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Collective Bargaining Agreement

By and Between the City of
Cincinnati and Cincinnati
Organized and Dedicated
Employees, Inc.

Effective: March 27, 2016
Expires: March 23, 2019

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PREAMBLE AND PURPOSE

In order to enhance the relationship between the City of Cincinnati, hereafter referred to as the City, the Cincinnati Organized and Dedicated Employees, hereafter referred to as CODE, and the members of the CODE bargaining unit, the City and CODE have jointly agreed to the following statement of purpose for this Agreement.

It is in the best interests of the City and CODE to jointly:

- A. Encourage a spirit of unity and cooperation of employees of the City of Cincinnati, Ohio, at all levels;
- B. Improve city services to the citizens of the City of Cincinnati, Ohio, and the businesses located in the City of Cincinnati;
- C. Provide the opportunity for the exchange of ideas and information relating to civil service as a career;
- D. Represent its members and other persons in the bargaining unit, in the negotiation of benefits, wages, and terms and conditions of employment;
- E. Work to ensure that this Agreement is administered in such a way as to foster trust and a positive relationship between the City and CODE;
- F. Promote the welfare of its members and foster respect and professionalism throughout all levels of City government.

ARTICLE 1: RECOGNITION & REPRESENTATION

Section 1.1 Recognition

The City recognizes Cincinnati Organized and Dedicated Employees, Inc. (CODE) as the exclusive collective bargaining representative for the unit consisting of all regular full-time (at least three quarter time) and part-time (less than three quarter time) employees in classifications listed in Attachments A and B of the State Employment Relations Board (SERB) certification of election results and of Exclusive Representation dated November 6, 2003, in SERB Case No. 02-REP-11-0239. Excluded from the unit are all other employees, including, but not limited to, elected officials, Directors, Deputy Directors, Superintendents, Assistant Administrators, Assistant Superintendents, all employees of the Mayor's Office and City Council, and select persons in classifications which deal directly with collective bargaining issues (the specific classifications and select persons so excluded from the unit as of November 6, 2003, are listed in Attachment C of the SERB Certification dated November 6, 2003, in SERB Case No. 02-REP-11-0239); all employees represented for purposes of collective bargaining in other bargaining units; and any supervisory, managerial, administrative, or confidential positions the same as or similar to those listed in Attachment C of the SERB Certification dated November 6, 2003 in SERB Case No. 02-REP-11-0239.

Appendix A, attached hereto, is a list of the classifications included and the classifications excluded from the bargaining unit.

Section 1.2 New Classifications

The City shall notify CODE within 10 working days of its decision to create any new classifications that will perform bargaining unit work. If the new classification is a successor title to a classification covered by the Agreement and the job duties are not significantly altered or changed, the new classification shall automatically become a part of this Agreement. The parties will meet and confer regarding any such decision prior to its implementation with both parties making themselves reasonably available for such discussions. The meet and confer obligation set forth in this section is intended to afford the parties an opportunity to avoid and/or resolve disputes through discussions and the exchange of information, and it is not intended to limit or impair either party's rights or remedies under this Agreement or applicable law except as otherwise set forth herein.

Section 1.3 Excluded Classifications

The City will notify the Union when a specific position will be excluded from the bargaining unit in accordance with the law. The Union may request a current list of excluded positions at any time.

ARTICLE 2: DEFINITIONS

This agreement shall incorporate the definitions enumerated below:

Appointing Authority: means an individual, officer, commission, agency, board or body having the power under the Charter or Cincinnati City Codes of appointment to, or removal from, a position with the City.

City: means the City of Cincinnati, Ohio and its authorized representatives.

CODE: refers to Cincinnati Organized and Dedicated Employees and its authorized representatives.

CODE Employee: means any member of CODE or any City employee paying the Fair Share Fee according to Section 3.3 of this Agreement.

Compensatory Time: means time off with pay for authorized overtime worked in lieu of hourly wages, calculated in accordance with Article 15 of this Agreement.

Continuous Service: means an employee's length of service as a full-time employee of the City uninterrupted by a separation from City employment; provided, however, time in unpaid status and/or part-time status shall not be included in length of service.

Day: means calendar day unless otherwise specified.

Demotion: means a change to a classification which has a lower rate of pay.

Fair Share Fee Payers: means any member of the bargaining unit who is not a member of CODE.

Full-time Employee: means a bargaining unit employee who is hired to perform duties for the City according to an established work schedule of at least $\frac{3}{4}$ time.

Member: means only a person included within the bargaining unit as defined in Section 1.1, unless in the context of the language concerned, a different meaning is clearly apparent.

Memorandum of Understanding (MOU): is an agreement between CODE and the Agency, negotiated between CODE and the City. Such Memorandum of Understanding covers in detail the respective Agency's personnel and operational regulations, which are peculiar to the responsibilities assigned to that particular Agency. Such Memorandum of Understanding shall be agreed to between CODE and the Agency Head and approved by the Human Resources Department.

Part-time Employee: means employees working a schedule less than $\frac{3}{4}$ time.

Pay Period: means a recurring two week calendar period as designated by the City.

Position: means any office, employment, or job calling for the performance of certain duties and the exercise of certain responsibilities by one individual. A position may be vacant, occupied part-time, or occupied full-time.

Resignation: means the voluntary termination of employment of an employee, or unauthorized leave for three consecutive workdays.

Retirement: means separation from City service which is not caused by resignation, layoff or discharge, with application for retirement benefits.

Representative: means a person designated by the President or his/her designee, pursuant to this Agreement, to represent the bargaining unit members.

Seniority: means an employee's uninterrupted length of continuous service within the City, department, division, work unit, or job classification, depending upon the issue involved.

Shift: means the employee's regularly scheduled hours of work. In areas with multiple shifts or twenty-four operations, the early morning shift hereinafter is referred to as the first shift, the late afternoon shift hereinafter is referred to as the second shift, and the late evening shift hereinafter is referred to as the third shift.

Unclassified Employee: means employees in classification and positions as defined in the Ohio Revised Code.

Unpaid Status: means time an employee is on unpaid suspension, on leave without pay or is absent without leave. Leave without pay status resulting from either injury received in the line of duty, approved disability coverage (after serving the requisite waiting period), or approved paid leave activities related to City-employee relations shall not be considered to be unpaid status.

Workday: means working time assigned or approved by the Appointing Authority in any twenty-four hour period.

ARTICLE 3: CODE SECURITY AND RIGHTS

Section 3.1 CODE Member Payroll Deduction

The City shall deduct biweekly CODE dues from the pay of each employee in the bargaining unit who has filed with the City a payroll deduction authorization. The City will honor all executed payroll deduction authorization forms at the next deduction date which is at least 15 days from the date the executed authorization form is received by the City.

Total deductions collected for each biweekly pay period shall be remitted by the City to the Treasurer of CODE together with a list of employees for whom dues have been deducted not later than 10 calendar days after the deduction is made. CODE agrees to refund to the employee any amounts paid to CODE in error on account of this dues deduction provision.

Dues shall be withheld and remitted to the Treasurer of CODE unless or until such time as the City receives a notice of an employee's death, transfer from covered employment, termination of covered employment, or when there are insufficient funds available in the employee's earnings after withholding all other legal and required deductions.

Information concerning dues not properly deducted under this Section 3.1 shall be forwarded to the Treasurer of CODE, and this action will discharge the City's only responsibility with regard to such cases; there will be no retroactive deduction of such dues from future earnings

The actual dues to be deducted shall be certified to the Finance Director by the Treasurer of CODE. CODE will give the City a 45 calendar-day advance notice of any change in the amount of dues to be deducted.

Within sixty (60) days after execution of this Agreement, all employees in the bargaining unit shall be enrolled in Direct Deposit. If an employee cannot meet this obligation the City will make alternate pay arrangements at no cost to the employee.

Section 3.2 Maintenance of Membership

Each employee who, on the effective date of this Agreement, is a member of CODE, and employees who become a member after the date, shall maintain membership in CODE provided that such employee may resign from CODE during the 30 day period prior to the expiration of this Agreement or after the stated expiration of this Agreement (without regard to extensions) and prior to the commencement of a new Agreement by giving written notification to the Director of the Department of Human Resources or designee and CODE 20 days prior to the effective date of the revocation. Upon resignation from CODE a bargaining unit member shall immediately pay the fair share fee as provided in Section 3.3. The payment of dues and assessment is uniformly required of the membership for the duration of this Agreement.

Section 3.3 Fair Share Fee

As soon as reasonably practicable (the parties understand that there may be some processing delay), the City shall deduct biweekly, from the pay of each bargaining unit employee who is not a member of CODE their fair share of the cost of the collective bargaining process and Agreement administration measured by the amount of dues and other financial obligations uniformly required by members of CODE. Such fair share payments shall be deducted by the City from the earnings of such non-member employee(s) each pay period, and paid to CODE in accordance with Section 3.1. The Treasurer of CODE shall certify to the City, once annually, the amount that constitutes said fair share, and a detailed accounting of the manner in which fair share amount was established. The fair share amount shall not exceed the dues and financial obligations uniformly required by members of CODE. Upon request, the City shall reasonably

provide CODE an electronic report of all employees in CODE positions.

CODE agrees to comply with its legal obligations to fair share fee payers. Further, it is agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of CODE with respect to fair share fee payers shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

On an annual basis when applicable, the Union will provide the City a copy of its fair share fee procedure notice not later than 60 days following the completion of the Union's annual fair share fee arbitration case.

Section 3.4 CODE Communications

The City recognizes that CODE has a responsibility to communicate with bargaining unit members. To facilitate this purpose, it is agreed that CODE may make reasonable use of City e-mail, telephone, inter-office mail and fax machines to communicate with individual members (no mass communications except by City e-mail as indicated below), so long as the use does not unduly interfere with City work. The City retains the right to discontinue this practice if it should cause undue interference. The City will give at least 30 working days' notice to CODE if it elects to discontinue the practice.

The City will permit CODE to use bulletin board space in appropriate and accessible locations approved by the Department Director and will consider requests for changes or additions to such locations where appropriate. CODE will limit the posting of CODE notices to such bulletin boards.

Appropriate items that may be communicated using City e-mail under this section shall be:

- (A) Notices of CODE elections;
- (B) Notices of CODE meetings;
- (C) Notices of CODE appointments and results of elections;
- (D) Matters of CBA interpretation and/or enforcement, when the City and CODE are in agreement, subject to approval by the Human Resources Director or designee;
- (E) Such other notices as may be approved by the Human Resources Director or designee.

Items specifically prohibited from this process include those that are derogatory, inflammatory, or disrespectful of individuals or organizations, or would violate Administrative Regulations, or the Human Resources Policies & Procedures (HR P&P).

Items that are neither specifically permitted nor specifically prohibited shall be submitted to the Human Resources Director or designee for prior approval.

Section 3.5 CODE Indemnification

CODE agrees to indemnify and hold the City harmless from any action growing out of deductions hereunder commenced under this Article 3 by an employee or anyone else against the City or the City and CODE jointly.

ARTICLE 4: CODE REPRESENTATION

Section 4.1 President's Authority

The President of CODE may appoint 1 CODE Representative for every 40 members of CODE, but no more than 3 CODE Representatives from any single department, for the purpose of representing bargaining unit members at investigatory interviews, provided that the representation is limited to the work location. All representation will be scheduled through the President, or Vice President(s) when acting in the place of the President. This will not preclude the ability of a representative to be contacted by a bargaining unit member for information.

Section 4.2 Representatives Authority

CODE shall provide the City a list of appointed CODE Representatives. The appointed CODE Representatives will not have the authority to deliver or file a grievance. Only the President or Vice President(s) may actually file, deliver, or process a grievance.

The President may designate up to three Representatives to represent a bargaining unit member at disciplinary or grievance hearings, except that the President or Vice President(s) may designate legal counsel to represent bargaining unit member(s) at a grievance or disciplinary hearing. In advance of any meeting (except arbitration) where the Union intends to have legal counsel present, it shall notify the City. With the approval of the City the Union may have more than three Representatives at any such meeting.

The performance of these duties shall not interfere with the normal work responsibilities of the representative, other than the President and VicePresident(s).

Section 4.3 Release Time for President and Vice President(s)

The President of CODE, upon election to the post and as long as they continue in that post, will be permitted to devote as much time during the workweek to CODE matters, within the limitations set by this Section, while continuing in their City job classification. The CODE President's entitlement to their hourly wage, fringe benefits, and service accrual will continue as though they were performing their normal job-related duties.

The Vice President(s) of CODE, upon election to their posts and as long as they continue in those posts, will be permitted to devote as much time during the work week to CODE matters, within the limitations set by this Section, while continuing in their City job classification. The CODE Vice President's entitlement to their hourly wage, fringe benefits and service accrual will continue as though they were performing their normal job-related duties.

The President may designate person(s) who may participate in CODE business, attend educational seminars and conferences, and attend CODE training. Said person(s), within the limitations set by this Section, continue their entitlement to their hourly wage, fringe benefits and service accrual as though they were performing their normal job-related duties when working within this designation. The Union shall provide the City at least a fourteen (14) calendar day notice of any member participation in seminars, conferences, or trainings.

Any questions regarding the application of this article will be discussed between the President of CODE and the Director of Human Resources, or their designees.

Section 4.4 Access to Work

The President or Vice President(s) of CODE and representatives of CODE may consult employees in the assembly area before the start of and at the completion of the day's work. With the approval of the Division Head or designee, these same individuals shall be permitted access to work areas solely for the purpose of adjusting grievances, assisting in the settlement of disputes, or carrying into effect the provisions and aims of this Agreement. This privilege is extended subject to the understanding that such access will not interfere with work time or work assignments. Any suspected abuse of these privileges shall be resolved through a meeting of the City and CODE.

Section 4.5 Chargeable Union Time

Following the close of each contract year during the term of this Agreement (i.e., March 25, 2017, March 24, 2018 and March 23, 2019), CODE shall reimburse the City for chargeable Union time utilized during said contract year in accordance with the following schedule and terms:

- (A) Within 60 calendar days after the close of the contract year, the City shall supply CODE with a written statement of all chargeable Union time utilized within the preceding contract year and all time donated to the CODE donated time bank under section 4.6. Said statement shall include, at minimum, a listing of each individual who utilized chargeable Union time and the number of hours utilized by each such individual during the contract year. CODE may request additional detail regarding usage of chargeable Union time, and the City shall reasonably cooperate to provide such detail to the extent it is available from the City's systems. For purposes of this section, any release time under sections 4.5 or 4.7, attendance at pre-Ds, attendance at grievance meetings (including informal or grievance avoidance), attendance at LMC or LMC sub-committee meetings, and any other release time approved by the HR Director or designee shall not be chargeable Union time. All Form-25s for non-chargeable Union time shall identify the management representative in the meeting, shall state the nature of the meeting, and shall be forwarded upon submission to a designated e-mail address established by the City Human Resources Department, or to the HR Director's e-mail address absent a designated e-mail address.
- (B) Within 30 calendar days after the City's delivery of the written statement referenced in 4.5(A), CODE shall advise the City in writing as to how CODE, in its discretion, will reimburse the City for all chargeable Union time utilized in the preceding contract year by: (i) stating how many hours will be deducted from the donated time bank provided for in section 4.8: (ii) how many hours will be paid for by CODE at the rate of \$32.00 per hour (which rate is the agreed-to approximate average hourly rate for CODE employees at the time this agreement was executed, and which shall not change during the term of

this Agreement); and (iii) how many hours are to be deducted from Bargaining Unit members' vacation balances subject to a maximum of one hour per member of the Bargaining Unit per year.

- (C) Within 60 calendar days after the City's delivery of the written statement referenced in 4.5(A), CODE shall deliver to the City the payment due, if any, under section (B) above. The City shall advise CODE at least 14 calendar days prior to the pay date on which vacation will be deducted from Bargaining Unit members' vacation balances. No deduction from the vacation balance of a member of the Bargaining Unit shall result in a negative vacation balance.

Section 4.6 Donated Time Bank

Members of the Bargaining Unit may donate up to 40 hours of vacation and/or comp time or any combination thereof to the CODE donated time bank on or before the close of each contract year (i.e., March 30) during the term of this Agreement. CODE shall be entitled to use any or all of such donated time to reimburse the City for chargeable Union time under section 4.5(C). To the extent CODE does not utilize all of the time credited to the CODE donated time bank during a contract year, the unused time shall carry over to the following year up to 200 hours each year.

Section 4.7 Release Time for CODE Bargaining Team

CODE bargaining committee members who participate in negotiations with the City shall be compensated for time lost during regular working hours to attend such meetings, with all benefits, up to a total limit of 640 hours.

Section 4.8 Release Time for Grievance Meetings

Employee grievants and CODE representatives, when applicable, shall be given paid time off to participate in First Step informal discussions for the purpose of grievance avoidance, and First and Second Step grievance hearings/meetings if they are held at the request or consent of the City during the employee's working time. No other time spent on grievance matters shall be considered time worked for compensation purposes.

As long as the Appointing Authority, Manager/Supervisor, or designee determines that time spent on such activities will not interfere with normal work activity, the employee grievant may use vacation, compensation time, or unpaid leave for any other activities related to the investigation of, or preparation for a grievance hearing/meeting.

As long as the Appointing Authority, Manager/Supervisor, or designee determines that time spent on such activities will not interfere with normal work activity, the CODE Representative shall be released for such hearings/meetings or for any other activities related to the investigation of, or preparation for a grievance, or a grievance hearing/meeting. Time spent by the CODE President or Vice President in Grievance hearings/meetings is non-chargeable. If neither the President nor the Vice President is available, the Representative's

time spent in the actual grievance meeting/hearing is non-chargeable. All other time spent during normal work hours by the President, Vice President, or CODE Representative investigating or preparing for a grievance is chargeable Union time, and any such time used shall be tracked and reported by the Union.

ARTICLE 5: RESERVATION OF RIGHTS

Section 5.1 Employee Rights

It is agreed that a number of terms and conditions of employment for employees in the bargaining unit are not specified in this Agreement. Therefore, except as may be specified elsewhere in this Agreement, as for any and all terms and conditions of employment not specified in this Agreement, no employee in the bargaining unit waives any individual right under City Charter; City Code; City rule or regulation; and state or federal statute, constitutional principle, or common law. To the contrary, it is specifically recognized that such individual employee rights remain unaffected by this Agreement, and that such individual employee rights are enforceable through normal Civil Service, regulatory, and/or judicial processes. Nothing in this Section 5.1 shall be construed to limit in any way the authority of the City to enact, modify or repeal any City Charter or City Codes provision, ordinance, resolution, rule, regulation, policy or procedure.

Section 5.2 Management Rights

Except as specifically limited by the express provisions of this Agreement, the City retains all traditional rights to manage and direct the affairs of the City in all respects and to manage and direct its employees to unilaterally make and implement decisions with respect to the operation and management of the City in all respects, including, but not limited to, all rights and authority possessed or exercised by the City prior to the City's recognition of CODE as the collective bargaining representative for the employees covered by this Agreement. The authority and powers of the City as prescribed by the City Charter and City Codes, Statutes and Constitution of the State of Ohio and the United States shall continue unaffected by this Agreement, except as expressly limited by the express provisions of this Agreement. These City rights as prescribed by the City Charter, City Codes and the Statutes and Constitutions of the State of Ohio and the United States shall include, but are not limited to, the following:

To determine any and all terms and conditions of employment not specifically set forth in this Agreement, to plan, direct, control and determine all the operations and services of the City; to determine the City's mission, objectives, policies and budget and to determine and set all standards of service offered to the public; to supervise and direct employees and their activities as related to the conduct of City affairs; to establish the qualifications for employment and to employ employees; to determine the hours of work and to schedule and assign work; to assign or to transfer employees within the City; to establish work and productivity standards and, from time-to-time, to change those standards; to assign overtime; to layoff or relieve employees due to lack of work or funds or for other legitimate reasons; to determine the methods, means, organization and number of personnel by which such operations and services shall be made or purchased; to make and enforce reasonable rules and regulations; to discipline,

suspend and discharge employees; to change, relocate, modify or eliminate existing programs, services, methods, equipment or facilities; to determine whether services or goods are to be provided or produced by employees covered by this Agreement, or by other employees or non-employees not covered by this Agreement, to hire all employees and, subject to provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion, and to evaluate, promote and transfer all such employees; to determine the duties, responsibilities, and assignment of those in the bargaining unit.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the City and the adoption of policies, rules, and regulations in furtherance thereof, shall be limited only by the specific and express terms of this Agreement. No action, statement, agreement, settlement, or representation made by any member of the bargaining unit regarding the City's obligations or rights under this Agreement, shall impose any obligation or duty or be considered to be authorized by or binding upon the City unless and until the City has agreed thereto in writing.

Section 5.3 Notification

Prior to the adoption, modification, or deletion of any work rule or policy affecting CODE employees, the City shall submit the work rule or policy to CODE at least 30 days prior to the adoption, modification, or deletion of any work rule or policy for comment and input (unless a critical issue arises that requires implementation in less than 30 days, however, in such case the Union shall still be notified prior to the implementation). Notification will be sent to the e-mail address: president@codegroup.org.

New or revised rules or policies shall be communicated in a timely manner to the affected bargaining unit members prior to the effective date, unless to do so, would be impractical. Communication shall be made in a manner that can be verified. Methods of verification may include, but are not limited to: employees' signed acknowledgments of receipt; verified attendance at meetings where a policy is introduced or discussed; or documented e-mail communication.

ARTICLE 6: CODE/CITY JOINT LABOR-MANAGEMENT COMMITTEES

Section 6.1 Joint Labor-Management Committee

The parties agree that they will form and maintain a Joint Labor-Management Committee to discuss matters of mutual interest relating to the employees covered by this Agreement and the City. The Committee shall meet quarterly or as mutually agreed by the co-chairs. The number of City and CODE representatives on this committee shall be approximately equal. The respective parties shall choose their co- chairs. Once the Committee is formed, the parties shall mutually agree upon a Committee member who shall be designated to take minutes, which will be approved and circulated to the Committee members via email.

Section 6.2 Presumptive Sub-Committees

The following sub-committees may be convened by either party with 30 days' notice to the non-convening party. Once convened, each of these sub-committees shall meet quarterly or as mutually agreed by the co-chairs. Once convened, these sub-committees may only be dissolved by mutual agreement of both parties. The non-convening party shall participate in any such sub-committee once it has been convened:

(A) **Insurance Sub-Committee**

The Joint Insurance Sub-Committee will evaluate and assess proposals, study trends, and consider new and unique ways of providing health care to employees and make recommendations to the City Manager. The City's Risk Manager or designee will be a member of this sub-committee. The number of City and CODE representatives on this sub-committee shall be approximately equal.

(B) **Professional Development and Performance Evaluation Sub-Committee**

The Joint Professional Development and Performance Evaluation Sub-Committee will discuss and make recommendations to improve professional development procedures for CODE members and recommend changes to the current performance evaluation system. The sub-committee may consider seminar attendance, professional memberships, career paths and other related topics as agreed upon by the sub-committee. The sub-committee shall also evaluate metrics-driven appraisals, self-appraisals, 360° appraisals, pay-for-performance, and other related topics as agreed upon by the sub-committee. The recommendations of the sub-committee will be presented to the Director of Human Resources or designee and the appropriate Appointing Authorities for consideration and possible implementation. The number of City and CODE representatives on this sub-committee shall be approximately equal.

Section 6.3 Ad-Hoc Sub-Committees

The Joint Labor-Management Committee shall have the authority to convene ad-hoc sub-committees as necessary to address particular issues. These sub-committees shall be convened by mutual agreement of the parties and shall meet quarterly or as mutually agreed by the co-chairs. The number of City and CODE representatives on any ad-hoc sub-committee shall be approximately equal.

ARTICLE 7: DISCIPLINE

Section 7.1 Investigation

- (A) Any employee who may be a focus of an investigation may be interviewed as part of the investigatory process, in which event he/she may, upon request, have a CODE representative present during that interview. CODE shall be notified at least 24 hours prior to conducting the interview, unless the nature of the investigation requires the interview to be conducted immediately.

- (B) Employees who are suspended without pay pending an investigation and/or pre-disciplinary hearing, shall remain in a no pay status for no more than 30 working days. If the investigation and/or pre-disciplinary hearing is not complete after this 30 day period, the employee shall be placed on administrative leave with pay until the final disposition of the matter as set forth in Section 7.2 and Section 7.3. Nothing in this Article should be construed to limit the City's ability to place an employee in an unpaid status under this Article.

Section 7.2 Reprimands and Pre-Disciplinary Meetings

- (A) Written reprimands shall be served on the employee within 25 working days from the date the charging supervisor becomes aware, or should have been aware of the precipitating incident, unless it is the result of a pre-disciplinary meeting. CODE will be copied when a written reprimand is issued. Service of such notice to CODE by e-mail shall be to the CODE e-mail address: president@codegroup.org. However if a department fails to do so it will not result in the discipline being dismissed.
- (B) Notice of pre-disciplinary meetings must be sent to an employee no later than 25 working days from the date upon which the supervisor or manager becomes aware, or should have been aware of the precipitating incident(s), except in more serious cases involving violations of Administrative Regulations 25 (Sexual Harassment), 49 (Workplace Violence), 55 (Offensive /Derogatory comments), or accidents (where damage is in excess of \$10,000), severe personal injury or other serious misconduct requiring extensive investigation. The time frame for these more serious cases will be up to 85 working days. If, after the investigation above is completed, the City wishes to only issue a written reprimand to the employee, the City shall notify the employee and CODE of the completion of the investigation and must issue the written reprimand within 20 working days of the completion of the investigation. A copy of this notice must be forwarded to CODE by e-mail to the e-mail address: president@codegroup.org. In cases involving an investigation by a law enforcement agency, there will be no time limit for completion of the investigation. Notice of the pre-disciplinary meeting will be issued within 10 working days after the department becomes aware of the conclusion of the investigation.
- (C) CODE shall be notified of the time and location of the hearing on the disciplinary charges and shall have the right to attend said hearing for the purpose of representing the employee and/or to protect the integrity of this Agreement.
- (D) The pre-disciplinary meeting shall be held and the final disposition of the matter, which shall include the Final Form-32 with attachments and the meeting summary, must be sent to the employee and CODE within 25 working days from the date the notice of pre-disciplinary meeting is sent. Failure to comply with the timelines will result in dismissal of the allegations against the employee.
- (E) Departments that have Boards or Commissions (Parks, Recreation, and Health) who act as the appointing authority are granted additional time to deliver the Form-32 to the employee and CODE. Once the final disposition is signed by the Human Resources and

Law departments, the Form-32 will then be forwarded to the appropriate Board or Commission for the next meeting date following the end of the 25 day period. The Form-32 will be sent to the employee and CODE no later than 5 work days after the Board or Commission meeting.

- (F) The City may request an extension of these timelines and CODE shall not unreasonably deny such extension request. All requests for extension of time must be signed by both the City and a representative of CODE and specifically state the length of the extension of time granted. Email confirmation shall suffice.

Section 7.3 Service of Disciplinary Actions

Written Reprimands, Notices of Pre-disciplinary Meetings, and Form 32's (and accompanying materials) will be served to the employee, and to CODE by e-mail to the CODE e-mail address: president@codegroup.org.

Section 7.4 Determination of Discipline

Discipline shall be commensurate and, except in cases of serious misconduct, progressive. The following factors may be considered in determining the exact penalty:

- The nature and seriousness of the offense, or whether it was committed repeatedly;
- The employee's job duties and position, e.g., whether supervisory;
- The employee's prior disciplinary record;
- The employee's work record, including length of service, performance and dependability;
- Consistency with the penalties imposed in similar situations;
- The notoriety of the offense or its impact on the City's reputation;
- The extent to which the employee was aware of any rules that were violated or warned about the conduct in question;
- The potential for the employee's rehabilitation;
- Mitigating or aggravating circumstances surrounding the offense;
- The adequacy and effectiveness of alternative sanctions to deter the conduct.

Section 7.5 Length of Time Prior Discipline May Be Considered

Written reprimands shall be removed from the employee's personnel records after 1 year unless there has been further discipline during that time period. Any suspension (or the equivalent penalty) less than 40 hours shall be removed from the employee's personnel records after 3 years unless there has been further discipline during that time period. Any suspension equal to or greater than 40 hours (or the equivalent penalty) shall be removed from the employee's personnel records after 5 years unless there has been further discipline during that time period. After the expiration of the periods specified above, such disciplinary action shall not be used as a basis for any further disciplinary action against the employee.

Section 7.6 Exceptions

(A) The time constraint provisions of this Article shall not be applicable when actions of a criminal nature or when alleged violations of other local, state or federal laws warrants extensive investigation, or upon mutual consent of the parties. If an investigation requires more time to complete, the parties may agree to extend the time period, which will not be unreasonably denied. The agreement shall be in writing, signed by representatives of the City and CODE and shall specifically state the length of any extensions of time. Email shall suffice.

(B) If an employee is off duty due to dismissal or on approved or unapproved leave, the time limits for investigation, the final disposition, and hearing shall automatically be tolled.

Section 7.7 Extensions to Time Deadlines

The parties may agree to reasonably extend any of the time lines in Article 7. Such extensions shall not be unreasonably withheld. All extensions of time shall be in writing and signed by a representative of the City and CODE, and shall specifically state the extension agreed upon. Email shall suffice.

ARTICLE 8: GRIEVANCE PROCEDURES

Section 8.1 Definition

A grievance shall mean an alleged violation of a specific provision of this Agreement arising under and during the term of this Agreement, except that any dispute or difference of opinion concerning a matter or issue addressed by the Cincinnati Civil Service Commission's rules or which could be heard before the Cincinnati Civil Service Commission, except for disciplinary actions, shall not be considered a grievance under this Agreement. Discipline involving suspensions, demotions and terminations pursuant to Article 7 of this Agreement may only be grieved according to this Article and may not be appealed through the Civil Service Commission. The Parties explicitly waive the provisions of Ohio Revised Code Chapter 124 as they relate to the appeal of disciplinary action. Grievances regarding written reprimands may be filed at Step 1 and advanced to Step 2, but may not be referred to arbitration.

Failure of probation shall not be grieved.

Performance evaluations shall not be grieved.

Discipline less than a written reprimand may not be grieved.

CODE may appeal a written reprimand on behalf of a CODE employee by filing a grievance at the next highest step from the level at which the written reprimand was issued. Such grievance must be in proper written form. Consultations and oral reprimands are not appealable through the Grievance Procedure. Grievances regarding written reprimands shall only be heard once and will never be subject to arbitration.

CODE is the sole and exclusive bargaining agent for all members, and the City does not recognize any grievance not previously reviewed, approved, and filed by CODE.

Section 8.2 Procedure

If the grievance concerns corrective action greater than a written reprimand, the grievance shall proceed directly to Step 3 (the Human Resources/Mediation step). For grievances concerning all other matters, the following procedure shall be used:

STEP 1. Division Level

If there is an employee(s) who believes they have been aggrieved, he/she with the President, Vice President, or Union Representative (only one of these three) shall first notify the employee's immediate supervisor/manager of a potential grievance. The employee should notify the supervisor/manager as soon as possible so that the parties can attempt to informally resolve the matter. No grievance shall be considered or processed unless submitted in writing after the first event giving rise to the grievance or within 15 working days after the employee or CODE, through the use of reasonable diligence, could have obtained knowledge of the first event giving rise to the grievance. These 15 days may be used to hold informal grievance (or grievance avoidance) meetings with appropriate Supervision/Management. The employee and/or a Union President, Vice President, or Union Representative (only one of these three) will meet with the Division Head or designee.

If the matter cannot be resolved informally within the aforementioned 15 working days, then CODE shall submit the grievance in writing to the Division Head by or on the 15th day. If a grievance is not presented within this time limit, it shall be considered "waived."

Once the written grievance is submitted, the Division Head or their designee will then meet with the Union (which may include the grievant and up to two other Union officials or Representatives). However, if the Division Head or designee has already met with the Union to discuss the matter informally, as described above, a written response will be submitted by the Division Head within 5 working days of receipt of the written grievance. Otherwise, the Step 1, Division-level meeting shall occur within 10 working days of the submission of the written grievance.

If the parties have not previously met, the Division Head or their designee will then meet with the Union (which may include the grievant and up to two other Union officials or Representatives). The Division head will respond in writing to the CODE President within 5 working days after the Step 1, Division-level meeting is held. Notification will be sent to the Union via City e-mail to the e-mail address: president@codegroup.org. The City or CODE may request a reasonable extension of all timelines in this section. All extensions must be in writing, signed by both the City and CODE, specify the length of time for the extension, and shall not be unreasonably denied. Email shall suffice.

STEP 2. Department Level

If the grievance is not satisfactorily settled at Step 1, the Union may, within 5 working days after receipt of the Step 1 answer, appeal the grievance to the Department Head. The Department Head or designee shall meet with the Union (which may include the grievant and up to two other Union officials or Representatives) within 10 working days in an attempt to adjust the grievance and shall render an answer in writing stating the reasons for granting or denying the grievance within 10 working days after the Step 2, Department-level meeting. The Department Head or their designee shall notify the Union via City e-mail to the e-mail address: president@codegroup.org. The City or CODE may request a reasonable extension of all timelines in this section. All extensions must be in writing, signed by both the City and CODE, specify the length of time for the extension, and shall not be unreasonably denied. Email shall suffice.

STEP 3. Mediation / Human Resources

In order to move the grievance to Step 3, the Union must notify the Human Resources Department of its intent to do so within 5 days of the receipt of the Step 2 answer, or it will be considered waived/settled.

Grievances that are not satisfactorily settled at Step 2 which involve contract interpretation (not related to discipline), and discipline matters involving suspensions of 24 hours or more (or equivalent loss of pay or vacation) will move directly to mediation. All other grievances will proceed directly to Human Resources, unless the parties mutually agree to move a grievance to mediation.

The Union may request, in lieu of mediation, that the Human Resources Director or designee(s) hear any grievance otherwise designated to go to mediation. All grievances heard by the Human Resources Director or designee(s) shall not be eligible for mediation.

Human Resources

Within 10 working days of submitting a grievance to the Human Resources Director, the Human Resources Director, or designee(s), along with departmental management when applicable, shall meet with the Union (which may include the grievant and up to two other Union officials or Representatives) in an attempt to adjust the grievance. The Human Resources Director or designee(s) shall, within 10 working days of the Step 3 Human Resources-level meeting, render an answer in writing (to the e-mail address: president@codegroup.org) stating the reasons for granting or denying the grievance. The City or CODE may request a reasonable extension of all timelines in this section. All extensions must be in writing, signed by both the City and CODE, specify the length of time for the extension, and shall not be unreasonably denied. Email shall suffice.

Mediation

When a grievance is moved to mediation the Human Resources Director or designee(s), along with departmental management shall meet with the Union (up to three persons which may include the grievant) and a Mediator from the Federal

Mediation and Conciliation Service (FMCS) in an attempt to adjust the grievance through the mediation process. The representatives attending for each party shall have complete authority on behalf of their party to enter into a binding agreement to resolve the grievance. If FMCS no longer offers free mediation, the parties agree to request a Mediator from the Ohio State Employment Relations Board (SERB). For grievances that are moved to Step 3, should free mediation from FMCS and from SERB no longer be available during the term of this agreement, all grievances will only be heard by the Human Resources Director designee, and if denied, may be moved to Arbitration.

STEP 4. Arbitration

If the grievance is not satisfactorily settled at Step 3, the Union may, within 20 calendar days after receipt of the Step 3 answer, submit the grievance to the Human Resources Director or his/her Designee for arbitration. Once the City has received notification, the Union has thirty 30 calendar days (from the date that the Union sent the notice to arbitrate) to move to select an arbitrator (and notify the City). The Parties agree to select and schedule an arbitrator within 90 days of the date the Union sent the notification letter to the Human Resources Director or his/her Designee. If a party fails to cooperate in good faith with the scheduling of the arbitration, the other party must provide the uncooperative party with 30 calendar days' notice alleging failure to cooperate. If the uncooperative party continues to fail to schedule the arbitration, the grievance will be settled in favor of the party alleging delay. The City or CODE may request a reasonable extension of all timelines in this section. All extensions must be in writing, signed by both the City and CODE, specify the length of time for the extension, and shall not be unreasonably denied. Email shall suffice.

The parties agree to utilize the Arbitration and Mediation Service ("AMS") and its rules for the administration of all arbitrations, including the establishment of a panel of five (5) permanent arbitrators to hear all arbitration cases between the parties. Within thirty (30) calendar days after the signing of the Agreement, the City and Union will request AMS to provide a panel of nineteen (19) arbitrators who maintain a business or home address within a two hundred (200) mile radius from the City of Cincinnati. Once the panel is received, the parties shall meet to review the panel and strike arbitrator names (seven strikes per party, losing party based on coin-flip shall go first), until five arbitrator names remain. These five arbitrators shall constitute as the permanent arbitrator panel. The parties further agree to select arbitrators from this panel to hear grievances on a rotational basis, starting in alphabetical order.

Once each year the parties will review the list of arbitrators. Either party may remove an arbitrator during this annual review. The replacement will be by mutual agreement or based on the rules mentioned above. The annual review will take place at the anniversary date of the Agreement.

In the absence of a permanent panel, Arbitration and Mediation Service Rules will prevail for the selection and administration process.

The parties may, only by mutual agreement, utilize an alternative arbitration service, and/or alternative rules for selecting an arbitrator.

- A. The fees and expenses of the arbitrator shall be borne equally by the City and the Union. Furthermore, the aggrieved employee, his Union Representative, and the CODE President and any necessary witnesses shall not lose any regular straight-time pay for time off the job while attending an arbitration proceeding.

Section 8.3 Limitation on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement based on the specific issue submitted to the arbitrator by the parties in writing. If CODE and the City agree to no joint written stipulation of the issue, the arbitrator shall be empowered to determine and decide the issue raised by the grievance as submitted in writing at the First Step. The arbitrator shall be without power to make recommendations contrary to or inconsistent with any applicable laws or rules and regulations of administrative bodies that has the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the City under law and applicable court decisions. The decision of the arbitrator, if made in accordance with the jurisdiction and authority granted to the arbitrator pursuant to this Agreement, will be accepted as final by the City, CODE and the employee(s), and all parties will abide by the decision, subject to any appeal rights allowed by the Ohio Revised Code.

Section 8.4 Time Limits

No grievance shall be entertained or processed unless it is submitted within the time limits specified in Step 1, Division Level. If a grievance is not presented within this time limit, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or an agreed extension thereof, it shall be considered settled on the basis of the last step answer. Failure at any step of this procedure to hold a meeting or communicate a decision on a grievance within the specified time limits shall permit the aggrieved party to treat the grievance as denied and to proceed immediately to the next step. The parties may, by mutual agreement in writing, extend any of the time limits set forth in this Article 8. All extensions must be in writing, signed by both the City and CODE, specify the length of time for the extension, and shall not be unreasonably denied. Email shall suffice.

ARTICLE 9: NO STRIKE/NO LOCKOUT

Section 9.1 No Strike

During the term of this Agreement, neither CODE nor any officers, agents or employees will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, secondary boycott, residential picketing, slowdown, sit-down, concerted stoppage of work, concerted refusal to perform overtime, mass absenteeism, mass resignations, or any other intentional

interruption or disruption of the operations of the City at any location, regardless of the reason for so doing. Each employee who holds a position of officer of CODE occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Section 9.1. Accordingly, CODE agrees to notify all CODE officers and representatives of their obligations and responsibility for maintaining compliance with this Article, including their responsibility to abide by the provisions of this Article by remaining at work during any interruption as outlined above. In addition, in the event of a violation of this Section of this Article, CODE agrees to inform its members of their obligations under this Agreement and to encourage and direct them to work by all means available under its Constitution, Bylaws, or otherwise.

Section 9.2 No Lockout

The City will not lock out any employees during the term of this Agreement as a result of a labor dispute with CODE so long as there is good faith compliance with this Article, unless the City cannot efficiently operate in whole or in part due to a breach of Section 9.1.

Section 9.3 Penalty

The only matter which may be made the subject of any proceeding concerning disciplinary action imposed for an alleged violation of Section 9.1 is whether the employee actually engaged in such prohibited conduct. The failure to confer a penalty in any instance is not a waiver of such right in any other instance nor is it a precedent.

Section 9.4 Judicial Relief

Nothing contained herein shall preclude the City or CODE from obtaining a temporary restraining order, damages and other judicial relief in the event CODE, any employees covered by this Agreement, or the City violate this Article.

ARTICLE 10: LAYOFF/RECALL

Section 10.1 Layoffs

- (A) Layoffs and displacements may occur as a result of lack of funds and/or lack of work or job abolishment or job redesign. In any such event, layoff and recall will be in accordance with the Ohio Revised Code §124.32 and any applicable Civil Service Commission rule, except as may be superseded or amended hereafter. In lieu of layoffs, transfers to vacant positions between employing units will be made whenever possible.
- (B) The City will provide CODE with a copy of the “Layoff Statement of Rationale” at least 30 days prior to the effective date of a layoff whenever sufficient time permits or earlier whenever possible. This statement will explain the reason and justification for such layoff or displacement. Employees have the right to appeal the procedural aspects of layoff or displacement to the Civil Service Commission.

- (C) Whenever there is a reduction in the workforce, permanent employees who have passed their initial probationary period are the last to be laid off in a classification within their employing unit. Students, emergency employees, seasonal, provisional and permanent employees who have not passed their initial probation are laid off before full-time employees. Part-time employees are laid off before full-time employees. Employees displaced or designated for a layoff will fill existing vacancies within the employing unit first, provided they meet the qualification contained in the job description for the position.
- (D) If the employee whose position has been eliminated has more retention points than any other Division 0 employee occupying a position within the same employing unit and at the same or lower rate of pay but in a different classification series, and otherwise meets all of the qualifications required for the position pursuant to the published job description, then the employee with the fewest retention points will be displaced.

Employees who promoted from AFSCME into a CODE classification may displace (“bump”) a less senior AFSCME employee if:

1. They were promoted out of AFSCME within the last 48 months, and
2. They meet the qualifications for the position.

Those employees who have been promoted out of AFSCME for more than 48 months cannot “bump” an AFSCME-Division 1 employee, but can fill any vacant position at the same or lower level citywide based on retention points, provided the employee meets the qualifications contained in the job description for the position. Employees who are relocated into Division 1 classification series employment positions as a result of layoff or displacement will be granted no greater entitlement with regard to any future layoffs or displacement. In no case will an employee “bump” another employee with more retention points.

- (E) When an employee is laid off, he or she will receive all wages due including, at the employee’s option, all accumulated vacation pay. Such payments will be made no later than the pay period after the layoff.
- (F) In the event of any changes in state law affecting this Article 10, the changes shall become a part of this Agreement unless CODE or the City objects. In that event, CODE and the City have fourteen 14 days from the effective date to notify the other party of their objection. The parties agree to meet and confer. Any deviation from state law will be effected by a Memorandum of Understanding. If no agreement can be reached, then state law prevails.
- (G) The City agrees to provide CODE representatives a minimum of sixty (60) days notice and the opportunity for input if CODE positions are considered for elimination. Further, the City agrees to work with CODE to minimize any layoff of CODE members.

Section 10.2 Recall

- (A) A layoff recall list by classification will be maintained by the Human Resources Department and will be available to CODE upon request. Upon creation of a new layoff recall list the City shall immediately provide CODE with that layoff recall list. Any employee who is laid off will remain on the layoff recall list for 24 months. Affected employees will be placed on the layoff and recall list by classification and in descending order of retention points. Employees will be recalled to their classification in their employing unit in the order their names appear on the layoff and recall list. Employees may also be recalled to other layoff jurisdictions when vacancies occur and there are no laid off employees from that jurisdiction. In the event an employee desires to return to a classification other than the classification he or she held at the time of layoff, the employee must be qualified for the position according to the City's job specification for the position.
- (B) In the event the City Manager identifies an employing unit for non-bargaining unit downsizing, which will have a negative impact as a result of "bumping" within the bargaining unit, then no later than 30 days prior to the actual job elimination and "bumping", the City and CODE, or appropriate sub group will meet to discuss the impact of the downsizing on the bargaining unit. The City Manager does not relinquish the inherent management rights regarding downsizing and layoffs.

ARTICLE 11: VACATION

Section 11.1 Vacation Accruals

Permanent employees working at least $\frac{3}{4}$ time are eligible for vacation accrual. Vacation is earned and charged in the same proportion to full-time as the employee's work schedule is to full-time.

Employees who are in leave without pay status for less than 40 hours within a pay period will earn his or her full vacation credit. Employees who are absent without leave for 40 hours or more within a pay period shall earn one week's credit.

For purposes of determining vacation accrual, employees shall receive credit for any prior full-time City of Cincinnati service. If an employee has a break in full-time service with the City, the employee's original seniority date will be adjusted to reflect the break in service. Employees retain their original vacation seniority date for any break in service due to layoff, military time, or approved leave without pay.

Employees eligible for vacation accrual under this section shall earn vacation in accordance with the following schedule:

SENIORITY	Hours Earned Per Pay Period	Vacation Days that Should be Taken Per Year	Maximum Allowable Balance of Accrued Vacation Hours
Less than 4 years	3.7 hours	12 days	190 hours
4 years up to 9 th	5.0 hours	16 days	270 hours
9 years up to 14 th	5.6 hours	18 days	305 hours
14 years up to 19 th	6.5 hours	21 days	350 hours
19 years up to 24 th	7.4 hours	24 days	395 hours
24 Years and Up	9.0 hours	29 days	480 hours

Section 11.2 Approval by Appointing Authority

All vacation leaves shall be taken at such time as may be approved by the Appointing Authority or designee. Vacation leave may be taken in increments as small as one-tenth (1/10th) of an hour with the approval of the Appointing Authority.

Section 11.3 Payment upon Separation from City Service

An employee with vacation accrual who is about to be separated from City service through resignation, discharge, retirement, or layoff and who has unused vacation leave to his/her credit, shall be paid at the employee's hourly rate of pay at the time of separation in a lump sum (less applicable withholding) for each hour of unused vacation leave, less any amounts owed by the employee to the City, provided, however, that such payment shall not exceed the maximum number of vacation hours outlined in Section 11.1. However, an employee who is involved in a layoff and who has unused vacation leave to his/her credit at the time the layoff is effective, may choose, in lieu of a lump sum cash payment for such unused vacation credit, to leave such vacation credit on account to be restored to his/her credit upon reemployment with the City, provided such reemployment occurs within 1 year. If the reemployment does not occur within 1 year, then any unused vacation leave left on account will be paid in lump sum to the employee, as provided for in this Section 11.3.

Section 11.4 Payment upon Death

When an employee dies, any and all accrued, and unused vacation leave to his/her credit shall be paid to the beneficiary designated on the employee's City guaranteed life insurance policy. In the event that the employee has no designated beneficiary, said unused vacation leave shall be paid to the employee's estate. Such payment shall be paid at the employee's hourly rate of pay at time of death in a lump sum (less applicable withholding), less any amounts owed by the employee to the City.

Section 11.5 Purchase of Vacation Hours

Each member of CODE shall have the right to purchase up to forty (40) hours of vacation time during each payroll year at their standard hourly rate if the employee has less than 80 hours of vacation accrued at the time of purchase. Employees wishing to purchase vacation shall do so

over 26 pay periods via payroll deduction. Employees must also sign an agreement to reimburse the City if the employee leaves City service prior to the end of the 26 pay periods.

ARTICLE 12: HOLIDAYS

Section 12.1 Holidays Observed

Employees working at least $\frac{3}{4}$ time, shall be entitled to 10 paid holidays as set forth below.

- (1) New Year's Day, January 1
- (2) Martin Luther King's Birthday, the third Monday in January
- (3) President's Day, the third Monday in February
- (4) Memorial Day, the last Monday in May.
- (5) Independence Day, July 4
- (6) Labor Day, the first Monday in September
- (7) Veterans' Day, November 11
- (8) Thanksgiving Day, the fourth Thursday in November
- (9) Day After Thanksgiving Day, Friday after Thanksgiving
- (10) Christmas Day, December 25
- (11) In addition to the above holidays, any day declared by the City Manager as a holiday or day of mourning shall also be counted as a holiday, but only for that calendar year.

Employees working $\frac{3}{4}$ time shall be paid the same number of hours for the Holiday that he normally works, not to exceed 8 hours.

Section 12.2 Personal Business Day

Each full-time or $\frac{3}{4}$ time bargaining unit employee shall receive one (1) Personal Business day per year to conduct personal business that cannot be conducted outside of the regular workday. This shall be paid in one, eight (8) hour block (6 hours for employees working $\frac{3}{4}$ time). The Personal Business Day shall be granted to the employee at the beginning of pay period two (2) each year and may be taken at any time prior to the end of pay period one of the following year subject to the restrictions set forth herein. Days shall not accumulate. The use of this Personal Business Day is subject to the usual operational need requirements.

Section 12.3 Eligibility and Pay

- (A) If the actual holiday falls on a Sunday, then the following Monday is considered the holiday. If the actual holiday falls on a Saturday, then the preceding Friday is considered the holiday.
- (B) Employees earn double time for the number of hours worked on the observed (Monday or Friday) holiday in addition to 8 hours pay for the holiday. This also applies if the actual holiday falls on Monday through Friday and is worked.
- (C) If the actual holiday falls on Saturday or Sunday and is worked, regular overtime applies.

Section 12.4 Nonstandard Shift

Employees working normal daytime hours but including weekends and employees working normal rotating shifts on seven day operations:

- (A) Earns holiday pay (double time) for the number of hours worked on the actual holiday not the observed holiday in addition to his/her normal 8 hours pay for that day. For example, if an employee's normal off days are Tuesday and Wednesday, and the actual holiday falls on Sunday and is observed on Monday, the employee receives double time for the number of hours worked on the actual holiday plus 8 hours pay for the actual holiday. If the employee also works on the observed holiday, he/she will be paid at straight time.
- (B) If the actual holiday falls on the employee's normal off day, the employee must be given another day off or another day's pay.
- (C) If the employee is given another day off and the actual holiday falls on his/her first off day, then he/she receives the day off preceding the actual holiday. If the actual holiday falls on his/her second off day, then he/she receives the day off after the actual holiday.

Section 12.5 New Employee

A new employee whose first work day is a holiday receives pay for that holiday provided he/she works the rest of the week.

ARTICLE 13: SICK LEAVE

Section 13.1 Rate of Accrual

- (A) Permanent and provisional employees who work full-time earn four hours of sick leave per bi-weekly pay period (2 hours for each 40 hours of service).
- (B) Employees who work at least $\frac{3}{4}$ time but less than full time earn a prorated amount.
- (C) In case of absence without pay during a bi-weekly pay period, 4 hours SWP will be earned if the employee is in a pay status more than 40 hours. Two hours SWP will be earned if the employee is in a pay status for 1 to 40 hours inclusive in the pay period.
- (D) Employees do not earn SWP while on IWP leave or receiving donated time.

Section 13.2 Break in Service

- (A) Persons who re-enter City service as a permanent employee within 1 year (including those who re-enter City service by new examination) shall be credited with any accumulated sick leave balance remaining at the end of their previous service. This provision includes persons reinstated or rehired to City service.

Exception: Employees hired into a City position who are receiving a pension as a result of previous employment with the City shall not be credited with the sick leave balance they had when separated from their previous City employment. They shall start their second employment period with the City with a sick leave balance of zero.

- (B) Persons returning to full-time employment after an interval of part-time employment that was immediately preceded by full-time employment with no break in service shall be credited with any accumulated sick leave balance at the end of their previous full-time service.
- (C) No credit is given if the employee was out of service more than one year, except because of military leave; returned to work within two years of medical separation; or recalled within three years from a Police or fire layoff list. In such cases, complete Form 3-S to credit the employee with his previously earned SWP balance.

Section 13.3 Previous Ohio Public Employment – Sick Leave Balance Transfer

Employees who have been previously employed by either the City of Cincinnati or another Ohio public employer may transfer any unused sick leave credit to their City sick leave balance.

To be eligible for this benefit, the following criteria must be met:

- (A) The employee must be a full-time employee of the City.
- (B) The employee must have been hired by the City on or after February 4, 1987. Employees have six years from their date of hire to submit a request to transfer sick time. Employees must make such requests within ten years of the last date of their previous public employment.
- (C) The employee must provide documentation of the sick leave balance to be transferred. This can be accomplished by a letter from the previous public employer stating the unused sick leave balance held by the employee. The City reserves the right to take reasonable steps to insure the accuracy of any documentation provided by the employee.
- (D) The employee must request this sick leave balance benefit in writing, with the supporting documentation, to the Human Resources Director.

Section 13.4 Donated Time

Permanent, provisional, and part-time (working at least $\frac{3}{4}$ time) employees may receive donated time with the approval of the employee's agency and under the following circumstances:

- (A) It is a legitimate use of SWP, SWP-F (Sick with Pay–Family), SWP-M (Sick with Pay–Maternity), or SWP-D (Sick with Pay–Death) in cases of catastrophic illness or cases that result in extreme hardship for the employee. Prior approval from the Human Resources Director must be obtained by the department for donated time to be used.
- (B) They have exhausted all of their own SWP, vacation, and compensatory time.
- (C) Time donated is deducted from the donor's vacation balance or comp time

balance not SWP balance, unless otherwise permitted by this labor agreement.

- (D) The number of hours credited to the employee receiving the donation depends on the employee's rate of pay as compared to the rate of pay earned by the donor. If the donor earns less than the donee, the hours donated will be prorated. If the donor earns more than the donee, the hours credited will be greater than those donated. The list of donors with accompanying calculations must be forwarded to the Human Resources Department for verification and approval.
- (E) Employees receiving donated time do not accrue vacation or sick leave unless the employee is working part-time. Then the employee will earn vacation and sick leave under the rate of accrual for employees working less than 80 hours. In addition, employees on donated time do not receive holiday pay. No new benefits can be earned by the employee receiving donated time (e.g., vacation, sick leave, holidays). Therefore, 8 hours must be donated for any workday of the week on which a holiday falls.
- (F) Donated time cannot be used to prolong an employee on the payroll in order to make him/her eligible for any retirement benefits.
- (G) When an employee returns to work, any donated time that has not been used will be removed from the employee's list of donors. Upon returning to work, an employee begins to accumulate vacation and sick time that must be used before any additional donated time can be requested from other employees.

Section 13.5 Types of Sick Leave

Available to all full-time, bargaining unit employees:

(A) SWP (Sick With Pay)

Granted when an employee is physically unable to work due to illness, off-duty injury, or official quarantine, or for routine medical and dental appointments (as described in C below). Sick leave must be approved by the supervisor.

- (1) Sickness or injury caused by outside employment cannot be charged to SWP. Vacation or compensatory time may be used.
- (2) If the agency questions the treating physician's diagnosis or the length of absence, the employee may be sent to the City Physician for evaluation. The City Physician's decision is final.
- (3) Full-time bargaining unit Employees shall be granted SWP-MDL (Medical/Dental Leave) not to exceed a total of 24 hours per calendar year for medical and dental appointments. To be eligible for MDL, Employee must provide a note from the medical or dental provider that confirms attendance at the appointment.
- (4) SWP may be approved for attendance at an appropriate substance abuse treatment program. Attendance at the Public Employees Assistance Program (PEAP), beyond the first visit, is on the employee's own time.
- (5) Sick leave, if available, must be used for time off because of illness, off-duty injury, or official quarantine. Vacation or compensatory time may not be used in such situations unless SWP has been exhausted. An exception to the requirement that an employee's sick leave balance be exhausted may be granted by the department director under the following circumstance:

- (i) To avoid loss of vacation when an employee is at the maximum allowable balance.

(B) SWP-F (Sick With Pay – Family)

Usage of leave for illness in the family varies according to the composition of the immediate family (spouse, parent, parent-in-law, child, sibling or member of the immediate household) and the seriousness of the case. Sick With Pay- Family shall be granted for the following reasons:

- (1) **Official quarantine** – for the duration of the quarantine. Official quarantine may only be imposed by a City, County, or State Health Official authorized to do so.
- (2) **To care for and make arrangements for a sick member of the immediate family** – up to one day. Additional time (not to exceed four days) may be granted by the immediate supervisor provided the employee submits written verification by the treating physician.
- (3) **Serious accidents, major or minor surgery, critical or sudden illness involving a member of the immediate family** – up to one day. Up to a maximum of one week of additional sick leave may be granted by the immediate supervisor and two weeks of additional sick leave may be granted by the agency head. The employee must provide written verification by the treating physician.
- (4) **Childbirth** – the father of the child shall receive one day on the day the child is born and one day on the day the child is brought home.

The employees covered under this Agreement shall be eligible for Parental Leave under the City's current Parental Leave policy. If the City's Parental Leave benefit is terminated at any time, the parties will revert back to the language above in (B)(4). If the Parental Leave is modified, CODE may elect to apply the foregoing language.

(C) SWP-M (Sick With Pay – Maternity)

Granted for the period during which the employee is physically unable to work due to: pregnancy, childbirth, miscarriage, a related medical procedure, or recovery there from.

- (1) The usual amount of time off granted for a normal delivery is six weeks. Time off longer than the six weeks requires a doctor's note indicating when the mother will be medically able to return to work.
- (2) The employee must notify her supervisor approximately two weeks in advance of her expected date of departure. Employees experiencing unexpected emergencies will not be penalized for failure to give proper notification.

(D) SWP-D (Sick With Pay – Death)

Length of leave depends on the following:

- (1) **Death of the immediate family** – (spouse, parent, step-parent, parent-in-law, grandparent, child, sibling, grandchild, legal guardian or member of the immediate household). Four days.
- (2) **Death of any other relative** - one day to attend the funeral. A maximum of five days

a calendar year can be used to attend funerals of relatives not in the immediate family. Other relatives include blood relatives of the employee, sister and brother-in-law, grandparents-in-law, uncles, aunts, nieces and nephews of the employee's spouse. Relatives do not include previous spouses or relatives of such previous spouses, or in-laws other than those named.

(E) **SWP-A (Sick With Pay – Adoption)**

Granted to employees in the same manner as SWP-M and SWP-F(childbirth).

- (1) The employee must notify the supervisor at least two weeks in advance of the arrival of the adopted infant. However, emergency situations will not automatically result in denial.
- (2) No newly adopted child over 2 years of age shall be covered by this benefit.

The employees covered under this Agreement shall be eligible for Parental Leave under the City's current Parental Leave policy. If the City's Parental Leave benefit is terminated at any time, the parties will revert back to the language above in (B)(4). If the Parental Leave is modified, CODE may elect to apply the foregoing language.

(F) **SWOP (Sick Leave Without Pay)**

May be granted when an employee is sick or injured but does not have a sick leave balance or other available balances. May also be granted when necessary to qualify for long-term disability insurance or workers compensation benefits.

- (1) Employee must follow proper reporting procedure and provide requested proof. Failure to do so may result in being recorded as AWOL.
- (2) SWOP may not exceed one year. A medical evaluation may be required before return to work.

Section 13.6 Verification for SWP and/or SWP-F Usage

(A) **Definitions:**

- (1) Instances: An "instance," for purposes of this Article is defined as an occasion lasting for 2 or more hours regardless of duration.
- (2) Physician: For purposes of this Article, "physician" shall mean licensed doctoral-level healthcare provider or Nurse Practitioner who is providing the treatment.

(B) **Five 5 or more instances:** An employee with 5 or more instances of SWP, SWP-F, or any combination of the two during the 12-month period beginning and ending with the employee's annual performance rating date, will be required to provide a physician's verification of illness and inability to work, or in the case of SWP-F, provide verification of the illness of the involved family member from an appropriate official including: physician, school principal or designee, licensed daycare provider, or other licensed healthcare professional.

(C) **Duration of Instance:** If any instance of SWP exceeds 3 consecutive workdays, the supervisor may ask for a physician's verification.

- (D) **Usage of greater than 80 hours:** At any time during the 12 month period beginning and ending with the employee's annual performance rating date, when an employee's accumulation of SWP and SWP-F usage totals 80 hours regardless of the number of instances, the supervisor may review the usage and choose to request a physician's verification for any subsequent usage during the 12 month period.
- (E) **Patterned Usage:** When an employee shows a pattern of usage of SWP and/or SWP-F as evidenced for example by a frequency or pattern contiguous to weekends, holidays, or vacation, a physician's verification of illness and inability to work will be required after 3 instances during the 12 month period beginning and ending with the employee's annual performance rating date.

Section 13.7 Annual Sick Leave Conversion (Buy Back)

- (A) Time sold back will be deducted from the employee's accumulated balance. Only sick time hours accumulated with service as an employee with the City of Cincinnati may be sold back.
- (B) Each calendar year CODE employees may convert up to 60 hours of unused sick leave to cash at the rate of 60 hours for 40 hours paid if they meet the following criteria:
 - (1) Have a sick leave balance of 600 hours or more, OR
 - (2) Have a sick leave balance of from 200 to 599 hours and have used 24 hours or less sick leave in the past 26 pay periods of the preceding year. SWP-D, and SWP-MDL (medical/dental leave) are not counted in determining the 24-hour criteria.
- (C) An employee that is eligible and wishes to convert sick leave to cash must notify the appropriate payroll authority before January 10 of the same year payment is made. Payment will be made at the rate of pay in effect in pay period 26 of the preceding year by separate check.

Section 13.8 Personal Leave Reciprocity for Responsible Usage Of SWP / SWP-F

Beginning on January 1, 2013, the following personal leave reciprocity plan will become effective:

- (A) Permanent employees will earn 8 hours of personal leave time if they use no more than 8 hours of SWP and SWP-F combined between pay period 2 and pay period 14 of each year, if they have a balance of 50 hours of SWP at the end of pay period 14. Personal leave time earned for this period may be taken from pay period 15 through the end of pay period 1 of the following year. Personal leave time must be scheduled with the approval of the supervisor.
- (B) Permanent employees will earn 8 hours of personal leave time if they use no more than 8 hours of SWP and SWP-F combined between pay period 15 through the end of pay period one 1 of the following year, if they have a balance of 50

hours of SWP at the end of pay period one 1. Personal leave time earned for this period may be taken from pay period two 2 through pay period fourteen 14. Personal leave time must be scheduled with the approval of the supervisor.

- (C) Personal leave time credited in any half year period must be used in the time periods stated above, or the time will be forfeited. There will be no accrual of personal leave time.

ARTICLE 14: SICK TIME DONATION PROGRAM

Section 14.1 Purpose

In addition to the City's current vacation and comp time donation program, which the City agrees to maintain during the term of this agreement, this Sick Time Donation program is to assist full-time CODE employees, eligible to earn accruals, who have exhausted all of their own SWP, vacation and comp time as a result of an illness or injury. Eligible CODE employees may donate sick time hours in addition to vacation and comp hours for sick usage/donation only.

Section 14.2 Conditions

An employee may utilize the time donation program only if all of the following conditions are met:

- (A) The CODE employee must have exhausted all of their own SWP, vacation and comp time available to him/her to be eligible for this benefit; and
- (B) The CODE employee shall submit an application requesting donation of leave to the Human Resources Director or designee. The application shall include acceptable medical documentation of illness or injury including diagnosis and prognosis. The injury or long-term illness must require the employee to be away from work for at least two (2) full pay periods. This application shall be on a form mutually agreed to by the City and CODE; and
- (C) The Human Resources Director or designee shall determine that the CODE employee is eligible to receive leave; and
- (D) The approved application shall be forwarded to CODE. CODE shall post a notice on CODE bulletin boards that the eligible employee may receive donations of leave and may use the City's email system to request donations of leave from other CODE employees; and
- (E) Donated leave shall be considered sick leave but shall never be converted into a cash benefit.

Section 14.3 Employees Donating Time

- (A) An employee desiring to donate leave shall submit a completed time donation form to the Division payroll office.
- (B) It is understood that all leave donations are voluntary.
- (C) All donated leave shall be paid at the regular hourly rate of the employee

donating the leave, not at the regular hourly rate of the employee receiving the donation.

- (D) Leave may be donated in increments of at least four (4) hours. This is a completely voluntary program. A decision made by the City regarding acceptance or rejection of an application for donations shall be final and the same shall not be subject to the grievance and arbitration procedure.
- (E) CODE employees may donate hours on a 1-for-1 basis, up to a maximum of 40 hours per year.

ARTICLE 15: HOURS OF WORK & OVERTIME

Section 15.1 Application of Article

This Article is intended only as a basis for calculating overtime payments for overtime eligible front-line field employees, as set forth in Appendix B and to generally describe the parameters for employees' work schedules, and nothing in this Article or Agreement shall be construed as a guarantee of hours of work per shift, per week, or any other period.

Section 15.2 Changes in Normal Work Schedule, Work Period & Workday

Should it be necessary in the interest of efficient operations to establish schedules departing from the normal or established work schedule, work period, workday or shift, the Appointing Authority or his/her designee will give forty-eight (48) hours' notice where practical of such change to the individuals affected by such change.

Section 15.3 Overtime/Compensatory Time

- (A) CODE front-line field employees working with Division 1 field employees (as listed in Appendix B) will earn overtime at 1 ½ their rate for hours worked in excess of 40 hours per week. Effective upon date of ratification of the 2008 Agreement, Pre-approved vacation or compensatory time, pre-scheduled sick leave (e.g. scheduled surgery), or any sick leave absence accompanied by a valid physician's verification of illness, shall count toward the 40-hour threshold.
- (B) Call-out pay: In addition to overtime provided in Section (A), employees listed in Appendix B who are called out to perform emergency work not adjacent to their normal work schedule shall be paid for the hours worked at the overtime rate. All overtime must be approved in advance by the employee's supervisor. This provision shall be effective upon ratification of the 2008 Agreement.
- (C) Compensatory time may only be earned in lieu of cash payment for authorized time worked on an overtime basis. At the option of the Appointing Authority or his/her designee, an employee shall receive compensatory time in lieu of overtime payment at the applicable rate for time worked on an overtime basis. Compensatory time account balances shall be maintained in units of tenths (10th) hours. Departments retain the right to require employees to use their compensatory time in accordance with existing policies.

- (D) Compensatory time may be accrued to a maximum of 80 hours, unless the needs of the department requires otherwise, subject to approval by the Human Resources Director. Compensatory time may be carried over to the following years. No member of CODE who is a front-line employee under Appendix B shall be required to accumulate more than 80 hours of comp time, unless the needs of the department requires otherwise, subject to approval by the Human Resources Director.
- (E) Bargaining unit employees who are not listed in Appendix B as overtime eligible may be eligible to earn overtime at the straight time rate in extraordinary circumstances such as catastrophic occurrence, events that potentially or actually interfere with the timely delivery of service to the public and may not be reasonably anticipated, and/or special events. Such overtime must receive Department Director approval and cannot exceed 7% of an employee's annual salary without the City Manager's approval.
- (F) On-Call Pay: IT employees in the positions of Computer Programmer Analyst (CPA), Computer Systems Analyst (CSA), Senior Computer Programmer Analyst (SCPA), and Technical Systems Analyst (TSA) who are required to carry a cell phone or other device in order to provide support such as 24/7 support on the City's critical systems are considered on-call (stand-by) status during the hours outside of their regular work schedule. This provision also applies to employees in these four classifications that have elected to carry personal cell phones rather than City-issued phones.

Employees designated in an on-call status shall be compensated as follows:

Regular On-Call (Weekdays): \$15.00/day
Weekend days or City-published holidays: \$20.00/day

On-Call employees are expected to answer emergency calls immediately upon receipt. However, under unforeseen circumstances, on-call employees shall be granted 45 minutes to respond to emergency calls. If the emergency call requires the employee to travel to a work site location, the employee shall be provided a reasonable time to arrive at the work site location after the call is received.

Employees in a no-pay status are not eligible to participate as on-call employees. "No-pay status" is defined in this collective bargaining agreement as time an employee is on unpaid suspension, on leave without pay, or is absent without leave.

Section 15.4 Flex Time

The City and CODE understand the need for employees to work Flexible Work Schedules to cover office hours and reduce overtime costs. The City has the right to demand that an employee perform a work related function outside of the normally established business hours of that employee. The employee may choose to flex these hours worked within that pay period.

However, if circumstances do not permit the employee to do so, either because of the needs of the employer or the employee, the employee may accrue flex time at a straight rate, in

accordance with 15.3.A above. Flex time shall be used within 24 months of accrual absent extenuating circumstances. Use of flex time is subject to Departmental approval based on operational needs. It is understood that there is no absolute right to use all accrued flex time prior to resignation or retirement. Flex time pursuant to this Article shall have no cash value under any circumstances.

ARTICLE 16: WAGES & COMPENSATION

Section 16.1 Salary Schedule – Step: The salary schedule-steps for bargaining unit employees, effective March 23, 2008, shall be as set forth in Appendix C.

Salary step-ups shall become effective on the first day of the pay period of the employee's performance review date following the effective date of this Agreement. A salary Step-up is contingent upon receipt of at least a "Meets Expectations" (or equivalent) on the employee's most recent performance review.

Section 16.2 Cost of Living Adjustment (COLA) or General Wage Increases

Effective March 27, 2016, all employees in the bargaining unit shall receive a COLA wage increase of 1.5%.

Effective March 26, 2017, all employees in the bargaining unit shall receive a COLA wage increase of 2.5%.

Effective March 25, 2018, all employees in the bargaining unit shall receive a COLA wage increase of 2.5%.

The year one increase is retroactive to and including March 27, 2016, and the retroactive payment shall be paid in full no later than the close of the third pay period after ratification by the City and the Union. All retroactive wage increases shall be pensionable for members of the bargaining unit, including without limitation individuals who retired after the effective date of the increase but before execution and approval of the Agreement.

Section 16.3 Working Out of Classification

Employees who are temporarily assigned the duties of a higher classification, shall be placed at the salary step which gives him at least a 5% increase, but no more than the step closest to the 5% increase for each hour worked in the higher class upon completing at least 1 full workday in the higher class. Working out of class assignments shall not exceed 6 pay periods without the express approval of the Human Resources Director. This process shall be utilized in lieu of the Civil Service Temporary Promotion process.

Section 16.4 Salary Increase Upon Permanent Promotion

Effective upon ratification of this Agreement, an employee who is permanently promoted to a CODE position shall be placed at the salary step which gives him at least a 7% increase, but no more than the step closest to a 7% increase over what the employee was previously earning. An employee who laterally transfers to a CODE position shall be placed at the salary step closest to his/her current wage rate that does not result in a loss of pay.

Section 16.5 Shift Differential

- (A) Employees assigned to a shift ending between 6:00 p.m. and midnight shall receive a shift differential of forty (.40) cents per hour in addition to their regular rate of pay.
- (B) Employees assigned to a shift ending after midnight and before 10:00 a.m. shall receive a shift differential of fifty five (.55) cents per hour in addition to their regular rate of pay.
- (C) Employees on rotating shifts: differential shall be paid to the employee who works the shift regardless of whether scheduled or relieving another employee, except it shall not be paid when sick or on vacation.
- (D) Shift differential shall be included in the regular rate used to compute overtime compensation and holiday pay. Shift differential shall be paid starting with the first day of such assignment.
- (E) A shift worker is paid the shift differential, if any, attached to his/her assigned shift for all continuous hours worked if he/she is not filling in for another employee on the shift before or after his/her assigned shift.

Section 16.6 Deferred Compensation

Employees who receive a bi-weekly paycheck are eligible to participate in either the International City Management Association (ICMA) Retirement Corporation's Deferred Compensation Plan or the State of Ohio Deferred Compensation Plan. Effective at the beginning of payroll year 2016, the City shall match each employee's contribution to their deferred compensation account in an amount up to \$750.00 annually.

Section 16.7 Mileage

Mileage will be paid in accordance with federal guidelines.

ARTICLE 17: INSURANCE

Section 17.1 Health & Hospitalization, Prescription Drug, Disability, Dental & Vision Coverage

The City shall continue to make available to employees and their dependents substantially similar group health and hospitalization insurance, prescription drug, long term disability, dental and vision coverage and benefits as existed immediately prior to the effective date of this Agreement. The health and hospitalization plan in effect for all bargaining unit employees shall be the City's "80/20 Plan", as described in Appendix D.

Employee monthly health insurance contributions shall be capped at \$70 per month for a single plan, and \$150.00 per month for a family plan for the duration of this agreement.

Section 17.2 Terms and Conditions

Employees wishing to change from a single to a family contract must notify the health plan within 30 days of their change in family status. Failure to notify within the 30 day time period will result in the employee having to wait until the next enrollment period to change the coverage from single to family. A family contract in the name of one spouse may be transferred to the name of the other spouse at any time.

An employee in a non-pay status shall have health care plan insurance premiums paid by the City for a maximum of 3 months while he/she is in such status. If the employee drops the coverage during such period, he/she may renew membership with full coverage as of their first day back in City service provided the employee completes a new application form.

ARTICLE 18: GENERAL PROVISIONS

Section 18.1 Residency Requirement

There shall be no residency requirement for CODE employees.

Section 18.2 Seniority

Seniority shall be an employee's length of continuous service with the City or continuous length of service in a job classification where only classification seniority is applicable.

- (A) An employee shall have no seniority for probationary period, but upon successful completion of the probationary period seniority will be retroactive to the original date of hire.
- (B) Seniority shall be broken when an employee:
 - (1) Resigns, unless reinstated within one (1) year.
 - (2) Is discharged for just cause.
 - (3) Is laid off and not recalled within time limits as determined by the Civil Service Commission.
- (C) For purpose of vacations within divisions, seniority shall be applied as provided by written policies and regulations of the divisions, as approved by the Department Director.
- (D) The City shall provide CODE, upon request, with a seniority list of all employees within the bargaining unit. The list shall be provided within 14 calendar days of the request. The seniority list shall contain the name, job classification, department, and date of classification entry of all employees in the bargaining unit.
- (E) The City shall provide CODE with a bi-weekly list of all new hires in the bargaining unit along with the employee's name, address, classification, and department.
- (F) Seniority for benefits such as vacation, sick leave, longevity pay, and health care benefits are covered in those specific articles of this Agreement.

Section 18.3 Ratification and Amendment

This agreement shall become effective when ratified by the City Council and CODE and signed by authorized representatives thereof and may be amended or modified during its term only with mutual written consent of authorized representatives of both parties.

Section 18.4 Uniforms

Employees who are required by the Appointing Authority to wear a prescribed uniform in the performance of their duty as City employees shall have such uniforms and replacements furnished by the City in accordance with rules established by the Appointing Authority.

Section 18.5 Health and Safety

It is the responsibility of every department to provide the safest working conditions, tools, equipment and work methods for employees. Management and labor must see that all safety rules and good working methods are used by all employees. It is the duty of all employees to use the safety rules and safe methods recommended for their safety. Violations of safety rules are to be considered the same as violation of any other department rule.

Section 18.6 Agreement Copies

The City and CODE will jointly select a printer to print copies of the final signed version of this Agreement. CODE shall pay for the copies for CODE employees.

Section 18.7 Vacancies and Transfers

- (A) The Civil Service process shall continue to be used for filling of positions. The Appointing Authority will give fair consideration for same classification transfers across departments requested by CODE employees. An unfilled position becomes a vacancy only when the Appointing Authority or designee determines to post the position. The City will make a good faith effort to adjust the schedule of an employee who applies for a promotion in another department of the City, in order to permit the employee to interview for that position.
- (B) Vacancies in positions above a lower rank or grade of any category in the bargaining unit shall be filled insofar as practical by promotion of eligible and qualified employees. All employees who fill these vacancies shall have gone through the initial screening process for that rank or grade. All classifications in Appendix A shall not be filled by unqualified persons.
- (C) CODE employees shall not be prohibited from laterally transferring into non-CODE positions (and vice versa) solely due to a difference in the salary ranges of the two positions, if the two positions had identical salary ranges as of the date of creation of the bargaining unit. However, no employee shall be paid a salary greater than the range established by this Agreement for his/ her position.
- (D) Within the first 12 months of employment in a bargaining unit position, the employee may transfer, promote, or demote to another City position. The current employing unit may delay departure of the employee up to a maximum of three pay

periods, provided, however, that the delay does not jeopardize the employee's ability to complete the transfer, promotion, or demotion.

Section 18.8 Promotions

Vacancies within the bargaining unit shall be filled by lateral transfer or promotion when practicable. Otherwise vacancies shall be filled by an open to the public process or through exceptional appointment.

“Rule of 10”: If the promotional process is to be used, an exam must be given if there are more than ten (10) qualified and interested candidates. When a promotional exam is given for a classification within the bargaining unit, the names of the ten (10) persons having the highest score on the exam shall be certified. Employees from the Department in which the vacancy exists shall be ranked before employees from outside the Department. Disputes concerning the application of this Rule shall be resolved solely through the grievance and arbitration procedure and shall not be appealed to Civil Service.

ARTICLE 19: SAVINGS

Section 19.1 Gainsharing Policy Implementation

The City and CODE jointly agree to form a committee for the purpose of investigation and implementing a Gainsharing Policy for CODE members. Further details and program identification(s) can be developed through a Memorandum of Understanding and supplement this Agreement. Committee formation and a work development plan shall be created within one year from the effective date of this Agreement.

ARTICLE 20: TUITION REIMBURSEMENT

A full-time (at least $\frac{3}{4}$ time) permanent or provisional employee is eligible for 100% tuition reimbursement for achieving a grade of A in an approved course, 80% tuition reimbursement for receiving a grade of B in an approved course, and 60% tuition reimbursement for achieving a grade of C in an approved course. In courses that are graded on a pass/fail basis, 80% tuition reimbursement will be granted for a passing grade, and 0% tuition reimbursement for a failing grade. Reimbursement for up to six credit hours is available per academic session under the following conditions:

- (A) The employee has completed his/her probationary period or six months of employment, whichever comes first, before the course begins.
- (B) The education or training is obtained from an accredited school during non- working hours. An agency may allow courses to be taken during work hours, provided vacation and/or compensatory time is used.
- (C) The course is job-related to the employee's current position or to his future City development and promotion.

- (D) Request for reimbursement is filed before course registration using the designated form. The reimbursement is only for tuition expenses and approved lab courses. Lab fees, etc. are not reimbursable. Funds from the Agency's budget must be available. If authorized by his or her department, an employee may receive 60% of the reimbursement amount upon course approval by the Human Resources Director. The balance shall be reimbursed at course completion based on grade achieved.
- (E) A receipt of tuition payment and a grade report is submitted within 30 days after the academic session ends. A grade of at least "C" or equivalent must be achieved in each course.
- (F) The Human Resources Department will monitor for consistency and fairness, and will meet with CODE and employees when requested. Final determination regarding course relatedness or accreditability shall be made by the Human Resources Director.

The rate of reimbursement shall be capped at the undergraduate credit hour rate at the University of Cincinnati (Main Campus / "Uptown"). In no event shall an employee be reimbursed for more than twenty-four (24) quarter hours or sixteen (16) semester hours per calendar year.

- (G) Employees will be required to remain employed with the City for a minimum of two (2) years after receipt of the last reimbursement payment. If an employee leaves City employment prior to the expiration of that two (2) year period, he/she will be required to refund the City a pro rata amount. Exceptional cases will be reviewed by the Human Resources Director upon a case-by-case basis.

ARTICLE 21: ENTIRE AGREEMENT

This Agreement constitutes the complete and entire agreement between the parties and concludes collective bargaining for its term.

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 within the scope of bargaining as defined by State law, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, except as specifically provided in Section 1.3, the City and CODE, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to or covered in this Agreement, including the impact or effects of the City's exercise of its rights as set forth herein on salaries, fringe benefits or terms and conditions of employment, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

It is expressly agreed that the City may unilaterally make and implement decisions consistent with the City's rights as set forth in Article 5, even though the exercise of such rights may involve subjects or matters not referred to or covered in this Agreement; provided only that the City's exercise of its management rights shall be subject to employees' individual rights (i.e., those derived from sources other than this Agreement and the collective bargaining relationship which produced it) as provided in Section 5.1.

ARTICLE 22: LENGTH OF AGREEMENT

This agreement shall be effective on March 27, 2016, and shall remain in full force and effect until midnight on March 23, 2019.

This agreement shall automatically be renewed from year to year unless either party shall give notice to the other in writing at least sixty (60) days prior to its expiration that it desires to terminate or modify this Agreement. In the event such notice is given, negotiations shall begin no later than forty-five (45) days prior to that expiration date.

All new provisions of the 2016-2019 Agreement shall be effective upon ratification of this Agreement by both the CODE membership and the Cincinnati Council unless otherwise specifically provided herein.


ARTICLE 23: ITEMS INCLUDED BY REFERENCE

The City and CODE agree that the provisions of this Agreement shall supersede the City's Human Resources Policies and Procedures. Where not in conflict with this Agreement, items in the City's Human Resources Policies and Procedures shall apply as part of this Agreement. Nothing contained herein shall limit or constrain the City from amending, adding to, or deleting items from the City's Human Resources Policies and Procedures.


In witness whereof, the parties hereto have duly executed this Agreement on the 28th day of ~~October~~, 2016.


September

FOR CODE:


Chaurlian Johnson, President


Jeff Harmon, 1st Vice-President


Steve Kallay, 2nd Vice-President



Christian A. Jenkins
Counsel for CODE

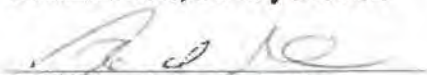
FOR THE CITY OF CINCINNATI:



Harry Black, City Manager

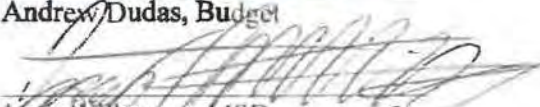

Georgetta Kelly, HR Director

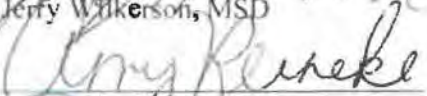

Joe D. Wilson, Division Manager


William Hicks, Sr. City Solicitor


Brandi Sanders, HR Analyst


Andrew Dudas, Budget


Jerry Wilkerson, MSD


Amy Reineke, GCWW


Jarrod Bolden, Public Services


Steve Gerth, Recreation

APPENDIX A: BARGAINING UNIT CLASSIFICATIONS & EXCLUSIONS

Accountant-EXM
Administrative Specialist *
Administrative Technician *
Architect Intern
Assistant Supervisor of Inspections
Assistant Supervisor of Building Permits
Assistant Supervisor of Construction Inspection
Assistant Supervisor Customer Service
Assistant Supervisor Fleet Services
Assistant Supervisor of Parking Services Assistant
Supervisor of Prk/Rec Maint & Const
Building & Grounds Maintenance Crew Leader
Buyer
Chemist
Communications Supervisor
Computer Operations Support Supervisor
Computer Programmer/Analyst *
Computer Systems Analyst
Contract Compliance Specialist
Crime Analyst
Development Officer
Dietitian
Electrical Maintenance Supervisor
Emergency Services Dispatch Supervisor
Engineer Intern
Engineering Geologist
Engineering Technical Supervisor
Environmental/Safety Specialist
Event Coordinator
Fleet Services Supervisor
Graphic Design Supervisor
Graphic Designer
Greenspace Manager
Health Caseworker
Health Counselor
Health Counseling Supervisor
Heat Ventilation & Air Condition Specialist
Industrial Investigator
Information Technology Coordinator*
Management Analyst *
Nurse Practitioner
Nursing Supervisor (Health)
Paramedic Coordinator
Parking Services Supervisor
Parks Operations Supervisor
Parks/Rec Maintenance Crew Leader
Parks/Rec Programming Coordinator
Pharmacist

Plant Maintenance Supervisor
Plant Supervisor
Police Criminalist
Public Health Educator
Public Works Operations Supervisor (Public Services)
Secretary
Senior Accountant
Senior Administrative Specialist *
Senior Architect
Senior Building Plans Examiner
Senior Buyer
Senior Chemist
Senior City Planner *
Senior City Planning Technician
Senior Computer Programmer/Analyst
Senior Contract Compliance Specialist
Senior Crime Analyst
Senior Development Officer (Recreation only)*
Senior Dietitian
Senior Engineer
Senior Engineering Technician
Senior Environmental/Safety Specialist
Senior Info Technology Coordinator
Senior Management Analyst *
Senior Plant Operator
Senior Plant Supervisor
Senior Police Criminalist
Service Area Coordinator (Public Services, Parks and Recreation)
Sewer Maintenance Crew Leader
Supervising Dietician
Supervising Sanitarian
Supervising Field Service Rep
Supervising Surveyor
Supervisor of Customer Service
Supervisor of Industrial Waste Disposal
Supervisor of Inspection (B&E)
Supervisor of Maintenance
Supervisor of Urban Forestry (Parks)
Supervisor of Water Distribution Maintenance
Surveyor
Technical Systems Analyst
Therapeutic Recreation Program Coordinator
Urban Forestry Specialist
Utilities Construction Inspect Supervisor
Video Production Specialist
Vital Statistics Coordinator (Health)
Wastewater Collection Supervisor
Water Works Maintenance Field Supervisor

WIC Program Coordinator
Zoning Plan Examiner

***Excluded:** All employees in Divisions 1,2,3,4,5,6,7,8,9. the City Manager’s Office, the City Solicitor’s Office, Human Resources Department, the Budget & Evaluation and Internal Audit Divisions of the Finance Department, all Department Directors’ Confidential Assistants and Personnel Liaisons, all supervisors, confidential employees, fiduciary employees and management level employees as defined in O.R.C. 117, including, but not limited to, the employees in the following positions in Division 0:

Assistant Health Laboratory Manager (Health)
Assistant Dental Director (Health)
City Planner (Community Development & Planning)
Community Development & Planning Analyst (Community Development & Planning)
Development Officer
Development Officer 4 PEAP
Coordinator (Health)
Senior City Planner (Community Development & Planning)
Senior Community Development & Planning Analyst (Community Development) Senior
Development Officer
Supervisor Parks/Rec Maintenance & Construction Zoning
Supervisor (Buildings & Inspections)

APPENDIX B: OVERTIME ELIGIBLE POSITIONS

Assistant Supervisor of Fleet Services
Assistant Supervisor of Inspections
Assistant Supervisor of Parks/Recreation Maintenance & Construction
Assistant Supervisor of Water Customer Service
Assistant Supervisor of Water Works Construction Inspection
Crime Analyst
Electrical Maintenance Supervisor
Emergency Services Dispatch Supervisor
Engineer Intern
Engineering Technical Supervisor
Greenspace Manager
Heat Ventilation & Air Condition Spec.
Parks Operations Supervisor
Parks/Recreation Maintenance Crew Leader
Parks/Recreation Programming Coordinator
Plant Supervisor
Police Criminalist
Public Works Operations Supervisor
Service Area Coordinator (Public Services)
Senior Crime Analyst
Senior Engineering Technician
Senior Environmental/Safety Specialist (1.5 callout pay, MOU to be est.)
Senior Plant Operator
Senior Police Criminalist
Sewer Maintenance Crew Leader
Supervising Field Service Representative
Supervisor of Industrial Waste Disposal
Supervisor of Inspection
Supervisor of Maintenance
Supervisor of Water Distribution Maintenance
Surveyor
Supervising Surveyor
Urban Forestry Specialist
Supervisor of Urban Forestry
Video Production Specialist
Wastewater Collection Supervisor
Water Works Maintenance Field Supervisor

APPENDIX C – WAGE RANGES

Upon receipt of any increases resulting from reopeners, matching COLA, or matching general wage increases, a new salary chart will be provided and incorporated by MOU.

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	1.50%	2.50%	2.50%	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	1.50%	2.50%	2.50%
			<u>eff. 3/27/16</u>	<u>eff. 3/26/17</u>	<u>eff. 3/25/18</u>				<u>eff. 3/27/16</u>	<u>eff. 3/26/17</u>	<u>eff. 3/25/18</u>
001	1	Administrative Specialist	24.331748	24.940042	25.563543	013	11	Senior Administrative Spclst	38.791388	39.761172	40.755202
001	2	Administrative Specialist	25.061701	25.688243	26.330450	038	1	Asst Spvr of Prk/Rec Mnt&Cc	25.092479	25.719791	26.362786
001	3	Administrative Specialist	25.813553	26.458892	27.120364	038	2	Asst Spvr of Prk/Rec Mnt&Cc	25.845254	26.491385	27.153670
001	4	Administrative Specialist	26.587960	27.252658	27.933975	038	3	Asst Spvr of Prk/Rec Mnt&Cc	26.620610	27.286125	27.968278
001	5	Administrative Specialist	27.385597	28.070237	28.771993	038	4	Asst Spvr of Prk/Rec Mnt&Cc	27.419230	28.104711	28.807329
001	6	Administrative Specialist	28.207167	28.912346	29.635154	038	5	Asst Spvr of Prk/Rec Mnt&Cc	28.241807	28.947852	29.671548
001	7	Administrative Specialist	29.053379	29.779714	30.524207	038	6	Asst Spvr of Prk/Rec Mnt&Cc	29.089061	29.816287	30.561694
001	8	Administrative Specialist	29.924981	30.673106	31.439933	038	7	Asst Spvr of Prk/Rec Mnt&Cc	29.961732	30.710776	31.478545
001	9	Administrative Specialist	30.822733	31.593302	32.383134	038	8	Asst Spvr of Prk/Rec Mnt&Cc	30.860584	31.632098	32.422901
001	10	Administrative Specialist	31.747414	32.541099	33.354626	038	9	Asst Spvr of Prk/Rec Mnt&Cc	31.786402	32.581062	33.395588
001	11	Administrative Specialist	32.699836	33.517332	34.355265	038	10	Asst Spvr of Prk/Rec Mnt&Cc	32.739993	33.558493	34.397455
008	1	Administrative Technician	18.428689	18.889406	19.361642	038	11	Asst Spvr of Prk/Rec Mnt&Cc	33.722194	34.565248	35.429380
008	2	Administrative Technician	18.981552	19.456090	19.942493	039	1	Asst Supvr of Cust. Service	24.331748	24.940042	25.563543
008	3	Administrative Technician	19.550997	20.039772	20.540766	039	2	Asst Supvr of Cust. Service	25.061701	25.688243	26.330450
008	4	Administrative Technician	20.137528	20.640966	21.156990	039	3	Asst Supvr of Cust. Service	25.813553	26.458892	27.120364
008	5	Administrative Technician	20.741652	21.260193	21.791698	039	4	Asst Supvr of Cust. Service	26.587960	27.252658	27.933975
008	6	Administrative Technician	21.363903	21.898000	22.445450	039	5	Asst Supvr of Cust. Service	27.385597	28.070237	28.771993
008	7	Administrative Technician	22.004820	22.554941	23.118814	039	6	Asst Supvr of Cust. Service	28.207167	28.912346	29.635154
008	8	Administrative Technician	22.664964	23.231588	23.812378	039	7	Asst Supvr of Cust. Service	29.053379	29.779714	30.524207
008	9	Administrative Technician	23.344914	23.928537	24.526750	039	8	Asst Supvr of Cust. Service	29.924981	30.673106	31.439933
008	10	Administrative Technician	24.045261	24.646392	25.262552	039	9	Asst Supvr of Cust. Service	30.822733	31.593302	32.383134
008	11	Administrative Technician	24.766620	25.385786	26.020430	039	10	Asst Supvr of Cust. Service	31.747414	32.541099	33.354626
013	1	Senior Administrative Spclst	28.864434	29.586045	30.325696	039	11	Asst Supvr of Cust. Service	32.699836	33.517332	34.355265
013	2	Senior Administrative Spclst	29.730368	30.473627	31.235468	042	1	Comp. Programmer/Analyst	19.150330	19.629088	20.119815
013	3	Senior Administrative Spclst	30.622278	31.387835	32.172531	042	2	Comp. Programmer/Analyst	19.724840	20.217961	20.723410
013	4	Senior Administrative Spclst	31.540947	32.329471	33.137708	042	3	Comp. Programmer/Analyst	20.316586	20.824501	21.345113
013	5	Senior Administrative Spclst	32.487176	33.299355	34.131839	042	4	Comp. Programmer/Analyst	20.926083	21.449236	21.985466
013	6	Senior Administrative Spclst	33.461791	34.298336	35.155794	042	5	Comp. Programmer/Analyst	21.553866	22.092713	22.645031
013	7	Senior Administrative Spclst	34.465646	35.327287	36.210469	042	6	Comp. Programmer/Analyst	22.200482	22.755494	23.324381
013	8	Senior Administrative Spclst	35.499615	36.387105	37.296783	042	7	Comp. Programmer/Analyst	22.866494	23.438157	24.024111
013	9	Senior Administrative Spclst	36.564603	37.478718	38.415686	042	8	Comp. Programmer/Analyst	23.552490	24.141303	24.744835
013	10	Senior Administrative Spclst	37.661540	38.603079	39.568156	042	9	Comp. Programmer/Analyst	24.259066	24.865543	25.487182

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
042	10	Comp. Programmer/Analyst	24.986837	25.611508	26.251795	047	10	Sr. Building Plans Examiner	40.614469	41.629831	42.670576
042	11	Comp. Programmer/Analyst	25.736442	26.379853	27.039349	047	11	Sr. Building Plans Examiner	41.832902	42.878725	43.950693
043	1	Sr. Comp. Programmer/Anlys	28.864434	29.586045	30.325696	050	1	Senior Architect	31.127608	31.905798	32.703443
043	2	Sr. Comp. Programmer/Anlys	29.730368	30.473627	31.235468	050	2	Senior Architect	32.061436	32.862972	33.684547
043	3	Sr. Comp. Programmer/Anlys	30.622278	31.387835	32.172531	050	3	Senior Architect	33.023281	33.848863	34.695084
043	4	Sr. Comp. Programmer/Anlys	31.540947	32.329471	33.137708	050	4	Senior Architect	34.013978	34.864327	35.735935
043	5	Sr. Comp. Programmer/Anlys	32.487176	33.299355	34.131839	050	5	Senior Architect	35.034398	35.910258	36.808014
043	6	Sr. Comp. Programmer/Anlys	33.461791	34.298336	35.155794	050	6	Senior Architect	36.085429	36.987565	37.912254
043	7	Sr. Comp. Programmer/Anlys	34.465646	35.327287	36.210469	050	7	Senior Architect	37.167993	38.097192	39.049622
043	8	Sr. Comp. Programmer/Anlys	35.499615	36.387105	37.296783	050	8	Senior Architect	38.283031	39.240107	40.221110
043	9	Sr. Comp. Programmer/Anlys	36.564603	37.478718	38.415686	050	9	Senior Architect	39.431524	40.417312	41.427745
043	10	Sr. Comp. Programmer/Anlys	37.661540	38.603079	39.568156	050	10	Senior Architect	40.614469	41.629831	42.670576
043	11	Sr. Comp. Programmer/Anlys	38.791388	39.761172	40.755202	050	11	Senior Architect	41.832902	42.878725	43.950693
044	1	Technical Systems Analyst	32.734651	33.553018	34.391843	053	1	Buyer	24.331748	24.940042	25.563543
044	2	Technical Systems Analyst	33.716693	34.559611	35.423601	053	2	Buyer	25.061701	25.688243	26.330450
044	3	Technical Systems Analyst	34.728194	35.596398	36.486308	053	3	Buyer	25.813553	26.458892	27.120364
044	4	Technical Systems Analyst	35.770038	36.664289	37.580896	053	4	Buyer	26.587960	27.252658	27.933975
044	5	Technical Systems Analyst	36.843140	37.764218	38.708324	053	5	Buyer	27.385597	28.070237	28.771993
044	6	Technical Systems Analyst	37.948433	38.897144	39.869573	053	6	Buyer	28.207167	28.912346	29.635154
044	7	Technical Systems Analyst	39.086887	40.064059	41.065660	053	7	Buyer	29.053379	29.779714	30.524207
044	8	Technical Systems Analyst	40.259494	41.265981	42.297631	053	8	Buyer	29.924981	30.673106	31.439933
044	9	Technical Systems Analyst	41.467278	42.503960	43.566559	053	9	Buyer	30.822733	31.593302	32.383134
044	10	Technical Systems Analyst	42.711297	43.779080	44.873557	053	10	Buyer	31.747414	32.541099	33.354626
044	11	Technical Systems Analyst	43.992635	45.092451	46.219763	053	11	Buyer	32.699836	33.517332	34.355265
047	1	Sr. Building Plans Examiner	31.127608	31.905798	32.703443	054	1	Chemist	24.331748	24.940042	25.563543
047	2	Sr. Building Plans Examiner	32.061436	32.862972	33.684547	054	2	Chemist	25.061701	25.688243	26.330450
047	3	Sr. Building Plans Examiner	33.023281	33.848863	34.695084	054	3	Chemist	25.813553	26.458892	27.120364
047	4	Sr. Building Plans Examiner	34.013978	34.864327	35.735935	054	4	Chemist	26.587960	27.252658	27.933975
047	5	Sr. Building Plans Examiner	35.034398	35.910258	36.808014	054	5	Chemist	27.385597	28.070237	28.771993
047	6	Sr. Building Plans Examiner	36.085429	36.987565	37.912254	054	6	Chemist	28.207167	28.912346	29.635154
047	7	Sr. Building Plans Examiner	37.167993	38.097192	39.049622	054	7	Chemist	29.053379	29.779714	30.524207
047	8	Sr. Building Plans Examiner	38.283031	39.240107	40.221110	054	8	Chemist	29.924981	30.673106	31.439933
047	9	Sr. Building Plans Examiner	39.431524	40.417312	41.427745	054	9	Chemist	30.822733	31.593302	32.383134

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
054	10	Chemist	31.747414	32.541099	33.354626	080	10	Graphic Designer	31.747414	32.541099	33.354626
054	11	Chemist	32.699836	33.517332	34.355265	080	11	Graphic Designer	32.699836	33.517332	34.355265
066	1	Development Officer	24.331748	24.940042	25.563543	084	1	Engineering Tech. Spvr	25.846868	26.493040	27.155366
066	2	Development Officer	25.061701	25.688243	26.330450	084	2	Engineering Tech. Spvr	26.622276	27.287833	27.970028
066	3	Development Officer	25.813553	26.458892	27.120364	084	3	Engineering Tech. Spvr	27.420943	28.106466	28.809128
066	4	Development Officer	26.587960	27.252658	27.933975	084	4	Engineering Tech. Spvr	28.243572	28.949661	29.673403
066	5	Development Officer	27.385597	28.070237	28.771993	084	5	Engineering Tech. Spvr	29.090877	29.818149	30.563603
066	6	Development Officer	28.207167	28.912346	29.635154	084	6	Engineering Tech. Spvr	29.963606	30.712696	31.480513
066	7	Development Officer	29.053379	29.779714	30.524207	084	7	Engineering Tech. Spvr	30.862513	31.634076	32.424928
066	8	Development Officer	29.924981	30.673106	31.439933	084	8	Engineering Tech. Spvr	31.788388	32.583098	33.397675
066	9	Development Officer	30.822733	31.593302	32.383134	084	9	Engineering Tech. Spvr	32.742040	33.560590	34.399605
066	10	Development Officer	31.747414	32.541099	33.354626	084	10	Engineering Tech. Spvr	33.724301	34.567408	35.431593
066	11	Development Officer	32.699836	33.517332	34.355265	084	11	Engineering Tech. Spvr	34.736029	35.604430	36.494541
072	1	Environmental/Safety Specialist	24.331748	24.940042	25.563543	086	1	Secretary	16.359930	16.768929	17.188152
072	2	Environmental/Safety Specialist	25.061701	25.688243	26.330450	086	2	Secretary	16.850728	17.271996	17.703796
072	3	Environmental/Safety Specialist	25.813553	26.458892	27.120364	086	3	Secretary	17.356248	17.790154	18.234908
072	4	Environmental/Safety Specialist	26.587960	27.252658	27.933975	086	4	Secretary	17.876936	18.323860	18.781956
072	5	Environmental/Safety Specialist	27.385597	28.070237	28.771993	086	5	Secretary	18.413243	18.873574	19.345413
072	6	Environmental/Safety Specialist	28.207167	28.912346	29.635154	086	6	Secretary	18.965640	19.439781	19.925776
072	7	Environmental/Safety Specialist	29.053379	29.779714	30.524207	086	7	Secretary	19.534610	20.022975	20.523549
072	8	Environmental/Safety Specialist	29.924981	30.673106	31.439933	086	8	Secretary	20.120648	20.623665	21.139256
072	9	Environmental/Safety Specialist	30.822733	31.593302	32.383134	086	9	Secretary	20.724269	21.242376	21.773435
072	10	Environmental/Safety Specialist	31.747414	32.541099	33.354626	086	10	Secretary	21.345997	21.879647	22.426638
072	11	Environmental/Safety Specialist	32.699836	33.517332	34.355265	086	11	Secretary	21.986377	22.536036	23.099437
080	1	Graphic Designer	24.331748	24.940042	25.563543	087	1	Event Coordinator	24.331748	24.940042	25.563543
080	2	Graphic Designer	25.061701	25.688243	26.330450	087	2	Event Coordinator	25.061701	25.688243	26.330450
080	3	Graphic Designer	25.813553	26.458892	27.120364	087	3	Event Coordinator	25.813553	26.458892	27.120364
080	4	Graphic Designer	26.587960	27.252658	27.933975	087	4	Event Coordinator	26.587960	27.252658	27.933975
080	5	Graphic Designer	27.385597	28.070237	28.771993	087	5	Event Coordinator	27.385597	28.070237	28.771993
080	6	Graphic Designer	28.207167	28.912346	29.635154	087	6	Event Coordinator	28.207167	28.912346	29.635154
080	7	Graphic Designer	29.053379	29.779714	30.524207	087	7	Event Coordinator	29.053379	29.779714	30.524207
080	8	Graphic Designer	29.924981	30.673106	31.439933	087	8	Event Coordinator	29.924981	30.673106	31.439933
080	9	Graphic Designer	30.822733	31.593302	32.383134	087	9	Event Coordinator	30.822733	31.593302	32.383134

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
087	10	Event Coordinator	31.747414	32.541099	33.354626	094	10	Management Analyst	31.747414	32.541099	33.354626
087	11	Event Coordinator	32.699836	33.517332	34.355265	094	11	Management Analyst	32.699836	33.517332	34.355265
088	1	Health Counselor	21.672364	22.214173	22.769528	095	1	Nursing Supervisor	31.127608	31.905798	32.703443
088	2	Health Counselor	22.322537	22.880600	23.452615	095	2	Nursing Supervisor	32.061436	32.862972	33.684547
088	3	Health Counselor	22.992212	23.567018	24.156193	095	3	Nursing Supervisor	33.023281	33.848863	34.695084
088	4	Health Counselor	23.681978	24.274027	24.880878	095	4	Nursing Supervisor	34.013978	34.864327	35.735935
088	5	Health Counselor	24.392438	25.002249	25.627306	095	5	Nursing Supervisor	35.034398	35.910258	36.808014
088	6	Health Counselor	25.124212	25.752317	26.396125	095	6	Nursing Supervisor	36.085429	36.987565	37.912254
088	7	Health Counselor	25.877937	26.524885	27.188007	095	7	Nursing Supervisor	37.167993	38.097192	39.049622
088	8	Health Counselor	26.654275	27.320631	28.003647	095	8	Nursing Supervisor	38.283031	39.240107	40.221110
088	9	Health Counselor	27.453902	28.140249	28.843755	095	9	Nursing Supervisor	39.431524	40.417312	41.427745
088	10	Health Counselor	28.277521	28.984459	29.709071	095	10	Nursing Supervisor	40.614469	41.629831	42.670576
088	11	Health Counselor	29.125847	29.853993	30.600343	095	11	Nursing Supervisor	41.832902	42.878725	43.950693
091	1	Industrial Investigator	22.811345	23.381629	23.966170	098	1	Fleet Services Supvr	26.221952	26.877500	27.549438
091	2	Industrial Investigator	23.495686	24.083078	24.685155	098	2	Fleet Services Supvr	27.008609	27.683824	28.375920
091	3	Industrial Investigator	24.200557	24.805571	25.425710	098	3	Fleet Services Supvr	27.818868	28.514340	29.227198
091	4	Industrial Investigator	24.926574	25.549738	26.188482	098	4	Fleet Services Supvr	28.653434	29.369770	30.104014
091	5	Industrial Investigator	25.674371	26.316230	26.974136	098	5	Fleet Services Supvr	29.513037	30.250863	31.007135
091	6	Industrial Investigator	26.444603	27.105718	27.783361	098	6	Fleet Services Supvr	30.398429	31.158390	31.937349
091	7	Industrial Investigator	27.237939	27.918888	28.616860	098	7	Fleet Services Supvr	31.310381	32.093141	32.895469
091	8	Industrial Investigator	28.055079	28.756456	29.475367	098	8	Fleet Services Supvr	32.249692	33.055935	33.882333
091	9	Industrial Investigator	28.896732	29.619151	30.359629	098	9	Fleet Services Supvr	33.217184	34.047614	34.898804
091	10	Industrial Investigator	29.763633	30.507723	31.270417	098	10	Fleet Services Supvr	34.213699	35.069042	35.945768
091	11	Industrial Investigator	30.656541	31.422955	32.208529	098	11	Fleet Services Supvr	35.240111	36.121114	37.024141
094	1	Management Analyst	24.331748	24.940042	25.563543	099	1	Parks Operations Supvr.	21.672364	22.214173	22.769528
094	2	Management Analyst	25.061701	25.688243	26.330450	099	2	Parks Operations Supvr.	22.322537	22.880600	23.452615
094	3	Management Analyst	25.813553	26.458892	27.120364	099	3	Parks Operations Supvr.	22.992212	23.567018	24.156193
094	4	Management Analyst	26.587960	27.252658	27.933975	099	4	Parks Operations Supvr.	23.681978	24.274027	24.880878
094	5	Management Analyst	27.385597	28.070237	28.771993	099	5	Parks Operations Supvr.	24.392438	25.002249	25.627306
094	6	Management Analyst	28.207167	28.912346	29.635154	099	6	Parks Operations Supvr.	25.124212	25.752317	26.396125
094	7	Management Analyst	29.053379	29.779714	30.524207	099	7	Parks Operations Supvr.	25.877937	26.524885	27.188007
094	8	Management Analyst	29.924981	30.673106	31.439933	099	8	Parks Operations Supvr.	26.654275	27.320631	28.003647
094	9	Management Analyst	30.822733	31.593302	32.383134	099	9	Parks Operations Supvr.	27.453902	28.140249	28.843755

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
099	10	Parks Operations Supvr.	28.277521	28.984459	29.709071	104	10	Plant Maintenance Supvr.	29.763633	30.507723	31.270417
099	11	Parks Operations Supvr.	29.125847	29.853993	30.600343	104	11	Plant Maintenance Supvr.	30.656541	31.422955	32.208529
101	1	Parks/Rec Maint. Crew Ldr	22.811345	23.381629	23.966170	107	1	Pharmacist	52.928579	54.251793	55.608088
101	2	Parks/Rec Maint. Crew Ldr	23.495686	24.083078	24.685155	107	2	Pharmacist	54.516438	55.879349	57.276332
101	3	Parks/Rec Maint. Crew Ldr	24.200557	24.805571	25.425710	107	3	Pharmacist	56.151930	57.555729	58.994622
101	4	Parks/Rec Maint. Crew Ldr	24.926574	25.549738	26.188482	107	4	Pharmacist	57.836487	59.282400	60.764460
101	5	Parks/Rec Maint. Crew Ldr	25.674371	26.316230	26.974136	107	5	Pharmacist	59.571583	61.060873	62.587395
101	6	Parks/Rec Maint. Crew Ldr	26.444603	27.105718	27.783361	107	6	Pharmacist	61.358730	62.892699	64.465016
101	7	Parks/Rec Maint. Crew Ldr	27.237939	27.918888	28.616860	111	1	Senior Accountant	28.864434	29.586045	30.325696
101	8	Parks/Rec Maint. Crew Ldr	28.055079	28.756456	29.475367	111	2	Senior Accountant	29.730368	30.473627	31.235468
101	9	Parks/Rec Maint. Crew Ldr	28.896732	29.619151	30.359629	111	3	Senior Accountant	30.622278	31.387835	32.172531
101	10	Parks/Rec Maint. Crew Ldr	29.763633	30.507723	31.270417	111	4	Senior Accountant	31.540947	32.329471	33.137708
101	11	Parks/Rec Maint. Crew Ldr	30.656541	31.422955	32.208529	111	5	Senior Accountant	32.487176	33.299355	34.131839
102	1	Parks/Rec Programming Coord	18.765739	19.234883	19.715755	111	6	Senior Accountant	33.461791	34.298336	35.155794
102	2	Parks/Rec Programming Coord	19.328711	19.811929	20.307227	111	7	Senior Accountant	34.465646	35.327287	36.210469
102	3	Parks/Rec Programming Coord	19.908571	20.406286	20.916443	111	8	Senior Accountant	35.499615	36.387105	37.296783
102	4	Parks/Rec Programming Coord	20.505830	21.018476	21.543937	111	9	Senior Accountant	36.564603	37.478718	38.415686
102	5	Parks/Rec Programming Coord	21.121005	21.649030	22.190256	111	10	Senior Accountant	37.661540	38.603079	39.568156
102	6	Parks/Rec Programming Coord	21.754637	22.298503	22.855966	111	11	Senior Accountant	38.791388	39.761172	40.755202
102	7	Parks/Rec Programming Coord	22.407274	22.967456	23.541642	119	1	Plant Supervisor	25.092479	25.719791	26.362786
102	8	Parks/Rec Programming Coord	23.079491	23.656479	24.247890	119	2	Plant Supervisor	25.845254	26.491385	27.153670
102	9	Parks/Rec Programming Coord	23.771877	24.366173	24.975328	119	3	Plant Supervisor	26.620610	27.286125	27.968278
102	10	Parks/Rec Programming Coord	24.485034	25.097160	25.724589	119	4	Plant Supervisor	27.419230	28.104711	28.807329
102	11	Parks/Rec Programming Coord	25.219584	25.850074	26.496326	119	5	Plant Supervisor	28.241807	28.947852	29.671548
104	1	Plant Maintenance Supvr.	22.811345	23.381629	23.966170	119	6	Plant Supervisor	29.089061	29.816287	30.561694
104	2	Plant Maintenance Supvr.	23.495686	24.083078	24.685155	119	7	Plant Supervisor	29.961732	30.710776	31.478545
104	3	Plant Maintenance Supvr.	24.200557	24.805571	25.425710	119	8	Plant Supervisor	30.860584	31.632098	32.422901
104	4	Plant Maintenance Supvr.	24.926574	25.549738	26.188482	119	9	Plant Supervisor	31.786402	32.581062	33.395588
104	5	Plant Maintenance Supvr.	25.674371	26.316230	26.974136	119	10	Plant Supervisor	32.739993	33.558493	34.397455
104	6	Plant Maintenance Supvr.	26.444603	27.105718	27.783361	119	11	Plant Supervisor	33.722194	34.565248	35.429380
104	7	Plant Maintenance Supvr.	27.237939	27.918888	28.616860	130	1	Sr. Environ/Safety Spec	28.864434	29.586045	30.325696
104	8	Plant Maintenance Supvr.	28.055079	28.756456	29.475367	130	2	Sr. Environ/Safety Spec	29.730368	30.473627	31.235468
104	9	Plant Maintenance Supvr.	28.896732	29.619151	30.359629	130	3	Sr. Environ/Safety Spec	30.622278	31.387835	32.172531

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
130	4	Sr. Environ/Safety Spec	31.540947	32.329471	33.137708	144	4	Public Works Oper. Spvr	29.889950	30.637199	31.403129
130	5	Sr. Environ/Safety Spec	32.487176	33.299355	34.131839	144	5	Public Works Oper. Spvr	30.786649	31.556315	32.345223
130	6	Sr. Environ/Safety Spec	33.461791	34.298336	35.155794	144	6	Public Works Oper. Spvr	31.710247	32.503004	33.315579
130	7	Sr. Environ/Safety Spec	34.465646	35.327287	36.210469	144	7	Public Works Oper. Spvr	32.661556	33.478095	34.315047
130	8	Sr. Environ/Safety Spec	35.499615	36.387105	37.296783	144	8	Public Works Oper. Spvr	33.641404	34.482439	35.344500
130	9	Sr. Environ/Safety Spec	36.564603	37.478718	38.415686	144	9	Public Works Oper. Spvr	34.650644	35.516911	36.404833
130	10	Sr. Environ/Safety Spec	37.661540	38.603079	39.568156	144	10	Public Works Oper. Spvr	35.690163	36.582417	37.496977
130	11	Sr. Environ/Safety Spec	38.791388	39.761172	40.755202	144	11	Public Works Oper. Spvr	36.760868	37.679890	38.621887
139	1	Computer System Analyst	32.734651	33.553018	34.391843	152	1	Senior City Planner	28.864434	29.586045	30.325696
139	2	Computer System Analyst	33.716693	34.559611	35.423601	152	2	Senior City Planner	29.730368	30.473627	31.235468
139	3	Computer System Analyst	34.728194	35.596398	36.486308	152	3	Senior City Planner	30.622278	31.387835	32.172531
139	4	Computer System Analyst	35.770038	36.664289	37.580896	152	4	Senior City Planner	31.540947	32.329471	33.137708
139	5	Computer System Analyst	36.843140	37.764218	38.708324	152	5	Senior City Planner	32.487176	33.299355	34.131839
139	6	Computer System Analyst	37.948433	38.897144	39.869573	152	6	Senior City Planner	33.461791	34.298336	35.155794
139	7	Computer System Analyst	39.086887	40.064059	41.065660	152	7	Senior City Planner	34.465646	35.327287	36.210469
139	8	Computer System Analyst	40.259494	41.265981	42.297631	152	8	Senior City Planner	35.499615	36.387105	37.296783
139	9	Computer System Analyst	41.467278	42.503960	43.566559	152	9	Senior City Planner	36.564603	37.478718	38.415686
139	10	Computer System Analyst	42.711297	43.779080	44.873557	152	10	Senior City Planner	37.661540	38.603079	39.568156
139	11	Computer System Analyst	43.992635	45.092451	46.219763	152	11	Senior City Planner	38.791388	39.761172	40.755202
143	1	Senior Buyer	28.864434	29.586045	30.325696	156	1	Sr. Development Officer	28.864434	29.586045	30.325696
143	2	Senior Buyer	29.730368	30.473627	31.235468	156	2	Sr. Development Officer	29.730368	30.473627	31.235468
143	3	Senior Buyer	30.622278	31.387835	32.172531	156	3	Sr. Development Officer	30.622278	31.387835	32.172531
143	4	Senior Buyer	31.540947	32.329471	33.137708	156	4	Sr. Development Officer	31.540947	32.329471	33.137708
143	5	Senior Buyer	32.487176	33.299355	34.131839	156	5	Sr. Development Officer	32.487176	33.299355	34.131839
143	6	Senior Buyer	33.461791	34.298336	35.155794	156	6	Sr. Development Officer	33.461791	34.298336	35.155794
143	7	Senior Buyer	34.465646	35.327287	36.210469	156	7	Sr. Development Officer	34.465646	35.327287	36.210469
143	8	Senior Buyer	35.499615	36.387105	37.296783	156	8	Sr. Development Officer	35.499615	36.387105	37.296783
143	9	Senior Buyer	36.564603	37.478718	38.415686	156	9	Sr. Development Officer	36.564603	37.478718	38.415686
143	10	Senior Buyer	37.661540	38.603079	39.568156	156	10	Sr. Development Officer	37.661540	38.603079	39.568156
143	11	Senior Buyer	38.791388	39.761172	40.755202	156	11	Sr. Development Officer	38.791388	39.761172	40.755202
144	1	Public Works Oper. Spvr	27.353537	28.037376	28.738310	164	1	Senior Dietitian	24.331748	24.940042	25.563543
144	2	Public Works Oper. Spvr	28.174144	28.878497	29.600460	164	2	Senior Dietitian	25.061701	25.688243	26.330450
144	3	Public Works Oper. Spvr	29.019369	29.744853	30.488474	164	3	Senior Dietitian	25.813553	26.458892	27.120364

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
164	4	Senior Dietitian	26.587960	27.252658	27.933975	180	4	Senior Plant Supervisor	32.776308	33.595716	34.435609
164	5	Senior Dietitian	27.385597	28.070237	28.771993	180	5	Senior Plant Supervisor	33.759597	34.603587	35.468677
164	6	Senior Dietitian	28.207167	28.912346	29.635154	180	6	Senior Plant Supervisor	34.772387	35.641696	36.532739
164	7	Senior Dietitian	29.053379	29.779714	30.524207	180	7	Senior Plant Supervisor	35.815558	36.710947	37.628721
164	8	Senior Dietitian	29.924981	30.673106	31.439933	180	8	Senior Plant Supervisor	36.890023	37.812273	38.757580
164	9	Senior Dietitian	30.822733	31.593302	32.383134	180	9	Senior Plant Supervisor	37.996726	38.946644	39.920310
164	10	Senior Dietitian	31.747414	32.541099	33.354626	180	10	Senior Plant Supervisor	39.136627	40.115042	41.117919
164	11	Senior Dietitian	32.699836	33.517332	34.355265	180	11	Senior Plant Supervisor	40.310726	41.318494	42.351457
165	1	Sr. Engineering Technician	22.811345	23.381629	23.966170	181	1	Supervising Field Service Rep	20.534439	21.047800	21.573995
165	2	Sr. Engineering Technician	23.495686	24.083078	24.685155	181	2	Supervising Field Service Rep	21.150471	21.679232	22.221213
165	3	Sr. Engineering Technician	24.200557	24.805571	25.425710	181	3	Supervising Field Service Rep	21.784986	22.329610	22.887850
165	4	Sr. Engineering Technician	24.926574	25.549738	26.188482	181	4	Supervising Field Service Rep	22.438536	22.999499	23.574487
165	5	Sr. Engineering Technician	25.674371	26.316230	26.974136	181	5	Supervising Field Service Rep	23.111691	23.689483	24.281720
165	6	Sr. Engineering Technician	26.444603	27.105718	27.783361	181	6	Supervising Field Service Rep	23.805042	24.400168	25.010172
165	7	Sr. Engineering Technician	27.237939	27.918888	28.616860	181	7	Supervising Field Service Rep	24.519193	25.132172	25.760477
165	8	Sr. Engineering Technician	28.055079	28.756456	29.475367	181	8	Supervising Field Service Rep	25.254769	25.886138	26.533292
165	9	Sr. Engineering Technician	28.896732	29.619151	30.359629	181	9	Supervising Field Service Rep	26.012411	26.662721	27.329289
165	10	Sr. Engineering Technician	29.763633	30.507723	31.270417	181	10	Supervising Field Service Rep	26.792783	27.462603	28.149168
165	11	Sr. Engineering Technician	30.656541	31.422955	32.208529	181	11	Supervising Field Service Rep	27.596568	28.286482	28.993644
177	1	Senior Management Analyst	28.864434	29.586045	30.325696	195	1	Utilities Constr. Insp Spvr	27.353537	28.037376	28.738310
177	2	Senior Management Analyst	29.730368	30.473627	31.235468	195	2	Utilities Constr. Insp Spvr	28.174144	28.878497	29.600460
177	3	Senior Management Analyst	30.622278	31.387835	32.172531	195	3	Utilities Constr. Insp Spvr	29.019369	29.744853	30.488474
177	4	Senior Management Analyst	31.540947	32.329471	33.137708	195	4	Utilities Constr. Insp Spvr	29.889950	30.637199	31.403129
177	5	Senior Management Analyst	32.487176	33.299355	34.131839	195	5	Utilities Constr. Insp Spvr	30.786649	31.556315	32.345223
177	6	Senior Management Analyst	33.461791	34.298336	35.155794	195	6	Utilities Constr. Insp Spvr	31.710247	32.503004	33.315579
177	7	Senior Management Analyst	34.465646	35.327287	36.210469	195	7	Utilities Constr. Insp Spvr	32.661556	33.478095	34.315047
177	8	Senior Management Analyst	35.499615	36.387105	37.296783	195	8	Utilities Constr. Insp Spvr	33.641404	34.482439	35.344500
177	9	Senior Management Analyst	36.564603	37.478718	38.415686	195	9	Utilities Constr. Insp Spvr	34.650644	35.516911	36.404833
177	10	Senior Management Analyst	37.661540	38.603079	39.568156	195	10	Utilities Constr. Insp Spvr	35.690163	36.582417	37.496977
177	11	Senior Management Analyst	38.791388	39.761172	40.755202	195	11	Utilities Constr. Insp Spvr	36.760868	37.679890	38.621887
180	1	Senior Plant Supervisor	29.994964	30.744838	31.513459	196	1	Video Production Spec.	19.676502	20.168414	20.672625
180	2	Senior Plant Supervisor	30.894815	31.667185	32.458865	196	2	Video Production Spec.	20.266796	20.773466	21.292803
180	3	Senior Plant Supervisor	31.821658	32.617199	33.432629	196	3	Video Production Spec.	20.874800	21.396670	21.931586

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
196	4	Video Production Spec.	21.501043	22.038569	22.589534	199	4	WIC Program Coordinator	26.587958	27.252657	27.933974
196	5	Video Production Spec.	22.146074	22.699726	23.267219	199	5	WIC Program Coordinator	27.385596	28.070236	28.771992
196	6	Video Production Spec.	22.810457	23.380719	23.965237	199	6	WIC Program Coordinator	28.207166	28.912345	29.635153
196	7	Video Production Spec.	23.494772	24.082142	24.684195	199	7	WIC Program Coordinator	29.053378	29.779713	30.524206
196	8	Video Production Spec.	24.199615	24.804605	25.424720	199	8	WIC Program Coordinator	29.924981	30.673106	31.439933
196	9	Video Production Spec.	24.925601	25.548741	26.187459	199	9	WIC Program Coordinator	30.822732	31.593301	32.383133
196	10	Video Production Spec.	25.673371	26.315206	26.973086	199	10	WIC Program Coordinator	31.747413	32.541098	33.354625
196	11	Video Production Spec.	26.443573	27.104662	27.782279	199	11	WIC Program Coordinator	32.699835	33.517331	34.355264
197	1	Vital Statistics Coordinator	28.864434	29.586045	30.325696	200	1	Dietitian	21.672364	22.214173	22.769528
197	2	Vital Statistics Coordinator	29.730368	30.473627	31.235468	200	2	Dietitian	22.322537	22.880600	23.452615
197	3	Vital Statistics Coordinator	30.622278	31.387835	32.172531	200	3	Dietitian	22.992212	23.567018	24.156193
197	4	Vital Statistics Coordinator	31.540947	32.329471	33.137708	200	4	Dietitian	23.681978	24.274027	24.880878
197	5	Vital Statistics Coordinator	32.487176	33.299355	34.131839	200	5	Dietitian	24.392438	25.002249	25.627306
197	6	Vital Statistics Coordinator	33.461791	34.298336	35.155794	200	6	Dietitian	25.124212	25.752317	26.396125
197	7	Vital Statistics Coordinator	34.465646	35.327287	36.210469	200	7	Dietitian	25.877937	26.524885	27.188007
197	8	Vital Statistics Coordinator	35.499615	36.387105	37.296783	200	8	Dietitian	26.654275	27.320631	28.003647
197	9	Vital Statistics Coordinator	36.564603	37.478718	38.415686	200	9	Dietitian	27.453902	28.140249	28.843755
197	10	Vital Statistics Coordinator	37.661540	38.603079	39.568156	200	10	Dietitian	28.277521	28.984459	29.709071
197	11	Vital Statistics Coordinator	38.791388	39.761172	40.755202	200	11	Dietitian	29.125847	29.853993	30.600343
198	1	Wastewater Collection Supvr	28.864434	29.586045	30.325696	203	1	Public Health Educator	21.672364	22.214173	22.769528
198	2	Wastewater Collection Supvr	29.730368	30.473627	31.235468	203	2	Public Health Educator	22.322537	22.880600	23.452615
198	3	Wastewater Collection Supvr	30.622278	31.387835	32.172531	203	3	Public Health Educator	22.992212	23.567018	24.156193
198	4	Wastewater Collection Supvr	31.540947	32.329471	33.137708	203	4	Public Health Educator	23.681978	24.274027	24.880878
198	5	Wastewater Collection Supvr	32.487176	33.299355	34.131839	203	5	Public Health Educator	24.392438	25.002249	25.627306
198	6	Wastewater Collection Supvr	33.461791	34.298336	35.155794	203	6	Public Health Educator	25.124212	25.752317	26.396125
198	7	Wastewater Collection Supvr	34.465646	35.327287	36.210469	203	7	Public Health Educator	25.877937	26.524885	27.188007
198	8	Wastewater Collection Supvr	35.499615	36.387105	37.296783	203	8	Public Health Educator	26.654275	27.320631	28.003647
198	9	Wastewater Collection Supvr	36.564603	37.478718	38.415686	203	9	Public Health Educator	27.453902	28.140249	28.843755
198	10	Wastewater Collection Supvr	37.661540	38.603079	39.568156	203	10	Public Health Educator	28.277521	28.984459	29.709071
198	11	Wastewater Collection Supvr	38.791388	39.761172	40.755202	203	11	Public Health Educator	29.125847	29.853993	30.600343
199	1	WIC Program Coordinator	24.331748	24.940042	25.563543	206	1	Health Clinic Coordinator	24.331748	24.940042	25.563543
199	2	WIC Program Coordinator	25.061700	25.688242	26.330449	206	2	Health Clinic Coordinator	25.061701	25.688243	26.330450
199	3	WIC Program Coordinator	25.813552	26.458891	27.120363	206	3	Health Clinic Coordinator	25.813553	26.458892	27.120364

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
206	4	Health Clinic Coordinator	26.587960	27.252658	27.933975	221	4	Health Counseling Supervisor	28.243572	28.949661	29.673403
206	5	Health Clinic Coordinator	27.385597	28.070237	28.771993	221	5	Health Counseling Supervisor	29.090877	29.818149	30.563603
206	6	Health Clinic Coordinator	28.207167	28.912346	29.635154	221	6	Health Counseling Supervisor	29.963606	30.712696	31.480513
206	7	Health Clinic Coordinator	29.053379	29.779714	30.524207	221	7	Health Counseling Supervisor	30.862513	31.634076	32.424928
206	8	Health Clinic Coordinator	29.924981	30.673106	31.439933	221	8	Health Counseling Supervisor	31.788388	32.583098	33.397675
206	9	Health Clinic Coordinator	30.822733	31.593302	32.383134	221	9	Health Counseling Supervisor	32.742040	33.560590	34.399605
206	10	Health Clinic Coordinator	31.747414	32.541099	33.354626	221	10	Health Counseling Supervisor	33.724301	34.567408	35.431593
206	11	Health Clinic Coordinator	32.699836	33.517332	34.355265	221	11	Health Counseling Supervisor	34.736029	35.604430	36.494541
211	1	Supervising Dietician	28.864434	29.586045	30.325696	234	1	Real Property Specialist	24.331748	24.940042	25.563543
211	2	Supervising Dietician	29.730368	30.473627	31.235468	234	2	Real Property Specialist	25.061701	25.688243	26.330450
211	3	Supervising Dietician	30.622278	31.387835	32.172531	234	3	Real Property Specialist	25.813553	26.458892	27.120364
211	4	Supervising Dietician	31.540947	32.329471	33.137708	234	4	Real Property Specialist	26.587960	27.252658	27.933975
211	5	Supervising Dietician	32.487176	33.299355	34.131839	234	5	Real Property Specialist	27.385597	28.070237	28.771993
211	6	Supervising Dietician	33.461791	34.298336	35.155794	234	6	Real Property Specialist	28.207167	28.912346	29.635154
211	7	Supervising Dietician	34.465646	35.327287	36.210469	234	7	Real Property Specialist	29.053379	29.779714	30.524207
211	8	Supervising Dietician	35.499615	36.387105	37.296783	234	8	Real Property Specialist	29.924981	30.673106	31.439933
211	9	Supervising Dietician	36.564603	37.478718	38.415686	234	9	Real Property Specialist	30.822733	31.593302	32.383134
211	10	Supervising Dietician	37.661540	38.603079	39.568156	234	10	Real Property Specialist	31.747414	32.541099	33.354626
211	11	Supervising Dietician	38.791388	39.761172	40.755202	234	11	Real Property Specialist	32.699836	33.517332	34.355265
215	1	Health Caseworker	19.425040	19.910666	20.408432	235	1	Senior Real PropertySpecialis	28.864434	29.586045	30.325696
215	2	Health Caseworker	20.007790	20.507984	21.020684	235	2	Senior Real PropertySpecialis	29.730368	30.473627	31.235468
215	3	Health Caseworker	20.608023	21.123224	21.651304	235	3	Senior Real PropertySpecialis	30.622278	31.387835	32.172531
215	4	Health Caseworker	21.226266	21.756922	22.300845	235	4	Senior Real PropertySpecialis	31.540947	32.329471	33.137708
215	5	Health Caseworker	21.863053	22.409630	22.969870	235	5	Senior Real PropertySpecialis	32.487176	33.299355	34.131839
215	6	Health Caseworker	22.518943	23.081917	23.658965	235	6	Senior Real PropertySpecialis	33.461791	34.298336	35.155794
215	7	Health Caseworker	23.194510	23.774373	24.368732	235	7	Senior Real PropertySpecialis	34.465646	35.327287	36.210469
215	8	Health Caseworker	23.890347	24.487606	25.099796	235	8	Senior Real PropertySpecialis	35.499615	36.387105	37.296783
215	9	Health Caseworker	24.607059	25.222236	25.852791	235	9	Senior Real PropertySpecialis	36.564603	37.478718	38.415686
215	10	Health Caseworker	25.345270	25.978901	26.628374	235	10	Senior Real PropertySpecialis	37.661540	38.603079	39.568156
215	11	Health Caseworker	26.105626	26.758267	27.427224	235	11	Senior Real PropertySpecialis	38.791388	39.761172	40.755202
221	1	Health Counseling Supervisor	25.846868	26.493040	27.155366	258	1	Accountant	24.331748	24.940042	25.563543
221	2	Health Counseling Supervisor	26.622276	27.287833	27.970028	258	2	Accountant	25.061701	25.688243	26.330450
221	3	Health Counseling Supervisor	27.420943	28.106466	28.809128	258	3	Accountant	25.813553	26.458892	27.120364

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
258	4	Accountant	26.587960	27.252658	27.933975	269	4	Therapeutic Rec Program Coord	22.228640	22.784356	23.353965
258	5	Accountant	27.385597	28.070237	28.771993	269	5	Therapeutic Rec Program Coord	22.895498	23.467886	24.054583
258	6	Accountant	28.207167	28.912346	29.635154	269	6	Therapeutic Rec Program Coord	23.582363	24.171922	24.776220
258	7	Accountant	29.053379	29.779714	30.524207	269	7	Therapeutic Rec Program Coord	24.289835	24.897081	25.519508
258	8	Accountant	29.924981	30.673106	31.439933	269	8	Therapeutic Rec Program Coord	25.018529	25.643992	26.285092
258	9	Accountant	30.822733	31.593302	32.383134	269	9	Therapeutic Rec Program Coord	25.769084	26.413311	27.073644
258	10	Accountant	31.747414	32.541099	33.354626	269	10	Therapeutic Rec Program Coord	26.542158	27.205712	27.885854
258	11	Accountant	32.699836	33.517332	34.355265	269	11	Therapeutic Rec Program Coord	27.461097	28.147624	28.851315
264	1	Asst Spvr of Inspections	26.221952	26.877500	27.549438	273	1	Senior Engineer	31.127608	31.905798	32.703443
264	2	Asst Spvr of Inspections	27.008609	27.683824	28.375920	273	2	Senior Engineer	32.061436	32.862972	33.684547
264	3	Asst Spvr of Inspections	27.818868	28.514340	29.227198	273	3	Senior Engineer	33.023281	33.848863	34.695084
264	4	Asst Spvr of Inspections	28.653434	29.369770	30.104014	273	4	Senior Engineer	34.013978	34.864327	35.735935
264	5	Asst Spvr of Inspections	29.513037	30.250863	31.007135	273	5	Senior Engineer	35.034398	35.910258	36.808014
264	6	Asst Spvr of Inspections	30.398429	31.158390	31.937349	273	6	Senior Engineer	36.085429	36.987565	37.912254
264	7	Asst Spvr of Inspections	31.310381	32.093141	32.895469	273	7	Senior Engineer	37.167993	38.097192	39.049622
264	8	Asst Spvr of Inspections	32.249692	33.055935	33.882333	273	8	Senior Engineer	38.283031	39.240107	40.221110
264	9	Asst Spvr of Inspections	33.217184	34.047614	34.898804	273	9	Senior Engineer	39.431524	40.417312	41.427745
264	10	Asst Spvr of Inspections	34.213699	35.069042	35.945768	273	10	Senior Engineer	40.614469	41.629831	42.670576
264	11	Asst Spvr of Inspections	35.240111	36.121114	37.024141	273	11	Senior Engineer	41.832902	42.878725	43.950693
265	1	City Planner	24.331748	24.940042	25.563543	274	1	Nurse Practitioner	33.405906	34.241054	35.097080
265	2	City Planner	25.061701	25.688243	26.330450	274	2	Nurse Practitioner	34.694433	35.561793	36.450838
265	3	City Planner	25.813553	26.458892	27.120364	274	3	Nurse Practitioner	35.982959	36.882533	37.804596
265	4	City Planner	26.587960	27.252658	27.933975	274	4	Nurse Practitioner	37.271486	38.203273	39.158355
265	5	City Planner	27.385597	28.070237	28.771993	274	5	Nurse Practitioner	38.560012	39.524013	40.512113
265	6	City Planner	28.207167	28.912346	29.635154	274	6	Nurse Practitioner	39.848539	40.844752	41.865871
265	7	City Planner	29.053379	29.779714	30.524207	274	7	Nurse Practitioner	41.137064	42.165491	43.219628
265	8	City Planner	29.924981	30.673106	31.439933	274	8	Nurse Practitioner	42.425591	43.486231	44.573387
265	9	City Planner	30.822733	31.593302	32.383134	274	9	Nurse Practitioner	43.714117	44.806970	45.927145
265	10	City Planner	31.747414	32.541099	33.354626	274	10	Nurse Practitioner	45.002650	46.127716	47.280909
265	11	City Planner	32.699836	33.517332	34.355265	274	11	Nurse Practitioner	46.291161	47.448440	48.634651
269	1	Therapeutic Rec Program Coord	20.342355	20.850914	21.372187	284	1	Senior Chemist	28.864434	29.586045	30.325696
269	2	Therapeutic Rec Program Coord	20.952624	21.476439	22.013350	284	2	Senior Chemist	29.730368	30.473627	31.235468
269	3	Therapeutic Rec Program Coord	21.581203	22.120733	22.673751	284	3	Senior Chemist	30.622278	31.387835	32.172531

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
284	4	Senior Chemist	31.540947	32.329471	33.137708	319	4	Senior Contract Compliance S	31.540947	32.329471	33.137708
284	5	Senior Chemist	32.487176	33.299355	34.131839	319	5	Senior Contract Compliance S	32.487176	33.299355	34.131839
284	6	Senior Chemist	33.461791	34.298336	35.155794	319	6	Senior Contract Compliance S	33.461791	34.298336	35.155794
284	7	Senior Chemist	34.465646	35.327287	36.210469	319	7	Senior Contract Compliance S	34.465646	35.327287	36.210469
284	8	Senior Chemist	35.499615	36.387105	37.296783	319	8	Senior Contract Compliance S	35.499615	36.387105	37.296783
284	9	Senior Chemist	36.564603	37.478718	38.415686	319	9	Senior Contract Compliance S	36.564603	37.478718	38.415686
284	10	Senior Chemist	37.661540	38.603079	39.568156	319	10	Senior Contract Compliance S	37.661540	38.603079	39.568156
284	11	Senior Chemist	38.791388	39.761172	40.755202	319	11	Senior Contract Compliance S	38.791388	39.761172	40.755202
305	1	Epidemiologist	24.331748	24.940042	25.563543	347	1	Graphic Design Supervisor	28.864434	29.586045	30.325696
305	2	Epidemiologist	25.061701	25.688243	26.330450	347	2	Graphic Design Supervisor	29.730368	30.473627	31.235468
305	3	Epidemiologist	25.813553	26.458892	27.120364	347	3	Graphic Design Supervisor	30.622278	31.387835	32.172531
305	4	Epidemiologist	26.587960	27.252658	27.933975	347	4	Graphic Design Supervisor	31.540947	32.329471	33.137708
305	5	Epidemiologist	27.385597	28.070237	28.771993	347	5	Graphic Design Supervisor	32.487176	33.299355	34.131839
305	6	Epidemiologist	28.207167	28.912346	29.635154	347	6	Graphic Design Supervisor	33.461791	34.298336	35.155794
305	7	Epidemiologist	29.053379	29.779714	30.524207	347	7	Graphic Design Supervisor	34.465646	35.327287	36.210469
305	8	Epidemiologist	29.924981	30.673106	31.439933	347	8	Graphic Design Supervisor	35.499615	36.387105	37.296783
305	9	Epidemiologist	30.822732	31.593301	32.383133	347	9	Graphic Design Supervisor	36.564603	37.478718	38.415686
305	10	Epidemiologist	31.747414	32.541099	33.354626	347	10	Graphic Design Supervisor	37.661540	38.603079	39.568156
305	11	Epidemiologist	32.699834	33.517330	34.355263	347	11	Graphic Design Supervisor	38.791388	39.761172	40.755202
306	1	Senior Epidemiologist	28.975453	29.699839	30.442335	350	1	Paramedic Coordinator	28.864434	29.586045	30.325696
306	2	Senior Epidemiologist	30.628967	31.394691	32.179558	350	2	Paramedic Coordinator	29.730368	30.473627	31.235468
306	3	Senior Epidemiologist	31.547837	32.336533	33.144946	350	3	Paramedic Coordinator	30.622278	31.387835	32.172531
306	4	Senior Epidemiologist	32.494271	33.306628	34.139293	350	4	Paramedic Coordinator	31.540947	32.329471	33.137708
306	5	Senior Epidemiologist	33.469099	34.305827	35.163472	350	5	Paramedic Coordinator	32.487176	33.299355	34.131839
306	6	Senior Epidemiologist	34.473173	35.335002	36.218377	350	6	Paramedic Coordinator	33.461791	34.298336	35.155794
306	7	Senior Epidemiologist	35.507367	36.395052	37.304928	350	7	Paramedic Coordinator	34.465646	35.327287	36.210469
306	8	Senior Epidemiologist	36.572591	37.486905	38.424078	350	8	Paramedic Coordinator	35.499615	36.387105	37.296783
306	9	Senior Epidemiologist	37.669767	38.611511	39.576799	350	9	Paramedic Coordinator	36.564603	37.478718	38.415686
306	10	Senior Epidemiologist	38.799859	39.769855	40.764102	350	10	Paramedic Coordinator	37.661540	38.603079	39.568156
306	11	Senior Epidemiologist	38.940586	39.914100	40.911953	350	11	Paramedic Coordinator	38.791388	39.761172	40.755202
319	1	Senior Contract Compliance Spc	28.864434	29.586045	30.325696	372	1	Senior Crime Analyst	24.331707	24.940000	25.563500
319	2	Senior Contract Compliance Spc	29.730368	30.473627	31.235468	372	2	Senior Crime Analyst	25.061659	25.688201	26.330406
319	3	Senior Contract Compliance Spc	30.622278	31.387835	32.172531	372	3	Senior Crime Analyst	25.813509	26.458847	27.120318

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
372	4	Senior Crime Analyst	26.587913	27.252611	27.933926	375	4	Police Criminalist	22.438536	22.999499	23.574487
372	5	Senior Crime Analyst	27.385551	28.070189	28.771944	375	5	Police Criminalist	23.111691	23.689483	24.281720
372	6	Senior Crime Analyst	28.207117	28.912295	29.635102	375	6	Police Criminalist	23.805042	24.400168	25.010172
372	7	Senior Crime Analyst	29.053333	29.779666	30.524158	375	7	Police Criminalist	24.519193	25.132172	25.760477
372	8	Senior Crime Analyst	29.924932	30.673056	31.439882	375	8	Police Criminalist	25.254769	25.886138	26.533292
372	9	Senior Crime Analyst	30.822678	31.593244	32.383076	375	9	Police Criminalist	26.012411	26.662721	27.329289
372	10	Senior Crime Analyst	31.747360	32.541044	33.354570	375	10	Police Criminalist	26.792783	27.462603	28.149168
372	11	Senior Crime Analyst	32.699781	33.517276	34.355207	375	11	Police Criminalist	27.596568	28.286482	28.993644
373	1	Crime Analyst	18.428426	18.889137	19.361365	405	1	Emergency Svcs Dispatch Su	24.331748	24.940042	25.563543
373	2	Crime Analyst	18.981280	19.455812	19.942207	405	2	Emergency Svcs Dispatch Su	25.061701	25.688243	26.330450
373	3	Crime Analyst	19.550717	20.039485	20.540472	405	3	Emergency Svcs Dispatch Su	25.813553	26.458892	27.120364
373	4	Crime Analyst	20.137239	20.640670	21.156686	405	4	Emergency Svcs Dispatch Su	26.587960	27.252658	27.933975
373	5	Crime Analyst	20.741355	21.259889	21.791387	405	5	Emergency Svcs Dispatch Su	27.385597	28.070237	28.771993
373	6	Crime Analyst	21.363596	21.897686	22.445128	405	6	Emergency Svcs Dispatch Su	28.207167	28.912346	29.635154
373	7	Crime Analyst	22.004504	22.554616	23.118482	405	7	Emergency Svcs Dispatch Su	29.053379	29.779714	30.524207
373	8	Crime Analyst	22.664639	23.231255	23.812037	405	8	Emergency Svcs Dispatch Su	29.924981	30.673106	31.439933
373	9	Crime Analyst	23.344578	23.928192	24.526397	405	9	Emergency Svcs Dispatch Su	30.822733	31.593302	32.383134
373	10	Crime Analyst	24.044915	24.646037	25.262188	405	10	Emergency Svcs Dispatch Su	31.747414	32.541099	33.354626
373	11	Crime Analyst	24.766262	25.385418	26.020054	405	11	Emergency Svcs Dispatch Su	32.699836	33.517332	34.355265
374	1	Senior Police Criminalist	23.191713	23.771505	24.365793	436	1	Asst Spvr of Building Permits	20.034681	20.535548	21.048937
374	2	Senior Police Criminalist	23.887464	24.484650	25.096767	436	2	Asst Spvr of Building Permits	20.635722	21.151615	21.680406
374	3	Senior Police Criminalist	24.604086	25.219188	25.849668	436	3	Asst Spvr of Building Permits	21.254795	21.786165	22.330819
374	4	Senior Police Criminalist	25.342208	25.975764	26.625158	436	4	Asst Spvr of Building Permits	21.892438	22.439748	23.000742
374	5	Senior Police Criminalist	26.102475	26.755037	27.423913	436	5	Asst Spvr of Building Permits	22.549212	23.112942	23.690765
374	6	Senior Police Criminalist	26.885550	27.557689	28.246631	436	6	Asst Spvr of Building Permits	23.225689	23.806331	24.401489
374	7	Senior Police Criminalist	27.692117	28.384420	29.094031	436	7	Asst Spvr of Building Permits	23.922459	24.520520	25.133533
374	8	Senior Police Criminalist	28.522880	29.235952	29.966851	436	8	Asst Spvr of Building Permits	24.640133	25.256136	25.887540
374	9	Senior Police Criminalist	29.378567	30.113031	30.865857	436	9	Asst Spvr of Building Permits	25.379335	26.013818	26.664164
374	10	Senior Police Criminalist	30.259922	31.016420	31.791831	436	10	Asst Spvr of Building Permits	26.140716	26.794234	27.464090
374	11	Senior Police Criminalist	31.167721	31.946914	32.745587	436	11	Asst Spvr of Building Permits	26.924938	27.598062	28.288014
375	1	Police Criminalist	20.534439	21.047800	21.573995	437	1	Supervisor of Inspections	30.373218	31.132549	31.910862
375	2	Police Criminalist	21.150471	21.679232	22.221213	437	2	Supervisor of Inspections	31.284415	32.066526	32.868189
375	3	Police Criminalist	21.784986	22.329610	22.887850	437	3	Supervisor of Inspections	32.222948	33.028522	33.854235

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
437	4	Supervisor of Inspections	33.189636	34.019377	34.869862	465	4	Asst Supvr of Constructn Insp	26.172322	26.826630	27.497296
437	5	Supervisor of Inspections	34.185326	35.039959	35.915958	465	5	Asst Supvr of Constructn Insp	26.957493	27.631430	28.322216
437	6	Supervisor of Inspections	35.210886	36.091158	36.993437	465	6	Asst Supvr of Constructn Insp	27.766217	28.460373	29.171882
437	7	Supervisor of Inspections	36.267213	37.173893	38.103240	465	7	Asst Supvr of Constructn Insp	28.599203	29.314183	30.047038
437	8	Supervisor of Inspections	37.355227	38.289107	39.246335	465	8	Asst Supvr of Constructn Insp	29.457179	30.193608	30.948448
437	9	Supervisor of Inspections	38.475883	39.437780	40.423725	465	9	Asst Supvr of Constructn Insp	30.340897	31.099419	31.876905
437	10	Supervisor of Inspections	39.630161	40.620915	41.636438	465	10	Asst Supvr of Constructn Insp	31.251123	32.032401	32.833211
437	11	Supervisor of Inspections	40.819067	41.839544	42.885533	465	11	Asst Supvr of Constructn Insp	32.188656	32.993373	33.818207
441	1	Zoning Plan Examiner	23.951384	24.550169	25.163923	503	1	Supervising Surveyor	31.127608	31.905798	32.703443
441	2	Zoning Plan Examiner	24.669925	25.286673	25.918840	503	2	Supervising Surveyor	32.061436	32.862972	33.684547
441	3	Zoning Plan Examiner	25.410023	26.045273	26.696405	503	3	Supervising Surveyor	33.023281	33.848863	34.695084
441	4	Zoning Plan Examiner	26.172322	26.826630	27.497296	503	4	Supervising Surveyor	34.013978	34.864327	35.735935
441	5	Zoning Plan Examiner	26.957493	27.631430	28.322216	503	5	Supervising Surveyor	35.034398	35.910258	36.808014
441	6	Zoning Plan Examiner	27.766217	28.460373	29.171882	503	6	Supervising Surveyor	36.085429	36.987565	37.912254
441	7	Zoning Plan Examiner	28.599203	29.314183	30.047038	503	7	Supervising Surveyor	37.167993	38.097192	39.049622
441	8	Zoning Plan Examiner	29.457179	30.193608	30.948448	503	8	Supervising Surveyor	38.283031	39.240107	40.221110
441	9	Zoning Plan Examiner	30.340897	31.099419	31.876905	503	9	Supervising Surveyor	39.431524	40.417312	41.427745
441	10	Zoning Plan Examiner	31.251123	32.032401	32.833211	503	10	Supervising Surveyor	40.614469	41.629831	42.670576
441	11	Zoning Plan Examiner	32.188656	32.993373	33.818207	503	11	Supervising Surveyor	41.832902	42.878725	43.950693
458	1	Supervising Sanitarian	26.221952	26.877500	27.549438	504	1	Surveyor	26.974232	27.648588	28.339802
458	2	Supervising Sanitarian	27.008609	27.683824	28.375920	504	2	Surveyor	27.783457	28.478043	29.189994
458	3	Supervising Sanitarian	27.818868	28.514340	29.227198	504	3	Surveyor	28.616962	29.332386	30.065695
458	4	Supervising Sanitarian	28.653434	29.369770	30.104014	504	4	Surveyor	29.475471	30.212358	30.967667
458	5	Supervising Sanitarian	29.513037	30.250863	31.007135	504	5	Surveyor	30.359736	31.118729	31.896698
458	6	Supervising Sanitarian	30.398429	31.158390	31.937349	504	6	Surveyor	31.270528	32.052291	32.853599
458	7	Supervising Sanitarian	31.310381	32.093141	32.895469	504	7	Surveyor	32.208644	33.013860	33.839206
458	8	Supervising Sanitarian	32.249692	33.055935	33.882333	504	8	Surveyor	33.174900	34.004273	34.854380
458	9	Supervising Sanitarian	33.217184	34.047614	34.898804	504	9	Surveyor	34.170149	35.024402	35.900012
458	10	Supervising Sanitarian	34.213699	35.069042	35.945768	504	10	Surveyor	35.195254	36.075135	36.977014
458	11	Supervising Sanitarian	35.240111	36.121114	37.024141	504	11	Surveyor	36.251111	37.157388	38.086323
465	1	Asst Supvr of Constructn Insp	23.951384	24.550169	25.163923	508	1	Engineering Geologist	31.127608	31.905798	32.703443
465	2	Asst Supvr of Constructn Insp	24.669925	25.286673	25.918840	508	2	Engineering Geologist	32.061436	32.862972	33.684547
465	3	Asst Supvr of Constructn Insp	25.410023	26.045273	26.696405	508	3	Engineering Geologist	33.023281	33.848863	34.695084

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
508	4	Engineering Geologist	34.013978	34.864327	35.735935	520	4	Electrical Maintenance Supvr	24.926574	25.549738	26.188482
508	5	Engineering Geologist	35.034398	35.910258	36.808014	520	5	Electrical Maintenance Supvr	25.674371	26.316230	26.974136
508	6	Engineering Geologist	36.085429	36.987565	37.912254	520	6	Electrical Maintenance Supvr	26.444603	27.105718	27.783361
508	7	Engineering Geologist	37.167993	38.097192	39.049622	520	7	Electrical Maintenance Supvr	27.237939	27.918888	28.616860
508	8	Engineering Geologist	38.283031	39.240107	40.221110	520	8	Electrical Maintenance Supvr	28.055079	28.756456	29.475367
508	9	Engineering Geologist	39.431524	40.417312	41.427745	520	9	Electrical Maintenance Supvr	28.896732	29.619151	30.359629
508	10	Engineering Geologist	40.614469	41.629831	42.670576	520	10	Electrical Maintenance Supvr	29.763633	30.507723	31.270417
508	11	Engineering Geologist	41.832902	42.878725	43.950693	520	11	Electrical Maintenance Supvr	30.656541	31.422955	32.208529
510	1	Engineer Intern	24.331748	24.940042	25.563543	578	1	Service Area Coordinator	24.331748	24.940042	25.563543
510	2	Engineer Intern	25.061701	25.688243	26.330450	578	2	Service Area Coordinator	25.061701	25.688243	26.330450
510	3	Engineer Intern	25.813553	26.458892	27.120364	578	3	Service Area Coordinator	25.813553	26.458892	27.120364
510	4	Engineer Intern	26.587960	27.252658	27.933975	578	4	Service Area Coordinator	26.587960	27.252658	27.933975
510	5	Engineer Intern	27.385597	28.070237	28.771993	578	5	Service Area Coordinator	27.385597	28.070237	28.771993
510	6	Engineer Intern	28.207167	28.912346	29.635154	578	6	Service Area Coordinator	28.207167	28.912346	29.635154
510	7	Engineer Intern	29.053379	29.779714	30.524207	578	7	Service Area Coordinator	29.053379	29.779714	30.524207
510	8	Engineer Intern	29.924981	30.673106	31.439933	578	8	Service Area Coordinator	29.924981	30.673106	31.439933
510	9	Engineer Intern	30.822733	31.593302	32.383134	578	9	Service Area Coordinator	30.822733	31.593302	32.383134
510	10	Engineer Intern	31.747414	32.541099	33.354626	578	10	Service Area Coordinator	31.747414	32.541099	33.354626
510	11	Engineer Intern	32.699836	33.517332	34.355265	578	11	Service Area Coordinator	32.699836	33.517332	34.355265
511	1	Architect Intern	24.331748	24.940042	25.563543	609	1	Supvr of Industrial Waste Dis	27.353537	28.037376	28.738310
511	2	Architect Intern	25.061701	25.688243	26.330450	609	2	Supvr of Industrial Waste Dis	28.174144	28.878497	29.600460
511	3	Architect Intern	25.813553	26.458892	27.120364	609	3	Supvr of Industrial Waste Dis	29.019369	29.744853	30.488474
511	4	Architect Intern	26.587960	27.252658	27.933975	609	4	Supvr of Industrial Waste Dis	29.889950	30.637199	31.403129
511	5	Architect Intern	27.385597	28.070237	28.771993	609	5	Supvr of Industrial Waste Dis	30.786649	31.556315	32.345223
511	6	Architect Intern	28.207167	28.912346	29.635154	609	6	Supvr of Industrial Waste Dis	31.710247	32.503004	33.315579
511	7	Architect Intern	29.053379	29.779714	30.524207	609	7	Supvr of Industrial Waste Dis	32.661556	33.478095	34.315047
511	8	Architect Intern	29.924981	30.673106	31.439933	609	8	Supvr of Industrial Waste Dis	33.641404	34.482439	35.344500
511	9	Architect Intern	30.822733	31.593302	32.383134	609	9	Supvr of Industrial Waste Dis	34.650644	35.516911	36.404833
511	10	Architect Intern	31.747414	32.541099	33.354626	609	10	Supvr of Industrial Waste Dis	35.690163	36.582417	37.496977
511	11	Architect Intern	32.699836	33.517332	34.355265	609	11	Supvr of Industrial Waste Dis	36.760868	37.679890	38.621887
520	1	Electrical Maintenance Supvr	22.811345	23.381629	23.966170	619	1	Heat Ventilation & A C Specie	24.331748	24.940042	25.563543
520	2	Electrical Maintenance Supvr	23.495686	24.083078	24.685155	619	2	Heat Ventilation & A C Specie	25.061701	25.688243	26.330450
520	3	Electrical Maintenance Supvr	24.200557	24.805571	25.425710	619	3	Heat Ventilation & A C Specie	25.813553	26.458892	27.120364

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
619	4	Heat Ventilation & A C Special	26.587960	27.252658	27.933975	682	4	Parking Services Supervisor	28.653434	29.369770	30.104014
619	5	Heat Ventilation & A C Special	27.385597	28.070237	28.771993	682	5	Parking Services Supervisor	29.513037	30.250863	31.007135
619	6	Heat Ventilation & A C Special	28.207167	28.912346	29.635154	682	6	Parking Services Supervisor	30.398429	31.158390	31.937349
619	7	Heat Ventilation & A C Special	29.053379	29.779714	30.524207	682	7	Parking Services Supervisor	31.310381	32.093141	32.895469
619	8	Heat Ventilation & A C Special	29.924981	30.673106	31.439933	682	8	Parking Services Supervisor	32.249692	33.055935	33.882333
619	9	Heat Ventilation & A C Special	30.822733	31.593302	32.383134	682	9	Parking Services Supervisor	33.217184	34.047614	34.898804
619	10	Heat Ventilation & A C Special	31.747414	32.541099	33.354626	682	10	Parking Services Supervisor	34.213699	35.069042	35.945768
619	11	Heat Ventilation & A C Special	32.699836	33.517332	34.355265	682	11	Parking Services Supervisor	35.240111	36.121114	37.024141
640	1	Supervisor of Maintenance	26.221952	26.877500	27.549438	691	1	Asst Spvr of Parking Services	20.034681	20.535548	21.048937
640	2	Supervisor of Maintenance	27.008609	27.683824	28.375920	691	2	Asst Spvr of Parking Services	20.635722	21.151615	21.680406
640	3	Supervisor of Maintenance	27.818868	28.514340	29.227198	691	3	Asst Spvr of Parking Services	21.254795	21.786165	22.330819
640	4	Supervisor of Maintenance	28.653434	29.369770	30.104014	691	4	Asst Spvr of Parking Services	21.892438	22.439748	23.000742
640	5	Supervisor of Maintenance	29.513037	30.250863	31.007135	691	5	Asst Spvr of Parking Services	22.549212	23.112942	23.690765
640	6	Supervisor of Maintenance	30.398429	31.158390	31.937349	691	6	Asst Spvr of Parking Services	23.225689	23.806331	24.401489
640	7	Supervisor of Maintenance	31.310381	32.093141	32.895469	691	7	Asst Spvr of Parking Services	23.922459	24.520520	25.133533
640	8	Supervisor of Maintenance	32.249692	33.055935	33.882333	691	8	Asst Spvr of Parking Services	24.640133	25.256136	25.887540
640	9	Supervisor of Maintenance	33.217184	34.047614	34.898804	691	9	Asst Spvr of Parking Services	25.379335	26.013818	26.664164
640	10	Supervisor of Maintenance	34.213699	35.069042	35.945768	691	10	Asst Spvr of Parking Services	26.140716	26.794234	27.464090
640	11	Supervisor of Maintenance	35.240111	36.121114	37.024141	691	11	Asst Spvr of Parking Services	26.924938	27.598062	28.288014
672	1	Asst Spvr of Fleet Services	23.566794	24.155964	24.759863	704	1	Senior Plant Operator	20.911635	21.434426	21.970286
672	2	Asst Spvr of Fleet Services	24.273797	24.880642	25.502658	704	2	Senior Plant Operator	21.538982	22.077457	22.629393
672	3	Asst Spvr of Fleet Services	25.002011	25.627061	26.267738	704	3	Senior Plant Operator	22.185153	22.739782	23.308277
672	4	Asst Spvr of Fleet Services	25.752070	26.395872	27.055769	704	4	Senior Plant Operator	22.850709	23.421977	24.007526
672	5	Asst Spvr of Fleet Services	26.524634	27.187750	27.867443	704	5	Senior Plant Operator	23.536229	24.124635	24.727751
672	6	Asst Spvr of Fleet Services	27.320372	28.003382	28.703466	704	6	Senior Plant Operator	24.242315	24.848373	25.469582
672	7	Asst Spvr of Fleet Services	28.139984	28.843483	29.564571	704	7	Senior Plant Operator	24.969586	25.593825	26.233671
672	8	Asst Spvr of Fleet Services	28.984184	29.708788	30.451508	704	8	Senior Plant Operator	25.718674	26.361641	27.020682
672	9	Asst Spvr of Fleet Services	29.853709	30.600052	31.365053	704	9	Senior Plant Operator	26.490234	27.152490	27.831302
672	10	Asst Spvr of Fleet Services	30.749319	31.518052	32.306004	704	10	Senior Plant Operator	27.284942	27.967065	28.666242
672	11	Asst Spvr of Fleet Services	31.671800	32.463595	33.275185	704	11	Senior Plant Operator	28.103488	28.806076	29.526228
682	1	Parking Services Supervisor	26.221952	26.877500	27.549438	750	1	Supervisor of Customer Servi	27.353537	28.037376	28.738310
682	2	Parking Services Supervisor	27.008609	27.683824	28.375920	750	2	Supervisor of Customer Servi	28.174144	28.878497	29.600460
682	3	Parking Services Supervisor	27.818868	28.514340	29.227198	750	3	Supervisor of Customer Servi	29.019369	29.744853	30.488474

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
750	4	Supervisor of Customer Service	29.889950	30.637199	31.403129	805	4	Sewer Maintenance Crew Le	22.438536	22.999499	23.574487
750	5	Supervisor of Customer Service	30.786649	31.556315	32.345223	805	5	Sewer Maintenance Crew Le	23.111691	23.689483	24.281720
750	6	Supervisor of Customer Service	31.710247	32.503004	33.315579	805	6	Sewer Maintenance Crew Le	23.805042	24.400168	25.010172
750	7	Supervisor of Customer Service	32.661556	33.478095	34.315047	805	7	Sewer Maintenance Crew Le	24.519193	25.132172	25.760477
750	8	Supervisor of Customer Service	33.641404	34.482439	35.344500	805	8	Sewer Maintenance Crew Le	25.254769	25.886138	26.533292
750	9	Supervisor of Customer Service	34.650644	35.516911	36.404833	805	9	Sewer Maintenance Crew Le	26.012411	26.662721	27.329289
750	10	Supervisor of Customer Service	35.690163	36.582417	37.496977	805	10	Sewer Maintenance Crew Le	26.792783	27.462603	28.149168
750	11	Supervisor of Customer Service	36.760868	37.679890	38.621887	805	11	Sewer Maintenance Crew Le	27.596568	28.286482	28.993644
759	1	Water Works Maint Field Supvr	22.811345	23.381629	23.966170	821	1	Communications Supervisor	28.864434	29.586045	30.325696
759	2	Water Works Maint Field Supvr	23.495686	24.083078	24.685155	821	2	Communications Supervisor	29.730368	30.473627	31.235468
759	3	Water Works Maint Field Supvr	24.200557	24.805571	25.425710	821	3	Communications Supervisor	30.622278	31.387835	32.172531
759	4	Water Works Maint Field Supvr	24.926574	25.549738	26.188482	821	4	Communications Supervisor	31.540947	32.329471	33.137708
759	5	Water Works Maint Field Supvr	25.674371	26.316230	26.974136	821	5	Communications Supervisor	32.487176	33.299355	34.131839
759	6	Water Works Maint Field Supvr	26.444603	27.105718	27.783361	821	6	Communications Supervisor	33.461791	34.298336	35.155794
759	7	Water Works Maint Field Supvr	27.237939	27.918888	28.616860	821	7	Communications Supervisor	34.465646	35.327287	36.210469
759	8	Water Works Maint Field Supvr	28.055079	28.756456	29.475367	821	8	Communications Supervisor	35.499615	36.387105	37.296783
759	9	Water Works Maint Field Supvr	28.896732	29.619151	30.359629	821	9	Communications Supervisor	36.564603	37.478718	38.415686
759	10	Water Works Maint Field Supvr	29.763633	30.507723	31.270417	821	10	Communications Supervisor	37.661540	38.603079	39.568156
759	11	Water Works Maint Field Supvr	30.656541	31.422955	32.208529	821	11	Communications Supervisor	38.791388	39.761172	40.755202
762	1	Supvr of Water DistributionMnt	28.864434	29.586045	30.325696	824	1	Information Technology Cool	19.150330	19.629088	20.119815
762	2	Supvr of Water DistributionMnt	29.730368	30.473627	31.235468	824	2	Information Technology Cool	19.724840	20.217961	20.723410
762	3	Supvr of Water DistributionMnt	30.622278	31.387835	32.172531	824	3	Information Technology Cool	20.316586	20.824501	21.345113
762	4	Supvr of Water DistributionMnt	31.540947	32.329471	33.137708	824	4	Information Technology Cool	20.926083	21.449236	21.985466
762	5	Supvr of Water DistributionMnt	32.487176	33.299355	34.131839	824	5	Information Technology Cool	21.553866	22.092713	22.645031
762	6	Supvr of Water DistributionMnt	33.461791	34.298336	35.155794	824	6	Information Technology Cool	22.200482	22.755494	23.324381
762	7	Supvr of Water DistributionMnt	34.465646	35.327287	36.210469	824	7	Information Technology Cool	22.866494	23.438157	24.024111
762	8	Supvr of Water DistributionMnt	35.499615	36.387105	37.296783	824	8	Information Technology Cool	23.552490	24.141303	24.744835
762	9	Supvr of Water DistributionMnt	36.564603	37.478718	38.415686	824	9	Information Technology Cool	24.259066	24.865543	25.487182
762	10	Supvr of Water DistributionMnt	37.661540	38.603079	39.568156	824	10	Information Technology Cool	24.986837	25.611508	26.251795
762	11	Supvr of Water DistributionMnt	38.791388	39.761172	40.755202	824	11	Information Technology Cool	25.736442	26.379853	27.039349
805	1	Sewer Maintenance Crew Leade	20.534439	21.047800	21.573995	867	1	Buildng & Grnds Maint Crew	20.034681	20.535548	21.048937
805	2	Sewer Maintenance Crew Leade	21.150471	21.679232	22.221213	867	2	Buildng & Grnds Maint Crew	20.635722	21.151615	21.680406
805	3	Sewer Maintenance Crew Leade	21.784986	22.329610	22.887850	867	3	Buildng & Grnds Maint Crew	21.254795	21.786165	22.330819

Appendix C Salary Steps

<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>	<u>Grade</u>	<u>Step</u>	<u>Classification</u>	<u>1.50%</u>	<u>2.50%</u>	<u>2.50%</u>
867	4	Buildng & Grnds Maint Crew Ldr	21.892438	22.439748	23.000742	872	4	Greenspace Manager	22.438536	22.999499	23.574487
867	5	Buildng & Grnds Maint Crew Ldr	22.549212	23.112942	23.690765	872	5	Greenspace Manager	23.111691	23.689483	24.281720
867	6	Buildng & Grnds Maint Crew Ldr	23.225689	23.806331	24.401489	872	6	Greenspace Manager	23.805042	24.400168	25.010172
867	7	Buildng & Grnds Maint Crew Ldr	23.922459	24.520520	25.133533	872	7	Greenspace Manager	24.519193	25.132172	25.760477
867	8	Buildng & Grnds Maint Crew Ldr	24.640133	25.256136	25.887540	872	8	Greenspace Manager	25.254769	25.886138	26.533292
867	9	Buildng & Grnds Maint Crew Ldr	25.379335	26.013818	26.664164	872	9	Greenspace Manager	26.012411	26.662721	27.329289
867	10	Buildng & Grnds Maint Crew Ldr	26.140716	26.794234	27.464090	872	10	Greenspace Manager	26.792783	27.462603	28.149168
867	11	Buildng & Grnds Maint Crew Ldr	26.924938	27.598062	28.288014	872	11	Greenspace Manager	27.596568	28.286482	28.993644
869	1	Supervisor of Urban Forestry	31.127608	31.905798	32.703443	928	1	Senior City Planning Tech	22.811345	23.381629	23.966170
869	2	Supervisor of Urban Forestry	32.061436	32.862972	33.684547	928	2	Senior City Planning Tech	23.495686	24.083078	24.685155
869	3	Supervisor of Urban Forestry	33.023281	33.848863	34.695084	928	3	Senior City Planning Tech	24.200557	24.805571	25.425710
869	4	Supervisor of Urban Forestry	34.013978	34.864327	35.735935	928	4	Senior City Planning Tech	24.926574	25.549738	26.188482
869	5	Supervisor of Urban Forestry	35.034398	35.910258	36.808014	928	5	Senior City Planning Tech	25.674371	26.316230	26.974136
869	6	Supervisor of Urban Forestry	36.085429	36.987565	37.912254	928	6	Senior City Planning Tech	26.444603	27.105718	27.783361
869	7	Supervisor of Urban Forestry	37.167993	38.097192	39.049622	928	7	Senior City Planning Tech	27.237939	27.918888	28.616860
869	8	Supervisor of Urban Forestry	38.283031	39.240107	40.221110	928	8	Senior City Planning Tech	28.055079	28.756456	29.475367
869	9	Supervisor of Urban Forestry	39.431524	40.417312	41.427745	928	9	Senior City Planning Tech	28.896732	29.619151	30.359629
869	10	Supervisor of Urban Forestry	40.614469	41.629831	42.670576	928	10	Senior City Planning Tech	29.763633	30.507723	31.270417
869	11	Supervisor of Urban Forestry	41.832902	42.878725	43.950693	928	11	Senior City Planning Tech	30.656541	31.422955	32.208529
871	1	Urban Forestry Specialist	20.534439	21.047800	21.573995	972	1	Contract Compliance Speciali	24.331748	24.940042	25.563543
871	2	Urban Forestry Specialist	21.150471	21.679232	22.221213	972	2	Contract Compliance Speciali	25.061701	25.688243	26.330450
871	3	Urban Forestry Specialist	21.784986	22.329610	22.887850	972	3	Contract Compliance Speciali	25.813553	26.458892	27.120364
871	4	Urban Forestry Specialist	22.438536	22.999499	23.574487	972	4	Contract Compliance Speciali	26.587960	27.252658	27.933975
871	5	Urban Forestry Specialist	23.111691	23.689483	24.281720	972	5	Contract Compliance Speciali	27.385597	28.070237	28.771993
871	6	Urban Forestry Specialist	23.805042	24.400168	25.010172	972	6	Contract Compliance Speciali	28.207167	28.912346	29.635154
871	7	Urban Forestry Specialist	24.519193	25.132172	25.760477	972	7	Contract Compliance Speciali	29.053379	29.779714	30.524207
871	8	Urban Forestry Specialist	25.254769	25.886138	26.533292	972	8	Contract Compliance Speciali	29.924981	30.673106	31.439933
871	9	Urban Forestry Specialist	26.012411	26.662721	27.329289	972	9	Contract Compliance Speciali	30.822733	31.593302	32.383134
871	10	Urban Forestry Specialist	26.792783	27.462603	28.149168	972	10	Contract Compliance Speciali	31.747414	32.541099	33.354626
871	11	Urban Forestry Specialist	27.596568	28.286482	28.993644	972	11	Contract Compliance Speciali	32.699836	33.517332	34.355265
872	1	Greenspace Manager	20.534439	21.047800	21.573995						
872	2	Greenspace Manager	21.150471	21.679232	22.221213						
872	3	Greenspace Manager	21.784986	22.329610	22.887850						

APPENDIX D: HEALTH INSURANCE PREMIUMS, COPAYS, AND OUT OF POCKET EXPENSES

BEGINNING JANUARY 1, 2015

	<u>Single</u>	<u>Family</u>
Premium Share (monthly)	10%	10%
Deductible	\$500 ¹	\$1,000 ²
Co-Insurance	20% to \$1,500 ³	20% to \$3,000 ⁴
Out of Pocket	\$2,000 ⁵	\$4,000 ⁶
RX (Generic/Brand/Non-formulary)	\$10/20/30	\$10/20/30

Employee monthly health insurance contributions shall be capped at \$70 for a single plan and \$150 for a family plan for the duration of this Agreement.

¹ \$1,000 Non-network

² \$2,000 Non-network

³ 50% to \$3,000 Non-network

⁴ 50% to \$6,000 Non-network

⁵ \$4,000 Non-network

⁶ \$8,000 Non-network

APPENDIX E – DISCIPLINARY MATRIX

Possible Penalties for Infractions

This matrix contains examples of types of infractions, and is a guideline only. **This list is not inclusive of all of the possible infractions.** If a disciplinary issue arises that this matrix does not address, please contact the Central Human Resources Department.

Multiple infractions that rise out of an event may increase the severity of the proposed penalty. Likewise, a person's overall disciplinary history will affect the discipline received. A person may face a serious level of discipline (dismissal or lengthy suspension) on the first instance of an infraction, depending on the severity of a person's actions and/or the prior disciplinary record. For minor infractions, and particularly for a first incident, counseling may be considered by the supervisor before resorting to discipline under this matrix.

Unclassified, non-represented employees may be disciplined (up to and including dismissal) in any manner that the designated appointed authority determines is appropriate, subject to review by the Human Resources Department.

In addition to reprimands and suspensions, other forms of discipline include:

- Loss of all or part of vacation
- Reduction to lower pay steps within the range (Hourly rate cannot be lower than the first step of the pay range)
- Demotion

These alternatives can be helpful, especially when staffing levels are limited and your ability to provide services are strained. For example, suspending an employee may not be the most appropriate penalty for an employee whose infraction is related to attendance (A reduction of pay within the pay range (equaling a suspension) might be a better way to discipline the employee.).

Disciplinary suspensions should generally not exceed 80 hours. Anything over that should be rare and should only be recommended after consulting with the Human Resources Department prior to issuing the discipline. Dismissal might be more appropriate in some circumstances.

FLSA-Exempt employees may be disciplined in increments of 8 hours for certain types of infractions. Contact Central HR for more information.

Attendance	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
Absent Without Approved Leave <i>(but followed the proper call-in procedure)</i> or Failed to arrive in time to be assigned to regular job duties.	Oral Reprimand	Written Reprimand	Hearing: 8 hr Suspension	Hearing: 24 – 40 hr Suspension	Hearing: 40 hr to Suspension Dismissal
Absent Without Approved Leave (AWOL): 1. Employee was absent <i>and</i> 2. Did not follow proper call-in procedure.	Written Reprimand	Hearing: 8 hr Suspension	Hearing: 24 – 40 hr Suspension	Hearing: 40 hr to Suspension Dismissal	
No Call/No Show for 3 consecutive days / Job abandonment	Hearing: Dismissal				
Walking off the job	Hearing: 8 to 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal		
Excessive Tardiness or excessive Leaving Early	Oral Reprimand	Written Reprimand	Hearing: 8 hr Suspension	Hearing: 40 hr Suspension	Hearing: Dismissal
Excessive absenteeism	Written Reprimand to Hearing: 8hr Suspension	Hearing: 40 hr Suspension	Hearing: 80 hr Suspension	Hearing: Dismissal	

Incarceration cannot be a basis for approved leave and will always be considered Absent Without Leave (AWOL). The discipline an employee receives in response to incarceration will be based on the length of incarceration.

Insubordination	1st Incident	2nd Incident	3rd Incident	4th Incident
Refusal to follow lawful orders	Hearing: Written reprimand to 40 hr Suspension	Hearing: 8 hr Suspension to Dismissal	Hearing: 24 hr Suspension to Dismissal	Dismissal

Discipline for insubordination should take into consideration the consequences of the insubordination (i.e., were the consequences, or potential consequences, of the insubordination serious?)

Violation of Civil Service Rules, Civil Service Law, Ohio Code of Ethics	1st Incident	2nd Incident
Cheating on Civil Service Exam	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Violation of State of Ohio Code of Ethics . <i>An abbreviated version of these can be found on the Labor Relations page on City Matters</i>	Hearing: 8 hr Suspension to Dismissal	Hearing: 40 hr Suspension to Dismissal
Accepting Tips or Gifts	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal
Accepting Bribes	Hearing: Dismissal	
Conflict of Interest	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal
Misuse of Position / Using position for personal benefit (<i>Please reference Violation of State of Ohio Code of Ethics above</i>)	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal
Misrepresentation of position / self	Hearing: 8 hr suspension to Dismissal	Hearing: Dismissal

SUBSTANCE ABUSE	1st Incident	2nd Incident
Violation of Administrative Regulation 52	Hearing: 40 hr Suspension	Hearing: Dismissal
Failure to comply with the evaluation or treatment recommendations as determined by the Substance Abuse Professional (SAP), following a positive drug or alcohol test	Hearing: Dismissal	

DISHONESTY	1st Incident	2nd Incident	3rd Incident
Misuse of City funds	Hearing: 8 hr suspension to Dismissal	Hearing: Dismissal	
Deliberately making false accusations or statements / lying / lies of omission / Misrepresenting facts	Hearing: 8 hr Suspension to Dismissal	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Theft	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal	
Falsification of records	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal	
Fraudulent use of leave time (Sick, IWP, Union) / Using leave time for other purposes than requested*	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal	

*Examples include, but are not limited to, calling in sick for other purposes, and submission of an altered doctor's note.

FAILURE GOOD BEHAVIOR	1st Incident	2nd Incident	3rd Incident
Violating the City Internet Access and E-mail policy	Written reprimand to 24 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Altercation with member of the public, at citizens, customers, co-workers, supervisor, including yelling, screaming, loss of temper, or aggressive behavior	Written reprimand to 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: 80 hr Suspension Dismissal
Disruption of the work place (which can include, but is not limited to: disparaging remarks about another, cursing, malicious gossip, refusing to speak to someone about business matters, or emotional outbursts)	Written Reprimand to 8 hr Suspension (depending on seriousness of employee's behavior)	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal
Overt disrespect for supervision	Written Reprimand to 40 hr Suspension	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal
Sexual Misconduct or Harassment / Violation of Administrative Regulation 25 or Administrative Regulation 55	Hearing: 8 hr Suspension to Dismissal	Hearing: 80 hr Suspension	Hearing: Dismissal
Personal use / Misuse of City equipment or property	Hearing: 8 hr Suspension to Dismissal	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Gambling while on duty	Counseling to Written Reprimand	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal
Sleeping on the job	Written reprimand to 24 hour Suspension	Hearing: 8 – 40 hr Suspension	Hearing: Dismissal
Knowingly issuing illegal or unsafe orders, approving or condoning acts that are prohibited by the City.	Hearing: 8 hr Suspension to Dismissal	Hearing: 8 hr Suspension to Dismissal	Hearing: 40 hr Suspension to Dismissal
Working when not scheduled, working unscheduled and unapproved overtime	Written reprimand – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal

Violation of City’s Code of Conduct (HR P&P, Section 2.8)	Written reprimand – 40 hr Suspension	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal
<i>Conviction of any City, State, or Federal law in connection with their duties.</i>	<i>Please consult with the Central Human Resources’ Labor section for guidance.</i>		

FAILURE GOOD BEHAVIOR – Forfeiture of Public Employment, Off-duty misconduct, criminal charges or convictions – Must consult City HR and Law prior to issuing any discipline	1st Incident
(1) A felony that is an offense of violence as defined in section 2901.01 of the Revised Code; (2) A felony that is a felony drug abuse offense as defined in section 2925.01 of the Revised Code; (3) A felony under the laws of this or any other state or the United States that is a crime of moral turpitude; (4) A felony involving dishonesty, fraud, or theft; (5) A felony that is a violation of section 2921.05 , 2921.32 , or 2921.42 of the Revised Code.	Forfeiture of Public Employment / Dismissal

For convictions that don’t rise to a felony: Again, an employee may be disciplined for convicted offences. Whether a person can continue to work in their present capacity is dependent on the job relatedness of the offence. Some persons may not continue work in a particular capacity due to the fact that there are specific legal prohibitions against it. If it is discovered that an employee has been arrested or convicted of a particular offence, the Law Department and Human Resources Department should be contacted to determine if the employee can continue to work in the position that they currently hold. If they are not permitted to work in the position they currently hold, the employee may be placed in another position for which they are qualified (if one exists), demoted, or dismissed. **A person may also be disciplined for failing to report arrests or convictions – please refer to the section on “Neglect of Duty”.*

FAILURE GOOD BEHAVIOR – Workplace Violence	1st Incident	2nd Incident	3rd Incident	4th Incident
Causing physical harm or threatening harm, or demonstrating bullying behavior	Hearing: 8 hr Suspension to Dismissal	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal	
Physical attack (fighting, hitting, pushing, shoving, throwing objects)	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal		
Intentionally damaging property	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal		
Possession or illegal use of weapons / Firearms on City Property	Hearing: 80 hr Suspension to Dismissal	Hearing: Dismissal		

NEGLECT OF DUTY	1st Incident	2nd Incident	3rd Incident	4th Incident
Failure to report physical arrests or convictions*	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal	
Failure to report damage to motor equipment	Written Reprimand to 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal	
Unsafe work practices that caused, or could have caused death, or other serious consequences to self or others (this could be from observation of an unsafe act by a supervisor, or as a result of an accident investigation).	Hearing: 8 hr Suspension to dismissal	Hearing: 80 hr Suspension to dismissal	Hearing: Dismissal	
1. Failure to follow safety rules, which did not result in an incident. 2. Blatant or repeated disregard of SOP's or Safety Protocols. 3. Not wearing or using required safety equipment	Oral or Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal

*Citations and parking offences would not apply.

NEGLECT OF DUTY	1st Incident	2nd Incident	3rd Incident	4th Incident
Failure to follow department's call- in procedure.	Oral Reprimand	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal
Failure to inform department of change of address in a reasonable time frame	Oral Reprimand	Written Reprimand	Hearing: 8 hr Suspension	Hearing: 8 hr Suspension to dismissal
Failure to follow work procedures	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Not wearing required uniform or failing to adhere to established written dress code or grooming standards (employees may be immediately sent home for this and go without pay for the day)	Oral Reprimand	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal
Not enforcing safety rules	Written Reprimand	Hearing: 40 to 80 hr Suspension	Hearing: Dismissal	
Not exercising supervisory responsibility	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension (or greater), Demotion, or Dismissal	Hearing: Dismissal
Suspension / Revocation of Required Driver's License*	Hearing: 8 to 24 hr Suspension (or equivalent) and possible demotion	Hearing: 32 to 48 hr Suspension (or equivalent) and possible demotion	Hearing: 64 hr Suspension to Dismissal	

*An employee who loses their driver's license, but later receives driving privileges (allowing them to drive at work) from the courts should be permitted to operate city vehicles (provided the employee only drives a vehicle that does not require a Commercial Driver's License (CDL); a loss of license automatically suspends a Commercial Driver's License and courts cannot override the suspension of a CDL). Any agency wishing to deviate from this practice must first receive permission from the Director of Human Resources.

Incompetency or Inefficiency	1st Incident	2nd Incident	3rd Incident	4th Incident
Engaged in non-work related activities on City time, or personal use of work related materials	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Failure to meet work standards	Oral Reprimand	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal

For any violation of any City or Department Policies, Procedures, Administrative Regulations, Municipal Code, or committing offenses as outline in Ohio Revised Code 124.34, or anything not specifically listed in this guide, the appropriate discipline will be decided on a case by case basis. Contact the Labor Relations Section of the Human Resources Department for guidance.

The City Manager, appointing authority, or the Director of Human Resources, or their designee, may recommend discipline which is greater or less than these guidelines.

NEGLECT OF DUTY – Accidents with Injury, and Vehicle Accidents, Equipment and / or Property Damage

Non-Preventable Incident / Accident

The employee demonstrates an acceptable level of skill and knowledge of both the established work procedures and the safety policies; and, the employee was in compliance with the said procedures and policies when the incident occurred. The investigator can identify no actions or failures to act by the employee that would have averted the incident. In the investigator’s judgment, contributing environmental factors were not reasonably foreseeable or controllable.

Preventable Incident / Accident

The employee demonstrates an acceptable level of skill and knowledge of both the established work procedures and the safety policies; and, the employee was not in compliance with one or more of the said procedures and policies when the incident occurred. The investigator can identify at least one action or failure to act by the employee that would have averted the incident; and/or, the investigator can identify one or more contributing environmental factors which the employee could have reasonably been expected to anticipate or control.

A preventable accident does not have to include an injury or property damage; failing to adhere to the above mentioned policies or procedures will still be subject to discipline.

	1 st Incident / Accident	2 nd Incident / Accident	3 rd Incident / Accident	4 th Incident / Accident	5 th Incident / Accident
Discipline when having a preventable accident:	Oral Reprimand to 24 hr Suspension	Written Reprimand to 40 hr Suspension	Hearing: 8 hr Suspension to dismissal	Hearing: 24 hr Suspension to dismissal	Dismissal