

## **LETTER OF AGREEMENT**

### **CITY OF MT. PLEASANT AND THE TECHNICAL, PROFESSIONAL AND OFFICE WORKERS ASSOCIATION OF MICHIGAN**

This Agreement entered into on the dates set forth below, between the City of Mt. Pleasant (hereinafter referred to as the Employer), and the Mount Pleasant Municipal Employees Association represented by the Technical, Professional and Officeworkers' Association of Michigan (TPOAM) (hereinafter referred to as the Union).

**WHEREAS**, part-time Union employees, at the time of hire, will be notified of specific annual work periods where the work schedule will be altered due to high departmental workload. The City will alter a part-time employee's schedule to avoid overtime and meet customer demands during high volume periods. For example, July and December to assist with tax bill processing, preparation for and during elections, an approved leave of absence for another employee, and/or during a position vacancy (this list is not all inclusive); and

**WHEREAS**, the Union desires to have sick and vacation accrual match the structure outlined in the TPOAM contract during the time of the altered work schedule. For example, an employee regularly working 30 hours per week begins an altered schedule of 40 hours per week. The sick and vacation accrual will adjust, as outlined in the contract, to that of a similarly positioned TPOAM employee.

**WHEREAS**, the Union desires a part-time employee working an altered schedule to receive holiday pay at their straight time rate of pay corresponding to the number of hours per day the employee is scheduled to work in that particular holiday week.

**THEREFORE**, the parties mutually agree when a schedule is altered for a period of 30 days or longer, a part-time employee's sick and vacation accrual will adjust to the level corresponding to the number of hours worked per week assuming the monthly hours worked requirements for sick and vacation accrual are met as shown below.

To be eligible for increased sick leave accrual, the employee must have worked the following number of hours each month:

<b>40 hour per week schedule</b>	<b>30 hour per week schedule</b>	<b>20 hour per week schedule</b>
120 hours	90 hours	60 hours

Provided the eligibility standard for sick leave accrual is satisfied (see above), the monthly sick leave accrual rate is as follows:

<b>40 hour per week schedule</b>	<b>30 hour per week schedule</b>	<b>20 hour per week schedule</b>
8 hours	6 hours	4 hours

In order for an employee to be eligible to accrue vacation time for any particular month, the employee must have worked the following number of hours in the month:

40 hour per week schedule – 120 hours  
30 hour per week schedule – 90 hours  
20 hour per week schedule – 60 hours

Annual hours vacation earned:

Annual Hours Vacation Earned			
Years of Employment	40 hour per week schedule	30 hour per week schedule	20 hour per week schedule
1 year through 6 years	80 hours	60 hours	40 hours
	6.67 hours/month	5 hours/month	3.33 hours/month
7 years through 12 years	120 hours	90 hours	60 hours
	10 hours/month	7.5 hours/month	5 hours/month
13 years through 20 years	160 hours	120 hours	80 hours
	13.33 hours/month	10 hours/month	6.67 hours/month
21 years or more	200 hours	150 hours	100 hours
	16.67 hours/month	12.5 hours/month	8.33 hours/month

**THEREFORE**, during the time of an altered schedule change, the employee is required to use the same amount of leave time as corresponds to the number of hours scheduled per day. For example, if an employee normally works six hours per day and bumps to a schedule of eight hours per day, the employee will be required to take eight hours of leave time for the sick and/or vacation day away from work. Keeping in mind leave accruals post on the pay containing the 20<sup>th</sup> of the month, it is suggested the employee's supervisor and payroll work together to determine time frame and posting prior to the altered schedule occurring.

**THEREFORE**, during the time of an altered schedule change, the employee will receive holiday pay at their straight time rate of pay corresponding to the number of hours per day the employee is scheduled to work in that particular holiday week.

### SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year set forth below.

FOR THE UNION:



Ron Wiggins  
TPOAM President

Date: 2-21-24

FOR THE EMPLOYER:



Shar Rappuhn  
Director of Human Resources

Date: 2/21/24