



**CITY OF LAWTON  
AND  
AFSCME LOCAL 3894**



**CONTRACT  
2008 – 2009**



TABLE OF CONTENTS

[Article I.](#) Purpose of Agreement.....1

[Article II.](#) Recognition.....2

[Article III.](#) Union Security .....3

[Article IV.](#) Non-Discrimination .....4

[Article V.](#) Introductory/Probation Period .....5

[Article VI.](#) Seniority .....7

[Article VII.](#) Job Vacancies.....8

[Article VIII.](#) Reduction in Force.....9

[Article IX.](#) Classification Notification .....12

[Article X.](#) Employee Holidays.....14

[Article XI.](#) Sick Leave.....17

[Article XII.](#) Vacation Leave .....22

[Article XIII.](#) Bereavement Leave.....23

[Article XIV.](#) Hours of Work and Overtime .....24

[Article XV.](#) Management Rights.....26

[Article XVI.](#) Discipline .....28

[Article XVII.](#) Grievance Procedure.....35

[Article XVIII.](#) Wages and Benefits.....39

[Article XIX.](#) Employee Health Benefit.....43

[Article XX.](#) Liaison Meetings.....45

[Article XXI.](#) Drug and Alcohol Policy .....46

[Article XXII.](#) Other Leaves .....47

<a href="#"><u>Article XXIII.</u></a>	Tools, Equipment and Uniforms.....	51
<a href="#"><u>Article XXIV.</u></a>	Education Incentive and Reimbursement .....	52
<a href="#"><u>Article XXV.</u></a>	Union Business .....	53
<a href="#"><u>Article XXVI.</u></a>	Bulletin Boards .....	55
<a href="#"><u>Article XXVII.</u></a>	Interpretation and Construction .....	56
<a href="#"><u>Article XXVIII.</u></a>	Intentionally Left Blank.....	58
<a href="#"><u>Article XXIX.</u></a>	Policies.....	59
<a href="#"><u>Article XXX.</u></a>	Term of Contract.....	60
<a href="#"><u>Execution Page</u></a>	.....	61
<a href="#"><u>Addendum A</u></a>	.....	1
<a href="#"><u>Addendum A Cont.</u></a>	.....	2
<a href="#"><u>Addendum A Cont.</u></a>	.....	3
<a href="#"><u>Addendum A Cont.</u></a>	.....	4
<a href="#"><u>Addendum B</u></a>	.....	1

## **ARTICLE I**

### **PURPOSE OF AGREEMENT**

Pursuant to the requirements of the Municipal Employee Collective Bargaining Act (MECBA), established in 11 O.S. §51-200 et. seq, the purpose of this Agreement is to promote harmonious relations, and understanding between the City of Lawton and Local 3894 of the American Federation of State, County, and Municipal Employees (AFSCME), an affiliate of the AFL-CIO, and to comply with the duties and obligations of MECBA.

**ARTICLE II**  
**RECOGNITION**

Section 1. Union Recognition

The City of Lawton, hereinafter referred to as the City, recognizes Local 3894 of the American Federation of State, County, and Municipal Employees (AFSCME), AFL-CIO, hereinafter referred to as the Union, as the exclusive Bargaining Agent for those employees in positions that are within the established AFSCME bargaining unit as certified by the Public Employees Relation Board and in accordance with the Municipal Employees Collective Bargaining Act.

It is not required that an employee working in a recognized bargaining unit position become a member of Local 3894, AFSCME, AFL-CIO. The bargaining agent agrees to represent all eligible employees, whether a member of said local or not, on all matters covered by this agreement, in accordance with the provisions of the Oklahoma Municipal Employees Collective Bargaining Act.

Section 2. Employer Recognition

The bargaining agent hereby recognizes the City of Lawton as the employer, acting by and through its duly authorized representative(s).

## **ARTICLE III**

### **UNION SECURITY**

**Section 1. Dues Check off.**

A. The City, upon receipt of written authorization on an approved form signed by the eligible employee and submitted by the Union, agrees to deduct the employee's union dues from the employee's bi-weekly wages. It is understood that the dues deducted by the City shall be used by the Union for only purposes authorized by the Oklahoma Municipal Employee Collective Bargaining Act (MECBA).

B. The City agrees to remit all deductions to the Union's designated Treasurer bi-weekly less an administrative fee of one percent (1%) of all deductions which shall be retained by the City to cover the cost of administering the dues check off program.

C. The payroll deduction authorization may only be suspended or revoked by the union upon giving a seven (7) calendar day's written notice to the City signed by a member of the Union Executive Board.

D. The City will deduct only union dues from the employee's paycheck and will not deduct initiation fees, special assessments, fines or any other union related deductions.

E. In the event of an increase or decrease in union dues the Union will give the City thirty (30) days notice in order to allow the City time to make proper changes in its accounting records.

F. No deduction will be made when the salary to be paid an employee is not sufficient to cover the amount to be deducted.

G. All deductions refundable at the time of termination, resignation or retirement of an employee will be refunded by the Union. In the case of an error, or if an improper deduction is made by the City, a proper adjustment of the same shall be made by the Union to the employee affected.

H. The Union shall indemnify, defend and hold the City harmless against any claims made and against any lawsuits initiated against the City based on payroll deductions of union dues.

## **ARTICLE IV**

### **NON-DISCRIMINATION**

Non-Discrimination.

Both the union and city agree that they will comply with all Federal and State statutes regarding discrimination in employment. Any alleged violation of this provision shall be adjudicated by the appropriate state or federal agency or state or federal court. This provision shall not be subject to the grievance procedure of this agreement.

## **ARTICLE V**

### **INTRODUCTORY/PROBATION PERIOD**

#### Section 1.

All new employees shall serve a minimum six (6) month introductory/probationary period as established by the city to determine if the new employee meets the qualifications of the position, as provided for in O.S. 11 Section 51-205 and will be a good fit within the organization. During said introductory period the employee will be considered an at will employee and shall be entitled to all privileges of this Agreement except that the employee shall not be entitled to grieve disciplinary action, if any, under the provisions of Article 17 of this Agreement.

#### Section 2.

An employee promoted or laterally transferred to a new position shall serve a minimum promotion/transfer probationary period of six months. During this period, the employer shall determine the employee's capability of performing in the new position. If the employer determines that the employee is unable to perform the duties of the new position, the employee shall be returned to the vacated position held prior to promotion or lateral transfer, or placed in a position as similar as possible to the vacated position. All benefits and seniority shall be restored to the employee returning to the vacated or similar position.

If as a result of the three month evaluation the employee receives either an "above-standard" or an "outstanding" overall ranking and it is determined by the department director that the employee exceeds expectations, the department director with city manager approval may waive the remainder of the promotion/transfer probationary period for such employee. Waiver of the remainder of the promotion/transfer probationary period shall not reduce the time period for the limitation set forth in Section 4 of this Article.

#### Section 3.

A regular employee who has a change of job classification that does not result in a pay increase shall not serve a promotion/transfer probationary period.

#### Section 4.

All employees serving in an introductory/probationary period or a promotion/transfer probationary period shall not be eligible to apply for or be considered for another city position until completion of the said periods.

#### Section 5.

The six month introductory or promotion/transfer probationary period may be extended by no longer than the accumulated absences of the employee during such probationary period.

The employer and employee may mutually agree to extend the applicable probationary period for an additional ninety (90) days. The determination of whether or not to extend a probationary period shall not be subject to the grievance arbitration provisions set out in Article XVII of this agreement.

## **ARTICLE VI**

### **SENIORITY**

#### Section 1.

Seniority shall mean the length of continuous service with the City, as a general employee in the bargaining unit, excluding any service years where an employee was represented by a different Bargaining Agent/Representative and covered by a collective bargaining agreement.

## **ARTICLE VII**

### **JOB VACANCIES**

The City of Lawton retains the right recognized in 11 O.S. §51-205 to hire whomever it chooses, without any limitations or qualifications to that right. In the event of job vacancies, said vacancies shall be posted internally and/or externally for a period of not less than seven (7) calendar days except as provided in the immediately following paragraph.

The City Manager may, in order to maximize development opportunities for existing city employees showing qualifications and desire to move within the city and/or to benefit the City of Lawton, approve personnel moves to select open positions without interviewing other internal or external applicants. The open position will be subject to a three business day posting before appointment to allow other qualified employees to identify their interest in the position. The person being moved must meet the minimum qualifications listed in the current job description for the position to be acquired.

Nothing contained herein shall prohibit the City from hiring any qualified applicant for any vacancy. The City shall have sole discretion in determining whether an applicant is qualified for a vacancy. When in the City's sole discretion the qualifications and experiences of the qualified applicants for a vacancy are equal, preference will be given to the current City of Lawton employees applying for the vacancy. If the final selection is between two or more internal qualified applicants, which in the City's sole opinion have equal qualifications and experience, seniority shall be the determining factor. For purposes of this article, "internal applicant" means any City of Lawton employee applying for a vacant City position. The determination of an applicant's qualifications shall not be subject to the grievance procedure of Article 17 of this Agreement.

If an internal applicant is not chosen for a position the non-selected internal applicant shall receive notice of such action and may meet with a representative of the Human Resources Department to determine improvements needed.

Notwithstanding the above language, nothing herein shall require the City of Lawton to fill a job vacancy if in the City's sole opinion no qualified applicants are available.

## **ARTICLE VIII**

### **REDUCTION IN FORCE**

Prior to any reduction in workforce the city will notify the union at least thirty (30) days prior to the approval of a budget or budget amendment requiring such reduction in workforce. The union may propose alternatives such as and not limited to redeployment, retirement incentives, voluntary severance, attrition in the workforce, voluntary separations, and other cost saving measures. In the event there is still a need for a reduction in the workforce, the following procedures shall prevail:

#### Section 1.

In the event that it is determined by the city that a layoff of city employees is necessary, the following procedure shall be followed:

- A. Downgrading or separation of regular employees will be held to a minimum;
- B. No regular employee shall be separated from any department while there are introductory, temporary, or part-time employees serving in the same classifications in the respective department.

#### Section 2.

A. When a layoff becomes necessary within any department, the department director, the human resources director, and the city manager shall determine which employee or employees will be separated after consideration of:

- 1. Layoffs shall be in reverse order of total service with the city when the qualifications of the employees to perform available work are substantially equal; and
  - 2. By review of the employees personnel file.
- B. No layoff will be taken until the affected departments, classifications, the number and the names of the affected employees, have been identified.

#### Section 3.

Any employee being laid off shall be given notice as soon as possible and shall be given written notice not less than ten (10) working days prior to separation. The employee is to sign a written acknowledgment of notice of the separation action.

#### Section 4.

The employee subject to separation will be considered for available positions, throughout the city for which the employee is qualified, in the order listed, as follows:

- A. A lateral transfer to a vacant full-time position;
- B. A lateral transfer to a position filled by an employee in an introductory status;
- C. A transfer to a position at a lower pay grade filled by an introductory employee;
- D. A lateral transfer to a vacant part-time position;
- E. A transfer to a vacant part-time position at a lower pay grade; or
- F. Separation.

#### Section 5.

The city shall make every reasonable effort to assist the separated employee in finding another job, including:

- A. Requesting local employment offices, appropriate firms, and federal and state agencies for their assistance; and
- B. Posting at city facilities of information regarding vacancies with other employers.

#### Section 6.

For a period of six (6) months from the date of separation, such separated employee shall be advised by the city of positions in the city service prior to opening the recruitment to general applicants, and such notice may be given by telephone, e-mail or regular mail to the last such telephone number, e-mail address or mailing address provided by the separated employee.

#### Section 7.

In the event of the reemployment of a regular employee within six (6) months from the regular employee's lay-off date, such employee shall not lose seniority and the date of hire for sick leave, vacation, and retirement will reflect the original date of hire.

#### Section 8.

In the event an employee accepts appointment to a position at a lower pay grade, the employee shall be placed in the closest pay step to his/her current salary that does not result in a pay increase.

#### Section 9.

Once an employee is identified as an employee to be laid off according to the above process that employee will have the following options:

A. Within ten (10) days after being notified of being laid off, the employee may elect to receive as a lump sum severance pay the amount of pay the employee would receive as regular pay during the subsequent ninety (90) day period. If this option is taken the employee will lose all protections available under this section including, but not limited to the right to be notified and all seniority status; or

B. An employee may elect to stay on the payroll for the subsequent ninety (90) days at regular salary and be entitled to all the provisions of this agreement, except there shall be no severance pay at the end of the ninety (90) day period.

## ARTICLE IX

### CLASSIFICATION NOTIFICATION

#### Section 1.

In the event new classification(s) and or position(s) are created, the Union will be advised, in writing with a statement of position by the City as to whether the new classification(s) and or position(s) is eligible to be included in the bargaining unit. If the Union disagrees with the position of the City, the Union shall within ten (10) calendar days of notice request a meeting in writing to discuss the recognition of the position related to the bargaining unit. If the meeting does not resolve the dispute, either party may request within fifteen (15) calendar days a review by P.E.R.B as to whether or not said classification/position(s) is eligible to be included in the bargaining unit. If the Union does not request a meeting in writing within said ten (10) day timeframe the recognition of the classification/position by the City shall be deemed acceptable by the Union, as such no further appeal shall be allowed.

#### Section 2.

A. For organizational and operational purposes the City may review, modify, reclassify, etc. an existing position(s). In the event the City takes action that would change the position's pay, grade placement or bargaining unit status then the City shall notify the Union ten (10) calendar days prior to making any such change. If the Union disagrees with the position of the City, the Union shall within ten (10) calendar days of notice request a meeting in writing to discuss the position. If the meeting does not resolve the dispute, the Union may: (1) submit a grievance in accordance with the grievance procedure for any issue related to the reclassification except the issue of eligibility to belong to the bargaining unit or (2) request a hearing before PERB to have PERB determine the position's eligibility to be included/excluded from the bargaining unit. The issue of a position's eligibility to be included or excluded from the bargaining unit shall be an issue reserved to PERB and not subject to grievance arbitration. If the Union does not request a meeting in writing within said ten (10) day timeframe the recognition of the classification/position by the City shall be deemed acceptable by the Union, as such no further appeal shall be allowed.

B. If a position is being reclassified to a position that 1.) already exists within the City, 2.) the latter position has already been certified as either included in the Bargaining Unit or excluded therefrom and 3.) the later position is already recognized in the pay plan, the position being reclassified shall be recognized in the same manner as the existing later position. (i.e. Secretary to Senior Secretary; Senior Secretary to Administrative Secretary). If the position is moved to a lower grade within the pay plan the employee will be frozen at their current rate of pay until such time as the rate of pay of their new position equals current pay. Until such time this occurs the employee will not be eligible for cost of living pay adjustments. If the position is at a higher rate of pay the employee shall receive the higher pay. There shall be no grounds for grievance since the position being reclassified is being recognized in a position that is already in existence.

In the event there is an existing employee in a position that gets reclassified under this section the employee shall not serve an introductory period.

### Section 3.

Notwithstanding the above, in the event the Union feels that the actual work is not in conformity with a job description, the union may request a job analysis of the position classification through the city manager, outlining in writing the job duties. If a field job analysis is necessary, an assessment shall be done by the Human Resources Department. Upon completion of the job analysis, the City shall provide written notice of the City's determination. The Union may within ten calendar days of the Union being notified, request a meeting to discuss the determination. The determination of the City is not subject to the grievance procedure in Article XVII of this agreement.

## ARTICLE X

### EMPLOYEE HOLIDAYS

#### Section 1.

Regular employees shall be entitled to eleven (11) holidays per year. The holidays shall consist of six (6) fixed holidays as designated herein and five (5) flexible holidays.

#### Section 2.

Regular and regular part-time employees shall sustain no loss of pay for any biweekly payroll period in which a fixed holiday occurs which would normally be an employee's work day unless the employee is on leave without pay the day before or after the fixed holiday.

#### Section 3.

The following fixed holidays are hereby designated and shall be observed in accordance with the following provisions:

January 1-New Year's Day;  
Memorial Day;  
July 4-Independence Day;  
Labor Day;  
Thanksgiving Day; and  
Christmas

1. In lieu of overtime, non-shift employees who are not scheduled to work on a fixed holiday, but who are called on to work and do work on a fixed holiday, shall be paid for all hours actually worked on the fixed holiday at a rate which is one and one-half times their regular rate of pay. Such compensation shall be in addition to the regular payment for the fixed holiday and shall be paid at the next available payroll period following the fixed holiday.

2. The Department Head/Division Supervisor or designee shall determine the necessary level of staffing required to work the fixed holiday. A rotating schedule shall be used to fill required positions for the fixed holidays. Said schedule shall be established and posted by June 15 for the proceeding fiscal year. Employees may swap days with another qualified employee. The employer shall be notified at least seventy two (72) hours prior to the day in question. In the event a shift employee is scheduled to work a designated fixed holiday said employee shall receive eight hours of Holiday leave credit. The Holiday leave credit will be paid on the pay period following the Holiday if not used prior to the end of such pay period.

3. Any fixed holiday falling on a weekday, Monday through Friday, the actual day of the Holiday will be recognized. All other fixed Holidays will be observed as follows:

a. For Non-shift employees:

If the fixed Holiday falls on a Saturday the preceding Friday will be considered the Holiday;

If the fixed Holiday falls on a Sunday the following Monday will be considered the Holiday.

b. For Shift employees the actual day of the Holiday will be considered the Holiday.

4. If an employee is sick, the employee will not be charged sick leave for the designated fixed holiday authorized during the absence;

5. If an employee is on vacation, the employee will not be charged vacation leave for the designated fixed holiday observed during the absence; and

6. a. When a fixed Holiday falls on a Regular full-time employees regularly scheduled day off, the employee is entitled to choose a different day off within the pay period of the fixed Holiday or to be paid for the fixed Holiday.

b. When a fixed Holiday falls on a regular part-time employees regularly scheduled day off, the employee will not be paid any additional compensation beyond his/her regular bi-weekly pay for actual hours worked.

7. Should the city council declare special fixed holidays, they shall be observed in accordance with the provisions of this section.

#### Section 4.

Flexible holidays may be observed by regular employees and regular part-time employees on a date mutually agreeable to the employee, the employee's immediate supervisor and the department director and shall be in accordance with the following provisions:

1. Regular employees with at least one year of current continuous service as of July 1 shall be allowed forty (40) hours flexible holiday time, to be used during the next fiscal year. Regular part time employees shall be allowed twenty-(20) hours of flexible holiday time.

2. Regular employees with less than a year of current continuous service shall be allowed a prorated amount of flexible holiday time based on the relationship of the months of service remaining during the fiscal year to twelve (12) months' service.

3. In submitting a request for flexible holiday time and in considering the request, the employee and the employee's supervisor, shall consider the level of service which must be provided by the city activity and the needs and desires of the employee.

4. Regular employees, and regular part-time employees who separate from city service during the fiscal year will be paid for any flexible holiday time they were unable to use

during the current year. Reimbursement shall be based on the employee's regular hourly rate of pay at the time of separation.

## **ARTICLE XI**

### **SICK LEAVE**

#### Section 1.

Sick leave may be granted to employees for the use of an employee for illness or injury, preventive care or for any reason listed under the Family Medical Leave Act. The employee may also be granted sick leave for the illness or preventative care of a spouse, child, the parent of the employee or the parent of the employee's spouse.

#### Section 2.

Records of individual sick leave shall be kept current by the human resources department and shall reflect earned sick leave in hours and all sick leave taken.

#### Section 3.

Regular employees shall accrue sick leave at the rate of 3.6923 hours per biweekly payroll period. Regular employees on an authorized leave of absence without pay shall not accrue sick leave during such time as they are absent from work on leave without pay.

#### Section 4.

Regular part time employees shall accrue sick leave at the rate 1.8461 hours per biweekly payroll period. Regular part-time employees on an authorized leave of absence without pay shall not accrue sick leave during such time as they are absent from work on leave without pay.

#### Section 5.

For ordinary Sick Leave for illness or injury that occurred off the job or as provided in Section 17-1-6-164 of the City Code, the following shall apply:

A. The employee may use all accrued sick leave, after which time the employee must use vacation time or take leave without pay. The manner in which additional time off will be allowed shall be the sole responsibility of the city manager or the city manager's designated representative;

B. For any period in excess of three regular work days of continuous sick leave for regular employees, the supervisor may require a doctor's certificate of illness prior to allowing the individual to return to work;

C. When regular employees use forty (40) hours of continuous sick leave, the supervisor may require a physical examination of the employee, at the employee's expense prior to allowing the employee to return to work;

D. The supervisor may require an employee, at the employee's expense, to submit a doctor's certificate of illness, or may require a physical examination, attesting to the necessity of the employee being absent from work because of illness for any subsequent injury or illness if the employee has taken twelve (12) days of ordinary sick leave in the immediately preceding twelve-month period;

E. In the event a supervisor has reason to believe that an employee is misusing sick leave privileges, the supervisor shall require the employee to provide a doctor's certificate of illness for any future illnesses regardless of the length of illness. In such event, the supervisor shall give written notice to the employee, stating the reasons supporting the belief that sick leave privileges have been misused. Failure by the employee to provide the requested doctor's certificate shall be grounds for disciplinary action;

F. Sick leave may be used by an employee in the event the employee determines it is necessary to stay home to attend to any other member of the immediate family who is ill. Sick leave may also be used in the case of a death in the immediate family. If the employee's absence due to caring for such family member exceeds the times set out in Subsections A, B, or C above, the supervisor may require similar evidence of illness or physical condition to be provided regarding the member of the immediate family.

G. If an employee becomes ill and cannot report for work, the employee or a family member of the employee must contact the employee's supervisor prior to the beginning of the employee's regular work day or shift. Failure to report within such time will cause the absence to be charged to leave without pay. Emergency situations which might prohibit compliance with reporting shall be taken into consideration by the supervisor.

H. Except for normal retirement where terminal leave is requested, sick leave cannot be used for compensation during employment immediately prior to separation from city employment.

I. Except for normal or early retirement as defined, employees who separate from employment with the city will be compensated for all accrued but unused sick leave as follows: The employee's accrued number of sick leave hours will be multiplied times 2.5 percent times the total number of years of service for the employee times the hourly rate of pay the employee was receiving immediately prior to the separation of employment. Employees who are terminated from employment shall receive no compensation for accrued sick leave benefits.

J. Upon a non-job related death of an employee, the employee's estate shall be compensated for all unused sick leave accrued in accordance with Subsection I of this section. Upon the death of an employee that occurs in the course of the employee's job duties, the employee's estate shall be compensated for all unused sick leave on an hour for hour one for one (1:1) basis at the employee's then current rate of pay.

K. Upon normal or early retirement, of an employee who has not requested terminal leave, the employee will be reimbursed for all accrued but unused sick leave in accordance with Subsection I of this section. However, in anticipation of retirement, an employee may request

that accrued sick leave be converted to terminal leave, to be used immediately prior to the employee's retirement date.

L. Because many diseases are communicable, a supervisor may require an employee to go home if in the supervisor's opinion the individual is either jeopardizing the individual's health and/or increasing the possibility of affecting the health of other employees or the public. Such absence will be charged against accrued sick leave, if available; if not, it will be charged to vacation leave or leave of absence without pay.

#### Section 6. On the Job Injury Leave.

A. An employee who incurs an injury or occupational illness arising out of and in the course of employment with the City of Lawton may be entitled to up to fifty-six (56) work hours of on-the-job injury leave, also referred to as "on duty injury leave." This benefit provides full salary continuation in lieu of the lower temporary total disability (TTD) benefits prescribed by the state workers compensation law. There will be no charge against the employee's accrued leave balances. The employee will receive this benefit if the following prerequisites are met:

i. It is uncontested that the injury or illness is compensable under Oklahoma workers compensation law.

ii. The employee's supervisor is provided with a duty excuse from the physician treating the employee for the injury or illness indicating that it is a medical necessity that the employee be excused from work. The duty excuse(s) must cover the entire period(s) for which an employee is granted on-the-job injury leave or is on TTD. On-the-job injury leave or placement on TTD cannot be used unless the lost time is ordered by a qualified physician.

A. The rules for use of on-the-job injury leave will be the same as those governing the use of TTD benefits as prescribed by the Oklahoma workers compensation law except supervisors may charge as on-the-job injury leave reasonable, documented hours required for necessary follow-up doctor visits and therapy appointments for cases where the employee has been released to return to work, but has not been released from treatment. The provisions of this subsection are in addition to the on-the-job injury leave limitation in A.1. above. In no event shall this additional on-the-job injury leave exceed four hours in any one workday nor shall it be granted on the last day of the employee's work week.

B. When an official City of Lawton holiday falls during a period where an employee's lost work time is being charged as on-the-job injury leave, the holiday will be charged as on-the-job injury leave if both the employee's last scheduled workday before the holiday and the next scheduled workday after the holiday are charged to on-the-job injury leave.

C. In the event an employee remains temporarily totally disabled after exhausting the equivalent of fifty-six (56) work hours of on-the-job injury leave, the employee will be placed on leave without pay status in the city's payroll system but will receive weekly TTD benefits through the city's workers compensation administrator at the state mandated rate. While in this status, employees will be required to continue providing to their supervisor reports of duty status

from their treating physicians. Employees in such status will not be allowed to use their accrued leave to augment the TTD payments or in lieu of on-the-job injury leave or in lieu of receiving TTD while on leave without pay status as a result of an on-the-job injury. While an employee is in on-the-job injury leave status or receiving TTD benefits they will not pursue other employment or receive compensation for employment by an alternative source.

D. If an employee pursues a settlement for permanent disability benefits for injury or illness, the city, where allowed by law, may petition the court for credit for over-payment of TTD against any such benefits. An exception may be made when such credit is waived as part of a negotiated settlement.

E. All on-the-job injury leave and TTD benefits cease once an employee has been released by the treating physician to return to work (except as indicated in paragraph 6B above), has been released from medical treatment, or has been rated for permanent disability. If after being released from treatment or rated for permanent disability, the employee's treating physician, or other qualified physician to which the employee is referred, determines the employee will not be able to return to work in his assigned position, the legal services department Administrator and the Human Resources Department will take action to obtain any additional medical information as required for an informed and equitable resolution of the employee's employment status with the city. If the employee agrees that return to work in the assigned position is not feasible even with reasonable accommodation and does not request accommodation by assignment to another position with the city, no additional medical information may be required. However, if such a request for accommodation is made, the employee may be referred by the human resources department for additional medical evaluation and testing to obtain a quantitative measure of the physical capabilities of the employee. The results of such testing will be used to determine if the employee is physically able to perform the essential functions of the assigned position or other position with the city. If the employee is unable to safely perform the essential functions of the assigned position, the human resources department will attempt to accommodate the employee by assignment to a vacant city position for which the employee is qualified. If no such position is available, the employee will be terminated from employment with the city, but if eligible may pursue vocational rehabilitation benefits through the workers compensation system.

F. When an employee is released to return to work by the employee's treating physician after being absent while recovering from an injury or illness, the employee's department director, in coordination with the human resources director, may direct the employee to undergo medical evaluation to determine the employee's physical fitness to safely perform in the employee's assigned position. Such evaluation will be appropriate when it is suspected that the employee has not recovered sufficiently to return to work or it is determined that the employee has incurred significant permanent disability. If the evaluation indicates the employee is physically unable to perform the essential functions of the assigned position, accommodation procedures as detailed in the preceding paragraph will be followed. The employee will continue to receive temporary total disability payment from the date of release from the treating physician until allowed to return to work or terminated from the assigned position.

G. Time used for on-the-job injury leave or while receiving temporary total disability benefits will be deducted from the family leave allowances as provided in Section 17-1-6-164 of the City Code, as said code section exists today or may hereinafter be amended from time to time exclusively by the City Council.

H. An employee who remains on a combination of on-the-job injury leave and/or temporary total disability paid by the city's third party workers compensation administrator for longer than one thousand forty (1040) hours is not assured reinstatement to the position held at the time of the injury. If the employee is unable to perform some the duties of their current position, then the employee shall be entitled to do light duty work, or be reclassified into an appropriate position with no loss in pay.

## **ARTICLE XII**

### **VACATION LEAVE**

#### Section 1.

A. For years of service through year twenty-nine (29) vacation leave shall be as set forth in Section 17-1-6-161 of the City Code.

B. For years of service from thirty (30) years or more vacation shall accrue at the rate of 7.6923 hours per biweekly payroll period with a total of two hundred (200) hours per year.

## **ARTICLE XIII**

### **BEREAVEMENT LEAVE**

#### Section 1.

Paid Bereavement Leave shall be granted for the reasons of the death of a member of the employee's immediate family (by blood or marriage), i.e., grandparents, grandchildren, parents, sisters, brothers, sons, daughters, step-children, spouse and in-laws: mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, and brother-in-law, as well as other relatives permanently residing in the employee's household. Maximum absence allowed under Bereavement leave at any one time shall be three (3) consecutive days.

#### Section 2.

If the member of the employee's immediate family funeral is beyond a five hundred (500) mile radius of the City of Lawton, the employee will be allowed up to three (3) additional days by using leave time from their leave balance(s) (sick, vacation, flex, or compensatory) for the purpose of travel.

## ARTICLE XIV

### HOURS OF WORK AND OVERTIME

#### Section 1.

The parties agree to a seven-day forty-hour workweek with all hours worked paid in accordance with the Fair Labor Standards Act. The workweek shall begin Monday at 12:00 a.m. through Sunday 11:59 p.m. For non-exempt hourly employees any hours worked in excess of 40 hours in a workweek will be compensated at a one and one-half times the regular hourly rate of pay in accordance with Fair Labor Standards Act.

#### Section 2.

The City reserves its right under Municipal Employees Collective Bargaining Act to direct the work of employees, which includes but is not limited to: establishing/setting/adjusting work schedules, assigning work, determining work availability, determining number of employees, etc.

#### Section 3.

The City will provide two weeks (2) advance notices of permanent regular work schedule changes. For the safety of employees and operational needs in emergency situations, exclusively defined by the City, this provision shall not apply.

#### Section 4.

Shift scheduling because of seasonal issues shall be posted at least four (4) weeks in advance. Employees may trade shifts to accommodate personal needs. Overtime shall not accrue because of the voluntary trading of shifts. Shift trading shall only be permitted among employees with the same or higher skill levels and certifications.

#### Section 5.

A. Employees, eligible for overtime, who in the course of the workweek period have worked in excess of 40 hours may elect to be compensated at time and one half or receive compensatory time at time and one half for all hours worked in excess of 40 hours. Employees may accrue up to a maximum of 120 hours of compensatory time. Any request to accrue compensatory time that would exceed the 120 hour maximum said hours shall be paid as over time at time and one half. Upon separation of service, for any reason except normal retirement, any employee with accrued compensatory time shall be paid such accrued compensatory time at the employee's then hourly rate of base pay at time of separation. Employees who separate from service through normal retirement shall be compensated as set forth above or may elect to convert accrued compensatory time to terminal leave.

B. Employees may request the ability to use compensatory time under the following conditions:

1. If a full day is being requested then a minimum of seventy (72) hours advance notice will be given.

2. If the request is for less than half ( $\frac{1}{2}$ ) of a work day then a minimum of twenty four (24) hours advance notice will be given.

3. In exceptional circumstances, the request may be made the day of the requested usage. Exceptional circumstances shall be as determined by the employee's supervisor on a case by case basis.

The use of compensatory time shall not exceed two (2) consecutive work days. If a longer period is requested the policy for requesting vacation leave shall apply. Denial of the use of compensatory time by the employee's supervisor may be appealed to the department director. The department director's determination is not subject to the grievance procedure of Article 17 of this agreement.

#### Section 6.

Employees whose job description shows the position as exempt under the Fair Labor Standards Act shall not be entitled to over time pay or compensatory time credit.

## **ARTICLE XV**

### **MANAGEMENT RIGHTS**

#### Section 1. Recognition.

The Union recognizes the right of the City to operate and manage its affairs in all respects and in accordance with its responsibilities.

#### Section 2. Expressed Rights.

The City retains the rights in accordance with the Constitution and laws of the State of Oklahoma and the responsibilities and duties contained in the Charter of the City of Lawton and the ordinances and regulations promulgated there under. No provision of this agreement shall supersede any provision of the City Charter. The rights of the City include, but are not limited to the following:

1. To direct the work of, hire, promote, assign, transfer, demote, suspend, discharge or terminate municipal employees, which includes but is not limited to the ability:
  - a. to determine the organization of City government, to include the right to organize and reorganize all departments of the City;
  - b. to determine the purpose of all City departments and the right and obligation to manage City departments;
  - c. to exercise control and discretion over the organization and efficiency of operations of all City departments;
  - d. to set standards of service to be offered to the public by City departments;
  - e. to direct the employees of City departments, including the right to assign work, working hours and overtime;
  - f. to hire, examine, classify, promote, train, transfer, supervise, evaluate, assign, schedule and retain individuals in positions within City departments;
  - g. to suspend, demote, discharge, or take other disciplinary action for the good of the service against employees of the City;
  - h. to increase, reduce, change, modify or alter the composition and size of the work force, including the right to relieve employees from duties, furlough employees, or layoff employees because of lack of work or funds, or under conditions where the City determines continued work would be inefficient or nonproductive;

i. to determine the location, methods, means, and personnel by which operations are to be conducted, including the right to determine whether goods or services are to be made, provided, or purchased by the City;

j. to establish, modify, combine or abolish job positions, classifications, job descriptions and standards of performance of City employees;

k. to change or eliminate existing methods of operation, equipment or facilities of the City, including the right to introduce new, improved or different methods and techniques of operation;

l. to establish, modify and enforce reasonable policies, procedure rules and regulations following ten (10) day notice to the Union;

m. to determine the safety, health, and property protection measures for the City's departments;

n. to determine the amount of supervision necessary;

o. to determine and control the City's budget; and

p. to have final authority on the scheduling of vacation and all other types of leave.

2. To determine qualifications for employment and the nature and content of personnel examinations which includes but is not limited to the ability:

a. to be the sole judge of the qualifications of applicants; and

b. to determine and modify the policy affecting the selection and/or training of probationary employees.

3. To take actions as may be necessary to carry out the mission of the City in emergencies.

### Section 3. General Rights.

Except as specifically abridged, delegated, granted or modified by this Agreement, or any supplementary Agreement that may be made hereafter, all the rights, powers, and authority the City had prior to the signing of this Agreement are retained by the City and remain exclusively, and without limitation, within the rights of the City.

## ARTICLE XVI

### DISCIPLINE

#### Section 1. Disciplinary Actions.

The City of Lawton retains the right recognized in 11 O.S. §51-205 to take corrective action and discipline employees when necessary for the good of the service.

A. There is conduct, misconduct, action, and inaction, both passive and active which may subject any employee to disciplinary action for the good of the service. The following acts or failure to act, although not all inclusive, are representative of the types of activities or in activities, which may result in disciplinary action. Certain activities may result in termination for cause shown.

1. Willful violations of these or any other City or department personnel rules;
2. Repeated and habitual tardiness or early departure from work;
3. Unauthorized absence from duty;
4. Abuse of sick leave;
5. Unsatisfactory performance of the quantity or quality of work considered standard for the position;
6. Failure to carry out a lawful direct instruction by a supervisor;
7. Negligent or willful destruction of city property while on or off duty;
8. Misappropriation or unauthorized use of city funds, equipment, tools, machines or supplies;
9. Use of the employee's city position for private gain;
10. Acceptance of a gratuity or gift in violation of the provisions of these or any other City personnel rules;
11. Discourtesy to the public;
12. Aggravated and or habitual inability to get along with fellow workers;
13. Unauthorized use of controlled dangerous substance or intoxicants while on duty;

14. Arrest for or conviction of a felony or a misdemeanor involving moral turpitude or otherwise bearing directly upon the suitability of the employee for performance of the duties of the position;

15. Conduct whether on or off duty that is prejudicial to the reputation of the city government or conduct that otherwise bears directly upon the suitability of the employee for continued employment or fulfillment of the duties of the position;

16. Inciting or engaging in strikes or riots;

17. Intentional falsification of material facts in an application for employment or promotion, or in any official investigation involving misconduct under these or any other City personnel rules, or in preparing any report or document required by the employee's duties;

18. Violations of the city code, council and administrative policies and department rules or regulations;

19. Repeated and habitual smoking in designated nonsmoking areas;

20. Assaulting a fellow employee or citizen;

21. Sexual harassment as defined in City Council Policy 3-1;

22. Other forms of harassment as defined in City Council Policy 3-3.

B. Employees shall have the right to request union representation at any meeting which may result in disciplinary action.

C. Any disciplinary action against an employee must be given no later than thirty (30) calendar days, excluding Saturdays, Sundays and the City's fixed holidays, following either the date of the act or inaction by the employee which gives rise to the need for discipline or the date when the supervisor, division head, or department director first became knowledgeable of the employee's act or inaction. This time limitation shall not apply in the following situations: (1) where an investigation is being conducted that may lead to possible criminal action, (2) where a criminal action has been filed and the disposition of the criminal court case remains unresolved, (3) in cases involving accident or injury under review by the appropriate vehicle or personal injury review board or (4) in cases involving violation of discrimination statutes such as sexual discrimination, sexual harassment, racial discrimination, etc.

D. No disciplinary action will be taken against an employee for providing or disclosing information as provided in the federal or state "whistle blowing" statutes as provided in 5 U.S.C. § 2302 (b)(8) or 74 O.S. § 840-2.5.

Section 2. Supervisors' Authority to take disciplinary actions.

A. No disciplinary action other than a written warning or verbal warning/oral counseling shall be taken by anyone below the rank of division supervisor:

1. Only a division supervisor, department director or the city manager may issue a written reprimand; and

2. Only a department director or the city manager may levy a disciplinary suspension of ten (10) days or less; and

3. Only the city manager may levy a disciplinary suspension of more than ten (10) days or an involuntary demotion or termination; and

4. In a situation where the employee's immediate supervisor, division supervisor or department director believes an employee is placing the safety of the employee, the community or other employees at risk by his/her actions, the employee may be sent home and the employee shall return on notification by the city.

B. Department directors and division supervisors and section and unit leaders are expected to make firm disciplinary recommendations to higher authority.

C. Involuntary non-paid extra duty shall not be levied against any employee.

### Section 3. Corrective action.

The type and severity of the behavior or activity will determine the type of discipline to be imposed. Nothing herein is intended to limit the right of the disciplining authority to initiate higher levels of discipline when necessary on the first or subsequent occurrences of a disciplinary event or events. The main types of corrective action are: (1) verbal warning/oral counseling, (2) written warning, (3) reprimand, (4) suspension, (5) demotion, (6) termination and (7) probation.

A. "Verbal Warning/Oral Counseling" is an informal discussion to inform the employee that certain behavior or method of operation being displayed is unacceptable. The employee is put on notice that the next occurrence of such behavior or actions may lead to more severe corrective action. Since there is no loss of pay, rank or position associated with a verbal warning/oral counseling, a predetermination hearing is not required to be held prior to said warning/counseling being given.

B. "Written Warning" is a formal written record telling the employee that the employee's behavior or productivity must improve or some more forceful action will be taken. A warning should normally precede any of the actions described below however, there are certain behaviors and activities which will support other disciplinary actions on the first occurrence. The type and severity of the behavior or activity will determine the type of discipline to be employed. Nothing herein is intended to limit the right of the disciplining authority to initiate higher levels of discipline on the first incident.

1. The warning may be issued by field supervisor, division supervisor, department director or the city manager and must be presented and discussed with the employee. A witness may be present. Since there is no loss of pay, rank or position associated with a written warning, a predetermination hearing is not required to be held prior to a warning being issued.

2. A copy of the warning will be given to the employee and a copy will be placed in the individual's official personnel records. The employee, witness and supervisor will sign the warning letter or form. If the employee refuses to sign the warning letter or form a notation to that effect will be entered in the letter or form.

3. The warning, in addition to proper identification of all parties, should include where appropriate:

a. The behavior or work performance for which the warning is being given and the specific improvements expected.

b. The time limit within which improvement must be made.

c. A statement of any prior counseling given to the employee.

d. An indication, in general terms, of further action to be taken if there is delayed or insufficient improvement.

C. "Reprimand" is a formal written record of a serious disciplinary matter concerning an employee directing permanent improvement in the employee's productivity or behavior:

1. The reprimand must be issued by a division supervisor, department director or the city manager and the reason for the reprimand must be presented and discussed with the employee. A witness must be present. Since there is no loss of pay, rank or position associated with a reprimand, a predetermination hearing is not required to be held prior to a reprimand being issued.

2. A copy of the reprimand will be given to the employee and a copy will be placed in the employee's official personnel records. The employee, witness and supervisor will sign the reprimand letter or form. If the employee refuses to sign the reprimand, a notation to that effect will be entered in the letter or form.

3. The reprimand, in addition to proper identification of all parties, should include where appropriate:

a. The behavior or work performance for which the reprimand is being given and the specific improvements expected;

b. The time limit within which improvement must be made;

c. A statement of any prior counseling and warnings given the employee;

d. An indication, in general terms, of further action to be taken if there is delayed or insufficient improvement; and

e. Any other pertinent material which may add to the issue of the disciplinary action.

D. "Suspension" is the temporary removal from duty and permanent withholding of pay of an employee for a specific period to bring about improvement in performance or behavior. The following procedures apply:

1. A suspension without pay may be imposed by either a department director, or the city manager. Suspensions of more than ten (10) work days must be sent to the city manager for approval prior to taking effect. Suspensions of ten (10) work days or less require the approval of either the department director or the city manager;

2. A suspension must be levied during consecutive work days and may not be broken into several periods of working days;

3. Prior to initiating a suspension action a predetermination hearing with the employee, the employee's supervisors and the employee's department director is to be held:

a. The purpose of the predetermination hearing is to review the facts and discover any additional information pertaining to the case and, if appropriate, to determine the employee's attitude for improvement. Consequently, a written statement should not be completed before the employee has had the opportunity to discuss the situation;

b. At the predetermination hearing the employee is to be notified of the specific violation, conduct or misconduct alleged, a general overview of the evidence against the employee, and the employee will be given an opportunity to respond to the violations, conduct, misconduct alleged and evidence. Violation, conduct or misconduct alleged must be set forth clearly and concisely to enable the employee to understand and answer.

c. If additional investigation is deemed necessary by the disciplining authority following a predetermination hearing between the disciplining authority and the employee, a reasonable time not to exceed an additional thirty (30) calendar days, excluding Saturday, Sunday and the City's fixed holidays will be allowed to conduct any follow up investigation.

d. After conducting the predetermination hearing and considering the information presented, the department director will take appropriate action. If the department director determines that a suspension of ten (10) work days or less is warranted for the good of the service, he will impose the suspension. If the department director determines that a

suspension of more than ten (10) work days is warranted for the good of the service, he will make that recommendation to the city manager who will make the final decision.

4. A personnel action form and notice of suspension form will be completed for all suspensions. In addition, a written statement constituting the notice, and describing the violation conduct or misconduct and disciplinary action, will be prepared.

a. Notice of suspension must be signed by the appropriate disciplining authority, and prepared in sufficient copies for direct and immediate distribution without delay to the employee, the division supervisor, the department director, the human resource director and the city manager, as appropriate;

b. A uniform notice of suspension form may be prepared by the human resource director. The form should include sufficient information to show the reason for the suspension, number of days suspended, acknowledgment by the employee, distribution, and other information deemed pertinent and necessary by the human resource director.

5. If it has been possible to meet with the employee, notice of suspension should be handed directly to the employee before the employee leaves the work premises. In any event, proof of delivery is to be recorded; and

6. If the notice cannot be given to the employee before the employee leaves the work premises, the notice shall be mailed by U.S. Mail, certified return receipt requested.

E. Demotion or termination. The appointing authority has the responsibility for demoting or terminating the employment of an employee. An individual may be reduced in grade or in step.

1. A demotion or termination may be initiated by a division head or higher authority. Action must be routed through the department director to the city manager for approval or disapproval.

2. Prior to initiating a demotion or termination action, a predetermination hearing with the employee, the employee's supervisor and the department director is to be held:

a. The purpose of the predetermination hearing is to review the facts and discover any additional information pertaining to the case.

b. At the predetermination hearing the employee is to be notified of the specific violation, conduct or misconduct alleged, a general overview of the evidence against the employee, and the employee will be given an opportunity to respond to the violations, conduct, misconduct alleged and evidence. Violation, conduct or misconduct alleged must be set forth clearly and concisely to enable the employee to understand and answer.

c. If additional investigation is deemed necessary by the disciplining authority following a predetermination hearing between the disciplining authority and the

employee, a reasonable time not to exceed an additional thirty (30) calendar days, excluding Saturday, Sunday and the City's fixed holidays will be allowed to conduct any follow up investigation.

d. After conducting the predetermination hearing and considering the information presented, the department director will take appropriate action. If the department director determines that demotion or termination is warranted for the good of the service, he will make that recommendation to the city manager who will make the final decision. If the city manager determines that the employee should be demoted or terminated from city's employment, he will sign the personnel action form. The department director's recommendation to the city manager will be accompanied by a personnel action form and the reason for such recommendation. The department director or department director's designee will notify the employee of the city manager's decision.

3. A uniform notice of demotion/termination form may be prepared by the human resource director. The form should include sufficient information to show the reason for the demotion/termination, acknowledgement by the employee, distribution, and other information deemed pertinent and necessary by the human resource director.

F. When an employee's actions, work performance and/or behavior justify suspension of more than ten (10) days, demotion or termination, the City may, following a predetermination hearing, place said employee on probation in lieu of suspension of more than ten (10) days, demotion or termination. The decision to place an employee on probation in lieu of other discipline shall be the sole decision of the City Manager. The length of the term of any such probation shall be the sole discretion of the City Manager, but in no event will it exceed twelve months. A personnel action form and notice of probation form will be completed for all probations. During the probationary term the employee on probation shall be an "at-will employee" subject to immediate discharge for any further violations of either of these rules, the city code, council and administrative policies, or any department rules or regulations.

G. Denial of a step pay increase. In connection with any disciplinary action, a supervisor may recommend to whom ever makes the final decision that an employee be denied any step pay increase for which the employee is actively under consideration.

#### Section 4.

Employees have the right to review their personnel file at a reasonable time during normal business hours in the presence of a member of the Human Resources staff when a member from said staff is available.

#### Section 5.

Notwithstanding any discipline action that may otherwise be taken, an employee not on any type of approved leave who misses more than fifteen (15) work days due to incarceration will be deemed to have resigned his/her employment with the City of Lawton.

**ARTICLE XVII**  
**GRIEVANCE PROCEDURE**

Section 1.

Grievance Defined

A grievance shall mean any dispute, controversy, or difference between the City and the Union concerning the meaning, interpretation, or application of any provision of this agreement, the terms and conditions of employment, and related to personnel matters including questions of arbitrability and appeal of disciplinary and other employment actions. Said grievances shall be adjusted in the following manner:

Section 2.

Prior to filing a formal grievance the parties shall make every attempt to resolve issues at the lowest level. The issue may be discussed by the employee with the first level supervisor not in the bargaining unit. The employee's steward or local union representative shall be present. This meeting, if held, shall occur within seven (7) calendar days of the event giving rise to the issue, which shall run concurrent with the time limitation set out in Step One. Any resolution of the issue shall be binding as to the employee. The resolution of the issue shall not be binding on the parties as a precedent. If not resolved at this meeting the issue may proceed to Step One.

Section 3. Union Grievance

- Step 1. The Union may present a Union grievance, which may include a grievance filed on behalf of an AFSCME bargaining unit employee, to the Department Director of the department from which the grievance arose within 15 calendar days, excluding Saturday, Sunday and the City's fixed holidays, from the date of the first occurrence of the matter giving rise to the grievance. Any such grievance must be received by the respective department no later than 5:00 pm on the 15<sup>th</sup> day as indicated above. The written grievance shall include a clear description of the issue, identification of the Articles alleged to be violated, a copy of the Union's findings and a proposed remedy. If the grievance involves an issue that affects employees in more than one department said grievance will be filed with the City Manager and proceed immediately to Step 3; the aforementioned fifteen (15) calendar day time period to file a grievance, excluding Saturday, Sunday and the City fixed holidays will also apply to grievances submitted directly to the City Manager.

Note: Nothing in step one is intended to discourage any employee from visiting with his/her immediate supervisor, division head and/or department director to attempt to work out an issue prior to asking the Union to file a grievance.

- Step 2. Upon receipt of the Union grievance as defined above, the Department Director, or an individual designated by the Department Director (i.e. an Assistant Director, Division Superintendent or other Supervisor) shall, within fifteen (15) calendar days, excluding Saturday, Sunday and the City's fixed holidays, deliver a decision to the Union in writing. A grievance not satisfactorily resolved in Step 2 may be submitted by the Union to the City Manager within five (5) calendar days, excluding Saturday, Sunday and the City's fixed holidays of the Department Director or designee's written decision.
- Step 3. Upon the City Manager receiving a written grievance the City Manager or an individual designated by the City Manager shall, within fifteen (15) calendar days, excluding Saturday, Sunday and the City's fixed holidays, respond to the grievance by replying in writing to the Union.
- Step 4. If the grievance is not settled by the City Manager or designee's reply, the Union may present the grievance to arbitration, in accordance with Section 6.

A grievance not processed within the time limits set out in this Article is deemed to have been withdrawn.

#### Section 4. City Grievance

A City grievance shall be processed in the following manner and within the same limits stated herein.

- Step 1. The City shall present, in writing, to the Local President its grievance within fifteen (15) calendar days, excluding Saturday, Sunday and the City's fixed holidays, of the date the City became aware of the grievance.
- Step 2. The Local President shall reply, in writing, to the City within fifteen (15) calendar days, excluding Saturday, Sunday and the City's fixed holidays, of the Union's receipt of the City grievance.
- Step 3. If the grievance is not settled by the Union's reply, the City may present its grievance to arbitration, in accordance with Section 6.

A grievance not processed within the time limits set out in this Article is deemed to have been withdrawn.

#### Section 5. Grievances Not Initiated, Answered, or Processed

A. Any grievance not initiated or taken to the next step within the time limits specified herein will be considered settled and not subject to arbitration. A grievance not expressly denied by the non-grieving party within the established time for answering shall be deemed denied by the non-grieving party as of the last day of the stated time period for its

answer, and the grieving party must advance the grievance to the next step if the grievance is to be pursued, within the time limit established.

B. All time limits set forth in this Article may be extended by mutual consent of the parties, which must be reduced to writing. If not extended, the time limits must be strictly observed. If the grieving party fails to pursue any grievance within the time period provided, said party shall have no further right to continue the grievance and said grievance shall not be subject to arbitration.

#### Section 6. Arbitration.

A. If the grievance is not settled or resolved by the foregoing steps, except as provided in Section 3, the grieving party may request arbitration within seven (7) calendar days, excluding Saturday, Sunday and the City's fixed holidays, from the receipt of the final denial of the grievance. A request for arbitration must be in writing. Within ten (10) calendar days from receipt of request for arbitration, the party requesting Arbitration (City or Union only) shall request a list of seven (7) arbitrators from Federal Mediation and Conciliation Service (FMCS) with a copy of such list provided to the non-grieving party contact person. The request shall specify that the requested list of arbitrator's shall be drawn from the sub-regional area of the multi-state region applicable to the State of Oklahoma. Within ten (10) calendar days, excluding Saturday, Sunday and the City's fixed holidays, from receipt of such list, a representative of the Union and City shall strike names from the list. The grievant's representative shall be the first to strike a name from the list and the parties shall alternate thereafter until one (1) arbitrator remains, who shall be appointed as impartial arbitrator.

B. At any step the management representative may request a meeting with the grievant.

C. Within ten (10) calendar days of the parties' selection of an arbitrator the Federal Mediation and Conciliation Service (FMCS) shall be notified by the grievant. The date for the arbitration hearing should be set at the earliest available date. The arbitrator shall be notified in writing of the selected date by the grievant.

D. It shall be the duty of the grievant to insure that all dates and time limits set out in this Article are strictly adhered to. Failure to strictly adhere to the required dates and time limits set out herein shall cause the grievance to become null and void and not subject to arbitration.

E. At the conclusion of the arbitration hearing, post-hearing briefs may be filed at the request of the arbitrator. The arbitrator shall comply with the rules of the FMCS.

F. The arbitrator's award shall be consistent with the authority granted the arbitrator by this agreement.

G. The costs, fees and expenses of the neutral or impartial arbitrator selected to hear a grievance under this article, shall be shared equally between the grievant and the responding party. Any other expenses incurred in the presentation of a grievance shall be borne by the party

incurring the same. If a transcript or recording, audio or video, of the proceedings is requested, the party requesting the same shall pay for said transcript and furnish a copy of said transcript or recording to the arbitrator within one week of the conclusion of the hearing. A party's request for a transcript or recording, audio or video, of the proceedings must be made at the time of the date of the arbitration hearing is set by the parties. If the non-requesting party desires a copy of the transcript or recording, audio or video, of the proceedings the non-requesting party shall share equally in the cost. The non-requesting party must advise the requesting party no later than the close of the arbitration hearing of its decision.

H. The arbitrator's authority is strictly limited to the interpretation, application and enforcement of the terms of this Agreement. The arbitrator shall have no jurisdiction to establish a new agreement or make any variation or modification of the present agreement, nor to arbitrate away, in whole or in part, any provision of this agreement or any supplements thereto or amendments thereof.

## ARTICLE XVIII

### WAGES AND BENEFITS

#### Section 1. Wages.

Employees covered by the collective bargaining agreement as set out in Addendum "A" shall be compensated in accordance with the Pay Scale(s) as set out in Addendum "B". Employees shall be paid bi-weekly for hours worked in the pay period in accordance with the Fair Labor Standards Act. Performance appraisals shall be conducted at least annually either on or within thirty (30) days of the anniversary of the employee's date of hire or promotion/demotion/lateral transfer date, whichever occurred latter.

In no instance shall an employee be compensated outside of the Pay Scale. Any employee who on the effective date of this agreement is being compensated a wage/pay rate other than identified on Addendum "B" shall have their pay adjusted accordingly.

#### Section 2.

A. Promotion: An employee shall be considered promoted when she/he accepts/takes a position with a higher wage/pay rate.

B. Demotion: An employee shall be considered demoted, either voluntary or otherwise, when s/he accepts/takes a position with a lower wage/pay rate

C. Lateral Transfer: An employee shall be considered to be laterally transferred when she/he accepts/takes a position with the same wage/pay rate in a different division within the City.

#### Section 3. Longevity Pay.

All regular full time employees hired prior to July 1, 2003 shall be eligible for longevity pay benefit based on years of continuous service. Longevity pay credits will accrue bi-weekly beginning after four (4) years of continuous service from date of hire with a maximum benefit calculation of twenty-one (21) years. Longevity Pay credits will accrue bi-weekly according to the following formula:  $\$6.30 \times \text{Years of Service}$ . Any employee hired on or after July 1, 2003 shall not be eligible for Longevity Pay benefit, regardless of length of continuous service with the City.

For those qualifying regular employees, a longevity plan is established in accordance with the provisions of this section.

A. Procedures for payment of longevity are as follows:

1. Longevity pay credits shall be processed for payment on the first non-pay day Friday in December for recognized service between June 1 to November 30, and processed for payment on the first non-pay day Friday in June for recognized service between December 1 to May 31.

2. Except as otherwise provided for herein, regular permanent employees who work fifty (50) hours (a pay period with more than thirty (30) hours of leave with out pay shall not earn longevity pay for that period) (regular or shift) or more in any pay period shall earn longevity pay for the pay period;

3. Only persons who are classified as regular full-time employees shall be considered for longevity pay for that pay period including for purposes of this section those persons otherwise qualified serving on active duty with the Armed Forces of the United States as specified in subsection C2;

4. Part-time employees and part-time employment periods of previous employment of now existing full-time employees will not be counted for longevity pay;

5. Retired persons no longer employed full-time by the city and persons who were once full-time and are now part-time employees will not be considered for longevity pay; and

6. Full-time persons who have transferred from department to department with no break in service shall be considered eligible for longevity pay to include all accumulated length of service. After November 30, 1972, persons drawing retirement benefits from the city who continue employment will not be eligible for longevity pay for the period for which they are receiving retirement benefits.

B. The effect of breaks in service on longevity qualification date and longevity earning date are:

1. After July, 1972, only continuous service without break will be counted for longevity benefits, except as provided in paragraph 3 of this subsection.

2. For the purpose of establishing years of service for longevity benefits for each employee for the employee's employment period to July 1, 1972, all full-time service prior to July 1, 1972, will be collectively accumulated and added together for total length of service; this time shall not include the period of the breaks in service.

3. For the purpose of establishing years of service for longevity pay for those regular employees who are reemployed after January 31, 1997, but before July 1, 2003, and who exercise their option of repaying the city's employee retirement system, all previous full-time service in the city's employment will be collectively accumulated and added together for total length of service. Such reemployed city employees will not be eligible to receive longevity benefits until after a one year waiting period after repayment into the city's employee retirement system. For the purpose of establishing years of service for longevity benefits for those regular employees who are reemployed before January 31, 1997, and who exercise their option of repaying the city's employee retirement system, all previous full-time service in the city's employment will be collectively accumulated and added together for total length of service. For those persons already employed by the city on January 31, 1997, who have exercised their option

of repaying the city's employee retirement system prior to January 31, 1997, the first longevity payment for which they are eligible shall be made in June, 1997.

4. An unpaid leave of absence or a layoff of ninety (90) days or less shall not postpone the longevity qualification date of an employee;

5. An unpaid leave of absence (except military leave as outlined below) or layoff in excess of ninety (90) days shall postpone the longevity qualification date for the total period of separation, but time previously served toward the next longevity earning date shall be credited when the employee returns to the payroll; and

C.

1. An eligible employee who for any reason is not an active full time employee when longevity pay is processed for payment shall not receive longevity pay.

2. Military leaves of absence for employees who are members of the National Guard or Reserve Forces of the United States and who are ordered to active duty shall not postpone the longevity qualification or pay date of the activated employee. The pay date as set out herein shall also apply to persons serving on active duty with the Armed Forces of the United States. Longevity time shall accrue during such period of absence and payment shall be made on the normal date for payment as if the employee had not been absent when the absence is caused by such active duty. Subsection A2 of this section shall not apply to persons serving on active duty for one or more entire pay periods during a calendar month.

If after completion of the period of active service in the Armed Forces, such service being for more than thirty-one (31) consecutive calendar days, the employee fails to return to his/her employment with the city within the periods provided in the Uniformed Services Employment and Reemployment Rights Act, then in that event, the employee shall reimburse the city all sums received for longevity pay for the time period served in the active service of the military. Also if the employee leaves the active service with a separation or discharge of a lesser degree than an honorable discharge the employee shall be required to reimburse the city as set out above. If the employee is prevented through no fault of his/her own from returning to his/her employment the city manager has the authority to waive repayment for good cause shown.

Section 4.

Payroll periods will be biweekly. If a payday falls on a holiday, paychecks shall be issued on the workday preceding the holiday.

Section 5.

An employee designated to be on stand-by by their Department Head/Division Supervisor shall receive benefit pay of \$9.00 per day provided the following conditions are met:

A. The employee must be on-call during the employee's non-duty time, including weekends and holidays during the period where no other employees in the division are scheduled to provide services.

B. Emergency call-out of the employee on standby during the employee's non-duty hours will be counted toward total hours worked for overtime purposes.

C. An employee on stand-by who cannot be reached shall be subject to disciplinary action.

#### Section 6. Family Medical Leave.

Family Medical Leave shall be allowed in accordance with the provisions of Section 17-1-6-164 of the Lawton City Code as it may be amended from time to time as required by the Federal Family Medical Leave Act.

#### Section 7. Terminal Leave.

A. A regular full-time employee after establishing a date of retirement from City of Lawton employment may elect to use accrued vacation, flexible leave, compensatory time, and sick leave as terminal leave. The employee must provide a request for terminal leave to his/her department director not less than sixty (60) days from the date the terminal leave is to begin. The request must specify the date of retirement and the date the requested terminal leave is to begin.

B. The amount of terminal leave authorized will not exceed the total amount of sick leave, compensatory time, flexible leave and vacation leave hours that the employee has accrued at the time the request is submitted. All vacation, compensatory time, and flexible leave hours must be used before sick leave hours can be taken.

C. Once the request for terminal leave is accepted and the retirement date is established, the request cannot be rescinded. If unforeseen circumstances prior to the date the terminal leave is scheduled to begin result in an employee using an amount of accrued leave sufficient to cause leave balances to be less than that required to cover the period of terminal leave requested, the employee will be required to adjust the effective date of the terminal leave or the date of retirement accordingly.

D. While on terminal leave, an employee will not accrue additional sick or vacation leave, flexible holidays, or longevity benefits.

E. An Employee in terminal leave status will continue to be paid their regular base bi-weekly wage through the city's payroll system up to a maximum of 80 hours per pay period. Compensation will not include any type of incentive pay (i.e. shift differential, stand-by, working out of class, premium pay, etc.). All employee benefits, except as noted in this section, will be continued until the established retirement date.

**ARTICLE XIX**

**EMPLOYEE HEALTH BENEFIT**

Section 1. Employee and Dependents Group Health Plan.

A. Coverage. The City agrees to provide employees, and the employees' dependents, with a group health insurance plan that has the benefit coverage in effect as of July 1, 2007, with the following conditions and exceptions:

B. Premiums.

1. Members of the bargaining unit shall have the option of enrolling in the City's group health insurance plan or said members may elect not to participate in the City's group health insurance plan.

2. Employees covered by this Collective Bargaining Agreement will be responsible for the following deductibles and minimum bi-weekly share (26 pay periods) of health care premiums if the employee elects to participate in City's group health care plan:

Employee Only:	\$32.50
Employee & One Dependent:	\$132.23
Employee & Two Dependents:	\$135.73
Employee & Three or more Dependents:	\$140.73
Deductible (Each Person):	\$500.00
Deductible (Family):	\$1,500.00

3. The City shall contribute to the health plan on a bi-weekly (26 pay periods) basis the following health care premiums if the employee elects to participate in the City's group health care plan:

Employee Only:	\$127.50
Employee & One Dependent	\$227.23
Employee & Two Dependents:	\$230.73
Employee & Three or more Dependents:	\$235.73

In the event the fund balance falls below \$200,000.00 the parties agree to the immediate implementation of a temporary ten percent (10%) increase to all premiums. Once the fund balance reaches and maintains a balance above \$400,000.00 for ninety (90) consecutive days, the premiums will return to the original amounts listed above.

Section 2. Solvency Re-Opener:

The parties agree to re-open this item for negotiations to insure the solvency of the Employee Group Health and Benefit plan if the plan fund balance declines a total of ten percent (10%) of the previous quarter's fund balance during any three (3) consecutive month period and/or the plan fund balance falls below \$200,000.00.

Section 3. General Fund Advances:

The Parties agree that should the city from the City General Fund advance to the Health Fund monies to keep the fund solvent that when the Heath Fund balance reaches and maintains Five Hundred Thousand 00/100 Dollars (\$500,000.00) the fund shall repay the City General Fund an amount not to exceed Ten Percent (10%) for each said calendar month until the City General Fund has been repaid. This provision is non fiscal.

Section 4. Supplemental Premium:

The union agrees that each member of the collective bargaining unit shall pay a supplemental premium of Seven 50/100 Dollars (\$7.50) per pay period for the first Six (6) pay periods following ratification of this agreement. The provisions shown in this paragraph are hereby waived by the City resulting in the aforementioned supplemental premium not being due from the members.

## **ARTICLE XX**

### **LIAISON MEETINGS**

#### **Section 1.**

The City and Union understand that during the term of these Agreement issues of mutual concern may occur and that it would be helpful for the parties to have a mechanism to discuss those issues. Consequently, the City and Union agree to meet and confer on matters of interest upon the written request of either party on dates agreeable to both parties, provided the parties will not be required to meet and confer more than once in any sixty (60) day period. The parties may, however, mutually agree to meet more frequently as they deem necessary. These meetings will be known as "liaison meetings."

#### **Section 2.**

Any request for a liaison meeting shall be sent by one party to the other in the manner provided for notice to be given in this Agreement and said request shall state the nature of the matters the party wants to discuss and the reason(s) for requesting the meeting. The party receiving the request may respond to the request by providing similar notice and may include in any such response a list of any matters the second party may want to discuss. Any discussion at a liaison meeting should to the extent possible be limited to only those issues identified by the parties in their pre-meeting "request for meeting" and "response" correspondence. It is further understood that liaison meetings shall not be used as a forum to renegotiate this Agreement.

#### **Section 3.**

Each party shall be represented by not more than three (3) persons at a liaison meeting. Meetings will not normally exceed two (2) hours in duration. The City agrees to compensate the three (3) designated union representatives at their normal hourly rate less incentives, shift differential, standby, working out of class, premium pay, etc., for a maximum of two (2) hours. This time shall not be counted towards overtime.

#### **Section 4.**

Liaison meetings shall be held on a date and time mutually agreed upon by the parties. Union members not covered by section three (3) above and other members of the collective bargaining unit choosing to attend such meetings will be off-duty and not subject to compensation unless leave is authorized by their department director or his/her designated representative.

#### **Section 5.**

Nothing in this Article shall preclude any other type of communication that may occur from time to time between the City and the Union.

## **ARTICLE XXI**

### **DRUG AND ALCOHOL POLICY**

#### **Drug and Alcohol Policy:**

The Union agrees to allow the City to implement its policy, with the appropriate safeguards for an employee that will require any employee to submit to a recognized alcohol test if any supervisor has reasonable suspicion that the employee reported for duty or is under the influence of alcoholic beverages while on duty. As state or federal statutes or regulations allow random, post accident or periodic testing, the Union agrees to allow the city to implement its policy which is in conformance with the state, State Statute Title 40, Chapter 15, Section 551 et seq., Standards for Workplace Drug and Alcohol Testing Act, or federal statutes or regulations.

## **ARTICLE XXII**

### **OTHER LEAVES**

#### **Section 1. Jury Duty.**

Employees will be granted leave with pay when serving on jury duty or appearing as a subpoenaed witness. Employees who are required by due process of law to render jury service shall receive the employee's regular pay from the city during such period; however, employees excused from such duty during the employee's regular city duty hours shall return immediately to the employee's city duty station. Jury duty leave shall not apply to a court appearance, or giving testimony by deposition during city's business hours involving the employee's personal interest either as a plaintiff or defendant, or in matters which do not involve the employee in the performance of his duty as an employee of the city, or in matters in which the city is not a party to the action.

#### **Section 2. Voting Leave.**

An employee whose daily work schedule or daily work period encompasses the open polling times so as to prohibit said employee from being able to vote either prior to or after their work period shall be granted up to two (2) hours leave with pay for the purpose of voting. Inconvenience as a rationale for not being able to vote either before or after work shall not be sufficient justification to authorize the aforementioned leave.

#### **Section 3. Military Leave.**

Military Leave. Full-time and part-time employees who are ordered by proper authority to active military service shall be entitled to and shall accrue their full regular pay and benefits for the first Thirty (30) calendar days in each federal fiscal year from the city while on such leave. Other terms and conditions of employment regarding military leave shall be in accordance with State and Federal statutes.

#### **Section 4. Leave Without Pay.**

When circumstances justify, department directors may grant leaves of absence without pay for periods not to exceed one week. Additional leave without pay must be approved by the city manager, or the city manager's designated representative, who shall be the sole determiner of the length of such additional leave. No leave will be granted under this subsection for the purpose of enabling employees to accept temporary employment with other employers.

#### **Section 5. Attendance at Conferences, Schools, etc.**

The City may send employees to conferences, schools, etc., if the city determines such attendance would be beneficial to the employee's knowledge and efficiency and considered as

being beneficial and in the best interest of the City. If an employee is sent by the City to a conference, school, or training event the employee shall receive their regular daily rate of pay for each day the employee is in attendance/away from work in accordance with the Fair Labor Standards Act. The City shall be responsible to cover the costs associated with attendance at any such conference, school or training event.

## Section 6. Administrative Leave.

A. In certain circumstances there exists a need to place employees on administrative leave, which depending upon the situation may be either without or with pay. The determination of whether an employee is placed on administrative leave, as well as the nature and length of any such leave, shall be at the sole discretion of the city manager.

### 1. Instances appropriate for administrative leave without pay shall include:

a. An employee who is accused by indictment, complaint and information, or charged with a crime, whether misdemeanor or felony, regardless of whether or not said employee is incarcerated, may be placed on administrative leave without pay by the city manager following a meeting between the employee and the employee's department director or the city manager. After the meeting, the employee will be notified of the reason for being placed on administrative leave without pay. In the event the employee is incarcerated and not able to attend a meeting with the department director or the city manager a notice of administrative leave without pay will be sent to the employee's last known address on file with the City. The employee will not earn, receive or accrue vacation, sick leave, compensatory time, flexible holiday time or other benefits during the period of administrative leave without pay. If the employee is later exonerated from all the accusations arising from such indictment, complaint and information, or charge, the employee will be made whole by being fully: (1) reinstated to his/her former or similar position, and (2) credited with the wages and benefits that would have accrued during the term of the administrative leave by compensating the employee with full back pay and crediting the employee with vacation leave, sick leave, compensatory time, flexible holiday time, longevity and retirement creditable service benefits. If the employee is convicted, agrees to plead "no contest" or pleads guilty on any of the indictments, complaint and information or charge, the employee may be terminated retroactive to the first day of the administrative leave, following a hearing. During the period of administrative leave without pay, the employee may use, upon the employee's written request, accrued vacation, holiday leave, earned flexible holiday time and earned compensatory time, but those hours will not be reinstated for the benefit of the employee if such employee is exonerated from all the accusations arising from such indictment, complaint and information, or charge, and will be an offset against any wages that may be otherwise due. During the period of administrative leave without pay, such employee and the employee's dependents may continue in the city's health plan if the employee continues to pay the required premiums for single and dependent health plan coverage as appropriate.

b. Pending an investigation of a serious charge arising from an allegation or series of allegations of a breach of employment rules, regulations or procedures, an employee, following a meeting between the employee and the employee's department director, may be placed on administrative leave without pay by the city manager, when the allegation(s), if found to be true, would most likely result in the termination of employment. The employee will not earn, receive or accrue vacation, sick leave, compensatory time, flexible holiday time or other benefits while on administrative leave without pay. If the employee is ultimately terminated, the termination will be retroactive to the first day of the administrative leave. If the employee is not terminated but is otherwise disciplined, the employee will subsequently be permitted to return to work for the City, but will not be credited with the wages and benefits that would have accrued during the term of the administrative leave. If the employee is not terminated or otherwise disciplined the employee will be made whole by being fully: (1) reinstated to his/her former or similar position and (2) credited with the wages and benefits that would have accrued during the term of the administrative leave by compensating the employee with full back pay and crediting the employee with vacation leave, sick leave, compensatory time, flexible holiday time, longevity and retirement creditable service benefits. Any materials or records pertaining to the incident shall be removed immediately from the files upon exoneration, as if the incident had not occurred. During the period of administrative leave without pay, the employee may use, upon the employee's written request, accrued vacation, holiday leave, earned flexible holiday time and earned compensatory time, but those hours will not be reinstated for the benefit of the employee if the employee is exonerated from the accusations of wrongdoing and will be an offset against any wages that may be otherwise due. During the period of administrative leave without pay, the employee and the employee's dependents may continue in the city's health plan if the employee continues to pay the required premiums for single and dependent health plan coverage as appropriate.

2. An employee may be placed on administrative leave with pay when an incident of such a serious nature occurs involving the employee that an investigation is warranted and there exists the possibility of the employee receiving discipline from the incident. In such an instance the employee's department director with the approval of the city manager may place the employee on administrative leave with pay for the period of the investigation, but in no event shall such leave exceed five of the subject employee's working days without written approval from the city manager. If written approval is given the city manager may extend such leave beyond the initial five-day limitation. Following any such extension the city manager shall reevaluate every seven calendar days the need for keeping the employee on administrative leave with pay, and if it is determined the leave should continue, re-authorize in writing the continuation of the leave. Nothing in this subsection shall grant an employee a right to be placed on administrative leave with pay in lieu of administrative leave without pay.

B. Incarcerated employees are subject to the disciplinary actions and procedures established in the Discipline Article XVI. The following rules are applicable to the pay and benefits of incarcerated employees:

1. An employee who is incarcerated will be allowed to use any accrued vacation or compensatory time during such period of incarceration. An incarcerated employee

who has expended all of the employee's accrued vacation and compensatory time shall not be eligible for any type of administrative leave.

2. An incarcerated employee who is later exonerated will not be entitled to back pay or vacation, sick leave, compensatory time, flexible holiday, longevity or retirement creditable service benefits lost or used during such periods of incarceration. Such periods of incarcerations are outside the control of the City of Lawton and the employee cannot perform any productive labor during such periods. Upon release, the employee will be eligible for rehire.

C. In the event the city manager is out of the State of Oklahoma for more than one business day or is on any type of leave, the assistant city manager shall have authority to take action under this section on behalf of the city manager. Likewise, in the event a department director is out of the State of Oklahoma for more than one business day or is on any type of leave, that department's deputy director shall have authority to take action under this section on behalf of the department director. If the department does not have a deputy director, then the individual designated in writing as acting department director shall have authority to act under this section on behalf of the department director.

## **ARTICLE XXIII**

### **TOOLS, EQUIPMENT & UNIFORMS**

#### Section 1.

The City shall provide as it deems necessary all uniforms, tools, equipment, and personal protective equipment (ppe), such as, but not limited to safety glasses, gloves, and shoes/boots, for employees who are required to wear uniforms and/or ppe, to safely perform their assigned duties. Reasonable exceptions may be granted on an individual basis by the employer, when notified along with adequate documentation by the employee of a certified medical condition. It shall be the City's determination as to what, if any, uniforms, tools, equipment and personal protective equipment are required for any particular position. The employee shall notify the supervisor of all defective or missing tools, equipment including ppe. The employee shall keep all tools and equipment in good condition.

#### Section 2.

If the City requires uniforms for a particular position, the City shall under normal circumstances provide adequate numbers of apparel and replacements. The City will under normal circumstances provide for the cleaning of the uniforms. Any uniform provided will be the employee's required daily work attire.

## **ARTICLE XXIV**

### **EDUCATION INCENTIVE & REIMBURSEMENT**

#### Section 1.

The educational incentive program shall be as set forth in Section 17-1-4-143 of the City Code.

#### Section 2.

The union may appoint a union appeal committee of five members to review appeals of denials by the human resources director of applications for educational assistance filed by members of the collective bargaining unit. The committee shall make recommendations concerning such appeals to the city manager who shall have final authority to approve or deny such appeal. The determination of the city manager shall not be subject to the grievance procedure.

## **ARTICLE XXV**

### **UNION BUSINESS**

#### Section 1.

The City may allow three (3) bargaining unit members at a time designated by the Union to take vacation leave, or compensatory time or leave without pay to attend to union business provided such leave does not: (1) disrupt the operation of the city, department or division of the employee, (2) cause overtime, or (3) cause a work operation slowdown. This leave may be approved for up to ninety (90) calendar days, with the possibility of future extensions upon the request of the Union to be taken into consideration by the City. However, any extension shall be at the sole discretion of the City. Once a bargaining unit member returns from any union business leave that is in excess of five (5) City business days said employee will not be eligible for any further union business leave for at least one year. An employee on approved unpaid union business leave may continue his/her city health benefits as allowed for employees on leave without pay. Denial of this leave by the City for any one individual shall not be subject to grievance arbitration so long as the City approves at least one (1) member of the collective bargaining unit leave as described in this section to attend to union business. This time shall not be counted towards overtime. The union members request for union business leave shall reflect that the leave is for union business.

#### Section 2.

Provided there is no disruption in operation by an employee being away from the work place, the City agrees that up to four (4) members of the negotiating team may attend negotiations, mediation and/or interest arbitration sessions on paid status during said employee's normal work schedule/shift. The employee shall not be paid and or compensated if the mediation/ interest arbitration sessions are held during employee's off duty or non pay status. The members of the collective bargaining unit attending the negotiations, mediation or interest arbitration sessions shall not be eligible for incentive pay as listed in Article XX Section 3. This time shall not be counted towards overtime.

#### Section 3.

The City recognizes and agrees to work with the accredited union stewards, representatives, and officers. The Union shall designate and certify to the City, union stewards to represent employees, said number of stewards not to exceed twelve (12) in total. A written list of the union-stewards (such list will outline the area to be represented by each steward) and the union officers shall be furnished to the City immediately after their designation. The Union shall notify the City promptly of any changes to its list of officers and stewards. A union steward shall be on a paid status less incentives as listed in Article XX Section 3 for a maximum of eight (8) hours during a month. A month is two (2) consecutive eighty (80) hour pay periods. This time shall not be counted towards overtime. The eight (8) hours allowed by this section shall be during the stewards normal work period and the time shall be shown in the remarks section of the timesheet.

#### Section 4.

The union may have one (1) representative in addition to the grievant at any grievance arbitration. Any witnesses for the union that is a member of the collective bargaining unit shall be in an unpaid status unless the witness is on approved leave. Attendance at a grievance in a paid status shall be less incentives as listed in Article XX Section 3 and shall not count towards overtime. If the arbitration is held or extends into a period where the representative or grievant would not normally be compensated, the representative or grievant will move to a non-paid status for the remainder of that pay date.

## **ARTICLE XXVI**

### **BULLETIN BOARDS**

#### Section 1.

The City agrees to allow the Union to place one bulletin board in the main office or area accessible to employees for each single division department. In departments with multiple divisions, the union may place one bulletin board in each division's main office or area accessible to employees. The costs of the bulletin board shall be the Union's expense. The purpose of the bulletin boards shall be for the posting of notices limited to Union business, notice of meetings, seminars, work-shops, legislative updates, safety bulletins and other Union information. The bulletin boards shall be agreed to by both parties as to the size, type, and location placement in each office.

#### Section 2.

It is understood there shall be no material posted of a derogatory, libelous or inflammatory nature toward the City, its employees, its citizens, or others. It shall be the Union's responsibility to maintain the material posted on the Union bulletin boards, ensuring that the material posted is in conformity with this section. Further it is the Union's responsibility to ensure the prompt removal of outdated material and that the posting of material is limited only to the bulletin board. In the event information is posted that is not in accordance with this Section, the City Manager or his/her designee shall inform the Union.

## ARTICLE XXVII

### INTERPRETATION AND CONSTRUCTION

#### Section 1.

Savings Clause: The City and the Union agree that in the event any article, section, subsection, sentence, clause, phrase, or portion of this agreement is for any reason held to be invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Agreement.

#### Section 2.

Performance Clause: The failure of either the City or Union to insist upon the performance of a specific section or provision of this agreement shall not constitute a waiver or relinquishment of the right to demand or require future performance in any subsequent or future proceeding.

#### Section 3.

Notification Clause: The City and the Union agree that the official notification, as required by any portion of this agreement, shall be in writing and shall be deemed sufficient if sent by certified mail to the following addresses:

For the Union: AFSCME Local 3894  
Post Office Box 2686  
Lawton, Oklahoma 73502-2686

For the City: City Manager, City of Lawton,  
103 SW 4<sup>th</sup> Street  
Lawton, Oklahoma 73501.

#### Section 4.

Successor Clause: This contract shall not be assignable by either party to any third party.

#### Section 5.

Any appendices or addenda attached to this Agreement shall become a part of this agreement and shall be: (1) numbered and lettered, (2) dated and signed by the City and the Union, and (3) shall be subject to the provisions of this Agreement unless the terms of said appendices/addenda specifically delete or change a provision of this Agreement, in which case the language in the appendices/addenda shall control.

Section 6.

All Memorandums of Understanding signed by the parties prior to the effective date of this Agreement shall have no force and effect after this Agreement's effective date.

**ARTICLE XXVIII**

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## **ARTICLE XXIX**

### **POLICIES**

This Agreement supersedes any and all: (1) provisions of Chapter 17 of the Lawton City Code, (2) Council Policies, (3) Administrative Policies, or (4) department/division policies that by its specific terms are in conflict with this Agreement.

## **ARTICLE XXX**

### **TERM OF CONTRACT**

#### Section 1.

The terms of this contract, excluding wages and salary, shall be effective immediately upon the execution (signing) of the contract by both parties. The wages and salaries provided for in this contract shall be effective the pay period beginning April 7, 2008. The one-time signing stipend shall be paid as set forth in Addendum B. The contract shall expire and cease to exist at midnight June 30, 2008. This contract shall automatically renew for FY 2008/2009 and will thus expire at midnight on June 30, 2009. If funding for FY 2008/2009 is unavailable the provisions of section two (2) below shall apply.

#### Section 2.

Should the City Council fail to fund the economic provisions of this Agreement in the 2008/2009 fiscal year budget, the City shall notify the Union as soon as said determination is made, but in no event any later than one day after the date of the 2008/2009 fiscal year budget's approval. Upon such notification, the Union may request that collective bargaining begin for economic issues for the 2008/2009 fiscal year. If so requested the City agrees to begin negotiations within ten (10) City business days.

**EXECUTION PAGE**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2008, on which date said Agreement was adopted and approved by the City Council of the City of Lawton.

CITY OF LAWTON, OKLAHOMA

By: \_\_\_\_\_  
JOHN P. PURCELL, JR., MAYOR

ATTEST:

\_\_\_\_\_  
TRACI HUSHBECK, CITY CLERK

\_\_\_\_\_  
JOHN H. VINCENT  
City Attorney

APPROVED as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

AFSCME LOCAL 3894,

By: \_\_\_\_\_  
AFSCME LAWTON BARGAINING  
COMMITTEE, CHAIR

\_\_\_\_\_  
AFSCME International

\_\_\_\_\_  
AFSCME Lawton Bargaining Committee

<b>DEPARTMENT</b>	<b>DIVISION</b>	<b>POSITION TITLE</b>
CITY MANAGERS OFFICE	AUDITING	AUDITING TECHNICIAN
COMMUNITY SERVICES	COM DEVELOP ADMIN	GRANTS/FISCAL OFFICER
COMMUNITY SERVICES	COM. DEVELOP ADMIN	SENIOR SECRETARY
COMMUNITY SERVICES	HOUSING ASSISTANCE DIV	HOUSING DEVELOPMENT SPECIALIST
COMMUNITY SERVICES	HOUSING ASSISTANCE DIV	HOUSING REHAB SPECIALIST
COMMUNITY SERVICES	HOUSING ASSISTANCE DIV	HOUSING REHAB/CONTRACT COMPLIANCE SPECIALIST
COMMUNITY SERVICES	INSPECTION SERVICES	BUILDING INSPECTOR
COMMUNITY SERVICES	INSPECTION SERVICES	ELECTRICAL INSPECTOR
COMMUNITY SERVICES	INSPECTION SERVICES	MECHANICAL INSPECTOR
COMMUNITY SERVICES	INSPECTION SERVICES	PLUMBING INSPECTOR
COMMUNITY SERVICES	LICENSE & PERMIT CENTER	FULL SERVICE REP
COMMUNITY SERVICES	LICENSE & PERMIT CENTER	PLANS EXAMINER
COMMUNITY SERVICES	LICENSE & PERMIT CENTER	SENIOR CLERICAL ASSOCIATE
COMMUNITY SERVICES	LICENSE AND PERMIT CENTER	SENIOR SECRETARY
COMMUNITY SERVICES	NEIGHBORHOOD SERVICES	CODE ENFORCEMENT OFFICER
COMMUNITY SERVICES	NEIGHBORHOOD SERVICES	SENIOR CLERICAL ASSOCIATE
COMMUNITY SERVICES	PLANNING	ADMINISTRATIVE SECRETARY
COMMUNITY SERVICES	PLANNING	PLANNING SUBDIVISION ADMINISTRATOR
COMMUNITY SERVICES	PLANNING	PLANNING/ENGINEERING TECHNICIAN
COMMUNITY SERVICES	PLANNING	COMPREHENSIVE PLANNER
COMMUNITY SERVICES	PLANNING	PLANNING TECHNICIAN
COMMUNITY SERVICES	PLANNING	SENIOR SECRETARY
COMMUNITY SERVICES	PLANNING	TRANSPORTATION PLANNER
COMMUNITY SERVICES	STORM WATER MITIGATION	CONSTRUCTION INSPECTOR
COMMUNITY SERVICES	STORM WATER MITIGATION	ENGINEERING ASSOCIATE
FINANCE	FINANCIAL SERVICES	BUYER
FINANCE	FINANCIAL SERVICES	FISCAL SPECIALIST
FINANCE	FINANCIAL SERVICES	FISCAL TECHNICIAN [NON-PAYROLL CLERK]
FINANCE	FINANCIAL SERVICES	PRINCIPAL SECRETARY
FINANCE	FINANCIAL SERVICES	PRINT SHOP COORDINATOR
FINANCE	FINANCIAL SERVICES	PRINT SHOP HELPER/COURIER
FINANCE	FINANCIAL SERVICES	SENIOR CLERICAL ASSISTANT
FINANCE	INFORMATION TECHNOLOGY	COMPUTER OPERATOR
FINANCE	INFORMATION TECHNOLOGY	GIS PROGRAMMER ANALYST
FINANCE	INFORMATION TECHNOLOGY	MICRO-COMPUTER SPECIALIST
FINANCE	INFORMATION TECHNOLOGY	NETWORK SUPPORT TECHNICIAN
FINANCE	INFORMATION TECHNOLOGY	OPERATOR/PROGRAMMER
FINANCE	INFORMATION TECHNOLOGY	PROGRAMMER/ANNALIST II
FINANCE	REVENUE SERVICES	FULL SERVICE REP
FINANCE	REVENUE SERVICES	HEAD CASHIER
FINANCE	REVENUE SERVICES	METER READER
FINANCE	REVENUE SERVICES	METER SERVICE WORKER
FIRE	FIRE PREVENTION	SENIOR CLERICAL ASSISTANT
LIBRARY	LIBRARY-OPERATION	ACQUISITION TECHNICIAN-LIBRARY
LIBRARY	LIBRARY-OPERATION	CLERICAL ASSISTANT
LIBRARY	LIBRARY-OPERATION	LIBRARIAN I
LIBRARY	LIBRARY-OPERATION	LIBRARIAN II
LIBRARY	LIBRARY-OPERATION	LIBRARY AIDE
LIBRARY	LIBRARY-OPERATION	LIBRARY ASSOCIATE
LIBRARY	LIBRARY-OPERATION	SENIOR LIBRARY ASSOCIATE
MUNICIPAL COURT		BAILIFF
MUNICIPAL COURT		DEPUTY COURT CLERK
PARKS AND RECREATION	ARTS & HUMANITIES	ARTS COORDINATOR
PARKS AND RECREATION	ARTS & HUMANITIES	SENIOR CLERICAL ASSISTANT
PARKS AND RECREATION	BUILDING MAINTENANCE	BUILDING CONSTRUCTION SPECIALIST
PARKS AND RECREATION	BUILDING MAINTENANCE	BUILDING MAINTENANCE WORKER III

<b>DEPARTMENT</b>	<b>DIVISION</b>	<b>POSITION TITLE</b>
PARKS AND RECREATION	CEMETERY	CARETAKER I
PARKS AND RECREATION	CEMETERY	CARETAKER II
PARKS AND RECREATION	LAKES	EQUIPMENT OPERATOR
PARKS AND RECREATION	LAKES	LAKE FEE COLLECTOR
PARKS AND RECREATION	LAKES	MAINTENANCE WORKER III
PARKS AND RECREATION	LAKES	SENIOR CLERICAL ASSISTANT
PARKS AND RECREATION	LANDSCAPE MAINTENANCE	LABORER
PARKS AND RECREATION	LANDSCAPE MAINTENANCE	LANDSCAPE TECHNICIAN
PARKS AND RECREATION	LANDSCAPE MAINTENANCE	LANDSCAPE TECHNICIAN II
PARKS AND RECREATION	MCMAHON AUDITORIUM	AUDITORIUM COORDINATOR
PARKS AND RECREATION	MCMAHON AUDITORIUM	HOUSE MANAGER
PARKS AND RECREATION	MCMAHON AUDITORIUM	MAINTENANCE WORKER I
PARKS AND RECREATION	PARK MAINTENANCE	MAINTENANCE TECHNICIAN IV
PARKS AND RECREATION	PARK MAINTENANCE	PARK SPECIALIST II
PARKS AND RECREATION	PARK MAINTENANCE	PARKS EQUIPMENT INSPECTOR
PARKS AND RECREATION	PARKS & RECREATION ADMIN	YOUTH SERVICES COORDINATOR
PARKS AND RECREATION	R.S.V.P.	RSVP ADMINISTRATOR/MARKETING SPECIALIST
PARKS AND RECREATION	R.S.V.P.	SENIOR CLERICAL ASSISTANT
PARKS AND RECREATION	RECREATION SERVICES	SENIOR CLERICAL ASSOCIATE
PARKS AND RECREATION	RECREATION SERVICES	ACTIVITY COORDINATOR
PARKS AND RECREATION	RECREATION SERVICES	RECREATION AIDE
PARKS AND RECREATION	RECREATION SERVICES	SENIOR ADULT CENTER COORDINATOR/ SENIOR CENTER COORDINATOR
PARKS AND RECREATION	SPORTS AND AQUATICS	SPORTS COORDINATOR
POLICE	EMERGENCY COMMUNICATIONS	COMMUNICATIONS TRAINING AND SUPPORT TECHNICIAN
POLICE	EMERGENCY COMMUNICATIONS	TELECOMMUNICATOR
POLICE	POLICE CID	PAWN TICKET/SHOP CLERK
POLICE	POLICE CID	PRINCIPAL SECRETARY
POLICE	POLICE TECH SERVICES	BUILDING MAINTENANCE WORKER III
POLICE	POLICE TECH SERVICES	JAIL SHIFT SUPERVISOR
POLICE	POLICE TECH SERVICES	JAILER
POLICE	POLICE TECH SERVICES	POLICE CLERK
POLICE	POLICE TECH SERVICES	PRINCIPAL CLERICAL ASSOCIATE
POLICE	POLICE TECH SERVICES	RECORDS MANAGER
PUBLIC WORKS	ANIMAL WELFARE	ANIMAL WELFARE OFFICER
PUBLIC WORKS	ANIMAL WELFARE	CLERICAL ASSOCIATE
PUBLIC WORKS	ANIMAL WELFARE	KENNEL ASSISTANT
PUBLIC WORKS	DRAINAGE MAINTENANCE	CEMENT FINISHER
PUBLIC WORKS	DRAINAGE MAINTENANCE	EQUIPMENT OPERATOR
PUBLIC WORKS	DRAINAGE MAINTENANCE	SENIOR CLERICAL ASSISTANT
PUBLIC WORKS	DRAINAGE MAINTENANCE	SENIOR EQUIPMENT OPERATOR
PUBLIC WORKS	DRAINAGE MAINTENANCE	VECTOR CONTROL TECHNICIAN II
PUBLIC WORKS	ELECTRONIC MAINTENANCE	ELECTRONIC TECHNICIAN
PUBLIC WORKS	ENGINEERING	SENIOR SECRETARY
PUBLIC WORKS	ENGINEERING	ASSOCIATE CIVIL ENGINEER
PUBLIC WORKS	ENGINEERING	CAD TECHNICIAN
PUBLIC WORKS	ENGINEERING	CIVIL ENGINEER
PUBLIC WORKS	ENGINEERING	CONSTRUCTION INSPECTOR
PUBLIC WORKS	ENGINEERING	RIGHT OF WAY AGENT
PUBLIC WORKS	ENGINEERING	SENIOR CAD TECHNICIAN
PUBLIC WORKS	ENGINEERING	SURVEY PARTY CHIEF
PUBLIC WORKS	EQUIPMENT MAINTENANCE	AUTO MECHANIC
PUBLIC WORKS	EQUIPMENT MAINTENANCE	AUTO PARTS SPECIALIST
PUBLIC WORKS	EQUIPMENT MAINTENANCE	AUTO SERVICE WORKER I

<b>DEPARTMENT</b>	<b>DIVISION</b>	<b>POSITION TITLE</b>
PUBLIC WORKS	EQUIPMENT MAINTENANCE	AUTO SERVICE WORKER II
PUBLIC WORKS	EQUIPMENT MAINTENANCE	SERVICE TECHNICIAN
PUBLIC WORKS	EQUIPMENT MAINTENANCE	WELDER FABRICATOR
PUBLIC WORKS	PUBLIC WORKS ADMINISTRATION	SENIOR CLERICAL ASSISTANT
PUBLIC WORKS	SEWER SYS CONSTRUCTION DIV	AUTO MECHANIC
PUBLIC WORKS	SEWER SYS CONSTRUCTION DIV	CONSTRUCTION WORKER/LABORER
PUBLIC WORKS	SEWER SYS CONSTRUCTION DIV	PRINCIPAL EQUIPMENT OPERATOR
PUBLIC WORKS	SEWER SYS CONSTRUCTION DIV	PT SENIOR CLERICAL ASSISTANT
PUBLIC WORKS	SEWER SYS CONSTRUCTION DIV	SENIOR EQUIPMENT OPERATOR
PUBLIC WORKS	SEWER SYS. CONSTRUCTION DIV.	PW SCHEDULER
PUBLIC WORKS	SEWER SYSTEM TECH DIV	CAD TECHNICIAN
PUBLIC WORKS	SEWER SYSTEM TECH DIV	CONSTRUCTION INSPECTOR
PUBLIC WORKS	SEWER SYSTEM TECH DIV	GREASE TRAP INSPECTOR
PUBLIC WORKS	SEWER SYSTEM TECH DIV	SURVEY TECHNICIAN
PUBLIC WORKS	SOLID WASTE-REFUSE COLLEC	SANITATION WORKER
PUBLIC WORKS	SOLID WASTE-REFUSE COLLEC	CONTAINER MAINTENANCE WORKER I
PUBLIC WORKS	SOLID WASTE-REFUSE COLLEC	CONTAINER MAINTENANCE WORKER II
PUBLIC WORKS	SOLID WASTE-REFUSE COLLEC	SANITATION OPERATOR
PUBLIC WORKS	SOLID WASTE-REFUSE COLLEC	SENIOR EQUIPMENT OPERATOR
PUBLIC WORKS	SOLID WASTE-REFUSE COLLEC.	SENIOR CLERICAL ASSISTANT
PUBLIC WORKS	SOLID WASTE-REFUSE DISPSL	LANDFILL SCALE ATTENDANT
PUBLIC WORKS	SOLID WASTE-REFUSE DISPSL	PRINCIPAL EQUIPMENT OPERATOR
PUBLIC WORKS	SOLID WASTE-REFUSE DISPSL.	CLERICAL ASSOCIATE
PUBLIC WORKS	STREETS	SCHEDULER
PUBLIC WORKS	STREETS	CEMENT FINISHER
PUBLIC WORKS	STREETS	EQUIPMENT OPERATOR
PUBLIC WORKS	STREETS	LEAD LABORER
PUBLIC WORKS	STREETS	PRINCIPAL EQUIPMENT OPERATOR
PUBLIC WORKS	STREETS	SENIOR EQUIPMENT OPERATOR
PUBLIC WORKS	STREETS	EQUIPMENT OPERATOR
PUBLIC WORKS	STREETS	LEAD LABORER
PUBLIC WORKS	TRAFFIC CONTROL	SENIOR EQUIPMENT OPERATOR
PUBLIC WORKS	TRAFFIC CONTROL	SIGN & TOOL SPECIALIST
PUBLIC WORKS	TRAFFIC CONTROL	PRINCIPAL EQUIPMENT OPERATOR
PUBLIC WORKS	TRAFFIC CONTROL	SENIOR EQUIPMENT OPERATOR
PUBLIC WORKS	WASTEWATER COLLECTION	SEWER LIFT STATION MECHANIC
PUBLIC WORKS	WASTEWATER COLLECTION	UTILITY WORKER/LABORER
PUBLIC WORKS	WASTEWATER COLLECTION	PRINCIPAL EQUIPMENT OPERATOR
PUBLIC WORKS	WASTEWATER COLLECTION	PW SCHEDULER
PUBLIC WORKS	WASTEWATER MAINTENANCE	SENIOR CLERICAL ASSISTANT
PUBLIC WORKS	WASTEWATER MAINTENANCE	SENIOR EQUIPMENT OPERATOR
PUBLIC WORKS	WASTEWATER MAINTENANCE	UTILITY WORKER/LABORER
PUBLIC WORKS	WASTEWATER MAINTENANCE	INDUSTRIAL PRE-TREATMENT INSPECTOR
PUBLIC WORKS	WASTEWATER TREATMENT PLNT	INDUSTRIAL PRE-TREATMENT OFFICER
PUBLIC WORKS	WASTEWATER TREATMENT PLNT	INSTRUMENTATION TECHNICIAN
PUBLIC WORKS	WASTEWATER TREATMENT PLNT	LAB TECHNICIAN
PUBLIC WORKS	WASTEWATER TREATMENT PLNT	WW PLANT MECHANIC
PUBLIC WORKS	WASTEWATER TREATMENT PLNT	WW PLANT OPERATOR
PUBLIC WORKS	WATER DISTRIBUTION	PW SCHEDULER
PUBLIC WORKS	WATER DISTRIBUTION	METER TECHNICIAN
PUBLIC WORKS	WATER DISTRIBUTION	PRINCIPAL EQUIPMENT OPERATOR
PUBLIC WORKS	WATER DISTRIBUTION	PUMP STATION MECHANIC
PUBLIC WORKS	WATER DISTRIBUTION	PW DISPATCHER
PUBLIC WORKS	WATER DISTRIBUTION	SENIOR EQUIPMENT OPERATOR

<b>DEPARTMENT</b>	<b>DIVISION</b>	<b>POSITION TITLE</b>
PUBLIC WORKS	WATER DISTRIBUTION	UTILITY WORKER/LABORER
PUBLIC WORKS	WATER TREATMENT PLANT	CHEMIST
PUBLIC WORKS	WATER TREATMENT PLANT	LAB TECHNICIAN
PUBLIC WORKS	WATER TREATMENT PLANT	PLANT MECHANIC
PUBLIC WORKS	WATER TREATMENT PLANT	WATER PLANT OPERATOR

## ADDENDUM B

1. New employees, except as provided in paragraph 2 below, shall start work at the A step of the grade to which their positions are allocated by the pay plan. Upon the successful completion of the introductory/probationary period, employees will be eligible for a pay increase to the immediate next highest pay step. Successful completion shall mean receiving a performance evaluation rating of standard or higher during the introductory period. Should an employee be hired initially in a step other than step A, the review time for a merit increase will be the introductory period or 6 months in step B which ever is longer and one year in all other steps.

2. Candidates for employment with clearly exceptional qualifications for the position may be employed at a step in the pay plan higher than step A. The department director has the authority to hire a new employee at step B. The department director may recommend to the city manager and city manager may approve hiring a new employee at step C or above.

3. Except as provided in paragraph 4 merit increases shall only be granted only on or after the annual anniversary date or the completion of the introductory period by the employee and only for an employee who has received a rating of standard or higher in the employee's most recent performance evaluation.

4. An out of cycle pay increase, upon the recommendation of the department director, may be granted by the city manager whose determination shall be final and not subject to the grievance procedure shown in Article 17. Such increases shall normally be of one step.

5. It is the duty of department directors and supervisors to identify exceptional workers and to recommend to the city manager that the exceptional workers be granted accelerated increases. Conversely, it is the duty of supervisors to withhold pay increases for employees whose performance is substandard. Individual performance evaluations are not subject to the grievance procedure shown in Article 17.

6. As a one-time stipend in consideration of (1) the ratification of this contract and (2) the union foregoing any retroactive pay increase, the City agrees to pay each employee in the AFSCME bargaining unit, employed on April 1, 2008, the sum of Two Hundred Twenty-Five 00/100 Dollars (\$225.00). This payment shall be paid on May 2, 2008. The City will not withhold any deductions from this stipend. It shall be the duty of each member receiving a stipend to make the appropriate income declaration.

7. The pay charts attached hereto include a three percent (3%) increase in the base pay that the members received on July 1, 2007. The pay as indicated on the appropriate chart for each employee shall commence with the pay period beginning on April 7, 2008. Certain employees paid pursuant to MG pay chart are exempt/salaried employees and as such the hourly and annual pay rates referenced on the MG chart are for information only. Those employees paid by the GE pay chart are non-exempt/hourly employees shall be paid as indicated on the row marked hourly thus the rows marked bi-weekly and annual on the GE pay chart are for information only.

EXECUTION PAGE

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 25<sup>th</sup> day of March, 2008, on which date said Agreement was adopted and approved by the City Council of the City of Lawton.

CITY OF LAWTON, OKLAHOMA

By: John P. Purcell, Jr.  
JOHN P. PURCELL, JR., MAYOR

ATTEST:

Traci Hushbeck  
TRACI HUSHBECK, CITY CLERK

John H. Vincent  
JOHN H. VINCENT  
City Attorney

APPROVED as to form and legality this 13<sup>th</sup> day of March, 2008.

AFSCME LOCAL 3894,

By: John Breech  
AFSCME LAWTON BARGAINING  
COMMITTEE, CHAIR

Jacky A. [Signature]  
AFSCME International

William P. Baker  
AFSCME Lawton Bargaining Committee

Darrell Atkinson  
AFSCME Lawton Bargaining Committee

Jimmy Thompson  
AFSCME Lawton Bargaining Committee

Gardner Anders  
AFSCME Lawton Bargaining Committee

James D. Beasley  
AFSCME Lawton Bargaining Committee

Allan Ojuno  
AFSCME Lawton Bargaining Committee

Alene L. Mardon  
AFSCME Lawton Bargaining Committee

3/1008 author: IT

PAYSCALE FOR GENERAL HOURLY UNION EMPLOYEES - EFFECTIVE 4/7/2008

LEVEL

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
GE01H	HOURLY	\$8.49	\$8.70	\$8.92	\$9.15	\$9.37	\$9.60	\$10.08	\$10.34	\$10.60	\$10.87	\$11.13	\$11.41	\$11.70	\$12.00	\$12.30	\$12.60
	BIWEEKLY	\$679.20	\$696.00	\$713.60	\$732.00	\$749.60	\$768.00	\$807.20	\$827.20	\$848.00	\$868.60	\$890.40	\$912.80	\$936.00	\$960.00	\$984.00	\$1,008.00
	ANNUAL	\$17,659.20	\$18,096.00	\$18,553.60	\$19,032.00	\$19,489.60	\$19,968.00	\$20,987.20	\$21,507.20	\$22,048.00	\$22,609.60	\$23,150.40	\$23,732.80	\$24,336.00	\$24,960.00	\$25,584.00	\$26,208.00
GE02H	HOURLY	\$9.13	\$9.35	\$9.59	\$9.83	\$10.07	\$10.32	\$10.85	\$11.11	\$11.39	\$11.68	\$11.98	\$12.28	\$12.58	\$12.90	\$13.21	\$13.54
	BIWEEKLY	\$730.40	\$748.00	\$767.20	\$786.40	\$805.60	\$825.60	\$868.00	\$888.80	\$911.20	\$934.40	\$958.40	\$982.40	\$1,006.40	\$1,032.00	\$1,056.80	\$1,083.20
	ANNUAL	\$18,990.40	\$19,448.00	\$19,947.20	\$20,446.40	\$20,945.60	\$21,465.60	\$22,568.00	\$23,108.80	\$23,691.20	\$24,294.40	\$24,918.40	\$25,542.40	\$26,166.40	\$26,832.00	\$27,476.80	\$28,163.20
GE03H	HOURLY	\$9.81	\$10.05	\$10.31	\$10.57	\$10.83	\$11.10	\$11.66	\$11.95	\$12.25	\$12.56	\$12.88	\$13.19	\$13.52	\$13.86	\$14.20	\$14.56
	BIWEEKLY	\$784.80	\$804.00	\$824.80	\$845.60	\$866.40	\$888.00	\$932.80	\$956.00	\$980.00	\$1,004.80	\$1,030.40	\$1,055.20	\$1,081.60	\$1,108.80	\$1,136.00	\$1,164.80
	ANNUAL	\$20,404.80	\$20,904.00	\$21,444.80	\$21,985.60	\$22,526.40	\$23,088.00	\$24,252.80	\$24,856.00	\$25,480.00	\$26,124.80	\$26,790.40	\$27,435.20	\$28,121.60	\$28,828.80	\$29,536.00	\$30,284.80
GE04H	HOURLY	\$10.55	\$10.80	\$11.08	\$11.36	\$11.64	\$11.93	\$12.54	\$12.84	\$13.17	\$13.50	\$13.83	\$14.18	\$14.53	\$14.90	\$15.27	\$15.66
	BIWEEKLY	\$844.00	\$864.00	\$886.40	\$908.80	\$931.20	\$954.40	\$978.40	\$1,027.20	\$1,053.60	\$1,080.00	\$1,106.40	\$1,134.40	\$1,162.40	\$1,192.00	\$1,221.60	\$1,252.80
	ANNUAL	\$21,944.00	\$22,464.00	\$23,046.40	\$23,628.80	\$24,211.20	\$24,814.40	\$25,438.40	\$26,083.20	\$26,707.20	\$27,393.60	\$28,080.00	\$28,766.40	\$29,494.40	\$30,222.40	\$30,992.00	\$31,761.60
GE05H	HOURLY	\$11.34	\$11.62	\$11.91	\$12.21	\$12.51	\$12.82	\$13.47	\$13.81	\$14.16	\$14.51	\$14.87	\$15.24	\$15.63	\$16.02	\$16.42	\$16.83
	BIWEEKLY	\$907.20	\$929.60	\$952.80	\$976.80	\$1,000.80	\$1,025.60	\$1,077.60	\$1,104.80	\$1,132.80	\$1,160.80	\$1,189.60	\$1,219.20	\$1,250.40	\$1,281.60	\$1,313.60	\$1,346.40
	ANNUAL	\$23,587.20	\$24,169.60	\$24,772.80	\$25,396.80	\$26,020.80	\$26,665.60	\$27,331.20	\$28,017.60	\$28,724.80	\$29,452.80	\$30,209.60	\$31,000.00	\$31,822.40	\$32,688.00	\$33,521.60	\$34,416.00
GE06H	HOURLY	\$12.18	\$12.49	\$12.80	\$13.12	\$13.45	\$13.79	\$14.48	\$14.85	\$15.22	\$15.60	\$15.99	\$16.39	\$16.80	\$17.22	\$17.65	\$18.09
	BIWEEKLY	\$974.40	\$999.20	\$1,024.00	\$1,049.60	\$1,076.00	\$1,103.20	\$1,158.40	\$1,188.00	\$1,217.60	\$1,248.00	\$1,279.20	\$1,311.20	\$1,344.00	\$1,377.60	\$1,412.00	\$1,447.20
	ANNUAL	\$25,334.40	\$25,979.20	\$26,624.00	\$27,269.60	\$27,976.00	\$28,683.20	\$30,418.40	\$30,888.00	\$31,657.60	\$32,448.00	\$33,259.20	\$34,091.20	\$34,944.00	\$35,817.60	\$36,712.00	\$37,627.20
GE07H	HOURLY	\$13.10	\$13.43	\$13.76	\$14.11	\$14.46	\$14.82	\$15.57	\$15.97	\$16.37	\$16.77	\$17.19	\$17.62	\$18.06	\$18.51	\$18.97	\$19.45
	BIWEEKLY	\$1,048.00	\$1,074.40	\$1,100.80	\$1,128.80	\$1,156.80	\$1,185.60	\$1,245.60	\$1,277.60	\$1,309.60	\$1,341.60	\$1,375.20	\$1,409.60	\$1,444.80	\$1,480.80	\$1,517.60	\$1,556.00
	ANNUAL	\$27,248.00	\$27,934.40	\$28,620.80	\$29,348.80	\$30,076.80	\$30,825.60	\$32,600.00	\$33,217.60	\$34,049.60	\$34,881.60	\$35,755.20	\$36,649.60	\$37,564.80	\$38,500.80	\$39,457.60	\$40,456.00
GE08H	HOURLY	\$14.08	\$14.44	\$14.80	\$15.16	\$15.54	\$15.93	\$16.74	\$17.16	\$17.59	\$18.03	\$18.48	\$18.94	\$19.42	\$19.90	\$20.39	\$20.91
	BIWEEKLY	\$1,126.40	\$1,155.20	\$1,184.00	\$1,212.80	\$1,243.20	\$1,274.40	\$1,339.20	\$1,372.80	\$1,407.20	\$1,442.40	\$1,478.40	\$1,515.20	\$1,553.60	\$1,592.00	\$1,631.20	\$1,672.80
	ANNUAL	\$29,286.40	\$30,035.20	\$30,784.00	\$31,532.80	\$32,323.20	\$33,134.40	\$34,819.20	\$35,692.80	\$36,587.20	\$37,502.40	\$38,438.40	\$39,395.20	\$40,393.60	\$41,382.00	\$42,411.20	\$43,492.80
GE09H	HOURLY	\$15.14	\$15.52	\$15.90	\$16.30	\$16.71	\$17.13	\$17.99	\$18.45	\$18.91	\$19.38	\$19.87	\$20.36	\$20.87	\$21.39	\$21.93	\$22.47
	BIWEEKLY	\$1,211.20	\$1,241.60	\$1,272.00	\$1,304.00	\$1,336.80	\$1,370.40	\$1,439.20	\$1,476.00	\$1,512.80	\$1,550.40	\$1,589.60	\$1,628.80	\$1,669.60	\$1,711.20	\$1,754.40	\$1,797.60
	ANNUAL	\$31,481.20	\$32,281.60	\$33,072.00	\$33,904.00	\$34,756.80	\$35,630.40	\$37,419.20	\$38,376.00	\$39,332.80	\$40,310.40	\$41,329.60	\$42,348.80	\$43,409.60	\$44,491.20	\$45,614.40	\$46,737.60
GE10H	HOURLY	\$16.27	\$16.69	\$17.10	\$17.53	\$17.96	\$18.42	\$18.87	\$19.34	\$19.83	\$20.32	\$20.84	\$21.35	\$21.89	\$22.43	\$23.00	\$23.58
	BIWEEKLY	\$1,301.60	\$1,335.20	\$1,368.80	\$1,402.40	\$1,436.80	\$1,473.60	\$1,509.60	\$1,586.40	\$1,625.60	\$1,667.20	\$1,708.00	\$1,751.20	\$1,794.40	\$1,840.00	\$1,886.40	\$1,932.80
	ANNUAL	\$33,841.60	\$34,715.20	\$35,568.00	\$36,462.40	\$37,356.80	\$38,313.60	\$40,227.20	\$41,246.40	\$42,285.60	\$43,347.20	\$44,408.00	\$45,531.20	\$46,654.40	\$47,840.00	\$49,064.40	\$50,252.80

3/10/08 author: IT

PAYSCALE FOR GENERAL SALARIED UNION EMPLOYEES - EFFECTIVE 4/7/2008

LEVEL

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
GE01S	HOURLY	\$8.49	\$8.70	\$8.92	\$9.15	\$9.37	\$9.60	\$9.85	\$10.09	\$10.34	\$10.60	\$11.13	\$11.41	\$11.70	\$12.00	\$12.30	\$12.60
	BIWEEKLY	\$679.20	\$696.00	\$713.60	\$732.00	\$749.60	\$768.00	\$788.00	\$807.20	\$827.20	\$848.00	\$890.40	\$912.80	\$936.00	\$960.00	\$984.00	\$1,008.00
	ANNUAL	\$17,659.20	\$18,096.00	\$18,553.60	\$19,032.00	\$19,489.60	\$19,968.00	\$20,488.00	\$20,997.20	\$21,507.20	\$22,048.00	\$23,150.40	\$23,732.80	\$24,336.00	\$24,960.00	\$25,584.00	\$26,208.00
GE02S	HOURLY	\$9.13	\$9.35	\$9.59	\$9.83	\$10.07	\$10.32	\$10.58	\$10.85	\$11.11	\$11.39	\$11.98	\$12.28	\$12.58	\$12.90	\$13.21	\$13.54
	BIWEEKLY	\$730.40	\$748.00	\$767.20	\$786.40	\$805.60	\$825.60	\$846.40	\$868.00	\$891.20	\$934.40	\$958.40	\$982.40	\$1,006.40	\$1,032.00	\$1,056.80	\$1,083.20
	ANNUAL	\$18,990.40	\$19,448.00	\$19,947.20	\$20,446.40	\$20,945.60	\$21,465.60	\$22,006.40	\$22,568.00	\$23,108.80	\$23,691.20	\$24,294.40	\$25,542.40	\$26,166.40	\$26,832.00	\$27,476.80	\$28,163.20
GE03S	HOURLY	\$9.81	\$10.05	\$10.31	\$10.57	\$10.83	\$11.10	\$11.38	\$11.66	\$11.95	\$12.25	\$12.88	\$13.19	\$13.52	\$13.86	\$14.20	\$14.56
	BIWEEKLY	\$784.80	\$804.00	\$824.80	\$845.60	\$866.40	\$888.00	\$910.40	\$932.80	\$956.00	\$980.00	\$1,030.40	\$1,055.20	\$1,081.60	\$1,108.80	\$1,136.00	\$1,164.80
	ANNUAL	\$20,404.80	\$20,904.00	\$21,444.80	\$21,985.60	\$22,526.40	\$23,088.00	\$23,670.40	\$24,252.80	\$24,856.00	\$25,480.00	\$26,124.80	\$26,790.40	\$27,435.20	\$28,121.60	\$28,828.80	\$29,536.00
GE04S	HOURLY	\$10.55	\$10.80	\$11.08	\$11.36	\$11.64	\$11.93	\$12.23	\$12.54	\$12.84	\$13.17	\$13.83	\$14.18	\$14.53	\$14.90	\$15.27	\$15.66
	BIWEEKLY	\$844.00	\$864.00	\$886.40	\$908.80	\$931.20	\$954.40	\$978.40	\$1,003.20	\$1,027.20	\$1,053.60	\$1,080.00	\$1,106.40	\$1,134.40	\$1,162.40	\$1,192.00	\$1,221.60
	ANNUAL	\$21,944.00	\$22,464.00	\$23,046.40	\$23,628.80	\$24,211.20	\$24,814.40	\$25,438.40	\$26,083.20	\$26,707.20	\$27,393.60	\$28,080.00	\$28,766.40	\$29,494.40	\$30,222.40	\$30,992.00	\$31,761.60
GE05S	HOURLY	\$11.34	\$11.62	\$11.91	\$12.21	\$12.51	\$12.82	\$13.14	\$13.47	\$13.81	\$14.16	\$14.87	\$15.24	\$15.63	\$16.02	\$16.42	\$16.83
	BIWEEKLY	\$907.20	\$929.60	\$952.80	\$976.80	\$1,000.80	\$1,025.60	\$1,051.20	\$1,077.60	\$1,104.80	\$1,132.80	\$1,189.60	\$1,219.20	\$1,250.40	\$1,281.60	\$1,313.60	\$1,346.40
	ANNUAL	\$23,587.20	\$24,169.60	\$24,772.80	\$25,396.80	\$26,020.80	\$26,665.60	\$27,331.20	\$28,017.60	\$28,724.80	\$29,452.80	\$30,180.80	\$30,929.60	\$31,699.20	\$32,510.40	\$33,321.60	\$34,153.60
GE06S	HOURLY	\$12.18	\$12.49	\$12.80	\$13.12	\$13.45	\$13.79	\$14.13	\$14.48	\$14.85	\$15.22	\$15.60	\$15.99	\$16.39	\$16.80	\$17.22	\$17.65
	BIWEEKLY	\$974.40	\$999.20	\$1,024.00	\$1,049.60	\$1,076.00	\$1,103.20	\$1,130.40	\$1,158.40	\$1,188.00	\$1,217.60	\$1,248.00	\$1,279.20	\$1,311.20	\$1,344.00	\$1,377.60	\$1,412.00
	ANNUAL	\$25,334.40	\$25,979.20	\$26,624.00	\$27,289.60	\$27,976.00	\$28,683.20	\$29,390.40	\$30,118.40	\$30,888.00	\$31,657.60	\$32,448.00	\$33,259.20	\$34,091.20	\$34,944.00	\$35,817.60	\$36,712.00
GE07S	HOURLY	\$13.10	\$13.43	\$13.76	\$14.11	\$14.46	\$14.82	\$15.19	\$15.57	\$15.97	\$16.37	\$16.77	\$17.19	\$17.62	\$18.06	\$18.51	\$18.97
	BIWEEKLY	\$1,048.00	\$1,074.40	\$1,100.80	\$1,128.80	\$1,156.80	\$1,185.60	\$1,215.20	\$1,245.60	\$1,277.60	\$1,309.60	\$1,341.60	\$1,375.20	\$1,409.60	\$1,444.80	\$1,480.80	\$1,517.60
	ANNUAL	\$27,248.00	\$27,934.40	\$28,620.80	\$29,348.80	\$30,076.80	\$30,825.60	\$31,595.20	\$32,385.60	\$33,217.60	\$34,049.60	\$34,881.60	\$35,755.20	\$36,649.60	\$37,564.80	\$38,500.80	\$39,457.60
GE08S	HOURLY	\$14.08	\$14.44	\$14.80	\$15.16	\$15.54	\$15.93	\$16.34	\$16.74	\$17.16	\$17.59	\$18.03	\$18.48	\$18.94	\$19.42	\$19.90	\$20.39
	BIWEEKLY	\$1,126.40	\$1,155.20	\$1,184.00	\$1,212.80	\$1,243.20	\$1,274.40	\$1,307.20	\$1,339.20	\$1,372.80	\$1,407.20	\$1,442.40	\$1,478.40	\$1,515.20	\$1,553.60	\$1,592.00	\$1,631.20
	ANNUAL	\$29,286.40	\$30,035.20	\$30,784.00	\$31,532.80	\$32,323.20	\$33,134.40	\$33,967.20	\$34,819.20	\$35,692.80	\$36,587.20	\$37,502.40	\$38,438.40	\$39,395.20	\$40,393.60	\$41,392.00	\$42,411.20
GE09S	HOURLY	\$15.14	\$15.52	\$15.90	\$16.30	\$16.71	\$17.13	\$17.56	\$17.99	\$18.45	\$18.91	\$19.38	\$19.87	\$20.36	\$20.87	\$21.39	\$21.93
	BIWEEKLY	\$1,211.20	\$1,241.60	\$1,272.00	\$1,304.00	\$1,336.80	\$1,370.40	\$1,404.80	\$1,439.20	\$1,476.00	\$1,512.80	\$1,550.40	\$1,589.60	\$1,628.80	\$1,669.60	\$1,711.20	\$1,754.40
	ANNUAL	\$31,491.20	\$32,281.60	\$33,072.00	\$33,904.00	\$34,756.80	\$35,630.40	\$36,524.80	\$37,419.20	\$38,376.00	\$39,332.80	\$40,310.40	\$41,329.60	\$42,348.80	\$43,409.60	\$44,491.20	\$45,614.40
GE10S	HOURLY	\$16.27	\$16.69	\$17.10	\$17.53	\$17.96	\$18.42	\$18.87	\$19.34	\$19.83	\$20.32	\$20.84	\$21.35	\$21.89	\$22.43	\$23.00	\$23.58
	BIWEEKLY	\$1,301.60	\$1,335.20	\$1,368.00	\$1,402.40	\$1,436.80	\$1,473.60	\$1,509.60	\$1,547.20	\$1,586.40	\$1,625.60	\$1,667.20	\$1,708.00	\$1,751.20	\$1,794.40	\$1,840.00	\$1,886.40
	ANNUAL	\$33,841.60	\$34,715.20	\$35,568.00	\$36,462.40	\$37,356.80	\$38,313.60	\$39,249.60	\$40,227.20	\$41,246.40	\$42,265.60	\$43,347.20	\$44,408.00	\$45,531.20	\$46,654.40	\$47,840.00	\$49,046.40

3/10/08 author: IT  
 PAYSCALE FOR MANAGEMENT HOURLY UNION EMPLOYEES - EFFECTIVE 4/7/2008  
 LEVEL

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
MG01H HOURLY	\$14.05	\$14.40	\$14.76	\$15.12	\$15.50	\$15.89	\$16.28	\$16.70	\$17.11	\$17.54	\$17.97	\$18.43	\$18.89	\$19.36	\$19.85
BIWEEKLY	\$1,124.00	\$1,152.00	\$1,180.80	\$1,209.60	\$1,240.00	\$1,271.20	\$1,302.40	\$1,336.00	\$1,368.80	\$1,403.20	\$1,437.60	\$1,474.40	\$1,511.20	\$1,548.80	\$1,588.00
ANNUAL	\$29,224.00	\$29,952.00	\$30,700.80	\$31,449.60	\$32,240.00	\$33,091.20	\$33,862.40	\$34,736.00	\$35,588.80	\$36,483.20	\$37,377.60	\$38,334.40	\$39,291.20	\$40,268.80	\$41,288.00
MG02H HOURLY	\$15.10	\$15.47	\$15.86	\$16.26	\$16.67	\$17.08	\$17.51	\$17.94	\$18.40	\$18.86	\$19.32	\$19.81	\$20.30	\$20.82	\$21.33
BIWEEKLY	\$1,208.00	\$1,237.60	\$1,268.80	\$1,300.80	\$1,333.60	\$1,366.40	\$1,400.80	\$1,435.20	\$1,472.00	\$1,508.80	\$1,545.60	\$1,584.80	\$1,624.00	\$1,665.60	\$1,706.40
ANNUAL	\$31,408.00	\$32,177.60	\$32,988.80	\$33,820.80	\$34,673.60	\$35,526.40	\$36,420.80	\$37,315.20	\$38,272.00	\$39,228.80	\$40,185.60	\$41,204.80	\$42,224.00	\$43,305.60	\$44,366.40
MG03H HOURLY	\$16.23	\$16.63	\$17.06	\$17.48	\$17.91	\$18.36	\$18.82	\$19.29	\$19.78	\$20.27	\$20.78	\$21.30	\$21.83	\$22.37	\$22.93
BIWEEKLY	\$1,298.40	\$1,330.40	\$1,364.80	\$1,398.80	\$1,432.80	\$1,468.80	\$1,505.60	\$1,543.20	\$1,582.40	\$1,621.60	\$1,662.00	\$1,704.00	\$1,746.40	\$1,789.60	\$1,834.40
ANNUAL	\$33,758.40	\$34,590.40	\$35,484.80	\$36,358.40	\$37,252.80	\$38,188.80	\$39,145.60	\$40,123.20	\$41,142.40	\$42,161.60	\$43,222.40	\$44,304.00	\$45,406.40	\$46,529.60	\$47,684.40
MG04H HOURLY	\$17.42	\$17.85	\$18.30	\$18.76	\$19.22	\$19.70	\$20.20	\$20.70	\$21.22	\$21.75	\$22.29	\$22.86	\$23.42	\$24.01	\$24.61
BIWEEKLY	\$1,393.60	\$1,428.00	\$1,464.00	\$1,500.80	\$1,537.60	\$1,576.00	\$1,616.00	\$1,656.00	\$1,697.60	\$1,740.00	\$1,783.20	\$1,828.80	\$1,873.60	\$1,920.80	\$1,968.80
ANNUAL	\$36,233.60	\$37,128.00	\$38,064.00	\$39,020.80	\$39,977.60	\$40,976.00	\$42,016.00	\$43,056.00	\$44,137.60	\$45,240.00	\$46,363.20	\$47,548.80	\$48,713.60	\$49,940.80	\$51,188.80
MG05H HOURLY	\$18.76	\$19.22	\$19.70	\$20.20	\$20.70	\$21.22	\$21.75	\$22.30	\$22.86	\$23.42	\$24.01	\$24.61	\$25.22	\$25.85	\$26.50
BIWEEKLY	\$1,500.80	\$1,537.60	\$1,576.00	\$1,616.00	\$1,656.00	\$1,697.60	\$1,740.00	\$1,784.00	\$1,828.80	\$1,873.60	\$1,920.80	\$1,968.80	\$2,017.60	\$2,068.00	\$2,120.00
ANNUAL	\$39,020.80	\$39,977.60	\$40,976.00	\$42,016.00	\$43,056.00	\$44,137.60	\$45,240.00	\$46,384.00	\$47,548.80	\$48,713.60	\$49,940.80	\$51,188.80	\$52,457.60	\$53,768.00	\$55,120.00
MG06H HOURLY	\$20.17	\$20.66	\$21.19	\$21.71	\$22.26	\$22.81	\$23.38	\$23.97	\$24.57	\$25.18	\$25.81	\$26.45	\$27.12	\$27.79	\$28.49
BIWEEKLY	\$1,613.60	\$1,652.80	\$1,695.20	\$1,736.80	\$1,780.80	\$1,824.80	\$1,870.40	\$1,917.60	\$1,965.60	\$2,014.40	\$2,064.80	\$2,116.00	\$2,169.60	\$2,223.20	\$2,279.20
ANNUAL	\$41,953.60	\$42,972.80	\$44,075.20	\$45,156.80	\$46,300.80	\$47,444.80	\$48,630.40	\$49,857.60	\$51,105.60	\$52,374.40	\$53,684.80	\$55,016.00	\$56,409.60	\$57,903.20	\$59,259.20
MG07H HOURLY	\$21.87	\$22.22	\$22.77	\$23.34	\$23.93	\$24.52	\$25.13	\$25.76	\$26.41	\$27.07	\$27.75	\$28.44	\$29.15	\$29.88	\$30.62
BIWEEKLY	\$1,733.60	\$1,777.60	\$1,821.60	\$1,867.20	\$1,914.40	\$1,961.60	\$2,010.40	\$2,060.80	\$2,112.80	\$2,165.60	\$2,220.00	\$2,275.20	\$2,332.00	\$2,390.40	\$2,449.60
ANNUAL	\$45,073.60	\$46,217.60	\$47,361.60	\$48,547.20	\$49,774.40	\$51,001.60	\$52,270.40	\$53,580.80	\$54,932.80	\$56,305.60	\$57,720.00	\$59,155.20	\$60,632.00	\$62,150.40	\$63,889.60
MG08H HOURLY	\$23.30	\$23.89	\$24.48	\$25.09	\$25.72	\$26.36	\$27.02	\$27.70	\$28.39	\$29.10	\$29.83	\$30.57	\$31.33	\$32.12	\$32.92
BIWEEKLY	\$1,864.00	\$1,911.20	\$1,958.40	\$2,007.20	\$2,057.60	\$2,108.80	\$2,161.60	\$2,216.00	\$2,271.20	\$2,328.00	\$2,386.40	\$2,445.60	\$2,506.40	\$2,569.60	\$2,633.60
ANNUAL	\$48,464.00	\$49,691.20	\$50,918.40	\$52,187.20	\$53,497.60	\$54,828.80	\$56,201.60	\$57,616.00	\$59,051.20	\$60,528.00	\$62,046.40	\$63,595.60	\$65,166.40	\$66,809.60	\$68,473.60
MG09H HOURLY	\$25.05	\$25.68	\$26.32	\$26.98	\$27.65	\$28.34	\$29.05	\$29.78	\$30.52	\$31.28	\$32.06	\$32.87	\$33.68	\$34.53	\$35.39
BIWEEKLY	\$2,004.00	\$2,054.40	\$2,105.60	\$2,158.40	\$2,212.00	\$2,267.20	\$2,324.00	\$2,382.40	\$2,441.60	\$2,502.40	\$2,564.80	\$2,629.60	\$2,694.40	\$2,762.40	\$2,831.20
ANNUAL	\$52,104.00	\$53,414.40	\$54,745.60	\$56,118.40	\$57,512.00	\$58,947.20	\$60,424.00	\$61,942.40	\$63,481.60	\$65,062.40	\$66,684.80	\$68,369.60	\$70,054.40	\$71,822.40	\$73,611.20
MG10H HOURLY	\$26.92	\$27.60	\$28.29	\$28.99	\$29.73	\$30.47	\$31.23	\$32.00	\$32.81	\$33.63	\$34.46	\$35.33	\$36.21	\$37.12	\$38.05
BIWEEKLY	\$2,153.60	\$2,208.00	\$2,263.20	\$2,319.20	\$2,378.40	\$2,437.60	\$2,498.40	\$2,560.00	\$2,624.80	\$2,690.40	\$2,756.80	\$2,826.40	\$2,896.80	\$2,969.60	\$3,044.00
ANNUAL	\$55,993.60	\$57,408.00	\$58,843.20	\$60,299.20	\$61,838.40	\$63,377.60	\$64,958.40	\$66,560.00	\$68,244.80	\$69,950.40	\$71,676.80	\$73,486.40	\$75,316.80	\$77,209.60	\$79,144.00
MG11H HOURLY	\$28.94	\$29.67	\$30.42	\$31.17	\$31.95	\$32.75	\$33.57	\$34.41	\$35.27	\$36.15	\$37.05	\$37.98	\$38.92	\$39.90	\$40.90
BIWEEKLY	\$2,315.20	\$2,373.60	\$2,433.60	\$2,493.60	\$2,556.00	\$2,620.00	\$2,685.60	\$2,752.80	\$2,821.60	\$2,892.00	\$2,964.00	\$3,038.40	\$3,113.60	\$3,192.00	\$3,272.00
ANNUAL	\$60,195.20	\$61,713.60	\$63,273.60	\$64,833.60	\$66,456.00	\$68,120.00	\$69,825.60	\$71,572.80	\$73,361.60	\$75,192.00	\$77,064.00	\$78,998.40	\$80,953.60	\$82,992.00	\$85,072.00
MG12H HOURLY	\$31.12	\$31.90	\$32.69	\$33.51	\$34.35	\$35.21	\$36.08	\$36.99	\$37.91	\$38.86	\$39.83	\$40.83	\$41.85	\$42.90	\$43.97
BIWEEKLY	\$2,489.60	\$2,552.00	\$2,615.20	\$2,680.80	\$2,748.00	\$2,816.80	\$2,886.40	\$2,959.20	\$3,032.80	\$3,108.80	\$3,186.40	\$3,266.40	\$3,348.00	\$3,432.00	\$3,517.60
ANNUAL	\$64,729.60	\$66,352.00	\$67,995.20	\$69,700.80	\$71,448.00	\$73,236.80	\$75,046.40	\$76,939.20	\$78,852.80	\$80,828.80	\$82,846.40	\$84,926.40	\$87,048.00	\$89,232.00	\$91,457.60
MG13H HOURLY	\$33.45	\$34.29	\$35.14	\$36.02	\$36.93	\$37.84	\$38.79	\$39.76	\$40.76	\$41.78	\$42.82	\$43.89	\$44.99	\$46.11	\$47.27
BIWEEKLY	\$2,676.00	\$2,743.20	\$2,811.20	\$2,881.60	\$2,954.40	\$3,027.20	\$3,103.20	\$3,180.80	\$3,260.80	\$3,342.40	\$3,425.60	\$3,511.20	\$3,599.20	\$3,688.80	\$3,781.60
ANNUAL	\$69,576.00	\$71,323.20	\$73,091.20	\$74,921.60	\$76,814.40	\$78,707.20	\$80,683.20	\$82,700.80	\$84,780.80	\$86,902.40	\$89,065.60	\$91,291.20	\$93,579.20	\$95,908.80	\$98,321.60
MG14H HOURLY	\$35.96	\$36.85	\$37.78	\$38.73	\$39.70	\$40.69	\$41.70	\$42.75	\$43.82	\$44.91	\$46.03	\$47.18	\$48.36	\$49.57	\$50.81
BIWEEKLY	\$2,876.80	\$2,948.00	\$3,022.40	\$3,098.40	\$3,176.00	\$3,255.20	\$3,336.00	\$3,420.00	\$3,505.60	\$3,592.40	\$3,682.40	\$3,774.40	\$3,868.80	\$3,965.60	\$4,064.80
ANNUAL	\$74,796.80	\$76,648.00	\$78,582.40	\$80,558.40	\$82,576.00	\$84,635.20	\$86,736.00	\$88,920.00	\$91,145.60	\$93,412.80	\$95,742.40	\$98,134.40	\$100,588.80	\$103,105.60	\$105,684.80
MG15H HOURLY	\$38.66	\$39.62	\$40.61	\$41.63	\$42.67	\$43.73	\$44.83	\$45.95	\$47.10	\$48.28	\$49.48	\$50.72	\$51.98	\$53.29	\$54.62
BIWEEKLY	\$3,092.80	\$3,169.60	\$3,248.80	\$3,330.40	\$3,413.60	\$3,498.40	\$3,586.40	\$3,676.00	\$3,768.00	\$3,862.40	\$3,958.40	\$4,057.60	\$4,158.40	\$4,263.20	\$4,369.60
ANNUAL	\$80,412.80	\$82,409.60	\$84,468.80	\$86,590.40	\$88,753.60	\$90,958.40	\$93,246.40	\$95,576.00	\$97,968.00	\$100,422.40	\$102,918.40	\$105,497.60	\$108,118.40	\$110,843.20	\$113,609.60

3/10/08 author: IT  
 PAYSCALE FOR MANAGEMENT SALARY UNION EMPLOYEES - EFFECTIVE 4/7/2008  
 LEVEL

STEP	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
MG01S	HOURLY	\$14.05	\$14.40	\$14.76	\$15.12	\$15.50	\$15.89	\$16.28	\$16.70	\$17.11	\$17.54	\$17.97	\$18.43	\$18.89	\$19.36	\$19.85
	BIWEEKLY	\$1,124.00	\$1,152.00	\$1,180.80	\$1,209.60	\$1,240.00	\$1,271.20	\$1,302.40	\$1,336.00	\$1,368.80	\$1,403.20	\$1,437.60	\$1,474.40	\$1,511.20	\$1,548.80	\$1,588.00
	ANNUAL	\$29,224.00	\$29,952.00	\$30,700.80	\$31,449.60	\$32,240.00	\$33,051.20	\$33,862.40	\$34,736.00	\$35,588.80	\$36,483.20	\$37,377.60	\$38,334.40	\$39,291.20	\$40,268.80	\$41,288.00
MG02S	HOURLY	\$15.10	\$15.47	\$15.86	\$16.26	\$16.67	\$17.08	\$17.51	\$17.94	\$18.40	\$18.86	\$19.32	\$19.81	\$20.30	\$20.82	\$21.33
	BIWEEKLY	\$1,208.00	\$1,237.60	\$1,268.80	\$1,300.80	\$1,333.60	\$1,366.40	\$1,400.80	\$1,435.20	\$1,472.00	\$1,508.80	\$1,545.60	\$1,584.80	\$1,624.00	\$1,665.60	\$1,706.40
	ANNUAL	\$31,408.00	\$32,177.60	\$32,988.80	\$33,820.80	\$34,673.60	\$35,526.40	\$36,420.80	\$37,315.20	\$38,272.00	\$39,228.80	\$40,185.60	\$41,204.80	\$42,224.00	\$43,305.60	\$44,366.40
MG03S	HOURLY	\$16.23	\$16.63	\$17.06	\$17.48	\$17.91	\$18.36	\$18.82	\$19.29	\$19.78	\$20.27	\$20.78	\$21.30	\$21.83	\$22.37	\$22.93
	BIWEEKLY	\$1,298.40	\$1,330.40	\$1,364.80	\$1,398.80	\$1,432.80	\$1,468.80	\$1,505.60	\$1,543.20	\$1,582.40	\$1,621.60	\$1,662.40	\$1,704.00	\$1,746.40	\$1,789.60	\$1,834.40
	ANNUAL	\$33,758.40	\$34,590.40	\$35,484.80	\$36,358.40	\$37,252.80	\$38,188.80	\$39,145.60	\$40,123.20	\$41,142.40	\$42,161.60	\$43,222.40	\$44,304.00	\$45,406.40	\$46,529.60	\$47,684.40
MG04S	HOURLY	\$17.42	\$17.85	\$18.30	\$18.76	\$19.22	\$19.70	\$20.20	\$20.70	\$21.22	\$21.75	\$22.29	\$22.86	\$23.42	\$24.01	\$24.61
	BIWEEKLY	\$1,393.60	\$1,428.00	\$1,464.00	\$1,500.80	\$1,537.60	\$1,576.00	\$1,616.00	\$1,656.00	\$1,697.60	\$1,740.00	\$1,783.20	\$1,828.80	\$1,873.60	\$1,920.80	\$1,968.80
	ANNUAL	\$36,233.60	\$37,128.00	\$38,064.00	\$39,020.80	\$39,977.60	\$40,976.00	\$42,016.00	\$43,056.00	\$44,137.60	\$45,240.00	\$46,363.20	\$47,548.80	\$48,713.60	\$49,940.80	\$51,188.80
MG05S	HOURLY	\$18.76	\$19.22	\$19.70	\$20.20	\$20.70	\$21.22	\$21.75	\$22.30	\$22.86	\$23.42	\$24.01	\$24.61	\$25.22	\$25.85	\$26.50
	BIWEEKLY	\$1,500.80	\$1,537.60	\$1,576.00	\$1,616.00	\$1,656.00	\$1,697.60	\$1,740.00	\$1,784.00	\$1,828.80	\$1,873.60	\$1,920.80	\$1,968.80	\$2,017.60	\$2,068.00	\$2,120.00
	ANNUAL	\$39,020.80	\$39,977.60	\$40,976.00	\$42,016.00	\$43,056.00	\$44,137.60	\$45,240.00	\$46,363.20	\$47,548.80	\$48,713.60	\$49,940.80	\$51,188.80	\$52,457.60	\$53,768.00	\$55,120.00
MG06S	HOURLY	\$20.17	\$20.66	\$21.19	\$21.71	\$22.26	\$22.81	\$23.38	\$23.97	\$24.57	\$25.18	\$25.81	\$26.45	\$27.12	\$27.79	\$28.49
	BIWEEKLY	\$1,613.60	\$1,652.80	\$1,695.20	\$1,736.80	\$1,780.80	\$1,824.80	\$1,870.40	\$1,917.60	\$1,965.60	\$2,014.40	\$2,064.80	\$2,116.00	\$2,169.60	\$2,223.20	\$2,279.20
	ANNUAL	\$41,953.60	\$42,972.80	\$44,075.20	\$45,156.80	\$46,300.80	\$47,444.80	\$48,630.40	\$49,857.60	\$51,105.60	\$52,374.40	\$53,684.80	\$55,016.00	\$56,409.60	\$57,803.20	\$59,259.20
MG07S	HOURLY	\$21.87	\$22.22	\$22.77	\$23.34	\$23.93	\$24.52	\$25.13	\$25.76	\$26.41	\$27.07	\$27.75	\$28.44	\$29.15	\$29.88	\$30.62
	BIWEEKLY	\$1,733.60	\$1,777.60	\$1,821.60	\$1,867.20	\$1,914.40	\$1,961.60	\$2,010.40	\$2,060.80	\$2,112.80	\$2,165.60	\$2,220.00	\$2,275.20	\$2,332.00	\$2,390.40	\$2,449.60
	ANNUAL	\$45,073.60	\$46,217.60	\$47,361.60	\$48,547.20	\$49,774.40	\$51,001.60	\$52,270.40	\$53,580.80	\$54,932.80	\$56,305.60	\$57,720.00	\$59,155.20	\$60,632.00	\$62,150.40	\$63,689.60
MG08S	HOURLY	\$23.30	\$23.89	\$24.48	\$25.09	\$25.72	\$26.36	\$27.02	\$27.70	\$28.39	\$29.10	\$29.83	\$30.57	\$31.33	\$32.12	\$32.92
	BIWEEKLY	\$1,864.00	\$1,911.20	\$1,958.40	\$2,007.20	\$2,057.60	\$2,108.80	\$2,161.60	\$2,216.00	\$2,271.20	\$2,328.00	\$2,386.40	\$2,445.60	\$2,506.40	\$2,569.60	\$2,633.60
	ANNUAL	\$48,464.00	\$49,691.20	\$50,918.40	\$52,187.20	\$53,497.60	\$54,828.80	\$56,201.60	\$57,616.00	\$59,051.20	\$60,528.00	\$62,046.40	\$63,585.60	\$65,166.40	\$66,809.60	\$68,473.60
MG09S	HOURLY	\$25.05	\$25.68	\$26.32	\$26.98	\$27.65	\$28.34	\$29.05	\$29.78	\$30.52	\$31.28	\$32.06	\$32.87	\$33.68	\$34.53	\$35.39
	BIWEEKLY	\$2,004.00	\$2,054.40	\$2,105.60	\$2,158.40	\$2,212.00	\$2,267.20	\$2,324.00	\$2,382.40	\$2,441.60	\$2,502.40	\$2,564.80	\$2,629.60	\$2,694.40	\$2,762.40	\$2,831.20
	ANNUAL	\$52,104.00	\$53,414.40	\$54,745.60	\$56,118.40	\$57,512.00	\$58,947.20	\$60,424.00	\$61,942.40	\$63,481.60	\$65,062.40	\$66,684.80	\$68,369.60	\$70,054.40	\$71,822.40	\$73,611.20
MG10S	HOURLY	\$26.92	\$27.60	\$28.28	\$28.99	\$29.73	\$30.47	\$31.23	\$32.00	\$32.81	\$33.63	\$34.46	\$35.33	\$36.21	\$37.12	\$38.05
	BIWEEKLY	\$2,153.60	\$2,208.00	\$2,263.20	\$2,319.20	\$2,378.40	\$2,437.60	\$2,498.40	\$2,560.00	\$2,624.80	\$2,690.40	\$2,756.80	\$2,826.40	\$2,896.80	\$2,969.60	\$3,044.00
	ANNUAL	\$55,993.60	\$57,408.00	\$58,843.20	\$60,299.20	\$61,838.40	\$63,377.60	\$64,958.40	\$66,560.00	\$68,244.80	\$69,950.40	\$71,676.80	\$73,486.40	\$75,316.80	\$77,209.60	\$79,144.00
MG11S	HOURLY	\$28.94	\$29.67	\$30.42	\$31.17	\$31.95	\$32.76	\$33.57	\$34.41	\$35.27	\$36.15	\$37.05	\$37.98	\$38.92	\$39.90	\$40.90
	BIWEEKLY	\$2,315.20	\$2,373.60	\$2,433.60	\$2,493.60	\$2,556.00	\$2,620.00	\$2,686.60	\$2,752.80	\$2,821.60	\$2,892.00	\$2,964.00	\$3,038.40	\$3,113.60	\$3,192.00	\$3,272.00
	ANNUAL	\$60,195.20	\$61,713.60	\$63,273.60	\$64,833.60	\$66,456.00	\$68,120.00	\$69,825.60	\$71,572.80	\$73,361.60	\$75,192.00	\$77,064.00	\$78,998.40	\$80,953.60	\$82,992.00	\$85,072.00
MG12S	HOURLY	\$31.12	\$31.90	\$32.69	\$33.51	\$34.35	\$35.21	\$36.08	\$36.99	\$37.91	\$38.86	\$39.83	\$40.83	\$41.85	\$42.90	\$43.97
	BIWEEKLY	\$2,489.60	\$2,552.00	\$2,615.20	\$2,680.80	\$2,748.00	\$2,816.80	\$2,886.40	\$2,959.20	\$3,032.80	\$3,108.80	\$3,186.40	\$3,266.40	\$3,348.00	\$3,432.00	\$3,517.60
	ANNUAL	\$64,729.60	\$66,352.00	\$67,995.20	\$69,700.80	\$71,448.00	\$73,236.80	\$75,046.40	\$76,939.20	\$78,852.80	\$80,828.80	\$82,846.40	\$84,926.40	\$87,048.00	\$89,232.00	\$91,457.60
MG13S	HOURLY	\$33.45	\$34.29	\$35.14	\$36.02	\$36.93	\$37.84	\$38.79	\$39.76	\$40.76	\$41.78	\$42.82	\$43.89	\$44.99	\$46.11	\$47.27
	BIWEEKLY	\$2,676.00	\$2,743.20	\$2,811.20	\$2,881.60	\$2,954.40	\$3,027.20	\$3,103.20	\$3,180.80	\$3,260.80	\$3,342.40	\$3,425.60	\$3,511.20	\$3,599.20	\$3,688.80	\$3,781.60
	ANNUAL	\$69,576.00	\$71,323.20	\$73,091.20	\$74,921.60	\$76,814.40	\$78,707.20	\$80,683.20	\$82,700.80	\$84,780.80	\$86,902.40	\$89,065.60	\$91,291.20	\$93,579.20	\$95,908.80	\$98,321.60
MG14S	HOURLY	\$35.96	\$36.85	\$37.78	\$38.73	\$39.70	\$40.69	\$41.70	\$42.75	\$43.82	\$44.91	\$46.03	\$47.18	\$48.36	\$49.57	\$50.81
	BIWEEKLY	\$2,876.80	\$2,948.00	\$3,022.40	\$3,098.40	\$3,176.00	\$3,255.20	\$3,336.00	\$3,420.00	\$3,505.60	\$3,592.80	\$3,682.40	\$3,774.40	\$3,868.80	\$3,965.60	\$4,064.80
	ANNUAL	\$74,796.80	\$76,648.00	\$78,582.40	\$80,558.40	\$82,576.00	\$84,635.20	\$86,736.00	\$88,920.00	\$91,145.60	\$93,412.80	\$95,742.40	\$98,134.40	\$100,588.80	\$103,105.60	\$105,684.80
MG15S	HOURLY	\$38.66	\$39.62	\$40.61	\$41.63	\$42.67	\$43.73	\$44.83	\$45.95	\$47.10	\$48.28	\$49.48	\$50.72	\$51.98	\$53.29	\$54.62
	BIWEEKLY	\$3,092.80	\$3,169.60	\$3,248.80	\$3,330.40	\$3,413.60	\$3,498.40	\$3,586.40	\$3,676.00	\$3,768.00	\$3,862.40	\$3,958.40	\$4,057.60	\$4,158.40	\$4,263.20	\$4,369.60
	ANNUAL	\$80,412.80	\$82,409.60	\$84,468.80	\$86,590.40	\$88,753.60	\$90,958.40	\$93,246.40	\$95,576.00	\$97,968.00	\$100,422.40	\$102,918.40	\$105,497.60	\$108,118.40	\$110,843.20	\$113,609.60

3/10/08 author: IT

PAYSCALE FOR REGULAR PART-TIME UNION EMPLOYEES - EFFECTIVE 4/7/2008

LEVEL

STEP	A	B	C	D	E	F	G	H	
RP01H	HOURLY	\$8.49	\$8.70	\$8.92	\$9.15	\$9.37	\$9.60	\$9.85	\$10.09
	BIWEEKLY	\$679.20	\$696.00	\$713.60	\$732.00	\$749.60	\$768.00	\$788.00	\$807.20
	ANNUAL	\$17,659.20	\$18,096.00	\$18,553.60	\$19,032.00	\$19,489.60	\$19,968.00	\$20,488.00	\$20,987.20
RP02H	HOURLY	\$9.13	\$9.35	\$9.59	\$9.83	\$10.07	\$10.32	\$10.58	\$10.85
	BIWEEKLY	\$730.40	\$748.00	\$767.20	\$786.40	\$805.60	\$825.60	\$846.40	\$868.00
	ANNUAL	\$18,990.40	\$19,448.00	\$19,947.20	\$20,446.40	\$20,945.60	\$21,465.60	\$22,006.40	\$22,568.00
RP03H	HOURLY	\$9.81	\$10.05	\$10.31	\$10.57	\$10.83	\$11.10	\$11.38	\$11.66
	BIWEEKLY	\$784.80	\$804.00	\$824.80	\$845.60	\$866.40	\$888.00	\$910.40	\$932.80
	ANNUAL	\$20,404.80	\$20,904.00	\$21,444.80	\$21,985.60	\$22,526.40	\$23,088.00	\$23,670.40	\$24,252.80
RP04H	HOURLY	\$10.55	\$10.80	\$11.08	\$11.36	\$11.64	\$11.93	\$12.23	\$12.54
	BIWEEKLY	\$844.00	\$864.00	\$886.40	\$908.80	\$931.20	\$954.40	\$978.40	\$1,003.20
	ANNUAL	\$21,944.00	\$22,464.00	\$23,046.40	\$23,628.80	\$24,211.20	\$24,814.40	\$25,438.40	\$26,083.20
RP05H	HOURLY	\$11.34	\$11.62	\$11.91	\$12.21	\$12.51	\$12.82	\$13.14	\$13.47
	BIWEEKLY	\$907.20	\$929.60	\$952.80	\$976.80	\$1,000.80	\$1,025.60	\$1,051.20	\$1,077.60
	ANNUAL	\$23,587.20	\$24,169.60	\$24,772.80	\$25,396.80	\$26,020.80	\$26,665.60	\$27,331.20	\$28,017.60
RP06H	HOURLY	\$12.18	\$12.49	\$12.80	\$13.12	\$13.45	\$13.79	\$14.13	\$14.48
	BIWEEKLY	\$974.40	\$999.20	\$1,024.00	\$1,049.60	\$1,076.00	\$1,103.20	\$1,130.40	\$1,158.40
	ANNUAL	\$25,334.40	\$25,979.20	\$26,624.00	\$27,289.60	\$27,976.00	\$28,683.20	\$29,390.40	\$30,118.40
RP07H	HOURLY	\$13.10	\$13.43	\$13.76	\$14.11	\$14.46	\$14.82	\$15.19	\$15.57
	BIWEEKLY	\$1,048.00	\$1,074.40	\$1,100.80	\$1,128.80	\$1,156.80	\$1,185.60	\$1,215.20	\$1,245.60
	ANNUAL	\$27,248.00	\$27,934.40	\$28,620.80	\$29,348.80	\$30,076.80	\$30,825.60	\$31,595.20	\$32,385.60
RP08H	HOURLY	\$14.08	\$14.44	\$14.80	\$15.16	\$15.54	\$15.93	\$16.34	\$16.74
	BIWEEKLY	\$1,126.40	\$1,155.20	\$1,184.00	\$1,212.80	\$1,243.20	\$1,274.40	\$1,307.20	\$1,339.20
	ANNUAL	\$29,286.40	\$30,035.20	\$30,784.00	\$31,532.80	\$32,323.20	\$33,134.40	\$33,987.20	\$34,819.20
RP09H	HOURLY	\$15.14	\$15.52	\$15.90	\$16.30	\$16.71	\$17.13	\$17.56	\$17.99
	BIWEEKLY	\$1,211.20	\$1,241.60	\$1,272.00	\$1,304.00	\$1,336.80	\$1,370.40	\$1,404.80	\$1,439.20
	ANNUAL	\$31,491.20	\$32,281.60	\$33,072.00	\$33,904.00	\$34,756.80	\$35,630.40	\$36,524.80	\$37,419.20

RP10H	HOURLY	\$16.27	\$16.69	\$17.10	\$17.53	\$17.96	\$18.42	\$18.87	\$19.34
	BIWEEKLY	\$1,301.60	\$1,335.20	\$1,368.00	\$1,402.40	\$1,436.80	\$1,473.60	\$1,509.60	\$1,547.20
	ANNUAL	\$33,841.60	\$34,715.20	\$35,568.00	\$36,462.40	\$37,356.80	\$38,313.60	\$39,249.60	\$40,227.20
RP11H	HOURLY	\$17.50	\$17.93	\$18.39	\$18.84	\$19.31	\$19.80	\$20.29	\$20.80
	BIWEEKLY	\$1,400.00	\$1,434.40	\$1,471.20	\$1,507.20	\$1,544.80	\$1,584.00	\$1,623.20	\$1,664.00
	ANNUAL	\$36,400.00	\$37,294.40	\$38,251.20	\$39,187.20	\$40,164.80	\$41,184.00	\$42,203.20	\$43,264.00
RP12H	HOURLY	\$18.81	\$19.28	\$19.77	\$20.25	\$20.76	\$21.28	\$21.82	\$22.36
	BIWEEKLY	\$1,504.80	\$1,542.40	\$1,581.60	\$1,620.00	\$1,660.80	\$1,702.40	\$1,745.60	\$1,788.80
	ANNUAL	\$39,124.80	\$40,102.40	\$41,121.60	\$42,120.00	\$43,180.80	\$44,262.40	\$45,385.60	\$46,508.80
RP13H	HOURLY	\$20.22	\$20.72	\$21.24	\$21.77	\$22.32	\$22.88	\$23.44	\$24.03
	BIWEEKLY	\$1,617.60	\$1,657.60	\$1,699.20	\$1,741.60	\$1,785.60	\$1,830.40	\$1,875.20	\$1,922.40
	ANNUAL	\$42,057.60	\$43,097.60	\$44,179.20	\$45,281.60	\$46,425.60	\$47,590.40	\$48,755.20	\$49,982.40
RP14H	HOURLY	\$21.73	\$22.28	\$22.84	\$23.40	\$23.99	\$24.60	\$25.20	\$25.83
	BIWEEKLY	\$1,738.40	\$1,782.40	\$1,827.20	\$1,872.00	\$1,919.20	\$1,968.00	\$2,016.00	\$2,066.40
	ANNUAL	\$45,198.40	\$46,342.40	\$47,507.20	\$48,672.00	\$49,899.20	\$51,168.00	\$52,416.00	\$53,726.40
RP15H	HOURLY	\$23.36	\$23.95	\$24.54	\$25.16	\$25.79	\$26.44	\$27.10	\$27.78
	BIWEEKLY	\$1,868.80	\$1,916.00	\$1,963.20	\$2,012.80	\$2,063.20	\$2,115.20	\$2,168.00	\$2,222.40
	ANNUAL	\$48,588.80	\$49,816.00	\$51,043.20	\$52,332.80	\$53,643.20	\$54,995.20	\$56,368.00	\$57,782.40
RP16H	HOURLY	\$25.12	\$25.75	\$26.39	\$27.05	\$27.73	\$28.42	\$29.13	\$29.86
	BIWEEKLY	\$2,009.60	\$2,060.00	\$2,111.20	\$2,164.00	\$2,218.40	\$2,273.60	\$2,330.40	\$2,388.80
	ANNUAL	\$52,249.60	\$53,560.00	\$54,891.20	\$56,264.00	\$57,678.40	\$59,113.60	\$60,590.40	\$62,108.80
RP17H	HOURLY	\$27.01	\$27.68	\$28.37	\$29.08	\$29.81	\$30.55	\$31.31	\$32.09
	BIWEEKLY	\$2,160.80	\$2,214.40	\$2,269.60	\$2,326.40	\$2,384.80	\$2,444.00	\$2,504.80	\$2,567.20
	ANNUAL	\$56,180.80	\$57,574.40	\$59,009.60	\$60,486.40	\$62,004.80	\$63,544.00	\$65,124.80	\$66,747.20
RP18H	HOURLY	\$29.03	\$29.76	\$30.50	\$31.26	\$32.04	\$32.84	\$33.66	\$34.51
	BIWEEKLY	\$2,322.40	\$2,380.80	\$2,440.00	\$2,500.80	\$2,563.20	\$2,627.20	\$2,692.80	\$2,760.80
	ANNUAL	\$60,382.40	\$61,900.80	\$63,440.00	\$65,020.80	\$66,643.20	\$68,307.20	\$70,012.80	\$71,780.80
RP19H	HOURLY	\$31.21	\$31.98	\$32.78	\$33.60	\$34.44	\$35.31	\$36.18	\$37.09
	BIWEEKLY	\$2,496.80	\$2,558.40	\$2,622.40	\$2,688.00	\$2,755.20	\$2,824.80	\$2,894.40	\$2,967.20
	ANNUAL	\$64,916.80	\$66,518.40	\$68,182.40	\$69,888.00	\$71,635.20	\$73,444.80	\$75,254.40	\$77,147.20