



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

TUESDAY, JULY 20, 2010

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #9A**
4. Approval of Minutes dated June 22, 2010 (previously distributed)
5. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
6. Addition of One Part-Time Inventory Warehouse Worker Position in Macomb Food Program/Community Services Agency (mailed)
7. Addition of 20 Part-Time Advocate Positions in Head Start Program/Community Services Agency (mailed)
8. Creation of One New Budgeted Position Titled Quality Assurance Technician/Community Services Agency (mailed)
9. Executive Session to Discuss Labor Negotiations
- 9a. Ratification of Balance of Three-Year Labor Agreement with United Auto Workers, Local 412-Unit 95 (Corporation Counsel) (attached)
10. New Business
11. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
12. Adjournment

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RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend the Addition of One (1) Part-time Inventory Warehouse
Worker Position in the Macomb Food Program at the Macomb County
Community Services Agency

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 07-19-10



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

Date: July 13, 2010

To: Gilbert Chang, Director
Macomb County Finance Department

From: Douglas Fouty, Program Director

Subject: Warehouse and Inventory Delivery Worker – New Position

If you could add this to your Budget Committee agenda it would be appreciated.

cc: Paul Gielegthem, Chair Macomb County Board of Commissioners
Eric Herppich, Division Director, Labor Relations
Frank, Taylor, Director MCCA

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469-6126

July 13, 2010

TO: Commissioner Robert Mijac, Chairman
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director, Personnel Services
Human Resources

RE: Recommend the addition of one (1) Part-time Inventory
Warehouse Worker position in the Macomb Food Program at
MCCSA

The Director of MCCSA has reviewed the need for support staff in the Macomb Food Program and is requesting the addition of one (1) Part-time Inventory Warehouse Worker position (attached). This position is needed to aid in complying with mandated product redistribution requirements.

The position will be 100% grant funded by the Gleaner's Community Food Bank and no County funds are necessary.

I have reviewed this request and recommend the addition of one (1) part-time Inventory Warehouse Worker position to provide the necessary support in order to comply with contractual obligations.

DJF/mb
Attachment

cc: Frank Taylor, MCCSA Director

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COMMUNITY SERVICES AGENCY



21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
586-469-6999 Fax 586-469-5530
macombcountymi.gov/mccsa

RECEIVED
JUL - 1 2010
HUMAN RESOURCES

July 1, 2010

Frank T. Taylor
Director

TO: Doug Fouty, Director-Personnel Services
Macomb County Human Resources

Gilbert Chang, Director
Finance Department

FR: Frank Taylor, Director *FT*
Macomb County Community Services Agency

RE: Request for a New Position – Inventory/Warehouse Worker

In anticipation of Board of Commissioners approval to receive funding from Gleaner's Community Food Bank to support a part-time Inventory/Warehouse Worker, we are requesting approval for the creation of this new position for MCCSA's - Macomb Food Program.

As a member Agency of Gleaner's Community Food Bank, the Macomb Food Program must comply with product redistribution requirements outlined in Gleaner's agreement with Feeding America (formerly named America's Second Harvest). These requirements are mandated due to the Macomb Food Program's designation as a Redistribution Organization (RDO) of Gleaner's Community Food Bank. In order to comply with the contract expectations, MCCSA requested and was granted funds to support a part-time Inventory/Warehouse worker. This position will be 100% grant funded, consequently no county support is required.

We need to fill this position as soon as possible in order to meet our contractual obligations. I hope you will strongly consider our recommendation.

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RECYCLABLE PAPER

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend the Addition of 20 Part-time Advocate Positions in the
Head Start Program at the Macomb County Community Services Agency

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 07-19-10



HUMAN RESOURCES DEPARTMENT

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Date: July 13, 2010

Labor Relations:
Eric A. Herppich
469-7241

To: Gilbert Chang, Director
Macomb County Finance Department

Personnel Services:
Douglas J. Fouty
469-6126

From: Douglas Fouty, Program Director

Subject: Head Start Reclassification Request – June 15, 2010
Substitute Teachers Reclassified to Advocates

In 2009, Macomb County hired 10 additional Substitute Teachers at \$11 per hour while the regular flat rate for a Substitute Teacher is \$13.65. Substitute positions are allocated by dollars not positions so non-union substitute positions may be filled as necessary as long as the budget is not exceeded.

The request of July 1, 2010 from MCCSA is to hire 10 additional staff and title the 20 positions as Advocate with retroactive pay, and reclassify the 20 positions as part-time. A job description will be completed for the new positions.

It is recommended the creation of the Advocate position with 20 part-time positions with a pay range of \$11 - \$13. While there is a request for retroactive pay, the policy for part-time pay increments requires 979 hours actually paid before a pay increase is available.

The request to reclassify existing staff would need to comply with the reclassification policy.

If you could add this to your Budget Committee agenda, it would be appreciated.

cc: Eric Herppich, Division Director, Labor Relations
Frank, Taylor, Director MCCSA

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469-7241

Personnel Services:
Douglas J. Fouty
469-6126

July 13, 2010

TO: Commissioner Robert Mijac, Chairman
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director, Personnel Services
Human Resources

RE: Recommend the addition of 20 Part-time Advocate positions
in the Head Start Program at MCCSA

The Director of MCCSA has reviewed the need for additional staff in the Head Start Program and is requesting the addition of 20 part-time Advocate positions. These positions are needed to aid in comply with program requirements and to enhance services in the Program.

No County funds are necessary as the positions will be 100% grant funded with a salary range of \$11 - \$13.

I have reviewed this request and recommend the addition of 20 part-time Advocate positions to provide the necessary support in order to comply with program requirements.

DJF/mb
Attachment

cc: Frank Taylor, MCCSA Director

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COMMUNITY SERVICES AGENCY



21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
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macombcountymi.gov/mccsa

June 15, 2010

Frank T. Taylor
Director

TO: Doug Fouty, Director-Personnel Services
Macomb County Human Resources

Cc: Gilbert Chang, Director
Macomb County Finance Department

FR: Frank Taylor, Director *FT*
Macomb County Community Services Agency

RE: Head Start Staff Request

We have two requests that require your attention concerning Head Start staff.

In September of 2009, utilizing American Recovery and Reinvestment Act funds, we reviewed our program needs and determined that additional staff were needed to not only comply with program requirements but also to enhance services in the Head Start program. Based on our analysis, we hired nine (9) part-time substitute Teachers to provide additional assistance. These individuals working on a part-time basis, were called Advocates. These individuals were paid at the hourly rate of \$11.00 per hour. They were hired to perform several tasks, including but not limited to: data entry, file management, attendance tracking, income qualifying, support in documenting mandated screening, updating case notes when necessary, and performing various functions in preparation for the 2010-11 school year. I am requesting your assistance in asking the Board of Commissioners to consider an hourly rate increase to \$12.00 per hour commencing on March 1, 2010, or six (6) months after their start date.

Secondly, the Advocates have been an integral part of this school year's success. Consequently, we are requesting your assistance in asking the Board of Commissioners to consider making the part-time Advocate position an approved budgeted position. As I mentioned earlier, ARRA funds were used to support these positions. However, we received additional 2010-2011 Head Start funds which make the ARRA funding permanent in our grant. While no County funds will be used to support these positions, we have sufficient Head Start funds to support them in the 2010-11 grant period and in subsequent years. Therefore, I am requesting consideration to create this new position and expand the number of positions to twenty (20) part-time Advocates commencing in the 2010-11 Head Start program. The pay grade for these positions would be (\$11.00 to \$13.00). I am also requesting that the employees who are currently working as Advocates be given consideration for filling these positions for the 2010-11 school year.

Thank you for your consideration in these matters.

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the creation of one (1) new budgeted position entitled
_____ Quality Assurance Technician in the Macomb County Community
_____ Services Agency

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 07-19-10



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Labor Relations:
Eric A. Herppich
469-7241

Date: July 13, 2010

Personnel Services:
Douglas J. Fouty
469-6126

To: Gilbert Chang, Director
Macomb County Finance Department

From: Douglas Fouty, Program Director

Subject: MCCSA New Position Request – Quality Assurance Technician

If you could add this to your Budget Committee agenda it would be appreciated.

cc: Paul Gielegem, Chair Macomb County Board of Commissioners
Eric Herppich, Division Director, Labor Relations
Frank, Taylor, Director MCCSA

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Labor Relations:
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469-7241

July 13, 2010

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairman
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director-Personnel Services
Human Resources

RE: Recommend the creation of one (1) new budgeted position
entitled Quality Assurance Technician in the Macomb County
Community Services Agency

Attached please find the July 1, 2010 memorandum from Macomb County Community Services Agency Director, Frank Taylor, regarding the creation of a new budgeted position in the Weatherization Program entitled Quality Assurance Technician.

The proposed salary for this position is in Non-Union Pay Grade 11 which is the same Pay Grade occupied by the Weatherization Inspector classification in the Community Services Agency. This is an appropriate linkage to an existing MCCSA position based upon a comparison of both positions.

In addition, a draft job description is also included to provide an outline of the duties and responsibilities of this position.

Both the Human Resources and Finance Departments would recommend the approval of this position as it is being funded 100% through existing funding sources with no additional County funding necessary.

DJF/mb
Attachments

cc: Frank Taylor, Director of MCCSA

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Department of Health and Human Services

Administration For Children and Families

Office of Head Start

Region V

Illinois • Indiana • Michigan • Minnesota • Ohio • Wisconsin

233 North Michigan Avenue, Suite 400
Chicago, Illinois 60601-5519

Telephone (312) 353-4237
Fax (312) 353-2204

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MAR 04 2010

*copy given
to Kellie
3-4-10
control file*

March 1, 2010

MCCSA

Paul Gielegem, Chairman
Board of Commissioners
MACOMB COUNTY COMMUNITY SERVICES AGENCY
21885 Dunham Road, Suite 10
Clinton Township, MI 48036

Re: Grant No. 05CH4051

Dear Mr. Gielegem:

An application for continued refunding of your organization's Head Start and/or Early Head Start grant for the budget period 9/1/2010 – 8/31/2011 is due 6/1/2010, ninety days prior to the start of your budget period. This letter provides guidance on the requirements for submission of the continuation application.

For planning purposes, the application should reflect the enrollment and funding levels in the table below.

PROGRAM ACCOUNT (PA)	PROJECTED FUNDING	FUNDED ENROLLMENT
PA 4122 – Head Start Program Operations	\$5,474,748	842
PA 4120 – Head Start Training and Technical Assistance	\$69,039	
PA 4125 – Early Head Start Program Operations	\$0	0
PA 1126 – Early Head Start Training and Technical Assistance	\$0	
Total	\$5,543,787	842

The projected funding levels for PA's 4122 and 4125 reflect the permanent cost-of-living adjustment (COLA) increase of 3.06 percent contained in the Fiscal Year (FY) 2009 appropriation for the Head Start program. The projected funding level for PA 1126 is calculated at 2.5 percent of the projected PA 4125 funding level. Please note that the PA 4120 allocation for Head Start was also adjusted for the upcoming budget period.

Funding is contingent upon the availability of federal funds and satisfactory performance by your organization under the terms and conditions of the Head Start grant in the current budget period. The funding levels noted above must support all Head Start budgeted program costs, both direct and, if appropriate, indirect costs.

The application for continued refunding must be prepared in accordance with the instructions in Information Memorandum ACYF-IM-HS-00-12, dated April 25, 2000. This information is available electronically at the following link: <http://eclkc.ohs.acf.hhs.gov/hslc>. As noted in the Information Memorandum, Head Start and Early Head Start grantees are required to submit a full application once every three years. In the other two years, grantees need only submit budget information, describe the progress they are making toward their community needs and objectives and explain proposed significant changes to their programs. In preparing the summary of findings from your community assessment for a full application and the updates for abbreviated applications, you must provide a breakout of the proposed enrollment levels for each county within your service area in the application.

You are considered to be in year three of the application cycle and are required to complete an abbreviated application. We encourage you to carefully review ACYF-IM-HS-00-12, the attached instructions and this guidance prior to preparing your application. **Incomplete applications will not be processed and may affect the timely award of Federal funding.**

Grantees are expected to use the web-based Grant Application Budget Instrument (GABI) to complete their applications. GABI is available in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Training materials can be found in the "Instructions" section of HSES. For further assistance, please contact HSESHelp@acf.hhs.gov or 1-866-771-4737.

Approvals

Governing body approval is required on the application for continuation funding. The Standard Form SF-424 must be submitted under the signature of the Board Chairperson, as required in Program Instruction ACF-PI-HS-06-01, dated September 19, 2006. In addition, Policy Council approval is required. A signed statement by the Policy Council Chair and accompanying minutes demonstrating participation in the development and approval of the application must be submitted with the application. If the Policy Council has not approved the application, a letter from the Policy Council indicating its reasons for withholding approval is required.

Risk Management

The risk management process implemented by the Office of Head Start is a prevention/early intervention strategy that integrates the funding, monitoring and technical assistance processes. Through this process, potential risks and areas for improvement are identified along with strengths, areas of pride and innovative practices.

Your agency recently participated in a risk management meeting and may have received a copy of the action plan shortly after the meeting occurred. The refunding application should address the action steps that were specifically identified for inclusion in either your Training and Technical Assistance (T/TA) Plan or the grant application itself.

Development of the Training and Technical Assistance Budget

Grantees should develop T/TA plans that assure sufficient resources are devoted to address all T/TA needs, particularly those which impede their ability to provide quality and comprehensive services to all enrolled children and families. The application must include your T/TA plan and an accompanying narrative on the T/TA needs. The results of the grantee's self assessment and the improvement plan must be included in the application to evaluate the appropriateness of the T/TA plan.

Grantees with identified areas of non-compliance and/or deficiencies should invest appropriate resources to assure correction is achieved. If the direct funding for T/TA is not sufficient to meet all of the identified needs in your annual T/TA plan, grantees may use operational funds available to them in the annual grant award.

Cap on Employee Compensation

Section 653 of the Head Start Act places limitations on the compensation of Head Start staff. Specifically, the Act prohibits the use of **any** Federal funds, including Head Start grant funds, to pay any part of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule, currently \$179,700. Program Instruction ACF-PI-HS-08-03, issued May 12, 2008, provides guidance on this requirement and defines compensation. No funds may be charged to the Head Start grant or to any other Federal program either as a direct cost or any pro-rata as an indirect cost for an employee whose compensation exceeds \$179,700. Please ensure that your refunding application demonstrates that the compensation policies of your agency and those of any delegate agencies, if applicable, comply with the compensation cap guidelines.

Submission Information

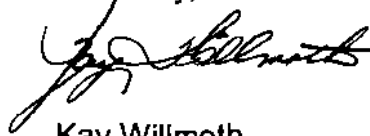
Grantees are strongly encouraged to submit refunding applications online via the HSES. If you submit the application via HSES, you must still provide the original signature pages for the Standard Form (SF) 424, Application for Federal Assistance, and SF-424B, Assurances – Non-Construction Programs, to:

Eric Staples
Regional Grants Management Officer
Office of Grants Management
Administration for Children and Families
233 North Michigan Avenue, Suite 400
Chicago, Illinois 60601

If a grantee does not choose to submit the refunding application via HSES, the original application, required forms and certifications and two copies must be submitted to the address listed above.

A checklist is enclosed to assist you in ensuring the application contains all of the required information. If you have any questions or require assistance, please contact Barbara Christmas, your Head Start Program Specialist, at (312) 886-9541 or barbara.christmas@acf.hhs.gov or Reeba Daniel, your Grants Management Specialist, at (312) 886-5369 or reeba.daniel@acf.hhs.gov. Thank you for your cooperation and timely submission of your grant application.

Sincerely,



Kay Willmoth
Regional Program Manager
Office of Head Start

Enclosure

cc: Frank Taylor, Executive Director



COMMUNITY SERVICES AGENCY



21885 Dunham Road, Suite 10
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JUL - 1 2010
HUMAN RESOURCES

July 1, 2010

Frank T. Taylor
Director

TO: Doug Fouty, Director-Personnel Services
Macomb County Human Resources

Gilbert Chang, Director
Finance Department

FR: Frank Taylor, Director
Macomb County Community Services Agency

RE: Request for a New Position - Quality Assurance Technician

The dramatic and continual increase to our Weatherization Program's budget necessitates a corresponding increase in mandated job production. This production can only be attained through the addition of qualified staff, especially one charged with the responsibility of ensuring both quality and timely implementation of work performed.

It is our recommendation that a Quality Assurance Technician position be created within the Weatherization Group. We recommend that the salary range be consistent with that of an existing Inspector I budgeted position. The newly created position will be 100% grant funded. Consequently, no County funds are required. For your information, a proposed job description and questionnaire analysis is attached.

We are requesting prompt action in filling this position in order to meet our increased contractual obligations. I hope you will strongly consider our recommendation.

Attachments/

MACOMB COUNTY BOARD OF COMMISSIONERS

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**Macomb County
Position Analysis Questionnaire**

Employee Name: _____

Classification Title and Department: Quality Assurance Technician

Division/Program Assignment: Weatherization Program

Describe how this position is funded:

_____ %	_____ 100 %	_____ %
County	Grant	Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

The Weatherization Quality Assurance Technician is charged with assisting in the implementation of the Weatherization Assistance Program. This person is charged with Quality Control, Contractor realtions, job creation and tracking, and the procurement of services for the program. Due to a dramatic increase in funding from the American Recovery and Reinvestment Act (ARRA), there has been a corresponding increase in the number of jobs expected from the program, requiring additional staff.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Weatherization Assistance Program provides Energy Audits and the installation of energy saving measures to the low-income population of Macomb County. These energy saving measures may include caulking, weatherstripping, insulation, refrigeraters, furnace repair and replacement and water heater repair and replacement. These services have proven to save the average homeowner an average of 30% on the homes energy consumption and utility bills.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Weatherization Supervisor	1
Same Classification Within Department or Program	Weatherization Inspector	8
Other Classifications Reporting to this Immediate Supervisor	None	0
Classifications Directly Supervised by this Classification (if applicable)	None	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Must deal in a timely manner with 19 different Contractors on a variety of issues, including bid procurement, quality assurance and labor compliance, while ensuring that all jobs meet the criteria and specifications set forth by state and federal program guidelines.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Directs and issues work to Contractors	25%	Daily	Yes
2	Enters and compiles data on computerized systems	25%	Daily	Yes
3	Secures and compiles bids for work	25%	Daily	Yes
4	Performs required labor compliance checks.	10%	Daily	Yes
5	Performs quality assurance checks	10%	Daily	Yes
6	Travels throughout Macomb County to work sites	5%	Daily	Yes
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

On average, the Weatherization Program completes approximately two hundred jobs annually. Each unit requires both a pre and post inspection totaling over 400 inspections per year. Over the last year however, dramatic increases in funding have caused the program to increase job production goals to nearly 800 jobs (meaning 1,600 Inspections) per year for the next two years and possibly beyond.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

None

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Would not meet mandated numbers of production	Total

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Community Operations Coordinator	Contractor issues	Daily
Weatherization Supervisor	Schedule, job design and job issues	Daily
Weatherization Data Maint. Clerk	Appointments, supplies, support	Daily

Additional Information:

RECYCLABLE PAPER

9a.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend the ratification of the balance of the three (3) year Labor Agreement with the United Auto Workers, Local 412-Unit 95 [Corporation Counsel] from March 17, 2008 to December 31, 2010 (Actual tentative agreements are available for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties previously ratified financial and economic terms of this initial Labor Agreement and agreed to continue negotiations regarding the remainder of the respective Labor Agreement for a subsequent separate ratification. The County and the Union bargaining teams reached a tentative settlement on July 12, 2010. The Union membership ratified this settlement on July 13, 2010.

UAW Local 412, Unit 95 represents three (3) Assistant Corporation Counsel positions.

It is now recommended that the Board of Commissioners also ratify the Agreement.

The Parties agreed to the following Article modifications:

- 1. Representation
- 2. Wage & Increment Schedule
- 3. Management Rights
- 4. Purpose & Intent
- 5. Letter of Understanding - Working Hours
- 6. Seniority
- 7. Grievance Procedure
- 8. Layoff & Recall
- 9. Letter of Understanding - Recall Rights
- 10. Strikes And Lock Outs Prohibited
- 11. Annual Leave (Vacation)
- 12. Discipline & Discharge

COMMITTEE/MEETING DATE

Personnel 07-²⁰~~19~~-10

13. Accumulated Sick Leave Payoff
14. Holiday Benefits
15. Reimbursement Account Program
16. Union Security
17. Worker's Compensation Disability
18. Memorandum of Understanding Regarding Certain Health Benefits
19. Letter of Understanding – Union Liaison
20. Union Bulletin Boards
21. Bereavement Leave
22. Memorandum of Understanding Regarding Deferred Retirement Option Plan
23. Checkoff & Remittance of Dues & Fees
24. Leave of Absence
25. Longevity
26. Notice of Military Service
27. Sick Leave
28. UAW-V-CAP
29. Probationary Periods
30. Termination or Modification
31. Special Conferences
32. Recognition
33. Wage Increments
34. Agreement
35. Employee Defined
36. Inclement Weather Policy
37. Jury Duty
38. Mileage Reimbursement
39. Savings Clause
40. Bar Association Dues
41. Non-Discrimination