

LETTER OF AGREEMENT  
between  
THE BOARD OF COMMISSIONERS OF  
GRAND TRAVERSE COUNTY (Employer)  
AND  
MICHIGAN FRATERNAL ORDER OF POLICE LABOR COUNCIL  
GENERAL BARGAINING UNIT (Union)

**WHEREAS**, the parties are signatories to a Collective Bargaining Agreement with a term of January 1, 2022 through December 31, 2023;

**WHEREAS**, the County has determined that it is necessary to create a new position of Accountant Specialist to handle the core accounting functions of the Finance Department including accounts payable management, accounts receivable and invoicing, and payroll, account analysis for multiple accounts and funds, and preparation of various reports and analysis, including portions of the annual financial report such as capital assets and the statistical section. A minimum of a bachelor's degree in accounting is required to meet the educational requirements for this position; and

**WHEREAS**, the parties agree that the Accountant Specialist position falls within the recognition clause for the bargaining unit; and

**WHEREAS**, the parties agree that some of the accounting functions described above were previously performed by the Accounting Technician position, which is classified at the F Classification in the collective bargaining agreement; and

**WHEREAS**, the parties further agree that based on the educational requirements, duties and responsibilities of the Accountant Specialist position, the Accountant Specialist position is not properly classified at the F Classification and should instead be classified at a classification in line with those educational requirements, duties and responsibilities.

**THEREFORE**, it is agreed as follows:

1. The position of Accountant Specialist is included in the bargaining unit and will be added to the Classification Plan on page 37 of the collective bargaining agreement. See revised Classification Plan attached as Exhibit A to this agreement.

2. The position of Accountant Specialist is a professional position and, as such, is an exempt position under the Fair Labor Standards Act. Therefore, Section 12.4 of the collective bargaining agreement does not apply to the Accountant Specialist position.
3. The Wage Scale on page 34-25 of the collective bargaining agreement shall be modified to include a table for FLSA Exempt employees within the bargaining unit, and the position of Accountant Specialist will be placed in the FLSA exempt I wage classification. See the revised Wage Scale attached as Exhibit A to this Agreement.
4. The position of Accounting Technician remains in the bargaining unit and in the County staffing plan and will be filled at the County's discretion at such time that filling of that the position becomes a budget priority.
5. It is expressly understood and agreed by the parties that because of the particular set of factual circumstances for this employment classification, this Letter of Agreement shall be unique to this case and neither the Union or the County waive any rights as to other future cases and this Letter of Agreement is without precedence or prejudice as to any other cases, positions or employees.
6. This Letter of Agreement will not be used or be admissible in any preceding, including, but not limited for, the purposes of seeking to establish a past practice.
7. This Letter of Agreement may only be modified in written document signed by both parties.
8. This Letter of Agreement shall not modify or amend the terms or conditions of the parties' labor contract except as specifically provided herein.
9. All the other terms and condition specified in the parties' collective bargaining agreement shall remain in full force and effect.

(Signatures on Next Page)



**IN WITNESS WHEREOF** the parties hereto by their duly authorized representatives agree to this Letter of Agreement effective the date it is fully executed.

**FOR THE EMPLOYER**



Rob Hentschel, Chairperson  
Board of Commissioners

Date

  
Nate Alger, Administrator  
Grand Traverse County

11-21-22  
Date

**FOR THE UNION**

  
10.31.22

David Willis  
Labor Director

Date

|                                 |
|---------------------------------|
| APPROVED AS TO FORM FOR         |
| COUNTY OF GRAND TRAVERSE COUNTY |
| COHL, STOKER & TOSKEY, P.C.     |
| BY: SARAH K. OSBURN             |
| ON: OCTOBER 26, 2022            |

N:\Client\Grand Traverse Co\Negs\Unit Clarifications\UC Accountant (22-F-1282-UC) (22-004E)\Pleadings\LOU Accountants - rev. 10.26.22.docx

**EXHIBIT A  
TO  
LETTER OF AGREEMENT**

A handwritten signature in black ink, appearing to read "John Doe".

## Appendix A - Wage Scales

### FOP GENERAL (02)

Effective January 1, 2022

Increase over 2021: 4.5%

|             | Training 1 | Training 2 | 1      | 2      | 3      | 4      | 5      | 6      |
|-------------|------------|------------|--------|--------|--------|--------|--------|--------|
| AA          | 10.42      | 11.23      | 12.06  | 12.59  | 13.21  | 13.76  | 14.43  | 15.11  |
| A           | 11.21      | 12.08      | 12.97  | 13.53  | 14.19  | 14.81  | 15.53  | 16.25  |
| B           | 12.03      | 12.93      | 13.90  | 14.55  | 15.17  | 15.92  | 16.58  | 17.34  |
| C           | 12.90      | 13.75      | 14.86  | 15.54  | 16.27  | 16.99  | 17.77  | 18.58  |
| D           | 13.70      | 14.78      | 15.94  | 16.59  | 17.38  | 18.15  | 18.97  | 19.89  |
| E           | 14.72      | 15.81      | 17.02  | 17.81  | 18.60  | 19.47  | 20.38  | 21.26  |
| F           | 15.72      | 16.91      | 18.17  | 19.00  | 19.90  | 20.76  | 21.75  | 22.75  |
| F1          | 17.29      | 18.59      | 19.98  | 20.91  | 21.88  | 22.84  | 23.91  | 25.02  |
| F2          | 18.87      | 20.29      | 21.80  | 22.79  | 23.87  | 24.92  | 26.08  | 27.31  |
| G           | 17.31      | 18.63      | 20.00  | 20.93  | 21.89  | 22.85  | 23.93  | 25.03  |
| H           | 19.91      | 21.43      | 22.96  | 24.08  | 25.18  | 26.31  | 27.51  | 28.77  |
| H1          | 23.88      | 25.72      | 27.56  | 28.88  | 30.21  | 31.57  | 33.02  | 34.53  |
| H2          | 21.89      | 23.56      | 25.27  | 26.47  | 27.69  | 28.95  | 30.26  | 31.65  |
| I           | 21.31      | 22.86      | 24.63  | 25.77  | 26.98  | 28.15  | 29.45  | 30.79  |
| I2          | 23.44      | 25.16      | 27.09  | 28.34  | 29.68  | 30.96  | 32.40  | 33.86  |
| FLSA Exempt |            |            |        |        |        |        |        |        |
| I           | 43,665     | 46,998     | 50,514 | 52,832 | 55,226 | 57,772 | 60,390 | 63,159 |

Effective April 1, 2022

Increase over 2022: 5.0%

|             | Training 1 | Training 2 | 1      | 2      | 3      | 4      | 5      | 6      |
|-------------|------------|------------|--------|--------|--------|--------|--------|--------|
| AA          | 10.94      | 11.79      | 12.66  | 13.22  | 13.87  | 14.45  | 15.15  | 15.87  |
| A           | 11.77      | 12.68      | 13.62  | 14.21  | 14.90  | 15.55  | 16.31  | 17.06  |
| B           | 12.63      | 13.58      | 14.60  | 15.28  | 15.93  | 16.72  | 17.41  | 18.21  |
| C           | 13.55      | 14.44      | 15.60  | 16.32  | 17.08  | 17.84  | 18.66  | 19.51  |
| D           | 14.39      | 15.52      | 16.74  | 17.42  | 18.25  | 19.06  | 19.92  | 20.88  |
| E           | 15.46      | 16.60      | 17.87  | 18.70  | 19.53  | 20.44  | 21.40  | 22.32  |
| F           | 16.51      | 17.76      | 19.08  | 19.95  | 20.90  | 21.80  | 22.84  | 23.89  |
| F1          | 18.15      | 19.52      | 20.98  | 21.96  | 22.97  | 23.98  | 25.11  | 26.27  |
| F2          | 19.81      | 21.30      | 22.89  | 23.93  | 25.06  | 26.17  | 27.38  | 28.68  |
| G           | 18.18      | 19.56      | 21.00  | 21.98  | 22.98  | 23.99  | 25.13  | 26.28  |
| H           | 20.91      | 22.50      | 24.11  | 25.28  | 26.44  | 27.63  | 28.89  | 30.21  |
| H1          | 25.07      | 27.01      | 28.94  | 30.32  | 31.72  | 33.15  | 34.67  | 36.26  |
| H2          | 22.98      | 24.74      | 26.53  | 27.79  | 29.07  | 30.40  | 31.77  | 33.23  |
| I           | 22.38      | 24.00      | 25.86  | 27.06  | 28.33  | 29.56  | 30.92  | 32.33  |
| I2          | 24.61      | 26.42      | 28.44  | 29.76  | 31.16  | 32.51  | 34.02  | 35.55  |
| FLSA Exempt |            |            |        |        |        |        |        |        |
| I           | 45,848     | 49,348     | 53,040 | 55,474 | 57,987 | 60,661 | 63,410 | 66,317 |

Signature

|    |       | Effective August 1, 2022 |       | Increase over 2022: |       |       | 3.0%  |       |
|----|-------|--------------------------|-------|---------------------|-------|-------|-------|-------|
|    |       | 1                        | 2     | 3                   | 4     | 5     | 6     |       |
| AA | 11.27 | 12.14                    | 13.04 | 13.62               | 14.29 | 14.88 | 15.60 | 16.35 |
| A  | 12.12 | 13.06                    | 14.03 | 14.64               | 15.35 | 16.02 | 16.80 | 17.57 |
| B  | 13.01 | 13.99                    | 15.04 | 15.74               | 16.41 | 17.22 | 17.93 | 18.76 |
| C  | 13.96 | 14.87                    | 16.07 | 16.81               | 17.59 | 18.38 | 19.22 | 20.10 |
| D  | 14.82 | 15.99                    | 17.24 | 17.94               | 18.80 | 19.63 | 20.52 | 21.51 |
| E  | 15.92 | 17.10                    | 18.41 | 19.26               | 20.12 | 21.05 | 22.04 | 22.99 |
| F  | 17.01 | 18.29                    | 19.65 | 20.55               | 21.53 | 22.45 | 23.53 | 24.61 |
| F1 | 18.69 | 20.11                    | 21.61 | 22.62               | 23.66 | 24.70 | 25.86 | 27.06 |
| F2 | 20.40 | 21.94                    | 23.58 | 24.65               | 25.81 | 26.96 | 28.20 | 29.54 |
| G  | 18.73 | 20.15                    | 21.63 | 22.64               | 23.67 | 24.71 | 25.88 | 27.07 |
| H  | 21.54 | 23.18                    | 24.83 | 26.04               | 27.23 | 28.46 | 29.76 | 31.12 |
| H1 | 25.82 | 27.82                    | 29.81 | 31.23               | 32.67 | 34.14 | 35.71 | 37.35 |
| H2 | 23.67 | 25.48                    | 27.33 | 28.62               | 29.94 | 31.31 | 32.72 | 34.23 |
| I  | 23.05 | 24.72                    | 26.64 | 27.87               | 29.18 | 30.45 | 31.85 | 33.30 |
| I2 | 25.35 | 27.21                    | 29.29 | 30.65               | 32.09 | 33.49 | 35.04 | 36.62 |

FLSA Exempt

|   |        |        |        |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|--------|--------|--------|
| I | 47,223 | 50,828 | 54,631 | 57,138 | 59,727 | 62,481 | 65,312 | 68,307 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|

|    |       | Effective January 1, 2023 |       | Increase over 2022: |       |       | 3.0%  |       |
|----|-------|---------------------------|-------|---------------------|-------|-------|-------|-------|
|    |       | 1                         | 2     | 3                   | 4     | 5     | 6     |       |
| AA | 11.61 | 12.50                     | 13.43 | 14.03               | 14.72 | 15.33 | 16.07 | 16.84 |
| A  | 12.48 | 13.45                     | 14.45 | 15.08               | 15.81 | 16.50 | 17.30 | 18.10 |
| B  | 13.40 | 14.41                     | 15.49 | 16.21               | 16.90 | 17.74 | 18.47 | 19.32 |
| C  | 14.38 | 15.32                     | 16.55 | 17.31               | 18.12 | 18.93 | 19.80 | 20.70 |
| D  | 15.26 | 16.47                     | 17.76 | 18.48               | 19.36 | 20.22 | 21.14 | 22.16 |
| E  | 16.40 | 17.61                     | 18.96 | 19.84               | 20.72 | 21.68 | 22.70 | 23.68 |
| F  | 17.52 | 18.84                     | 20.24 | 21.17               | 22.18 | 23.12 | 24.24 | 25.35 |
| F1 | 19.25 | 20.71                     | 22.26 | 23.30               | 24.37 | 25.44 | 26.64 | 27.87 |
| F2 | 21.01 | 22.60                     | 24.29 | 25.39               | 26.58 | 27.77 | 29.05 | 30.43 |
| G  | 19.29 | 20.75                     | 22.28 | 23.32               | 24.38 | 25.45 | 26.66 | 27.88 |
| H  | 22.19 | 23.88                     | 25.57 | 26.82               | 28.05 | 29.31 | 30.65 | 32.05 |
| H1 | 26.59 | 28.65                     | 30.70 | 32.17               | 33.65 | 35.16 | 36.78 | 38.47 |
| H2 | 24.38 | 26.24                     | 28.15 | 29.48               | 30.84 | 32.25 | 33.70 | 35.26 |
| I  | 23.74 | 25.46                     | 27.44 | 28.71               | 30.06 | 31.36 | 32.81 | 34.30 |
| I2 | 26.11 | 28.03                     | 30.17 | 31.57               | 33.05 | 34.49 | 36.09 | 37.72 |

FLSA Exempt

|   |        |        |        |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|--------|--------|--------|
| I | 48,640 | 52,353 | 56,270 | 58,852 | 61,519 | 64,355 | 67,271 | 70,356 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|

NOTES:

The sub-grades, such as F1, F2 H1, H2, I2 are due to market adjustments added to specific classifications when the County was experiencing difficulty recruiting qualified individuals.

Qualified applicants come into the compensation plan at Step 1. The Training 1 and Training 2 steps are used when an applicant does not meet the minimum requirements, but is expected to within a reasonable period of time. The candidate will then be moved to Step 1 upon attaining the qualification.

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## Appendix B

### Classification Plan



**GENERAL UNIT CLASSIFICATION PLAN**  
**Amended 9/3/10**

- AA: Clerical Assistant
- A: Custodian
- C: Office Clerk  
Maintenance Worker Assistant
- D: Account Clerk  
Appraiser I  
Lifeguard/Water Safety Instructor  
Office Specialist  
Secretary  
Sewer & Water Technician I
- E: Account Clerk Specialist  
Legal Secretary
- F: Accounting Technician  
Appraiser II  
Building Maintenance Worker I  
GIS Technician  
Grounds Maintenance Worker  
Human Resources Technician  
I.T. Programmer  
I.T. Technician  
Office Coordinator  
Planning Technician  
Program Counselor
- G: Brownfield Planning Assistant (Position currently does not exist; any future job description and grade to be determined)  
Building Maintenance Worker II  
Case Manager  
Senior Program Coordinator  
Sewer & Water Technician II
- H: Appraiser Senior  
Code Inspector  
Coordinator: Grounds  
Coordinator: Telecommunications  
Building Maintenance Worker III  
GIS Analyst  
Mechanic  
Programmer Analyst  
Sewer & Water Technician III  
Soil Erosion Inspector
- I: Commercial Plan Examiner

FLSA Exempt:

- I Accountant Specialist

