

THE CITY OF MOUNT PLEASANT ("CITY)

-and-

**THE MOUNT PLEASANT MUNICIPAL EMPLOYEES ASSOCIATION, REPRESENTED BY
THE TECHNICAL, PROFESSIONAL AND OFFICE WORKERS ASSOCIATION OF MICHIGAN
("TPOAM")**

LETTER OF UNDERSTANDING

WHEREAS, the parties are signatory to a collective bargaining agreement effective through December 31, 2020 covering various non-supervisory positions of the City; and

WHEREAS, the parties believe it is in the best interests of the City, TPOAM, and the bargaining unit to create new lead positions within the bargaining unit in order to provide advancement opportunities for employees and to provide additional on-site leadership, direction, and assistance.

THEREFORE, effective immediately upon execution of this Agreement, the parties agree as follows:

1. This Letter of Understanding shall be effective immediately upon execution by the parties and shall extend through to the expiration date of the parties' current collective bargaining agreement, December 31, 2020. Extension of this Letter of Understanding beyond December 31, 2020 shall require mutual agreement by both parties. This mutual agreement to extend must be in writing, signed by the City Manager and the TPOAM Business Representative, and must specify the period of the extension. Alternatively, the parties may incorporate this LOU into a successor collective bargaining agreement.
2. The City reserves the right to create "Lead" positions within the bargaining unit. The determination to create a "Lead" position remains within the sole discretion of the City.
3. If the City creates a "Lead" position, a copy of the job description for the newly created position will be provided to TPOAM and the position will be posted and filled pursuant to the procedures set forth in Section 17.1 Posting of Jobs, Section 17.2 Awarding of Jobs and 17.3 New Job Trial Period of the parties' collective bargaining agreement.
4. The provisions of Section 17.4 Rate of Pay Applicable shall apply to employees awarded a "Lead" position. Employees awarded a "Lead" position shall continue to be paid at the contractual hourly rate of pay for his/her non-lead position, plus applicable contractual premiums. In addition, while holding the "Lead" position, the employee will be paid an additional premium of \$3.00 per hour. There will be no pyramiding in regard to

premium or assignment pay. This position will not receive the Temporary Leader assignment pay, in addition to the Lead premium pay.

5. Unless otherwise determined by the City, Lead positions shall work a Monday through Friday schedule, and will work overtime as necessary, pursuant to the terms of the current collective bargaining agreement.

6. Employees holding "Lead" positions are not supervisors and are not expected to exercise supervisory authority (such as hiring, firing, issuing formal discipline, etc.). "Lead" employees are expected to train, coach, instruct, demonstrate, schedule, coordinate, assist, communicate and problem solve with employees. The Lead position shall work closely with his/her supervisor to assign and coordinate work and projects, provide customer service, and complete tasks as assigned by the supervisor. More specifically, lead workers would be expected to:

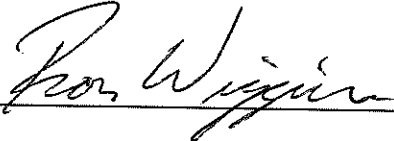
- Orient new employees;
- Assign and reassign tasks to accomplish prescribed work efficiently;
- Give direction to workers concerning work procedures;
- Transmit established standards of performance to employees;
- Review work of employees for conformance to City standards; and
- Provide informal assessment of workers' performance to the supervisor.

7. In addition to the standards reflected in the job description, the following behaviors are expected of lead employees:

- Assist the Superintendent with collaboration across departmental lines to create a positive communication flow and consistent customer service, to both internal and external customers
- Clearly articulate workplace behavioral and performance expectations, while supporting a professional work environment. Ask for professionalism and performance. Do not assume that employees know or should know what you expect of them.
- Work with the Superintendent to achieve departmental goals and objectives while working together as a consistent team for staff.
- Acknowledge good performance by reinforcing "positive" behaviors and actions.
- Mentor employees and model the behaviors and actions you expect of others; Lead by example and redirecting "unacceptable" work performance, behaviors and actions.

THE PARTIES HAVE EXECUTED THIS LETTER OF UNDERSTANDING ON THE DATE SET FORTH BELOW:

FOR TPOAM:



Ron Wiggins
TPOAM Union President

Date: June 19, 2018

FOR THE CITY:



Nancy Ridley
City Manager

Date: June 19, 2018