



COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**AFSCME OHIO COUNCIL 8,
LOCAL 7, COMMUNICATION OPERATORS**

AND

THE CITY OF TOLEDO



JULY 1, 2017 – JUNE 30, 2020

**Local 7 Communications Operators
Collective Bargaining Agreement
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**AGREEMENT
LOCAL 7 COMMUNICATION OPERATIONS
AND CITY OF TOLEDO**

2115.01 Local 7 Recognition

(a) The City agrees to recognize the City employees of Local 7, AFSCME (AFL-CIO) Ohio Council 8, as having jurisdiction over and being the sole and exclusive bargaining agent for the employees for the City working in the classifications that are listed in Section 2115.02, "Classifications", herein, and as certified by the State Employment Relations Board in Case No. 97-REP-10-0276, but excluding all management level employees, supervisors, and all other employees of the City of Toledo. The Union is recognized as the bargaining agency for the purpose of establishing wages, hours of work, handling of grievances and all other conditions of employment.

(b) Classification(s) created or position(s) added shall be subject to negotiations between the City and the Union to determine if they are to be included herein. If the City and the Union cannot reach mutual agreement relative to any new classification(s) or position(s) within thirty (30) days after the date they were created, then the matter shall be jointly submitted to the State Employment Relations Board for determination.

(c) The jurisdictional assignment for newly created Departments or Divisions shall be determined by negotiations between the City and the representatives of the various bargaining units. If agreement cannot be reached, then the matter shall be jointly submitted to the State Employment Relations Board for determination.

2115.02 Classifications

Through December 31, 2017, This Bargaining Unit shall consist of (3) three classifications: Fire Communications Specialist, Police Communications Specialist, and Police Communications Specialist II. The Fire Communications Specialist and Police Communications Specialist have each been assigned to salary group seven (7) and the Police Communications Specialist II has been assigned to salary group eight (8). Individuals in this Bargaining Unit shall be paid in accordance with "Base Annual Salaries" Section 2115.112.

Effective January 1, 2018, this Bargaining Unit shall consist of (3) three classifications: Fire Communications Specialist, Police Communications Specialist, and Police Communications Specialist II. The Fire Communications Specialist and Police Communications Specialist have each been assigned to salary group eight (8) and the Police Communications Specialist II has been assigned to salary group ten (10). Individuals in this Bargaining Unit shall be paid in accordance with "Base Annual Salaries" Section 2115.112.

2115.03 Collective Agreements

The City shall not negotiate nor make any collective bargaining agreement or contract with any of the employees working in classifications covered in this Agreement individually or collectively. Any agreements entered into between the City and employees covered herein shall

be through the President of the Local or representative(s) authorized by the President of the Local. Any other agreements shall be of no effect.

2115.04 Listing of New Employees

The City agrees to furnish the Union at no cost, on a monthly basis, a list of new employees, retirees, disability, and terminations indicating the employee's name, address, date of hire, classification, and department. Notice shall also be provided to the Health and Welfare Office.

Additionally, the City will furnish a quarterly list of all Bargaining Unit employees including the same information as above plus an indication as to whether the employee is a Union member, nonmember or fair share fee payer.

2115.05 Union Assessments

In recognition of AFSCME Local 7's services to the bargaining unit and to promote harmonious and stable relationships between the bargaining unit and the City, employees within the bargaining unit shall, within thirty (30) days of this agreement, or their date of promotion, whichever is later, either become members of AFSCME Local 7 or share in the financial support of AFSCME Local 7 by paying to Local 7 a service fee not to exceed the amount of dues uniformly required of members of Local 7.

(a) The City will deduct current Union dues, initiation fees, and equal assessments owed to the Union, as well as current Union dues, initiation fees, service charges, and equal assessments from the paychecks of employees working in classifications included in the recognition clause herein. Such deductions shall be made from all paychecks of the month for which current dues (payable in advance) and any initiation fees or service charges are due the Union. The City further agrees to remit to the Comptroller of AFSCME Ohio Council 8, 6800 N. High Street, Worthington, OH 43085-2512 dues, initiation fees, service charges, and uniform assessments so deducted from the paychecks of the employees covered herein.

(b) Fair share fee payment is a condition of employment for those who choose not to be a member of the Union.

(c) The Union will establish a rebate procedure for fees deducted from nonmembers of the Union in accordance with Ohio Revised Code 4117.09.

(d) The Union shall indemnify and save the City harmless against any liability that may arise out of, or by reason of, any actions taken by the City for the purpose of complying with the provisions of this section. In the event that the City is held responsible for the repayment of monies paid to Local 7 pursuant to this section, Local 7 to the extent of those funds actually received, shall reimburse same to the City and/or the designated employees involved.

2115.06 Withdrawal – Conditions

All employees promoted to positions outside of this Bargaining Unit shall notify their payroll clerk in writing upon satisfactory completion of the appropriate probationary period to cease dues check off to this Bargaining Unit.

Dues check off for a Bargaining Unit employee covered under this Agreement shall cease upon such notification of satisfactory completion of such probationary period.

2115.07 Credit Union/Direct Deposit

Given written authorization, the City agrees to make a payroll deduction from an employee's paycheck and forward the same to any authorized credit union or authorized financial institution.

The City agrees to continue its current direct deposit program for employee paychecks. The employee may choose to receive a paper paycheck or elect direct deposit of his/her paycheck. However, effective January 1, 2018, all new hires must enroll, and remain, in the current direct deposit program for employee pay for the duration of their employment. All employees currently enrolled in the direct deposit program must remain in the program. In order to elect enroll in direct deposit, the employee must give written authorization to the City for direct deposit to any authorized credit union or bank eligible to receive Automated Clearing House (ACH) direct deposits and follow the procedures for direct deposit as provided by the City.

2115.08 Charitable Deductions

The City agrees to deduct from employees giving written authorization any monies for the City-sponsored charitable deduction programs and remit such withholdings to the proper authorities.

2115.09 P.E.O.P.L.E.

The City agrees to deduct from the paycheck of all employees who have signed a proper legal authorization for the Public Employees Organized to Promote Legislative Equality (PEOPLE) Committee and remit monthly to said committee all such deducted monies.

2115.10 Deferred Compensation Plan

The City will also make available during the term of this agreement the opportunity for all employees to participate through payroll deduction in a Deferred Compensation Plan (Section 401-K Plan and/or Section 457 Plan subject to I.R.S. limitations) developed and administered by a provider designated by the City. Participating employees in the 401-K plan shall pay all loan application and processing fees.

2115.11 Employment Pledge

(a) The provisions herein shall be applied equally to all applicants for employment as well as current employees without discrimination as to age, sex, marital status, race, color, creed, national origin, handicap, sexual orientation or political affiliation.

(b) Particularly, it is the express intent that this Chapter of the Code shall not be interpreted in such a manner as to cause or constitute a violation of any law, specifically

including Title VII of PL-88-352, as amended, known as the Equal Employment Opportunity Act of 1964, and the Civil Rights Act of 1991.

(c) Further, it is the intent of the parties to abide by the policies against: sexual harassment as set forth in Administrative Policy and Procedure #34, Sexual Harassment; racial, ethnic and religious harassment as set forth in Administrative Policy and Procedure #46; discrimination based on HIV and AIDS as set forth in Administrative Policy and Procedure #47; disabilities under the Americans With Disabilities Act as set forth in Administrative Policy and Procedure #48, workplace violence as set forth in Administrative Policy and Procedure #51, and health information privacy as set forth in Administrative Policy and Procedure #58 HIPPA Policy and Procedure, provided, however, that any remedy for violation of this policy shall be as set forth therein or provided by law.

(d) All references to employee(s) in this Chapter designate both sexes.

(e) The City agrees not to interfere with the rights of employee(s) to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the City or its representatives against any lawful employee activity in an official capacity on behalf of the Union.

(f) The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the Bargaining Unit without discrimination, interference, restraint or coercion. The Union agrees not to intimidate or coerce any employee in an effort to recruit membership in the Union.

2115.12 Management Rights

Nothing in this Agreement shall be construed as delegating to others the City's right to manage its operations and direct the work forces, as outlined in Ohio Revised Code section 4117.08, including but not limited to the right to:

(1) Determine matters of inherent managerial policy, which include, but are not limited to, areas of discretion or policy such as the functions and programs of the public employer, standards of services, its overall budget, utilization of technology, and organizational structure;

(2) Direct, supervise, evaluate, or hire employees;

(3) Maintain and improve the efficiency and effectiveness of governmental operations;

(4) Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;

(5) Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;

(6) Determine the adequacy of the work force;

(7) Determine the overall mission of the employer as a unit of government;

- (8) Effectively manage the work force;
- (9) Take actions to carry out the mission of the public employer as a governmental unit.

2115.13 Union Stewards

The Union shall be represented by a reasonable number of Union Stewards and Alternates in each of the Communications Bureaus, as well as one of the three (3) current Local 7 Divisional Stewards, and shall furnish their names to the Department of Human Resources and the appropriate Department and Division Heads.

2115.14 Union Release Time

The Union President and the Chief Steward shall be on full-time union release. All other Officers and Stewards of the Union shall be permitted time to conduct union business as reasonably necessary to perform their duties after advising, and getting the permission of, a designee of the City for their need to be absent to conduct union business. The City shall not unreasonably withhold authorization for Union Officers or Stewards to conduct union business.

In the event that Officers and Stewards, other than the President and the Chief Steward, need to be on union release for a full day to tend to union business, the Union shall seek prior approval from the supervising Police or Fire command officer or his/her designee or the Department of Human Resources.

The Union President, Chief Steward, Officers, Stewards, and alternate Stewards shall not receive payment for overtime while on union business.

It is the intent of the parties that Union release time will be utilized in the manner that will least interfere with City operations.

2115.15 Labor Management Meetings

Labor-management meetings shall be held at least quarterly and scheduled on a rotating shift basis at mutually agreed upon times and dates. The meeting dates shall be mutually selected on or before February 1 of that calendar year. They shall be held to discuss problems and/or matters of mutual concern, and shall last no longer than two (2) hours. The subject(s) of the meeting will be provided at the time of the request.

The Union shall have representatives (stewards) from the affected department and shifts present, in addition, the Local President, Chief Steward and/or divisional steward may be present. The City may have individuals attend necessary to a resolution or discussion of the topic. Stewards attending the labor-management meeting will have their shifts adjusted accordingly if they are on opposing shifts to the date and time of the meeting. Any time adjustment for the stewards will be made that work day.

An agenda will be furnished by the party requesting the meeting at least three (3) work days in advance of the scheduled meeting by the party requesting the meeting.

Union representatives of the Labor-Management Committee shall not suffer loss in pay for attendance at such meetings provided by this article. However, such meetings which extend the work day shall be on non-paid time.

Within fifteen (15) work days from the date of the any labor- management meeting, management or the Union shall respond either orally or in writing to the other party on any issues which require an answer.

Agreements reached through labor-management meetings shall be implemented as quickly as possible by both parties.

Labor-Management meetings are not an extension of the collective bargaining agreement between the parties. (Cannot change terms of the labor agreement.)

The Union reserves the right to grieve issues discussed at labor-management meetings, if said issues are specifically part of the existing collective bargaining agreement. The City reserves the right to provide information at labor-management meetings without any legal/contractual duty to arrive at an agreement with the Union.

2115.16 Rights to Visit

An authorized representative of the Union shall have the right to visit the premises at any time during working hours for the purpose of investigating current working conditions and compliance with the terms herein, and shall have reasonable access to all documents pertinent to the investigation of grievances or disciplinaries, provided such representative reports to an official of the City upon entering the premises and such visit is made in such a manner as not to disrupt the City operations.

It is the intent of the parties that reasonable access to documents will be allowed in the manner that will least interfere with City operations.

2115.17 Unit Meeting

A monthly meeting may be held with Local 7 bargaining unit employees in each work unit to discuss topics of mutual concern to all. Due to the unique nature of the work performed by Communications Operators, monthly meetings will be scheduled at times other than assigned working hours, so as not to disrupt the functions of the Communications Operation which are vital to the preservation of public safety.

2115.18 No Strikes, Interruptions or Slowdowns

The services performed by City employees included herein are essential to the public health, safety and welfare. The Union and the City, therefore, agree there shall be no strikes, no interruption of the work for any cause whatsoever, nor any work slowdown or other interference with the delivery of services to the public. For the purpose of this agreement, a "strike" means,

concerted action in failing to report to duty; willful absence from one's position; stoppage of work; slowdown; willful damage to equipment or facilities; or abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in wages, hours, terms and other conditions of employment. Stoppage of work by employees in good faith because of dangerous or unhealthful working conditions at the place of employment which are abnormal to the place of employment shall not be deemed a strike.

Employees may be required to go through picket lines where an emergency requires them to do so to protect the public health, safety and welfare; but only after proper arrangements have been made so as not to cause the employee(s) to be considered strikebreakers and to properly protect them from any possible bodily harm.

2115.19 No Lockout

The City will not engage in a lockout of the employees during the term of this Agreement. For the purpose of this Agreement, a "lockout" means preventing an employee from performing their regularly assigned duties as a means of bringing pressure on the employee or an employee organization to compromise or capitulate to the employer's terms regarding a labor relations dispute.

GRIEVANCE PROCEDURE

2115.20 Grievances

The Union and the City agree to a grievance procedure as stated in this Agreement which may culminate in final and binding arbitration of unresolved grievances that are based on the disputed interpretation(s) of the express written provisions of this Agreement.

It is the mutual desire of the City and the Union to provide for the prompt adjustment of grievances in a fair and reasonable manner, with a minimum amount of interruption of work schedules. Every reasonable effort shall be made by both the City and the Union to effect the resolution of grievances at the earliest step possible. Grievance awards that specify the individual(s) to be paid and the amount shall be issued by the second full pay period after the award date. An award may be made in compensatory time upon the agreement of both the employee and the City.

2115.21 Grievance Procedure

(a) The recognized levels of management under the grievance procedure are as follows: the operational unit (Fire Communications or Police Communications), the Department (Fire or Police), and the Department of Human Resources.

(b) For the purpose of Sections 2115.21 "Grievance Procedure" through 2115.24 "Failure to Answer or Appeal", the term "days" or "work", "working", or "workdays" are defined as Monday through Friday, excluding holidays. Appeals and responses at the various steps shall be considered submitted or received on the actual date of receipt, unless sent via U.S. mail in which case the date of posting shall be considered the date of receipt.

(c) Grievance Steps

STEP 1: When a dispute arises from action taken at the operational unit level, the employee and the Union representative shall discuss the matter with the responsible supervisor within seven (7) working days after the existence of the dispute is known to the employee. The responsible supervisor may respond within seven (7) workdays of the discussion. If the responsible supervisor fails to respond in the time frame allowed, the employee has the right to proceed to Step Two. Each operational unit will designate in writing to the Steward and Chief Steward the position(s) to whom grievances are to be presented at this step. Mailed notification to the Union office, or personal service of the City's designees, shall constitute notice to the Steward, Chief Steward and the Union. The Union representative presenting the grievance will be immediately advised if the discussion of the grievance needs to occur at another supervisory level.

When the dispute is resolved at the operational unit level, the responsible supervisor and the Union representative shall reduce the grievance and answer to writing within five (5) working days. Both the responsible supervisor and Union representative shall sign the grievance report.

STEP 2: When the dispute is not settled at the operational level, the Union representative shall reduce the grievance to writing, specifying the disputed interpretation(s) of the express written provisions of this Agreement that are alleged to have been violated, and submit it to the chief of the Department or his/her designee who has jurisdiction of the alleged infraction within ten (10) working days after the answer at the operational unit level. The grievance shall be submitted on an approved form and must specify the express written section of the contract at issue, how the section has been violated, and when the violation occurred. The chief or the designee thereof may at his or her option conduct a hearing on the grievance. If so, the hearing should be scheduled within ten (10) days. A decision should be issued in ten (10) days following the day of the hearing. If there is no hearing, a decision shall be issued within ten (10) days of the submission at the second step. The grievance shall be returned to the Steward with the decision.

STEP 3: A grievance which is unresolved through steps one and two shall at the request of the Union or the City be submitted in writing to the Department of Human Resources within ten (10) days of the decision in Step 2. The assigned hearing officer shall contact the Union's Chief Steward within ten (10) days of receipt of the appeal with dates for scheduling a Step 3 hearing. The hearing shall then be held within thirty (30) days of the date the Step 3 grievance was submitted to Human Resources. A written decision should be issued within ten (10) days thereafter, except where the parties have agreed to forego a hearing. If no hearing is set, a decision shall be issued within ten (10) days of the agreement to forego a hearing. In the event an extension is needed for the hearing, there must be mutual agreement as to the date and time, and must be in writing to the Department of Human Resources and the Commander or his/her designee, by the appropriate Union officer, of the new date for the hearing. If this date cannot be met again, the grievance will be subject to the provisions of Section 2115.24, "Failure to Answer or Appeal." All Step 3 timelines may be suspended by the City for good cause upon the absence of the union representative, City representative, employee, or hearing officer. A copy of the decision shall be submitted to the Union office, divisional steward and the employee. The failure

to submit a copy to any party except to the Union office, or the failure to do so in a timely fashion, except to the Union office, shall not constitute a violation of Section 2115.24, "Failure to Answer or Appeal".

(d) General Provisions

A grievance may be advanced to any step of the grievance procedure up to and including arbitration by mutual consent of the parties.

When a dispute arises from action taken above the operational unit level, the Union shall reduce the grievance to writing and submit it to the level of management where the dispute occurred. Said dispute must be brought to the attention of the responsible level of management within ten (10) workdays after the date the Union has gained knowledge that a dispute exists. A hearing to resolve said dispute will be scheduled within ten (10) workdays with a written decision required in ten (10) workdays following the hearing.

The Union or the City has the authority to attempt settlement at any step of the procedure.

2115.22 Arbitration

(a) If it is the decision of the Union to submit the grievance to arbitration, then the Union shall notify the Department of Human Resources in writing within fifteen (15) workdays after the final answer of the City has been received by the Union. All such appeals shall be submitted to the Labor Management Forum under paragraph B unless the parties mutually agree otherwise.

Within seven (7) calendar days after this notification, the Union or the City shall provide written notification to the other if the use of expedited arbitration under Section 2115.23 "Expedited Labor Arbitration Rules" is desired. The parties will confer within seven (7) calendar days thereafter to decide if the expedited labor arbitration process is to be used, as set forth in this contract. If neither side requests expedited arbitration or the parties do not agree upon same, then the following process is to be followed.

(b) Two (2) representatives from the Union and two (2) from the City shall meet on a bi-monthly basis to discuss grievances appealed to arbitration since their last session and any other matters mutually agreed upon. Where more than two (2) representatives are needed to effectively deal with items on the agenda, up to two (2) more may attend from each side provided two (2) days advance notice is supplied of this need. The meetings shall serve as a forum for discussing the potential for resolving pending disputes. Information exchanged or positions taken may not serve as admissions in any later arbitrations or other legal proceedings.

Grievances not resolved in the forum may by mutual agreement still be submitted to Expedited Arbitration under Section 2115.23, "Expedited Labor Arbitration Rules", or may be submitted by the Union to binding arbitration pursuant to part (c) of this section. The Union must confirm in writing within thirty (30) calendar days from the date of this labor-management forum that the grievance will proceed to arbitration; otherwise, the grievance will be considered as resolved based on the City's answer to the grievance.

(c) A list of seven (7) arbitrators shall be requested from the Federal Mediation and Conciliation Service (FMCS) or another mutually agreed source. Unless otherwise agreed, any list from FMCS shall be requested from the Northern Ohio and Michigan Sub Regions. After receipt of the list, either party may submit a written request to the non-moving party to strike a panel. The City and the Union shall alternately strike one (1) name from the list. The side to strike the first name shall be chosen by lot. If the non-moving party fails to strike the panel within twenty (20) workdays of receipt of the written request, then the moving party has the right to submit its preference in accordance with federal FMCS policies. The non-moving party shall have fourteen (14) calendar days to respond to the moving party's preference.

(d) The Arbitrator shall conduct a hearing within a reasonable time of his selection, at a time, date and place mutually agreed to by the parties. The Arbitrator shall render a decision within a reasonable time of the conclusion of the hearing, unless the parties agree to an extension. The Arbitrator shall not amend, add to or delete any of the provisions of this Agreement.

2115.23 Expedited Labor Arbitration Rules

The City and the Union shall jointly establish a list which will be defined as an Expedited Labor Arbitration Panel. All grievances referred to this panel will be by mutual agreement, except as otherwise provided by this agreement.

The panel of labor Arbitrators will be comprised of seven (7) persons and shall be selected from a panel of twenty-one (21) Arbitrators requested from the Federal Mediation and Conciliation Service Area 48. The list shall be put in random order as selected by the parties after a coin toss to determine the first selector. An Arbitrator, upon rendering a decision, shall be placed in the seventh (7th) position and the person originally listed as second will become the next Arbitrator so assigned.

If the Arbitrator who is first on the list is unavailable on an expedited basis or within required time frames, the next available Arbitrator shall be used. The hearing shall be conducted by the Arbitrator in whatever manner will most expeditiously permit a full presentation of the evidence and arguments of the parties. There shall be no stenographic record of the proceedings, but the Arbitrator shall make an appropriate record of the proceedings. Normally, the hearing shall be completed in one (1) day. In unusual circumstances and for good cause shown, the Arbitrator may extend the hearing beyond one (1) day, and schedule an additional hearing, within five (5) workdays. There shall be no post hearing briefs unless otherwise agreed upon or unless requested by the Arbitrator. Any briefing shall be on an expedited basis.

The arbitration may proceed in the absence of any party who, after due notice, fails to be present. An award shall not be made solely on the default of a party. The Arbitrator shall require the attending party to submit supporting evidence.

The Arbitrator shall be the sole judge of the relevancy and materiality of the evidence offered.

When both sides have completed their presentations, the Arbitrator shall ask whether either party has any further evidence to offer or witnesses to be heard. Upon receiving negative replies, the Arbitrator shall declare and note the hearing closed.

The award shall be rendered promptly by the Arbitrator and, unless otherwise agreed by the parties, not later than five (5) workdays from the date of the close of the hearing.

The award shall be in writing and shall be signed by the Arbitrator. If the Arbitrator determines that an opinion is necessary, it shall be in summary form.

The expenses of non-City employee witnesses for either side shall be paid by the party producing such witnesses. City employees called as witnesses shall be paid if called during normal working hours.

The Arbitrator shall interpret and apply these rules insofar as they relate to the Arbitrator's powers and duties.

The decision rendered by the Arbitrator shall be advisory only and shall not be precedent setting, except when the parties have agreed otherwise in advance or for adjudications of disputes over the reasonableness of Work Schedule Changes (Section 2115.63, "Work Schedules"), the duty to bargain under general work rules, or the reasonableness issue involving new Policies, Procedures, and Regulations (Section 2115.119(c)).

2115.24 Failure to Answer or Appeal

In the event that the City or the Union fails to answer a grievance within the time required at any step of the grievance procedure, or if the Union fails to appeal the answer given to the next step of the grievance procedure within the time allowed, then proper notification will be given to either party to extend the time frames by two work days for reasons of discussion or investigation, prior to filing the grievance to default.

2115.25 Suspension Without Hearing

(a) No employee shall be suspended without pay from the service of the City without first having been afforded a hearing by the City's designated hearing officer, except as provided below.

(b) An employee may be suspended without pay pending a hearing only for major infractions of theft, embezzlement of public funds, being under the influence of alcoholic beverages, illegal drugs, or controlled substances during working hours, physical violence, offenses involving gross misconduct, or gross insubordination.

(c) However, where an employee is suspended under this provision, the President of the Union or a designee shall be notified of the suspension immediately, and a hearing before the City's designated hearing officer shall be held prior to the end of the work day thereafter at a time mutually agreed upon. The sole purpose of the hearing will be to establish whether sufficient cause exists to continue the suspension until a full hearing as provided in Section 2115.26, "Procedure", is held and a determination thereunder rendered. Said full hearing need not be scheduled within the time parameters provided under Section 2115.26, "Procedure"; rather, it shall be at the call of the hearing officer.

2115.26 Procedure

(a) When an employee is to be disciplined, the Division Head or Department Head or their designee shall have the charges against the employee reduced to writing, with one (1) copy to be delivered to the employee and a copy delivered to the local Union President's office. Delivery to the employee shall be deemed to have occurred if the charges are hand-delivered, posted at the employee's last known address, or in the event that hand-delivery fails, placed in the U.S. mail. Delivery to the local Union President's office shall be deemed to have occurred if the charges are hand-delivered, sent by facsimile (fax) transmission, left at the office with a Union representative or Union employee, or placed in the U.S. mail using certified or registered mail, return receipt requested. Where resort to U.S. mail occurs, the date of the posting shall control and a written certification shall be provided to the Hearing Officer stating the date of mailing and address to which mailed. The employee's last known address shall be utilized.

Charges must be brought within fifteen (15) days (Monday through Friday excluding Holidays) of the Division having gained knowledge and completed its initial investigation that an infraction exists unless insufficient time is available for completion of the administrative investigation. A written request for the extension of ten (10) days shall then be made to the Hearing Officer who will hear the case and notice of that request given by the Division to the local Union President or Chief Steward. The Hearing Officer shall have sole discretion to decide extension request; such decisions shall not be the subject to review or appeal. Only one extension may be requested or granted. This does not preclude the parties from mutually agreeing to extend timeframes. If an employee's work related activities are being challenged through litigation, any disciplinary action that can be considered by the City may be deferred pending the conclusion of litigation. The hearing shall be held by the City's designated Hearing Officer on a date and time mutually agreed upon, but no more than ten (10) days (Monday through Friday excluding Holidays) after the charges have been served on the employee, unless mutually agreed upon otherwise. In the event the hearing cannot be held because of the absence of the employee, or the Division or Department Head then it shall be held within five (5) days (Monday through Friday) after the return of the employee and/or Division or Department Head.

(b) Charges shall be preferred by the Division or Department Head and, if different, the individual originally lodging them. The designee of the City shall serve as the Hearing Officer.

(c) The employee shall have the right to be represented at such hearing by the Union. No more than two (2) representatives of the Union shall be present at the hearing (President or his/her designee, the union steward or divisional) unless otherwise approved by the Division Head in advance.

(d) The employee shall be presumed to be innocent and the burden shall be on the employer to show fault by the evidence presented at the hearing. The employee or his or her representative shall have the right to call and examine witnesses/accuser in the employee's behalf, the right to have all pertinent records made available, and the right to file a written answer to the charges prior to the hearing.

(e) The designee of the City shall hear only the evidence in support of the charges and only the evidence in defense of the charges and shall endeavor to ascertain the truth of the

charges. The designee of the City shall make a recommendation to the Mayor on the case within ten (10) days (Monday through Friday excluding Holidays) following the closing of the hearing.

(f) In appropriate cases, referral to the Employee Assistance Program may be considered pursuant to the provisions of Section 2115.34, "Employee Assistance Program".

(g) If the recommendation of the designee of the City is for termination or demotion, then the Mayor or designated member of the Mayor's staff shall within ten (10) days (Monday through Friday excluding Holidays) schedule the hearing to hear oral arguments from the parties relative to the recommended penalty. It is the intention of the parties to hold the hearing within ten (10) days (Monday through Friday excluding Holidays). A fair and just decision based on the arguments submitted at the hearing will be rendered in a timely manner. Termination from employment shall not occur until the Mayor's decision is rendered.

If the recommendation of the designee of the City is for termination, the employee will be removed immediately from his/her position and will be suspended on administrative leave without pay, unless the employee elects to use available compensatory time pending the Mayor's decision.

(h) Penalties imposed as a result of the hearing shall be in compliance with Section 2115.29 "Progressive Disciplinary Procedures", or Section 2115.30 "Advanced Disciplinary Procedures".

2115.27 Appeal

(a) Any disciplinary action involving a suspension, a demotion or discharge, shall, at the option of the employee, be subject to the appeal procedure of the Civil Service Commission or shall, at the option of the Union Grievance Committee, be subject to the arbitration procedure provided in Sections 2115.20, "Grievances", through 2115.24, "Failure to Answer or Appeal". When the Union Grievance Committee has elected to file a grievance pursuant to the procedures set forth in said arbitration procedure and the employee subsequently files an appeal to the Civil Service Commission, then said grievance shall be considered waived, the employee having elected to appeal to the Civil Service Commission under the Civil Service Rules, as provided by the Charter of the City.

(b) Any disciplinary action involving a written reprimand shall be subject to the grievance procedure commencing at the operational level. An appeal of the decision may be submitted to the Department of Human Resources whose decision will be final and binding on the parties.

2115.28 Counseling Employees

When an employee is to be counseled, the matter shall be privately discussed between the employee and appropriate supervisor. A record of the infraction shall be maintained for twelve (12) months, and removed only by the employee's request. The Unit Commander may, in his/her sole discretion, clear the employee's record of the infraction prior to one (1) year.

2115.28.1 Verbal Warning

When an employee is to be given a verbal warning, the matter shall be privately discussed between the employee and the appropriate supervisor. The Union Steward shall be informed and shall have the right to be present in order to have the opportunity to discuss the matter with the employee. A record of the infraction shall be maintained, subject to the provisions of Section 2115.32, Clearing of Employee's Record. The Unit Commander may, in his/her sole discretion, clear the employee's record of the infraction prior to one (1) year.

2115.29 Progressive Disciplinary Procedures

(a) Discipline for infractions that are minor in nature will follow the Progressive Disciplinary Process outlined below. All serious infractions may bypass this progression, for example: theft, embezzlement, being at work while under the influence of alcohol or drugs, physical violence, or offenses relating to gross misconduct or gross insubordination.

(b) Progressive Disciplinary Process ("PDP")

Employees have the right to be represented by the Union at all progressive steps.

Step 1. Written Reprimand.

i. If an employee commits an infraction and counseling or verbal warning is not utilized, he or she will be given a Written Reprimand and be placed in Step One. A copy will be given to the employee and the Union representative. The written document will be kept by the Division and put into the employee's file for twelve (12) months.

ii. If an employee does not commit any further infractions within twelve (12) months after the Written Reprimand the Employee will be considered to be at no step in the Progressive Disciplinary Procedure.

Step 2. Suspension – Up to Ten (10) Days

i. If an employee commits an infraction within twelve (12) months of a Written Reprimand, he or she will be suspended without pay for ~~one (1)~~ **up** to ten (10) days as determined by the Hearing Officer, and placed in Step Two. The Hearing Officer may determine that some or all of the suspension may be held in abeyance if no further infraction occurs within twenty-four (24) months. A copy will be given to the employee and the Union representative. The written document will be kept by the Division and put into the employee's file.

ii. If an employee does not commit any further infractions within twenty four (24) months after a Step 2 Suspension, the employee shall be considered to be in no Step of the PDP.

iii. An employee who is serving suspension days shall not be entitled to cash in or use vacation time. The employee shall not be permitted to serve as an alternate during his or her time in Step 2.

Step 3. Suspension – Up to Twenty (20) Days

i. If an employee commits an infraction within twenty-four (24) months of Step 2, he or she will be suspended without pay for ~~eleven (11)~~ **up** to twenty (20) days after service of the Hearing Officer's decision on the Union and the employee and placed in Step 3. The Hearing Officer may determine that some or all of the suspension may be held in abeyance if no further infraction occurs within thirty-six (36) months. A copy will be given to the employee and the Union representative. The written document will be kept by the Division and put into the employee's file.

ii. If an employee does not commit any further infractions within thirty-six (36) months after the Step 3 suspension, the Employee will be considered in no step in the PDP.

iii. An employee who is serving suspension days shall not be entitled to cash in or use vacation time during the time the suspension days are served, unless approved by management. The employee shall not be permitted to serve as an alternate during his or her time in step 3.

Step 4. Termination

If an employee commits another infraction within thirty-six (36) months of a Step 3 Suspension the employee shall be subject to termination. A designee of the Mayor's Office shall serve as the Hearing Officer and shall have the right to terminate the employee, order a repeat of the Step 3 Suspension, and/or place the employee in the Employee Assistance Program.

2115.30 Advanced Disciplinary Procedure

Acts considered major offenses, including but not limited to theft, embezzlement of public funds, being under the influence of or impaired by drugs or alcohol during working hours, physical violence, gross misconduct, or gross insubordination are not subject to the progressive disciplinary process outlined above. An employee committing these or similarly egregious acts (as determined by management) are subject to advanced discipline as determined exclusively by management. Advanced Disciplinary Procedure means that management can seek punishment at any level including termination, regardless of what step of the disciplinary procedure an employee is in.

2115.31 Documentation of Disciplinary Action

Disciplinary documentation in the reference to Step 2 and Step 3 will not be removed from the employee's personnel files. Placement in a disciplinary Steps 2 and 3 may be considered relative to any promotions, transfers or discipline. The lack of discipline will similarly be considered relative to any promotions, transfers or discipline.

2115.32 Clearing of Employee's Record

Counseling and written reprimands shall become inactive after one (1) year from the date of the infraction provided that no minor infractions occur in the interim.

Once a counseling or written reprimand becomes inactive, said files shall be placed in a non-active status and shall not be used for the purpose of promotion, transfers, or future disciplines.

Advance Steps in the progressive disciplinary process (Step Two (2) and Three (3)), shall remain in the employee's file and may be considered for the purpose of promotion, transfers, or future disciplines.

2115.33 Failure to Follow Procedure

In the event the proper procedure is not followed as set forth in this Article, then charges against the employee will be dropped.

2115.34 Employee Assistance Program

The parties agree that alcoholism and other such drug dependencies are both a sickness and a social ill. The parties desire to work together to help correct the problems this has caused our employees and the City.

The parties will identify in a cooperative fashion persons in need of the Employee Assistance Program both inside and outside the discipline process.

The parties agree that a strengthening of the Employee Assistance Program is essential for effective operation of that program. In order to strengthen it, the following actions must take place.

1. Additional training and education on alcoholism, drug dependency, and the Employee Assistance Program should be made available.
2. When discipline is involved, the parties will fashion discipline so that the remedy will help correct the problem as well as imposing a penalty. The City reserves the right to discipline.
3. When an employee is referred to the Employee Assistance Program as a result of the discipline process, the employee shall attend that program under threat of further discipline.
4. Reports limited to attendance, cooperation, and progress can be confidentially supplied to the employee's division head and other appropriate individuals so as to assure that treatment is completed; provided, however, that the exact nature of the problem, prognosis, and diagnosis should remain confidential. Reports shall only be provided when the employee is enrolled in the Employee Assistance Program as a result of the discipline process or when the employee consents to the submission of status reports.
5. The methods, criteria, functions, successes or failures of this program shall be re-evaluated whenever appropriate.
6. The Union and City shall form a committee of a representative from the Union, a representative from the City, and the coordinator of the Employee Assistance Program to evaluate and assist the Employee Assistance Program.

2115.35 Probationary Period

Newly hired employees shall have no seniority during their probationary period, but upon completion of the probationary period their seniority date shall be the date of hire. Employees in classifications included in Section 2115.02, "Classifications", shall be probationary employees for a period of one thousand five hundred and sixty (1,560) actual hours worked after successful completion of on the job training. Said employees shall not receive any fringe benefits during the initial one hundred and sixty (160) actual work hours of employment, but shall be entitled to full fringe benefits thereafter.

Employees in classifications set forth in Section 2115.02 "Classifications" shall be represented by the Union once they have satisfactorily completed one hundred sixty (160) actual work hours of their original probationary period; except representation shall not be provided in matters relative to retention, discipline, or removal until satisfactory completion of the full probationary period.

2115.36 Seniority

Seniority shall accrue to regular full time employees of the City and shall be based upon the total length of continuous service with the City, and shall be used for the purpose of determining layoffs, bumping rights and recall rights.

The seniority date of a City employee shall be the date of the employee's appointment as a permanent or provisional employee. If the employee (1) was originally hired directly by the City as a temporary employee and (2) worked continuously full-time, and (3) was subsequently made a permanent or provisional employee in any classification without a break in service, then upon the employee's successful completion of the probationary period in the permanent or provisional position, the employee's seniority date shall be the date of original appointment to the temporary appointment.

All full-time continuous service as a temporary employee meeting the above criteria shall be counted for the purpose of determining the employee's entitlement to fringe benefits. If the employee had worked as a temporary continuously full time for one hundred and twenty (120) work days, then the employee shall be eligible for fringe benefits immediately upon appointment as a permanent or provisional employee.

2115.37 Unit Seniority

Unit Seniority shall mean seniority in a classification within the unit and shall be used for preference of vacations, bonus vacations, holidays, shift selection for non-probationary employees, and placement on the overtime rotating list and bidding vacancies on shifts. "Unit" means an operational section based on common work and/or site location. Unit determination shall be mutually agreed to by the City and the Union.

2115.38 Seniority List

The City will provide seniority lists. These lists shall be kept up-to-date and give the employee's City-wide seniority date and current permanent or provisional classification seniority date. The list shall be posted for all employees to see. These lists shall be furnished to the Union upon reasonable request.

2115.39 Seniority - Union Officers and Stewards

All of Local 7's officers, divisional stewards and departmental stewards shall have top seniority during their term of office in that order regardless of length of continuous service for the purpose of layoff and recall. The only exception to this section is where there is more than one steward in a division or unit and there are different zones; the stewards shall exercise their seniority so that all zones will be covered. They shall return to their original standings on the seniority list at the end of their terms of office.

2115.40 Military Service

(a) Military leave

An employee who is called or enlists into military service shall be placed on an approved leave of absence during the time the employee is required to serve. Upon discharge, the employee shall have ninety (90) calendar days to report back to the City to be reassigned in accordance with the law. The employee shall accrue seniority while on such leave as provided in part (b).

(b) Seniority during military service

Regular employees who leave the service of the City to enter that of the United States Armed Forces, or the services of the U.S. Maritime Commission, or who are drafted by the United States Government for civilian services, will, upon their return, within ninety (90) calendar days from release from such service, be granted all seniority rights as if continuously employed by the City during such service. Sick leave accrued prior to the date of an employee's entrance into the military service shall be preserved until their return to City employment. Whenever vacancies occur in the classified service by reason of a military leave of absence, appointments may be made for the duration of the emergency or earlier return to City service of the employees granted such leaves for military service. All such appointments shall be subject to the priority rights of the permanent employees granted military leaves.

(c) Military pay

A regular employee of the City who is on short - term military training duty shall be paid in accordance with R.C. 5923.05 as it now exists and as it may be amended from time to time.

2115.41 Seniority During Industrial Disability

An employee who is unable to work because of industrial (service connected) disability shall accumulate seniority during this period of sickness or disability not to exceed one (1) year's

duration, unless this period is extended in writing. Medical evaluation by the Program Preferred Provider for Full Duty Return to Work without restrictions will determine if the employee will be able to return to their classification.

2115.42 Loss of Seniority

The seniority of an employee shall be lost and the employee shall be terminated for the following reasons:

- (a) The employee resigns.
- (b) The employee is discharged by the appointing authority.
- (c) The employee fails to report to work after fourteen (14) calendar days after a recall notice has been sent.
- (d) The employee is absent for five (5) consecutive working days without obtaining an approved leave of absence or notifying the City and substantiating with medical verification that the employee is sick and/or disabled.
- (e) The employee fails to return at the expiration of an approved leave of absence.
- (f) An employee enters employment for another employer or becomes self-employed while on leave.
- (g) An employee is laid off continuously for more than four (4) years.
- (h) When an employee loses seniority for the reasons listed in subsection (c) through (g) above, said employee shall be given written notice of the reason for such loss of seniority. Loss of seniority under paragraphs (d) and (e) shall be subject to a review by the Department of Human Resources, with recommendations made to the Human Resources Director. Loss of seniority for any reason except paragraph (b) above shall not be subject to review under 2115.26, "Procedure" (g) or 2115.27, "Appeal".

2115.43 Layoff Procedure

- (a) When it is necessary to reduce the work force for lack of work or for other legitimate reasons, any temporary, or probationary employee in the classification affected shall be laid off before any permanent or provisional employee is laid off. In making a layoff of permanently certified employees, the employee to be laid off shall be the one with the least amount of continuous service within the Bargaining Unit, with the City.
- (b) No bumping into the Police or Fire Communications Sections shall occur unless the employee has completed the requisite training and has been previously qualified.
- (c) An employee laid off shall have the right to displace another City employee having less continuous service than the laid off employee in accordance with the following procedure.

(1) First. Employees will be offered funded vacant positions within the Local 7 jurisdiction within the same classification, within the same or lower salary group, provided employees conform to the provisions listed in this section.

(2) Second. The employee shall have the right to displace the employee in the same classification, within the Bargaining Unit, with the least amount of continuous service with the City.

(3) Third. The employee shall displace the employee in the same salary group who has the least amount of continuous City service, within the Bargaining Unit with the City provided the affected employee (I) has performed in that classification or has the required experience in a similar or related position and (II) meets the minimum requirements for the classification and (III) has the ability to perform the duties of that position.

(4) Fourth. The employee shall drop one or more salary groups and displace the employee in the lower salary group who is working in a classification that the employee: (I) has either performed or for which he has the required experience in a similar or related position; and (II) for which the employee meets the minimum requirements for the classification; and (III) for which the employee has the ability to perform the duties of that position.

(5) Fifth. Notwithstanding the above procedure, an employee will be allowed to displace an employee in a classification not previously performed in when that classification is in a logical progression from a present or former classification held. Again, the employee must meet the minimum requirements for the classification and have the ability to perform the duties of the position.

(6) Sixth. The definition "performed in the classification" will include employment outside the City where documentation has been submitted to and approved by the Toledo Civil Service Commission prior to the layoff process. An individual approved must be able to perform the duties of the position.

(7) Seventh. This process shall repeat itself until the employees having the least amount of seniority within the affected classes have been displaced by employees with greater seniority who have met the conditions set forth above.

(8) Eighth. Notwithstanding the above procedure, any employee whose position has been identified for elimination or who has been displaced by a more senior employee shall have the right to accept the layoff without repercussion.

(9) Ninth. In the event that any seasonal employees working anywhere for the City through any temporary agency, employees who have been laid off as a result of this procedure shall have the option of taking those positions by seniority, provided they have the ability to perform the duties of such positions or they may choose to take the layoff without repercussion.

(d) The City of Toledo will notify the Union thirty (30) days prior to the effective date of layoffs that the elimination of positions has become necessary.

(e) In the interest of public safety, no more than 5% of the Local 7 employees in the Police and Fire Communications Sections, respectively, may be bumped under the provisions of

this article. Laid off employees who displace into a salary group/classification different than their permanent classification will serve a sixty (60) work day demonstration period following completion of training; if found unsatisfactory during this sixty (60) work day period, the employee will prospectively displace from the original permanent classification.

(f) Any laid off employee who determines a classification/position, to which they have displaced into pursuant to this layoff procedure, is not suitable during the applicable probationary or demonstration period, may either (1) accept placement into an available vacancy equal to or lower than the classification from which they were originally laid off, or (2) will actually be laid off. Otherwise, there is no “re-bump” process.

(g) A laid off employee will receive the appropriate rate of pay for the salary group of the classification to which they displace into and, the twelve (12) month rule for the “steps” within the salary group will be applied from the original salary group (as set forth in “Wage Rates, Premiums and Allowances” Section 2115.112 “Base Annual Salaries”) for lateral movement through this layoff procedure.

2115.44 Vacancies

(a) In the event an existing bargaining unit position becomes vacant, it shall be filled in accordance with the following priorities.

(1) Recall of permanent employees within the bargaining unit first who are laid off or displaced in accordance with recall procedure as set forth in 2115.45, “Recall Procedure”.

(2) Reappointment of employees within the bargaining unit first employees reclassified to a lower level as set forth in 2115.46, “Reappointment”.

(3) Promotion of employees within the bargaining unit as set forth in 2115.47, “Promotions”.

(4) Transfer of employees within the bargaining unit first as set forth in 2115.48, “Transfers”.

(5) Voluntary Demotion of employees within the bargaining unit first as set forth in 2115.49, “Voluntary Demotion”.

(6) Reinstatement of permanent employees within the bargaining unit in conformance with the procedure set forth in 2115.51, “Reinstatement”.

(7) Current Local 7 employees, in another Bargaining Unit, who meet the preferred qualifications as outlined in the Class Specification for Fire Communications Specialist, Police Communications Specialist, or Police Communications Specialist II, in order of preference outlined in Section 2115.44, “Vacancies”, of the Local 7 contract.

(8) Non Local 7 employees, including new hires, who meet the preferred qualifications as outlined in the Class Specification for Fire Communications Specialist, Police Communications Specialist, or Police Communications Specialist II.

(9) Local 7 employees from outside the Bargaining Unit who do not meet the preferred qualifications as outlined in the Class Specification for Fire Communications Specialist, Police Communications Specialist, or Police Communications Specialist II.

(10) New hires who do not meet the preferred qualifications as outlined in the Class Specification for Fire Communications Specialist, Police Communications Specialist, or Police Communications Specialist II.

(b) If the City intends to leave the vacancy unfilled, or intends to defer filling the vacancy until some time certain, the City shall so notify the Union within thirty (30) calendar days of the occurrence of the vacancy.

2115.45 Recall Procedure

(a) No employee shall be recalled into this unit unless the employee has completed the requisite training and has been previously qualified.

(b) For purposes of recall from layoff, bargaining unit employees of Local 7 shall have the right to be recalled to any position in the above bargaining unit for which they qualify. The laid off employees shall be placed, according to bargaining unit seniority, on the recall list(s) of the positions for which the employee qualifies. For purposes of recall procedure, seniority means the total length of continuous service in the bargaining unit.

Employees will remain on this list for return to the division and classification they were in prior to the layoff or displacement for a period of four (4) years. Employees who are laid off or displaced will remain on a recall list to fill vacancies (other than from their permanent classification in the division from which they were laid off or displaced) in the same or lower salary group of their permanent classification for a period of three (3) years.

(c) Laid off employees who refuse recall to their former classifications will forfeit their recall rights and their names will be removed from the list.

(d) Before any vacancies are filled, the qualifications of individuals on the recall list will be reviewed by Department of Human Resources personnel to determine if they possess the necessary qualifications. Permanent employees who are judged qualified will be recalled by seniority to fill vacancies in the same or lower salary group of their permanent classification.

(e) Employees will be contacted by telephone and notified of their being recalled and must accept or reject the recall within three (3) work days. An employee off work will be sent a certified letter notifying them of being recalled; a failure to accept or respond within five (5) work days will result in the City recalling the next most appropriate employee.

2115.46 Reappointment

Incumbents of positions reclassified to a classification at a lower salary group shall be given an opportunity to return to a vacant position in the salary group for which they qualify. If a vacancy does not exist at such time, the name of the incumbent shall be placed on a re-

appointment list by seniority for the former salary group. An individual declining an offer to return to the former salary group shall have the rate of pay immediately reduced to the rate established by ordinance for the current classification, or to the red-circled rate of pay for the current classification, whichever is higher.

No employee shall receive a re-appointment into this Bargaining Unit unless the employee has completed the requisite training and has been previously qualified.

2115.47 Promotions

(a) Local 7 members shall be allowed to promote into this Bargaining Unit provided they meet the preferred qualifications as outlined in the Class Specification for Communications Operator. In the event no one meets the preferred qualifications, then preference shall be given to Local 7 employees in accordance with Section 2115.44, "Vacancies".

(b) Provisional Listings

(1) The employee who is determined most qualified to do the work from among the three (3) most senior qualified employees willing to accept the position in the next lower classification in the unit shall have the right to be appointed provisionally to that position. If there are not at least three (3) eligible employees within the immediate lower classification, then the most senior qualified employee(s) from the next lower classification in the unit shall be included for consideration to provide for selection from among three (3) candidates. If there are no eligible employees within the immediate lower classification below the vacancy in the unit, then the employee(s) determined most qualified to do the work from among the three (3) most senior employees willing to accept the position in the next lower classification(s) shall have the right to be appointed provisionally to that position and so forth until there are not at least three (3) within that unit eligible for appointment.

(2) If there are not three (3) eligible employees within that unit, then the employee(s) with the most classification seniority from the next lower classification in the division who are qualified and willing to accept the appointment shall be included for consideration for selection from among three (3) candidates. So long as one of the candidates is from within the unit in which the vacancy exists, unit seniority shall be the seniority used. If there are no employees qualified and willing to accept the position from within the unit, then the employee who is determined most qualified from among the three (3) employees with the most classification seniority within that Division who are qualified and willing to accept the position, in the next lower classification, shall have the right to be appointed provisionally to that position. If there are not at least three (3) eligible employees within the immediate lower classification, then the most senior employee(s) qualified and willing to accept the position from the next lower classification within the division shall be included for consideration to provide for selection from among three (3) candidates and so forth until there are not at least three (3) employees within that Division eligible for appointment.

(3) If no employee is selected within the Division, the Commissioner of the Division shall notify the Department of Human Resources office of the vacancy. The Department of Human Resources office shall send a notice of the vacancy to all Divisions and to all Union Stewards. The notice shall be posted in all work units. Employees shall have five (5) work days

to submit an application to be considered for the position. These requests shall be filed with the Department of Human Resources. The qualifications of the applicants shall be determined by the Selection & Evaluation Section. The Department of Human Resources shall submit the list of qualified applicants to the Commissioner of the Division where the vacancy exists. The Commissioner of that Division shall appoint from this list to fill the vacancy provisionally.

(4) When an employee is appointed on a provisional basis, said employee shall become a permanent appointee in the classified service at the conclusion of the employee's promotion probationary period.

(c) In selecting non-competitive and provisional appointees, consideration shall be given to seniority, experience, work record/performance, attendance, disciplinary record, education/training, demonstrated ability to perform the job and the results of a structured interview and/or other competency examination, if the Division Head chooses to have interviews or a competency exam conducted. A structured standardized process shall be developed by the City to be used in making these selections with input from the Union. However, the City retains the right to make the final decision on the process.

(d) In the event of a vacancy in a Local 2058 bargaining unit classification for which there is no eligibility list and for which the City intends to fill by provisional appointment, the City shall follow the procedure below:

(1) The City shall fill the provisional appointment with any qualified employees within the Local 2058 bargaining unit pursuant to the terms of Article 2105.45, "Provisional Appointments", of the contract between the City and Local 2058.

(2) In the event there are no qualified employees within Local 2058 from which to make the provisional appointment and the procedures set forth in Article 2105.45 have been exhausted, then the City shall make the provisional appointment from among the interested candidates who are members of the Local #7 bargaining unit.

(3) In selecting a candidate for a provisional appointment to a Local 2058 position from among the bargaining unit members of Local #7, the City shall apply the language above.

(4) For purposes of selection to Local 2058 bargaining unit positions, "unit" as used in this section shall be the applicable Local 2058 work unit.

(e) Selection Review

Employees bypassed for selection more senior to the employee selected shall be informed, in writing, of the reason(s) they were not selected by the person making the selection. They may appeal the determination to the Department of Human Resources at Step 3 of the grievance procedure for a determination as to the adequacy of the reason(s) for the bypassing. Said appeal must be filed within three (3) work days of notification of non-selection. Appointment to the position shall not occur until a determination by the Department of Human Resources has been made. For promotions to Local 2058 bargaining unit positions, the determination at the Department of Human Resources level shall be final. For promotions to Local 7 positions, appeal may proceed through the grievance procedure. If the appointment is

overturned, the original appointee shall be reinstated to that former position with no loss of seniority.

(f) Promotion Probationary Period

An employee promoted to a higher classification who is found to be unsuited for the work of the new classification, or who desires to return to the former position during the four hundred eighty (480) actual work hour probationary period, shall be reinstated to that former position with no loss of unit seniority. If the employee's former position has been filled, the employee filling that position may be removed and reinstated to their former position, and so forth, with no loss of unit seniority.

(g) Training Credit/Career Pathing

The City may develop training programs using either internal or external resources to enable employees to meet, in whole or in part, experience requirements for higher level Local 7 bargaining unit positions.

2115.48 Transfers

(a) A transfer is either (i) a movement to a different division from a position in one classification to either a similar position in the same classification, or any position in the same salary group or (ii) movement in the same division to a different classification in the same salary group. In order to transfer the employee must meet the requirements for the classification and (i) the employee must have performed in the classification or (ii) the employee must have sufficient experience in a similar or related position as determined by the Civil Service Commission. Transfers shall be subject to the approval of the division to which or within which the transfer will occur and/or the Transfer Review Board.

(b) Local 7 members shall be allowed to transfer into this Bargaining Unit if the employee has completed the requisite training and has been previously qualified. In the event no one meets this requirement, then preference shall be given to Local 7 members in accordance with Section 2115.44, "Vacancies".

(c) The City may request the transfer of an employee for the good of the service. The request must be made to the Department of Human Resources and must be handled under the rules as established by the Civil Service Commission.

(d) The transfer of permanent employees will be made by the City in accordance with the rules governing transfers and voluntary demotions as adopted by the Toledo Civil Service Commission. The following rules and procedures shall also apply:

(1) The employee must have completed three (3) years of service after the appropriate probationary period to be eligible for a transfer within the Communications Unit to include Police and Fire.

(2) The employee must request the transfer in writing to the Department of Human Resources. To be considered for transfer the request must be on file before the job requisition to

fill the vacant position is received by the Department of Human Resources. The Appointing Authority may also initiate transfers for the good of the service apart from the procedure and priorities specified here and in Section 2115.44 "Vacancies", provided, however, that no employee from outside the Bargaining Unit may be transferred into the unit for the good of the service until the priorities for filling vacancies with Bargaining Unit employees have been exhausted.

(3) Transfer requests will be reviewed by a three-member Transfer Board consisting of a representative of the Civil Service Commission, the Director of the Department of Human Resources, and a representative of the employee Bargaining Unit into which the transfer is being requested or their designated representatives.

(4) The employee must have completed one (1) year of service after the appropriate probationary period for a transfer outside of the Communications Unit.

Upon approval by the Transfer Board, the transfer request will be placed on the appropriate transfer list and ranked by seniority. One transfer movement shall be allowed within a twelve (12) month period. One automatic waiver will be allowed on each transfer request. Modifications in this procedure may be approved by the Transfer Board for the good of the service.

(e) An employee transferred to a position in the same classification as provided herein, shall be probationary for a period of four hundred eighty hours (480) actual work hours after successful completion of on the job training. If the employee transfers to a position in a different classification, the employee shall be probationary for a period of nine hundred and sixty hours (960) actual work hours, after successful completion of on the job training. During this period either the employee or the City can request movement of the employee back to their former position. If the employee's former position has been filled, the employee filling that position may be removed and reinstated to their former position, and so forth.

(f) Seniority shall be the determining factor in establishing priority for transfer requests unless the Transfer Board agrees to specific priority adjustments for the good of the service.

(g) Transfer requests are valid until December 31 of the year in which they are filed. After January 1 of each year, a new request must be filed with the Department of Human Resources.

2115.49 Voluntary Demotions

(a) Local 7 members shall be allowed to take a voluntary demotion into this Bargaining Unit if the employee has completed the requisite training and has been previously qualified. In the event no one meets the preferred qualifications, then preference shall be given to Local 7 employees in accordance with Section 2115.44, "Vacancies".

(b) A voluntary demotion is the movement by an employee's request from his permanent classification to a classification in a lower salary group that involves duties that the employee is qualified to perform.

(c) The voluntary demotion of permanent employees will be made by the City in accordance with the rules governing transfers and voluntary demotions as adopted by the Toledo Civil Service Commission. The following rules and procedure shall also apply.

(1) The employee must have completed one (1) year of service after the appropriate probationary period to be eligible for a voluntary demotion.

(2) The Appointing Authority may also initiate voluntary demotions for the good of the service apart from the procedure and priorities specified here and in Section 2115.44, "Vacancies", provided, however, that no employee from outside the bargaining unit may take a voluntary demotion to the unit for the good of the service until the priorities for filling vacancies with Bargaining Unit employees have been exhausted.

(d) An employee voluntarily demoted as provided herein, shall be probationary for a period of four hundred and eighty (480) actual work hours, after completion of on the job training. During this period either the employee or the City can request movement of the employee back to their former position. If the employee's former position has been filled, the employee filling that position may be removed and reinstated to their former position, and so forth.

(e) Seniority shall be the determining factor in establishing priority for voluntary demotion requests unless the Transfer Board agrees to specific priority adjustments for the good of the service.

(f) Voluntary demotion requests are valid until December 31 of the year in which they are filed. After January 1 of each year, a new request must be filed with the Department of Human Resources.

2115.50 Probationary Period – Extension

If an employee in the probationary period established in Sections 2115.47, "Promotions, 2115.48, "Transfers", and 2115.49, "Voluntary Demotions", herein does not work, even though compensated, for more than twenty-four (24) hours during the probationary period, the period shall be extended by the number of hours the employee is off.

2115.51 Reinstatement

Any permanent employee of the City of Toledo who resigns without fault or delinquency may request reinstatement within one year from the date of separation to a vacancy in any classification where permanent certification was previously held, assuming that individual continues to meet the listed requirements for such classification.

Any permanent employee on lay-off or displacement status who has been removed from a recall list as a result of exhausting the recall period provided in the Toledo Municipal Code for that bargaining unit may request reinstatement within a one year period from the date of such termination to a vacancy in any classification where permanent certification was previously held, assuming that the individual continues to meet the listed requirements for such classification.

The names of individuals approved for reinstatement shall be placed on a reinstatement list in alphabetical order. Such names shall then be supplied to Division and/or Agency Heads for consideration for appointment to vacant positions. Reinstated employees must pass any physical, medical and/or psychological examination as determined by the Commission.

Individuals approved for reinstatement who have not been appointed after a period of two years shall have their names removed from the reinstatement list.

2115.52 Alternates and Special Assignments

(a) An alternate is an employee who is temporarily assigned to perform duties above the employee's regular classification. An alternate may be temporarily assigned under the following circumstances:

- (1) To replace an employee who is off for any reason;
- (2) To fill a vacant position pending the making of a provisional or permanent appointment;
- (3) To temporarily supplement the staffing level authorized in the budget;
- (4) To provide training opportunities and credit as prescribed by the education and training program.

(b) The employee within the unit standing highest on the competitive eligible list for the classification that is to be filled alternately shall have the right to be temporarily assigned. If there is no employee within that unit on the competitive eligible list, then the temporary assignment shall be given to the employee from within that Division standing highest on the eligible list. In the case of a noncompetitive list, it shall be the most senior employee within the unit or Division on said list for Local 7 positions and one of the three (3) most senior for Local 2058 positions. If there is no employee within that Division, then the following procedure shall be used.

(c) For alternate appointments to Local 7 positions, the employee with the most unit seniority in the next lower classification within that unit with the demonstrated ability to perform the work of the classification, shall have the right to be temporarily assigned to the position until an eligibility list is established. The employee will be presumed to have the demonstrated ability to perform in the classification for purposes of this section if the employee meets the minimum requirements for the position. If the employee does not meet the minimum requirements, the employee will still be appointed if they satisfactorily demonstrate to division management their ability to perform in the position. Said demonstration may be by way of a competency exam and/or a demonstration period. If there is no eligible employee willing to accept the appointment within the immediate lower classification, then the employee with the most unit seniority with the demonstrated ability to perform the work in the next lower classification within that unit shall have the right to be temporarily assigned to that position and so forth until no employee willing to accept the appointment within that unit is eligible for the temporary assignment.

If there is no eligible employee(s) willing to accept the appointment within that unit, the employee willing to accept the appointment with the most classification seniority with the demonstrated ability to perform the work within that Division, in the next lower classification, shall have the right to be temporarily assigned to that position until an eligibility list is established. If there are no eligible employees willing to accept the appointment within the immediate lower classification, the employee with the most classification seniority willing to accept the appointment and with the demonstrated ability to perform the work in the next lower classification shall have the right to be temporarily assigned to that position and so forth until no employee within that Division is eligible for the temporary assignment.

(d) For alternate appointments to Local 2058 positions:

(1) In the absence of an eligibility list, the employee who is determined most qualified to do the work from among the three (3) most senior employees willing to accept the position in the next lower classification in the unit shall have the right to be appointed alternately to that position. If there is no eligible employee within the immediate lower classification, the employee determined most qualified to do the work from among the three (3) most senior employees willing to accept the position in the next lower classification shall have the right to be appointed alternately to that position and so forth until there are no employees within that unit eligible for appointment.

(2) If there are no eligible employees within that unit, the employee who is determined most qualified from among the three (3) employees willing to accept the position with the most classification seniority within that Division, in the next lower classification, shall have the right to be appointed alternately to that position. If there is no eligible employee within the immediate lower classification, one of the three (3) employees willing to accept the position with the most classification seniority within the Division in the next lower classification, shall have the right to be appointed alternately to that position and so forth until no employees within that Division are eligible for appointment.

(3) In selecting alternate appointees, consideration shall be given to seniority, experience, work record/performance, attendance, disciplinary record, education/training, and demonstrated ability to perform the job. Employees bypassed for selection more senior to the employee selected shall be informed of the reason(s) they were not selected by the person making the selection. They may appeal the determination to the Department of Human Resources for a final determination as to the adequacy of the reason(s) for the bypassing. Said appeal must be filed within three (3) work days of notification of the bypassing.

(4) For an employee to be qualified for consideration for appointment to a Local 2058 position under this section, the employee must meet the minimum requirements for the classification.

(e) The employee initially selected as the alternate shall continue to serve for the period that the division determines an alternate appointment is necessary, unless: the alternate is selected for an alternate appointment to a higher classification; or an employee with greater seniority returns who is qualified and interested.

(f) When an employee is worked as an alternate, the employee shall be paid at the alternate rate of the position worked for a single compensated day off, providing the employee worked in the alternate position for three (3) of the five (5) work days immediately preceding the single compensated day off. The employee shall be paid at the alternate rate of the position worked for more than a single compensated day off, providing the employee worked in the alternate position for six (6) of the ten (10) work days immediately preceding the compensated days off.

(g) For purposes of selection of alternates to serve in Local 2058 bargaining unit positions, "unit" as used in this section shall be the applicable Local 7 work unit.

(h) When an employee repeatedly refuses alternate appointments, they may be removed from the alternate list after written notification has been given to the employee and the responsible Union Steward stating the just cause for removal. The employee may only be reinstated at the written request of the employee and responsible Union Steward, with the written request including justification for the requested reinstatement.

(i) For special assignments within the employee's regular classification, employees will be afforded the opportunity to sign up for the assignment(s). Each employee will indicate on the interest form his/her interests and specific qualifications for the particular assignment. The Commander or his/her designee will evaluate each interested employee's qualifications and establish a pool of employees, which will remain open for addition/deletion on an ongoing basis. Employees denied an opportunity to be considered as qualified for a particular pool, shall, upon request, be notified of the reasons and shall have an opportunity to discuss inclusion/exclusion with the Commander. In addition to the employee's qualifications, seniority will be considered, but in any event, the Commander in his/her sole discretion shall choose from the pool for the assignment. Every effort will be made by the Commander to utilize established pool members on a fair and equitable basis. The progress of the procedure outlined in this paragraph shall be subject to periodic review through the Labor Management meetings held quarterly.

2115.53 Transfers of Lucas County E-911 Operators

The City shall recognize the service of former employees of the Lucas County E-911 that are hired into the position of Communications Operator with the City of Toledo prior to December 31, 1997, and shall recognize his or her continuous service date with the Lucas County E-911 for the purpose of determining vacation entitlement only.

2115.54 Leave of Absence Without Pay

(a) A personal leave of absence without pay may be granted at the request of the employee upon the approval of the City and the Union in accordance with the rules enumerated in Sections 2115.54, "Leave of Absence Without Pay", through 2115.62, "Employment by Bargaining Agent".

(b) An employee on an approved leave of absence shall continue to accumulate seniority during the period of the employee's absence.

(c) It is the parties' express intent that this Chapter of the Code shall not be applied or interpreted in such a manner as to cause or constitute a violation of any law, specifically including PL 103-3 known as the Family and Medical Leave Act of 1993; provided, however, that any remedy for violation of this Act shall be as set forth in the Act.

2115.55 Personal Leave - Up To Five (5) Days

Any request for an excused absence for a period of five (5) work days or less may be granted by the employee's Chief or his designee without the necessity of preparing formal leave papers.

2115.56 Personal Leave From Six (6) to Thirty (30) Calendar Days

(a) Upon the approval of the City and the Union, a leave of absence without pay may be granted for up to thirty (30) calendar days in any calendar year.

(b) Request for such leave of absence shall be in writing, in triplicate, and shall be signed by the employee stating the reason(s) for said leave. One copy shall be retained by the employee, one copy by the Department of Human Resources, and one copy by the Union.

(c) Employees on such leave will not suffer loss of position during said absence. When an employee returns from such an approved leave of absence, that employee shall return to the position in the service from which the leave was granted.

(d) Furthermore, employees on such approved leave of absence for thirty (30) calendar days or less shall have their hospitalization-surgical-drug-life insurance benefits continued in force by the City during this period of time.

2115.57 Personal Leave - More than Thirty (30) Calendar Days

(a) A leave of absence for more than thirty (30) calendar days in any calendar year may be granted provided the request requirements of Section 2115.56, "Personal Leave From Six (6) To Thirty (30) Calendar Days", are met.

(b) When a leave of absence for more than thirty (30) calendar days is granted, the employee shall not be entitled to be returned to the position from which the leave was granted, but will be placed in an open position in the same class or in a class at the same salary group provided a vacancy exists, except in the case of a leave of absence for the purpose of securing job related educational experience, in which case the employee shall be returned to the Division from which the leave was granted. The exceptions to this provision are as follows: the employee who is on an Industrial Injury Leave and in the City program with the Program Physician will be entitled to return to their position when determined to be physically able to return to work in their classification; or the employee is on a leave pursuant to the Family and Medical Leave Act of 1993 and is entitled to return as provided therein.

If an employee elects to go on Workers' Compensation pursuant to Section 2115.99(d), "Wage/Salary Continuation", the City may fill that position after thirty (30) calendar days.

(c) In no case shall a leave of absence be granted for a period of more than one (1) year, except as otherwise provided herein.

(d) An employee on an approved leave of absence for more than thirty (30) days in any calendar year shall not receive hospitalization-surgical-prescription drug benefits during the period of such leave, however, the employee may arrange to prepay through the Division of Accounts the premiums necessary to continue the employee's hospitalization-surgical-prescription drug benefits in force during the period of time exceeding thirty (30) days the employee is on leave. Life insurance benefits will be maintained during said period. The exceptions to this are a leave pursuant to the Family and Medical Leave Act of 1993 or an industrial injury leave as provided in this Chapter.

2115.58 Falsification

No employee shall be granted leave of absence for the purpose of entering employment for another employer or becoming self-employed. If a leave of absence is falsely obtained and the employee is found to be employed by another employer or to be self-employed while on a leave, the employee shall be given the opportunity to resign from service with the City. If the employee fails or refuses to resign, then the employee shall be discharged.

2115.59 Parental Leave

(a) A female employee who has completed probation will be eligible for maternity leave for that period of time that she is physically incapable of performing her regular work related duties. The employee will be required to document her physical condition in a Statement of Attending Physician forwarded to the City. Application for such leave will be made on the approved form.

(b) The employee shall be entitled to use as much of her accumulated sick time as she desires, in lieu of the Leave of Absence without pay, during this period of time. The employee may request additional release time prior and/or subsequent to the above-stated disability. Such requests shall be made as provided in Section 2115.54, "Leave of Absence Without Pay", through 2115.62, "Employment by Bargaining Agent".

(c) It is the parties' express intent that this section shall not be applied or interpreted in such a manner as to cause or constitute a violation of any law, specifically including PL 103-3 known as the Family and Medical Leave Act of 1993; provided, however, that any remedy for violation of this Act shall be as set forth in the Act.

(d) Any Local 7 employee shall be entitled to take up to ten (10) consecutive work days for the purpose of staying home to assist his/her family due to the birth or adoption of a child to the employee and his/her spouse. The ten (10) sick days when used in accordance with this Section shall have no effect on either bonus days as provided in Section 2115.100, "Bonus Days", or on annual sick leave conversion as provided in Section 2115.94, "Accumulation and Payment of Sick Days".

2115.60 Sick or Injury Leave (Not Work-Related)

When an employee who is sick or has been injured, but not due to work-related cause, and the employee has no sick days or Wage /Salary Continuation left, and extended Sick or Wage /Salary Continuation has not been granted, the employee may apply for a Leave Without Pay as provided in Section 2115.56, “Personal Leave from Six (6) to Thirty (30) Calendar Days”, or 2115.57, “Personal Leave – More than Thirty (30) Calendar Days”. The request must be accompanied by the Statement of Attending Physician verifying the necessity for such leave. The Leave may be granted for periods of thirty (30) calendar days or more, depending on the condition of the employee, but not to exceed one (1) to twelve (12) months from the date the employee's sick pay or Wage/Salary Continuation has been exhausted unless by mutual agreement this period is extended in writing. The employee’s position, however, can be filled after thirty (30) calendar days, temporarily until the employee is released to full active duty.

The above paragraph governs ONLY when an employee is sick or injured at home or otherwise off-duty. It does not relate to injuries that occur at work, which are covered by Workers’ Compensation.

2115.61 Workers’ Compensation Covered Injuries at Work

When an employee is injured at work, they will be covered by Wage/Salary Continuation Program as specified in 2115.99, “Wage/Salary Continuation”. If an employee is compliant with the City’s rules for the above two programs, and they are released without medical restrictions, they will return to the same or comparable position they held with the City. An employee’s return to work is controlled by the medical opinions of the Occupational Physician Providers and the City’s ability to conform the job to those opinions. If an employee chooses to go to their own BWC certified physician, they will no longer be eligible for Wage/Salary Continuation, but will apply for Temporary Total (TT) Disability benefits through the Bureau of Workers’ Compensation.

2115.62 Employment by Bargaining Agent

Notwithstanding the provisions of Section 2115.56, “Personal Leave from Six (6) to Thirty (30) Calendar Days”, or Section 2115.57, “Personal Leave – More than Thirty (30) Calendar Days”, an employee may be granted a leave of absence without pay for a period of not to exceed two (2) years for the purpose of entering employment by a Bargaining Agent with which the City of Toledo has entered a collective bargaining agreement covering employees of the City of Toledo. This period may be extended on a year-to-year basis by mutual agreement.

2115.63 Work Schedules

(a) The following work schedule shall govern shifts for employees in this Bargaining Unit:

0600-1400 (6 AM – 2 PM)
1400-2200 (2 PM – 10 PM)
2200-0600 (10 PM – 6 AM)

(b) Except for emergency situations changes in scheduled days and start times shall not be implemented by the City unless they are reasonably calculated to enhance efficiency, effectiveness, or public service. This provision shall not be construed to prevent the City from assigning work from one shift to another.

2115.64 Starting/Quitting Time

The starting time shall be determined on an operational basis and the employees shall be made aware of the established starting time for their unit. Changes in starting time shall be made in accordance with Section 2115.63, "Work Schedules". Work shifts shall consist of consecutive eight (8) hour days with a set starting and ending time.

The employee's workday shall be the regular scheduled work shift with a fixed starting and quitting time and shall consist of consecutive hours, except as broken for the lunch and break periods as specified in 2115.69 "Breaks and Lunch Hour". No employee shall leave his/her assigned post unless properly relieved or with permission from his/her supervisor.

In the event of a workday schedule change due to an emergency, no relief, or direct order from the supervisor, such change shall be only for the duration of the emergency, until properly relieved, or told by the supervisor to leave.

2115.65 Tardiness

Tardiness is greatly frowned upon. Tardiness will be penalized for failure to report to work at the assigned time, and for failure to report an absence for personal or family illness by the proper time and in the proper manner. The procedure for repeated violations of this type is as follows:

WITHIN ANY TWELVE (12) MONTH PERIOD:

- 1ST OFFENSE: Counseling
- 2nd OFFENSE: Verbal Warning
- 3rd OFFENSE: Written Reprimand
- 4th OFFENSE: Written Reprimand
- 5th OFFENSE: One (1) to Three (3) day(s) Suspension
- 6th OFFENSE: Three (3) to Six (6) days Suspension
- 7th OFFENSE: Six (6) to Nine (9) days Suspension
- 8th OFFENSE: And all offenses thereafter within a continuous Twelve (12) month period: Nine (9) to Thirty (30) days Suspension and/or recommendation for Dismissal

The spread in the number of days suspension for a specific occurrence is designated to allow some flexibility in assigning or recommending an exact penalty. In arriving at a decision, the following should be considered:

- A. Any extenuating circumstances
- B. The number of minutes late for the specific occurrence and all other occurrences within the past 12 month period

C. The employee's overall personal service record as it exists at the time of the latest tardy occurrence

2115.66 Work Week

For purposes of the Fair Labor Standards Act (FLSA), the work period shall consist of five (5) eight (8) hour days within the seven (7) day work period established for the operational unit.

Shift employees who owe the City days, shall be permitted to pay back owed days by using accumulated compensatory time, bonus vacation and discretionary days, but only 2 of the owed days may be paid back using accumulated compensatory time. The employees request to use compensatory time, bonus vacation and discretionary days for owed days shall be submitted by ~~January 15~~ **December 15 of the previous year** on a written Report and sent to the Commander.

Owed days not paid back with compensatory time, bonus vacation and discretionary days will be scheduled by the Commander or his/her designee. ~~Days off contiguous to a vacation period shall not be pulled.~~ **After the annual schedule is posted, pull days rescheduled by management shall not be contiguous to a vacation period.**

2115.67 Shift Work Schedules

At the beginning of the year, an annual schedule will be posted showing all pull/pay back days. However, the annual schedule may be subject to change and final monthly Wwork schedules showing the employee's shift, work days and hours shall be posted by the 25th of the preceding month. A list of key assignments for the start of the next year shall be posted by December 10th of each year.

There are three (3) established keys which determine employees' days off. These keys are assigned to employees when they are placed on a shift. If a change in keys is required for the good of the operation the Division will first accept volunteers. In the event there are not enough volunteers, key changes will occur in accordance with reverse seniority, based on key and need.

2115.68 Saturday & Sunday Shift Workers

All employees shall be considered to have two (2) Saturdays and two (2) Sundays within any two-week period. The first day off shall be considered as a Saturday; and the second day off during the work period shall be considered as a Sunday; the third day off during the work period shall be considered as a Saturday, and the fourth day off during the work period shall be considered to be a Sunday. Employees working straight time on Saturday shall be paid an additional thirty-five cents (.35) per hour and employees working straight time on Sunday shall be paid an additional sixty cents (.60) per hour.

2115.69 Breaks and Lunch Hour

Due to the unique characteristics of the work performed by employees in this Bargaining Unit, the City will comply with the Federal Labor Standards Act (FLSA) by providing a reasonable time for lunch and breaks based on operational needs.

It is further the intent of the parties to allow reasonable time between the regular shift and overtime for an employee to make arrangements necessary to work overtime.

Breaks and lunch periods are to be scheduled as follows:

(a) Employees working positions other than Police dispatch, and all Fire dispatch positions, are permitted a 45-minute lunch break and 4 (four) 10-minute breaks throughout the shift. Breaks shall be scheduled based on operational needs. Lunch periods/breaks will begin no sooner than 30 (thirty) minutes after the start of the shift and will be complete 30 (thirty) minutes prior to the end of the shift. A break will not be permitted in the same hour as the lunch period.

(b) Employees working Police dispatch positions are permitted break periods in a rotation consisting of 90-minute work periods and 30-minute break periods.

All personnel are to be available for call back from lunches and breaks. The City and Union understand that a call back is not recall and therefore does not constitute overtime.

2115.70 Daily Overtime

(a) All work in excess of the regularly scheduled eight (8) hour work day shall be overtime and compensated at a rate of time and one-half the regular rate or as otherwise provided. Overtime shall not be paid twice for the same hours.

(b) If an employee is requested to report back to work not contiguous to the beginning or end of the regular shift, the employee shall be guaranteed a minimum of two (2) hours overtime pay.

(c) If the employee is requested to report to work two (2) hours or less prior to but contiguous to the start of the shift, the employee shall be guaranteed two (2) hours of overtime pay.

All such hours shall be paid at the appropriate overtime rate.

2115.71 Saturday/Sunday Overtime

When a shift worker works their first scheduled day off, it shall be considered as a Saturday and shall be compensated at the time and one-half rate **provided such employees have been credited with forty (40) hours straight time pay in the scheduled work period.**

When a shift worker works their second scheduled day off, it shall be considered as a Sunday and shall be compensated at the double time rate **provided such employees have been credited with forty (40) hours straight time pay in the scheduled work period.**

For regularly scheduled employees (Monday through Friday), Saturdays shall be compensated at the rate of time and one-half provided such employees have been credited with forty (40) hours straight time pay in the scheduled work period. A minimum of two (2) hours pay at the appropriate overtime rate shall be guaranteed to such employees.

For regularly scheduled employees (Monday through Friday), Sundays shall be compensated at the rate of double time provided such employees have been credited with forty (40) hours straight time pay in the scheduled work period. A minimum of two (2) hours pay at the appropriate overtime rate shall be guaranteed to such employees.

2115.72 Holiday Overtime

When a shift worker works on their scheduled day off on a holiday, they shall be compensated for the holiday plus double time for all hours worked on such day. **For purposes of this section, holidays are limited to the six (6) major holidays, as defined in Section 2115.106 Paid Holidays.**

When a regularly scheduled employee (Monday through Friday) works on a holiday, the employee shall be compensated for the holiday plus double time for all hours worked on such holiday. A minimum of two (2) hours pay at the appropriate overtime rate shall be guaranteed to such employees.

Shift workers working on their regularly scheduled shift on the six (6) major holidays shall be paid twelve (12) hours at their regular straight time rate. However, when a shift worker works outside their regularly scheduled shift on the aforementioned holidays, the employee shall receive double time for all additional hours worked on the holiday.

When the holiday falls on a Saturday and the City celebrates the holiday on Friday, if an employee works Friday the employee shall be compensated at the double time rate for all hours worked on Friday. In the event the employee works on Saturday, the employee shall be compensated time and one-half for all hours worked on the Saturday. In the event the holiday falls on Sunday and is observed on Monday, this same rule shall apply.

2115.73 Overtime Guarantee

The overtime guarantee set forth herein shall not be applied to those situations where the employee is attending a pre-scheduled meeting; or to attend a required court hearing as a witness in connection with their City employment. In such cases the employee shall be guaranteed two hours pay at the appropriate overtime rate.

2115.74 Time Off - Shift Assignments/Training

All work in excess of an eight (8) hour shift within a twenty-four (24) hour period shall be compensated as overtime.

When there is a change in shift assignments for the next year or when there is mandatory training, there shall be no less than eight (8) hours off between shifts.

While in training the employee's assigned training shift during training will be considered the primary shift for the purposes of overtime and forced recall.

2115.75 Overtime Rotating List/Overtime Refusal

(a) It is the intent of this section to schedule necessary overtime work as evenly as possible among the employees who have completed their original probationary period and are qualified to perform the necessary work. The seniority rotating overtime list shall be established as to job classification according to the employee's unit seniority and such list shall be kept current and posted, and the list shall be followed. The overtime rotating list will be re-established annually at the beginning of the first shift, January 1 of each year according to the aforementioned criteria. All overtime hours worked shall become part of the seniority rotating overtime list of all employees.

(b) Once established, the list shall be adhered to in the selection of employees to work overtime with the exception that: If a particular incident requires overtime to be worked contiguous to the shift in order to complete or further the progress on such incident, then the employee who has been working the incident on his/her regular shift may be allowed to continue with the same incident during the overtime period;

(c) It is also the intent of this section to facilitate overtime scheduling and call out. When an employee is requested to work and refuses such overtime assignment, the employee shall be charged with such overtime. When an employee repeatedly refuses all overtime in a rolling ninety (90) day period, they may be removed from the overtime rotating list for thirty (30) days after written notification has been given to the employee and the responsible Union Steward stating the just cause for removal. The employee may only be reinstated at the written request of the employee and responsible Union Steward, with the written request including justification for the requested reinstatement. Such reinstatement will not be unreasonably withheld. Upon reinstatement the affected employee will be charged with one hour more than the maximum amount of overtime within their job classification on the overtime rotating list.

(d) An employee can be voluntarily removed from the overtime rotating list by submitting a written request to the Commander. To be reinstated to the overtime rotating list an employee must submit a request in writing and will be charged with one (1) hour more than the maximum amount of overtime within their job classification on the overtime rotating list. This does not preclude an employee from being forced for overtime.

When completing daily assignments, supervisors shall first fill all dispatch positions with dispatch trained operators scheduled to work. All other positions will be filled with remaining personnel scheduled to work. Recall will then be offered to qualified personnel based on the positions needed to be filled.

(e) Overtime signup sheets shall be utilized to post recall positions. Overtime that is to be filled shall be posted 7 days in advance, when possible. Qualified personnel may list their overtime availability on the overtime signup sheets. Recall will be filled from the list of employees who made themselves available to work recall for that day. Overtime will be offered to employees based on lowest hours. Overtime will be offered and awarded in 8-hr blocks first. Employees off on Comptime shall not be awarded overtime for the same Comptime hours they were granted. The following recall procedure shall be used to fill regular shift overtime:

- (1) Offer 8 hrs to qualified personnel from the affected shift followed by the unaffected shift.

(2) Offer 4 hr blocks to qualified personnel from the affected shift followed by the unaffected shift.

(f) When an employee refuses overtime and it is imperative that overtime be worked, a rolling forced overtime rotating list will be used. This list will be established by reverse seniority. Forced overtime will be filled by ordering the operator(s) who have the longest period of time from their last force. In case of a tie, the least senior operator(s) will be forced. This is a rolling list and will start over at the beginning of each calendar year, beginning first shift - January 1. The following order shall be used when forcing qualified personnel to work overtime hours:

- (1) Order/force qualified personnel 4 hours holdover and 4 hours in early from the adjacent shifts.
- (2) Order/force qualified employees for 8 hours holdover, then 8 hours in early.
- (3) Order/force qualified personnel who are working overtime.
- (4) Order/force qualified personnel on a day off.
- (5) Order/force qualified personnel who are on a vacation day.

(g) An employee who has accepted overtime who cannot work the overtime must notify their department thirty (30) minutes before the start of the overtime, or following normal daily notice procedures if different. An employee who does not work after accepting the overtime will be charged with double the amount of overtime hours worked. An employee who fails to work accepted overtime on three (3) occasions in a six (6) month period and has not provided the advance notice, shall be removed from the overtime rotating list for six (6) months and may be reinstated thereafter under the provisions of this Section.

(h) Emergency overtime is defined as a non-scheduled overtime situation, which threatens the health and safety services of the citizens of Toledo. When emergency recall overtime is needed, the hours of individual employees shall be put aside due to the emergency.

(i) Overtime that does not follow normal shift schedules (special events, July 4th fireworks, etc.) shall be posted and open to all shifts for availability.

2115.76 Probationary Employees – Overtime

New employees shall not be eligible to work overtime until thirty (30) calendar days after they have been notified in writing that they can perform their work duties unassisted. When a new employee becomes eligible to work overtime, the employee shall be charged with the hours of the employee having the greatest amount of overtime hours in the appropriate unit of the Communications Bureau.

2115.77 Overtime--Promotions, Transfers, Demotions

(a) Employees that are promoted into a different classification or either transferred or demoted to a different operational unit shall be eligible to work overtime thirty (30) calendar days after they have been notified in writing that they can perform their work duties unassisted.

(b) Employees who have been promoted, transferred or demoted shall be charged with the average amount of overtime hours in the appropriate unit of the Communications Bureau and shall be so placed on the overtime rotating list.

2115.78 Premium Hours

No employee shall work more than sixteen (16) continuous hours except in emergency situations where other qualified personnel are not available.

2115.79 Assignments – Inequality

At the time that overtime assignments are made known to the responsible steward or during the course of working the overtime, if errors in the application of the overtime rotating list become known to the steward, he or she shall advise the supervision of any assignment errors so corrections may be made prior to or during the performance of work. Once advised that there is a mistake, supervision still has the prerogative to make the assignments. The responsible steward may then file under the grievance procedure.

If an employee is not called for or offered the overtime when entitled, the employee shall be subject to the following procedure:

If it is the first miss in a calendar year, the division head will have the authority to either compensate the employee in compensatory time, or move the employee to the top of the overtime rotating list for the next one (1) call at the time the list changes per divisional agreements.

In the event of a second or any subsequent misses for the same employee in a calendar year, the affected employee will be compensated in compensatory time for any and all lost overtime for that occurrence.

2115.80 Compensatory Time – ~~Police Communication Specialists I and II Only~~

An employee who has worked overtime shall be allowed to receive compensatory time off in lieu of pay at the appropriate overtime rate, if the employee so elects, provided that the employee does not accumulate compensatory time in excess of one hundred sixty (160) hours. Any time in excess of the one hundred sixty (160) hours will be paid in the next regular pay period. The Parties may mutually agree to increase the accumulation of compensatory time from one hundred sixty (160) hours to two hundred forty (240) hours. ~~Fair Labor Standards Act (FLSA) Limitations.~~

Compensatory time shall be granted adhering to the 10% Rule, combining vacation and comp time, as referenced in 2115.105, “Vacation”, and following these guidelines:

(A) Prior to the posting of the final affected monthly schedule, an employee may submit request to shift supervisor no more than 90 days prior to the first affected shift in which the compensatory time is being requested. The request will be approved or denied, in accordance with the 10% Rule, within 24 hours of the posting of the final affected monthly schedule.

~~(A)~~ Employees must submit the request to a shift supervisor at least 72 hours prior to the start of the affected shift but no more than 90 days prior to the first affected shift in which the compensatory time is being requested.

(B) After the posting of the final monthly schedule, all compensatory time requests submitted prior to 72 hours before the start of the affected shift shall be approved or denied based on the 10% Rule within 48 hours of submission. If a request is denied, the employee will be notified of the denial. The employee may resubmit the request within 72 hours of the affected shift. The resubmitted request will be given priority if the request is submitted with the prior denial and is received exactly at 72 hours prior to the affected shift.

~~(B)~~ ~~(C)~~ Requests will be approved or denied **submitted within 72 hours up to the affected shift, will be approved or denied, based on operational needs as defined below, within 24 hours of the posting of the monthly schedule or within 48 hours of submission. The request will be approved or denied within sixty (60) minutes of the start of the shift and after sick call offs.**

All requests submitted within 72 hours, or approvals for compensatory time when staffing is above 10%, will be approved based on operational needs. Operational needs will be determined by considering minimum staffing levels, scheduled training needs and any foreseen event.

~~(C)~~ (D) Compensatory time must be used in 4 or 8-hour blocks and contiguous to the beginning or ending of the shift.

~~(D)~~ (E) If multiple requests for compensatory time are submitted for the same period, approval/denial will be processed based on the timestamp of the supervisor at the time of submission. **A resubmitted request, as referenced in subsection (B), will take priority.**

~~(E)~~ (F) An employee must take all compensatory time in excess of one hundred sixty (160) hours by April 30 of the year following the year in which the time was earned. If the employee has not taken the time by that date, then they shall be paid for all hours not taken in excess of one hundred sixty (160) hours in the next regular pay period. Payment will be made in a separate payment.

Overtime worked at alternate status may be elected as compensatory time and the difference between hourly rates will be paid with the pay period of the hours worked. ~~Any remaining vacation time must be scheduled before compensatory time is permitted after October 1st of each year.~~

~~(F)~~ (G) For the purpose of administering this contract section only, Management will post the projected minimum staffing levels with the monthly schedule. The Parties agree and understand that management has sole authority to establish all staffing levels, and that the

staffing level on any given shift is subject to change pursuant to operational needs, in accordance with 2115.12, "Management Rights." Management may award additional Comp Time above the number permitted under the 10% Rule, as operational needs allow.

~~2115.81 Rescheduling Days Off (Comp Time, Vacations, and Discretionary Days) — Fire Dispatchers Only~~

~~All compensatory time off requests shall be submitted, in writing, through the chain of command and approved forty eight (48) hours prior to rescheduling the day(s) off. The request shall first be given to the Shift Supervisor for preliminary approval. The Shift Supervisor will forward the request to the Scheduling Supervisor if preliminary approval is given. The Scheduling Supervisor must give notification of approval or denial within 48 hours of submission of request.~~

~~Vacation time may only be taken in four (4) hour blocks.~~

~~Compensatory time in two (2) hour blocks can be taken as long as it is used at the beginning or end of a shift. Compensatory time in four (4) hour blocks may be taken at any time.~~

~~Each fire dispatcher is allowed three (3) discretionary days. These may be requested within two (2) hours of the scheduled shift. This is to allow for any unexpected emergencies that might occur. The scheduling supervisor will use the discretionary days for the last three (3) scheduled days off, unless the dispatcher requests discretionary days(s) earlier in the year.~~

~~All request time off may be granted provided there are no more than 50% of the assigned shift personnel off. (See "Vacation Process" for definition of the 50% of the shift.)~~

2115.81 Trade Days

Employees shall be allowed to trade days off with **one (1)** other employee within the same classification in 4-~~or~~ 8 hour blocks. Employees will ~~also~~ **not** be permitted to trade with themselves, ~~in 8 hour blocks~~. All trades will be based on operational needs, as determined by the Commander or his/her designee and following these guidelines:

(A) Employees must submit the request to the supervisor after **the posting of the affected monthly schedule and** at least 72 hours prior to the first affected shift ~~but no more than 90 days prior to the first affected shift~~. Any trade submitted inside 72 hours will **only** be **considered if the employee has an emergency.** ~~approved or denied at supervisor discretion.~~

(B) Requests will be approved or denied ~~within 24 hours of the posting of the monthly schedule or~~ within 48 hours of submission.

~~(C) A trade with yourself must be completed within the same 7-day FLSA period, adhering to FLSA guidelines.~~

~~(D)~~ (C) A trade between 2 employees must be completed within a 3 month period **the calendar month.**

~~(E)~~ (D) Employees will be permitted a maximum of ~~6~~ 9 trades per month.

~~(F)~~ (E) Employees will **not** be permitted to trade with employees on other shifts.

(F) Employees will not be permitted to use compensated time off to cover the hours of the approved trade.

(G) An employee will not be permitted to cancel any approved trade. Further, an employee will not be permitted to trade the same hours more than one time. Also, an employee is not permitted to trade an obligation from a previous trade. The employees are not permitted to execute a three-way trade, or a trade involving three or more employees.

(H) If an employee calls off sick on any trade day, the employee will be prohibited from trading any days for 3 months. No penalty will occur if proper medical documentation is provided as described in Section 2115.96(b) – Reporting – Proof of Illness.

~~(H) If multiple requests are submitted for the same day, trades will be processed based on the timestamp of the supervisor at the time of submission.~~

2115.82 Shift Bid Process – Police Communication Specialists I and II Only

Section 1. Shift Vacancy/Bidding Procedure

When positions become vacant throughout the year, the vacancies, as determined by management, will be posted. Employees shall bid those positions by submitting a Sergeant's report. The positions will be filled according to Unit Seniority within 10 workdays of the posted vacancy. In the event that no one bids on the vacancy, and management determines that the vacancy shall be filled using overall reverse seniority. In the event of a voluntary shift move, any unused vacation must be selected from the remaining open vacation periods.

Section 2: Annual Bid Process

An annual bid process for shift preference shall occur on the first Wednesday of November. The bid process will be the same as has been in past years. A union representative will contact employees on leave during the selection process.

Employees will be provided with a shift preference form. Employees may fill out the form when it is received; however, it is not required. If the employee chooses to fill out the form, the following will apply:

- A. Make all choices for shifts, listing the first preference as #1, second preference as #2, etc.
- B. Place the selection in a sealed envelope with the employee's name on the outside.
- C. Submit a sealed envelope to the shift supervisor who will forward the envelope to the staff office.

- D. All preferences will be submitted no later than 0800 hours on the last Wednesday in October of each year.

If an employee submits a preference form, he/she will be required to place their name on a sign-off sheet. The sheet will be maintained at the shift supervisor's position. Employees will print and sign their name on the sign-off sheet. At the time an employee places his/her name on the sign-off sheet, the supervisor will place his/her initials and date next to the entry made by the employee. If an employee chooses not to submit a preference form, no signature is necessary on the sign-off sheet. Envelopes containing preference forms will be forwarded to the staff office, by shift supervisors.

At the conclusion of the period for submitting preference forms, the day shift supervisor will forward the complete sign-off sheets to the staff office.

On the first Wednesday of November at 1200 hours, all employees interested in participating in the bid selection process will assemble in the third floor lobby area adjacent to the Communications staff office. During the hours 1200 to 1400 hours on this date, the bid selection process will be initiated and will be administered by the Commander or his designee. The process will be monitored by a Local 7 Union Representative. The bidding process will be accomplished in the following manner:

- A. The Union Representative will go to the assembled group of Communication employees and call out the name of the senior employee.
- B. The Union Representative will accompany the employee to the staff office where the selection process will be administered.
- C. The Commander or his or her designee will have the employee place his/her name on any available slot for any of the available shifts.
- D. When that employee has made a selection, he/she will leave the area where the selection process is being administered and the next senior employee will be called to select a shift.
- E. If the next employee to make a selection is working at the time his/her name is called for selection, he/she will be relieved from their position. Employees will be provided with the opportunity to make a selection indicated above and return to their duty station.
- F. If at the time an employee's name is called to make a selection and that employee is not present for any reason, the selection process will defer to the shift preference form that was previously submitted by the employee.
- G. If the need to defer to the preference form arises, the employee will be given the highest available preference listed on the form.
- H. If no bid preference form was submitted by the employee whose name is up for consideration, no choice will be made for that employee until all others have chosen a shift and the probationary employees have been placed on the shifts by the Commander.

The shift selection process is available only to non-probationary employees. However, a probationary employee shall be given the opportunity to express their preferences by submitting a shift preference form during the same period as the non-probationary employees.

The Commander shall determine shifts for all probationary employees among the available positions that remain at the conclusion of the shift selection process. Consideration will be given to the preferences indicated on the bid forms submitted by probationary employees. However, the sole determination of shift assignment for the probationary employees will be decided by the Commander.

2115.82.1 Shift Bid Process – Fire Dispatchers Only

The following process applies only to Fire Dispatchers:

The Local 7 Union Steward will handle this process.

An annual bid using the following procedures shall occur on the first Monday in November of the current year. Should some emergency force postponement of the bid, it will be held on the second Monday in November.

The Local 7 Fire Steward shall prepare and issue a Bid Shift Preference Slip to each non-probationary and probationary Fire Communication Specialist. Each Fire employee shall complete a Bid Shift Preference Slip in the following manner:

1. Mark all three (3) choices for shifts, listing the first preference as #1 and the last as #3. If no preference, mark “NO PREFERENCE.”
2. Place the signed Bid Shift Preference Slip selection in a sealed envelope and place your name on the outside. Submit the sealed envelope to the Local 7 Fire Union Steward.
3. All preferences shall be submitted no later than 0800 hours on the last Friday in October of the current year.

On the first Monday in November of the current year, all Fire Communication Specialists will make their bid selection. On their own time from 1300 to 1500 hours, the bid selection process will be initiated and will be administered by the Local 7 Fire Union Steward.

The most senior fire dispatcher will start and continue until all fire dispatchers have placed their bid. The Fire Union Steward will accompany each dispatcher by seniority to the designated area to place his/her name on any of the three (3) available shifts. If a dispatcher is working he/she will be relieved from duty to make his/her selection. If a dispatcher is not present, the Fire Union Steward will represent the employee by filling in their selection based on the Shift Bid Preference Slip.

Probationary dispatchers will/shall be given the opportunity to express their preferences by submitting a Bid Shift Preference Slip. The Scheduling Supervisor shall determine shifts for all probationary dispatchers among the available positions that remain at the conclusion of the Shift Selection Process.

2115.82.2 Payback Days — Fire Dispatchers Only

~~Once the bidding process is completed and all positions and Keys are assigned, the Scheduling Officer will submit in writing to all dispatchers the number of payback days they can pick. They will be given the choice of working any or all those days, however dispatchers assigned the same Key/same shift shall pick payback days different from their partner. The most senior employee shall pick first. The picks shall be completed by the first Monday in December of the current year. The employee shall pick payback days as long as it does not violate FLSA standards.~~

2115.83 Compensated Time Considered as Time Worked

Holidays, vacations and other time off to which the person is entitled as a matter of rights under or by virtue of any ordinance of the City and this Agreement shall be considered as time worked except when determining hours worked for purposes of compliance with the Fair Labor Standards Act.

2115.84 Injury at Work

An employee who may be injured during the course of the day's employment shall be paid a minimum of eight (8) hours pay for that day, if such injury requires the employee to leave the job for medical treatment by a professional medical care provider.

2115.85 Joint Safety Statement

(A) The City and the union will jointly support initiatives that make provisions for the safety of City employees consistent with the rules/requirements of the Ohio Employment Risk Reduction Standards and such rules as may otherwise be adopted by the Public Employment Risk Reduction Advisory Commission of the Ohio Department of Industrial Relations, Division of Occupational Safety and Health, provided, however, remedies shall be pursuant to the provisions of H.B. 308.

(B) Employees are to comply with all General Safety Rules of the City and any special Divisional safety rules and shall be required to properly use safety equipment provided to them.

(C) Any employee may make recommendations for the correction of unsafe or harmful work conditions and the elimination of unsafe or harmful practices as reported to Division Management or representative(s) of the Department of Human Resources.

(D) The City may develop a safety award program, which may include cash awards and/or other premiums that, upon mutual agreement between the Appointing Authority and the Union, may be adopted/implemented during the terms of this collective bargaining agreement.

(E) The City and the Union shall promote health and safety education and/or participate in such programs.

(F) Divisional Safety Committees shall be formed which will include the Commissioner or designee, a representative designated by the Union and other divisional personnel mutually agreed upon.

The parties agree that the divisional safety committees will recommend training for each respective division. The list of training as established will comply with appropriate laws including provisions of O.R.C. 4167.

2115.86 Excluded Employees

Employees excluded from this Title of the Code shall not perform work covered by the listed classifications and ordinarily assigned to employee(s) covered herein except during emergencies where all positions have to be monitored until help arrives.

Supervisory training on all communication equipment will be ongoing through the year.

This section does not preclude supervisors from relieving employees for breaks and lunches, nor is it intended to prevent supervisors from maintaining proficiencies in the various assignments and equipment throughout the year.

2115.87 Bulletin Boards

The City agrees to furnish bulletin boards in each Unit. The Union shall have the right to post Union notices or notices of social gatherings on the bulletin boards. No article shall be removed from the bulletin boards without first securing permission from the Union. Any person found guilty of this act shall be disciplined. Bulletin board placement shall be mutually agreed upon.

2115.88 Working Below Classification

No employee(s) shall be required to work below their classification(s) if there is an alternate available to fill the position. This section does not preclude members of a Local 7 crew or a team from agreeing to interchange functions in order to most productively perform a job under a mutually-agreed team concept approach.

Employee(s) temporarily required to work below their classification(s) or pay rate shall receive their regular rate of pay.

2115.89 Working Out of Classification

Employees required to work above their classification(s) or pay rate shall receive the higher rate of pay for said higher classification(s); except that coverage for normal lunch hours and breaks for a position with some overlapping responsibilities shall not entitle the employee to the higher rate of pay. The employee shall be paid the starting rate for said higher classification. An employee appointed on an alternate basis to positions in the Local 2058 Bargaining Unit shall be paid the full Local 2058 rate for the higher classification.

Employee(s) temporarily required to work below their classification(s) or pay rate shall receive their regular rate of pay.

2115.90 Resignation

Any employee whose removal from the service is sought for disciplinary reasons may resign at any time and the record shall show that the employee resigned of the employee's own accord.

Any employee who wishes to leave the City's service in good standing shall sign a written resignation with the Department and/or Division Head at least two (2) weeks in advance of the date the employee wishes the resignation to be effective.

Employees planning to retire shall provide notice of their anticipated retirement date the year before the retirement is planned. This notification is for planning and budgetary purposes only. Employees will not be held to said anticipated retirement date.

2115.91 Other Employment Compatibility

No employee of the City shall accept outside employment that is adverse to or in conflict with the employee's municipal employment. In the event said employee shall be injured while engaged in outside employment, the employee shall not be entitled to any sick leave benefits which have been accumulated by virtue of their employment by the City.

2115.92 Change of Name-Address-Phone

When an employee changes his/her name, address or phone number, he/she shall within five (5) working days notify his/her supervisor on the appropriate form(s). Such changes are to be forwarded by the supervisor to the Department of Human Resources who shall correct the employee's records and file such change in the employee's personal history file. The Local shall receive a copy of such notification for all employees in the bargaining unit.

2115.93 Part-Time Employees

When it is determined that a new permanent part-time employee is required within a division, the City and bargaining unit will agree to the new addition. If an agreement cannot be reached the parties may submit the dispute to expedited arbitration for the resolution of the issue. This must be done prior to filling the position.

2115.94 Accumulation and Payment of Sick Days

Employees will be credited with six and two-thirds (6 2/3) hours sick leave for each month of service up to a maximum of eighty (80) hours, or ten (10) days, per calendar year. Once an employee accumulates a total of 294 hours of sick leave, the employee will be credited with ten (10) hours sick leave per month (increases from six and two-thirds (6 2/3) hours to ten (10) hours per month). The employee must maintain a sick hour accumulation balance of at least 294 hours in order to continue to receive ten (10) hours per month. If the employee's accumulation drops below 294 hours, then he or she will be credited with only six and two-thirds (6 2/3) hours per month. An employee granted a leave of absence for thirty (30) calendar days or more shall not accumulate sick pay during the period the employee is on such leave.

Those employees hired on or before June 30, 1993 shall have the option of maintaining their current sick leave accrual and severance pay plan as set forth in Part A or in the sick leave conversion plan as set forth in part B below. This election shall occur during the first six (6) months of this agreement.

Employees hired on or after July 1, 1993, shall be covered exclusively by the sick leave plan in Part B.

(A) Employees hired on or before June 30, 1993 and who elect to maintain their current sick leave accrual and severance pay plan shall be credited with six and two-thirds ($6 \frac{2}{3}$) hours sick leave for each month of service up to a maximum of eighty (80) hours, or ten (10) days, per calendar year. Once an employee accumulates a total of 294 hours of sick leave, the employee will be credited with ten (10) hours sick leave per month (increases from six and two-thirds ($6 \frac{2}{3}$) hours to ten (10) hours per month). The employee must maintain a sick hour accumulation balance of at least 294 hours in order to continue to receive ten (10) hours per month. If the employee's accumulation drops below 294 hours, then he or she will be credited with only six and two-thirds ($6 \frac{2}{3}$) hours per month. Provided the conditions of Section 2115.117, "Termination and Severance Pay", have been met, unused sick leave accumulated to the time of termination shall be paid at the rate of one-half ($1/2$) for all such accumulated sick time up to two hundred (200) days and full pay for accumulated sick time in excess of two hundred (200) days.

An employee who dies as the direct result of injuries sustained in the course of employment with the City shall receive payment for the full accumulation of sick pay at the time of death.

(B) (1) Employees hired on or before June 30, 1993, who elect the sick leave conversion plan set forth herein will bank accumulated sick leave through June 30, 1993. This banked sick leave accumulation will be used as the need for sick pay arises or may be converted to cash under the terms set forth in Part (B)(3). Provided the conditions of Section 2115.117, "Termination and Severance Pay", have been met, unused sick leave from that banked effective June 30, 1993, will be paid as follows at the employee's regular rate as of June 30, 1993: one-half for all banked sick time up to two hundred (200) days and full pay for accumulated sick time in excess of two hundred (200) days.

(2) On and after June 30, 1993, employees covered by this plan shall be credited with sick days in accordance with the following formula: employees are credited with six and two-thirds ($6 \frac{2}{3}$) hours sick leave for each month of service up to a maximum of eighty (80) hours, or ten (10) days, per calendar year. Once an employee accumulates a total of 294 hours of sick leave, the employee will be credited with ten (10) hours sick leave per month (increases from six and two-thirds ($6 \frac{2}{3}$) hours to ten (10) hours per month). The employee must maintain a sick hour accumulation balance of at least 294 hours in order to continue to receive ten (10) hours per month. If the employee's accumulation drops below 294 hours, then he or she will be credited with only six and two-thirds ($6 \frac{2}{3}$) hours per month.

(3) Sick leave hours not used by the end of the year can either be turned in for payment of a percentage of salary as indicated below or carried over until retirement or separation.

The maximum number of sick hours allowed for year-end payment will be forty (40). Employees using twenty (20) hours or fewer of sick leave in the preceding calendar year shall be entitled to a conversion to pay at fifty percent (50%). Employees using more than twenty (20) but forty (40) or fewer hours shall be entitled to a conversion at thirty three percent (33%). Employees with fewer than two hundred ninety-four (294) hours of accrued sick time or who have used more than forty (40) hours in the preceding calendar year, shall not be eligible for this conversion privilege. The employee's accrued sick leave shall be reduced by the number of hours converted to cash.

(4) Provided the conditions of Section 2115.117, "Termination and Severance Pay", have been met, unused sick leave accrued after June 30, 1993, will be paid as follows at the employee's regular rate at the time of termination: thirty-three percent (33%) of salary for the first four hundred eighty (480) hours and fifty percent (50%) of salary for the next four hundred eighty (480) hours for a maximum of nine hundred sixty (960) hours.

(5) An employee who dies as the direct result of injuries sustained in the course of employment with the City shall receive payment of the full accumulation of sick pay at the time of death.

2115.95 Sick Pay Usage

Sick pay is pay to the employee for the necessary absence from duty on a regularly scheduled work day because of illness, injury or exposure to contagious disease suffered by the employee not in the course of their employment, or illness in the employee's immediate family that necessitates the employee's absence from work or would result in serious hardship to the employee's family. Attendance to the immediate family member at the hospital while undergoing serious medical attention shall be included under this provision. Sick pay shall not be made for illness or injury incurred as a result of outside employment or as a result of any action within the control of the employee such as intentional self-inflicted wounds, use of drugs or alcoholic beverages (except for the treatment of abuse), nor for injuries sustained while committing a felony or other similar action. For the purpose of this section, immediate family shall include only the employee's father, mother, sister, brother, spouse or child. Where a special relationship exists between the employee and any other person for whom the employee would not normally be granted sick pay, said sick pay will be granted upon pre-authorization of this relationship by the Department of Human Resources. An affidavit stating the existing relationship and certifying that the person resides at the employee's household and is dependent on the employee for their well being must be approved by the Department of Human Resources prior to the utilization of any sick pay. The family illness provision shall be for a limited period of time (not to exceed seven (7) work days) to enable the employee to secure other arrangements for the care of the member of the employee's immediate family. Usage of "Sick Family" of over three (3) consecutive work days shall require a "Statement of Attending Physician".

An employee shall be permitted to substitute a physician's statement not on a City "Statement of Attending Physician" form, provided the statement shows treatment dates, diagnosis, that the employee was unable to work for the period covered, and that the employee is able to fully return to work. If the statement is accepted, a "Statement of Attending Physician" will not be required; if not, then a statement on the City's form is to be submitted within three (3) work days afterward.

When employees call off sick for duty, they shall do so sixty (60) minutes prior to scheduled start time of shift. Police and fire personnel shall be considered scheduled to report to duty their next scheduled day.

Sick time use for doctor, dental or medical appointments at the beginning of the shift shall be used in four (4) hour increments. Employees who use sick time in conjunction with the beginning of the shift can report to work at the end of the four (4) hours. Sick time used for doctor, dental or medical appointments that are not in conjunction with the beginning of the shift shall be used as needed. However, employees who leave work can not return. Employees shall bring in written documentation for all appointments under this section. Employees shall notify their supervisor of appointments as soon as possible.

In accordance with these provisions, it is recognized that sick pay is limited to the necessary absences from duty due to illness or non work related injury of the employee or immediate family member that necessitates the employee's absence from work. It is also recognized that employees of the City of Toledo are engaged in the performance and delivery of these services. Good attendance on the part of the City's employees is necessary.

It is further recognized by the current contract provisions specifically Section 2115.96 "Reporting Proof of Illness", and Section 2115.98 "Excessive Absenteeism" that any absence from duty as the result of claimed illness or injury may be investigated during the employee's normal working hours.

The City does not intend to act arbitrarily, capriciously, unreasonably or in bad faith when investigating sick leave nor does the City intend to use sick leave investigation to harass an individual employee. Nor does the City intend to make home visits or calls without taking into account the individual's attendance record.

2115.96 Reporting - Proof of Illness

(a) The employee, while absent on sick pay, must notify the supervisor under agreed practices of either sick personal or sick family only. When claiming sick days an employee must remain at home caring for their illness or that of their sick family member, unless away receiving medical attention such as in a hospital, at a doctor's office or at a pharmacy, and be able to document the absence from home. If the sick family member does not reside in the home of the employee, the employee shall provide notice when reporting off that they will be at the sick family member's home and its location. The employee shall then remain at the sick family member's home, unless away receiving medical attention such as in a hospital, at a doctor's office or at a pharmacy, and be able to document the absence from home. An employee who is recuperating from surgery or some other major medical condition who is advised by their physician that a change of location would hasten their recovery, may do so with the approval of the Department of Human Resources. An employee who is recuperating from surgery or other medical condition and who has not been released to return to work by a physician within ten (10) work days does not have to remain at home provided that their physician's statement indicates that remaining home is not necessary to their full and fast recovery. The employee then shall be allowed under these conditions to continue to receive sick pay benefits.

(b) ~~This procedure will begin the first day of the month after the execution and signing of the Collective Bargaining Agreement.~~ **Through December 31, 2017,** ~~W~~hen an employee has used five (5) days or forty (40) hours of sick time in a calendar year that is not FMLA approved, or is not otherwise documented as specified below, then the employee shall be notified that use of more than six (6) days or forty-eight (48) hours of non-FMLA or undocumented sick time that year may be cause for discipline. When the employee's sick time usage that is neither FMLA approved nor otherwise documented exceeds six (6) days or forty-eight (48) hours, the employee may be subject to discipline pursuant to the PDP for that usage and for each additional non-FMLA approved or otherwise undocumented sick time that calendar year.

Effective January 1, 2018, when an employee has used four (4) days or thirty-two (32) hours of sick time in a calendar year that is not FMLA-approved, or is not otherwise documented as specified below, then the employee shall be notified that use of five (5) days or forty (40) hours of non-FMLA or undocumented sick time that year may be cause for discipline. Additional sick time usage that is neither FMLA-approved nor otherwise documented exceeding five (5) days or forty (40) hours, the employee may be subject to additional discipline pursuant to the P.D.P or advanced disciplinary procedure for that usage and for each additional non-FMLA approved or otherwise undocumented sick time that calendar year.

"Documented sick time" for purpose of this paragraph and paragraph (c) shall be restricted to notes or other documentation from a medical practitioner's office (physician, nurse practitioner, nurse, dentist, chiropractor, physical therapist) and school officials/school nurses on medical stationery.

(c) An employee who goes home sick after reporting for work shall receive written notification for the second occurrence in a calendar year that has not been documented in accordance with paragraph (b) above. The written notification shall instruct the employee that the same conduct in the future will result in the employee being required to submit appropriate documentation concerning the reasons for leaving early for the remainder of the calendar year. This provision shall not be applicable when the employee has a pre-approved doctor's or dentist's appointment nor shall it apply where an employee is authorized to report to work for a partial work day, either before or during that day, when the employee would otherwise take the entire day as sick leave. Authorization to report to work under this provision will be requested by direct verbal communication between the employee and the employer or its designee and confirmed as soon as practicable in writing. Failure to provide a statement of attending physician or documentation when required by this agreement may subject the employee to disciplinary action.

(d) When providing documentation it shall be presented within three (3) work days after returning to work.

(e) When the use of sick days extends beyond three (3) consecutive work days, the employee shall furnish the City with a "Statement of Attending Physician" in accordance with Division Policies and Procedures and the provisions above.

~~(d)~~**(f)** Any absence from duty as the result of a claimed illness or injury may be investigated during the employee's normal working hours by an authorized City representative.

~~(e)~~**(g)** Any employee found guilty of abusing sick pay benefits provisions set forth herein or whose reasons for absence are falsified shall be subject to appropriate disciplinary action.

2115.97 Sick Pay Extension

In the event of the extended illness of an employee and after having exhausted all accumulated sick days, bonus days and vacation days, then a request may be made to the Department of Human Resources for extended sick pay benefits. The employee's prior work record with regard to usage of sick days and the employee's seniority will be taken into account in determining the eligibility of the employee for such extension. In the event the request is not granted, the employee shall be notified of such action. The answer to the request must be furnished in writing to both the employee and the Union. In the event a sick and accident insurance benefit mutually agreeable is secured, then this benefit shall be discontinued.

2115.98 Excessive Absenteeism

(a) Employees of the City of Toledo are engaged in the performance and delivery of vital services to our community. In order to ensure the efficient delivery of these services, good attendance on the part of the City's employees is necessary. Moreover, recurring and excessive absenteeism is disruptive to the City's operations, costly to the City and its residents, and detrimental to the morale and efforts of employees who maintain a good work record. Therefore, it is the intent of the parties: (1) to work toward programs and understandings that will reduce absenteeism; (2) to encourage and recognize good attendance on the part of employees; and (3) to cooperate in correcting excessive absenteeism on the part of employees.

(b) This provision in no way detracts from the City's right to investigate illnesses or to bring charges against any employee for abuse of sick leave or for single instances of unexcused absence.

2115.99 Wage/Salary Continuation

(a) Employees injured in the course of and arising out of their employment under such circumstances as would cause such injury or disability to be compensable under the Workers' Compensation Laws of the State of Ohio will be eligible to participate in the City's Wage/Salary Continuation program. The City will recommend the occupational medical facilities.

(1) Employees sustaining a work related injury that requires medical attention at a medical treatment facility (i.e., sprains, simple fractures, etc.) will be transported to and treated at an occupational medical facility. The occupational physician, along with rendering a diagnosis and prognosis, will determine if the employee is capable of returning to regular duties.

(2) Employees sustaining a work related life threatening, injury may be treated at any medical treatment facility to which emergency medical personnel transport them. The employee will be examined at the preferred occupational medical facility upon release by the Emergency Medical Facility. The designated program physician will determine if the employee is capable of

returning to regular duties. The occupational physician(s) may require follow-up medical evaluations.

(3) An employee may, after the initial evaluation by the preferred occupational medical facility physician, elect to continue treatment with their physician. The employee's physician will be the physician of record for Workers' Compensation purposes.

(b) Upon the occupational physician's determination that an injury requires the employee to be off work, wherein the employee reports said injury within twenty-four (24) hours of the incident of illness or injury, completes the injury packet information, Wage/Salary Continuation shall be granted by the Department of Human Resources for up to sixty (60) days.

Should such disability exceed sixty (60) calendar days, the Director of Human Resources, on application therefore and proof of continued disability, may extend the period during which such person is carried on the regular payroll. An extension may be granted to the injured worker based upon the severity of the injury.

Injury pay extension requests, accompanied by a "Statement of Attending Physician" setting forth the illness or injury and the need for additional time, must be presented to the Director of Human Resources prior to the expiration of the original sixty (60) day disability period. If the above requirements are not fulfilled, the request for injury pay extension will not be considered.

(c) Workers' Compensation: At the expiration of the injury leave granted, if the employee is still unable to return to work, the employee may elect in writing to use accumulated sick and other accrued time. If the employee is still unable to return to work, payment of Wage/Salary Continuation will be stopped and the injured worker may apply to the Bureau of Workers' Compensation for compensation benefits.

(d) Employees who sustain injuries in the course of and arising out of their employment under such circumstances as would cause such injury or disability to be compensable under the Workers' Compensation Laws of the State of Ohio who choose not to be evaluated by the preferred occupational physician and go only to the physician of their choice are not entitled to any Wage/Salary Continuation benefits contained in this collective bargaining agreement. Notice of intent not to participate in the City's injury program must be given within three (3) work days of the injury. Any and all work-related injury claims will be processed through and conform with the Workers' Compensation Act.

(e) False Claim: The City reserves the right to recoup Wage/Salary Continuation benefit payments to any employee who is guilty of submitting a false claim, or abuse of the privileges covered in this Section, or working for another employer while on injury leave, and may take disciplinary action.

(f) An employee whose treating physician has declared the employee to be "maximum medically improved" (M.M.I.), shall have the right to fill a position according to the following priorities:

(1) Return to the same job as long as it does not violate their physical restrictions;

(2) Return to the same job with reasonable accommodations for their physical restrictions;

(3) Return to a vacant position in the same salary group for which he/she qualifies that does not violate their physical restrictions;

(4) Return to a vacant position in a lower salary group for which he/she qualifies.

In the event that an employee cannot be returned to work in their regular job or alternate position, or is applying for disability retirement, the employee may use any sick and/or vacation time that they have accrued. Where appropriate, if the employee qualifies for Bureau of Workers' Compensation rehabilitation the City will cooperate with the Bureau in allowing on the job training to help qualify the injured worker for a position.

2115.100 Bonus Days

A regular full-time employee of the City shall be given Bonus Days in accordance with the Bonus Day Table set forth below, provided the employee has accumulated at least 480 total hours of sick leave as of December 31 of the previous year. In order to continue eligibility for Bonus Days the employee must maintain a balance of at least 480 hours of accumulated sick leave.

For the purpose of bonus vacation, unpaid sick days taken will be applied in the same manner as paid sick days.

Effective for sick days taken starting January 1, 2014 forward:

BONUS DAYS CANCELLATION TABLE

<u>MONTHS WORKED</u>	<u>SICK DAYS TAKEN</u>										
	0	1	2	3	4	5	6	7	8	9	10
12	5	5	5	4½	4	3½	3	2	1	½	0
11	4½	4½	4½	4	3½	3	2½	1½	½	0	
10	4	4	4	3½	3	2½	2	1	0		
9	3½	3½	3½	3	2½	2	1½	½	0		
8	3	3	3	2½	2	1½	1	0			
7	2½	2½	2½	2	1½	1	½	0			
6	2	2	2	1½	1	½	0				
5	1½	1½	1½	1	½	0					
4	1	1	1	½	0						
3	½	½	½	0							

2115.101 AFSCME Health and Welfare Plan

The parties agree that employees shall continue to be covered by the AFSCME Health and Welfare Plan, which includes, (1) life insurance, (2) hearing care plan, and (3) an increase of \$5.25 for the vision care plan. The cost of this plan shall be borne by the City, provided that the total cost shall not exceed twenty dollars (\$20.00) per employee, per month during the life of this agreement.

2115.102 Hospitalization; Prescriptive Drug; Dental Insurance

(a) GENERAL PROVISIONS: The City shall continue to provide hospital, medical, surgical, major medical, outpatient diagnostic laboratory services, prescription drug, dental care and benefits under the terms and conditions set forth below.

(i) Coverage shall be provided to each employee, each employee's spouse and all unmarried dependent members of the employee's family to age twenty-three (23). Spouses who are both employed by the City must jointly elect only one coverage: Traditional or HMO. A new election may occur after an open enrollment due to circumstances such as layoff or other separation of one of the spouses, death, or divorce. Where spouses who are both employed have dependents from prior marriages for whose hospitalization coverage they are responsible they shall be exempt from this joint election requirement. Where the spouse of a City employee is employed by a different employer and he or she desires to waive his or her employer's plan in favor of City coverage, the City is not obligated to place the spouse on the City's plan. In cases of demonstrated hardship due to excessive co- premiums (e.g., 40% co-premiums or premium payments equaling 30% or more of earnings), special consideration will occur.

(ii) Coverage for this purpose shall be furnished through the insurance carrier(s) selected exclusively by the City on a fair fee basis until such time as some other insurer may be selected or the City determines that it would be in its best interest to self insure these benefits.

(b) The following health care cost containment procedures shall be effective for all employees:

(i) Second surgical opinions, pre-admission notification or certification, emergency care limitations, post-admission concurrent review, outpatient surgery, continued treatment and technological review, medical case management, planned discharge, and other procedures as may be established under the medical review programs established by the City shall be followed. Failure to follow the procedures shall result in only eighty percent (80%) coverage for necessary care.

(ii) Full-time employees covered by another health care program due to marriage or other reasons may waive their City of Toledo coverage and receive twenty-five thousand dollars (\$25,000.00) in additional life insurance coverage. This shall also be extended to those employees whose spouses are also employed by the City.

(iii) Coverage for nervous and mental treatment is limited as follows. Inpatient care shall be maintained at a maximum of thirty-one (31) days per calendar year. Outpatient coverage shall be expanded to a maximum of twenty-two (22) visits per year at fifty percent (50%) co-insurance.

(iv) Coverage for drug and alcoholism treatment is limited as follows. Inpatient care shall be maintained at a maximum of thirty-one (31) days per calendar year. Coverage is limited to a maximum of twenty-five thousand dollars (\$25,000.00) lifetime benefits for all inpatient and outpatient care. Inpatient coverage shall be at one hundred percent (100%) for an individual's first admission, seventy-five percent (75%) for a second admission, and fifty percent (50%) for a third admission. No coverage shall be provided beyond three (3) admissions per lifetime or thirty-one (31) days per calendar year. Outpatient coverage shall be expanded to a maximum of two thousand five hundred dollars (\$2,500.00) per calendar year at fifty percent (50%) co-insurance. Employees using drug and alcoholism treatment benefits must use the City employee assistance program.

(v) The panel of providers, and/or Preferred Provider Organization (P.P.O.), selected by the City for managing and providing nervous and mental, drug and alcohol treatment must be utilized. The City will request proposals toward a managed care plan for this purpose with an effective date of June 1, 1999. The Union shall have a seat on the selection committee, but the right of final selection is reserved to the City. The Schedule of Benefits in effect as of February 9, 1999 shall be maintained, without additional co-pays or deductibles.

(c) The following cost sharing plan and cost coverage restrictions shall be effective for all employees:

(i) There shall be a five hundred dollar (\$500.00) annual per person maximum on chiropractic care and a one thousand three hundred dollar (\$1,300.00) annual per person maximum on physical therapy, both subject to the major medical deductible (\$100/individual and \$200/family) and co-insurance (80%/20%).

(ii) Major medical benefits shall be paid to a lifetime maximum of one million dollars (\$1,000,000.00) per person with a one hundred dollar (\$100.00)/individual and two hundred dollar (\$200.00) family deductible and 80%/20% co-payment; provided that coverage for nervous and mental, drug and alcoholism treatment is limited per paragraph (b)(iii) and (iv).

(iii) There shall be a ~~one hundred dollar (\$100.00)~~ **two hundred dollar (\$200.00)** co-pay for all emergency room visits, which shall be waived if the individual is admitted to the hospital or if the visit is between the hours of 8:00 p.m. and 9:00 a.m., or on a Saturday after 12:00 Noon, or on a Sunday.

(d) Effective June 1, 1994 the availability of a Health Maintenance Organization (HMO) and preferred provider Organization (PPO) shall be discontinued. All employees including those in the Traditional Plan, shall thereafter be enrolled in the Consortium Plan. Consortium Plan coverage and benefits shall be at the Traditional Plan levels as of June 30, 1993 except as otherwise provided here or in the plan document. Consortium Plan Medical Providers shall be restricted to those hospitals, physicians, and other care providers designated in the plan as

developed by the City in conjunction with the Cost Containment Committee. It is understood that the City is currently utilizing the hospital and ancillary providers panels through the Cooperative Health Network (CHN). It is further understood that the CHN physicians' panel may be implemented by the City without further consultation with the cost containment committee. However, the schedule of benefits shall not be diminished.

(e) The cost containment committee shall be formed from among representatives of the various Bargaining Units and representatives of the City and shall be maintained. The committee shall develop other cost containment measures, which shall include:

1. Enhanced managed care, such as pre-certification, concurrent review, and utilization review;
2. Changed coverage or benefits, such as increased deductibles, limitations on coverage, and contributions from employees;
3. Increased claims control, such as coordination of benefits, subrogation, worker's compensation deferral, patient audits, and claims audits;
4. Alternate delivery systems, such as preferred provider organizations for specific benefits and direct provider negotiations; and,
5. Development of a participative employee plan by which employees will be encouraged to contain costs, audit bills, correct lifestyles, maintain wellness, and undertake other cost saving measures.

The committee shall meet regularly, on at least a monthly basis, and attendance shall be required. Actions taken in the absence of a bargaining unit representative shall be binding upon that bargaining unit.

The committee shall develop annual goals, objectives, and timetables directly aimed at reducing health care costs. Sub-committees may be formed as deemed necessary by the co-chairpersons to study issues, develop reasonable solutions, and report back to the committee. Goals and objectives not met within established timeframes shall be critically reviewed by the committee. If the City, in its sole discretion, is dissatisfied with progress in meeting goals and objectives or with the committee's action or inaction on 1, 3, 4, and/or 5 measures listed above, the City may take such actions as it deems necessary to exact cost containment. Changes in measure 2 must be by agreement of the parties.

(f) The Union releases the City from any obligation to expend monies currently in the healthcare savings fund created pursuant to former paragraph (g) of this section on future cost increases or for wellness programming. The Union further releases the City from any obligation to consult with the cost containment committee relative to the transfer or expenditure of those funds.

(g) Coverage for well baby care, pap tests, and office visits shall be offered to all employees enrolled under conventional coverage as follows:

(i) well baby care limited to routine examinations and immunizations for an infant until the infant's 1st birthday;

(ii) pap tests as well as office fee will be paid in full once every twelve (12) months;

(iii) office visits for routine wellness, services and treatment of illness or injury rendered in the physician's office, including physical examinations and family planning shall be subject to a ~~twenty five dollar (\$25.00)~~ **ten dollar (\$10.00)** co-payment, which shall be counted toward the individual's major medical deductible;

Fees that the physician charges for the services under paragraphs (i), (ii), and (iii) shall be paid on the same basis as other covered services (e.g. Usual, customary, and reasonable). Payment for services under Part (g)(i) and (iii) will be made for the first one hundred twenty-five (\$125.00) per single contract or three hundred dollars (\$300.00) per family per calendar year collectively for well baby care (after the federally specified limits have been met) and for office visits. The ~~twenty five dollar (\$25.00)~~ **ten dollar (\$10.00)** office visit co-pay shall not be counted toward the \$125/300 limits. After deductibles are reached, payment shall then be under the major medical plan; provided, however, that the bill shall be reduced by the ~~twenty five dollar (\$25.00)~~ **ten dollar (\$10.00)** office visit co-pay before the 80%/20% co- payment formula is applied.

(h) The City shall continue to provide a major dental program which provides the following:

Type A Services: Preventative 100%

Type B Services: Major and minor restorative 80%

Type C Services: Orthodontia 60%

Deductible for Type B Services: \$50.00 per person per year maximum payment of \$1,000.00 per year.

Maximum lifetime benefit for Type C Services for any covered person \$1,000.00. Coverage limited to dependent children under age 19.

This program shall continue in effect for the duration of this agreement.

(i) The City shall provide a three tier closed formulary prescriptive drug purchase program with a co-payment structure of a ~~twelve dollar (\$12.00)~~ **six dollar (\$6.00)** co-payment Tier 1 drugs (generic); a ~~twenty five dollar (\$25.00)~~ **fifteen dollar (\$15.00)** co-payment for Tier 2 drugs (preferred brand name drugs); and a ~~thirty five dollar (\$35.00)~~ **thirty dollar (\$30.00)** co-payment for Tier 3 (non- preferred brand name drugs). This program will include a generic drug substitution option. The city shall select the provider for the formulary drug program who shall group drugs according to determination made by the provider's therapeutic committee as it deems necessary. The City may select an alternative carrier at its option.

The City may implement managed care for the prescriptive drug program. This would allow for an evaluation of the interaction of an individual's different prescriptions on a voluntary basis. Recommendations could then be made to the individual and his/her physician for more effective drug therapy.

The coverages herein for dental and prescription drug shall be under either an individual or family contract as may be appropriate. The selection of the insurance carrier to provide the coverages herein is the exclusive right of the City.

(j) A reopener over the terms of this section may occur upon ten (10) days notice by the City if the City's percentage rise in medical services costs in the year 2012 is more than seven percent (7%) greater than the industry actuarial trend for Northwest Ohio. The base cost for this purpose will be the average annual full-time equivalent employee cost for medical services for the combined calendar years 2010 and 2011. In calculating the City's percentage rise, claims for an individual that total more than twenty-five thousand dollars (\$25,000.00) shall be excluded from consideration from both the base cost and the year 2012 cost. If agreement cannot be reached within thirty (30) days after commencement of the reopener, the parties shall select an arbitrator using the selection procedure set forth in Section 2115.22, "Arbitration". The arbitrator shall conduct a hearing and render a decision following the provisions of the Ohio Public Employee Collective Bargaining Law at Section 4117.14(G), notwithstanding the provisions of 4117.14(D)(1).

In consideration for the right to reopen on this basis during the term of the 1999 Collective Bargaining Agreement, the City shall not exercise its rights under Paragraph (e) above to take such actions as it deems necessary to exact cost containment through measures 1, 3, 4, and/or 5. The existence of this reopener provision, or this clause of that provision, does not prevent the parties from agreeing through the cost containment committee or otherwise to cost containment measures during the term of this agreement.

~~(k) Employees shall continue to pay ten percent (10%) of the cost of medical, hospital, prescription drug costs calculated at the COBRA rate subject to the following caps: \$60.00 for single coverage; \$75.00 for single coverage plus one; and \$100.00 for family coverage.~~

(k) As a condition of continued coverage under the terms of this section, covered employees shall be responsible for premium payments in accordance with the following schedule: Single employees receiving coverage under this section shall pay a monthly premium of ninety-four dollars (\$94) per month; a single employee with one (1) dependent shall pay a monthly premium of one hundred sixty dollars (\$160) per month; an employee with more than one dependent (e.g. family coverage) shall pay a monthly premium of one hundred sixty-six dollars (\$166) per month.

Any employee eligible to receive coverage may waive such coverage in accordance with the provisions of subsection (b)(2) of this section. The premium payments will be made by payroll deduction on a pre-tax basis. Spouses who are employed by the City of Toledo will only pay one (1) premium payment based on the level of coverage selected. The birthday rule and spousal exclusion language in Section 2115.102(a) Hospitalization – Prescriptive Drug – Dental Insurance continue to apply to coverage option.

(l) The Parties to this Agreement agree to re-open this Agreement for the limited purpose of negotiating the terms of this section 2115.102, "Hospitalization; Prescriptive Drug; Dental Insurance." It is the Parties' intent to meet as part of a multi-unit negotiation with AFSCME Local 7 Main Unit, AFSCME Local 7 Comm-Ops, AFSCME Local 2058, TPCOA, TPPA Local 10, Teamsters Local 20, TFCA, AFSCME Local 3411, and UAW Local 12, regarding the terms of hospitalization, prescription drug, and dental insurance. Each unit would subsequently separately ratify any tentative agreement. **If the parties to this agreement are unable to mutually agree on revisions, the language of section 2115.102 "Hospitalization-Prescriptive Drug-Dental Insurance shall remain in effect for the term of this agreement.**

~~If the Parties to this Agreement are unable to mutually agree on revisions, the Parties agree that the monthly premiums listed in subsection (k) above would be increased to the amount equal to the amounts paid by members of AFSCME Local 7 Main Unit, as indicated in Section 2117.101(k), "Hospitalization Prescriptive Drug Dental Insurance," of the Main Unit's current collective bargaining agreement, and the Parties further agree that all other language of this section shall remain in effect for the term of this Agreement.~~

2115.103 Public Employees Retirement System of Ohio

(a) The City will continue to participate in the Public Employees Retirement System of Ohio ("PERS") as provided by the Ohio Revised Code.

(b) Additionally, the City will implement a PERS pickup program for bargaining unit employees, until the pickup program is terminated pursuant to this section. This plan will be in accordance with Internal Revenue Service regulations and Ohio Attorney General opinions, whereby State and Federal Income Taxes on employee pension contributions by all bargaining unit members will be deferred. Effective the first full pay period of January 2015, the City's PERS or pension "pick-up" referred to in this section will terminate, and the City will no longer implement or participate in any PERS or pension "pick-up" program. Throughout the term of this Agreement, the City will continue to pay its employer contribution, in accordance with the Ohio Revised Code. **In the event that the employee's share of the pension contribution increases due to a change in law or regulation, the employee shall be responsible for paying the entire amount of the increased employee contribution.**

(c) The City will train each **Clerk Specialist I or Clerk Specialist II** payroll clerk to assist and complete forms for each person applying for disability and regular retirement. **For the purposes of this Section,** ~~the Clerk Specialist I or Clerk Specialist II payroll clerk's~~ responsibilities will be limited to completion of forms.

~~(d) Effective the first full pay period of September 2014, for those employees who currently receive pension pick-up, the City will pay two percent (2%) of the employee's pension contribution, and the employee shall be responsible for the remaining eight percent (8%) of the employee's pension contribution.~~

~~(e) Effective the first full pay period of January 2015, for those employees who currently receive pension pick-up, the City will not pay any percentage of the employee's pension~~

~~contribution, and the employee shall be responsible for the entire ten percent (10%) of the employee's pension contribution.~~

(fd) Employees hired on or after April 1, 2010, will continue to pay their entire ten percent (10%) pension contribution.

(g) ~~In the event that the employee's share of the pension contribution increases due to a change in law or regulation, the employee shall be responsible for paying the entire amount of the increased employee contribution.~~

(h) ~~For those employees who receive pension pick-up, they are prohibited from receiving directly the payments specified above. Instead, pension pick-up payments shall be made to the employee's PERS account.~~

2115.104 Mentor/Uniform Maintenance Allowance

In order to improve the efficiency and effectiveness of the 911 Communications Center and in recognition of the unique contribution made by the civilian bargaining unit employees, the City and the Union agree to: promote the concept of bargaining unit peer mentors/trainers. All bargaining unit employees who have completed one hundred sixty (160) actual work hours will serve as mentors and/or trainers for fellow employees. Mentors shall assist in the support and development of fellow employees. Mentors shall assist fellow employees in managing the personal demands of emergency service. Peer trainers shall assist in developing the technical skill of a fellow bargaining unit employee by monitoring his/her work and offering suggestions for improvement.

Further, the City recognizes the cost associated with the cleaning and maintenance of required uniforms.

In recognition of the importance of these issues and in order to promote a positive, supportive work environment, the City agrees to compensate all eligible bargaining unit employees with annual lump sum payments as follows: (Payments will be made in a separate check.)

~~Payable by a separate check for the last full pay period in July, 2014 five hundred fifty dollars — \$550. It is the Parties' understanding that the employees have already received a payment of \$450 in July 2014, so the employees are entitled to an additional separate payment of \$100 to equal the \$550 payment.~~

Payable by a separate check for the last full pay period in July, 2017 five hundred fifty dollars - \$550.

Payable by a separate check for the last full pay period in July, 2018 five hundred fifty dollars - \$550. Payable by a separate check for the last full pay period in July, 2019 five hundred fifty dollars - \$550.

2115.105 Vacation

(a) All regular employees of the City shall be entitled to annual vacation with pay in accordance with the following table:

AMOUNT OF SERVICE DURING PREVIOUS YEAR THROUGH DECEMBER 31	VACATION
Less than 1 full calendar year of service	.916 days for each full month
After 1 full calendar year of service	2 weeks
After 7 full calendar years of service	3 weeks
After 14 full calendar years of service	4 weeks
After 21 full calendar years of service	5 weeks
After 25 full calendar years of service	6 weeks

(b) In addition to the above, after one (1) full calendar year of service the employee shall be entitled to one (1) full additional discretionary vacation day.

(c) An employee should take vacation in the calendar year following the year in which it was earned. In the event an employee is not allowed to schedule their vacation in the year in which it should have been taken, they may request that such unused vacation be carried over to the following year. Such request must be submitted to the Department of Human Resources prior to December 1 of each year. All such carry over must be taken no later than April 30 of the following year.

(d) Employees shall be allowed to schedule and take vacation as provided herein in accordance with Departmental procedures, with the stipulation that vacation cannot be used in blocks of less than four (4) hours at a time:

(1) Vacations for ~~Police Communication Specialist I and Police Communication Specialist II~~ employees in this Bargaining Unit will begin ~~the Saturday nearest January 1st and continue through Friday of the 52nd week.~~ **January 1 and continue through December 31 in the same year.** All vacation periods (weeks) run from Saturday through Friday, with normally scheduled days off remaining unchanged.

(2) All vacation weeks, and vacation day(s) selected by an employee shall be entered in the vacation book, on the appropriate page, and shall be ~~signed~~ **initialed** by the employee. Only 10% of employees, in the same classification, on each shift, shall be allowed vacation for any given vacation period.

(3) Illness at time of Selection - In case of illness or disability of personnel, when it becomes their turn to select a vacation period, every attempt will be made to contact the person for his or her choice of dates available.

(4) Illness at time of Vacation - Employees who become ill or confined to a hospital at the time of their scheduled vacation may request to the Commander or his designee to change those vacation periods, where the request is reasonable and will not impair the operations.

Requests from employees to change vacation periods may be granted by the Commander or his designee.

(5) Phase 1 – **Prior to Phase 1, all pay back/ pull days will be scheduled for all employees.** Vacations shall be selected in two phases. In the first phase, **Police Communications Specialist I and Police Communications Specialist II will select** all (whole) weeks of vacation ~~shall be selected~~ in the time periods listed in the vacation book. **Fire Communications Specialist will select ten (10) days.**

(6) Phase 2 – ~~When all whole weeks of vacation have been selected~~ **Phase 1 is completed** by every affected employee, the second phase will begin. The second phase consists of Bonus and Discretionary Days, and remaining vacation days. **Employees may hold up to three (3) discretionary vacation days, unscheduled until October 1 of the same year. It will be the responsibility of the employee to schedule these days based upon the 10% Rule. Any discretionary day that is not used, or approved, because of the 10% Rule, by December 31 of the same year will be forfeited.**

~~(7) Splitting – Employees will be permitted to split up to 2 weeks after everyone has completed the entire selection process.~~

~~(8) (7) Rescheduling - This selection process does not preclude the rescheduling of whole vacation weeks or Bonus and Discretionary Days that may be needed at a different time later in the year.~~ **Employees will be permitted throughout the year to reschedule one quarter (¼) of their total accumulated vacation days, rounded up to the next day,** provided ~~ing that~~ the dates requested are available, ~~as provided by~~ **following** the 10% Rule. After the **monthly** schedule is posted, rescheduling requests will be processed based upon the timestamp of the Supervisor at the time of submission, adhering to the 10% rule combining vacation and Comp time, and prior to 72 hours of the affected shift. **Requests received within 72 hours of the affected shift will be approved based on operational needs as determined by the Commander or his/her designee.**

(e) Employees shall not be allowed to be paid in cash in lieu of receiving vacation unless the City for some valid reason has not allowed the employee to take the vacation time to which they are entitled by April 30 of the year following the calendar year in which it should have been taken. In that event, the employee shall be paid for such unused vacation days.

(f) An employee may request the advance of five (5) days pay at the time of their vacation. The request must be made to the payroll clerk of the Division at least fourteen (14) calendar days prior to the payday on which the check is to be received. This may be done once each calendar year and is contingent upon the employee having worked in the period in an amount sufficient to be entitled to the advance pay requested.

(g) In determining eligibility for vacation, only continuous years of service shall be counted, except where an employee has served nine (9) full calendar years with the City and has terminated and then returns to the City, such an employee shall be entitled to count the prior service for determining eligibility for vacation.

(h) A book showing any and all vacation time off for the entire calendar year shall be available to employees.

(i) For the purposes of administering this section, a vacation starts when the employee's last scheduled shift ends.

~~2115.105.1~~ Vacation Process — Fire Dispatchers Only

~~Vacation for Fire dispatchers will begin January 1 and continue through December 31 in the same year. To maintain adequate staffing within the Fire Communications Bureau, the following process shall be used:~~

- ~~— No more than 50% of the total number of assigned Fire dispatchers on that shift may be off at one time. However, if the result has a decimal point (e.g., 2.5), that number is rounded down to the number of dispatchers to be working on the shift. (Example: if the total number of dispatchers is 5, 50% is 2.5. Therefore, 2 dispatchers would be on the schedule, and 3 would be allowed off.)~~
- ~~— Vacations shall be selected by Fire Communications Bureau seniority within that shift.~~
- ~~— For the purpose of this section, vacation is the total days of accrued vacation, holiday, Bonus, discretionary vacation, and discretionary holiday.~~
- ~~— First round of picks: Each dispatcher shall choose ten (10) days (if available)~~
- ~~— Second round: Half of the remaining vacation days~~
- ~~— Third round: The remaining days left for each dispatcher~~

~~All vacation days selected by the dispatcher shall be entered in the vacation book on the appropriate page and initialed by the dispatcher. This process of vacation selection shall be started by the first week of December, or earlier, if the schedule is ready. Vacation picks shall be completed by December 31, keeping in mind that the Bonus Day total may be affected due to additional, unforeseen sick time usage.~~

~~After the vacation selection process is completed, vacation days may be changed by the dispatcher. The 50% rule regarding the number of dispatchers allowed off on a shift, as noted above, still applies.~~

2115.106 Paid Holidays

(a) All regular City employees who have completed one hundred sixty (160) work hours of their probationary period in accordance with Section 2115.35, "Probationary Period" shall be entitled to fifteen (15) paid holidays as set forth below. To be entitled to receive pay for the holidays the employee shall have worked or be on a compensated day off on the work day before and the work day after the holiday. An employee who misses work and is not on approved leave on the day before or the day after a holiday will forfeit two times the amount of time missed from his/her holiday pay to a maximum of eight (8) hours.

(b) New Year's Day; Martin Luther King Day (3rd Monday in January); Presidents Day (3rd Monday in February); Good Friday; Columbus Day; Memorial Day (last Monday in May); Fourth of July; Labor Day; Veterans Day (November 11); Thanksgiving Day; the Day

after Thanksgiving; Christmas Eve (the last regular work day before Christmas Day); Christmas Day.

(c) In addition to the above listed holidays, the employees shall be entitled to two (2) discretionary holidays to be selected by the employee and scheduled with adequate notification to the appropriate supervision. Shift workers who lose the Day after Thanksgiving as a paid holiday in a given year shall receive an additional discretionary holiday. Employees shall schedule discretionary holidays in accordance with Sections 2115.105 "Vacation" ~~and 2115.106.1 "Vacation Process Fire Dispatchers Only"~~ and in such a way as not to impair the operations of the work unit. The holidays shall be scheduled and the employee shall be permitted to take the holidays at some time during the calendar year.

(d) For all employees observing the regular Monday through Friday work schedule, in the event any of the above holidays fall on Saturday, the City shall celebrate the holidays on Friday, and in the event the holidays shall fall on a Sunday, the City shall celebrate the holiday on Monday.

(e) Employees working on the six (6) major holidays and Christmas Eve and New Years Eve shall be paid twelve (12) hours at their regular straight time rate. The six major holidays are New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

2115.107 Funeral Pay

(a) A regular full time employee shall be granted three (3) days of funeral pay to arrange and/or attend the funeral of a member of the employee's immediate family. For the purpose of this section an employee's immediate family shall include father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather, grandmother, grandfather, grandchild and any other relative residing in the household of the employee.

(b) In the event of the death of the employee's father, mother, brother, sister, spouse or child, the employee, upon giving notice, shall have the right to take up to an additional three (3) days of sick pay. Such additional time shall be charged to the employee's accumulated sick days. But the sick time usage under this section shall no effect on "Bonus Days", Section 2115.100 "Reporting Proof of Illness," Section 2115.96, and the accumulation threshold under Section 2115.94 "Accumulation and Payment of Sick Days". At the employee's option, the employee may choose to use vacation and/or compensatory time to the additional three days.

In the event the third day of such period of mourning falls on Saturday, Sunday or a recognized holiday, then the employee shall be allowed the first scheduled work day thereafter. Should a death or burial in the immediate family occur in a city located more than one hundred and fifty (150) miles from Toledo, an additional two (2) days for travel shall be granted and paid.

(c) An employee may take one (1) or two (2) days to attend the funeral and reserve a day to attend to legal matters made necessary by the death, but such time provided herein shall be taken within one (1) week after the date of burial. This benefit shall also be extended when the relative is a veteran being returned for burial.

(d) One (1) day of funeral pay shall be granted to attend the funeral of an employee's foster mother, foster father, aunt, uncle, first cousin, niece, nephew, sister-in-law, brother-in-law, if such funeral occurs on a regular work day and if such employee was scheduled to work that day.

(e) Where a special filial relationship exists between the employee and any relative or certified life partner as certified by the City of Toledo for whom the employee would normally be granted the above one (1) day of funeral pay, three (3) days of funeral pay will be granted upon furnishing of an affidavit to the Department of Human Resources setting forth the facts as to the special relationship.

(f) Relationships within this policy which came into existence solely on account of marriage of an employee shall be considered dissolved on the same day said marriage is dissolved by law or death.

The relationships of aunt, uncle, first cousin, niece or nephew shall not be considered to come into existence on account of the marriage of an employee.

The wife or husband of an employee's spouse's sibling shall not be considered to be a sister-in-law or brother-in-law of the employee.

(g) An employee shall be granted funeral pay only after the employee furnishes evidence of the death of a person with whom the employee had a qualifying relationship.

(h) All funeral leave days granted under this section must be used by the employee within two (2) weeks of the date of ~~interment~~ **interment**.

2115.108 Jury Duty

(a) Any regular employee of the City who is required to serve on the jury of any court of record shall be paid the regular rate of pay during such period. In order for an employee to receive pay under this section, the employee must secure a certificate from the Clerk of Court in which they served evidencing the fact of their having been required to serve.

(b) Shift workers who serve on Jury Duty on regularly scheduled days off shall be granted compensatory time off, or overtime pay.

(1) When an employee receives notice for jury duty ~~in any Court of Record of Lucas County, Ohio or in any adjoining county~~, the employee shall present such notice to their immediate supervisor. When notified by the court to report for jury duty on a date certain, a time report shall be completed and signed by the appropriate court official for each day during jury service setting forth the time of arrival and departure from the court. Such record shall be presented by the employee to their supervisor upon return to work.

(2) When an employee is in court for jury duty for less than **eight (8) hours, the employee may use compensatory time for the remainder of his/her work shift.** ~~four (4) hours, the employee shall report to work immediately for the balance of the eight (8) hours.~~ This eight (8) hour "shift" will start with arrival time for jury service as documented in (1). There will

be a minimum of eight (8) hours between the end of this "shift" and the next shift as described in Part (c). **If an employee elects to utilize compensatory time for the remainder of his/her shift, the employee must complete the proper paperwork upon their return to work.**

(c) Employees shall receive no less than a minimum of eight (8) hours of time off prior and after any such jury appearance. These employees shall not be eligible for recall during these time periods.

2115.109 Unemployment Compensation

The City shall continue to extend the provisions of the Ohio Unemployment Compensation Law to City Employees.

2115.110 Educational Reimbursement and Training Programs

(a) The City will reimburse tuition costs for courses taken at an educationally accredited college or university by permanent employees. Part-time employees shall receive reimbursement on a pro rated basis based upon actual hours worked the preceding year. Such course work must be approved prior to enrolling by submitting documentation that the course is necessary toward a degree which is required for a position in the City's classified service.

(b) The City will also reimburse for technical courses. Courses must either be directly related to the employee's current job or directly related to an obvious career path. The determination of job relatedness or career path relatedness shall be made by the Director of Human Resources. To be directly related to an obvious career path the course work must be within the same work series (e.g., labor, clerical) and within three (3) normal promotional steps. An employee whose request for reimbursement is denied may appeal that determination to the City Career Enhancement Committee. Said committee shall consist of five (5) members, with one representative each from the following: Human Resources, Mayor's office, Affirmative Action and Contract Compliance, the Division in which the employee currently works, and the Union. The decision of the Committee will be final and will not be subject to the grievance procedure as provided in Section 2115.20 "Grievances".

Technical courses will be reimbursed one hundred percent (100%) for a grade of "A", "B", or "C". Reimbursement shall be limited to four (4) courses per year.

(c) The City will reimburse one hundred percent (100%) for a grade of "A", "B", or "C". The City will reimburse the cost of tuition and general fees only, for up to and including ten (10) credit hours per quarter or up to and including fifteen (15) credit hours per semester. Reimbursement shall be limited to tuition levels charged by the University of Toledo for academic coursework and by Owens College for technical coursework. These costs will be reimbursed upon the documented presentation of a "C" or 2.0 grade or better.

(d) Any employee participating in the tuition reimbursement program who resigns or retires (non-disability) must repay the tuition reimbursement paid by the City for all courses taken less than ~~two~~ (2) five (5) years prior to the date of termination. If necessary, this amount will be

deducted from the employee's termination pay or his/her final paycheck. The City reserves the right to use all legal means available to recover the tuition costs under this paragraph.

(e) Non-accredited schools will be included.

(f) If licensing or certification is a requirement of a classification held by an employee, the City shall pay the employee's licensing or certification expenses.

(g) The City shall provide training and/or educational programs for full-time permanent employees to enhance career development under a program established jointly by the parties.

(h) In the interest of having its employees keep pace with advanced technology, the City will endeavor to train those employees that may be affected as the result of a technological work change as the need arises. Training in these new areas shall be done by City personnel. However, when it is beyond the scope of City personnel, training may be conducted through outside services. These costs shall be borne by the City.

2115.111 Part-time Employee's Seniority and Benefit Rights

Seniority shall accrue to permanent part-time employees based upon the total hours of continuous service with the City, and shall be used for the purpose of determining layoff, bumping, and recall rights.

Part-time employees will be eligible for transfer, promotion, layoff, bumping and recall rights the same as full-time employees based on their accrued seniority.

The following benefits shall be made available to all permanent part-time employees, as of January 1, 1988, on a pro-rated basis based on actual hours worked the preceding year or years:

- Sick Days
- Holiday Pay
- Funeral Pay
- Jury Duty
- Vacation
- Severance Pay
- Pension Benefits

Permanent part-time employees may request medical, prescription, dental and life insurance benefits, but must pay a pro-rated share of their cost. The pro-rata share shall be computed every six (6) pay periods based upon their actual hours worked during those six (6) periods. The rate shall be that then in effect for the benefits specified.

2115.112 Base Annual Salaries

(a) Hourly Wages

Rates Effective Through December 31, 2017

Salary Group	75%	85%	95%	100%	Promotional Start Rate
7	\$15.716	\$17.812	\$19.907	\$20.955	\$18.863
8	\$17.076	\$19.353	\$21.630	\$22.768	\$20.490

- (b) In accordance with Section 2115.02 “Classifications,” effective January 1, 2018, the Fire Communications Specialist and Police Communications Specialist have each been assigned to salary group eight (8) and the Police Communications Specialist II has been assigned to salary group ten (10). The employees will not receive another base wage increase for the duration of the agreement.

Rates Effective January 1, 2018

Salary Group	75%	85%	95%	100%	Promotional Start Rate
8	\$17.076	\$19.353	\$21.630	\$22.768	\$20.490
10	\$19.707	\$22.335	\$24.962	\$26.276	\$22.335

- (c) Effective the first full pay period of January 2018, employees will receive a zero percent (0%) increase in base wages.
- (d) Effective the first full pay period of January 2019, employees will receive a zero percent (0%) increase in base wages.
- (e) Effective the first full pay period of January 2020, employees will receive a zero percent (0%) increase in base wages.
- (f) An employee who is promoted or who works above his classification in a classification within the Local 7 Bargaining Unit will receive the Promotional Starting Rate, as indicated in the wage tables in subsections (b) through (e) above, of the class to which the employee has been promoted for the employee's 1st 2080 hours in that classification unless the Promotional Starting Rate of the new classification is either less than four percent (4%) greater than the rate the employee was earning in his/her regular classification, or less than the 75%, 85%, or 95% rate for the

classification. If the Promotional Starting Rate of the new classification is not at least four percent (4%) greater than the rate the employee was earning in his regular classification, then the employee will receive a four percent (4%) increase over his/her present rate. If the promotional starting rate is less than the 75%, 85%, or 95% rate for the classification, then the employee shall be paid at the nearest step rate that is at least four percent (4%) greater than the employee's current rate. At no time would a permanent employee earning the promotional start rate be paid less than an employee in that classification in the division with less seniority who is in one of the step rates. When an employee has served 2080 hours as an alternate to a position to which the employee is subsequently promoted, he/she shall continue to receive the full rate.

- (g) Employees hired on or after January 1, 1992, that are not placed from within municipal employment, will be paid at the Step Rate of the salary provided in this section as follows:

STEP	PERCENTAGES
1st Year	75% of Full Rate
2nd Year	85% of Full Rate
3rd Year	95% of Full Rate
4th Year (Full Rate)	100% of Full Rate

Employees hired on or after January 1, 1992 who are promoted, transferred, or demoted before completing their third year of City employment shall go to the same step of their new salary group until their anniversary date for that step. A year of service for purposes of the step plan shall mean twelve (12) full months rather than 2080 compensated hours. Employees who are off payroll more than twenty (20) work days during a year of service shall have their year of service extended by their number of uncompensated work days.

- (h) Whenever it becomes necessary to determine the hourly or daily rate of pay for an employee whose rate is stated herein as an annual salary, the determination shall be made by dividing the annual salary by two thousand eighty (2,080) to determine the hourly rate, or by two hundred and sixty (260) to determine the daily rate of compensation for the employee.

2115.113 Shift Premium

- (a) Employees working on the second (2nd) shift shall receive forty cents (.40) per hour in addition to their base hourly wage.
- (b) Employees working on the third (3rd) shift shall receive fifty cents (.50) per hour in addition to their base hourly wage.
- (c) For the purpose of shift premium pay, refer to Section 2115.63, Work Schedules.

2115.114 Meal Allowances

(a) Whenever an employee works four (4) hours overtime contiguous to the regular shift, or when an employee has been called out for emergency overtime which exceeds four (4) hours, or whenever an employee works on scheduled overtime more than eight (8) hours, meals of a value of at least nine dollars (\$9.00) or its equivalent shall be provided for the employees on the job site at the expense of the City. The food will be procured and transported to the job site by the supervisor, or under the direction of the supervisor.

(b) An additional meal shall be furnished for each additional four (4) hour period the employee works. In the event that the supervisor does not procure the meal, then the employee may procure the meal or meals and shall be reimbursed by the City in an amount not to exceed nine dollars (\$9.00) for each meal procured.

2115.115 Longevity

Regular employees of the City appointed prior to July 1, 1982, shall be entitled to and be paid longevity in accordance with the following formula:

(a) Employees hired prior to July 1, 1972, shall be paid longevity based on their years of service with the City as of that date.

(b) Employees hired after July 1, 1972, shall be paid longevity based on their continuous service to the City of Toledo after that date. Any employee hired after July 1, 1972, shall not receive credit for any prior service with the City for the purpose of determining the longevity pay of which the employee may be entitled.

<i>CALENDAR YEAR OF CONTINUOUS SERVICE</i>	<i>PERCENT OF ANNUAL BASE HOURLY RATE</i>
--	---

After 5 years	2%
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After 10 years	4%
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After 15 years	6%
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After 20 years	8%
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(c) An employee shall receive a pro rata percentage based on the portion of the calendar years in which the employee reaches the plateaus of years of service as set forth above at the appropriate rate indicated.

(d) The employee's "Annual Base Hourly Wage" shall be the base rates shown below which were in effect July 1, 1976, with no further increases to result from any cost of living or other increase in the base rate during the life of this agreement.

Base Wage Rates Effective July 1, 1976

<i>Salary Group</i>	<i>Salary Rate</i>
7	5.122

(e) Employees shall continue to receive longevity pay based on the 1976 base rates. Employees promoted will receive longevity pay based on the rate designated below for their new salary group, or retain their present base rate if it is greater.

NEW LONGEVITY BASE RATES

EFFECTIVE JANUARY 1, 1983

7	\$ 5.768
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(f) The employee's "Annual Base Hourly Wage" shall be determined by multiplying the amount allocated to the salary group the employee is in as of November 1st of the year for which the computation is being made by 2,080 hours. The longevity payment shall be made in a separate payment to be distributed to the employees on the first payday in December of the year for which payment is being made.

2115.116 Travel Allowance

All City employees who are requested to use their private motor vehicle on City business shall be compensated based upon the IRS rate which may be deducted from the employee's federal income tax without having to itemize specific expenditures as established by the Internal Revenue Service letter. When an employee has had a City car assigned then they shall not have the City car reassigned and be requested to use their personal car on City business for periods of less than one (1) week. No City employee shall be required to use their private motor vehicle for City business unless that requirement was a condition of original appointment. The determination as to which positions are furnished a City owned motor vehicle may be made by the Mayor except assignment under these conditions shall according to seniority (example - most senior employee has the choice as to whether he/she wants to be assigned a motor vehicle or be put on the allowance or provided with a pool car). In the event the employee has had a City-owned motor vehicle and it is taken away, the employee may either receive the mileage allowance for use of their vehicle as provided herein, or the employee shall be furnished a pool car. In no case can a City owned vehicle be reassigned to a more senior employee than the employee from which it was taken unless agreed to by the senior employee. The Mayor shall promulgate regulations covering the use of private vehicles on City business that are not in conflict with the provisions contained herein.

Forms shall be provided for the adequate reporting of mileage under this section and must be prepared by the employee and submitted monthly.

In the event the employee is recalled to work, they shall be entitled to the allowance for each time they are required to report for work on any day.

2115.117 Termination and Severance Pay

Employees who terminate their employment with the City for any reason shall have their termination pay computed in the following manner.

(a) They shall be compensated for any earned vacation and bonus vacation including any vacation carried over from the previous year plus vacation earned the year in which the employee terminated. The computation of the vacation earned in the year in which the employee terminated shall be in accordance with the following table:

Entitled to 2 weeks -- $.916 \times$ the number of months worked
Entitled to 3 weeks -- $1.333 \times$ the number of months worked
Entitled to 4 weeks -- $1.750 \times$ the number of months worked
Entitled to 5 weeks -- $2.166 \times$ the number of months worked
Entitled to 6 weeks -- $2.584 \times$ the number of months worked

(b) In addition to the above, the employee shall be paid for any holidays worked for which they have not been compensated either in the form of pay or time off. If the employee was entitled to a discretionary holiday and has not taken it and is terminated on or before June 30th, they shall receive pay for the discretionary holiday.

(c) An employee shall also be paid longevity computed on a prorated basis for those number of months worked that year.

(d) In addition to the amount set forth in a, b, and c above, employees who retire, or die while in the employment of the City, or who separate in good standing from employment after twenty-one (21) years of service shall also receive severance pay for unused sick time in accordance with the provisions of Section 2115.94, "Accumulation and Payment of Sick Days".

In the event the employee has died as the direct result of injuries sustained in the course of employment with the City, his or her estate shall be paid full accumulated sick time at the time of death.

(e) Employees may purchase up to three (3) years prior service credit from OPERS using their severance pay under the following conditions:

(1) Employee must submit his/her OPERS statement of cost form to the division head no more than one hundred twenty (120) calendar days and no less than ninety (90) calendar days before the intended date of retirement. The employee must also sign a PAF II specifying the retirement date at that time, an individualized severance agreement and release devised by the city which shall include but not limited to, the employees effective date of retirement.

(2) The employee must have adequate severance pay available at the time of application to purchase the amount of prior service credit requested. The City is not responsible for purchasing or processing paperwork for prior service credit over and above the amount of severance pay available at the time of application. The City responsibility is limited to submission of the specified payment to O.P.E.R.S.

(3) The employee's severance pay shall be reduced by the amount submitted to O.P.E.R.S. to purchase the prior service credit and the remaining severance pay shall be paid to the employee after retirement.

2115.118 Payday

(a) The employees shall be paid bi-weekly every other Friday. Shift workers shall be paid any time after the end of the first shift on Thursday. Employees who are not scheduled to work on Friday shall receive their pay on Thursday.

(b) The pay period shall be for hours worked within a fourteen (14) calendar day period beginning on Friday and ending on Thursday.

(c) In the event that an error has occurred which results in a shortage in the employee's pay and the amount owed is not in dispute, then a special check, upon the request of the employee, shall be prepared within three (3) work days.

(d) In the event that a holiday falls on a payday, the employees shall receive their pay on the day prior to the holiday. When the Friday payday falls in the week of Thanksgiving, the employees shall receive their pay on the Wednesday prior to the Thanksgiving holiday.

(e) The pay of an employee whose wages are subject to attachment, will receive his or her pay on Friday at a time established by the Treasury Division.

2115.119 Policies, Procedures, and Regulations

(a) All new Policies, Procedures, or Regulations shall be determined by the City. The City shall furnish each employee in the affected operation with a copy of all newly established sets of Policies, Procedures, or Regulations at the time they become effective. The employee's immediate supervisor shall be responsible for distributing these Policies, Procedures, or Regulations to the employees and the employees shall be responsible for acknowledging receipt of the Policies, Procedures, or Regulations. Employees shall be provided with a copy of the Policies, Procedures, or Regulations at the time of hire.

(b) No Policy, Procedure or Regulation shall contain any provision relating to minimum manning requirements or mandatory filling of positions. It is the inherent right of the City of Toledo to determine the numbers and levels of the work force within the operations of the various plants within the City.

(c) All Policies, Procedures, or Regulations shall be reasonable and shall be uniformly applied and uniformly enforced.

2115.120 Protection of Conditions

The City agrees that all conditions of employment in its individual operation relating to hours of work, overtime differentials and all working conditions shall be maintained, and the conditions of employment shall be improved wherever specific provisions for improvement are

made elsewhere in this Title of the Code. It is further understood and agreed that any wages, hours or working conditions agreed to that are in excess of those established herein shall not be reduced.

2115.121 Reclassification

(a) All employees shall work within their classification, except as otherwise provided by other sections of this Agreement.

(b) If an employee works above his/her classification more than fifty percent (50%) of the time, the employee in the position shall have their job audited by the Civil Service Commission upon the employee's request for a determination as to whether the position should be reclassified.

(c) Reevaluation reviews and reclassification studies shall be conducted within one hundred and twenty (120) work days of receipt of the request by the Department of Human Resources if a current job analysis of the classification(s) at issue exists. Otherwise, the review or study shall occur as soon as practicable after receipt of the request by the Department of Human Resources. Prior to submission, such requests shall be screened by the Division Head for a determination of whether reevaluation review or reclassification study is warranted. The Division head will make a determination within forty-five (45) calendar days from receipt of the employee's request. An audit shall only be deemed warranted when the employee is regularly working above his/her classification more than fifty percent (50%) of the time, not in an alternate capacity, and is properly assigned.

The Division Head's determination of whether an audit is warranted shall be subject to appeal to the third step of the Grievance Procedure. If the Division Head's determination is not upheld, then the request shall be submitted to the Department of Human Resources. Reclassification study results shall be subject to review by the Civil Service Commission. Reevaluation reviews shall be subject to review by the Compensation Evaluation Review Committee.

2115.122 Successors and Assignees

In the event that the City of Toledo transfers to another entity any operations covered by this agreement, the City shall inform said entity that it is required to recognize and bargain with the Union as the representative of the employees of the transferred operations.

2115.123 Savings Clause

If any section of this chapter of the Code or of any rider thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision or section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this chapter and any rider thereto, or the application of such provision or section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

It is the intent of the parties that should any article or section of this chapter be held invalid or inoperable, that section or provision shall be renegotiated in an attempt to provide validity, operability, or acceptability to such section or provision.

2115.124 Mid-Term Bargaining

In the event the City, as a result of exigent circumstances or the passage of legislation which conflicts with the terms of this Agreement, finds it necessary to seek a change or changes to a term or terms of this Contract, the City shall notify the Union of the proposed change or changes. The Union may, within ten calendar days of such notice, submit a written demand to bargain over such change or changes.

Should the Union demand to bargain as provided herein, the parties shall engage in good faith bargaining for a period of not less than five days and not more than ten days. Bargaining shall be conducted by teams consisting of not more than four persons, unless a larger number is mutually agreed to by the City and the Union.

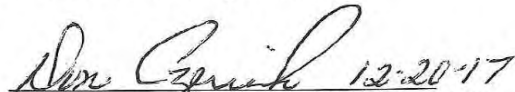
If the bargaining teams have not reached agreement by the end of the bargaining period, the parties will engage in mediation for a period of not more than ten days, or until a resolution is reached or impasse is declared by either party, whichever first occurs. The mediator shall be assigned by the State Employment Relations Board, unless the parties mutually agree on a mediator.

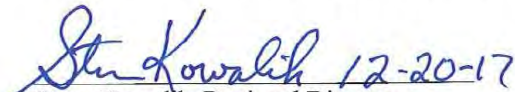
If the parties have not reached agreement by the end of the mediation period, the City may elect to submit the unresolved issue or issues to conciliation. The conciliator shall be selected and the hearing conducted in accordance with the provisions of R.C. 4117 and the implementing provisions of the Ohio Administrative Code.

2115.125 Termination

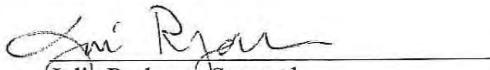
This Chapter of the Code shall be effective July 1, 2017, and shall remain in full force through June 30, 2020, and thereafter until terminated, amended, or replaced pursuant to Chapter 4117 of the Ohio Revised Code.

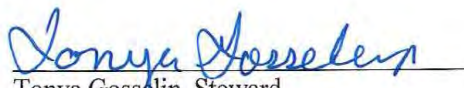
**AFSCME Local 7
Communication Operators**


Don Czerniak, President, AFSCME Local 7


Steve Kowalik, Regional Director,
AFSCME Ohio Council 8

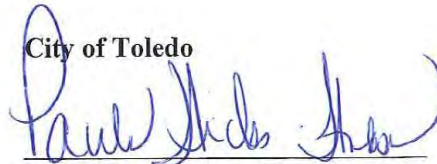

Danny Hale, Chief Steward

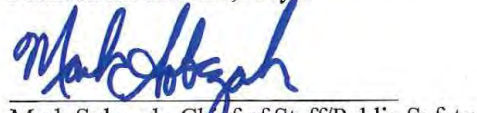

Julie Rydman, Steward

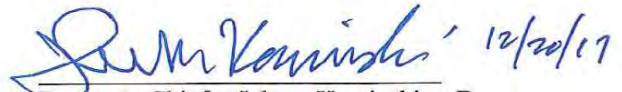

Tonya Gosselin, Steward

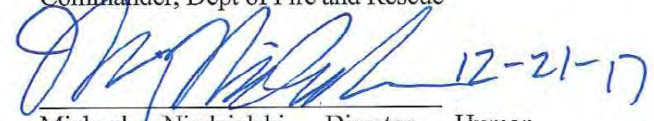

Denise Hart, Steward

City of Toledo

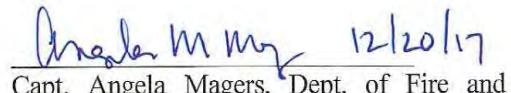

Paula Hicks-Hudson, Mayor



Mark Sobczak, Chief of Staff/Public Safety
Director


Deputy Chief John Kaminski, Bureau
Commander, Dept of Fire and Rescue


Michael Niedzielski, Director, Human
Resources Department


Anthony Markwood, Chief of Bargaining and
Representation


Capt. Angela Magers, Dept. of Fire and
Rescue


Lt. Stephen Rutkowski, Dept of Fire and
Rescue


Stacey Mitchell, Supervisor

MEMORANDUM OF UNDERSTANDING

C.T.O. PAY

All employees are expected to assist in training communications personnel as stated in Section 2115.104, "Mentor/Uniform Maintenance Allowance," and the classification description. Additionally, however, management may select, at its discretion, "Communications Training Officers" (CTO's), who may be assigned to monitor and train communications personnel. Management may decide the manner and purpose of the training including, but not limited to, classroom and/or individual on-the-job training. Through December 31, 2017, when an employee is assigned to train under these circumstances he or she shall be paid an additional fifty cents (.50) per hour for actual hours spent training. Effective January 1, 2018, the fifty cents (.50) per hour for actual hours spent training will increase to one dollar (\$1.00) per hour.

FOR THE UNION:

Steve Kowalik 12-20-17
Dennis FA
Joe Ryan
Joseph Gosselin
Nick K 12-20-17
D J M 12-20-17

FOR THE CITY:

Jim Kenister 12/20/17
Steve K 12-20-17
Angela M. Nez 12/20/17
Anthony M. M... 12/20/17
Stacy Mitchell 12/20/17
John F. ... 12/21/17
Paul M...
Mark Sobczak 12/29/17
