

**Agreement by and between  
the Ann Arbor District Library  
and the Ann Arbor District Library  
Associates**

**September 8, 2022 through June 30, 2023**

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## **ARTICLE I** **AGREEMENT**

This Agreement is entered into this 8<sup>th</sup> day of September, 2022, by and between the Ann Arbor District Library (“Employer”), and the Ann Arbor District Library Associates (“Association”), affiliated with the Michigan Education Association (“MEA”) and the National Education Association (“NEA”).

## **ARTICLE II** **RECOGNITION**

In accordance with Sections 11 and 12 of Act 336 of the Public Acts of 1947, as amended, the Employer hereby recognizes the Association as the exclusive representative for purposes of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment, of all regular full-time and regular part-time Employees in those classifications that are listed in Appendix B who are regularly assigned to work an average of twelve (12) hours or more per week for a period in excess of three (3) consecutive months, excluding Employees in those classifications listed in Appendix A, Employees who do not meet the criteria for inclusion in the bargaining unit as defined above, and all other Employees of the Employer. Employees who were in the bargaining unit as of the commencement of a leave of absence provided for in this Agreement shall not lose their bargaining unit status during the period of the approved leave.

This provision is limited strictly to recognition of the Association as required by the provisions of the Michigan Public Employment Relations Act and shall not be interpreted or used to expand the scope of the bargaining unit or to expand the scope of work performed by Employees represented by the Association under this Agreement.

## **ARTICLE III** **PROHIBITION OF DISCRIMINATION AND HARASSMENT**

Neither the Employer nor the Association, nor any Employee covered by this Agreement shall discriminate against or harass any employee of the Library because of such employee’s race, color, religion, national origin, age, sex, sexual orientation, height, weight, marital status, or membership or non-membership in the Association or participation in Association activities. The Employer and the Association further agree that they shall comply with all applicable state, federal and local laws and administrative regulations pertaining to the handicapped and veterans.

## **ARTICLE IV** **EMPLOYER RIGHTS**

A. The Association recognizes and agrees that the Employer retains sole and exclusive control over any and all matters concerning the operation, management and administration of the entire District Library System, including, by way of illustration but not by way of limitation, the sole and exclusive right and authority to determine library policies, to determine all matters related to the construction, acquisition, maintenance, number, location, and relocation of its buildings and equipment, to determine all matters related to the hiring, transfer, assignment, supervision, discipline, promotion and termination of Employees, the right to

establish and revise rules and regulations governing and pertaining to the work and conduct of its Employees, and the right to decide Employee qualifications.

B. The Association further recognizes and agrees that the Employer shall be free to exercise all of its managerial rights and authority to the extent permitted by law, provided, however, that no actions shall violate any of the express terms of this Agreement and no rules or regulations shall be adopted or revised which shall violate any of the express terms of this Agreement.

## **ARTICLE V**

### **VOLUNTARY ASSOCIATION MEMBERSHIP**

A. Membership in the Association is not compulsory and no Employee shall be compelled to join or remain a member of the Association. Each Employee shall have the right to join, or not to join, the Association as they individually prefer, it being agreed that there shall be no discrimination or coercion by the Employer or by the Association in connection with the decision of the individual Employee.

The Association agrees that its members and representatives will not interfere with the free choice of any employee of the Library in an effort to persuade them to join, not join, or to continue or discontinue membership in the Association, and further agrees that it will in no way discriminate in favor of or against any employee because of their status or membership in the Association.

B. During the life of this Agreement, the Employer will honor written dues deduction requests of Employees who have voluntarily executed and presented to the Employer the Association, MEA and NEA Dues Deduction Authorization (“Deduction Authorization”) form attached to this Agreement as Appendix I. Each dues deduction authorization will remain in effect (1) for a specified time in accordance with law, (2) until active employment in a covered classification is terminated, or (3) until the Employer receives written notification that the librarian has revoked the authorization.

C. The Employer shall deduct membership dues on a biweekly basis for those Employees who have voluntarily submitted a properly executed Deduction Authorization form to the Employer at least thirty (30) days before the first deduction is to be made. Any Deduction Authorization form which is incomplete or in error will be returned to the Employee by the Employer. The Employer will also notify the Association of any returned Deduction Authorization forms.

D. The bi-weekly amounts to be deducted for Association local, state and national dues shall be provided by the Association to the Employer’s Human Resources Office on or before August 15<sup>th</sup> of each year.

E. Deductions shall be made only in accordance with the provisions of the Employee’s Payroll Deduction Authorization form, together with the provisions of this Agreement. The Employer shall have no responsibility for the collection of membership dues

and special assessments, or any other deductions not in accordance with the express provisions of this Article. Further, the Employer shall have no obligation to make deductions from the pay of any Employee who has insufficient net earnings due them to cover the full amount of such deductions.

F. Membership dues shall be direct deposited into the Association's bank account each pay period. The Employer shall provide to the Treasurer of the Association an itemized list of Employees from whom deductions have been made, including the amount of the deduction from each Employee, within ten (10) working days after the end of each month to the address furnished in writing to the Employer's Human Resources Office by the Association. The Association assumes full responsibility for the disposition of all monies deducted once they have been forwarded to the Association as set forth above.

G. Authorization forms may be revoked by an Employee providing written notice to the Employer of said revocation. (Appendix J). Said notice must be hand-delivered or sent to the Employer's Human Resources Office by certified mail. Employees shall cease to be subject to deduction following the pay period in which the Employer receives notice of revocation of the Employee's employment in the Bargaining Unit terminates. The Association shall be notified by the Employer of the names of the Employees who revoke their authorizations or terminate their employment following the end of the pay period in which the revocation or termination occurs.

H. In cases where a deduction is made that duplicates a payment that an Employee already has made to the Association, or where a deduction is not in conformity with the provisions of the Association's Constitution or Bylaws, or this Agreement, refunds to the Employee will be made by the Association.

I. The Employer shall not be liable to the Association by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by the Employee.

The Association shall protect and save harmless the Employer from any and all claims, costs, fees, demands, suits, proceedings, and other forms of liability by reason of action taken or not taken by the Employer for the purpose of complying with this Article.

J. Any dispute arising out of the application of this Article shall be subject to the Grievance Procedure, starting at Step Two.

## **ARTICLE VI** **ASSOCIATION RIGHTS**

A. The Employer agrees that the Association may use Library conference rooms for Association meetings, subject to approval and such rules, regulations and restrictions on use as may be established by the Employer for the public use of such facilities. The use of Library conference rooms shall be without charge unless special custodial or other services are required, in which event the Association shall reimburse the Employer for the cost of such services.

B. The Association shall be entitled to hold meetings of the membership on the first Monday of each month between 8:00 a.m. and 9:00 a.m. If the Library is closed on the first Monday of the month, the Association shall be entitled to hold its meeting during the same times on the second Monday of the month.

C. The Employer agrees that Employees may make incidental use of the Employer's equipment, subject to approval and such other rules, regulations and restrictions on use as the Employer may impose from time to time.

D. The Employer agrees to provide bulletin board space in each facility for the posting of Association notices of appointments, meetings, elections, recreational and social events.

E. The Employer shall notify the Association within ten (10) working days of the hiring of new bargaining Employees. Such notice shall include the Employee's name and department. Subject to Employee authorization, the Employer shall also forward to the Association the Employee's home address and telephone number.

F. Association officers and/or representatives will be allowed to meet with members of the Library administration on matters related to the Association and/or its members without loss of time or pay.

G. The Employer agrees to approve an unpaid leave of absence for up to two (2) Association members to attend state or national meetings of the Association to which they have been elected as delegates. The President shall provide the Employer thirty (30) days advance written notice of the names of the persons appointed as delegates and the dates and times of the proposed leave of absence.

## **ARTICLE VII** **ASSOCIATION REPRESENTATION**

The Association shall have the exclusive right to select those who are to represent the Association in various matters with the Employer. The Association shall notify the Employer in writing of who those representatives will be.

## **ARTICLE VIII** **GRIEVANCE AND ARBITRATION PROCEDURE**

A. General. A grievance shall be defined as a dispute arising under this Agreement between an aggrieved Employee (hereinafter "Grievant") or the Association and the Employer with respect to the interpretation or application of the provisions of this Agreement. All grievances shall be adjusted by and between the parties in the manner herein provided, with the exception that arbitration shall only be available for grievances filed during the life of this Agreement.

The time limits specified herein are mandatory unless extended by a written and signed Agreement between the Employer and the Association. If the Grievant or the Association does

not file a grievance within the specified time limits, the grievance is forfeited. If the Grievant or the Association fails to process the grievance at any step within the specified time limits, the grievance shall be deemed to have been withdrawn and may not be refiled. If the Employer's representative fails to answer a grievance within the specified time limits, the grievance shall be deemed denied and automatically advanced to the next step of the Grievance Procedure, except to Step Three, Arbitration, as noted below.

The Grievant and, as hereinafter provided, an Association Representative will be released from their jobs without loss of pay or benefits to participate in meetings conducted with the Employer's representatives.

Any resolution or forfeiture of a grievance shall be final and binding upon the Grievant, the Association and the Employer, and shall not be subject to further review. The resolution of a grievance shall not add to, subtract from or modify the terms of this Agreement. However, the parties may, upon written agreement of the Association's authorized representative and the Director, agree that a grievance resolution may have precedential effect for the future interpretation and application of the terms of the Agreement.

Any grievance based upon the suspension or discharge of an Employee shall be filed with the Human Resources Manager (or other designated representative of the Employer) at Step Two within ten (10) workdays following the beginning of the suspension or discharge.

For purposes of this Article, a workday is a day other than Saturday, Sunday or a holiday recognized by this Agreement.

B. Procedure. The following procedure shall be utilized in the processing of Employee grievances:

1. Step One. A grievance must be in writing, in the form annexed to this Agreement as Appendix E. A grievance shall be signed by the Grievant or his/her authorized designee. In the case of a grievance on behalf of the Association, the grievance shall be signed by the Association's authorized representative. Grievances shall be submitted to the Supervisor who is most directly involved in the matter that is the subject of the grievance, within ten (10) workdays of the date the Grievant or the Association knew or reasonably should have known of the alleged event, act, or occurrence giving rise to the grievance. Copies of the grievance shall be concurrently served upon the Employer's Human Resources Office and the Association.

Within ten (10) workdays of receipt of the grievance, the supervisor shall meet with the Grievant and, if requested, the designated representative of the Association and/or the Association's Executive Director, in an effort to resolve the grievance. The Employer's Department Manager, Associate Director (or other designated representatives of the Employer), may also attend such meeting if desired by the Employer. The Supervisor shall provide the Grievant and the Association Representative with a written answer to the Grievant within ten (10) workdays of the Step One meeting.

2. Step Two. If the Grievant or the Association is not satisfied with the decision of the Supervisor at Step One, the Grievant or Association may appeal the grievance to Step Two by filing a written notice of appeal with the Employer's Human Resources Manager (or other designated representative of the Employer) no later than ten (10) workdays following the date the Association Representative received, or should have received, the Supervisor's answer at Step One.

Within ten (10) workdays of receipt of the grievance at Step Two, by either appeal or automatic advancement, the Human Resources Manager (or other designated representative of the Employer) shall meet with the Grievant and, if requested by the Grievant, the designated representative of the Association and/or the Association's Executive Director in an effort to resolve the grievance. The Employer's Supervisor, Department Manager, Associate Director (or other designated representatives of the Employer) may also attend such meeting if desired by the Employer. The Human Resources Manager (or other designated representative of the Employer) shall provide the Grievant and the Association Representative with a written answer to the grievance within ten (10) workdays of the Step Two meeting.

3. Step Three - Arbitration. If the Association is not satisfied with the decision of the Human Resources Manager (or other designated representative of the Employer) at Step Two, or if no answer has been provided to the Grievant and the Association at Step Two within the time permitted for doing so, the Association may appeal the grievance to Step Three, Arbitration, by filing a written Demand for Arbitration with the Employer's Human Resources Manager (or other designated representative of the Employer) no later than twenty (20) workdays following the date the Association Representative received, or should have received, the Human Resources Manager's (or other designated representative of the Employer) answer at Step Two.

The Association's Executive Director and the Employer's Human Resources Manager shall attempt to agree on the selection of an Arbitrator. If agreement cannot be reached within ten (10) workdays of the Association's submission of the Demand for Arbitration to the Employer's Human Resources Manager (or other designated representative of the Employer), the Association shall have up to forty (40) workdays following the date the Association Representative received, or should have received, the answer at Step Two, as above provided, to file a Demand for Arbitration with the American Arbitration Association (AAA).

The selection of the arbitrator through AAA, and the arbitration hearing, shall be governed by the Voluntary Labor Arbitration Rules of the AAA in effect at the time the Association's Demand for Arbitration is filed. If the Arbitrator has been selected directly by the parties as above provided, the Arbitrator shall mail his or her decision directly to the parties within thirty (30) days of the close of the arbitration hearing, or such later date as approved by the parties.

The Association shall notify the Employer and seek agreement for the attendance of witnesses for such proceedings without loss of pay or benefits for the witness. Should

agreement not occur, or upon request of either party, the Arbitrator shall have the power to issue a subpoena to compel the attendance of witnesses at the arbitration hearing. Such subpoenaed witness shall be released by the Employer without loss of pay or benefits. All witnesses whom the Employer has consented to release for their attendance at the hearing, or who are subpoenaed to appear at said hearing, shall only be released from their regular duties for such a period as is necessary for the witness to report to the hearing, testify, and return to his or her assigned responsibilities.

The parties agree that they will attempt to exchange witness lists and documents to be presented in their case no less than five (5) workdays before the initial hearing date. Evidence and witnesses not disclosed by that time limit may be used, but the party just learning of the evidence at the hearing may move to postpone or recess the hearing based on the new evidence or witnesses.

Grievances shall be arbitrated separately unless otherwise agreed in writing between the Employer and the Association.

The fees and approved expenses of the Arbitrator and the cost of any room or other facility needed for the arbitration shall be borne equally by the Association and the Employer. If the hearing is held at the Employer's or the Association's facilities there shall be no charge. All other expenses, including, but not limited to, the cost of compensating its own representatives and witnesses, shall be borne by the party incurring them. All hearings shall be held at a mutually agreeable site.

The Arbitrator shall have no power to add to, subtract from or modify any of the terms of this Agreement, nor shall they substitute their discretion for that of the Employer or the Association where such discretion has been retained by the Employer or the Association.

The Arbitrator's decision, when made in accordance with his/her jurisdiction and authority established by this Agreement, shall be final and binding upon the Employer, the Association and the Employee or Employees involved.

Nothing in this Agreement shall be construed to prevent any individual from presenting and adjusting a grievance directly with the Employer, without intervention by the Association and subject to the limitations provided by Act 379 of the Michigan Public Acts of 1965. However, the arbitration provisions of this Agreement are expressly and exclusively reserved to the Association and the Employer. No Employee or group of Employees shall have the right to appeal or process a grievance beyond Step Two of the grievance procedure.

## **ARTICLE IX** **STRIKES AND LOCKOUTS**

A. During the life of this Agreement, the Association, its officers and Employees, shall not cause, authorize, condone, or take part in, any illegal strike (including a sympathy

strike), work stoppage, interruption, sick out, sit down, stay-in, slowdown, or any other restriction of work or interference with the operations of the Employer.

B. In the event an individual Employee or group of Employees engage in any of the prohibited activities set forth above, the Employer shall have the right, at its discretion, to discipline or discharge such Employee or group of Employees. However, it is understood and agreed that if there is a dispute as to whether an Employee has engaged in the prohibited activities set forth above, the Employee or Employees may process a grievance, starting at Step Two of the Grievance Procedure, provided a written grievance is filed with the Employer within ten (10) working days after such discipline or discharge. Such grievances shall be limited to the issue of whether the Employee(s) engaged in the prohibited activity.

C. The Employer agrees that it will not lockout any Employee during the term of this Agreement. However, if any Employee is unable to work because equipment, facilities, labor or other resources are not available due to a strike, work stoppage, slowdown or other interference by the Employees of the Employer, such inability to work shall not be declared a lockout.

## **ARTICLE X**

### **PROBATIONARY PERIOD**

A. All Employees covered by this Agreement, whether or not previously employed by the Employer, shall be on probation for the first fifteen (15) months worked, computed from their last date of hire in the bargaining unit.

B. Seniority shall not accrue to Employees during their probationary period. However, upon successful completion of the probationary period, an Employee shall be entered on the seniority list retroactive to their last date of hire in the bargaining unit. This seniority date shall be subject to other provisions in this Agreement.

C. Probationary Employees newly hired to the District Library may be dismissed during their probationary period at the Employer's sole and exclusive discretion. The Employer's action with respect to such probationary Employees during that period shall not be subject to the grievance and arbitration procedure in this Agreement.

D. During the first thirty (30) working days of the probationary period, a non-probationary Employee who has transferred from the Staff Associates bargaining unit and is not currently under investigation for misconduct may elect to return to their former bargaining unit position. If the Employer determines that the Employee will not be continued in this unit, for reasons other than misconduct, within the first thirty (30) working days, the Employee shall be returned to their former bargaining unit position. During the first thirty (30) working days of the probationary period, if an Employee elects to return to their former bargaining unit position and is under investigation for misconduct, the request to return shall be held in abeyance until the Employer has determined that no misconduct has been committed.

E. During the remainder of the probationary period, if an Employee is terminated for reasons other than misconduct, or if the Employee so elects, the Employee shall be returned to

the Staff Associates Bargaining unit, provided a position for which the Employee is qualified and capable of performing is vacant and otherwise available to be filled. If no such position is available the Employee shall have the right to the first vacant position they are qualified and capable of performing in the Staff Associates Bargaining unit for a period not to exceed fifteen (15) months or a period equal to the Employee's length of employment with the Library, whichever is less. During the remainder of the probationary period, if an Employee elects to return to their former bargaining unit and is under investigation for misconduct, the request to return shall be held in abeyance until the Employer has determined that no misconduct has been committed. For the purpose of this paragraph, the probationary period will be considered to be extended pending the resolution of the investigation.

## **ARTICLE XI** **SENIORITY**

A. Employees who have completed their probationary period shall be entitled to seniority rights under this Agreement. Such seniority shall be based on length of service as a regular Employee in the bargaining unit from the date of their last hire by the Employer, less any time the Employee may be on layoff, or on leave of absence for a period in excess of thirty (30) days. "Date of last hire" shall mean the date on which the Employee actually begins work, irrespective of when such Employee was advised that they had been hired. Except as hereinafter provided, seniority from other bargaining units or other employment with this Employer or any other Employer is not transferable to this bargaining unit under any circumstances. (Exception: Those Employees who were employed in a regular position with the Ann Arbor Public Schools as of June 30, 1996, shall also be credited with seniority for such period as they were continuously employed in that capacity immediately preceding said date.)

B. If two (2) or more Employees have the same seniority date, they shall be ranked by the last four (4) numbers of their respective Social Security numbers, the Employee with the lowest number being given the highest rank.

Employees who have at least five (5) years seniority and who resign from employment with the employer, but then return to employment within two (2) years, shall have their seniority restored to them as it was at the time of resignation.

Employees who resign from a position in the bargaining unit to work for the Employer in another position shall, if they are re-employed in this bargaining unit, have their seniority restored to them as it was at the time of resignation from this bargaining unit. This provision does not give the Employee bumping rights or the right to a vacancy in the bargaining unit, except as otherwise provided in this Agreement.

C. Loss of Seniority. An Employee shall lose their seniority and shall be terminated for the following reasons:

1. The Employee voluntarily terminates their employment.

2. The Employee is discharged for cause, and such discharge is not reversed through the grievance procedure.

3. The Employee retires or receives retirement benefits from any plan or program recognized under this Agreement.

4. The Employee is absent from his or her job for three (3) consecutive working days without notifying the Employer, unless the Employee is unable to give such notice for reasons beyond their control.

5. The Employee fails to respond and/or report for work as required by the provisions of Article XII, Layoff and Recall.

6. The Employee fails to return to work upon the expiration of a leave of absence or an extended leave of absence.

7. The Employee is not recalled to work during the period when such recall is required in Article XII, Layoff and Recall.

D. The seniority list published in accordance with the provisions of this Article shall be binding on all Employees in the bargaining unit. The seniority list will be made available to the Association upon its reasonable request.

## **ARTICLE XII** **LAYOFF AND RECALL**

A. For the purposes of this Article the following definitions will apply:

1. The term qualified shall be defined as a Employee possessing the minimum education, training and experience specified in the classification specification for the position.

2. The term capable shall be defined as an Employee being able to perform the duties of the position with an orientation period not to exceed 30 working days.

B. In the event the Employer determines it is necessary to reduce the number of Employees, or to discontinue a position to which an Employee is assigned, the following procedures shall be used:

1. Movement Within Job Classification

a. The affected Employee shall first be transferred to any vacant position, which then exists within his/her job classification, provided they are qualified and capable of performing the available work.

b. If there is no such vacant position and the Employee is on probation, the Employee shall be terminated or, at the Employer's discretion, placed in a position held by another probationary Employee.

c. If the Employee has seniority, such Employee shall displace a probationary Employee, if any, within their job classification provided the Employee is qualified and capable of performing the available work.

d. If there is no probationary Employee holding a position to which the Employee may transfer as above provided, the Employee shall displace the least senior Employee within his/her classification provided the Employee is qualified and capable of performing the available work.

## 2. Movement Within Pay Grade

a. If there is no less senior Employee holding a position to which the Employee may transfer as above provided, the Employee shall be placed in a job vacancy, if available, in his/her then current pay grade, provided the Employee is qualified and capable of performing the available work.

b. If there is no such vacancy in the Employee's then current pay grade, the Employee shall displace a probationary Employee within his/her pay grade, if any, provided the Employee is qualified and capable of performing the available work.

c. If there is no probationary Employee within his/her pay grade who is holding a position to which the Employee is qualified and capable of performing the available work, the Employee shall displace the least senior Employee within their pay grade, provided the Employee is qualified and capable of performing the available work.

## 3. Movement to Lower Pay Grade

If the affected Employee is not able to secure an alternate position as provided above, the procedures set forth in subsection 2 above shall be repeated throughout each of the lower pay grades in successive order. If the Employee cannot be placed in another position utilizing this procedure the Employee shall be laid off.

C. If the affected Employee holds a part-time position and wishes to maintain part-time hours and the first option of bumping is a full-time position, they may bump into a part-time position provided (1) that position is held by an Employee who would be affected through the natural course of the bumping process, (2) the Employee has less seniority than the affected Employee, and (3) the bumping Employee is qualified and capable of performing the available work. The same process may also be used to ensure a full-time Employee maintains his/her hours if such Employee's first option for bumping is a part-time position.

D. If no vacant position exists and the affected Employee opts to accept layoff rather than bump a less senior Employee, they may do so without any loss to his/her rights to unemployment compensation.

E. Employees shall be provided a minimum of thirty (30) calendar days advance notice of layoff except in the following circumstances. If due to an emergency a library building is anticipated to be closed for more than fourteen (14) calendar days, the Employees shall be notified immediately and layoffs, if necessary, will commence on the fifteenth (15th) day. (This provision shall not apply to transfers to position vacancies, or other displacements not resulting in an Employee's actual layoff).

F. Recall of Employee Displaced Due to Layoffs

1. When the workforce is increased after a layoff, an Employee who has been displaced from a position which has become vacant (and the employer has determined it will fill again) shall be recalled to his/her former position provided a more senior Employee who is qualified and capable of performing the available work is not currently on layoff.

2. If a displaced Employee has been reduced in pay grade, the Employee shall be recalled to the first available vacant position in his/her former pay grade or a higher pay grade than his/her current pay grade but lower than his/her former pay grade, provided a more senior Employee who is qualified and capable of performing the available work is not currently on layoff.

3. If a displaced Employee has been reduced in hours the Employee will be recalled to the first available vacant full-time position for which they are qualified and capable of performing the available work, provided a more senior Employee who is qualified and capable of performing such work is not currently on layoff. If the full-time vacancy is a lower pay grade than the Employee's current pay grade, the Employee may choose to remain in his/her current position.

G. When the workforce is increased after a layoff, Employees who have been laid off will be recalled in order of seniority, most senior first, provided the Employees with greater seniority are qualified and capable of performing the available work.

H. Employees shall be subject to recall for a period of eighteen (18) months from the date of layoff, or a period equal to the Employee's length of seniority, whichever is less. The Employer shall in no event be obligated to recall an Employee more than eighteen (18) months following the date of layoff.

I. Each Employee being recalled shall be notified by registered or certified mail (or other provable means of delivery) at his/her last known address. Each Employee being recalled shall have ten (10) calendar days from the date of initial attempted delivery to notify the Employer of his/her intent to return. If the Employee fails to notify the Employer's Human Resources office of his/her intent to return within ten (10) calendar days as provided above, and/or fails to report for work as directed in the notice of recall, the Employee shall automatically forfeit all employment rights, and shall be considered a voluntary quit. The Employer shall notify the Association of all recalls.

J. Upon return to service with the Ann Arbor District Library, those Employees who were laid off between July - December shall be placed at the same salary step they were on at the time of layoff.

K. Employees laid-off between January - June and returned to employment the same fiscal year as their layoff will be placed on the same salary step they were on at the time of layoff. If the Employee is returned after the fiscal year they will be placed one step higher on the salary schedule, if such a step exists.

### **ARTICLE XIII** **DISCIPLINE**

A. The Association acknowledges the right of the Employer to discipline Employees, up to and including discharge. However, the parties agree that no Employee who has completed probation shall be disciplined without just cause.

B. The parties endorse the use of corrective discipline in appropriate cases. Additionally, if a Supervisor observes or notes conduct or performance that could lead to discipline if it continued, the Supervisor may meet with the Employee and tell them of the concern and what may happen if the conduct or performance continues. If the Supervisor elects to meet with the Employee, they should initiate such a meeting as soon as possible after the alleged conduct or performance occurs. If an Employee receives an oral warning and wishes to have further conversation about the matter with an Association Representative present, the Employee may make such a request and a meeting will be scheduled.

C. Any discipline, other than oral warnings, shall be given in writing to both the Employee and the designated Association Representative. If the Employer elects to reduce an oral warning to writing and give it to the Employee, a copy of such document shall also be given to the designated Association Representative.

D. Employees who are called in for a disciplinary investigation meeting with a supervisor or other Library administrator will be informed by the supervisor or Library administrator of the purpose of the meeting prior to the start of the meeting. If the meeting is for investigative purposes which could lead to or is for the imposition of discipline, or if at any point during the meeting the Employee reasonably believes the meeting may result in discipline, the Employee may request and shall be provided the presence of an Association Representative.

E. No Employee shall be disciplined without first being given the opportunity to ask and answer questions regarding the allegation(s) and provide their version of the events leading up to the allegation(s).

### **ARTICLE XIV** **HOURS OF WORK**

A. Regular Workweek. The regular workweek for a full-time Employee shall consist of forty (40) hours of work over five (5) work days in the workweek. Except as otherwise agreed between the affected Employee and the Employer, the regular workday for an Employee

shall not be more than eight (8) hours of work. For the purpose of this provision and computing the pay of Employees, the workweek shall consist of seven (7) consecutive calendar days commencing at 12:01 a.m. on Sunday and ending at midnight the following Saturday. There are two (2) workweeks in a payroll period.

The Employer hereby expressly reserves the right to determine each Employee's work schedule and hours of work, and the right to assign Employees additional hours before or after their regularly scheduled hours of work. Notwithstanding the foregoing, the Employer agrees:

1. That Employees hired on or before November 1, 2002 shall not be required to (but may if they and their supervisor so agree) work:

a. more than two (2) weekend days every four (4) weeks;

b. more than one (1) Sunday every four (4) weeks; nor

c. both a Saturday and a Sunday on the same weekend. (Note: It is expressly agreed that this provision shall not prohibit an Employee and the Employer from mutually agreeing to the Employee working a Saturday and Sunday on the same weekend in fulfillment of the Employee's weekend work obligations as herein provided.)

2. That Employees hired on or before November 1, 2002 who are required to work on Sundays shall be provided a minimum of six hours work on such Sundays, regardless of the hours the facility they are assigned is open to the public.

3. That Employees hired on or before November 1, 2002 shall not be required (but may if they and their supervisor so agree) to work more than two weeknights a week or a split shift.

4. That Employees hired on or before November 1, 2002 shall not be required to work on the Sunday immediately preceding both Memorial Day and Labor Day of a calendar year.

B. Relief and Meal Periods. Employees who work eight (8) hours in a day shall be provided two (2) fifteen (15) minute paid relief periods. Employees who work less than eight (8) hours in a day shall be provided one (1) fifteen (15) minute paid relief period. Relief periods shall be provided by the Employer approximately two (2) to three (3) hours after the commencement of the first half of an eight (8) hour shift and approximately two (2) to three (3) hours after the commencement of the second half of such shift.

An unpaid meal period of not less than thirty (30) minutes and not more than one (1) hour shall be scheduled by the Employer.

Relief periods and meal periods may be interrupted as necessary for the safe, efficient and proper administration of the Employer's business. However, when an Employee's unpaid meal period is interrupted, any time lost will be rescheduled by the Employer during the same

shift. If an Employee's paid relief period is so interrupted, any time lost will be rescheduled by the Employer during the same shift if it is possible to do so.

C. Overtime. A non-exempt Employee shall be paid their base hourly rate for the first forty (40) hours of work in a workweek and time and one-half their base hourly rate of pay for all hours worked in excess of forty (40) hours in the workweek.

D. Weekend and Evening Assignments. Where practicable, weekend and evening assignments will be rotated among Employees within the affected department.

## **ARTICLE XV** **TRANSFERS**

If an Employee is involuntarily transferred, they shall not be reduced in hours of work or base salary.

## **ARTICLE XVI** **COMPENSATION**

A. Base Salaries. Except as otherwise provided in this Agreement, the base salaries of new hires, and changes in base salaries of current Employees, shall be as provided for in the Employer's compensation program governing non-bargaining unit Employees.

B. Merit Plan. Full time Employees shall be entitled to participate in the Employer's merit plan, subject to the provisions hereinafter provided and such other terms, conditions, and limitations as the Employer may, from time to time and in its sole and exclusive discretion, establish for participation in said plan. Individual merit plan awards under the plan in effect as of April 16, 2008, are determined as follows:

Employees who are in the developing range of the salary schedule are not eligible for merit pay. These Employees are moved up to the next step automatically with a satisfactory evaluation performed annually. The Employee moves into the merit pay system when they reach the competitive minimum in their pay grade.

There are three elements that determine an Employee's merit pay each year. They are: 1.) the merit pool percentage, 2.) the Employee's current salary, and 3.) the Employee's evaluation score.

The merit pool percentage is established each year by the Library Board. This percentage is then multiplied by the total base salaries of the eligible group. This is the total pool of dollars available for merit pay for the year (T1).

The Employee's current salary is divided by the total salary for those who are eligible to receive a merit payment resulting in T2.

The Employee's evaluation score is divided by the total evaluation scores for those who are eligible to receive a merit payment resulting in T3.

T2 is then multiplied by T3 resulting in T4. The T4 for that Employee is then divided by the total of T4 for all Employees resulting in T5.

T5 is then multiplied by T1 to determine each Employee's merit payment.

The merit payment is then added to the Employee's base salary. This figure (N1) is then compared to the maximum salary in the respective pay grade. If N1 is less than the maximum salary this becomes the Employee's new salary. If N1 is greater than the maximum salary, the maximum salary becomes the Employee's new salary and the difference is paid to the Employee in a lump sum payment (not added to the base).

The Employer agrees to establish a process that will permit Employees to appeal their final rating and merit determination if they believe an error has occurred. Such appeal shall be made in writing within thirty (30) days of the Employer's merit determination. The Employee's appeal shall be heard within thirty (30) days of filing by a committee comprised of the Employee's Department Manager, the Associate Director and Director. The Committee's decision shall be final and binding and shall not be subject to further appeal. If desired, Employees will be permitted to have a representative accompany them in meetings with the Committee.

C. **Step Increase Plan.** Upon receipt of an annual performance evaluation of "Meets Expectations" or above, part time Employees will advance to the next step in the pay scale of their grade until the maximum for their grade is reached.

D. **Direct Deposits.** Employees may have their payroll checks deposited directly by the Employer into up to three accounts at any Michigan bank or credit union. If Employees elect to have payroll checks deposited directly by the Employer, they must specify the accounts.

E. **Payroll Errors.** Employees who receive an incorrect payroll check or fail to receive a payroll check on the regular pay date through no fault of their own, shall notify the HR Office. Minor errors may be added to the next payroll check. Missed pay checks shall be processed the business day following the discovery of the error and a manual check issued to the Employee. A check which is missed or incorrectly issued as a result of the Employee's error shall be corrected on a subsequent payday.

F. **Paydays.** Employees shall be paid on a bi-weekly basis on Fridays for the two-week pay period immediately preceding the week in which the check is issued.

## **ARTICLE XVII** **CLOSURES**

A. Full time Employees who are not on layoff or leave of absence as of the commencement of the workweek in which a closure occurs shall receive closure pay for each of the following closures:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

B. If a closure from the above list occurs on an Employee's scheduled day off and the Employee otherwise satisfies the eligibility criteria for closure pay as above provided, the Employee shall be given an additional paid vacation day off in lieu of pay for the closure.

C. If the Employer chooses to close the Library for an additional day in conjunction with a closure listed above, Employees who are scheduled to work on the additional day will suffer no loss of pay by reason of said closure.

**ARTICLE XVIII**  
**VACATION**

A. Full time Employees will earn vacation time as follows:

<b>Qualifying Period</b>	<b>Vacation Entitlement for Full time Employees</b>
0 through 5 consecutive years*	5.23 hours per pay period (136 hours/17 days per year)
6 through 10 consecutive years*	6.46 hours per pay period (168 hours/21 days per year)
11 consecutive years and above*	7.69 hours per pay period (200 hours/25 days per year)

\*Full time Employees hired before January 1, 2000, shall receive twenty-five (25) vacation days.

B. All years of service with the Library in which an Employee has accrued vacation time shall count towards the qualifying period.

C. Employees may carry over accrued vacation hours from one fiscal year (July - June) to the next. The maximum accrued vacation hours that can be carried over to the next fiscal year is 125% of the Employee's annual vacation entitlement. Any vacation hours in excess of this amount at the end of the fiscal year shall be forfeited.

D. Vacation pay shall be based upon the salary the Employee is earning at the time the vacation is taken.

E. Vacation may not be taken until it is fully earned.

F. Vacation payments will be made as part of the Employer's regular payroll. No special vacation checks will be issued.

G. In the event of an Employee's death, voluntary quit, discharge, or other separation from employment, the Employee or, where applicable, the Employee's estate, shall be paid for any unused vacation time accrued as of the date immediately preceding such termination. The maximum payout that a Employee may receive shall not exceed the Employee's annual vacation entitlement.

H. All vacations shall be subject to advance approval of the Employee's supervisor. The Employee shall be notified of their leave approval status within two (2) weeks of submission of the request.

I. Employees shall not be scheduled to work on days for which they have received approved vacation.

J. If an Employee has an emergency (e.g. vehicle breakdown) for which sick leave may not be utilized, they may use vacation time to cover the period of absence or, with the approval of their supervisor, make up the time.

## **ARTICLE XIX** **LEAVES OF ABSENCE**

### A. Sick Leave.

1. Full time Employees shall accrue 4.16 hours of sick leave credit per pay period (two (2) weeks) of active employment. Part time Employees shall accrue 2.08 hours sick leave credit per pay period (two (2) weeks) of active employment.

Employees hired after November 1, 2002 shall be advanced the first six (6) months sick leave accrual at the time of hire. No further accrual shall be permitted during such six (6) month period. Subsequent accrual shall commence with the end of the first pay period following the completion of six (6) months service. If the Employee leaves within the first six (6) months of employment, sick leave used in excess of actual accrued sick leave credit shall be deducted from the Employee's final paycheck.

2. Accrued sick time may be utilized by Employees for the mental or physical illness, injury, or health condition of themselves or a member of their family member (*i.e.*, their children, spouse, parents, parents-in-law, foster parents, foster children, legal wards, stepchildren, stepparents, or a child to whom the eligible Employee stands in loco parentis, siblings, grandparents, or grandchildren, or a legal guardian of an eligible Employee or an eligible Employee's spouse, or an individual who stood in loco parentis when the eligible Employee was a minor child), including for medical diagnosis, care, treatment, and preventative medical care (*e.g.*, medical or dental appointments). Sick leave may also be used for medical care, counseling, relocation, or legal appearances relating to domestic violence or sexual assault against an Employee or Employee's family member. In addition, sick leave may be used for leave caused by the closure of an Employee's place of work or the Employee's child's school due to a public health emergency, or due to a health authority's determination that the Employee or family member's presence in the community would jeopardize the health of others due to the Employee or family member's exposure to a communicable disease.

3. All full time Employees are entitled to carry over their accrued unused sick leave from year to year up to a maximum of 720 hours. All part time Employees are entitled to carry over their accrued unused sick leave from year to year up to a maximum of 360 hours. Employees who have in excess of maximum accrued hours in their sick bank as of the date this Agreement is executed by the parties shall accrue no additional hours until such time that their accrued sick bank falls below the maximum accrued hours. Should the employer decide not to provide long term disability insurance to its

full time Employees, all full time Employees will be entitled to accrue a maximum of 1,600 hours sick leave.

4. Each Employee shall notify their supervisor of an absence by the appropriate method established, normally one and one-half (1 ½) hours before their duty day is to begin. Length of absence in excess of one (1) day, if ascertainable, shall be stipulated, and renewal of absence shall follow the same notification process.

5. The Employer may require an appropriate physician's statement in support of a request for use of a sick day on a day immediately before or after a holiday or vacation period. A physician's verification may also be required for any use of sick leave exceeding three (3) consecutive workdays.

**B. Bereavement Leave.**

1. An Employee is allowed three (3) working days off, with pay, to attend a funeral or memorial service and make other necessary arrangements associated with the death of a member of their immediate family. An Employee is not eligible for pay on any day or days that the Employee is not scheduled to work.

For the purposes of this provision, the phrase "immediate family" shall be defined as: spouse, biological parent or child, sibling, parent-in-law, grandchild, grandparent, adopted or foster parent, adopted or foster child, step-parent, stepchild, legal ward or other comparable family member named as an "immediate family member" at the time of hire, updatable during the Library's Open Enrollment period.

2. An Employee who wishes to attend a funeral or memorial service for other members of their family may take one (1) day off, with pay. An Employee may take up to two (2) days if the funeral or memorial service is farther than 200 miles one-way.

3. With approval of the Employee's supervisor, an Employee may extend their bereavement leave through the use of vacation leave days available to the Employee. The Employer agrees that approval shall not be unreasonably withheld.

4. Employees shall notify their immediate supervisors as soon as possible after they are informed of the circumstances necessitating a leave.

5. If an Employee is on approved vacation leave and a death occurs that falls under this Article for entitlement of bereavement leave, the Employee may substitute bereavement leave for their vacation leave.

**C. Family and Medical Leave.**

**1. Basic Leave Entitlement**

The Employer shall provide up to 12 weeks of unpaid, job-protected leave to eligible Employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the Employee’s child after birth, or placement for adoption or foster care;
- to care for the Employee’s spouse, child, or parent, who has a serious health condition; or
- for a serious health condition that makes the Employee unable to perform the Employee’s job.

2. Military Family Leave Entitlements

Eligible Employees whose spouse, child or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible Employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible Employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.”**

3. Benefits and Protections

During FMLA leave, the Employer agrees to maintain the Employee’s health coverage on the same terms as if the Employee had continued to work. Upon return from FMLA leave, Employees will in most cases be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an Employee’s leave. Seniority shall accrue during an FMLA leave.

4. Eligibility Requirements

Employees are eligible if they have worked for the Employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 Employees are employed by the Employer within 75 miles.

5. Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the Employee from performing the functions of the Employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

6. Use of Leave

An Employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

7. Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid sick leave and earned vacation days while taking FMLA leave.

8. Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the Employee must provide notice as soon as practicable and generally must comply with an Employer's normal call-in procedures.

Employees must provide sufficient information for the Employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the Employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

9. Federal Compliance

The above provisions are intended to comply with the Family and Medical leave Act of 1993, and any terms used herein will be as defined in the Act. To the extent that any of the foregoing provisions are in conflict with the provisions of the Act, the provisions of the Act shall control.

D. Supplemental Leaves.

1. Any full time Employee who has been employed by the Ann Arbor District Library for the preceding twenty-four (24) month period shall, upon their request and upon thirty (30) days advance written notice to the Employer, be granted up to a three (3) month extension of an FMLA leave for which the Employee may otherwise have continued to be eligible had the twelve (12) week period authorized under the FMLA not otherwise expired. Except as provided below, such leave shall be without compensation or Employer paid benefits.

2. Any Employee who is granted an extension of an FMLA leave shall, for the period of such leave, utilize accrued sick leave and vacation benefits. Subject to the Employee's continued payment of any required premium payments or co-payments, the Employer shall continue the Employee's group insurance benefits during the time that accrued sick leave, personal and vacation benefits are payable on such extended leave. Upon the expiration of any such sick leave, personal and vacation benefits, an Employee may continue group insurance benefits for the duration of the leave, provided they pay the full premium cost of such continued benefits.

3. Any Employee who is granted an extension of an approved FMLA leave shall, upon thirty (30) days advance written notice to the Employer, be returned to their former position (or an equivalent position), if available, within the bargaining unit upon expiration of the approved leave period. Failure to provide such notice shall relieve the Employer of any obligation to return the Employee to work.

4. If an approved leave becomes unnecessary for any reason, the Employer shall, upon the Employee's written request, return the Employee to work prior to the termination of such leave, provided the Employee's former position (or an equivalent position) within the bargaining unit is then available or becomes available prior to the date the Employee's scheduled leave was otherwise due to expire.

5. If an Employee's former position, or an equivalent position, is unavailable upon expiration of an Employee's leave of absence, the Employee shall be placed in accordance with the provisions of Article XII, Layoff and Recall.

E. Jury Duty.

1. Employees shall be granted a leave of absence with pay for jury duty. The Employer shall pay the difference between the Employee's normal rate of pay and monies received from the Court for jury duty, excluding reimbursement for expenses and/or travel or pay received for a day that the Employee was not scheduled to work. Employee called for jury duty must:

a. notify their supervisor within three days after notification to serve;  
and

b. provide documentation to the Human Resources office certifying the period of actual service as a juror and all payments received from the court.

2. If the time required for jury service (including reasonable travel time) is less than six (6) hours, the Employee shall report to work for the balance of their work day, unless excused by the Employer.

F. Other Unpaid Leaves.

1. The Employer may, in its sole discretion, grant Employees other unpaid leaves of absence upon such terms and conditions as it deems appropriate.

2. Except as otherwise provided in Section 3 below, an Employee granted an unpaid leave shall be returned to employment in the bargaining unit with all rights and benefits accumulated as of the time such leave commenced, provided they return upon the expiration of the leave or extension of the leave.

3. During an Employee's unpaid leave of absence the Employee shall be subject to the provisions of Article XII, Layoff and Recall. If the Employee is on an unpaid leave of absence, but would have been subject to layoff had they otherwise been working, the Employee's unpaid leave status shall be converted to layoff status. If the Employee would have been subject to reassignment under such Article, the Employee may continue their leave until its scheduled expiration. Upon expiration of the unpaid leave, the Employee shall be placed in accordance with the provisions of Article XII, Layoff and Recall.

4. An Employee on an unpaid leave may continue all group insurance benefits for the duration of the leave, provided they pay the full premium cost of such continued benefits.

**ARTICLE XX**  
**INSURANCE**

A. Health Care Benefits.

1. Effective January 1, 2012, the Employer agrees to provide each Employee who has a standard work schedule of thirty (30) to forty (40) hours per week with the same choice of health plan coverage<sup>1</sup> as the Employer may, from time to time, and in its sole and exclusive discretion, elect to offer to its non-bargained for Employees. Such coverage shall be subject to the terms, conditions, exclusions, limitations, deductibles, co-payments and other provisions of such plans.

The Employer's contribution to the cost of single, two-person or family coverage for the Employee shall be equal to the highest amount the Employer pays for single, two-person or family coverage on behalf of its non-bargained for Employees under the plans they are provided by the Employer. To the extent permitted by law, the Employee shall pay, through payroll deduction, the balance of the cost of such coverage.

Coverage shall commence on the first day of the month following the Employee's 30<sup>th</sup> day of continuous employment.

2. To qualify for health care benefits as above described, each Employee must individually enroll and make proper application for such benefits at the HR Office upon the commencement of their regular employment with the Employer. Process instructions shall be provided by the HR Office.

3. Subject to insurance carrier underwriting requirements and approval, and except as otherwise provided in Article XIX, Leaves of Absence, Paragraph C, Family and Medical Leave, when on an authorized unpaid leave of absence the Employee will be permitted to continue their participation in the Employer's health care plans for the period they are not on the active payroll. Employees electing to continue such coverage shall pay the full cost of such continued coverage. Proper application and arrangements for the payment of such continued coverage must be made at the HR Office prior to the commencement of the leave. If such application and arrangements are not made as herein described, the Employee's health care benefits shall automatically terminate upon the effective date of the unpaid leave of absence. Upon return from a leave of absence or layoff, an Employee's health care coverage shall be reinstated commencing with the Employee's return.

4. Except as otherwise provided above, an Employee's health care benefits shall terminate on the date the Employee goes on a leave of absence, terminates, retires, or is laid off.

5. An Employee who is on layoff or who terminates may elect under COBRA to continue the health care coverage herein provided at their own expense.

6. The Employer reserves the right to change the carrier(s), plan(s), and/or the manner in which it provides the above benefits, provided that the benefits are equal to

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<sup>1</sup> The plan selected by the employee shall cover the employee and, where applicable, all their eligible dependents.

or better than the benefits outlined above. The Employer shall inform the Association of such changes prior to their becoming effective.

7. To be eligible for health care benefits as provided above, an Employee must document all coverage provided to them under their spouse's medical plan and cooperate in the coordination of coverage to limit the Employer's expense.

B. Voluntary Withdrawal from Health Care Plan.

1. Any Employee who is eligible for health care coverage at the Employer's expense as provided in Section A above, may elect to forego such coverage if they can secure health care benefits from a source other than the Ann Arbor District Library. Employees desiring to forego coverage under the Employer's Health Care Benefits Plans may submit a request, in writing, to the HR Office. The Employer will notify the Employee of the effective date that the Employer will no longer provide such benefits to the Employee. This date will be binding on all parties.

2. Any regular Employee with a standard work schedule of thirty (30) to forty (40) hours per week and who has withdrawn from the Health Care Benefits Plan as provided in this Agreement will receive a payment of \$100.00 per month, payable on the first pay period in each month, for each month the Employee would have otherwise been entitled to health care coverage at the Employer's expense as provided in Section A above.

3. An Employee who has withdrawn from the plan may apply to be reinstated into the plan during an open enrollment period, or at such other times the Employee can demonstrate they are no longer entitled to receive benefits from a source other than the Ann Arbor District Library. All such applications for reinstatement shall be made, in writing, to the HR Office. The HR Office will respond to such requests within fifteen (15) calendar days of receipt of the request. Such response will indicate the effective date that the Employee is once again covered under the Health Care Benefits Plan. The Employer shall have no obligation whatsoever prior to such effective date.

C. Dental Care Benefits.

1. Effective July 1, 2008 the Employer agrees to provide each regular Employee who has a standard work schedule of thirty (30) to forty (40) hours per week (including their eligible dependents) the MetLife 100%/75%/50%/50% copay Dental Plan including \$1500.00 annual maximum for general services and \$1500.00 lifetime maximum per child for orthodontic services, with the family continuation rider, subject to such terms, conditions, exclusions, limitations, deductibles, co-payments and other provisions of the plan. Coverage shall commence on the first day of the month following the librarian's 30<sup>th</sup> day of continuous employment.

2. To qualify for the group dental care benefits as above described, each Employee must individually enroll and make proper application for such benefits at the

Benefits Office upon the commencement of their regular employment with the Employer. Forms shall be provided to Employees by the Benefits Office.

3. Subject to insurance carrier underwriting requirements and approval, and except as otherwise provided in Article XIX, Leaves of Absence, Paragraph C, Family and Medical Leave, when on an authorized unpaid leave of absence, the Employee will be permitted to continue their participation in the Employer's dental plan for the period they are not on the active payroll. Employees electing to continue such coverage shall pay the full cost of such continued coverage. Proper application and arrangements for the payment of such continued coverage must be made at the HR Office prior to the commencement of the leave. If such application and arrangements are not made as herein described, the Employee's dental care benefits shall automatically terminate upon the effective date of the unpaid leave of absence. Upon return from a leave of absence or layoff, an Employee's dental care coverage shall be reinstated commencing with the Employee's return.

4. Except as otherwise provided above, an Employee's dental care benefits shall terminate on the date the Employee goes on a leave of absence, terminates, retires, or is laid off.

5. An Employee who is on layoff or who terminates may elect under COBRA to continue the dental care coverage herein provided at their own expense.

6. The Employer reserves the right to change the carrier and/or manner in which it provides the above benefits, provided that the benefits are equal to or better than the benefits outlined above. The Employer shall inform the Association of such changes prior to their becoming effective.

D. Vision Care Benefits.

1. The Employer agrees to provide each regular Employee who has a standard work schedule of thirty (30) to forty (40) hours per week (including their eligible dependents) the Blue Cross-Blue Shield, Vision Service Plan Network (VSP), 12/12/12, \$5 copay exam, \$10 copay materials, with family continuation rider, subject to such terms, conditions, exclusions, limitations, deductibles, co-payments and other provisions of the plan. Coverage shall commence on the first day of the month following the Employees 30th day of continuous employment.

2. To qualify for vision care benefits as above described, an Employee must individually enroll and make proper application for such benefits at the HR Office upon the commencement of their regular employment with the Employer. Forms shall be provided to Employees by the HR Office.

3. Subject to insurance carrier underwriting requirements and approval, and except as otherwise provided in Article XIX, Leave of Absence, Paragraph C, Family and Medical Leave, when on an authorized unpaid leave of absence, the Employee will be

permitted to continue their participation in the Employer's vision plan for the period they are not on the active payroll. Employee's electing to continue such coverage shall pay the full cost of such continued coverage. Proper application and arrangements for the payment of such continued coverage must be made at the HR Office prior to the commencement of the leave. If such application and arrangements are not made as herein described, the Employee's vision benefits shall automatically terminate upon the effective date of the unpaid leave of absence. Upon return from a leave of absence or layoff, an Employee's vision care coverage shall be reinstated commencing with the Employee's return.

4. Except as otherwise provided above, an Employee's vision care benefits shall terminate on the date the Employee goes on a leave of absence, terminates, retires, or is laid off.

5. An Employee who is on layoff or leave of absence, or who terminates may elect under COBRA to continue the vision care coverage herein provided at their own expense.

6. The Employer reserves the right to change the carrier and/or the manner in which it provides the above benefits, provided that the benefits are equal to or better than the benefits outlined above. The Employer shall inform the Association of such changes prior to their becoming effective.

E. Term Life and Accidental Death and Dismemberment Benefits.

1. The Employer shall provide each regular Employee with term life and accidental death and dismemberment benefits in an amount equal to two times the Employee's annual salary rounded to the nearest thousand. Coverage will commence on the first day of the month following the librarian's 30th day of continuous employment.

2. To qualify for term life and accidental death and dismemberment benefits as above described, each Employee must individually enroll and make proper application for such benefits at the Benefits Office upon the commencement of his or her regular employment with the Employer. Forms shall be provided by the HR Office.

3. Subject to insurance carrier underwriting requirements and approval, when on an authorized unpaid leave of absence, the Employee will be permitted to continue their term life and accidental death and dismemberment benefits coverage for the period they are not on the active payroll. Employees electing to continue such coverage shall pay the full cost of such continued coverage. Proper application and arrangements for the payment of such continued benefits must be made at the HR Office prior to the commencement of the leave. If such application and arrangements are not made as herein described the Employee's group term life and accidental death and dismemberment coverage shall automatically terminate upon the effective date of the unpaid leave of absence. Upon return from a leave of absence or layoff, an Employee's

group term life and accidental death and dismemberment coverage shall be reinstated commencing with the Employee's return.

4. An Employee's group term life and accidental death and dismemberment coverage shall terminate on the date the librarian goes on a leave of absence, terminates, retires or is laid off.

5. The Employer reserves the right to change the carrier and/or the manner in which it provides the above benefits, provided that the benefits are equal to or better than the benefits outlined above. The Employer shall inform the Association of such changes prior to their becoming effective.

F. Long Term Disability.

Effective July 1, 2015, the Employer agrees to provide each regular Employee who has a standard work schedule of 20 or more hours per week with the same long term disability coverage as the Employer may elect to offer to its non-bargained for Employees. Such coverage shall be subject to the terms, conditions, exclusions, limitations, and other provisions of such plans.

**ARTICLE XXI**  
**RETIREMENT**

A. The Employer will continue to pay the necessary Employer payments to the Michigan Public School Employees Retirement System (MPERS) for those Employees who worked for the Ann Arbor Public Schools at the Public Library prior to July 1, 1996.

B. For each full time Employee who is not eligible to join MPERS, the Employer will contribute 10% of the Employee's gross pay into a 403(b) tax sheltered annuity plan. Employees may also contribute through payroll deduction to such plan, subject to the terms and conditions of such plan.

C. Changes in the current group of providers for the 403(b) plan shall be mutually agreed upon.

D. The Employer will provide the Association with a list of the 403(b) Plan providers with their addresses and contact information.

**ARTICLE XXII**  
**SPECIAL CONFERENCES**

Upon agreement of the Association and the Employer, Special Conferences shall be held for the purpose of considering matters of mutual interest. All such Conferences shall be arranged through the President of the Association and the Employer's Human Resources Manager. Representatives of the Association, not to exceed three (3), shall be released with pay for the purpose of attending a Special Conference.

Any matters discussed or any agreements reached in a Special Conference shall in no way change, alter, modify, add to or detract from, any of the provisions of the Collective Bargaining Agreement, or the rights of either the Employer or the Association under this Agreement.

**ARTICLE XXIII**  
**WORK PERFORMED BY INDIVIDUALS AND**  
**ORGANIZATIONS OUTSIDE OF THE BARGAINING UNIT**

It is recognized by the Employer and the Association that Department Managers, supervisors, Employees, casual and other non-bargaining unit Employees may perform the same tasks as Employees in the bargaining unit. The Employer's use of such Employees to perform such work shall not be limited.

**ARTICLE XXIV**  
**PERFORMANCE EVALUATIONS**

A. Performance evaluations will be undertaken by the Employer to provide constructive feedback to Employees with respect to their performance including, but not limited to, progress toward goals and objectives established by the Employer.

B. Employees shall be formally evaluated at least twice during the first twelve (12) months of their assignment to a position, and annually thereafter.

C. Evaluations shall be conducted by an administrator in the Employee's chain of command, preferably the supervisor who has most recently supervised the Employee for a period of three months or longer, if available. Before a final decision is made on the Employee's evaluation, the evaluator who is conducting the Employee's evaluation shall hold a conference with the Employee to be evaluated for purposes of discussing matters related to the evaluation and to solicit the Employee's response to the proposed evaluation. The Employee shall be given 48 hours advance notice of the time and participants in such conference.

D. Where appropriate, evaluations citing deficiencies should include developmental objectives for improvement of the Employee's performance.

E. Each evaluation shall include the statement:

Your signature does not necessarily mean that you agree with this review; it is only to acknowledge that your evaluator has met and reviewed it with you.

F. The Employee and the evaluator shall sign the evaluation. If an Employee feels their evaluation is incomplete or unjust, they may put their objections in writing and have them attached to the evaluation report to be placed in the personnel record. A copy of the signed evaluation shall be provided to the Employee.

G. The evaluation instruments to be used in the evaluation process for full time and part time Employees shall be included in this Agreement as an Appendix F, G, respectively, which are hereby incorporated in this Agreement by reference.

**ARTICLE XXV**  
**RULES AND REGULATIONS**

The Employer shall have the right to make, modify and enforce rules and regulations relating to Employee conduct which are not in conflict with this Agreement or law. Those rules and regulations shall be observed by all bargaining Employees. The Employer's rules and regulations shall be provided to each Employee and the Association.

**ARTICLE XXVI**  
**PERSONNEL RECORD**

A. Upon reasonable advance request, and in the presence of a representative of the Library administration, an Employee may review the official personnel record that is maintained by the District Library pertaining to their employment. The Employee may be accompanied by a representative of the Association if they so choose. In accordance with the provisions herein provided, an Employee may also authorize a representative of the Association to examine their personnel records pursuant to the discharge of its duties as exclusive bargaining representatives. Such authorization shall be submitted in writing to the Employer.

B. An Employee shall be provided a copy of any letter of complaint, letter of discipline, performance evaluation, or any other document critical of their performance, prior to the placement of any such document in their official personnel record.

C. If the Employer receives a Freedom of Information Act ("FOIA") request for documents in an Employee's official personnel record, the Employer shall make a good faith attempt to promptly notify the Employee and the Association of the receipt of the request. Upon request and insofar as time reasonably permits, the Employer's designated FOIA officer shall meet with the affected Employee and/or the Employee's Association representative to review the Employer's proposed response to the request. If the Employee and Association so request, the Employer shall also delay granting the FOIA request to the extent permitted by law (ordinarily five business days after the receipt of the written request) in order to permit the Employee and Association to pursue such legal recourse as may be available.

D. Each Employee shall have the right to have placed in the personnel record pertaining to that Employee, materials which attest to a change in education or experience.

E. At the Employee's request, the Employer shall reproduce any material in the Employee's official personnel record (except confidential pre-employment recommendations), provided a reasonable duplication fee is paid by the Employee.

**ARTICLE XXVII**  
**WORKERS' COMPENSATION**

If an Employee is injured on the job and becomes eligible for compensation under the Michigan Workers' Compensation Act, they may choose one (1) of the following options:

1. The Employee may elect to be paid the benefit for which they are eligible under the Act.

2. The Employee may elect to receive the benefit for which they are eligible under the Act supplemented by the difference between the gross weekly compensation benefit received by the Employee under the Act and their regular gross weekly salary, which difference shall be charged against the Employee's accumulated sick leave days on a pro-rated basis. This difference shall be paid until such time as the Employee's accumulated sick leave days are used up or the Employee changes to Option 1 above.

**ARTICLE XXVIII**  
**INCLEMENT WEATHER**

Employees who have been excused by the Employer from work due to inclement weather or lack of utilities shall not have any deductions from their pay, sick leave or vacation leave.

**ARTICLE XXIX**  
**SAFETY AND HEALTH**

A. The Employer shall make reasonable provisions for the health, safety and first-aid of its Employees. The Employer shall consider Employee concerns about these matters. If the Employee believes the Employer has not made reasonable provisions or taken timely action to remedy situations which are not in compliance with this provision, the Employee may file a grievance on the matter.

B. If an Employee believes that they are exposed to a condition that presents an immediate threat of severe physical injury, the Employee may take those actions that are reasonably necessary to remove themselves from the threatening condition and shall immediately thereafter notify their Department Manager (or if unavailable, a more senior member of management) for appropriate direction. If the situation is not resolved in a timely manner, the matter may be referred to the grievance procedure.

**ARTICLE XXX**  
**INDEMNIFICATION OF EMPLOYEES**

The Employer and the Association agree that the indemnification of Employees for actions taken within the scope of their employment shall be governed by the Bylaws of the Ann Arbor District Library Board of Trustees as they may be in effect from time to time.

**ARTICLE XXXI**  
**MISCELLANEOUS**

A. Smoking in Employer Facilities.

Smoking by Employees in the Employer's facilities is strictly prohibited.

B. Name, Address and Telephone changes.

The Employer shall be entitled to rely upon an Employee's last name, mailing address and telephone number (provided the Employee has a telephone) as reflected in the Employee's official personnel file for all purposes pertaining to the Employee's employment and this Agreement. Employees shall notify the Employer's Human Resources Department of any changes in this data within five (5) calendar days after such change has been made.

C. Resignation.

1. Any Employee desiring to resign shall submit their resignation in writing to their supervisor a minimum of two (2) weeks or ten (10) working days prior to the effective date of resignation.

2. Any Employee who voluntarily discontinues their service without such prior written notification shall forfeit all accrued benefits, rights and privileges including, but not limited to, accrued sick leave, vacation, and other benefits which may have been granted by the Ann Arbor District Library to its Employees. In any conflict between the application of this section and any other section in this Agreement, this section shall prevail.

D. Travel.

1. Adequate time shall be allowed for all Employees whose assignment requires travel to and between buildings. Such travel time is not to be considered part of the lunch period. (For purposes of this provision, "adequate" shall be defined as the time required to physically travel at a moderate pace by motor vehicle from one building to another.)

2. Employees who work in more than one building or otherwise travel performing their responsibilities, and use their car therefore, shall be paid mileage at the current IRS rate.

E. Examinations by Employer-Designated Physicians.

The Director or Associate Director may at any time require the examination of an Employee by an Employer-designated physician at the Employer's expense. Employees who are required to leave work by reason of such examination shall have no deductions made from their sick leave account for the balance of such workday.

If the Employer-designated physician determines that there is no “incapacity,” any deductions from the Employee’s sick leave account will be restored, or if no sick leave was available to the Employee, then compensated at the Employee’s regular rate.

F. Electronic Copy.

The Employer will provide the Association with an electronic copy of this Agreement in the Microsoft Word format.

**ARTICLE XXXII**  
**SCOPE OF AGREEMENT**

A. Entire Agreement. This Agreement represents the entire agreement between the Employer, the Association, and the Employer’s Employees which the Association represents. This Agreement supersedes and cancels all previous agreements. It also supersedes all policies of the Employer to the extent that they are in conflict with this Agreement. Any agreement which supplements this Agreement shall not be binding or effective for any purpose whatsoever unless reduced to writing and signed by representatives of the Employer and the Association.

B. Agreement Binding. Any agreement reached between the Employer and the Association is binding on the Employer, the Association and all Employees in the bargaining unit who are affected by such agreement.

C. Severability. If any provision of this Agreement or any application of the Agreement to any Employee or group of Employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications of the Agreement shall continue in full force and effect.

**ARTICLE XXXIII**  
**DURATION AND AMENDMENT**

A. This Agreement shall become effective September 8, 2022, and shall continue in full force and effect to and including, June 30, 2023. The Agreement shall continue in effect from year-to-year thereafter unless either party notifies the other in writing between the ninetieth (90th) day and sixtieth (60th) day prior to the expiration date that a modification or termination of the Agreement is desired. Should either party to this Agreement serve such notice upon the other party, the Employer and the Association shall meet for the purpose of negotiation and shall commence consideration of proposed changes or modification in the Agreement within two (2) weeks of service of said notice and in no event less than sixty (60) days prior to the expiration of the Agreement.

B. If, pursuant to such negotiations, an Agreement on the renewal or modification of this Agreement is not reached prior to the expiration date, the Agreement shall remain in effect on a day to day basis until either party gives twenty (20) days advance written notice to the other party of its desire to terminate the Agreement in which event the Agreement shall automatically expire at the end of said twenty (20) day notice period.

IN WITNESS WHEREOF, the parties hereto have, by their duly authorized representatives, signed and sealed this Agreement.

ANN ARBOR DISTRICT LIBRARY

ANN ARBOR DISTRICT LIBRARY  
ASSOCIATES

---

James Leija  
President, Board of Trustees

---

Eli Neiburger  
Director

---

Audrey Huggett  
President,  
Library Associates

---

Sherlonya Zobel  
Associate Director

---

George Przygodski  
Executive Director, MEA

---

Leonard Lemorie  
Associate Director

---

Elise Bogdan  
Secretary/Treasurer,  
Library Associates

---

Karin Tuthill  
HR Lead

**APPENDIX A**  
**CLASSIFICATIONS EXCLUDED FROM THE BARGAINING UNIT**

The following positions are expressly excluded from the bargaining unit:

**Executive Assistant to the Director**<sup>L</sup><sub>SEP</sub>

**Associate Director**<sup>L</sup><sub>SEP</sub>

**Bookshelver / Processor**<sup>L</sup><sub>SEP</sub>

**Desk Clerk**<sup>L</sup><sub>SEP</sub>

**Director**<sup>L</sup><sub>SEP</sub>

**Finance Administrative Assistant**

**Finance Clerk**

**Human Resources Generalist**

**Human Resources Associate**

**Maintenance Worker**

**Maintenance Technician**

**Manager**

**Positions including the word "Lead"**

**Public Library Associate**

**Safety Assistant**

**Safety Technician**

**Staffing Coordinator**

**Supervisor**

**Clerk I**

**Clerk II**

**APPENDIX B**  
**CLASSIFICATIONS INCLUDED IN THE BARGAINING UNIT**

The following positions are expressly included in the bargaining unit:

CLASSIFICATION	PAY GRADE	EXEMPT/NON-EXEMPT
Communications Specialist	8	Non-Exempt
Developer	12	Exempt
Graphic Artist	8	Non-Exempt
Librarian	11	Exempt
Library Technician	8	Non-Exempt
Production Technician	8	Non-Exempt
Systems Administrator	13	Exempt
Systems Technician	10	Non-Exempt
System Specialist	11	Exempt
Volunteer Coordinator	8	Non-Exempt

**APPENDIX C**  
**FULL TIME SALARIED EMPLOYEES 2022 - 2023 SALARY SCHEDULE**

Grade	Salary Low Limit	Step 1	Step 2	Competitive Minimum	Competitive Maximum
8	\$39,900	\$41,270	\$42,640	\$44,010	\$53,790
10	\$48,400	\$50,057	\$51,713	\$53,370	\$65,230
11	\$52,300	\$54,487	\$56,673	\$58,860	\$71,940
12	\$57,700	\$60,097	\$62,493	\$64,890	\$79,310
13	\$66,660	\$69,390	\$72,970	\$74,970	\$91,630

**PART TIME HOURLY EMPLOYEES 2022-2023 PAY SCHEDULE**

Grade	Step 1	Step 2	Step 3	Step 4
8	\$16.73	\$17.30	\$17.88	\$18.43

**NOTE:** Future changes to this Salary Schedule will be distributed on or about July 1 of each fiscal year. Employees with salaries that are presently above the Competitive Maximum shall not be eligible for future increases in their base salaries until the Competitive Maximum of the salary schedule exceeds their current base salary. If they later become eligible for an adjustment in their base salary, such adjustment shall not exceed the Competitive Maximum of the then current salary schedule.

**APPENDIX D**  
**MEMORANDUM OF UNDERSTANDING RE HEALTH AND SAFETY ISSUES**

The Employer agrees that during the term of this agreement it will, upon the Association's reasonable request, meet in Special Conference for the purpose of discussing enhancements that might be made to its notification processes for the reporting of serious incidents.

**APPENDIX E**  
**GRIEVANCE REPORT FORM**

Grievance Report Form  
Ann Arbor District Library  
**Library Associates**

Grievance #: \_\_\_\_\_ Name of Grievant: \_\_\_\_\_

Assignment: \_\_\_\_\_

Branch: \_\_\_\_\_

Date filed: \_\_\_\_\_ Filed with: \_\_\_\_\_

Date Cause of Grievance Occurred or Date Discovered: \_\_\_\_\_

Statement of Grievance: \_\_\_\_\_

Violation (s) of Master Agreement: \_\_\_\_\_

Sections (s): \_\_\_\_\_

Relief Sought: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Disposition by Administrator: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Administrator: After signing disposition, please distribute completed to the grievant, the MEA  
(4141 Jackson Rd, Ann Arbor, MI 48103) and the Human Resource Office*

## APPENDIX F

### FULL TIME EMPLOYEE PERFORMANCE EVALUATION



Employee's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Review Period: \_\_\_\_\_

### Performance Review Form

#### Job Definition

1. Attach a current position description; if applicable, make note of any significant changes since last year's performance review.
2. If performance goals were set at the last performance review, attach a copy of these goals and comment on the employee's progress.

#### Performance Competencies (Depending on position, some competencies may be more relevant than others.)

*Note: Points may be given on a 0.5 basis to indicate when an employee is in the middle of a competency range. (i.e. 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, 5.5, 6.0)*

*Comments are required for Performance Competencies ratings of 6, 2 or 1)*

<b>6_ Exceptional:</b>	<b>Exceptionally high performance</b> earns this special recognition. Only for truly outstanding performance; extraordinary service; exemplary contributions.						
<b>5_ Excellent:</b>	<b>Consistently exceeds expectations and performs far beyond normal job responsibilities.</b> Performance quality substantially and consistently exceeds standards in all areas. Demonstrates initiative, creativity, leadership, and a high degree of independence in job performance. Work results are clearly worthy of recognition.						
<b>4_ Exceeds Expectations:</b>	<b>Frequently exceeds expectations.</b> Performance quality consistently exceeds standards in most areas, with satisfactory performance in all others. Demonstrates strong knowledge of job responsibilities and duties and anticipates demands of job tasks.						
<b>3_ Meets Expectations:</b>	<b>Consistently meets expectations.</b> A steady contributor; performance quality may at times be slightly above or below expectations. Provides competent and dependable service. Meets expectations is a satisfactory rating and means good performance.						
<b>2_ Needs Improvement:</b>	<b>Does not fully meet all requirements of the job.</b> Performance quality falls below what is expected and some correction is needed. Does not denote a severe problem unless repeated attempts to correct the situation fail or are ignored.						
<b>1_ Unacceptable:</b>	<b>Fails to meet the basic requirements of the job.</b> Performance quality is unsatisfactory and consistently below standards or expectations. Immediate and sustained improvement in performance is required.						
		6_ Exceptional	5_ Excellent	4_ Exceeds Expectations	3_ Meets Expectations	2_ Needs Improvement	1_ Unacceptable
1. Skill and proficiency in carrying out assignments. <i>Comments:</i>				0.0			
2. Possesses skills and knowledge to perform the job competently. <i>Comments:</i>				0.0			
3. Skill at planning, organizing and prioritizing workload (For self and direct reports, if applicable). <i>Comments:</i>				0.0			
4. Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner. <i>Comments:</i>				0.0			



<p><b>6_ Exceptional:</b> <b>5_ Excellent:</b> <b>4_ Exceeds Expectations:</b> <b>3_ Meets Expectations:</b> <b>2_ Needs Improvement:</b> <b>1_ Unacceptable:</b></p>	<p><b>Exceptionally high performance</b> earns this special recognition. Only for truly outstanding performance; extraordinary service; exemplary contributions.</p> <p><b>Consistently exceeds expectations and performs far beyond normal job responsibilities.</b> Performance quality substantially and consistently exceeds standards in all areas. Demonstrates initiative, creativity, leadership, and a high degree of independence in job performance. Work results are clearly worthy of recognition.</p> <p><b>Frequently exceeds expectations.</b> Performance quality consistently exceeds standards in most areas, with satisfactory performance in all others. Demonstrates strong knowledge of job responsibilities and duties and anticipates demands of job tasks.</p> <p><b>Consistently meets expectations.</b> A steady contributor; performance quality may at times be slightly above or below expectations. Provides competent and dependable service. Meets expectations is a satisfactory rating and means good performance.</p> <p><b>Does not fully meet all requirements of the job.</b> Performance quality falls below what is expected and some correction is needed. Does not denote a severe problem unless repeated attempts to correct the situation fail or are ignored.</p> <p><b>Fails to meet the basic requirements of the job.</b> Performance quality is unsatisfactory and consistently below standards or expectations. Immediate and sustained improvement in performance is required.</p>	6_ Exceptional	5_ Excellent	4_ Exceeds Expectations	3_ Meets Expectations	2_ Needs Improvement	1_ Unacceptable
5.	Proficiency at improving work methods and procedures as a means toward greater efficiency. <i>Comments:</i>						0.0
6.	Communicates effectively with supervisor, peers, and patrons. <i>Comments:</i>						0.0
7.	Ability to work independently. <i>Comments:</i>						0.0
8.	Ability to work cooperatively with supervision or as part of a team. <i>Comments:</i>						0.0
9.	Demonstrates a positive attitude in the workplace. <i>Comments:</i>						0.0
10.	Reliability (attendance, punctuality, meeting deadlines). <i>Comments:</i>						0.0
11.	Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment. <i>Comments:</i>						0.0
<b>Additional performance competencies for employees with supervisory responsibilities</b>							
12.	Displays fairness towards all subordinates. <i>Comments:</i>						0.0
13.	Identifies performance expectations, gives timely feedback and conducts formal						0.0



6_ Exceptional:	Exceptionally high performance earns this special recognition. Only for truly outstanding performance; extraordinary service; exemplary contributions.	6_ Exceptional	5_ Excellent	4_ Exceeds Expectations	3_ Meets Expectations	2_ Needs Improvement	1_ Unacceptable
5_ Excellent:	<b>Consistently exceeds expectations and performs far beyond normal job responsibilities.</b> Performance quality substantially and consistently exceeds standards in all areas. Demonstrates initiative, creativity, leadership, and a high degree of independence in job performance. Work results are clearly worthy of recognition.						
4_ Exceeds Expectations:	<b>Frequently exceeds expectations.</b> Performance quality consistently exceeds standards in most areas, with satisfactory performance in all others. Demonstrates strong knowledge of job responsibilities and duties and anticipates demands of job tasks.						
3_ Meets Expectations:	<b>Consistently meets expectations.</b> A steady contributor; performance quality may at times be slightly above or below expectations. Provides competent and dependable service. Meets expectations is a satisfactory rating and means good performance.						
2_ Needs Improvement:	<b>Does not fully meet all requirements of the job.</b> Performance quality falls below what is expected and some correction is needed. Does not denote a severe problem unless repeated attempts to correct the situation fail or are ignored.						
1_ Unacceptable:	<b>Fails to meet the basic requirements of the job.</b> Performance quality is unsatisfactory and consistently below standards or expectations. Immediate and sustained improvement in performance is required.						
performance appraisals. <i>Comments:</i>							
14. Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development. <i>Comments:</i>							
15. Delegates responsibility where appropriate, based on the employee's ability and potential. <i>Comments:</i>							
16. Takes timely and appropriate corrective/disciplinary action with employees. <i>Comments:</i>							
17. Takes specific steps to create and develop their workforce and to promote an inclusive environment. <i>Comments:</i>							



**Performance Summary (attach additional pages as necessary)**

1. What aspects of employee's performance have distinguished him/her through their contribution to the organization? Include any personal or professional development activities.
  
2. What, if any, aspects of employee's performance require improvement for greater effectiveness.
  
3. List the employee's development goals for the coming year including additional training he/she will need:
  
4. In the coming year, how will you provide guidance and assistance for the employee to accomplish his/her goals?



**Overall Performance Rating**

---

Summarize the employee's overall level of performance and circle rating level on scale:

Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Excellent	Exceptional
11 12 13 14 15	17 18 19 20 21 22 23 24 25	27 28 29 30 31 32 33 34 35	37 38 39 40 41 42 43 44 45	47 48 49 50 51 52 53 54	57 58 59 60
(not provide justification)					(not provide justification)

Review Date: May 20XX

Overall Rating: \_\_\_\_\_

***This annual performance review will become part of your AADL personnel file. Your signature does not mean you agree with this review; it is only to acknowledge that your evaluator has met and reviewed it with you.***

Employee's Signature:	Date:
Supervisor's Signature:	Date:

- AADL Values**
1. Excellence in customer service
  2. Providing, supporting and advocating access for all
  3. Acting with initiative, creativity and flexibility
  4. Working together, with enthusiasm and optimism, to reach goals
  5. Responsible stewardship of library resources

**Ann Arbor District Library  
Self Evaluation**

Name: \_\_\_\_\_

1. Describe any outstanding accomplishments/contributions you have made over this past rating period where you believe you have gone above and beyond the scope of your regular duties.
  
2. Describe any education or training, if any, you have received since your last evaluation:
  
3. Are there any obstacles preventing you from being fully effective in the performance of your job?
  
4. List any training you need to keep your skills current or to improve your performance:
  
5. How can your supervisor provide help and support?

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

- |  |
|--|
| <p>AADL Values</p> <ul style="list-style-type: none"><li>• Excellence in customer service</li><li>• Providing, supporting and advocating access for all</li><li>• Acting with initiative, creativity and flexibility</li><li>• Working together, with enthusiasm and optimism, to reach goals</li><li>• Responsible stewardship of library resources</li></ul> |
|--|



**CASUAL PRODUCTION TECHNICIAN EVALUATION**

<b>Employee Name:</b> _____			<b>EVALUATION PERIOD:</b> MONTH, DATE, YEAR - MONTH, DATE, YEAR		
	DOES NOT MEET EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	COMMENTS	
Exhibits skill and proficiency in carrying out assignments	[ ]	[ ]	[ ]		
Possesses skills and knowledge to perform the job competently	[ ]	[ ]	[ ]		
Skilled at planning, organizing, and prioritizing workload	[ ]	[ ]	[ ]		
Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner	[ ]	[ ]	[ ]		
Communicates effectively and works well with supervisor and peers	[ ]	[ ]	[ ]		
Able to work independently	[ ]	[ ]	[ ]		
Demonstrates a positive attitude in the workplace	[ ]	[ ]	[ ]		
Reliable (attendance and punctuality)	[ ]	[ ]	[ ]		

Recommended Action:  Employee is at the maximum compensation step for pay grade, no adjustment to hourly wage with successful review  
 Eligible for increase  
 No increase at this time. Re-evaluation date: Day, Month, Year

Employee Signature \_\_\_\_\_ Evaluator Signature \_\_\_\_\_  
 Manager/Director/Deputy Director Signature \_\_\_\_\_ Date Administered \_\_\_\_\_

*This performance evaluation will remain part of the employees personnel file and may impact future promotion decisions.*

**APPENDIX H**  
**MEMORANDUM OF UNDERSTANDING RE HOURS OF WORK**

It is hereby agreed that the Association may request a Special Conference if problems should surface in the administration of Article XIV, Hours of Work.

**APPENDIX I**

ANN ARBOR DISTRICT LIBRARY (“AADL”)

**ASSOCIATION, MEA, AND NEA DUES DEDUCTION AUTHORIZATION**

Employee Name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

Street Address \_\_\_\_\_ Home Phone (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Social Security Number \_\_\_\_\_ Date of Hire \_\_\_/\_\_\_/\_\_\_

Bargaining Unit \_\_\_\_\_

I hereby revoke all prior elections, and authorize the AADL to deduct Association, MEA, and NEA dues from my pay and have said deduction forwarded to the Association.

**Effective Date:** \_\_\_/\_\_\_/\_\_\_ (*payroll this deduction is to begin*)

I understand that I may revoke this election at any time.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

**APPENDIX J**

ANN ARBOR DISTRICT LIBRARY (“AADL”)

**REVOCATION OF ASSOCIATION, MEA, AND NEA  
DUES DEDUCTION AUTHORIZATION**

Employee Name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/

Street Address \_\_\_\_\_ Home Phone ( ) \_\_\_ -  
\_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Hire \_\_\_/\_\_\_/

Bargaining Unit \_\_\_\_\_

I hereby revoke my authorization to have the AADL deduct Association, MEA, and NEA dues from my pay and hereby direct the AADL to cease all such deductions as soon as practical and in no case later than two weeks after the following effective date.

**Effective Date:** \_\_\_/\_\_\_/\_\_\_ (*payroll this revocation is to begin*)

By signing below, I certify that I understand that the AADL does not guarantee processing unless this form is received two weeks prior to the date it is to become effective. I understand that I must complete a new Association, MEA, and NEA Dues Deduction Authorization to restart Association Dues Deductions..

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date