

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by the Hamilton Township Board of Trustees and the Fraternal Order of Police, Ohio Labor Council, Inc. ("FOP"), the union representing a bargaining unit of Township Employees in the classification of Administrative Assistants as certified by the Ohio State Employment Relations Board. The parties agree that Article 28 of the Administrative Assistants Agreement set to expire as of December 31, 2018 shall be amended as follows:

**ARTICLE 28
 WAGES**

Section 28.1 The annual wage rate paid to employees covered by this agreement are set forth below, but does not show the shift differential, if applicable. The shift differential will be added depending on the shift the employee works.

Section 28.2 All full time employees covered by this agreement will receive hourly wage compensation for work rendered as set forth below. Employee(s) step raises will go into effect on January 1st of each calendar year after the employee's first anniversary date.

A. As of the signing date of this agreement, the wage scale will be as follows:

	0-1 Year	1-2 Years	2-3 Years	3-4 Years	4-5 Years	5-6 Years	6-7 Years	7-8 Years	8-9 years	9-10 Years	10 + Years
Hourly	\$15.00	\$15.70	\$16.40	\$17.10	\$17.80	\$18.50	\$19.20	\$19.90	\$20.60	\$21.30	\$22.09
Annual											

B. As of January 1, 2017, the wage scale will increase by 2.5% and will be as follows:

	0-1 Year	1-2 Years	2-3 Years	3-4 Years	4-5 Years	5-6 Years	6-7 Years	7-8 Years	8-9 years	9-10 Years	10 + Years
Hourly	\$15.38	\$16.09	\$16.81	\$17.53	\$18.25	\$18.96	\$19.68	\$20.40	\$21.16	\$21.83	\$22.64
Annual	\$31,990	\$33,467	\$34,964	\$36,462	\$37,960	\$39,468	\$40,934	\$42,432	\$44,012	\$45,406	\$47,091

C. The parties agree that in 2018, the wage rate will increase by the same percentage as negotiated in the Police Officers Agreement and will be effective as of January 1, 2018.

Section 28.3 Tuition Reimbursement The Township shall reimburse any Administrative Assistant who is enrolled in an accredited college or university course(s) and passes said course(s) with a minimum grade of a "C"; provided the course(s) is part of the subject institution's generally accepted curriculum leading to a degree in Criminal Justice, Public Administration, or related field up to a maximum of \$2,000.00 each year. The Chief must give prior written approval to Administrative Assistants who enroll in courses under this Section. The employee must be able to demonstrate that said course is part of the approved curriculum for the degree major. Reimbursement will be as follows:

If the Administrative Assistant receives an "A" for that semester/quarter she will be reimbursed at 100% to a maximum of \$2,000.00 each year.

If the Administrative Assistant receives a "B" for that semester/quarter she will be reimbursed at 75% to a maximum of \$1,500.00 each year.

If the Administrative Assistant receives a "C" for that semester/quarter she will be reimbursed at 50% to a maximum of \$1,000.00 each year.

Reimbursement for books shall not exceed \$1000 per year, as to not exceed the annual maximum of \$2,000.00.

All original receipts and grade cards are to be provided in order to receive any reimbursement.

For each degree earned a 1% pay increase shall be added to the officer's annual salary.

If an employee has earned a degree prior to becoming a full-time member of the Police Department, she shall be paid a 1% pay increase per degree provided that the degree is in Criminal Justice, Public Administration, Criminology, Psychology, or related field after the probationary period has been completed.

The employee will be required to sign an agreement regarding reimbursement procedures for all college courses taken. In the event the employee leaves employment for any reason, the employee will be required to reimburse Hamilton Township the portion of fees based on the original course cost and the length of service completed (from completion of said course) as detailed below:

Length Of Service	6 Months	1 Year	1.5 Years	2 Years	2.5 Years	3 Years
Cost of College Course						
\$ 2,000.00 or more	100%	100%	75%	50%	25%	0%
\$1,000 - \$1,999	100%	75%	50%	25%	0%	
\$500 - \$999	100%	50%	25%	0%		
\$100 - \$499	100%	25%	0%			

Training approved by the Chief of Police that results in the earning of college credits is not subject to the reimbursement procedures.

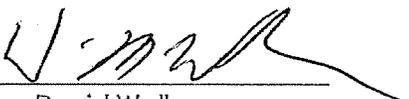
Section 28.5 Payroll Discrepancies In the event of a payroll discrepancy, the employee shall advise the Chief of Police (in writing) of the discrepancy. Payroll discrepancies will be corrected within fourteen (14) business days of submission.

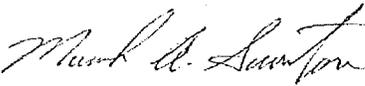
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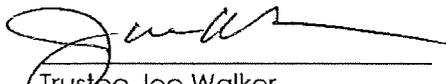
IN WITNESS WHEREOF, the parties have hereunto signed by their authorized representatives this 7th day of September, 2016.

FOR: HAMILTON TOWNSHIP
BOARD OF TRUSTEES:

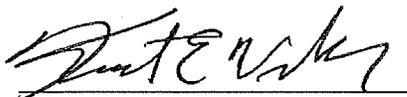
FOR: THE FRATERNAL ORDER OF POLICE,
OHIO LABOR COUNCIL, INC.

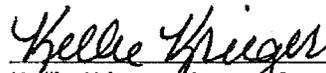

Trustee David Wallace


Mark Scranton, Staff Representative


Trustee Joe Walker

Mona Bailey


Trustee Kurt Weber


Kellie Krieger Human Resources


Township Administrator Ray Warrick

AS PREPARED BY:
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