

SCHEDULE C

C-1 SALARY, EXPENSE AND OTHER ALLOWANCES

These shall be governed by specific appropriation in the Annual Budget, or at the discretion of the City Council upon the recommendation of the Mayor.

C-2 ANNUAL VACATION LEAVE

July 1st of each year, employees will receive vacation leave as followed:

0-10 Years	10 days
10 years or more	15 days

Annual leave days are not cumulative if you do not use your leave by the end of the fiscal year then you lose it.

C-3 PAID HOLIDAYS (14)

New Year's Eve	Thanksgiving Day &
New Year's Day	day After Thanksgiving
Martin Luther King's Birthday (1-15)	Christmas Eve
Good Friday	Christmas Day
Memorial Day	Employee's Birthday
Independence Day	One Floating Holiday may be
Labor Day	taken upon request with the
Veterans Day	approval of the supervisor.

C-4 SICK LEAVE

Six (6) days of sick leave will be given to an employee every fiscal year.

- (a) The amount of sick leave used by an employee shall be equal to the number of regularly scheduled hours he/she would otherwise have worked during his absence on such leave. Should a change in the workweek occur, accumulated sick leave shall be credited on the basis of the new work week schedule. Accumulated sick leave credit shall be converted to hours that would have been earned on the new work week schedule.

- (b) A certification of illness or jury from a physician of the Mayor's choosing, at the City's expense may be required by the Mayor as evidence of illness or disability before compensation for the period of illness or disability is allowed, and shall be mandatory if the illness or disability exceeds three (3) working days. Abuse of the sick leave privilege or falsification of illness or disability will result in disciplinary action up to and including discharge.**
- (c) Sick leave will not be allowed when absence is due to the use of narcotics or intoxicants, willful misconduct, or any illness or injury incurred while self-employed or employed by other than the city.**
- (d) Any employee who becomes ill and unable to report for work, must, unless circumstances beyond the control of the employee prevent such reporting, notify the supervisor on duty within one (1) hour after the starting time of his/her particular shift on the first day of his/ her absence, unless other reporting agreements are made between the employee and his/her department head, and daily thereafter, if not hospitalized, or sick leave pay will not be allowed.**
- (e) If the employee so elects, after all accrued sick leave is used, vacation leave may be used and payment made therefore to the extent of vacation leave accrued to which employee is entitled as of such date.**
- (f) When an employee receives his/her last check for sickness, he/she will be placed on leave without pay for a period not exceed three (3) years or his/her seniority, whichever is less. If, at the end of that time, employee is still unable to return to work, his/her employment shall be terminated. Employee shall be eligible for re-employment, provided he/she has completely recovered, and has a doctor's statement to that effect subject to City physical examination and approval, and provided further, that a position is available in accordance with his/her seniority.**
- (g) Any employee who becomes ill and unable to report for work, must, unless circumstances beyond the control of the employee prevent such reporting, notify the supervisor on duty within one (1) hour after the starting time of his/her particular shift on the first day of his/ her absence, unless other reporting agreements are made between the employee and his/her department head, and daily thereafter, if not hospitalized, or sick leave pay will not be allowed.**

- (h) **If the employee so elects, after all accrued sick leave is used, vacation leave may be used and payment made therefore to the extent of vacation leave accrued to which employee is entitled as of such date.**

- (i) **When an employee receives his/her last check for sickness, he/she will be placed on leave without pay for a period not exceed three (3) years or his/her seniority, whichever is less. If, at the end of that time, employee is still unable to return to work, his/her employment shall be terminated. Employee shall be eligible for re-employment, provided he/she has completely recovered, and has a doctor's statement to that effect subject to City physical examination and approval, and provided further, that a position is available in accordance with his/her seniority.**

- (j) **During any period an employee is off on a medical leave of absence, medical and life insurance will continue in full force by the employer at the group rate for a period not to exceed ninety (90) days.**

- (k) **Effective July 1, 1985, any schedule C employee of the City of Inkster who voluntarily terminates employment and who has 15 years or more of service with the City of Inkster may convert sick leave to vacation leave at the rate of (5) sick days to one (1) vacation day (see council Resolution #85-9-341).**

Unused Sick will be accumulative.

C-5 PERSONAL LEAVE

Three (3) days per year – not related to sick leave use and not cumulative. All use shall be with approval of the Mayor.

C-6 EMERGENCY AND FUNERAL LEAVE

In the case of serious illness in the immediate family, emergency leave may be granted by the Mayor. Immediate family shall include wife, husband, child, brother, sister, parent, parent-in-law and grandparents.

In case of a death in the immediate family, upon approval from the Mayor, leave may be granted. Immediate family is defined as wife, husband, child, brother, sister, parent, parent-in-law, grandparents, sister-in-law and brother-in-law.

If death occurs to other relatives of the employee and/or if there are other emergencies not stated above, leave may be granted and chargeable to accumulated sick leave.

Emergency and funeral leave together shall not exceed ten (10) days per year.

C-7 DEFERRED COMPENSATION

All employees will be eligible to participate in a 457 Plan.
Vacation payout may be added to this plan.

C-8 INSURANCES (Hospital/Medical, Sickness/Accident, Long Term, Short-Term, Dental)

Terms, coverage and contributions shall be determined by the plan currently in force for AFSCME employees.

C-9 LIFE INSURANCE-Based upon annual salary.

Term and coverage and contributions shall be determined by the plan currently in force for AFSCME employees.

C-10 SEVERANCE PAY (Subject to the approval of the Mayor)

If the employee's services are terminated involuntarily (for other than retirement or unlawful conduct), the employee shall be paid Severance pay as follows: For service...

- | | |
|--------------------------------|------------------------|
| A. Up to two years: | Two weeks pay. |
| B. Up to five years: | Four weeks pay. |
| C. Up to ten years: | Eight week pay. |
| D. More than ten years: | Ten weeks pay. |

C-11 MATERNITY LEAVE

Terms and coverage shall be determined by the leave currently in force for AFSCME employees.

C-12 PART-TIME EMPLOYEES (NOT TEMPORARY EMPLOYEES)

Part-time employees are not eligible to participate in the benefits associated with full-time employment (i.e. health, optical, dental, etc.).

Part-time employees will be paid for holidays if the holiday falls on their regularly scheduled day of work (pro-rated, if necessary).

After one year of service, part-time employees will be eligible for vacation time, on a pro-rated basis. There will be no payout for vacation time upon resignation, or termination.

The Mayor may approve funeral leave. Part-time employees may participate in the Deferred Compensation Program.

The Mayor may approve Emergency Leave on a case by case basis.

WNL:GC

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