



CITY of NOVI CITY COUNCIL

Agenda Item E
March 9, 2015

SUBJECT: Approval of contract with ExecuTime Software LLC. for a digital employee time and attendance management system, subject to final review as to form, including minor non-substantive changes, by the City Attorney and City Manager.

SUBMITTING DEPARTMENT: Finance *PK*

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$ 36,480
AMOUNT BUDGETED	\$ 36,480
APPROPRIATION REQUIRED	\$ 20,915
LINE ITEM NUMBER	101-205.00-850.999

BACKGROUND INFORMATION:

The City has made significant investments in the operations of the municipal organization and the manner in which it delivers service. Several awards and recognitions have been presented to various City departments for the innovative and advanced processes instituted here in Novi. Even with all the successes and modern processes City employees submit and utilize paper timesheets. The current process is archaic, terribly inefficient and requires several hours for payroll staff to interpret, verify, and enter the data. For years City Administration has investigated modern/digital forms to document hours worked, leave time, overtime, double time, etc. Prior to 2014 the City, essentially, pre-paid employees for hours worked, instead of the common practice of providing employees compensation a week later. Due to the unusual manner the City paid employees, nearly all time keeping software providers were unable to provide a realistic quote to convert the City to a digital timesheet solution. To add further complications, some of the language in the City's labor contracts further reduced the number of available vendors. The pay schedule was changed, after negotiating it out of all but one, contract. After the switch to the more conventional timeline for compensation, City Administration sought proposals from several companies. After evaluating the merits of each of the proposed solutions, a cross department team landed on ExecuTime Software Inc., to provide a digital time and attendance solution for employees in the Departments of Public Safety and Public Services. The remaining departments, mainly based in the Civic Center, will utilize Timesheets, a module of the BS&A program suite, which the City acquired when updating their financial applications, also BS&A modules, to the .NET platform. Employees in the Civic Center are currently making the switch to the digital timesheet platform. In addition to the Timesheets application installed on every workstation, there is a web based portal, that will allow employees to submit their time and view their leave banks, anywhere Internet access is available. Executime will provide similar services, specifically tracking time (overtime, varying hours, double time, tracking shift swaps, aid in shift scheduling, etc.) and it is anticipated that both Departments of Public Services and Public Safety will be up and running in August of 2015. The enclosed agreement has been review and recommended by the City Attorney's office.

RECOMMENDED ACTION: Approval of contract with ExecuTime Software LLC. for a digital employee time and attendance management system, subject to final review as to form, including minor non-substantive changes, by the City Attorney and City Manager.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Wrobel				

	1	2	Y	N
Council Member Markham				
Council Member Mutch				
Council Member Poupard				



Novi, MI

Proposal for Time & Attendance and Advanced Scheduling

Prepared by:
Tami Bates
October 3, 2014
ExecuTime Software, LLC.
Phone: 888.832.3932 x675

Pricing valid for 90 days

TIME & ATTENDANCE AND ADVANCED SCHEDULING CLOUD (HOSTED) SYSTEM

	Applications and/or Services	Start-Up Fee	Monthly Access Fee
Product	ExecuTime Software – Time & Attendance license up to 250 employees includes full feature license, web browser UI, support and new releases	\$ 9,500.00	\$ 780.00
Product	ExecuTime Software – Advanced Scheduling license up to 250 employees , includes full feature license, web browser UI, support and new releases	\$9,000.00	\$700.00
Hardware Allocation <i>Required if time clocks will be used and/or direct interface to Payroll.</i>	One VPN Router <ul style="list-style-type: none"> ▪ Cisco ASA 5505 (VPN Appliance) ▪ Cisco SmartNet (1-year) ▪ MTI Hassle-Free Hardware Replacement Warranty (3-year) 	\$ 1,000.00	\$ 25.00
ExecuTime Services	Implementation, Training, Project Management and integration to BS&A timekeeping interface.	Included in Start-Up fee	Included in Monthly Access Fee

	Applications and/or Services	Start-Up Fee	Monthly Access Fee
OPTIONAL Product	ExecuTime Mobile Access Module for Time & Attendance	\$ 3,257.00	\$ 100.00
OPTIONAL Product	ExecuTime Mobile Access Module for Advanced Scheduling	\$ 0.00	\$150.00

Notes:

Travel expenses, custom modules and time collection devices are invoiced separately for ExecuTime.

Employee totals in addition to the amounts shown will be subject to additional charges.

This quote includes one VPN Router w/ internal modem (out of band access) device to reside a client site. The Customer will be responsible for the following items related to the VPN connection:

- Provide pre-configuration information
- Static IP address for router
- If applicable provide a DID (Dial-In Direct) telephone line for modem access to the VPN Router (dedicated)
- Provide a dedicated block of time with a Technical resource during the VPN turn-up.
- Provide two interfaces to the network (inside & outside)
- Perform any necessary firewall configurations, Connect hardware to LAN, Connect remote sites back to main hub
- Provide LAN routing to the hosting vendor TCP/IP address space if applicable, and Test application access, Go-live

This quote does not include any conversion from existing time & attendance or scheduling software.

BS&A timekeeping interface required – Please contact your BS&A representative directly for ordering information.

Time Collection Devices (Clocks) are to be purchased by the customer. Please see next page for options.

Cloud solution is hosted by a third party data center with access to multiple Tier 3 & 4 data center facilities with SSAE16, IS27001, network security, high availability, scheduled backups.

CLOUD Payment Terms:

- Start-up Fee is due at contract execution, the Monthly Access Fee is invoiced annually, and due 30 days prior to start date.
- Travel and related expenses of the trainers, installers, or project managers are in addition to the above costs and they are billed separately.
- Customer will be contacted by the ExecuTime Software Project Manager to begin the implementation process of this project upon receipt of startup fees.
- 36 month contract is required.

Time Collection Devices are an effective option to electronically collect employee time. In fact two types of devices are available and both can be used in your ExecuTime Software system. They can be configured to identify the employee by reading Proximity, Magnetic Stripe, Barcode and/or Biometric (fingerprints), and are equipped with a key pad so simple entry of a badge number is also an option for identification. All devices include a one year warranty and an extended warranty plan is optional. They require an electrical outlet (with surge protection) and Ethernet connection (to be provided by the customer). If your organization is interested in using an existing badge with the following time collection devices, we recommend providing us with a sample badge to insure compatibility.

Basic Functionality Devices

These devices allow employees to clock in/out, view timesheet, view benefit accruals and approve timesheet.



KeyPad Device - employees manually keys in identification	\$1,335.00
Barcode/Mag Devices - reads magstripe <u>or</u> barcode badge	\$1,395.00
Proximity Devices - reads proximity enabled badges/tags	\$1,495.00
Biometric Devices - reads employees fingerprints	\$1,995.00
Biometric/Proximity Device - reads employee fingerprints as well as proximity enabled badges/tags	\$2,195.00

Advanced Functionality Devices

These devices allow employees to clock in/out, view timesheet, view benefit accruals, approve timesheet, request time off and some job costing.



Keypad Device - employees manually keys in identification	\$1,795.00
Mag/Barcode Device - reads magstripe <u>or</u> barcode badge	\$1,895.00
Proximity Device - reads proximity enabled badges/tags	\$2,095.00
Biometric Device - reads employees fingerprints	\$2,395.00
Biometric/Mag/Barcode Device - reads employees fingerprints, as well as magstripe or barcode badge	\$2,595.00
Biometric/Proximity Device - reads employee fingerprints as well as proximity enabled badges/tags	\$2,795.00

Additional Options for Basic & Advanced Devices

Uninterrupted Power Source (battery back-up)	\$150.00
POE Splitter	\$120.00
POE Injector	\$160.00
Extended Warranty (12 months)	13% of device price

Pricing does not include tax (if applicable) and shipping fees. Pricing is subject to change.

EXECUTIME VENDOR AGREEMENT

This Agreement is made between ExecuTime Software, LLC, an Oklahoma limited liability company ("ExecuTime"), with a business address at 636 E Third Street, Tulsa OK 74120, and City of Novi, with a business address of 45175 Ten Mile Road, Novi, MI 48375 ("Customer"), as of the Execution Date.

Customer desires to engage ExecuTime to provide Customer with access to and use of certain Software owned by ExecuTime on an application services basis. Accordingly, the parties agree as follows:

1. **Defined Terms.**

"*Additional Functionality*" means changes that ExecuTime makes for inclusion in a General Release Module to increase the functionality of the General Release Module.

"*Application Services*" means the services and Software utilization to be provided to Customer by ExecuTime under this Agreement.

"*Application Services Term*" means the period identified in Section 6 of this agreement as "Term and Termination," and during which Customer will have the right to use the Software.

"*Appendix*" means each schedule that is attached to this Agreement that is marked as an "Appendix." Appendices are lettered sequentially, beginning with "Appendix A" and continuing thereafter.

"*Concurrent User*" means each open session in any of the Modules listed in Appendix A. Concurrent Users are determined for each Module on a Module-by-Module basis; for instance, two open sessions in Module "X" constitutes two Concurrent Users for Module "X" only.

"*Customer Employees*" means: (i) Customer's employees with a need to know; and (ii) third party consultants engaged by Customer who have a need to know, who have been pre-approved by ExecuTime, and who, prior to obtaining access to the Software, have executed a ExecuTime-approved non-disclosure agreement.

"*Commencement Date*" is defined in Appendix A, and is the date on which the Term commences and the date upon which Customer will begin to pay Application Services fees to ExecuTime.

"*Confidential Information*" means non-public information of a party to this Agreement. Confidential Information of ExecuTime includes the Software and algorithms, methods, techniques and processes revealed by the Software. Confidential Information does not include information that: (i) is or becomes known to the public without fault or breach of the Receiving Party; (ii) the Disclosing Party regularly discloses to third parties without restriction on disclosure;

(iii) the Receiving Party obtains from a third party without restriction on disclosure and without breach of a non-disclosure obligation; (iii) information required to be disclosed pursuant to regulatory action or court order, provided adequate prior written notice of any request to disclose is given to the Party whose information is to be disclosed; and (iv) information required to be disclosed, in the Customer's sole determination, pursuant to the Michigan Freedom of Information Act, MCL 15.231 *et seq.*

"*Disclosing Party*" means the party providing its Confidential Information to the Receiving Party.

"*Documented Defect*" means a material deviation between the General Release Module and its documentation, for which Documented Defect ExecuTime has confirmed that Customer has given ExecuTime enough information for ExecuTime to replicate the deviation on a computer configuration which is both comparable to the Hardware and is under ExecuTime's control.

"*Execution Date*" means the latest date shown on the signature page of this Agreement.

"*Expiration Date*" means the date the Application Services Term expires, as provided for in Section 6 of this Agreement.

"*General Release*" means the general release version of a Module as updated by Upgrades, but without any other modification whatsoever.

"*IP Rights*" means all patents, patent rights, patent applications, copyrights, copyright registrations, trade secrets, trademarks and service marks and Confidential Information.

"*Maintenance*" means ExecuTime's efforts to provide Customer with avoidance procedures for or corrections of Documented Defects.

"*Module*" means any one of the computer software programs that is identified in Appendix A as a "Module," including all code and related specifications, documentation, technical information and all IP Rights for such Module.

"*New Releases*" means new editions of a General Release Module.

"*Object Code*" means computer programs assembled, compiled, or converted to magnetic or electronic binary form on software media, which are readable and usable by computer equipment.

"*Software*" means the Modules listed in Appendix A.

"*Receiving Party*" means the party receiving Confidential Information of the Disclosing Party.

"*Upgrades*" means, collectively, Maintenance, Additional Functionality and New Releases.

2. **Application Services, Generally.** During the Application Services Term,

ExecuTime will provide Customer with the Application Services. Application Services include the grant by ExecuTime to Customer of a non-exclusive, non-transferable license to access and use the Software in Object Code form within the United States of America for Customer's own, non-commercial computing operations (subject to any Concurrent User limitations provided for in Appendix A), while such Object Code resides in and is executed from a ExecuTime datacenter. ExecuTime hereby represents and warrants that it has a right to provide Application Services and also to grant the license that is being provided to Customer hereunder. Any rights not expressly granted in this Agreement are expressly reserved.

(a) Documentation. Customer can make a reasonable number of copies of the documentation for each Module for its use in accordance with the terms of this Agreement.

(b) Restrictions on Use of the Software. Customer is prohibited from causing or permitting the reverse engineering, disassembly or decompilation of the Software. Customer is prohibited from using the Software to provide service bureau data processing services or to otherwise provide data processing services to third parties. Customer will not allow the Software to be used by, or disclose all or any part of the Software to, any person except Customer Employees. Without limiting the foregoing, Customer is permitted to allow use of the input and/or output sensory displays of or from the Software by third parties on a strict "need to know" basis, and such use will not be deemed a non-permitted disclosure of the Software.

This Agreement is expressly made subject to any United States government and other applicable laws, regulations, orders or other restrictions regarding export from the United States or another country, and import into any country, of computer hardware, software, technical data or other items, or derivatives of such hardware, software, technical data or other items. Customer will not allow the Software, in whole or in part, to be exported outside of the United States of America, in any manner or by any means. Customer is prohibited from removing or altering any of the IP Rights notice(s) embedded in or that ExecuTime otherwise provides with the Software. Customer must reproduce the unaltered IP Rights notice(s) in any full or partial copies that Customer makes of the Software.

(c) Application Software Maintenance and Support Services. Maintenance is available during the ExecuTime hours outlined in Appendix B.

3. **Implementation Services**. ExecuTime will provide Customer with the information services identified in Appendix A, for the fees provided in Appendix A.

4. **Fees, Payment and Taxes**.

(a) Payment.

(i) Application Services Fees. During the Application Services Term, Customer will pay ExecuTime the Application Services fees specified in Appendix A, as otherwise provided for in Appendix A. Time is of the essence with regard to Customer's payment obligations pursuant to this Agreement.

(ii) **Consulting Services Fees.** Except as otherwise provided in Appendix A, fees for consulting services will be invoiced on a monthly basis in arrears and will be due within thirty (30) days from the date of invoice. Customer will reimburse ExecuTime for actual and reasonable, out-of-pocket travel and living expenses that ExecuTime incurs in providing Customer with consulting services under this Agreement. Such travel and living expenses will be invoiced on a monthly basis in arrears and will be due within thirty (30) days from the date of invoice.

(iii) **Late Charge.** ExecuTime will have the right to charge a late fee to the extent that any payment is received later than thirty (30) days from the date of invoice. Late fees will be calculated based on a per annum rate equal to the lesser of: (i) the prime lending rate established from time to time by Citizens Bank, Philadelphia, Pennsylvania Bank, plus three percent (3%); and (ii) the highest rate permitted by applicable law, and will be payable to ExecuTime on demand.

(b) **Taxes.** Customer is responsible for paying all taxes (except for taxes based on ExecuTime's net income or capital stock) relating to this Agreement, the application services, the Software, and any other services provided or payments made under this Agreement. Applicable tax amounts (if any) are NOT included in the fees set forth in this Agreement. If Customer is exempt from the payment of any such taxes, Customer must provide ExecuTime with a valid tax exemption certificate; otherwise, absent proof of Customer's direct payment of such tax amounts to the applicable taxing authority, ExecuTime will invoice Customer for and Customer will pay to ExecuTime all such tax amounts.

(c) **Suspension of Service.** If in any instance, Customer fails to pay to ExecuTime within thirty (30) days after ExecuTime makes written demand therefor, and payment of the amount in question is not the subject of a bona fide dispute, then, in addition to preserving its rights to collect payment of the past-due amount and all accompanying late fees, and all other rights and remedies that ExecuTime may have at law or in equity, ExecuTime may, in its sole discretion and without further notice to Customer, suspend or reduce its performance of the Application Services.

5. **Confidential information.** Except as otherwise permitted under this Agreement, the Receiving Party will not knowingly disclose to any third party, or make any use of the Disclosing Party's Confidential Information. The Receiving Party will use at least the same standard of care to maintain the confidentiality of the Disclosing Party's Confidential information that it uses to maintain the confidentiality of its own Confidential Information of equal importance. Except in connection with the Software and any software provided with the Software, the non-disclosure and non-use obligations of this Agreement will remain in full force with respect to each item of Confidential Information for a period of ten (10) years after Receiving Party's receipt of that item. However, Customer's obligations to maintain the Software as confidential will survive in perpetuity.

Notwithstanding the foregoing, ExecuTime acknowledges that Customer is a Michigan

municipal corporation, and is subject to the Michigan Freedom of Information Act, MCL 15.231 *et seq.* This Paragraph 5 shall not apply to information required to be disclosed pursuant to regulatory action or court order, provided adequate prior written notice of any request to disclose is given to the Party whose information is to be disclosed, or to information required to be disclosed, in the Customer's sole determination, pursuant to the Michigan Freedom of Information Act

6. Term and Termination.

(a) Application Services Term. The initial Application Services Term is for a period of thirty-six (36) months commencing on May 1, 2015 and ending April 30, 2018. Thereafter the term may be renewed for consecutive one (1) year periods upon execution of extension agreements in writing by the parties.

(b) Right of Termination. A party has the right to terminate this Agreement if the other party breaches a material provision of this Agreement. Either party has the right to terminate this Agreement at any time while an event or condition giving rise to the right of termination exists. To terminate this Agreement, the party seeking termination must give the other party notice that describes the event or condition of termination in reasonable detail, From the date of its receipt of that notice, the other party will have thirty (30) days to cure the breach to the reasonable satisfaction of the party desiring termination. If the event or condition giving rise to the right of termination is not cured within that period, this Agreement will automatically be deemed terminated at the end of that period. However, notice to ExecuTime of a suspected Documented Defect will not constitute a notice of termination of this Agreement.

(c) Effect of Expiration of Application Services Term or Termination of Agreement. Upon the expiration of the Application Services Term, or upon any earlier termination of this Agreement by either party, Customer's right to receive the Application Services and to use the Software as otherwise provided for in this Agreement terminates. Any use of the Software after the Application Services Term or after the termination of this Agreement is a violation of this Agreement, and further, may subject the user to additional claims under applicable law, including without limitation claims for violation of ExecuTime's copyright interest in and to the Software.

(d) Survival of Obligations. All obligations relating to non-use and non-disclosure of Confidential information will survive termination of this Agreement.

(e) Termination Without Prejudice to Other Rights and Remedies. Termination of this Agreement will be without prejudice to the terminating party's other rights and remedies pursuant to this Agreement.

7. Notices. All notices and other communications required or permitted under this Agreement must be in writing and will be deemed given when: Delivered personally; sent by United States registered or certified mail, return receipt requested; transmitted by facsimile confirmed by United States first class mail; or sent by overnight courier. Notices must be sent to

a party at its address shown on the first page of this Agreement, or to such other place as the party may subsequently designate for its receipt of notices.

8. **Force Majeure.** Neither party will be liable to the other for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control, including Acts of God, acts of war, accident, labor disruption, acts, omissions and defaults of third parties and official, governmental and judicial action not the fault of the party failing or delaying in performance.

9. **Assignment.** Neither party may assign any of its rights or obligations under this Agreement, and any attempt at such assignment will be void without the prior written consent of the other party. For purposes of this Agreement, "assignment" will include use of the Software for benefit of any third party to a merger, acquisition and/or other consolidation by, with or of Customer, including any new or surviving entity that results from such merger, acquisition and/or other consolidation. However, the following will not be considered "assignments" for purposes of this Agreement: ExecuTime's assignment of this Agreement or of any ExecuTime rights under this Agreement to ExecuTime's successor by merger or consolidation or to any person or entity that acquires all or substantially all of its capital stock or assets; and ExecuTime's assignment of this Agreement to any person or entity to which ExecuTime transfers any of its rights in the Software.

10. **No Waiver.** A party's failure to enforce its rights with respect to any single or continuing breach of this Agreement will not act as a waiver of the right of that party to later enforce any such rights or to enforce any other or any subsequent breach.

11. **Choice of Law; Consent to Jurisdiction; Severability.** This Agreement will be governed by and construed under the laws of the State of Michigan, without reference to the choice of law provisions thereof. Any action or proceeding seeking to enforce, or to construe or determine the validity of, any term or provision of this Agreement, or based on any right arising out of this Agreement, shall be brought by or against a party exclusively in the County of Oakland, State of Michigan. If any provision of this Agreement is illegal or unenforceable, it will be deemed stricken from the Agreement and the remaining provisions of the Agreement will remain in full force and effect.

12. **Limitations of Liability; Disclaimer of Warranties.**

(a) LIMITED LIABILITY OF EXECUTIME. EXECUTIME'S LIABILITY IN CONNECTION WITH THE APPLICATION SERVICES, THE SOFTWARE, ANY CONSULTING SERVICES, OR ANY OTHER MATTER RELATING TO THIS AGREEMENT WILL NOT EXCEED THE APPLICATION SERVICES FEES THAT CUSTOMER ACTUALLY PAID TO EXECUTIME IN THE IMMEDIATELY PRECEDING TWELVE (12) MONTH PERIOD.

(b) EXCLUSION OF DAMAGES. REGARDLESS WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE OR OTHERWISE, IN NO EVENT WILL

APPENDIX A

Monthly Processing Services & Implementation Services

Term: Initial term begins May 1, 2015 ("Commencement Date") and ends April 1, 2018. Following the expiration of the initial term, Application Services will be provided on a year-to-year basis provided the Customer exercises the option and pays the then current Monthly Access Fee.

Total Costs**

Item Description	Cost
ExecuTime – Time & Attendance and Advanced Scheduling - Monthly Access Fee Up to <u>250</u> employees – Time and Attendance Up to <u>150</u> employees – Advanced Scheduling	\$1,415.00
Startup Fee – Time & Attendance - Implementation Services & Training	\$19,500.00
1. Server Configuration	
2. Design/Scope of Work	
3. Implementation Services	
4. Training Services	
5. Integration with BS&A	
6. VPN Router	

*Not included:

1. Conversion Services - converting data from another T/A system to ExecuTime Software.
2. Reasonable and customary travel-related expenses.
3. Cost of clock devices.
4. Custom programming and modifications to ExecuTime Software and standard payroll export.
5. Payroll interface from file BS&A is not included. Please contact BS&A directly for details.

Additionally:

1. Public Static IP address is required for the VPN router.
2. SAAS Hosting is provided and invoiced by ExecuTime.

Payment Terms:

Start-Up Fee: Due upon execution of this Order Form. This is a one-time fee.

Monthly Access Fee: 1st month due upon execution of this Order Form. After 1st month, access fees billed monthly. ~~At go-live, full balance of remaining months in year 1 will be due. Subsequent Monthly Access Fees will be invoiced in advance on an annual basis.~~

Following the expiration of the Initial Term, ExecuTime reserves the right to increase the Application Service Monthly Fees on an annual basis, on each anniversary of the Execution Date.

What
Limit
No termination
or No more than 10%

EXECUTIME BE LIABLE TO CUSTOMER FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, AND WHETHER OR NOT EXECUTIME HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

(c) DISCLAIMER OF WARRANTIES. EXCEPT AS EXPRESSLY PROVIDED FOR IN THIS AGREEMENT, EXECUTIME MAKES NO WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, WITH REGARD TO THE APPLICATION SERVICES AND/OR THE SOFTWARE, IN WHOLE OR IN PART. EXECUTIME EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE.

(d) BASIS OF THE BARGAIN. CUSTOMER ACKNOWLEDGES THAT EXECUTIME HAS SET ITS FEES AND ENTERED INTO THIS AGREEMENT IN RELIANCE UPON THE LIMITATIONS OF LIABILITY AND THE DISCLAIMERS OF WARRANTIES AND DAMAGES SET FORTH IN THIS AGREEMENT, AND THAT THE SAME FORM AN ESSENTIAL BASIS OF THE BARGAIN BETWEEN THE PARTIES.

13. **Entire Agreement.** This Agreement contains the entire understanding of the parties with respect to its subject matter, and supersedes and extinguishes all prior oral and written communications between the parties about its subject matter. Any purchase order or similar document which may be issued by Customer in connection with this Agreement does not modify this Agreement. No modification of this Agreement will be effective unless it is in writing, is signed by each party, and expressly provides that it amends this Agreement. The individual executing this Agreement on behalf of its party represents and warrants that he/she has full authority to bind such party to all terms, conditions and obligations of this Agreement.

The terms and conditions contained in this Agreement, including the prices, will be honored as set forth herein, provided this Agreement is fully executed and delivered on or before _____.

Customer:

ExecuTime:

BY: _____

BY: _____

PRINTED NAME: _____

PRINTED NAME: _____

PRINTED TITLE: _____

PRINTED TITLE: _____

DATED SIGNED: _____

DATE SIGNED: _____

ExecuTime will notify Customer of the increase at least ninety (90) days prior to the effective date of such increase.

APPLICABLE TAXES ARE NOT INCLUDED IN THE SCHEDULE LISTED ABOVE, AND, IF APPLICABLE, WILL BE ADDED TO THE AMOUNT OF PAYMENT INVOICE(S) BEING SENT SEPARATELY TO THE CUSTOMER.

Travel and Living Expenses: Travel and living expenses are in addition to the prices quoted above and will be invoiced as incurred. Travel and living expenses actually incurred in prior months for which ExecuTime is seeking reimbursement, shall also be invoiced monthly.

APPENDIX B

Application Software Maintenance and Support Services

A. Services Provided:

1. Provide standard product enhancements for those modules of proprietary Software listed in Appendix A when and as the same are developed by ExecuTime.
2. Modifications and updates will be provided and are limited to those which use data supported within the baseline application Software and are required by regulatory changes.
3. Provide assistance to Customer in the use of the Software via telephone inquiries to ExecuTime designated Software support offices up to the maximum number of hours per application as listed in Appendix A. Telephone support services are available weekdays, excluding ExecuTime's honored holidays and weekends, during normal business hours.
4. Investigate errors in the intended capabilities of the Software upon receipt of notification from Customer and provide Customer with an alternate procedure or programming modifications to correct errors.
5. ExecuTime shall have no obligation to provide services under this Agreement to support errors or problems in the Software caused by negligence, abuse, or misapplication of the Software, or by failure to adhere to use the Software as specified in the user documentation.

- B. Maintenance Hours. Maintenance is available during ExecuTime's normal business hours, Monday through Friday (currently 7 AM through 6 PM Central time), excluding ExecuTime-observed holidays (currently New Year's Day, Martin Luther King, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Day after Thanksgiving and Christmas Day and Day after Christmas. Holidays are subject to change).

MEMORANDUM



TO: CLAY PEARSON, CITY MANAGER
FROM: NEVRUS P. NAZARKO, FINANCE DIRECTOR/TREASURER
CC: TIA GROUNDLUND-FOX, VICTOR CARDENAS
SUBJECT: ADJUSTMENT OF PAY SCHEDULE
DATE: JANUARY 31, 2013

1/31/2013
To: Mayor and City Council members
Heads-up that work and options being considered to resolve a longtime administrative and financial problem (self imposed).
Clay

The purpose of this memo is to provide an analysis and recommendation of our current pay schedule for all of the City of Novi full time employees and the impact of the 27th pay in calendar year 2016. As it stands now, we pay our full time employees on a by-weekly schedule, every other Friday, for work week that ends on the next Saturday. For example, tomorrow, on Friday, February 1, 2013, employees will receive paychecks for the work week ending on February 2, 2013. How did we get here?

Background:

This practice (which is very unusual and uncommon in both, private and governmental entities) has started in early 1990's. The documents that I have come across in our department indicate that the City administration attempted to put all employees pay period back one or two weeks, depending on how they were being paid at that time. Instead the two groups: DPS & Police Clerks and Dispatchers that were held back were advanced checks to be paid on the same period as everyone else. In the early 2000's another attempt was made to resolve the issue when the calendar had 27 pays and unfortunately, it did not happen.

Currently, as I indicated above, all full time employees are being paid a day in advance. The part time, auxiliary and seasonal employees are being paid 8 days after their work schedule ends.

What are the concerns?

First, and foremost, the main issue is about the logistics and recordkeeping of one of our biggest expenditures as payroll consists approximately 70% of our General Fund expenditures. The process of analyzing and inputting of the time cards starts approximately 7 days before the pay date (and consequently before the pay period ends). Because the process has to start early, as there is a lot of checking and reconciliation along with inputting to be done, it is necessary to have enough time to perform these tasks before payroll checks are issued. The current system has potential for employees to get paid for days that they actually did not work or other benefits that they were not entitled to (such as personal day, sick pay, vacation etc.). Assuming that the particular employee in question has accumulations when that problem is discovered, we

can recoup the unwarranted pay, but there are cases that the employee may not have such accruals.

So, practically, the current system "locks" the time and pays one week prior to the work week ending.

Second, every 12-14 years the fiscal year pay period has 27 instead of 26 pay periods. With the current schedule of pay, the calendar year 2016 (fiscal 2016-2017) will have 27 pays in it.

This raises two issues:

- A. An additional expenditure of approximately \$750,000 has to be budgeted and accrued for, and
- B. Salaried employees will get an additional pay within that year, making the total salary for the year more than the contracts stipulate for.

Recommendation:

To resolve the first concern, we should postpone the pay currently scheduled for August 2, 2013 to August 9, 2013 (one week). Employees will get the checks on August 9, for the pay period ending August 3, 2013 six days after their work week is completed, which is customary to most of municipalities and private employers. This will make the pay schedule easier to handle and put more controls in place for checks and balances of the actual time worked.

The attached pay calendar shows that if we take this step, the next pay period with 27 pays will be in 2021, practically alleviating the current accrual from 2015-16 to 2020-21. It's important to clarify that by pushing the pay schedule 1 week, employees will not be shortchanged in their pay, instead, at separation they will have one more week of pay that was accrued.

Prior to implementing this change, as directed by the City's Labor Attorney, we will need to engage the various labor groups in the discussion. As it affects employee's compensation it is a mandatory subject of bargaining, hence all changes require negotiation and agreement on the proposed plan.

It is my strong recommendation that we approach the unions and start the process of implementation, The timing will give employees enough time to plan ahead for the month of August 2013 when instead of three pays they will receive only two, with one week in their banks. However, they will have 3 pays in the month of November 2013, basically making the total compensation for the year the same.

Please let me know if you have any questions or need further clarification.

Blue - Actual
Yellow - Proposed

2013

JANUARY							FEBRUARY						MARCH							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						

APRIL							MAY						JUNE							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
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28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

JULY							AUGUST						SEPTEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
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14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

OCTOBER							NOVEMBER						DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

2014

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
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13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
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13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
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26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

2015

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5
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26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

2016

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6			1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29						27	28	29	30	31		
31																				

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
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16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

2017

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
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15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
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23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

2018

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

2019

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
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28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

2020

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1	1	2	3	4	5	6	7
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
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19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

2021

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				