

AGREEMENT

Between

THE CITY OF CHILLICOTHE

and

THE AMERICAN FEDERATION OF STATE, COUNTY

AND MUNICIPAL EMPLOYEES LOCAL 1562

Effective through August 31, 2026

2023-MED-04-0395

ARTICLE	TITLE	PAGE
1	RECOGNITION	1
2	DUES CHECK-OFF AND FAIR SHARE	2
3	MANAGEMENT RIGHTS	3
4	GRIEVANCE PROCEDURE	4
5	STEWARDS	8
6	HOURS OF WORK AND OVERTIME	9
7	CALL-IN TIME	13
8	REPORTING PAY, LUNCH, TUITION, REST PERIOD	13
9	TRANSFERS AND VACANCIES	14
10	WAGES	17
11	SENIORITY	20
12	WORK RULES	22
13	PAID LEAVES OF ABSENCE	24
14	LEAVES OF ABSENCE WITH AND WITHOUT PAY	26
15	SICK LEAVE	28
16	HOLIDAYS AND VACATION	30
17	INSURANCE BENEFITS	33
18	JOB LOCATION	35
19	DISCRIMINATION, STRIKES OR LOCKOUT	36
20	SAVINGS CLAUSE	36
21	DISCIPLINE	37
22	QUALITY AND SAFETY-FIRST COMMITTEE	40
23	WORKERS COMPENSATION-INJURY LEAVE	40
24	MISCELLANEOUS	42
25	WAIVER OF NEGOTIATIONS	44
26	SUBCONTRACTING	44
27	PEOPLE CHECK-OFF	44
28	BULLETIN BOARDS	45
29	ABOLISHMENT, LAYOFF, AND RECALL	45
30	REFUSE DEPARTMENT RULES	47
31	TERMINATION	48
	SIGNATURE PAGE	50
	MEMORANDUMS OF UNDERSTANDING	51
	APPENDIX A	
	APPENDIX B	
	APPENDIX C	

ARTICLE 1 **RECOGNITION**

Section 1.1. The Employer recognizes Local 1562 and the American Federation of State, County, and Municipal Employees, Ohio Council 8, as the sole and exclusive bargaining agent for all employees in the bargaining unit for the purpose of the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work, and other conditions of employment.

Section 1.2. The bargaining unit shall include all employees except policemen, firemen, confidential secretaries, department heads, assistant department head, Compliance Officer, Office Manager, Tax Auditor, Deputy Auditor, Utilities Supervisor, Service Superintendent, Wastewater Supervisor, Water Plant Supervisor, Human Resources Director, Parks Supervisor, part-time Court employees and seasonal employees. The supervisory employees who are Union members are part of the bargaining unit, but in the event of a strike or walkout, either authorized or unauthorized, they shall report and remain on their job shift.

The bargaining unit includes the drive-through ticket taker position. It is understood that the City Auditor still has two (2) appointed non-bargaining unit positions that may perform bargaining unit work.

Section 1.3. The SERB Certified 2012-REP-04-0052 Unit:

Included: All Part-time Bus Operators/Part-time Laborers

Excluded: Seasonal and casual employees as determined by the State Employment Relations Board; supervisors, confidential and management level employees as defined by the Act.

In the event a new classification is created during the term of this Agreement, the parties agree to discuss the inclusion of such classification in the bargaining unit, and its wage rate. In addition, the City agrees to notify the Union of any proposed changes to job descriptions and to meet with the Union, if the Union requests, to discuss such proposed changes.

If a dispute occurs between the Employer and the Union as to the inclusion or exclusion of a classification from the bargaining unit, the parties will discuss the matter and, if they are unable to reach an agreement thereon, the parties agree to submit the dispute to arbitration pursuant to the provision of the Arbitration Article (Section 4.5), for the deemed Certified Unit. If parties are unable to reach an agreement thereon for the SERB Certified Unit, they may petition SERB.

ARTICLE 2
DUES CHECK-OFF

Section 2.1. The Employer agrees to deduct the Union membership fee assessment and, twice each month, dues from the pay of those employees who individually request, in writing, that such deductions be made. The dues deductions shall be made in two (2) equal amounts. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union and the aggregate deductions of all employees shall be remitted, together with an itemized statement. All dues deductions shall be deposited via electronic Automatic Clearing House (ACH) transfer payment into the commercial bank account of Ohio Council 8, AFSCME, AFL-CIO no later than fifteen (15) days following the end of the pay period in which the deduction is made. The Union shall provide the Employer with authorization to make deposits into the financial institution utilized by the Union along with the routing number and account number of the Unions account. It is the Union's responsibility to notify the Employer in writing of any change to the Union's account information. The Auditor shall also send an alphabetized member list and the last four digits of each member's social security number to the AFSCME office.

Section 2.2. The Employer will notify the Union within ten (10) working days after hiring any new bargaining unit employee.

The City shall not be subject to lawsuit or otherwise liable for administering the terms of this Article.

Section 2.3. The City agrees once a year to provide the Union with an alphabetical list of all bargaining unit employees, those on leave of absence, and those who have left the bargaining unit. Additionally, the City will email to AFSCME Council 8 the following information:

- A. Dues List: name, address and phone number of dues paying members.
- B. Non-Member List: name, address and phone number of bargaining unit employees who are non-members.

Section 2.4. Dues revocation shall be in accordance with the check off agreement. Employees who are members of the union may revoke their union membership at any time by sending written notification to the Union of their desire to drop their union membership. Revocation of membership does not revoke union dues authorization, which may only be revoked as set forth below.

Any voluntary dues checkoff authorization shall be irrevocable, regardless of whether an employee has revoked union membership, for a period of one year from the date of execution of the dues checkoff authorization and for year to year thereafter, unless the employee gives the Employer and the Union written notice of revocation not less than ten (10) days and not more than twenty-five (25) days before the end of any yearly period. Copies of the employees' dues checkoff authorization cards are available from the Union upon request.

In the event the U.S. Supreme Court, Federal or State Legislation declares fair share legal in the future, the parties agree to reinstate the fair share provision as contained in the 2018-2021 Negotiated Agreement.

ARTICLE 3 **MANAGEMENT RIGHTS**

Section 3.1. MANAGEMENT'S RIGHTS: Except to the extent expressly abridged by a specific provision of this Agreement, the management and direction of the affairs of the City are retained by the City, through the direction of the Mayor. This includes but is not limited to the following:

- 0. Determine matters of inherent managerial policy, which includes, but is not limited to areas of discretion or policy such as functions and programs of the public employer, standards of services, its overall budget, utilization of technology, and organization structure;
- B. Direct, supervise, evaluate, or hire employees;
- C. Maintain and improve the efficiency and effectiveness of governmental operations;
- D. Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;
- E. Suspend, discipline, demote or discharge for just cause, or layoff, transfer, assign, schedule, promote, or retain employees;
- F. Determine the adequacy of the work force;
- G. Determine the overall mission of the Employer as a unit of government;
- H. Effectively manage the work force; and
- 0. Take actions to carry out the mission of the public employer as a governmental unit.

The employer is not required to bargain on subjects reserved as management rights outlined above. Subjects outside of the management rights outlined above may still be subject to negotiation between the parties, as required by law.

To the extent that any of the above management functions are limited by the provisions of this Agreement, alleged violations are subject to the grievance and arbitration procedures herein.

Section 3.2. The Management's Rights Clause of this Agreement shall not be subject to grievance or arbitration.

ARTICLE 4

GRIEVANCE PROCEDURE

Section 4.1. DEFINITION OF A GRIEVANCE: A grievance is defined as a written dispute involving the interpretation, application, or enforcement of a specific contract provision under this Agreement.

The aggrieved employee must personally sign all grievances unless such circumstances prevent same (such as severe illness, hospitalization, etc.). In such instance, the Union representative may sign on behalf of the employee, and the grievance shall be processed as though the employee personally signed the grievance.

Section 4.2. The Union agrees to control the time spent in handling grievances. Time spent will be kept at a minimum. The Union Steward shall be permitted to investigate and handle grievances during working hours. The Union Steward shall notify his foreman or immediate supervisor before he starts his grievance investigation and when he finishes it. He shall be compensated at his normal rate of pay for all time spent during his scheduled working hours. No overtime shall ever be paid for handling a grievance.

Section 4.3. STEP ONE: Any employee having a grievance must first present the grievance in writing to the department head. The grievance shall be presented by the grievant and/or his Union representative within five (5) business days after the incident, occurrence, or discovery of the event allegedly constituting a violation. The department head will then attempt to resolve the grievance and give a written reply to the grievant and Union representative within five (5) business days from the date the grievance was presented to him. The grievant may be accompanied by his steward if he so desires.

Section 4.4. STEP TWO: If the employee is not satisfied with the written response from Step One, the grievance may be presented by a Union representative, within five (5) business days of the receipt of the decision from Step One, to the Appointing Authority or his designated representative. The Union shall submit a written list of all available Union's documentary exhibits, with a copy of each documentary exhibit attached.

A hearing with the grievant and not more than two (2) Union representatives and any Union witnesses shall be scheduled with the Appointing Authority or his designated representative within five (5) business days from the date of presentation of the grievance to formally hear the grievance. The Appointing Authority or his designee will allow the Union and management representatives to present their side of the grievance. A record shall be kept in accordance with Section 4.8 of this Article. The Appointing Authority or his designated representative shall render a decision, in writing, which shall be presented to the grievant, Union president and chief steward within five (5) business days after the meeting. Business days, for Steps One and Two shall be defined as Monday thru Friday

Section 4.5. KEEPING OF MINUTES: Minutes of the hearing held at Step Two of the grievance procedure shall be prepared by the City's authorized representative and jointly signed by the authorized representative of the Union. Minutes shall conform essentially to the following outline:

- 0. Date and place of meeting
- B. Name and position of those present
- C. Identifying number of the grievance
- D. Description of the grievance discussed
- E. Brief statement of Union's position
- F. Brief statement of City's position
- G. Summary of the discussion
- H. Decision reached
- O. Statement of concurrence in or exceptions to the decision.

Section 4.6. In the event the grievance is not resolved at the second (2nd) step, the employer and the Union may agree to mediation with the State Employment Relations Board (SERB) or Federal Mediation and Conciliation Service (FMCS). The mediation request must be mutually agreed to by both Employer and Union, and must be filed within fifteen (15) business days of receipt of the second (2nd) step answer.

Section 4.7. ARBITRATION: In the event the employee is not satisfied with the decision received from Step Two, the grievance may be submitted by the Union for Arbitration. The decision of the arbitrator, made within his jurisdiction, shall be final and binding upon both parties. The Union shall submit to the Appointing Authority, in writing, a notice of intent to arbitrate within fifteen (15) business days after the receipt of the written decision from Step Two.

Section 4.8. DELIVERY OF DEMAND FOR ARBITRATION: Should the Union demand arbitration, it shall give written notice to the authorized representative. Such demand shall be signed by the authorized representative of the Union. The written notice shall, in all cases, contain the following information:

- 0. The provisions of the Agreement in dispute
- B. The nature of the grievance
- C. The employee(s) involved

- D. The department or division involved

Section 4.9. SELECTING THE ARBITRATOR: Either party may submit a written request to the Federal Mediation and Conciliation Service (FMCS) for the names of eleven (11) qualified arbitrators, National Academy of Arbitrators, Ohio only, including personal history and arbitration experience of each. Upon receipt of such list of arbitrators, the parties shall meet and upon failure to agree on the arbitrator, the parties shall alternately strike names each from the list. The person whose name remains on the list after all others have been stricken shall be the arbitrator. The Federal Mediation and Conciliation Service shall be advised of the choice of the parties and request that such arbitrator be assigned to the grievance.

If one party refuses to sign the request letter, the remaining party may submit the letter for the arbitrator's list.

The Arbitrator should schedule and conduct the hearing for the arbitration within sixty (60) calendar days from the date of his appointment, except for any discharge or termination, in which case it should be scheduled and heard with 30 days of appointment. Failure of the arbitrator to schedule and conduct the arbitration hearing within these time limits shall result in disqualification of that arbitrator. A substitute arbitrator shall then be selected, who shall schedule and conduct the arbitration hearing in accordance with these time periods. If either party should fail to attend and present its side at a duly scheduled arbitration hearing without being granted a continuance by the arbitrator, the arbitrator shall proceed with the hearing and render a decision notwithstanding such failure to attend by that party.

Section 4.10. ARBITRATOR AUTHORITY:

- 0. The arbitrator shall not change wage rates already in effect within the Agreement.
- B. No award involving the grievance shall be granted retroactive payment beyond the date of the original occurrence.
- C. The Arbitrator may not amend, modify, add to or detract from the provisions of this contract.
- D. Within thirty (30) days the Arbitrator shall reduce his award to writing and state his reasons for reaching the award unless both parties agree, in writing, that this is not necessary. Copies of the award shall be forwarded to both parties.
- E. The Arbitrator's authority is limited to the four corners of this Agreement. His role is to interpret the contract only.

Section 4.11. SUBMISSION AGREEMENT: The Union and the City shall agree, in writing, upon the precise issue to be decided, and submit the statement to the arbitrator. If the parties cannot agree on the issue to be decided, each party shall state, in writing, the issue as he sees it and submit it to the arbitrator. Included in its statement of issues, the appealing party shall cite the section or sections of the Agreement it claims have been violated and the redress it expects from arbitration. The question of arbitrability must be raised at least ten (10) working days after the last step of the grievance process prior to the scheduled arbitration.

Section 4.12. PROCEDURES: Arbitration proceedings shall be conducted under the Voluntary Labor Arbitration Rules of the Federal Mediation and Conciliation Service except as modified by the provisions of this Agreement.

Section 4.13. NUMBER OF GRIEVANCES TO BE HEARD AT ONE TIME: The arbitrator may hear more than one grievance at a time. The City and Union may agree to expedited arbitration.

Section 4.14. COST SHARING: All expenses which may be involved in the arbitration proceedings shall be borne by both parties. Expenses relating to the calling of witnesses or the obtaining of depositions or any other similar expense associated with such proceedings shall be borne by the party at whose request such witnesses or depositions are required. No employee who is paid for lost time shall be paid as a witness.

Section 4.15. PAYMENT FOR TIME ATTENDING ARBITRATION HEARINGS:The grieving employees, Union representatives, and necessary witnesses shall be paid for time lost during regular working hours for attending arbitration hearings. Necessary witnesses shall only be paid for the time necessary to attend the hearing and testify.

Section 4.16. PARTIES MUST FOLLOW PROCEDURES: If the employee fails to exhaust his remedies under the grievance procedures or to abide by the time limits with respect to each Step, the grievance shall be presumed to be abandoned, unless a written waiver is signed by the other party. Provided, however, if the City fails to respond to the procedures in Sections ~~4.2~~, 4.3, and ~~4.5~~ 4.4, the City shall be presumed to have accepted the grievance as submitted.

Section 4.17. CALCULATION OF TIME: For the purpose of counting time under this Article, the first calendar day of any particular time period will not be counted, and the last calendar day will be counted.

Section 4.18. DISPUTE RESOLUTION: All disputes under this labor agreement will be settled through the grievance procedure and arbitration without recourse to the Civil Service Commission.

ARTICLE 5 **STEWARDS**

Section 5.1. Employees selected by the Union to act as union representatives shall be known as “stewards”. The names of the employees selected as stewards, and the names of other union representatives who may represent employees shall be certified in writing to the Employer by the Union.

Section 5.2. Stewards shall be limited to one (1) Chief Steward and one (1) department steward in each department. The President and Vice-President may also act as stewards. Employees should use the assigned department steward but shall not be restricted as to their choice of representative. The Union will maintain a list containing the name and contact information for the Chief Steward and each department steward and provide said list to the City upon request.

Section 5.3. In order to avoid grievance problems, monthly meetings when requested by either party, shall be conducted between the department head and one of the following: (1) union president; (2) chief steward; or (3) department steward. The meeting shall be held during working hours without loss of pay.

Section 5.4. Representatives of the Union shall be permitted to enter the City property for the purpose of ascertaining whether this agreement is being observed and for attending meetings with the City, provided such meetings are scheduled with reasonable notice and shall not interfere with the normal orderly operations of the City and such visits shall be subject to the general rules of the City applicable to visits by non-employees. Requests for visitations shall not be withheld unreasonably.

Section 5.5. The Union’s Executive Board shall be permitted to meet during regular working hours without loss of pay for one (1) hour, once each month and have the option to abut their lunch period to extend the meeting time. The employees will be allotted 15 minutes travel time before and after each meeting without loss of pay. Should employees desire additional meetings the Union may request such time from the appointing authority or designee. Should the employees desire additional time they may request it from his or her appointing authority or designee, but the granting of such time will be at the sole discretion of the appointing authority or designee. Executive Board meeting shall be scheduled on non-payroll weeks to limit the effect on normal operations of the Auditors Office.

Section 5.6. The City and the Union agree that the Union President, Vice President, or Union Designee shall be permitted one-half (1/2) hour for orientation purposes to make a presentation on behalf of the Union with all newly hired bargaining unit employees without loss of pay during the first two weeks of a new employees hire date.

ARTICLE 6
HOURS OF WORK AND OVERTIME

Section 6.1. HOURS OF WORK: Eight (8) hours normally shall constitute a basic workday. Forty (40) hours normally shall constitute a basic work week. If possible, in order to provide transit service to Chillicothe and Ross County, the City will make every effort to schedule full time transit employees to five (5) consecutive workdays in the workweek. The work week normally shall be from Monday through Friday, inclusive. Employees shall be entitled to two (2) consecutive days off, if possible. In addition to regular hours of work, there shall be overtime and call-in time as defined in Article 7. Both shall apply to the overtime roster.

Section 6.2. OVERTIME COMPENSATION: Time and one-half ($1\frac{1}{2}$) the regular rate shall be paid for hours in excess of eight (8) hours worked in one day, except in the Water and Wastewater Treatment Plants, when the regularly scheduled day may exceed eight (8) hours. Time and one-half ($1\frac{1}{2}$) the regular hourly rate shall be paid for all hours worked in excess of forty (40) hours in one week. Scheduled time in excess of eight (8) hours shall be paid at time and one half ($1\frac{1}{2}$). Unexcused Sick leave will not count as hours worked for the purpose of calculating overtime. Any sick leave use with a Doctor's excuse excusing the sick leave presented immediately upon return to work, or prescheduled doctor's appointment hours will be calculated as hours worked for the calculation of overtime.

All mandatory overtime will be paid at the appropriate overtime rate regardless if sick leave is excused or unexcused.

Section 6.3. CONSECUTIVE DAYS WORKED: All hours of work performed on the sixth (6th) consecutive day shall be paid at the rate of time and one-half ($1\frac{1}{2}$) the regular rate of pay. All hours of work performed on the seventh (7th) consecutive day shall be paid at the rate of double time and one-half ($2\frac{1}{2}$) the regular rate of pay except for continuous operation employees. Any time working on sixth (6th) consecutive day shall constitute a workday, i.e. (one [1] hour work counts as sixth [6th] day). This provision applies regardless of when a new pay period begins.

Work performed by continuous operation employees during their regularly scheduled shifts shall not be paid overtime in accordance with this paragraph, excluding scheduled overtime, since such work on the sixth (6th) and seventh (7th) day of their shift is a part of their regular schedule. Work performed by continuous operation employees in excess of their regularly scheduled shift shall be paid overtime in accordance with this section, and scheduled days off in excess of their shift shall be in accordance with this section. (One [1] hour work counts as sixth [6th] day)

Continuous operations shall continue as in effect at the signing of this contract, i.e. (sixth [6th] consecutive day could be Monday, Tuesday, Wednesday, Thursday, or Friday).

Section 6.4. SHIFT WORK: Continuous operation employees shall be those employees whose regularly scheduled hours of work include 2nd and/or 3rd shifts. The two (2) days off per week in Section 5.1 shall be waived if scheduling does not permit.

Shift differential shall be paid to continuous operation employees only while the employee is working his/her regular shift or while working to replace an employee for his/her regularly scheduled shift. Shift differential shall be at the rate of \$0.50 per hour for 2nd shift and \$0.50 per hour for 3rd shift.

Shift differential shall be paid to those employees who have regularly scheduled hours outside their fellow employee's normally scheduled hours, for the time worked outside those normal hours.

Section 6.5. WORK SCHEDULES: Scheduled hours of work applicable to each department or to groups of employees within a department will be posted in the respective departments. The Employer will make an earnest effort to equalize the work hours it schedules for all employees within a department.

However, it is recognized that this may not be possible or practical in any given week or weeks due to variations in customer requirements or other circumstances.

Section 6.6. WORK-SCHEDULE CHANGES: In the event that the work week normally scheduled for any particular department should change from the work week normally being scheduled in that department, or as to any particular employee in any department, the City will give the Union fourteen (14) calendar days advance notice in writing prior to implementation of the scheduling change. In addition, any employee scheduled to work on Saturday or on Sunday as part of the employee's new regularly scheduled hours, as a result of the implementation of the change, shall receive a differential in the amount of \$0.50 per hour. This provision shall not apply to any employee who is already working hours on a Saturday or a Sunday as a result of the work week normally being scheduled as to her or his department. In the event of the implementation of a change resulting in the payment of the differential, and in the event there is a request by more than one employee to work the hours being scheduled on a Saturday or on a Sunday resulting in the differential, the employee within the classification with the most seniority shall be scheduled. Otherwise, the hours shall be scheduled in reverse order of seniority within the scheduling classification, with the least senior employee in the classification being scheduled.

Section 6.7. OVERTIME DETERMINATION: Each department head determines whether overtime is necessary, and what classification is required to perform a given task. The City may use people outside their classification in their department as needed. The Union President has the right to review overtime lists.

Overtime work determined and assigned by the department head shall be distributed equally as possible to employees within the classification whom the department head feels are capable of doing the job requiring overtime. Any employee, who is not in current working status due to illness or sickness, injury leave, light duty, personal leave, or military leave, shall not be entitled

to consideration for overtime. Unless otherwise indicated by the employee on the City's leave form, an employee will not be called for overtime who is not in current working status due to vacation, union leave, personal leave or comp time off and will not be charged as a refusal. The employee may elect to be included on the overtime roster on the City's leave form if the employee is taking vacation or comp time and he shall be considered in accordance with the procedure set forth below.

When overtime is assigned, the opportunity to work overtime shall be offered to the qualified employee within the classification and within the department who has the least number of overtime hours to his credit at that time. If the employee does not accept the overtime assignment, he shall be credited with the work hours offered solely for purpose of future overtime assignments.

When it is known in advance that overtime will be required to cover shift work, the supervisor will offer the employee who is low on the overtime roster at least twenty-four (24) hours in advance and up to seventy-two (72) hours in advance when time permits. For other employees, supervisors shall notify their employees as soon as reasonably possible when the supervisor knows that overtime will be available. At such time the employee accepts the overtime, the hours shall be credited to that employee on the overtime roster.

If an attempt is made to reach an employee by telephone and, there is no answer, if an answering machine is reached, no message shall be left. It will be construed this person is unable to be reached and this fact shall too be documented and the next employee on the list may be called. The Employer may go outside the job classification if all employees within the classification turn down the overtime.

The record of overtime hours shall be posted and kept up to date daily.

Section 6.8. DEFINITION OF TYPES OF PREMIUM PAY:

0. **Hold Over:** Any time overtime directly abuts the employee's regular shift, provided notification occurs prior to the employee leaving the premises, and paid on the hour-for hour worked basis.

- B. **Scheduled Overtime:** Overtime scheduled at least two (2) hours before the end of the shift, but not more than three (3) weeks in advance of the overtime and for a minimum of one (1) hour.

- C. **Call-In:** Any overtime not scheduled and that does not abut the regular shift, and for a four (4) hour minimum. Example: If the employee has left the work site and is recalled, it is considered a call-in.

Section 6.9. Overtime Roster: Those employees who wish to be added to the overtime roster shall submit a letter to the department head requesting same. Those employees shall be added with the highest amount of overtime as indicated by the roster. The letter shall include a telephone

number, or another means of contact. The City shall maintain one overtime roster per department per classification. The overtime roster shall be renewed on January 1 of each calendar year and the successive roster shall be prepared with the order of the employees from the previous roster showing the difference in hours.

(I.e.; the employee on the previous roster with the fewest overtime hours worked goes to zero and the number of hours attributable to that employee is subtracted from the remaining employees' hours on the roster.)

Overtime asked and refused four (4) consecutive times will result in an employee being removed from the overtime roster, which shall be effective upon the fourth (4th) consecutive refusal. A request in writing by the employee removed must be made to the department head in order for the employee to be reinstated on the overtime roster. Upon the employee's written request to the department head the employee will be reinstated on the overtime roster within ten (10) business days from the department head's receipt of the written notice. If an employee is removed from the overtime roster by this section twice within one (1) year commencing with the date of the first removal, such employee shall not be eligible to return to the overtime roster for one year from the date of the second removal from the overtime roster.

Section 6.10. CHARGED OVERTIME: Any employee on disciplinary suspension will not be asked to work, but overtime will be charged against him as though he had refused the same.

Section 6.11. REFUSED OVERTIME: The City may discipline an employee who refuses to work overtime during a declared emergency.

When the department head or his designee determines that overtime is necessary on the relieving shift, he will schedule the overtime to the employee on the currently scheduled shift, who will not be relieved, (e.g. Transit bus operators and Utilities 2nd and 3rd shifts), for a maximum of four (4) hours. The overtime will be offered to employees on the current shift beginning with the employees with the lowest aggregate overtime hours. If overtime is refused the employee will be charged the overtime hours offered. If all employees refuse said overtime, the employee with the least seniority will be scheduled to work the overtime unless such employee has completed a sixteen (16) hour shift. In the event it is necessary to hold over a plant operator, such holdover will only be for the amount of time it takes to obtain a replacement plant operator. Emergency situations, however, shall be at the discretion of the supervisor.

Section 6.12. COMPENSATORY TIME IN LIEU OF OVERTIME PAY: Any overtime worked may be converted to compensatory time and such compensatory time shall be taken at the time mutually convenient to the employee and his supervisor. Such compensatory time shall be granted at the rate of one and one-half (1½) hours for each one (1) hour worked. The compensatory time off option will be exercised by the employee filling out and giving to his supervisor the appropriate form noting his desire. Unless the employee filled out this form, he shall be paid overtime at the applicable rate. No more than 240 hours may be accumulated as compensatory time in a calendar year. All unused compensatory time will be cashed out the last

pay period of November of each year. The City has final approval over the scheduling of compensatory time.

ARTICLE 7
CALL-IN TIME

Section 7.1. CALL-IN TIME: Each department head determines whether call-in time is necessary. The City may use people outside their classification in their department when the employees within the classification refuse or there are not enough employees within the classification in the department.

An employee shall accept call-in time when requested by the Employer unless he states that he is physically unable or there is serious family illness requiring his presence.

Any employee accepting call-in time to work outside his regularly scheduled shift shall be paid for a minimum of four (4) hours at the rate of time and one-half. If the call-in time occurs on Sunday, holidays, or the seventh consecutive day, the employee shall be paid for a minimum of four (4) hours at the rate of double time and one-half. If the call-in time work assignment and the employee's regular shift overlap, the employee shall be paid at the rate of time and one half (1 ½) hours for the first two (2) hours of work completed. The employee shall then be paid for the balance of his regular work shift at the appropriate rate.

It is understood that employees accepting call-in time shall be on call for four (4) hours, and if sent home, may be recalled within the original four (4) hours, and shall be considered the same call-in time without any extra pay.

Any employee accepting call-in time, who reports and is ready to begin work within thirty (30) minutes of receiving the call, shall be paid from the time he received said call. Call-in sheets shall be used whenever any employee is called in, to verify arrived within thirty (30) minutes of the call in. A copy of the call-in sheet shall be submitted with the payroll.

Call-in time will not be paid unless the employee physically reports to the job site.

ARTICLE 8
REPORTING PAY, LUNCH, TUITION, REST PERIOD

Section 8.1. Any employee's work schedule shall provide for a fifteen (15) minute rest period during each one-half shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift whenever this is feasible.

Employees who, for any reason, work beyond their regular quitting time and are assigned to work at least four (4) hours the next shift shall receive a fifteen (15) minute rest period before they start to work on such next shift. In addition, they shall be granted the regular rest periods that occur during the shift.

Section 8.2. LUNCH PERIOD: All employees shall be granted a lunch period during each work shift. Whenever possible, the lunch period shall be scheduled in the middle of each shift, except continuous operation or mutual arrangements. Employees taking a lunch who are required to use time clocks will record out and in times. However, if not practicable to use the clocks due to work site, the employee will instead fill out and sign the appropriate pay slips indicating when they began and ended their lunch. That pay slip will be presented to the employee's supervisor who will sign to authorize as received.

Section 8.3. TUITION: Tuition payment for expenses actually incurred in connection with specialization training required by the City to maintain his current job classification shall be paid by the City. The payment shall be in addition to the employee's regular wages during the training period.

Section 8.4. REPORTING PAY: Any employee who is required to and reports for regularly scheduled work shall be assigned to at least four (4) hours on the job for which he was scheduled to report.

If the work on the job is not available, the employee shall be assigned to such work as is available within his classification, or that work which he is qualified to perform in his department. If no work is available then the employee shall be excused from duty and paid for four (4) hours' work, at straight time, if over forty (40) hours, overtime.

ARTICLE 9 **TRANSFERS AND VACANCIES**

Section 9.1. A transfer is an assignment from one department to another, on a permanent or temporary basis. Permanent transfers are those greater than the probationary period for the transferred job. Temporary transfers are those for less than the probationary period of the transferred job.

Section 9.2. When the Employer determines a transfer is necessary, it shall select the least senior employee in the classification for the transfer, unless a more senior qualified employee in the department specifically requests to work in the transferred position. Transfers shall not be made arbitrarily.

Section 9.3. A permanently transferred employee shall be paid the rate of the job he is transferred into. If that rate is lower than his old classification, he shall receive his old rate of pay. If an employee is temporarily placed in a higher-paid job classification by his supervisor, he shall receive that rate of pay. If an employee is transferred to a job with a lower rate of pay, he shall continue to receive his regular rate of pay.

Section 9.4. A vacancy is a job opening that the employer decides to fill on a permanent basis. The employer determines whether candidates are qualified to fill vacancies. When two (2) or more employees are considered final candidates for the vacancy, seniority shall be the deciding factor.

Section 9.5. Any employee performing duties normally outside his classification, which are paid at the higher rate of pay, shall be paid at least a 5% increase but in no case higher than the final step of that classification.

Section 9.6. Any person performing acting duties for thirty (30) consecutive calendar working days shall receive all compensation at the higher rate of pay until the position is filled permanently.

Section 9.7. The department head shall determine what classification is necessary to perform a given task. Work outside of classification shall only be performed when work in their described job classification is not available, or in an emergency situation.

Section 9.8. TRANSFER: Any employee transferred from one classification and/or department to another shall continue to accumulate seniority in his former classification and shall not be placed on the seniority list of his new position until successful completion of the ninety (90) day probationary period there. If, at the time the employee completes his ninety (90) day probationary period, his former position remains unfilled, the employee may request a transfer into his former job and shall retain all rights of overall seniority beginning from his first day of hire.

Section 9.9. SHIFT TRANSFER: Shift transfers shall be made on the basis of job seniority. Employees, with the approval of their supervisor, have the right to temporarily exchange shifts. The provisions of this Section shall not apply to temporary employment or transfer made necessary by the absence of employees.

Section 9.10. Vacancies shall be posted city-wide and/or city-wide website.

Section 9.11. PROVISIONAL AND PERMANENT POSITIONS:

- A. When a job vacancy occurs within the AFSCME Bargaining Unit and Civil Service has not provided an eligibility list or no prior Civil Service examination has provided an eligibility list, there shall be a departmental posting outlining the job, salary, and minimum qualifications. To be a Civil Service Qualified Employee and placed on the eligibility list; the Bargaining Unit Employee who has either passed the Civil Service Examination or met the Resume Qualifications to be deemed qualified to be placed on the eligibility list.

DD Bus Operators within the Transit Department shall be offered any vacancies as a Bus Operator before any other classification is offered the vacancy. Part-time employees within the same classification as the job vacancy shall have the right to acquire the job vacancy as covered under this bargaining unit, by seniority if they pass the Civil Service Qualified Employee requirements for the class or grade the employee is applying for. If no part-time employee within the same classification as the job vacancy acquires the job, then present

employees within the department shall have a right to acquire the job vacancy as covered under this bargaining unit, by seniority if they pass the Civil Service Qualified Employee requirements for the class or grade the employee is applying for. If the before mentioned eligibility list becomes depleted, the City will notify the Civil Service to schedule examination to restore candidates to the eligibility list.

In the event no present employee within the department desires to acquire the job vacancy, or in the event no employee within the department passes the Civil Service Qualified Employee requirements for that class or grade in which there is a vacancy, then there shall be a city-wide posting outlining the job, salary, and minimum qualifications. Present City employees within any other department within the bargaining unit shall then have the right to acquire the job vacancy by seniority if they pass the Civil Service Qualified Employee requirements for the class or grade in which there is a vacancy.

If no present City employee within any other department passes the Civil Service examination, or if no present City employee within the same class or grade requests to fill the vacancy, then the City may fill the vacancy by hiring any other person who has received a score of at least the minimum established by the Civil Service Commission.

Any present employee who fills a job vacancy by seniority pursuant to this section must serve a probationary period during the first ninety (90) eight (8) hour workdays. During that probationary period, the employee serves in the new class or grade subject to the right of the Employer to transfer, for just cause, the employee back to his prior class, grade, or department. Just cause includes, but is not limited to failure of the employee to:

0. Adapt to the job duties of the new class or grade
2. Demonstrate sufficient qualifications to handle work assignments in new class or grade, or
3. Efficiently and promptly perform his job duties.

Likewise, any employee who accepts the vacancy who decides, for any reason, to return to his prior class, grade, or department, may do so within the first thirty (30) calendar days of his probationary period.

No employee shall be entitled to fill any vacancy outside his existing department under this section more than once in any calendar year. Any employee accepting the vacancy in the different class or grade, whether with a lower or higher pay scale, whether in the same or different department, shall be paid the rate of the job that he accepts transfer into, beginning at the step he currently holds in his present position.

If, however, the employee fails to satisfactorily complete the probationary period and is transferred to his prior job classification, his pay shall revert to the rate of pay that would be applicable to him in that prior job classification as if there had been no transfer

- B. A provisional employee who has completed at least six (6) months of service, or the probationary period, whichever is longer, and passes an examination for that class or grade in which he holds the position, shall be appointed to that position as a permanent employee prior to the preparation of an eligible list.
- C. A permanent employee who passes an examination for a grade or class for which a position is vacant shall be appointed to the position prior to the preparation of an eligibility list. If more than one permanent employee passes the examination for the vacant position, an eligibility list must be prepared consisting only of those permanent employees who received a score of at least the minimum established by the Civil Service Commission.

ARTICLE 10 **WAGES**

Section 10.1. COMPOSITION OF THE PAY PLAN:

Effective at the start of the first full pay period after September 1, 2023, base wages shall be increased by four percent (4.00%). Effective the start of the first full pay period after September 1, 2024, base wages shall be increased by three and one-half percent (3.50%). Effective the start of the first full pay period after September 1, 2025, base wages shall be increased by three and one-half percent (3.50%).

The Wage Rate Tables for each year of this collective bargaining agreement are attached to this agreement as Appendix A, B, and C, and correspond to September 2023, September 2024, and September 2025 respectively.

- A. **NEW HIRE SALARY RANGE:** A newly hired employee will be placed in Pay-Step A of the below Pay Scale for the respective Classification and each year there-after on their anniversary date of hire move to the next Pay-Step thru Step H. The Employer shall have the sole discretion to place a new hire in an advanced step up to B. A new hire may be placed at an advanced step beyond B with mutual agreement between the city and the union.
- B. **PROMOTION SALARY RANGE:** Any person who received or earns a promotion to a job in a higher salary range will be placed at the same step in the new pay grade for the promoted classification. Each year there-after on their original anniversary date of hire with the City shall move to the next Pay-Step thru Step H.

Section 10.2. Licensure Pay In addition to the applicable wage rate table, any employee who has any of the following licenses and/or certificates, or any employee who has been asked to obtain any of the following licenses or certificates, will have added to their base rate of pay the following

amounts of money. However, these rates will be paid only if the employee is working in a position where the certification or license is required (e.g., a Deputy Clerk of Municipal Court with an Ohio Class I Certificate would not receive the license pay because the certificate is not required for the employee's position). This shall not apply to employees within the water or wastewater departments. If an employee's position is determined not to require a Commercial Driver's License, then the employee shall only receive CDL pay when the CDL is actually being utilized.

Furthermore, any member shall be able to acquire, at their own discretion, any license pertaining to their position within their department. The city agrees to pay employees stipend pay in accordance with this section.

	Year 1 & 2	Year 3
CLASS C COMMERCIAL DRIVERS LICENSE	0.25	.50
CLASS B COMMERCIAL DRIVERS LICENSE	0.50	.50
CLASS A COMMERCIAL DRIVERS LICENSE	.75	1.00
DD CERTIFICATION The DD Certification will be paid to Full-time and Part-time Bus Operators, only during time actually driving DD Routes. The DD Certification and Commercial Drivers' License pay have been added to the base wage of DD Bus Operators; as such this position is not entitled to the additional certification/license pay.	.75	.75
OHIO EPA CLASS I CERTIFICATE	1.25	1.50
OHIO EPA CLASS II CERTIFICATE	1.75	2.00
OHIO EPA CLASS III CERTIFICATE	2.50	3.00
OHIO EPA CLASS IV CERTIFICATE	3.00	4.00
LAB CERTIFICATION, FIVE (5) TEST/DMRQA	.75	1.00
LAB CERTIFICATION, SIX (6) TEST	.80	1.00
LAB CERTIFICATION, BACTERIA TEST (Water /Wastewater)	.75	1.00
PROFESSIONAL SURVEYORS LICENSE	.60	.60
INTERNATIONAL SIGNAL ASSOCIATION LICENSE	.50	1.00
HVAC CERTIFICATION	.50	.50
BACKFLOW PREVENTION	.50	1.00

If an employee obtains an OEPA license that both encompasses and supersedes an earlier license (e.g., a Class I Operator- Water Works license encompasses and supersedes a Class I Operator- Water Distribution license), the Employee is entitled to the hourly pay supplement for the higher-level license.

MECHANIC ASE CERTIFICATION	TECHNICIAN	MASTER TECHNICIAN
A1, A4, A5, A6, A7, A9	0.10	0.10
E1, E2, E3	0.10	0.10
G1	0.05	0.05
H2, H3, H4, H5, H6, H7, H8	0.10	0.10
L2	0.05	0.05
S1, S2, S3, S4, S5	0.10	0.10

The ASE Certification Stipends are paid hourly for each individual certification in the above chart to all positions in a mechanic classification.

The Lead Mechanic position shall not receive stipend pay for HVAC (\$0.50) or two ASE certifications (\$0.05 and/or \$0.10 respectively) because these three stipends are rolled into the wage table for the Lead Mechanic position.

Section 10.3. LONGEVITY BENEFITS: Longevity shall be paid as follows:

Five years but less than ten years of service	\$ 950.00
Ten years but less than fifteen years of service	\$1,200.00
Fifteen years but less than twenty years of service	\$1,450.00
Twenty years but less than twenty-five years of service	\$1,700.00
Twenty-five years of service	\$1,950.00
Thirty years of service or more	\$2,200.00

All full-time employees with service in the City shall be entitled to longevity benefits. Longevity benefit qualifications shall begin on the anniversary date of the employment with the City and shall be payable December first of each year. If, however, employee's anniversary date falls in the month of December and provided there is no reason to anticipate he shall not complete the month's work, he shall also be paid longevity benefits on December first as long as years of service required will be satisfied as of his December anniversary date.

For purposes of calculating longevity benefits and vacation accrual, credit for previous public service time (i.e. city, county, state or any other political subdivision) shall be combined with City of Chillicothe service time to determine total benefit.

Section 10.4. EMPLOYEES DEFERRED COMPENSATION PROGRAM:

Employer Matching Plan: The employer shall make a matching contribution of 9% of the employee's contribution to the employees deferred compensation program.

Upon retirement or separation from the City of Chillicothe, an employee may elect to have compensation from the sale of unused vacation and/or sick leave rolled into their deferred compensation account. It is understood the nine percent (9%) matching does not apply to this transaction. All rules, requirements, and conditions of deferred compensation accounts shall apply.

For any sick leave accumulation over four hundred eighty (480) hours, the employee has the option of rolling those sick leave hours in Deferred Compensation at the rate of 100% at the employee's rate of pay at the time of the rollover. Such rollover shall not be subject to Pension nine (9%) percent matching.

An employee may elect to sell vacation and rollover to Deferred Compensation under the same provision in Article 16-Vacation; Section 16.4, Payment in Lieu of Vacation. This rollover shall not be subject to the nine percent matching.

Any employee who is going to retire and wants the amount rolled over into the Ohio Deferred Compensation System at one hundred (100%) must roll over thirty (30) days before leaving.

ARTICLE 11
SENIORITY

Section 11.1. DEFINITION OF SENIORITY:

Overall Seniority: For employees on the full-time City payroll on or before August 31, 2002, seniority will include all prior time worked for the City, including a prorated share of prior part-time service. For employees added to the payroll on or after September 1, 2002, an employee's seniority date will be the date they were added to the full-time payroll.

For part-time employees of the City of Chillicothe, seniority shall be calculated as eight (8) hours of non-overtime payroll hours which shall equal one (1) day.

Job Seniority: Job seniority is defined as an employee's continuous service in his current job classification.

Section 11.2. ACCRUAL OF SENIORITY: A permanent employee shall accumulate one (1) day of seniority for each full day (eight (8) hours) of:

- A. Actual work time on a workday.

- B. Paid vacation.
- C. Paid sick leave.
- D. Paid injury leave.
- E. Paid holiday.
- F. Paid or approved leave of absence.
- G. Any combination of above.

Eight (8) hours' credit shall apply if an employee reports to work and is sent home for the day for other than disciplinary reasons.

For part-time employees of the City of Chillicothe, seniority shall be calculated as eight (8) hours of non-overtime payroll hours which shall equal one (1) day.

Section 11.3. APPLICATION OF SENIORITY:

- A. Overall seniority shall be used to determine the following:
 - 1. Promotions in the bargaining unit
 - 2. Transfers
 - 3. Bumping related to layoff/recall
- B. Job seniority shall be applicable to:
 - 1. Layoff and recall
 - 2. Shift transfer in a job classification
 - 3. Reclassification for lack of work.
 - 4. Vacation preferences

Section 11.4. PROBATIONARY EMPLOYEES:

- A. Probationary employees shall not accumulate seniority during their first ninety (90), eight (8) hour workdays. During that time, the employee serves at the Employer's pleasure and is subject to discipline or discharge without recourse under this contract, any court of law, administrative body, or other dispute resolution procedure. Once the employee has attained

permanent status, seniority shall run retroactively from the date of hire. This contract shall not serve as a basis to guarantee continued employment with the City.

- B. Probationary employees shall start at the position having the highest number of hours on the overtime roster.

Section 11.5. SENIORITY LISTS: A seniority list shall be prepared and posted showing both overall and job seniority, classification, department, and work location.

The seniority list shall be posted once each year, in each department, with a copy to the respective steward.

A seniority list prepared by the Employer shall be considered correct, provided, however, that if any employee does not agree with said seniority list, he shall object, in writing, to his steward within thirty (30) days of the seniority list's posting. Thereafter, the steward and the department head shall have seven (7) days to adjust the seniority list, otherwise the seniority on the list will be considered accurate and final.

Section 11.6. EQUAL SENIORITY: In the event two (2) or more employees have equal seniority, it shall be determined by alphabetical order (last name) which of the equal employees shall be listed first on the proper seniority listing.

Section 11.7. LOSS OF SENIORITY: An employee shall lose all seniority for the following reasons:

- A. Dismissal
- B. Resignation
- C. Accepting other employment while on leave of absence (unless given prior written approval by the Employer)
- D. Absent for three (3) consecutive days without notification to the Employer (unless proven untenable circumstances preclude compliance)
- E. Failure to report within seventy-two (72) hours after a recall.

ARTICLE 12 **WORK RULES**

Section 12.1. WORK RULES: Subject to the terms of this Agreement, reasonable departmental rules will be posted by the City and signed by the department head or the Mayor. The Union recognizes that the City has the right to promulgate reasonable work rules, policies, procedures,

and directives consistent with statutory authority, to regulate conduct of employees as it relates to their job and the conduct of the City's services and programs.

The City may also adopt and enforce reasonable appearance standards and uniform requirements. The appearance standards set forth by City Policy are consistent with this requirement of reasonableness. The City shall provide uniforms for all City employees who are required by the City to wear uniforms. The City shall pay the total cost of these uniforms, including maintenance and cleaning of the uniforms. The City may discontinue the requirement of uniforms at any time as to any job or classification. Where uniforms are provided by the City, each employee shall whenever practical be fully dressed for work at the time his shift begins, and each employee will remain in uniform until his shift is completed, except where a change of uniform or removal becomes necessary during the shift due to soiling or other circumstances.

Section 12.2. FOREMAN DUTIES: Supervisors may occasionally perform bargaining unit work to assist bargaining unit employees or in an emergency while awaiting bargaining unit employees, but this practice may not displace positions held by job classified employees.

Section 12.3. OUTSIDE WORKING CONDITIONS: Employees shall not be required to work under abnormal conditions that seriously threaten their health and safety, e.g., severe rain, electrical storms, ice blanket, and severe cold (below zero degrees F weather) without proper equipment to include cold weather gear for bus operators.

Section 12.4. SAFETY EQUIPMENT SUPPLIED BY CITY: The City shall provide safety glasses, safety shoes/boots, hearing protection, coveralls and any other related/required gear/accessories to all employees as determined necessary by the Quality and Safety-First Committee. Prior approval for replacement of the foregoing shall be determined by procedural guidelines made by the Quality and Safety-First Committee.

Every other year, an employee is permitted to purchase \$250.00 worth of winter work clothing from a vendor as designated by the employer.

Every year, subject to approval by the Employer, employees will be permitted up to \$175.00 toward the purchase of work boots.

These shall not be cash payments. Amounts will be either reimbursed to the employee upon presentation of valid receipts or will be paid directly to the vendor upon presentation of a valid invoice.

Probationary employees shall purchase required safety boots/shoes and cold weather gear out of their own pocket. After completing the required new hire or promotional period the employee shall be reimbursed up to the agreed upon value of each for non-probationary employees, after presenting a copy of the purchase receipt.

Section 12.5. The parties recognize that it is the philosophy of the City that employees, when possible, will be put on advance written notice, of any alleged work rule violations. The City will promulgate certain written rules in an attempt to establish standards of personal conduct that must be maintained in order to protect every employee's rights to be treated with dignity and respect and maintain the dignity and respect of their position while effectively carrying out the City's program. The list provided is not exhaustive, and an employee may be disciplined for other legitimate reasons.

Section 12.6. The City agrees that, to the extent any rules have been or will become reduced to writing, every employee shall have access to them for the duration of this Agreement. Copies of written rules will be furnished to the Union President and appropriate Stewards. The Union will be notified of any amendments to existing rules, to the extent possible, at least fifteen (15) workdays prior to the effective date of such amendments. Should any work rules violate the law or the specific provisions of this Agreement, such rules shall be invalid to the extent of their illegality or conflict.

Present work rules or policy manual shall be updated as needed. However, failure to update shall not affect their validity and enforcement.

Section 12.7. Rules, policies, and directives shall not be selectively enforced against employees.

Section 12.8. The City shall furnish the Union with a copy of or copies of its existing written rules.

Section 12.9. In addition to rules, it is understood that the City has the statutory authority to promulgate policies, procedures, and directives to regulate the conduct of the City's business. These written rules will be made available to bargaining unit members.

Section 12.10. All new employees shall be supplied with a personal written copy of all rules, policies, procedures, and directives upon reporting for work. Any existing City ordinances requested by the Union shall be obtainable upon request from the Clerk of Council.

Section 12.11. The City shall provide, as determined by the Administration, proper orientation training for new employees.

ARTICLE 13 **PAID LEAVES OF ABSENCE**

Section 13.1. JURY DUTY AND COURT APPEARANCE: Employees shall be granted a leave of absence with pay any time they are required to report for jury duty or jury service or where they are subpoenaed to court where they are not a party Plaintiff or Defendant. Employees shall be paid their regular compensation for the time in court and travel time to and from the workplace. Employees shall submit written proof of time required for appearance and shall turn in to the City, any jury or witness fees paid, following their appearance in court. If an employee is summoned to jury duty but is not selected to serve as a juror, or when the employee has fulfilled the requirements

of the subpoena, the employee shall immediately contact his supervisor, upon official release, for return-to-work instructions.

Section 13.2. PERSONAL LEAVE DAYS:

- A. There shall be twenty-four (24) personal leave hours per each calendar year, commencing on January 1st and ending on December 31st, granted to members of AFSCME, Local 1562, Council 8. Part-time bus operators and part-time laborers shall have eight (8) personal leave hours per calendar year, commencing on January 1st and ending December 31st. Part-time bus operators and part-time laborers who turn full-time may not receive more than twenty-four (24) personal leave hours in the calendar year outlined above. The leave hours request shall be made at the commencement of each shift period by request to the employee's supervisor. The supervisor shall grant the leave hours as requested unless operational requirements necessitate the presence of the employee. In the event of any employee emergency, it is not necessary to report the request at the beginning of the shift if said emergency is incurred during the shift. The employee's supervisor shall be responsible for keeping a personal leave day record for the calendar year for each employee with date and hour leave indicated and initialed by the supervisor and the employee. Normally there shall be no carry-over of unused personal leave hours. However, if an employee is unable to take personal leave due to a denial due to operational reasons the employee can roll over that personal day (hours) to be scheduled and utilized no later than March 1 of the subsequent year or shall be paid for said unused leave, at the discretion of the employee. The leave hours may be taken in any amount, but not less than fifteen (15) minutes for each period.
- B. New employees hired on or before March 31st shall be eligible for twenty-four (24) hours of personal leave. New employees hired between April 1st and June 30th shall be eligible for sixteen (16) hours of personal leave. New employees hired between July 1st and September 30 shall be eligible for eight (8) hours of personal leave. New employees hired between October 1st and December 31st shall not be eligible for personal leave for that calendar year.
- C. Part-time employees who become full-time employees will receive a prorated full-time equivalent amount of personal leave for the remainder of the calendar year.

Section 13.3. EARNED PERSONAL LEAVE DAY:

Any full-time employee who uses forty (40) or fewer hours of sick leave between January 1st and December 31st will be credited with an additional eight (8) hours personal leave on January 1st of the following year. Part-time bus operators and part-time laborers using fewer than twenty (20) hours of sick leave between January 1st and December 31st will be credited with an additional four (4) hours personal leave on January 1st the following year.

Section 13.4. An employee shall be charged against his personal leave on an hour-for-hour basis. No employee will be charged for more time than taken.

i.e. If a personal leave creates a two (2) hour hold-over, the employee shall take, and be charged, two (2) hours. If a personal leave creates a four (4) hour hold-over, the employee shall take, and be charged, four (4) hours.

ARTICLE 14 **LEAVES OF ABSENCE WITH AND WITHOUT PAY**

Section 14.1. REASONABLE PURPOSE: Unpaid leaves of absence for a limited period, not to exceed one (1) year, may be granted for any reasonable purpose, as determined by the City, and such leaves may be extended or renewed for any reasonable period. A request for a leave of absence shall be in writing to the department head stating the reason and duration and be signed and dated by the employee. The department head, in writing, shall answer said request within seven (7) days.

Section 14.2. UNION BUSINESS: Members of the Union selected by the Union to participate in any Union activity outside Chillicothe, Ohio, shall be granted a leave of absence with pay at the request of the Union. A leave of absence for such Union activity shall not exceed more than thirty (30) days total. A day is counted for each person who takes it off. The granting of such leave shall take into consideration the operational needs of the City.

The number of consecutive days taken by any employee shall be limited to five (5) days, unless otherwise mutually agreed.

Employees elected to any Union office or selected by the Union to do work not to exceed one (1) year which takes them from their employment with the Employer, shall at the written request of the Union, be granted a leave of absence without pay. The leave of absence shall not exceed one (1) year, but it may be renewed or extended for a similar period at any time upon the request of the Union.

Members of the Union selected by the Union to participate in any Union activity outside of Chillicothe, Ohio, shall be granted a leave of absence without pay at the request of the Union. A leave of absence for such Union activity shall not exceed one (1) month, but it may be renewed or extended for a similar period at any time upon the request of the Union.

Unpaid leaves shall not create overtime.

Section 14.3. MATERNITY / ADOPTION / PATERNITY LEAVE:

Maternity and Paternity leave requests will be processed in accordance with the City's FMLA Policy, Sick Leave Policy, and any other applicable article in this contract. All bargaining unit employees are eligible for paid Adoption/Childbirth leave upon the birth of adoption of a child for care, bonding and/or acclimation of the child. Leave under this Section shall be limited to six (6)

weeks and shall be paid at seventy percent (70%) of the employees regular rate of pay. If both parents are employees under this agreement, a total of six weeks paid leave can be shared by the parents. Appropriate paid leave may be used to supplement an employees pay up to 100%. Six months minimum length of service is necessary to establish eligibility for this leave. Eligibility for leave is established on the day of the birth of a child or the day upon which custody of a child is taken for adoption placement by the prospective parents. To be eligible for leave an employee must be the parent (as listed on the birth certificate); or in the case of adoption the employee must be the prospective adoptive parent.

Section 14.4. EDUCATION: After completing one (1) year of service, any employee, upon request, may be granted a leave of absence without pay for education purposes. The period of the leave shall not exceed one (1) year, but it may be extended or renewed at the request of the employee and permission of the Mayor.

Employees may also be granted leaves of absence, without pay for education purposes to attend conferences, seminars, briefing sessions, or other functions of a similar nature that are intended to improve or upgrade the individual's skills or professional ability.

Section 14.5. MILITARY SERVICE: The Employer shall promulgate policies and comply with applicable state and federal laws, including the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended from time to time.

Section 14.6. No accumulation of benefits (except seniority) occurs while on an approved unpaid leave of absence (Except FMLA or Medical Leave).

Section 14.7. While on leave of absence while receiving workers compensation under Article 24, vacation and sick leave shall accrue.

Section 14.8. The City agrees to allow employees, at mutually agreed upon times, to take Civil Service exams during normal work hours.

Section 14.9. The City agrees to allow employees to leave the work place on the day of National and State elections, at mutually agreeable times, for the purpose of voting in said election(s). Time away from work for voting will not be compensated. Time away from work for voting will only be permitted in such instance where the employee's work schedule would prevent the employee from getting to the designated polling site during normal election hours (6:30 am to 7:30 pm).

ARTICLE 15
SICK LEAVE

Section 15.1. Employees' regularity of attendance during any specific calendar year relating to anniversary date of such employees shall be entitled to the following consideration.

- A. Each employee, whose salary or wage is paid in whole or in part by the City, shall accrue .0575 hours of sick leave for each hour worked. Employees may use sick leave, upon approval of the responsible administrative officer of the employing unit, for absence due to personal illness, injury, pregnancy, exposure to contagious disease which could be communicated to other employees, and to illness, injury, or death in the employee's immediate family. Unused sick leave shall be cumulative without limit. When sick leave is used it shall be deducted from the employee's credit on the basis one (1) hour for every one (1) hour of absence from previously scheduled work. The previously accumulated sick leave of an employee who has been separated from the public service shall be placed to his credit upon his reemployment in the public service, provided that such reemployment takes place within ten (10) years of the date on which the employee was last terminated from public service. An employee who transfers from one public agency to another shall be credited with the unused balance of his accumulated sick leave up to the maximum of sick leave accumulation permitted in the public agency to which the employee transfers. The department head shall require an employee to furnish a satisfactory, written, signed statement to justify the use of sick leave. If medical attention is required, a certification stating the nature of the illness from a licensed physician shall be required to justify the use of sick leave. Falsification of either a written statement or a physician's certificate shall be grounds for disciplinary action including dismissal. No sick leave may be granted to an employee upon or after his retirement or termination of employment.
- B. An employee may elect at time of retirement or resignation from active service, with five (5) or more years of service with the City, to be paid cash for seventy-five percent (75%) of his accumulated unused sick leave (for laid off employees see Section 10.9). Such seventy-five percent (75%) payment applies only to sick leave accumulated prior to September 1, 1987. Sick leave accrued after September 1, 1987, shall be paid at sixty percent (60%) of its accumulation. Further, employees using sick leave after September 1, 1990, shall have it deducted first from the accumulated sick leave in the sixty percent (60%) accumulation, if any, and then, after all sixty percent (60%) accumulation has been exhausted, from the seventy-five percent (75%) accumulation, if any.

Sick leave payments shall be based on the employee's rate of pay at the time of retirement or resignation. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to an employee *AT THE TIME OF SEPARATION*. An employee who is terminated from employment shall not be eligible for any cash out. The employee's beneficiary shall receive all sick leave benefits in the event of the employee's death.

- C. New Hires: Employees hired after September 1, 2014, may elect at the time of retirement only from active service with the City to be paid for 50% of unused accumulated sick leave not to exceed two hundred (240) hours. Such employee must also have at least ten (10) years of service with the City. Sick leave payments shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to an employee. An employee who is terminated from employment shall not be eligible for any cash out. The employee's beneficiary shall receive all sick leave benefits in the event of the employee's death.
- D. New Transfers into the City: Employees transferring into the City after September 1, 2014, may only transfer up to four hundred eighty (480) hours of sick leave from a previous public employer. Such employee shall provide documentation of unused accumulated sick leave from the previous public employer. Transferred sick leave cannot be cashed out.
- E. Sick leave abuse: If there is a pattern of abuse of sick leave, the employee may be subject to progressive discipline for consistent periods of sick leave usage. Documented illness shall not be construed as abuse of sick leave. For example:
1. Before, and/or after holidays;
 2. Before, and/or after weekends or regular days off
 3. After pay days;
 4. Any one specific day;
 5. Absence following overtime worked;
 6. Half days;
 7. Continued pattern of maintaining zero or near zero leave balances; or
 8. Absence exceeding available sick leave balances.
- F. Exhaustion of paid leave. Upon the exhaustion of accumulated sick leave and available leave under the FMLA, for an employee who remains disabled from injury or illness, the employee will receive a COBRA notice and shall be placed upon disability separation.
- G. If the Employer has a reasonable basis for believing that an employee is no longer mentally or physically capable of performing the essential functions of his position, or poses a threat to himself or others, the Employer may order an examination by an appropriately qualified medical professional, at the Employer's expense. The City may allow the employee to work in a position for which the employee is qualified and able to perform during the evaluation

period; otherwise, the city shall place the employee on paid administrative leave until returned to duty of separated.

If an employee's medical provider certifies that an employee is capable of performing all the essential functions of the employee's position, and the Employer requires the employee to remain off work pending the outcome of an Employer ordered fitness for duty examination, the employee shall be placed on paid administrative leave.

Upon receipt of any medical professional's opinion, including the employee's provider and/or Employer's designated professional, on fitness for duty, the Employer, the Union, and the employee will meet to discuss the possible alternatives and/or accommodations. If no alternative or accommodation is mutually agreeable, then the employee will be placed upon disability separation.

Section 15.2. IMMEDIATE FAMILY: "Immediate family " shall mean the spouse, son, daughter, brother, sister, parent, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather, step mother, step sister, step brother, step son, step daughter, half-brother, half-sister, sister-in-law, brother-in-law, a legal guardian, or other person who stands in place of a parent (loco parentis).

Section 15.3. BEREAVEMENT LEAVE: A full-time AFSCME member shall be granted a leave of absence with pay of three (3) workdays, one of which includes the day of the death or funeral/memorial service, not to be charged against sick leave or vacation, for death in the employee's immediate family.

If it is the employee's spouse, child or parent, employees shall be granted leave of absence with pay of five (5) workdays, one of which includes the day of the death or funeral/memorial service.

The employee may take personal or sick leave time if additional time is required.

In the event the funeral falls on the employees regularly scheduled day off the employee may use funeral leave for any days of regularly scheduled work which fall within the three (3) or five (5) day guidelines.

A part-time AFSCME member shall be granted a leave of absence with pay for two (2) workdays.

ARTICLE 16

HOLIDAYS AND VACATION

Section 16.1. Full-time employee who performs work on any of the agreed holidays shall be paid at the rate of time and one-half (1^{1/2}) his regular rate of pay and said compensation shall be in addition to the regular holiday pay. If the work performed is more than eight (8) hours, then the employee shall be paid double time and one-half (2^{1/2}) his regular rate of pay for time in excess of eight (8) hours.

Section 16.2. HOLIDAYS: Each employee is entitled to eight (8) hours of holiday pay at his regular rate for the following days:

- A. January 1
- B. Third Monday of January
- C. Third Monday of February
- D. Friday before Easter
- E. Last Monday in May (Memorial/Shoemaker Day)
- F. Juneteenth (June 19th)
- G. Fourth of July
- H. First Monday in September
- I. November Eleventh
- J. Fourth Thursday in November
- K. Friday after fourth Thursday in November
- L. Twenty-fourth day of December
- M. Twenty-fifth day of December
- N. Thirty-first day of December
- O. Employee's Birthday

In the event holidays lettered A, F, G, I, L, M, N, or O above, falls on a Saturday, it will be observed on the preceding Friday, and if on Sunday, it will be observed on the following Monday. When regularly scheduled to work on an actual holiday, the premium pay will be paid on the actual holiday, not the observed day. No employee shall receive pay for a holiday unless he works the day before and the day after such holiday. However, if either of these two (2) days is included in the regular time off or is vacation time, sick leave, or an excused absence, it shall be paid. Overtime for work on holidays is only paid for actual work on the day the holiday actually falls.

For employee's birthday holiday, at least two (2) working days prior to his birthday, the employee will inform the department head of the day he intends to observe his birthday holiday. That date can be;

- A. Up to thirty (30) days before or after his birthday, or
- B. A date outside the thirty (30) days in “O” above, that is mutually agreed upon.

Any employee regularly scheduled to work December 25th and/or Thanksgiving Day shall receive an additional four (4) hours’ pay at his regular rate.

New employees hired after their birthday shall not be eligible for their birthday holiday until the following year.

Section 16.3. VACATION: Earned vacation with pay, for full-time employees only, shall be computed in accordance with the following schedule:

Anniversary Date to Anniversary Date	Hours of Vacation Accrued per Month	Total Vacation Earned for Year
0 to 1 st	6.6667	80 hours
1 st to 2 nd	6.6667	80 hours
2 nd to 3 rd	6.6667	80 hours
3 rd to 4 th	6.6667	80 hours
4 th to 5 th	10.0000	120 hours
5 th to 6 th	10.0000	120 hours
6 th to 7 th	10.0000	120 hours
7 th to 8 th	10.0000	120 hours
8 th to 9 th	10.0000	120 hours
9 th to 10 th	13.3333	160 hours
10 th to 11 th	13.3333	160 hours
11 th to 12 th	13.3333	160 hours
12 th to 13 th	13.3333	160 hours
13 th to 14 th	13.3333	160 hours
14 th to 15 th	16.6667	200 hours
15 th to 16 th	16.6667	200 hours
16 th to 17 th	16.6667	200 hours
17 th to 18 th	16.6667	200 hours
18 th to 19 th	16.6667	200 hours
19 th and over	20.0000	240 hours

Vacation allowed is in addition to any recognized holidays which may fall during an employee’s vacation period.

An employee shall be entitled to two (2) weeks’ earned vacation on or after the employee’s one (1) year anniversary date and each anniversary date of the employee thereafter shall determine the employee’s eligibility for earned vacation.

Employees may carry over a maximum three years accrual of vacation. Employees hired after September 1, 2014, may carry over a maximum of two (2) years accrual of vacation.

Any employee who leaves City employment after six (6) months shall be entitled to earned vacation pay with the amount of vacation payable to be determined in accordance with the above schedule.

Vacation schedules for employees in each department shall be developed by the department head. It shall be the policy of each department head to schedule vacations over as wide a period as possible in order to maintain operations without resorting to the hiring of additional help. The employee may request a vacation preference. A duplicate request for vacation, if granted for the period, will be made on the basis of seniority.

An employee desiring to take, cancel or reschedule a day of vacation time off shall give not less than twenty-four (24) hours advance notice of his intention to do so to the department head. An employee desiring to take, cancel or reschedule one full week of vacation time off shall give not less than one full calendar week's advance notice of his intention to do so to his department head.

Section 16.4. PAYMENT IN LIEU OF VACATION: Employees shall be granted an opportunity to receive payment (instead of time off) for unused vacation in addition to their regular pay (at straight time) by requesting same, in writing, to the department head. Payment in lieu of vacation is limited to six (6) weeks per year and must be taken in at least one (1) week increments; provided, however, that the employee must retain at least one week of unused vacation after the vacation is to be paid by the City.

ARTICLE 17 **INSURANCE BENEFITS**

Section 17.1. The Employer will continue to provide the same life and health insurance coverage provided by the City of Chillicothe to its other City employees during the term of this Agreement.

Section 17.2. Employees shall pay 13% of the cost of the premium for the coverage the employee elects.

Section 17.3. The City will continue to provide dental insurance at no cost to bargaining unit employees.

The City shall continue to provide the AFSCME, Ohio Council 8 AFSCME Care Plan. Dental IV \$60.00, Life 1 - \$7.50, Vision - 0.00, Hearing Aid - \$0.50, and Prescription Drug - \$15.00. The City shall pay the cost of such coverage not to exceed \$83.00 per employee per month. AFSCME Care coverage levels provided by the City shall be determined by the Health Care Committee on

an annual basis. The City shall inform all employees of any changes a minimum of thirty days prior to implementation.

Section 17.4. The City shall provide, to full-time employees only, group term life insurance in the amount of \$50,000.00.

Section 17.5. The City shall provide liability coverage for all employees. Such liability coverage shall be applicable only to claims arising out of an act or omission of the employee while acting within the scope and course of his employment with the City.

Section 17.6. The City shall establish an Employee Assistance Program (EAP) provided at no-cost services to City employees.

Section 17.7. If an employee's spouse or another dependent work(s) for the City, only one can carry the City's Health Insurance as the primary member. The most senior employee shall be the primary member and the other spouse/dependent will be covered as a dependent. The employee not designated as the primary member shall not be entitled to payment under the "Opt Out" provisions included below.

Section 17.8. Health Care Committee

- A. A health care committee has been created for the purposes of reviewing usage, studying cost containment programs and options for health plan coverage (medical, hospitalization, dental, eye-care and prescription), and recommending changes to the plan and benefit levels. The Union agrees to participate in the committee. The committee shall consist of one (1) representative from each of the current bargaining units (FOP, IAFF, and AFSCME), one (1) member of the Personnel Committee of City Council, and three (3) management representatives of the Employer. The City Auditor or designee, or other relevant parties may be invited to meetings of the health care committee to provide information and/ or data on health care costs.
- B. The health care committee shall meet not less than once (1) a month. A regular meeting date and time will be established by the committee and allow for special meetings if needed. The health care committee shall keep record of attendance and meeting notes. The selected health care committee members shall remain on the committee for the duration of the contract and have a dedicated alternate. The committee shall review the current carriers, service providers, plans, and benefit levels and investigate options for coverage, including procuring any RFPs for services as determined by a majority vote to be necessary for the committee's purpose.
- C. The health care committee shall have the authority to recommend alterations to the plan and benefit levels and/or recommend adjustments to coverage levels through majority vote. The committee's authority will vest and begin with the 2023 plan year. Specifically, the committee may recommend any of the following options:

1. To keep the same plan and/or benefit levels and how to allocate any cost increase; or
2. To change the plan and/or alter the benefit levels to reduce or minimize the cost increase; or
3. To change the plan and/or alter the benefit levels so that there is no increase in the cost of the plan.
4. To make any other insurance related recommendation approved by majority vote of the committee.

Recommendations of the committee shall not result in costs to participating employees exceeding the maximum permitted by the ACA. A valid recommended option of the committee shall be considered and may be implemented by the City. The Employer's implementation of the Committee's recommendation is final and binding on all parties and shall not be subject to the grievance procedure or any other avenue of appeal.

- D. The Executive Health Care Committee shall convene not later than August 1st to review the recommendation(s) and options available. The Executive Committee shall consist of the three (3) members of the Personnel Committee of City Council, the Human Resources Director, and one (1) member selected from the IAFF, FOP, or AFSCME health care committee members. Unless the Executive Committee adopts the recommendation(s) from the healthcare committee, the Executive Committee shall not increase employees' cost share for premiums or deductibles that exceeds the statewide average as published in SERB's most recent Cost of Health Insurance in Ohio's Public Sector report. The decision of the Executive Committee is final and binding on all parties and shall not be subject to the grievance procedure or any other avenue of appeal.
- E. To assist the committee, the City may have a third-party advisor evaluate and provide an analysis of current health care costs.

ARTICLE 18

JOB LOCATION

Section 18.1. When an employee is required to relocate to another job at another location, he shall be furnished transportation. This does not include reporting to another job at the beginning of the workday.

Section 18.2. When an employee is required to drive his personal vehicle to transact City business, he shall be reimbursed at the mileage rate established by the Internal Revenue Service (IRS).

Section 18.3. City shall reimburse expenses for meals and/or lodging upon presentation of receipts, if ordered on City business outside the corporation limits.

ARTICLE 19
DISCRIMINATION, STRIKES OR LOCKOUT

Section 19.1. The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, disability, genetic information, military status, veteran status, religion, sexual orientation, or political affiliation. The Union shall share equally with the Employer the responsibility for applying this provision of the Agreement. All references to employee in this Agreement designate both sexes, and whenever the male gender is used it shall be construed to include male and female.

Section 19.2. The Employer agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Employer or any Employer representative against any employee activity in an official capacity on behalf of the Union.

Section 19.3. The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion. The Union agrees not to intimidate or coerce any employee in an effort to recruit membership into the Union.

Section 19.4. Employees may be required to go through picket lines where an emergency requires them to do so to protect the public health, safety, and welfare but only after proper arrangements have been made by the City acting upon the City's request so as to properly protect them from any possible bodily harm.

Section 19.5. NO STRIKES:

- A. AFSCME and its members agree that they will not engage in, initiate, authorize, sanction, ratify, sympathize, support, or participate in any concerted activity in or about the Employer's premises, except as provided in ORC 4117 and impasse procedures. AFSCME, its affiliates and members shall promptly take all possible actions to prevent and to end any such concerted activity. All labor disputes between the parties shall be handled through the grievance procedure. AFSCME members engaging in a strike as defined herein may be disciplined up to, and including, discharge.
- B. AFSCME and its members shall perform their duties in good faith.

ARTICLE 20
SAVINGS CLAUSE

Section 20.1. If any term or provision of this Agreement is, at any time during the life of this Agreement, in conflict with any applicable valid Federal, State, or Local Law or Ordinance, such term or provision shall continue in effect only to the extent permitted by such law, provided that such term or provision or parts of such term or provision cannot be amended to be applicable and

valid under said Federal, State, or Local Law or Ordinance. If at any time thereafter such term or provision is no longer in conflict with any of the aforementioned laws, ordinances, or rules or regulations, such term or provision as originally embodied in this Agreement shall be restored in full force and effect. If any term or provision of this Agreement is or becomes invalid or unenforceable during the life of this Agreement, such invalidity or unenforceability shall not affect or impair any other term or provision of this Agreement. If the parties are unable to agree as to whether or not any term or provision hereof is in contravention of any such law, ordinance, or rules or regulations, the provisions hereof involved shall remain in effect until the disputed matter is settled by the Court or other authority having jurisdiction in the matter.

ARTICLE 21 **DISCIPLINE**

Section 21.1. The Employer will discipline non-probationary employees only for just cause.

Section 21.2. Administering discipline is a management right. Management's decision to administer a certain level of discipline for a given offense is not to be relied on by employees as a binding practice applied to every similar circumstance. Management reserves the right to publish typical examples of prohibited conduct. Disciplinary action will be initiated no later than twenty (20) days from the date the Employer completes the investigation. The Employer will keep the Union apprised of an investigation at least every thirty (30) days.

Section 21.3. Any form of discipline for any matter will be considered for determining a greater level of discipline for any subsequent offenses.

Section 21.4. There is no oral discipline. Employees shall not rely on any oral warnings as a first step in the discipline process.

Section 21.5. The Employer will administer a system of discipline based on his assessment and similarity of the circumstances. Higher levels of discipline other than warnings and reprimands may be issued instead of a warning.

- A. A warning is a written statement to an employee that certain behavior or job performance is unacceptable or unsatisfactory and if continued would subject him to further discipline.
- B. A reprimand is a written statement to an employee outlining his unacceptable or unsatisfactory behavior or job performance and noting that as a matter of discipline his activity is being documented for future evaluations of him.
- C. A suspension is a written statement to an employee outlining his unacceptable or unsatisfactory behavior or job performance and ordering him to suspend his work performance for a specified number of work days without pay.

- D. A discharge is a written notification to an employee outlining his unacceptable or unsatisfactory behavior or job performance and terminating the existing employment relationship. A discharged employee is expected to fulfill all of his employment obligations up to the exact time the discharge is effective.
- E. The Employer has the right to give more than one warning or reprimand in lieu of suspension or a higher level of discipline.

Section 21.6. An employee will receive copies of all materials placed in his personnel record. Any material in the employee’s personnel record which has not been seen or signed by him, or a copy sent to him, will not be used against him. The signing of any materials to be placed into an employee’s personnel records will not indicate an agreement by the employee as to the contents of the material but does acknowledge he has seen it.

Section 21.7. Only suspensions and terminations are arbitrable.

Section 21.8. The City will disregard evidence of prior disciplinary action, whether contained in an employee’s personnel record or from any other source, in accordance with the following schedule:

<u>Discipline</u>	<u>Disregard Date</u>
Warning	Six (6) months
Reprimand	One (1) year
Suspension	Two (2) years
Demotion	Two (2) years
Discharge	Permanent (Never Disregarded)

The date of previous action will be used as the benchmark for determining the period of time after which the City must disregard any evidence of prior disciplinary action. The Employer will not use, attempt to use, or otherwise rely upon such material after the time specified above, nor will the Employer use, attempt to use or otherwise rely upon any other records that might exist where such regards relate to matters beyond the times specified above.

If an employee is disciplined, any previous discipline that has not reached its above mentioned “Disregard Date,” shall have this time period extended until the Disregard Date of the intervening discipline is reached. Example: John Smith gets a warning for using foul and abusive language, five (5) months later a similar incident occurs, and John Smith is issued a reprimand. The warning John Smith was previously given will not be disregarded until the Disregard Date of the reprimand. Therefore, if a third incident occurs eight (8) months after the reprimand (thirteen (13) months after the warning), the employer may consider both the warning and reprimand in determining the appropriate discipline.

Section 21.9. AFSCME shall not raise as a defense or for any other purposes the lack of testing for drugs or alcohol because the City has disciplined one of its members for drug or alcohol use or possession on the job.

Section 21.10. PRE-DEPRIVATION CONFERENCE: In the event the Employer should determine that an employee has engaged in conduct that might result in a suspension without pay, a reduction in pay, a demotion, or termination of employment, a pre-deprivation conference shall be scheduled to afford the employee an opportunity to offer his explanation of the alleged conduct, in accordance with the following:

- A. The Employer may place the employee(s) involved on administrative leave with pay prior to conducting the Pre-Deprivation Conference if the Employer determines that such action is warranted by the circumstances.
- B. The Pre-Deprivation Conference shall be conducted by the Appointing Authority or designee.
- C. Not less than thirty-six (36) hours prior to the scheduled starting time of the Pre-Deprivation Conference, the Employer will provide a “Notice of Pre-Disciplinary Conference” to the employee and the Union president, outlining the charges which form the basis for the proposed disciplinary action. At this time the employee may waive his or her right to appear at the Pre-Deprivation Conference.
- D. The individual conducting the Pre-Deprivation Conference will conform to the following minimum procedural requirements:
 - 1. He shall determine at the outset of the Pre-Deprivation Hearing whether or not the Employee received a copy of the “Notice of Pre-Disciplinary Conference”;
 - 2. He will inform the employee of the general nature of the evidence supporting the charges made against the employee;
 - 3. He will give the employee and/or the employee’s representative an opportunity to present a statement as to why the employee believes the proposed disciplinary action should not be implemented; and
 - 4. At the conclusion of the Pre-Deprivation Conference, or within five (5) business days thereafter, will reduce his findings and decisions to writing and provide a copy of his report to the employee and the Union president.
- E. The City shall not implement the proposed disciplinary action until such time as these minimum requirements have been met, including the issuance of the written report. Neither party shall be construed to have waived any rights as a result of participation in the Pre-Deprivation Conference, but on the contrary all such rights are reserved.

ARTICLE 22
QUALITY AND SAFETY FIRST COMMITTEE

Section 22.1. A joint City and Union Quality and Safety First Committee shall be established for the purpose of investigating any unsafe working conditions or unsafe equipment not to exceed three (3) representatives from each the City and Union. In the event of capital expense to correct said condition, said recommendations, in writing, shall be submitted to City Council. All other recommendations shall be submitted to the Mayor. The Union and the City shall each name their representatives, not to exceed three, within thirty (30) days of this Agreement and the Union shall call the meetings not to exceed three (3) hours' duration each by written notice to the City. Recommendations of the Quality and Safety First Committee are advisory only.

Section 22.2. The Union agrees to comply with reasonable safety rules and regulations established by the City. Safety is a prime responsibility of both parties. Where necessary, safety equipment shall be provided by the City. Reasonable rules shall be established to regulate the use of such equipment.

Section 22.3. HAZARDOUS WORK SAFETY PRECAUTIONS: When the department head (or person in charge) determines a hazard exists on a job site, he shall assign a minimum of two (2) people to perform the job.

Section 22.4. DRUG TESTING: Drug testing of bargaining unit members will be based on "reasonable suspicion" standard. Employees who are compensated for and maintain a CDL will be subject to random drug testing.

ARTICLE 23
WORKERS COMPENSATION-INJURY LEAVE

Section 23.1. When an employee is injured or suffers an occupational disease in the course of employment while actually working for the employer, the employee may be entitled to injury leave pay for up to one hundred twenty (120) days from the original injury date provided that the employee complies with the terms of this Article. Injury on duty pay shall be limited to those physical injuries incurred as result of performing the functions and duties of the employee's position with the City.

If the Employer and the employee agree, the employee shall participate in a worker's compensation wage continuation program. Under this program, the employee will be paid his or her present hourly rate with applicable federal, state, and local withholdings.

Section 23.2. Qualifications:

1. Submit a completed and signed internal incident report detailing the nature of the injury, the date of occurrence, the identity of all witnesses and persons involved, the facts

surrounding the injury, and any other information supporting the granting of Injured On Duty Leave within twenty-four (24) hours of the incident.

2. Furnish the Employer with a signed Authorization(s) to Release Medical Information relevant to the claim.
3. File for Worker's Compensation medical benefits with the Ohio Bureau of Workers' Compensation and be approved for the receipt of benefits. The injury must be an allowed BWC claim. In no event will compensation commence before paperwork is filed with the BWC. Competent medical proof of disability must be provided via proper documentation. The attending physician must complete the appropriate form in its entirety and affix his/her original signature to the form. The employee must complete a First Report of Injury (FROI), sign a salary continuation agreement (C-55), authorization to release medical records, and election form.
4. Suffer lost time from employment for a period exceeding seven (7) consecutive days.
5. Provide a medical certification from a physician on the list of Employer approved providers opining that the employee is disabled from employment in excess of seven (7) consecutive days as a result of the work-related injury and specifying the injury, the recommended treatment, and the employee's inability to return to work as a result of the injury, along with an estimated date of return.
6. Participate in any light duty or transitional work program offered and made available by the Employer. Time spent on light duty or engaged in transitional work shall be counted against the maximum IOD entitlement.

Section 23.3. Discontinuance of Benefits. All entitlements and benefits described herein will be discontinued upon any one or more of the following:

- A. Physician releases employee to return to work.
- B. Employee returns to work for another employer.
- C. Employee fails to return to a transitional "limited duty" assignment consistent with his/her medical restrictions and approved by the employee's treating physician.
- D. Employee fails to appear for employer-sponsored medical examination.
- E. Employee has reached maximum medical recovery and/or the condition has become permanent.

- F. Regardless of the above conditions of termination, if the work-related injury exceeds the IOD period, management will evaluate the circumstances of the case and may, at its sole discretion, continue salary continuation or terminate injury leave benefits.
- G. The claim is found to be fraudulent after payment has commenced.
- H. The employee attempts to collect both wage continuation and temporary total compensation; and
- I. Employment is terminated.

Section 23.4. Light Duty/Transitional Assignments during IOD. A member who is not physically capable of performing full duty, with approval of an Employer-appointed physician and the Appointing Authority or his designee, may be assigned to light/transitional duty tasks on a temporary basis. Employees are required to participate fully in any approved light/transitional duty assignments. Decisions by the Appointing Authority/designee regarding the approval or disapproval of assignments and extensions thereof shall not be considered as precedent setting.

Section 23.5. Light Duty/Transitional Work after IOD Period. An employee incapable of returning to work beyond the IOD period shall use accumulated sick leave or any other accumulated paid leave prior to going on an unpaid leave. Should the employee not have any accumulated paid leave available, the employee may apply for lost wages and benefits through the Bureau of Workers' Compensation. Additionally, the Employer, at its discretion, may require the employee to submit to a fitness for duty exam to ascertain whether or not a light duty/transitional position may be available. Should a fitness for duty exam determine that the employee is capable of performing in a light duty capacity, and the Employer determine that it wishes to offer a light duty position, an offer of light duty may be made to the employee. The light duty position will be compensated at the employee's regular hourly rate. It is within the employee's sole discretion whether or not he wishes to accept the Employer's offer of light duty. Nothing in this article shall obligate the Employer to offer or create a light duty position for an employee who is unable to return to work after the initial IOD period.

ARTICLE 24 **MISCELLANEOUS**

Section 24.1. JOINT STUDY COMMITTEE: A joint study committee consisting of three (3) members representing the City and three (3) members representing the Union may be formed to review job inequities involving wage payments. Either the Union or the City may request the convening of the Joint Study Committee. The parties will schedule the meeting date no later than thirty (30) working days from the date the initial request was made. Said committee shall be empowered to recommend necessary pay adjustments in job classifications wherein inequities are determined to exist.

Section 24.2. PRINTING OF AGREEMENT: The City shall pay for reproducing the contract and shall provide each member a copy of Agreement.

Section 24.3. LABOR-MANAGEMENT COMMITTEE: The City and the Union, desiring to foster better day-to-day communications, and to achieve and maintain a mutually beneficial relationship through the use of a continuing communications program to effectively maintain stable labor-management relations and avoid controversies, do hereby establish a labor-management committee.

The purpose of the committee is to discuss, explore, and study problems referred to by the parties to this agreement. This committee, by mutual agreement, shall be authorized to make recommendations on those problems that have been discussed, explored, and studied.

In order to have a frank and open discussion, the committee shall have no authority to change, delete, or modify any of the terms of the existing City-Union Agreement, nor to settle grievances arising under the City-Union Agreement. Committee discussions shall not be publicized except for those recommendations that have been mutually agreed upon.

The committee shall be composed of eight (8) members, four (4) representing the Union, serving one (1)-year terms to coincide with election of union officers, and four (4) representing the City. Non-committee members, who wish to present an issue to the committee, may also attend. Requests to attend the meetings must be made at least one week prior to the scheduled meeting.

Chairing the committee shall alternate between a representative appointed by Management and a representative appointed by the Union. The representative appointed as chair shall serve a term commencing with the close of the meeting at which the appointment is announced and continued until the end of the next meeting. The chair shall be responsible for minutes being taken at each meeting.

Meetings shall be held the first (1st) Thursday of each month, unless otherwise agreed upon by both Management and the Union, and they shall be limited to two (2) hours. An agenda and a copy of the previous meeting's minutes shall be submitted one week prior to the meetings to both parties.

Section 24.4. EXTRA CONTRACT AGREEMENTS: The Employer agrees not to enter into any agreement or contract with his employees, covered by this Agreement, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement. Any such agreements shall be null and void.

Section 24.5. All skill trades shall work within their classification as assigned by their supervisors.

Section 24.6. TOTAL INTEGRATION: Both parties thoroughly discussed the wages, hours, terms, and conditions of employment which are embodied in this Agreement, explaining the

meaning and intent of each Article to one another. This Agreement therefore eliminates prior, existing, or contemporaneous oral or written agreements, understandings, or practices between the parties. The Employer's obligation to AFSCME over wages, hours, terms, or conditions of employment is limited to the Articles in this Agreement and as required under O.R.C. 4117.

ARTICLE 25
WAIVER OF NEGOTIATIONS

Section 25.1. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after exercise of that right and opportunity are set forth and solely embodied in this Agreement.

Section 25.2. Therefore AFSCME and the City, for the life of this Agreement, voluntarily and unqualifiedly waive the right, and agree that they shall not be obligated to bargain collectively with respect to any subject matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even through such subjects or matters may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this Agreement.

ARTICLE 26
SUBCONTRACTING

The City has the right to subcontract. It agrees to bargain over the effects of subcontracting.

ARTICLE 27
PEOPLE CHECK-OFF

Section 27.1. The Employer will deduct voluntary contributions to the American Federation of State, County and Municipal Employees International Union's Public Employees Organization to Promote Legislative Equality (PEOPLE) Committee from the pay of an employee upon receipt from the Union of an individual's written authorization card voluntarily executed by the employee.

Section 27.2. The contribution amount will be certified to the Employer by the Union. Monies deducted shall be remitted to the Union within five (5) to fifteen (15) days of the date they are deducted. Payment shall be made to the treasurer of PEOPLE and transmitted to AFSCME, AFL-CIO, and P.O. BOX 65334, WASHINGTON, D.C. 20035. The payment will be accompanied by an alphabetical list of names of those employees for whom a deduction was made and the amount of the deduction.

Section 27.3. An employee shall have the right to revoke such authorization by giving written notice at any time to the Union which in turn shall notify the Employer. The Employer's obligation to make deductions shall terminate automatically upon:

- A. Receipt by the Employer of revocation of authorization, or
- B. Upon termination of employment, or
- C. Transfer to a classification outside the bargaining unit.

All PEOPLE contributions shall be made as a deduction separate from dues deductions and fair share deductions.

ARTICLE 28 **BULLETIN BOARDS**

Section 28.1. The City shall grant to the Union the use of designated bulletin boards in each department for the purpose of posting the following Union notices: recreation and social affairs, legislative reports, meetings, appointments, Union election and results. Any other desired matter to be posted shall be submitted to the Mayor, or his/her designated representative, for approval.

ARTICLE 29 **ABOLISHMENT, LAYOFF, AND RECALL**

Section 29.1. ABOLISHMENT AND LAYOFF: The City shall select the job classification and layoff bargaining unit members because of a lack of funds, reasons of economy, permanent job abolishment, or a lack of work within the appointing authority. Any disputes arising regarding layoffs shall be settled through the grievance procedure. Employees shall not have recourse to the Civil Service Commission for appeal of any such disputes. Whenever the City determines it is necessary or expedient to reduce the work force within a department it may select the job classification. All emergency, provisional, temporary, part-time, seasonal, and probationary employees shall be laid off first in the department before any reduction is made in the permanent work force.

Such laid off employee shall be paid for all accumulated vacation at the time of layoff. If the laid off employee has not been returned to work within two (2) years from the date of the layoff, the laid off employee will be eligible to cash any unused sick leave as follows: Employees who want to cash in their unused sick leave must request to do so prior to the end of the two (2) year recall period, if no request for cash out of sick leave is made before the end of the two (2) year period cash out will automatically be made at the end of the two (2) year period and such payment will be mailed following the end of the two (2) year recall period to the employee's last address on record with the City.

Permanent employees shall be laid off in order of their department seniority within the job classification selected with the employee having the least seniority within the job classification being laid off first, then continuing in a like manner until the required reduction in work force has been accomplished.

The Employer shall give a fifteen (15) day notice of layoffs. If notice is given, the City shall meet with the Union to discuss how proposed layoffs may be avoided. (e.g., furloughs, voluntary layoffs, reduced workweek, etc.) Lack of notice, however, does not prevent the employer from implementing the layoff.

Section 29.2. LAYOFF BEYOND TWO YEARS: An employee who is laid off for a period of two (2) consecutive years shall automatically terminate and lose all seniority.

Section 29.3. RECALL:

- A. Permanent employees who are on layoff shall be recalled in reverse order of their layoff with the last employee laid off being the first to be called back and continuing in like manner until the required number of employees have been obtained. Recall rights are for two (2) years.
- B. If the required number of employees cannot be obtained by the procedure outlined in (A), recall shall be made by overall seniority for all other employees on layoff in the bargaining unit, whom the City determines are qualified to perform the available work.
- C. Any person on layoff beyond a period of one (1) year shall be required to undergo a physical examination by the City physician or family doctor and the Employer shall pay for said examination.
- D. The City shall notify, by certified letter, the employee of his recall at his last address on record with the City. The employee shall report to work within seventy-two (72) hours after receipt of notice of recall. If the employee is sick or otherwise incapacitated, it is his responsibility to appoint someone to notify the Employer that he intends to report to work but is unable to do so within seventy-two (72) hours. An employee loses his right to recall and has resigned if his address on file with the City is not accurate.
- E. An employee recalled to a job not within his former position shall retain a prior right to recall to a vacancy existing within his former position. Should an employee be recalled to a job not within his position, he shall serve a ninety (90) day probationary period, and upon successful completion of that probationary period, shall have classification seniority in that position from the time he first was recalled into the position. Further, his overall seniority shall continue to be credited from his first date of hire with the Employer.

If, upon being recalled to another classification, the employee does not successfully complete the probationary period, he shall be laid off and only be eligible to be recalled to

his former classification. Further, the time served during his probationary period shall not be counted for purposes of total seniority. During the time a recalled employee serves a probationary period in a job outside of this classification, he shall be subject to the just cause provisions under the Discipline Article of this Agreement.

Section 29.4. EMERGENCIES OR TEMPORARY WORK LOADS: For emergencies or peak workloads, the City may, at its option:

- A. Recall laid off employees, or
- B. Schedule mandatory overtime, or
- C. Temporarily transfer employees from a related position in the bargaining unit not to exceed sixty (60) days, or
- D. If no laid off employees are willing or available to work, hire outside help.

Section 29.5. BUMPING: Bargaining Unit employees whose job classifications are indefinitely abolished or reduced shall have the right to bump a junior employee within a classification other than the classification where the employee is leaving wherein the employee has previously held the classification or the employee meets the minimum Civil Service Job Classification qualifications and is certified by the City.

ARTICLE 30 **REFUSE DEPARTMENT RULES**

Section 30.1. REFUSE DEPARTMENT HOLIDAY WORK SCHEDULE: The Employer may schedule the Refuse Department to perform regular work assignments on all legal holidays as set out in this Agreement. This holiday work schedule shall be first offered to the regular assigned route crews. In the event regular assigned crews are unavailable to work overtime, the additional route work shall be first offered to the Refuse Department. In the event of refusal by the entire Refuse Department, other Service Department personnel may be obtained for the work assignment.

Section 30.2. REFUSE DEPARTMENT SUMMER HOURS: During the period of time extending from June 1 through August 31 of each calendar year, normal starting time for Refuse crews shall be 6:00 a.m. The City may change routes and work schedules.

This time period may be extended if the weather predictions are for continued high temperatures. This shall be determined by the Service Director.

ARTICLE 31
DURATION OF AGREEMENT

Section 31.1. The provisions of this Agreement establish certain rights and benefits for AFSCME and the employees, which shall only exist during its effective dates. This Agreement becomes upon ratification by the parties and shall remain in full force and effect through August 31, 2026.

If during the term of this Agreement the City should decide to re-establish the positions of Crew Leader in the Transit Department or Water Meter Repair in the Utilities Operation, it is understood that the rates of pay for such positions will be re-established in accordance with the rates of pay which would have been applicable to those positions had they not been abolished, together with all other benefits herein.

Section 31.2. Should any change be made in the State law, or should a court of recognized jurisdiction determine that a provision of this Agreement is illegal, then such provision would be automatically terminated and the remainder of the Agreement shall remain in full force and effect.

Section 31.3. Any Ordinance of the City of Chillicothe, Ohio which is specifically set out or referred to in this Agreement that is proposed to be changed by Council shall be first discussed by the Mayor with either the President or Secretary of the Union.

Section 31.4. Either party may demand to renegotiate a successor Agreement by submitting a notice to negotiate to the other party One Hundred Twenty (120) days before the current Agreement expires.

Section 31.5. In the event that negotiations come to legal impasse, the parties will proceed with fact finding as addressed in ORC 4117. Should fact finding fail to produce a final settlement, the parties will proceed to conciliation through SERB. The cost of fact finding, and conciliation will be split equally.

SIGNATURE PAGE

CITY OF CHILLICOTHE

Date

Date

Date

Date

OHIO COUNCIL 8, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO

Date

LOCAL 1562, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO

Date

Date

Date

Date

Date

SIDE LETTERS

MEMORANDUM OF UNDERSTANDING-A

PART-TIME EMPLOYEES

The parties agreed that City of Chillicothe will not work part-time employees more than thirty-nine (39) hours per week.

The City will attempt to limit the number of part-time employees in the Transit Department (currently ten [10]). If an emergency exists, the City shall meet with the Union to explain said emergency and the City has the right to hire additional help to complete said emergency.

No part-time employees will be used to permanently replace any City employees. No inmates will be used to permanently replace any City employees.

MEMORANDUM OF UNDERSTANDING-B

INSURANCE OPT-OUT

MEMORANDUM OF UNDERSTANDING

Between

The City of Chillicothe and

AFSCME Local 1562 and

Ohio Council 8, AFSCME, AFL-CIO

The City and the Union hereby agree as follows:

Effective 4/1/05, members of Local 1562 will be able to discontinue receiving medical benefits through the City, due to the fact that they have insurance coverage through another source.

It is understood that by waiving coverage through the City of Chillicothe, bargaining unit employees and their dependents may not submit claims for reimbursement. This includes, but is not limited to, any claims paid or denied by the other insurance company regardless of the reason.

In order to be eligible for the Buyout, employees and their dependents must currently be enrolled in another health plan. The participating employee and spouse (if any) must sign a waiver and provide verification of coverage under the other plan.

Any employee covered under the Buyout Agreement shall receive a cash bonus every pay period of the year as follows:

Single Coverage	Dual Coverage	Family Coverage
\$35.00	\$75.00	\$125.00

Participants of the Buyout may return to the City of Chillicothe Employee Benefit Plan for health care coverage during the plan year, only when one of the following events has occurred resulting in the loss of primary plan coverage:

- \$ Death of person who held the primary coverage
- \$ Divorce or legal separation
- \$ Loss of other coverage due to reduction in hours
- \$ Discontinuation of entire health care benefits by the other plan participant=s employer

Confirmation that one of the qualifying events has occurred is required within 30 days of occurrence.

When one of the above reasons has not occurred, but the employee wishes to return to the City of Chillicothe Employee Benefit Plan, he may do so during the annual enrollment period each year. Pre-existing conditions will be waived.

MEMORANDUM OF UNDERSTANDING
VACATION PAYOUT - C

The purpose of this memorandum is to outline an agreement between the American Federation of State, County and Municipal Employees Union (AFSCME) and the City of Chillicothe (the City) regarding the payout of accrued vacation hours.

WHEREAS the Contract between AFSCME and the City permits a maximum accrual of three years of vacation leave, but enforcement of said provision has been inconsistent. The consequence of such is that certain AFSCME members have accrued more than three years of vacation.

WHEREAS the enforcement of said provision is vital to the long-term financial health of the City.

THEREFORE, it is hereby agreed by and between the parties as follows:

Any member with over three years of accrual as of December 31, 2014, will be permitted to sell back up to 8 weeks, per year, in each of the years 2015, 2016, and 2017. Once the member reaches 3 years of vacation accrual or less as of December 31 of a given year the sell back will revert to that permitted by contract. Any hours accrued by a member in excess of three years as of January 1, 2018, will be lost.

Further, the terms of the contract will be strictly enforced for the remaining members, (e.g., those at or under three years accrual as of December 31, 2014). Going forward, any hours accrued exceeding three years of vacation must be used or they will be lost.

MEMORANDUM OF UNDERSTANDING - D

For the duration of this contract, the Employer and Union agree that HSA accounts provided under Article 17 will be funded quarterly unless an employee can show that he or she needs such funding to cover necessary medical expenses. If the funding of the HSA is necessary, the employee shall provide documentation to the Employer who in turn shall fund the account appropriately. An employee entering and/or leaving the City workforce will also have his or her HSA pro-rated on a quarterly basis.

MEMORANDUM OF UNDERSTANDING - E

The following classifications are included in the AFSCME Bargaining Unit: Transit Clerk (added to Clerical I), Backflow Prevention, IT Specialist (excluding one Confidential IT Specialist)

The following classifications are on the Exclusion List: Chief Building Official, Nuisance Officer, and (1) Confidential IT Specialist

APPENDIX A								
Pay Step	A	B	C	D	E	F	G	H
ACCOUNTS PAYABLE ADMINISTRATOR	\$22.97	\$23.91	\$24.13	\$24.74	\$25.15	\$25.70	\$26.36	\$26.64
ADMINISTRATIVE COORDINATOR	\$25.24	\$26.23	\$26.78	\$27.32	\$27.88	\$28.46	\$29.03	\$29.32
ASSISTANT ELECTRICIAN	\$22.97	\$23.91	\$24.13	\$24.74	\$25.15	\$25.70	\$26.36	\$26.64
BACKFLOW PREVENTION	\$23.83	\$24.81	\$25.34	\$25.88	\$26.43	\$27.00	\$27.72	\$28.43
BUS OPERATOR	\$20.68	\$21.52	\$21.80	\$22.21	\$22.57	\$22.99	\$23.66	\$23.95
BUS OPERATOR PART TIME	\$20.68	\$21.52						
BUS UTILITY WORKER	\$20.14	\$20.95	\$21.30	\$21.56	\$22.03	\$22.34	\$22.99	\$23.26
CLERICAL I*	\$21.92	\$22.80	\$23.12	\$23.54	\$23.92	\$24.33	\$24.97	\$25.25
CLERICAL II**	\$22.97	\$23.91	\$24.13	\$24.74	\$25.15	\$25.70	\$26.36	\$26.64
CREW LEADER***	\$23.37	\$24.30	\$24.78	\$25.34	\$25.86	\$26.44	\$27.10	\$27.38
DD BUS OPERATOR	\$21.87	\$22.71	\$23.00	\$23.43	\$23.78	\$24.19	\$24.88	\$25.15

APPENDIX A								
Pay Step	A	B	C	D	E	F	G	H
DEPUTY CLERK MUNICIPAL COURT	\$21.92	\$22.80	\$23.12	\$23.54	\$23.92	\$24.32	\$24.97	\$25.25
ELECTRICAL INSPECTOR	\$26.22	\$27.30	\$27.90	\$28.49	\$29.07	\$29.67	\$30.25	\$30.54
ELECTRICIAN	\$24.75	\$25.74	\$26.27	\$26.82	\$27.39	\$28.00	\$28.65	\$28.94
ENGINEERING AIDE 1	\$20.45	\$21.27	\$21.87	\$22.13	\$22.58	\$22.96	\$23.64	\$23.93
ENGINEERING AIDE 2	\$22.10	\$22.96	\$23.34	\$23.82	\$24.30	\$24.78	\$25.45	\$25.74
ENGINEERING AIDE 3	\$22.03	\$23.82	\$24.30	\$24.78	\$25.34	\$25.86	\$26.55	\$26.83
EQUIPMENT OPERATOR	\$21.47	\$22.34	\$22.76	\$23.14	\$23.59	\$24.09	\$24.75	\$25.03
GENERAL MAINTENANCE SIGNS/MARKING	\$21.87	\$22.74	\$23.15	\$23.58	\$23.91	\$24.42	\$25.08	\$25.38
GENERAL OPERATIONS	\$20.49	\$21.29	\$21.64	\$21.90	\$22.37	\$22.68	\$23.33	\$23.61
INSTRUMENTATION & ELECTRICAL TECHNICIAN	\$23.85	\$24.78	\$25.34	\$25.86	\$26.44	\$27.02	\$27.68	\$27.97
IT SPECIALIST	\$29.09	\$30.31	\$30.78	\$31.39	\$32.01	\$32.67	\$33.50	\$34.33
LABORER	\$20.14	\$20.95	\$21.30	\$21.56	\$22.03	\$22.34	\$22.99	\$23.26

APPENDIX A								
Pay Step	A	B	C	D	E	F	G	H
LABORER PART TIME	\$20.14	\$20.95						
LEAD MECHANIC	\$28.23	\$29.36	\$29.87	\$30.43	\$31.06	\$31.71	\$32.38	\$32.65
LEAD PLANT OPERATOR	\$31.80	\$33.07	\$34.39	\$35.77	\$37.21	\$38.55	\$40.09	\$41.69
MECHANIC	\$22.35	\$23.24	\$23.58	\$23.97	\$24.48	\$24.93	\$25.62	\$25.88
PARKING ENFORCER/METER MAINTENANCE	\$21.17	\$22.03	\$22.34	\$22.76	\$23.14	\$23.59	\$24.26	\$24.54
PRE TREATMENT COORDINATOR	\$23.85	\$24.78	\$25.34	\$25.86	\$26.44	\$27.02	\$27.68	\$27.97
RESIDENTIAL BUILDING OFFICIAL	\$28.23	\$29.36	\$29.87	\$30.43	\$31.06	\$31.71	\$32.38	\$32.65
SHIFT LEADER	\$23.96	\$24.93	\$25.30	\$25.71	\$26.06	\$26.49	\$27.16	\$27.46
SYSTEM ADMINISTRATOR	\$23.78	\$24.73	\$25.25	\$25.74	\$26.27	\$26.84	\$27.51	\$27.79
TRUCK DRIVER	\$20.91	\$21.74	\$22.08	\$22.47	\$22.80	\$23.22	\$23.91	\$24.19
UTILITIES GENERAL MAINTENANCE	\$20.73	\$21.56	\$22.03	\$22.34	\$22.76	\$23.14	\$23.81	\$24.07
UTILITIES LABORER	\$20.49	\$21.29	\$21.64	\$21.90	\$22.37	\$22.68	\$23.33	\$23.61

APPENDIX A								
Pay Step	A	B	C	D	E	F	G	H
UTILITIES MAINTENANCE TECHNICIAN 1	\$23.85	\$24.78	\$25.34	\$25.86	\$26.44	\$27.02	\$27.68	\$27.97
UTILITY LAB TECHNICIAN	\$23.85	\$24.78	\$25.34	\$25.86	\$26.44	\$27.02	\$27.68	\$27.97
UTILITY METER READER	\$20.71	\$21.54	\$21.87	\$22.13	\$22.58	\$22.96	\$23.64	\$23.93
WASTEWATER TREATMENT PLANT OPERATOR	\$21.73	\$22.58	\$22.96	\$23.34	\$23.82	\$24.30	\$24.96	\$25.25
WASTEWATER TREATMENT PLANT OPERATOR 1	\$22.90	\$23.82	\$24.30	\$24.78	\$25.34	\$25.86	\$26.55	\$26.83
WATER METER SERVICE	\$21.29	\$22.13	\$22.58	\$22.96	\$23.34	\$23.82	\$24.49	\$24.76
WATER TREATMENT PLANT OPERATOR	\$21.73	\$22.58	\$22.96	\$23.34	\$23.82	\$24.30	\$24.96	\$25.25
WATER TREATMENT PLANT OPERATOR 1	\$22.90	\$23.82	\$24.30	\$24.78	\$25.34	\$25.86	\$26.55	\$26.83
WATER/WASTEWATER MAINTENANCE	\$21.47	\$22.34	\$22.76	\$23.14	\$23.59	\$24.09	\$24.75	\$25.03

***Clerical I** - Accounting Clerk, Transit Clerk, Utilities Billing Clerk

****Clerical II** - Transit Coordinator, Transit Secretary, Utilities Secretary

*****Crew Leader** - Includes Parks, Service, Traffic Control, Wastewater Collection, and Water Distribution

APPENDIX B								
Pay Step	A	B	C	D	E	F	G	H
ACCOUNTS PAYABLE ADMINISTRATOR	\$23.78	\$24.75	\$24.97	\$25.61	\$26.03	\$26.60	\$27.29	\$27.58
ADMINISTRATIVE COORDINATOR	\$26.12	\$27.15	\$27.72	\$28.28	\$28.86	\$29.46	\$30.04	\$30.34
ASSISTANT ELECTRICIAN	\$23.78	\$24.75	\$24.97	\$25.61	\$26.03	\$26.60	\$27.29	\$27.58
BACKFLOW PREVENTION	\$24.66	\$25.68	\$26.23	\$26.78	\$27.35	\$27.94	\$28.69	\$29.43
BUS OPERATOR	\$21.40	\$22.27	\$22.56	\$22.99	\$23.36	\$23.80	\$24.49	\$24.79
BUS OPERATOR PART TIME	\$21.40	\$22.27						
BUS UTILITY WORKER	\$20.85	\$21.68	\$22.04	\$22.31	\$22.80	\$23.12	\$23.80	\$24.08
CLERICAL I*	\$22.69	\$23.59	\$23.93	\$24.36	\$24.76	\$25.18	\$25.84	\$26.13
CLERICAL II**	\$23.78	\$24.75	\$24.97	\$25.61	\$26.03	\$26.60	\$27.29	\$27.58
CREW LEADER***	\$24.19	\$25.16	\$25.65	\$26.23	\$26.77	\$27.36	\$28.05	\$28.34
DD BUS OPERATOR	\$22.64	\$23.51	\$23.81	\$24.25	\$24.62	\$25.04	\$25.75	\$26.03

APPENDIX B								
Pay Step	A	B	C	D	E	F	G	H
DEPUTY CLERK MUNICIPAL COURT	\$22.69	\$23.59	\$23.93	\$24.36	\$24.76	\$25.17	\$25.84	\$26.13
ELECTRICAL INSPECTOR	\$27.14	\$28.26	\$28.88	\$29.48	\$30.09	\$30.71	\$31.31	\$31.61
ELECTRICIAN	\$25.62	\$26.64	\$27.19	\$27.76	\$28.35	\$28.98	\$29.65	\$29.96
ENGINEERING AIDE 1	\$21.16	\$22.01	\$22.64	\$22.91	\$23.37	\$23.77	\$24.47	\$24.77
ENGINEERING AIDE 2	\$22.87	\$23.77	\$24.15	\$24.65	\$25.16	\$25.65	\$26.34	\$26.64
ENGINEERING AIDE 3	\$22.80	\$24.65	\$25.16	\$25.65	\$26.23	\$26.77	\$27.48	\$27.77
EQUIPMENT OPERATOR	\$22.22	\$23.12	\$23.55	\$23.95	\$24.41	\$24.93	\$25.62	\$25.91
GENERAL MAINTENANCE SIGNS/MARKING	\$22.64	\$23.54	\$23.96	\$24.40	\$24.75	\$25.27	\$25.96	\$26.26
GENERAL OPERATIONS	\$21.21	\$22.03	\$22.40	\$22.67	\$23.15	\$23.48	\$24.14	\$24.43
INSTRUMENTATION & ELECTRICAL TECHNICIAN	\$24.68	\$25.65	\$26.23	\$26.77	\$27.36	\$27.96	\$28.65	\$28.94
IT SPECIALIST	\$30.11	\$31.37	\$31.86	\$32.49	\$33.13	\$33.81	\$34.67	\$35.53
LABORER	\$20.85	\$21.68	\$22.04	\$22.31	\$22.80	\$23.12	\$23.80	\$24.08

APPENDIX B								
Pay Step	A	B	C	D	E	F	G	H
LABORER PART TIME	\$20.85	\$21.68						
LEAD MECHANIC	\$29.21	\$30.39	\$30.91	\$31.50	\$32.15	\$32.82	\$33.51	\$33.79
LEAD PLANT OPERATOR	\$32.92	\$34.23	\$35.60	\$37.02	\$38.51	\$39.90	\$41.50	\$43.15
MECHANIC	\$23.13	\$24.06	\$24.40	\$24.81	\$25.34	\$25.80	\$26.51	\$26.78
PARKING ENFORCER/METER MAINTENANCE	\$21.92	\$22.80	\$23.12	\$23.55	\$23.95	\$24.41	\$25.11	\$25.40
PRE TREATMENT COORDINATOR	\$24.68	\$25.65	\$26.23	\$26.77	\$27.36	\$27.96	\$28.65	\$28.94
RESIDENTIAL BUILDING OFFICIAL	\$29.21	\$30.39	\$30.91	\$31.50	\$32.15	\$32.82	\$33.51	\$33.79
SHIFT LEADER	\$24.80	\$25.80	\$26.19	\$26.61	\$26.97	\$27.42	\$28.12	\$28.42
SYSTEM ADMINISTRATOR	\$24.62	\$25.60	\$26.13	\$26.64	\$27.19	\$27.78	\$28.47	\$28.76
TRUCK DRIVER	\$21.65	\$22.50	\$22.85	\$23.26	\$23.59	\$24.04	\$24.75	\$25.04
UTILITIES GENERAL MAINTENANCE	\$21.45	\$22.31	\$22.80	\$23.12	\$23.55	\$23.95	\$24.64	\$24.91
UTILITIES LABORER	\$21.21	\$22.03	\$22.40	\$22.67	\$23.15	\$23.48	\$24.14	\$24.43

APPENDIX B								
Pay Step	A	B	C	D	E	F	G	H
UTILITIES MAINTENANCE TECHNICIAN 1	\$24.68	\$25.65	\$26.23	\$26.77	\$27.36	\$27.96	\$28.65	\$28.94
UTILITY LAB TECHNICIAN	\$24.68	\$25.65	\$26.23	\$26.77	\$27.36	\$27.96	\$28.65	\$28.94
UTILITY METER READER	\$21.43	\$22.29	\$22.64	\$22.91	\$23.37	\$23.77	\$24.47	\$24.77
WASTEWATER TREATMENT PLANT OPERATOR	\$22.49	\$23.37	\$23.77	\$24.15	\$24.65	\$25.16	\$25.83	\$26.13
WASTEWATER TREATMENT PLANT OPERATOR 1	\$23.70	\$24.65	\$25.16	\$25.65	\$26.23	\$26.77	\$27.48	\$27.77
WATER METER SERVICE	\$22.03	\$22.91	\$23.37	\$23.77	\$24.15	\$24.65	\$25.35	\$25.63
WATER TREATMENT PLANT OPERATOR	\$22.49	\$23.37	\$23.77	\$24.15	\$24.65	\$25.16	\$25.83	\$26.13
WATER TREATMENT PLANT OPERATOR 1	\$23.70	\$24.65	\$25.16	\$25.65	\$26.23	\$26.77	\$27.48	\$27.77
WATER/WASTEWATER MAINTENANCE	\$22.22	\$23.12	\$23.55	\$23.95	\$24.41	\$24.93	\$25.62	\$25.91

***Clerical I** - Accounting Clerk, Transit Clerk, Utilities Billing Clerk

****Clerical II** - Transit Coordinator, Transit Secretary, Utilities Secretary

*****Crew Leader** - Includes Parks, Service, Traffic Control, Wastewater Collection, and Water Distribution

APPENDIX C

Pay Step								
ACCOUNTS PAYABLE ADMINISTRATOR	\$24.61	\$25.61	\$25.85	\$26.50	\$26.94	\$27.53	\$28.24	\$28.54
ADMINISTRATIVE COORDINATOR	\$27.04	\$28.10	\$28.69	\$29.27	\$29.87	\$30.49	\$31.09	\$31.41
ASSISTANT ELECTRICIAN	\$24.61	\$25.61	\$25.85	\$26.50	\$26.94	\$27.53	\$28.24	\$28.54
BACKFLOW PREVENTION	\$25.52	\$26.58	\$27.15	\$27.72	\$28.31	\$28.92	\$29.69	\$30.46
BUS OPERATOR	\$22.15	\$23.05	\$23.35	\$23.80	\$24.18	\$24.63	\$25.35	\$25.66
BUS OPERATOR PART TIME	\$22.15	\$23.05						
BUS UTILITY WORKER	\$21.58	\$22.44	\$22.82	\$23.09	\$23.60	\$23.93	\$24.63	\$24.92
CLERICAL I*	\$23.48	\$24.42	\$24.77	\$25.21	\$25.62	\$26.06	\$26.75	\$27.05
CLERICAL II**	\$24.61	\$25.61	\$25.85	\$26.50	\$26.94	\$27.53	\$28.24	\$28.54
CREW LEADER***	\$25.03	\$26.04	\$26.55	\$27.15	\$27.71	\$28.32	\$29.03	\$29.33
DD BUS OPERATOR	\$23.43	\$24.33	\$24.64	\$25.10	\$25.48	\$25.91	\$26.65	\$26.94

APPENDIX C

Pay Step								
DEPUTY CLERK MUNICIPAL COURT	\$23.48	\$24.42	\$24.77	\$25.21	\$25.62	\$26.05	\$26.75	\$27.05
ELECTRICAL INSPECTOR	\$28.09	\$29.24	\$29.89	\$30.51	\$31.14	\$31.78	\$32.41	\$32.72
ELECTRICIAN	\$26.51	\$27.57	\$28.14	\$28.73	\$29.34	\$29.99	\$30.69	\$31.00
ENGINEERING AIDE 1	\$21.90	\$22.78	\$23.43	\$23.71	\$24.19	\$24.60	\$25.32	\$25.63
ENGINEERING AIDE 2	\$23.67	\$24.60	\$25.00	\$25.51	\$26.04	\$26.55	\$27.26	\$27.57
ENGINEERING AIDE 3	\$23.60	\$25.51	\$26.04	\$26.55	\$27.15	\$27.71	\$28.44	\$28.74
EQUIPMENT OPERATOR	\$22.99	\$23.93	\$24.38	\$24.79	\$25.27	\$25.80	\$26.51	\$26.82
GENERAL MAINTENANCE SIGNS/MARKING	\$23.43	\$24.36	\$24.80	\$25.26	\$25.61	\$26.16	\$26.87	\$27.18
GENERAL OPERATIONS	\$21.95	\$22.81	\$23.18	\$23.46	\$23.96	\$24.30	\$24.99	\$25.29
INSTRUMENTATION & ELECTRICAL TECHNICIAN	\$25.55	\$26.55	\$27.15	\$27.71	\$28.32	\$28.94	\$29.66	\$29.96
IT SPECIALIST	\$31.16	\$32.46	\$32.98	\$33.62	\$34.29	\$34.99	\$35.88	\$36.77
LABORER	\$21.58	\$22.44	\$22.82	\$23.09	\$23.60	\$23.93	\$24.63	\$24.92

APPENDIX C

Pay Step								
LABORER PART TIME	\$21.58	\$22.44						
LEAD MECHANIC	\$30.24	\$31.45	\$32.00	\$32.60	\$33.28	\$33.97	\$34.68	\$34.97
LEAD PLANT OPERATOR	\$34.07	\$35.43	\$36.84	\$38.31	\$39.86	\$41.30	\$42.95	\$44.66
MECHANIC	\$23.94	\$24.90	\$25.26	\$25.68	\$26.23	\$26.70	\$27.44	\$27.72
PARKING ENFORCER/METER MAINTENANCE	\$22.68	\$23.60	\$23.93	\$24.38	\$24.79	\$25.27	\$25.99	\$26.29
PRE TREATMENT COORDINATOR	\$25.55	\$26.55	\$27.15	\$27.71	\$28.32	\$28.94	\$29.66	\$29.96
RESIDENTIAL BUILDING OFFICIAL	\$30.24	\$31.45	\$32.00	\$32.60	\$33.28	\$33.97	\$34.68	\$34.97
SHIFT LEADER	\$25.67	\$26.70	\$27.11	\$27.54	\$27.92	\$28.38	\$29.10	\$29.41
SYSTEM ADMINISTRATOR	\$25.48	\$26.49	\$27.05	\$27.57	\$28.14	\$28.75	\$29.47	\$29.77
TRUCK DRIVER	\$22.40	\$23.28	\$23.65	\$24.08	\$24.42	\$24.88	\$25.61	\$25.91
UTILITIES GENERAL MAINTENANCE	\$22.20	\$23.09	\$23.60	\$23.93	\$24.38	\$24.79	\$25.50	\$25.78
UTILITIES LABORER	\$21.95	\$22.81	\$23.18	\$23.46	\$23.96	\$24.30	\$24.99	\$25.29

APPENDIX C								
Pay Step								
UTILITIES MAINTENANCE TECHNICIAN 1	\$25.55	\$26.55	\$27.15	\$27.71	\$28.32	\$28.94	\$29.66	\$29.96
UTILITY LAB TECHNICIAN	\$25.55	\$26.55	\$27.15	\$27.71	\$28.32	\$28.94	\$29.66	\$29.96
UTILITY METER READER	\$22.18	\$23.07	\$23.43	\$23.71	\$24.19	\$24.60	\$25.32	\$25.63
WASTEWATER TREATMENT PLANT OPERATOR	\$23.27	\$24.19	\$24.60	\$25.00	\$25.51	\$26.04	\$26.74	\$27.05
WASTEWATER TREATMENT PLANT OPERATOR 1	\$24.53	\$25.51	\$26.04	\$26.55	\$27.15	\$27.71	\$28.44	\$28.74
WATER METER SERVICE	\$22.81	\$23.71	\$24.19	\$24.60	\$25.00	\$25.51	\$26.24	\$26.53
WATER TREATMENT PLANT OPERATOR	\$23.27	\$24.19	\$24.60	\$25.00	\$25.51	\$26.04	\$26.74	\$27.05
WATER TREATMENT PLANT OPERATOR 1	\$24.53	\$25.51	\$26.04	\$26.55	\$27.15	\$27.71	\$28.44	\$28.74
WATER/WASTEWATER MAINTENANCE	\$22.99	\$23.93	\$24.38	\$24.79	\$25.27	\$25.80	\$26.51	\$26.82

***Clerical I** - Accounting Clerk, Transit Clerk, Utilities Billing Clerk

****Clerical II** - Transit Coordinator, Transit Secretary, Utilities Secretary

*****Crew Leader** - Includes Parks, Service, Traffic Control, Wastewater Collection, and Water Distribution