time of layoff. Such balance shall be retained until the employee

ARTICLE 40

1 elects to be paid off for the balance or until the employee's recall rights expire, whichever  
2 occurs first. Payoff shall be at the employee's last rate of pay.

3 An employee may elect to freeze annual leave up to the accrued balance during a leave  
4 of absence by providing written notice of such intent to the Employer at the  
5 commencement of the leave of absence. Payment for annual leave due an employee who  
6 fails to return from a leave of absence shall be at the employee's last rate of pay prior to  
7 the leave.

8 **M. Voluntary Donation of Annual Leave.**

9 1. **Right to Receive Annual Leave Donations.**

10 Upon employee request, except as otherwise provided in this Article, annual leave credits  
11 may be transferred to other employees in the Bargaining Unit under the following  
12 conditions:

- 13 a. The receiving employee has successfully completed his/her initial probationary  
14 period and faces loss of pay/lost time due to serious injury or the prolonged illness  
15 of the employee or his/her dependent spouse, child or parent.
- 16 b. The receiving employee will exhaust all leave credits.
- 17 c. The receiving employee's absence has been approved.
- 18 d. An employee may receive a maximum of thirty (30) work days by direct transfer of  
19 annual leave from MSEA employees.

20 2. **The Right to Donate Annual Leave Hours.**

- 21 a. Annual leave donations must be for a minimum of four (4) hours and a maximum  
22 of forty (40) hours and donations shall be in whole hour increments.
- 23 b. Employee donations are irrevocable.

24 3. **Reciprocal Agreement.**

25 The right to donate hours is not limited to employees in this Bargaining Unit where  
26 reciprocal agreements exist with other exclusive representatives or is provided for in Civil  
27 Service Commission Rules and procedures for non-exclusively represented employees.

28

29

30

**ARTICLE 40**  
**PAID SICK LEAVE**

31 **A. Allowance.**

32 Every permanent employee covered by this Agreement shall be credited with four (4)  
33 hours of paid sick leave for each completed eighty (80) hours of service or to a pro-rated  
34 amount if paid service is less than eighty (80) hours in the pay period. The pro-rated  
35 amount shall be based on the number of hours in pay status divided by eighty (80)

1 multiplied by four (4) hours. Paid service in excess of eighty (80) hours in a biweekly work  
2 period shall not be counted.

3 Sick leave shall be credited at the end of the biweekly work period. Sick leave shall be  
4 considered as available for use only in pay periods subsequent to the biweekly work  
5 period in which it is earned.

6 Sick leave shall not be allowed in advance of being earned. If an employee has insufficient  
7 sick leave credits to cover a period of absence, no allowance for sick leave shall be posted  
8 in advance or in anticipation of future leave credits. In the absence of sick or annual leave  
9 credits, payroll deduction (lost time) for the time lost shall be made for the work period in  
10 which the absence occurred. The employee may elect not to use annual leave to cover  
11 such absence.

#### 12 **B. Utilization.**

13 Any utilization of sick leave allowance by an employee must have the approval of the  
14 Appointing Authority.

15 Sick leave may be utilized by an employee in the event of illness, injury, temporary  
16 disability, or exposure to contagious disease endangering others, or for illness, or injury  
17 in the immediate family which necessitates absence from work. "Immediate family" means  
18 the employee's spouse, children, parents, grandparents or foster parents, parents-in-law,  
19 brothers, sisters, and any persons for whose financial or physical care the employee is  
20 principally responsible. Sick leave may be used for absence caused by the attendance at  
21 the funeral of a relative, or person for whose financial or physical care the employee has  
22 been principally responsible.

23 Sick leave may be utilized by an employee for appointments with a doctor, dentist, or  
24 other recognized practitioner to the extent of time required to complete such  
25 appointments.

#### 26 **C. Disability Payment.**

27 In case of work-incapacitating injury or illness for which an employee is or may be eligible  
28 for work disability benefit under the Michigan Workers' Disability Compensation law, such  
29 employee, with the approval of the Employer, may be allowed salary payment which, with  
30 the work disability benefit, equals two-thirds (2/3) of the regular salary or wage. Leave  
31 credits may be utilized to the extent of the difference between such payment and the  
32 employee's regular salary or wage.

#### 33 **D. Accumulation and Payoff.**

34 Sick leave may be accumulated as provided above throughout the employee's period of  
35 classified service.

36 An employee who separates from the State classified service for retirement purposes in  
37 accordance with the provisions of a State retirement act shall be paid for fifty percent  
38 (50%) of unused accumulated sick leave as of the effective date of separation at the  
39 employee's final regular rate of pay, by the Agency from which the employee retires.

ARTICLE 40

1 In case of the death of an employee, payment of fifty percent (50%) of unused  
2 accumulated sick leave shall be made to the beneficiary or estate by the Agency which  
3 last employed the deceased employee at the employee's final regular rate of pay.

4 Upon separation from the State classified service for any reason other than retirement or  
5 death, the employee shall be paid for a percentage of unused accumulated sick leave in  
6 accordance with the following table of values. Payment shall be made at the employee's  
7 final regular rate of pay by the Agency from which the employee separates:

8	<u>Sick Leave Balance -- Hours</u>	<u>Percentage Paid</u>
9	Less than 104	0
10	104 - 208	10
11	209 - 416	20
12	417 - 624	30
13	625 - 832	40
14	833 or more	50

15 No payoff under this Section shall be made to a new employee hired on or after October  
16 1, 1980.

17 **E. Proof.**

18 All sick leave used shall be certified by the employee and by such other evidence as the  
19 Employer may require. When the Employer has reasonable grounds for doing so, the  
20 Employer may require an employee to provide acceptable verification. The Employer will  
21 advise the employee of the need for medical verification prior to the employee returning  
22 to work. Falsification of such evidence may be cause for disciplinary action up to and  
23 including dismissal. The Employer may require that an employee present medical  
24 certification of physical or mental fitness to continue working.

25 **F. Return to Service.**

26 Previous unused sick leave allowance shall be placed to the credit of a laid off employee  
27 upon return to permanent employment. A separated employee who received payment for  
28 unused accumulated sick leave under this Article and who returns to service shall not be  
29 credited with any previously earned sick leave.

30 **G. Transfer.**

31 Any employee who transfers or who is reassigned from one Departmental Employer to  
32 another shall be credited with any unused accumulated sick leave balance by the  
33 Departmental Employer to whom transferred or reassigned.



1 **H. Sick Leave for Health Screening.**

2 Employees covered by this Agreement shall be entitled to use sick leave for the period of  
3 time utilized for health screening purposes at an authorized Employer operated health  
4 screening unit.

5 **I. Bereavement Leave.**

6 Employees shall be allowed reasonable and necessary time off by mutual agreement in  
7 the event of the death of a member of the immediate family. Such time shall be covered  
8 by accrued sick leave and/or annual leave credits. In the event of a dispute, an employee  
9 shall be guaranteed a minimum of five (5) days leave, if requested.

10 **J. Funeral Leave.**

11 In the event of the death of an employee's spouse, child, parent, brother or sister, the  
12 employee will be allowed 8 hours of funeral leave on the day of the funeral to attend the  
13 service.

14 In addition to bereavement leave (if applicable), sick leave may be used for an absence  
15 caused by attendance at a funeral of a relative or person whose physical or financial care  
16 is the principal responsibility of the employee.

17

18

19

**ARTICLE 41**  
**SALARY SCHEDULE AND RELATED MATTERS**

20 **A. Computation of Salaries.**

21 It is mutually agreed that the compensation schedule in effect September 30, 2022, will  
22 be the compensation schedule used in determining rates of pay for Bargaining Unit  
23 employees covered by this Agreement.

24 **B. Pay Periods.**

25 In a calendar year, there will be at least twenty-six (26) pay periods. A pay period is  
26 defined as a biweekly period consisting of fourteen (14) days, beginning on a Sunday and  
27 ending on a Saturday.

28 **C. Pay Days.**

29 Pay days will occur every second Thursday and will include wages earned in the  
30 immediate past pay period in accordance with current practice. Every effort will be made  
31 to correct payroll errors which occurred in previous pay periods in the employee's disfavor  
32 and include pay due the employee due to such errors in the next pay warrant following  
33 the error and correction. Imprest Cash vouchers will be used whenever possible to correct  
34 serious errors. The Employer upon determination that an overpayment has been made,  
35 will immediately in writing notify the employee. Employees are obligated immediately to  
36 notify the Employer in writing of any under or overpayment. The employee shall be  
37 required to repay any and all overpayments received resulting from clerical error or

## ARTICLE 41

1 misrepresentation by the employee. Overpayment liability will be limited to any  
2 compensation earned after the date the employee is notified of the overpayment notice  
3 in those instances where the overpayment resulted from a violation or misinterpretation  
4 of Civil Service Commission Rules by the Employer or Civil Service Commission and the  
5 employee performed in good faith the duties and responsibilities. In the case of Employer  
6 overpayments not immediately noticed by either the employee or Employer that would  
7 create hardship on the employee if immediate full reimbursement were required, a  
8 payment schedule may be mutually arranged.

### 9 **D. Authorized Payroll Deductions.**

10 The Employer agrees to continue to provide payroll deductions for employees in the  
11 following categories, as permitted by Civil Service Commission Rules and Regulations  
12 and/or applicable law:

13 Dental Insurance

14 Union Dues

15 Life Insurance

16 Deferred Compensation

17 U.S. Bonds

18 Mandatory Child Support deductions (when ordered by a court)

19 Income Protection Insurance (LTD)

20 Time purchase for retirement (in accordance with current practice)

21 Vision Care Insurance

22 Medical Hospitalization Insurance

23 Parking fees (State operated parking lots)

24 Flexible Spending Accounts

25 It is understood and agreed that additional authorized deductions may be made by the  
26 Employer and shown on the electronic earnings statement as payroll deductions. The  
27 parties agree to pursue the possibility of reporting to employees the year ending amount  
28 of Union dues/fees paid by employees in these Units. All authorized deductions are  
29 subject to sufficient earnings. Nothing provided herein shall prohibit the Employer from  
30 making deductions in accordance with court orders of a court of competent jurisdiction or  
31 other legal orders served on the Employer.

32 Except as provided in Article 6, Section C, voluntary deductions will be made only upon  
33 receipt of a properly authorized voluntary deduction request and in accordance with the  
34 priorities established in Article 6, Section A. Voluntary deductions will commence after  
35 receipt of an authorization request. Present administrative convenience and practice will  
36 prevail. The Employer agrees to effect deductions listed in this Section without

1 administrative cost to the employee or MSEA. Once commenced a deduction authorized  
2 by the employee shall continue until the appropriate stop order is received.

3 **E. Michigan Educational Trust.**

4 Parties recognize that the State may offer State employees the opportunity for payroll  
5 deduction in conjunction with individual employee's participation in the Michigan  
6 Educational Trust (M.E.T.) program. In the event the State initiates a payroll deduction  
7 opportunity for M.E.T. participants, members of the Bargaining Unit who are M.E.T.  
8 participants will be offered the opportunity to individually initiate enrollment in such State  
9 program.

10 It is understood that initiation and continuation of the M.E.T. Payroll Deduction Program  
11 is subject to the provisions of applicable statutes and regulations, and will be administered  
12 in accordance with such laws and regulations. Should the State determine to alter,  
13 amend, or terminate such M.E.T. Payroll Deduction Program, the State will provide the  
14 Union advance notice and, upon Union request, meet to review and discuss the reasons  
15 for such actions prior to their implementation.

16 For purposes of administering contractual Union security provisions and payroll  
17 accounting procedures, it is understood and agreed that such M.E.T. deduction, if and  
18 when individually authorized by the employee, will be taken only when the employee has  
19 sufficient residual earnings to cover it after deductions for any applicable employee  
20 organization membership dues have been made.

21 **ARTICLE 42**  
22 **INCORPORATION OF APPENDICES**

23 The parties agree that the appendices attached hereto are incorporated for reference  
24 only, unless otherwise noted in this Agreement.

25

26 **ARTICLE 43**  
27 **COMPENSATION**

28 **Section A. Wages.**

29 **FISCAL YEAR 2022-2023**

30 a. On October 1, 2022 the base hourly rate in effect at 11:59 p.m. on September 30,  
31 2022, for each step in the Bargaining Units shall be increased by 5%.

32 **FISCAL YEAR 2023-2024**

33

34 b. On October 1, 2023 the base hourly rate in effect at 11:59 p.m. on September 30,  
35 2023, for each step in the Bargaining Unit shall be increased by 2% (two percent).

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ARTICLE 43

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**Section B. Special Pay Premiums.**

**1. Heights and Tunnels Premium**

a. **Criteria.** Employees who are required to work on high structures in excess of forty (40) feet, requiring the use of scaffolding or safety harnesses, will receive an additional \$1.00 per hour for each hour worked, with a minimum of four (4) hours hazard pay per day.

Employees who are required to work in pressurized tunnels (new construction or reconstruction) shall receive an additional \$1.00 per hour for each hour worked, with a minimum of four (4) hours hazard pay per day.

b. **Limitations.** Work performed from safety buckets (aerial equipment) is not considered high structure work.

Work in caissons is not considered tunnel work.

c. The parties agree to establish a Committee of six (6) representatives from each side to review this area including performing duties in hazardous traffic areas and other hazardous work conditions. The Committee shall meet at least quarterly for the purpose of working to eliminate hazardous working conditions.

**2. Asbestos Abatement and Removal Premium.** Any Bargaining Unit member regardless of department who performs asbestos abatement or removal will receive \$1.00 per hour for each hour worked, with a minimum of two hours pay per day.

**Section C. Group Insurances Enrollment.**

New hires will be permitted to enroll in group insurance plans for which they are eligible during their first thirty-one (31) days of employment. Coverage under such plans is effective the first day of the bi-weekly pay period after enrollment.

Insurance elections made during the annual open enrollment process are effective the first day of the first full pay period in October, unless otherwise indicated. Effective January 1, 2021 group insurance plan provisions shall be effective on January 1, unless otherwise specified.

Employee premium share for health, dental and vision insurance shall be as specified in the charts appended to this Agreement. Employees hired on or after January 1, 2000, who are appointed to a position with a regular work schedule consisting of 40 hours or less per bi-weekly pay period shall pay 50% of the premium for health, dental and vision insurance. This shall not apply to an employee appointed to a permanent-intermittent position. Eligibility for enrollment shall be in accordance with current contractual provisions. Employees who have a regular work schedule of 40 hours or less per biweekly pay period who are temporarily placed on a regular work schedule of more than 40 hours per biweekly pay period for a period expected to last six months or more shall be considered as working a regular work schedule of more than 40 hours for the period of the temporary schedule adjustment.

1 Financial incentives for selection of certain lower cost plans or for opting out of coverage  
 2 will continue to be offered. The incentive amount and payment schedule will be  
 3 determined in conjunction with the annual rate setting process administered by the Civil  
 4 Service Commission and the State Personnel Director.

5 Group insurance plan provisions shall be effective at the beginning of the first full pay  
 6 period in October, unless otherwise specified. Effective January 1, 2021 group insurance  
 7 plan provisions shall be effective on January 1, unless otherwise specified.

#### 8 **Section D. Health Insurance.**

9 The State agrees to continue to offer health plans that are compliant with the requirements  
 10 of the Patient Protection and Affordable Care Act (PPACA) and its implementing  
 11 regulations. No plan will be offered where the total aggregate cost when calculated in  
 12 accordance with the Internal Revenue Service (IRS) regulations would exceed PPACA  
 13 excise tax limits. Coverage details, including premium share, deductibles, co-pays and  
 14 coinsurance and out-of-pocket maximum (OOPM) amounts and effective dates are  
 15 described in Appendix M-2. Plans offered will include:

- 16 • The State Health Plan Preferred Provider Organization (SHP PPO)
- 17 • Health Maintenance Organization(s) (HMOs),
- 18 • A Catastrophic Health Plan – This plan will be eliminated effective January 1, 2023
- 19 • Effective January 1, 2021 a State High-Deductible Health Plan with Health Savings  
 20 Account

21  
 22 In addition to the State Health Plan PPO and HMO options provided in Article 43, Section  
 23 D of this agreement, the State High-Deductible Health Plan with Health Savings Accounts  
 24 implemented by the Employee Benefits Division of the Michigan Civil Service Commission  
 25 will also be offered. Insurance elections made during an annual open enrollment process  
 26 are effective on January 1 of the following year, unless otherwise indicated. In 2020, a  
 27 one-time short plan year will also be implemented from the first full pay period in October  
 28 through December 31, 2020.

29 The aggregate cost for the health insurance plans extending into 2021 (or 2022 or 2023  
 30 as applicable) must fall below the federal excise tax thresholds established by the IRS  
 31 under PPACA. The aggregate cost which must be counted toward the respective federal  
 32 excise tax threshold will be calculated in accordance with IRS guidelines.

33 The Employer agrees to provide notice as soon as administratively feasible, but not later  
 34 than July 15 of each year, of the upcoming plan year rates for all health insurance plans.  
 35 If the aggregate cost for any one of the health insurance plans offered by the State during  
 36 open enrollment for coverage to begin in January of the upcoming plan year exceeds  
 37 federal excise tax thresholds established by the IRS, the parties agree that beginning with  
 38 the Flexible Spending Account (FSA) enrollment for the upcoming calendar year, the  
 39 General Purpose Flexible Spending Account option will be reduced or eliminated to  
 40 maintain aggregate cost below the applicable federal excise tax thresholds, unless  
 41 prohibited by law, or if doing so would invalidate the plan in whole or in part resulting in  
 42 additional costs to the employer and/or employees.

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1. The SHP PPO shall include coverage for the following:

**(a) Wellness and Preventive Coverage.**

In-network Wellness and Preventive Coverage will continue to be provided as required by the PPACA and as outlined in Appendix M-2.

The SHP PPO will continue to offer voluntary care management services for high-risk, medically complex cases designed to work with the covered employee or enrolled dependent, provider and caregivers to ensure a clear understanding of the condition, prognosis and treatment options and help coordinate provider services.

**(b) Prescription Drugs.**

In order to promote the usage of generic prescription drugs to reduce costs while maintaining the quality of care, the Pharmacy Benefit Manager (PBM) will automatically substitute an approved generic drug for prescriptions written for multi-source brand name drugs, except for a list of narrow therapeutic index agents, e.g., Dilantin. In those instances when a physician prescribes a multi-source brand name drug and indicates on the prescription, "Dispense As Written" or DAW, the brand name drug will be dispensed and the enrollee will pay the applicable preferred or non-preferred brand name co-payment plus the difference in cost between the generic drug and the brand name drug. Brand name drugs are deemed to be non-preferred because of the availability of a generic equivalent or a therapeutically or chemically equivalent brand name drug. Maintenance drugs filled at a participating retail pharmacy will only be approved up to a 34-day supply.

The Employer shall continue to offer a mail order prescription drug option for maintenance drugs. At the employee's option, an employee may elect to purchase maintenance prescription drugs filled at up to a 90-day supply through the mail order option.

The employee co-pays for drugs at retail and through mail order are listed in Appendix M-2.

**(c) Second Surgical Opinions.**

An individual will be entitled to a second surgical opinion. If that opinion conflicts with the first opinion the individual will be entitled to a voluntary third surgical opinion. Second and third surgical opinions shall also be subject to applicable copays and deductibles as provided in Appendix M-2.

**(d) Home Health Care.**

A program of home health care and home care services to reduce the length of hospital stay and admissions shall be available at the employee's option. The service must be prescribed by an attending physician who must certify that the home health care services are being used instead of inpatient hospital care, and

1 that the patient is confined to the home due to illness. Services shall be covered  
2 to the extent that they would have been covered if the individual had remained or  
3 been confined in the hospital.

4 Home infusion therapy shall be covered as part of the home health care benefit  
5 or covered by its separate components (e.g. durable medical equipment and  
6 prescription drugs), however a patient shall not be required to be homebound.

7 **(e) Hospice Care.**

8 Hospice care shall be available to terminally ill enrollees. Services must be  
9 provided by a participating hospice program, and written statements of prognosis  
10 may be required. Covered hospice benefits include physical, occupational and  
11 speech language therapy, Home Health Aid services, medical supplies and  
12 nursing care. See Appendix M-2 for deductible and co-pay amounts.

13 **(f) Birthing Centers.**

14 Birthing center care shall be available to employees at their option in lieu of  
15 hospitalization. Birthing center care is covered under the delivery and nursery care  
16 benefits set forth in Appendix M-2.

17 **(g) Hearing Care Program.**

18 The hearing care program will include audiometric exams, hearing aid evaluation  
19 tests, hearing aids and fitting subject to the applicable office call fee for the  
20 examination and shall be available once every thirty-six (36) months unless  
21 significant hearing loss occurs earlier and is certified by a physician. When  
22 medically appropriate, binaural hearing aids are a covered benefit. See Appendix  
23 M-2.

24 **(h) Weight Reduction.**

25 Employees and covered dependents enrolled in the SHP PPO will be eligible for a  
26 lifetime maximum reimbursement of \$300 for non-medical, weight reduction if they  
27 meet the following conditions:

28 **(a)** The employee or covered dependent is obese as defined by being more  
29 than one hundred (100) pounds overweight or more than fifty percent  
30 (50%) over ideal weight and weight loss clinic attendance is prescribed  
31 by a licensed physician, or

32 **(b)** The employee or covered dependent is more than fifty (50) pounds  
33 overweight or more than twenty-five percent (25%) over ideal weight, has  
34 a diagnosed disease for which excess weight is a complicating factor,  
35 and weight loss clinic attendance is prescribed by a licensed physician.

36 The \$300 amount will not apply to the SHP PPO deductibles.

37 **(i) Durable Medical Equipment.**

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1 Durable medical equipment (DME) and prosthetic and orthotics appliances are  
2 covered benefits as outlined in Appendix M-2, Medically necessary orthopedic  
3 inserts prescribed by a licensed physician are included as a covered benefit.

### 4 **(j) Dependent and Long Term Nursing Care.**

5 The parties agree to work cooperatively to provide assistance in identifying and  
6 referring employees and dependents to appropriate custodial care facilities and to  
7 agencies for custodial care at home.

### 8 **(k) Smoking Cessation**

9 The SHP PPO shall include a smoking cessation program which shall include  
10 smoking cessation counseling.

### 11 **(l) In-and-out-of-network process.**

12 An employee may be eligible to receive a waiver to allow in-network coverage by  
13 out-of-network providers if in-network providers are not available within a standard  
14 distance below, or based on the type of services required.

15 Waivers will be available if the Third Party Administrator (TPA) determines access  
16 to network providers is not within the standard distance. The standards for the  
17 waiver are as follows:

18 Where there are not two (2) primary care physicians within fifteen (15) miles;

19 Where there are not two (2) specialists within twenty (20) miles;

20 Where there is not one (1) hospital within twenty-five (25) miles.

21 Failure to seek services from a PPO provider will result in a Plan member being  
22 treated as out-of-network unless the covered member was seeking services as the  
23 result of an emergency. If there is not adequate access to a PPO provider,  
24 exceptions will be handled on a per case basis. A member is considered to have  
25 access to the network based on the type of services required, except as provided  
26 above.

27 If a member does not have access to the network, the member will be treated as  
28 in-network for all benefits. The member will be responsible for the applicable in-  
29 network deductibles, co-payments and coinsurance.

30 If a member does not have access to the network but then additional providers join  
31 the network so that the member would now be considered in-network, the member  
32 will be notified and given a reasonable amount of time in which to seek care from  
33 and in-network provider. Care received from a non-network provider after that  
34 grace period will be considered out-of-network and the out-of-network deductibles,  
35 co-payments, coinsurance and out-of-pocket maximums will apply. If a member is  
36 undergoing a course of treatment at the time he or she becomes in-network, the  
37 in-network rules will continue for that course of treatment only pursuant to the PPO  
38 Standard Transition Policy. Once the course of treatment has been finished, the



1 member must use an in-network provider or be governed by the out-of-network  
2 rules.

3 **(m) Subrogation.**

4 In the event that a Plan member receives services that are paid by the SHP PPO,  
5 or is eligible to receive future services under the SHP PPO, the SHP PPO shall be  
6 subrogated to the participant's rights of recovery against and is entitled to receive  
7 all sums recovered from, any third party who is or may be liable to the participant,  
8 whether by suit, settlement, or otherwise, to the extent of recovery for health  
9 related expenses. A participant shall take such action, furnish such information and  
10 assistance, and execute such documents as the SHP may request to facilitate  
11 enforcement of the rights of the SHP and shall take no action prejudicing the rights  
12 and interests of the SHP.

13 **(n) Telemedicine**

14 An optional telemedicine program will be available for health and mental health  
15 services, subject to applicable office visit copays and deductibles. See Appendix  
16 M-2.

17 **(o) Labor Management Healthcare Committee**

18 The parties agree to continue the Labor-Management Committee established to  
19 review the procedures, communication materials which will be provided to  
20 employees, and benefit booklets prior to their distribution. The Committee shall  
21 have the responsibility of reviewing and monitoring the progress of the actual  
22 implementation of the procedures, however, any changes in the specific provisions  
23 as described herein shall be subject to negotiations. Each exclusively recognized  
24 employee organization shall be entitled to designate one (1) representative to  
25 participate in the Labor-Management Committee. The management  
26 representatives to the Committee shall be selected by the Employer. A joint Labor-  
27 Management Committee will also meet to discuss group insurance premiums for  
28 employees working less than full-time. Any proposed agreement shall be subject  
29 to review and approval, rejection, or modification by the Civil Service Commission.

30 2. Health Maintenance Organization (HMO).

31 As an alternative to the State Health Plan, enrollment in HMOs may be offered to  
32 those employees residing in areas where qualified licensed HMOs are in operation.  
33 HMO Coverage information is provided in Appendix M-2.  
34

35 **Section E. Dental Expense Plan.**

36 **(a)** The State agrees to continue to offer dental plans. Coverage details, including  
37 premium share, co-pays, annual maximum and separate lifetime orthodontic  
38 maximum and effective dates are described in Appendix M-3. Plans offered will  
39 include:

- 40
  - The State Dental Plan Preferred Provider Organization

ARTICLE 43

- 1           • A Dental Maintenance Organization (One or more Dental Maintenance
- 2            Organization(s) shall be explored)
- 3           • A Preventive Dental Plan
- 4

5   **(b) Covered Dental Expenses:** The Dental Expense Plan will pay for incurred claims  
6   for employee and/or enrolled dependents at the applicable percentage of either  
7   the actual fee or the usual, customary and reasonable fee, whichever is lower, for  
8   the dental benefits covered under the Dental Expense Plan.

9   Coverage for the following services under each plan is listed in Appendix M-3.

- 10   **(1) Diagnostic Services:**
- 11    Oral examinations and consultations twice in a fiscal year.
- 12
- 13   **(2) Preventive Services:**
- 14    Prophylaxis - teeth cleaning three (3) times in a fiscal year, four (4) times when
- 15    medically necessary;
- 16    Topical application of fluoride for children up to age 19, twice in a fiscal year;
- 17    Space maintainers for children up to age 14.
- 18    Oral exfoliate cytology (brush biopsy) will be covered when warranted from a
- 19    visual and tactile examination.
- 20
- 21   **(3) Radiographs:**
- 22    Bite-wing x-rays once in a fiscal year, unless special need is shown;
- 23    Full mouth x-rays once in a five (5) year period, unless special need is shown.
- 24
- 25   **(4) Minor Restorative Services (fillings):**
- 26    Amalgam, silicate, acrylic, porcelain, plastic and composite restorations;
- 27    Gold inlay and outlay restorations.
- 28
- 29   **(5) Major Restorative Services:**
- 30    Onlays and crowns when the teeth cannot be restored with another filling
- 31    material.
- 32
- 33
- 34   **(6) Oral Surgery:**
- 35    Extractions, including those provided in conjunction with orthodontic services;
- 36    Cutting procedures;    Treatment of fractures and dislocations of the jaw.
- 37
- 38   **(7) Endodontic Services:** Root canal therapy;
- 39    Pulpotomy and pulpectomy services for partial and complete removal of the
- 40    pulp of the tooth;
- 41    Periapical services to treat the root of the tooth.
- 42
- 43   **(8) Periodontic Services:**
- 44    Periodontal surgery to remove diseased gum tissue surrounding the tooth;

1 Adjunctive periodontal services, including provisional splinting to stabilize  
 2 teeth, occlusal adjustments to correct the biting surface of a tooth and  
 3 periodontal scaling to remove tartar from the root of the tooth;  
 4 Treatment of gingivitis and periodontitis-diseases of the gums and gum tissue.  
 5

6 **(9) Bonding:**

7 The dental plan covers cosmetic bonding for the eight (8) front teeth of children  
 8 between the ages of 8-19 years of age. Cosmetic bonding is a covered benefit  
 9 when it is required because of severe tetracycline staining, severe fluorosis,  
 10 hereditary opalescent dentin, or ameleogenesis imperfecta.  
 11

12 **(10) Prosthodontic Services:**

13 Repair or rebasing of an existing full or partial denture;  
 14 Initial installation of fixed bridgework;  
 15 Implants;  
 16 Initial installation of partial or full removable dentures (including adjustments  
 17 for six [6] months following installation);  
 18 Construction and replacement of dentures and bridges (replacement of  
 19 existing dentures or bridges is payable when five [5] years or more have  
 20 elapsed since the date of the initial installation).  
 21

22 **(11) Sealants:**

23 Coverage for sealants on permanent molars that are free of any restorations  
 24 or decay. Sealant treatment is payable on a per tooth basis. Dependents up  
 25 to age 14 are eligible for the sealant application. The benefit is payable for only  
 26 one application per tooth within a three (3) year period.  
 27

28 **(12) Orthodontic Services:**

29 Minor treatment for tooth guidance;  
 30 Minor treatment to control harmful habits;  
 31 Interceptive orthodontic treatment;  
 32 Comprehensive orthodontic treatment;  
 33 Treatment of an atypical or extended skeletal case;  
 34 Post-treatment stabilization; Separate lifetime maximum of \$1,500 per each  
 35 enrollee; Orthodontic services for dependents up to age 19; for enrolled  
 36 employee and spouse, no maximum age. Orthodontic coverage shall be  
 37 extended to each dependent up to age 25 if the dependent is a full-time  
 38 student at an accredited institution. See Letter of Understanding #45. Effective  
 39 1/1/2023 separate lifetime maximum of \$1,750 per each enrollee; Orthodontic  
 40 services for dependents up to age 19; for enrolled employee and spouse, no  
 41 maximum age.  
 42

43 **(d) Dental At-Point-of-Service PPO**

44 Employees and dependents enrolled in the State Dental Plan may access the  
 45 improved benefit levels specified in Appendix M-3 by utilizing dental care providers  
 46 that are members of the Point-of-Service PPO.  
 47

1 **Section F. Vision Care Insurance.**

2 (a) The State agrees to continue to offer a vision plan. Coverage details for  
3 participating and non-participating providers, are described in Appendix M-4.  
4 Except for employees appointed to a position with a regular work schedule  
5 consisting of 40 hours or less per bi-weekly pay period as provided above, the  
6 Employer shall pay one hundred percent (100%) of the applicable premium for  
7 employees covered by this Agreement for the Group Vision Plan.

8 (b) Benefits payable for participating providers under the Plan will be as follows:

9 (1) **Examination:** Payable once in any twelve (12) month period with an employee  
10 copayment identified in Appendix M-4.

11 (2) **Suitability Exam:** A contact lens suitability exam determines whether you can  
12 wear contact lenses. The fee for this exam is included in the allowance for the  
13 contact lenses.

14 (3) **Replacement Frequency:** The Plan will cover eyeglass lenses, frames or  
15 contact lenses once every twelve (12) months if there is a prescription change  
16 through 12/31/2022. Effective 1/1/2023 the Plan will cover eyeglass lenses,  
17 frames or contact lenses once every twelve (12) months without a prescription  
18 change.

19 (4) **Eyeglass Lenses:** Lenses are payable once every 24 months with an  
20 employee co-payment identified in Appendix M-4 for eyeglass lenses and  
21 frames. The standard lens size definition is 60 millimeters in diameter. If a  
22 larger lens is selected, the employee must pay for the additional expense  
23 attributable to lens size greater than 60 millimeters in diameter.

24 (5) **Special Lenses:** The Plan will cover slab off prism and prism lenses with no  
25 additional charge to the employee. Lenticular lenses are payable as defined in  
26 item 3 above.

27 (6) **Contact Lenses**

28 **Medically Necessary:** The Plan will cover medically necessary contact lenses  
29 once every twelve (12) months with an employee co-payment identified in  
30 Appendix M-4. Medically necessary means (a) must correct the member's  
31 acuity to 20/70 or better in the better eye or (b) the member has one of the  
32 following visual conditions: keratoconus, irregular astigmatism, or irregular  
33 corneal curvature.

34 **Not Medically Necessary:** The Plan will pay a maximum allowance identified  
35 in Appendix M-4 and the employee shall pay any additional charge of the  
36 provider for such contact lenses. The contact lens evaluation is included in the  
37 cost of the contact lens allowance. The copayment provision under (3) is not  
38 required.

39 (7) **Frames:** The maximum frame allowance is identified in Appendix M-4 and the  
40 employee shall pay any additional charge from the provider for the frames.

41 (8) **Lens Options:** The Plan will cover Rose Tint 1 and Rose Tint 2 or  
42 Photochromatic tint at no additional charge to the employee

43 (c) Plan payments for out of network providers are identified in Appendix M-4.

1       **(d) Computer Glasses:** Employees who are required to use computers and other  
2       digital devices or microfiche readers shall be eligible for reimbursement for an  
3       initial Vision Testing Examination at rates provided herein on regardless of when  
4       they were last examined, or on an annual basis in conjunction with a routine eye  
5       exam.

6       Such employees who require prescription corrective lenses which are different  
7       than those normally used, are eligible for an additional pair of glasses at the benefit  
8       level described in Appendix M-4. These lenses and frames are in addition to those  
9       provided under the Vision Care Insurance. An employee obtaining glasses for  
10      working who does not otherwise wear glasses would not be covered by this  
11      provision.

12      **(e) Safety Glasses:** Employees who are required to use safety glasses on a full-time  
13      basis, as determined by the departmental employer, and who use prescription  
14      eyeglasses shall be eligible for a pair of prescription safety glasses at the benefit  
15      level described in Appendix M-4. These lenses and frames are in addition to those  
16      provided under the Vision Care Insurance.

17      **Section G. Long Term Disability Insurance.**

18      1. The Employer shall continue the current long term disability (LTD) insurance plan  
19      coverage except as provided in G(5) below.

20      2. Part-time and Permanent-intermittent (P.I.) employees who work 40% or more of full-  
21      time will be eligible for LTD benefits.

22      Premiums for eligible less-than-full-time employees shall be determined in  
23      accordance with the current LTD premium schedule for full time employees. The  
24      benefit level for employees who actually utilize the LTD benefit shall be based on the  
25      employee's average biweekly hours worked the preceding fiscal year, but the dollar  
26      amount of the benefit shall be calculated on the basis of the employee's current hourly  
27      rate (the hourly rate in effect at the time the employee actually goes on disability  
28      leave).

29      3. The cost of premiums of such Plan shall be shared by the Employer and the employee  
30      in accordance with current practice.

31      4. The Employer shall provide a rider to the existing LTD insurance. All employees who  
32      are covered by LTD insurance shall automatically be covered by this rider as well. The  
33      rider shall provide insurance which will pay directly to the carrier the full amount  
34      (100%) of health insurance (or HMO) premiums while such employee is on LTD  
35      insurance for a maximum of six (6) months for each covered employee. The Employer  
36      agrees to pay the cost of such rider. If not prohibited by the IRS, an employee whose  
37      LTD rider has expired may transfer immediately to a State-employee spouse's health  
38      plan.

39      5. The monthly benefit level maximum is \$5,000.00.

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- 1 6. The eligibility period for Plan II claimants who remain totally disabled shall be reduced  
2 from age 70 to age 65, or for a period of 12 months, whichever is greater.
- 3 7. The benefit period for “mental/nervous” claims shall be limited to 24 months from the  
4 beginning of the time a claimant is eligible to receive benefits. This limitation does not  
5 apply to mental health claims where the claimant is under in-patient care.
- 6 8. The waiting period for receipt of LTD benefits shall be 14 calendar days or the  
7 exhaustion of sick leave credits.
- 8 9. An employee may “freeze” any sick leave accrued during the period when he/she is  
9 using up sick leave because of the disability which leads directly to receiving LTD  
10 benefits.

11 **Section H. Life Insurance.**

- 12 **a. Employee Life:** The Employer shall provide a State-sponsored group life  
13 insurance plan which has a death benefit equal to two (2) times annual salary  
14 rounded up to the nearest \$1,000, with a minimum \$10,000 benefit. The Employer  
15 shall pay one hundred percent (100%) of the premium for this benefit. Less than  
16 full-time employees who are eligible for enrollment in the Plan in accordance with  
17 Appendix C shall have their benefit level determined as if they were working full-  
18 time in a full-time position.
- 19 **b. Dependent Life:** An employee may enroll legal spouse and/or eligible children in  
20 a dependent life insurance plan. Dependent children must be unmarried and  
21 between the ages of 14 days and 23 years. The age ceiling under the optional life  
22 insurance plan shall not apply to dependents who are documented as being  
23 incapacitated by a physical or mental impairment, provided coverage does not  
24 terminate for any other reason.
- 25 **(1)** Employee pays one hundred percent (100%) of premium for optional  
26 dependent coverage via payroll deduction.
- 27 **(2)** Employee may choose between five (5) levels of dependent coverage:
- 28 **(a)** Level one insures spouse for \$1,500 and children from age 15 days to 23  
29 years for \$1,000.
- 30 **(b)** Level two insures spouse for \$5,000 and children from age 15 days to 23  
31 years for \$2,500.
- 32 **(c)** Level three insures spouse for \$10,000 and children from age 15 days to  
33 23 years for \$5,000.
- 34 **(d)** Level four insures spouse for \$25,000 and children from age 15 days to  
35 23 years for \$10,000.
- 36 **(e)** Level five insures children only from age 15 days to 23 years for \$10,000.

1 (f) Level six insures spouse for \$50,000 and children from age 15 days to  
2 23 years for \$15,000.

3 (g) Level seven insures children from age 15 days to 23 years for \$15,000.

4 **Section I. Accidental Death Insurance.**

5 The State shall provide a State-sponsored Accidental Death Insurance Plan which has a  
6 benefit of \$150,000 in case of an employee's accidental death in line of duty.

7 **Section J. Continuation of Group Insurances.**

8 **a. Upon Layoff.**

9 (1) Employees who are laid off, at the time of layoff, may elect to continue  
10 enrollment in the SHP PPO (or alternative plan) and life insurance plan by  
11 paying the full amount (100%) of the premium. Such enrollment may  
12 continue until the employee is recalled or for a period of three (3) years,  
13 whichever occurs first. Such employees may also elect to continue  
14 enrollment in the Group Dental (or alternative plan) and/or Group Vision  
15 Plans by paying the full amount (100%) of the premium. Such enrollment  
16 may continue until the employee is recalled or for a period of eighteen (18)  
17 months, whichever occurs first. In accordance with Paragraph (2) of this  
18 Section, the Employer shall pay the Employer's share of such premiums  
19 for two (2) pay periods for employees selecting these options.

20 (2) Employees laid off as a result of a reduction in force may elect to pre-pay  
21 their share of premiums, if any, for the SHP PPO (or alternative plan),  
22 Group Dental Plan (or alternative plan), Group Vision Plan, and life  
23 insurance for two (2) additional pay periods after layoff by having such  
24 premiums deducted from their last pay check. The Employer shall pay the  
25 Employer's share of premiums for the SHP PPO (or alternative plan),  
26 Group Dental Plan (or alternative plan), Group Vision Plan, and life  
27 insurance for two (2) pay periods for employees selecting this option.  
28 Coverage for the State Health Plan (or alternative plan), Group Dental Plan  
29 (or alternative plan), Group Vision Plan, and life insurance shall thereafter  
30 continue for these two (2) pay periods. Election of this option shall not affect  
31 the laid off employee's eligibility for continued coverage as outlined in  
32 Paragraph (1) of this Section.

33 **b. Upon Leave.**

34 Employees who are granted a leave of absence may elect to continue  
35 enrollment in the SHP PPO (or alternative plan) at the time the leave begins.  
36 Except as may be otherwise provided in the Federal Family and Medical Leave  
37 Act, for continuation of health plan benefits, such employees shall be eligible  
38 for continued enrollment during the leave of absence by paying the full amount  
39 (100%) of the premium. Such employees may also elect, at the time the leave  
40 begins, to continue enrollment in the life insurance plan for up to twelve (12)  
41 months by paying the full amount (100%) of the premium. Such employees may

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1 likewise elect to continue enrollment in the Group Dental Plan (or alternative  
2 plan) and/or Group Vision Plan for up to eighteen (18) months by paying the  
3 full amount (100%) of the premium.

4 **c. Upon Death.**

5 Health Plan coverage for enrolled dependents will cease the 30th day after a  
6 Bargaining Unit member's death unless the covered Bargaining Unit member  
7 is eligible for an immediate pension benefit from the State Employees'  
8 Retirement System, or unless the dependents elect continued plan coverage  
9 in accordance with provisions of the Consolidated Omnibus Budget  
10 Reconciliation Act of 1985 (COBRA).

11 **c. Continuation of Life Insurance Coverage in the Event of Total Disability.**

12 Upon presentation of satisfactory evidence of total disability to Civil Service,  
13 which is defined as receiving benefits from one of the following:

- 14 (1) The State's Long Term Disability Plan,
- 15 (2) Social Security Disability coverage,
- 16 (3) Workers' Compensation Insurance, or
- 17 (4) The State's Duty or Nonduty Disability Retirement Plan,

18 The employee shall receive life insurance coverage fully paid by the Employer  
19 for as long as the employee is totally disabled. All premium payments made by  
20 the employee prior to establishing Total Disability shall be reimbursed to the  
21 employee. The benefit level is the amount in force on the day the employee  
22 becomes totally disabled; however, if the employee is totally disabled on his/her  
23 65th birthday, the employee shall be considered retired and the life insurance  
24 coverage shall be the same as if the employee had retired.

25 **Section K. Group Insurance Enrollment Upon Limited Term Recall.**

26 All employees covered by this Agreement who accept limited term recall into positions in  
27 these Bargaining Units are eligible for enrollment in all group insurance plans in which  
28 they were enrolled at the time of layoff. Coverages in such plans shall be the same as the  
29 coverage at the time of layoff. Eligibility for other benefits shall be in accordance with  
30 Appendix C of the Master Agreement. Such employees shall not be considered as  
31 temporary (less than 720 hours) employees.

32 **Section L. Voluntary Benefits**

33 Employees in these Bargaining Units shall be eligible to enroll in a Voluntary Benefits plan  
34 established by the Employer. The entire cost of any premiums shall be paid by the  
35 employee through payroll deduction or by direct bill as permitted by the specific plan.  
36 Benefits offered may include home and auto insurance, voluntary group term life  
37 insurance, universal life insurance, and a pre-paid legal plan. Plan offerings will be  
38 announced through an annual open enrollment process, and in the event any optional



1 coverage plan is cancelled or withdrawn, employees enrolled in the plan will be sent  
 2 written notice at least 30 calendar days in advance of the coverage end date.

3 **Section M. Shift Premium Payment.**

4 1. Employees in MSEA Bargaining Units in classes at the levels indicated below are  
 5 eligible for shift premium of 5% above straight time rates, rounded to the nearest cent:

<u>Bargaining Units</u>	<u>Skill Levels</u>
7 Position Comparison System	1 – 12
8 Labor and Trades	5 – 11
9 Safety and Regulatory	6 – 13

10 2. Shift premium shall be paid to eligible employees for each shift where fifty percent  
 11 (50%) or more of their regularly scheduled shift falls between the hours of 4:00 p.m.  
 12 and 5:00 a.m.

13 3. Shift premium shall be included as part of the regular rate for computation of the  
 14 premium for overtime hours worked by eligible employees working regularly  
 15 scheduled afternoon and night shifts.

16 4. Shift premium shall not be paid for holidays or leave time used.

17 5. The value of shift premium shall not be included in determining the value of fringe  
 18 benefits which are based on pay rate; all fringe benefits will be based on the straight  
 19 time pay rates.

20 6. Work requiring reassignment of employees from day shifts to afternoon or night shifts  
 21 shall be paid shift premium as in the case of regularly assigned afternoon and night  
 22 shifts.

23 7. When an employee takes the place of an absent worker the employee must be paid  
 24 shift differential in addition to overtime unless both employees are not eligible for shift  
 25 differential.

26 **Section N. Hazard Pay.**

27 1. Classes responsible for custody and supervision of inmates in addition to regular  
 28 duties (formerly designated “P” rate classes) shall receive \$.40 per hour above regular  
 29 rates.

30 2. Eligibility for “P” rate shall be as follows:

31 a. Is responsible on a regular and recurring basis for the custody or supervision of  
 32 residents under the jurisdiction of the Department of Corrections, Bureau of  
 33 Correctional Facilities;

34 b. Is assigned to a position within the security perimeter of an institution within the  
 35 Bureau of Correctional facilities;

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- 1 c. Is assigned to a work station within a Department of Corrections, Bureau of  
2 Correctional Facilities institution which involves regular and recurring contact (25%  
3 or more of work time) with the Department of Corrections residents. Any disputes  
4 arising under this paragraph shall be resolved by the Michigan State Employees  
5 Association and the Office of State Employer;
  - 6 d. Works in a "covered position" within the meaning of P.A. 351 of 1988, as may be  
7 amended;
  - 8 e. Is assigned to replace an employee receiving hazard pay within a security  
9 perimeter for the period of such replacement, provided s/he replaces the employee  
10 for a minimum of a seven (7) hour work day and any consecutive scheduled work.
- 11 3. Positions in departments other than Department of Corrections must supervise  
12 residents assigned from Department of Corrections, Bureau of Correctional facilities.
  - 13 4. Incidental contact such as passing by a resident porter does not qualify a position for  
14 hazard pay.
  - 15 5. In addition, those positions eligible for "P" rate which are:
    - 16 a. Assigned to close, maximum and administrative segregation work units within the  
17 security perimeter of a Department of Corrections, Bureau of Correctional Facilities  
18 institution which is designated by the Michigan Corrections Commission as having  
19 1) a close, maximum or administrative segregation overall rating, or 2) a close or  
20 medium overall rating which would contain an administrative segregation unit; and
    - 21 b. Occupied by a Bargaining Unit employee having two (2) years (4,176 hours) or  
22 more of continuous service in the Bargaining Unit; shall receive an additional ten  
23 cents (\$.10) per hour [for a total of fifty cents (\$.50) per hour].

24 **Section O. Personal Leave Days.**

25 Permanent full-time non-probationary employees shall receive two (2) personal leave  
26 days (16 hours) to be used in accordance with normal requirements for annual leave  
27 usage. Such leave shall be granted to less-than-full-time, non-probationary permanent  
28 employees on a pro-rata basis in accordance with current practice regarding holidays.  
29 Such leave grant shall be extended to employees returning from leave of absence on  
30 their return. Such leave time shall be granted to persons entering the Bargaining Units  
31 (for example, recall from layoff) on a pro-rata basis. However, no employee shall be  
32 entitled to more than one grant of personal leave in each fiscal year. Such leave shall be  
33 credited to the employee's annual leave balances on each October 1.

34 When an employee has submitted a written request to utilize a personal leave day at least  
35 ninety-six hours prior to the beginning of the pay period and when such request has been  
36 denied, the employee may present a grievance to the Step One Representative with a  
37 request to expedite the grievance. If not expedited to the satisfaction of the Union, the  
38 Union may verbally contact the departmental Appointing Authority or his/her designee,  
39 explain the situation, and request an expedited answer. At each step, every effort will be  
40 made to answer the grievance prior to the date the personal leave is to be taken.

1 **Section P. Longevity.**

2 1. **Eligibility**

3 a. Career employees who separate from State service and return and complete five  
4 years (10,400 hours) of full-time continuous service prior to October 1<sup>st</sup> of any year  
5 shall have placed to their credit all previous State classified service earned.

6 b. To be eligible for a full annual longevity payment after the initial payment, a career  
7 employee must have completed continuous full-time classified service equal to the  
8 service required for original eligibility, plus a minimum of one additional year (2080  
9 hours).

10 c. Career employees rendering seasonal, intermittent or other part-time classified  
11 service shall, after establishing original eligibility, be entitled to subsequent annual  
12 payments on a pro-rata basis for the number of hours in pay status during the  
13 longevity year.

14 2. **Payments** – Payment shall be made in accordance with the table of longevity values  
15 (See Appendix J) based on length of service as of October 1.

16 a. No active employee shall receive more than the amount scheduled for one annual  
17 longevity payment during any twelve month period except in the event of retirement  
18 or death.

19 b. **Initial Payments** – Employees qualify for their initial payment by completing an  
20 aggregate of five years (10,400 hours) of continuous service prior to October 1.  
21 The initial payment shall always be a full payment (no proration).

22 c. **Annual Payments**

23 1. Employees qualify for full annual payment by completing 2,080 hours of  
24 continuous service during the longevity year.

25 2. Employees who are in pay status less than 2,080 hours shall receive a pro-rata  
26 annual payment based on the number of hours in pay status during the  
27 longevity year.

28 d. Payments to employees who become eligible on October 1 of any year shall be  
29 made on the pay date following the first full pay period in October; except that pro-  
30 rata payments in case of retirement or death shall be made as soon as practicable  
31 thereafter.

32 e. **Lost Time Considerations**

33 1. Lost time is not creditable continuous service nor does it count in qualifying for  
34 an initial or an annual payment.

35 2. Employees do not earn State service credit in excess of 80 hours in a biweekly  
36 pay period. Paid overtime does not offset lost time, except where both occur in  
37 the same pay period.

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1 f. **Payment to Employees on Leave of Absence Without Pay and Layoff on**  
2 **October 1**

3 1. An employee on other than a waived rights leave of absence, who was in pay  
4 status less than 2,080 hours during the longevity year, will receive a pro-rata  
5 annual payment based on the number of hours in pay status during the  
6 longevity year; such payment shall be made on the pay date following the first  
7 full pay period in October.

8 2. An employee on a waived rights leave of absence will receive a pro-rata  
9 longevity payment upon returning from leave.

10 g. **Payment At Retirement Or Death** – An employee with 10,400 hours of currently  
11 continuous service, who separates by reason of retirement or death shall qualify  
12 and receive both a terminal and a supplemental payment as follows:

13 1. A terminal payment, which shall be either:

14 a. A full initial longevity payment based upon the total years of both current  
15 and prior service, if the employee has not yet received an initial longevity  
16 payment; or,

17 b. A pro-rata payment for time worked from the preceding October 1 to the  
18 date of separation, if previously qualified. The pro-rata payment is based on  
19 hours in pay status since October 1 of the current fiscal year.

20 2. A supplemental payment for all time previously not counted in determining the  
21 amount of prior longevity payments, if any.

22 3. **Longevity Overtime** Upon conversion, the regular rate add-on for longevity  
23 will be calculated and paid retroactively for overtime worked in the previous  
24 fiscal year. This amount will be included in the longevity payment.

25 **Section Q. Holidays.**

26 1. The following are designated holidays:

27 New Year's Day                      General Election Day (In Even Numbered Years)

28 Martin Luther King Day          Veteran's Day

29 President's Day                      Thanksgiving Day

30 Memorial Day                        Thanksgiving Friday

31 Juneteenth                            Christmas Eve Day

32 Independence Day                  Christmas Day

33 Labor Day                              New Year's Eve

34

- 1 2. Eligibility and compensation for holidays shall continue in accordance with current  
2 practice. (See Appendix C.)
- 3 3. At the discretion of the Appointing Authority and with the approval of their immediate  
4 supervisor, employees may elect to work Veteran's Day and take an alternate day off  
5 in the same pay period in which the holiday occurs. In the event such approval is  
6 denied, employees shall not have the right to file grievances related thereto.

7 **Section R. Severance Pay.**

8 In recognition of the fact that the deinstitutionalization of the Department of Health and  
9 Human Services hospitals and centers, resident population has resulted and will continue  
10 to result in the layoff of a large number of State employees, and in recognition of the fact  
11 that such layoffs are likely to result in the permanent termination of the employment  
12 relationship, the parties hereby agree to the establishment of severance pay for certain  
13 employees.

14 1. **Definitions.**

15 a. **Layoff** – For purposes of this Section, layoff is defined as the termination of active  
16 State employment solely as a direct result of a reduction in force. Other  
17 separations from active State employment such as leaves of absence, resignation,  
18 suspension or dismissal shall not be considered a layoff under the terms of this  
19 Section.

20 b. **Week's Pay** – Week's pay is defined as an employee's gross pay for forty (40)  
21 hours of work at straight time excluding such things as shift differential and "P" rate  
22 at the time of layoff.

23 c. **Year of Service** – Year of service is defined as 2088 hours recorded in the PPS  
24 Continuous Service Hours Counter (see schedule below).

25 2. **Eligibility.** The provisions of this Section shall apply only to Department of Health and  
26 Human Services hospitals and centers, agency-based employees with more than one  
27 year of service who have been laid off because of a reduction in the resident  
28 population in State institutions. Further, the following employees shall not be eligible  
29 to receive severance pay:

30 a. Employees who are in less than satisfactory employment status.

31 b. Employees with a temporary or limited term appointment having a definite  
32 termination date.

33 3. **Time and Method of Payment.** After an employee has been laid off for six (6) months  
34 in accordance with the provisions of this Section, he/she shall be notified by the  
35 Agency in writing that he/she has the option of accepting a lump sum severance  
36 payment. The employee must notify the Agency in writing of his/her decision to accept  
37 the severance payment. An employee who does not notify the Agency in writing of  
38 his/her decision shall be deemed to have elected to initially reject the payment.

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1 If the employee chooses to reject the payment, the employee has the option at any  
2 time within the next six (6) months of accepting the lump sum severance payment. An  
3 employee who reaches such decision during the second six (6) month period shall  
4 notify the Agency in writing of his/her decision.

5 An employee who has been laid off for twelve (12) months shall be notified by the  
6 Agency in writing that he/she must choose either to accept the lump sum severance  
7 payment or to reject such payment. By rejecting such payment, the employee shall  
8 have no further opportunity to receive severance payment. The employee must notify  
9 the Agency in writing of his/her decision within fourteen (14) calendar days of receipt  
10 of the Agency's notification. An employee who does not notify the Agency in writing of  
11 his/her decision to accept the severance payment shall be deemed to have  
12 permanently rejected such payment. If an employee elects to accept the lump sum  
13 payment, such payment shall be made by the Agency within sixty (60) calendar days  
14 of receipt of the employee's decision.

15 4. **Disqualification.** An employee laid off as defined in this Section who has not elected  
16 in writing to accept severance payment shall be disqualified from receiving such  
17 payment under the following conditions:

18 a. If the employee is deceased.

19 b. (1) If the employee is hired for any position within the State classified service:

20 • If such employment requires a probationary period, upon successful  
21 completion of such period.

22 • If no probationary period is required, upon date of hire.

23 • If a probationary period is required and the employee does not successfully  
24 complete such required probationary period and is therefore separated, such  
25 time of employment shall be bridged for purposes of the time limits in Sub-  
26 section R-3. Above.

27 (2) If the employee is hired for any position outside of the State Classified Civil  
28 Service and the initial base hourly rate for that new employment is 75 percent or  
29 more of the employee's final base hourly rate of the Bargaining Unit position from  
30 which she/he was laid off.

31 c. An employee who refuses recall to or new State employment hiring within a thirty  
32 (30) mile radius in the tri-county area of Wayne, Oakland, and Macomb or fifty (50)  
33 mile radius outstate of the Agency from which he/she was laid off. The same radius  
34 shall apply to an employee who refuses a position with any other department of  
35 the State.

36 d. An employee permanently recalled to another job in State government.

37 5. **Effect of Recall.**

- 1 a. An employee temporarily recalled for sixty (60) calendar days or less shall have  
2 such time bridged for purposes of counting the time in accordance with Sub-  
3 section R-3. Above.
- 4 b. An employee permanently [more than sixty (60) calendar days] recalled to a  
5 position in this Bargaining Unit and subsequently laid off shall have the same rights  
6 as if he/she were laid off for the first time. The time limits listed in Sub-section R-  
7 3. Above shall be applied from the date of the most recent layoff.
- 8 6. **Effect of Hiring.** If an employee has accepted severance payment and is hired in the  
9 State classified service or into a State-funded position caring for residents within two  
10 (2) years of the acceptance of severance payment, such employee shall repay to the  
11 State the full net (gross less employee's FICA and income taxes) amount of the  
12 severance payment received. Such repayment shall not be required until after the  
13 employee has successfully completed a required probationary period. Once such  
14 employee has successfully completed the required probationary period, that  
15 employee shall have a one (1) year period to make the repayment to the Agency from  
16 which the severance payment was received. The details of the method and time  
17 schedule for such repayment shall be discussed between the employee and the  
18 Agency and reduced to writing and signed by the employee and the Appointing  
19 Authority or designee of the Agency. In cases of unusual hardship and by mutual  
20 consent the one-year period may be extended.
- 21 7. **Payment.** An employee who elects in writing to receive severance pay shall receive  
22 an explanation of the terms of such severance pay. The Office of the State Employer  
23 shall develop a form which explains to such employee all the conditions attendant to  
24 acceptance of severance pay.
- 25 The employee and Appointing Authority or designee shall sign this form and the  
26 signatures shall be witnessed. No employee is entitled to receive severance pay until  
27 and unless he/she has signed the above mentioned form. The employee shall receive  
28 a carbon copy of the signed form.
- 29 The Employer shall deduct from the amount of any severance payment any amount  
30 required to be withheld by reason of law or regulation for payment of taxes to any  
31 federal, state, county or municipal government. Eligible employees as indicated in  
32 Subsections R1-R6 above shall receive severance payment according to the following  
33 schedule:
- 34 a. Employees who have from one (1) through five (5) years of service: One week's  
35 pay for every full completed year of service, years 1-5;
- 36 b. Employees who have more than six (6) full years of service: Two week's pay for  
37 every full completed year of service, years 6-10;
- 38 c. Employees who have more than eleven (11) full years of service: Three week's  
39 pay for every full completed year of service from year 11 on. For amounts, see  
40 following schedule.

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1 Employees who work less than full-time (80 hours per pay period) shall be eligible in  
2 accordance with Subsections R1-R6 above, to receive a proportional severance  
3 payment in accordance with the following formula:

4 The Agency shall calculate the average number of hours such employee worked for  
5 the calendar year preceding such employee's layoff. This number shall then be used  
6 to determine the proportion of such employee's time in relation to full-time  
7 employment. This proportion shall then be applied to the above payment schedule for  
8 purposes of payment. (See following example.)

9 However, no employee shall be entitled to receive more than fifty-two (52) weeks of  
10 severance pay.

11 8. **Effect on Retirement.** The acceptance or rejection of severance pay shall have no  
12 effect on vested pension rights under the Retirement Act. The parties agree that the  
13 severance payment shall not be included in the computation of compensation for the  
14 purpose of calculating retirement benefits and will seek and support statutory change  
15 if such legislation is necessary to so provide.

16 9. **Effective Date.** The provisions of this Section shall apply to employees in the Labor  
17 and Trades Unit in the Department of Health and Human Services hospitals and  
18 centers, laid off on or after October 1, 1983.

19 **SEVERANCE PAY SCHEDULE**

20	<b><u>Hours</u></b>	<b><u>Years</u></b>	<b><u>Week's Pay</u></b>
21	2088 – 4176	1	1
22	4177 – 6264	2	2
23	6265 – 8352	3	3
24	8353 – 10440	4	4
25	10441 – 12528	5	5
26	12529 – 14616	6	7
27	14617 – 16704	7	9
28	16705 – 18792	8	11
29	18793 – 20880	9	13
30	20881 – 22968	10	15
31	22969 – 25056	11	18
32	25057 – 27144	12	21
33	27145 – 29232	13	24
34	29233 – 31320	14	27
35	31321 – 33408	15	30
36	33409 – 35496	16	33
37	35497 – 37584	17	36
38	37585 – 39672	18	39
39	39673 – 41760	19	42
40	41761 – 43848	20	45
41	43849 – 45936	21	48
42	45937 – 48024	22	51
43	48025 – 50112	23	52



1	50113 – 52200	24	52
2	52201 – 54288	25	52
3	Etc.		

4  
5 **EXAMPLE OF SEVERANCE PAY FOR LESS THAN FULL-TIME EMPLOYEE**

6 Average number of hours worked in previous calendar year: 1980

7 Full-time employee hours: 2088

Proportion (or percentage)  $\frac{1980}{2088} = 94.8\%$

8 .948 x \$S.P. = \$Gross Amount to be paid

9 S.P. = Severance Payment from schedule

10 The employee agrees that employees who are indefinitely laid off shall be eligible for  
11 severance payments in accordance with the provisions of this Section during the life of  
12 this Agreement, up to the maximum total of \$2.5 million. The provisions of the Sub-section  
13 will not apply to Department of Health and Human Services hospitals and centers,  
14 employees entitled to severance pay under this section.

15 **Section S. Deferred Compensation.**

16 Employees who are laid off from State employment and who have been enrolled in the  
17 State’s Deferred Compensation Program shall be provided with a written explanation of  
18 their options regarding their contributions made to the Plan. Such written explanation shall  
19 fully outline and be only limited by governing IRS Regulation 457 and the State’s IRS  
20 approved Deferred Compensation Plan.

21 **Section T. Reimbursement Rates – Travel.**

22 Employees shall be entitled to travel reimbursement at the rates and in accordance with  
23 the Standardized Travel Regulations and the Department of Technology, Management  
24 and Budget Administrative Guide which are in effect on the date(s) of travel, except that  
25 meal receipts will not be required.

26 **Section U. A Qualified 401(k) Tax-Sheltered Plan.**

27 The qualified 401(k) Tax-Sheltered Plan currently in effect shall be continued for  
28 employees in these Bargaining Units.

29 **Section V. Flexible Compensation Plan.**

30 The Employer shall maintain the current flexible compensation plan for employees in  
31 these Bargaining Units. The Employer’s share of the cost of parking in State owned lots,  
32 health, vision, and dental insurance coverage is deducted from gross pay rather than take  
33 home (after-tax) pay. This reduces the amount of state and federal taxes withheld. The  
34 gross pay before all the deductions is still used for the computation of retirement, life  
35 insurance, and long term disability benefits. The employee automatically makes the  
36 election for flexible compensation by enrolling in the health, vision, or dental plans. The

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1 premiums for long term disability (LTD) is not deducted before taxes because it would  
2 make the LTD benefits entirely taxable instead of being partially tax free as they are now.  
3 Effective 1/1/87, federal FICA taxes will also not be deducted from the amount employees  
4 pay for health, vision, and dental insurance.

5 Effective October 1, 1989, employees in these Bargaining Units will be eligible to  
6 participate in the State of Michigan dependent care and medical spending accounts  
7 authorized in accordance with Section 125 of the Internal Revenue Service Code except  
8 as provided in the 2015 Letter of Understanding titled "Federal Excise Tax Implications".

9 Beginning January 1, 2021, the Employer shall offer employees the option of enrolling in  
10 either a general-purpose flexible spending account or a limited-purpose flexible spending  
11 account, as authorized by federal law for health-care expenses.

12 **Section W. Safety Shoes.**

13 The allowance paid by the Employer for the purchase of any required safety shoes in  
14 accordance with the provisions of Article 22, Section E, shall be the actual cost of such  
15 shoes up to a maximum reimbursement of \$125.00. In the alternative, an employee may  
16 elect to be reimbursed the actual cost of required safety shoes once in a two-year period,  
17 up to a maximum of \$250.00. The applicable period shall be measured from the date of  
18 the most recent request for reimbursement.

19 When an employee presents medical evidence of the need for an orthopedic safety shoe  
20 the Employer shall reimburse the actual cost of the orthopedic safety shoe not otherwise  
21 covered by the health insurance.

22 **Section X. Conservation Officer Per Diem.**

23 Conservation Officers-E, SR-A and SPL-SS shall receive a \$3.00 per diem for emergency  
24 response. This shall be paid quarterly in January, April, July, and October. The parties  
25 may agree to a biweekly payment when administratively possible.

26 **Section Y. Motor Carrier Officer Per Diem.**

27 Effective June 13, 1986, the per diem previously paid to Motor Carrier Officer 9 and 10  
28 was rolled into the base rate. This Section is written solely to document that action.

29 **Section Z. Effective Date.**

30 This Article shall be effective on October 1, 2022 unless otherwise specified.

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**ARTICLE 44**  
**PRINTING OF THE AGREEMENT**

34 The Employer and MSEA shall jointly proof this Agreement against the tentative  
35 Agreement ratified by the parties and approved by the Civil Service Commission and shall  
36 agree upon a common cover color and format prior to final printing and distribution. The  
37 Agreement may be printed by the Department of Technology, Management and Budget

1 Print and Graphics Services. The Employer shall be responsible for the cost of its own  
2 copies of this Agreement. MSEA shall be responsible for the cost of its own copies and  
3 copies to be provided to employees in the Bargaining Unit. A copy of this Agreement shall  
4 be available to be consulted by an employee upon request in the office of every supervisor  
5 of employees covered by this Agreement.

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**ARTICLE 45**  
**UNION INFORMATION TO THE EMPLOYER**

9 MSEA agrees to furnish the following information in writing to the Employer:

- 10 1. A list of Designated Stewards and their respective jurisdictions annually.
- 11 2. A list of the Department Caucus Spokespersons.
- 12 3. A list of State Officers and Regional Directors.
- 13 4. MSEA Constitution.
- 14 5. Current MSEA office(s) mailing addresses and phone numbers.

15 Any changes or additions to the above information shall be forwarded to the Employer by  
16 the Union, in writing, as soon as such changes are made.

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**ARTICLE 46**  
**NO STRIKE – NO LOCKOUT**

20 **A. No Strike.**

21 The Employer and MSEA recognize their mutual responsibility to provide for uninterrupted  
22 services. Therefore, for the duration of this Agreement, neither MSEA, either individually  
23 or through its members, nor any employees covered by this Agreement, will authorize,  
24 instigate, condone, or take part in any strike, work stoppage, slowdown or other concerted  
25 interruption of operations of services by employees, and employees will maintain the full  
26 and proper performance of duties in the event of a strike.

27 When the Employer notifies the Union by certified mail that any of the employees in these  
28 Representation Units are engaged in any such strike activity, MSEA shall immediately  
29 inform such employees that strikes are in violation of this Agreement and contrary to the  
30 Civil Service Commission Rules and Regulations.

31 **B. No Lockout.**

32 The Employer agrees that neither it, its officers, agents nor representatives, individually  
33 or collectively, will authorize, instigate, or condone, or take part in, any lockout.

34



1 employees shall not be used for the purpose of eroding permanent full-time  
2 employment.

3 B. Permanent-intermittent and part-time employees are entitled to all benefits in  
4 accordance with Appendix C.

5 C. Permanent-intermittent and part-time employees shall have their holiday pay  
6 calculated in accordance with current practice except where such an employee works  
7 full-time for all non-holiday hours during the pay period in which the holiday occurs,  
8 whereupon they will be entitled to full holiday credit.

9 D. Any bargainable issues arising out of the employment of Permanent-intermittent and  
10 part-time employees shall be discussed in Labor-Management Meetings.

11 E. The Employer agrees to provide a minimum call-in guarantee of two (2) hours for  
12 Permanent-intermittent employees who are scheduled to work or called in to work in  
13 accordance with departmental practice and who after arriving at the work site, are  
14 advised that they are not needed, or work less than two (2) hours.

15 F. Permanent-intermittent and part-time employees who work an assigned shift and who,  
16 after returning home, are called back to work will be paid in accordance with the call  
17 back provisions as outlined in Article 14, Section G.

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**ARTICLE 50**  
**SECONDARY NEGOTIATIONS**

21 The parties acknowledge and agree that no secondary negotiations may take place  
22 except as specifically authorized by an Article of this Agreement. The parties agree to  
23 extend the life of secondary agreements and Letters of Understanding relative to the  
24 administration thereof until such time as new secondary agreements have been  
25 negotiated and approved by the Civil Service Commission. An extension of a secondary  
26 agreement requires the approval of the Civil Service Commission. It is understood and  
27 agreed that no provision of a secondary agreement may take precedence over any  
28 provision of this (primary) Agreement. Thus, if a conflict arises between a provision of this  
29 Agreement and a provision of a secondary agreement the provisions of this primary  
30 Agreement rather than the secondary shall prevail.

31 The parties shall conclude negotiations on secondary agreements no later than three  
32 months after Civil Service Commission approval of this primary Agreement. Should the  
33 parties fail to agree on items properly referred to secondary negotiations within three  
34 months after the primary Agreement was approved by the Civil Service Commission, the  
35 outstanding items will be submitted to Impasse in a manner provided in the Civil Service  
36 Commission Rules and Regulations.

37 Prior to the actual signing of a complete tentative secondary agreement(s) by the  
38 Departments and the MSEA departmental caucus Spokesperson, the Office of State  
39 Employer and the MSEA President shall have 10 work days from receipt of the Agreement  
40 to concurrently review and approve or disapprove the tentative Agreement. Thereafter,

ARTICLE 51

1 any signing of tentative Agreements shall not require further review or approval of the  
2 Office of State Employer or MSEA.

3 Any agreements reached in secondary negotiations shall not be final until ratified by  
4 MSEA and approved by the Civil Service Commission.

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**ARTICLE 51**  
**LABOR-MANAGEMENT COUNCIL**

8 A Labor-Management Council composed of the President of MSEA or his/her designee,  
9 the Director of the Office of the State Employer or his/her designee, and four (4) members  
10 selected by the MSEA and four (4) members selected by the Office of the State Employer  
11 has been established. The Parties may mutually agree upon a greater number of  
12 members. This Council shall meet on an as-needed basis to examine and attempt to  
13 resolve issues of interdepartmental impact and/or statewide concerns.

14 This Council will seek the advice and assistance of the Federal Mediation and Conciliation  
15 Service (FMCS) to assist in resolving disputes.

16

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**ARTICLE 52**  
**INTEGRITY OF THE BARGAINING UNIT**

19 A. The Employer recognizes that the integrity of the Bargaining Units is of significant  
20 concern to MSEA.

21 B. The Employer may continue to utilize job training programs, such as the programs  
22 listed below, provided the primary purpose of such programs shall be to supplement  
23 ongoing activities or to provide training opportunities.

- 24 • Student Work Experience
- 25 • CETA Program Employees
- 26 • Patient/Employee Programs
- 27 • Seasonal Recreation Programs
- 28 • Volunteer Programs
- 29 • WIN/GA Experience Programs
- 30 • Prisoner/Employee Programs & etc.

31 The Employer will provide MSEA with information which permits the Association to  
32 monitor the implementation of such programs, if not already provided.

1 C. The Employer recognizes its obligation to utilize Bargaining Unit members in  
2 accordance with the merit principles of the Civil Service Commission. The Employer  
3 reserves the right to use contractual service where necessary or desirable to provide  
4 cost-effective, efficient services to the public.

5 The Employer agrees to make reasonable efforts (not involving a delay in  
6 implementation) to avoid or minimize the impact of such sub-contracting upon  
7 Bargaining Unit employees.

8 Whenever the Employer intends to contract out, sub-contract services or renew such  
9 contracted services, including preauthorized contractual services, the Employer shall,  
10 as early as possible, but at least fifteen (15) calendar days prior to the implementation  
11 of the contract, sub-contract or contractual services renewal, give written notice of its  
12 intent to MSEA. When a contract in excess of \$250,000 is to be submitted to Civil  
13 Service notice shall be provided to MSEA at least forty (40) calendar days prior to the  
14 implementation of the contract. Notice shall consist of a copy of the request made to  
15 Civil Service unless such a request is not required, in which case, a copy of the  
16 contract will be provided. The Employer will indicate on the CS-138 form the date that  
17 notice of the sub-contract was provided to the Union. The notice shall include such  
18 matters as:

- 19 1. The nature of the work to be performed or the service to be provided;
- 20 2. The proposed duration and cost of such sub-contracting;
- 21 3. The rationale for such sub-contracting unless pre-authorized.
- 22 4. The Civil Service standard.
- 23 5. The cost analysis when Standard D of the Civil Service Rule 7-3 is the Standard  
24 Listed on the CS-138. The Employer shall, upon written request, meet and confer  
25 with the Union over the impact of the proposed contractual services, including  
26 preauthorized contractual services, upon the Bargaining Units.

27 D. MSEA may propose alternatives to sub-contracting. Such meeting shall occur within  
28 ten (10) calendar days [fifteen (15) calendar days in the case of a contract in excess  
29 of \$250,000] from the date of notice to MSEA. Such discussions shall not serve to  
30 delay implementation of the Employer's decisions or preclude MSEA from challenging  
31 the contractual personal service request. Upon the request of MSEA, in a good faith  
32 effort to reduce subcontracting, the Employer will meet with MSEA to discuss utilizing  
33 shared services with the state employees and/or to avoid duplicated contract services.

34 E. The Employer shall also provide MSEA, upon written request, information necessary  
35 to monitor the implementation, including costs, of the contract or sub-contract. If the  
36 volume of the information requested under this Section would place an unreasonable  
37 burden on the Employer, the parties will meet to attempt to identify alternative  
38 mechanisms for providing such information.

39

**ARTICLE 53**  
**DRUG AND ALCOHOL TESTING**

**A. Definitions.**

As used in this article:

1. ***Alcohol test*** means a chemical or breath test administered for the purpose of determining the presence or absence of alcohol in a person's body.
2. ***Drug*** means a controlled substance or a controlled substance analogue listed in Schedule 1 or Schedule 2 of Part 72 of the Michigan Public Health Code, Act No. 368 of the Public Acts of 1978, being Sections 333.7201, et seq., of the Michigan Compiled Laws, as may be amended from time to time.
3. ***Drug test*** means a chemical test administered for the purpose of determining the presence or absence of a drug or metabolites in a person's bodily fluids.
4. ***Random selection basis*** means a mechanism for selecting test-designated employees for drug tests and alcohol tests that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and (2) does not give the Employer discretion to waive the selection of any employee selected under the mechanism.
5. ***Reasonable suspicion*** means a belief, drawn from specific objective facts and reasonable inferences drawn from those facts in light of experience, that an employee is using or may have used drugs or alcohol in violation of a departmental work rule or a Civil Service Commission Rule or Regulation. By way of example only, reasonable suspicion may be based upon any of the following:
  - a. Observable phenomena, such as direct observation of drug or alcohol use or the physical symptoms or manifestations of being impaired by, or under the influence of, a drug or alcohol.
  - b. A report of on-duty or sufficiently recent off-duty drug or alcohol use provided by a credible source.
  - c. Evidence that an individual has tampered with a drug test or alcohol test during employment with the State of Michigan.
  - d. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs or alcohol while on duty, while on the Employer's premises, or while operating the Employer's vehicle, machinery, or equipment.
6. ***Rehabilitation program*** means an established program to identify, assess, treat, and resolve employee drug or alcohol abuse.
7. ***Test-designated employee*** means an employee who occupies a test-designated position.
8. ***Test-designated position*** means any of the following:



- 1 a. A safety-sensitive position in which the incumbent is required to possess a valid  
2 commercial driver's license or to operate a commercial motor vehicle, an  
3 emergency vehicle, or dangerous equipment or machinery.
- 4 b. A position in which the incumbent possesses law enforcement powers or is  
5 required or permitted to carry a firearm while on duty.
- 6 c. A position in which the incumbent, on a regular basis, provides direct health care  
7 services to persons in the care or custody of the State or one of its political  
8 subdivisions.
- 9 d. A position in which the incumbent has regular unsupervised access to and direct  
10 contact with prisoners, probationers, or parolees.
- 11 e. A position in which the incumbent has unsupervised access to controlled  
12 substances.
- 13 f. A position in which the incumbent is responsible for handling or using hazardous  
14 or explosive materials.
- 15 g. Another position agreed to in secondary negotiations.

#### 16 **B. Prohibited Activities.**

17 An employee shall not do any of the following:

- 18 1. Consume alcohol while on duty, except as specified in the position description and  
19 department policy for liquor control agents.
- 20 2. Consume drugs while on duty, except pursuant to a lawful prescription issued to the  
21 employee.
- 22 3. Report to duty or be on duty with a prohibited level of alcohol or drugs present in the  
23 employee's bodily fluids.
- 24 4. Refuse to submit to a required drug test or alcohol test.
- 25 5. Interfere with any testing procedure or tamper with any test sample.

#### 26 **C. Testing Employees.**

27 The Employer may require an employee, as a condition of continued employment, to  
28 submit to a drug test or an alcohol test, as provided in this Article.

##### 29 1. **Tests Authorized.**

- 30 a. **Reasonable suspicion testing.** An employee shall be required to submit to a drug  
31 test or an alcohol test if there is reasonable suspicion that the employee has  
32 violated this Article. In such situations the Employer will arrange appropriate  
33 transportation to the testing site and then to their residence.
- 34 b. **Pre-appointment testing.** An employee not occupying a test-designated position  
35 shall submit to a drug test if the employee is selected for a test-designated position.

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1 The parties agree that in the Department of State Police, Motor Carrier Officer  
2 recruits shall be subject to a six panel drug test once during recruit school.

3 c. **Follow-up testing.** An employee shall submit to an unscheduled follow-up drug  
4 test or alcohol test if, within the previous 24-month period, the employee voluntarily  
5 disclosed drug or alcohol problems, entered into or completed a rehabilitation  
6 program for drug or alcohol abuse, failed or refused a pre-appointment drug test,  
7 or was disciplined for violating this rule.

8 d. **Random selection testing.** A test-designated employee shall submit to a drug  
9 test and an alcohol test if the employee has been selected for testing on a random  
10 selection basis.

11 The Office of the State Employer will provide data on testing percentages annually  
12 upon request by the MSEA.

13 e. **Post-incident testing.** A test-designated employee shall submit to a drug test or  
14 an alcohol test if there is evidence that the test-designated employee may have  
15 caused or contributed to an on-duty accident or incident resulting in death, or  
16 serious personal injury requiring immediate medical treatment, that arises out of  
17 any of the following:

- 18 (1) The operation of a motor vehicle.
- 19 (2) The discharge of a firearm.
- 20 (3) A physical altercation.
- 21 (4) The provision of direct health care services.
- 22 (5) The handling of dangerous or hazardous materials.

23 2. **Limitations On Certain Tests.**

24 a. **Test Selection.** An employee subject to testing under this rule may be required to  
25 submit only to a drug test, only to an alcohol test, or to both tests. However, pre-  
26 appointment testing shall be limited to drug testing.

27 b. **Limitations On Follow-Up Testing.** The Employer may require an employee who  
28 is subject to follow-up testing to submit to no more than six unscheduled drug or  
29 alcohol tests within any twelve-month period.

30 c. **Limitations On Random Selection Testing.** The number of drug tests conducted  
31 in any one year on a random selection basis shall not exceed five percent (5%) of  
32 the number of all test-designated positions. The number of alcohol tests conducted  
33 in any one year on a random selection basis shall not exceed five percent (5%) of  
34 the number of all test-designated positions.

35 The parties will review drug testing data on an annual basis and should there be a  
36 significant increase in positive drug and alcohol tests in the preceding year, the  
37 Employer reserves the right to increase the random selection basis up to 10%.

1 Should the percent increase occur and there is a further significant increase in  
2 positive drug and alcohol tests during the next or subsequent annual review, the  
3 Employer reserves the right to increase random selection basis to 15% of the  
4 number of all tests designated positions.

- 5 d. **Limitations On Reasonable Suspicion Testing.** Before an employee is subject  
6 to reasonable suspicion testing, a trained supervisor must document the basis for  
7 the reasonable suspicion. In addition, an employee shall not be subject to a  
8 reasonable suspicion test until the Employer-designated drug and alcohol testing  
9 coordinator (DATC), or the DATC's designee, has given express, individualized,  
10 approval to conduct the test.

#### 11 **D. Drug and Alcohol Testing Protocols.**

- 12 1. **Drug Testing Protocol.** The Employer will adopt the current "Mandatory Guidelines  
13 for Federal Workplace Drug Testing Programs," as amended, issued by the U.S.  
14 Department of Health and Human Services (the "HHS Drug Guidelines") as the  
15 protocol for drug testing under this Article. If an employee tests positive for prohibited  
16 drugs on the initial test but the results of the split sample test are negative, the  
17 employee shall then be reimbursed for the cost paid by the employee for said split  
18 sample test.
- 19 2. **Alcohol Testing Protocol.** The Employer will adopt the alcohol testing provisions of  
20 the current "Procedures for Transportation Workplace Drug and Alcohol Testing  
21 Programs," as amended, issued by the U.S. Department of Transportation (the "DOT  
22 Alcohol Guidelines") as the protocol for alcohol testing under this Article.
- 23 3. **Changes In Protocol.** During the term of this agreement, the parties may agree to  
24 amend the protocols without the further approval of the Civil Service Commission to  
25 include any final changes to the HHS Drug Guidelines or the DOT Alcohol Guidelines  
26 that are published in the Federal Register and become effective. If the parties agree  
27 to adopt any such final changes, the parties shall notify the State Personnel Director  
28 in writing of the changes and their effective date. Any other change in the protocols  
29 requires the approval of the Civil Service Commission.

#### 30 **E. Prohibited Levels of Drugs and Alcohol.**

- 31 1. **Prohibited Levels of Drugs.** It is a violation of this Article for an employee to test  
32 positive for any drug under the HHS Drug Guidelines at the time the employee reports  
33 to duty or while on duty. A positive test result shall constitute just cause for the  
34 Employer to discipline the employee.
- 35 2. **Prohibited Levels of Alcohol.** It is a violation of this Article for an employee to report  
36 to duty or to be on duty with a breath alcohol concentration equal to or greater than  
37 **0.02**. A confirmatory test result equal to or greater than **0.02** shall constitute just cause  
38 for the Employer to discipline the employee.

## ARTICLE 53

### 1 **F. Penalties.**

- 2 1. The Employer may impose discipline, up to and including dismissal, for violation of  
3 this Article. All discipline for violation of any provision of this Article shall be subject to  
4 the provisions of Article 9 regarding discipline.
- 5 2. An employee selected for a test-designated position shall not serve in the test-  
6 designated position until the employee has submitted to and passed a pre-  
7 appointment drug test. If the employee fails or refuses to submit to the drug test,  
8 interferes with a test procedure, or tampers with a test sample, the employee shall not  
9 be appointed, promoted, reassigned, recalled, transferred, or otherwise placed in the  
10 test-designated position. The Civil Service Commission shall also remove the  
11 employee from all employment lists for test-designated positions and shall disqualify  
12 the employee from any test-designated position for a period of three years. In addition,  
13 if the employee interferes with a test procedure or tampers with a test sample, the  
14 employee may also be disciplined by the Employer as provided in subsection (1). An  
15 employee's qualification for appointment in the classified service is a prohibited  
16 subject of bargaining and any complaint regarding action by the Civil Service  
17 Commission shall be brought only in a Civil Service Commission technical appeal  
18 proceeding.

### 19 **G. Self-reporting.**

- 20 1. **Reporting.** An employee who voluntarily discloses to the Employer a problem with  
21 controlled substances or alcohol shall not be disciplined for such disclosure if, and  
22 only if, the problem is disclosed before the occurrence of any of the following:
  - 23 a. For reasonable suspicion testing, before the occurrence of an event that gives rise  
24 to reasonable suspicion that the employee has violated this rule.
  - 25 b. For pre-appointment testing, follow-up testing, and random selection testing,  
26 before the employee is selected to submit to a drug test or alcohol test.
  - 27 c. For post-incident testing, before the occurrence of any accident that results in post-  
28 accident testing.
- 29 2. **Employer Action.** After receiving notice, the Employer shall permit the employee an  
30 immediate leave of absence to obtain medical treatment or to participate in a  
31 rehabilitation program. In addition, the Employer shall remove the employee from the  
32 duties of a test-designated position until the employee submits to and passes a follow-  
33 up drug test or alcohol test. The Employer may require the employee to submit to  
34 further follow-up testing as a condition of continuing or returning to work.
- 35 3. **Limitation.** An employee may take advantage of the provisions of Article G(1) no  
36 more often than two times while employed in the classified service. An employee  
37 making a report is not excused from any subsequent drug or alcohol test or from  
38 otherwise complying in full with this Article. An employee making a report remains  
39 subject to all drug and alcohol testing requirements after making a report and may be  
40 disciplined as the result of any subsequent drug or alcohol test, including a follow-up  
41 test.

1 **H. Union Representation.**

2 If an employee is directed to submit to a reasonable suspicion drug or alcohol test, the  
3 employee may confer with an available MSEA representative in person (if available on  
4 site) or by telephone. However, such contact shall not unreasonably delay the testing  
5 process.

6 **I. Identification of Test-designated Positions.**

7 Each Appointing Authority shall first nominate classes of positions, subclasses of  
8 positions, or individual positions to be test-designated. The State Employer shall review  
9 the nominations and shall designate as test-designated positions all the classes,  
10 subclasses, or individual positions that meet one or more of the requirements of Section  
11 A(8) of this Article. The designation by the State Employer shall not be limited by or to the  
12 nominations or recommendations of the Appointing Authority. The Appointing Authority  
13 shall give written notice of designation to each test-designated employee and to the  
14 MSEA at least fourteen (14) days before implementing the testing provisions of this rule.

15 The MSEA may file a grievance contesting the designation of a particular position.  
16 However, an employee occupying a position designated as a test-designated position  
17 who is given notice of the designation shall be subject to testing as provided in this Article  
18 until a final and binding determination is made that the employee is not occupying a test-  
19 designated position.

20 **J. Coordination of Rule and Federal Regulations.**

21 The provisions of this Article are also applicable to employees subject to mandatory  
22 Federal regulations governing drug or alcohol testing. However, in any circumstance in  
23 which (1) it is not possible to comply with both this rule and the Federal regulation or (2)  
24 compliance with this rule is an obstacle to the accomplishment and execution of any  
25 requirement of the Federal regulation, the employee shall be subject only to the provision  
26 of the Federal regulation.

27 **ARTICLE 54**  
28 **TERMINATION OF AGREEMENT**

29 This Agreement shall be effective upon approval by the Civil Service Commission and  
30 shall continue in full force and effect until midnight, December 31, 2024 for all provisions  
31 except Wages (Article 43, Section A)

32 Wages (Article 43, Section A) are effective October 1, 2022 through September 30, 2024.  
33 Either party may give written notice to the other of its intention to negotiate Wages (Article  
34 43, Section A) for Fiscal Year 2025 no later than May 1, 2023.

35 In witness whereof, the parties hereto have set their hands:

36 **MICHIGAN STATE EMPLOYEES**  
37 **ASSOCIATION**

**STATE OF MICHIGAN**  
**Office of the State Employer**

38 **MSEA Bargaining Team**

**State of Michigan Bargaining Team**

## ARTICLE 54

Joan Bush, MSEA  
Chief Negotiator  
Erik Bailey, MSEA

Mary C. Doby, Chief Negotiator  
Cheryl Schmittziel, Acting Director

Selena Conklin, Department of Natural Resources;  
Department of Agriculture and Resources; Environment,  
Great Lakes, and Energy

Steve Boyer, Department of  
Corrections  
Richard Cardenas, Department of  
Natural Resources  
Rick Edward, Department of  
Corrections  
Mahir Hadzic, Michigan State Police  
Kelvin James, Department of Health  
and Human Services  
James Kwapiszewski, Department of  
Transportation  
Keith Lounsbery, Department of  
Natural Resources  
Mark Sanchez, Department of  
Technology, Management and Budget

Emily Gossman, Department of Military and Veteran  
Affairs

Mike Hosey, Department of Corrections  
Joe Simpkins, Department of Transportation

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**APPENDIX A**  
**LABOR AND TRADES UNIT—A31—Ref: Article 3 - Recognition**

All of the classifications in the Labor and Trades Unit are eligible (CODE 1) for overtime pay.

<b>HRMN POSITION</b>	<b>POSITION CODE</b>	<b>GRADE</b>
Aircraft Mechanic-E	AIRCMCHE	9
Aircraft Mechanic-E	AIRCMCHE	E10
Aircraft Mechanic-A	AIRCMCHA	11
Automotive Body Repairer-E	AUTORPRE	8
Automotive Body Repairer-E	AUTORPRE	E9
Automotive Body Repairer-A	AUTORPRA	10
Automotive Mechanic-E	AUTOMCHE	8
Automotive Mechanic-E	AUTOMCHE	E9
Automotive Mechanic-A	AUTOMCHA	10
Bridge Operator-E	BRDGOPRE	6
Bridge Operator-E	BRDGOPRE	7
Bridge Operator-E	BRDGOPRE	E8
Bridge Operator-A	BRDGOPRA	9
Bridge Worker-E	BRDGWKRE	6
Bridge Worker-E	BRDGWKRE	7
Bridge Worker-E	BRDGWKRE	E8
Bridge Worker-A	BRDGWKRA	9
Building Trades Crew Leader	BLDTRLDR	E10
Carpenter-E	CARPNTRE	8
Carpenter-E	CARPNTRE	E9
Carpenter-A	CARPNTRA	10
Communications Network Installer-E	COMNINRE	8
Communications Network Installer-E	COMNINRE	E9
Communications Network Installer-A	COMNINRA	10
Electrician Licensed-E	ELECTRNE	E9
Electrician Licensed-A	ELECTRNA	10
Electrician Master Licensed-E	ELECLICE	E10
Electrician Master Licensed-A	ELECLICA	11
Equipment Operator-E	EQUOPRE	7
Equipment Operator-E	EQUOPRE	E8
Equipment Operator-A	EQUOPRA	9
Groundskeeper-E	GROUNKPR	E8
Heavy Equipment Mechanic – E	HYEQMCHE	9
Heavy Equipment Mechanic – E	HYEQMCHE	E10
Heavy Equipment Mechanic – A	HYEQMCHA	11

APPENDIX A

Industries Production Leader-E	INDPLDRE	8
Industries Production Leader-E	INDPLDRE	9
Industries Production Leader-E	INDPLDRE	E10
Janitor-E	JANITORE	E5
Janitor-A	JANITORA	6
Laborer-E	LABORERE	5
Laborer-E	LABORERE	E6
Licensing Field Serv Asst-E	LICFLDAST	7
Licensing Field Serv Asst-E	LICFLDAST	E8
Locksmith-E	LOCKSMTE	8
Locksmith-E	LOCKSMTE	E9
Locksmith-A	LOCKSMTA	10
Machinist-E	MACHNSTE	E9
Machinist-A	MACHNSTA	10
Maintenance Mechanic-E	MAINMCHE	8
Maintenance Mechanic-E	MAINMCHE	E9
Maintenance Mechanic-A	MAINMCHA	10
Mason-Plasterer-E	MASNPLSE	8
Mason-Plasterer-E	MASNPLSE	E9
Mason-Plasterer-A	MASNPLSA	10
Microfilm Machine Operator-E	MCFLOPRE	5
Microfilm Machine Operator-E	MCFLOPRE	E6
Microfilm Machine Operator-A	MCFLOPRA	7
Motor Vehicle Operator-E	MOTVOPRE	E6
Motor Vehicle Operator-A	MOTVOPRA	7
Motor Vehicle Operator-2A	MOTVOP2A	8
Painter-E	PAINTERE	8
Painter-E	PAINTERE	E9
Painter-A	PAINTERA	10
Plumber-E	PLUMBERE	8
Plumber-E	PLUMBERE	E9
Plumber-A	PLUMBERA	10
Plumber Licensed-E	PLUMLICE	E10
Plumber Licensed-A	PLUMLICA	11
Power Plant Operator-E	PWPLOPRE	8
Power Plant Operator-E	PWPLOPRE	E9
Power Plant Operator-A	PWPLOPRA	10
Refrigeration Mechanic-E	REFRMCHE	8
Refrigeration Mechanic-E	REFRMCHE	E9
Refrigeration Mechanic-A	REFRMCHA	10
Refrigeration Mechanic Licensed-E	REFRLICE	E10



Refrigeration Mechanic Licensed-A	REFRLICA	11
Reproduction Machines Operator-E	RPMAOPRE	5
Reproduction Machines Operator-E	RPMAOPRE	E6
Reproduction Machines Operator-A	RPMAOPRA	7
Reproduction Machines Operator-2A	RPMOPR2A	8
Reproduction Machine Repairer-E	RPMARPRE	E9
Reproduction Machine Repairer-A	RPMARPRA	10
Reproduction Machine Supervisor IV - Frozen		
Steeplejack-E	STPLJCKE	8
Steeplejack-E	STPLJCKE	E9
Steeplejack-A	STPLJCKA	10
Storekeeper-E	STORKPRE	5
Storekeeper-E	STORKPRE	E6
Storekeeper-A	STORKPRA	7
Storekeeper-2A	STRKPR2A	8
Television Equipment Repairer	TELERPR	E9
Trades Helper	TRADEHLP	E6
Transportation Maintenance Worker-E	TRMTWKRE	6
Transportation Maintenance Worker-E	TRMTWKRE	7
Transportation Maintenance Worker-E	TRMTWKRE	E8
Transportation Maintenance Worker-A	TRMTWKRA	9
Wastewater Treatment Plant Operator-E	WSTPOPRE	8
Wastewater Treatment Plant Operator-E	WSTPOPRE	E9
Wastewater Treatment Plant Operator-A	WSTPOPRA	10
Welder-E	WELDERE	E9
Welder-A	WELDERA	10
Wildlife Assistant-E	WLDLASTE	6
Wildlife Assistant-E	WLDLASTE	7
Wildlife Assistant-E	WLDLASTE	E8
Wildlife Assistant-A	WLDLASTA	9

1 Some employees in the following class may be included depending upon specific duties  
2 of the position.

State Worker	STATEWKR	4
Project Search Worker	PROSEAWKR	4

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**APPENDIX B**  
**SAFETY AND REGULATORY UNIT B—A02—Ref: Article 3 – Recognition**

<b>HRMN POSITION</b>	<b>POS CODE</b>	<b>GRADE</b>	<b>CODE</b>
Animal Health Inspector-A	ANIHISPA	11	2
Animal Health Inspector-E	ANIHISPE	9	2
Animal Health Inspector-E	ANIHISPE	8	2
Animal Health Inspector-E	ANIHISPE	E10	2
Attorney General Investigator-E	ATGNINUE	9	2
Attorney General Investigator-E	ATGNINVE	10	2
Attorney General Investigator-E	ATGNINVE	E11	2
Attorney General Investigator-A	ATGNINVA	12	2
Boiler Inspector - E	BOLRISPE	10	2
Boiler Inspector - E	BOLRISPE	E11	2
Boiler Inspector - A	BOLRISPA	12	2
Bridge Safety Officer - E	BRSFOFRE	6	1
Bridge Safety Officer - E	BRSFOFRE	E7	1
Bridge Safety Officer - A	BRSFOFRA	8	1
Building Code Inspector – E	BLCDISPE	E11	2
Building Code Inspector – A	BLCDISPA	12	2
Child Support Specialist - E	CHISPSPE	9	2
Child Support Specialist - E	CHISPSPE	10	2
Child Support Specialist - E	CHISPSPE	P11	2
Child Support Specialist – A	CHISPSPA	12	2
Conservation Officer (RCRT) - E	CNSVOFRE	10	*
Conservation Officer -E	CNSVOFRE	10	*
Conservation Officer -E	CNSVOFRE	E11	*
Conservation Officer -SR-A	CNSVOFRA	12	*
Conservation Officer -SPL-SS	CNSVOFRSS	13	*
Electrical Inspector - E	ELCTISPE	E11	2
Electrical Inspector - A	ELCTISPA	12	2
Elevator Inspector - E	ELEVISPE	E11	2
Elevator Inspector - A	ELEVISPA	12	2
Fire Crash Rescue Officer - E	FRCROFRE	8	**
Fire Crash Rescue Officer - E	FRCROFRE	E9	**
Fire Crash Rescue Officer - LW-A	FRCROFRA	10	**
Fire Safety Inspector - E	FIRSISPE	9	1
Fire Safety Inspector - E	FIRSISPE	E10	1
Fire Safety Inspector - A	FIRSISPA	11	1
Fire Safety Officer - E	FRSFOFRE	6	1
Fire Safety Officer - E	FRSFOFRE	E7	1
Fire Safety Officer -A	FRSFOFRA	8	1
Forest Fire Officer - E	FFIROFRE	7	1
Forest Fire Officer - E	FFIROFRE	8	1
Forest Fire Officer - E	FFIROFRE	E9	1

## APPENDIX B

Forest Fire Officer - A	FFIROFRA	10	1
Fruit/Vegetable Inspector - E	FRVGISPE	6	2
Fruit/Vegetable Inspector – E	FRVGISPE	8	2
Fruit/Vegetable Inspector - E	FRVGISPE	9	2
Fruit/Vegetable Inspector - E	FRVGISPE	E10	2
Hazardous Mtrls Storage Insp - E	HAZMISPE	9	2
Hazardous Mtrls Storage Insp - E	HAZMISPE	E10	2
Hazardous Mtrls Storage Insp - A	HAZMISPA	11	2
Lift/Ride Inspector	LFRDISPE	E11	2
Lift/Ride Inspector – A	LFRDISPA	12	2
Mechanical Code Inspector - E	MECOISPE	E11	2
Mechanical Code Inspector - A	MECOISPA	12	2
Motor Carrier Investigator	MCINVGTR	11	1
Motor Carrier Officer - RE	MCOFCREC	9	1
Motor Carrier Officer - E	MCOFFCRE	9	1
Motor Carrier Officer - E	MCOFFCRE	E10	1
Park & Recreation Ranger - E	PRKRNGRE	6	1
Park & Recreation Ranger - E	PRKRNGRE	7	1
Park & Recreation Ranger - E	PRKRNGRE	E8	1
Park & Recreation Ranger - LW-A	PRKRNGRA	9	1
Plant/Apiary Aide	PLAPYADE	E7	2
Plumbing Inspector - E	PLUMISPE	E11	2
Plumbing Inspector - A	PLUMISPA	12	2
Railroad Safety Inspector - E	RSFYISPE	10	2
Railroad Safety Inspector - E	RSFYISPE	E11	2
Regulation Agent – E	REGLAGTE	9	2
Regulation Agent – E	REGLAGTE	10	2
Regulation Agent – E	REGLAGTE	P11	2
Regulation Agent – A	REGLAGTA	12	2
State Properties Sec. Off. – E	PRSCOFRE	7	1
State Properties Sec. Off. – E	PRSCOFRE	E8	1
State Properties Sec. Off. – A	PRSCOFRA	9	1
Vehicle Safety Inspector - E	VESFISPE	9	2
Vehicle Safety Inspector - E	VESFISPE	E10	2
Weights/Measures Inspector - E	WEMEISPE	9	2
Weights/Measures Inspector - E	WEMEISPE	E10	2
Weights/Measures Inspector - A	WEMEISPA	11	2
Weights Measures Inspector-S	WEMISPSS	12	2
Workplace Safety Representative – E	WORSREPE	9	2
Workplace Safety Representative - E	WORSREPE	10	2
Workplace Safety Representative – E	WORSREPE	P11	2
Workplace Safety Representative – A	WORSREPA	12	2

APPENDIX B

1 Some employees in the following classes may be included and others excluded  
2 depending upon specific duties of the position.

State Worker	STATEWKR	4	1
State Transitional Professional – E	STATPRFE	9	1

3

4 \*Employees in these classes are law enforcement.

5 \*\*See Letter of Understanding #14 Fire/Crash Rescue Officers.

6 Eligibility for overtime compensation for employees in the classifications listed shall be in  
7 accordance with the code indicated above which is defined in Article 15, Section B.

8 Employees working in managerial, confidential, or supervisory positions, or any positions  
9 excluded by the Civil Service Rules and Regulations, shall not be covered by the terms  
10 and conditions of this Agreement.

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**APPENDIX C**  
**Employee Benefits Eligibility Chart**

**Definition of Appointment Duration**

Definitions:

1. **Permanent** Appointment is expected to last indefinitely.
2. **Limited Term** Appointment has a specific expiration date.
3. **Temporary** Appointment is expected to last less than **(Non-Career)** 720 hours and has a specific expiration date.

**Definition of Appointment Type**

Definitions:

1. **Full-Time** The regular work schedule consists of 80 hours per biweekly pay period.
2. **Part-Time (Hourly)** The regular work schedule consists of less than 80 hour per biweekly pay period. (Usually set hours)
3. **Intermittent** Scheduled work hours are based on the needs of the Employer. The schedule may vary between 0-80 hours per biweekly pay period.
4. **Seasonal** Regular work schedule is normally for specific parts of the year. Scheduled work hours are based on the needs of the Employer.

Benefit	Permanent / Limited-Term	Temporary (Non-Career)
<b>Initial Annual Leave</b>	Credit 16 hours upon appointment to position	Not Eligible

**NOTE:**

1. Initial grant is available for immediate use.
2. Not more than 16 hours initial annual leave may be credited in any calendar year. However, unused credits may be restored upon separation and rehire within the same calendar year.

Benefit	Permanent / Limited-Term	Temporary (Non-Career)
<b>Annual Leave</b> A. Less than 2080 hours continuous service completed.	Credit 4 hours annual leave for each 80 hours in pay status or a pro-rated amount if in pay status less than 80 hours.	Not Eligible.

APPENDIX C

B. 2080 hours or more of continuous service, but less than 10,400 hours.	Credit 4.7 hours of annual leave for each 80 hours in pay status or a pro-rated amount if in pay status less than 80 hours.	Not Eligible.
C. 10,400 hours or more of continuous service.	See table, Article 39, for annual leave accrual rates.	Not Eligible.

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**NOTE:** Credit, use and payment is permitted after completion of 80 hours in pay status.

Benefit	Permanent/ Limited-Term	Temporary (Non-Career)
<b>Sick Leave</b>	Credit 4 hours of sick leave for each 80 hours in pay status or a pro-rated amount if in pay status less than 80 hours.	Not Eligible.

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- NOTE:**
1. Credit and use permitted next pay period.
  2. Payment for unused credits at 50% of regular rate, upon retirement or death only (except for employees hired on or after 10-1-80).
  3. Unused credits restored to a separated permanent employee who returns within three years by permanent appointment, except if separated by retirement. Sick leave balances are placed to the credit of a laid off employee upon recall to permanent employment in the State classified service.
  4. An employee who returns by a temporary (non-career) appointment may not use credits previously earned.

Benefit	Permanent / Limited-Term	Temporary (Non-Career)
<b>Step Increase</b>	Upon completion of required 1040 or 2080 hours of satisfactory service.	Not Eligible.

15

Permanent / Limited Term				
Benefit	Full-Time	Part-Time percent %	Hourly / Permanent- Intermittent	Seasonal
<b>Paid Holidays</b>  <b>Note:</b> Temporary (Non-career) are not eligible for paid holidays.	Full holiday pay.	Pay in proportion to percentage assigned to position, or full pay if scheduled to work all non-holiday hours in pay period (see Article 49)	Pay in proportion to average hours in pay status for previous six pay periods, if applicable, or full pay if scheduled to work all non-holiday hours in pay period. (see Article 49)	Full holiday pay during season.

1

<b>Benefit</b>	<b>Full-Time, Part-Time, Hourly, Permanent-intermittent, and Seasonal</b>	<b>Temporary (Non-Career)</b>
<b>Status</b>  <b>NOTE:</b> Status not granted unless/until certified from employment list.	Status granted at end of biweekly work period in which 2080 hours of satisfactory service completed (except for classes for which a longer probationary period is prescribed by the Civil Service Commission Rules or Regulations).	Not Eligible.
<b>Longevity</b>	Commencing at 10,400 hours of currently continuous service prior to October 1 <sup>st</sup> of any year. Paid annually in October.	Not Eligible.

2

<b>Permanent / Limited Term</b>				
<b>State Sponsored Insurance</b>	<b>Full-Time</b>	<b>Part-Time</b>	<b>Hourly / Permanent-Intermittent</b>	<b>Seasonal</b>
<b>Health</b>	Eligible.	Eligible.	Eligible.	Eligible.
<b>Life</b>	Eligible.	Eligible if working 40% or more of full time.	Eligible if working 40% or more of full time.	Eligible if working 40% or more of full time.
<b>Long Term Disability</b>	Eligible.	Same as Life.	Same as Life.	Eligible if working full time.
<b>Dental</b>	Eligible.	Same as Life.	Same as Life. *	Same as LTD. *
<b>Vision</b>	Eligible.	Same as Life.	Same as Life.	Same as Dental.

3 **NOTE: Temporary (Non-Career)** is not eligible for Health, Life, Long Term Disability,  
4 Dental or Vision Insurances.

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6 \*Exceptions for Permanent-intermittent and Seasonal eligibility for dental benefits:

7 A. No more than two consecutive pay periods without being on the payroll – dropped  
8 after third.

9 B. For seasonals, must have at least eight months of cumulative employment per  
10 year.

<b>Permanent / Limited Term</b>		
<b>Benefit</b>	<b>Full-Time, Part-Time, Hourly, Permanent-intermittent, Seasonal</b>	<b>Temporary (Non-Career)</b>
<b>Accidental Duty Death</b>	Eligible.	Eligible.
<b>Deferred Compensation</b>	Eligible to enroll in next quarterly open enrollment following date of appointment.	Not Eligible.

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**APPENDIX H**

State of Michigan

Administrative Guide to State Government

**0620.07 Submission of Claims by State Employees to the Finance and Claims Committee of the State Administrative Board**

Issued: January 13, 2014

Revised: July 13, 2020

**PURPOSE**

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To communicate procedures for filing and resolution of claims by state of Michigan (SOM) employees to the Finance and Claims Committee (F&C) of the State Administrative Board (Ad Board).

**APPLICATION**

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Executive Branch Departments and Sub-units (Agency)

**CONTACT AGENCY**

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Department of Technology, Management and Budget (DTMB) State Administrative Board (Ad Board)

Telephone: 517-388-5773 Claims Technician/Analyst

517-388-5850 Secretary of Ad Board

Fax: 517-335-0046 DTMB Central Procurement

**SUMMARY**

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The Claims Technician/Analyst processes claims for personal property losses submitted by SOM employees for Ad Board approval and prepares the claims portion of the agenda for the meetings of the F&C.

**APPLICABLE FORMS**

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DTMB-1104 Claim Against the State of Michigan for Personal Losses Less than \$1,000. (Claim Form)



## PROCEDURES

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### Claims by SOM Employees

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- The Ad Board has discretionary authority, upon the advice of the Attorney General, to decide claims for property loss/damage or personal injury against the SOM, its departments/agencies, officers, or colleges and universities in an amount less than \$1,000 (see MCL 600.6419).
- The Ad Board has delegated authority to Agency directors to consider, deny, or approve employee claims for damages or loss (together "loss") less than \$500 except for claims relating to eyeglasses, automobiles, jewelry over \$50, and cash over \$100. Agency directors must submit a monthly report of claims paid or denied under this delegated authority.
- Claims by SOM employees for loss require:
  - Submittal of a claim within 365 days of the date of loss.
  - A detailed description of the loss or damage. If additional space is needed, the employee may attach an additional sheet using 8-1/2" x 11" blank paper.
  - The loss occurred in the course of the employee's employment, or the loss occurred by reason of an action, inaction, property defect, or maintenance condition attributable to the SOM.
  - The employee's action or inaction was not a contributing factor to the loss.
  - The personal property was reasonable for the employee to have at work.
  - An Agency incident report or police report must be provided with the claim.
  - A repair estimate or receipt and/or proof of insurance deductible must be provided.
  - Claims for theft of money require that the money was taken from the employee by force or threat of force and a police report must be provided.
  - Employee must not have been reimbursed for the loss from another source.
  - Claims by insurers under subrogation rights will not be accepted.
- Personal property loss reimbursements are based on the present value and not replacement cost. Claims are subject to the following depreciation requirements:

## APPENDIX H

- 1           ○ Depreciation is calculated with a 20% straight-line depreciation rate
- 2           per year starting with year two and continuing until a residual
- 3           balance of 10% remains.
- 4           ○ Automobile, eyeglasses, precious metal jewelry, and cash claims
- 5           are not subject to depreciation.
- 6           ○ If the employee cannot provide a receipt or proof of the original
- 7           purchase amount to assist in the determination of the present value
- 8           of the item(s), the residual value may be calculated using the
- 9           average cost of comparable item(s).
- 10          ○ Claims for disposable or perishable property such as food will not be
- 11          considered without a receipt that shows purchase within 7 days of
- 12          loss.
- 13          • In addition:
- 14           ○ Automobile property loss claims that occur when an employee uses
- 15           a personal automobile while on state business require that the
- 16           employee is in compliance with his/her Agency requirements for
- 17           using a personal automobile instead of a state automobile.
- 18           ○ Automobile property loss claims that occur while an employee's
- 19           automobile is operated or parked on state-owned or leased
- 20           property requires that the loss occurred while the automobile was
- 21           being properly operated or parked at state-owned or leased
- 22           property and state action or inaction contributed to the loss or
- 23           damage.

### **Processing Claims**

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#### **State Employee/Claimant**

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- 28          • Submits the Claim Form with a copy of relative supporting
- 29          documentation to the Claims Technician/Analyst or to the Finance
- 30          Division or Human Resources Division of the appropriate Agency under
- 31          whose control the claim occurred.
- 32          • The Claim Form must be completed in full, signed by the employee
- 33          and notarized.

#### **Claims Technician/Analyst**

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- 36          • Assigns a claim number and records the claim in the claims database.
- 37          • Saves an electronic scanned copy of the claim documents.
- 38          • Sends a receipt to the employee or returns the claim to the employee
- 39          for proper completion.
- 40          • Forwards the claim file to the applicable Agency for investigation
- 41          and recommendation for payment or denial.

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## Agency

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- Transmits a copy of the claim to the Agency personnel assigned to investigate claims or to supervisory personnel with personal knowledge of the incident leading to the claim for an investigative report.
- Prepares an investigative report for the Agency's principal executive officer or the designee so a recommendation for approval or denial of the claim can be prepared for the Ad Board.
- Sends the claim and Agency recommendation to the Ad Board with supporting documentation and recommendation. Claims may be submitted to the Ad Board electronically.

## Claims Technician/Analyst

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- Reviews the claim, Agency recommendation and supporting documentation of consistency.
- Seeks the advice of the Attorney General for discrepancies. The Claims Technician/Analyst or Attorney General may contact the investigating Agency to resolve a discrepancy.
- Places the claim information and recommendation on the F&C Agenda. If a discrepancy cannot be resolved, the Claim Technician/Analyst, under the advice of the Attorney General, either places the agency recommendation or alternate recommendation on the F&C Agenda.
- Logs the recommendation, F&C date and Ad Board date in the claims database.
- Prepares and forwards the claim section of the F&C Agenda to the Ad Board Secretary for F&C action.

## Ad Board Secretary

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- Prepares and forwards F&C Agenda to the F&C Committee for review of the agenda and recommendations.
- After the F&C meeting, prepares the F&C meeting Report and forwards the F&C Report and the F&C Agenda containing the claim recommendations to the Ad Board for final approval.

## Claims Technician/Analyst

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- Prepares the Claim Decision letter.
- After the Ad Board meeting, notifies the Agency and the employee of the Ad Board's decision by letter.

## Agency

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- Distributes signed claim decision letter to pertinent Agency representatives for informational purposes and/or payment processing.

## APPENDIX H

- 1 • Is responsible for timely payment to the employee of awarded claims.

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**APPENDIX J**  
**Longevity Compensation Plan Schedule of Payments**

<b>YEARS OF SERVICE</b>	<b>EQUIVALENT HOURS OF SERVICE *</b>	<b>ANNUAL PAYMENTS</b>
5	10,400	\$260
6	12,480	
7	14,560	
8	16,640	
9	18,720	\$300
10	20,800	
11	22,880	
12	24,960	
13	27,040	\$370
14	29,120	
15	31,200	
16	33,280	
17	35,360	\$480
18	37,440	
19	39,520	
20	41,600	
21	43,680	\$610
22	45,760	
23	47,840	
24	49,920	
25	52,000	\$790
26	54,080	
27	56,160	
28	58,240	
29 & Over	60,320 & Over	\$1040

3 \* Eligibility for payment at any bracket will occur upon completion of the equivalent hours  
4 of service indicated for the bracket by October 1. The impact of the longevity payment on  
5 the regular hourly rate for purposes of overtime compensation shall be computed and  
6 paid as part of the longevity payment.

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**APPENDIX K**  
**SUPERVISOR'S REPORT OF REASONABLE SUSPICION**

Employee Name: \_\_\_\_\_ Classification: \_\_\_\_\_  
Department: \_\_\_\_\_ Agency \_\_\_\_\_  
Date of Observation: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
Location: \_\_\_\_\_ Employee in test-designated position?  Yes  No

**OBSERVATIONS:**

Check **ALL** that apply:

**BEHAVIOR**

- stumbling, unsteady gait
- drowsy, sleepy, lethargic
- agitated, anxious, restless
- hostile, belligerent
- irritable, moody
- depressed, withdrawn
- unresponsive, distracted
- clumsy, uncoordinated
- tremors, shakes
- flu-like illness complaints
- suspicious, paranoid
- hyperactive, fidgety
- inappropriate, uninhibited behavior
- possessing, dispensing, or using controlled substance or alcohol

**APPEARANCE**

- flushed complexion
- excessive sweating
- cold, clammy sweats
- eyes:
  - bloodshot
  - tearing, watery
  - dilated (large) pupils
  - constricted (pinpoint) pupils
  - unfocused, blank stare
- unkempt grooming
- disheveled clothing

**SPEECH**

- slurred, thick
- incoherent
- exaggerated enunciation
- loud, boisterous
- rapid, pressured
- excessively talkative
- nonsensical, silly
- cursing, verbal abusiveness
- inappropriate verbal response to questions or instructions

**BODY ODORS**

- alcohol
- marijuana

**SUMMARY** (circumstances, employee response, supervisor actions, other observations): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The observations, as documented above, were made of the named employee.

Supervisor Name (printed or typed)	Signature	Date
Additional Witness: (optional)		
Witness Name (printed or typed)	Signature	Date

Contacted DATC/DER \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_.  
(name) (date) (time)

**DATC/DER Test Determination:**

- Reasonable Suspicion Alcohol Breath Test
- Reasonable Suspicion Drug Urine Test
- No Test Required

Employee transported to collection site by: \_\_\_\_\_  
Time transported \_\_\_\_\_ am/pm Collection Site: \_\_\_\_\_

OSE 09/2013

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**APPENDIX L**  
**Article 31**

PHYSICIAN STATEMENT

**DATE:** \_\_\_\_\_

My patient, \_\_\_\_\_, is currently taking prescription medication which contains a controlled substance.

After review of the effects of this (these) medication(s) at the dosage and intervals prescribed and being informed by the patient of his/her work responsibilities related to the performance of any safety related functions, it is my professional opinion that the prescribed medication

**DOES** \_\_\_\_\_ **DOES NOT** \_\_\_\_\_ (check appropriate response)

adversely affect my patient's ability to safely operate a commercial motor vehicle or perform other safety sensitive functions.

Signed by Prescribing Physician \_\_\_\_\_

Physician's Name (please print) \_\_\_\_\_

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**APPENDIX M-2  
HEALTH INSURANCE BENEFIT CHART**

Preventive Services	State Health Plan PPO "SHP – PPO" Benefits		HMO Plan "HMO" Benefits
	In-network	Out-of-network	
Health maintenance exam	Covered 100% 1 per year	Not Covered	Covered 100%
Annual gynecological exam	Covered 100% 1 per calendar year	Not Covered	Covered 100%
Pap smear screening – laboratory services only <sup>1</sup>	Covered 100% 1 per year	Not Covered	Covered 100%
Well-baby and child care	Covered 100%	Not Covered	Covered 100%
Immunizations, annual flu shot & Hepatitis C screening for those at risk	Covered 100%	Not Covered	Covered 100%
Childhood Immunizations	Covered 100% through age 16	Covered 80%	Covered 100%
Fecal occult blood screening <sup>1</sup>	Covered 100%	Not Covered	Covered 100%
Flexible sigmoidoscopy <sup>1</sup>	Covered 100%	Not Covered	Covered 100%
Prostate specific antigen screening <sup>1</sup>	Covered 100% one per year	Not Covered	Covered 100%
Mammography, annual standard film or digital mammography screening <sup>1</sup>	Covered 100%	Covered 80% after deductible	Covered 100%
Colonoscopy <sup>1</sup>	Covered 100%	Covered 80% after deductible	Covered 100%

<sup>1</sup> Patient Protection and Affordable Care Act (PPACA) guidelines apply

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5

Physician Office Services	State Health Plan PPO "SHP – PPO" Benefits		HMO Plan "HMO" Benefits
	In-network	Out-of-network	
Office visits, including telehealth via the provider's tool, consultations and urgent care visits	Covered, \$20 co-pay	Covered 80% after deductible	Covered, \$20 co-pay
Outpatient and home visits	Covered 90%	Covered 80%	Covered, \$20 co-pay



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	after deductible	after deductible	
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Telemedicine <sup>1</sup> via the carrier's online tool – through 12/31/2022	Covered, \$10 co-pay	Not Covered	Covered, \$10 co-pay
Telemedicine <sup>2</sup> via the carrier's online tool – Effective 1/1/2023	Covered 100%	Not Covered	Covered, \$10 co-pay

Emergency Medical Care	State Health Plan PPO "SHP – PPO" Benefits		HMO Plan "HMO" Benefits
	In-network	Out-of-network	
Hospital emergency room for medical emergency or accidental injury	Covered, \$200 co-pay if not admitted		Covered, \$200 co-pay if not admitted
Ambulance services – medically necessary	Covered, 90% after deductible		Covered, 100% after deductible

Diagnostic Services	State Health Plan PPO "SHP – PPO" Benefits		HMO Plan "HMO" Benefits
	In-network	Out-of-network	
Laboratory and pathology tests	Covered 90% after deductible	Covered 80% after deductible	Covered 100%
Diagnostic tests and x-rays	Covered 90% after deductible	Covered 80% after deductible	Covered 100% after deductible
Radiation therapy	Covered 90% after deductible	Covered 80% after deductible	Covered 100% after deductible

Maternity Services Includes care by a certified nurse midwife (State Health Plan PPO only)	State Health Plan PPO "SHP – PPO" Benefits		HMO Plan "HMO" Benefits
	In-network	Out-of-network	
Prenatal care	Covered 100%	Covered 80% after deductible	Covered 100%
Postnatal care	Covered 90% after deductible	Covered 80% after deductible	Covered, \$20 co-pay
Delivery and nursery care	Covered 90% after deductible	Covered 80% after deductible	Covered 100% after deductible

<sup>2</sup> Effective 1/1/2023 – Telemedicine/Telehealth via Blue Cross's online vendor applies for Medical and Behavioral Health in-network services for the SHP PPO and will be covered 100%. \$10 co-pay for Telemedicine via an HMO's online vendor applies to both Medical and Behavioral Health (if available through the carrier).

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<b>Hospital Care</b>	<b>State Health Plan PPO “SHP – PPO” Benefits</b>		<b>HMO Plan “HMO” Benefits</b>
	<b>In-network</b>	<b>Out-of-network</b>	
Semi-private room, inpatient physician care, general nursing care, hospital services and supplies	Covered 90% after deductible, unlimited days	Covered 80% after deductible, unlimited days	Covered 100% after deductible Unlimited days
Inpatient consultations	Covered 90% after deductible	Covered 80% after deductible	Covered 100% after deductible
Self-donated blood storage prior to surgery	Covered 90% after deductible	Covered 80% after deductible	Check with your HMO
Chemotherapy	Covered 90% after deductible	Covered 80% after deductible	Covered 100% after deductible

<b>Alternatives to Hospital Care</b>	<b>State Health Plan PPO “SHP – PPO” Benefits</b>		<b>HMO Plan “HMO” Benefits</b>
	<b>In-network</b>	<b>Out-of-network</b>	
Skilled nursing care up to 120 days per confinement	Covered 90% after deductible		Covered 100% after deductible
Hospice care	Covered 100% Limited to the lifetime dollar maximum that is adjusted annually by the State		Covered 100% after deductible
Home health care	Covered 90% after deductible, unlimited visits		Check with your HMO

<b>Surgical Services</b>	<b>State Health Plan PPO “SHP – PPO” Benefits</b>		<b>HMO Plan “HMO” Benefits</b>
	<b>In-network</b>	<b>Out-of-network</b>	
Surgery—includes related surgical services.	Covered 90% after deductible	Covered 80% after deductible	Covered 100% after deductible
Male Voluntary sterilization – through 12/31/2022	Covered 90% after deductible	Covered 80% after deductible	Covered 100% after deductible
Male Voluntary sterilization – effective 1/1/2023	Covered 100% <del>after deductible</del>	Covered 80% after deductible	Covered 100% after deductible
Female Voluntary sterilization	Covered 100%	Covered 80% after deductible	Covered 100%

<b>Human Organ and Tissue Transplants</b>	<b>State Health Plan PPO “SHP – PPO” Benefits</b>		<b>HMO Plan “HMO” Benefits</b>
	<b>In-network</b>	<b>Out-of-network</b>	
Liver, heart, lung, pancreas, and other specified organ transplants	Covered 100% In designated facilities only. Up to \$1 million lifetime maximum for each organ transplant		Covered 100% after deductible in designated facilities

Bone marrow—specific criteria apply	Covered 100% after deductible in designated facilities		Covered 100% after deductible in designated facilities
Kidney, cornea, and skin	Covered 90% after deductible in designated facilities	Covered 80% after deductible	Covered 100% after deductible subject to medical criteria

Other Services	State Health Plan PPO “SHP – PPO” Benefits		HMO Plan “HMO” Benefits
	In-network	Out-of-network	
Allergy testing and therapy (non-injection)	Covered 90% after deductible	Covered 80% after deductible	Covered, 100% after deductible.
Allergy injections	Covered 90% after deductible	Covered 80% after deductible	Covered 100%
Acupuncture	Covered 80% after deductible if performed by or under the supervision of a M.D. or D.O.		Check with your HMO
Rabies treatment after initial emergency room visit	Covered 90% after deductible	Covered 80% after deductible	Office visits: \$20 co-pay. Injections: Covered 100%
Autism-Spectrum Disorder Applied Behavioral Analysis (ABA) treatment	Covered 90% after deductible	Covered 80% after deductible	Covered, 100% after deductible
Chiropractic/spinal manipulation	Covered, \$20 co-pay Up to 24 visits per calendar year	Covered 80% after deductible Up to 24 visits per calendar year	Check with your HMO
Durable medical equipment	Covered 100%	Covered 80% of approved amount	Covered, check with your HMO
Prosthetic and orthotic appliances	Covered 100%	Covered 80% of approved amount	Covered, check with your HMO
On-line Tobacco Cessation counseling	No charge	Not covered	Covered, check with your HMO
Private duty nursing	Covered 80% after deductible		Check with your HMO
Wig, wig stand, adhesives	Upon meeting medical conditions, eligible for a lifetime maximum reimbursement of \$300. (Additional wigs covered for children due to growth).		Check with your HMO
Hearing Care Exam	Covered, \$20 co-pay	Covered 80% after deductible	Check with your HMO
Hearing aids <sup>3</sup>	Covered	Not covered	Check with your HMO

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Mental Health/Substance Abuse	State Health Plan PPO “SHP – PPO” Benefits		HMO Plan “HMO” Benefits
	In-network	Out-of-network	
Mental Health Benefits - <b>Inpatient</b>	Covered 100% up to 365 days per year <sup>4</sup>	Covered 50% up to 365 days per year	Check with your HMO; Inpatient services subject to deductible.
Mental Health Benefits – <b>Outpatient, including Telemedicine</b>	As necessary 90% of network rates 10% co-pay	As necessary 50% of network rates	Check with your HMO
Alcohol & Chemical Dependency Benefits – <b>Inpatient</b>	Covered 100% <sup>5</sup> Halfway House 100%	Covered 50% <sup>5</sup> Halfway House 50%	Check with your HMO; Inpatient services subject to deductible.
Alcohol & Chemical Dependency Benefits - <b>Outpatient</b>	90% of network rates 10% co-pay	50% of network rates	Check with your HMO
Office visits, including Telehealth through the provider’s online tool <sup>6</sup>	Lesser of 10% of network rates or \$10 co-pay	As necessary 50% of network rates	Check with your HMO
Telehealth visits via the carrier’s online tool through 12/31/22	Lesser of 10% of network rates or \$10 co-pay	Not Covered	\$10 co-pay where available
Office visits, including Telehealth through the carrier’s online tool <sup>6</sup> – Effective 1/1/2023	Covered 100%	Not Covered	\$10 co-pay where available

<sup>3</sup> Deluxe hearing aids are covered at the same rate as basic hearing aids with the member paying the remainder. Discount hearing aids are offered through the SHP PPO.

<sup>4</sup>Inpatient days may be utilized for partial day hospitalization (PHP) at 2:1 ratio. One inpatient day equals two PHP days.

<sup>5</sup>Up to two 28-day admissions per year. There must be at least 60 days between admissions. Inpatient days may be utilized for intensive outpatient treatment (IOP) at 2:1 ratio. One inpatient day equals two IOP days.

<sup>6</sup>Effective 1/1/2023 – Telemedicine/Telehealth via Blue Cross’s online vendor applies for medical and Behavioral Health in-network services for the SHP PPO and will be covered 100%. \$10 co-pay for Telemedicine via an HMO’s online vendor applies to both Medical and Behavioral Health (if available through the carrier).

**Prescription Drugs**

Prescription medications for the State Health Plan PPO are carved out and administered by a Pharmacy Benefit Manager (PBM).

Prescriptions filled at a participating pharmacy may only be approved for up to a 34-day supply. Employees can still receive a 90-day supply by mail order.

To check the co-pay for drugs you may be taking, visit the Civil Service Commission Employee Benefits Division website at <http://www.michigan.gov/employeebenefits> and select Benefit Plan Administrators.

The chart below shows the SHP and HMO prescription drug member co-pays:

Generic	Brand Name Preferred	Brand Name Non-Preferred
Retail \$10 Mail Order \$20	Retail \$30 Mail Order \$60	Retail \$60 Mail Order \$120

<b>Outpatient Physical, Speech, Occupational and Massage Therapy</b> Combined maximum of 90 visits per calendar year.	State Health Plan PPO "SHP – PPO" Benefits		HMO Plan "HMO" Benefits
	In-network	Out-of-network	
Outpatient physical, speech and occupational therapy – facility and clinic services	Covered 90% after deductible	Covered 90% after deductible	Covered, \$20 co-pay
Outpatient physical therapy – physician's office	Covered 90% after deductible	Covered 80% after deductible	Covered, \$20 co-pay
Outpatient massage therapy* – facility and clinic setting and a chiropractor's office	Covered 90% after deductible	Covered 80% after deductible	Not covered

\*Effective January 1, 2021, massage therapy performed by a massage therapist must be supervised by a chiropractor and be part of a formal course of physical therapy. Massage therapy is provided as part of a formal course of physical therapy treatment and when billed alone is not a covered benefit.

<b>Deductible, Co-Pays, and Out-of-Pocket Dollar Maximums</b>	State Health Plan PPO "SHP – PPO" Benefits		HMO Plan "HMO" Benefits
	In-network	Out-of-network	
Deductible <sup>7</sup>	\$400 per member \$800 per family	\$800 per member \$1,600 per family	\$125 per member \$250 per family <sup>8</sup>
Fixed dollar co-pays	\$20 for office visits, office consultations, urgent care visits, osteopathic manipulations, chiropractic manipulations and medical hearing exams. \$200 for emergency room visits, if not admitted \$10 Telemedicine/Telehealth through 12/31/2022	Not applicable	\$20 for office visits \$200 for emergency room visits, if not admitted \$10 Telemedicine/Telehealth

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Coinsurance	10% for most services and 20% for private duty nursing and acupuncture	20% for most services. MHSA at 50%	None
Annual out-of-pocket dollar maximums <sup>9</sup>	\$2,000 per member and \$4,000 per family	\$3,000 per member \$6,000 per family	\$2,000 per member and \$4,000 per family

<sup>7</sup> Deductible amounts for the SHP – PPO are effective January 1, 2015 and renew annually on a calendar year basis. Deductible amounts for the HMOs are effective October 12, 2014 and renew annually each October with the start of the new plan year. Effective January 1, 2021, deductible amounts and out-of-pocket dollar maximums for the SHP-PPO and HMOs renew annually on a calendar year basis.

<sup>8</sup> It is the intent of the parties that employees will pay no more HMO deductible for the combined fifteen (15) month period between October 4, 2020 to December 31, 2021, than the employee would have paid for one (1) plan year.

<sup>9</sup> Beginning October 12, 2014, in-network deductibles, in-network fixed dollar co-payments and in-network co-insurance all apply toward the out-of-pocket annual limit. In addition, in HMOs, prescription drug co-payments also apply toward the annual out-of-pocket limit. Beginning with the October 2015 plan year, prescription drug co-payments in the SHP PPO also apply to the annual out-of-pocket limit.

Premium Sharing	State Health Plan PPO "SHP – PPO" Benefits		HMO Plan "HMO" Benefits	
	Employee	State	Employee	State
Premium	20%	80%	15%	85% <sup>10</sup>

<sup>10</sup> The State will pay up to 85% of the applicable HMO total premium, capped at the dollar amount which the State pays for the same coverage code under the SHP-PPO.

## Appendix M-3 Dental Chart

Covered Services	State Dental Plan*		DMO Plan	Preventive Dental Plan**
	PPO	Premier		
Diagnostic Exams and Consultations (2 per year)	Covered 100%	Covered 100%	Covered 100%	Covered 100%
Teeth Cleaning (3 per year, 4 if medically necessary)	Covered 100%	Covered 100%	Covered 100%	Covered 100%
Topical Fluoride (Under age 19)	Covered 100%	Covered 100%	Covered 100%	Covered 100%
Space Maintainers (Under age 14)	Covered 100%	Covered 100%	Covered 100%	Covered 100%
Brush Biopsy	Covered 100%	Covered 100%	N/A	Covered 100%
Radiographs	Covered 100%	Covered 90%	Covered 100%	Covered 100%
Occlusal Guard (once every 5 years)	Covered 100%	Covered 90%	Not covered	Not Covered
Minor Restoratives	Covered 100%	Covered 90%	Covered 100%	Not Covered
Major Restoratives <sup>1</sup>	Covered 90%	Covered 90%	Covered 100%	Not Covered
Oral Surgery	Covered 90%	Covered 90%	Covered 100%	Not Covered
Extractions	Covered 100%	Covered 90%	Covered 100%	Not Covered
Endodontics	Covered 100%	Covered 90%	Covered 100%	Not Covered
Periodontics	Covered 100%	Covered 90%	Covered 100%	Not Covered
Cosmetic Bonding (ages 8-19)	Covered 100%	Covered 90%	Not Covered	Not Covered
Prosthodontics	Covered 70%	Covered 50%	Covered 100%	Not Covered
Prosthodontics Repair	Covered 100%	Covered 50%	Covered 100%	Not Covered
Sealants (Under age 14) – through 12/31/2022	Covered 70%	Covered 50%	Covered 100%	Not Covered
Sealants (Under age 14) 0 effective 1/1/2023	Covered 100%	Covered 100%	Covered 100%	Not Covered
Orthodontics (Up to age 19)	Covered 75%	Covered 60%	Covered 100%	Not Covered
Orthodontics (19 and over)	Covered 75%	Covered 60%	\$1,250 co-pay	Not Covered

<sup>1</sup>Fixed bridge abutment crowns may be paid at the Major Restorative benefit level if payment for a (single) crown could be made due to the condition of the tooth being restored.

## Appendix M-3 Dental Chart

Benefit Maximums	State Dental Plan*		DMO Plan	Preventive Dental Plan
	PPO	Premier		
Annual Maximums	\$2,000	\$2,000	None	None
Lifetime Orthodontics	See maximums below	See maximums below	None	N/A

The Lifetime Orthodontics Plan benefit maximums:

- Current maximum \$1,500
- Effective January 1, 2023, the maximum will be \$1,750;
- .

Premium Sharing	State Dental Plan*		DMO Plan		Preventive Dental Plan	
	Employee	State	Employee	State	Employee	State
Premium***	5%	95%	0%	100%	0%	100%

### Dental Comparison Chart

This benefit summary is a brief explanation only. All plan provisions (including exclusions and limitations) are subject to the specific terms of the State and Preventive Dental Plans and the Group Dental Services Agreement

\*If you have the State Dental Plan as your dental coverage, the level of coverage is based upon the provider you choose. To verify that a Dentist is a Participating Dentist, contact the third party administrator.

\*\*If you are enrolled in another group dental plan (non-State) and opt to enroll in either the preventive Dental Plan or Waive Dental benefits you will receive a lump-sum rebate established in conjunction with the annual rate-setting process.

\*\*\*See Article 43 Section C for premium sharing for less than full time employees.



## Appendix M-4 Vision Chart

Vision Testing Exam	Participating Providers	Non-Participating Providers
Routine Eye Exam	100% of Third Party Administrator (TPA) Approved Amount Minus \$5.00 co-pay	Reimbursement up to \$34. Minus \$5.00 co-pay (member responsible for any difference)
	Once every 12 months	
<b>Eyeglass Lenses</b> (Glass, plastic, or prism up to 60 mm)	<b>Participating Providers</b>	<b>Non-Participating Providers</b>
Replacement Schedule	Members may obtain one pair of corrective lenses once every 24 months, or once every 12 months if prescription has changed. Effective 1/1/2023 members may obtain one pair of corrective lenses once every 12 months without a prescription change. Members may obtain either eyeglasses or contact lenses but not both.	
Single Vision	100% of TPA Approved Amount Minus \$7.50 co-pay	Reimbursement up to maximum of \$17 minus \$7.50 co-pay (member responsible for any cost exceeding the difference)
Bifocal (includes blended)	100% of TPA Approved Amount Minus \$7.50 co-pay	Reimbursement up to maximum of \$30 minus \$7.50 co-pay (member responsible for any cost exceeding the difference)
Trifocal	100% of TPA Approved Amount Minus \$7.50 co-pay	Reimbursement up to maximum of \$43 minus \$7.50 co-pay (member responsible for any difference)
Special Lenses	100% of TPA Approved Amount Minus \$7.50 co-pay	Not covered
Polycarbonate Lenses <sup>2</sup>	100% of TPA approved amount minus \$7.50 co-pay	Not covered
Progressive Lens (Standard)	100% of TPA Approved Amount minus \$7.50 co-pay	Reimbursement up to a maximum of \$30 minus \$7.50 co-pay (member responsible for cost exceeding the difference)
Rose Tint #1 and #2 or Photochromatic Tint	100% of TPA Approved Amount minus \$7.50 co-pay	Not covered

Frames	Participating Providers	Non-Participating Providers
Eyeglass Frames	\$150 Allowance is applied toward frames (member responsible for any cost exceeding the allowance) Minus \$7.50 co-pay <sup>2</sup> (one co-pay applies to both frames and lenses)	Up to \$38.25 Allowance (member responsible for any cost exceeding the allowance) minus \$7.50 co-pay <sup>2</sup> (one co-pay applies to both frames and lenses).

<sup>2</sup> Polycarbonate lenses are a covered benefit effective October 4, 2020, and will apply to all regular glasses, computer glasses and safety eye wear.

## Appendix M-4 Vision Chart

	Once every 24 months, or once every 12 months if prescription has changed. <u>Effective 1/1/2023 the plan will cover eyeglass lenses, frames or contact lenses once every twelve (12) months without a prescription change.</u>	
<b>Contact Lenses</b>	<b>Participating Providers</b>	<b>Non-Participating Providers</b>
Medically Necessary	100% of the TPA approved amount Includes contact lens fitting and suitability exam Minus \$7.50 co-pay	Maximum of \$210 Allowance per pair, Minus \$7.50 co-pay (member responsible for any cost exceeding the allowance).
Cosmetic; not medically necessary	Up to \$130 Allowance (member responsible for any cost exceeding the allowance). Includes contact lens fitting and suitability exam. Effective 1/1/2023 – the allowance will be \$150. No co-pay	Maximum of \$100 Allowance (member responsible for any cost exceeding the allowance) No co-pay

<sup>2</sup> Effective 1/1/2023 there will be a \$0 co-pay on frames

<b>VDT/CRT or Computer Glasses</b>	<b>Participating Providers</b>	<b>Non-Participating Providers</b>
Per pair of glasses	Once every 24 months, or once every 12 months if prescription has changed. Only covered if prescription is in addition to, and different from prescribed everyday eyewear. Effective 1/1/2023 VDT/CRT or computer glasses are covered once every 12 months.	
Eye Exam	Initial eye exam covered if within 12 months of routine eye exam, and is not subject to co-pay. Subsequent evaluation included with routine eye exam.	
Single Vision, Plastic	100% of TPA Approved Amount	Up to \$17 Allowance, (member responsible for any cost exceeding the allowance)
Bifocal (includes blended)	100% of TPA Approved Amount	Up to \$30 Allowance, (member responsible for any cost exceeding the allowance)
Trifocal	100% of TPA Approved Amount	Up to \$43 Allowance, (member responsible for any cost exceeding the allowance)
Progressive Lens (Standard)	100% of TPA Approved Amount	Up to \$30 Allowance (member responsible for any cost exceeding the allowance)
Special Lenses	100% of TPA Approved Amount	Not covered
Rose Tint #1 and #2	100% of TPA Approved Amount	Not covered
Eyeglass Frames	\$150 Allowance (member responsible for any cost exceeding the allowance)	Up to 38.25 Allowance (member responsible for any cost exceeding the allowance)

Appendix M-4 Vision Chart

<b>Safety Eye-wear</b>	<b>Participating Providers</b>	<b>Non-Participating Providers</b>
Replacement Schedule	Members may obtain one pair of corrective lenses once every 24 months, or once every 12 months if prescription has changed. Members may obtain either eyeglasses or contact lenses but not both.	
Single Vision	100% of TPA Approved Amount	Not covered
Bifocal (includes blended)	100% of TPA Approved Amount	Not covered
Trifocal	100% of TPA Approved Amount	Not covered
Special Lenses	100% of TPA Approved Amount	Not covered
Progressive Lenses (Standard)	100% of TPA Approved Amount	Not covered
Eyeglass Frames	Up to \$65 Allowance (member responsible for any cost exceeding the allowance)	Not covered
Rose Tint #1 and #2	100% of TPA Approved Amount	Not covered

<b>Lasik</b>	<b>Participating Providers</b>	<b>Non-participating Providers</b>
Lasik <sup>3</sup>	\$1,000.00 Lifetime reimbursement for active employees only through 12/31/2022. Effective 1/1/2023 an active employee and their spouse are each eligible for \$1,000.00 Lifetime reimbursement.	

## LETTER OF UNDERSTANDING #4

### **LETTER OF UNDERSTANDING #4** **Article 22—Health and Safety**

The Employer and MSEA agree to reopen this Article for negotiation if MIOSHA and the Division of Occupational Health are eliminated or significantly reduced by legislative action.

### **LETTER OF UNDERSTANDING #5** **Article 22, Section I—Contagious Diseases**

During the 1995 negotiations, the parties discussed their concerns regarding Bargaining Unit members performing re-construction work in existing laboratories of the Department of Health and Human Services where they may be exposed to unknown contaminants. Therefore, prior to re-construction work in existing laboratories being performed by Bargaining Unit members, the Union will be notified by the Department of Health and Human Services.

### **LETTER OF UNDERSTANDING #8** **Implementation of the Family and Medical Leave Act**

Except as otherwise provided by specific further agreement between the undersigned exclusive representative and the Office of the State Employer, the following provisions reflect the parties' agreement on implementation of the rights and obligations of employees and the Employer under the terms of the Family and Medical Leave Act ("FMLA" or "Act") as may be amended and its implementing Regulations as may be amended which took effect on April 6, 1995, for the Labor & Trades and Safety & Regulatory Bargaining Units.

When an employee takes leave which meets the criteria of FMLA leave, the employee may request to designate the leave as FMLA leave or the Employer may designate such leave as FMLA leave. This applies when the employee requests an unpaid leave or is using applicable leave credits.

1. Employee Rights. Rights provided to employees under the terms of the Collective Bargaining Agreement are not intended to be diminished by this Letter of Understanding. Contractually guaranteed leaves of absence shall not be reduced by virtue of implementation of the provisions of the Act.
2. Employer Rights. The rights vested in the Employer under the Act must be exercised in accordance with the Act unless modified by the provisions of the applicable Collective Bargaining Agreement.
3. Computation of the "twelve month period". The parties agree that an eligible employee is entitled to a total of twelve (12) work weeks of FMLA leave during the twelve (12) month period beginning on the first date the employee's parental, family care, or medical leave is taken; the next twelve (12) month period begins the first time leave is taken after completion of any twelve (12) month period.

4. Qualifying Purpose. The Act provides for leave with pay using applicable leave credits or without pay for a total of twelve (12) work weeks during a twelve (12) month period for one or more of the following reasons:
  - a. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter (parental leave);
  - b. Because of the placement of a son or daughter with the employee for adoption or foster care (parental leave);
  - c. In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter or parent has a serious health condition as defined in the Act (family care leave);
  - d. Because of a serious health condition, as defined in the Act, that makes the employee unable to perform the functions of the position of the employee (medical leave).
5. Information to the Employer. In accordance with the Act, the employee, or the employee's spokesperson if the employee is unable to do so personally, shall provide information for qualifying purposes to the Employer.
6. Department of Labor Final Regulations and Court Decisions. The parties recognize that the U.S. Department of Labor has issued its final regulations implementing the Act effective January 16, 2009. However, the Employer may make changes necessitated by any amendments to the Act and regulations or subsequent court decisions. The Employer shall provide timely notice to the Union and opportunity for the Union to discuss the planned changes. Such discussions shall not serve to delay implementation of any changes mandated by law.
7. Complaints. Employee complaints alleging that the Employer has violated rights conferred upon the employee by the FMLA may be taken to the Appointing Authority, its designated representative or to the U.S. Department of Labor. However, complaints involving the application or interpretation of the FMLA or its Regulations shall not be grievable under the Collective Bargaining Agreement.
8. Eligible Employee. For purposes of FMLA family care leave, eligible employees are those employees who have been employed by the Employer for at least twelve (12) months and have worked at least 1,250 hours in the previous twelve (12) months. An employee's eligibility for contractual leaves of absence remain unaffected by this Letter of Understanding, however, such leaves will count towards the employee's FMLA leave entitlement after the employee has been employed by the Employer for at least twelve (12) months and has worked 1,250 hours during the previous twelve (12) month period. Where the term "employee" is used in this Letter of Understanding, it means, "eligible employee". For purposes of FMLA leave eligibility "employed by the Employer" means "employed by the State of Michigan."
9. Twelve Work Weeks During a Twelve Month Period. An eligible employee is entitled under the Act to a combined total of twelve (12) work weeks of FMLA leave during a twelve (12) month period.

## LETTER OF UNDERSTANDING #8

### 10. General Provisions.

- a. Time off from work for a qualifying purpose under the Act (“FMLA leave”) will count towards the employee’s unpaid leave of absence guarantees as provided in the Collective Bargaining Agreement. Time off for family care leave will be as provided under the Act.
- b. Employees may request and shall be allowed to use accrued annual or personal leave to substitute for any unpaid FMLA leave.
- c. The Employer may designate a Leave of Absence under Plan C of the Voluntary Work Schedule Adjustment Program (VWSAP) as an FMLA leave if the employee provides information to the Employer that the leave is for a qualifying purpose under the Act, prior to the end of the leave. A Plan A reduced work schedule under the VWSAP may be designated by the Employer as an FMLA leave, if the employee provides information to the Employer that the leave is for a qualifying purpose under the Act.
- d. Employees may request to use accrued sick leave to substitute for unpaid FMLA leave for the employee’s own serious health condition or serious health condition of the employee’s spouse, child, or parent.
- e. The Employer may temporarily reassign an employee to an alternative position when it is necessary to accommodate an intermittent leave or reduced work schedule in accordance with the Act. Upon completion of an FMLA leave, employees shall be returned to their original positions in accordance with the Act.
- f. Second or third medical opinions, at the Employer’s expense, may be required from health care providers where the leave is designated as counting against an employee’s FMLA leave entitlement in accordance with the Act.
- g. Return to work from an FMLA leave will be in accordance with the provisions of the Act and the Collective Bargaining Agreement.

11. Insurance Continuation. Health Plan benefits will continue in accordance with the Act. However, contractual Health Plan benefits are not intended to be diminished by this provision.

12. Medical Leave. Up to twelve (12) work weeks of paid or unpaid medical leave during a twelve (12) month period, granted pursuant to the Collective Bargaining Agreement, may count towards an eligible employee’s FMLA leave entitlement.

13. Annual Leave. When an employee elects to use annual or personal leave, and it is determined, based on information provided to the Employer by that employee or that employee’s spokesperson if the employee is unable to do so personally (in accordance with the Act), that the time is for a qualifying purpose under the Act, the Employer may designate the time as FMLA leave and it will be counted against the employee’s twelve (12) work week FMLA leave entitlement if the time is either:

- a. To substitute for an unpaid intermittent or reduced work schedule; or

b. When the absence from work is intended to be for five (5) or more work days.

14. Sick Leave. An employee may elect or the Employer may require the employee to use sick leave to substitute for unpaid leave taken for a qualifying purpose under the Act. Contractual requirements that an employee exhaust sick leave before a personal medical leave commences shall continue.

In addition, an employee will be required to exhaust sick leave credits down to eighty (80) hours before a FMLA family care leave commences. If it is determined, based on information provided to the Employer by that employee or that employee's spokesperson if the employee is unable to do so personally (in accordance with the Act), that the time is for a qualifying purpose under the Act, the Employer may designate the time as FMLA leave and it will be counted against the employee's twelve (12) work week FMLA leave entitlement if the time is either:

- a. To substitute for an unpaid intermittent or reduced work schedule; or
- b. When the absence from work is intended to be for five or more work days.

Annual leave or personal leave used in lieu of sick leave may be likewise counted.

15. Parental Leave. Except as specifically provided herein, contractual parental leave guarantees are unaffected by implementation of FMLA. An employee's entitlement to parental leave will expire and must conclude within twelve (12) months after the birth, adoption, or foster care placement of a child. However, in accordance with the Act, an eligible employee is only entitled to up to a total of twelve (12) work weeks of leave for foster care placement of a child. Up to twelve (12) work weeks of leave will be counted towards the FMLA leave entitlement. An employee may elect to substitute annual or personal leave for any portion of the unpaid parental leave. Intermittent or reduced work schedules may only be taken with the Employer's approval.

16. Light Duty. In accordance with the Act, if an employee voluntarily accepts a light duty assignment in lieu of continuing on FMLA leave, the employee's right to restoration to the same or an equivalent position, is available until twelve (12) weeks have passed within the twelve (12) month period including all FMLA leave taken and the period of light duty.

**LETTER OF UNDERSTANDING #9**  
**State Worker 4**

The parties agree that employees assigned to the State Worker 4 classification in the Labor and Trades and Safety and Regulatory Bargaining Units will be paid in the range NERE 098P of the Compensation Plan. Issues related to State Worker 4 Compensation in the Department of Natural Resources are a proper subject of discussion at Departmental Labor/Management Meetings.

Employees in the Bargaining Units classified as State Worker 4 will be paid within the range as determined by the departmental Employer. These rates are not to be considered as steps in a pay range, and State Worker 4's do not advance through a pay range based on hours of service. Any negotiated across the board pay increase will not be applied to these pay rates unless mutually agreed otherwise. State Worker 4's are temporary (non-career) employees and are not normally eligible for any benefits, as listed in Appendix C. Should any State Worker 4 exceed 1040 hours of work in a calendar year, the parties will meet to address the issue of employee benefits.

**LETTER OF UNDERSTANDING #11**  
**Voluntary Work Schedule Adjustment Program—Michigan State Employees Association**

Plan A – Reduction of Hours

A.1. Insurances.

All State-sponsored group insurance programs, including long term disability, in which the employee is enrolled shall continue without change in coverages, benefits or premiums.

A.2. Leave Accruals and Service Credit.

Annual leave and sick leave accruals shall continue as if the employee had worked or was in approved paid leave status for eighty (80) hours per pay period for the duration of the Agreement. State service credit shall remain at eighty (80) hours per pay period for purposes of longevity compensation, pay step increases, employment preference, holiday pay, and hours until rating. Employees shall incur no break in service due to participating in Plan A.

Plan C - Leave of Absence.

C.1. Insurances.

All State-sponsored group insurance programs with the exception of Long Term Disability (LTD) insurance, in which the employee is enrolled shall be continued without change in coverage, benefits, or premiums for the duration of the leave of absence, by the employee pre-paying the employee's share of the premiums for the entire period of the leave of absence. LTD coverage will not continue during the leave of absence, but will be automatically reinstated immediately upon termination of the leave of absence. If an employee is enrolled in the LTD insurance program at the time the leave of absence is



initiated and becomes eligible for disability benefits under LTD during the leave of absence, and is unable to report to work on the agreed-upon termination date for the leave of absence, the return-to-work date shall become the date established for the disability, with the commencement of sick leave and LTD benefits when the sick leave or waiting period is exhausted, whichever occurs later.

C2. Leave Accruals.

Accumulated annual leave, personal leave, and sick leave balances will automatically be frozen for the duration of the leave of absence. The employee will not accrue leave credits during the leave of absence.

C.3. Service Credit.

An employee shall incur no break in service due to participating in Plan C. However, no State service credit will be granted for any purpose.

**LETTER OF UNDERSTANDING #12**  
**Human Resources Management Network (HRMN)**

During negotiations in 2001 the parties reviewed changes in terminology that resulted from the implementation of the new payroll-personnel system, HRMN. The parties have elected to continue to use terminology that existed prior to the implementation of HRMN even though that same terminology is not utilized in HRMN. The parties agree that the HRMN terminology does not alter the meaning of the contract language unless specifically agreed otherwise.

An example of this are the terms “transfer, reassignment, and demotion” which are called “job change” in HRMN. The HRMN history record will show each of these transactions as a job change, however they will continue to have the same contractual meaning they had prior to the implementation of HRMN.

**LETTER OF UNDERSTANDING #13**  
**Pre-Tax Deduction for Parking**  
**Qualified Transportation Fringe Benefits**

The Qualified Transportation Fringe Benefits Program is regulated by the Internal Revenue Service (IRS), and is offered to State of Michigan employees to enable them to use pre-tax dollars to pay for eligible parking expenses and MichiVan ridership fees. Eligible parking expenses include those incurred in a non-State owned or leased parking lot/ramp and metered parking. Eligible MichiVan expenses include ridership and parking fees. Employees can enroll by calling MI HR Service Center or logging on to MI HR Self-Service.

**LETTER OF UNDERSTANDING #14**  
**Fire/Crash Rescue Officers**

This Letter of Understanding sets forth certain conditions of employment for permanent full-time Fire/Crash Rescue Officers, in classification codes 4091402, 4091403 and 4091404, employed in the Michigan Department of Military and Veterans Affairs National Guard bases.

The parties recognize that because the employees covered by this Letter of Understanding permanently work a minimum of a 106-hour pay period, certain equitable changes should be made in the granting and/or accumulation of fringe benefits so as to neither advantage nor disadvantage these employees when compared to other Bargaining Unit employees who work the traditional 80 hours per pay period. Such changes are based upon a recognized standard of a minimum 106 hours per pay period. In recognition of this, the parties agree as follows:

1. LTD Premiums and Benefits – Based on their hours worked, employees included in this Letter of Understanding will receive proportional consideration for premiums and benefits as employees on an 80-hour standard.
2. Completed Pay Period – Under this Letter of Understanding a pay period shall be a completed pay period if, a) an employee works their regularly scheduled hours, or b) those regularly scheduled hours are covered by approved leave time.
3. Paid Sick Leave – Employees covered by this letter shall be credited with 7.0 hours of paid sick leave for every completed pay period. Paid service in excess of a completed pay period will not be counted toward sick leave accumulation.
4. Paid Annual Leave:

Initial Leave Grant – Upon hire, each permanent and limited term employee shall be credited with an initial annual leave grant of twenty point eight (20.8) hours, which shall be immediately available, upon approval of the Employer, for such purposes as voting, religious observance, and necessary personal business. The twenty point eight hours (20.8) initial grant of annual leave shall not be credited to an employee more than once in a calendar year.

Allowance –Subject to the applicable payoff cap below.

Annual Leave shall be earned for each completed pay period as scheduled according to the following:

<b>ANNUAL LEAVE ACCUMULATION SCHEDULE</b>			
<b><u>Years</u></b>	<b><u>Accrual</u></b>	<b><u>Accumulation/Payoff</u></b>	
0-1	5.3 hours per pay period	396	344
1- 5 years	6.1 hours per pay period	396	344
5-10 years	6.9 hours per pay period	416	364

10-15 years	7.7 hours per pay period	435	383
15-20 years	8.5 hours per pay period	455	403
20-25 years	9.2 hours per pay period	461	409
25-30 years	10.0 hours per pay period	474	422
30-35 years	10.9 hours per pay period	474	422
35-40 years	11.7 hours per pay period	474	422
40-45 years	12.5 hours per pay period	474	422
45-50 years	13.3 hours per pay period		422
Etc.			

Paid service in excess of a completed pay period will not be counted toward annual leave accumulation. The cap on annual leave accumulation shall be 474 in accordance with the schedule above. No annual leave in excess of 240 hours shall be included in final average compensation for the purpose of calculating retirement benefits.

Personal Leave Grant – Permanent and limited term full-time non-Probationary employees shall receive two days of personal leave which shall equate to thirty-two (32) hours of personal leave to be used in accordance with normal requirements for annual leave usage.

5. Seniority Hours – Seniority for permissible purposes shall be earned in accordance with the provisions of Article 11, Section A. of the primary Agreement. This provision shall be applied retroactively such that the seniority of Fire Crash Rescue Officers shall equate to their continuous service hours as recorded in the continuous service hours counter.

If the employee moves from a position that is based on a 106 hour standard to any other position that is based on an 80 hour standard, the Employer shall convert seniority hours of Service in accordance with the 80 hour standard prior to such move. Annual and sick leave accumulations will remain as earned, however, upon placement into the new position, the biweekly annual leave accrual will be based on the appropriate step in the annual leave accumulation schedule equivalent to years of service. Sick leave accrual will revert to the current 80 hour accumulation standard.

6. Continuous Service Hours – Employees will be credited with 80 continuous service hours for every completed pay period.
7. Probationary Service Ratings – Probationary service ratings shall be issued in accordance with current practice for 80 hour employees.
8. Hours to Step – For the purpose of crediting time toward scheduled step increases, a maximum of 80 hours will be credited to each employee each pay period in which a minimum of 80 hours of paid service is completed.
9. Overtime Compensation – Employees shall be compensated at the overtime rate for hours worked in excess of 106 in a 14-day work period or hours worked outside, of the employee's regular schedule. The work period is defined as 14 consecutive calendar days.

## LETTER OF UNDERSTANDING #16

10. Holiday Pay – Employees shall receive 5.2 hours of compensatory time or cash payment per pay period in lieu of holiday pay. In even years for election day, employees shall receive 5.6 hours of compensatory time or cash payment per pay period in lieu of holiday pay. Requests to receive cash payment shall be submitted in writing annually, no later than August 15th, and shall become effective the first full pay period in October.
11. Temporary Military Leave of Absence – Employees shall be paid the difference between the gross military pay received and their regular rate of gross pay up to the amount the employee would normally receive based on the work schedule for that pay period. To be eligible for such payment, employees shall provide to the Employer a copy of their military pay record for such period of time.
12. Shift Differential – Will not be paid to employees.
13. Longevity – Eligibility and payment shall be in accordance with the current standard and schedule for 80 hour employees in accordance with the primary Agreement.
14. Lost Time – Hours which are regularly scheduled but not worked in a pay period and not covered by authorized Leave shall be considered lost time.

For Seniority Hours for permissible purposes.- Lost time will be reflected on an hour-for-hour basis.

For Continued Service: For each 1.3 hours (or fraction thereof) of lost time, 1 hour (or appropriate fraction thereof) of lost time will be deducted from the employee's 80 hour counter, longevity counter, hours to step, service rating hours, and annual leave probation hours for that pay period.

15. Retirement – In accordance with State Employees Retirement Act.

### **LETTER OF UNDERSTANDING #16** **Motor Carrier Compensation**

The parties have discussed the impact of the eighteen month probationary period on the compensation of Motor Carrier Officers. It is the intent of the parties to maintain the same pay progression that existed prior to the implementation of the eighteen month probationary period. The parties therefore agree to have the end of one year step in schedule A02-009 be equal to the end of one year step in schedule A02-009 E10. The parties further agree that a Motor Carrier Officer 09 will receive no additional increase based on their reallocation to the Motor Carrier Officer E10 level after 18 months of satisfactory service. Thereafter, progression through the schedule will continue in accordance with current practice.

**LETTER OF UNDERSTANDING #17**  
**Motor Carrier and State Property Security Officer Recruit School**

The nature of training of Motor Carrier Officer (RCRT) 9's and State Property Security Officer 7's at the Michigan State Police Academy mandates the scheduling of at least twenty-four (24) hours per week in overtime. It is therefore agreed that the compensation paid to a Motor Carrier Officer (RCRT) 9 and State Property Security Officer (RCRT) 7 while in recruit school shall include base wages plus compensation for overtime at the rate of time and one-half (1 ½) as provided in this Agreement. The overtime earned prior to the completion of recruit school shall not be less than twenty-four hours times the number of weeks of recruit school, or the Employer agrees to pay the difference between overtime worked and the aforementioned amount. In the event that a Motor Carrier Officer (RCRT) 9 or State Property Security Officer (RCRT) 7 leaves employment prior to completion of recruit school, the overtime payment shall equal twenty-four hours times the number of weeks actually in attendance at the recruit school. Only completed weeks shall be counted in its computation.

**LETTER OF UNDERSTANDING #18**  
**Banked Leave Time Program FY 2005**

**1. Eligibility.**

Permanent and limited-term, full-time, part-time, seasonal, and intermittent, probationary and non-probationary employees shall be required to participate in the Banked Leave Time Program (Program) known as Part B hours under the State's Annual and Sick Leave Program. Non-career employees are not eligible to participate in the Program.

**2. Definitions and Description of Program.**

An eligible employee shall work a regular work schedule, but receive pay for a reduced number of hours. The employee's base pay shall be reduced by four (4) hours per pay period for full-time employees and by a pro-rata number of hours for less than full-time employees. The employee will be credited with a like number of Banked Leave Time (BLT) hours for each biweekly pay period.

**3. Hours Eligible for Conversion to Program.**

The number of BLT hours for which the employee receives credit shall be accumulated and reported periodically to participating employees. During the term of the Program, an employee shall not be able to accumulate in excess of 188 BLT hours. Accumulated BLT hours shall not be counted against the employee's regular annual leave cap, known as Part A hours under the Annual and Sick Leave Program. The employee shall be eligible to use the accumulated BLT hours in a subsequent pay period in the same manner as regular annual leave, pursuant to Article 39.

**4. Timing of Conversion of Unused Program Hours.**

## LETTER OF UNDERSTANDING #19

Upon an employee's separation, death or retirement from State service, unused BLT hours shall be contributed by the State to the employee's account within the State of Michigan 401(k) plan, and if applicable to the State of Michigan 457 plan. Such contributions shall be treated as non-elective Employer contributions, and shall be calculated using the product of the following: (i) the number of BLT hours and, (ii) the employee's base hourly rate in effect at the time of the contribution. If the amount of a projected contribution would exceed the maximum amount allowable under Section 415 of the Internal Revenue Code (when combined with other projected contributions that count against such limit), the State shall first make a contribution to the employee's account within the State of Michigan 401(k) plan up to the maximum allowed, and then make the additional contribution to the employee's account within the State of Michigan 457 plan.

### **5. Insurances, Leave Accruals and Service Credits.**

Retirement service credits, overtime compensation, longevity compensation, step increases, continuous service hours, holiday pay, annual and sick leave accruals will continue as if the employee had received pay for the BLT hours. Premiums, coverage and benefit levels for insurance programs (including LTD) in which the employee is enrolled will not be changed as a result of participation in the Program. Employees shall incur no break in service due to participation in the Program. Subject to legislative approval, the Program is not intended to have an effect on the Final Average Compensation calculations under the State's Defined Benefit Plan nor the salary used for Employer contribution calculations under the State's Defined Contribution Plan.

### **6. Relationship to Plan A and Plan C.**

Before incurring unpaid Plan A or Plan C hours all BLT hours must be exhausted.

### **7. Term.**

The Program shall be effective beginning with the first full pay period in January 2005, and continuing through the end of the pay period beginning October 9, 2005. The pay reduction and accrual provisions of the Program shall be in effect through the pay period ending October 22, 2005. There shall be no further BLT for the remaining term of the contract.

## **LETTER OF UNDERSTANDING #19** **Firearm Storage**

In order to promote the safe handling and storage of firearms, the departmental Employer shall reimburse employees, required to carry a firearm in the course of their duties, for costs related to securing and storing a department issued firearm. This one time reimbursement shall be for actual costs and shall not exceed \$100.00.

**LETTER OF UNDERSTANDING #20**  
**Article 8—Grievance Arbitration Tracking System**

The Employer agrees to develop access to an arbitration listing and indexing system which would permit the parties to review cases previously decided between the parties for their potential value in resolving existing disputes. The cost (if any) of developing such access will be shared equally between the parties. In the event that a new arbitration listing and indexing system is developed, the Employer and MSEA shall meet to discuss the union's access.

**LETTER OF UNDERSTANDING #21**  
**Article 22, Section F—Foot Protection**

During the **2011** negotiations, the parties agreed that in the Department of Natural Resources, the subject of seasonal and protective foot wear shall be a proper subject of secondary negotiations.

**LETTER OF UNDERSTANDING #22**  
**Article 35, Section A – Clothing Between the MSEA and the Michigan Department of State Police**

The Michigan State Employees Association (MSEA) and the Michigan Department of State Police (MSP) understand and agree to the following:

1. For the purpose of requiring uniform boots, the Department will reimburse on an annual/bi-annual basis for summer boots.
2. The Department will reimburse for summer boots up to a maximum of one hundred dollars (\$125) every year or up to two hundred dollars (\$250) every two years.
3. Employees will be required to purchase boots according to the most current Division specifications.
4. Beginning May 15, 2006, employees may provide a receipt in accordance with Division procedure to request reimbursement.
5. The Division will continue to provide all weather boots to Motor Carrier Officers.

**LETTER OF UNDERSTANDING #22A**  
**Article 35, Section A – Clothing Between the MSEA and the Michigan Department of State Police**

The Michigan State Employees Association (MSEA) and the Michigan Department of State Police (MSP) understand and agree to the following:

## LETTER OF UNDERSTANDING #25

1. The Department will reimburse State Properties Security Officers on an annual/bi-annual basis for the purchase of footwear that is conducive to walking patrol.
2. The Department will reimburse the employee for the purchase up to a maximum of one hundred dollars (\$125) every year up to two hundred dollars (\$250) every two years.
3. Employees desiring to make a purchase will be required to follow Official Order 23 guidelines when making their selection.
4. Beginning October 1, 2008 employees may provide a receipt in accordance with MSP procedure to request reimbursement.
5. The Department will continue to provide all employees with all-weather footwear.

### **LETTER OF UNDERSTANDING #25** **Motor Carrier, Capital Security and Conservation Officers**

The MSEA and the Office of the State Employer and the applicable Department agree to meet following the effective date of this Agreement upon request of either party to discuss related to the recruitment and retention of officers in these classifications. The committee review will include but not be limited to, training practices as well as compensation issues. Findings which involve mandatory subjects of bargaining may be shared during negotiations for the next Agreement.

### **LETTER OF UNDERSTANDING #27** **Between MSEA and State of Michigan, Office of the State Employer—Article 39—** **Annual Leave Donation**

The parties agree that having a uniform process for donation and receipt of annual leave across State government would increase efficiency and understanding of the procedure.

Following approval of this Agreement, the parties agree to address this issue in the Labor/Management Health Care Committee forum(s) to attempt to remove inconsistencies in the processes and draft a uniform procedure.

Proper subjects to be addressed at this meeting include, but are not limited to:

Conditions under which leave can be received and

Conditions under which leave can be donated, and

The procedure for making such a request.



Any changes that would modify the Collective Bargaining Agreement would be implemented in a separate Letter of Understanding that would be submitted to the Civil Service Commission for approval.

**LETTER OF UNDERSTANDING #28**  
**HAND WRITING ANALYSIS**

The parties agree that, in the event the Employer determines handwriting analysis is appropriate, it shall be performed by an individual who possesses the education, training, experience and/or certification necessary to be recognized by a court as an expert witness in the specialty area of handwriting analysis.

**LETTER OF UNDERSTANDING #29**  
**Joint Healthcare Committee**

During the 2011 negotiations, the parties discussed the mutual goal of designing and implementing health care plans, including ancillary plans, that effectively manage costs and that work to keep members healthy. To that end, the Employer and the Unions will convene a Joint Healthcare Committee (the "Committee") whose charges will include, but not be limited to:

- a. Analysis of current plan performance identifying opportunities for improvement;
- b. Investigate potential savings opportunities from re-contracting pharmacy or other carrier contracts;
- c. Review the current specialty pharmacy program and identify best-in-class specialty programs to use as a benchmark;
- d. Analyze current HMO plans to determine if they are a cost-effective means of providing high quality health care;
- e. Investigate impact on outcomes and costs of Value Based Benefit Designs;
- f. Identify opportunities for cost-containment programs and carve out programs;
- g. Investigate opportunities to save costs by modifying or otherwise limiting medical, professional and pharmacy networks;
- h. Review current chronic care management programs to determine effectiveness as well as ongoing member compliance;
- i. Investigate work place health and wellness programs and make recommendations with the goal of educating and motivating employees toward improved health and wellbeing;

- j. Make recommendations to increase voluntary participation in health and wellness screenings and benefits included in current health plans;
- k. Identify educational opportunities relative to facility and professional provider quality data, as well as designated centers of excellence.

As mutually agreed by the parties, independent subject matter experts and consultants may be called upon to assist the Committee in carrying out their charges.

Within 30 days of the effective date of the Agreement, each union shall appoint a representative to serve on the Committee and the Employer shall designate up to four representatives. The Committee will be jointly chaired by a representative designated by OSE and a representative designated by the Unions.

Monthly meetings of the Committee shall be scheduled with the first being held no later than 45 days following the effective date of the Agreement.

### **LETTER OF UNDERSTANDING #33**

#### **Article 6**

#### **Union Dues**

During 2013 Negotiations, the parties recognized that the MSEA has challenged the application of Public Act 349 of 2012, the public sector "Right to Work" Law, to employees in the classified service. The parties also recognized that the MSEA and others have challenged the overall legality of Public Act 349.

This contract amends Article 6 consistent with Public Act 349, with the express understanding that the MSEA maintains its challenges to the Act, as set forth in the pending *International Union v Green*, Court of Appeals No: 31478, (Application for Leave to Appeal to Supreme Court filed September 11, 2013).

### **LETTER OF UNDERSTANDING #39**

#### **Other Eligible Adult Individual-Health Insurance**

#### **Article 43 Sections D, E, F, H & L**

Where the employee does not have a spouse eligible for enrollment in the State Health Plan, the plan shall be amended to allow a participating employee to enroll one other eligible adult individual, as set forth below:

To be eligible, the individual must meet the following criteria:

1. Be at least 18 years of age.
2. Not be a member of the employee's immediate family as defined as employee's spouse, children, parents, grandparents or foster parents, grandchildren, parents-in-law, brothers, sisters, aunts, uncles, or cousins.

3. Have jointly shared the same regular and permanent residence for at least 12 continuous months, and continues to share a common residence with the employee other than as a tenant, boarder, renter, or employee.

Dependents and children of another eligible adult individual may enroll under the same conditions that apply to dependents and children of employees.

In order to establish that the criteria have been met, the Employer will require the employee and other eligible adult individual to sign an affidavit setting forth the facts that constitute compliance with those requirements.

FOR THE UNION

FOR THE EMPLOYER

**Letter of Understanding #40**  
**Union Use of State's E-mail System**

Where access to the State's e-mail system is otherwise available, the Employer agrees to permit use of the State's existing e-mail system by the Michigan State Employees Association (Union) office staff for transmitting legitimate union business to bargaining unit employees. Any use of the State's e-mail system by a bargaining unit employee to review any such union materials transmitted must take place on non-work time only, e.g., breaks and lunch.

All legitimate union business transmitted through the state's e-mail system must be clearly identified as a union communication in the subject line, and must be of a reasonable size, volume, and frequency. The Employer shall have no liability to the Union or an employee for the delivery or security of such transmittals.

The State's e-mail system is not private and may be monitored at any time. No partisan political, or profane materials, or materials related to union elections, or materials defamatory or detrimental to the State, to the Union, or to an individual employee, may be transmitted through the State's e-mail system. The Employer reserves the right to block any and all such material. The Union will be notified of blocked material.

Use of the State's email system not expressly authorized in this Letter of Understanding constitutes a violation absent specific written agreement of the Office of the State Employer. At the Office of the State Employer's request, any email transmitted by the Union through the State's e-mail system will be forwarded by the Union to the Office of the State Employer.

In the event the Office of the State Employer determines the Union's use of the State's e-mail system violates provisions of this Letter of Understanding, prompt steps must be taken by the Union to correct the violation. In the event of a repeat violation, the Office of the State Employer reserves the right, in its sole discretion, to cancel the program.

LETTER OF UNDERSTANDING #41

**LETTER OF UNDERSTANDING #41**  
**State Integrated Governmental Management Application (SIGMA)**

During negotiations in 2018 the parties discussed the implementation of the State Integrated Governmental Management Application SIGMA. SIGMA was introduced on October 1, 2017.

Both parties recognize some difficulties encountered by employees in the usage of SIGMA. It is the intent of the parties to address concerns related to SIGMA through discussions. Upon request of either party, a meeting will be scheduled to address identified concerns.

**LETTER OF UNDERSTANDING #42**  
**Article 4, Section B.2, Information Provided to MSEA**

The parties agree to explore the possibility of providing an employees' personal telephone number with the employee's consent.

**LETTER OF UNDERSTANDING #44**

In the event the Civil Service Commission Rule on Prohibited Subjects of Bargaining is amended, the parties agree to reopen negotiations on the impact of the rule change if requested by the Union, and subject to such restrictions as the Civil Service Commission may establish.

This letter of Understanding is in effect through for the duration of the current collective bargaining agreement.

**LETTER OF UNDERSTANDING #45**  
**Dental and Vision Insurance Coverage**  
**for Adult Children under Age 26**

To the extent that federal law now requires the offering of health insurance coverage to adult children under age 26, the State will offer dental and vision insurance coverage to adult children under the same standards that it offers health insurance and without regard to student enrollment. If federal law requiring the offering of health insurance to adult children changes, this Letter of Understanding will expire.

**LETTER OF UNDERSTANDING #46**

**Conservation Officer Shift Premium and Callback**

The parties recognize the unique duties and responsibilities of Conservation Officers. Employees in the Conservation Officer classification respond to emergencies, assist other agencies, answer phone calls, and can be in and out of pay status service multiple times during a twenty-four (24) hour time period. This flexibility allows for Conservation Officers to complete their job duties efficiently and effectively.

In consideration of these factors, the Employer agrees to continue compensating Conservation Officers with additional straight time compensation per pay period at the current rate in lieu of callback and the shift premium provided in Article 14, Section G and Article 43, Section M. Effective October 1, 2022, this additional compensation will be 1.5 hours per pay period.

Within 90 days of the effective date of the Agreement, the Employer agrees to meet with the Union and include managers from the Department of Natural Resources the Law Enforcement Division (LED) to discuss issues raised in the 2021 bargaining. The parties may mutually agree to extend the time within which to meet.

This Letter of Understanding will expire December 31, 2024. Upon the request of either party, it will be subject to negotiations for inclusion in the successor primary Agreement

**LETTER OF UNDERSTANDING #47**

**Paid Parental Leave**

**Eligibility.** A career employee who is currently working and who has successfully completed an initial probationary period during the current employment period and who worked at least 1,250 hours during the previous twelve (12) months is eligible for a 12-week paid parental leave for the birth or placement by adoption of a child as provided in this letter of understanding. The employee must be a named parent on the child's birth certificate or adoption papers, which must be presented within 31 days from the birth or adoption. Adoption of children related by blood or marriage or of a child over six years of age does not qualify for paid parental leave.

**Notice.** Before beginning a paid parental leave, the employee should give as much notice as is practicable of the expected start and end date for the leave, subject to later modification as necessary.

**Duration.** A paid parental leave lasts up to twelve (12) contiguous weeks. The leave begins on the date of the birth or adoption and ends, at most, 84 consecutive calendar days later. For example, a birth or adoption occurring on Saturday, October 3, 2020, will allow a leave through Friday, December 25, 2020. An employee on paid parental leave may be absent from all regularly scheduled hours under the same conditions that would apply as if on paid sick leave. If an employee's position is limited-term, less-than-full-time, or abolished for reasons of administrative efficiency, any entitlement ends on the final date of employment before the employee's appointment ends or layoff begins.

**Holidays.** Paid holidays observed during a leave are recorded as paid holidays and do not extend a 12-week paid parental leave.

**Pay.** The employee shall receive base pay during the leave using a payroll code corresponding to the normally scheduled shift.

**Leave and accruals.** An employee need not exhaust sick and annual leave before taking a paid parental leave and continues to accrue sick and annual leave during the leave. Paid leave credits cannot be used to extend the paid parental leave beyond the 84 consecutive calendar days. Time on paid parental leave counts toward step increases if an employee is in satisfactory standing.

**Frequency and coordination.** The event of the birth or adoption of multiple children allows a single paid parental leave. If two state employees are parents for the same birth or adoption, both may take a paid parental leave of twelve (12) weeks.

**Coordination with other benefits.** Time on paid parental leave also counts toward an employee's FMLA and unpaid parental leave entitlements. Long-term disability (LTD) benefits are not available during a paid parental leave.

**LETTER OF UNDERSTANDING #48**

**Pilot Program for Electrician and Plumber Signing Bonus**

Effective October 1, 2022, a pilot program will be implemented to attract highly qualified candidates when filling hard-to-fill positions. An optional signing bonus may be paid to attract eligible Electricians and Plumbers, who possess skills that are in high market demand. A one-time lump sum bonus of up to \$5,000 may, at the Employer's option, be paid to new hires in the classes Electrician Licensed-E, Electrician Licensed-A, Electrician Master Licensed-E, Electrician Master Licensed-A, Plumber-E, Plumber-A, Plumber Licensed-E, and Plumber Licensed-A. Current employees in the listed classes are not eligible for the bonus.

The bonus will only be paid to secure a commitment from a highly qualified candidate and when filling hard-to-fill positions. The employee must agree to pay back the entire bonus including tax withholding thereon if the employee leaves the Agency within one (1) year of the appointment. Payback remittances are owed and payable in full within thirty (30) calendar days of the termination date. Such remittance shall be taken as a negative gross pay adjustment from the employee's final pay warrant, if possible.

This signing bonus is paid in two parts: \$1,500 of the signing bonus is paid as a gross pay adjustment with the employee's first pay warrant. The remaining portion of the signing bonus (up to \$3,500) will be paid upon completion of 2,080 hours of satisfactory service.

This pilot program will continue for the duration of the Agreement.

**LETTER OF UNDERSTANDING #49**  
**Recruitment and Retention of Electricians and Plumbers**

Within 60 days of the effective date of the Agreement, the parties agree to establish a committee comprised of three representatives from the Michigan State Employees Association (MSEA), as designated by the Union, and three Employer representatives, as designated by the Office of the State Employer.

The committee will review issues identified by the Union related to recruitment and retention of Electricians and Plumbers. Independent Subject Matter Experts may be called upon to assist the committee in reviewing the identified recruitment and retention issues.

The first meeting of the committee will be held no later than 90 days following the effective date of the Agreement. Thereafter, the committee will schedule meetings as determined by the parties.

Findings that involve mandatory subjects of bargaining will be referred to the Director of the Office of the State Employer and the MSEA leadership for possible action.



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