



City of Grand Haven

Letter of Understanding

Between the SEIU and City of Grand Haven regarding promotion into a Senior Mechanic position

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

1. Eligibility Requirements for Promotion to Senior Mechanic

A Mechanic does not qualify for the pay rate of a Senior Mechanic until officially promoted or hired into the Senior Mechanic position. The promotion process will be followed as described in Section 1a - 1e of this LOU. To qualify for promotion from a Mechanic to a Senior Mechanic, an employee must meet all the following criteria:

- a) An employee must have successfully completed the six-month probationary period in the Mechanic position as required by the CBA.
- b) The employee must obtain and maintain the minimum qualification standards for the Senior Mechanic position as described by their job description and as outlined in Section 2 below.
- c) The employee must submit a formal letter of intent to their manager expressing interest in the Senior Mechanic 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. Minimum Certification and Experience Requirements for Senior Mechanic

- a) Three or more years of experience as a mechanic with experience in a variety of heavy or other automotive and power-driven equipment.
- b) Must obtain and maintain a Mechanics License through the State of Michigan.
- c) Must obtain and maintain the following certifications:
 - o Engine repair
 - o Front end, suspension, and steering systems
 - o Brakes and braking systems
 - o Automatic transmission
 - o Manual transmission, front- and rear-drive axles
 - o Electrical systems
 - o Heating and air conditioning
 - o Engine tune-up and performance
- d) All other requirements and conditions set forth by the job description of Senior Mechanic.

3. Additional Incentives for Obtaining Extra Requirements

Additional pay incentives are eligible to employees that qualify under the Senior Mechanic position or the Mechanic Crew Leader position. Employees who hold (maintain) these certifications listed in section 3 of this LOU are eligible to be called upon to use them as deemed necessary by the Employer.

The following state certifications within the Heavy-Duty Truck repair category (for vehicles over 14,000 pounds GVW) are eligible for additional incentive pay once the minimum requirements for the Senior Mechanic classification have been met:

- a) Heavy-Duty Truck: Engine repair - gasoline
- b) Heavy-Duty Truck: Engine repair - diesel
- c) Heavy-Duty Truck: Drive train
- d) Heavy-Duty Truck: Brakes and braking systems
- e) Heavy-Duty Truck: Suspension and steering systems
- f) Heavy-Duty Truck: Electrical systems

4. Payment Structure for Additional Incentives

- a) Each certification listed above in section 3a – 3f of this LOU will result in \$ 208.33 per certification per year in a lump sum payment to be paid in the same paycheck as the longevity payments as defined by Section 25.1 in the CBA.
- b) The total additional payment for the certification incentives may not exceed \$1250 per person per year.
- c) 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. Employees in a Mechanic, Senior Mechanic, or Mechanic Crew Leader position are not eligible for incentive payments for S1, S2, S3 or S4 licenses under Section 30 in the CBA.

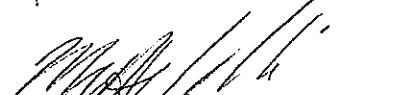
This letter of understanding shall remain in effect until the expiration of the current collective bargaining agreement.


Ashley Latsch, City Manager


4/6/26
Date


Taylor Carlen, HR Manager

4/6/2026
Date


Matthew Vrablic, Unit President

4-6-2026
Date


Christine Stressman, SEIU

4-13-2026
Date