



# AGREEMENT BETWEEN



AND



**SERB CASE NUMBER: 2019-MED-09-0835**

**FRATERNAL ORDER OF POLICE,  
OHIO LABOR COUNCIL INC.**

**- POLICE OFFICERS -**

**EFFECTIVE JANUARY 1, 2020  
TO DECEMBER 31, 2022**



**Collective Bargaining Agreement between the  
City of Pataskala and the  
Fraternal Order of Police, Ohio Labor Council  
For the Period 2020 – 2022**

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## ARTICLE 1 PREAMBLE

**Section 1.1 - Purpose.** This Agreement is made by and between City of Pataskala, (hereinafter “Employer”, “City”, “Chief”, or “Police Division” and the Fraternal Order of Police, Ohio Labor Council, Inc. (hereinafter “Union”, “FOP” or “FOP/OLC” in relation to the wages, hours and terms and conditions of employment as set forth in this Agreement for bargaining unit members of the unit covered by this Agreement.

## ARTICLE 2 RECOGNITION

**Section 2.1 - Inclusions.** The Employer recognizes the Fraternal Order of Police, Ohio Labor Council as the sole and exclusive representative in any and all matters relating to wages, hours, and terms and other conditions of employment, as well as the continuation, modification, or deletion of an existing provision of this contract for all full-time employees of the City in the classification of patrol officer (hereafter also referred to as police officer) as certified in SERB Case No. 03-REP-02-0039.

**Section 2.2 – Hiring.** The parties agree that the Employer may hire officers from other law enforcement agencies and these officers can qualify as “lateral hires”. Any newly hired officer who does not qualify as a lateral hire will be treated as otherwise set forth in this Agreement.

In order to qualify as a lateral hire, the officer, at the time of application must possess a current Ohio Peace Officer Training Association (OPOTA) certificate and be currently employed full time in any one jurisdiction in Ohio at least thirty-five (35) hours per week. A jurisdiction is defined as service as a police officer in any Ohio municipal, state, county, township or state university entity that utilizes a law enforcement agency.

**Section 2.3 - Exclusions.** The part-time employees, lieutenants, management level employees, professional employees, supervisory employees, confidential employees, seasonal and casual employees, all other employees excluded by the Ohio Collective Bargaining Act, and all other employees are specifically not included in the bargaining unit described in Section 2.1 above.

## ARTICLE 3 UNION SECURITY AND UNION BUSINESS

**Section 3.1 - Dues Deduction.** Pursuant to Section 4117.09(B) of the Revised Code, the City agrees to deduct FOP/OLC membership dues in the amount certified by the Ohio Labor Council to the City the first pay period of each month, from the pay of any FOP/OLC member requesting the same.

If a deduction is desired, the member shall sign a payroll deduction form which shall be furnished by the FOP/OLC and presented to the appropriate payroll clerk. The City agrees to furnish to the FOP/OLC, once each calendar month, a payment in the aggregate amount of the deductions made for that calendar month, together with a listing of the FOP/OLC members for whom deductions were made. Nothing herein shall prohibit FOP/OLC members covered by this Contract from submitting dues directly to the FOP/OLC.

If the Employer receives written notice from a bargaining unit member wishing to cease dues deduction and withdraw from FOP/OLC membership, the Employer shall notify the FOP/OLC in

writing (hard copy or electronically) within seven (7) days of this request. The Employer will cease dues authorization deduction in the pay period following the pay in which the revocation was received and in which dues are normally deducted by the Employer.

Upon request and during the first full pay period in January and July of each year, the Employer shall provide the FOP/OLC with a roster of all bargaining unit employees.

**Section 3.2 - Indemnification.** It is specifically agreed that the Employer assumes no obligation, financial or otherwise, arising out of provisions of this Article, and the Union hereby agrees that it will indemnify and hold the Employer harmless from any claims, actions, or proceedings by any employee arising from deductions made pursuant to this Agreement. Once the funds are remitted to the Union, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Union. The parties agree and understand that if an employee(s) files an action(s) against the City and/or Union regarding the deductions made under this Article, the deductions for said employees shall be deposited in an escrow account until such action is resolved.

**Section 3.3 - FOP/OLC Bulletin Board.** The Labor Council shall be permitted to maintain an OLC bulletin board in the squad room at the Department Headquarters. FOP/OLC bulletins and FOP material only will be permitted to be posted on this board.

**Section 3.4 - Ballot Box.** The FOP/OLC shall be permitted, upon prior notification to the Chief of Police, to place a ballot box at Department Headquarters for the purpose of collecting members' ballots on all FOP/OLC issues subject to ballot. Such box shall be the property of the FOP/OLC and neither the ballot box nor its contents shall be subject to the City's review.

**Section 3.5 - Bargaining Unit Meetings.** The FOP/OLC shall be permitted, upon prior notification to the Chief of Police, to hold meetings at Police Headquarters or other City buildings, room or facility for the members of the FOP/OLC bargaining unit covered by this agreement. Notification under this Article shall be in writing or will be electronic and shall be forwarded to the City Administrator.

The City agrees to make the requested location available for use by the FOP/OLC on the date and at the time specified in the FOP/OLC's notification to the City unless the location has been previously scheduled for other purposes. However, if it is not practicable for the City to provide the requested location to the FOP/OLC, the City will so notify the FOP/OLC and make every effort to provide for an alternate meeting location in another City building, room or facility. The City will further provide the dates and times of availability for the requested locations.

**Section 3.6 - FOP/OLC Business.** Representatives of the FOP/OLC shall be permitted to transact official FOP/OLC business at departmental work sites at all reasonable times, provided that this shall not interfere with or interrupt normal departmental operations.

**Section 3.7 - Intra-Departmental Mail and Electronic Mail.** The FOP/OLC shall be permitted to utilize the intra-departmental mail system and/or the electronic mail system for the purpose of providing information pertaining to the FOP/OLC business or Bargaining Unit representation to members. The FOP/OLC agrees that the use of either mail system will be reasonable and limited to providing information that is necessary for the normal conduct of FOP/OLC business or Bargaining Unit representation. All mail placed into either mail system by the FOP/OLC shall be

the property of the members to whom it is addressed. Such mail shall not be subject to the City's review absent a legal requirement to do so. However, the FOP/OLC understands that there is no expectation of confidentiality on the City's server.

#### **ARTICLE 4 FOP/OLC REPRESENTATION**

**Section 4.1 - FOP/OLC Associates.** The FOP/OLC shall designate not more than three (3) members as FOP/OLC Associates, one of whom will serve as the Primary Associate and one of whom will serve as the Alternate Associate. The Alternate Associate will serve when the Primary Associate is either unavailable or unable to provide representation as provided for herein. A member and his/her Associate shall not lose pay or benefits for attendance at scheduled Grievance Hearings, during their duty hours, under the Grievance Procedure with prior approval of the Chief (or designee). The Associate shall be allowed adequate time, as approved by the Chief (or designee), on duty, with pay to conduct a proper investigation of each grievance. Such approval will not be unreasonably withheld. If a grievant is prejudiced by the withholding of such approval such that he/she is denied a reasonable opportunity to appeal his/her grievance or have it heard, a reasonable extension of time shall be granted so that the grievant may timely appeal his/her grievance or have it heard. The FOP/OLC shall notify the Chief, in writing of the names of the Associates, indicating who is the Primary and who is the Alternate Associate within thirty (30) days of their appointment.

**Section 4.2 - Functions of the Associates.** The Associates are authorized to perform the following functions that may also include participation of the FOP/OLC Staff Representative:

- A. Attend any City-FOP/OLC joint meeting relating to employee relations and/or grievances;
- B. Represent the FOP/OLC in investigating and processing grievances in the Grievance Procedure;
- C. General supervision and coordination of grievances in the Grievance Procedure; and
- D. Act as liaison between the Administration and the FOP/OLC on matters concerning grievances.

**Section 4.3 - Pay Status.** If a meeting or hearing is held pursuant to the grievance procedure, an employee acting as union representative (i.e. Associate) shall not be compensated for the time spent at the meeting or hearing, but shall not forfeit compensation or benefits if the meeting or hearing is held during his/her normally scheduled hours. The grievant shall not receive compensation if the meeting or hearing is held during non-work hours but shall not forfeit compensation or benefits if the meeting or hearing is held during his/her normally scheduled hours.

#### **ARTICLE 5 FOP/OLC TRAINING AND DELEGATES**

**Section 5.1 - FOP/OLC Training.** The City, upon reasonable notice by the FOP/OLC or the FOP/OLC Associates, shall permit the Associates to attend annual training sessions sponsored by the FOP/OLC related to the administration and conduct of the grievance/arbitration procedure not

to exceed a cumulative total of thirty-two (32) hours per calendar year. Said attendance will be granted as leave without pay unless the employee chooses to use vacation or personal leave to attend the FOP/OLC training. In addition, the employee may use compensatory time to attend the FOP/OLC training to the extent and so long as the City has in effect a policy or policies which provides for or allows City employees to accumulate compensatory time.

**Section 5.2 - Delegates.** Duly elected or selected delegates or alternates to the Annual Conference of the Fraternal Order of Police, Ohio Labor Council, Inc. who are in the Bargaining Unit shall be allowed reasonable time to attend such functions. To the extent any such time is during such delegates' scheduled work hours, they shall be given consideration to a schedule rearrangement, or they shall be allowed to use their vacation time. The same consideration shall be afforded to a member who serves on the FOP/OLC to the extent and so long as the City has in effect a policy or policies which provide for or allows City employees to accumulate compensatory time.

## **ARTICLE 6                    MANAGEMENT RIGHTS**

**Section 6.1 - Management Rights.** The rights of the Employer shall include, but shall not be limited to the right to establish, change or abolish policies, practices, rules, or procedures for the conduct of the Police division, its employees and its service to the residents of the City, consistent with the provisions of this Agreement.

The Employer's exclusive rights shall include, but shall not be limited to the following except as expressly limited by the terms and conditions set forth in this Agreement:

- A. Determine matters of inherent managerial policy which include, but are not limited to, areas of discretion or policies such as the functions and programs of the office, standards of services, its overall budget, utilization of technology, and organizational structure;
- B. To manage and direct its employees, including the right to select, hire, promote, transfer, assign, supervise, evaluate, retain, layoff and recall;
- C. Maintain and improve the efficiency and effectiveness of governmental operations;
- D. Determine the overall methods, process, means or personnel by which operations are to be conducted including the right to manage and determine the location, type, and number of physical facilities, equipment, programs, and the work to be performed;
- E. Suspend, discipline, demote or discharge for just cause, or transfer, assign, schedule, or retain employees and to lay off employees from duty due to the lack of work or lack of funds, reorganization, or abolishment of positions;
- F. To determine the size, composition and adequacy of the work force, to establish, alter and change work schedules, to establish, modify, consolidate and to determine staffing patterns, including, but not limited to the assignment of employees, qualifications required and areas worked;
- G. Determine the overall mission of the office as a unit of government;
- H. Effectively manage the work force;

- I. Take actions to carry out the mission of the Office as a governmental unit;
- J. The right to select and determine the number and types of employees required, including the right to select, hire, promote, transfer, evaluate, and to assign such work to such employees in accordance with the requirements determined by the Employer;
- K. The right to establish work schedules and assignments and to determine the necessity for overtime and the amount and assignments required thereof;
- L. To promulgate and enforce employment rules and regulations as related to job performance and to otherwise exercise the prerogatives of management;
- M. The right to maintain the security of records and other pertinent information;
- N. The right to determine and implement necessary actions in emergency situations;
- O. The right to determine when a job vacancy exists, the duties and qualifications to be included in all job classifications, and the standards of quality and performance to be maintained; and
- P. The right to determine the Police Division goals, objectives, programs and services, and to utilize personnel in a manner designed to effectively meet these purposes.

**Section 6.2 - Reserved Rights.** Except to the extent modified by the provisions of the Agreement the Employer retains solely and exclusively all of its legal rights to manage the operations of the Police Division of the City of Pataskala and also reserves all rights, power, authority, duty and responsibility confirmed or invested in it by the laws and constitution of the State of Ohio and/or the United States of America. The exercise of any such right, power, authority, duty or responsibility by the Employer and the adoption of such rules, regulations and policies as it may deem necessary, and as they apply to employees represented by the Union, shall be limited only by the terms of this Agreement.

**Section 6.3 – Union Recognition.** The Union recognizes and accepts that all rights and responsibilities of the Employer not specifically modified by this Agreement or ensuing Agreements shall remain the rights and responsibilities of the Employer.

In addition, the Union agrees that all of the functions, rights, powers, responsibilities and authority of the Employer with regard to the operation of its work and business and the direction of its work force which the Employer has not specifically abridged, deleted, granted, or modified by the express and specific written provisions of this Agreement are, and shall remain, exclusively those of the Employer.

**ARTICLE 7                   NON-DISCRIMINATION**

**Section 7.1 - Joint Pledge.** The City and the FOP/OLC agree not to discriminate against any member of the Bargaining Unit on the basis of his or her membership or non-membership in the FOP/OLC, nor to discriminate, interfere with, restrain or coerce any employee because of FOP/OLC membership or because of or regarding his or her activities as an officer or other representative of the FOP/OLC.

**Section 7.2 - FOP/OLC Pledge.** The FOP/OLC, within the terms of its Constitution and Bylaws, agrees not to interfere with the desire of any member of the Bargaining Unit to become and remain a member of the FOP/OLC. The FOP/OLC agrees to fairly represent all members of the Bargaining Units subject to the provisions and procedures set forth in Section 4117.11(B)(6) and 4117.12 of the Revised Code.

**Section 7.3 - Gender.** All references in this Contract to the male gender shall be construed to be equally applicable to females.

## **ARTICLE 8 NO STRIKE-LOCKOUT**

**Section 8.1 - No Strike.** The Union will not authorize, instigate, aide, condone or engage in a strike, work stoppage, slowdown or other withholding of services. Further, no employee in the bargaining unit shall authorize, instigate, aid, condone or engage in a strike, work stoppage, slowdown, sympathy strike, or other withholding of services. In the event of a violation of this Section, the Union will affirmatively act to require employees to return to work and fully perform their duties. Notice of violation of this Article shall be given to the FOP, Ohio Labor Council and may be given to the FOP/OLC Staff Representative or any official employee representative of the Union. The Union recognizes that employees who violate this section may be subject to disciplinary action.

**Section 8.2 - No Lockout.** During the term of this Agreement the Employer shall not lock out any member of the bargaining unit.

## **ARTICLE 9 CONFLICT AND AMENDMENT**

**Section 9.1 - Conformity to Law.** The parties intend this Agreement to supersede and replace any state and local laws on the subjects referenced or covered by this Agreement, including but not limited to the Rules and Regulations of the Personnel Board of Review of the City of Pataskala, Ohio. Where this Agreement makes no specification about a matter, the provisions of applicable law shall prevail. If, by operation of law, or by a court of competent jurisdiction, it is found that any provision shall be of no further force and effect, the remainder of the Agreement shall remain in full force and effect for the Agreement term.

**Section 9.2 - Revision of Invalid Provisions.** The parties agree that should any provision of this Agreement be found to be invalid, they will attempt, upon written request from either party, to negotiate replacement language on the same matter within thirty (30) days.

**Section 9.3 - Amendments to Agreement.** Amendments and modifications of this Agreement may only be made by mutual written Agreement of the parties to this Agreement, subject to ratification by the Union and City through City Council.

## **ARTICLE 10 SENIORITY**

**Section 10.1 - Definition of Seniority.** As used herein, the term "seniority" shall be defined as the continuous uninterrupted length of service as a full-time employee in the Pataskala Police department from the date of appointment. Service as part-time employee or in another non-law enforcement position for the City or service as a law enforcement officer in another agency shall

not be credited as seniority. Employees shall not accrue seniority while on unpaid leaves of absence, or in any other unpaid or non-paid status.

**Section 10.2 - Application of Seniority.** “Seniority” shall accrue to all employees covered by this Agreement in accordance with the provisions of this Article. Seniority, as defined in Section 10.1 of this Article, will apply wherever employee seniority rights are established in the terms and conditions of the Agreement. The criteria for determining the employee with more seniority among two (2) or more employees hired on the same date shall be a coin toss between the employees, or a drawing of lots.

**Section 10.3 - Breaks in Service.** The following situations shall not constitute a break in continuous service but employees shall not accrue seniority while in the status of any of the following:

- A. Absence while on unpaid leave of absence;
- B. A layoff of 18 months duration or less; or
- C. Periods of disciplinary suspension.

The following conditions constitute a break in continuous service for which seniority is lost.

- A. Discharge or removal for just cause;
- B. Retirement;
- C. Layoff for more than 18 months;
- D. Failure to return to work within fourteen (14) calendar days of a recall from layoff;
- E. Failure to return to work at the expiration for approved leave of absence;
- F. A resignation or job abandonment;
- G. Absent without leave for more than three (3) working days; or

**Section 10.4 - Seniority List.** The Employer shall annually, during the month of March, prepare a list setting forth the present seniority dates for all members in the bargaining unit. A copy of this seniority list shall be provided to each bargaining unit member through email. This list shall resolve all questions of seniority affecting employees covered under this Agreement. Disputes as to seniority listing shall be resolved through labor-management and must be presented by the Union or the employee within ten (10) calendar days after the seniority list is posted.

If such disputes are not resolved through labor-management meetings, the Union or the affected employees may file a grievance. Such grievance must be filed within fourteen (14) calendar days after the seniority list is posted.

## **ARTICLE 11           WORK RULES**

**Section 11.1 - Work Rules.** The City agrees that work rules and directives shall be reduced to writing and provided either in hard copy or electronically to all covered members in advance of their enforcement. A charge by a member that a work rule, General Order, or the like, violates this Contract or has not been applied or interpreted uniformly to all members, shall be a proper subject for a grievance. The City will provide the members and make available to the FOP/OLC copies of any revised or new work rules, General Orders, and like matters in advance of their

intended effective dates. The City will, in this regard, maintain all such rules and orders in a central location accessible to the parties upon request.

## **ARTICLE 12            UNIFORMS**

**Section 12.1 - Initial Issue.** The City shall furnish the basic uniform and equipment (for all employees who become bargaining unit members who are required to wear same) according to the schedule in Section 12.3. Articles of clothing and equipment remain the property of the City and must be turned in when an employee is separated from City service. Failure to do so shall result in the value of the missing items being withheld from the employee's separation pay. The City shall have the right to determine the supplier of uniforms and equipment.

### **Section 12.2 - Uniform Allowance.**

- A. For each of the years starting January 1, 2020, January 1, 2021 and January 1, 2022, bargaining unit members shall be paid a uniform allowance of one thousand dollars (\$1,000.00) per calendar year payable as a part of that payroll issued for the first pay period in January.

For any bargaining unit member who is not in active pay status when the uniform allowance is payable, that bargaining unit member shall not receive his/her uniform allowance until he/she returns to active pay status. Employees shall have the option to receive their uniform allowance in a separate payroll distribution, provided that the employee provides such direction in writing or via email to the Finance Department on or before the first business day following the pay period.

For any bargaining unit member whose effective date of assignment to or from a plain clothes position occurs during the months of February through September, that bargaining unit member shall receive an additional, one-time payment of four hundred dollars (\$400.00). For any bargaining unit member whose effective date of assignment to or from a plain clothes position occurs during the months of October through December, that bargaining unit member shall receive an additional, one-time, payment of two hundred fifty dollars (\$250.00).

If any employee becomes a bargaining unit member after July 1 and the bargaining unit member received his/her Initial Issue basic uniform and equipment under Section 12.1, the bargaining unit member shall not receive the entire applicable uniform allowance for the following calendar year but shall receive two hundred fifty dollars (\$250.00) on the member's first anniversary of employment.

The uniform allowance is intended to cover the purchase of those items set forth in the uniform schedule included as a part of this article. In addition, the uniform allowance is intended to cover the purchase of clothing appropriate as a function of job assignment and other law enforcement related items that an officer may from time to time determine appropriate in the execution of his or her duties. The City has established uniform standards and will require replacement of any uniform items considered to be inconsistent with established standards. The Chief or his designee shall have the authority to order when

- uniform items are to be replaced. Bargaining unit members are responsible for periodic replacement.
- B. It is understood and agreed that the City Finance Director will include the amount of the allowance as additional income as a part of the annual tax reporting of those receiving an allowance. It is further understood and agreed that each individual receiving an allowance will be responsible for his/her own record keeping and tax reporting associated with the expenditures made with the allowance provided.
  - C. When uniform changes are mandated by the City, the initial change shall be paid for by the City.
  - D. The City shall reimburse employees for the reasonable cost of repair or replacement of eyeglasses, prescription sunglasses, non-prescription sunglasses and wrist watches damaged in the non-negligent performance of their duties. Such reimbursement shall not exceed \$400.00 for corrective glasses and prescription sunglasses, up to \$100.00 for non-prescription sunglasses, not more than two times in any contract cycle and up to \$150.00 for wrist watches. Such reimbursement shall be made available only after all insurance claims and payments have been pursued. Employees required to wear civilian clothing in the performance of their duty who demonstrate that the clothing was damaged or destroyed in the performance of their duty shall be reimbursed for the reasonable cost of replacing such clothing.
  - E. Uniform items damaged in the discharge of law enforcement duties shall not be charged to the employee's maintenance allowance but shall be replaced by the City.

**Section 12.3 - Uniform Schedule.**

Trousers	3
Shirts, Winter	3
Shirts, Summer	4
Tie	1
Tie Clip	1
Shoes	1
Boots, Winter	1 pr.
Jacket, Multi-seasonal	1
Hat	1
Belt	1
Name Plates	2
Hat Badge	1
Breast Badge	2
Collar Brass	1 set
Whistle w/chain	1 set
Gun Belt	1
Holster	1
Firearm	1
Rain Cover	1
Raincoat	1
Handcuffs	1 pr.
Handcuff Case	1
Belt Keepers	1 set (4)
Gloves	1 pr.
Reflective Traffic Vest	1
Key Ring Holder	1
Protective Vest	1
Flashlight	1
Flashlight Holder	1
Magazine Holder	1

The protective vest purchased by the Employer will be a threat level III (A) vest. The City shall replace the protective vest as recommended by the manufacturer of the protective vest based upon the life expectancy of the vest.

**ARTICLE 13           WORKING OUT OF CLASSIFICATION**

**Section 13.1 - Officer in Charge Pay.** Non-probationary Patrol Officers who are required to work out of classification and who are assigned to serve as the Officer in Charge (OIC) for two (2) or more hours shall be entitled to additional compensation at a rate of \$1.50 per hour for each hour the officer serves as officer in charge. This officer in charge pay occurs when there is not a patrol sergeant on duty for more than two (2) hours.

**Section 13.2 - Temporary Promotions.** A patrol officer may be temporarily promoted to the rank of Lieutenant. During this temporary assignment the employee shall receive the probationary

Lieutenant's wage. During this temporary assignment the employee will still have all rights guaranteed under this contract.

## **ARTICLE 14 FIELD TRAINING OFFICERS**

**Section 14.1 - FTO Training.** Due to the importance of having qualified field training officers, the City of Pataskala agrees that all officers to be used as a Field Training Officer (FTO) must be qualified. The City of Pataskala shall see that all officers used as an FTO have successfully completed such training as may be appropriate prior to being used as an FTO.

**Section 14.2 – FTO Requirements.** Field Training Officers shall be chosen at the sole discretion of the Chief or designee. Being assigned as an FTO requires a commitment of one (1) calendar year. However, in situations where the FTO is in the middle of a training cycle, the FTO is obligated to finish that training cycle even if a new calendar year has started.

Officers assigned as FTOs may voluntarily remove themselves from that assignment in December of each year for the following calendar year. FTOs who otherwise remove themselves during the calendar year in which they are serving without the approval of the Chief or designee shall pay a fine/penalty of five hundred dollars (\$500.00) that shall be deducted from their next paycheck.

Officers assigned as FTOs shall not schedule consecutive days of leave during a training cycle without the sole permission of the Chief of Police or designee.

**Section 14.3 - FTO Pay.** Officers assigned as FTO shall be compensated one dollar fifty cents (\$1.50) per hour in addition to their regular hourly pay rate for each hour worked during their tenure as FTO. The FTO compensation shall be added to the regular hourly pay rate when computing the overtime rate of pay. The additional \$1.50 per hour shall not be applicable to any cash payouts made by the City.

## **ARTICLE 15 LABOR MANAGEMENT MEETINGS**

**Section 15.1 - Meetings.** The parties recognize that certain subjects are matters of mutual interest to the parties. The parties also recognize that the Union may wish to present its views on such subjects so that such views may be considered by the Administration. Included as an appropriate item for discussion in these meetings shall be the concerns and suggestions of the Bargaining Unit regarding conditions of existing equipment and minimum safety standards for any new equipment that the City may purchase.

The party requesting the meeting shall submit to the other party specific items for the agenda at least five (5) days in advance of a scheduled meeting. At least three (3) days in advance of a scheduled meeting, the other party shall submit to the requesting party any additional specific items for the agenda.

Generally, not more than three (3) representatives selected by the Bargaining Unit (that can also be the FOP/OLC Associates) and three (3) selected by the City may attend these meetings. The Chief will normally attend. However, such individuals as may be helpful to the discussion about the agenda may be in attendance at the meeting.

It is the intention of the parties that these meetings be utilized only for the purpose of promoting harmonious relationships between the FOP/OLC, its membership and the City and to provide input to the Chief on items of concern. It is not the intention of the parties that these meetings be used to bypass the normal chain of command. Members are expected to attempt to work out issues with supervisors prior to raising them at such meetings. Additionally, it is not the intention of the parties that these meetings be used to modify the Agreement unless both parties agree, that under the circumstances a modification should be made. If such modification is agreed to by the parties, it shall be properly memorialized.

**Section 15.2 - Matters Not Within Agreement, Management Rights.** Matters involving interpretation of the contract shall not be subject to labor-management committee. Nothing herein shall be interpreted or construed to waive or preempt management rights set forth under Article 6 herein. Decisions of the labor-management committee shall not be subject to the grievance procedure unless such decisions violate a section of this Agreement.

## **ARTICLE 16                    GRIEVANCE PROCEDURE**

**Section 16.1 - Grievance Policy.** The Chief (or designee) and the Union recognize that in the interest of effective personnel management, a procedure is necessary whereby employees can be assured of a prompt, impartial and fair processing of their grievances.

**Section 16.2 - Grievance Defined, Content, Timeline For Filing.** A grievance is a claim that there has been misinterpretation, meaning, or violation of any of the express, written provisions of this Agreement, or a claim arising as the result of disciplinary action.

Any grievance not resolved at the preliminary step set forth in this Article shall contain: Date and time grievance occurred; detailed description of grievance; specific reference to the provision(s) of the Agreement allegedly violated, or to the specific disciplinary action; relief requested; signature of grievant(s). It is not intended that the grievance procedure be used to affect changes or modify this Agreement.

**Section 16.3 - Disciplinary Action Defined.** For the purposes of this Article, disciplinary action is any oral or written reprimand, reduction in pay and/or position, removal, or suspension without pay. Notwithstanding any other provision of this Article, oral or written reprimands may only proceed through Step 3.

**Section 16.4 - Grievance Procedure.** The following are the implementation steps and procedures for handling members' grievances:

### A.     Step One – Supervisor

1.     When a member has a grievance, he/she may submit said grievance in writing to the supervisor whose action(s) gave rise to the grievance on the grievance form provided by the FOP/OLC. Such form must be submitted to the supervisor within seven (7) calendar days following the date that the member becomes aware, or should have become aware, of the event or occurrence giving rise to the grievance. The supervisor shall date stamp the Form on the date of receipt of it. Grievances submitted beyond the seven

(7) day time limit need not be considered.

2. Within five (5) of the calendar days of the receipt of the written grievance, the supervisor shall affix his/her written response to the Form, date and sign his/her response, and return one copy of it to the grievant. If the aggrieved member does not refer the grievance to the Second Step of this Procedure within five (5) calendar days after his/her receipt of the decision rendered in this Step, the grievance shall be considered to be satisfactorily resolved.

**B. Step Two – Deputy Chief**

1. Should the member-grievant not be satisfied with the answer in Step One, within five (5) calendar days thereafter he/she may appeal the grievance to this Step Two by delivering or having delivered a copy of the Grievance Form, containing the written responses at the prior Steps and any other pertinent documents, to the Deputy Chief. The form shall be date-stamped upon receipt. A grievance submitted beyond the five (5) calendar day time limit shall not be considered.
2. Within seven (7) calendar days of his/her receipt of the Grievance Form, the Deputy Chief shall investigate the grievance, and shall schedule and conduct a meeting to discuss the grievance with the Associate. All parties involved in the grievance shall be notified and in attendance at the grievance meeting. The Associate shall bring with him/her to the meeting the member-grievant. The parties may by mutual written agreement waive the conduct of a meeting at this level. The FOP/OLC Staff Representative may also be present at this meeting.
3. In the meeting called for at this Step, the Deputy Chief shall hear a full explanation and the grievance and the material facts relating thereto.
4. Within seven (7) calendar days of receipt of the grievance or of the meeting if held at this Step, the Deputy Chief shall submit to the grievant and to the Associate his/her written response to the grievance. The response shall be affixed to the grievance form.

**C. Step Three – Chief (or designee)**

1. Should the member-grievant not be satisfied with the answer in Step Two, within seven (7) calendar days after receipt of the Step Two response (or seven (7) calendar days after the Step Two meeting if no written response is received) he/she may appeal the grievance to Step Three by delivering a copy of the grievance form, containing the written response at the prior step and any other pertinent documents, to the Chief (or designee). The Chief (or designee) shall date the form, accurately showing the date he/she received the form.

2. The Chief (or designee) shall, within seven (7) calendar days of receipt of the written grievance, schedule and conduct a meeting to discuss the grievance with the grievant and/or grievance chairman or his designee. The FOP/OLC Staff Representative may also be present at this meeting. The Chief (or designee) and the employee may bring any appropriate witnesses.
3. Within seven (7) calendar days of the meeting at Step Three, the Chief (or designee) shall submit his/her written response to the grievance to the grievant and the Associate.

D. Arbitration

1. If the member-grievant is not satisfied with the answer in Step Three, within fourteen (14) calendar days after receipt of the Step Three response, (or fourteen (14) calendar days after the Step Three meeting if no response is received) the Union may appeal to arbitration by serving the Employer a written notice of intent to arbitrate.
2. Within fourteen (14) calendar days of the Employer's receipt of the notice of intent to file under the grievance arbitration procedure, the Labor Council shall, by letter, solicit a list of seven (7) arbitrators from the Federal Mediation and Conciliation Services to hear the arbitration. Upon receipt of such list of arbitrators the parties may meet or communicate and attempt to select one (1) arbitrator from the list. Both parties shall have the option to strike the entire panel of proposed arbitrators. This option to strike may be exercised by both parties once in any one (1) grievance. If either party does not choose to strike the entire panel of proposed arbitrators, but the parties fail to agree on the selection of one (1) arbitrator, the parties shall then proceed to alternately strike one (1) name each from the list. Determination regarding which party shall have the privilege of striking a name from the list first shall be resolved by the toss of a coin. The individual whose name remains on the list after the other six (6) names have been removed shall be the arbitrator. The Federal Mediation and Conciliation Services (hereafter, "FMCS") shall be informed of the individual selected and request that such arbitrator be assigned to the grievance. The arbitrator shall arrange with the parties, the date, time and place of the meeting. The parties may mutually agree upon an arbitrator without requesting a list from the FMCS.
3. The arbitrator shall hear only one grievance at a time unless both parties agree to consolidate two (2) or more grievances. After a dispute on which the arbitrator is empowered to rule hereunder has been referred to him, such dispute may be withdrawn by either party.
4. The fees of the arbitrator and the rent, if any, for the hearing room shall be split equally. The expense of any non-employee witnesses shall be borne, if at all, by the party calling that witness. The fees of a court reporter shall be paid by the party asking for one, however, such fee shall be split equally if both parties desire a reporter. If both parties desire a transcript, the costs of such transcript

shall be split equally by the parties. Any other costs, such as rental for facilities, shall be paid as agreed by the parties on a case by case basis. The grievant, the Union representative, and employee witnesses called by either party who appear at an arbitration hearing during their normal working hours shall not suffer any loss in pay. Member witnesses, other than the grievant and grievant representative, called by the Union, will be permitted time off, with pay, to testify at an arbitration hearing if such time is during regularly assigned working hours, provided that the needs of the City, the Police Division and the safety of the citizenry of the City are not compromised.

5. Disputes may only be submitted to arbitration during the life of this Agreement. No issue whatsoever may be arbitrated or subject to arbitration unless such issue results from an action or occurrence which takes place during the effective dates or agreed extensions of this Agreement. However, if a grievance is initiated during the life of this Agreement, it may be pursued to conclusion, including arbitration even if a successor agreement has been negotiated and has been executed.

No decision by an arbitrator shall infringe upon the obligation of the City as expressed or intended by the provisions of Ohio law.

Either party may raise the issue of arbitrability before the arbitrator. In the event such issue is raised, the first question to be addressed by the arbitrator shall be whether the grievance is arbitrable.

The arbitrator shall not change wage rates already in effect pursuant to this Agreement. No award of any arbitrator shall be retroactive for a period prior to seven (7) calendar days following the date that the member became aware or should have become aware, of the event or occurrence giving rise to the grievance. The arbitrator shall conduct a fair and impartial hearing concerning the grievance, hearing and/or recording testimony from both parties and applying the rules of the FMCS. The arbitrator shall not have the authority or power to add to, subtract from, disregard, alter or modify any of the terms or provisions of this Agreement. It is expressly understood that the decision of the arbitrator, within his/her function and authority as set forth herein, shall be final and binding upon both parties. The arbitrator's decision and award shall be in writing and will state the rationale for the decision.

**Section 16.5 - Grievance Forms.** The City and the FOP/OLC agree that the Union's grievance form shall be used. This shall be the only grievance form used and will be supplied by the FOP/OLC and made available to all members.

**Section 16.6 - Calendar Day.** For the purpose of counting time, "calendar days" as used in this Contract will not include holidays.

If an office specified for receipt of a grievance or grievance appeal is closed for an entire day, which day is the last day of the time period prescribed for the filing of a grievance or grievance appeal, then the grievant will be permitted to file his or her grievance or grievance appeal on the

next day on which such office is open.

**Section 16.7 - Resolved Grievances.** When grievances are resolved prior to the Chief's Step in the Grievance Procedure, the Associate shall deliver a copy of each resolved written grievance to the Chief (or designee) within five (5) calendar days of the grievance resolution. Failure to timely deliver a copy of a resolved grievance to the City shall excuse the City from any liability or damages for failure to implement the resolution.

**Section 16.8 - Timely Processing of Grievances.** Any grievance must be completed and filed upon the grievance form provided by the Union. Such form shall provide for statement of the grievance and its relevant facts; the particular provision of this Agreement that are alleged to have been misinterpreted, misapplied or violated; and the remedy sought. Any grievance not advanced to the next step by the grievant or the Union within the time limits in that step, shall be deemed resolved by the Employer's last answer. Any grievance not answered by the Employer within the time limits in that step shall automatically proceed to the next step. Time limits may be extended by the Employer and the grievant or Union by mutual Agreement in writing.

**Section 16.9 - Exclusivity.** This grievance procedure shall be the exclusive method of resolving grievances. The parties agree that the State Personnel Board of Review and/or the Personnel Board of review of the City of Pataskala, Ohio, shall have no authority over matters subject to this grievance and arbitration procedure.

## **ARTICLE 17            LAYOFF AND RECALL**

**Section 17.1 - Layoff Notification.** The provisions of Revised Code section 124.321 shall not apply in a layoff situation. The Employer may lay off employees for lack of funds or work or abolishment of positions. The Employer shall notify the Union and affected employees no less than thirty (30) calendar days in advance of the effective date of the layoff or job abolishment. Either the Union or the Employer may request a meeting to discuss the layoffs. If/when such a request is made, the parties agree that they shall meet, regardless of which party initiated the request.

**Section 17.2 - Layoff.** The Employer shall determine in which classifications layoffs will occur. Layoffs of bargaining unit employees will be by rank/classification. Employees shall be laid off within each rank/classification in the inverse order of seniority, beginning with the least senior and progressing to the most senior up to the number of employees that are to be laid off. Employees in a higher rank who are laid off may displace (bump) an employee in a lower rank, provided the employee who is bumping has more seniority than the employee who is bumped.

**Section 17.3 - Recall Notification.** The Employer shall provide written notice of recall to the laid-off employees who are being recalled at the employee's last known address. It shall be the responsibility of each employee to keep the Department informed of his/her current residence or mailing address and shall also be responsible to notify the Employer of any temporary absence from their regular address. If there is a recall, employees shall be recalled in the inverse order of their layoff. Laid-off employees shall have recall rights for eighteen (18) months from the effective date of layoff.

Laid-off employees shall have fourteen (14) days from the time of receipt of the notice of recall to contact the Employer and indicate that they will return to work and when, during which time the employee’s recall rights shall continue. Failure to notify the employer of the intent to return within those fourteen (14) days and/or failure to actually return shall result in the employee losing employment with the Pataskala Police department.

**Section 17.4 - Time Limits for Recall.** If the recalled employee does not exercise his right to recall during the fourteen (14) day period, he shall forfeit his right to recall. In such case, at the end of the fourteen (14) day period the next employee on the recall roster shall be notified of his/her right to recall in accordance with the notification procedure above.

Employees, who after being properly notified of their recall and who properly exercise their right to return, must report to work within seven (7) days of given notification of their intent to return unless a longer and/or different period of time is permitted by the Chief.

**Section 17.5 - Probationary Period.** Recalled employees shall not serve a probationary period upon reinstatement, except that employees serving a probationary period at layoff shall be required to complete any such probationary period.

**Section 17.6 - Appeal.** Any appeal regarding a layoff, reasons for a layoff, or displacements shall only be through the grievance and arbitration procedure of this Agreement beginning at Step Two.

**ARTICLE 18 COMPENSATION**

**Section 18.1 - Wages.**

A. Wage increases shall be effective the first full pay period in January each year of this Agreement as indicated below. The 2020 wage scale represents a six percent (6.0%) increase over 2019.

<b>STEPS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	Upon Hire/ Probationary	Upon Completion of Probation	Upon Completion of Step 2 plus one year	Upon Completion of Step 2 plus two years	Upon Completion of Step 2 plus three years	Upon Completion of Step 2 plus four years
<b>2020</b>	<b>\$21.04</b>	<b>\$22.09</b>	<b>\$23.89</b>	<b>\$24.83</b>	<b>26.72</b>	<b>\$26.99</b>
<b>2021</b>	<b>Subject to reopener</b>					
<b>2022</b>	<b>Subject to reopener</b>					

All newly hired officers shall begin at Step 1.

Lateral hires shall be placed in and paid commensurate with the wage step one “level” lower than the number of completed years of service at their immediately prior jurisdiction as defined in Section 2.2. of this Agreement. After six (6) months of employment with the

Pataskala Police Department, laterally hired officers shall move to and be paid commensurate with the wage step based on their total completed years of fulltime law enforcement service at their immediately prior jurisdiction as defined in Section 2.2. of this Agreement. [For example: an officer hired laterally who has enough completed years of service at their immediately prior jurisdiction as defined in Section 2.2. of this Agreement to be placed in Step 3 shall instead be placed in Step 2 upon hire. After the first six (6) months of service with Pataskala Police Department the laterally hired officer shall move to Step 3.]

The parties agree that the wage rates for 2021 and 2022 shall be subject to re-opened negotiations. The re-opener shall address hourly wages, shift differential, on-call pay and military incentive pay. Negotiations shall take place upon the request of either party after March 17, 2020. If neither party makes such a request the re-opener negotiations shall be pursuant to ORC §4117.

**Section 18.2 - Longevity.** Employees shall be granted longevity pay in the amount of one hundred dollars (\$100.00) for each full-time year of service with the Pataskala Police department. Only service with the Pataskala Police department shall be used to determine eligibility for longevity pay. In order to be eligible for such pay, the employee must have completed at least five (5) years of total service with the Pataskala Police Department. The maximum permissible payment under this section shall be two thousand dollars (\$2,000.00).

Longevity pay shall be paid annually in a lump sum payment upon the employee's anniversary date. The first such payment shall be five hundred dollars (\$500.00) and will be made upon the fifth (5<sup>th</sup>) anniversary of full-time service with the Pataskala Police Department. All longevity payments shall be by separate disbursement.

Longevity shall be added to the employee's base rate of pay for purposes of calculating the hourly overtime rate of pay.

## **ARTICLE 19 HOURS OF WORK**

**Section 19.1 - Workday/Workweek.** The regular workday and workweek for members will be determined by the Chief of Police. The regular workweek for members shall be forty (40) hours. The normal work assignments shall be either five (5) consecutive eight (8) hour days with two (2) consecutive days off or at the discretion of the Chief, four (4) consecutive ten (10) hour days with three (3) consecutive days off. The Chief Further reserves the right to develop a schedule of "12" hour shifts as an alternative to "8" or "10" hour shifts.

- A. Scheduling assignments for shift changes or training seminars shall not constitute a violation of the consecutive days off provision of this Section
- B. Members shall not be required to flex time-off or take other leave to avoid overtime.

**Section 19.2 - Pay Period.** For purposes of wage and hour administration, a regular pay period shall consist of eighty (80) hours in fourteen (14) consecutive calendar days.

**Section 19.3 - Meal Break.** Employees will be permitted a paid half-hour (1/2) meal break during their eight (8) or (10) hour tour of duty if the present workload permits. Employees on a

meal break are subject to immediate call to return to duty.

## **ARTICLE 20 OVERTIME**

**Section 20.1 - Overtime.** All hours actually worked in excess of a normal workweek, (so long as the workweek is forty (40) hours based upon "8" or "10" hour shifts as opposed to "12" hour shifts), shall be compensated at the overtime rate of one and one-half (1-1/2) times the regular rate of compensation. Vacation time and approved sick time shall be included in computing hours worked.

**Section 20.2 - Computation and Payment.** Overtime shall be computed on a work period basis and shall be included in the compensation for the pay period which included the last day of the work period.

**Section 20.3 - Call-In Pay/Court Pay.** A member directed to work any portion of a tour of duty or appearance in court that is not contiguous with his/her regularly scheduled tour of duty shall be compensated for a minimum of two (2) hours of pay at the appropriate rate whether straight time or overtime.

Any member on scheduled vacation or other approved leave including scheduled days off who is directed to work or required to appear in court on such day shall receive a minimum of four (4) hours of pay at the appropriate rate whether straight or overtime.

Nothing set forth in this section shall be interpreted to provide for multiple "two (2) hour" or "four (4) hour" payments within a one-day period.

However, should a member have multiple court appearances on the same day, and that day is a regularly scheduled day off, the member shall receive the applicable minimum payment set forth in this section for the first appearance. Members shall be compensated a minimum of two (2) hours of pay at the overtime rate for subsequent court appearances on a regularly scheduled day off if there is more than one (1) hour between each court appearance.

**Section 20.4 - Overtime Work Distribution.** The Employer will attempt to distribute overtime work in a fair and equitable manner, providing that such attempts do not affect the orderly and efficient operation of the affected department or division.

## **ARTICLE 21 COMPENSATORY TIME**

**Section 21.1 - Compensatory Time.** A member who is entitled to overtime payment as authorized in this Contract may elect, at such time as the overtime is earned, to take in lieu of cash payment the equivalent as compensatory time for use at a later time. Compensatory time may be substituted in lieu of a cash payment in minimum increments of thirty (30) minutes. The use of compensatory time off must be scheduled through, and approved by, the Chief (or designee.) Members may accumulate a maximum of one hundred and twenty (120) hours of compensatory time. Upon request for any reason, all or part of accumulated compensatory time shall be paid at the then current rate of compensation. Requests to have accumulated compensatory time paid at the then current rate of compensation which are made on or before November 15<sup>th</sup> shall be paid out in that same calendar year.

**Section 21.2 – K-9 Duties.** In recognition of their responsibility to provide care and maintenance to their assigned dog outside of their normal shift, members who are assigned to perform K-9 duties shall be provided six (6) hours of paid time per pay period, such time to be considered overtime and either: (1) paid at time and one-half; or (2) converted at the employee’s request to compensatory time as provided for in Section 21.1 of this agreement.

**Section 21.3 - Compensatory Time Off.** A member may take compensatory time off at the employees request and the approval of a supervisor. Compensatory time off shall be taken in minimum of fifteen (15) minute increments. Members requesting an entire shift or more on compensatory time off shall obtain the approval of the Chief of Police (or designee). Such request shall normally be at least seven (7) days in advance. No employee may utilize more than eighty (80) hours of compensatory time in any given calendar year.

**Section 21.4 - Suspension of Compensatory Time Utilization.** At the discretion of the Chief and due to the operational needs of the department, the practice of utilizing compensatory time may be halted during an emergency. Emergency is defined as any man-made or natural disaster or any shortage in manpower when such manpower falls below eighty percent (80%) of the allocated strength of the division.

**ARTICLE 22 HOLIDAYS**

**Section 22.1 - Holidays.** The following days are declared to be holidays which will be observed by the members:

New Year’s Day	First day of January
Martin Luther King Day	Third Monday in January
President’s Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	Fourth day of July
Labor Day	First Monday in September
Veteran’s Day	Eleventh day of November
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	Fourth Friday in November
Christmas Eve	Twenty-fourth day of December
Christmas Day	Twenty-fifth day of December

**Section 22.2 - Holiday Pay.** All members shall receive holiday pay for each of the holidays specified in Section 22.1. The rate of pay for each holiday will be equivalent to a normal shift at straight time pay so long as the workday consists of “8” hour shifts. The rate of pay for holidays will coincide with the established hours of the workday to “10 or “12” hours of straight time pay if the schedule is modified to alternate shift periods.

**Section 22.3 - Holiday Work.** For each holiday observed on a member’s workday, said member shall work that holiday and receive straight time one and one-half (1-1/2) pay for all hours worked on that holiday. If a member is not scheduled to work an observed holiday but is directed to do so, the member shall receive compensation as set forth herein. Any employee required to work more than a normal shift on the above listed holidays shall receive one and one-half (1½)times their normal rate of pay for overtime hours on the holiday.

**ARTICLE 23 VACATION**

**Section 23.1 - Vacation Accrual.** Each member shall be entitled to accrue vacation leave with pay at the straight time rate. Although the parties agree that rights under ORC §9.44 are waived, newly hired full-time officers hired after January 1, 2020 who qualify as lateral hires shall be entitled to accrue vacation commensurate with their number of completed years of service at the department from which they are transferring. Such vacation leave shall accrue to the member each pay period worked according to the following schedule and subject to the following accrual limits:

<b>TOTAL YEARS OF SERVICE</b>	<b>BI-WEEKLY ACCRUAL RATE</b>	<b>PAID VACATION HOURS</b>	<b>ACCRUAL LIMIT BALANCE</b>
0 through 5	3.076	80	120
6 through 11	4.615	120	160
12 through 19	6.154	160	200
20 and through 25	7.693	200	240
26+ years	9.230	240	280

**Section 23.2 - Scheduling and Approval.** All vacation leave must be scheduled through and authorized by the Chief (or designee). Members may take their vacation leave in increments of two (2) hours. These requests will be considered on the basis of seniority with due regard for the anticipated needs of the Department. Approved 40-hour vacation blocks will not be cancelled except for an emergency. For purposes of this section, an emergency includes both those instances where the Chief (or designee) or Mayor declare a present emergency and those verifiable instances of serious injury or illness to an employee or his family as defined in Section 25.1.

**Section 23.3 - Probationary Employees.** First year probationary employees, as well as newly hired officers who qualify as lateral hires, shall accrue vacation leave as set forth in Section 23.1 and shall be eligible to use forty (40) hours of vacation leave during the second six (6) months of the probationary period.

**Section 23.4 - Vacation Pay Upon Separation.** A member who separates from employment with the City in good standing shall be entitled to compensation at his current rate of pay for all accrued and unused vacation leave to his credit at the time of separation. Should a member die while in paid status, any accrued but unused vacation leave shall be paid in lump sum to the member’s surviving spouse or otherwise to the estate of the deceased.

**Section 23.5 - Annual Conversion.** An employee may convert up to forty (40) hours of vacation leave to cash on a 1:1 ratio of leave to cash if, and only if, the employee has utilized less than forty-five (45) hours of sick leave that is not supported by a physician’s certificate, during the calendar year.

Any such conversion will be paid in January of the year following a request for such conversion provided the request is made on or before December 1 of the prior year, by those who qualify for such conversion. The qualification period shall be measured from November 1 of one year to October 31 of the following year.

## ARTICLE 24 SICK LEAVE

**Section 24.1 - Sick Leave Accrual.** All members shall accrue sick leave at the rate of 3.076 hours for each pay period worked. No sick leave shall accrue during any period of unpaid leave, any period of accrued sick leave use or during any period of disciplinary suspension.

Members may receive sick leave credit from prior public service as it is defined in Ohio Revised Code §124.38 upon request to the City, provided such request is in compliance with the City of Pataskala's requirements. If an employee with such prior service has received a separation payout from his or her previous public employer for accrued but unused sick leave hours, no sick leave credit will be given to the employee by the City of Pataskala for such prior service.

**Section 24.2 - Accrual Limitations.** An employee with the City may accumulate accrued sick leave up to a maximum amount of 960 hours. Any employee who has, prior to the effective date established herein, accrued hours in excess of 960 hours shall retain those hours accumulated but shall not accrue additional hours beyond the limitation established herein.

**Section 24.3 - Use of Sick Leave.** A member may use sick leave, upon approval of the Chief, for absence due to personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to other employees; and for illness or injury in the member's immediate family (this determination to be within the authority of the Chief); and for necessary medical, dental or optical consultation or treatment when the same cannot be obtained during off duty time.

**Section 24.4 - Sick Leave Verification.** At least one (1) hour before starting his/her shift, a member on sick leave shall inform the on-duty supervisor of the fact, except in the case of provable inability to make a telephone call. Except in cases of suspected abuse, a member will not be routinely required to furnish upon returning to duty a physician's certificate evidencing that the absence was for one of the reasons set forth in Section 3 above, for absences of two (2) consecutive days or less. The member may be required to furnish such a certificate following an absence in excess of two (2) consecutive working days. Members shall be required in all cases to furnish a written, signed statement upon appropriate department form to justify the use of sick leave.

**Section 24.5 - Abuse of Sick Leave.** In the event that a member is suspected of abusing sick leave, the City may require the member to justify his/her use of sick leave by obtaining a physician's certificate, at City expense, from a physician designated by the City. In addition, or in the alternative, the City may require the member to obtain a certificate from his/her own doctor at the member's own expense, or other verification of illness or injury acceptable to the Chief, for any of all future absences for which sick leave is claimed within a period of six (6) consecutive months.

- A. Grounds for suspicion of abuse shall include, but not limited to, information received by the City that the Bargaining Unit member is, or was, during any time for which sick leave is claimed:
1. Engaging in other employment;
  2. Engaging in strenuous physical exercise of recreation, including work around the home, other than as ordered or recommended by a doctor;

3. Present in a tavern or other place inconsistent with a claim of illness or injury;
4. Absent from home or place of confinement or convalescence when called or visited by representatives of the City, except in cases where the member can produce verification (such as hospital or medical clinical admissions or treatment slip or a receipt for the purchase of medicines from a pharmacy or a reasonable explanation) that his/her absence was for reasons directly related to the treatment of his/her illness or injury.

B. Any member who is suspected of abusing sick leave shall be confronted with such suspicion by his/her supervisor and given an opportunity to explain the use of sick leave prior to being required to produce a physician’s certification for future absences as set forth above.

**Section 24.6 - Minimum Charge to Sick Leave.** Absence for a fraction of a day that is chargeable to sick leave in accordance with this provision shall be charged in increments of not less than fifteen (15) minutes. Members who, after reporting to work, are then sent home on sick leave shall be charged for actual hours absent.

**Section 24.7 - Sick Leave Credit on Return Service.** A member who is laid off or on unpaid disability leave will, upon reinstatement to service, be credited for any unused sick leave existing at the time of layoff or leave.

**Section 24.8 - Pay of Accumulated Sick Leave.** All employees at the time of their retirement, in good standing, shall receive payment based on the members’ straight-time rate of pay at retirement for one-fourth (1/4) of the member’s accrued but unused sick leave, up to a maximum of one-fourth (1/4) of nine hundred sixty (960) hours. No employee shall be entitled to payment in excess of one-fourth (1/4) of the employee’s accrued but unused sick leave or in excess of one-fourth (1/4) of nine hundred sixty (960) hours, whichever is less.

**ARTICLE 25 OTHER LEAVES**

**Section 25.1 - Bereavement Leave.** In the event of the death of a member’s parents, siblings, current step-siblings, aunt, uncle, current spouse, domestic partner, children, current step-children, current mother-in-law, current father-in-law, current daughter-in-law, current son-in-law, current stepmother or stepfather, legal guardian or person who serves in loco parentis, the member shall be granted up to forty (40) hours of bereavement leave with pay to attend the funeral, including its arrangements. The forty (40) hours may be taken consecutively or intermittently. Domestic partner means an adult engaged in a spouse-like relationship, characterized by mutual caring and dependency.

In the event of the death of a member’s grandparents, grandparents-in-law, nieces, nephews, grandchildren, current brother-in-law, current sister-in-law or any other relative of the member residing in the member’s home, the member shall be granted up to three (3) working days of bereavement leave with pay to attend the funeral .

If additional time is necessary for bereavement purposes, the member may use up to one (1) day of sick leave for a death occurring in the State, and up to three (3) days of sick leave for a death occurring out of state. Sick leave usage is appropriate for death of individuals listed in this Section. For the death of an immediate family member the Chief (or designee) may extend the amount of time an employee may be off to come out of the employee's sick leave bank.

The City may request proof of death and of the relationship in question.

**Section 25.2 - Jury Duty Leave.** A member, while serving upon a jury in any court of record, will be paid his/her regular salary for each of his/her workdays during the period of time so served. Upon receipt of payment for jury service, the member shall submit jury duty fees to the Chief (or designee) who will then deposit such funds with the City.

**Section 25.3 - Injury Leave.** A member that is injured in an on-duty event shall, in the sole discretion of the Chief (or designee), be eligible for injury leave for a period of up to thirty (30) calendar days from the date of the event. This time shall not come from the employee's sick leave bank. The Chief (or designee), upon approval of the City Administrator may extend this injury leave up to ninety (90) calendar days from the date of the event.

**ARTICLE 26 LEAVES OF ABSENCE/MILITARY LEAVE**

**Section 26.1 - Leave of Absence.** The Employer, in its sole discretion, may grant a leave of absence without pay to any employee for a maximum duration of three (3) months for any personal reasons of the employee. Such a leave may be renewed or extended beyond three (3) months at the sole discretion of the Chief.

The authorization of a leave of absence without pay is a matter of administrative discretion. The Employer will decide in each individual case if a leave of absence is to be granted. Denial of leaves shall not be appealable to the grievance procedure. The granting of any leave of absence is subject to approval of the Employer. Except for emergencies, employees will advise the Employer sixty (60) days prior to commencement of the desired leave so that the various agency functions may proceed properly.

If a leave of absence is granted for a specific purpose and it is discovered that the leave is not being used for such purpose, the Employer may cancel the leave and direct the employee to report to work.

Military leave shall be provided to employees in a manner consistent with federal and state laws governing military leave usage.

**ARTICLE 27 EDUCATIONAL INCENTIVE COMPENSATION**

**Section 27.01 - Requirements.** Any employee who is enrolled in an accredited program leading to an Associate's degree may request financial assistance for the costs of tuition, books and other required course materials under the following conditions:

- A. Any employee desiring employer participation in an Associate's degree Program must submit appropriate evidence of current enrollment in good standing in such

program to the Chief (or designee.) Good standing is considered to be a cumulative grade point average of 2.0 on a 4.0 scale or an equivalent measure thereof.

- B. Participation or employer assistance shall be limited to the costs of tuition, books and other required course materials up to a maximum amount equal to three thousand dollars (\$3,000) in any twelve (12) month period.
- C. Participation can be either upon completion of a period of study, course and/or semester or quarter or in advance of actual payment in the discretion of the Chief (or designee). Advance payment shall be limited to tuition or other fees and shall be available only upon presentation of appropriate invoice or billing statement from the institution or facility offering the associate's degree program.

**Section 27.02 - Pursuing Associate's Degree Compensation.** Upon presentation of sufficient documentation to establish that the employee has completed the first quarter, semester, term or other grading cycle of a degree program in "good standing" as established in this Article, any employee enrolled in and actively pursuing an Associate's degree from an accredited institution and who is in good standing in such a program shall be entitled to \$0.25/hour additional compensation to be added to that employee's base compensation amount as incentive compensation for pursuing such degree.

**Section 27.03 - Compensation for Associate's Degree.** Any employee who satisfactorily completes an Associate degree program and is awarded an Associate's degree from an accredited institution, or provides evidence of such degree, shall be entitled to \$0.50/hour additional compensation to be added to that employee's base compensation amount as incentive compensation for obtaining such degree.

**Section 27.04 - Bachelor's Degree Educational Assistance.** Any employee who is enrolled in an accredited program leading to a Bachelor's degree may request financial assistance for the costs of tuition, books and other required course materials under the following conditions:

- A. Any employee desiring employer participation in a Bachelor's degree program must submit appropriate evidence of current enrollment in good standing in such program to the Chief (or designee.) Good standing is considered to be a cumulative grade point average of 2.0 on a 4.0 scale or an equivalent measure thereof.
- B. Participation or employer assistance shall be limited to the costs of tuition, books and other required course materials up to a maximum amount equal to three thousand dollars (\$3,000) in any twelve (12) month period.
- C. Participation can be either upon completion of a period of study, course and/or semester or quarter or in advance of actual payment in the discretion of the Chief (or designee). Advance payment shall be limited to tuition or other fees and shall be available only upon presentation of appropriate invoice or billing statement from the institution or facility offering the Bachelor's degree program.

**Section 27.05 - Pursuing Bachelor's Degree Compensation.** Upon presentation of sufficient documentation to establish that the employee has completed the first quarter, semester, term or other grading cycle of a degree program in "good standing" as established in this Article,

any employee enrolled in and actively pursuing a Bachelor's degree from an accredited institution and who is in good standing in such a program shall be entitled to \$0.75/hour additional compensation to be added to that employee's base compensation amount as incentive compensation for pursuing such degree.

**Section 27.06 - Compensation for Bachelor's Degree.** Any employee who satisfactorily completes a Bachelor's degree program and is awarded a Bachelor's degree from an accredited institution, or provides evidence of such degree, shall be entitled to \$1.00/hour additional compensation to be added to that employee's base compensation amount as incentive compensation for obtaining such degree.

**Section 27.07 - Pursuing Master's Degree Compensation.** Upon presentation of sufficient documentation to establish that the employee has completed the first quarter, semester, term or other grading cycle of a degree program in "good standing" as established in this Article, any employee enrolled in and actively pursuing a Master's degree or above from an accredited institution and who is in good standing in such a program shall be entitled to \$1.25/hour additional compensation to be added to that employee's base compensation amount as incentive compensation for pursuing such degree.

**Section 27.08 - Compensation for Master's Degree.** Any employee who satisfactorily completes a Master's degree program and is awarded a Master's degree from an accredited institution, or provides evidence of such degree, shall be entitled to \$1.50/hour additional compensation to be added to that employee's base compensation amount as incentive compensation for obtaining such degree.

**Section 27.09 - Refund of Financial Assistance Received.** Any employee who terminates his/her employment within one (1) year of receiving any financial assistance provided by this Article, shall refund any such funds received.

## **ARTICLE 28 INVESTIGATION, DISCIPLINE, PERSONNEL RECORDS**

**Section 28.1 - Criminal Investigations.** A bargaining unit member who is to be questioned as a suspect in any investigation where criminal charges may result shall be advised of his/her constitutional rights in accordance with the law.

Any employee under indictment, arrested for a crime, or otherwise charged with the violation of any criminal statute who is not disciplined or discharged by the Employer, may be placed on a leave of absence without pay until resolution of such charges. An employee may use accrued vacation or holiday time during the leave. An employee who is found guilty by any court of competent jurisdiction or who enters into a plea Agreement by which the employee is convicted of any criminal charge that constitutes a felony offense, misdemeanor crime of violence, any theft, or drug offense shall be summarily discharged and shall have no resort to the grievance and arbitration procedure set forth in Article 16, nor shall any such employee have resort to the State Personnel Board of Review and/or the Personnel Board of Review of the City of Pataskala, notwithstanding any criminal appeal the employee may pursue. Alternatively, the Employer may take disciplinary action against the employee which action shall be subject to appeal by the employee pursuant to the provisions of this Agreement.

**Section 28.2 - Internal Investigations.** Bargaining unit members required to respond to questions during internal investigations shall be informed of their constitutional rights and responsibilities. Before a bargaining unit member may be charged with insubordination or like offense for refusing to answer questions or participate in an investigation, he shall be advised that such conduct, if continued, may be the basis for such a charge. All members shall be obligated to cooperate in any investigation conducted.

At any time a formal investigation concerning a bargaining unit member occurs wherein disciplinary action of record (reprimand of record, suspension, reduction, or removal) will or may result, the member will be notified when first questioned, that such result is possible.

When a bargaining unit member suspected of a violation is being interviewed, such interview shall be recorded at the request of either party by the requesting party. If recordings are made the other party shall be provided a copy. Neither party shall surreptitiously record such interview.

Nothing herein shall be construed as restricting members of the bargaining unit from reporting violations of Departmental rules or policy committed by other members of the bargaining unit. All employees of the bargaining unit shall be responsible for reporting violations of Department rules and regulations, statutes, and appropriate standards of conduct.

If any of the procedures of this Article are violated, such violations shall be subject to the grievance procedure.

**Section 28.3 - Complaints.**

A. Anonymous Complaints

1. An anonymous complaint is any oral reporting or unsigned written reporting regarding the conduct of an officer. An anonymous complaint shall not be, in and of itself, the basis for any action against an employee.
2. When any anonymous complaint is made against a member and there is no corroborative evidence of any kind, the complaint shall be classified as unfounded and the accused member shall not be required to submit a written report or submit to questioning. The Department may, however, investigate the complaint and, if corroborated, it may become the accusing party and pursue discipline under the terms of this Agreement. This investigation may include an interview of the officer concerning the allegations contained within the anonymous complaint.

B. Written Complaints

1. A written complaint is any writing regarding the conduct of an officer which is signed by the complaining party. Written complaints will ordinarily be investigated fully. In such cases the accused member may be required to submit a written report and submit to questioning.

**Section 28.4 - Corrective Action.** The tenure of every employee subject to the terms of this Agreement shall be during good behavior and efficient service. The Employer may take disciplinary action against any employee in the bargaining unit only for just cause. The Employer may take disciplinary action for actions which occur while an employee is on duty, or which occur while an employee is working under the color of the Employer, or on or off duty in instances where the employee's conduct violates his/her oath of office or violates the rules and regulations of the Employer or engages in conduct unbecoming a police officer. Forms of disciplinary action include:

- A. Documented oral reprimand
- B. Written reprimand
- C. Suspension without pay or loss of holidays or vacation. The Chief (or designee) has the authority to implement a suspension without pay as a disciplinary action. The Chief (or designee), has sole discretion, to allow an officer to substitute an equal number of vacation days or holiday days for a suspension, the choice of such substitution shall be made by the officer. The Chief (or designee) will not unilaterally substitute vacation or holiday periods for suspension periods.
- D. Reduction in rank or classification
- E. Discharge

**Section 28.5 - Progressive Action.** The principles of progressive disciplinary action will normally be followed with respect to minor offenses. The progression, where appropriate, may include a documented oral reprimand, written reprimand, and a suspension for the same or related minor offenses prior to dismissal. In those instances where more severe discipline is warranted, the Employer may discipline the member according to the severity of the incident, up to and including termination/discharge.

**Section 28.6 – Pre-Disciplinary Meetings.** Upon completion of an investigation and no less than forty-eight (48) hours prior to a pre-disciplinary meeting with the Chief (or designee), a member will receive a written statement of charges. At the pre-disciplinary meeting, the charged bargaining unit member and/ or the member's representative will be allowed to present a defense/response.

Pre-disciplinary meetings will be conducted by the Chief (or designee) or a representative selected by the Employer. The employee may choose to:

- A. Appear at the meeting to present oral or written statements in his/her defense;
- B. Appear at the meeting and have one (1) chosen representative present oral or written statements in defense of the employee; or
- C. Elect in writing to waive the opportunity to have a pre-disciplinary meeting.

Failure to elect and pursue one of these three options will be deemed a waiver of the employee's rights to pre-disciplinary meetings.

At the pre-disciplinary meeting, the Employer representative will ask the employee or his/her

representative to respond to the allegations of misconduct which were outlined to the employee. At the meeting, the employee may present any testimony, witnesses, or documents which explain whether or not the alleged misconduct occurred. The employee shall provide a list of witnesses and the name and occupation of his/her representative, if any, to the Employer as far in advance as possible, but no later than twenty-four (24) hours prior to the pre-disciplinary meeting. It is the employee's responsibility to notify witnesses that he/she desires their attendance at the meeting. The Employer shall provide a list of witnesses who will appear at the meeting as far in advance as possible, but no later than twenty-four (24) hours prior to the pre-disciplinary meeting.

A written report will be prepared by the Employer representative. A copy of the representative's report will be provided to the employee, and the Union representative within five (5) calendar days following its preparation but not more than forty-five (45) calendar days from the conclusion of the pre-disciplinary meeting. The Employer will decide what discipline, if any, is appropriate.

**Section 28.7 - Discipline Records.** In any case in which an oral reprimand, written reprimand, suspension, or dismissal is overturned on appeal or otherwise rendered invalid, all documents relating thereto will be removed from the personnel file of the member. All such records removed from the personnel file for the reasons outlined above shall not be considered in future disciplinary action or promotional considerations. All removal of records shall be in accordance with Ohio law and the City of Pataskala's records retention schedule. Every member shall be allowed to review his/her personnel file at any reasonable time upon written request to the Employer and in the presence of the Employer or his designated representatives. The City shall abide by and follow provisions of Ohio Revised Code Chapter 1347 and O.R.C. Section 149.43.

If, upon examining his/her personnel file, any bargaining unit member has reason to believe that there are inaccuracies in documents contained therein, he/she may write a memorandum to the Employer explaining the alleged inaccuracy.

If the Employer concurs with the member's contentions, the Employer shall remove the faulty document from the personnel file or otherwise append to such document any statements or materials which would serve to correct or modify such document. If the Employer does not concur with the contentions of the member, the Employer will attach the member's written memorandum to the document in the file.

**Section 28.8 - Appeal of Discipline.** Oral and written reprimands may only be appealed through Step 3 of the grievance procedure. All other disciplinary actions may be appealed to arbitration. All discipline is governed by Article 28.

**Section 28.9 - Seniority.** Any suspension imposed shall be deducted from the employee's seniority date. However, any lost seniority shall be re-credited upon award of an arbitrator.

**Section 28.10 - Conduct of Investigation.** Any investigations, interviews, or other disciplinary procedures shall be conducted in a professional and private manner by all parties. Discussions or any public statements regarding completed disciplinary matters shall be conducted professionally. For purposes of this Agreement, "completed disciplinary matters" occurs upon completion of investigation and pre-disciplinary procedures.

**Section 28.11 - Use of Prior Discipline.** Prior discipline may be utilized to establish that an employee had knowledge of the standard of conduct expected. Records of disciplinary action shall cease to have force and effect for the purpose of progressive discipline and/or for consideration of promotion, provided the member has had no further disciplinary action of the same or substantially similar conduct, during the following periods of time:

- (A) 1 year for documented oral reprimands
- (B) 2 years for written reprimands
- (C) 3 years for suspensions

However, these time periods may have force and effect beyond what is stated above if the member has subsequent discipline of the same or substantially similar nature during any of these force and effect periods.

**Section 28.12 - Use of Polygraphs.** An employee may, upon not less than twenty-four (24) hour advance notification, be required to submit to a polygraph and/or CVSA examination as a part of an investigation conducted by the Employer. A polygraph and/or CVSA examination will be ordered when appropriate to a particular investigation as determined by the Chief (or designee) based upon his/her conclusion that such an examination is justified. When utilized a polygraph and/or CVSA examination will be limited in scope to the purpose of the investigation which prompted the determination that its use was appropriate. The failure or refusal to submit to a polygraph and/or CVSA examination may be considered grounds for disciplinary action.

**Section 28.13 - Union Representation.** If requested the employee shall have the presence of a Union representative, which may include the Staff Representative or a local Associate, any time during a disciplinary action, disciplinary investigation, or disciplinary interview of an employee. If the Union representative is not available immediately, the Employer and the Union representative shall agree to a time convenient for both parties. Such request may not unreasonably delay an investigation.

## **ARTICLE 29 PROBATIONARY PERIOD**

**Section 29.1 - Requirement to Serve Probationary Period.** Every newly hired employee including newly hired officers who qualify as lateral hires, or an employee appointed to a position in the bargaining unit (fulltime patrol officer) covered by this Agreement shall be required to successfully complete a probationary period. This probationary period requirement shall apply to all individuals hired or employed as a fulltime patrol officer regardless of prior service with the Department, regardless of time spent as a part-time patrol officer and regardless of time spent as a full-time officer in another law enforcement agency.

**Section 29.2 - Length of Probationary Period.** The probationary period shall begin on the first day as a fulltime patrol officer for which the employee receives compensation from the Employer and shall continue for a period of one (1) calendar year or one (1) year from the date the new employee receives his/her Ohio Peace Officer's Certification whichever occurs later. The probationary period may be extended for up to an additional six (6) calendar months. In this event, the Chief shall provide thirty (30) calendar days' notice of his intent to extend. A probationary employee will be notified in writing of the employee's status at the completion of the employee's probationary period. When a probationary employee is absent from work for more than forty (40)

consecutive hours for any reason, that employee's probationary period shall be extended for an equal number of hours at the end of his/her probationary period.

**Section 29.3 - Appeals by Probationary Period Employees.** A new hire probationary employee may be terminated any time during his/her probationary period and shall have no right to appeal the termination under the grievance procedure of this Agreement or to any other forum. In all non-disciplinary matters the probationary employee is entitled to Union representation including the grievance procedure.

**Section 29.4 - Promotional Probationary Period.** Any member promoted into a higher rank shall be required to successfully complete a promotional probationary period of one (1) calendar year. A member serving a promotional probationary period whose performance is judged unsatisfactory may be returned to his former rank. A return to former rank during the first six (6) months of a promotional probationary period is not appealable so long as the newly promoted officer has had the opportunity to complete an agreed upon first line supervisory school. A return to former rank in the absence of such opportunity is appealable. By written agreement the City and any newly promoted officer may waive the completion of first line supervisory school in which event a return to former rank during the first six (6) months of the probation is appealable. The one (1) year promotional probationary period may not be extended. Appeals under this section shall be governed by Article 14, Grievance Procedure. The employee will be notified in writing of the employee's status at the completion of the employee's probationary period.

## **ARTICLE 30 MEDICAL EXAMINATIONS**

**Section 30.1 - Examinations – General.** Examination of employees to determine their ability to perform the material and substantial duties of their position and assignment may be required of employees. Examinations shall be required for employees when ordered by the Chief (or designee). Examinations may be either periodic or as the Employer may require.

**Section 30.2 - Health and Safety.** Examinations are intended to guard the health and safety of employees and will be ordered only when necessary, as a precautionary measure, periodically to ensure the health of employees or when, in individual situations, the Employer has reasonable concern for an employee's ability to perform the material and substantial duties of his position.

**Section 30.3 - Inability To Perform.** If an employee, after a medical examination, is found to be unable to perform the material and substantial duties of his/her position, then the employee may utilize accumulated unused sick leave or other leave benefits (including but not limited to workers' compensation, if eligible) as well as medical leave without pay with the right to return.

At any time following the expiration of all available paid leave and unpaid leave under the Family and Medical Leave Act, the Employer may initiate an involuntary disability separation of an employee as otherwise provided for in O.A.C. §123:1-30-01(A) – (E) and (G). While an employee who has been disability separated may utilize the grievance and arbitration procedure found within Article 16, the employee may not appeal the disability separation to the State Personnel Board of Review as otherwise provided for in O.A.C. § 123:1-30-01 (f), nor may the employee appeal the disability separation to the City of Pataskala Personnel Board of Review. If an employee applies for disability retirement benefits, the Employer will support that application by responding truthfully and completely to all requests made by the Ohio Police and Fire Pension Fund.

However, this provision may not be considered an admission or agreement for workers' compensation benefits.

**Section 30.4 - Return to Work.** Employees requesting return from disability separation must submit documentation of their ability to perform the material and substantial duties of their classifications. The Employer may request an examination prior to return to work.

**Section 30.5 - Cost of Examinations.** Any costs for examination required by the Employer shall be paid by the Employer. Employees shall have the right to submit examination reports to the Employer which would respond to the questions of an employee's ability to perform the material and substantial duties of his/her position. If the employee disagrees with said determination he/she may be examined by a physician of his/her choice at his/her expense. If the two (2) reports conflict a third opinion shall be rendered by a neutral physician chosen by the parties whose decision shall not be appealable to the grievance procedure. The neutral (third) physician's cost shall be shared equally by the employee and the Employer.

**Section 30.6 - Requirements.** Refusal of an employee to submit to an examination will be considered as insubordination and shall be grounds for discipline which may include dismissal.

## **ARTICLE 31 HEALTH INSURANCE**

**Section 31.1 - Medical Insurance.** The Employer shall offer group medical insurance coverage for each employee in the classified services of the City. It is agreed and understood that the schedule of benefits for employees shall be as set forth in the health plan offered by the City, including all conditions and payments specified or required by individual carriers/providers of the health insurance plan.

It is further agreed and understood that during the term of this Agreement, individual carriers/providers may, through no fault of the City, Union, or employees, cease coverage. Additionally, it is agreed and understood that during the term of this Agreement, specific carriers/providers under the plan may unilaterally institute or modify payments or conditions which modifications will be required for subscription to the plan provided by that carrier/provider.

It is further agreed and understood that the Employer may modify the terms of the insurance coverage and may reduce coverage levels if such reductions are made to maintain or reduce costs. Furthermore, modifications to co-payments and/or deductibles under the City shall not be deemed a modification of coverage.

**Section 31.2 - Premiums.** Employees in the classified service may be required to contribute through payroll deduction to the premium for the health plan in the amount established in the City plan. It is understood that employees may be required to contribute a maximum of 10% of the monthly premiums.

Employees shall be notified in advance of any modifications in premium contributions. The City will notify the Union of any proposed changes in employee premium contributions and agree to meet with the Union to discuss such changes in advance of such changes becoming effective.

**Section 31.3 - Additional Insurance Coverage.** Employees of the City shall be provided with the opportunity to obtain insurance coverage for dental, vision, and life policies under such terms and conditions as are afforded to all employees within the City. An employee's participation in such plans is optional. All employees who participate in such plans will be required to contribute through payroll deduction an amount equal to 10% of the premium costs for the plans as determined by the City.

**Section 31.4 - Eligibility.** Employees in the classified service shall be eligible for health insurance coverage after completion of the waiting period established by the health insurance plan. Employees who have a spouse employed by the City, whether with the Employer or another office in the City, who is eligible for and/or who has coverage under the City plan shall be eligible for family or dual (two person) coverage under the plan or as otherwise allowed by the City plan. The coverage will be designated for one employee of the City under the City health plan.

## **ARTICLE 32 WAIVER IN CASE OF EMERGENCY**

**Section 32.1 - Waiver of Grievance and Job Assignments.** In cases of emergency declared by the President of the United States, the Governor of the State of Ohio, the Sheriff of Licking County, the City of Pataskala Mayor or the Federal or State Legislature, such as acts of God or civil disorder, the following conditions of this Agreement may be temporarily suspended by the Employer:

- A. time limits for processing of grievances; and
- B. all work rules and/or agreements and practices relating to the assignment of employees.

**Section 32.2 - Termination of Emergency.** Upon the termination of the emergency should grievances exist in the process, such grievances shall proceed from the point in the procedure they had progressed prior to the emergency. As soon as practical following the emergency employees shall be returned to their regular assignment.

## **ARTICLE 33 SAFE EQUIPMENT**

**Section 33.1 - Safe Equipment.** The City will furnish and will maintain in the best possible working condition, within the limits of its financial capability, the necessary tools, facilities, vehicles, supplies and equipment required for members to safely carry out their duties. Members are responsible for reporting unsafe conditions or practices, and for properly using and caring for tools, facilities, vehicles, supplies and equipment provided by the City.

## **ARTICLE 34 APPLICATION OF CIVIL SERVICE LAW**

**Section 34.1 - Application of Civil Service Law.** Except as expressly otherwise provided in this Agreement or specifically excepted from the scope of collective bargaining by the provisions of Revised Code Chapter 4117, civil service laws contained in Revised Code Chapter 124, Sections 124.01 through 124.56, provisions of R.C. §325.19 and any other matter referenced in this Agreement shall not apply to employees in the bargaining unit. It is expressly understood that the Ohio Department of Administrative Services, the State Personnel Board of Review and the Personnel Board of Review of the City of Pataskala shall have no authority or jurisdiction as it

relates to employees in the bargaining unit.

## **ARTICLE 35           EXTRA DUTY**

**Section 35.1 - Assignment Process.** All extra duty assignments shall be approved by the Chief of Police (or designee) and shall be posted and filled by a roster of all fulltime officers, who have completed their field training program, who volunteer to be placed on the roster. There is no requirement that any officer put his/her name on this roster. Placement on this roster is completely voluntary. The roster shall start with the most senior officer and end with the officer who has the least tenure with the City of Pataskala. The Police Administration shall use this list in offering all extra duty assignments in an effort to provide extra assignments as equally as possible among the officers on this roster. Extra-duty is defined as when officers on the roster work in uniform and perform tasks such as security and traffic control for other entities who wish to hire uniformed officers at a certain rate of pay.

The exception to this voluntary work shall occur when the events are of such nature that the Chief of Police determines that a Police presence is necessary. In this instance, after first posting for volunteers to work extra duty and not receiving enough volunteers, the Chief (or designee) may assign officers to work such event and officers are then to be compensated at their appropriate rate of pay by the City for working such event.

**Section 35.2 - Roster Maintenance.** Officers are moved from the top of the list to the bottom of the list if they accept an extra duty assignment. Officers are also moved from the top of the list to the bottom of the list if they take an assignment but subsequently give the assignment to a substitute. Once the substitute accepts the assignment he or she goes to the bottom of the list. When an officer is unavailable to work an extra duty assignment because of regular work assignment, court appearances, or other matters directly related to his or her normal duties, the officer remains at the top of the list and has the first chance at the next extra duty assignment.

In no event shall an officer remain on the list during any period of disciplinary suspension. An officer who has been suspended shall be removed from the list and upon return to work shall be placed at the bottom of the list.

Any officer who accepts an extra duty assignment but fails to satisfactorily complete that assignment or who fails to make an arrangement for a substitute shall be removed from the list for a period of sixty (60) days from the date of the assignment and shall be placed at the bottom of the list upon reaching eligibility for re-listing.

## **ARTICLE 36           NEGOTIATIONS**

**Section 36.1 - Negotiations Committees.** The FOP/OLC and the City have the right to select their own Negotiations Committee and to change Committee members at will. The FOP/OLC team will consist of no more than three (3) employee participants chosen by the membership plus the FOP/OLC Staff Representative. The City shall compensate Bargaining Unit team members if on duty at their straight time hourly rate. The employee participants may be permitted to flex their work hours to accommodate attendance at negotiations.

**Section 36.2 - Good Faith Bargaining.** The parties are obligated to bargain collectively with one another in a good faith effort to reach agreement.

**Section 36.3 - Information.** The parties are obligated to provide each other with relevant financial and other information, as requested, which is necessary for each party to develop proposals and counterproposals and to negotiate in good faith. All requests for data shall be in writing.

**Section 36.4 - Private Meetings.** The parties agree to negotiate in private meetings. Meetings will be held on the premises of the City. Sessions will commence at a mutually agreeable time. Sessions will normally be for three (3) hours maximum duration. Nothing herein shall prohibit the parties from mutually consenting to extend the sessions. The date and time of subsequent negotiating sessions shall, if possible, be agreed upon before the close of each session.

**Section 36.5 - Chief Negotiator.** There shall be only one (1) spokesperson (the chief negotiator) for each party, except that he or she may on occasion request one of his or her team members to address a specific issue or issues.

**Section 36.6 - Meeting Notes.** Each party may informally keep its own minutes or written records of the negotiations. No official transcript of the negotiations will be maintained. No mechanical recording devices shall be used during negotiations meetings.

**Section 36.7 - Proposals.** At the initial negotiations meeting, the City and the FOP/OLC will present their initial non-economic proposals. After the non-economic issues are resolved or they have reached a point where they should be carried over into economic negotiations, the City and the FOP/OLC will present their respective economic proposals. Nothing herein precludes either party, by mutual agreement, from making a preliminary written submission of its proposals to the other party prior to the initial meeting.

**Section 36.8 - Caucus/Adjournment.** Either party, through the Chief Negotiator, has the right to call a caucus at any time or to adjourn the negotiations session.

**Section 36.9 - News Media/Public.** It is agreed that during negotiations neither party will issue a statement to the news media. If, in the normal conduct of negotiations, such press release should become appropriate upon any scheduled fact-finding, the content must be mutually acceptable.

**Section 36.10 - Tentative Agreement.**

- A. Articles, or where appropriate, sections of articles agreed to by the parties will be reduced to writing, duplicated, dated and signed by the parties as tentative agreements.
- B. It is understood that such tentative agreements are not finally resolved, nor shall they be binding on either party, until such time as agreement is reached on the entire Contract. Agreement by the City requires ratification by City Council.

**Section 36.11 - Ratification Procedures.** The City's Negotiating Committee shall submit to City Council a request for approval of funds necessary to implement the agreement reached by the Negotiation Committees and for approval of any other matter requiring the approval of City Council at the first regularly scheduled Council Meeting immediately following the date upon which the parties finalize an agreement. The City Council must approve or reject the submission as a whole, and the submission shall be deemed approved if the Council fails to act within thirty (30) days after the City submits the Contract. When so approved by Council and bargaining unit members, the Contract is binding upon the City, City Council, the FOP/OLC and the members of the bargaining units.

The Union shall conduct a ratification vote as soon as practicable after the parties reach a tentative agreement.

## **ARTICLE 37           DISPUTE RESOLUTION**

**Section 37.1 - Dispute Resolution.** The parties agree that the negotiations for a successor agreement will be conducted in accordance with the dispute settlement procedure set forth in the Ohio Revised Code Chapter 4117, unless the parties mutually agree to vary said procedure during negotiations for a successor agreement.

**Section 37.2 - Continuation of Current Agreement.** The parties agree that this Agreement continue in full force and effect for a period after the expiration date of this Agreement, until a successor agreement has either been reached or implemented.

## **ARTICLE 38           RESIDENCY**

**Section 38.1 - Residency Requirements.** Due to the nature of law enforcement, the provision of safety services and the expectations of the community served, certain reasonable limitations on the proximity of an officer's choice of residence to the central police station are necessary. Without unduly interfering with an officer's choice, all employees of the department are expected to reside within a thirty-five (35) mile radius of the central station.

All new employees of the department shall, within ninety (90) days of the conclusion of any probationary period, reside within the mileage and time radius set forth herein. For good cause shown an extension of an additional six (6) months may be provided upon written request that sets forth the specific reasons for the request.

Any current employee who changes residence shall reside within the mileage and time radius set forth herein.

It is understood by the City and the Union that the mileage and time radius set forth herein contemplates normal driving conditions within posted speed limitations as those terms are generally understood. There are a number of events possible that may preclude a fair application of the time radius to a particular day or officer. Such events include traffic mishaps, roadway construction, inclement weather and such other infrequent or unanticipated events. As such, the failure of an officer to meet the time limitations set forth herein on any given particular occasion shall not, in the absence of additional information evidencing neglect, form the basis for discipline. Should frequent failure to meet the time limitations occur, such failure will be investigated as to

cause and remedy prior to the imposition of discipline.

## **ARTICLE 39 DURATION, AGREEMENT & SUBSEQUENT NEGOTIATIONS**

**Section 39.1 - Duration.** The provisions of this Agreement unless otherwise provided for herein, shall become effective on January 1, 2020, and shall remain in full force and effect until 11:59 p.m., on December 31, 2022.

The parties agree that there shall be a re-opener to negotiate hourly wage rates for 2021 and 2022 and certain other economic issues as specified in Section 18.1 herein, to wit: shift differential, on-call pay and military incentive pay. Negotiations shall take place upon the request of either party after March 17, 2020. If neither party makes such a request the re-opener negotiations shall be pursuant to ORC §4117.

**Section 39.2 - Subsequent Negotiations.** If either party desires to modify or amend this Agreement, it shall give notice of such intent no earlier than one hundred twenty (120) calendar days prior to the expiration date, and no later than ninety (90) calendar days prior to the expiration date of this Agreement. Such notice shall be by a method approved by The State Employment Relations Board (SERB).

**Section 39.3 - Entire Agreement.** The parties acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining and that the understandings and Agreements arrived at by the parties hereto after the exercise of those rights and opportunities set forth in this Agreement. The provisions of this Agreement constitute the entire Agreement between the Employer and the Union, and all prior Agreements, practices, and policies concerning the subject matter provided for herein, either oral or written, are hereby canceled.

## **ARTICLE 40 EXECUTION**

**Section 40.1 - Waiver.** Therefore, both parties, for the life of this Agreement, voluntarily and unequivocally waive the right, and each agrees that the other shall not be obligated, to bargain collectively or individually with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement even though such subjects or matters may not have been within the knowledge of either or both parties at the time they negotiated or signed this Agreement, except as required by ORC §4117.

**Section 40.2 - Signatures.** In witness whereof, the parties have executed this Agreement as of the

16<sup>th</sup> day of March, 2020, in Pataskala, Ohio.

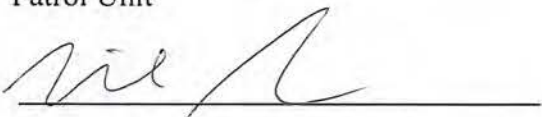
**FOR THE FOP/OLC:**



Andrea H. Johan, Esq.  
Senior Staff Representative



Ted Smith, Detective  
Patrol Unit



Michael B. Love, Police Officer  
Patrol Unit

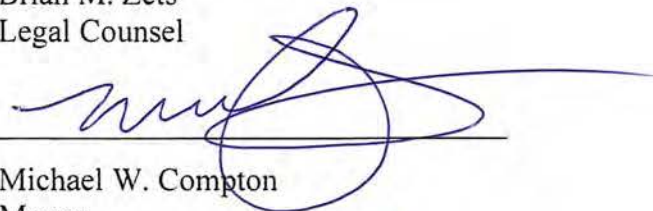


Anthony J. Wisniewski, Police Officer  
Patrol Unit

**FOR CITY OF PATASKALA:**



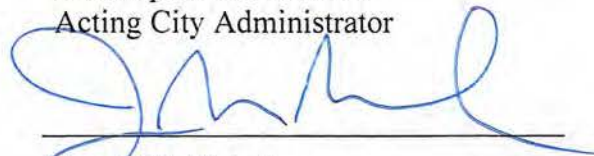
Brian M. Zets  
Legal Counsel



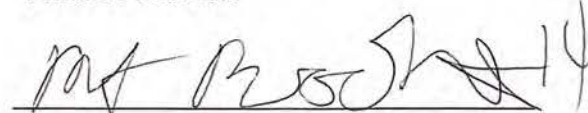
Michael W. Compton  
Mayor



Christopher D. Sharrock  
Acting City Administrator



James M. Nicholson  
Finance Director



Bruce B. Brooks  
Chief of Police