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# **AGREEMENT**

BETWEEN

**INTERNATIONAL UNION  
UNITED AUTOMOBILE, AEROSPACE AND  
AGRICULTURAL IMPLEMENT WORKERS OF AMERICA, UAW  
AND ITS  
AFFILIATED LOCAL UNION 12**

AND

**THE  
LUCAS COUNTY AUDITOR'S OFFICE  
SALARIED EMPLOYEES UNIT**

**JANUARY 1, 2022 TO DECEMBER 31, 2024**

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# **AGREEMENT**

This Agreement, effective this 1<sup>st</sup> day of January, 2022, is by and between the Auditor of Lucas County, Ohio, referred to as the “Auditor,” and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) and its affiliated Local Union 12, herein referred to as the “Union.”

## **ARTICLE 1** **RECOGNITION**

### **SECTION 1. RECOGNITION.**

The Lucas County Auditor recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment for all employees in the Salaried Bargaining Unit.

### **SECTION 2. EXCLUDED.**

The bargaining unit shall not include supervisory and administrative personnel, employees in a confidential or fiduciary relationship to the Auditor, and those in the UAW Hourly bargaining unit, Teamsters bargaining unit or the IBEW bargaining unit.

### **SECTION 3. NEW POSITIONS.**

If any new positions are established during the term of this Agreement, the Lucas County Auditor or their designee(s) and the Union will meet and negotiate as to whether the position(s) will be included or excluded from the Bargaining Unit.

The parties agree to hold up to two (2) meetings to settle any disputes under this section. If the matter is not resolved, the parties will submit the matter to the Ohio State Employment Relations Board (SERB) for resolution.

It is agreed that the bargaining unit shall not include contractual, seasonal, temporary or part-time employees; however such employees shall not be used to displace the full-time work force.

#### **SECTION 4. NON-DISCRIMINATION**

The parties to this Agreement agree that they shall not discriminate against any person because of race, creed, color, sex, age, marital status, sexual orientation, gender, military status, national origin or political affiliation.

All references to employees in this Agreement include both sexes, and wherever a male gender pronoun is used it shall be construed to include both male and female employees.

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

#### **SECTION 5. DUES DEDUCTION**

All employees who wish to be part of the Union shall after thirty (30) calendar days of employment, become and remain members of the Union in good standing. It is further agreed that the Employer shall remit such deductions to the Union prior to the end of the month for which such deduction is made.

The Union assumes the risk or liability for all damages that may arise from the withholding of union dues and assessments and shall save and hold the Auditor harmless from all claims resulting there from including any cost or expenses incurred by the Auditor in defending these claims.

#### **SECTION 6. V-CAP DEDUCTION**

The Auditor shall deduct the amount checked off from each employee who has completed a voluntary authorization for assignment and check-off of contributions to UAW V-CAP form and deposited the same with the Company. The amount shall be deducted as designated as long as such authorization remains in effect. The Auditor and the Union agree that the signing of this authorization is voluntary and the making of payments to UAW V-CAP, are not conditions of membership in the Union or continued employment with the Auditor.

**SECTION 7. UAW MEMBERSHIP**

At all times, the following provisions respecting union membership shall remain in effect in the bargaining unit or units covered by this Agreement:

An employee who is a member of the UAW at the time this Agreement becomes effective shall continue to be eligible for membership in the UAW for the duration of this Agreement, subject to such terms as may be enforced by UAW for acquisition and retention of membership.

An employee who is not a member of the UAW at the time this Agreement becomes effective may become a member of the UAW at any time after employment and remain a member of the UAW for the duration of this Agreement, subject to such terms as may be enforced by UAW for acquisition and retention of membership.

**SECTION 8. PROBATIONARY PERIOD**

New employees shall be considered probationary employees until they have been in the employ of the Employer for one hundred twenty (120) actual working days. During such probationary period, the employee may be discharged for any reason within the sole discretion of the Auditor’s Department, and such discharge shall not be subject to the grievance procedure. Probationary employees are not entitled to use personal time, Floating Holiday, or Admin Health Day during their probationary period.

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

The Union shall recognize the right and authority of the Auditor to administer the business of the Department, and in addition to other functions and responsibilities which are not specifically mentioned herein, the Union shall recognize the Auditor has and will retain the full right and responsibility to direct the operations of the Department to promulgate rules and regulations and to otherwise exercise the prerogatives of management, and more particularly, including but not be 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, discipline for cause, and to maintain discipline among employees;
- B. To manage and determine the location, type and number of physical facilities, equipment, programs and the work to be performed, including implementation of necessary action in emergency situations;
- C. To determine the Auditor's budget, goals, objectives, programs and services, and to utilize personnel in a manner designed to effectively and efficiently meet those purposes;
- D. To determine the size and composition of the work force and the Auditor's organizational structure, including the right to relieve employees from duty due to lack of work or lack of funds;
- E. To determine the hours of work, including overtime, work schedules, and to establish reasonable work rules for all employees.

The Union recognizes and accepts that all rights and responsibilities of the Auditor not specifically modified by this Agreement or ensuing agreements shall remain the function of the Auditor. The parties agree that nothing within the management's rights clause is to be construed as a waiver of the Union's right to bargain over any future changes to wages, benefits or working conditions which may be proposed by the Auditor.

**ARTICLE 3**  
**UNION REPRESENTATION**  
**& ACCESS TO PREMISES**

**SECTION 1. REPRESENTATION & ACCESS**

The members of the Union shall have the right to be represented for the purpose of negotiating and administering this Agreement by three (3) Bargaining Committee Members: one (1) of whom shall be designated Chairperson, and two (2) Bargaining Committee Members. In addition the Union shall have one



(1) alternate Bargaining Committee Member to serve as a replacement as needed.

The names of these Bargaining Committee Members and alternates and any subsequent changes will be furnished to the Auditor in writing as soon as they are elected.

The Bargaining Committee Members will be permitted reasonable time to process grievances and conduct other necessary union business. The Bargaining Committee Members must receive approval from their Supervisor when using this provision in such a manner so as to not interfere with the immediacy of job requirements unless properly relieved. It is understood that a grievance hearing will normally be handled by one (1) Bargaining Committee Member. The release of Bargaining Committee Members for off-site meetings during working hours for the conduct of union business must be presented to the Auditor or Auditor's designee in writing prior to such meeting. In order to attend any meeting of this type, Bargaining Committee Members must be properly relieved as mentioned above. An alternate Bargaining Committee Member will only be allowed to conduct union business and attend Labor-Management meetings in the absence of employee's department Bargaining Committee Member.

The Chairman (or designee) of the Bargaining Committee shall be permitted to attend the regular meetings of the Lucas County Health Care Cost Containment Board. It is understood that annual health care negotiations for a successor health care agreement commence on approximately November 1<sup>st</sup> of each year. The entire Bargaining Committee will be permitted to attend such negotiation sessions until an agreement is reached. The Union Chairman shall also be permitted to attend the regularly scheduled monthly unit Chairman meeting.

The Auditor agrees to permit upon request the authorized representative of the International Union to enter the premises during normal business for the purpose of conducting union business.

## **SECTION 2. COMMITTEE MEETINGS**

To promote the efficient operation of the Department the Auditor shall allow for the Bargaining Committee

to meet for one (1) hour each month for the purpose of exchanging information and discussing relevant information. To be scheduled monthly, by mutual agreement.

## **ARTICLE 4** **SENIORITY SYSTEM**

### **SECTION 1. SENIORITY DEFINED**

Seniority shall commence on the date of hire for permanent, full-time employment, to the Lucas County Auditor's Office. This definition of seniority shall be used in all cases where seniority is a determining factor.

### **SECTION 2. SENIORITY LISTS**

- A. The Lucas County Auditor's Department will provide an up-to-date seniority list of those employees in the bargaining unit semiannually, giving the employee's name, address, date of employment and classification. The list shall be made available to the Union. The Union shall be notified of any changes in classification of any employee covered by this Agreement as the change in classification occurs. Current seniority lists shall be posted on the Union's bulletin boards located in centralized areas of the Lucas County Auditor's Department.
- B. A list of newly hired employees including names, addresses and dates of hire will be supplied to the Union after completion of thirty (30) days. A list of newly terminated employees will be supplied to the Union as they occur.

### **SECTION 3. LOSS OF SENIORITY**

An employee shall lose employee's seniority for any of the following reasons:

- A. A discharge for just cause.
- B. If employee quits employee's employment.
- C. If employee overstays a leave of absence without first obtaining consent from the Employer for such over leave.

- D. If employee is absent for three (3) working days without notification to the personnel office. The burden of providing such notification is on the employee.
- E. If employee fails to report within ten (10) working days after having been notified to return to work pursuant to notice of recall given to laid-off employees. It will be the responsibility of each employee to supply the Employer with the most current address and telephone number, if any.
- F. If employee is laid off and remains on such layoff for a period of thirty-six (36) months or the length of employee's seniority whichever is less.

#### **SECTION 4. TRANSFER OUTSIDE BARGAINING UNIT**

An employee who accepts a permanent position excluded from the bargaining unit shall continue to maintain employee's departmental bargaining unit seniority for a period of one hundred twenty (120) working days. Such employee may return to the bargaining unit within the specified one hundred twenty (120) working day period to such classification for which employee is qualified and employee's seniority entitles them to. After the one hundred twenty (120) working day period expires, such person accepting a non-bargaining unit position shall forfeit employee's bargaining unit seniority. An individual who bids and is the recipient of the position vacated by the employee promoted to management will be informed of the possibility of return within the specified one hundred twenty (120) working day period.

### **ARTICLE 5** **WORKDAY/OVERTIME**

#### **SECTION 1. SHIFTS**

The employee's workday shall be the regularly scheduled shift with a fixed starting and quitting time. There shall be no changes in the existing workday schedule, without the mutual consent of the parties to this Agreement. When it becomes necessary to assign employees to either a second or third shift, the following

methods will apply:

- 1) The utilization of seniority within the respective department on a request basis;
- 2) If an insufficient number of employees are still unavailable, then inverse seniority will apply.

When employees are used on the second shift, a 7% shift differential will be applied to their hourly rate. When employees are used on the third shift, a 9% shift differential will be applied to their hourly rate.

## **SECTION 2. OVERTIME RATE**

All work time in excess of the regular shift shall be overtime and shall be compensated at the rate of time and a half (1 1/2 times) the employee's regular rate of pay. All work performed on Saturday shall be paid at the rate of time and one half (1 1/2 times) the employee's regular rate of pay. All work performed on Sunday shall be paid at the rate of double time (2 times) the employee's regular rate of pay. When an employee is required to report to work at a time not contiguous to employee's regularly scheduled workday, employee shall be guaranteed a minimum of four (4) hours pay at the overtime rate.

A workweek shall consist of time actually worked, paid sick leave, paid funeral leave, or any other time in active pay status.

## **SECTION 3. OVERTIME PROCESS**

It is understood there will be times where overtime is necessary in order to complete work. It is also understood overtime work is voluntary and will not be forced on any employee. Management will make training opportunities available for those employees interested in overtime. Any employee who volunteers for overtime and does not follow through, retracts or fails to report three (3) times within a calendar year, will no longer be able to volunteer for the duration of that year. The process to sign up for overtime may be modified by mutual consent of both parties..

If there are not enough volunteers, non-bargaining unit members will work overtime. There will be no right to grieve the process when non-bargaining unit members work in their place.

**SECTION 4. COMPENSATORY TIME**

An employee who has worked overtime shall be allowed to accumulate compensatory time at the overtime rate, in lieu of pay, if employee so elects, up to two hundred and forty (240) hours, as designated by Ohio Revised Code 124.18.

Accrued compensatory time may be used with the same notice requirements as applicable in Article 7, Vacation.

**SECTION 5. BREAKS AND LUNCH**

Each employee covered by this Agreement is permitted two (2) fifteen (15) minute breaks. An hour will be provided for lunch. Employees will be paid for 30 minutes of lunch and the other 30 minutes will be unpaid.

**ARTICLE 6**  
**JOB VACANCIES**

**SECTION 1. BIDDING PROCEDURE**

- A. When a vacancy occurs for any reason, or when a new job is created and such vacant or new job is within the bargaining unit, the job shall be posted as soon as practical and shall remain posted for a period of five (5) full consecutive work days. (8:00 a.m. to 4:30 p.m.)
- B. The initial bid posting shall include: classification, job title (with brief description) pay rate, the job qualifications (this may include job performance, attendance, personnel file, experience, education and other relevant factors), the department where vacancy exists, the name of the person to have held the job last, and the last date bids will be accepted.
- C. A copy of all bid notices will be given to the Union's, Chairperson and also posted on all bulletin boards in each department. The Chairperson will be informed of those who bid on all positions after job is awarded.
- D. A qualified employee wishing to bid on posted jobs shall submit their bids to the Human Resources Department or the designee.

- E. In the event an employee is on vacation or on other approved leave of absence, the union steward may, at the employee's request, submit a bid in behalf of the employee.
- F. After interviewing all the bidders the job shall be awarded to the qualified employee who has bid on the job as determined by the Auditor. If two (2) or more employees who bid on the job are determined by the Auditor to be qualified, the job shall be awarded to the most senior of them. Testing for any position may only be accomplished by mutual agreement.
- G. In the event there is no bidder or no bidder is determined by the Auditor to be qualified for the position, the Union shall be notified of this decision. The Union may request a Labor Management Meeting to discuss training as an alternative prior to the Auditor hiring a new employee.
- H. A successful bidder will assume the duties of the job not later than ten (10) working days after the bid is removed from posting. Unusual circumstances may require an extension of the ten (10) working day time limit. When an extension is necessary, the Auditor shall notify the Union in writing of the reasons for the extension, and the length of the extension. In the case of a promotion, the employee who was selected to fill the position shall earn the higher rate of pay during the extension.
- I. Should an accepted bidder fail to perform the job satisfactorily within sixty (60) working days, said employee involved will be returned to employee's previous department job with seniority unimpaired. In addition, the accepted bidder may choose to return to employee's former position within the specified sixty (60) workday period. Individuals accepting open positions will be informed of the possibility of return within the specified time framework.
- J. After a successful bidder is accepted into a position employee will be ineligible to bid on posted jobs for a period of sixty (60) working days. Management will make every effort to apprise the bargaining unit members of possible job openings in advance of such openings,

wherever possible.

**SECTION 2. VACANCIES DEFINED**

- A. Temporary Vacancy Exists when the Department becomes aware that the absence of a regularly assigned employee will extend beyond thirty (30) calendar days. Any employee accepting a temporary vacancy shall return to their original job position upon the return of the employee whose job was filled.
- B. Employees assigned by management on a temporary basis by the week to perform the duties of a position with an assigned higher pay rate than their current classification shall be paid at the higher rate for all periods of time worked in that classification.
- C. Permanent Vacancy Exists when a position has been vacated and the Department posts the vacancy for bid. Should the Employer decide not to fill a vacancy, the Union shall be informed of the Employer's decision, and upon request of the Union, the parties shall meet to discuss such vacancy.

**ARTICLE 7**  
**VACATION**

**SECTION 1. QUALIFICATIONS**

A full-time employee must be regularly and continuously employed by the Auditor to be entitled to any paid vacation. The amount of paid vacation to which an employee is entitled shall be determined at the anniversary date of employee's employment. Anniversary date is the date of hire as a full-time employee.

No more than one (1) paid vacation may be earned in any twelve (12) month period, anniversary date to anniversary date. To qualify for any paid vacation, an employee must first complete one (1) full year of employment with the Auditor. During the second and subsequent years of an employee's employment, the employee may be granted a paid vacation before employee's anniversary date.

The following schedule will apply to those employees who have satisfied the eligibility requirements

contained in this Article.

1. Two (2) weeks after one (1) year.
2. Three (3) weeks after five (5) years or more.
3. Four (4) weeks after ten (10) years or more.
4. Five (5) weeks after fifteen (15) years or more
5. Six (6) weeks after twenty (20) years or more.

The approved provided vacation leave is in addition to the designated holidays specified as holidays in Article VIII and shall not be charged to an employee's vacation leave.

The Auditor will permit employees to accumulate and carry over vacation leave to the following year. However, vacation time in excess of one year's accrual will be converted into personal automatically at the end of the calendar year.

An employee is entitled to employee's current rate of pay for the pro-rated portion of any earned but unused vacation leave for the current year to employee's credit at the time of separation, and in addition shall be compensated for unused vacation leave accrued to employee's credit with the permission of the Auditor, immediately preceding the last anniversary date of employment.

## **SECTION 2. SCHEDULING**

Employees may request vacation by January 31<sup>st</sup> of each year. Such requests shall be scheduled on a seniority basis. Employee may not put in (request) more than one year of their vacation accumulation based upon their current (January 1<sup>st</sup>) accumulation rate when scheduling before January 31<sup>st</sup>. Requests made after January 31<sup>st</sup> shall be scheduled on the following first come, first served basis:

Vacation time of two (2) days or less may be taken with notice by the close of the previous business day.

Vacation time of three (3) days or more may be taken with one (1) week notice. The parties recognize and agree that notwithstanding the notice requirements, additional "last minute" requests may be granted at the Auditor's discretion. The Auditor will attempt to schedule paid vacations taking into consideration the orderly operation of the Department and the requests of the employees on a seniority basis, but the Auditor reserves the right to determine when any individual employee will take employee's paid vacation



and to determine the number of employees who will be on paid vacations at any one time. The Auditor commits to granting vacation requests on a case by case basis, based on the totality of circumstances, including but not limited to factors considering: when the request was made, department needs, individual need, overall office staffing levels (coverage), amount of time, frequency of time, peak seasons (reference applicable department calendars), etc.. The Union also recognizes that paid vacations must be so scheduled at times when they will not interfere with the efficiency and productivity of the Auditor's Department. In the case of the death of a County employee, the unused vacation leave and unpaid overtime to the credit of any such employee shall be paid in accordance with Section 2113.04 of the Revised Code, to employee's estate.

### **SECTION 3. MINIMUM STAFFING LEVELS**

In the effort to promote reasonable expectations, Management will establish minimum staffing levels for each department.

### **SECTION 4. CONVERSION UPON SEPARATION**

Upon separation from the county service, an employee is entitled to compensation for any earned, but unused vacation leave credit at the time of separation, provided the employee has completed at least one year of service. The accrual cannot exceed two years vacation time, based on the individual employee accrual rate. The payment will be made at the employee's current rate of pay based on employee's permanent position.

## **ARTICLE 8** **HOLIDAYS**

### **SECTION 1. HOLIDAY DEFINED**

In addition to vacation leave, Auditor Department employees are entitled to holiday pay based on the standard workday for:

New Year's Day  
Martin Luther King Day

Juneteenth  
Independence Day

Thanksgiving  
Day after Thanksgiving

President's Day  
Good Friday Day ½ day  
Memorial Day

Columbus Day  
Labor Day  
Veterans Day

½ Day Christmas Eve  
Christmas Day  
Floating Holiday

Employees will also be entitled to four (4) hours of Holiday pay taken on either Christmas Eve or New Year's Eve. Scheduling will be handled based on departmental needs. If the schedule cannot be handled by mutual agreement in the department, then seniority will determine the holiday schedule.

Use of floating holiday must be used in full day increments. Notice must be given by the end of the previous business day. The Auditor commits that use of a floating holiday shall not be unreasonably denied. Floating holidays must be used within the calendar year and cannot be carried over to the following year.

Holidays shall occur on the days specified in Section 1.14 of the Revised Code. In the event that any of the aforesaid holidays fall on a Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforesaid holidays fall on a Sunday, the Monday immediately succeeding shall be observed as the holiday.

If an employee's work schedule is other than Monday through Friday, employee is entitled to holiday pay for holidays observed on employee's day off, regardless of the day of the week on which they are observed.

## **SECTION 2. HOLIDAY PAY**

Should an employee be scheduled to work on any of the aforesaid holidays, employee will be entitled to compensation at the rate of two and a half (2 ½) times employee's daily rate for such day worked.

The employee shall have the choice of receiving compensation for work performed on such holiday at the rate of two and a half (2 ½) times employee's daily rate or one (1) day of holiday pay at the straight time daily rate, plus compensatory time at the rate of one and a half (1 ½) times employee's daily rate.

Employees recalled to work on a holiday will be paid in accordance with the above method, just as if they had been scheduled to work the holiday.

**SECTION 3. PART-TIME HOLIDAY PAY**

In the case of an employee hired to and working a reduced working schedule, holiday will be paid on the number of hours actually worked for the day.

**SECTION 4. PERSONAL DAYS**

Employees shall be entitled to four (4) Personal Days per calendar year. Two of these personal days were granted in lieu of abolishing flex time.

An employee without documented disciplinary action for the preceding calendar year is entitled to two (2) additional Personal Days per calendar year (refer to Articles 12 and 13).

All UAW Employees will also receive 2 additional Personal days at the end of 2018, to be used by July 2019.

**SECTION 5. NOTICE FOR USING PERSONAL DAYS**

In seeking to take this day, reasonable notice by the end of the preceding business day must be given. The Auditor commits that use of Personal Days shall not be unreasonably denied.

Providing accrued time is available, Personal Days are to be used in increments of one (1) hour or more.

If Personal Days are not used within any calendar year they shall be lost.

**ARTICLE 9**  
**PREVENTATIVE**  
**HEALTH CARE RELEASE**

The Auditor and the Union agree that access to preventative health care is an effective way to reduce overall health care costs to the employee and Lucas County. The Auditor agrees to release employees for a full day from work, with pay, to seek each of the following preventative health care visits:

1. Annual mammogram.
2. Annual PAP smears.
3. Annual Prostate exam.
4. Annual Colonoscopy exam.

Individuals undergoing mammogram and PAP smears on the same day will be allotted one full day off.

The employee is responsible for presenting documentation that the above visits/exams were accomplished to be paid for the time/day.

The Auditor agrees to release employees for 5 hours from work, with pay, to seek each of the following preventative health care visits:

1. Initial visit to the Lucas County Wellness Coaches for health assessment.
2. Annual Prescription Drug Plan Day

## **ARTICLE 10** **SICK, BEREAVEMENT AND DISABILITY LEAVE**

### **SECTION 1. SICK LEAVE DEFINED**

Sick leave shall be earned and used in compliance with Ohio Revised Code No. 124.38. The record of each employee's accumulated sick leave shall be posted on employee's absentee record in January showing the sick leave accumulated as of the preceding December 31.

Each employee shall be entitled for each completed seventy (70) hours of paid status service to sick leave of 4.1 hours with pay, and for each completed eighty (80) hours of paid status to sick leave of 4.6 hours with pay. "Completed service" is defined as hours actually worked, and includes overtime, sick leave, vacation leave, compensatory time, or personal time. Employees may use sick leave upon approval of the Auditor, for absence due to personal illness, pregnancy, injury, exposure to contagious disease, which may be communicated to other employees, and to illness, injury and death in the employee's immediate family as defined by Ohio Revised Code. An employee may not use sick leave in the same pay period it is accrued.

Unused sick leave shall be cumulative. When sick leave is used it shall be deducted from the employee's credit on the basis of one (1) hour for every one (1) hour of absence from previously scheduled work.

The previously accumulated sick leave of an employee who has been separated from the Auditor's

Department shall be placed to employee's credit upon employee's re-employment in the Auditor's Department, provided that such re-employment takes place within ten (10) years of the date on which the employee was last terminated from the Auditor's Department.

## **SECTION 2. ACCUMULATION OF SICK LEAVE**

Employees having ten (10) or more years of service shall at the time of retirement be entitled to receive a cash payment for no more than 25% of your sick leave balance, up to a maximum payment of 240 hours.

If the Lucas County Commissioners adopt a new sick leave policy which increases the payout amount for accumulated sick leave, this contract shall adopt the new language as a "me too" clause.

## **SECTION 3. USE OF SICK LEAVE**

Sick leave shall be granted to an employee only upon approval of the appointing authority for illness or injury of the employee or a member of employee's immediate family.

Immediate family is defined as: Grandparents, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandchild, legal guardian or in loco parentis, step parent, step brother, step sister and step grandparents.

An employee who is unable to report for work, and who is not on a previously approved day of vacation, sick leave, compensatory time, leave of absence, or other approved leave shall be responsible for notifying the employee's immediate supervisor or designated contact, that employee will be unable to report for work. The notification must be made within one-half hour after the time the employee is scheduled to report for work, unless an emergency condition prevents such notification. If an employee has provided a doctor's note keeping them off for consecutive days, the employee does not need to call in each morning.

Unscheduled appointments shall be used in one (1) hour increments.

Scheduled appointments may be used in fifteen (15) minute increments.

## **SECTION 4. BEREAVEMENT LEAVE**

In the event of death of mother, mother-in-law, father, father-in-law, spouse, child, brother, sister, step-parent,

step child, step brother, step sister, step grandparents, grandchild, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, legal guardian or in loco parentis, the Auditor will grant a bereavement leave with pay, computed at the employee's regular straight-time rate of pay for a standard work day at the time of bereavement leave from day of death until and including the day after the funeral, not to exceed three (3) working days. In the event that the funeral should fall on a weekend, employees will be entitled to Bereavement Leave the following Monday.

In the event of the death of Grandparents-in-law the employee shall be entitled to one (1) working day of bereavement leave with pay from day of death until and including the day after the funeral.

In the event of the death of an Aunt, Uncle, Niece, or Nephew the employee shall be entitled to eight (8) hours of bereavement leave with pay from day of death until and including the day after the funeral.

An additional two (2) days with pay will be allowed if the death or burial occurs in a city located more than one hundred and fifty (150) miles from Toledo and the employee actually travels to the location and attends the service.

Employee must provide documentation showing proof of bereavement event. Ex. Obituary, funeral pamphlet, etc. Bereavement days do not need to be used consecutively.

An employee will not receive pay under this Section when it would duplicate pay received for any other reason.

Additional time off will be granted to an employee in order to administer the affairs resulting from a death in the family.

Employees may request the use of sick leave, compensatory time, vacation time, or leave without pay for time in excess of the three days granted. Requests for the extended leave must be approved by the Auditor.

## **SECTION 5. ADDITIONAL UNPAID SICK LEAVE**

Employees may request the Auditor to grant additional leave without pay when sick leave has expired. Such requests and the response shall be in writing on a form to be designated by the Department. (Such additional

unpaid sick leave time shall be determined by the merit of the case).

## **SECTION 6. JURY DUTY**

Any employee who is required to serve on the jury in any court of record shall be paid employee's regular rate of pay during such periods. In order for the employee to receive pay under this section, employee must secure a certificate from the Clerk of Courts in which employee served evidencing the fact of employee having been required to serve.

## **SECTION 7. DISABILITY LEAVE**

- A. A physically incapacitated employee may request a disability leave. A disability leave may be granted when the disability continues beyond accumulated sick leave rights provided the employee is:
  - 1. Hospitalized or institutionalized.
  - 2. On a period of convalescence following hospitalization or institutionalization authorized by a physician at the hospital or institution.
  - 3. Is declared incapacitated for the performance of the duties of the position by a licensed physician. If the Auditor requires a second medical opinion, the cost of such examination will be paid by the Auditor's office.
- B. Reinstatement rights following disability leave extend for two (2) years in accordance with Section 124.32 Ohio Revised Code.
- C. Upon reinstatement from disability leave, an employee will be returned to the same or a similar position.
- D. A disabled employee may first be granted a leave of absence. However, should the disability continue beyond the expiration date of the leave of absence, the employee may request and be granted a disability leave, provided that the conditions in paragraph one (1) are met.

- E. An employee who has been granted a disability leave is to be reinstated within thirty (30) days after making written application and passing a medical examination showing full qualifications to perform the duties of the position. If the Auditor requires a second opinion, this examination is to be conducted by a licensed physician designated by the Auditor. The cost of this examination will be paid by the Employer. If a third medical opinion is necessary the parties will meet for the purpose of selecting a physician.
- The expenses shall be borne equally between the Auditor and the employee.
- F. An employee whose disability prevents reinstatement from disability leave may wish to apply to the Public Employees Retirement System for a disability retirement. Should a disability retirement be approved, such separation from county service will be reported by the Auditor.
- G. An employee who does not return from disability leave, and who does not formally resign nor take a disability retirement, will be separated at the end of the leave by means of a Personnel Action designated as "Failure to return from Disability Leave."

#### **SECTION 8. TRANSFER OF SICK DAYS TO VACATION DAYS.**

A bargaining unit employee who misses five (5) accumulative days or less during the calendar year, will have the option of converting five (5) sick days into vacation days at employee's request.

#### **SECTION 9. SUBPOENAS**

Employees will be paid if they are subpoenaed due to a work-related situation.

### **ARTICLE 11** **LEAVES OF ABSENCES**

#### **SECTION 1. WITHOUT PAY**

- A. Length



The Auditor may grant a leave of absence to any employee for a maximum duration of six (6) months for any personal reason of the employee. Such a leave may be renewed or extended beyond six (6) months when necessary

Leave may be granted for a maximum period of two (2) years for purposes of education, training, or specialized experience which would be of benefit to the county by improved performance at any level or for voluntary service in any governmentally sponsored program of public betterment.

B. Authorization

The authorization of a leave of absence without pay is a matter of administrative discretion. The Auditor or other designated representative should decide in each individual case if a leave of absence is to be granted, within the limitations of the Administrative Rules of the Department of Administrative Services. A leave of absence should be requested and authorized on a form designated by the Auditor.

C. Reinstatement

Upon completion of a leave of absence, the employee is to be returned to the position formerly occupied, or to a similar position if the employee's former position no longer is available.

An employee may be returned to work before the scheduled expiration of leave if requested by the employee and agreed to by the Auditor. If an employee fails to return to work at the expiration of an approved leave of absence and does not submit a resignation, employee may be removed or dismissed by the Auditor. An employee wishing to convert to a disability leave at the termination of personal leave may do so with approval of the Auditor.

**SECTION 2. MILITARY LEAVE**

All leaves of absences shall be in accordance with the rules and regulations of the Ohio Department of State

Personnel. Under no circumstances shall an employee lose seniority rights as a result of military service, providing employee requests re-employment within ninety (90) days following employee's discharge from the Armed Forces.

### **SECTION 3. DUE TO ILLNESS**

Upon request to the Auditor, an employee who requests a leave due to personal illness will be granted a leave of absence without pay. However, the employee must use all accrued compensatory time, sick leave, and vacation leave before going on leave. An employee may use compensatory time, sick leave and vacation leave before going on a pregnancy leave. Should the leave of absence without pay exceed twelve months, the employee will be placed on disability leave.

### **SECTION 4. SICK/VACATION CREDITS**

An employee on leave of absence without pay does not earn sick leave or vacation credit. However, the time spent on authorized leave of absence is to be counted in determining length of service for purpose of extended vacation eligibility or other purposes where tenure is a factor.

### **SECTION 5. UNION LEAVE**

The Auditor shall a grant leave of absence without pay for Union members to transact Union business for union meetings, conventions, conferences, and schools or other legitimate union business. Persons requesting this type of leave of absence should make such a request not less than one (1) week in advance of their intended absence. The Auditor shall grant leave to no more than three (3) persons simultaneously, unless by mutual agreement. The Auditor will grant no more than three (3) weeks of leave per person annually, unless by mutual agreement. Union leave of absence shall not be unreasonably denied.

### **SECTION 6. ABUSE OF LEAVE**

If leave of absence is granted for a specific purpose, and it is found that the leave is not actually being used for such purpose, the Auditor may cancel the leave and direct the employee to report for work by giving

written notice to the employee. Disciplinary action, up to and including removal or dismissal, may also be taken against the employee.

## **ARTICLE 12** **EMPLOYEE ATTENDANCE**

### **SECTION 1. ATTENDANCE AND TARDINESS**

The parties agree that regular and prompt attendance is essential to the efficient operation of the Auditor's office and is expected of every employee. This article is intended to outline the expectations for good attendance, and give employees accountability for managing their attendance as an aspect of job performance, while at the same time setting about a reward system for high performing employees. The parties agree to abide by the following guidelines in attendance. All discipline and discharge will be for just cause.

### **SECTION 2. ATTENDANCE SYSTEM**

Employees are allowed 56 hours, per calendar year, of undocumented absences for sickness, illness or medical condition related absences. Employees who incur full or partial day absences will be charged on a time for time basis towards their 56 hours of undocumented time. After an employee has used 56 hours of undocumented absences, an employee must submit proper documentation of sickness, illness, or medical condition related absences each time they are absent, or be subject to discipline [See Article 13 Employee Discipline]. Documentation must be submitted upon return to work.

The calendar year shall run January 1<sup>st</sup> thru December 31<sup>st</sup> of each year of the Agreement. An excused absence is one where the employee provides proper documentation of sickness, illness, or medical condition relation absences. If an employee submits this documentation for any absence, this does not count towards the 56 hours of undocumented absence. Any questions regarding proper documentation should be directed to the HR Director.

**SECTION 3. ABSENCES NOT CONSIDERED ATTENDANCE VIOLATIONS**

The following are work absences that are not considered attendance violations:

- a) Vacation
- b) Jury duty
- c) Bereavement/funeral leave
- d) Approved leave of absence
- e) Adverse weather day – In accordance with Article 17 Miscellaneous, Section 14 - Weather Emergency
- f) Worker’s compensation leave
- g) Union leave of absence per labor agreement
- h) Forced time off because of office closure
- i) FMLA Certified Absences (provided employee has not exhausted FMLA coverage)

**SECTION 4. EMPLOYEE MUST CARE FOR SICKNESS, ILLNESS, OR MEDICAL CONDITION AT HOME**

Employees taking sickness, illness, or medical condition related absences, whether documented or undocumented, must notify their supervisors under the notification practices in place that they will be absent from their jobs. When claiming sickness, illness, or medical condition related absences, whether documented or undocumented, employees must remain at home caring for their sickness, illness, or medical condition or that of their sick, ill, or medically compromised family member, unless away from home receiving medical attention, such as in a hospital, at a doctor’s office, or at a pharmacy.

**SECTION 5. UNPLANNED ABSENCE**

Employee will be allowed to use (1) personal or vacation day without a 24 hour notice as long as proof is submitted upon return. Ex: Furnace goes out, Car breaks down - need to submit proof of repair bills.

**ARTICLE 13**  
**EMPLOYEE DISCIPLINE**

## **SECTION 1. DISCIPLINE TRACK**

Attendance issues will be handled on a separate discipline track from behavioral issues.

The parties agree to abide by the following guidelines in disciplinary policy: All discipline and discharge will be for just cause.

## **SECTION 2. MAJOR INFRACTIONS**

The following is intended as a non-exhaustive list of behaviors considered major violations which will result in discipline up to and including dismissal:

Incompetence; dishonesty; drunkenness; immoral conduct; insubordination; breach of confidentiality; discourteous treatment of the public; neglect of duty.

Major infractions are subject to discipline up to and including dismissal based on the Auditor's assessment of the circumstances.

## **SECTION 3. MINOR INFRACTIONS**

Offenses of a minor nature will result in disciplinary action. Such discipline will be issued in a progressively escalating fashion based on the Auditor's assessment of the circumstances.

## **SECTION 4. PROGRESSIVE DISCIPLINE FOR MINOR INFRACTIONS**

The first offense of a minor nature may result in a coaching or educational counseling session with the employee. Any coaching or educational counseling does not constitute a disciplinary action and is not subject to the grievance procedure set forth in this Agreement. Such counseling session will be documented in writing.

If there is a second minor offense within one (1) year of the counseling session, a verbal warning may be issued to the employee.

A minor infraction within one (1) year of the verbal warning may result in a written warning issued to the employee.

A minor violation occurring within one (1) year of the written warning may result in an unpaid suspension of 1-3 days.

A minor violation occurring within one (1) year of the written warning may result in an unpaid suspension of 4-6 days.

A minor violation occurring within one (1) year of the suspension may result in discharge.

## **SECTION 5. DISCIPLINE PROCEDURES**

All counseling and discipline is to be conducted in private.

All discipline is to be issued in writing with explanation of the charges against the employee. A warning as to the next step of discipline is to be included on the disciplinary form. A copy of the discipline shall be given to the employee, the Union, and one copy retained by the Auditor for the employee's personnel file.

All discipline will be issued to the employee within five (5) working days of the Auditor's knowledge of the event. This time-frame may be extended by mutual agreement between the Auditor and the Union's Chairperson.

All discipline will be for just cause and will be issued, in written form, after a full and fair investigation.

A five (5) day paid suspension is permissible to conduct the investigation.

## **SECTION 6. CLEARING OF THE EMPLOYEE RECORD**

If, after six (6) months of the last discipline issued, no further violations requiring discipline occur, the last discipline issued will be expunged from the employee record and will not be used as a basis for determining the next step of progressive discipline. A reopener will occur in 2023 to assess as to whether one (1) year will be reinstated.

# **ARTICLE 14** **GRIEVANCE PROCEDURE**

## **SECTION 1. GRIEVANCE PROCEDURE DEFINED**

The Auditor and the Union shall constantly strive to minimize cause for grievances. Therefore, to establish an effective method for fair, expeditious, and orderly adjustment of grievances, the following procedure is established.

A grievance is a complaint concerning a violation or non-compliance with the terms of this Agreement. . An employee who wishes to file a grievance must cite to the specific section of the CBA that is being violated.

The time limits may be extended by mutual consent of the parties in writing.

## **SECTION 2. GRIEVANCE STEPS**

**STEP ONE:** Employees who wish to file a grievance must notify the Auditor's office within ten (10) working days of the employee's knowledge of the event that led to the grievance. Employees having a grievance will see the immediate Supervisor, who if the employee requests will promptly send for the Union Bargaining Committee Member within the Department. The employee and Bargaining Committee Member, if requested, will discuss the grievance with the Supervisor who will make a reasonable effort to effect a settlement in accordance with the provisions of this Agreement. A written response will be provided from the Immediate Supervisor within two working days.

**STEP TWO:** If the grievance cannot be settled by the method outlined above, it shall be put in writing by the employee and within five (5) working days after discussing the matter with the Supervisor, it shall be submitted to the Supervisor or Department Head. The Supervisor or Department Head will answer the grievance in writing within five (5) working days and return the answered grievance to the Bargaining Committee Member.

**STEP THREE:** If the grievance remains unsettled after going through Step 2, it may be submitted by the union's Bargaining Committee Chairperson to the Personnel Director within five (5) working days after receipt of the Step 2 answer. A Step 3 hearing is to be scheduled within fifteen (15) working days from the date the formal grievance is received by the Personnel Director. The date of the hearing should be set within thirty (30) days of this date. The Personnel Director shall render a written decision no later than seven (7) working days after a grievance hearing.

**STEP FOUR:** If the grievance remains unsettled after going through Step 3, it may be submitted by the Union's Bargaining Committee Chairperson to the Lucas County Auditor or Auditor's designee within five (5) working days after receipt of the Step 3 answer. A hearing between the Lucas County Auditor or Auditor's designee and the union will be held within fifteen (15) working days upon Auditor's receipt of the grievance. The Lucas County Auditor or Auditor's designee shall render a written decision to the union no later than ten (10) working days after such hearing.

### **SECTION 3. BINDING ARBITRATION**

Grievances may be submitted to binding arbitration at the request of the Union. If the grievance remains unsettled after going through Step 4, It may be submitted by the Union's International Representative to binding arbitration within thirty (30) working days after receipt of the Step 4 answer.

- A. If the parties cannot agree on an arbitrator, the Federal Mediation and Conciliation Service shall be requested to provide a list of five (5) arbitrators.
  - 1. Alternately, one (1) name shall be struck from the list until one (1) name remains and that person shall be the arbitrator.
  - 2. The right to strike the first name shall be determined by lot.
- B. The fees and expenses of the arbitrator shall be the responsibility of the losing party.
  - 1. Employees called as witnesses by either party shall receive their regular rate of pay while attending such hearing.
  - 2. All other expenses for witnesses or otherwise shall be borne by the party incurring the cost.
- C. The arbitrator shall schedule a hearing date as promptly as possible. The decision of the arbitrator shall conform to Ohio Civil Service and other applicable laws and shall be binding upon both parties.
  - 1. The arbitrator shall not be empowered to rule contrary, to amend, add or eliminate any of the provisions of this Agreement.



**SECTION 4. ATTENDANCE AT GRIEVANCE MEETINGS**

Employee attendance at grievance meetings, which will be scheduled by the Auditor so as not to interfere with the overall conduct of work, shall be limited to a person designated in the grievance procedure. If a grievance involves more than one (1) employee, one (1) of such employees shall be selected by the Union to attend the grievance meetings, and such employee shall be considered as the aggrieved employee under the grievance procedure.

**SECTION 5. TIME LIMITS**

The parties shall adhere to the time limits prescribed above. In the event that the Auditor does not meet the time limits, the grievance shall be advanced to the next step of the grievance procedure. In the event that the Union does not meet the time limits the grievance shall be considered settled in accordance with the last grievance answer provided by the Auditor. Time limits may be extended by mutual agreement, such extensions shall be committed to writing.

**ARTICLE 15**  
**LAY OFFS**

**SECTION 1. LAY OFF**

The Auditor shall determine when a reduction in the workforce is necessary in the interest of economy, efficiency, or due to lack of work or funds. There shall not be a reduction of the normal workweeks, except by mutual agreement between the Union and the Auditor. Employees shall be laid-off on the basis of total Auditor’s Office seniority within their classification.

A fourteen (14) day notice of lay-off or displacement will be given both to the Union and the affected employee(s).

The Union Chairperson will attend any lay-off meetings with the employee(s) and the Auditor.

**SECTION 2. DISPLACEMENT PROCEDURES**

The affected employee has the right to displace the least senior employee in the same or lower rated pay grade

provided employee possesses the qualifications. The employee can immediately assume the position with minimal training. Minimal training is defined as training that can be accomplished in thirty (30) or less workdays to the satisfaction of management.

If employee is not qualified and/or there is no one less senior in the same or lower rated pay grade, the employee has the right to displace the least senior person in the bargaining unit in the Auditor's Office.

An employee who has been displaced will have the sixty (60) day no-bid prohibition (Article 6) waived.

The displaced employee will be paid at the rate of pay for the grade to which they are displaced.

Any employee displaced as the result of another employee exercising their seniority rights will have the same rights to the displacement procedure as per above.

At anytime during the above process, an affected employee may choose to accept a direct lay-off from the Lucas County Auditor's Office.

Employees who wish to exercise their displacement rights must do so within ten (10) days of being notified that they are being affected by a lay-off or being displaced by another employee.

### **SECTION 3. RECALL FROM LAY-OFF**

The names of the employees who have been laid off shall be put on a recall list according to their seniority.

The employee with the most seniority shall be recalled first, prior to hiring new employees, when job vacancies are to be filled or when funds and work are available. The employee being recalled shall possess the qualifications for the job.

In recalling employees, the Lucas County Auditor shall use registered mail to the employee's last known address. The laid-off employee is responsible for giving written notice to the Lucas County Auditor of address change during this period of layoff.

## **ARTICLE 16** **WORKING RULES**

Any dispute arising with regard to an issue, which is not specifically covered by this Agreement, will be resolved on the basis of the cooperative spirit of the Agreement. To this end, the Auditor and the Union agree to meet in an established Labor/Management Committee to discuss and resolve such issues by Letters of Understanding to this Agreement.

The Union and the Lucas County Auditor consider themselves mutually responsible to improve the public service through creation of improved employee morale and efficiency. In this connection, the parties shall encourage employees to conduct themselves in a workmanlike and professional manner at all times.

All new rules and special orders shall be issued in written form. The Union shall receive a copy of all orders prior to taking effect. Objections to new rules or orders shall be submitted to the grievance procedure provided herein immediately to the third (3rd) step to the Office of the Auditor or Auditor's designee.

## **ARTICLE 17** **NO STRIKE OR LOCKOUT**

The Union agrees that there shall be no interruption of work for any cause whatsoever, during the term of this Agreement. The Auditor agrees that they will not lockout or prevent employees from performing their regularly assigned duties during the term of this Agreement.

## **ARTICLE 18** **MAINTENANCE OF STANDARDS**

The Employer agrees that all conditions of employment in its operation relating to all working conditions and employee benefits shall be maintained at no less than the highest minimum standards in effect at the time of signing this Agreement, subject to budgetary and financial conditions. Such conditions shall be improved wherever provisions for improvement are made elsewhere in this Agreement.

**ARTICLE 19**  
**MISCELLANEOUS**

**SECTION 1. UNION EQUIPMENT**

The Auditor will provide the Union with three (3) bulletin boards in conspicuous places where they are available to all employees.

The Union Chairperson shall post information relating to Union activity. The employer agrees to post current seniority lists.

The Auditor shall supply the Union with a locking filing cabinet. This shall be used solely by the Union for official business. The location of the filing cabinet shall be mutually agreed upon.

**SECTION 2. MEDICAL, DENTAL, AND LIFE INSURANCE**

The Employer agrees to maintain the same life insurance, family hospitalization plan(s), family dental plan(s), and prescription drug plans for all employees as are provided by the Lucas County Commissioners. The parties agree to a reopener as provided by the Health Care Cost Containment Committee's health insurance agreement.

**SECTION 3. MILEAGE AND TRAVEL**

When it is required by the Auditor that an employee uses employee's own vehicle for Departmental business, such employee will be reimbursed at the current amount per mile presently in effect set by the Lucas County Commissioners. If such travel requires an overnight stay, the Auditor will reimburse the employee for motel and meals.

**SECTION 4. SUBCONTRACTING**

The Auditor shall not subcontract any work or services, which would displace full time employees or reduce the normal working schedule of such employees.

**SECTION 5. TRAINING/EDUCATIONAL PROGRAMS**

Paid time off from regular work assignment shall be permitted for work related activities as required by the

Auditor such as attendance at conferences, institutes, seminars, and workshops provided budget and other considerations are such that prior approval can be given by the Auditor. The Auditor's Department will make every reasonable effort to disseminate information about such activities as soon as it is available.

#### **SECTION 6. LABOR MANAGEMENT MEETINGS**

Labor-Management meetings shall be held upon the request of either party (Union Representative or Supervisor) to discuss problems and/or matters of mutual concern. Such meetings shall be convened when possible no later than five (5) workdays after the request to meet has been made.

The Union will be represented by the Bargaining Committee Chairperson and the UAW International Representative. Upon mutual agreement, additional representatives may attend.

#### **SECTION 7. DEPARTMENTAL EQUIPMENT**

All equipment and supplies necessary in the day-to-day operation of the Department will be made available to the employees and kept in proper working condition by the employee so that such employee may adequately perform employee's job function. All repairs or replacements will be made by the Department.

#### **SECTION 8. MONETARY SHORTAGES**

All monetary shortages will be handled in accordance with procedures set forth by the Auditor.

#### **SECTION 9. PARKING**

Employees will be allowed to participate in a Parking Program, which will allow for non-taxable parking reimbursement in lieu of salary. The employee would receive a reimbursement check, based on parking receipts on the tenth of each month. If the tenth fell on a Saturday, the employee would receive the check on Friday. If the tenth fell on Sunday, the employee would receive that check on Monday.

In addition, UAW employees will be provided a parking reimbursement of \$325 for 2022 and 2023. UAW employees will be provided a parking reimbursement of \$350 for 2024. Receipts must be provided to payroll. Reimbursements will be processed in a reasonable time based on payroll deadlines.

This parking reimbursement is in addition to the current rate charged per month parking reimbursement already provided to appraisers.

## **SECTION 10. EDUCATIONAL PROGRAMS/TRAINING**

### **A. Mandated Continuing Education Programs**

Management will pay renewal fees for state licenses obtained by employees and mandated educational programs needed to maintain said licenses.

Management will pay, one time during the career of the employee, for licensing or certification for advancement within the department directly related to core duties in job description and will pay for renewal that is directly related to core duties in their specific job description. Location dates, courses and trainings will be identified, recommended and coordinated by management according to operations of the office and the budget. Management will coordinate training in the immediate area, if not at the office or via the internet in order to manage the cost of the training. The Auditor will permit employees to attend local courses for USPAP. Online courses will be permitted upon approval and may be completed at home.

If travel is required, hotel and all other expenses will be paid by the employee.

### **B. Non-Mandated Training**

Once an employee expresses interest in a specific licensing course or certification for the next level, the Director will review with the Auditor. The licensing and or certification will occur within a limited schedule and the Auditor will pre-pay one time. If the employee is unable to attend, fails to attend, fails the exam or is unable to complete the scheduled course work, the employee must retake at their own expense. The Auditor will not pay for a second opportunity.

If an employee is in a disciplinary process beyond a written step, management reserves the right

to deny training until the employee is out of the disciplinary status.

Qualifying employees must present the educational program registration to management within a reasonable amount of time in advance of the registration deadline or not less than ten (10) business days in advance of the registration deadline.

If travel is required, hotel and all other expenses will be paid by the employee.

### **SECTION 11. EMPLOYEE ASSISTANCE PROGRAM**

All members of the bargaining unit shall be eligible to participate in an Employee Assistance Program, which provides the following Confidential Services for employees and their dependents:

- a. Substance abuse, stress, depression, family/child adolescent issues, financial issues, legal concerns and crisis counseling, etc.

### **SECTION 12. TIME INCREMENTS**

Late time and/or overtime shall be accrued in six (6) minute increments.

### **SECTION 13. WEATHER EMERGENCY**

An employee who lives in, or must travel through, a County where a Level 3 Snow Emergency (or its equivalent) is declared will be excused from work, with pay, for the day, and shall suffer no attendance consequences nor be required to “make-up” the time missed.

In a Level 2 Snow Emergency, all non-essential staff may request to use vacation, compensatory time, or personal time, or an approved leave without pay but only if employee has no available time. Sick leave may not be used for this purpose. Previously approved leave requests will not be credited back in the event of a Level 3 Snow Emergency. Requests off during a Level 2 Snow Emergency are subject to normal call of practices/procedures currently in place.

In the event of a previously approved doctor's appointment during a Level 3 Snow Emergency, the appointment will be considered "documented" and will not be counted toward employee's annual 56 hours.

#### **SECTION 14. UNIFORMS**

Any required clothing will be provided to affected employees at the Auditor's expense. Management will provide boots for those affected employees who work in Weights & Measures Department and Real Estate Appraisers. The boots will be selected and paid for by the Auditor. The Auditor will provide work pants with the Auditor seal on them along with a waterproof multi-layer layer coat with the Auditor seal.

#### **SECTION 15. ESSENTIAL BONUS PAYMENT**

Employees who were in office from March to July 2020 will receive a payment of \$3,000. If employed during the year 2020, employee will receive a payment of \$2,500. If employed during 2021, employee will receive payment of \$1,250. This will be processed by end of year 2021.

### **ARTICLE 20** **PERFORMANCE OF BARGAINING UNIT WORK**

The Lucas County Auditor and the Union recognize that management employees, interns, other employees outside of the bargaining unit, currently may perform work which complements or overlaps the work of employees covered by this Agreement.

The parties recognize that there are circumstances when management performs bargaining unit work to enable use of benefit time by employees covered by this Agreement or to provide prompt customer service.

While this Agreement does not generally restrict such persons from performing bargaining unit work as enumerated above, the Auditor and the Union agree that there is no plan to expand the practice of non-bargaining unit employees performing bargaining unit work.

In general, non-bargaining unit personnel shall only perform bargaining unit work in emergencies, in the



instruction or training of employees, in the performance of necessary work when difficulties are encountered, or when supervisory assistance would be necessary to provide prompt customer service.

In no event shall management, interns or other employees outside of the bargaining unit perform bargaining unit work which will result in displacement/lay-off, reduced work hours or missed overtime opportunities for employees covered by this Agreement.

## **ARTICLE 21** **SAVINGS CLAUSE**

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

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

## **ARTICLE 22** **JOB DESCRIPTION**

All employees shall be provided with an accurate description of their job. New employees shall receive this job description immediately. No primary job duties stated in the basic job description shall be taken away if such transfer of duties would lessen the duties of the position without a hearing by the Auditor and/or access by the employee to the procedures of the grievance procedure. Due to the nature of the work performed in

the Auditor's office, the Auditor may assign an employee on a temporary basis to work outside employee's Department or outside of employee's duties as described in the job description.

Such employee shall receive the base rate of pay for the position worked or employee's normal rate of pay, whichever is greater.

## **ARTICLE 23** **SALARY SCHEDULE**

### **SECTION 1. GENERAL WAGE INCREASE**

The parties agree to a wage increase of 3.5% for UAW employees in 2022. UAW employees will also receive a 3.5% raise in 2023. UAW employees will also receive a 3.5% raise in 2024.

## **ARTICLE 24** **SUCCESSORS AND ASSIGNEES**

This agreement shall be binding for its term upon successor to the Auditor or the Union. In the event that the Auditor or the Union is succeeded, or in the event that the Auditor or the Union transfers to another entity any operations covered by this agreement, the Auditor or the Union shall inform said successor or entity:

1. of the exact terms of this agreement; and,
2. The successor or entity is required to recognize and bargain with the Auditor or the Union as the representative of the affected employees.

## **ARTICLE 25** **ME TOO CLAUSE**

The Lucas County Auditor agrees that should a wage increase be awarded another UAW bargaining unit within the Auditor's office, the same wage increase will be awarded to employees covered by this agreement.

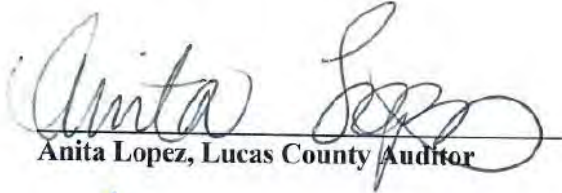
**ARTICLE 26**  
**TERM OF AGREEMENT**

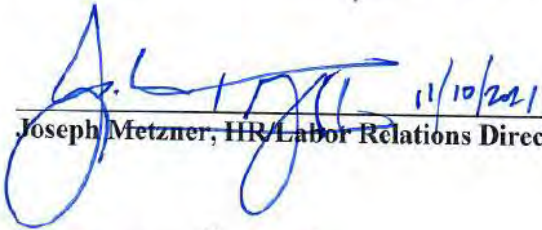
The economic and non-economic portion of this Agreement shall be effective as of the 1<sup>st</sup> day of January, 2022 and shall remain in full force and effect until December 31, 2024, which shall be automatically renewed every year thereafter unless either party shall notify the other in writing sixty (60) days prior to the anniversary date that it desires to terminate or modify this Agreement. In the event that such notice is given, negotiations shall begin no later than thirty (30) days prior to the anniversary date; this Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the matter set forth in this provision. This in no way prevents the parties from mutually entering into negotiations over items of an economic and non-economic nature during the term of this Agreement.

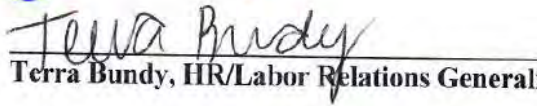
In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in this provision.

**SIGNATURE PAGE**

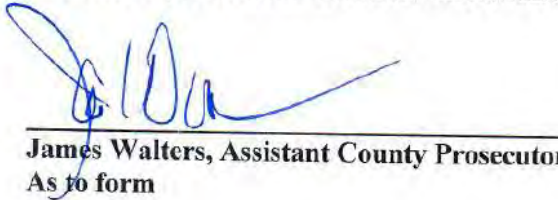
**FOR THE LUCAS COUNTY AUDITOR'S OFFICE**

  
Anita Lopez, Lucas County Auditor

 11/10/2021  
Joseph Metzner, HR/Labor Relations Director

  
Terra Bundy, HR/Labor Relations Generalist

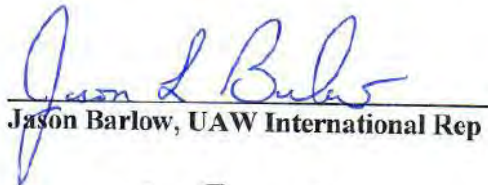
  
Chad Mick, HR/Labor Relations Generalist

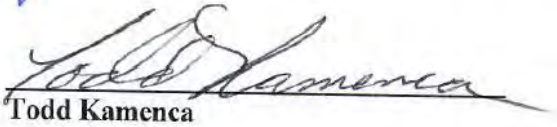
  
James Walters, Assistant County Prosecutor  
As to form

DATE: 11/10/2021

**FOR THE INTERNATIONAL UNION,  
UNITED AUTOMOBILE, AEROSPACE  
AND AGRICULTURAL IMPLEMENT  
WORKERS OF AMERICA  
UAW LOCAL UNION 12, SALARIED  
UNIT**

  
Wayne Blanchard, Region 2B Director

  
Jason Barlow, UAW International Rep

  
Todd Kamenc

  
Mike Ittel

DATE: 11-10-2021