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**AGREEMENT BETWEEN**

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**THE TUSCARAWAS COUNTY SHERIFF'S  
OFFICE**

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**AND**

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**THE FRATERNAL ORDER OF POLICE/  
OHIOLABOR COUNCIL**

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**For Communications Sergeants**

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Effective January 1, 2022 through December 31, 2024

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SERB Case Number: 2021-REP-04-0032

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**PURPOSE**

This Agreement, by and between and the Tuscarawas County Sheriff, hereinafter referred to as the “Employer,” and the Fraternal Order of Police/Ohio Labor Council, Inc. (FOP/OLC), hereinafter referred to as the “Union,” is established for the purpose of defining the full and complete understanding governing wages, hours, and the terms and conditions of employment for the bargaining unit employees defined herein.

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**ARTICLE 1**  
**UNION RECOGNITION**

**Section 1.1. Bargaining Unit.** The Employer recognizes the Union as the sole and exclusive representative for the bargaining unit employees. Wherever used in this Agreement, the term “bargaining unit” shall be deemed to include those individuals employed full-time in the classification of full-time Communications Sergeants – 2021-REP-04-0032.

**Section 1.2. Exclusions** Notwithstanding the provisions of this Article, all management-level employees, professional employees, students, and supervisors, as defined in the Act, including the Executive Assistant, Telecommunicator, Map Technician, and all other employees, shall be excluded from the bargaining unit.

**Section 1.3. New Classifications** The Employer will advise the Union of any proposed new classification(s) and the responsibilities of said classification(s), and agrees to meet and confer with the Union regarding inclusion of any such new classification in the bargaining unit. If the Union and the Employer are unable to agree whether said classification shall be included in the bargaining unit, the parties agree to jointly file a petition for amendment of certification with the State Employment Relations Board (SERB) pursuant to their rules and regulations solely to determine whether said classification(s) shall be included in the bargaining unit.

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**ARTICLE 2**  
**MANAGEMENT RIGHTS**

**Section 2.1. Management Rights.** Except as specifically limited herein, the Employer shall have the exclusive right to administer the business of the Tuscarawas County Sheriff’s Office in addition to all other functions and responsibilities which are required by law. Specifically, the Employer’s exclusive management rights include, but are not limited to, the following:

- A. to manage and direct its employees, including the right to select, hire, promote, transfer, assign, evaluate, layoff, recall, reprimand, suspend, discharge, or discipline for just cause and to maintain order among employees;
- B. to promulgate and enforce employment rules and regulations and to otherwise exercise the prerogatives of management;
- C. to manage and determine location, type, and number of physical facilities, equipment, programs, and the work to be performed;
- D. to determine the Office’s goals, objectives, programs, and services, and to utilize both

1 internal and external personnel in the manner designed to effectively meet these  
2 purposes;

- 3 E. to determine the size and composition of the work force and the number of shifts  
4 required, to establish work schedules and hours of work, to establish, modify, or abolish  
5 jobs (or classifications), and to determine staffing patterns, including but not limited to  
6 the assignment of employees, duties to be performed, qualifications required, and areas  
7 worked;
- 8 F. to determine when a job vacancy exists and the standards of quality and performance to  
9 be maintained;
- 10 G. to determine the necessity to schedule overtime and the amount required thereof;
- 11 H. to maintain the security of records and other pertinent information;
- 12 I. to determine the overall budget;
- 13 J. to maintain and improve the efficiency and effectiveness of the Employer's operations;  
14 and
- 15 K. to determine and implement necessary actions in emergency situations.

16  
17 **Section 2.2. Reservation of Rights.** The Ohio Labor Council recognizes and accepts that all  
18 rights and responsibilities of the Employer not expressly restricted or modified herein shall remain  
19 the exclusive function of the Employer.  
20

21 The Employer retains and reserves all rights, power, authority, duty and responsibility confirmed  
22 or invested in it by the laws and constitution of the State of Ohio and/or the United States of  
23 America. The exercise of any such right, power, authority, duty or responsibility by the Employer  
24 and the adoption of such rules, regulations, and policies as it may deem necessary, and as they  
25 apply to employees represented by the Union, shall be limited only by the terms of this Agreement.  
26

27 In addition, the Union agrees that all of the functions, rights, powers, responsibilities and authority  
28 of the Employer with regard to the operation of its work and business and the direction of its work  
29 force which the Employer has not specifically abridged, deleted, granted, or modified by the  
30 express and specific written provisions of this Agreement are, and shall remain, exclusively those  
31 of the Employer.  
32  
33

34 **ARTICLE 3**  
35 **NON-DISCRIMINATION**  
36

37 **Section 3.1. Pledge of Both Parties.** The Employer agrees not to interfere with the rights of  
38 employees to become members of the Union, and there shall be no discrimination, interference,  
39 restraint, or coercion by the Employer or any Employer representative against any employee  
40 because of Union membership or because of any legal employee activity in an official capacity on  
41 behalf of the Union. The Employer and the Union will not discriminate against any employee on  
42 the basis of gender, race, color, religion, national origin, disability, military status, and/or genetic  
43 history.  
44

45 **Section 3.2. Union Representation.** The Union recognizes its responsibility as bargaining agent  
46 and agrees to represent all employees in the bargaining unit without discrimination, interference,

1 restraint, or coercion.  
2

3 **Section 3.3. Union Non Interference** The Union agrees not to interfere with the rights of  
4 employees to not become members of the Union, and there shall be no discrimination, interference,  
5 restraint, or coercion by the Union or its representatives against any employee exercising the right  
6 to abstain from membership in the Union or involvement in Union activities.  
7

8 **Section 3.4. Gender.** All references to employees in this Agreement designate both sexes, and  
9 wherever a gender is used, it shall be construed to include male and female employees.  
10

11  
12 **ARTICLE 4**  
13 **WORK RULES**  
14

15 **Section 4.1. Work Rules.** Work rules as defined in this section shall be those policies, procedures,  
16 and directives which regulate the operations and the conduct of employees in the performance of  
17 the Employer's services and programs. New work rules affecting bargaining unit employees shall  
18 be reduced to writing and made available to the Union and distributed to all bargaining unit  
19 employees no less than seven (7) workdays before implementation, unless an emergency situation  
20 prevails, in which case it becomes effective immediately, and may be, at the request of either party,  
21 a proper subject of a labor/management meeting.  
22

23 **Section 4.2. Revisions to Work Rules.** It is agreed and understood that the Employer shall have  
24 the right to revise and/or initiate work rules with respect to the conduct of its employees. The  
25 Employer agrees that no work rule shall be in conflict with the provisions of this Agreement.  
26

27 **Section 4.3. Copies Available to Employees.** A copy of the work rules outlined in Section 1  
28 herein shall be made available to all bargaining unit employees.  
29

30 **ARTICLE 5**  
31 **PROBATION**  
32 **PERIODS**  
33

34 **Section 5.1. Probationary Period, New Hire.** Employees who enter a bargaining unit shall be  
35 required to successfully complete a probationary period. The probationary period shall begin on  
36 the first day for which the employee receives compensation from the Employer in the bargaining  
37 unit position and shall continue for a period of up to one (1) calendar year. A probationary  
38 employee may be terminated anytime during his probationary period and shall have no right to  
39 appeal or grieve the termination.  
40

41 **Section 5.2. Extension of Probationary Period.** A probationary employee who has lost work  
42 time due to a non-job-related illness or injury shall have his probationary period extended by the  
43 length of the illness or injury absence.  
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**ARTICLE 6**  
**DUES DEDUCTION**

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4 **Section 6.1. Dues Deductions.** The Employer agrees to deduct FOP/OLC membership dues in  
5 accordance with this article for all employees eligible for membership in the bargaining unit.  
6

7 **Section 6.2. Monthly Deduction.** The Employer agrees to deduct regular FOP/OLC membership  
8 dues once each month from the pay of any employee in the bargaining unit eligible for membership  
9 upon receiving written authorization signed individually and voluntarily by the employee. The  
10 signed payroll deduction form must be presented to the Employer by the employee. Upon receipt  
11 of the proper authorization, the Employer will deduct FOP/OLC dues from the payroll check for  
12 the next pay period in which dues are normally deducted following the pay period in which the  
13 authorization was received by the Employer.  
14

15 **Section 6.3. Indemnification.** The parties agree that the Employer assumes no obligation,  
16 financial or otherwise, arising out of the provisions of this article regarding the deduction of  
17 FOP/OLC dues. The Union hereby agrees that it will indemnify and hold the Employer harmless  
18 from any claims, actions, or proceedings by any employee arising from deductions made by the  
19 Employer pursuant to this Article. Once the funds are remitted to the FOP/OLC, their disposition  
20 thereafter shall be the sole and exclusive obligation and responsibility of the FOP/OLC.  
21

22 **Section 6.4. Cessation of Deduction.** The Employer shall be relieved from making such  
23 individual "check-off" deductions upon an employee's: (1) termination of employment; (2)  
24 transfer to a job other than one covered by the bargaining unit; (3) layoff from work; (4) an unpaid  
25 leave of absence; (5) revocation of the check-off authorization; or (6) resignation by the employee  
26 from the Union.  
27

28 **Section 6.5. Insufficient Wages.** The Employer shall not be obligated to make dues deductions  
29 from any employee who, during any dues months involved, shall have failed to receive sufficient  
30 wages to make all legally required deductions in addition to the deduction of Union dues.  
31

32 **Section 6.6. Correction of Errors.** The parties agree that neither the employees nor the  
33 FOP/OLC shall have a claim against the Employer for errors in the processing of deductions,  
34 unless a claim of error is made to the Employer in writing within sixty (60) days after the date such  
35 an error is claimed to have occurred. If it is found an error was made, it will be corrected at the  
36 next pay period that the FOP/OLC dues deduction would normally be made by deducting the  
37 proper amount.  
38

39 **Section 6.7. Amount of Dues.** The rate at which dues, fees and assessments are to be deducted  
40 shall be certified to the Employer by the Treasurer of the FOP/OLC annually. One (1) month  
41 advance notice must be to the Employer prior to making in an individual's dues, or assessment  
42 deduction.  
43

44 **Section 6.8. Revocation of Dues.** Except as otherwise provided herein, each eligible employee's  
45 written authorization for dues shall be honored by the Employer for the duration of this agreement.  
46

1 **Section 6.9. Fee.** The FOP/OLC shall be assessed a reasonable fee to offset the Employer's cost  
2 of providing payroll deduction of Union dues.

3  
4 **Section 6.10. Compliance with Law.** It is the intent of the parties that this Article comply with  
5 state and federal law currently in existence or developed in the future.

6  
7 **Section 6.11. Employer Indemnified.** It is specifically agreed that the Employer assumes no  
8 obligation, financial or otherwise, arising out of the provisions of this Article, and the Union hereby  
9 agrees that it will indemnify and hold the Employer harmless from any claims, actions or  
10 proceedings by any employee arising from deductions made by the Employer hereunder.

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13 **ARTICLE 7**  
14 **UNION REPRESENTATION**  
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16 **Section 7.1. Associates.** Employees selected by the Union to act as Union representatives for the  
17 purpose of processing grievances under the grievance procedure shall be known as Associates.

18  
19 **Section 7.2. Non-Employee Union Representatives.** The Employer, except in isolated cases of  
20 emergency and upon an advance notice, agrees to admit not more than two (2) non-employee  
21 Union representatives to the Employer's facility during the Employer's normal office business  
22 hours. Upon entering, such non-employee Union representatives shall identify themselves to the  
23 Employer or his designated representative. Non-employee Union representatives shall be admitted  
24 for the purposes established herein and shall only be permitted in the areas of the facility designated  
25 by the Employer or his designated representative.

26  
27 **Section 7.3. List of Associates** The Union shall provide to the Employer a list of associates who  
28 shall be present in the absence of the Union Staff Representative and the names of the  
29 representatives of the Fraternal Order of Police, Ohio Labor Council, which is to be kept current  
30 at all times and shall include the following:

- 31       1       Name  
32       2       Address  
33       3       Home telephone or cell phone number of the associate  
34

35 No employee shall be recognized by the Employer as a Union representative until the Union has  
36 presented the Employer with written certification of that person's selection.

37  
38 **Section 7.4. Union Business.** The Employer shall recognize two (2) employees to act as the  
39 Labor Council associates. For purposes of this Agreement, appropriate Union business where an  
40 associate may be involved is defined as:

- 41       A.       representation of an employee at any step of the grievance procedure;  
42       B.       representation of an employee at a disciplinary conference; and,  
43       C.       attendance at meetings between the Union and the Employer where their  
44               attendance is requested.

45  
46 **Section 7.5. Non-Work Time.** The investigation and writing of grievances shall be on non-duty

1 time. If grievance hearings are scheduled during an employee's regular duty hours, the employee  
2 (grievant and/or the associate) shall not suffer any loss of pay while attending the hearing. An  
3 employee who is required to attend a grievance hearing as a witness for the Sheriff may be  
4 compensated in accordance with Article 23, Call-In Pay, when applicable.  
5

6 **Section 7.6. Rules for Union Representatives.** Rules governing the activity of the Union  
7 representatives are as follows:

- 8 1. The Union agrees that no official of the Union, employee, or non-employee, shall interfere,  
9 interrupt, or disrupt the normal work duties of other employees. The Union further agrees  
10 not to conduct Union business during working hours except to the extent specifically  
11 authorized herein;
- 12 2. The Union shall not conduct Union activities in any work area without notifying the  
13 supervisor in charge of that area of the nature of the Union activity; and
- 14 3. The Union employee official shall cease Union activities immediately upon the request of  
15 the supervisor of the area where the Union activity is being conducted or upon the request  
16 of the employee's immediate supervisor.  
17

18 A Union employee official abusing the rules of this section shall be subject to disciplinary action.  
19  
20

## 21 **ARTICLE 8** 22 **NO STRIKE/NO LOCKOUT** 23

24 **Section 8.1. No Strike.** The Employer and the Union recognize that a strike would create a clear  
25 and present danger to the health and safety of the public and that the Agreement provides  
26 machinery for the orderly resolution of grievances. The parties, therefore, agree to the following:  
27

28 During the term of this Agreement, the Union shall not authorize, cause, engage in, sanction, or  
29 assist in any sick call work stoppage, strike, sympathy strike, or slowdown which affects the  
30 Employer or his operations. Should any employee(s) engage in a sick call work stoppage, strike,  
31 sympathy strike or slowdown, the FOP/OLC will promptly do whatever it can to prevent or stop  
32 such unauthorized acts, including the preparation of a letter addressed to the Employer stating,  
33 "the strike action is not sanctioned and all employees should return to work immediately," signed  
34 by the ranking Union officer of the local.  
35

36 **Section 8.2. Remedies.** In addition to any other remedies available to the Employer, any  
37 employee or employees, either individually or collectively, who violate Section 8.1 of this Article,  
38 are subject to discipline or discharge by the Employer. Disciplinary action taken in accordance  
39 with the provisions of this article shall not be subject to the grievance procedure article.  
40

41 **Section 8.3. No Lockout.** During the term of this Agreement, the Employer shall not cause,  
42 permit or engage in any lockout of its employees unless those employees shall have violated  
43 Section 8.1 of this Article.  
44

45 **Section 8.4. Employer Access to Remedies.** Nothing in this Article shall be construed to limit  
46 or abridge the Employer's right to seek other available remedies provided by law to deal with



1 any unauthorized or unlawful strikes.  
2

3 **ARTICLE 9**  
4 **CORRECTIVE**  
5 **ACTION**  
6

7 **Section 9.1. Discipline.** No employee shall be disciplined, reduced in pay and/or position,  
8 suspended, discharged, or removed except for just cause.  
9

10 **Section 9.2. Level of Discipline.** Discipline will normally be applied in a corrective, progressive,  
11 and uniform manner. Progressive discipline shall take into account the nature of the violation, the  
12 employee's record of discipline, and the employee's work record. The progression, where  
13 appropriate, may include an oral reprimand, a written reprimand, and a suspension for the same or  
14 related minor offenses prior to dismissal. In those instances where more severe discipline is  
15 warranted, the Employer may discipline the member according to the severity of the incident, up  
16 to and including termination/discharge.  
17

18 **Section 9.3. Prediscipline Meeting.** Whenever the Sheriff determines that an employee's  
19 misconduct may result in a suspension, reduction, or termination of employment, a meeting will  
20 be held to give the employee an opportunity to provide an explanation of the alleged conduct. The  
21 employee will be notified at least twenty-four (24) hours prior to the meeting of the charges that  
22 are pending. The employee may elect to waive this meeting by providing a written notice to the  
23 Sheriff.  
24

25 **Section 9.4. Conduct of Meeting.** The Sheriff or his designee shall conduct the meeting. Those  
26 attending the meeting will include the affected employee, the associate/staff representative, when  
27 requested by the employee, and the affected employee's immediate supervisor. No meeting shall  
28 be delayed/postponed more than three (3) workday due to the availability of the Union staff  
29 representative.  
30

31 **Section 9.5. Charges.** The individual conducting the meeting will present the charges regarding  
32 the incident and allow those in attendance to respond. The affected employee shall be given the  
33 opportunity to be the first respondent.  
34

35 **Section 9.6. Sheriff Informed.** The individual who conducted the meeting, if different from the  
36 Sheriff, shall advise the Sheriff of all information received and discussed at the meeting. The  
37 Sheriff shall decide what discipline, if any, shall be imposed and provide a written notice to the  
38 affected employee of such action no later than two (2) workdays following the meeting.  
39

40 **Section 9.7. Retention of Discipline Records.** Records of disciplinary action shall cease to have  
41 full force and effect for internal office purposes (i.e., discipline and promotions) according to the  
42 following schedule, provided there have been no intervening disciplinary actions taken during the  
43 same time period:  
44

45	Oral Reprimand	12 months
46	Written Reprimand	12 months
47	Suspension, Discharge	36 months

1  
2 **Section 9.8. Discipline in Professional Manner.** The Employer agrees that all disciplinary  
3 procedures shall be carried out in private and in a businesslike manner.  
4

5 **Section 9.9. Appeal of discipline.** Any disciplinary action imposed by the Employer on a non-  
6 probationary employee will be subject to appeal through the grievance procedure contained herein  
7 at the option of the affected employee. Any disciplinary action imposed on a probationary  
8 employee is not appealable through the grievance procedure. No appeals may be made by to the  
9 State Personnel Board of Review  
10

11 Anonymous complaints without corroborative evidence shall not be the basis of any disciplinary  
12 action; however, the Sheriff reserves the right to investigate any complaint and to question a  
13 bargaining unit employee regarding any complaint, including an anonymous complaint.  
14

15 The decision of the Sheriff may be appealed by filing a grievance at Step 2 of the grievance  
16 procedure within five (5) working days of receipt of the decision.  
17

18 **ARTICLE 10**  
19 **PERSONNEL RECORDS**  
20

21 **Section 10.1. Review of Personnel File.** Every employee covered by this Agreement shall be  
22 allowed to review his personnel file during regular business hours upon request to the Sheriff and  
23 in the presence of the Sheriff or his designated representative. It is understood and agreed that the  
24 actual review shall not unreasonably disrupt the duties and responsibilities of the employee. The  
25 Employer shall not be obligated to compensate an employee who schedules his/her review during  
26 hours outside of his/her normal daily work shift. It is recognized by the parties that the Employer  
27 may prescribe regulations for custody, use, and preservation of records, papers, and documents  
28 pertaining to bargaining unit employees in accordance with state and federal laws. Any employee  
29 may copy documents in his file. A copy of all documents relating to an employee's conduct,  
30 discipline, and/or job performance shall be given to the employee at the time such document is  
31 placed in the employee's personnel file.  
32

33 **Section 10.2. Submissions to Personnel File.** If, upon examining his personnel file, a bargaining  
34 unit member has reason to believe that there are inaccuracies in documents contained therein, he  
35 may write a memorandum to the Sheriff explaining the alleged inaccuracy. If the Sheriff concurs  
36 with the member's contentions, he shall either remove the faulty document or attach the member's  
37 memorandum to the document in the file and note thereon his concurrence with the memorandum's  
38 contents. If the Sheriff does not concur with the contentions of the member, the Sheriff will attach  
39 the written memorandum to the document in the file without comment.  
40

41 **Section 10.3 Retention of Discipline Records.** Records of suspension, reduction, or discharge  
42 shall be maintained in the official personnel file for a period of three (3) years. Any such record  
43 after three (3) years shall cease to have force and effect, providing no intervening discipline has  
44 occurred. Intervening discipline shall, for the purpose of this provision (i.e., suspension, reduction)  
45 mean a suspension of three (3) days or more. Records of written warnings and reprimands shall  
46 cease to have force and effect twelve (12) months from the date of issuance, provided no

1 intervening discipline has occurred.  
2  
3

4 **ARTICLE 11**  
5 **BULLETIN BOARDS**  
6

7 **Section 11.1. Bulletin Boards.** The Employer agrees to provide a bulletin board in the current  
8 area for use by the Union.  
9

10 **Section 11.2. Permitted and Prohibited Postings** All Union notices which appear on the bulletin  
11 boards shall be signed, posted, and removed by the FOP/OLC associate during non-work time.  
12 FOP/OLC notices relating to the following matters may be posted without the necessary of  
13 receiving the Employer's prior approval:  
14

- 15 A. FOP/OLC recreational and social affairs;
- 16 B. notice of FOP/OLC meetings;
- 17 C. FOP/OLC appointments;
- 18 D. notice of FOP/OLC elections;
- 19 E. results of FOP/OLC elections;
- 20 F. reports of non-political standing committees and independent non-political arms  
21 of the FOP/OLC; and
- 22 G. non-political publications, rulings or policies of the FOP/OLC.  
23

24 All other notices of any kind not covered in (A) through (G) above must receive the prior  
25 approval of the Employer or his designated representative.  
26

27 It is also understood that no material may be posted on the Union bulletin board at any time  
28 which contains the following:

- 29 A. personal attacks upon any other member or any other employee;
- 30 B. scandalous, scurrilous or derogatory attacks upon the Employer;
- 31 C. attacks on any employee organization, regardless of whether the organization has  
32 local membership; and
- 33 D. attacks on and/or favorable comments regarding a candidate for public office, or  
34 for office in any employee organization.  
35

36 **Section 11.3.** No Union-related materials of any kind may be posted anywhere in the Employer's  
37 facilities or on the Employer's equipment, except on the bulletin boards designated for use by the  
38 FOP/OLC.  
39  
40

41 **ARTICLE 12**  
42 **LABOR/MANAGEMENT MEETINGS**  
43

44 **Section 12.1. Meetings.** In the interest of sound labor/management relations, on a mutually  
45 agreeable day and time, the Employer and/or his designated representative and one (1) other  
46 member of management shall meet with not more than one (1) associate who is on duty at the time

1 of the meeting and up to two (2) other associates of the Union in order to promote a more  
2 harmonious labor/management relationship between the Union and the Employer.  
3

4 **Section 12.2. Agenda.** Agendas will be exchanged by both parties at least five (5) working days  
5 in advance of the scheduled meetings with a list of the matters to be taken up in the meeting and  
6 the names of those Union representatives who will be attending. The purpose of such meetings  
7 shall be to:

- 8 1. discuss the administration of this Agreement;
- 9 2. discuss grievances which have not been processed to the third-party adjudication step of  
10 the procedure when such discussions are mutually agreed to by the parties;
- 11 3. notify the Union of changes made or contemplated by the Employer or the County which  
12 affect bargaining unit members of the Union, including advising on new or combined  
13 classifications;
- 14 4. disseminate general information of interest to the parties;
- 15 5. give the Union representatives the opportunity to share the views of their members and/or  
16 make suggestions on subjects of interest to their members, including interpretations of the  
17 agreement where such discussion may prevent the necessity of filing a grievance; and
- 18 6. discuss ways to increase productivity and improve efficiency.  
19

20 **Section 12.3. Responses.** Written responses requested by the Employer or the Union during such  
21 meetings in regard to items raised by either party who attended such meetings shall be furnished  
22 to the receiving party within ten (10) work days after such meetings, unless the parties mutually  
23 agree to a time extension.  
24

25 **Section 12.4. Not Alter Agreement.** Except as provided herein, labor/management meetings are  
26 not intended as negotiation sessions to alter or amend the basic Agreement.  
27

28 **Section 12.5. Attendance at Meetings.** The bargaining unit employee representing the Union,  
29 as authorized by this agreement, in labor/management meetings shall be given sufficient time  
30 without loss of pay or benefits to attend these meetings, if held during her working hours, provided  
31 operational needs do not require the employee's presence at her work area. Should this type of  
32 conflict arise, the meeting will be rescheduled at the earliest possible date. The Employer shall  
33 not be required to pay employees for attending during their non-working hours.  
34  
35

## 36 **ARTICLE 13**

### 37 **SENIORITY**

38

39 **Section 13.1. Definition of Seniority.** There shall be two (2) types of seniority, department and  
40 classification. "Department seniority" shall be defined as the continuous length of uninterrupted  
41 service with the Sheriff s Office and/or the 9-1-1 Center. An employee's department seniority  
42 shall begin on the first day of his individual training period. Departmental seniority shall be used  
43 to compute longevity pay.  
44

45 "Classification seniority" shall be defined as service with the Tuscarawas County as a  
46 Communications Sergeant. Classification seniority shall be used for shift selection.  
47

1 **Section 13.2. Break in Service.** An employee who has a separation from service, which shall be  
2 considered to have had a “break in service,” includes but is not limited to:

- 3 1. a resignation;
- 4 2. retirement;
- 5 3. removal;
- 6 4. discharge;
- 7 5. failure to return from an authorized leave of absence, absence of three (3) or more  
8 consecutive work days without calling in when the employee cannot demonstrate  
9 circumstances to excuse such neglect;
- 10 6. failure to timely return to work upon recall from layoff;
- 11 7. absence from employment for a period of two (2) or more years for any cause, except  
12 military leave of absence; or
- 13 8. disability separation,

14 The following do not constitute a break in service, and therefore count towards an employee’s total  
15 length of uninterrupted service:

- 16 1. authorized leave of absence from which the employee returns not to exceed two (2)  
17 years;
- 18 2. vacation, sick leave, or any other time an employee is in active pay status;
- 19 3. military leave;
- 20 4. layoff followed by recall within a period of one (1) calendar year.

21  
22 **Section 13.3. Ties** In the event two (2) employees have identical last dates of hire, the senior  
23 employee shall be determined by the last four digits of the employee’s social security number with  
24 the person with the highest number being designated the more senior.  
25

26  
27 **ARTICLE 14**  
28 **LAYOFF AND**  
29 **RECALL**  
30

31 **Section 14.1. Layoff.** When the Employer determines that a layoff or job abolishment is  
32 necessary, he shall notify the affected employees at least ten (10) calendar days in advance of the  
33 effective date of the layoff or job abolishment. The Employer, upon request from the Union, agrees  
34 to discuss with representatives of the Union the impact of the layoff on bargaining unit employees.  
35

36 **Section 14.2. Layoff by seniority.** The Employer shall determine in which classification(s), when  
37 applicable, layoff will occur. Within each classification affected, the Employer shall layoff an  
38 employee(s) in the following order: Employees in reverse order of classification seniority. The  
39 employee with the least amount of classification seniority shall be the first one laid off, and this  
40 process shall continue with other employees until the specific number of employees to be laid off  
41 has been achieved.  
42

43 Communications Sergeants will have the right to bump/displace Telecommunicators if the  
44 Communications Sergeants has greater department seniority than a Telecommunicators. The  
45 parties recognize and agree that the right to bump/displace is to a position in a different bargaining  
46 unit.

1 **Section 14.3. Recall list.** When employees are laid off, the Employer shall create a recall list for  
2 each classification, when applicable. The Employer shall recall employees from layoff within  
3 each classification as needed. The Employer shall recall such employees according to seniority,  
4 beginning with the most senior employee in the classification and progressing to the least senior  
5 employee up to the number of employees to be recalled. An employee shall be eligible for recall  
6 for a period of one (1) year after the effective date of the layoff.

7  
8 **Section 14.4. Recall.** A notice of recall from layoff shall be sent to the employee by registered  
9 mail with a copy to the Union. The Employer may comply by mailing the recall notice by  
10 registered mail, return receipt requested, to the last mailing address provided by the employee.

11  
12 The recalled employee shall have ten (10) calendar days following the date of the receipt of the  
13 recall notice to notify the Employer of his intention to return to work and shall have ten (10)  
14 calendar days following the mailing date of the recall notice in which to report for duty, unless a  
15 different date for returning to work is otherwise specified in the notice.

16  
17 Any laid off employee who is leaving the County for a period of more than one (1) week at any  
18 given time shall notify the Sheriff of her absence and provide the Sheriff the name/phone number  
19 of her authorized designee. While on a recall list employees shall be responsible to maintain the  
20 necessary certifications and licenses for their classification. Employees at the time of recall who  
21 do not have the necessary certifications or licenses for their classification shall not be eligible for  
22 recall and may be maintained on the recall list for a period not to exceed six (6) months unless the  
23 recall list expired in the interim.

24  
25 **ARTICLE 15**  
26 **GRIEVANCE PROCEDURE**  
27

28 **Section 15.1. Definitions.** The term “grievance” shall mean an allegation by a bargaining unit  
29 employee or the Employer that there has been a breach, misinterpretation, or improper application  
30 of this Agreement. It is not intended that the grievance procedure be used to effect changes in the  
31 articles of this Agreement, nor those matters not covered by this agreement.

32  
33 The term “workdays” or “working days” for this Article and when used elsewhere in this  
34 Agreement shall mean calendar days except for Saturdays, Sundays, holidays and other days the  
35 administrative offices of the Sheriff’s Office are closed.

36  
37 **Section 15.2. Timeliness and Processing of Grievances.** All grievances must be processed at  
38 the proper step in order to be considered at subsequent steps.

39  
40 Any employee may withdraw a grievance at any point by submitting in writing a statement to that  
41 effect, or by permitting the time requirements at each step to lapse without further appeal. Any  
42 grievance which is not processed by the employee within the time limits provided shall be  
43 considered resolved based upon the Employer’s last answer.

44  
45 Any grievance not answered by the Employer within the stipulated time limits may be advanced  
46 by the employee to the next step in the grievance procedure. All time limits on grievances may be  
47 extended upon mutual consent of the parties, but any such agreement must be in writing and signed

1 by both parties. Similarly, any step in the grievance procedure may be skipped on any grievance  
2 by mutual consent.

3  
4 **Section 15.3. Grievance Procedure.** It is the mutual desire of the Employer and the Union to  
5 provide for prompt adjustment of grievances, with a minimum amount of interruption of the work  
6 schedules.

7  
8 Every responsible effort shall be made by the Employer and the Union to affect the resolution of  
9 grievances at the earliest step possible. In furtherance of this objective, the following procedure  
10 shall be followed:

11  
12 **Step 1 Division Commander** In order for an alleged grievance to be considered under this  
13 procedure, an employee must identify and discuss the alleged grievance with their Division  
14 Commander within five (5) workdays of the occurrence that gave rise to the alleged grievance.  
15 The Division Commander shall provide a documented verbal response to the employee within  
16 three (3) workdays following the discussion with the employee.

17  
18 If the grievance is not resolved in the initial verbal stage as described herein, the employee shall  
19 reduce the alleged grievance to writing and within three (3) working days following the Division  
20 Commander's verbal response submit the grievance to the Division Commander. The Division  
21 Commander shall have five (5) workdays in which to schedule a meeting, if he deems such  
22 necessary, with the grieved employee and his representative. The Division Commander shall  
23 investigate and respond in writing to the grievant within five (5) workdays following the meeting  
24 date.

25  
26 **Step 2 Sheriff/Designee**

27 If the grievance is not resolved at Step 1, the employee, with the appropriate grievance  
28 representative, if the former desires, may refer the grievance to the Sheriff or his designee, within  
29 five (5) workdays after receiving the Step 1 reply. The Sheriff or his designee shall have five (5)  
30 workdays in which to schedule a meeting with the grieved employee and his associate, if the former  
31 desires. The Sheriff or his designee shall investigate and respond to the grievant within ten (10)  
32 workdays following the meeting.

33  
34 **Step 3 - Arbitration**

35 1. Within ten (10) working days (postmark) after the Sheriff's response, the union may refer  
36 the grievance to an arbitrator by giving written notice to the Sheriff and to the Federal  
37 Mediation and Conciliation Service (FMCS). The arbitrator shall be selected by the  
38 alternate strike method from a list of seven (7) names submitted by the FMCS. The  
39 association shall be the first to strike, followed by the Sheriff or his representative, and the  
40 parties will alternate in this respect until one (1) name remains on the list. Said person  
41 shall be designated as the arbitrator. All other procedures relative to the hearing shall be  
42 according to the rules and regulations of the FMCS. Prior to striking names, either party  
43 may request that one list be rejected and submit a request for another list from the FMCS.  
44 Alternatively, the parties may mutually agree on an arbitrator.

45  
46 In the event the Sheriff is not notified, or the grievance is not referred to arbitration within

1 the time limits prescribed, the grievance shall be considered resolved based upon the  
2 Sheriff's answer in Step 2

- 3  
4 2. The arbitrator shall hold the necessary hearing promptly and issue the decision within such  
5 time as may be agreed upon. The decision shall be in writing and a copy sent to all parties  
6 present at the hearing.

7  
8 The decision of the arbitrator shall be binding on the Sheriff, the FOP/OLC, and the  
9 employee(s).

10  
11 Disputes may only be submitted to arbitration during the life of this Agreement. No issue  
12 whatsoever may be arbitrated or subject to arbitration unless such issue results from an  
13 action or occurrence which takes place during the effective dates or agreed extensions of  
14 this Agreement. No decision by an arbitrator shall infringe upon the obligation of the  
15 County or Office as expressed or intended by the provisions of Ohio law.

- 16  
17 3. The arbitrator shall not have the authority to add to, subtract from, modify, change, or alter  
18 any of the provisions of this contract, nor add to, detract from, or modify the language  
19 therein in arriving at a determination of any issue presented that is proper within the  
20 limitations expressed herein. The arbitrator shall expressly confine himself to the precise  
21 issue(s) submitted for arbitration and shall have no authority to determine any other issue(s)  
22 not so submitted to him or to submit observations or declarations of opinion which are not  
23 directly essential in reaching his determination.

24  
25 The arbitrator shall be without authority to recommend any relief on an alleged grievance  
26 occurring at any time other than the contract period in which such right originated or to  
27 make any award based on rights arising under any previous agreement, grievance or  
28 practices. The arbitrator shall not recommend any new or different wage rates be  
29 established which were not negotiated as part of this agreement. In the event of a monetary  
30 award, the arbitrator shall not recommend retroactive settlement prior to the date the  
31 grievance was discussed in Step 1 of the grievance procedure. In the case of disciplinary  
32 action, suspension, reduction, or discharge, the arbitrator shall have the authority to make  
33 his award effective back to the date of the discipline. The question of arbitrability of a  
34 grievance may be raised by either party before the arbitration hearing of the grievance, on  
35 the grounds that the matter is non-arbitrable or beyond the arbitrator's scope of authority  
36 or jurisdiction. The first question to be placed before the arbitrator will be whether or not  
37 the alleged grievance is arbitrable or beyond the arbitrator's scope of authority or  
38 jurisdiction. If the arbitrator determines the grievance is within the purview of arbitrability,  
39 the alleged grievance will be heard on its merits before the same arbitrator.

- 40  
41 4. The cost of the arbitrator shall be borne by the losing party. Should the decision not fully  
42 affirm the position of either party, the arbitrator shall determine which party shall pay the  
43 costs of the arbitrator or in what proportion the parties shall share the costs.

44  
45 **Section 15.4. Grievance Form.** All grievances must contain the following information to be  
46 considered and must be filed using the grievance form mutually agreed upon by both parties:



- 1 A. aggrieved employee's name and signature;
- 2 B. aggrieved employee's classification;
- 3 C. date and time grievance was first verbally discussed with the Communications  
4 Supervisor;
- 5 D. date and time grievance occurred;
- 6 E. the location where the grievance occurred;
- 7 F. a description of the incident giving rise to the grievance;
- 8 G. specific articles and sections of the agreement violated; and
- 9 H. a specific desired remedy to resolve the grievance.

10  
11 **Section 15.5. Group Grievance.** A grievance may be brought by any employee covered by this  
12 agreement. Where a group of bargaining employees desire to file a grievance involving an incident  
13 affecting several employees in the same manner, one (1) employee shall be selected by the group  
14 to process the grievance. Each employee who desires to be included in such grievance shall be  
15 required to sign the grievance.

16  
17 **Section 15.6. Representative.** An employee processing his grievance and his employee  
18 representative (associate) shall suffer no loss in pay for attending grievance hearings scheduled  
19 during their normal work hours/shift.

20  
21 **Section 15.7. Exclusive Method of Appeal.** This grievance procedure shall be the exclusive  
22 method of resolving grievances. The parties agree that the State Personnel Board of Review shall  
23 have no authority over matters subject to this grievance and arbitration procedure. However, in  
24 no way shall this exclusivity deny an individual his constitutional rights, and any individual may  
25 pursue his constitutional rights; nor may the County, the Sheriff's Office or Department be denied  
26 its legal rights under the State law.

27  
28 **ARTICLE 16**  
29 **HOURS OF WORK/OVERTIME**  
30

31 **Section 16.1. Purpose.** This article is intended to define the normal hours of work per day or per  
32 week in effect at the time of execution of this agreement. Nothing contained herein shall be  
33 construed as preventing the Employer from restructuring the normal workday or work week for  
34 the purpose of promoting efficiency or improving services, or from establishing the work  
35 schedules of employees. Such restructuring shall not be done for the purpose of avoiding payment  
36 of overtime. This Article is intended to be used as the basis for computing overtime and shall not  
37 be construed as a guarantee of work per day or per week.

38  
39 **Section 16.2. Work Week.** The standard work week for all full-time employees covered by the  
40 terms of this Agreement shall be forty (40) hours, including a lunch period. The work week shall  
41 begin with the first shift on Sunday and end with the last shift the following Saturday.

42  
43 **Section 16.3. Overtime/Compensatory Time.** When an employee is required by the Employer  
44 to work more than forty (40) hours in a work week, as defined in Section 16.2 above, including  
45 the lunch period, he/she shall be paid by either overtime pay or by compensatory time for all time  
46 worked in excess of forty hours (40) hours. For the purpose of computing overtime/compensatory

1 time, approved vacation, personal days, funeral leave, compensatory time, and sick leave shall be  
2 considered as time worked.

3  
4 Overtime pay/compensatory time shall be paid at the rate of one and one-half time the employee's  
5 regular hourly rate of pay.

6  
7 Employees may accrue/bank compensatory time to a maximum of eighty (80) hour in a pay year  
8 which will begin with the first day of pay period 1 each year. Any accrued, unused compensatory  
9 time at the end of the last pay period of the year shall be carried over to the following year and  
10 apply to the maximum allowed to be accumulated in that year: for example, an employee with 40  
11 hours balance at the end of a calendar year may then only accumulate an additional 40 hours in the  
12 following year

13  
14 Compensatory leave may be requested in increments of one-half (1/2) hour and must be submitted  
15 at least three (3) days prior to the date requested. It is understood that the Sheriff reserves the right  
16 to deny a compensatory time leave request if another employee on same shift is scheduled for an  
17 approved vacation or personal day. The Sheriff has the right to deny a compensatory time request  
18 based on operational needs, load requirements and staffing needs and such denial is non-grievable.

19  
20 Nothing contained herein shall prohibit the parties from mutually agreeing to waive the advance  
21 notice time periods described in the above paragraph on a non-precedent/non- grievable basis.

22  
23 **Section 16.4. Annual Conversion of Unused Compensatory Time.** Annually employees may  
24 convert unused compensatory time. Written request to convert compensatory time shall be  
25 submitted by November 10. Payment will be made in December. The maximum conversion will  
26 be 40 hours.

27  
28 **Section 16.5. Lunch Period.** Each employee shall be granted a paid one-half (1/2) hour lunch  
29 period during their regular work shift, in accordance with the practice observed at the execution of  
30 this agreement. Break periods shall continue as currently provided.

31  
32 **Section 16.6. Pyramiding.** Compensation shall not be paid more than once for the same hours  
33 under any provision of this article or agreement.

34  
35 **Section 16.7. Filling Overtime.** In the event it becomes necessary to fill an overtime position on  
36 a specific shift overtime for Communications Sergeants will be offered first to Communications  
37 Sergeants then to Telecommunicators. Assigning overtime to Telecommunicators will adhere to  
38 Telecommunicators "Filling Overtime" process.

39  
40 **Section 16.8. Leave Requests and Hours.** Any leave request form submitted after 4:30 p.m.  
41 shall be considered as submitted on the next business day (Monday Friday, excluding holidays) at  
42 8:00 a.m. and will be subject to the notification requirements as stated in the contract.

43  
44 If a Communications Sergeant's shift hours are changed within five (5) calendar days before the  
45 beginning of such scheduled shift, the Communications Sergeant will be given the opportunity to  
46 work the revised shift or keep her/his same shift and work the overtime hours required to fill the

1 vacancy.

2  
3 If a Communications Sergeant's shift hours are changed more than five (5) calendar days before  
4 the beginning of such scheduled shift, the Communications Sergeant will be required to work such  
5 shift and will not be eligible for overtime.

6  
7 Nothing contained herein shall be interpreted or construed as a waiver of any rights or obligations  
8 of those articles/sections of the agreement not specifically mentioned in this document.

9  
10  
11 **ARTICLE 17**  
12 **SCHEDULING**  
13

14 **Section 17.1. Work Schedule.** The work schedule shall, except in situations beyond the control  
15 of management, be posted, at least one (1) month in advance. Nothing contained herein shall  
16 prevent the representatives of the Employer/Union from mutually agreeing to alternative work  
17 schedules during the term of the Agreement.

18  
19 **Section 17.2. Temporary Switch.** Communications Sergeants may temporarily switch shifts if  
20 they both agree to do so and receive the Employer's approval.

21  
22 **Section 17.3. Permanent Switch.** Communications Sergeants may switch their permanent shift  
23 if they both agree to do so and receive the Employer's approval.

24  
25 **Section 17.4. Impact of Switch.** Any action(s) taken under Sections 2 and 3 herein shall not  
26 result in any overtime situation/obligation to the Employer and/or the bargaining unit employees.

27  
28 **Section 17.5. Shift Bid.** Employees shall be permitted to bid shifts during the period(s) of October  
29 1-15 and April 1-15 of each year. Such bidding shall be for two (2) three (3) month increments.  
30 Therefore, effective the first work schedule of December, March, June and September of each  
31 year, employees may be assigned their preferred shift. The member with the greatest bargaining  
32 unit seniority will have first bid preference and so forth down the list of bargaining unit members.  
33 In case of a tie, Departmental unit seniority will be the prevailing factor. Nothing contained herein  
34 shall be interpreted as a minimum staffing level and/or a guarantee of employment. The Sheriff  
35 maintains the right to schedule work hours, staffing levels, and/or work assignments.

36  
37 **ARTICLE 18**  
38 **SICK LEAVE**  
39

40 **Section 18.1. Accrual.** Sick leave credit shall be earned at the rate of four and six-tenths (4.6)  
41 hours for each eighty (80) hours of service in active pay status, including paid vacation and sick  
42 leave, but not during a leave of absence or layoff, to a limit of fifteen (15) days, or one hundred  
43 twenty (120) hours per year. Unused sick leave shall accumulate without limit.

44  
45 **Section 18.2. Prior Credit.** An employee who has prior service with the State of Ohio or any  
46 political subdivision thereof shall be given credit for any earned but unused sick leave balances as

1 a result of such prior public employment upon verification of such balances to the Employer,  
2 except that deduction shall be made for any payment or credit given by the previous employer in  
3 lieu of taking sick leave. The previously accumulated sick leave of an employee who has been  
4 separated from such public service shall be placed on his credit as provided by this section upon  
5 her re-employment with the Employer provided that such re-employment takes place within ten  
6 (10) years from the date on which the employee was last separated from public service.

7  
8 However, any employee or applicant who has had their sick leave converted at separation from  
9 employment or pursuant to a conversion program may not have any previously accumulated sick  
10 leave credited to their sick leave bank with the Employer.

11  
12 **Section 18.3. Exhaustion of Sick Leave.** If illness or disability continues beyond the time  
13 covered by earned sick leave, the employee may be granted a disability leave or a personal leave  
14 in accordance with the appropriate sections of this agreement or the employee may be disability  
15 separated.

16  
17 **Section 18.4. Charge for Sick Leave.** Sick leave shall be charged in minimum units of one-half  
18 (1/2) hour. Employees shall be charged for sick leave only for days upon which they would  
19 otherwise have been scheduled to work. Sick leave payment shall not exceed the normal scheduled  
20 workday or work week earnings.

21  
22 **Section 18.5. Reasons for Use of Sick Leave.** Sick leave shall be granted to an employee upon  
23 approval of the Employer and for the following reasons:

- 24 A. Illness or injury of the employee or of a member of her immediate family, defined  
25 as employee's children, spouse, parent, stepchildren or stepparent. Sick leave may  
26 be granted, at the sole discretion of the Sheriff/designee, for other family members  
27 of the employee who suffers an illness/injury, including psychological  
28 treatment/examination of a family member as defined herein.
- 29 B. Death of a member of the employee's immediate family, as defined in Section 18.6.
- 30 C. Medical, dental, psychological, or optical examination or treatment of the employee  
31 or her immediate family, as defined in Section "A" herein, which cannot be  
32 scheduled during non-working hours.
- 33 D. A member of the immediate family is afflicted with a contagious disease and due  
34 to exposure to the contagious disease, the presence of the employee at his job would  
35 jeopardize the health of others.
- 36 E. Pregnancy and/or childbirth and other conditions related thereto.
- 37 F. In regard to paternity leave, an employee whose child is born may take up to forty  
38 (40) hours of sick leave after birth or adoption of a child unless Section 5 A applies.

39  
40 **Section 18.6. Funeral Leave** Up to 48 hours, leave may be granted to an employee who provides  
41 proof of attendance at the funeral of: brother, sister, spouse, child, niece, nephew, mother, father,  
42 grandchild, or other persons standing in loco parentis (in place of a parent) to the employee. The  
43 initial 24 hours of any such leave will be treated as paid funeral leave with the balance up to 48  
44 hours, being charged against the employee's sick leave.

45  
46 **Extended Family.** Additionally, up to 24 hours, leave may be granted to an employee who provides

1 proof of attendance at the funeral of: father-in-law, mother-in-law, brother-in-law, sister-in-law,  
2 daughter-in-law, son-in-law, grandparents, and the employee's aunt/uncle or first cousin. The  
3 initial day of this latter leave will be treated as paid funeral leave with any second day taken being  
4 charged against the employee's sick leave.

5  
6 Use of Funeral Leave. Funeral leave shall be taken in full day or four increments. Funeral leave  
7 days must be consecutive workdays and include the day of the funeral. Where the day of the  
8 funeral is on a day the employee is otherwise not scheduled to work, a consecutive workday will  
9 be scheduled with the approval of the Employer. Should an employee require additional paid time,  
10 other than what is provided herein, the employee shall provide a written request to the Sheriff.  
11 Upon the approval of the Sheriff, such additional time approved by the Sheriff/Designee will be  
12 charged against the employee's balance of compensatory time, personal days, or vacation leave,  
13 at the employee's option.

14  
15 **Section 18.7. Notification for Sick Leave.** Whenever an employee is unable to work due to  
16 circumstances described in Sections 18.5 and 18.6 herein, she shall notify the supervisor or other  
17 designated individual at least two (2) hours prior to the start of the shift on each day of absence,  
18 unless a bona fide emergency would occur or unless the employee has made other reporting  
19 arrangements with her supervisor.

20  
21 **Section 18.8. Misuse, Abuse of Sick Leave, Discipline.** Employees intentionally failing to  
22 comply with sick leave rules and regulations shall not be paid. Application for sick leave with  
23 intent to defraud, abuse or misuse of sick leave shall be grounds for disciplinary action, together  
24 with a refund by the employee of any salary or wages paid in connection with such non-compliance  
25 by the employee.

26  
27 **Section 18.9. Medical Attention.** If medical attention is required, the employee shall be required  
28 to furnish a statement from a licensed physician or psychologist notifying the Employer that the  
29 employee was unable to perform her duties. Such physician's statement shall be required for  
30 absence of three (3) or more consecutive workdays due to illness. Whenever the Employer  
31 suspects a pattern abuse of sick leave, the Employer may require proof of illness in the form of a  
32 physician's statement of disability to approve the use of such leave.

33  
34 **Section 18.10. Examination.** The Sheriff may require an employee who has been absent due to  
35 personal illness or injury, prior to and as a condition of her return to duty, to be examined by her  
36 physician, or a physician designated and paid for by the Employer, to establish that she is able to  
37 perform the essential functions of her position and that her return to duty will not jeopardize the  
38 health and of other employees.

39  
40 **Section 18.11. Sick Leave Bonus** Employees who do not use sick leave during a six (6) month  
41 period will be credited with eight (8) hours of paid leave, to be scheduled and taken off in the  
42 following six (6) month period. Such time off shall be taken with prior approval of the Employer.

43  
44 For purposes of this section, funeral leave under Section 18.6 and sick leave utilized in accordance  
45 with an approved Family Medical Leave shall not count as sick leave used.

1 **Section 18.12. FMLA.** An employee may be granted Family and Medical Leave (FMLA) in  
2 accordance with the Employer’s policy in effect at the time such leave is requested.  
3

4  
5 **ARTICLE 19**  
6 **CONVERSION OF UNUSED SICK LEAVE**  
7

8 **Section 19.1. Retirement Conversion.** An employee who is both eligible for and elects to take  
9 her public employee retirement benefits shall be entitled to convert accrued but unused sick leave  
10 to a cash payment on the following basis:  
11

12 An employee may receive, after completion of ten (10) years of continuous service  
13 with the Employer, a cash payment in the amount of one (1) hour’s pay for each  
14 four (4) hours of accrued but unused sick leave at the time of retirement. The  
15 maximum payment under this provision shall not exceed two hundred forty (240)  
16 hours of pay. For the purpose of this provision, retirement shall be considered that  
17 criteria established for retirement from active service with the Employer at the time  
18 of separation under the Ohio Public Employees Retirement System (OPERS).  
19

20 **Section 19.2. Conversion at Death in Line of Duty** In the event an employee’s death is a result  
21 of illness or injury sustained in the performance of his regular duties, the employee’s spouse or  
22 estate shall be paid the employee’s accrued but unused sick leave to a maximum of one thousand  
23 (1,000) hours.  
24

25 **ARTICLE 20**  
26 **VACATIONS**  
27

28 **Section 20.1. Accrual** Full-time bargaining unit employees shall be entitled to vacation leave  
29 with pay after one (1) year of continuous service with the Employer. The amount of vacation leave  
30 to which an employee is entitled is based upon the length of continuous service as follows:  
31

<b><u>Years Of Service</u></b>	<b><u>Vacation Entitlement</u></b>	<b><u>Rate Of Accrual</u></b>
After 1 year of service	80 hours vacation	3.1 hours per pay period
After 8 year of service	120 hours vacation	4.6 hours per pay period
After 15 year of service	160 hours vacation	6.2 hours per pay period
After 25 year of service	200 hours	7.7 hours per period

32  
33 Employees accrue paid vacation leave while in active pay status.  
34

35 An employee shall not be entitled to vacation leave until she has completed one (1) year of  
36 continuous service with the Employer.  
37

38 Service time for the purpose of calculating vacation for all eligible employees is determined  
39 according to total service with the county, state, or any political subdivision thereof Prior service  
40 credit need not be continuous.  
41

1 An employee who has retired in accordance with the provisions of OPERS or any retirement plan  
2 offered by the state, and who is subsequently hired by the Employer on or after June 24, 1987,  
3 shall not have his prior service with the county, state, or any political subdivision thereof counted  
4 for purposes of computing vacation leave. Vacation accrual for such employee shall be based only  
5 upon the service he is currently accruing with the Sheriff's Office.  
6

7 **Section 20.2. Scheduling.** Vacation leave requests shall be subject to the workload requirements  
8 and staffing levels of the Employer. It is understood and agreed that no more than one (1)  
9 Telecommunicator/Communications Sergeant per shift shall be granted similar time off for  
10 vacation leave or compensatory time. This limitation may be waived at the sole discretion of the  
11 Sheriff/designee.  
12

13 Notwithstanding the above, at the discretion of the Employer, an employee with six (6) months of  
14 continuous service with the Employer may use up to forty (40) hours of vacation leave, provided  
15 the vacation leave has been accrued. After one (1) year of continuous service with the Employer,  
16 the employee shall be entitled to all vacation leave accrued, less any vacation leave already used.  
17

18 Vacation leave may be requested in increments of one-half (1/2) hour, provided such requests are  
19 submitted at least seven (7) calendar days prior to the date requested. The Employer or designee  
20 shall respond to the employee's request in a timely manner.  
21

22 Vacation leave requests consisting of one (1) week (forty [40] hour) increments shall be submitted  
23 to the Sheriff no later than March 15 of each calendar year. Such requests shall be granted on the  
24 basis of classification seniority, subject to the limitations described herein. Thereafter, such request  
25 of forty (40) hours or more may be granted on a first come/first served basis, provided the written  
26 request is submitted to the Sheriff/designee at least fourteen (14) calendar days in advance of the  
27 date requested.  
28

29 The Employer shall have the right to deny any of the leave requests should operational  
30 considerations require such action, or in the event the advance notice time periods are not met.  
31 Nothing contained herein shall prohibit the parties from mutually agreeing to waive the advance  
32 notice time periods described in this sections on a non-precedent/non-grievable basis.  
33

34 **Section 20.3. Use.** Vacation leave shall normally be taken by an employee between the year in  
35 which it was earned and the employee's next anniversary date of employment. The Employer  
36 may, upon written request from an employee, permit an employee to carry over accumulated but  
37 unused vacation leave from one (1) year to the next. Such carryover vacation leave shall not  
38 exceed three (3) years.  
39

40 **Section 20.4. Conversion at Separation.** An employee is entitled to compensation, at her current  
41 rate of pay, for the pro-rated portion of any earned but unused vacation leave for the current to her  
42 credit at time of separation, and in addition, shall be compensated for any unused vacation leave  
43 accrued to her credit, to the maximums set forth in this article. In the event a holiday falls within  
44 a week where an employee is granted vacation, such holiday shall not be counted as vacation leave.  
45

46 **Section 20.5. Conversion at Death.** In the case of the death of an employee, the unused vacation

1 leave to the credit of such employee shall be paid to the deceased employee's spouse, or to the  
2 estate of employee. Employees shall be required to provide written documentation as to their  
3 beneficiary for the purposes of this section.  
4

5 **Section 20.6. Shifts.** Any Communications Sergeant assigned to the 7:00 a.m. to 7:00 p.m. will  
6 be considered a day shift employee, and any Communications Sergeant assigned to the 7:00 p.m.  
7 to 7:00 a.m. shift will be considered as a midnight shift employee, for the purposes of granting  
8 vacation.  
9

10 **ARTICLE 21**  
11 **HOLIDAYS/PERSONAL DAYS**  
12

13 **Section 21.1. Holidays** Each full-time employee shall be entitled to eight (8) hours of holiday  
14 pay at her regular straight time hourly rate of pay, for each of the following designated holidays:

15	New Year's Day	1 <sup>st</sup> day of January
16	Martin Luther King Day	3 <sup>rd</sup> Monday in January
17	President's Day	3 <sup>rd</sup> Monday in February
18	Memorial Day	As designated by the State Legislature
19	Juneteenth	19 <sup>th</sup> day of June
20	Independence Day	4 <sup>th</sup> day of July
21	Labor Day	1 <sup>st</sup> Monday in September
22	Columbus Day	2 <sup>nd</sup> Monday in October
23	Veterans' Day	11 <sup>th</sup> day of November
24	Thanksgiving Day	4 <sup>th</sup> Thursday in November
25	Christmas Day	25 <sup>th</sup> day of December

26  
27 **Section 21.2 Personal Days** In addition, each employee shall be entitled to three (3) personal  
28 days, total 24 hours, as holidays per contract year, in no less than four (4), eight (8), or twelve (12)  
29 hour increments, to be scheduled upon the mutual agreement of the Employer and the employee.  
30 Such personal days must be used by the employee in the year in which they were granted and may  
31 not be carried over into the next contract year. Requests for personal leave shall not be  
32 unreasonably denied.  
33

34 **Section 21.3. Holiday Pay.** Employees shall be entitled to pay in accordance with Section 21.1  
35 if they are not scheduled to work on the observed day of the holiday. Employees who actually  
36 work on the observed holiday shall be entitled to holiday pay in accordance with Section 21.1 and  
37 shall receive time and one-half (1 ½) their regular base rate of pay for all hours actually worked.  
38

39 **Section 21.4. Eligibility.** To be eligible for holiday pay, as described in Section 21.1 an employee  
40 must work her last scheduled work day before the holiday and her first scheduled work day after  
41 the holiday, unless on compensatory time, vacation leave, personal leave, and/or funeral leave. If  
42 a holiday occurs during a period of approved vacation leave of an employee, she shall receive both  
43 the holiday pay and the vacation pay, and such vacation leave shall be deducted from her vacation  
44 leave balance. Employees who are scheduled to work on the day designated as a holiday and who  
45 report off sick shall be entitled to sick pay but shall not be entitled to holiday pay.  
46



1 An employee on unpaid leave of absence shall not receive payment for a holiday.  
2

3 **Section 21.5. Shifts.** For purposes of this Article, any employee working 11:00 p.m. to 7:00 a.m.  
4 shall receive the full eight (8) hours at the holiday rate referenced in Section 21.2 any time the  
5 majority of her regularly scheduled shift falls on one of the holidays listed in Section 21.1. The  
6 Sheriff shall only be obligated to compensate employees for one (1) shift as described in Section  
7 2 herein for a twenty-four (24) hour period.  
8  
9

10 **ARTICLE 22**  
11 **UNIFORM ALLOWANCE**  
12

13 **Section 22.1. Annual Allowance.** Each non-probationary bargaining unit employee shall receive  
14 an annual uniform allowance in the form of a check to the employee in the amount of: \$425. Such  
15 check shall be issued directly to the non-probationary bargaining unit employee in active pay status  
16 by the end of March. Such allowance shall be used for the purchase and maintenance of uniforms  
17 prescribed by the Employer. The employee shall be responsible for embroidering of  
18 emblems/patches. The Sheriff reserves the right to waive the non-probationary stipulation on a  
19 non-grievable basis. Article 5, Probation Periods, still applies.  
20

21 **Section 22.2. Uniform Items.** These monies may be utilized to purchase permissible clothing  
22 approved by the Employer  
23

24 **Section 22.3. Return at Separation.** Any items purchased under the provisions of this Article,  
25 upon termination of employment, may be required to be returned to the Employer.  
26  
27

28 **ARTICLE 23**  
29 **CALL-IN PAY**  
30

31 **Section 23.1. Call-In Pay.** Whenever an off-duty employee is subpoenaed or directed to appear  
32 in court or attend a meeting, receive training, or are called at a time which does not abut his regular  
33 work schedule, the employee(s)' shall receive a minimum of three (3) hours pay at time and one-  
34 half (1 1/2) or the actual time spent in such appearance in court or in a meeting, whichever is  
35 greater. Employees must contact, by telephone, the Prosecutor of the affected court at least one-  
36 half (1/2) hour prior to their scheduled appearances to assure their presence is required.  
37

38 **ARTICLE 24**  
39 **HOSPITALIZATION**  
40

41 **Section 1. Coverage.** The Employer shall make available to all full-time bargaining unit  
42 employees the same health care insurance plans that are available to non-bargaining unit  
43 Tuscarawas County employees. The health insurance shall be made available to all bargaining  
44 unit employees pursuant to the same terms and conditions as apply to all non-bargaining unit  
45 Tuscarawas County employees.  
46

47 **Section 2. Premium Contributions.** The employee shall contribute the same amount toward the

1 cost of the health insurance premium as is paid by all non-bargaining unit employees of  
2 Tuscarawas County.

3  
4 **Section 3. Life Insurance.** The Employer shall provide a ten-thousand-dollar (\$10,000.00) death  
5 benefit for each full-time bargaining unit employee.

6  
7 **Section 24.4. Health Care Committee.** The Employer and the Union shall form a  
8 management/labor health care committee with three (3) representatives from the Employer and  
9 three (3) representatives from the Union, one from each of the bargaining units in the Sheriff's  
10 Office. The purpose of the committee shall be to obtain the best health coverage for the best price.  
11 The committee shall also have duties, decided by the committee, including but not limited to  
12 identifying any local causes of premium increases and how to lower those premiums, "shopping"  
13 for competitive health care providers, and educating the employees as to what each person can do  
14 to help control health care costs.

15  
16 **ARTICLE 25**  
17 **WAGES**  
18

19 **Section 25.1 Wage Rates** Effective the first pay in January full-time bargaining unit employees  
20 shall be compensated in accordance with the pay ranges included in the Appendix.

21  
22 **ARTICLE 26**  
23 **LONGEVITY PAY**  
24

25 **Section 26.1.** Full-time bargaining unit employees, upon the completion of five (5) years of  
26 uninterrupted full-time service with the Employer, shall be eligible to receive longevity pay in  
27 accordance with the following schedule:

<b>Maximum Annual Payment</b>	
After completion of 5 years	\$250.00
After completion of 10 years	\$400.00
After completion of 15 years	\$550.00
After completion of 20 years	\$750.00
After completion of 25 years	\$1,000.00

28  
29  
30 The above-referenced amounts shall not be cumulative and shall be paid in a lump sum annual  
31 amount payment in December of each year.

32  
33 Any break in service, that is by retirement or resignation by an employee, during a contract year  
34 will result in a pro-rated portion of the applicable longevity payment. Termination by the  
35 Employer will result in forfeiture of all accumulated longevity. Eligible employees shall receive  
36 a lump sum payment for longevity pay, pursuant to this section, between the first and second pay  
37 period in December of each year.

**ARTICLE 27**  
**PERS PICK-UP UTILIZING THE SALARY REDUCTION METHOD**

**Section 27.1. Pick-Up Method.** The Employer shall pick up contributions to the Ohio Public Employees Retirement System paid on behalf of the employees in the bargaining unit utilizing the salary reduction method under the following terms and conditions:

- A. The amount to be “picked up” on behalf of each employee shall be the amount that has been determined by the Ohio Public Employees Retirement System. The employee’s annual compensation shall be reduced by an amount equal to that “picked up” by the Employer for the purpose of city, state, and federal taxes.
- B. The pick-up percentage shall apply uniformly to all members of the bargaining unit as a condition of employment.
- C. The parties agree that should the rules and regulations of the IRS or retirement system change, making this procedure unworkable, the parties agree to return, without penalty, to the former method of employee/Employer contributions.

**ARTICLE 28**  
**WAIVER IN CASE OF EMERGENCY**

**Section 28.1. Emergency.** In cases of emergency declared by the President of the United States, the Governor of the State of Ohio, the Board of Tuscarawas County Commissioners, the Tuscarawas County Sheriff, the federal or state legislature, and/or the Director, such as acts of God and civil disorder, the following conditions of this agreement shall automatically be suspended:

- A. time limits for Management’s or the Union’s appeals on grievances; and,
- B. all work rules and/or agreements and practices relating to the assignment of all employees.

**Section 2. End of Emergency.** Upon the termination of the emergency, should grievances exist, they shall be processed in accordance with the provisions outlined in the grievance procedure of this agreement and shall proceed from the point in the grievance procedure to which they (the grievance[s]) properly progressed. All work rules and/or agreements and practices relating to the assignment to all employees will be in effect upon the termination of said emergency.

**ARTICLE 29**  
**SEVERABILITY**

**Section 29.1. Conformity to Laws.** It is the intent of the Employer and the Union that this Agreement comply with all applicable law(s) and legal statutes.

**Section 29.2. Severable Provisions** If any provision of this Agreement is subsequently declared by legislature or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

1  
 2 In the event any provision of this Agreement is declared by legislative or judicial authority to be  
 3 unlawful, unenforceable, or not in accordance with applicable statutes, the parties shall meet within  
 4 two (2) weeks of the publication of such a determination for the purpose of negotiating a lawful  
 5 alternative provision. Any mutually agreeable resolution of such provision shall be reduced to  
 6 writing, signed by the parties, and incorporated into the Agreement. In the event the parties are  
 7 unable to negotiate an alternative provision, the matter shall be postponed until contract  
 8 negotiations are reopened for a successor agreement.

9  
 10 **ARTICLE 30**  
 11 **APPLICATION OF STATE CIVIL SERVICE LAW**  
 12

13 Except as provided in Ohio Revised Code (ORC) section 124.57, no section of the Civil Service  
 14 laws contained in Revised Code Chapter 124, and other provisions as listed, shall apply to  
 15 employees in the bargaining unit, and it is expressly understood that the Ohio Department of  
 16 Administrative Services and the State Personnel Board of Review shall have no authority or  
 17 jurisdiction as it relates to employees in the bargaining unit.

18  
 19 Further, in accordance with the provisions of Ohio Revised Code section 4117 .10 (A), the  
 20 following articles and/or sections thereof, as provided under the terms and conditions of this  
 21 agreement, specifically supersede and/or prevail over those subjects described in the Ohio Revised  
 22 Code and /or the Ohio Administrative Code:

<b>Contract Article</b>	<b>Statute Regulation Preempted</b>
Article 5, Probationary Periods	ORC 124.27
Article 9, Corrective Action	ORC 124.34
Article 13, Seniority	ORC 124.321 - 328
Article 14, Layoff and Recall	ORC 124.321 - 328
Article 16, Hours of Work/Overtime	ORC 4111.03
Article 18, Sick Leave	ORC 124.38 - 124.391
Article 19, Conversion of Unused Sick Leave	ORC 124.39
Article 20, Vacation	ORC 325.19
Article 21, Holidays	ORC 325.19
Article 31, Military Leave	ORC 5923

35  
 36  
 37 **ARTICLE 31**  
 38 **MILITARY LEAVE**  
 39

40 **Section 31.1. Leave.** All employees of the Employer who are members of the Ohio National  
 41 Guard, the Ohio Organized Militia, or members of other reserve components of the Armed Forces  
 42 of the United States, are entitled to leave of absence from their respective duties without loss of  
 43 pay for such time as they are in the uniformed services, as defined in Section 5923.05 of the Ohio  
 44 Revised Code, for periods not to exceed a total of one (1) month in any one (1) calendar year. For  
 45 the purpose of this article, “month” shall mean twenty-two (22), eight (8) hour workdays.

1 **Section 31.2. Orders.** The employee is required to submit to the appointing authority an order  
2 or statement from the appropriate military commander as evidence of such duty. There is no  
3 requirement that the service be in one (1) continuous period of time. The maximum number of  
4 hours for which an employee is entitled to compensation in any one (1) calendar year under this  
5 provision is one hundred seventy-six (176) hours.

6  
7 **Section 31.3. Executive Order.** Employees called or ordered to the uniformed services, as a  
8 result of an executive order issued by the President of the United States, an Act of Congress, or  
9 because of an order to perform duty issued by the Governor pursuant to Section 5919.29 or 5923.21  
10 of the Revised Code for longer than one hundred seventy-six (176) hours in a calendar year in  
11 which the employee performs service in the uniformed services, is entitled, during the period  
12 designated in the order or act, to a leave of absence and to be paid during each monthly pay period  
13 of that leave of absence the lesser of the following:

- 14  
15 A. the difference between the employee's gross monthly wage or salary as an  
16 employee and the sum of the employee's gross uniformed pay and allowances  
17 received that month; or  
18  
19 B. five hundred dollars (\$500.00).

20  
21 However, no employee is entitled to these payments if the sum of his gross uniformed service pay  
22 and allowances received in a pay period exceeds his gross wage or salary from the Employer for  
23 the same period.

24  
25 **Section 31.4. Notice.** The employee shall be responsible for notifying the Employer upon  
26 notification to report for military duty. It is also the employee's responsibility to notify the  
27 Employer of the beginning/ending dates of his or her military service and military rate of pay.

28  
29 **Section 31.5. Notice of Leave/Drills.** Employees required to report for weekend/monthly drills  
30 must notify the Employer prior to the establishment of the next schedule. Failure to do so on the  
31 part of the employee may result in disciplinary action.

32  
33 **Section 31.6. Employee.** A "permanent public employee" as defined in 5923.05 will be granted  
34 a leave of absence without pay to be inducted or to otherwise enter military service.

35  
36 **Section 31.7. Vacancy.** An appointment may be made to fill a vacancy created when an employee  
37 enters military service. However, if the person filling such a vacancy also enters military service,  
38 he or she may be reinstated to the position after completion of service only if the first employee  
39 (the original incumbent) fails to apply for reinstatement within ninety (90) days of discharge or  
40 makes a written waiver of all rights to the position.

41  
42 **Section 31.8. Reenlistments.** An employee who reenlists while on active duty or a commissioned  
43 officer who voluntarily enters on extended active duty beyond that required upon accepting a  
44 commission is not eligible for reinstatement.

45  
46 **Section 31.9. Application.** A veteran separated or discharged under honorable conditions must

1 make application to reemployment to the former position within ninety (90) days after release from  
2 hospitalization due to in-service injury or illness which has not exceeded a period of more than  
3 two (2) years, or any other period required by law. The following procedures apply:  
4

- 5 A. Reinstatement must be accomplished “promptly” (normally within thirty [30] days)  
6 after application is received by the appointing authority.
  - 7 B. A photostatic copy of the discharge or certificate of service should accompany all  
8 requests for reinstatement or reappointment.
  - 9 C. The veteran must be physically qualified to perform duties of the position. Where  
10 a disability sustained in the military service precludes restoration to the original  
11 position, the veteran will be placed in a position of like status and pay, compatible  
12 with his or her physical condition.
  - 13 D. A veteran is entitled to all salary benefits or other advancement accruing to the  
14 position during military absence as follows:
    - 15 1. Sick Leave - that amount which had been accumulated at the time of  
16 entering service.
    - 17 2. Vacation Leave - time spent on military leave will be counted in  
18 determining the employee’s length of service, but no vacation credit will  
19 accumulate during the time spent on military leave.
    - 20 3. Automatic Salary Adjustment (if applicable).
    - 21 4. Any changes in classification or pay range which would have accrued to the  
22 position if the employee had been on the job.
- 23

24 **ARTICLE 32**  
25 **DURATION OF AGREEMENT**  
26

27 **Section 32.1. Effective Dates.** This Agreement shall be effective date of execution and shall  
28 remain in full force and effect until **December 31, 2024**.  
29

30 **Section 32.2. Notice to Negotiate.** If either party desires to modify or amend this Agreement, it  
31 shall give written notice of such intent no earlier than ninety (90) calendar days nor later than forty-  
32 five (45) calendar days prior to the expiration date of this Agreement. Such notice shall be by  
33 email or as required by SERB.  
34


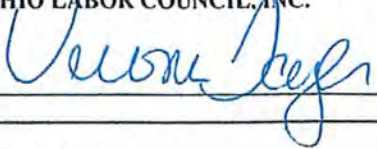

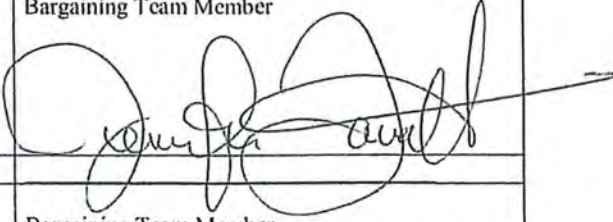

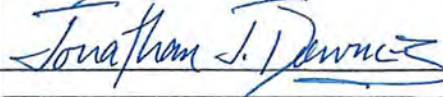


35 **Section 32.3. Waiver and Entire Agreement.** The parties acknowledge that during the  
36 negotiations which resulted in this Agreement, each had the unlimited right to make demands and  
37 proposals on any subject matter not removed by law from the area of collective bargaining, and  
38 that the understandings and agreements arrived at by the parties after the exercise of that right and  
39 opportunity are set forth in this Agreement.  
40

41 The provisions of this Agreement constitute the entire agreement between the Employer and the  
42 FOP/OLC, and all prior agreements, either oral or written, are hereby canceled. Except where  
43 required or by mutual agreement, the Employer and the FOP/OLC, for the life of this Agreement,  
44 each voluntarily and unequivocally waive the right, and each agrees that the other shall not be  
45 obligated to bargain collectively or individually with respect to any subject or matter not  
46 specifically referred to or covered in this agreement, even though such subjects or matters may not

1 have been within the knowledge of either or both parties at the time they negotiated or signed this  
2 Agreement.  
3

1  
2

**SIGNATURE PAGE**

FOR THE TUSCARAWAS COUNTY SHERIFF'S OFFICE	FOR THE FRATERNAL ORDER OF POLICE OHIO LABOR COUNCIL, INC.
Orvis Campbell, Sheriff 	 Bargaining Team Member
James Torch, Fiscal Officer/HR 	 Bargaining Team Member
Ryan Lawrence, Division Commander  	Bargaining Team Member 
Jonathan J. Downes County Labor Counsel	 FOP/OLC Staff Representative

3  
4  
5  
6  
7  
8



APPENDIX

Effective the first full pay in January, the wage increases will be as follows:

2022	2023	2024
<u>\$23.71</u>	<u>\$24.42</u>	<u>\$25.15</u>
<u>3% + \$.60</u>	<u>3%</u>	<u>3%</u>
<u>market</u>		
<u>adjustment</u>		

**Communications Training Officer** Effective the first full pay in January, any member of the bargaining unit that is assigned to a trainee as a Communications Training Officer (CTO) shall be compensated \$1.00 for every full hour of training.

Assignment as a CTO lies in the sole discretion of the Employer. Assignment does not change the Employee's classification and is neither a promotion nor a transfer within the meaning of this Agreement.