



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

MONDAY, DECEMBER 13, 2010

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #10A**
4. Approval of Minutes dated November 23, 2010 (previously distributed)
5. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
6. Reconfirmation of Vacancies (mailed)
7. Current Lay-Off List (mailed)
8. Approval to Grant CSA Director the Authority to Reclassify Budgeted Teacher Positions (mailed)
9. Amendment to Section 4 of Macomb County Employees Retirement System Ordinance (mailed)
10. Executive Session to Discuss Labor Negotiations
- 10a. Ratification of One-Year Labor Agreement with the Technical, Professional and Officeworkers Association of Michigan-Circuit Court Officers and Professionals Association (attached)
11. New Business
12. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
13. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
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Irene M. Kepler - District 21
Frank Accavitti Jr. - District 22

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Approve the reconfirmation of the following vacancies

INTRODUCED BY: Commissioner Robert Mijac, Chairman

Personnel Committee

CLASSIFICATION

DEPARTMENT

One Account Clerk IV (Marion Benedetti)

Finance – Purchasing

Reason for Vacancy: Retirement
Date Position Vacant: 12-10-10
Justification: 100% County Funded
Not Subject to 5% Salary Reduction Rule
County Vehicle Assigned: No
Exit Interview Completed: Pending

One Buyer (Deborah Mack)

Finance - Purchasing

Reason for Vacancy: Retirement
Date Position Vacant: 01-03-11
Justification: 100% County Funded
Not Subject to 5% Salary Reduction Rule
County Vehicle Assigned: No
Exit Interview Completed: Pending

COMMITTEE/MEETING DATE

Personnel 12-13-10



FINANCE DEPARTMENT
Purchasing Division

10 N. Main St., 13th Floor
Mount Clemens, Michigan 48043
586-469-5255 FAX 586-469-6612
macombcountymi.gov/purchasing

RECEIVED
DEC 2 3 2010

Gilbert J. Chang
Finance Director

Polly A. Helzer
Purchasing Manager

Tim Corcoran
Asst. Purchasing Manager

Date: December 2, 2010
To: Douglas Fouty, Program Director/Personnel Services
Subject: **Reconfirmation to Post Vacant Position**

Approval is requested from the Board of Commissioners to fill the full-time position of Account Clerk IV that is being vacated due to retirement.

I am requesting that any position that becomes vacant be immediately reconfirmed and authorized to be filled because our department is severely understaffed, we will not have sufficient staff to operate.

I am requesting that this position be filled as soon as the retirement becomes effective this month. This Account Clerk position processes Purchase Orders. If this position is not filled, departments may not have their necessary commodities and services ordered in a timely manner.

Please contact my office if you need any more information or if there will be a delay in posting.

Sincerely,

Polly A. Helzer
Purchasing Manager

PAH/ds

cc: Gilbert J. Chang, Finance Director

MACOMB COUNTY BOARD OF COMMISSIONERS

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Sergeant-At-Arms

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Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Purchasing Manager	1
Same Classification Within Department or Program	Account Clerk IV	2
Other Classifications Reporting to this Immediate Supervisor	Asst. Purchasing Manager Buyers (2) Secretary	4
Classifications Directly Supervised by this Classification (if applicable)		

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

This classification organizes outstanding Purchase Orders and processes files. Process payroll and Mailroom reports to distribute to Human Resources and Finance.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

This classification creates Purchase Orders received from buyers, faxes, files, and follows up on proofs for printed materials.
This classification also receives postage reports but needs to meet with the Mailroom to correct any questionable figures.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Requisition / create Purchase Order / fax	50		
2	Payroll	20		
3	Reports / postage / monthly for all departments	15		
4	Follow-up changes in IFAS changes / invoice prices	5		
5	File maintenance vendor copies of Purchase Orders	5		
6	Follow-up of Proofs for imprinted material	5		
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

The Account Clerk's have processed approximately 3,900 Purchase Orders along with all back up for a three-year period.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Contacting various departments to check on shipping dates and contact person to be applied to Purchase Orders. Contacting Warehouse Supervisor and Mailroom Supervisor for payroll and mailroom information.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Only one other Account Clerk for four buyers.	The Purchase Order process will be drastically
If one is gone & other sick, orders will	reduced. Departments depend on the Purchasing
drastically be reduced.	Department to order commodities in a timely
	fashion to be able to function.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Buyer	Processing Purchase Orders	daily
Payroll	All Purchasing Dept. employees	daily
Mailroom staff	Postage reports	as needed
Other Departments	Questions on typing POs	

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

This position requires the ability to multitask. Receiving documentation from buyers to create Purchase Orders. Processing daily information from Warehouse / Mailroom to create their respective reports. Knowledge of IFAS accounting system, payroll system. Knowledge of departments & contacts.



FINANCE DEPARTMENT

Purchasing Division

10 N. Main St., 13th Floor
Mount Clemens, Michigan 4804
586-469-5255 FAX 586-469-6611
macombcountymi.gov/purchasing

RECEIVED
DEC - 3 2010

Gilbert J. Chang
Finance Director

Polly A. Helzer
Purchasing Manager

Tim Corcoran
Asst. Purchasing Manager

Date: December 2, 2010
To: Douglas Fouty, Program Director/Personnel Services
Subject: **Reconfirmation to Post Vacant Position**

Approval is requested from the Board of Commissioners to fill the full-time position of Buyer that is being vacated due to retirement.

I am requesting that any position that becomes vacant be immediately reconfirmed and authorized to be filled because our department is severely understaffed, we will not have sufficient staff to operate.

I am requesting that this position be filled as soon as the retirement becomes effective this month. This Buyer position assists departments in purchasing goods and services at the most economical price, in the bid process as well as daily Purchase Orders.

Please contact my office if you need any more information or if there will be a delay in posting.

Sincerely,

Polly A. Helzer
Purchasing Manager

PAH/ds

cc: Gilbert J. Chang, Finance Director

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Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Purchasing Manager	1
Same Classification Within Department or Program		
Other Classifications Reporting to this Immediate Supervisor	All personnel in the Purchasing Department	
Classifications Directly Supervised by this Classification (if applicable)	Mailroom Personnel	3

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The classification provides work direction to the secretary, for the processing of Bids, and to the Account Clerks for the processing of all Purchase Orders.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

This Classification receives requests from County Departments in the acquisition of all products, and services which are needed.
 This classification has considerable interaction with requesting departments on securing the best product or service needed, at the best price.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Supervise Mailroom Staff	20%		
2	Prepare & Process requisitions from all Department	40%		
3	Research the request to select the vendor	6%		
4	Assist in problem solving	10%		
5	Prepare competitive bids	10%		
6	Assist Purchasing Manager on cost savings measures	5%		
7	Process Maintenance Agreements	5%		
8	Work with 24/7 Departments on emergency purchases	4%		

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

--

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Classification maintains daily contact with Departments & vendors, on Purchase Orders.
 Responsible for processing Bid Requirements.
 Supervise Mailroom Staff

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
All County Department request, are split between	Productivity will slow down.
4 Buyers. With one gone, the other Buyers will	Especially with the processing of Bids and
have to pick up those Departments requests.	Purchase Orders.
Slowing down the processing of daily requests	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

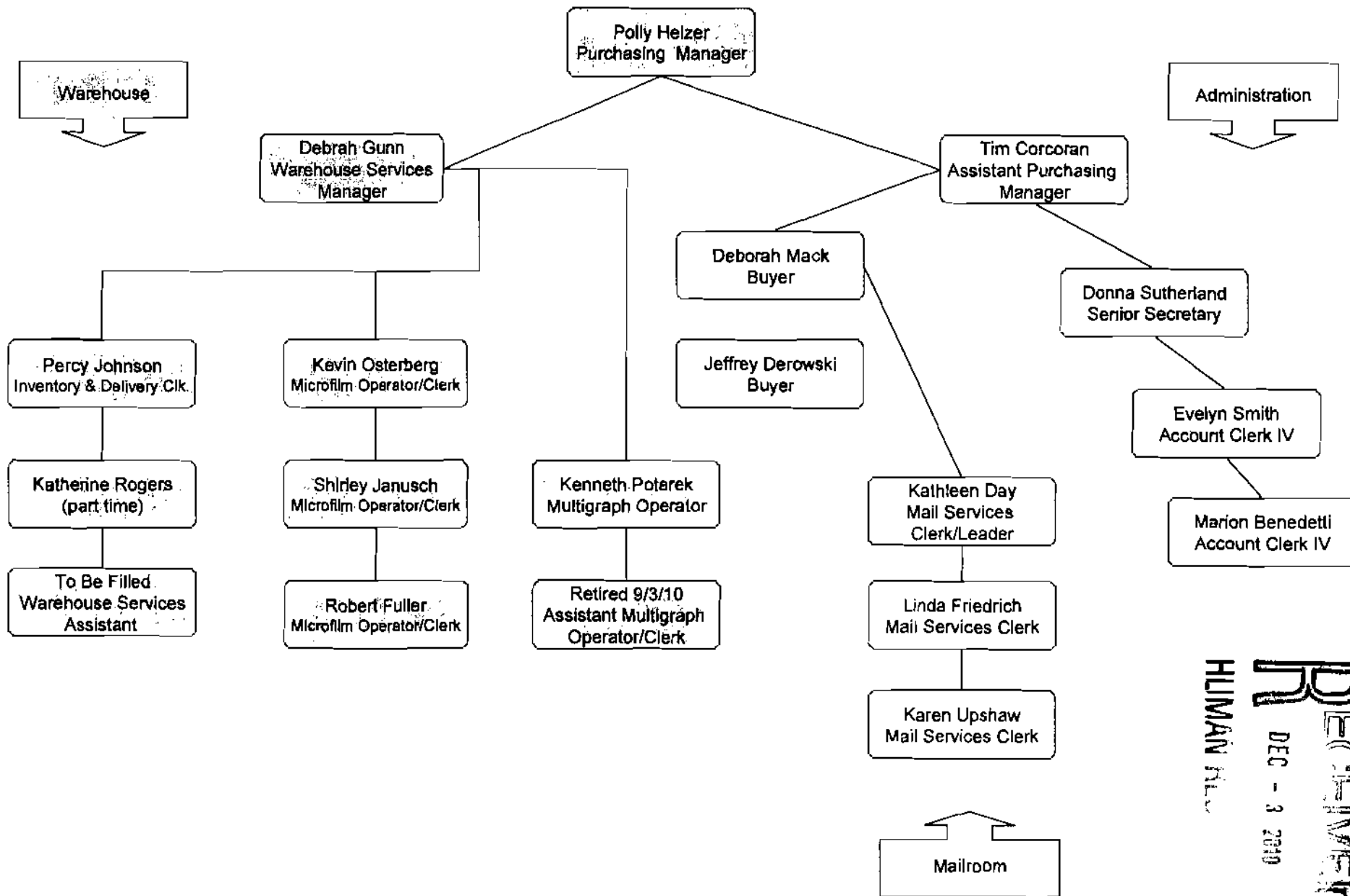
Position/Department	Nature of Contact	Frequency
Sheriff's Department	Purchase most of the normal supplies	Daily as needed

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

This position requires the ability to deal with Various Department Heads, Vendors, and Supervisors. Oversee the Mailroom staff, and the Daily Routes. Choose the proper equipment for Mail processing. Must have knowledge of the IFAS System. This Position requires the ability to personalize the requests to ensure smooth Processing.

Macomb County Purchasing



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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Receive and File Layoff List

INTRODUCED BY: Commissioner Robert Mijac, Chairperson

Personnel Committee

COMMITTEE/MEETING DATE

Personnel 12-13-10

Current Laid-off Macomb County Employees as of December 13, 2010

FULL-TIME

<u>Union</u>	<u>Classification</u>	<u>Department</u>	<u>Date of layoff</u>
Non-union	Director-Public Affairs	Public Affairs	9/2/2009
AFSCME Local 411	Educator II	MSU Extension	10/8/2009
AFSCME Local 411	Typist Clerk III	County Clerk-Register of Deeds	11/3/2009
AFSCME Local 411	Housekeeper I	Facilities & Operations	11/3/2009
AFSCME Local 411	Telephone Operator	Sheriff	10/6/2009
AFSCME Local 411	Microfilm Op. Clerk	Purchasing	11/3/2009
AFSCME Local 411	Housekeeper I	Facilities & Operations	1/5/2010
AFSCME Local 411	Account Clerk II	Human Resources	1/5/2010
AFSCME Local 411	Housekeeper I	Facilities & Operations	1/5/2010
UAW 889-Spec Offices	Administrative Assistant	Library	1/5/2010
UAW 889-Spec Offices	Paralegal	Probate Court	1/5/2010
UAW 412-IT	Database Admin.	IT	11/3/2009
UAW 412-IT	Client Support Technician	IT	11/3/2009
UAW 412-IT	Client Support Analyst	IT	11/3/2009
UAW 412-Supervisors	Director-Board Services	Board of Commissioners	9/2/2009

PART-TIME

<u>Union</u>	<u>Classification</u>	<u>Department</u>	<u>Date of layoff</u>
Non-union	Asst. Probation Officer	Circuit Court-Probation	1/5/2010
Non-union	Account Clerk II	Facilities & Operations	1/5/2010
Non-union	Program Assessor	Health	2/27/2010
Non-union	Program Assessor	Health	2/27/2010
Non-union	Asst. Probation Officer	Circuit Court-Probation	4/28/2010
Non-union	Asst. Probation Officer	Circuit Court-Probation	5/1/2010
AFSCME Local 411	Educator	MSU Extension	10/1/2009
AFSCME Local 411	Educator	MSU Extension	10/5/2009
AFSCME Local 411	Typist Clerk II	Library	1/3/2009
UAW Local 889	Librarian	Library	12/31/2008
UAW Local 889	Librarian	Library	1/3/2009

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend approval to grant the MCCSA Director the authority to
_____ reclassify any budgeted Teacher position in any established category
_____ consistent with conditions within the Collective Bargaining Agreement and
_____ budgetary guidelines

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel _____ 12-13-10 _____



HUMAN RESOURCES DEPARTMENT


10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

December 3, 2010

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee & Committee Members

FROM: Douglas J. Fouty  Program Director-Personnel Services
Human Resources

RE: Recommend approval to grant the MCCSA Director the authority to reclassify any budgeted Teacher position in any established category consistent with conditions within the Collective Bargaining Agreement and budgetary guidelines

In the MCCSA Head Start Program, there are identified the classifications of Teacher I, II and III. Within each classification, there are three categories of Teacher; Traditional Teacher (30 hours per week), Stacked Teacher (37.5 hours per week) and Full-day Teacher (37.5 hours per week but paid at a higher rate).

Since MCCSA cannot plan effectively from year to year the teacher category needed to meet the program requirements, the recommendation is for the Board of Commissioners to approve the authority of the MCCSA Director to fill a budgeted Teacher position at any established classification and/or category consistent with the terms and conditions within the Collective Bargaining Agreement and within the budgetary guidelines of the Head Start Program.

The Head Start Program is 100% grant funded.

DJF/mb
Attachment

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzj - District 1
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Jeffery S. Sprys - District 26



COMMUNITY SERVICES AGENCY



21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
586-469-6999 Fax 586-469-5530
macombcountymi.gov/mccsa

NOV 19 2010

HUMAN RESOURCES

Frank T. Taylor
Director

November 18, 2010

TO: Doug Fouty, Director-Personnel Services
Macomb County Human Resources

FR: Frank Taylor, Director *FT*
Macomb County Community Services Agency

RE: Request County Board of Commissioners Authority and Discretion To
Fill Teacher Positions in the Head Start Program

Background

Currently, in our approved budget, we have three (3) Head Start teacher classifications with various slots within the classification. They are as follows:

- Teacher III's 1;
- Teacher II's 15; and
- Teacher I's 12

Teachers are promoted from classification I to II to III based upon degree attainment. The terms and conditions regarding this process is outlined in the Labor Agreement.

Recommendation

Since we cannot plan effectively from year to year the number of slots within these classifications, we are requesting Board of Commissioners approval that would give the MCCSA Director the authority and discretion to fill a Teacher position in the Head Start program at any established category consistent with the terms and conditions within the Labor Agreement and within the budgetary guidelines of the Head Start Program.

Your support and cooperation in this matter is appreciated.

MACOMB COUNTY BOARD OF COMMISSIONERS

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RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: AMEND SECTION 4 OF THE MACOMB COUNTY EMPLOYEES RETIREMENT SYSTEM ORDINANCE

INTRODUCED BY: CHAIRPERSON ROBERT MIJAC, PERSONNEL COMMITTEE

Section 4 of the Macomb County Employees Retirement System Ordinance sets forth the membership of that Commission which consists of seven voting members. They are: 1) the Chairperson of the Board of Commissioners or his/her designee; 2) the Chairperson of the Budget Committee; 3) the Chairperson of the Finance Committee; 4) the Chairperson of the County Road Commission or his/her designee; and 4) three elected County employees.

Article IX Section 9.2 of the County Charter, which goes into effect on January 1, 2011, changes the membership of the Commission.

Section 9.2 provides that the Retirement Commission membership shall consist of 1) the Executive or designee; 2) the County Treasurer or designee; 3) the Chairperson of the Board of Commissioners, or designee; and 4) the director of the department responsible for the functions formally performed by the County Road Commission. The three other members of the Commission shall consist of the employees so elected. The Charter also provides that a non-voting member shall be elected by retired County employees.

Thus, in order to have the Retirement Ordinance conformed to the County Charter, the changes as designated in the attached document must be made.

COMMITTEE/MEETING DATE

PERSONNEL – 12/13/10

RETIREMENT COMMISSION MEMBERS

Section 4. The Retirement Commission shall consist of seven commissioners, as follows:

- (a) The County Executive or his/her designee.
- (b) The County Treasurer or his/her designee.
- (c) The chairperson of the Board of Commissioners or his/her Board of Commissioners' designee.
- (d) The director of the department responsible for the functions formally performed by the County Road Commission.
- (e) Three active employees of the Retirement System elected by active employees. The election of the members pursuant to this subsection shall be conducted in the manner provided by the rules and regulations adopted by the Retirement Commission to govern such elections.
- (f) One additional non-voting member shall be elected by retired County employees in the manner provided by the rules and regulations adopted by the Retirement Commission.

RETIREMENT COMMISSION MEMBERS

Section 4. The Retirement Commission shall consist of seven commissioners, as follows:

- (a) The County Executive or his/her designee
- (b) The County Treasurer or his/her designee
- (c) The chairperson of the Board of Commissioners or his/her Board of Commissioners' designee.
- (d) The director of the department responsible for the functions formally performed by the County Road Commission.
- (e) Three active employees of the Retirement System, elected by active employees. The election of the members pursuant to this subsection shall be conducted in the manner provided by the rules and regulations adopted by the Retirement Commission to govern such elections.
- (f) One additional non-voting member shall be elected by retired County employees in the manner provided by the rules and regulations adopted by the Retirement Commission.

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Deleted: (b) The chairperson of the Budget Committee of the Board of Commissioners.

Deleted: (c) The chairperson of the Finance Committee of the Board of Commissioners.

Deleted: (d) The chairperson of the County Road Commission or his/her Road Commissioner designee.

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a one (1) year Labor Agreement with the Technical, Professional and Officeworkers Association of Michigan (TPOAM) – Circuit Court Officers and Professionals Association from January 1, 2011 to December 31, 2011 (Actual tentative agreements are available for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The TPOAM represents approximately 55 positions in the Family Court-Juvenile, Friend of the Court, Juvenile Justice Center, Probate Court and Prosecuting Attorney.

The Parties began negotiations in October 2010. The Employer and the Union bargaining team reached a tentative settlement on October 27, 2010. The Union membership ratified this settlement on December 7, 2010.

It is now recommended that the Board of Commissioners also ratify the Agreement.

- 1. Duration: One (1) year (January 1, 2011 to December 31, 2011)
- 2. Wages: 0%
- 3. Dock Days

The County and the Union agree for the calendar year 2011, each employee and DROP participant shall be furloughed/docked six (6) working days without pay. The Parties agree the County will shut down operations for six (6) furlough/dock days as follows: Friday, February 18, 2011, Friday, May 27, 2011, Friday, July 1, 2011, Friday, September 2, 2011, Wednesday, November 23, 2011 and Tuesday, December 27, 2011.

COMMITTEE/MEETING DATE

Personnel 12-13-10

The Employer reserves the right to implement the following Alternative Plan as a substitute to the paragraph above. This Plan consists of six (6) furlough/dock days for the calendar year 2011; two (2) furlough/dock days to be utilized on President's Day, 2011 and the Day after Thanksgiving, 2011. The remaining four (4) furlough/dock days shall be requested and scheduled by the employee (in full day or half day increments) and will have Department Head approval. If an employee fails to take or schedule the remaining four (4) furlough/dock days by September 1, 2011, the balance of furlough/dock days will be scheduled and taken at the Employer's discretion prior to December 30, 2011. The Employer's decision to implement this Alternative Plan shall be made by December 1, 2010.

Furlough/dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the furlough/dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

If an employee is scheduled to work or scheduled off on an Employer designated furlough/dock day, the employee, with Department Head approval, must take the furlough/dock day within 30 calendar days of the designated furlough/dock day, in no event later than December 30, 2011.

This letter of Agreement will expire on December 31, 2011.

4. Longevity

The County and the Union agree to suspend Longevity payments for all eligible employees and DROP participants for the year 2011.

This Letter of Agreement will expire on December 31, 2011.

5. The Parties agree that the following Letters of Agreement shall be terminated:

Letter of Agreement Re: Family Continuation Rider
Letter of Agreement Re: No Layoffs Before July 1, 2009 and Pay for Laid Off Employee Benefits
Letter of Agreement Re: RFP for Medical, Dental and Optical Insurance

6. During the course of negotiations, the Parties also reached agreement on various language changes.