

Enclosed is your City of Alpena Employment Application which you requested. To aid you in completing this process, a checklist is shown below. Two copies are provided for you – one to keep for your records, and one to be stapled to the front of your application to be mailed back. Your application for employment must be completely filled out. Check it carefully prior to returning. Thank you.

(Name) please print

Enclosed are: (√)

- ____ Proof of Education (**copy of unofficial college transcript required**)
 - ____ Proof of Licensure and Certifications
 - ____ Resume
 - ____ Salary History
 - ____ Military Form DD214 (if applicable)
-

(Name) please print

Enclosed are: (√)

- ____ Proof of Education (**copy of unofficial college transcript required**)
- ____ Proof of Licensure and Certifications
- ____ Resume
- ____ Salary History
- ____ Military Form DD214 (if applicable)

CITY OF ALPENA

CAREER OPPORTUNITY

FIRE CHIEF



Fire Chief Position for the City of Alpena, MI, population 11,304. Under the supervision of City Manager, oversees the administration of the City's Fire Department and ALS emergency and non-emergency ambulance transport services within Alpena County. Directs, plans, and coordinates the activity of the Fire Department through subordinates in accordance with statutes, charters, and ordinances of the City of Alpena. Develops department policies, procedures, goals, and objectives; budgeting, personnel management and administration; purchasing; scheduling of equipment maintenance; and coordination and utilization of the Fire Department personnel. Coordinates activities with other local departments and governmental agencies.

Associate's Degree required, Associate's Degree or Bachelor's Degree in Fire Science preferred. Fire Fighter I and II, Fire Officer I and II, State of Michigan EMT required. Staff and Command School and AEMT license preferred. A minimum of ten years' of progressively more responsible experience in related field(s), including a minimum of five years' experience in a supervisory capacity is required. Must possess strong customer service skills to maintain good working relationships with departmental employees, citizens, community groups, City Department Heads, City employees, City Council members, Medical Control director, and other community partners. Starting Salary effective \$49,736 to 69,631. Excellent fringe benefits. City employment application required. Resume, salary history, and proof of meeting educational criteria MUST be submitted with City application in order to warrant further consideration. A valid Michigan driver's license and excellent driving record required. Application may be obtained at City Hall, 208 N. First Avenue, Alpena, MI 49707, phone (989) 354-1714; fax (989) 354-1709; or email kathyh@alpena.mi.us. Complete application packet can be downloaded at www.alpena.mi.us. Deadline for submitting application and other data is May 3, 2010; at 4 p.m. Anticipated appointment date is September 1, 2010. The City of Alpena is an Equal Opportunity Employer.

CITY OF ALPENA

JOB DESCRIPTION

Job Title: Fire Chief
FLSA: Exempt
Supervised By: City Manager
Supervises: Subordinate Fire Department Personnel

GENERAL SUMMARY

Under the general supervision of the City Manager, directs, plans, and coordinates the activities of the Fire Department, through subordinates, in accordance with statutes, ordinances, and stated procedures. Formulates departmental goals, maintains annual budgets, and has responsibility for contract negotiations and administration. Coordinates departmental activities with other City departments and takes an active role in public relations activities.

ESSENTIAL DUTIES

1. Responsible for the overall administration of the Fire Department. Directs the activities of Fire command personnel to accomplish ongoing management objectives.
2. Ensures regular work schedules, activities, department rules, regulations, policies, procedures, and the mission of the fire department are followed.
3. Prepares annual Ambulance and Fire Department budgets. Monitors expenditures throughout the fiscal year to maintain approved budget.
4. Determines and implements policies, regulations, operating procedures, and work methods for the Fire Department.
5. Oversees and coordinates ongoing training programs for all personnel including fire fighting, emergency medical services, and fire prevention.
6. Directs the maintenance of apparatus, equipment, and facility.
7. Responsible for all facets of labor relations including contract negotiation and administration and processing of grievances for the Fire Department.
8. Conducts investigations into departmental employee delinquency in performance of duties and violation of laws or regulations.

9. Plans and directs the department's safety program and ensures compliance with applicable state or federal mandates and department safety procedures.
10. Assures adequate ongoing attention to the development and maintenance of accurate records related to workload, resource utilization, and expenditures.
11. Responsible for a variety of personnel management activities including interviewing of job applicants, selection of employees, and evaluation and discipline of subordinate staff.
12. Prepares grant requests and administers grants.
13. Directs and maintains public relations related to Fire/Ambulance issues. Effectively responds to media, citizen, or community inquiries and information requests.
14. Coordinates departmental activities with those of other City departments. Maintains an effective working relationship with counterparts in local, state, regional, and national fire suppression and prevention organizations.
15. Functions as a member of the City Manager's administrative team, participating in key administrative decision-making.
16. Participates directly in emergency and fire suppression activities within the Incident Command System.
17. Attends conferences, workshops, seminars, and meetings to maintain and expand knowledge in management, supervision, fire suppression, and fire prevention.
18. Performs related duties as required.

ESSENTIAL QUALIFICATIONS

Associate's Degree required, Associate's Degree or Bachelor's Degree in Fire Science preferred. Fire Fighter I and II, Fire Officer I and II, State of Michigan EMT required. Staff and Command School and AEMT license preferred. A minimum of ten years' of progressively more responsible experience in related field(s), including a minimum of five years' experience in a supervisory capacity is required.

A valid Michigan driver's license and an excellent driving record.

KNOWLEDGE

Thorough knowledge of the principles, practices, and techniques of fire suppression and related safety issues.

Computer literacy required.

SKILLS

Skill in establishing and maintaining effective working relationships with City employees, the public, and other emergency services personnel.

ABILITIES

Ability to supervise the work of others.

EXPERIENCE

A minimum of ten years' progressively more responsible fire service experience is required, including a minimum of five years' experience in fire administration, supervision, and/or management. A minimum of five years' experience as an emergency medical technician is required. Experience with emergency transport operations is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk or stand and talk or hear. The employee frequently is required to sit. The employee is frequently required to use hands and fingers to handle, feel or grasp; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee occasionally is requested to climb or balance; and lift and/or move moderately weighted items. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The work environment contains a moderate level of noise.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



City of Alpena

APPLICATION FOR EMPLOYMENT

CITY HALL

208 NORTH FIRST AVENUE

ALPENA, MICHIGAN 49707-2885

Phone (989) 354-1700

Fax (989) 354-1709

www.alpena.mi.us

To the Applicant: We appreciate your interest in our City and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications.

We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran status, the presence of a medical condition or handicap, height, weight, or any other protected status.

PERSONAL

Name _____ Date of Application _____
(Last) (First) (Middle)

Address _____
(Number) (Street) (City) (State) (Zip Code)

Social Security No. _____ Telephone No. _____

Are you 18 years or older? Yes No Are you a U.S. citizen? Yes No

Are you authorized to work in the United States? Yes No

Have you been previously employed here? Yes No If yes, date(s) _____

Supervisor Name(s) _____

Have you filed an application before? Yes No If yes, date(s) _____

List any friends or relatives working here _____

What method of transportation will you use to come to work? _____

EMPLOYMENT DESIRED: Position(s) applied for _____

Kind of work sought: Full Time Part Time Other _____

If part-time, specify hours and days desired _____

Do you have any special training, skills, qualifications, or other experiences that relate to the position(s) applied for?

Salary desired _____ Date available to start work _____
(be as specific as possible)

Are you related to the Mayor, Council persons, City Manager, or their spouses? Yes No

If yes, explain relationship: _____

Employers must make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer.

Under Michigan law only, disabled employees and applicants may request an accommodation of their disability by notifying the City in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. This requirement does not apply to an individual's right under the Americans with Disabilities Act. Failure to properly notify the City may preclude any claim that the employer failed to accommodate the disabled individual.

EMPLOYMENT EXPERIENCE (List current or most recent job first)

1

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

2

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

3

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number with area code	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

4

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

5

Employer Name	Dates of Employment and Pay Scale	Work Performed
Street Address	From:	
City, State, Zip	To:	
Phone Number	Starting Hourly Rate/Salary	
Job Title	Final Hourly Rate/Salary	
Supervisor Name	Reason for Leaving	

E
D
U
C
A
T
I
O
N

	Name/Location	Years Completed	Diploma Degree	Course of Study
Elementary				
High School				
College				
Graduate				
Vocational/Training				

List any other educational training _____

REFERENCES: (Do not include relatives or former employers)

	NAME	ADDRESS (Street Address, City, State, Zip)	PHONE NUMBER	YEARS ACQUAINTED
1			()	
2			()	
3			()	

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes No

If yes, what branch? _____ Rank at discharge _____ Date of discharge _____

Are you in the reserves? Yes No If yes, date obligation ends _____

Special/technical training _____

ADDITIONAL INFORMATION

Have you been convicted of a crime? Yes No If yes, where, when, and nature of offense _____

Do you have a valid driver's license Yes No License No. _____ (Required) _____ (State)

List professional, trade, business, or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, handicap, marital or veteran status, height, weight, or age.

State any additional information that you feel may be helpful to us in considering your application. _____

Name, address, and telephone number of the person to be notified in the event of accident or emergency. _____

AUTHORIZATION AND UNDERSTANDING:

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my employment, education, criminal history, medical history (post-offer only), or credit history with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

I agree that either party may terminate the employment relationship, with or without cause, at any time, and I further agree that this arrangement may only be altered in writing directed to me personally and signed by the City Manager of Alpena. I agree that I shall be bound by the other rules, policies, regulations, and terms and conditions of employment of the City as they are from time to time changed, and no additional obligations can be imposed on the City except those which have been acknowledged in writing by the City Manager or his designated representatives. I hereby authorize the City to deduct from each and every period of my pay any amounts necessary to offset any damages caused by me or the value of property or money entrusted to me by, or owed by me to, the City during the course of my employment.

I agree that any action or suit against the City, its agents or employees, arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I further agree that if I should bring any non-statutory action or claim arising out of my employment against the City, in which the City prevails, I will pay to the City any and all such costs incurred by the City in defense of said claims or actions, including attorney fees. I further agree that my employment is conditional until such time as the results of my post-offer physical (if such physical is required) are known.

Signature

Date

**CITY OF ALPENA
Administrative Employee Benefits Summary**

FY 2009-2010

Annual Deferred Compensation Payment – Suspended in FY 2007-2008; reinstated in FY 2008-2009

Four percent (4%) of gross wages in prior calendar year paid in July (5.61% for police chief).

Deferred Compensation

Available to employee through AXA-Equitable and/or Nationwide Retirement Solutions (formerly PEBSCO).

Education Reimbursement

An employee desiring to take a job-related college course shall obtain the advance approval of his/her supervisor. If the Department Head approves, the employee will be reimbursed for tuition and the cost of required books if the employee passes the course with a grade of "C" or better. Additionally, a financial incentives program is in place which encourages employees to upgrade their skills. The program applies to college credit courses as approved by the City in advance. Such education shall be related to the employee's job position, and the employee shall pass the course with a grade of "C" or better to qualify for the financial incentive. The City will pay \$200 for each course passed up to a maximum of \$400 per fiscal year. The course must be for at least three credit hours.

Flexible Time Off

Occasional time off of four (4) hours or less, without using vacation time, will be allowed provided that the employee notifies the City Manager or Acting City Manager in advance. For short periods of time of approximately two (2) hours or less, simply notify the receptionist or another responsible person in your office. Occasional time off will be allowed provided the requesting employee worked part of the day in which time off is requested and the requested time off is not periodic in nature.

Time off of more than four (4) hours will be allowed, on a case by case basis by the City Manager, where an employee has worked an exceptional number of extra hours or exhausted his/her supply of vacation days or floating holidays, provided that the City Manager or Acting City Manager has approved the request in advance.

Funeral Leave

After the probation period, an employee will be permitted, upon properly notifying his or her supervisor, to be absent from work without loss of pay upon the occurrence of the death of a member of the employee's immediate family as follows:

- A. When death occurs in an employee's immediate family, i.e., spouse, parent, child, brother, sister, or parent of the employee's current spouse, the employee, upon request to the department supervisor, will be excused for up to three (3) normally scheduled working days (excluding an employee's regularly scheduled days off) immediately following the date of death, provided the employee attends the funeral.
- B. The employee may be excused for up to one (1) working day upon the death of the brother or sister of a current spouse, the spouse of a brother or sister, or the employee's paternal or maternal grandparents, provided the employee attends the funeral.

Holidays

New Year's Day, Good Friday, Memorial Day, Independence Day (July 4), Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. Four (4) floating holidays and one (1) birthday holiday after 1,000 regular work hours.

Health Benefits Through 12/31/09

Partial cost of Blue Cross/Blue Shield Community Blue PPO Plan 1 including a \$10.00 generic/ \$40.00 brand name prescription drug co-pay program, mail order prescription drug rider, vision rider, and hearing rider, will be paid for by the City. The doctor/chiropractic office call co-pays shall be \$15.00/\$15.00. Cost-sharing of premiums is in effect.

Active employees who are eligible for health insurance coverage provided by the City and who have an alternate source of health insurance may elect to not be covered. Employees may opt-out of the City's health insurance at any time. Payments will be prorated on a full-month basis for the opt-out and paid in June for each month the eligible employee chose not to be covered by the City-provided health insurance in the preceding fiscal year. Employees must notify the City Manager's office of their desire to opt-out in advance of BC/BS billing deadlines. The opt-out value is \$4,000.00 per year (\$333.33/month). The opt-out payments are not considered wages for retirement purposes.

Employees who opt-out of the health insurance coverage provided by the City may elect to opt-in to the City's health insurance coverage as follows:

1. Employees whose spouse is employed somewhere other than the City, the employee can opt-in at the annual open enrollment in May of each year or when they or their spouse lose their other health insurance coverage.
2. Employees whose spouse is employed by the City, the employee can switch their family health insurance coverage contracts only at the open enrollment in May of each year.
3. For employees who opt-out as an active employee, yet want to have health insurance as a retiree, they must opt-in at the annual open enrollment in May preceding their retirement date.

Effective July 1, 2003, any future increases in the cost of an employee's medical insurance shall be apportioned equally between the City and each affected employee, with a cap of \$60.00 per month deducted in equal installments in each pay period. Administrative employees can elect to reduce health care coverage to offset increases in employee premiums. The employee's most recent designation under the single, two person, or family classification shall be used as the basis of comparison of current cost to cost under the preceding year, irrespective of the employee's previous classification.

The City will pay the full cost of the present life insurance plan whereby employees are insured for \$25,000.00. Hourly administrative employees are insured for \$20,000.00. The City will pay the premiums for \$2,000.00 life insurance covering employees who retire.

Full cost of dental insurance will be paid by the City.

Health Benefits as of 1/01/2010

Partial cost of Blue Cross/Blue Shield Community Blue PPO Plan 2 including a \$10.00 generic/\$40.00 brand name prescription drug co-pay program with step therapy, mail order prescription drug rider, mammography rider, vision rider, and hearing rider, will be paid for by the City. The doctor/chiropractic office call co-pays shall be \$15.00/\$15.00. Cost-sharing of premiums is in effect.

Active employees who are eligible for health insurance coverage provided by the City and who have an alternate source of health insurance may elect to not be covered. Employees may opt-out of the City's health insurance at any time. Payments will be prorated on a full-month basis for the opt-out and paid in June for each month the eligible employee chose not to be covered by the City-provided health insurance in the preceding fiscal year. Employees must notify Jan Canode in the City Manager's office of their desire to opt-out in advance of BC/BS billing deadlines. The opt-out value is \$4,000.00 per year (\$333.33/month). The opt-out payments are not considered wages for retirement purposes.

Employees who opt-out of the health insurance coverage provided by the City may elect to opt-in to the City's health insurance coverage as follows:

1. Employees whose spouse is employed somewhere other than the City, the employee can opt-in at the annual open enrollment in May of each year or when they or their spouse lose their other health insurance coverage.
2. Employees whose spouse is employed by the City, the employee can switch their family health insurance coverage contracts only at the open enrollment in May of each year.
3. For employees who opt-out as an active employee, yet want to have health insurance as a retiree, they must opt-in at the annual open enrollment in May preceding their retirement date.

Effective July 1, 2003, any future increases in the cost of an employee's medical insurance shall be apportioned equally between the City and each affected employee, with a cap of \$60.00 per month deducted in equal installments in each pay period. Administrative employees can elect to reduce health care coverage to offset increases in employee premiums. The employee's most recent designation under the single, two person, or family classification shall be used as the basis of comparison of current cost to cost under the preceding year, irrespective of the employee's previous classification.

The City will pay the full cost of the present life insurance plan whereby employees are insured for \$25,000.00. The City will pay the premiums for \$2,000.00 life insurance covering employees who retire.

Full cost of dental insurance will be paid by the City.

Retiree Health Benefits for Employees Hired Prior to 7/1/09

1. To be eligible for City-paid health insurance at retirement, an employee must be:
 - a) vested in the City's retirement program at time of retirement;
 - b) currently enrolled in the City's health insurance plan; and
 - c) transfer from active employee status to retiree status.

If an employee does not transfer to a retiree suffix at retirement, City-provided health insurance will not be available at a later date.

2. Retirees will have the same health care insurance as active employees unless the retiree chooses lower coverage available through an existing retiree health insurance suffix. A retiree will have the option of permanently transferring to an existing suffix that has lower coverage during the annual open enrollment period.
3. If a retiree chooses to leave the City's group health care plan, they cannot come back into the City's group at a later date.
4. The City will pay for a percentage of a retiree's individual cost of health insurance based on years of service as follows:
 - a) Five (5) years of service through fourteen (14) years of service – 75%
 - b) Fifteen (15) or more years of service – 100%.

The City will pay the first 5% of any premium increase in each year after the employee retires. Any increase above 5% in the year will be paid by the retiree. However, when a retiree becomes eligible for Medicare (generally at age 65), the retiree is required to sign up for Medicare as their primary coverage. The amount paid by the City for Medicare Complementary Coverage will be readjusted to 75% or 100% of the premium (as described above). The 5% caps will then be applied to these new amounts.

A retiree is responsible for 100% of the cost of his/her Medicare premium.

5. The City pays an amount for the retiree's premium only; there is no City payment for dependent coverage.
6. If an employee's spouse does not transfer to a retiree suffix at the time of the employee's retirement (or chooses to cease coverage at a later date), the retiree's spouse can only come back into the City's group at the annual open enrollment period or for a qualifying event (as defined by the City's health care provider).
7. **OPT-OUT**
A retiree who chooses not to participate in the City's health care plan may elect to opt-out. They may choose to opt out:
 - a) during their active-employee status;
 - b) at time of retirement; or
 - c) during retirement period.

A retiree is eligible for the opt-out payment regardless of whether their coverage is regular or complementary under the City's health care plan.

The City will pay the same opt-out amount as active employees receive. The opt-out amount will be prorated on a full-month basis for the opt-out and paid in June for each month the eligible retiree chose not to be covered by the City-provided health insurance in the preceding contract year. The payment will be subject to federal, state, and social security taxes, if applicable.

To reiterate, if a retiree chooses to leave the City's group health care plan, he/she cannot come back into the City's group at a later date
8. Other administrative issues not covered under this policy shall be administered according to the City's health care provider's policies.

Retiree Health Benefits for Employees Hired On or After 7/1/09

Employees will not be afforded City-paid health care at retirement.

Direct Medical Reimbursement Plan The City has a self-insured direct medical reimbursement plan at \$600.00 total per calendar year per employee including dependents. Employees hired after January 1, 2000, must have at least three years of continuous employment to qualify.

AFLAC Program This program allows employees to purchase various types of insurance, i.e., cancer, hospital, disability, etc., on a before-tax basis through payroll deductions.

Employee Assistance Program (EAP) The City provides an EAP at no cost to employees. The EAP is designed to help employees and family members deal with personal problems and concerns.

Exercise Room An exercise room (located at the public safety facility) is available to all City employees and their immediate household.

Long-Term Disability The City provides insurance through Mutual of Omaha. Coverage would start three months after disability begins or after disability sick leave is exhausted.

Sick Leave 120 days. If sick days are used, an employee must work six full months without using a sick day to bring the balance back to 120 days. For employees hired on or after May 19, 2003, the number of sick days is 75.

Travel Insurance The full cost of a CNA Travel Accident Insurance Policy will be paid by the City.

Jury Duty

After the probation period, it is agreed that the City shall share in any wage loss incurred by an employee because of jury service. The City shall pay the difference between the amount received for such jury services on the day such employee would have been regularly scheduled to work at his or her regular rate of pay.

Leave of Absence

Regular, full-time employees with five (5) years or more of seniority may, upon written request as approved by the City Manager, be granted a leave of absence without pay and without City-paid benefits of not more than thirty (30) consecutive days. An employee absent on such leave who engages in other employment or who fails to report for work on or before the expiration of the leave, will be considered as having quit. Such leave shall not be granted until exhaustion of the employee's available vacation and floating holiday leave, if any.

Longevity Paid in November and May.

Upon completion of 8 consecutive years of service.....2% of base pay.

Upon completion of 15 years of service.....additional 2% of base pay (totaling 4%).

Upon completion of 20 consecutive years of service.....additional 2% of base pay (totaling 6%).

Employees hired on or after July 1, 2004, are not eligible for longevity pay.

Merit Pay Plan

All employees not covered by a collective bargaining agreement are "merit" employees. A pay grade and classification system is in place. City council has, to date, periodically adjusted the pay plan with an annual, cost-of-living adjustment (COLA) to keep wages competitive. Neither merit nor COLA increases are guaranteed.

Direct Deposit of Payroll Wages

Direct deposit of payroll wages is required for all employees effective September 1, 2004.

Mileage Reimbursement

The City Manager and City Clerk will set the mileage reimbursement rate considering both budgetary constraints as well as the IRS rate.

City Vehicles

Some administrative employees who are provided a City vehicle for business use are also allowed to use the vehicle for commuting. Employees can only use said City vehicle for commuting if, and only if, the employee lives within the City limits except for employees approved in advance by the City Manager for public safety purposes.

Military Leave

Regular, full-time employees shall be eligible for unpaid Military Leave in accordance with state and federal laws, and in the same manner as represented employees.

Residency Requirement

Administrative and non-union employees shall reside within twenty (20) miles from the nearest City limits per Michigan Public Act No. 212 of 1999.

Retirement Pension for Employees Hired Prior to 7/1/09

Employee contribution: General and Police Chief 1% of gross earnings; Fire Chief 2% of gross earnings. General Eligibility - Age 60 with 5 years of service or age 55 with 15 years of service. Police Chief and Fire Chief Eligibility – These members shall be separated from City employment the first day of the calendar month next following the month in which these members attain the age of 60 years. Thereafter, the City shall grant extensions of service for these members beyond the mandatory age for indefinite periods not to exceed two years, if these members pass a medical examination based on the essential duties, physical demands, and work environment section of their job descriptions. In no case shall these members continue in the

employment with the City beyond the age of 70 years.

Pension Multipliers as follows:

The present retirement system for the General Members shall continue and effective July 1, 2003, the City shall compute the pensions payable upon retirement at 2.25% times the number of years, and fraction of a year, of his/her credited service earned prior to July 1, 2003, plus 2.5% times the number of years, and fraction of a year, of his/her credited service earned after July 1, 2003, times the final average compensation. Compensation for retirement purposes shall not include overtime pay of non-union hourly employees.

The present retirement system for the Police Chief member shall continue and effective July 1, 2003, the City shall compute the pensions payable upon retirement at 2.5% times the number of years, and fraction of a year, of his credited service earned prior to July 1, 2003, plus 2.78% times the number of years, and fraction of a year, of his credited service earned after July 1, 2003, times the final average compensation.

The present retirement system for the Fire Chief member shall continue and effective July 1, 2003, the City shall compute the pensions payable upon retirement at 2.4% times the number of years, and fraction of a year, of his credited service earned prior to July 1, 2003, plus 2.67% times the number of years, and fraction of a year, of his credited service earned after July 1, 2003, plus 2.78% of final average compensation times service after July 1, 2006.

Retirement Pension for Employees Hired On or After July 1, 2009

Employees are subject to a Defined Contribution Plan.

Vacation (for employees hired before May 19, 2003)

- 1 - 4 years employment 11 work days(88 hours)
- 5 - 10 years employment 3 weeks(120 hours)
- 11 - 14 years employment ... 18 work days(144 hours)
- 15 - 19 years employment ... 4 weeks (160 hours)
- 20 - 24 years employment ... 5 weeks (200 hours)
- 25 and over 6 weeks (240 hours)

Vacation (for employees hired on or after May 19, 2003)

- 1 - 4 years employment 11 work days(88 hours)
- 5 - 10 years employment 3 weeks(120 hours)
- 11 - 14 years employment ... 18 work days(144 hours)
- 15 - 19 years employment ... 4 weeks (160 hours)
- 20 and over..... 5 weeks (200 hours)

Vacation Carryover

Up to 10 days of unused vacation can be carried forward to the next fiscal year and up to 5 days of unused vacation to be paid in lieu of vacation time off.

Vacation Proration for New Hires

Vacation shall be prorated for the employee with less than one year of service to the City of Alpena. Said proration will be based on the number of months the employee worked prior to the beginning of the fiscal year, July 1, divided by 12, and multiplied by the vacation allotment given to employees after one year of employment. In no case shall the employee be granted any vacation until after completing their six-month probationary period. Any vacation earned by an employee with less than six months service prior to the beginning of the fiscal year, July 1, will be granted that portion of vacation earned up to the beginning of the fiscal year after completing the six-month probationary period.

Employee Purchase of Prior Military Service for City Retirement Credit

Employees may purchase City retirement service credit for military service performed prior to enrollment in

the City Retirement System subject to the following:

- Military service credit may be purchased by employees at the true and full, actuarial-determined cost.
- The purchase of military service credit will not be subsidized by the City of Alpena or the City of Alpena Employees Retirement System.
- Upon the written request of an employee to purchase military service credit, the City Clerk shall obtain a cost from the City's actuary to prepare a study to determine the true and full actuarial cost. Upon payment of the cost of the study by the requesting employee, the City Clerk shall authorize the actuary to prepare the study.
- After completion of the study, the employee will have 60 days from receipt of the actuarial study to pay the full cost of the purchase of military service credit. If the employee decides to purchase the military service time after 60 days, a new study will need to be prepared at the employee's cost.
- Military service credit may be purchased at any time prior to retirement.
- The maximum buy-back is 3 years.
- Military service which may be purchased is for active duty as a member of the armed forces of the United States. This includes the Army, Navy, Air Force, Marine Corps, Coast Guard, Auxiliary Corps as established by Congress, member of the Army Nurse Corps, Navy Nurse Corps, or Red Cross Nurse who has served in the Army, Navy, or hospital service of the United States. A copy of the employee's DD214 is required to be submitted as verification of service. The military discharge must be honorable.

NOTE: Some of the information contained in this administrative benefits summary is a summary of other written documents (for example, insurance and retirement benefits). The summary contained in this administrative benefits summary is not a complete restatement of the other documents. If there is any conflict between this summary and the other, more detailed documents, the other documents will control.

Suspended Programs

Computer Proficiency Bonus – Suspended in FY 2007-2008, FY 2008-2009, FY 2009-2010

An employee who has achieved or achieves a “core” level Microsoft Office Specialist (MOS) certification in any of the following Microsoft applications (Word, Excel, Access, PowerPoint, Outlook, or Project) shall receive a lump-sum bonus of \$200.00 for each MOS certification at the time of attainment. In succeeding fiscal years, eligible employees will receive annual payments of \$200 for their first MOS certification and \$100 for their second and succeeding MOS certifications. This payment will be directed by the City Manager’s office and will be made in the first full pay period following July 1.

An employee who has achieved or achieves an “expert” level MOS certification in any of the following Microsoft applications (Word, Excel, or Project) shall receive a lump-sum bonus of \$200.00 for each “expert” level MOS certification at the time of attainment. In succeeding fiscal years, eligible employees will receive annual payments of \$200 for their first MOS certification and \$100 for their second and succeeding MOS certifications. This payment will be directed by the City Manager’s office and will be made in the first full pay period following July 1.

Employees will be reimbursed for examination costs if they pass the required examinations.

An employee cannot receive more than \$800.00 in total proficiency bonuses in any fiscal year.

Technology Reimbursement Plan – Suspended in FY 2007-2008, FY 2008-2009, FY 2009-2010

Effective July 1, 2001, the City will reimburse administrative, salaried employees fifty percent (50%) of their expenditures for computer hardware and business software to assist these employees in working from home. There is a cap on the reimbursement of not to exceed \$500 every three years.

Wellness Program – Suspended in FY 2007-2008, FY 2008-2009, FY 2009-2010

The City has a Wellness Program available to employees and their spouses. The Wellness Program is administered under City Council Policy Statement No. 40.

Flu Shots – Suspended in FY 2007-2008, FY 2008-2009, FY 2009-2010

The City annually provides free flu shots for employees only. Flu shots are normally given in late fall each year.