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CONTRACT
BETWEEN
BRIGGS LAWRENCE COUNTY PUBLIC LIBRARY
IRONTON
And
OAPSE/AFSCME LOCAL 4/AFL-CIO AND IT'S
LOCAL #024



January 1, 2024 - January 01, 2027

Table of Contents

PREAMBLE 6

ARTICLE 1 RECOGNITION 6

 Section 1..... 6

 Section 2..... 6

 Section 3..... 6

ARTICLE 2 UNION SECURITY 7

 Section 1..... 7

 Section 2..... 7

 Section 3..... 7

 Section 4..... 7

 Section 5..... 7

 Section 6..... 8

 Section 7..... 8

 Section 8..... 8

ARTICLE 3 MANAGEMENT RIGHTS..... 8

 Section 1..... 8

ARTICLE 4 NEGOTIATION PROCEDURES 8

 Section 1— Scope of Negotiations 8

 Section 2 — Joint Negotiation Committee 9

 Section 3 — Good Faith Bargaining..... 9

 Section 4 — Days..... 9

 Section 5 — Agreement..... 9

 Section 6 — Impasse 9

ARTICLE 5 GRIEVANCE & ARBITRATION PROCEDURE..... 10

 Section 1..... 10

 Section 2..... 10

 Section 3..... 10

 Section 4..... 10

 Section 5..... 11

 Section 6..... 11

 Section 7..... 12

 Section 8..... 12

 Section 9..... 12

 Step 1 - Director or his/her designee 13

 Step 2 - Library Board of Trustees 13

 Step 3 - Arbitration..... 13

 Section 10..... 14

ARTICLE 6 SENIORITY 15

 Section 1..... 15

 Section 2..... 15

 Section 3..... 15

 Section 4..... 15

 Section 5..... 15

Section 6.....	16
ARTICLE 7 JOB POSTINGS VACANCIES	16
Section 1.....	16
Section 2.....	16
Section 3.....	16
Section 4.....	17
Section 5.....	17
Section 6.....	17
ARTICLE 8 PROBATIONARY PERIOD.....	17
Section 1.....	17
Section 2.....	17
Section 3.....	18
Section 4.....	18
Section 5.....	18
Section 6.....	18
ARTICLE 9 DISCIPLINE PROCEDURE	19
Section 1.....	19
Section 2.....	19
Section 3.....	19
Section 4.....	19
Section 5.....	19
Section 6.....	20
Section 7.....	20
ARTICLE 10 LAYOFF AND RECALL.....	20
Section 1.....	20
Section 2.....	20
Section 3.....	21
Section 4.....	21
Section 5.....	21
ARTICLE 11 LABOR-MANAGEMENT COMMITTEE.....	21
Section 1.....	21
Section 2.....	21
Section 3.....	22
ARTICLE 12 WORK SCHEDULES.....	22
Section 1.....	22
Section 2.....	22
Section 3.....	23
Section 4.....	23
Section 5.....	24
Section 6.....	24
ARTICLE 13 NON-DISCRIMINATION.....	24
Section 1.....	24
Section 2.....	24

ARTICLE 14 SAFETY	24
Section 1.....	24
Section 2.....	24
Section 3.....	25
ARTICLE 15 MISCELLANEOUS	25
Section 1.....	25
Section 2.....	26
Section 3.....	26
ARTICLE 16 OVERTIME	26
Section 1.....	26
Section 2.....	26
Section 3.....	26
Section 4.....	27
Section 5.....	27
ARTICLE 17 MILITARY LEAVE	27
Section 1.....	27
Section 2.....	28
ARTICLE 18 PAID LEAVES.....	28
Section 1 — Personal Leave.....	28
Section 2 — Witness Leave/Jury Duty	28
ARTICLE 19 FAMILY MEDICAL LEAVE & UNPAID LEAVES OF ABSENCE	29
Section 1 — Family Medical Leave Act.....	29
Section 2 — Unpaid Leave Extension	29
Section 3 — Parental Leave	29
Section 4 — Disability Leave.....	30
Section 5 — Educational Leave.....	30
ARTICLE 20 PAID BEREAVEMENT LEAVE	30
Section 1.....	30
Section 2.....	30
Section 3.....	30
Section 4.....	31
Section 5.....	31
ARTICLE 21 CATASTROPHIC ILLNESS.....	31
Section 1.....	31
ARTICLE 22 SICK LEAVE.....	32
Section 1.....	32
Section 2.....	32
Section 3.....	32
Section 4.....	33
Section 5.....	33
Section 6.....	33
ARTICLE 23 HOLIDAYS	34
Section 1.....	34

Section 2.....	34
Section 3.....	34
ARTICLE 24 VACATION.....	34
Section 1.....	34
Section 2.....	35
Section 3.....	36
Section 4.....	36
ARTICLE 25 INSURANCE.....	36
Section 1.....	37
Section 2.....	37
ARTICLE 26 WAGES.....	37
Section 1.....	37
ARTICLE 27 JOB DESCRIPTIONS	38
Section 1.....	38
ARTICLE 28 DURATION	38
Section 1.....	38
APPENDICIES	39
APPENDIX A JOB DESCRIPTIONS	39
Section 1 —Public Service’s Clerk.....	39
Section 2 — Hamner Room Clerk.....	40
Section 3 — Intra-Departmental Clerk	43
Section 4 — Technical Services Clerk.....	44
Section 5 — Shelver.....	45
Section 6 — Maintenance Technician.....	46
Section 7 — Janitorial Technician	48
APPENDIX B FORMS.....	49
Section 1 — Transfer of Sick Leave Form.....	49

PREAMBLE

WHEREAS it is the intent and purpose of the parties hereto to promote harmonious and cooperative relationships, The Briggs Lawrence County Public Library/Ironton and Union agree that this overall policy may be best accomplished by negotiating in good faith and entering into written agreements evidencing the result of such negotiations and by establishing procedures to provide for the protection of the rights of the Briggs Lawrence County Public Library/Ironton and its employees and to insure to the public orderly and uninterrupted services.

NOW THEREFORE, the parties hereto, intending to be legally bound hereby, agree as follows:

ARTICLE 1 **RECOGNITION**

Section 1

Briggs Lawrence County Public Library/ Ironton, hereinafter referred to as the Employer, or Briggs, hereby recognizes the Ohio Association of Public School Employees (OAPSE)/American Federation of State, County, and Municipal Employees (AFSCME) and its Local #24, hereinafter referred to as the Union, as the exclusive representative for purposes of collective bargaining with respect to wages, hours, and other terms and conditions of employment as certified by the State Employment Relations Board (SERB).

Section 2

The Employer recognizes the Union as the sole and exclusive, representative for all employees certified by SERB to be included in the bargaining unit, including, but not limited to the following classifications:

- Shelvers
- Students shelvers (working 975 hours or more per year)
- Custodians
- Clerks
- Maintenance

Section 3

Excluded are all supervisory, management, systemic, and confidential employees.

ARTICLE 2 **UNION SECURITY**

Section 1

Membership in the Union is available, but not mandatory, to any employee occupying classifications as determined by this Agreement to be appropriately within the bargaining unit as set forth in the Recognition clause.

Section 2

The Employer agrees to authorize the Fiscal Officer of the Briggs Lawrence County Public Library to deduct Union membership dues in the amount authorized by the Union, each pay period from the pay of any employee eligible for membership provided that said employee has individually provided written authorization for such deductions to the Employer. Such dues shall be transmitted to the Ohio Association of Public School Employees, Columbus, Ohio along with a list of employees for whom deductions are made within fifteen (15) days of the date the deduction was made. Payroll deduction shall be continuous unless membership is withdrawn in a manner consistent with the withdraw procedures set forth in the OAPSE Membership Dues Authorization Agreement signed by the employee.

Section 3

The employer agrees to deduct from the wages of any employee who is a member of the Union, a PEOPLE deduction as provided for in a written authorization submitted by the employee to the Fiscal Officer. Such an authorization must be executed by the employee and may be revoked by the employee at any time by giving notice to the Union and the Fiscal Officer.

The Employer agrees to remit any deduction made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

Section 4

It is agreed that the Employer assumes no obligation, financial or otherwise, arising out of the provisions of this Article, and the Union agrees that it will indemnify and hold the Employer harmless from any claims arising from the provisions of this Article.

Section 5

The Employer shall be relieved from making any employee dues deduction upon:

1. Termination of employment;
2. Transfer to a job classification excluded from the bargaining unit;
3. Layoff from work;

4. Approved leave of absence without pay; or
5. Employee having failed to make wages equal to the amount of dues deduction.

Section 6

The Employer will provide the Union Local and the Ohio Association of Public School Employees' State Office a list of the names and addresses and last year's W-2 statements of all bargaining unit employees effective fifteen (15) calendar days after the execution of this Agreement.

Section 7

In the event that public employers become legally permitted to agree to the imposition of a "Fair Share Fee" for public employees who hold positions in the bargaining unit, but who are not members of the union, the Employer agrees to reopen this Article for bargaining upon the request of the Union.

Section 8

The employer will inform the Union President of any newly hired employee and permit him/her to meet with the newly hired during their first week of employment to discuss the employee's right to join the union.

ARTICLE 3 MANAGEMENT RIGHTS

Section 1

The Union shall recognize the right and the authority of the Employer to administer the business of the Library and, in addition to other functions and responsibilities which are not specifically mentioned herein, the Union shall recognize that the Employer has and will retain the full right and responsibility to direct the operations of the Library, to promulgate rules and regulations, and to otherwise exercise the prerogatives of management.

ARTICLE 4 NEGOTIATION PROCEDURES

Section 1— Scope of Negotiations

The scope of bargaining between the Employer and the Union shall be wages, hours of employment, fringe benefits, grievance procedures, terms and conditions of employment.

Section 2 — Joint Negotiation Committee

The negotiation committee for the Employer and the Union shall be made up of no more than four (4) individuals at a session. Each party retains sole discretion in determining the individuals that comprise the four (4) members of their respective committee. The negotiation committee for each party shall be recognized as the exclusive representative for that party, and together they shall comprise a joint negotiation committee for the purpose of negotiating and seeking agreement relative to a collective bargaining agreement. All negotiations shall be conducted in executive session and exclusively between committees.

Section 3 — Good Faith Bargaining

Good Faith Bargaining shall mean the obligation on all parties to deal openly and fairly on all matters being negotiated in a sincere effort to reach a mutual understanding and agreement on such matters; but such obligation does not compel either party to agree to a proposal or require the making of a concession.

Section 4 — Days

For the purpose of Article 4, days refers to calendar days.

Section 5 — Agreement

When an agreement is reached, it shall be reduced to writing by the Joint Negotiation Committee and be submitted to the Union. When approved by the membership of the Union, it shall be submitted to the Employer. Thereupon, after approval, the Agreement shall constitute the total contract between the parties.

This Agreement shall be completed with at least five (5) original documents for signatures, with the Union receiving three (3) signed originals and the Employee receiving at least two (2) signed originals. The cost of all remaining copies for all Union members and the Administration shall be shared equally by the parties.

Section 6 — Impasse

In the event the members of the Joint Negotiation Committee are unable to reach agreement by thirty (30) days prior to the expiration of the Agreement, the parties shall jointly request the services of the Federal Mediation and Conciliation Service. Such request for impasse shall be made by either party giving 48-hour notice to the other party. However, the parties may mutually agree to extend the negotiation timeliness in order to facilitate possible settlement of negotiated issues.

ARTICLE 5
GRIEVANCE & ARBITRATION PROCEDURE

Section 1

Grievance is defined to be any question or controversy between any employee of the Union with the Employer involving:

1. The interpretation or application of the provisions of this Agreement;
2. The effect, reasonableness or application of any work established or enforces by the Employer.
3. The discipline or discharge of any bargaining unit employee.

This grievance procedure specifically limits the process of review, appeal, or grievance (as defined above) and redress to the grievance procedure herein, and the bargaining unit employees waive any right to appeal or review to the State Personnel Board of Review regarding the terms of this Agreement. Those matters described under Section 2 are excluded from the grievance procedure.

Section 2

If specific administrative agency relief of a judicial or quasi-judicial nature is provided for by status of the State of Ohio or the United States for review or redress of a specific matter (such as Bureau of Unemployment Compensation, E.E.O.C., or Ohio Civil Rights Commission), such matter shall not be appealable through the grievance procedure.

Section 3

A grievance can be initiated by the union or any aggrieved bargaining unit member.

Section 4

The Union may designate up to three (3) grievance representatives, of which one may be chosen by the grievant to represent them through the grievance procedure. The union shall notify the Employee in writing of the names of grievance representative and alternate within thirty (30) calendar days of their appointment.

The authorized functions of the grievance representative shall include the following:

1. Representing the employee in investigating and processing grievance.
2. General supervision and coordination of grievances in process on behalf of the union and of the grievance grievant.
3. Act as liaison between the employer's representatives and the union on matters concerning grievances and this Agreement.

The grievance representative shall be released from his normal duties, upon approval of his/her supervisor, to participate in the aforementioned duties without loss of pay or benefits, when such duties can only be performed during his/her normal work hours. Such approval will not be reasonably withheld, and the withholding of such approval shall result in an automatic, equivalent extension of time limits within which a grievant must appeal his/her grievance or have it heard.

The grievance representative shall notify his/her supervisor in advance of such duties.

Section 5

The association representative may be permitted reasonable access to the premises for the purposes of consulting with bargaining unit members about the provisions of this agreement, the adjustment of grievances, and those other purposes specifically described elsewhere in the provisions of this agreement.

The association representative when on union business shall make his/her presence known to management immediately upon arrival on the premises of the employer. Premises shall include the work site of the employees during those parts of the workday in which the employee is on the employer's time.

Section 6

The following procedures shall apply to the administration of all grievances filed under this procedure.

1. All written grievances shall include the name and position of the grievant, the identity of the provision of this Agreement involved in the grievance, the time and place where the alleged events or conditions giving rise to the grievance took place, and a general statement of the grievance and the redress sought by the grievant. All grievances shall be placed on a proper grievance form, of which shall be supplied by the Local Union.
2. Each decision shall be transmitted to the grievant in writing. All appeals shall be rendered in writing at each step of the grievance procedure.
3. If a grievance affects a group of employees working in different assignments with different principles, or associated with an employer-wide controversy, it may be submitted at Step 2, with all employees identified and bound by the outcome.
4. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of management and having said matter informally adjusted without the intervention of the union, provided that the adjustment is not inconsistent with the terms of this Agreement.

5. A grievant may, at his/her discretion, be accompanied at all steps of the grievance procedure by a representative of the union, however, the employer shall notify the union of a grievance filed by a grievant who does not desire to be accompanied by a union representative.
6. Witnesses for either party may be requested to attend any step of this procedure except the informal step. If the witness is an on-duty employee, such employee may be called without loss of pay.

Section 7

For the purposes of this Article “workdays” shall be defined as it is in Article 12.

Section 8

Grievances shall be processed as expeditiously as possible. The number of days indicated at each step in the procedure shall be workdays and shall be the maximum.

If a decision on a grievance is not appealed within the time limits specified at any step of the procedure, the grievance shall be deemed settled on a basis of the disposition at that step and further appeal shall be barred.

Failure at any step of these procedures to communicate management's decision on a grievance within the specified time limits shall cause the grievance to automatically proceed to the next step.

Section 9

INFORMAL PROCEDURE

An employee having an individual grievance will first attempt to resolve it informally with his/her immediate supervisor. Such attempt at informal resolution shall be made by the employee within ten (10) workdays following the events or circumstances giving rise to the grievance having occurred or within ten (10) workdays of when the events or circumstances should have become known to the employee. Grievances brought to the attention of the supervisor (except as otherwise provided herein) beyond the ten (10) workdays limit shall not be considered. At this step, there is no requirement that the grievance be submitted or responded to in writing. If a supervisor grants a grievance at verbal levels, written acknowledgement of granting such grievance must be furnished. If the employee is not satisfied with the oral response from his immediate supervisor, which shall be given within ten (10) workdays of the submission of the grievance at this step, he/she may pursue the formal steps which follow.

FORMAL PROCEDURE

Step 1 – Director or his/her designee

1. Should the employee not be satisfied with the informal answer, within five (5) workdays thereafter, he/she may appeal the grievance to Step 1 by delivering a copy of the grievance form and any pertinent documents to the office of the Director. The Director or his/her designee shall date the form accurately showing the date his/her office received the form.
2. Within five (5) workdays of his/her receipt of the grievance form, the Director, or his/her designee for this purpose, shall investigate the grievance and shall schedule and conduct a meeting to discuss the grievance with the grievance representative and the employee. The employee may bring the appropriate grievance representative(s) to the meeting. The Director and the employee may bring any appropriate witnesses.
3. In the meeting called for at this step, the Director, or his/her designee for this purpose, shall hear a full explanation of the grievance and the material facts relating thereof.
4. Within five (5) workdays of the meeting in this step, the Director shall submit to the grievance representative and the employee his/her written response to the grievance.

Step 2 - Library Board of Trustees

1. Should the employee not be satisfied with the answer of the Director, within five (5) workdays thereafter, he/she may appeal the grievance to the Library Board of Trustees by delivering a copy of the grievance form and any pertinent documents to the office of the Fiscal Officer. The Fiscal Officer or the Deputy Fiscal Officer shall date the form accurately showing the date his/her office received the form.
2. The Library Board of Trustees will conduct a hearing of the grievance at their next regularly scheduled Board Meeting and will decide to accept, modify or overturn the decision of the Director. The employee may bring the appropriate grievance representative(s) to the meeting. The Director and the employee may bring any appropriate witnesses, which must be identified to the other party prior to the board meeting.

Step 3 - Arbitration

1. If the grievant is not satisfied with the disposition of the grievances at Step 2, the union may request a hearing before an arbitrator. The request for arbitration shall be made within fifteen (15) workdays following either the receipt of the disposition of the grievance or the lapse of time in which the disposition should have been received under Step 1, whichever occurs first.
2. Within fifteen (15) workdays of the request for arbitration, the grieving party will request the Federal Mediation and Conciliation Service to submit a panel of arbitrators and, within fifteen (15) workdays of receipt of the list, will choose one (1) by the alternate striking method.

3. The arbitrator shall have no power or authority to add to, subtract from, or in any manner alter the specific terms of this Agreement or to make any award requiring the commission of any act prohibited by law or to make any award that itself is contrary to law or violates any of the terms and conditions of this Agreement.
4. The arbitrator shall confine him/herself to the issue(s) submitted for arbitration and shall have no authority to decide any other issue(s) not submitted to him/her.
5. The question of arbitrability of a grievance may be raised by either party before the arbitration hearing of the grievance, on the grounds that the matter is non-arbitrable or beyond the arbitrator's jurisdiction. If the arbitrator determines the grievance is within the purview of arbitrability, the alleged grievance will be heard on its merits before the same arbitrator.
6. The fees and expenses of the arbitrator and the cost of the hearing room if any will be split by the parties. All other expenses shall be borne by the party incurring them. Neither party shall be responsible for any of the expenses incurred by the other party.
7. An employee requested to appear at the arbitration hearing by either party and whose presence is necessary shall attend without the necessity of subpoena. Any request made by either party for the attendance of the witnesses shall be made in good faith.
8. The arbitrator's decision and award will be in writing and delivered as soon as possible from the date the record is closed. The decision of the arbitrator shall be final and binding upon the parties, except as is reviewable by provisions of the Ohio Revised Code.

Section 10

1. In the event the union determines, at any level of the grievance procedure, that a grievance should not be carried further, the grievant may continue the procedure on his/her own. However, only the union may seek to arbitrate a grievance.
2. An agreement between any employee and management that occurs when an employee participates in the grievance without the union shall not be binding upon the union.
3. Any employee may withdraw a grievance at any point by submitting, in writing, a statement to the effect, or by permitting the time requirements at any step to lapse without further appeal.
4. No employee may be represented in this grievance procedure by any union organization other than the exclusive representative set forth in Article 2.
5. No records, documents, or communications concerning a grievance shall be placed in the personnel file solely because an employee participated in this procedure.
6. The forms for processing grievances shall be made available through the Briggs Lawrence County Public Library and the union.

ARTICLE 6 **SENIORITY**

Section 1

For purposes of this Agreement, the term Seniority means a preferred position for specific purposes outlined within this Agreement which one employee within the department or unit may have over another employee within unit because of greater length of continuous service within the bargaining unit.

Section 2

Seniority within the bargaining unit for purposes for the provisions of this collective bargaining agreement shall be computed from the date of hire on the basis of uninterrupted length of service in bargaining unit positions within the Briggs Lawrence County Public Library/Ironton, in accordance with Section 4 of this Article.

An employee who leaves a bargaining unit position for a non-bargaining unit position will have ten (10) workdays in which to return to their former bargaining unit position without loss of seniority. Any employee(s) displaced as a result of this position will not have the right of grievance relating to their displacement and required return to prior position(s).

Section 3

Full-time employees may exercise, with Board approval, the option of changing their employment status from full-time to part-time employment while retaining their current pay grade and seniority. The employee may return to full-time only if determined necessary by the Board. No outside employment will be permitted unless the Board does not allow the employee to return to full-time.

Section 4

Seniority list shall be prepared at the request of the Union President but said request shall not occur more than once per year. The list shall indicate the date of last hire in the bargaining unit.

Section 5

The following will be considered breaks in continuous service if an employee:

1. Quits;
2. Retires;
3. Is terminated for just cause;
4. Refuses recall after layoff;
5. Leaves a bargaining unit position for a non-bargaining unit position for a period of more than ten (10) workdays.

Section 6

Ties in Seniority shall be broken by placing the names of employees in question in a container and having the employees present during a drawing. When two (2) or more employees are in question, the order that the names are drawn will determine the order of Seniority.

ARTICLE 7 **JOB POSTINGS VACANCIES**

Section 1

The employer reserves the right to make the determination as to whether or not a vacant position exists and/or whether said vacant position is to be filled. Whenever the Employer determines that he wishes to fill said vacant position, or create a new position pursuant to this Agreement, he shall post notice for a period of five (5) workdays. The notice shall be posted prior to 12:00 PM (noon) to be considered a full day.

The notice shall be posted in the Briggs Lawrence County Public Library/Ironton, and shall contain the following information:

1. Title of position
2. Normal schedule of hours to be worked.
3. Rate of Pay.
4. Qualifications.
5. Date of posting.
6. Closing date of posting.

Employees who wish to be considered for the posted position must file a written application with the employer. There will be no requirements on the employer to consider applications filed after the closing date of the posting period.

Section 2

If an employee applies for a posted position in accordance with Section 1, the employee will be awarded such position based on qualification and seniority. If two or more bargaining unit applicants have equal qualifications, seniority shall govern in filling the vacancy.

Section 3

The employer will post the names of the successful bidder within twenty (20) calendar days of the bidding period.

All bargaining unit employees, when qualified, shall be required to perform any and all temporarily assigned duties within the bargaining unit to fill a vacancy caused by an employee

being sick or on other approved leave of absence, provide vacation relief scheduling or meet an emergency situation provided the absences are located at the Briggs Lawrence County Public Library located at 321 South 4th Street, Ironton, Ohio. However, prior to an employee being temporarily transferred, the Employer shall request volunteer employees to fill said vacancies. The Employer may request volunteer employee to fill vacancies and/or meet an emergency situation at any of the Briggs Lawrence County Public Library branch/locations.

Section 4

A non-bargaining unit employee shall not be prohibited from performing bargaining unit work so long as such does not cause the layoff of an existing bargaining unit employee or eliminate a bargaining unit position or reduction in regular hours of bargaining unit employees.

The parties mutually agree that the performance of the voluntary work at the branches does not affect the description of the bargaining unit as described by SERB on the bargaining unit status of said voluntary transfer employee(s).

Section 5

In the event a full-time bargaining unit employee retires, resigns, or is terminated, if the Employer determines a vacancy or vacancies exists, and then the Employer is considering filling the vacancy or vacancies with part-time non-benefited bargaining unit employee(s), then the Employer agrees to give the Union seven (7) days notice prior to taking such action to discuss options.

Section 6

The Employer shall provide space (50%) on the staff bulletin board for any news pertaining to the Union and Union Events including notices of vacancy.

ARTICLE 8 **PROBATIONARY PERIOD**

Section 1

Each newly hired employee shall serve a probationary period. Probationary periods shall be set at ninety (90) workdays for full-time employees and forty-five (45) days for part-time employees. Supervisors shall use the probationary period to evaluate the employee's performance and produce a written evaluation of the employee's performance within five (5) workdays of the end of the probationary period.

The Employer has the right to retain or dismiss those newly hired employees who have met or failed to meet acceptable work standards during the probationary period.

Section 2

A newly hired employee may be separated from employment at any time during the probationary period, without appeal.

Section 3

During an employee's probationary period, the employee shall be covered by the provisions of this Agreement, except that probationary termination/reduction shall not be appealable through the grievance procedure. Probationary employees receive Holiday Pay effective from the date of their hiring. Sick leave is accrued for hours actually worked after hiring, but it cannot be used until after the successful completion of the probationary period. Probationary employees also earn vacation in accordance with this agreement, but which cannot be used until after their one-year anniversary hire date. Upon completion of the probationary period, personal leave will be granted in accordance with Article 18.

Section 4

The probationary period for newly promoted employees shall begin on the first day for which the employee receives compensation for the new position and shall continue for a period of ninety (90) workdays, excluding time spent on leaves of absence.

Section 5

A probationary employee who fails to complete the newly promoted ninety (90) day probationary period shall be returned to his or her former position and shift. The reason for his or her failure will be reduced to writing and given to the employee. If the Employee does not believe that he/she has the requisite abilities for the new position, the employee may request in writing a voluntary return to their prior position within 30 days of the start of the probationary period.

An employee who fails to meet probationary requirements and is returned to his/her position by management shall have the right to file a grievance if said employer's actions are arbitrary and capricious.

The grievance shall be granted only if the employer's action(s) are shown to be arbitrary or capricious.

Section 6

In the event a promoted employee does not make probation and is returned to his or her former position, any employees displaced as a result will not have the right of grievance relating to the formerly promoted employee being returned to their former position.

ARTICLE 9
DISCIPLINE PROCEDURE

Section 1

All discipline of Library employees shall be for just cause. Discipline is defined as an action taken by the employer against an employee for violation of this agreement and/or of the rules, policies, and regulations of the Briggs Lawrence County Public Library.

Section 2

The Employer will administer discipline progressively and privately (out of the public eye) while aiming to improve the employee's performance or conduct. However, discipline actions shall and can be justified to fit the violation or conduct of the employee.

Section 3

Administering discipline is a management right. The management's decision to administer a certain level of discipline for a given offense is not to be relied upon by employees as a binding practice applied to every similar circumstance.

Section 4

Progressive discipline, taking into account the nature of the violation, will normally be as follows:

1. Verbal warning (written on a Verbal Warning sheet).
2. Written reprimand
3. Written reprimand and the development of a Performance Improvement Plan
4. Dismissal.

Records shall be removed from the employer's file in accordance with the following schedule, in the event there are no intervening causes of disciplinary action:

1. Verbal Warning - removed after 6 months.
2. Written Reprimand - removed after 12 months.

Removed records will not be considered as or for discipline thereafter.

Section 5

No employee shall be dismissed without a hearing with the Employer, except where it is necessary to immediately relieve an employee from duty due to gross misconduct. If an employee is relieved without a hearing, the employee will be given a hearing as soon as possible. In all other cases, the procedure for suspension or dismissal will be as follows:

1. The Employer shall serve the affected employee and the Union with written notification of pending dismissal. This notice will cite the charges against said employee, provide a brief summary of the evidence upon which the charges are based, give the dates, times, and places of infraction, state the employee's right to representation and to present witnesses and cross-examine witnesses, and declare the anticipated disciplinary action.
2. A hearing will occur before the Director or his/her designee. A Union representative may be present at the hearing. During the hearing, evidence upon which the charges are based will be presented. The employee, with the assistance of his/her representative, (if needed), will have a fair opportunity to speak in opposition to the charges against him/her, including the right to question witnesses for or against him/her.
3. The hearing will occur as soon as possible, but no sooner than twenty-four (24) hours and no later than ten (10) working days, if feasible, from the issuance of notification of discipline.
4. A written decision of the Employer shall be issued to the employee within ten (10) days after his/her hearing.

Section 6

Verbal warnings, which are noted in the employee's file, and written reprimands, are subject to appeal under the Grievance Procedure through Step 1 only. If suspension or dismissal is based upon prior verbal warnings or written reprimand, and the suspension and/or dismissal is before an arbitrator, then the merits of the written reprimand or verbal warning may be considered by the arbitrator as such relates to the subsequent discipline.

Section 7

All suspensions and dismissals are subject to appeal through the Grievance Procedure, including binding arbitration, subject to provisions of the Ohio Revised Code as it relates thereto, and such grievance shall be initiated at Step I of the Grievance Procedure.

ARTICLE 10 LAYOFF AND RECALL

Section 1

When in the sole opinion of the Employer it is necessary to reduce the working force, temporary, intermittent, or seasonal employees shall be laid off first.

Section 2

Employees shall be given a minimum of two (2) weeks' advance written notice of layoff indicating the circumstances which make the layoff necessary. For example, lack of work, lack of funds or efficiencies of the Library operations.

Section 3

The first person to be laid off from the affected classification(s) will be the employee in that classification with the least seniority.

The laid off employee may exercise bumping rights within all classification series and shall displace the employee in the next lower classification who has less seniority than the laid off employee.

If the laid off employee does not have sufficient seniority to displace any employee in the next lower classification, as prescribed above, the employee will proceed to the next lower classification, until he/she displaces someone or exhausts all classifications in the classification series.

Section 4

In the event an employee is laid off, he/she shall receive payment for earned, but unused vacation. The payment shall occur during the first pay period following the date of layoff.

Section 5

In the event an employee's position is abolished and said employee is not eligible for bumping in accordance with the above-mentioned procedure, he/she shall be retained on an Employer recall list for a period of twenty-four (24) months.

It is the employee's responsibility to provide The Employer a current address for notice of recall. The Employer will send notice of recall by certified mail to the last known address. Employees must respond in writing of their intent to be recalled within five (5) days of receipt of such notice. If so requested, the Director may grant an additional five (5) days before the requested employee must return to work.

ARTICLE 11 **LABOR-MANAGEMENT COMMITTEE**

Section 1

The Union and the Employer agree to meet on a scheduled basis in the form of a Labor-Management Committee to discuss matters, which may arise from time-to-time concerning matters of the health, safety, and general well-being of the staff, patrons, and property of the Employer.

Section 2

In order to promote harmonious relations between labor and management while ensuring efficient operation of the Briggs Lawrence County Public Library, representatives of the

Employer and the Union will meet quarterly on a mutually agreed upon day and time to discuss matters as noted in the Preamble.

Section 3

In the event that no pertinent issues arise for discussion by the parties, upon mutual agreement of representatives of both Management and Labor, a meeting of the Committee may be canceled.

ARTICLE 12 **WORK SCHEDULES**

Section 1

Work Schedule—an employee's assigned hours of the day, days of the week, and shift assignment.

Work Week—the seven days beginning at any 12:00 AM Sunday period and ending at 11:59 PM the following Saturday.

Workday—the twenty-four (24) hours beginning at 12:00 AM on any day of the week and ending at 11:59 PM that same day during which work is performed by an employee.

Work Shift—a work shift is a set amount of time and arrangement of that time that an employer schedules and expects an employee to work during a workday.

Work Hours—the hours an employee is accumulating hours of pay in active work status or through PTO use during a day, during a week, or during a pay period.

Pay Period—a pay period is a time frame used to calculate earned wages and determine when employees receive their paychecks. Pay periods are fixed recurring on a bi-weekly basis.

Section 2

Employees are expected to be at work at their scheduled time. Employees must notify the Library at least thirty (30) minutes prior to the start of their scheduled shift if they are going to be absent or late. Tardiness occurs when an employee is not present, and ready to begin working at his/her workstation, more than seven (7) minutes past their scheduled time.

An employee who calls in that they will be absent must designate upon their return to work whether the absence was for sick leave, bereavement leave or personal leave using their Time IPS login credentials. An employee who calls in late, upon their arrival at work, must designate to their manager whether the time missed was to be from sick leave or personal leave. If there are no personal or sick hours to be applied from the employees PTO pool and the time missed was greater than thirty (30) minutes, the employee will not be paid for the time missed. If the employee was 30 minutes late or less, they will be given the opportunity to make up the time they were late by reducing the amount of time they take for lunch. The ability to make up time

during lunch is a privilege afforded employees who are late because of some unforeseen situation. Employees who are consistently late may be subject to disciplinary action.

Failure to call in for an absence or tardiness may be grounds for disciplinary action. An employee who fails to call in and/or report to work for two (2) consecutive workdays will be subject to disciplinary action.

Section 3

The basic paid work week shall be thirty-seven and one half (37.5) hours, and the work shift shall be seven and one half (7.5) hours of paid time and one half (1/2) hour of unpaid time for use as a duty-free lunch period for a total of eight (8) hours in a scheduled shift for full-time employees, although some employees may work alternate schedules based on the hours the library is open, or based on the requirements of the department the employee works in. If the Board determines that it is able to increase the basic work week to more than 37.5 hours the parties agree to reopen this Article for negotiations.

Section 4

The lunch period and the break periods may be scheduled at the discretion of the employee upon approval of the supervisor with the understanding that no more than fifty (50) percent of the staff can be absent from an area or department during any lunch period.

Every seven and one-half (7.5) hour work period shall include, at the maximum, a one-half (1/2) hour lunch period, unpaid, approximately midway through the seven and one-half (7.5) hour shift during which time the employee is not on duty or on call. On days that the library is open to the public less than 7.5 hours, a one half (1/2) hour unpaid lunch period will be provided approximately midway through the shift during which the employee is not on duty or on call.

Employees working more than five (5) hours, but less than seven and one half (7.5) hours shall be entitled to a one-half (1/2) hour unpaid lunch, or a paid ten (10) minute break, at their choice, using the above formula.

There shall be two (2) ten-minute paid rest periods each workday for seven- and one-half hour employees. Breaks should occur with the coordination of the Manager on duty, approximately midway through the first half of a shift prior to lunch, and then approximately midway through the second half of the shift after lunch.

The parties agree that due to the nature of the work, full-time bargaining unit employees whose primary function is data processing shall be allowed to take four (4) five-minute paid rest periods each workday instead of two (2) ten-minute breaks. Breaks should occur with the coordination of the manager on duty, with two (2) breaks during the first half of a shift prior to lunch, and then two (2) breaks through the second half of the shift after lunch. Employees working less than five (5) hours shall receive one ten (10) minute paid break approximately at the midpoint of their shift.

Section 5

The days and hours the Library is open to the public shall remain as they are as of the effective date of the agreement. Prior to any alteration on these hours, the employer shall give the union two (2) weeks' notice so that any proposed changes can be discussed.

Section 6

In the event the Library Board determines it is necessary to change from the current bi-weekly pay period schedule, The Board agrees to provide advance notice to the bargaining unit and to reopen this Article for negotiations if requested by the Union.

ARTICLE 13 NON-DISCRIMINATION

Section 1

No employee in the bargaining unit shall be appointed, reduced, removed, or in any way favored or discriminated against because of his/her race, personal life, creed, color, for union activity, national heritage or ancestry, religion, or marital status and, to the extent prohibited by law, no person shall be discriminated against because of age, sex, or physical handicap.

Section 2

All use of the terms he, his, or him in this Agreement shall be interpreted as referring to both female and male employees.

ARTICLE 14 SAFETY

Section 1

It is the responsibility of the Employer to provide safe working conditions, tools, and equipment and working methods for their employees, and to be given safety information literature.

The Employer shall make reasonable provisions for the safety of its employees and agrees to comply with all applicable federal and state laws relating to such. The Union acknowledges the role of the bargaining unit members in maintaining and improving the safety for all employees through mature and responsible operation of equipment and supplies and the use of personal protective equipment where directed.

Section 2

The Employer agrees to maintain proper temperature and ventilation.

Section 3

In the event of inclement weather and flooding, all Briggs Lawrence County Public Library system employees are expected to work except when such an event creates a recognized safety hazard and the Library Board of Trustees, or their designee, declares a weather emergency and closes the Library. Those persons who were scheduled to work on any day the library closes due to weather emergency shall receive their pay for their regularly scheduled shifts.

Scheduled or nonscheduled overtime hours shall not be considered scheduled under this Article.

All other non-weather-related closures will be at the discretion of the Director or his/her designee and/or the Board President.

Employees who call off sick on days of inclement weather prior to the Library being closed due to a weather emergency will still have their hours absent charged to their sick leave. Employees not scheduled to work on days the library is closed due to weather emergency will not be paid for any hours the Library is closed due to a weather emergency.

During inclement weather when the Library remains open, employees who are unable to get to work may use accrued personal leave or vacation leave or may request unpaid leave to account for their absence. Employees will be allowed to report to work later in the day if they are able.

If an employee who would normally not report to work when BLCPL deems it necessary to close library facilities for inclement weather, report to work prior to the closing be announced; the employee should clock out and leave for the day as soon as he/she is notified of the closing. They will be paid for the amount of hours they were scheduled for that day.

An employee who is unable to make it to work due to inclement weather on a day the Library has not been closed, but who has exhausted their vacation or personal leave, shall be granted unpaid leave without disciplinary action for the missed hours of scheduled work for that shift.

On said day of inclement weather, employees shall be prohibited from taking their lunch break less than one (1) hour prior to closing.

ARTICLE 15 **MISCELLANEOUS**

Section 1

If an employee is required by the Employer to use his/her automobile for Library business, the employee shall be reimbursed at the current IRS mileage reimbursement rate. If the employee incurs meal costs while on library business, the employee shall be reimbursed ten dollars (\$10) per breakfast, fifteen dollars (\$15) per lunch, and twenty dollars (\$20) per dinner upon submission of meal receipts.

Section 2

The Employer may require an employee(s) to attend training and/or seminars that will enhance the employee's ability to perform in their position. The Employer shall reimburse the necessary mileage at the current IRS mileage reimbursement rate, meal expenses up to ten dollars (\$10) per breakfast, up to fifteen dollars (\$15) per lunch, up to twenty dollars (\$20) per dinner and lodging expenses which may require employees to share lodging accommodations.

Section 3

The Board agrees to permit fifteen (15) hours of paid time per year exclusive of negotiations to conduct Union Business not to include union meetings. The Local President shall notify the Executive Director three (3) days in advance of the Union's intent to use this paid time and will identify the bargaining unit employee(s) who will be using the time. This time can be taken in one (1) hour increments. If two bargaining unit employees use the same hour, this will count as two hours in regard to the allowed 15 hours per year. The Local President may also use this paid time to orient any newly hired employee as to their rights as members of the Bargaining Unit, any time after their initial sixty (60) days of employment. Unpaid time to conduct Union business can be granted at the Executive Director's discretion upon written request by the Local President.

ARTICLE 16 **OVERTIME**

Section 1

Bargaining unit employees shall be paid time and one-half for all hours worked in excess of forty (40) hours per week.

Section 2

Overtime hours worked on Sunday shall be paid at twice-normal pay rate. Sunday overtime is at the discretion of the employer.

Section 3

In situations where there is advance notice of an absence of at least seventy-two (72) hours, the Employer shall offer overtime to part-time employees first. In the event no part time employee is available to ask, or the part-time employee's hours would exceed 37.5 if the extra time is worked, the Employer will offer overtime on the basis of bargaining unit seniority. Each time overtime is to be offered, the Employer will begin with the most senior bargaining unit employee and then go down the list to the least senior bargaining unit employee, including part-time employees, offering the overtime until the overtime is filled. Employees already scheduled to work during the period the overtime is needed do not have to be offered the overtime.

Although not required, the Employer may use the overtime list for any absences for which there is less than seventy-two hours' notice provided.

Anytime overtime is offered, Management will circulate a sign-off sheet for the purpose of recording bargaining unit employee's denial or acceptance of overtime.

The Employer is not required to call employees at home to offer overtime, although the Employer may call employees in emergency situations to offer overtime if necessary.

The Seniority List as described in Article 6 shall be used to determine bargaining unit seniority.

In the event no bargaining unit employees accept the overtime, the employer may use supervisory employees to fill in the absent employee's position. If no supervisory employee fills the absent employee's position, the most senior bargaining unit employee can work the overtime and the least senior bargaining unit employee must accept overtime.

Section 4

For the purpose of calculating overtime, any time spent in paid status, such as sick leave, holiday, vacation, etc., shall be counted as hours worked during the work week.

Section 5

Overtime should be authorized in advance by the supervisor. However, unusual circumstances and situations may require employees to work overtime without prior authorization. Whenever such circumstances occur, employees shall request such authorization as soon as practical.

ARTICLE 17 **MILITARY LEAVE**

Section 1

All employees who are members of the Ohio National Guard, the Ohio Defense Corps, the State and Federal Militia, or members of other reserve components of the Armed Forces of the United States are entitled to leave of absence from their respective duties without loss of pay for such time as they are in the military services or field training or active duty for periods of time not to exceed thirty-one (31) days in any one calendar year. The maximum number of hours for which payment can be made in any one calendar year is one hundred seventy-six (176) hours. The employee is required to submit to the employer an order or statement from the appropriate military commander as evidence of such duty. There is no requirement that the service be in one (1) continuous period of time. Employees who are members of those components listed above will be granted emergency leave for mob control, riot control, flood control, or civil defense, or similar duties who so ordered by the Governor to assist civil authorities. Such leave will be paid. The leave will cover the official period of the emergency. The Library pay shall only be for the difference between military and regular employee pay.

Section 2

All employees who are members of the Ohio National Guard, the Ohio Defense Corps, the State and Federal Militia, or members of other reserve components of the Armed Forces of the United States are entitled to leave of absence without pay from their respective duties for such time as they are in the military service on field training or active duty for periods of time which exceeds thirty-one (31) days in any one calendar year.

ARTICLE 18 **PAID LEAVES**

Section 1 — Personal Leave

All full-time employees shall receive twenty-six (26) hours per calendar year of paid personal leave. This leave will require approval of the Branch Manager or their designee for use, but non-restrictive regarding the purpose for the use of personal leave and taken in half (1/2) hour increments at the employee's discretion, with the dates and times of the leave given in writing to the employee's supervisor before use.

Part-time employees are awarded personal leave of thirteen (13) hours per calendar year.

Personal leave is not granted during a new hire probationary period. Upon successful completion of new hire probation, personal leave will be granted.

All personal leave will be available for use at the beginning of each calendar year. All accrued but unused personal leave will be converted to sick leave or vacation leave at the employee's discretion, at the end of each calendar year.

Section 2 — Witness Leave/Jury Duty

1. Employees shall be granted necessary time off without loss of pay when he/she is summoned and performs jury duty as prescribed by applicable law or when he/she is summoned to appear as a witness before a legislative committee, or judicial or quasi-judicial body, unless the appearance is as a party to the litigation in a matter unrelated to his/her capacity as an employee of the Briggs Lawrence County Public Library.
2. All fees received from the Court, committee, etc., shall be deposited with the Employer.
3. Employees are to notify their Supervisor as soon as practicable of jury duty in order for arrangements to be made.
4. If the appearance is during the employee's scheduled shift, the employee may be required to work the remainder of his/her shift, if practicable.

ARTICLE 19
FAMILY MEDICAL LEAVE & UNPAID LEAVES OF ABSENCE

Section 1 — Family Medical Leave Act

Family Medical Leave up to twelve (12) weeks shall be granted in accordance with the Federal Family Medical Leave Act (FMLA). FMLA leave is based on an FMLA qualifying event. Employees must fill out a written request on a form provided by the Library for FMLA leave thirty (30) days in advance or as soon as the employee reasonably could have known of the need for the leave. Employees requesting FMLA will be required to use all accrued paid leave prior to their use of Family Medical Leave. Employees will be required to provide a Health Care Provider Certification of Serious Health Condition to be considered for FMLA leave. A determination of the employee's eligibility for Family Medical Leave will be provided within ten (10) days after receipt of the Health Care Provider Certification of Serious Health Condition.

An employee on FMLA does not earn sick or vacation leave credit, however, time spent on FMLA shall be considered in determining length of service for the purposes where seniority is a factor.

Section 2 — Unpaid Leave Extension

Employees may request in writing an extension of unpaid leave upon the termination of FMLA for health-related reasons. Reasons for the leave must be stated in the request. The authorization of unpaid leave as an extension of FMLA leave is solely a matter of administrative discretion. Unpaid leave may be granted for up to twelve (12) weeks.

An employee on unpaid leave does not earn sick or vacation leave credit, however time spent on unpaid leave shall be considered in determining length of service for the purposes where seniority is a factor. Prior to an employee being granted unpaid leave, said employee shall use all accrued paid leave.

Section 3 — Parental Leave

Any employee shall, upon a written request made to the Employer, be granted twelve (12) weeks unpaid maternity/paternity leave in addition to and following FMLA leave to absent herself/himself from work for maternity/paternity purposes. Each employee who requests such leave must submit a physician's certificate stating the medical necessity for the extended leave and the probable period for which the employee will be unable to perform her duties.

An employee on unpaid leave does not earn sick or vacation leave credit, however time spent on leave shall be considered in determining length of service for the purposes where seniority is a factor. Prior to an employee being granted unpaid maternity/paternity leave, said employee shall use all accrued paid leave.

Employment shall be considered terminated if an employee fails to return on the date indicated, and an extension has not been requested and approved. Any extension of an approved leave shall

be applied for at least fourteen (14) days before the exhaustion of the prior leave and shall be at the discretion of the Director or his/her designee.

Section 4 — Disability Leave

Any employee, upon a written request made to the Employer, may be granted twelve (12) weeks unpaid leave and following FMLA leave for absence from work for approved Disability leave. Each employee who requests such leave must submit a physician's certificate stating the medical necessity for the extended leave and the probable period for which the employee will be unable to perform his/her duties.

An employee on unpaid Disability leave does not earn sick or vacation leave credit, however time spent on leave shall be considered in determining length of service for the purposes where seniority is a factor. Prior to an employee being granted unpaid leave, said employee shall use all accrued paid leave.

Section 5 — Educational Leave

Employees may be granted, upon written request, a maximum of twelve (12) months education leave without pay for educational purposes, if such would be beneficial to the operation of the library as determined by the Board, at their discretion. Employees granted a twelve-month education leave will not earn sick leave or vacation credit and the time will not be counted toward their seniority.

ARTICLE 20 **PAID BEREAVEMENT LEAVE**

Section 1

When death occurs in the immediate family, an employee, upon written request, shall be entitled to a maximum of three (3) consecutive workdays off with pay. These days off shall include the day of the funeral.

Section 2

For purposes of this Article, immediate family shall be defined as grandparents, siblings, parents, step-parents, spouse, child, grandchild, stepchild, step-grandchild, legal ward or legal guardian, or significant other living within the immediate household.

Section 3

When an employee needs additional time off for a death in the immediate family, they may utilize sick or vacation time, or time off without pay after notification to the Executive Director or his/her designee of their needs. The Director or his/her designee has the authority to approve or deny the additional bereavement leave.

Section 4

Bereavement leave will be granted for one (1) workday off with pay for the death of a mother-in-law or father-in-law, sister-in-law, or brother-in-law, or son-in-law or daughter-in-law, step-father or step-mother, step-brother or step-sister living outside the household. The employee shall be allowed to utilize accrued sick, personal, or vacation leave for up to two (2) additional workdays before or after the day of the funeral or may request up to two (2) days off without pay.

Section 5

In the event of the death of another family member not included in the definition of immediate family above, the employee shall be allowed to utilize any type of accrued paid leave or time off without pay equal to the hours the employee was scheduled to work on that day, to attend the funeral.

ARTICLE 21 **CATASTROPHIC ILLNESS**

Section 1

In order to enable Bargaining Unit members to assist any fellow employees who has suffered serious or catastrophic illness, an employee may transfer his/her accumulated sick leave to a fellow Bargaining Unit member so affected under the following conditions:

- a. Catastrophic, for the purpose of this Article, shall mean an individual suffering a terminal illness, an individual who has an extended hospital stay of six (6) months or more, or any other situation mutually agreed upon by the Association President and Executive Director.
- b. A designee of the Local President shall be responsible for presenting the Fiscal Officer properly signed forms transferring sick leave.
- c. Any transfer is to be voluntary, and the transfer must be completed prior to the recipient's use of the same.
- d. If Association President and Executive Director disagree, then the decision will be left to the bargaining unit to decide via a secret ballot vote. A 75% vote of all members will constitute approval.

ARTICLE 22 **SICK LEAVE**

Section 1

All employees shall earn sick leave credit at the rate of 4.617 hours for each 75 hours in active pay status. Employees may use sick leave with the approval of the Executive Director or his/her designee. The employee for the following reasons may use sick leave:

1. Illness, injury, or pregnancy-related conditions.
2. Exposure of an employee to a contagious or infectious disease which could be communicated to and jeopardize the health of other employees;
3. Examination of the employee, including medical, psychological, dental, or optical examination by an appropriate practitioner;
4. Illness, injury, or pregnancy-related condition of a member of the employee's household where the employee's presence is necessary for the health and welfare of the employee or affected family member.
5. Examination, including medical, psychological, dental, or optical examination of a member of the employee's household by an appropriate practitioner where the employee's presence is necessary.

Section 2

Household members are defined as grandparents, siblings, parents, step-parents, spouse, child, grandchild, stepchild, step-grandchild, legal ward or legal guardian, or significant other living within the immediate household.

Section 3

If at any time an employee's accrued sick leave balance is reduced to zero while they are off on sick leave, the Library administration will do the following:

- Use earned personal leave and then earned vacation leave to cover the employee's absence, if available, and,
- Upon the exhaustion of all accrued leave, place the employee on approved unpaid leave and advise the employee of their options regarding FMLA or leave without pay.

Continued absence upon the exhaustion of all accrued paid leave along with failure to request FMLA or exhaustion of FMLA or other approved unpaid leave will be considered abandonment of their position and will result in forfeiture of their employment with the Library.

If an employee calls off sick and does not have any accrued paid leave to cover the absence, the employee will be placed on leave without pay and subject to progressive disciplinary action.

If an employee is absent four (4) or more consecutive days, the employee shall be required to submit written verification from the health care provider of the need for such absence and which

includes medical certification that the employee is physically and/or mentally fit to return to work. Satisfactory documentation shall be by submitting:

- Medical certification from the attending licensed health care provider which includes medical certification the employee is able to return to work, or
- Appropriately dated health care provider bill with medical certification of clearance to return to work by the licensed health care provider.

Unauthorized use of sick leave, misuse of sick leave or a pattern of sick leave abuse as defined by Board policy will be subject to disciplinary action.

Section 4

Unused sick leave shall be cumulative to a maximum of 2,250 hours for employees who have a sick leave balance of less than 2, 250 hours as of January 1, 2024. Unused sick leave shall be cumulative without limit for employees who have a sick leave balance of 2,250 or more as of January 1, 2024. Use of sick leave shall be in increments of not less than ½ hour (30 minutes).

Section 5

Upon retirement from the Ohio Public Employees Retirement System, employees with ten (10) years of service or more who retire prior to January 1, 2026, will receive payment of fifty percent (50%) of their accumulated sick leave up to a maximum of 1100 hours (for a maximum payment of 550 hours) at the employee's rate of pay at the time of retirement. Upon retirement from the Ohio Public Service Employees Retirement System, employees with ten (10) years of service or more who retire after December 31, 2025, will receive payment for forty percent (40%) of their accumulated sick leave up to a maximum of 1100 hours (for a maximum payment of 440 hours) at the employee's rate of pay at the time of retirement.

Section 6

In the event of the death of an employee, accumulated sick leave shall be paid to the surviving spouse or the estate of the decedent in accordance with the terms of Article 22, Section 5 above.

ARTICLE 23 **HOLIDAYS**

Section 1

All employees will be paid for the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Section 2

All employees will receive holiday pay for each of these holidays for the hours equal to what they would normally have been scheduled to work on the day the holiday falls. An employee who is not scheduled to work on a holiday shall receive their holiday pay but may have their schedules adjusted to ensure they receive equal holiday time off.

The employer will consider requests for sick leave for dental or medical procedures only, for up to three (3) days before or up to three (3) days after a holiday if submitted by the employee no later than 2:00 pm of the day prior to the first of the five (5) workdays prior to the holiday itself, and will be awarded on the basis of seniority, and shall not be reasonably denied as long as sufficient coverage is available. If the employee does not have sick leave available, they may request vacation leave.

Section 3

An employee who works a holiday shall receive their holiday pay, plus time and one-half pay for all hours worked on the holiday.

ARTICLE 24 **VACATION**

Section 1

Vacation leave shall accrue to the employee in active pay status as defined below. Days specified as holidays in the Agreement shall not be charged to an employee's vacation leave.

Vacation leave may be taken by the employee during the year in which it was accrued unless the employee wishes to accumulate and carry-over his/her accrued vacation leave to the following year.

An employee shall not carry over more than one hundred eighty-seven and one half (187.5) hours of accumulated vacation from year to year based on their anniversary hire date.

Employees earn vacation during their first year of employment but are not eligible to take vacation until after the anniversary of their hire date. They will then accumulate vacation each pay period thereafter in accordance with the vacation accrual below.

Section 2

One year of service shall be computed on the basis of twenty-six (26) bi-weekly pay periods. All full-time and part-time employees shall earn vacation leave based on years of service. Current part-time employees shall accumulate one-half (1/2) the number of days per year as full-time employees as listed on the following chart.

Years of Service	Total Days Per Year
During First Year	10
Second Year	11
Third Year	12
Fourth Year	13
Fifth Year	14
Sixth Year	15
Seventh Year	16
Eighth Year	17
Ninth Year	18
Tenth Year	19
Eleventh Year	20
Twelfth Year	21
Thirteen Year	22
Fourteenth Year	23
Fifteenth Year	24
More than 15 Years	25

Full-time employees hired after January 1, 2024, shall have the following rate of vacation accrual. Part-time employees hired after January 1, 2024, shall accumulated one-half (1/2) the number of days per year as full-time employees as listed on the following chart:

Years of Service	Total Days Per Year
During first year to 5 years	5
6-10 years	10
11-15 years	15
Max Accrual	15

Section 3

Upon any separation of employment, after the first year of service, employees shall be entitled to compensation at his/her current rate of pay for all accrued and unused vacation leave to their credit at the time of separation. If an employee leaves the employment of the Library prior to the completion of their first year of service, they are not entitled to payment of vacation.

Section 4

Bargaining unit employees shall schedule and use their vacation in the following manner:

1. All vacation requests shall be made during the bidding period of January 2nd to January 15th of each year.
2. Employees shall submit their top three vacation period request by January 15th. All vacation requests during the bidding period shall be granted on the basis of seniority. An employee bumped out of the total number of vacation days they requested during the bidding period will be notified so other vacation days can be selected.
3. Any vacations scheduled between January 2 and January 15 cannot be bumped by a senior employee who waits until after January 15 to schedule their vacation.
4. Requests for vacation days outside the bidding period must be submitted in writing to the manager on duty three (3) workdays in advance of the days being requested.
5. Request for vacation days outside the bidding period cannot include any three (3) day period before a holiday or three (3) days period after a holiday as recognized in Article 23.
6. Vacation shall be taken in full day increments equal to the hours the employee was normally scheduled to work on the day the vacation was requested or may be taken in one (1) hour increments.
7. Employees who have exhausted all their sick leave and personal leave may use accrued vacation time in one (1) hour increments with two (2) day advance written request for a scheduled medical or dental appointment.
8. The Library agrees it shall not unreasonably deny any vacation time but reserves the right to ensure availability of coverage before granting multiple vacation requests for the same day(s). The granting of vacation requests for more than multiple consecutive weeks in a row is solely at the discretion of management. The granting of vacation requests for two employees at the same time in the same unit or department is at the discretion of management, with seniority determining who is awarded the vacation if both employees cannot be granted vacation at the same time.

ARTICLE 25
INSURANCE

Section 1

The parties agree that the Library will continue to pay 100% of the cost of employee only coverage group dental insurance and employee only coverage for group vision insurance for all full-time bargaining unit employees.

The parties agree that the Library will continue to provide a group term life insurance policy for all full-time bargaining unit employees in the amount of forty thousand dollars (40,000.00).

For the purposes of this Article, full-time employees are defined as those employees who are regularly scheduled to work 30 hours per week or more.

Section 2

When made possible by the insurance policy, part-time employees may obtain dental and vision insurance benefits for themselves or their families at their own expense in accordance with the requirements of the Fiscal Officer, and in accordance with the requirements and enrollments periods established by the insurance carriers.

ARTICLE 26
WAGES

Section 1

Effective the first full pay in January 2024, the following salary schedule will be adopted. Each bargaining unit employee will be placed on the salary scale based on their original date of hire. The calendar year the employee was hired will be step 0. Each calendar year thereafter will count as a step. Once each employee is placed on the proper step for calendar year 2024, each employee will move up a step the first full pay in January every year thereafter.

Step	Rate	Step	Rate	Step	Rate	Step	Rate
0	\$13.00	9	\$15.35	18	\$18.70	27	\$23.60
1	\$13.25	10	\$15.70	19	\$19.10	28	\$24.35
2	\$13.50	11	\$16.05	20	\$19.60	29	\$25.10
3	\$13.75	12	\$16.40	21	\$20.10	30	\$25.85
4	\$14.00	13	\$16.75	22	\$20.60		
5	\$14.25	14	\$17.10	23	\$21.10		
6	\$14.50	15	\$17.50	24	\$21.60		
7	\$14.75	16	\$17.90	25	\$22.10		
8	\$15.00	17	\$18.30	26	\$22.85		

ARTICLE 27
JOB DESCRIPTIONS

Section 1

Briggs Lawrence County Public Library agrees to attach a copy of bargaining unit job descriptions to the Collective Bargaining Agreement. (Entitled Appendix A.)

The Employer, along with Union input, shall review said job descriptions on an annual basis.

ARTICLE 28
DURATION

Section 1

This Agreement shall remain in full force and effect from the date the parties sign the Agreement through midnight, January 01, 2027.

Any re-openers agreed to by the parties for any articles contained herein shall be controlled by the notice to negotiate and mutually agreed dispute resolution procedure of this Agreement.

Notice to negotiate a successor agreement shall be given by either party no sooner than one hundred twenty (120) days, but not later than sixty (60) days, prior to the expiration date of this Agreement. Discussions will begin no later than sixty (60) days prior to the expiration date of this Agreement.

Both the Employer and the Union have bargained fully and completely, and had the opportunity to present proposals, counter-proposals, and demands. Neither party has any duty to bargain further during the term of this Agreement, except as may be specifically agreed to in another article of this Agreement or as required by law. All proposals, counter-proposals, and demands not contained in this Agreement are withdrawn and shall not be the subject of further discussion between the parties during the term of this Agreement.

Karen Barkly 3-19-24
Regina Combs 03/19/24
Gutler Clappool 3-22-24
Loretta Wuzjed 3-22-2024

APPENDICIES
APPENDIX A
JOB DESCRIPTIONS

Section 1 —Public Service’s Clerk

Minimum Requirements:

Requires a high school diploma or equivalent. Requires experience working with the public.

Physical Requirements:

Requires the ability to lift 20 pounds.

Requires the ability to move a 100-pound book cart.

Requires the ability to reach 6 ft. high or 4 in. low. Requires the ability to work in a dusty, public environment.

Required Knowledge, Skills, and Abilities:

Ability to meet and serve the public effectively.

Ability to read, write and follow oral and written instructions. Ability to type and work with computers.

Knowledge of and interest in books and other library materials and media. Ability to work well with minimum supervision.

Responsibilities:

Meet and serve the public courteously.

Assist patrons in the procurement of library materials.

Offer patrons intra-branch loan, interlibrary loan, and purchase to obtain materials. Assist patrons in the basic use of the Public Access Catalog and other public-use computers.

Provide patrons with basic instructions in the use of the photocopier.

Place paper in public photocopier as needed.

Replace toner as needed.

Answer the phones, take messages, and route calls to appropriate personnel. Respond to directional questions and basic reference questions.

Direct in-depth reference questions and tasks to librarian on duty. Maintain a neat and orderly public area and circulation desk.

Keep adequate supplies on hand in these areas.

Take borrower's card applications, issue cards, enter information into database and file accordingly.

Check out, renew, and check in library materials. Prepare all necessary reports.

Process and shelve materials in a timely fashion. Assist with weeding of materials as necessary.

Arrange materials for shelving.

Shelve materials.

Read shelves in order to ensure materials are correctly placed.

Place patron reserves on materials and notify patrons of materials availability.

Process pending reserves through branch loan, interlibrary loan, or purchase.

Process branch requests and incoming and outgoing materials.

Assist in searching for Consortia loan materials.

Process overdue mail.

Water interior plants

Dust shelving only.

Collect money for fines, fees, lost books, etc. and record.

Assist with library displays, decorations, posters, bibliographies, and other promotional materials.

Assist in the implementation of adult programming.

Suggest titles for replacement and purchase.

Access e-mail and answer or route e-mail to appropriate personnel.

Assist in training new clerks.

Substitute in other areas as a clerk when necessary.

Report to the Branch Manager or on duty supervisor.

Perform other related duties, which fall within the area of public services.

Supervised by:

Branch Manager.

Section 2 — Hamner Room Clerk

Minimum Requirements:

Requires a high school diploma or equivalent. Requires experience working with the public.
Requires interest in genealogy and local history.

Physical Requirements:

Requires the ability to lift 20 pounds.
Requires the ability to move a 100-pound book cart.
Requires the ability to reach 6 ft. or 4 in. low.
Requires the ability to work in a dusty, public environment.

Required Knowledge, Skills, and Abilities:

Ability to meet and serve the public effectively.
Ability to read, write and follow oral and written instructions.
Ability to type and work with computers.
Knowledge of and interest in books and other library materials and media.
Ability to work well with minimum supervision.

Responsibilities:

Assist patrons in genealogy research.
Assist patrons with use of computers, microfilm, and microfiche machines.
Answer telephone requests.
Answer letter requests when directed.
Perform limited research for out-of-town patrons.
Repair genealogy materials.
Shelve genealogy materials, including shelf reading.
Maintain historical and family files.
Maintain a neat and orderly genealogy room.
Collect money for copies and records.
Assist in implementation of genealogical programming.
Suggest titles for replacement and purchase.
Assist with library displays, decorations, posters, bibliographies, and other promotional materials.
Prepare all necessary reports.

Access e-mail and answer or route e-mail to appropriate personnel.

Maintain the library scrapbook of news clippings, photographs, and mementos.

Substitute in other areas as a clerk when necessary.

Report to the Hamner Room Manager or on duty supervisor.

Perform other related duties, which fall within the area of genealogy services.

Supervised by:

Hamner Room Manager

Section 3 — Intra-Departmental Clerk

Minimum Requirements:

Requires a high school diploma or equivalent.

Requires experience working with the public.

Physical Requirements:

Requires the ability to lift 20 pounds.

Requires the ability to move a 100-pound book cart.

Requires the ability to reach 6 ft. or 4 in. low.

Requires the ability to work in a dusty, public environment.

Required Knowledge, Skills, and Abilities:

Ability to meet and serve the public effectively.

Ability to read, write and follow oral and written instructions. Ability to type and work with computers.

Knowledge of and interest in books and other library materials and media. Ability to work well with minimum supervision.

Responsibilities:

Serve as a substitute clerk in all areas of the library on a flexible schedule. Perform all adult services clerk functions.

Monitor the Hamner Genealogy and Local History Room as assigned and assist patrons. Perform circulation duties in the children's room and assist patrons.

Perform technical services duties as assigned.

Report to the Branch Manager, Department Manager or on duty supervisor.

Perform other related duties which fall within the area in which the person is substituting.

Supervised by:

Branch Manager or Department Manager.

Section 4 — Technical Services Clerk

Minimum Qualifications:

Requires a high school diploma or equivalent.

Requires experience working with the public.

Physical Requirements:

Requires the ability to lift 20 pounds.

Requires the ability to move a 100-pound book cart.

Requires the ability to reach 6 ft. or 4 in. low.

Requires the ability to work in a dusty, public environment.

Required Knowledge, Skills, and Abilities:

Ability to meet and serve the public effectively.

Ability to read, write and follow oral and written instructions.

Ability to type and work with computers.

Knowledge of and interest in books and other library materials and media.

Ability to work well with minimum supervision.

Responsibilities:

Assist with catalog library materials. Process library materials.

Perform basic repairs of damaged printed materials.

Prepare printed materials for bindery and discard.

Prepare audiovisual materials for repair or discard.

Prepare and display items for free distribution.

Prepare and display gift books for honor book circulation or book sale.

Compile monthly statistical reports.

Compile monthly list of new books.

Assist with unpacking and checking new library materials.

Prepare all necessary reports.

Substitute in other areas as a clerk when necessary.

Perform other related duties, which fall within the area of technical services.

Supervised by:

Technical Services Manager.

Section 5 — Shelver

Basic Function:

Performs a variety of shelving duties in the public library system.

Distinguishing Features of the Class:

This classification requires the ability to be trained in library book and material referencing/classification systems. The work is performed under general supervision.

Characteristic Duties and Responsibilities:

To shelf all returned material/books and library items used in-house by the patrons. Reference materials, books, newspapers, magazines, and audio-visual materials, etc. would be examples of some of the items that would be returned to the proper area assigned in the library by the shelver.

Ability to meet and serve the public effectively.

Ability to read, write and follow oral and written instructions.

Knowledge and interest in books and other library materials and media.

Ability to work with minimum supervision.

Ability to lift 30 pounds, move a 100-pound book cart,

Ability to reach or extend fully up to six feet heights and be able to stoop to accommodate shelving four inches off the floor.

Must be able to stand or sit for long periods of time.

Ability to reach, bend, stoop, walk, twist, push and carry to carry out essentials of the position.

Ability to work in a dusty, public environment. Ability to work flexible hours.

Ability to understand the Dewey Decimal System and other library referencing systems.

Education, Training and Experience:

Requires a high school diploma or equivalent.

Supervised by:

Branch Manager and Assistant Branch Manager and Managers on Duty

Note: This job description analysis describes the nature and level of assignments normally given in this position; not an exhaustive list of duties. Additional similar or relative duties may be assigned that would fall within this position.

Section 6 — Maintenance Technician

Minimum Qualifications:

Requires a high school diploma or equivalent.

Requires the ability to work independently with minimal supervision.

Physical Requirements:

Requires the ability to lift 40 pounds.

Requires the ability to move 100 pounds.

Requires the ability to reach 6 ft. high or 4 in. low.

Requires the ability to work in a dusty, public environment.

Required Knowledge, Skills, and Abilities:

Ability to follow instructions in written, oral and picture form.

Ability to perform repairs in facilities, furniture, and equipment.

Demonstrate physical fitness required for extended periods of manual labor.

Ability to use equipment and supplies needed for building and grounds maintenance.

Some skills in electrical repair, plumbing and carpentry.

Ability to work well with minimum supervision.

Responsibilities:

To provide the general maintenance, appearance and operation of the library building, equipment, plant systems and grounds.

Typical Duties:

Sweep and mop floors.

Empty trash containers.

Clean restrooms.

Replace light bulbs.

Make minor plumbing and electrical repairs.

Perform interior painting and exterior painting touch-ups and parking lines.

Wash windows.

Perform snow and ice removal and salting.

Mow, water, trim and mulch grass, and shrubs.

Perform general grounds upkeep.

Assist in ordering necessary maintenance supplies.

Contact electrical, plumbing, heat/air conditioning experts when needed.

Perform other related duties as required.

Supervised by:

Facilities Manager

Section 7 — Janitorial Technician

Minimum Qualifications:

Requires a high school diploma or equivalent.

Requires the ability to work independently with minimal supervision.

Physical Requirements:

Requires the ability to lift 40 pounds. Requires the ability to move 60 pounds.

Requires the ability to reach 6 feet high or 4 inches low.

Requires the ability to work in a dusty, public environment.

Requires the ability to climb ladders and stairs.

Required:

Ability to follow instructions in written, oral and picture form.

Demonstrate physical fitness required for extended periods of manual labor.

Ability to work well with minimum supervision.

Responsibilities:

To provide cleaning and other general maintenance to keep up the appearance and operation of the library building, equipment, and grounds.

Typical Duties:

Sweep, vacuum, and mop floors. Empty trash containers.

Clean restrooms.

Replace light bulbs.

Dust all interior areas as necessary.

Wash windows, furniture, walls, fixtures, appliances, etc. as necessary. Perform general grounds upkeep.

Work safely and clean up all spills in a quick fashion, promoting safety for others.

Perform other related duties, as required.

Supervised By:

Facilities Manager and/or Manager on Duty

APPENDIX B
FORMS

Section 1 — Transfer of Sick Leave Form



BRIGGS LAWRENCE
COUNTY PUBLIC LIBRARIES

TRANSFER OF SICK LEAVE FORM

Date:

I, wish to voluntarily transfer day(s) of my accumulated

Sick Leave (not to exceed five (5) total days) for use on or starting on (month, date, year).

Donor Signature

Director Approval _____ Date _____

Board Approval _____ Date _____