

**AGREEMENT**

**Between the**

**COUNTY OF VAN BUREN**

**And the**

**VAN BUREN COUNTY**

**PROSECUTING ATTORNEY'S LEGAL  
SECRETARIES ASSOCIATION**

**2026 - 2028**

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## **AGREEMENT**

This agreement entered into effective the 1st day of January, 2026, and between the COUNTY OF VAN BUREN (herein after referred to as the "Employer"), and the Van Buren County Board of Commissioners, (herein after referred to as the "Funding Unit") and the Van Buren County Prosecuting Attorneys Legal Secretaries Association.

### **PURPOSE AND INTENT**

The general purpose of this Agreement is to set forth terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Employer and the employees.

The parties recognize that the interest of the community and the job security of the employees depend upon the Employers success in establishing and maintaining a proper service to the community.

### **ARTICLE 1 - RECOGNITION**

1.1. Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Act of 1965, as amended, the Employer does hereby recognize the Prosecuting Attorneys Legal Secretaries Association as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth herein for the term of this Agreement for all employees of the Employer included in the bargaining unit described below:

All legal secretaries, administrative assistants, Victim Rights Secretary, and Victim Rights Coordinator employed by the Employer in the office of the Prosecuting Attorney but excluding all other employees of the Employer and all elected officials.

1.2. Gender. As used and set forth in this Agreement, the male gender shall include the female and the female gender shall include the male as this Agreement may refer to employees in any article hereof, it being expressly understood that there shall be no distinction among employees in regards to gender.

### **ARTICLE 2 – TERMS AND CONDITIONS**

2.1. The Van Buren County Personnel Policies, as it exists at the time of the signing of this contract, is incorporated herein and made a part hereof and shall govern the relationship of the parties hereto unless the specific terms of the Agreement shall provide for a different relationship and/or benefit.

2.2. This Agreement is to be constructed and is strictly subordinate to any statutory rights the County Board of Commissioners and/or the Prosecuting Attorney.

2.3 Reservation of Rights. The Employer, on its own behalf and on behalf of the electors of the County, hereby retains and reserves to itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws

and the Constitution of the State of Michigan and of the United States, including by way of illustration, but without limiting the generality of the foregoing, the following rights: the management and administrative control of the Employer and its properties and facilities and the work-related activities of its employees; to hire all employees, to determine their qualifications, and the requirements for their continued employment or their termination, dismissal or demotion; to promote and transfer all such employees; to determine the duties, responsibilities, assignments and other terms and conditions for employment of all of its employees; to define the qualifications of employees, including physical and/or psychological qualifications; to determine the size of the management or supervisory organization, its functions, authority, amount of supervision and table of organization; to determine the policy affecting selection, testing, recruitment, training or hiring of employees; to determine or modify the responsibilities invested within a position; to transfer or reduce personnel when, in the judgment of the Employer, such actions are deemed necessary. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the Employer, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms hereof conform with the Constitution and laws of the State of Michigan, and the Constitution and laws of the United States. Nothing contained herein shall be considered to deny or restrict the Employer of its rights, responsibilities and authority under the applicable Michigan laws or any other national, state, county, district or local laws or regulations as they pertain to the Employer.

2.4 No Strike – No Lockout. The Union and the Employer recognize that strikes and other forms of work stoppage by employees are contrary to law and public policy. The Union and the Employer subscribe to the principal that differences shall be resolved by peaceful and appropriate means without interruption of programs and operations. The Union, therefore, agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify, or condone, any strike, nor shall any employees take part in any strike, slowdown or stoppage of work, boycott, picketing or other interruption of activities and operations at any time or place within the county government system. The Employer agrees during the term of this Agreement not to "Lock-out" employees or prohibit them from working.

### **ARTICLE 3 – DISCIPLINARY PROCEDURE**

3.1. Intent and Purpose. The intent and purpose of the following is to provide for progressive disciplinary action when appropriate. Disciplinary action may be imposed upon an employee only for failure to fulfill the employee's job responsibilities or for improper conduct while on the job. Nothing in this article shall prevent the employer from taking immediate and appropriate disciplinary action should it be required under the circumstances, with proper written notice thereof to the Association at the time such immediate action is taken.

3.2. Statements. Before any employee shall be required to make any oral or written statement or reply pertaining to any alleged misconduct on his/her part, the matter shall first be discussed between the employee, and the supervisor.

3.3. Procedure. When disciplinary action is necessary, consistent with the employer's rights reserved in section 3.1 above, the employer will, where appropriate, use the following procedure:

1. Oral Reprimand.
2. Written Reprimand.
3. Suspension not to exceed thirty (30) days, transfer to existing vacancy or demotion.
4. Removal of Discharge.

3.4. Reprimand. Should it be necessary to reprimand any employee, the reprimand shall be given so as not to cause embarrassment to the employee before other employee or the public.

3.5. Modification. The employer may modify a disciplinary action except that the severity of the disciplinary action shall not be increased but may be lessened.

3.6. Court Appearance. No employee in the Prosecuting Attorneys Legal Secretaries Association shall be subject to disciplinary action for appearing before a State or Federal Grand Jury at which they presented testimony under oath and have been sworn to secrecy.

3.7. Conduct. The employer reserves the right to review the circumstances when an employee is charged with the commission of a felony or of a misdemeanor involving the criminal moral conduct during working hours or related to the work location or job responsibility. Pending the Judicial resolution of the charges, the employer may take disciplinary action deemed necessary, or reassign the employee to a less sensitive position without loss of pay or benefits. Any action taken by the employer shall be subject to the grievance procedure.

3.8. Political Activity. No employee will be subject to disciplinary action for taking part in a political activity when not on duty and out of uniform.

3.9. Personnel File Review. Upon request of the employee, an employee may review their personnel file consistent with the Bullard-Plawecki Act. Such request shall be complied with within five (5) working days. After twenty-four (24) months of satisfactory service, all reprimands shall be removed from an employee's personnel record. No prior disciplinary action not in the personnel file shall be adversely used in any subsequent disciplinary action.

## **ARTICLE 4 – HOURS OF WORK AND OVERTIME**

### **Section 4.1. Work Schedules**

- A. Workweek: The regular workweek shall be Monday through Friday, seven and one-half (7 1/2) hours per day and thirty seven and one-half (37 1/2) hours per week. This shall not constitute a guarantee of these hours of work. The Employer may not establish split shifts except by agreement between and Employer and the Prosecuting Attorney's Legal Secretaries Association.
- B. Workday: The regular workday shall begin at 8:30 a.m. and end at 5:00 p.m. with one (1) hour off for a non paid lunch scheduled approximately in the middle of the day. An optional one-half (1/2) hours non paid lunch may be scheduled with prior approval by the Employer. The starting and ending times of the work day may vary if the business of the Employer so requires.
- C. Rest Periods: One (1) fifteen (15) minutes rest period is provided, in each half of the workday. Occasionally rest periods may be altered, staggered or forfeited if the business of the Employer so requires. The Employer agrees to make a good faith effort to assure that employees receive two (2) breaks each day.
- D. Hours paid shall be considered as hours worked for the purpose of computing any of the benefits provided for under this Agreement with the exception of overtime which shall be in accordance with Section 4.2.
- E. Regular part-time employees who work less than thirty (30) hours per week shall not receive sick leave, personal leave, vacation. See holidays Article 6.1.C. Employees who work between thirty (30) and thirty-seven and one-half (37 1/2) hours per week shall have the above benefits prorated.

### **4.2 Overtime and Compensatory Time**

- A. All overtime and compensatory time shall be paid and/or awarded in accordance with the Fair Labor Standards Act as amended and as interpreted by the Federal courts subject to the following provisions.
- B. Employees shall receive overtime pay for hours worked in excess of forty (40) in a week. Paid holidays shall count as time worked in determining the number of hours worked in a week.
- C. Employees who are called in from home to work in an emergency shall be guaranteed a minimum of four (4) hours of work or four (4) hours of pay.
- D. Employees who are required to work on one of the holidays provided for in this Agreement shall receive twice their regular hourly rate for work on such holiday.
- E. All overtime shall be approved in advance by the Employer.

4.3. Temporary Vacancies and Temporaries

- A. The employer may fill temporary vacancies caused by employees being absent because of sickness or injury, vacations, leaves of absence, by temporary transfer to another position or due to operational needs by using temporaries. The employer will endeavor to post permanent vacancies within sixty (60) days of vacancy.
- B. Temporaries shall only be used to fill a vacancy up to one hundred and eighty days (180) or the duration of the vacancy being filled by the temporary, Vacancies filled by a temporary in excess of one hundred and eight days (180) will be for medical absences only, unless otherwise agreed to between the employer and the Prosecuting Attorneys Legal Secretaries Association. No temporary may remain employed for more than one (1) year. Any employee remaining employed after one (1) year shall be considered a regular employee. No temporary shall be used to work overtime, nor shall a temporary employee be utilized to perform the work of an employee on lay off or to reduce the regularly scheduled hours of a bargaining unit employee.
- C. This section will authorize the Employer to utilize governmentally sponsored employment work programs, such as PIC, Summer Youth ETP, MOST and like programs, including interns. These programs will not be utilized to perform the work of an employee on lay off or to reduce the regularly scheduled hours of an Association employee.

**ARTICLE 5 – PAID ABSENCE LEAVE**

5.1. Paid Time Off (PTO) Leave. Full-time employees who work thirty or more hours per week will accrue Paid Time Off (PTO) according to the rate schedule below. An employee’s last date of hire shall be used in determining PTO.

All paid leave is combined into one bank of PTO. PTO also includes time off needed for reasons covered by the Michigan Earned Sick Time Act (ESTA) and this policy is designed to comply with that Act. See below as well as the Posters located in the Administration Office for more information regarding ESTA.

**Paid Time Off shall accrue according to the following schedule:**

Years of Service	PTO Accrual per Pay Period
0-2	5.80 hours
3-4	6.43 hours
5-9	7.76 hours
10-14	8.84 hours
15+	9.86 hours

## **Rules for PTO Usage for Full-Time Employees:**

Employees hired on or before December 31, 2019, will have a maximum PTO accrual of five hundred (500) hours. Employees with PTO balances exceeding 500 hours as of February 21, 2025, will have their accruals temporarily frozen until their balance falls below 500 hours. PTO accrual will resume once the balance is below the cap.

Employees hired on or after January 1, 2020, will continue to accrue PTO up to a maximum of three hundred and twenty (320) hours. PTO accrual will pause if the balance reaches the cap and will resume when the balance falls below 320 hours.

Planned PTO must be scheduled with the employee's supervisor as far in advance as possible (generally at least two (2) calendar weeks unless the PTO is ESTA-qualifying in which case notice must be provided at least 7 days in advance if the need for PTO is foreseeable). Planned PTO will be granted if it is ESTA-qualifying. If it is not ESTA-qualifying, approval of planned PTO requests will depend on the operational needs of the County, workload, number of other PTO requests, etc.

Unplanned PTO can be used for any unscheduled reason (illness, emergency, etc.). When using unplanned PTO, the employee must provide notice as soon as practicable, but in all cases must contact their supervisor prior to their shift-start time and provide an explanation for their absence unless doing so is impossible. When appropriate, the supervisor may require documentation proving the nature of the absence.

Full-time employees may take up to 72 hours of PTO per calendar year for any reason covered by ESTA in the manner required by ESTA. After those 72 hours are exhausted, full-time employees may still use PTO for any reason, but ESTA rules and protections will not apply.

When an employee requests planned PTO or provides notice of the need for unplanned PTO, the employee must specify the reason for the PTO so that the Employer can properly determine if it is covered by ESTA. PTO can be taken in quarter (1/4) hour increments.

If a recognized holiday falls during an approved planned PTO, the employee will receive holiday pay for that day and will not be required to use PTO.

The use of PTO shall not be allowed in advance of the PTO being earned. An employee having insufficient PTO leave to cover a period of absence, and unless the employee has timely made arrangements to be on approved unpaid leave (e.g., FMLA, medical leave, etc.), shall be considered an absence without leave and subject to disciplinary action.

Employees will be paid their current rate of pay based on their regular scheduled workday while on PTO and will receive credit for benefits.

## **Annual Payout**

Annually, up to fifty-two and a half hours of PTO will be reimbursed by the County if the employee so elects. The employee cannot elect this payout if the employee's PTO balance would fall below one hundred fifty (150) hours of PTO as of September 1. The payment will be in October of each year at the employee's current hourly rate of pay. The employee must make their written election for this payment in September of each year.

## **Separation/Resignation**

Employees hired on or before December 31, 2019, who terminate employment will be paid out their accrued and unused PTO up to a maximum of five hundred (500) hours. Employees whose PTO accruals were frozen above 500 hours and who separate from employment will be entitled to their full accrued balance at the time of separation.

Employees hired on or after January 1, 2020, will receive their accrued and unused PTO up to a maximum PTO payout of three hundred and twenty (320) hours upon resignation or separation from employment.

Employees shall have the option of being paid out via check or direct deposit, having the PTO payout deposited in the employee's tax-deferred 457 plan, or having the PTO payout placed in the employee's tax-free MERS HCSP, or any combination of the above.

**5.2. Personal & Emergency Leave.** Each employee shall be granted two (2) days of personal/emergency leave time with pay per calendar year. Such personal/emergency leave time shall only be used for the purpose of conducting business of the employee that can not be conducted other than normal working hours. Employees shall request such personal/emergency leave and receive approval for same from the Employer prior to taking such leave whenever possible. Use of such leave shall be deducted from the employee's PTO bank.

**5.3. Bereavement Leave.** Employees shall receive pay for a day necessarily lost during their normal scheduled work week not to exceed five (5) consecutive days in the case of death of a member of their immediate family. For the purpose of this Article, immediate family shall be defined as an employee's current spouse, parent, grandchild and children of the employee or his/her employees current spouse. Three (3) consecutive days leave will be granted for current mother-in-law, current father-in-law, current son-in-law, current daughter-in-law, siblings, nieces, nephews, aunts, uncles, or grandparents of the employee or members of the employees household. If the funeral is in excess of 300 miles from Van Buren County, then the employee may take an additional two (2) days of paid leave.

Permanent part-time employees shall receive pay for a day (prorated to their average work day hours based on a 5 day work week) necessarily lost during their normal scheduled work week not to exceed two (2) consecutive work days to either arrange services, attend services, or settle the estate after the death of a member of their immediate family. For the purpose of this Article, immediate family shall be defined as an employee's current spouse, parents, stepparents, grandchildren and children of the

employee or the employee's current spouse. One (1) work day will be granted for current mother-in-law, current father-in-law, current son-in-law, current daughter-in-law, siblings, nieces, nephews, aunts, uncles, grandparents of the employee or the employee's current spouse or for members of the employee's household.

5.4. Jury Duty Leave. An employee shall be entitled to leave with pay for jury service, less any jury service fees paid, if he is unable to be excused or to have such service scheduled at a time which does not conflict with the discharge of his scheduled employment duties. The employee shall return to his duties whenever his attendance in court is not actually required. This same procedure shall apply when an employee receives a subpoena to appear in a court of law or a quasi-judicial hearing.

5.5. Unpaid Absence Leave

- A. An employee may be granted a leave of absence without pay upon prior written approval of the Employer for any of the following reasons:
  - 1. Because of the physical or mental disability of the employee.
  - 2. Because of extraordinary reasons, sufficient in the opinion of the Employer to warrant such leave of absence.

Employees must exhaust all available paid time off before taking leave without pay.

- B. A probationary employee may be granted a leave of absence without pay upon prior written request by the employee and approval by the Employer because of physical disability of the
- C. Leaves of absence granted to employees for physical or mental disability may be extended beyond six (6) months for an additional period of time not to exceed, six (6) months, at the expiration of which time the employee shall either produce evidence that he is physically and/or mentally capable of returning to work, subject to the Employer's examining physician's approval, or the employee's services shall be terminated. Written notice of such termination shall be given to the employee's last known address and a copy filed with the Employer and the Legal Secretary Association.
- D. Any employee who is terminated under the provisions of this Article may appeal such termination as provided for in this Agreement. Any employee who has been terminated and who, within two years, recovers from such disability may be placed on the reemployment list subject to the recommendation of the Employers examining physician.
- E. An employee who becomes pregnant may apply for and shall be granted a maternity leave of absence without pay before and after the expected date of delivery upon presentation to the Employer of a written statement from the employee's physician that she is unable to work.

- F. Leaves granted for any of the above reasons shall not be granted for more than six (6) months but may be renewed upon written application by the employee.
- G. Upon return from unpaid leave, an employee shall be reinstated, without having accumulated seniority during the leave and returned to their previous position if available.

**ARTICLE 6 - HOLIDAYS**

6.1. Holidays. The following shall be recognized as legal holidays for which the employee will not normally be scheduled to work but for which they shall receive pay subject to the provisions of this Article:

- New Year's Day – January 1
- Martin Luther King's Birthday – third Monday in January in conjunction with the Federal Holiday
- President's Day – third Monday in February
- Memorial Day – last Monday in May
- Juneteenth – June 19<sup>th</sup>
- Independence Day – July 4<sup>th</sup>
- Labor Day – first Monday in September
- Veteran's Day – first Monday in September
- Veteran's Day – November 11<sup>th</sup>
- Thanksgiving Day – fourth Thursday in November
- Friday after Thanksgiving
- Christmas Eve – December 24<sup>th</sup>
- Christmas Day – December 25<sup>th</sup>
- New Year's Eve – December 31<sup>st</sup>

- A. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day fall on Saturday, the preceding Friday shall be a holiday. When New Year's Day, Independence Day, Veteran's Day or Christmas Day fall on Sunday, the following Monday shall be a holiday. When Christmas Eve or New Year's Eve fall's on Friday, the preceding Thursday shall be a holiday. When Christmas Eve or New Year's Eve falls on Saturday or Sunday, the preceding Friday shall be a holiday.
- B. To qualify for pay on the holiday, as listed above, the employee must have worked the last scheduled work day before and the next scheduled work day following such holiday, except in cases where the absence on such day or days is due; 1) to the fact that such day or days occurred during his/her regularly scheduled vacation; or 2) to the fact that his/her absence on such day or days is of a nature which is compensable under this Agreement; or 3) to the fact that he/she is on an approved short term leave of absence, the duration of which is no more than five (5) working days; or 4) to the fact that he/she is authorized the day or days off by the Employer.
- C. Beginning January 1, 2007 all permanent part-time employees will be given (6) days holiday pay prorated to their average work day hours based on a

five (5) day work week. These holidays include Thanksgiving, Christmas, New Year's.

## **ARTICLE 7 – INSURANCE BENEFITS**

The Employer shall provide insurance benefits for the employees covered by this Agreement as set forth in Appendix "B" which is attached hereto and made a part hereof.

## **ARTICLE 8 - WAGES**

8.1. Wages and Classifications. The compensation schedule for employees covered by this Agreement is set forth in Appendix "A" which attached hereto and made a part hereof.

8.2. Direct Deposit. All employees will be paid bi-weekly and will be required to have their wages Direct Deposited into a financial institution of their choice. The employee will continue to receive a check stub containing all pertinent information regarding their wages and benefit accruals. All funds will be guaranteed to be available by 9:00 a.m. on the scheduled payday.

## **ARTICLE 9 - MISCELLANEOUS**

9.1. Veterans Rights. The re-employment rights of employees and probationary employees who are veterans of the armed forces of the United States, members of the military reserve or the National Guard shall be in accordance with all applicable laws and regulations pertaining to same.

9.2. Bulletin Boards. The Employer shall provide bulletin boards in each building which may be used by the Union for posting notices pertaining to Union business. The Employer may restrict the material displayed on bulletin boards in terms of profanity, good taste, timeliness, and law. No Union material of any kind shall be displayed on or about the physical facilities of the Employer except on the designated bulletin boards.

9.3. Validity. Each of the provisions of this Agreement shall be subject and subordinate to the obligations of either party under applicable laws and regulations. If any provision shall be prohibited by or be deemed invalid under such applicable laws or regulations, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. If any provision of this Agreement is invalidated, either party may request that the parties hereto meet for the purpose of renegotiating any such invalidated provisions.

9.4. Captions. Captions are included within this Agreement only for the convenience of reference and shall not modify in any way the provisions herein.

9.5. Distribution of Agreement. The Employer agrees to make available, with the mutual assistance of the Legal Secretary Association, a copy of this Agreement to each employee and to provide a copy of this Agreement to all new employees entering the employment of the Employer who are eligible for membership in the bargaining unit.

9.6. Anti-Discrimination. The parties hereto agree that neither shall discriminate against any employee because of race, color, religion, national origin, ancestry, age, sex, marital status, nationality, handicap, political belief, or union affiliation.

9.7. Mail. The Employer agrees that interoffice mail addressed to a particular individual will not be opened but rather transmitted forthwith to the employee so addressed. It is understood by the parties hereto that U.S. Mail, unless marked personal and confidential, will be opened prior to being transmitted.

9.8. Contracting/Subcontracting. Nothing contained herein shall preclude the Employer from contracting or subcontracting that work which, in its opinion it does not have the personnel, equipment or facilities to perform or which, in its judgment, it can not economically and/or practically perform with the existing work force, provided that no current bargaining unit employee shall suffer demotion, lay off or loss of regular wages as a direct result of work being performed by an outside contractor.

9.9. Modification of Agreement. Either party hereto may request in writing to the other party to negotiate a modification, clarification or amendment to this Agreement. Any such modifications, clarifications or amendments that may be agreed upon shall be in the form of a "Letter of Understanding: signed by both parties and attached to this Agreement as a part thereof

9.10. Unemployment and Workers Compensation. Each employee shall be covered by the applicable Workers Compensation Laws and unemployment benefits as required by law.

9.11 Safety.

- A. A safety committee is hereby established made up of one member from each bargaining unit (Courts constitute 1 unit) and the designated representatives of the Employer. This committee shall meet three (3) times a year to discuss safety problems and may meet more often as required.
- B. The Employer agrees to comply with all MIOSHA regulations that apply to this bargaining unit and the work place.
- C. Employees shall report any safety problems to their supervisor at once on a form supplied
- D. by the Employer. Any accident or injury sustained by an employee or a client/customer/patron during working hours shall be reported within twenty-four (24) hours to the Employer in writing on an accident form provided by the Employer.
- E. When a supervisor is advised of a safety problem, he/she shall attempt to address the problem within twenty-four (24) hours and the supervisor shall notify the appropriate steward as soon as practicable. If the supervisor is

unable to address the problem, it shall be referred to the safety committee where it shall be addressed within forty-eight (48) hours.

- F. No employee shall be required to perform work if an injury or serious illness is imminent or likely. Nothing in this agreement will limit the employee's ability to file a complaint with MIOSHA.
- G. Employees shall observe all safety rules which are established by the Employer and shall use such safety equipment as may be provided and required by the Employer.

9.12. Seminars & Conferences. Employees may from time to time attend conferences, seminars, training sessions, etc. The registration fees and related expenses may be paid upon approval of the Employer. The attending employee may be required to sign a reimbursement agreement agreeing to fully reimburse the Employer for all expenses relating to seminars, etc., should voluntary termination occur within two (2) years of the seminar, conference, etc.

9.13. Pool Cars. The county requests that pool cars be the preferred way of travel during working hours unless they are being used. If a pool car is not available and employee needs to use their own vehicle, mileage shall be reimbursed at IRS rate. Employees shall comply with such mileage reimbursement procedures as the employer may require.

9.14. Wellness

- A. Employees who actively participate in the Employer-sponsored wellness program shall receive the same benefits/incentives that are offered to any other participants.
- B. The bargaining unit has the right to representation on the joint wellness committee equal to that of any other participating bargaining unit or employee group.

**ARTICLE 10 – EFFECTIVE DATE OF AGREEMENT**

- A. This Agreement shall become effective January 1, 2026, unless a different date for a specific item shall be specified herein.
- B. This Agreement shall continue in full force for a period of three (3) years, the expiration date being December 31, 2028, and shall not be extended beyond that date unless agreed to in writing by both parties hereto. Either party hereto shall give sixty (60) days written notice to the other party of their intent to extend this Agreement past the aforesaid expiration date or of their intent to negotiate a change in the terms and conditions thereof.

**ARTICLE 11 – COMPLETION OF AGREEMENT**

The parties hereto acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Legal Secretary Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

In Witness Whereof, the parties hereto have caused this instrument to be executed on the 9 day of March, 2026.

**FOR THE ASSOCIATION:**

**FOR THE EMPLOYER:**

*Tony N. Beck*  
*Lisa Orner*  
\_\_\_\_\_

*Bob Dowd*  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX A – UNIFIED WAGE SCALE

2026 3.00%													
Range	Rate Per	A START	B - 2% 1 YEAR	C - 2% 2 YEAR	D - 2% 3 YEAR	E - 2% 4 YEAR	F - 2% 5 YEAR	G - 2% 6 YEAR	H - 2% 7 YEAR	I - 2% 8 YEAR	J - 2% 9 YEAR	K - 2% 10 YEAR	Range
1	Hourly	21.63	22.06	22.50	22.95	23.41	23.88	24.36	24.85	25.34	25.85	26.37	1
	Bi-Weekly	1,622.25	1,654.70	1,687.79	1,721.54	1,755.98	1,791.10	1,826.92	1,863.46	1,900.72	1,938.74	1,977.51	
	Annual	42,178.50	43,022.07	43,882.51	44,760.16	45,655.36	46,568.47	47,499.84	48,449.84	49,418.84	50,407.21	51,415.36	
2	Hourly	22.71	23.17	23.63	24.10	24.58	25.08	25.58	26.09	26.61	27.14	27.69	2
	Bi-Weekly	1,703.36	1,737.43	1,772.18	1,807.62	1,843.77	1,880.65	1,918.26	1,956.63	1,995.76	2,035.68	2,076.39	
	Annual	44,287.43	45,173.17	46,076.64	46,998.17	47,938.13	48,896.90	49,874.83	50,872.33	51,889.78	52,927.57	53,986.12	
3	Hourly	23.85	24.32	24.81	25.31	25.81	26.33	26.86	27.39	27.94	28.50	29.07	3
	Bi-Weekly	1,788.53	1,824.30	1,860.79	1,898.00	1,935.96	1,974.68	2,014.18	2,054.46	2,095.55	2,137.46	2,180.21	
	Annual	46,501.80	47,431.83	48,380.47	49,348.08	50,335.04	51,341.74	52,368.58	53,415.95	54,484.27	55,573.95	56,685.43	
4	Hourly	25.04	25.54	26.05	26.57	27.10	27.65	28.20	28.76	29.34	29.92	30.52	4
	Bi-Weekly	1,877.96	1,915.52	1,953.83	1,992.90	2,032.76	2,073.42	2,114.88	2,157.18	2,200.33	2,244.33	2,289.22	
	Annual	48,826.89	49,803.42	50,799.49	51,815.48	52,851.79	53,908.83	54,987.00	56,086.74	57,208.48	58,352.65	59,519.70	
5	Hourly	26.29	26.82	27.35	27.90	28.46	29.03	29.61	30.20	30.80	31.42	32.05	5
	Bi-Weekly	1,971.86	2,011.29	2,051.52	2,092.55	2,134.40	2,177.09	2,220.63	2,265.04	2,310.34	2,356.55	2,403.68	
	Annual	51,268.23	52,293.59	53,339.47	54,406.26	55,494.38	56,604.27	57,736.35	58,891.08	60,068.90	61,270.28	62,495.69	
6	Hourly	27.61	28.16	28.72	29.30	29.88	30.48	31.09	31.71	32.34	32.99	33.65	6
	Bi-Weekly	2,070.45	2,111.86	2,154.09	2,197.18	2,241.12	2,285.94	2,331.66	2,378.29	2,425.86	2,474.38	2,523.86	
	Annual	53,831.64	54,908.27	56,006.44	57,126.57	58,269.10	59,434.48	60,623.17	61,835.64	63,072.35	64,333.80	65,620.47	
7	Hourly	28.99	29.57	30.16	30.76	31.38	32.00	32.64	33.30	33.96	34.64	35.33	7
	Bi-Weekly	2,173.97	2,217.45	2,261.80	2,307.03	2,353.18	2,400.24	2,448.24	2,497.21	2,547.15	2,598.10	2,650.06	
	Annual	56,523.22	57,653.69	58,806.76	59,982.90	61,182.56	62,406.21	63,654.33	64,927.42	66,225.97	67,550.48	68,901.49	
8	Hourly	30.44	31.04	31.67	32.30	32.94	33.60	34.28	34.96	35.66	36.37	37.10	8
	Bi-Weekly	2,282.67	2,328.32	2,374.89	2,422.39	2,470.83	2,520.25	2,570.66	2,622.07	2,674.51	2,728.00	2,782.56	
	Annual	59,349.39	60,536.37	61,747.10	62,982.04	64,241.68	65,526.52	66,837.05	68,173.79	69,537.26	70,928.01	72,346.57	
9	Hourly	31.96	32.60	33.25	33.91	34.59	35.28	35.99	36.71	37.44	38.19	38.96	9
	Bi-Weekly	2,396.80	2,444.74	2,493.63	2,543.51	2,594.38	2,646.26	2,699.19	2,753.17	2,808.24	2,864.40	2,921.69	
	Annual	62,316.85	63,563.19	64,834.46	66,131.14	67,453.77	68,802.84	70,178.90	71,582.48	73,014.13	74,474.41	75,963.90	
10	Hourly	33.56	34.23	34.91	35.61	36.32	37.05	37.79	38.54	39.32	40.10	40.90	10
	Bi-Weekly	2,516.64	2,566.98	2,618.31	2,670.68	2,724.09	2,778.58	2,834.15	2,890.83	2,948.65	3,007.62	3,067.77	
	Annual	65,432.70	66,741.35	68,076.18	69,437.70	70,826.46	72,242.98	73,687.84	75,161.60	76,664.83	78,198.13	79,762.09	
11	Hourly	35.23	35.94	36.66	37.39	38.14	38.90	39.68	40.47	41.28	42.11	42.95	11
	Bi-Weekly	2,642.47	2,695.32	2,749.23	2,804.21	2,860.30	2,917.51	2,975.86	3,035.37	3,096.08	3,158.00	3,221.16	
	Annual	68,704.33	70,078.42	71,479.99	72,909.59	74,367.78	75,855.13	77,372.24	78,919.68	80,498.08	82,108.04	83,750.20	
12	Hourly	36.99	37.73	38.49	39.26	40.04	40.85	41.66	42.50	43.35	44.21	45.10	12
	Bi-Weekly	2,774.60	2,830.09	2,886.69	2,944.43	3,003.31	3,063.38	3,124.65	3,187.14	3,250.88	3,315.90	3,382.22	
	Annual	72,139.55	73,582.34	75,053.99	76,555.07	78,086.17	79,647.89	81,240.85	82,865.67	84,522.98	86,213.44	87,937.71	
13	Hourly	38.84	39.62	40.41	41.22	42.05	42.89	43.75	44.62	45.51	46.42	47.35	13
	Bi-Weekly	2,913.33	2,971.59	3,031.03	3,091.65	3,153.48	3,216.55	3,280.88	3,346.50	3,413.43	3,481.70	3,551.33	
	Annual	75,746.53	77,261.46	78,806.69	80,382.82	81,990.48	83,630.29	85,302.89	87,008.95	88,749.13	90,524.11	92,334.59	
14	Hourly	40.79	41.60	42.43	43.28	44.15	45.03	45.93	46.85	47.79	48.74	49.72	14
	Bi-Weekly	3,058.99	3,120.17	3,182.58	3,246.23	3,311.15	3,377.38	3,444.92	3,513.82	3,584.10	3,655.78	3,728.90	
	Annual	79,533.85	81,124.53	82,747.02	84,401.96	86,090.00	87,811.80	89,568.04	91,359.40	93,186.58	95,050.32	96,951.32	

15	Hourly	42.83	43.68	44.56	45.45	46.36	47.28	48.23	49.19	50.18	51.18	52.20	15
	Bi-Weekly	3,211.94	3,276.18	3,341.71	3,408.54	3,476.71	3,546.25	3,617.17	3,689.51	3,763.30	3,838.57	3,915.34	
	Annual	83,510.54	85,180.76	86,884.37	88,622.06	90,394.50	92,202.39	94,046.44	95,927.37	97,845.91	99,802.83	101,798.89	
16	Hourly	44.97	45.87	46.78	47.72	48.67	49.65	50.64	51.65	52.69	53.74	54.81	16
	Bi-Weekly	3,372.54	3,439.99	3,508.79	3,578.97	3,650.55	3,723.56	3,798.03	3,873.99	3,951.47	4,030.50	4,111.11	
	Annual	87,686.07	89,439.79	91,228.59	93,053.16	94,914.22	96,812.51	98,748.76	100,723.73	102,738.21	104,792.97	106,888.83	
17	Hourly	47.22	48.16	49.12	50.11	51.11	52.13	53.17	54.24	55.32	56.43	57.56	17
	Bi-Weekly	3,541.17	3,611.99	3,684.23	3,757.92	3,833.07	3,909.74	3,987.93	4,067.69	4,149.04	4,232.02	4,316.66	
	Annual	92,070.38	93,911.78	95,790.02	97,705.82	99,659.94	101,653.13	103,686.20	105,759.92	107,875.12	110,032.62	112,233.27	
18	Hourly	49.58	50.57	51.58	52.61	53.66	54.74	55.83	56.95	58.09	59.25	60.43	18
	Bi-Weekly	3,718.23	3,792.59	3,868.44	3,945.81	4,024.73	4,105.22	4,187.33	4,271.07	4,356.50	4,443.63	4,532.50	
	Annual	96,673.89	98,607.37	100,579.52	102,591.11	104,642.93	106,735.79	108,870.51	111,047.92	113,268.88	115,534.25	117,844.94	
19	Hourly	52.06	53.10	54.16	55.24	56.35	57.47	58.62	59.80	60.99	62.21	63.45	19
	Bi-Weekly	3,904.14	3,982.22	4,061.87	4,143.10	4,225.96	4,310.48	4,396.69	4,484.63	4,574.32	4,665.81	4,759.12	
	Annual	101,507.59	103,537.74	105,608.50	107,720.67	109,875.08	112,072.58	114,314.03	116,600.31	118,932.32	121,310.97	123,737.19	
20	Hourly	54.66	55.75	56.87	58.00	59.16	60.35	61.55	62.78	64.04	65.32	66.63	20
	Bi-Weekly	4,099.34	4,181.33	4,264.96	4,350.26	4,437.26	4,526.01	4,616.53	4,708.86	4,803.04	4,899.10	4,997.08	
	Annual	106,582.97	108,714.63	110,888.92	113,106.70	115,368.83	117,676.21	120,029.73	122,430.33	124,878.94	127,376.51	129,924.04	
21	Hourly	57.39	58.54	59.71	60.90	62.12	63.36	64.63	65.92	67.24	68.59	69.96	21
	Bi-Weekly	4,304.31	4,390.40	4,478.21	4,567.77	4,659.13	4,752.31	4,847.35	4,944.30	5,043.19	5,144.05	5,246.93	
	Annual	111,912.12	114,150.36	116,433.37	118,762.03	121,137.27	123,560.02	126,031.22	128,551.85	131,122.88	133,745.34	136,420.25	
22	Hourly	60.26	61.47	62.69	63.95	65.23	66.53	67.86	69.22	70.60	72.02	73.46	22
	Bi-Weekly	4,519.53	4,609.92	4,702.12	4,796.16	4,892.08	4,989.92	5,089.72	5,191.52	5,295.35	5,401.25	5,509.28	
	Annual	117,507.72	119,857.88	122,255.04	124,700.14	127,194.14	129,738.02	132,332.78	134,979.44	137,679.03	140,432.61	143,241.26	
23	Hourly	63.27	64.54	65.83	67.15	68.49	69.86	71.26	72.68	74.13	75.62	77.13	23
	Bi-Weekly	4,745.50	4,840.41	4,937.22	5,035.97	5,136.69	5,239.42	5,344.21	5,451.09	5,560.11	5,671.32	5,784.74	
	Annual	123,383.11	125,850.77	128,367.79	130,935.14	133,553.85	136,224.92	138,949.42	141,728.41	144,562.98	147,454.24	150,403.32	
24	Hourly	66.44	67.77	69.12	70.50	71.91	73.35	74.82	76.32	77.84	79.40	80.99	24
	Bi-Weekly	4,982.78	5,082.44	5,184.08	5,287.77	5,393.52	5,501.39	5,611.42	5,723.65	5,838.12	5,954.88	6,073.98	
	Annual	129,552.26	132,143.31	134,786.18	137,481.90	140,231.54	143,036.17	145,896.89	148,814.83	151,791.13	154,826.95	157,923.49	
25	Hourly	69.76	71.15	72.58	74.03	75.51	77.02	78.56	80.13	81.73	83.37	85.04	25
	Bi-Weekly	5,231.92	5,336.56	5,443.29	5,552.15	5,663.20	5,776.46	5,891.99	6,009.83	6,130.03	6,252.63	6,377.68	
	Annual	136,029.88	138,750.48	141,525.49	144,355.99	147,243.11	150,187.98	153,191.74	156,255.57	159,380.68	162,568.30	165,819.66	

Longevity: Longevity compensation shall be based on continuous service with Van Buren County for employees actively employed on December 1 of the current year and shall be paid at the rate of \$1,000 after ten (10) years of service, \$1,500 after fifteen (15) years of service, and \$2,000 after twenty (20) years of service. This shall be paid at the end of each year by separate check. For longevity purposes, an employee who is receiving compensation from the Employer for sick leave, workers compensation supplements or vacation shall be considered as actively employed.

2027 3.00%													
Range	Rate Per	A START	B - 2% 1 YEAR	C - 2% 2 YEAR	D - 2% 3 YEAR	E - 2% 4 YEAR	F - 2% 5 YEAR	G - 2% 6 YEAR	H - 2% 7 YEAR	I - 2% 8 YEAR	J - 2% 9 YEAR	K - 2% 10 YEAR	Range
1	Hourly	22.28	22.72	23.18	23.64	24.12	24.60	25.09	25.59	26.10	26.63	27.16	1
	Bi-Weekly	1,670.92	1,704.34	1,738.42	1,773.19	1,808.65	1,844.83	1,881.72	1,919.36	1,957.75	1,996.90	2,036.84	
	Annual	43,443.86	44,312.73	45,198.99	46,102.97	47,025.03	47,965.53	48,924.84	49,903.33	50,901.40	51,919.43	52,957.82	
2	Hourly	23.39	23.86	24.34	24.82	25.32	25.83	26.34	26.87	27.41	27.96	28.52	2
	Bi-Weekly	1,754.46	1,789.55	1,825.34	1,861.85	1,899.09	1,937.07	1,975.81	2,015.33	2,055.63	2,096.75	2,138.68	
	Annual	45,616.05	46,528.37	47,458.94	48,408.11	49,376.28	50,363.80	51,371.08	52,398.50	53,446.47	54,515.40	55,605.71	
3	Hourly	24.56	25.05	25.55	26.07	26.59	27.12	27.66	28.21	28.78	29.35	29.94	3
	Bi-Weekly	1,842.19	1,879.03	1,916.61	1,954.94	1,994.04	2,033.92	2,074.60	2,116.09	2,158.42	2,201.58	2,245.62	
	Annual	47,896.85	48,854.79	49,831.88	50,828.52	51,845.09	52,881.99	53,939.63	55,018.43	56,118.79	57,241.17	58,385.99	
4	Hourly	25.79	26.31	26.83	27.37	27.92	28.47	29.04	29.63	30.22	30.82	31.44	4
	Bi-Weekly	1,934.30	1,972.98	2,012.44	2,052.69	2,093.74	2,135.62	2,178.33	2,221.90	2,266.34	2,311.66	2,357.90	
	Annual	50,291.69	51,297.53	52,323.48	53,369.95	54,437.35	55,526.09	56,636.61	57,769.35	58,924.73	60,103.23	61,305.29	
5	Hourly	27.08	27.62	28.17	28.74	29.31	29.90	30.50	31.11	31.73	32.36	33.01	5
	Bi-Weekly	2,031.01	2,071.63	2,113.06	2,155.32	2,198.43	2,242.40	2,287.25	2,332.99	2,379.65	2,427.25	2,475.79	
	Annual	52,806.28	53,862.40	54,939.65	56,038.44	57,159.21	58,302.40	59,468.44	60,657.81	61,870.97	63,108.39	64,370.56	
6	Hourly	28.43	29.00	29.58	30.17	30.78	31.39	32.02	32.66	33.32	33.98	34.66	6
	Bi-Weekly	2,132.56	2,175.21	2,218.72	2,263.09	2,308.35	2,354.52	2,401.61	2,449.64	2,498.64	2,548.61	2,599.58	
	Annual	55,446.59	56,555.52	57,686.63	58,840.37	60,017.17	61,217.52	62,441.87	63,690.70	64,964.52	66,263.81	67,589.09	
7	Hourly	29.86	30.45	31.06	31.68	32.32	32.96	33.62	34.29	34.98	35.68	36.39	7
	Bi-Weekly	2,239.19	2,283.97	2,329.65	2,376.25	2,423.77	2,472.25	2,521.69	2,572.12	2,623.57	2,676.04	2,729.56	
	Annual	58,218.92	59,383.30	60,570.97	61,782.38	63,018.03	64,278.39	65,563.96	66,875.24	68,212.74	69,577.00	70,968.54	
8	Hourly	31.35	31.98	32.62	33.27	33.93	34.61	35.30	36.01	36.73	37.46	38.21	8
	Bi-Weekly	2,351.15	2,398.17	2,446.14	2,495.06	2,544.96	2,595.86	2,647.78	2,700.73	2,754.75	2,809.84	2,866.04	
	Annual	61,129.87	62,352.46	63,599.51	64,871.50	66,168.93	67,492.31	68,842.16	70,219.00	71,623.38	73,055.85	74,516.97	
9	Hourly	32.92	33.57	34.25	34.93	35.63	36.34	37.07	37.81	38.57	39.34	40.12	9
	Bi-Weekly	2,468.71	2,518.08	2,568.44	2,619.81	2,672.21	2,725.65	2,780.16	2,835.77	2,892.48	2,950.33	3,009.34	
	Annual	64,186.36	65,470.09	66,779.49	68,115.08	69,477.38	70,866.93	72,284.27	73,729.95	75,204.55	76,708.64	78,242.81	
10	Hourly	34.56	35.25	35.96	36.68	37.41	38.16	38.92	39.70	40.49	41.30	42.13	10
	Bi-Weekly	2,592.14	2,643.98	2,696.86	2,750.80	2,805.82	2,861.93	2,919.17	2,977.56	3,037.11	3,097.85	3,159.81	
	Annual	67,395.68	68,743.59	70,118.46	71,520.83	72,951.25	74,410.27	75,898.48	77,416.45	78,964.78	80,544.07	82,154.96	
11	Hourly	36.29	37.02	37.76	38.51	39.28	40.07	40.87	41.69	42.52	43.37	44.24	11
	Bi-Weekly	2,721.75	2,776.18	2,831.71	2,888.34	2,946.11	3,005.03	3,065.13	3,126.43	3,188.96	3,252.74	3,317.80	
	Annual	70,765.46	72,180.77	73,624.39	75,096.87	76,598.81	78,130.79	79,693.40	81,287.27	82,913.02	84,571.28	86,262.70	
12	Hourly	38.10	38.87	39.64	40.44	41.25	42.07	42.91	43.77	44.65	45.54	46.45	12
	Bi-Weekly	2,857.84	2,914.99	2,973.29	3,032.76	3,093.41	3,155.28	3,218.39	3,282.76	3,348.41	3,415.38	3,483.69	
	Annual	74,303.74	75,789.81	77,305.61	78,851.72	80,428.75	82,037.33	83,678.07	85,351.64	87,058.67	88,799.84	90,575.84	
13	Hourly	40.01	40.81	41.63	42.46	43.31	44.17	45.06	45.96	46.88	47.82	48.77	13
	Bi-Weekly	3,000.73	3,060.74	3,121.96	3,184.40	3,248.08	3,313.05	3,379.31	3,446.89	3,515.83	3,586.15	3,657.87	
	Annual	78,018.92	79,579.30	81,170.89	82,794.30	84,450.19	86,139.19	87,861.98	89,619.22	91,411.60	93,239.83	95,104.63	
14	Hourly	42.01	42.85	43.71	44.58	45.47	46.38	47.31	48.26	49.22	50.21	51.21	14
	Bi-Weekly	3,150.76	3,213.78	3,278.06	3,343.62	3,410.49	3,478.70	3,548.27	3,619.24	3,691.62	3,765.45	3,840.76	
	Annual	81,919.87	83,558.27	85,229.43	86,934.02	88,672.70	90,446.15	92,255.08	94,100.18	95,982.18	97,901.83	99,859.86	
	Hourly	44.11	44.99	45.89	46.81	47.75	48.70	49.68	50.67	51.68	52.72	53.77	

15	Bi-Weekly	3,308.30	3,374.47	3,441.96	3,510.80	3,581.01	3,652.63	3,725.69	3,800.20	3,876.20	3,953.73	4,032.80	15
	Annual	86,015.86	87,736.18	89,490.90	91,280.72	93,106.33	94,968.46	96,867.83	98,805.19	100,781.29	102,796.92	104,852.85	
16	Hourly	46.32	47.24	48.19	49.15	50.13	51.14	52.16	53.20	54.27	55.35	56.46	16
	Bi-Weekly	3,473.72	3,543.19	3,614.06	3,686.34	3,760.06	3,835.26	3,911.97	3,990.21	4,070.01	4,151.41	4,234.44	
	Annual	90,316.65	92,122.99	93,965.45	95,844.76	97,761.65	99,716.88	101,711.22	103,745.45	105,820.36	107,936.76	110,095.50	
17	Hourly	48.63	49.60	50.60	51.61	52.64	53.69	54.77	55.86	56.98	58.12	59.28	17
	Bi-Weekly	3,647.40	3,720.35	3,794.76	3,870.65	3,948.07	4,027.03	4,107.57	4,189.72	4,273.51	4,358.98	4,446.16	
	Annual	94,832.49	96,729.14	98,663.72	100,636.99	102,649.73	104,702.73	106,796.78	108,932.72	111,111.37	113,333.60	115,600.27	
18	Hourly	51.06	52.08	53.13	54.19	55.27	56.38	57.51	58.66	59.83	61.03	62.25	18
	Bi-Weekly	3,829.77	3,906.37	3,984.50	4,064.19	4,145.47	4,228.38	4,312.95	4,399.21	4,487.19	4,576.93	4,668.47	
	Annual	99,574.11	101,565.59	103,596.91	105,668.84	107,782.22	109,937.86	112,136.62	114,379.35	116,666.94	119,000.28	121,380.29	
19	Hourly	53.62	54.69	55.78	56.90	58.04	59.20	60.38	61.59	62.82	64.08	65.36	19
	Bi-Weekly	4,021.26	4,101.69	4,183.72	4,267.40	4,352.74	4,439.80	4,528.59	4,619.17	4,711.55	4,805.78	4,901.90	
	Annual	104,552.82	106,643.87	108,776.75	110,952.29	113,171.33	115,434.76	117,743.45	120,098.32	122,500.29	124,950.29	127,449.30	
20	Hourly	56.30	57.42	58.57	59.74	60.94	62.16	63.40	64.67	65.96	67.28	68.63	20
	Bi-Weekly	4,222.33	4,306.77	4,392.91	4,480.77	4,570.38	4,661.79	4,755.02	4,850.12	4,947.13	5,046.07	5,146.99	
	Annual	109,780.46	111,976.07	114,215.59	116,499.90	118,829.90	121,206.50	123,630.63	126,103.24	128,625.30	131,197.81	133,821.77	
21	Hourly	59.11	60.29	61.50	62.73	63.99	65.27	66.57	67.90	69.26	70.64	72.06	21
	Bi-Weekly	4,433.44	4,522.11	4,612.55	4,704.80	4,798.90	4,894.88	4,992.78	5,092.63	5,194.48	5,298.37	5,404.34	
	Annual	115,269.48	117,574.87	119,926.37	122,324.90	124,771.39	127,266.82	129,812.16	132,408.40	135,056.57	137,757.70	140,512.85	
22	Hourly	62.07	63.31	64.58	65.87	67.18	68.53	69.90	71.30	72.72	74.18	75.66	22
	Bi-Weekly	4,655.11	4,748.22	4,843.18	4,940.04	5,038.84	5,139.62	5,242.41	5,347.26	5,454.21	5,563.29	5,674.56	
	Annual	121,032.95	123,453.61	125,922.69	128,441.14	131,009.96	133,630.16	136,302.77	139,028.82	141,809.40	144,645.58	147,538.50	
23	Hourly	65.17	66.48	67.80	69.16	70.54	71.95	73.39	74.86	76.36	77.89	79.44	23
	Bi-Weekly	4,887.87	4,985.63	5,085.34	5,187.05	5,290.79	5,396.60	5,504.53	5,614.63	5,726.92	5,841.46	5,958.29	
	Annual	127,084.60	129,626.29	132,218.82	134,863.20	137,560.46	140,311.67	143,117.90	145,980.26	148,899.87	151,877.86	154,915.42	
24	Hourly	68.43	69.80	71.19	72.62	74.07	75.55	77.06	78.60	80.18	81.78	83.42	24
	Bi-Weekly	5,132.26	5,234.91	5,339.61	5,446.40	5,555.33	5,666.43	5,779.76	5,895.36	6,013.26	6,133.53	6,256.20	
	Annual	133,438.83	136,107.61	138,829.76	141,606.36	144,438.48	147,327.25	150,273.80	153,279.27	156,344.86	159,471.76	162,661.19	
25	Hourly	71.85	73.29	74.75	76.25	77.77	79.33	80.92	82.53	84.19	85.87	87.59	25
	Bi-Weekly	5,388.88	5,496.65	5,606.59	5,718.72	5,833.09	5,949.75	6,068.75	6,190.12	6,313.93	6,440.21	6,569.01	
	Annual	140,110.77	142,912.99	145,771.25	148,686.67	151,660.41	154,693.62	157,787.49	160,943.24	164,162.10	167,445.35	170,794.25	

Longevity: Longevity compensation shall be based on continuous service with Van Buren County for employees actively employed on December 1 of the current year and shall be paid at the rate of \$1,000 after ten (10) years of service, \$1,500 after fifteen (15) years of service, and \$2,000 after twenty (20) years of service. This shall be paid at the end of each year by separate check. For longevity purposes, an employee who is receiving compensation from the Employer for sick leave, workers compensation supplements or vacation shall be considered as actively employed.

2028													
3.00%													
Range	Rate Per	A	B - 2%	C - 2%	D - 2%	E - 2%	F - 2%	G - 2%	H - 2%	I - 2%	J - 2%	K - 2%	Range
		START	1 YEAR	2 YEAR	3 YEAR	4 YEAR	5 YEAR	6 YEAR	7 YEAR	8 YEAR	9 YEAR	10 YEAR	
1	Hourly	22.95	23.41	23.88	24.35	24.84	25.34	25.84	26.36	26.89	27.43	27.97	1
	BI-Weekly	1,721.13	1,755.55	1,790.66	1,826.48	1,863.01	1,900.27	1,938.27	1,977.04	2,016.58	2,056.91	2,098.05	
	Annual	44,749.38	45,644.37	46,557.25	47,488.40	48,438.17	49,406.93	50,395.07	51,402.97	52,431.03	53,479.65	54,549.24	
2	Hourly	24.10	24.58	25.07	25.57	26.08	26.60	27.14	27.68	28.23	28.80	29.37	2
	BI-Weekly	1,807.19	1,843.33	1,880.20	1,917.80	1,956.16	1,995.28	2,035.19	2,075.89	2,117.41	2,159.76	2,202.95	
	Annual	46,986.85	47,926.59	48,885.12	49,862.82	50,860.08	51,877.28	52,914.82	53,973.12	55,052.58	56,153.63	57,276.71	
3	Hourly	25.30	25.81	26.32	26.85	27.39	27.93	28.49	29.06	29.64	30.24	30.84	3
	BI-Weekly	1,897.55	1,935.50	1,974.21	2,013.69	2,053.96	2,095.04	2,136.94	2,179.68	2,223.28	2,267.74	2,313.10	
	Annual	49,336.19	50,322.92	51,329.37	52,355.96	53,403.08	54,471.14	55,560.56	56,671.78	57,805.21	58,961.32	60,140.54	
4	Hourly	26.57	27.10	27.64	28.19	28.76	29.33	29.92	30.52	31.13	31.75	32.38	4
	BI-Weekly	1,992.42	2,032.27	2,072.92	2,114.38	2,156.66	2,199.80	2,243.79	2,288.67	2,334.44	2,381.13	2,428.75	
	Annual	51,803.00	52,839.06	53,895.84	54,973.76	56,073.23	57,194.70	58,338.59	59,505.36	60,695.47	61,909.38	63,147.57	
5	Hourly	27.89	28.45	29.02	29.60	30.19	30.80	31.41	32.04	32.68	33.34	34.00	5
	BI-Weekly	2,092.04	2,133.89	2,176.56	2,220.09	2,264.50	2,309.79	2,355.98	2,403.10	2,451.16	2,500.19	2,550.19	
	Annual	54,393.15	55,481.01	56,590.63	57,722.45	58,876.90	60,054.43	61,255.52	62,480.63	63,730.25	65,004.85	66,304.95	
6	Hourly	29.29	29.87	30.47	31.08	31.70	32.34	32.98	33.64	34.32	35.00	35.70	6
	BI-Weekly	2,196.65	2,240.58	2,285.39	2,331.10	2,377.72	2,425.28	2,473.78	2,523.26	2,573.72	2,625.20	2,677.70	
	Annual	57,112.81	58,255.06	59,420.17	60,608.57	61,820.74	63,057.16	64,318.30	65,604.66	66,916.76	68,255.09	69,620.20	
7	Hourly	30.75	31.37	32.00	32.64	33.29	33.95	34.63	35.33	36.03	36.75	37.49	7
	BI-Weekly	2,306.48	2,352.61	2,399.66	2,447.65	2,496.61	2,546.54	2,597.47	2,649.42	2,702.41	2,756.46	2,811.58	
	Annual	59,968.45	61,167.82	62,391.17	63,639.00	64,911.78	66,210.01	67,534.21	68,884.90	70,262.60	71,667.85	73,101.20	
8	Hourly	32.29	32.94	33.60	34.27	34.95	35.65	36.36	37.09	37.83	38.59	39.36	8
	BI-Weekly	2,421.80	2,470.24	2,519.64	2,570.04	2,621.44	2,673.87	2,727.34	2,781.89	2,837.53	2,894.28	2,952.16	
	Annual	62,966.87	64,226.21	65,510.73	66,820.95	68,157.37	69,520.51	70,910.92	72,329.14	73,775.73	75,251.24	76,756.27	
9	Hourly	33.91	34.58	35.28	35.98	36.70	37.43	38.18	38.95	39.73	40.52	41.33	9
	BI-Weekly	2,542.89	2,593.75	2,645.63	2,698.54	2,752.51	2,807.56	2,863.71	2,920.98	2,979.40	3,038.99	3,099.77	
	Annual	66,115.22	67,437.52	68,786.27	70,162.00	71,565.24	72,996.54	74,456.47	75,945.60	77,464.51	79,013.80	80,594.08	
10	Hourly	35.60	36.31	37.04	37.78	38.54	39.31	40.09	40.89	41.71	42.55	43.40	10
	BI-Weekly	2,670.04	2,723.44	2,777.91	2,833.47	2,890.13	2,947.94	3,006.90	3,067.03	3,128.37	3,190.94	3,254.76	
	Annual	69,420.98	70,809.40	72,225.58	73,670.09	75,143.50	76,646.37	78,179.29	79,742.88	81,337.74	82,964.49	84,623.78	
11	Hourly	37.38	38.13	38.89	39.67	40.46	41.27	42.10	42.94	43.80	44.67	45.57	11
	BI-Weekly	2,803.54	2,859.61	2,916.80	2,975.14	3,034.64	3,095.33	3,157.24	3,220.39	3,284.79	3,350.49	3,417.50	
	Annual	72,892.02	74,349.87	75,836.86	77,353.60	78,900.67	80,478.69	82,088.26	83,730.02	85,404.62	87,112.72	88,854.97	
12	Hourly	39.25	40.03	40.84	41.65	42.48	43.33	44.20	45.09	45.99	46.91	47.84	12
	BI-Weekly	2,943.72	3,002.59	3,062.64	3,123.90	3,186.37	3,250.10	3,315.10	3,381.40	3,449.03	3,518.01	3,588.37	
	Annual	76,536.63	78,067.36	79,628.71	81,221.28	82,845.71	84,502.62	86,192.67	87,916.53	89,674.86	91,468.35	93,297.72	
13	Hourly	41.21	42.04	42.88	43.73	44.61	45.50	46.41	47.34	48.29	49.25	50.24	13
	BI-Weekly	3,090.90	3,152.72	3,215.77	3,280.09	3,345.69	3,412.61	3,480.86	3,550.48	3,621.48	3,693.91	3,767.79	
	Annual	80,363.46	81,970.73	83,610.14	85,282.34	86,987.99	88,727.75	90,502.31	92,312.35	94,158.60	96,041.77	97,962.61	
14	Hourly	43.27	44.14	45.02	45.92	46.84	47.78	48.73	49.71	50.70	51.71	52.75	14
	BI-Weekly	3,245.45	3,310.36	3,376.56	3,444.09	3,512.98	3,583.24	3,654.90	3,728.00	3,802.56	3,878.61	3,956.18	

	Annual	84,381.63	86,069.26	87,790.65	89,546.46	91,337.39	93,164.14	95,027.42	96,927.97	98,866.53	100,843.86	102,860.74	
15	Hourly	45.44	46.34	47.27	48.22	49.18	50.17	51.17	52.19	53.24	54.30	55.39	15
	Bi-Weekly	3,407.72	3,475.87	3,545.39	3,616.30	3,688.63	3,762.40	3,837.65	3,914.40	3,992.69	4,072.54	4,153.99	
	Annual	88,600.71	90,372.73	92,180.18	94,023.78	95,904.26	97,822.34	99,778.79	101,774.37	103,809.85	105,886.05	108,003.77	
16	Hourly	47.71	48.66	49.64	50.63	51.64	52.67	53.73	54.80	55.90	57.02	58.16	16
	Bi-Weekly	3,578.11	3,649.67	3,722.66	3,797.11	3,873.06	3,950.52	4,029.53	4,110.12	4,192.32	4,276.17	4,361.69	
	Annual	93,030.75	94,891.36	96,789.19	98,724.97	100,699.47	102,713.46	104,767.73	106,863.09	109,000.35	111,180.35	113,403.96	
17	Hourly	50.09	51.10	52.12	53.16	54.22	55.31	56.41	57.54	58.69	59.87	61.06	17
	Bi-Weekly	3,757.01	3,832.15	3,908.79	3,986.97	4,066.71	4,148.04	4,231.00	4,315.62	4,401.94	4,489.98	4,579.78	
	Annual	97,682.28	99,635.93	101,628.65	103,661.22	105,734.45	107,849.14	110,006.12	112,206.24	114,450.36	116,739.37	119,074.16	
18	Hourly	52.60	53.65	54.72	55.82	56.93	58.07	59.23	60.42	61.63	62.86	64.12	18
	Bi-Weekly	3,944.86	4,023.76	4,104.23	4,186.32	4,270.04	4,355.45	4,442.55	4,531.41	4,622.03	4,714.47	4,808.76	
	Annual	102,566.40	104,617.73	106,710.08	108,844.28	111,021.17	113,241.59	115,506.42	117,816.55	120,172.88	122,576.34	125,027.87	
19	Hourly	55.23	56.33	57.46	58.61	59.78	60.98	62.20	63.44	64.71	66.00	67.32	19
	Bi-Weekly	4,142.10	4,224.95	4,309.45	4,395.63	4,483.55	4,573.22	4,664.68	4,757.98	4,853.14	4,950.20	5,049.20	
	Annual	107,694.72	109,848.61	112,045.59	114,286.50	116,572.23	118,903.67	121,281.74	123,707.38	126,181.53	128,705.16	131,279.26	
20	Hourly	57.99	59.15	60.33	61.54	62.77	64.03	65.31	66.61	67.94	69.30	70.69	20
	Bi-Weekly	4,349.21	4,436.19	4,524.92	4,615.42	4,707.72	4,801.88	4,897.92	4,995.87	5,095.79	5,197.71	5,301.66	
	Annual	113,079.45	115,341.04	117,647.86	120,000.82	122,400.84	124,848.85	127,345.83	129,892.75	132,490.60	135,140.42	137,843.22	
21	Hourly	60.89	62.11	63.35	64.62	65.91	67.23	68.57	69.94	71.34	72.77	74.22	21
	Bi-Weekly	4,566.67	4,658.00	4,751.16	4,846.19	4,943.11	5,041.97	5,142.81	5,245.67	5,350.58	5,457.59	5,566.75	
	Annual	118,733.43	121,108.10	123,530.26	126,000.86	128,520.88	131,091.30	133,713.12	136,387.39	139,115.13	141,897.44	144,735.39	
22	Hourly	63.93	65.21	66.52	67.85	69.20	70.59	72.00	73.44	74.91	76.41	77.93	22
	Bi-Weekly	4,795.00	4,890.90	4,988.72	5,088.50	5,190.27	5,294.07	5,399.95	5,507.95	5,618.11	5,730.47	5,845.08	
	Annual	124,670.10	127,163.50	129,706.77	132,300.91	134,946.92	137,645.86	140,398.78	143,206.76	146,070.89	148,992.31	151,972.15	
23	Hourly	67.13	68.47	69.84	71.24	72.66	74.12	75.60	77.11	78.65	80.23	81.83	23
	Bi-Weekly	5,034.75	5,135.45	5,238.16	5,342.92	5,449.78	5,558.78	5,669.95	5,783.35	5,899.02	6,017.00	6,137.34	
	Annual	130,903.60	133,521.68	136,192.11	138,915.95	141,694.27	144,528.16	147,418.72	150,367.09	153,374.44	156,441.92	159,570.76	
24	Hourly	70.49	71.90	73.33	74.80	76.30	77.82	79.38	80.97	82.59	84.24	85.92	24
	Bi-Weekly	5,286.49	5,392.22	5,500.07	5,610.07	5,722.27	5,836.71	5,953.45	6,072.52	6,193.97	6,317.85	6,444.20	
	Annual	137,448.78	140,197.76	143,001.71	145,861.75	148,778.98	151,754.56	154,789.65	157,885.45	161,043.16	164,264.02	167,549.30	
25	Hourly	74.01	75.49	77.00	78.54	80.11	81.71	83.35	85.02	86.72	88.45	90.22	25
	Bi-Weekly	5,550.82	5,661.83	5,775.07	5,890.57	6,008.38	6,128.55	6,251.12	6,376.14	6,503.67	6,633.74	6,766.41	
	Annual	144,321.22	147,207.65	150,151.80	153,154.84	156,217.93	159,342.29	162,529.14	165,779.72	169,095.31	172,477.22	175,926.77	

Longevity: Longevity compensation shall be based on continuous service with Van Buren County for employees actively employed on December 1 of the current year and shall be paid at the rate of \$1,000 after ten (10) years of service, \$1,500 after fifteen (15) years of service, and \$2,000 after twenty (20) years of service. This shall be paid at the end of each year by separate check. For longevity purposes, an employee who is receiving compensation from the Employer for sick leave, workers compensation supplements or vacation shall be considered as actively employed.

## **APPENDIX B - COMPENSATION**

- I. The Van Buren County Wage Rate Schedule in effect for this bargaining unit shall be modified as follows:
  - 2026 - 3.00%
  - 2027 - 3.00%
  - 2028 - 3.00%
- II. The Office Manager position shall be reclassified from a R23 Step G to an R25 Step E.

## APPENDIX C - BENEFITS

- I. The Employer agrees to provide insurance benefits in accordance with this Appendix for all employees who are normally scheduled to work thirty (30) or more hours per week. Employees who are normally scheduled to work twenty (20) or less hours per week shall not be eligible for any of the benefits provided in the Appendix.
- II. The Employer will offer access to the same Health Insurance plan options as offered to the other County employees with details of each plan set forth in Appendix "B."
- III. An Employee who does not need health, dental and vision insurance may elect to have the Employer apply the sum of two hundred dollars (\$200) per pay period, via a Section 125 Plan, to the Employee's 457 Deferred Compensation plan or paid to the employee directly. An employee whose spouse is insured through Van Buren County is not eligible for this opt out payment. This option shall not be available to Employees who are normally scheduled to work less than thirty (30) hours per week.

If an employee opts out of the County coverage and purchase health insurance coverage through the Exchange established under the Affordable Care Act and who receives federal premium assistance or a cost sharing subsidy, the opt out payment provided herein shall immediately terminate. Employees who have sought and received opt out payments must advise the appropriate Employer immediately if, and when, they receive such federal assistance or subsidies.

- IV. The Employer will follow the "hard cap" requirements of Section 3 of the Publicly Funded Health Insurance Contribution Act (Act 152 of 2011) hereinafter referred to as the "Act" for the immediate future. Accordingly, the Employer will pay no more of the total annual costs of the medical benefit plan selected than the amounts annually determined by the state treasurer pursuant to Section 3 of the Act. The Employees will pay the balance of those costs, if any. For purpose of this provision, total annual costs includes the premium or illustrative rate of the medical benefit plan and all employer payments for reimbursements of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts or similar accounts used for healthcare and the Michigan Claims Tax but does not include the costs of dental and vision and does not include beneficiary-paid copayments or beneficiary payments into health savings accounts, flexible spending accounts or similar accounts used for health care. Employees will pay the remaining medical benefit costs attributable to the coverage they select (i.e. single, double or family) biweekly by payroll deduction. Employees shall pay 50% of the vision premiums. The amount paid shall be adjusted annually based on the illustrative or premium rates and the total costs of the medical benefit plan as detailed above. The election by the County provided in Section 4 and 8 of PA 152 may be made annually.

V. Employees will contribute 50% for the Vision 24 Plan with the Employee option and expense to upgrade to the Vision 12 Plan.

VI. The Employer will establish a Section 125 Plan that will enable Employees to set a side "pre-tax" dollars for un-reimbursed medical, dental and vision claims and for-child care/dependent expenses. The Employer will also establish a Health Savings Account (HSA) for those employees electing the high deductible health insurance option/plan. The Employee may make pre tax contributions to their Health Savings Account (HSA) or Flexible Spending Account (FSA) up to the established limit set by the IRS.

Effective March 1, 2017, if the employee chooses a health insurance plan option, and if the annual premiums associated with that plan option are less than the "hard cap" the county will on a pro-rated pay period basis direct deposit the difference into the employee's HSA account.

The County will annual pay each employee a net sum sufficient to cover the employee's annual Michigan Claims Tax.

VII. The Employer reserves the right to determine and/or change insurance carriers and/or underwriters at any time provided that thirty (30) days advance notice of any such determination or change shall be given to the Prosecuting Attorneys Legal Secretaries Association. The Employer shall not, by reason of this provision, reduce the benefit levels without the consent of the Association.

VIII. The Employer's sole responsibility under the Appendix is to provide premium payments on behalf of eligible employees as set forth herein and the coverage referenced herein are offered specifically subject to the rules and regulations of the various insurance carriers and/or underwriters.

IX. The Employer agrees to pay the full cost of group term life insurance coverage on behalf of each eligible employee in the face amount of \$20,000. This provision shall be subject to modification by any appropriate federal regulations.

X. Eligible employees hired after January 1, 2005 shall participate in the Van Buren County Defined Benefit Plan (MERS). The Van Buren County Deferred Compensation and Thrift programs shall also remain in effect as of the effective date of this Agreement. Such participation shall be in accordance with all rules, regulations and procedures which may govern the plans as set forth in the plan documents. Copies of the plan documents shall be available for review in the Office of the County Administrator.

A. In addition, all employees, regardless of their participation in the MERS plan, may participate in the Van Buren County Deferred Compensation/Pension (457) Plan in accordance with the terms and conditions of the Plan.

XI. Employees were provided with a one-time option to roll over to MERS, which was offered after ratification of the agreement in 2004 to be effective January 1, 2005. Employees who made the decision not to roll over to MERS will be covered by the Van Buren County Deferred Compensation plan. Employees who decided to roll over to MERS, and participate in the MERS Defined Benefit Plan will be covered by the following provisions. The same provisions apply to employees hired subsequent to January 1, 2005.

A. Benefits are provided by the Municipal Employees Retirement System of Michigan (MERS), as authorized by 1996 PA 220. Benefits available are those provided under the MERS Plan Document of 1996.

B. Benefits Programs Formula are:

1. C2 (B1)
2. Vesting 10 Years
3. Final Average Compensation 5 years
4. F 55 (25) Rider
5. Prior Service Credit Included
6. Employee Contribution 5%

C. Other

1. There will be a moratorium on further negotiations regarding MERS until January 1, 2010.
2. The Deferred Compensation Plan will remain as an employee option.
3. The Assistant Prosecuting Attorneys, Prosecuting Secretaries and three Members of the Non-Union/Elected Officials have adopted a resolution to combine all of their MERS Units into one group.

XII. Effective January 1, 2010 the County shall establish a Health Care Savings Plan (HCSP) through MERS for the sole purpose of providing employees a tax-free health savings plan upon retirement or termination.

The program shall be mandatory for each employee with contributions ranging from a minimum of \$5.00 per pay period up to \$500.00 per pay period. The employee will fund the cost of the administrative fee. There will be no vesting cycle and amounts contributed can be increased but cannot be decreased.

Employees shall annually have the ability to convert any entitled portion of their annual PTO payment to cash or a tax deferred 457 plan with the remaining balance being placed in the employee's tax free MERS HCSP.

Upon termination of employment, employees shall have the option to convert any portion of their entitled PTO leave payments to cash or a tax deferred 457 plan with the remaining balance being placed in the employee's tax free MERS HCSP.

Also, all employees within the Prosecutor's Office have combined all units into one unit.

## APPENDIX D

### SHORT TERM AND LONG TERM DISABILITY PLAN

- I. Effective July 1, 2003 the existing Income Protection Plan was rescinded and replaced with a self-funded Short Term Disability Plan and commercial Long Term Disability Plan.
- II. II. During the fourteen (14) calendar day waiting period, the employee must use compensatory time and PTO leave in that order.
- III. An employee may supplement the remaining 33% of base wage by using available PTO time as outlined in Item II above to receive a full paycheck. The employee must provide the Employer with a written form authorizing the payment from available paid leave. Should the employee supplement this STD/LTD Plan the employee shall continue to receive all benefits provided under the Collective Bargaining Agreement.
- IV. Health insurance, seniority and employment will be maintained for no more than a period of fifty-two (52) weeks while receiving the STD/LTD Plan benefits at the same level and under the same conditions which existed when the employee went out subject to any changes authorized by the Prosecuting Attorneys Legal Secretaries Association. Health insurance, seniority and employment will terminate after fifty-two (52) weeks of disability leave unless the employee provides a certification from a health care provider that there is a reasonable likelihood that the employee will be medically fit to return to work within a maximum of twenty-six (26) weeks without restrictions. Employees who are on LTD at the time these changes go into effect shall retain the plan in effect at the time their leave began.
- V. The Employer reserves the right to self-fund or purchase coverage of this plan through an insurance carrier of the Employer's choice or if a plan is purchased to change to self-funding at the Employer's option provided the benefits remain as agreed to under this Article.
- VI. The Employer reserves the right to require appropriate documentation of disability. The Employer further reserves its right to require an employee to see an Employer designated physician to verify disability or an employee's ability to return to work. Should a dispute arise between the employee's physician and the Employer's physician, the parties agree that a third physician will be selected to determine either the employee's disability or the employee's ability to return to work and that third physician's opinion shall be binding on the employee, Employer and Association.
- VII. An employee who is on short or long term disability and is not supplementing to make whole shall not accrue paid time off.