WILLARD
LIBRARY

SUPPORT PERSONNEL ASSOCIATION

CONTRACT AGREEMENT

2025-2028

(affiliated with MEA-NEA)

AGREEMENT

between

WILLARD PUBLIC LIBRARY

and the

WILLARD PUBLIC LIBRARY
SUPPORT PERSONNEL ASSOCIATION

July 1, 2025 - June 30, 2028

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AGREEMENT

between

WILLARD PUBLIC LIBRARY

and the

WILLARD PUBLIC LIBRARY
SUPPORT PERSONNEL ASSOCIATION

This Agreement entered into between the Willard Public Library, hereinafter referred to as the "Library," and the Willard Public Library Support Personnel Association, affiliated with MEA - NEA, hereinafter referred to as the "Association."

ARTICLE 1 - RECOGNITION

Section A - The Library hereby recognizes the Association as the exclusive bargaining agent for all full and part-time support staff employed on a regular basis (the "Support Staff") with the following exclusions:

1. Administrative Assistants
2. Student Assistants
3. ~~3.~~ Adult hourly personnel
4. Maintenance personnel

Section B - This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in writing and signed amendments to this Agreement.

Section C - Any individual contract between the Library and an individual employee heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

Section D - 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 shall continue in full force and effect. In the event any provision is found contrary to law, such provision shall be subject to renegotiation between the parties.

Section E - Whenever the terms "Support Staff," “employee,” or "employees" are used it shall be those included as set forth in Article I, Section A.

ARTICLE 2 - RULES AND REGULATIONS

Nothing in this Agreement will be construed to limit the Library or its representative from establishing and implementing such reasonable rules and regulations as may be deemed best for the purpose of maintaining order, safety and efficient operation of the Library. Such rules and regulations shall not be in conflict with this Agreement.

ARTICLE 3 - ASSOCIATION AND EMPLOYEE RIGHTS

Section A - Employees shall be entitled to full rights of citizenship, and no off-site religious or political activities of any employee, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the employment of such employee.

Section B - The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, religion, color, national origin, age, sex, disability, height, weight, sexual orientation, marital status, genetic information, veteran status, membership in, or association with, activities of any employee organization, or any other legally protected status.

Section C - No non-probationary employee shall be disciplined or discharged without just cause.

Section D - All employees who chose to join the Association shall sign and deliver to the Library an assignment authorizing deduction of membership dues and assessments of the Association, and such authorization shall continue in effect from year to year.

The Library agrees promptly to advise the Association of all additions, deletions, or change in status of members of the bargaining unit.

Authorized deduction of membership dues shall be made from each paycheck each month for twenty six (26) pay periods. The Library agrees to promptly and monthly remit to the Association Treasurer all monies so deducted, accompanied by a list of members from whom the deductions have been made.

The Library shall also make payroll deductions upon written authorization from employees for the following and any other programs jointly approved by the Association and the Library.

1. Credit Union
2. Tax-sheltered Annuities
3. Supplemental Life Insurance Opportunities available in the Library
4. United Way

Section E - No employee shall be disciplined, reprimanded, reduced, or discharged without just cause. Any such action shall be done privately and the member shall be entitled to Association representation. The employee shall be informed of the reason for disciplinary action and shall be provided any documentation used as a basis for the action. A grievance which concerns discharge or disciplinary action may be initiated at one step higher than the person issuing the discharge or discipline.

ARTICLE 4 - LIBRARY RIGHTS

Section A - The Library on its own behalf and on behalf of the patrons of the Library hereby retains and reserves unto itself, unless otherwise limited by this Agreement, all powers, right, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Michigan, and the United States, including but without limiting the generality of the foregoing: the management and control of Library properties, facilities, programs, methods of delivery of library services, materials used, the selection of material, and the direction, transfer, promotion or demotion, discipline or dismissal of all employees.

Section B - The Library has the right to use volunteers, non-library employees and outside agencies. The duties and responsibilities of any position in the bargaining unit shall not be transferred to persons not covered by this Agreement.

ARTICLE 5 - JOB PLACEMENT

Section A - At the time of employment each member shall be given a copy of an official offer letter, a copy of the Article of Agreement, the job description, and documents outlining the fringe benefit package.

Section B - There shall be three categories of employees. They shall be:

1. Full Time: An employee assigned to a 40 hour per week position.

2. Part Time: An employee assigned to a 20 hour, 24 hour, or 30 hour per week position.

3. Probationary: A new employee, who is assigned to a full or part-time position for a probation period of ninety (90) work days will not be placed higher than Step 1. Employees will be eligible to move to Step 2 the first July 1 immediately after concluding their probationary period.

Section C - A position-classification inventory which includes position, person(s) in position, department and status (full time or part time [20, 24, or 30 hours]), will be posted on the staff intranet for employees to access at any time.

Persons working 20, 24, or 30 hours will have their benefits pro-rated based upon their assigned status. Should an employee work less than the assigned time, benefits will not be diminished. Should an employee, with supervisor approval, work ten percent (10%) or more over their assigned status category, for fifteen (15) days within a thirty (30) day period, they shall be moved to the next higher category for the next thirty (30) days.

Section D - The Association shall represent probationary employees for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment as set forth in this Agreement, except discharge and discipline.

Section E - Probation Period

1. Upon initial employment, employees shall be designated as probationary employees for a period of ninety (90) work days. Such

probationary period shall serve the purpose of determining the employee's work skills and performance.

2. Probationary employees shall be granted full rights, privileges and benefits under this Agreement, except the right to grieve their discharge and discipline.

3. A probationary employee who has successfully completed their probationary period shall receive permanent appointment. A probationary employee whose performance has been appraised as unsatisfactory shall be terminated prior to the completion of the employee's probationary period. The employee will be notified that they have successfully completed probation.

4. The probationary period of an employee may be extended for a period not to exceed an additional ninety (90) work days provided the Library has given prior notification of such desire to extend to the employee. The employee will be notified prior to any extension of probation.

Section F - Employees shall give two (2) weeks' notice prior to terminating. Unless otherwise approved in advance by the Library, employees cannot use paid time off during their two (2) weeks' notice period, except in the case of a documented medical situation. Any employee terminating employment without notice as stated above shall forfeit any and all vacation credit and other benefits.

Section G - The Library and the Association agree to allow up to two (2) additional scheduled hours per pay period for part-time employees, with a supervisor's approval, for the purposes of professional development. The 2022 Professional Development Hours Letter of Agreement is incorporated herein.

ARTICLE 6 - WORK SCHEDULE

Section A - Employees shall work the schedule assigned by the Director or their designee, who shall make all reasonable attempts to schedule weekend assignments on an equitable basis.

If an employee calls in on a Saturday, leaves early due to illness, or uses personal time for any reason on a Saturday, their entire reassigned Saturday shift will be at least six (6) months from the current month of call in. However, a reassigned

Saturday may be assigned earlier than six (6) months if both the employee and the Director or their designee agree.

Section B - The standard work schedule for full-time employees shall be forty (40) hours; five (5) days per week. Employees shall have a fifteen (15) minute break for every four (4) hour shift worked in the morning and a fifteen (15) minute break for every four (4) hour shift worked in the afternoon with a fully duty-free lunch period.

Section C - Employees shall normally elect to take compensatory time off in lieu of paid overtime. However, no employee shall be required to use compensatory time. Employees electing to be paid for overtime shall receive time and one-half for over forty (40) hours in one (1) week. Employees shall only be required to work over eight (8) hours in one day, exclusive of their lunch period, upon mutual agreement by the employee and the Library.

ARTICLE 7 - VACANCIES AND TRANSFERS

Section A - Once a vacancy is declared in the unit, then it shall be posted internally and externally simultaneously for a period of seven (7) calendar days. Said posting shall contain the following information:

a) Type of work
b) Location of work
c) Starting date
d) Rate of pay
e) Hours to be worked
f) Classification
g) Minimum requirements

Section B - The Library is responsible for employing the best available person for any position. For both newly created and vacant positions, the Library agrees to first interview bargaining unit employees who are currently employed by the Library and apply within the time period set out in Section A. Both newly created positions and vacant positions will be first offered to the most senior qualified applicant. Part-time employees wishing to become full time may bid on any posted positions to increase their hours up to full time, provided that the Library shall allow such an increase based on the Library's best interest.

Section C - The parties agree that unrequested transfers of employees will be avoided; however, when it is in the best interests of the Library such unrequested

transfers may be made by the Director or their designee. In such instances, the Administration shall consult with the affected employee and the Association prior to making the decision on involuntary transfers. Official notification of transfer shall be given to the affected employee, and shall come from the Library office. Such notification shall occur at least ten (10) working days prior to the affected date of the transfer. If the affected employee believes that the unrequested transfer is not in the best interests of the Library, they may utilize the grievance procedure in this Agreement.

ARTICLE 8 - LAYOFF AND RECALL

Section A - It is the intent of the parties to lay off and recall in a manner which preserves employment for the most senior employees.

Section B - The Library shall maintain an updated seniority list of employees and post it on the staff intranet for employees to access at any time. Seniority dates which are the same for two or more employees shall be broken by drawing conducted by the Association with notice provided to the Library no later than ten (10) calendar days from the employees' start date. The Library shall notify the Association of the need for a drawing when the employees are hired. Seniority shall be defined as total length of unbroken service to the Willard Public Library and shall be designated by the most recent date of hire.

Section C - Employees shall be recalled in reverse order of reduction for vacancies and/or new positions.

ARTICLE 9 - LEAVE OF ABSENCE WITH PAY

Section A – Each full-time employee covered by this Agreement shall accrue ninety-six (96) hours of sick time ("Sick Time") per year. Sick Time will be disbursed biweekly. Each part-time employee shall accrue Sick Time at the same per-hour worked rate, based on hours worked. Unused Sick Time allowance may accumulate up to a maximum of ninety (90) days and will be designated as "Accumulated Sick Time Allowance." Upon hire, employees shall receive up to ninety-six (96) hours of Sick Time, prorated based on the date of hire in the benefit year and FTE status, then Sick Time will accrue pursuant to this Article 9 Section A at the beginning of the next benefit year. A "year" will begin on July 1 and end on June 30. Such accrued time may be carried over year to year. Unless otherwise permitted in this Agreement, unused Sick Time is not payable in lieu of use, upon separation, or for any other reason.

Section B - Employees requesting Sick Time must use the benefits accrued under this Sick Time policy concurrently with any available unpaid FMLA time.

Section C – Employees who wish to use Sick Time for an absence are required to notify the Library of their desire to do so. When an employee is unable to report to work for an unforeseeable reason, they must notify the Library as soon as is practicable, and in no instance later than the time frame for reporting an absence under attendance policy guidelines. Notice must be given using the Library's scheduling software entering the reason for the absence as "Sick Time." Sick Time may be used in half hour increments. Failure to provide proper notification will result in loss of pay. When an employee's use of Sick Time continues for more than three (3) consecutive days, the Library may require reasonable documentation to support the absence as provided by law. This documentation must be provided within fifteen (15) days.

Section D - Employees are entitled to use Sick Time for any of the following reasons:

a. Health needs of an eligible employee or a qualifying family member:
    i. Mental or physical illness, injury, or health condition
    ii. Medical diagnosis, care, or treatment of mental or physical illness, injury, or health condition
    iii. Preventative medical care
b. Domestic violence or sexual assault of employee or a qualifying family member:
    i. Medical care for a physical injury or disability
    ii. Psychological care or other counseling for a mental injury or disability
    iii. Obtain services from victim services organization
    iv. Relocate due to domestic violence or sexual assault
    v. Obtain legal services
    vi. Participate in civil or criminal proceedings
c. Meetings at a school or place of care regarding the following topics:
    i. Child's health or disability
    ii. Effects of domestic violence on the child
    iii. Effects of sexual assault on the child
d. Needs related to public health emergencies ordered by a public official:
    i. Closure of employee's place of business
    ii. Closure of school of employee's child

iii. Health authorities have determined that employee or employee's family members would jeopardize the community's health due to exposure to a communicable disease.

e. Maternity or paternity leave of an eligible employee.

Sick Time may be allowed for absences due to the illness of qualifying family members that require care from the employee. Qualifying family members are interpreted to include any of the following: (i) A biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis. (ii) A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or an individual who stood in loco parentis when the employee was a minor child. (iii) An individual to whom the employee is legally married under the laws of any state or a domestic partner. (iv) A grandparent. (v) A grandchild. (vi) A biological, foster, or adopted sibling. (vii) An individual related by blood to the employee. (viii) An individual whose close association with the employee is the equivalent of a family relationship.

Section E - The Library will continue to pay insurance premiums while an employee is using Sick Time. Sick Time is paid at the normal hourly wage or base wage rate for the employee. No other compensation elements, such as overtime pay, tips, holiday pay, bonuses, commissions, supplemental pay, or piece-rate pay, are included in the calculation or payable as Sick Time.

Section F - Employees whose date of hire for seniority purposes is before March 1, 1994 shall be entitled to a payout of up to ninety (90) days of unused Sick Time who hire at their last rate of pay. Employees whose date of hire for seniority purposes is after March 1, 1994, who retire after ten (10) years of continuous service shall be entitled to a payout of up to forty-five (45) days of unused Sick Time at their last rate of pay.

Section G - A total of five (5) days of bereavement time will be allowed for the death of a family member, as defined in Section D(i)-(vi), to enable the employee to make arrangements for and attend the funeral.

Section H - One to three (1-3) days of other time ("Other Time") per year with pay may be used for absences necessitated by circumstances that are of a nature that cannot be attended to outside the normal work day if requested in writing and approved in advance by the Director or their designee.

Should the urgency of the leave be such a nature that an advance request in writing is not practical, the employee shall contact their supervisor by phone or in person to get a decision prior to the absence.

Section I - Employees required to serve jury duty shall experience no deduction in regular pay, sick leave or vacation accumulation. Prior notice is required.

Section J - Employees may not engage in outside employment that is inconsistent with the employee's use of sick time, or FMLA leave.

Section K - The Library will not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under Michigan's Earned Sick Time Act (ESTA). The Library will not take retaliatory personnel action or discriminate against any employee because the employee has exercised a right under ESTA. Rights protected by ESTA include, but are not limited to the right to file a complaint or inform any person about any employer's alleged violation of ESTA, the right to cooperate with the Department of Labor and Economic Opportunity in its investigations of alleged violations of ESTA, and the right to inform any person of that person's rights under ESTA.

ARTICLE 10 - LEAVE OF ABSENCE WITHOUT PAY

Section A - Leaves of absence for reasonable periods due to serious health conditions (without pay) may be granted by the Director or their designee.

Section B - An employee may request a maternity/paternity leave (without pay) by submitting a written request to the Library Director. The leave is to commence not later than one (1) year after the date of birth or adoption of the employee's child. This request shall contain the date on which the employee wishes the leave to begin. If the leave is taken in connection with a pregnancy-related serious health condition, said employee must submit a written statement from a licensed physician indicating the employee is fit to return to work. Any leave approved under this Section must be taken concurrently with FMLA leave, if available.

Section C - That portion of leave taken by an employee due to illness or maternity/paternity must be charged to that employee's available Sick Time or available paid time off (whichever applicable) in excess of ten (10) days. The employee may reserve up to ten (10) days of Sick Time that do not need to be used concurrently with leave taken pursuant to this section upon written notice.

ARTICLE 11 - GRIEVANCE RESOLUTION PROCEDURE

Section A - An employee or the Association who believes there is a basis for a complaint regarding their employment shall first discuss the matter with their immediate supervisor within seven (7) calendar days of the event that gave rise to the complaint.

Section B - If the matter is not resolved informally, the employee and/or the Association may submit a complaint in writing, using the form attached as Appendix B, to the immediate supervisor within fourteen (14) calendar days of the informal conference. The supervisor shall meet with the employee and/or the Association within fourteen (14) calendar days in an effort to resolve the matter. Following such meeting, the supervisor shall respond in writing to the written complaint within fourteen (14) calendar days.

Section C - If the matter is not resolved at the department level, the employee and/or the Association may, within fourteen (14) calendar days of the supervisor's response, submit the complaint in writing to the Deputy Director. The Deputy Director shall meet with the employee and/or the Association within fourteen (14) calendar days in an effort to resolve the matter. Following such meeting, the Deputy Director shall respond in writing to the written complaint within fourteen (14) calendar days.

Section D - If the matter still remains unresolved, the employee and/or the Association may, within fourteen (14) calendar days of the Deputy Director's response, advance the matter to the Library Director. The Director shall meet with the employee and/or the Association within fourteen (14) calendar days in an effort to resolve the matter. Following such meeting, the Director shall respond in writing to the employee and/or the Association within fourteen (14) calendar days.

Section E - In the event the Library Director's decision is not acceptable, or if no decision is rendered, the Association may submit the grievance to advisory arbitration within thirty (30) calendar days. The Arbitrator shall be selected in accordance with the rules and procedures of the American Arbitration Association. The Arbitrator's fees and expenses shall be borne equally by the employer and the Association. The Arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement, and shall be limited to the interpretation and application of this Agreement in the award.

The Arbitrator's findings and award shall be reviewed by the Board of Trustees at its next regularly scheduled meeting following the receipt of said findings and

award. The Board of Trustees will issue its decision as to whether or not the award will be implemented to the President of the Association no later than five (5) days from the date of the meeting at which the findings and award were reviewed.

Section F - Timelines for grievances may be extended upon mutual written consent of both parties.

ARTICLE 12 - NEGOTIATIONS PROCEDURE

Section A - Provided that either party determines to bargain a successor agreement, beginning not later than March 15 of the year this Agreement expires, the Association and the Library agree to begin negotiations of a successor agreement.

Section B - This Agreement may not be modified in whole or in part by the parties except by an instrument in writing, duly executed by both parties.

Section C - The Library will not aid, promote or finance any group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Association. The Association and/or the employees shall not engage in nor encourage a strike against the Library during the life of this Agreement.

ARTICLE 13 - VACATION POLICY

Section A - All vacation ("Vacation Time") will be granted at the convenience of the Library with the approval of the employee's supervisor. Vacation Time is credited yearly on the anniversary date of hire (except for those employees whose vacation anniversary date was set in 1983). Up to fifty percent (50%) of Vacation Time which would become available on the employee's anniversary date can be borrowed during the first year at the discretion of the Director. Part-time employees' Vacation Time will be pro-rated.

Schedule of Vacation Time:

YEAR	ACCRUE	AVAILABLE
During year one:	10	*Employee may borrow up to fifty percent (50%) from year two at the discretion of the supervisor.

Beginning year two through the end of year five:	10	10
Beginning year six:	15	10
Beginning year seven through end of year eleven:	15	15
Beginning year twelve:	20	15
Beginning year thirteen and thereafter:	20	20

Vacation Time must be taken by the end of the year following the year in which it is earned. Three (3) days of Vacation Time may be carried over past the anniversary date of hire.

Section B – Donated Time

The Library permits Support Staff to donate paid time off available under Article 13 of this Agreement, not to exceed three (3) days, to other Support Staff if the Support Staff-donee has exhausted their available paid time off under Article 13.

The Support Staff-donee:

1. Must submit a written request to the Director within no less than fourteen (14) days of the requested days off, outlining the requested days off, the purpose of the request, and the Support Staff-Donor; and
2. Must receive written approval from the Director.

The Director has the sole discretion to approve or deny requests based on the Library's scheduling needs. Documentation may be required to validate the reason provided for the use of donated time.

All appropriate documentation must be completed and turned in to the Director prior to requesting time off for the donated time.

Time donated and received under this Section B does not preclude the Library from enforcing its rights under Article 17 of this Agreement. Support Staff may not receive more than three (3) donated days in a rolling twelve (12) month period.

ARTICLE 14 - HOLIDAYS

Section A - The following days shall be paid holidays for bargaining unit members:

-New Year's Day
-Martin Luther King Day
-Presidents' Day
-Memorial Day
-Independence Day
-Labor Day
-Thanksgiving Day
-Day After Thanksgiving
-Christmas Eve
-Christmas Day
-New Year's Eve

In addition, employees will have three (3) floating holidays, taken with prior approval of their immediate supervisor.

Section B - Holiday pay is forfeited if an employee calls in sick on the employee's scheduled work day before or after a holiday without providing notice as required under Article 9 Section C, unless the employee provides a doctor's note excusing the employee from work on those days.

ARTICLE 15 - SENIORITY

Support personnel will accumulate one year of service to the Library for every calendar year worked regardless of full or part time status. Employees on unpaid leave exceeding twelve (12) weeks, or are on Long Term Disability whose employment status is inactive will lose that period of time toward seniority unless the Library chooses to grant this time. The Library will maintain and share a Seniority list with the Association.

Upon ten (10) years of seniority, and through year nineteen (19) employees will earn a longevity bonus of $1,000 to be paid during the first full pay period of December. Eligible employees must be employed at the time of the bonus payment in order to receive it.

Upon twenty (20) years of seniority and beyond employees will earn a longevity bonus of $1,500 to be paid during the first full pay period of December. Eligible employees must be employed at the time of the bonus payment in order to receive it.

ARTICLE 16 - COMPENSATION (See Appendix A.)

ARTICLE 17 – PROGRESSIVE DISCIPLINE

All employees are expected to comply with the Library's standards of performance and behavior and that any noncompliance with these standards must be remedied.

Under normal circumstances, the Library endorses a procedure of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. Disciplinary action may be required under the following circumstances:

1. Abuse of Sick Time or other leaves;
2. Consistent tardiness;
3. Deficiencies in performance;
4. Violation of terms of employment;
5. Unauthorized absence from work;
6. Insubordination;
7. Breaches of acceptable conduct;
8. Violation of any Library policy.

The normal application of progressive discipline should be:

1. If an employee is not meeting Library standards of performance or behavior following coaching by the employee's supervisor and/or a member of the HR Benefits Team, the employee's supervisor and/or a member of the HR Benefits Team should take the following action:

a. Meet with the employee to identify and discuss the performance problem. A union representative may be present if employee wishes;
b. Inform the employee of the nature of the problem and the action necessary to correct it;
c. Prepare a memorandum stating possible solutions to remedy the problem and consequences of continued lack of improvement. The written statement will be provided to the employee for signature and placed in the employee's personnel file.

2. If there is a second occurrence, the Director may take any or all of the following actions:

a. Meet with the employee to identify and discuss the performance problem. A union representative may be present if employee wishes;
b. Prepare a written reprimand describing the first and second incidents and summarizing the action taken;
c. Issue the written reprimand to the employee. The reprimand will be provided to the employee for signature and placed in the employee's personnel file.
d. Suspend the employee without pay for a set period of time or take other disciplinary measures.

3. If there are additional occurrences, the Director may take any or all of the following actions:

a. Meet with the employee to identify and discuss the performance problem. A union representative may be present if employee wishes;
b. Prepare a reprimand describing the occurrence and summarizing the action taken. The report will be provided to the employee for signature and placed in the employee's personnel file;
c. Terminate employment.

The progressive discipline procedures described above may be applied to any employee who is experiencing a series of unrelated problems involving job performance and/or behavior. In cases involving serious misconduct, such as major breach of policy or violation of law, the procedures described above may be disregarded. The Director should suspend the employee immediately and, if appropriate, terminate the employee's employment.

ARTICLE 17 - DURATION OF AGREEMENT

This Agreement is the complete agreement between the parties and replaces in every respect any other Agreement between the parties. This Agreement shall become effective on July 1, 2025 and will remain in effect through June 30, 2028.

WILLARD PUBLIC LIBRARY

Matt Willis
Willard Library Director

Michelle Herzing
Willard Library Board President

WILLARD PUBLIC LIBRARY
SUPPORT PERSONNEL ASSOC.

MEA UniServ Director

Wanda R. Graves
Willard Library Association President

SUPPORT PERSONNEL
Appendix A

1. Insurance

Medical Benefits

The Association acknowledges that while the Library is a member of the Area Purchasing Agreement (APA), MESSA has been designated as the health insurance carrier. Open enrollment for health insurance provided through the APA is dictated by the terms of the plan.

The APA has been designated MESSA as the health insurance plan for its members, including the Library. Benefits under the MESSA plan are described in the MESSA Summary Plan Description.

It is understood that the APA may make changes to the MESSA plans offered starting January 1 of each subsequent year.

For Full Time members who elect MESSA, the Library will provide the following for a 12-month period beginning January 1 for each Full-Time member and the member's family. The Library shall pay 80% of the total cost of the MESSA health premium. Each employee electing MESSA will pay 20% of the employee's annual health premium for the coverage selected.

For Part Time members who elect MESSA, the Library will provide the following of a 12-month period beginning January 1 for each Part Time member and Part Time member's family. The Library shall pay 80% of the total cost of the MESSA health insurance premium adjusted for the Part Time member's FTE equivalence and the Part Time member will pay the remainder of the premium for the coverage selected. For the purpose of clarity, if an employee who is regularly scheduled to work less than full time will pay an amount equal to the full health insurance premium cost times their FTE pro-ration, plus 20% of the premium cost (e.g., if the full premium is $22,000, a 0.5 FTE would pay (($22,000 health premium x 20% employee responsibility = $4,400) + ($22,000 health premium x 0.5 FTE = $11,000) = $15,400)).

For newly hired Full Time members and Part Time members, health insurance coverage will become available immediately upon their date of hire. For Full or Part Time members who terminate their employment with the Library, Library-

paid health insurance coverage will terminate on the last day of the month which includes the member's date of termination.

Ancillary Benefits

All Full Time and Part Time members will receive the following Ancillary Benefits provided paid 100% by the Library through MESSA listed below, except Group Life which is only available to Full Time employees.

Vision:	VSP3G Plus 200CL
Dental:	Delta Dental 80/80/80 - $1,000 Annual Maximum Orthodontics 80% - $1,500 Lifetime Maximum
Negotiated Life, AD&D:	$25,000
Group Life:	$25,000 The policy doubles in case of accidental death, and triples in case of death with a commercial carrier.
Long Term Disability (LTD):	66 2/3rds Pay with $5,000 Maximum. Waiting Period: 90 Calendar Days with Modified Fill.

2. Retirement

The Library agrees to pay the employer's contribution to the Michigan Public School Employees Retirement System for all bargaining unit members hired before March 1, 1994; and to the Municipal Employees Retirement Fund for all employees hired after March 1, 1994. MERS employees are in a plan with 1.7% FAC.

3. Tax Deferred Annuities

The Library sponsors an employee contribution MERS457 Plan.

4. Support Staff

The Support Personnel Association has agreed to have up to twenty (20) hours of Support Staff as 'hourly personnel.'

5. Salary

The following Pay Scale will take effect the first day of July after ratification of the contract by both the Library and the Association.[1] This pay scale will remain in effect through the 2027-2028 fiscal year.

2025	
STEP	**SALARY**
1	$ 17.00
2	$ 17.85
3	$ 18.60
4	$ 19.55
5	$ 20.45
6	$ 21.35
7	$ 22.25
8	$ 23.20
9	$ 24.25
10	$ 25.00
11	$ 26.00
12	$ 26.55
13	$ 26.85

[1] Support Staff retain their current step number beginning July 1, 2025.

Appendix B

Willard Public Library – Support Personnel
Grievance Form

Grievance No.: _____

Union: _____

Member Name: _____ Job Title: _____ Date: _____

Department: _____ Supervisor: _____

When did Grievance occur (date): _____ Time: _____

Date of Section A discussion: _____

Contract Provision Violated: _____

Nature of Complaint: _____

_____

_____

_____

Remedy Requested: _____

_____

Signature: _____ Date: _____

Disposition of Supervisor: _____

_____

_____

_____

Supervisor Signature: _____ Date: _____

NOTES