



# City of Grand Haven

## Letter of Understanding

### Between the SEIU and City of Grand Haven regarding Promotion from Operator I to Operator II

This Letter of Understanding (LOU) establishes the agreed-upon process and requirements for promotion from Operator I to Operator II within the City of Grand Haven Department of Public Works (DPW).

#### 1. Eligibility Requirements for Promotion to Operator II

An Operator I does not qualify for the pay rate of an Operator II until officially promoted into the Operator II position as described in the process of section 1 of this LOU. To qualify for promotion from Operator I to Operator II, an employee must meet all the following criteria:

- a) The employee must have successfully completed the six-month probationary period required for the Operator I classification.
- b) The employee must obtain and maintain the minimum qualification standards for the Operator II position within the division in which they are currently assigned. These requirements are listed in Section 2 below.
- c) The employee must submit a formal letter of intent to their manager expressing interest in the Operator II position.
- d) The promotion must be approved by the Department Director.
- e) Upon approval of the Department Director, the promotion will become effective at the start of the following pay period.

#### 2. Division Minimum Requirements for Operator II

- a) Streets Division: Successful completion of the In-House Equipment Training Program.
- b) Grounds Division: Applicator License or Certified Arborist.
- c) Utilities Division: S4 Certification.
- d) Facilities Division: CDL Class A License.

### 3. Division Transfer Process for Operator II Employees

An Operator II who wishes to transfer to a different division within the DPW must meet the following conditions:

- a) The employee must already possess the minimum qualification requirements for the division they wish to transfer into.
- b) A vacancy must exist within the requested division.
- c) The Operator II must formally apply for the open position.
- d) The Department Director will review applicants and select the most qualified candidate at the Director's discretion.

### 4. Additional Incentives for Obtaining Extra Requirements

Additional pay incentives are eligible to employees that qualify under the Operator II position or the Crew Leader position in the Streets, Grounds, Facilities, or Utilities division at DPW. Employees who hold the extra requirements listed in Section 4 of this LOU are eligible to be called upon to use the license as deemed necessary by the Employer.

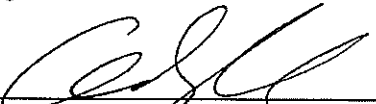
The following certifications, licenses, or training qualify for additional incentive pay after minimum requirements for the Operator II position are met:

- a) CDL A
- b) Certified Arborist
- c) S-4 License (*Note: The S-4 license payment is not eligible to be stacked with any other S-level license—S-1, S-2, or S-3*)
- d) Applicator's License (Pesticides)
- e) In-House Equipment Training Certification
- f) Sewer Camera Televising Certificate (NASSCO)


### 5. Payment Structure for Additional Incentives

- a) Each additional requirement certifications, licenses, or training listed above in section 4 of this LOU will result in \$250 per year per certification/qualification in a lump sum payment to be paid in the same paycheck as the incentive payment for the S-3, S-2 or S-1 payment as described in Section 30.2 of the CBA.
- b) Eligibility for extra pay incentives shall follow the same requirements and conditions set forth by Section 30.2 d, 30.2 e, 30.2 g, and 30.2 h in the CBA.
- c) Employees will be paid only for the highest S-level license they currently hold. S-license incentive payments cannot be stacked.
- d) The total additional payment for the extra incentives may not exceed \$1250 per person per year.
- e) When combined with the payment in Section 30.2 for the S-3, S-2, or S-1 licenses, the payment may not exceed \$2,500 per calendar year.


This letter of understanding shall remain in effect until the expiration of the current collective bargaining agreement.

  
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Ashley Latsch, City Manager


4/7/26  
Date

  
\_\_\_\_\_  
Tahlor Carlen, HR Manager

4/6/2020  
Date

  
\_\_\_\_\_  
Matthew Vrablic, Unit President

4-6-2026  
Date

  
\_\_\_\_\_  
Christine Stressman, SEIU

4-13-2026  
Date