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STATE EMPLOYMENT  
RELATIONS BOARD

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AGREEMENT BETWEEN

THE CITY OF AVON LAKE

AND

UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING, ENERGY,  
ALLIED-INDUSTRIAL AND SERVICE WORKERS INTERNATIONAL UNION  
AFL-CIO & CLC

LOCAL 836-1

EFFECTIVE 7/1/2011 THROUGH 6/30/2014

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COLLECTIVE BARGAINING AGREEMENT

LOCAL 836-1

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## COLLECTIVE BARGAINING AGREEMENT

### ARTICLE 1. PREAMBLE

- 1.01 This Agreement is hereby entered into by and between the City of Avon Lake, Ohio, hereinafter referred to as "The City", and The United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied-Industrial and Service Workers International Union, AFL-CIO, CLC and its Local 836-1 hereinafter referred to as "The Union".

### ARTICLE 2. PURPOSE AND INTENT

- 2.01 In an effort to continue harmonious and cooperative relationships between employer and employees, and to insure orderly and uninterrupted efficient operations, the City and the Union now desire to enter into an agreement reached through collective bargaining which will have for its purposes, among others the following:
1. To recognize the legitimate interests of all members of the Union and the City management in participating through collective bargaining in the determination of the terms and conditions of their employment;
  2. To promote fair and reasonable working conditions;
  3. To promote efficiency of service to the citizens of Avon Lake;
  4. To provide a basis for the adjustment of matters of mutual interest by means of amicable discussion.

### ARTICLE 3. RECOGNITION

- 3.01 The City hereby recognizes the Union as the sole and exclusive representative of all regular full-time employees of the City in the job classifications within the bargaining unit as set forth below: Finance Clerks in the Finance and Tax Departments, Secretaries in the Service, Engineering, Recreational Department and Building Departments.
- 3.02 The City hereby recognizes the Union as the sole and exclusive bargaining agent with respect to wages, hours, and other terms and conditions of employment for all full-time non-probationary employees included in the bargaining unit.
- 3.03 If an employee is promoted to a position outside of the bargaining unit, and it is subsequently concluded by the City that such individual be returned to the bargaining unit within one hundred (100) calendar days after the date of promotion, they shall retain full seniority rights in the bargaining unit. An employee continuing in a position outside of the bargaining unit for a period of more than one hundred (100) calendar days who is subsequently returned to the bargaining unit shall begin his seniority anew. This shall not be considered to affect vacation, longevity or any other fringe benefits.
- 3.04 It is understood that management personnel of the City shall not perform work on a job normally performed by the bargaining unit except:
- a. for experimental work;

b. demonstration work performed for the purpose of instructing and training employees;

c. work required by conditions which, if not performed, might result in interference with public health, welfare and safety, operations, bodily injury, loss or damage to material or equipment.

d. emergencies declared by the Mayor after giving due consideration to such work being performed by bargaining unit employees.

#### ARTICLE 4. RIGHT TO MANAGE

4.01 Not by way of limitation of the following paragraph, but to only indicate the type of matters or rights which belong to and are inherent to the City, the City retains the right to:

1. Hire, discharge, transfer, suspend and discipline employees for just cause.
2. Determine the number of persons required to be employed or laid off;
3. Determine the required qualifications of employees covered by this Agreement;
4. Determine the starting and quitting time and the number of hours to be worked by its employees;
5. Make any and all reasonable rules and regulations;
6. Determine the work assignments of its employees;
7. Determine the basis for selection, retention, and promotion of employees to or for positions not within the bargaining unit established by this Agreement consistent with Civil Service Rules and Regulations;
8. Determine the type of equipment used and the sequence of work processes;
9. Determine the making of technological alterations by revising either process or equipment, or both;
10. Determine the work standards and the quality of work to be produced;
11. Establish, expand, transfer and/or consolidate work processes and facilities;
12. Consolidate, merge, or otherwise transfer any or all of its facilities, properties, processes or work, with or to any other municipality or entity or effect or change in any respect legal status, management or responsibility of such property, facilities or processes of work.

During the term of this Agreement, the Employer agrees that there shall be no less than the number of USW Office and Clerical employees within the bargaining unit as January 1, 2009.

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

#### ARTICLE 5. UNION RIGHTS

- 5.01 The Union shall have the right to appoint or elect representatives from its membership and such representative shall be authorized and recognized by the City to represent the Union in City/Union related matters. The names of the Union members so selected shall be certified in writing to the City.
- 5.02 The Union recognizes its responsibilities as the bargaining agent and agrees to represent all members of the bargaining unit, without any unlawful interference, restraint, or coercion from the City.

It is hereby agreed that all full time employees that are members of the bargaining unit shall either become members of the Union or remit to the Union a fair share fee as a condition of continued employment. Any newly hired employee in the bargaining unit shall, within sixty (60) days of employment, either elect to become a member of the Union or remit to the Union the fair share fee. Such fair share fee shall not exceed dues paid by members of the Union. The fair share fee, voluntary PAC contributions, initiation fee, assessments levied by the Union and periodic membership dues shall be deducted in proportionate amounts from each pay period of the month by the City from the employee's payroll check and payment thereof to the International Union shall be automatic and shall not require an employee's authorization; however, the Local Union shall provide a written notice to the City detailing amounts to be deducted for each pay period. The Employer agrees to remit said deductions by the end of the calendar month to the International Union along with a check-off list. The check-off list will include the names of the Union members, including their Social Security Number and their clock or employee number. This list will include all those for whom dues were deducted and also from those where no deductions were made, and the reason for non-deduction. If the compensation of an employee for any period is insufficient, the Employer shall make the deduction from the next pay period which is sufficient.

The initiation fee, dues and assessments so deducted shall be in the amounts established by the Union from time to time in accordance with its Constitution and Bylaws.

Provided a non-member makes a timely demand upon the Union, an internal procedure to determine a rebate, if any, for non-members which conforms to federal law shall be prescribed by the Union. Such internal rebate procedure shall provide a rebate of expenditures in support of partisan politics or ideological causes not germane to the work of the Union in the realm of collective bargaining.

- 5.03 The Union shall have its legal right under ORC Chapter 4117 to solicit additional membership and the City shall have its legal right under ORC Chapter 4117 to contest and/or oppose the expansion of the bargaining unit.
- 5.04 Meetings of the Union members will be permitted on City premises, providing at least thirty-six hours advance notice is given to the Mayor/Human Resources Director.
- 5.05 The City agrees that during working hours, one Union member while on the City's premises and without loss of pay may:
1. Post Union notices;
  2. Transmit communications, authorized by its officers to the City or its representatives;
  3. Consult with City representatives, Union officers, or other Union representatives concerning the enforcement, interpretation, application, or claim of violation of any provisions of this Agreement;
  4. Subsections 1. through 3. above shall be permitted provided said activities are authorized by the Department.
  5. The Union shall be allowed, collectively, up to sixty (60) hours of paid leave per year for attendance of Union members at USW International Union functions, subject to the approval of the Mayor and existing department policy on requests for time off.
- 5.06 The Union may conduct a thirty minute orientation during working hours, for newly hired bargaining unit employees upon completion of their 60 day probationary period.

#### ARTICLE 6. NO STRIKE/NO LOCKOUT

- 6.01 The Union does hereby affirm and agree that it will not either directly or indirectly, call, sanction, encourage, finance or assist in any way, nor shall any Union member instigate or participate, either directly or indirectly, in any strike, slowdown, walkout, work-stoppage, or other concerted interference with or the withholding of services from the City for the duration of this Agreement.
- 6.02 In addition, the Union shall cooperate at all times with the City in the continuation of its operations and services, and the fulfilling of its contractual agreements, and shall actively discourage any attempt to violate this Article. If any violation of this Article occurs during the term of this Agreement, the Union shall immediately notify all Union members that the strike, slowdown, work-stoppage, or other concerted interference with or the withholding of services from the City is prohibited, not sanctioned by the Union and order all Union members to return to work immediately.
- 6.03 It is recognized by the parties that the City is responsible for and engaged in activities which are the basis of the health and welfare of its citizens and that any violation of this Article would give rise to irreparable damage to the City and the public at large. Accordingly, it is understood and agreed that in the event of any violation of this Article, the City shall be entitled to seek and to obtain immediate injunctive relief,

along with the Union indemnifying and holding, the City harmless from any and all costs arising from the violation of this Article.

- 6.04 The City shall not lockout any Union member for the duration of this Agreement.

#### ARTICLE 7. NON-DISCRIMINATION

- 7.01 The City and the Union agree not to discriminate against or grant preferential treatment to any employee on the basis of race, color, creed, national origin, age, disability, ancestry, sex, or genetics.
- 7.02 The Union and the City agree that membership in the Union is at the option of the employee, and that neither will discriminate with respect to representation between members and non-members.

#### ARTICLE 8. RULES, REGULATIONS AND WORK RULES

- 8.01 The Union has the right to submit a grievance under Article 19 of the current agreement to protest the discipline under any rules, policies, procedures or directives.

Any new rules, policies, procedures or directives must be transmitted to the Union and posted 15 working days, Monday through Friday, prior to its implementation unless an emergency exists. In either case, the Union may request a meeting to discuss the new rule, policy, procedure or directive within 15 working days, Monday through Friday, of the effective date of the rule, policy, procedure or directive.

- 8.02 The Union agrees that its members shall comply with all rules and regulations, policies, procedures and directives, including those relating to conduct, performance evaluation and work performance.
- 8.03 It is hereby mutually agreed that from time to time work rules may be discussed between the Union and the Department Head to insure a harmonious relationship, good working conditions and efficiency.

#### ARTICLE 9. SAFETY AND HEALTH

- 9.01 The City and the Union shall cooperate fully in matters of safety, health and sanitation affecting the Union members covered by this Agreement.
- 9.02 A Union designated representative shall be provided with OSHA information and material from the City's designated safety representative who will be available to the Union for safety concerns.
- 9.03 A joint Safety Committee shall be formed consisting of two (2) representatives appointed by the City and two (2) representatives appointed by the Union. The committee will meet when a safety issue arises, but in no case less than once every three (3) months. The function of the committee shall be to advise with City management concerning safety and health matters, but not to handle grievances.

- 9.04 An employee who, as a result of an industrial accident, is unable to return to his assigned job for the balance of the shift on which he was injured, will be paid for any wages lost on that shift and for one additional follow up appointment provided that the employee provides proof of the appointment.
- 9.05 The City shall make every reasonable effort to comply with all standards, conditions and requirements and all applicable PERRP rules and regulations.

#### ARTICLE 10. HEADINGS AND INTERPRETATION

- 10.01 It is understood and agreed that the use of headings before ARTICLES is for convenience only and that no heading shall be used in the interpretation of said ARTICLE nor affect any interpretation of any such ARTICLE.
- 10.02 It is further understood and agreed that words of one gender include the other gender.

#### ARTICLE 11. HOURS OF WORK

- 11.01 During the period of this Agreement, each employee covered by this Agreement shall work a normal tour of duty which shall be forty (40) hours of work in five (5) eight (8) hour tours, Monday through Friday and shall be so assigned by the Department Head.
- 11.02 Each employee shall be allowed two (2) fifteen (15) minute paid break periods during each eight hour shift, the time for which shall be determined by the department head.
- 11.03 All hours worked shall be calculated after rounding to the nearest quarter of an hour.

#### ARTICLE 12. OVERTIME COMPENSATION

- 12.01 Overtime compensation for work in excess of an eight (8) hour tour of duty or in excess of a normal 40 hour week shall be paid at the rate of one and one-half (1 1/2) times the basic hourly rate. For purposes of this section, hours paid for vacation, holidays, compensatory time and sick time shall be calculated as time actually worked.
- 12.02 The basic hourly rate shall be determined by dividing the employee's bi-weekly wage by eighty (80) hours.

#### ARTICLE 13. UNIFORM ALLOWANCE

- 13.01 Covered employees shall be furnished uniform clothing according to the following:
- (a) Clerical and finance union members will be compensated an additional .17 (seventeen cents) per hour.
  - b) The City agrees to supply any City of Avon Lake clothing items which are required to be worn during work hours.

## ARTICLE 14. HOLIDAYS

14.01 All employees covered by this Agreement shall be granted the following holidays:

New Years Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day; and,
Independence Day	Four (4) personal holidays
Labor Day	granted after 1st anniversary date of employment

All employees covered by this Agreement who worked a forty (40) hour work week shall be given the above holidays off with one day's regular eight hour pay. In the event a holiday falls on a Sunday, the next following day, Monday, shall be the holiday. In the event the holiday falls on a Saturday, the preceding day, Friday, shall be the holiday.

14.02 Upon retirement, resignation, permanent layoff or termination of employment, except for termination for gross misconduct with the City, an employee shall be compensated for any unused holiday time and personal holiday time. Compensation shall be an hourly rate computed by dividing the employee's bi-weekly wage by 80 hours, times the number of unused holiday or personal holiday hours accumulated.

1. In the case of a deceased employee, holiday pay shall be paid to the next of kin or executor or administrator of the estate.

14.03 An employee will be allowed to schedule time off under a personal day in segments of not less than one half hour.

14.04 All personal holidays not taken prior to December 31 of each year shall be compensated in cash money no later than the end of January immediately following, but the payment shall be made at the rate in effect in the preceding December.

## ARTICLE 15. VACATIONS

15.01 All full time employees covered by this Agreement who have been in the continuous employment of the City for a period of twelve (12) months or more preceding January 1, shall be allowed an annual vacation with pay of two normal work weeks. All regular fulltime employees who have been employed for less than twelve (12) months preceding January 1, will receive one full day of vacation for each full month of employment during the previous one year up to a maximum of two normal work weeks.

15.02 All full time employees who have been in the employment of the City for a period of five (5) years of continuous service shall be granted three (3) weeks of vacation with pay; after ten (10) years of continuous service shall be granted four (4) normal work weeks of vacation with pay; and after twenty (20) years of continuous service shall be granted five (5) normal work weeks of vacation with pay. All earned vacations shall become effective on the following January 1st. after the completion of the above years of service.

- 1 . In addition to the above, in the year of the employee's fifth, tenth and twentieth anniversary date of employment and only in those years, he/she shall be granted one (1) additional day of vacation for each two (2) full months of time remaining in the calendar year, beginning with his/her anniversary date. The employee shall be allowed use of this prorated additional vacation time only on or after his/her employment anniversary date. This prorated vacation shall be taken prior to December 31, and cannot be carried over into the next year.
- 15.03 Vacations of more than one week may not be accumulated and must be taken not later than the end of the subsequent year of service for which the vacation was earned, unless the Mayor/Human Resources Director authorizes an extension.
- 15.04 An employee whose employment with the City is terminated, permanently laid off, voluntarily resigns or upon retirement, shall be paid for vacation time earned the previous year but not yet taken, and earned but not yet taken in the year of termination, permanent layoff, resignation or retirement. Compensation shall be calculated by dividing the employee's bi-weekly wage by 80 hours, times the unused hours of vacation provided the employee has twelve (12) months or more of continuous service.
- 15.05 Vacation allowance calculated on the basis of Section 15.04 hereof shall be paid to the next of kin or executor or administrator of a deceased employee.
- 15.06 Vacation time shall be scheduled as nearly as possible to conform with the proper functioning of the Department as well as to suit the convenience of the employee, and is subject to the approval of the Department Head.
- 15.07 Members of the bargaining unit shall be eligible to "cash-in" up to ten (10) vacation days per year at the employee's appropriate hourly rate. Reimbursement for unused vacation days shall only be in full days (8 hours) or half days (4 hours) increments. The employee shall receive payment for the "cashed-in" vacation days on the next pay day after cashing out.
- 15.08 All bargaining unit members who have had full-time prior municipal service (2080 hours) within the last ten (10) years with another Ohio municipality, shall have that time credited for purposes of vacation time calculation.

#### ARTICLE 16. HEALTH INSURANCE

- 16.01 All members of the bargaining unit shall be eligible to participate in either health care plan established by the City, which shall include medical, dental, vision, and prescription drug coverage.
- 16.02 Effective July 1, 2011, the City shall pay one hundred percent (100%) of all monthly premiums with the following employee contributions to be deducted bi-weekly:

SuperMed Plus 90% - 10% Single \$28.00 - Family \$48.00

SuperMed Plus 80% - 20% Single \$ 5.00 - Family \$ 9.50 (Optional Plan Effective 1/1/12)

- 16.03 The parties agree to form an insurance committee to meet and discuss concerns relating to insurance coverage, administrative and cost issues and to make recommendations to the administration to resolve insurance concerns.

The City shall be represented by the mayor or his designee, the Union shall designate one (1) member from each bargaining unit as its representative. The committee shall meet on a quarterly basis or as agreed to by the parties.

- 16.04 The City will provide members of the bargaining unit a cash incentive plan for those employees electing to "opt out" of the medical, dental, vision and prescription drug coverage that is provided to the bargaining unit member. Any bargaining unit member that elects to "opt out" of a family or single insurance contract shall receive a cash incentive equal to forty percent (40%) of the premium cost to be paid monthly. To be eligible, the employee must show proof of insurance from an alternative source, excluding the City of Avon Lake.

The City shall permit the bargaining unit member the ability to enroll back into the medical, dental, vision and prescription drug plan provided by the City during open enrollment periods through the duration of this collective bargaining agreement or upon a qualifying event. The City shall provide bargaining unit members the time period for open enrollment and definitions of allowable qualifying events.

- 16.05 A schedule of benefits shall be attached to this section in the appendix, which shall include the following policy highlights:

New Health Care Option (Effective 1/1/12) SuperMed Plus 80% - 20% Plan	Current Health Care Plan SuperMed Plus 90% - 10% Plan
Network Deductible: Single (\$500) Family (\$1,000)	Network Deductible: Single (\$100) Family (\$200)
Non-Network Deductible: Single (\$1,000) Family (\$2,000) Office Visit \$20.00	Non-Network Deductible: Single (\$200) Family (\$400) Office Visit \$20.00
Out of Pocket Maximum: Network Single (\$2,000) Family (\$4,000) Non-Network Single (\$4,000) Family (\$8,000)	Out of Pocket Maximum: Single (\$300) Family (\$600) Single (\$2,000) Family (\$4,000)
Prescription Drug \$10.00/\$20.00/\$30.00	Prescription Drug \$10.00/\$20.00/\$30.00

\*Employees agree to Forced Generic Prescription Drug Program.

- 16.06 The City shall reimburse to an employee covered by this Agreement, upon retirement the cost of health insurance for said retired employee's spouse which was paid said retired employee to the Ohio Public Employee Retirement System for such coverage, upon written proof of payment of the same and evidence of coverage issued by and through the Ohio Public Employees Retirement System. For purposes of this Section, retired employees mean any City employee who is or was a member of the Ohio Public Employees Retirement System

who retires and is receiving a monthly allowance as provided in Sections 145.32, 145.33 and 145.34 of the Ohio Revised Code as presently enacted.

ARTICLE 17. LIFE INSURANCE

- 17.01 The City shall provide full premium payment for all eligible full time employees for a minimum thirty-five thousand dollars (\$35,000.00) life insurance.

ARTICLE 18. LONGEVITY

- 18.01 The following longevity compensation plan has been established for eligible full time employees:

<u>Consecutive full Years of service</u>	<u>Amount of Annual Longevity Pay</u>
6 years	\$ 450.00
7	500.00
8	550.00
9	600.00
10	675.00
11	750.00
12	825.00
13	900.00
14	975.00
15	1,050.00
16	1,125.00
17	1,200.00
18	1,275.00
19	1,350.00
20 years or more	\$1,700.00

per year until termination

- 18.02 Longevity compensation shall be paid to eligible full time employees. Longevity compensation shall be paid on the scheduled pay day immediately preceding November 1.
- 18.03 Any full time employee receiving longevity compensation as set forth in Section 18.01 of this ARTICLE shall, in addition thereto, be required to be employed and work no less than eighteen hundred (1800) hours during the twelve (12) months preceding the computation of said compensation.
- 18.04 Longevity compensation rates are to be computed on continuous years of employment service and not upon any wage or salary rate. Service for purposes of longevity compensation is defined as a full time position of trust or employment in the service of the City of Avon Lake involving no less than eighteen hundred (1800) hours of work per twelve (12) month period from December 1 until December 1 of the following year.
- 18.05 Hours of work is defined as working or duty hours including hours paid for vacations, sick leave or other paid authorized absences. Overtime hours worked will not be

counted or computed in determining the 1800 hour basic computation requirement for an eligible service year.

- 18.06 For full time employees who leave the service of the City of Avon Lake other than discharge, the following provisions for longevity compensation shall apply:
1. Separation from public service because of death, resignation, permanent layoff, or permanent disability, longevity compensation will be prorated and paid as of the time of separation. In the case of deceased employee, longevity compensation shall be paid to the next of kin or executor or administrator of the estate.
  2. Any employee retiring or resigning before December 1, of the calendar year shall receive longevity compensation on a prorata basis as determined on the date of this retirement or resignation, payable at the time of retirement or resignation.
- 18.07 In computing longevity compensation for the first eligible year, the employee shall be compensated on a prorata month-to-month basis, determined by the number of months (an eligible month for prorata being 20 or more calendar days) between the employee's sixth anniversary date of employment and the next December 1. Such prorata compensation shall be added to the first entitlement longevity compensation.
- 18.08 The monetary value of proration as described in this Section shall be determined by the following formula: eligible months divided by 12, times the entitlement amount of Section 18.01 of this ARTICLE.

#### ARTICLE 19. GRIEVANCE PROCEDURE

- 19.01 Any employee or the Union may present a grievance in accordance with the procedure provided herein free from any interference, coercion, restraint, discrimination or reprisal. It is the intent and purpose of the parties to this Agreement that all grievances shall be settled, if possible, at the lowest step of the procedure.
- 19.02 For the purposes of this procedure, the below-listed terms are defined as follows:
1. Grievance: A "grievance" shall be defined as unresolved grievances and/or disputed interpretations of the specific and express written provisions of this Agreement.
  2. Aggrieved Party: the "aggrieved party" shall be defined as any employee, the Union, or group of employees within the bargaining unit actually filing a grievance.
  3. Days: A "day" as used in this procedure shall mean calendar days, excluding Saturdays, Sundays and the holidays as provided in this Agreement.
  4. Unless otherwise agreed to by the parties, the preparation and processing of grievances shall be conducted only during non-working hours.
  5. The aggrieved party, if an employee or a group of employees, shall be represented by the Union during the Grievance Procedure as outlined in 19.03 and 19.04.

6. If the City fails to reply within the specified time limit, the grievance shall automatically move to the next step by default. If the Union fails to follow the specified time limits within this Article, the grievance shall be determined to be adjusted and shall not be advanced to arbitration. The time limits specified for either party may be extended only by written mutual agreement.
7. This procedure shall not be used for the purpose of adding to, subtracting from or altering in any way, any of the provisions of this Agreement.

19.03 Procedure for Consideration of Employee Grievance:

1. Within forty-five (45) days of the incident giving rise to the grievance or forty-five (45) days after the employee should have known the facts giving rise to the grievance, the employee shall bring the complaint to the attention of his immediate supervisor.
2. Employee grievances shall, in the first instance, be discussed between the individual employee involved and his Department Head. If the problem is not thereby resolved to the satisfaction of each, the grievant and the employee's union representative, shall meet with the proper Department Head for discussion of the grievance in an attempt to settle it to the satisfaction of the parties concerned.
3. In the event an employee grievance cannot be resolved by such discussion with the Department Head within thirty (30) days after the discussion, the employee, or the employee organization, shall have the right to submit such grievance in written form to the Mayor/Human Resources Director for his consideration and evaluation. A copy shall at the same time be provided to the Department Head involved, and the Mayor/Human Resources Director shall, within twenty (20) days after receipt of such a request for his review, arrange for a meeting with the parties involved and shall attempt to resolve the dispute. An International Representative of USW may be present at this meeting if desired by the Union. Within ten (10), days of the meeting the Mayor/Human Resources Director shall render a written response to the Union.
4. In the event a grievance is unresolved after being processed through all of the steps of the Grievance Procedure, the Union may submit the grievance to arbitration.

19.04 Arbitration: The Union has a right to decide whether to arbitrate a grievance. The right of the Union to request arbitration over an unadjusted grievance is limited to a period of thirty (30) calendar days from the date final action was taken on such grievance under Step (3) in the grievance procedure.

- A. Upon receipt of a notice to arbitrate, either party may request the Federal Mediation and Conciliation Service to submit a list of seven (7) impartial persons qualified to act as arbitrator in accordance with its then applicable rules and regulations.
- B. The parties shall use the alternate strike method from the list of seven (7) arbitrators submitted to the parties by the FMCS. USW shall be the first to strike a name from the list in the first arbitration under this Agreement, with the parties then alternating

which party shall strike first. The first party will strike a name from the list, then the other shall strike a name and alternate in this manner until one (1) name remains on the list. The remaining name shall be designated as the arbitrator to hear the dispute in question. Each party shall have the option to completely reject one list of names provided by FMCS and request another list.

- 19.05 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 make any award that itself is contrary to law or violates any of the terms and conditions of this Agreement.
- 19.06 The arbitrator shall not decide more than one grievance on the same hearing day or series of hearing days except by the mutual written agreement of the parties.
- 19.07 The hearing or hearings shall be conducted pursuant to the Rules of Voluntary Arbitration of the Federal Mediation and Conciliation Service.
- 19.08 The decision of the Arbitrator resulting from an arbitration of grievances hereunder shall be in writing and sent to the Employer and USW. The decision of the Arbitrator shall be binding on both parties.
- 19.09 The fees and expense of the arbitrator will be shared 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. City facilities may be used at no cost, upon agreement of the parties, for such hearing or hearings.

#### ARTICLE 20. SICK LEAVE

- 20.01 Sick leave shall be provided to each full time employee in accordance with State law and the provisions of this Contract.
- 20.02 Sick Leave Accumulation
1. Each full time employee shall be advanced five (5) days of immediate sick leave credit which will be charged against the first four months of his/her accumulation of sick leave.
  2. Sick leave shall be accumulated at the rate of one and one-fourth (1 1/4) days per month. (One day equals an 8 hour shift)
  3. Accumulation of sick leave shall be unlimited.
  4. Any full time employee who has been employed with another Ohio public agency or Ohio political subdivision and who has not retired shall be credited with the unused balance of his accumulated sick leave from such Ohio public agency or subdivision, not to exceed 240 hours.
  5. The previously accumulated sick leave, not to exceed 240 hours, of a full time employee who has been separated from Ohio public service shall be placed to his credit

upon his re-employment, provided his Ohio employment takes place within ten years of the date on which the employee was last terminated from Ohio public service, unless the employee has elected to receive termination pay or severance pay with his former Ohio public agency or political subdivision.

### 20.03 Granting of Sick Leave

1. Each employee shall furnish a written signed statement on forms prescribed by the City to justify the use of sick leave. Such form will be made available by the department head and submitted to the department head when completed by the employee. Falsification of the sick leave form by an employee shall be subject to discipline under this Agreement.
2. Sick leave may be used due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness or injury of a member of the employee's immediate family. The term "immediate family" means father, mother, brother, sister, husband, wife, child, stepparent, step-child, step-brother, step-sister, and grandparents of the employee and/or spouse and any other legal dependent residing with the employee.
  - a) In the case of pregnancy and or childbirth of the bargaining unit member and/or spouse, the bargaining unit member may utilize a maximum of five (5) days without a certificate from a licensed obstetrician, gynecologist, midwife, obstetric or gynecological nurse practitioner. If the bargaining unit member, spouse or child develops medical complications associated with the pregnancy, childbirth or recovery from said pregnancy, additional days of sick leave may be used upon the filing of medical excuse signed by a licensed obstetrician, gynecologist, midwife, obstetric or gynecological nurse practitioner that details the nature of the illness, complications or incapacitation associated with said pregnancy and/or birth. Medical information provided by a bargaining unit member will be consistent with state and federal laws concerning personal medical information.
3. If medical attention is required, or if the absence exceeds three (3) consecutive 8-hour work shifts [two (2) in the case of legal dependent], a certificate stating the nature of the illness from a licensed physician may be required to justify the use of sick leave at the discretion of the City. The City or Department Head may request such certificate.
4. All bargaining unit members who are employed on a 40-hour shift basis shall be charged for sick leave at the rate of one day for absence from an 8-hour work shift.
5. Sick leave may be used in segments of not less than one (1) quarter of an hour.
6. An employee shall have the option of converting up to one hundred twenty (120) hours of accumulated sick leave at the employee's current rate of pay at the rate of two (2) hours of sick leave for one (1) hour of pay. The conversion must be requested in writing on a City form between November 1<sup>st</sup> and November 30<sup>th</sup> of each year. The conversion shall be paid on the last pay day prior to December 31<sup>st</sup> of the same year.

7. If an employee uses sick time in a way which, in the reasonable judgment of the Employer, constitutes a pattern of abuse, the employee will be required to provide a doctor's excuse to verify the use of sick time. Examples of pattern abuse include but are not limited to: repetitive use of sick time before and after weekends; repetitive use of sick time before and after holidays; repetitive use of sick time before and after scheduled vacations; absences occurring repetitively when undesirable jobs or assignments are scheduled.
8. All employees who are scheduled for elective surgery will notify the employees' supervisor at least fourteen (14) calendar days prior to the scheduled surgery.

#### 20.04 Payment for Unused Sick Leave Upon Retirement

1. A full time employee, at the time of retirement, if he/she has ten or more years of full time service as an employee of the City of Avon Lake, shall be entitled to fifty percent (50%) of his/her accumulated sick leave credit up to a maximum of one hundred twenty (120) days. Payment shall be based on the employee's basic rate of pay at the time of retirement and shall not exceed sixty (60) days.
  - a. Payment under this provision shall eliminate all sick leave credit.
  - b. Should termination be because of death, such remaining accumulated sick leave pay shall be paid to the surviving spouse or dependent children in the order named, or to the executor or administrator of the employee's estate.
2. Employees whose date of employment is prior to January 1, 1981, will receive all accumulated sick leave up to a maximum of one hundred twenty (120) days, based on their basic rate of pay at the time of retirement.

#### ARTICLE 21. LEAVE OF ABSENCE AND UNAUTHORIZED ABSENCE

- 21.01 One Year Restriction: The Human Resource Director or his designee may grant a leave of absence without compensation, for a definite or an indefinite period not to exceed one year. Such absences may be granted for good cause among which the following shall be deemed proper: temporary physical disability, or study or training of value in connection with the Municipal service. The civil service status of an employee shall be protected during all leaves of absences. Military leave of absence shall be granted in conformance with Federal and State law and shall only be limited by the duration of any call-up notice.
- 21.02 Reinstatement Upon Return: An employee returning after a leave of absence without pay shall be reinstated in his former position.
- 21.03 All members of the Union covered under this Agreement returning from the armed services of the United States and applying for reinstatement shall be governed by the applicable provisions of the Ohio Revised Code.
- 21.04 Extension of One Year Leave: Where an employee has been injured in the line of duty, the Human Resource Director or his designee may grant such extensions for a ninety (90) day

period not to exceed a total of one year of such extensions beyond the regular one year maximum leave allowed under provisions of Section 21.01.

- 21.05 Unauthorized Absence: Whenever a full time employee works for a period of less than the regularly established number of hours a day, days a week, or weeks a month (unless absent for authorized leave), the amount paid shall be in proportion to the time actually employed for this class.
- 21.06 Employees absent from work for unauthorized reasons not included in this or previous ARTICLES and/or without authorization or approval shall be considered on unauthorized leave. Unauthorized leave for a period of three (3) or more consecutive working days may be considered by the department head as an automatic resignation. Any dispute arising under this subsection shall be subject to the grievance procedure. Pursuant to ORC § 4117.10 (A), this section shall take precedence and supersede ORC §124.34, Section 256.13 of the City of Avon Lake Codified Ordinances and Rule XIX of the Avon Lake Civil Service Commission. Disputes arising out of the application of this section shall be resolved under the grievance procedure.
- 21.07 In the event of the death of a member of the employee's or the employee's spouse's "immediate family", said latter term being defined as set forth in paragraph 20.03 (2) herein, said employee shall be allowed bereavement leave with pay up to five days, to be charged as follows:
1. Three days' bereavement leave in state and up to 5 days bereavement leave out of state.
  2. An employee may use an additional 2 days of sick leave for bereavement related purposes.
- 21.08 In the event an employee covered by this Agreement is called to jury duty or is required to testify as a witness pursuant to subpoena or court order issued by any court of record of competent jurisdiction, the City shall pay to such employee such compensation as said employee was to receive as pay from the City based on his pay rate for the regularly scheduled work time lost in fulfilling the jury duty or witness call responsibility, if any, and excluding overtime. Such employee must provide adequate evidence to prove to the satisfaction of the City that he is entitled to such regular compensation.
- 21.09 All Employees granted an unpaid leave of absence shall be entitled to maintain health insurance benefits by paying to the City the total cost of the applicable monthly premiums for hospitalization, prescription drug coverage, dental and vision insurance.

ARTICLE 22. WAGES AND RATES OF PAY

22.01 *Effective July 1, 2011*

Finance Clerk I	23.11	24.38	25.61	27.04	28.43
Finance Clerk II	19.95	20.95	22.04	23.26	24.40
Finance Clerk Trainee (Secretary)	18.09	19.02	20.00	20.99	22.04
Engineering/Planning	17.80	18.61	19.51	20.41	21.42
Service Dept.	17.80	18.61	19.51	20.41	21.42

Building Dept.	17.80	18.61	19.51	20.41	21.42
Recreation Dept.	17.80	18.61	19.51	20.41	21.42

Excluding normal step increases, there shall be no wage increase for the Step 5 employees for the duration of this Agreement.

During the term of this Agreement, should the Avon Lake City Council approve an hourly rate increase or lump sum payment to any other bargaining unit employee, such hourly rate increase or lump sum payment shall apply to those employees covered by this collective bargaining agreement.

- 22.02 An employee may skip a step in pay progression, if and only if all of the following occurs: (1) the employee has had a rating of outstanding, very good or good on the performance evaluation, (2) the Department Head recommends the skip in progression, and (3) the Human Resources Committee of the City Council votes its approval.

ARTICLE 23. EDUCATION INCENTIVE

- 23.01 Any full time employee covered by this Agreement, who has attained an Associates Degree in an area directly related to the job the employee is performing, shall be entitled to additional compensation pursuant to the following schedule: \$450.00 per year while in the employ of the City.
- 23.02 Any full time employee covered by this Agreement, who has attained a Bachelor's Degree in an area directly related to the job the employee is performing, shall be entitled to additional compensation pursuant to the following schedule: \$500.00 per year while in the employ of the City.
- 23.03 Any full time employee covered by this Agreement, who has attained a Master's Degree in an area directly related to the job the employee is performing, shall be entitled to additional compensation pursuant to the following schedule: \$750.00 per year while in the employ of the City.
- 23.04 Any full time employee covered by this Agreement, who has attained a Doctorate Degree in an area directly related to the job the employee is performing, shall be entitled to additional compensation pursuant to the following schedule: \$1000.00 per year while in the employ of the City. Such compensation shall be paid on the first day of June each year.
- 23.05 Such compensation may not be cumulative with payment for the highest degree earned. The determination as to whether an employee is eligible for the Education Incentive shall be made by the Human Resources Director and Mayor. There shall be no educational incentive compensation paid for additional education when such education is a requirement of the job.
- 23.06 Such compensation shall not be paid until such time as the employee furnishes to his department head a certificate from an accredited educational institution evidencing that the employee has satisfactorily completed all requirements necessary to be granted a degree by said educational institution. Copies of said certificates shall be forwarded to the Finance Department and shall be filed with the employee's permanent records.

- 23.07 The City of Avon Lake will not provide the employee any reimbursement for expenses which such employee might incur in obtaining a degree, such as tuition, books, fees, travel expenses, etc., nor shall compensation be paid to said employee for time expended by said employee in attending such educational institution. The department head is not authorized to allow the employee time off from his regularly assigned job in order to attend such educational training and such training must be accomplished on the employee's own personal time.
- 23.08 Pursuant to the approval of the Mayor, bargaining unit employees shall be permitted time off with pay to attend seminars or work-related training classes.
- 23.09 Any full time employee who is serving a probationary period shall not be entitled to such educational incentive benefit, whether or not the employee has a degree. An employee serving a promotional probationary period shall be entitled to payment under this Article.
- 23.10 The Union shall be allowed collectively up to sixty (60) hours of paid leave per year, for attendance of Union members at USW International Union functions, subject to the approval of the Mayor and existing department policy on request for time off.

#### ARTICLE 24. PAYROLL DEDUCTIONS

- 24.01 Credit Union deductions shall be made upon presentation of a written deduction authorization by an employee for such purpose. Credit union deductions shall be made to a credit union approved by the Union and as long as only one (1) credit union is used by the employees.

#### ARTICLE 25. CITY PICKUP OF EMPLOYEE CONTRIBUTION TO OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM

- 25.01 (a) The City's method of payment of salary and its provision of fringe benefits to those who are members of the Ohio Public Employees Retirement System (OPERS), are hereby modified as follows, in order to provide for a salary reduction pick-up of employee contribution to OPERS, in accordance with Internal Revenue Code Section 414 (h) (2) and the rulings thereunder.
- (b) The total annual salary and salary per pay period for each such employee shall be the salary otherwise payable under the City policies. Such total annual salary and salary per pay period of each employee shall be payable by the City in two parts: deferred salary and cash salary. An employee's deferred salary shall be equal to that percentage of said employee's total annual salary or salary per pay period which is required, from time to time by OPERS, to be paid by an employee and shall be paid by the City to OPERS, on behalf of said employee as a pick-up and in lieu of the OPERS employee contributions otherwise payable by said employee. An employee's cash salary shall be equal to said employee's total annual salary or salary per pay period less the amount of the pick-up for said employee and shall be payable, subject to the applicable payroll deductions, to said employee. The City shall compute and remit its employer contributions to OPERS based upon an employee's total annual salary or salary per pay period, including the aforesaid pick-up. The City's total combined expenditures for such employee's

total salaries otherwise payable under the applicable City policies (including pick-up amounts) and its employer contributions to OPERS shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

(c) The pick-up shall be included in the employee's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence or for any other similar purpose.

(d) Any pick-up by the City of an employee's contribution to OPERS shall be mandatory for all members of OPERS. No such members shall have the option of choosing to receive the contributed amounts directly instead of having them paid by the City to OPERS.

(e) The City shall fulfill its income tax reporting and withholding responsibilities for each employee in such manner as is required by applicable Federal, State and Local laws and regulations as they may exist at the time of such reporting and withholding, it being the City's understanding that Federal and Ohio income tax laws and regulations presently require it to report an employee's gross income, his or her total annual salary less the amount of the pick-up, while applicable municipal income tax laws require it to report as an employee's gross income his or her total annual salary including the amount of the pick-up.

#### ARTICLE 26. OBLIGATION TO NEGOTIATE

26.01 The City and the Union acknowledge that during negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining/negotiations and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

26.02 Therefore, for the life of this Agreement, the City and the Union each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to negotiate collectively with respect to any subject or matter not specifically referred to or covered in the Agreement, even though such subjects or matters may not have been within the knowledge or contemplations of either or both of the parties at the time they negotiated and signed this Agreement.

26.03 This ARTICLE shall not operate to bar negotiations over any subject or matter which the City and the Union mutually agree to negotiate.

26.04 The City and the Union agree to begin negotiations for the terms and provisions of a subsequent Agreement following the term of this Agreement, no later than March 1, 2014.

26.05 The City shall have the agreement printed by a union printer in booklet form and shall distribute the same to employees in the bargaining unit without cost. The International Representative shall be provided with five copies.

#### ARTICLE 27. UNION RIGHT TO CONSULT

27.01 A non-employee representative of the Union may enter the premises of an operation of the

City between the hours of eight o'clock (8:00) a. m. and five o'clock (5:00) p.m. Monday through Friday upon request and with approval of the Mayor or his designee. Purpose of visitation will be strictly for the purpose of administration of the contract and shall not interfere with the work of any employee on the operations of the City.

- 27.02 The Local Union President shall be admitted to all facilities of the City during normal working hours, upon giving reasonable advanced notice. Such visitation shall be for the purpose of participating in the investigation and adjustments of grievances, or for attendance of other meetings.
- 27.03 An employee has the right to the presence and advice of a Union Steward or other Officer at any disciplinary hearing.

#### ARTICLE 28. PERSONNEL RECORDS

- 28.01 An employee shall have a reasonable opportunity to review his individual personnel records as maintained by the Employer. Review of the file shall be in the presence of a supervisor or manager.
- 28.02 An employee shall be provided with a copy of any document generated by the Employer concerning job performance which is placed in his formal personnel file. This copy shall be given within twenty (20) days of the time it is placed in the personnel file, (either by hand with an acknowledgment by the employee) or by mail (return receipt must be used in this instance). The employee shall have the right to submit his statement or rebuttal concerning any such document, and to have the statement or rebuttal included in the personnel file.

#### ARTICLE 29. MILEAGE

- 29.01 All regular full-time employees required to use their personal cars in the performance of their job duties for the employer, shall be reimbursed only for such actual mileage at the IRS rate.

#### ARTICLE 30. DISCIPLINARY ACTION

- 30.00 A non-probationary employee shall not be disciplined except for just cause.
- 30.01 Except in instances where the employee is found guilty of gross misconduct, discipline will be applied in a corrective and progressive manner: (a) oral warning; (b) formal written reprimand which becomes a part of the employee's record; (c) suspension from duty without pay for up to a maximum of three (3) days; (d) suspension from duty without pay for up to a maximum of ten (10) days; (e) discharge. Formal disciplinary action, suspension without pay and discharge shall be commenced within thirty (30) days of a pre-disciplinary hearing with the Safety Director.
- 30.02 In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations.

- 30.03 The employer shall notify the employee subject to any verbal reprimand, written reprimand, suspension and/or discharge of the employee's right to have a union representative present before any disciplinary action is taken.
- 30.04 The City will follow progressive discipline standards when it is appropriate for employee misconduct. Discipline over one year and non-similar minor violations will not be considered on future disciplinary decisions where the discipline was progressive in nature.
- 30.05 Pursuant to ORC § 4117.10 (A), this Article shall take precedence and supercede ORC § 124.34, Section 256.13 of the City of Avon Lake Codified Ordinances and Rule XIX of the Avon Lake Civil Service Commission.
- 30.06 An employee has the right to the presence and advice of a Union Steward or other Officer at any disciplinary hearing.
- 30.07 A bargaining unit employee shall have the right to a pre-disciplinary hearing prior to the imposition of any disciplinary suspension or termination taking effect. A bargaining unit employee and the Union shall be notified in writing within 5 working days from which the City had knowledge of the occurrence of the reason or reasons contemplated for disciplinary action.  
At the option of the City of Avon Lake, an employee may be suspended with pay and benefits until such time as the pre-disciplinary hearing is conducted. The pre-disciplinary hearing will be scheduled during working hours by the City.

#### ARTICLE 31. FAMILY AND MEDICAL LEAVE

- 31.01 The City shall provide eligible full-time Employees who have completed one full year of service (at least 1,250 hours) consistent with the Family Medical Leave Act (FMLA). Employees are entitled to up to 12 work weeks of unpaid family and medical leave in any 12-month period. For purposes of the Department, the 12-month period shall be defined as January 1<sup>st</sup> through December 30<sup>th</sup>. The City will continue to pay the City's share of the employee's health benefits during the leave. In addition, the City will restore the employee to the same or similar position after the termination of the leave in accordance with City policy.
- 31.02 FMLA will be granted for one of the following conditions:
- a. the birth and first year care of a child;
  - b. the adoption or foster placement of a child;
  - c. the serious illness of an employee's spouse, parent, child, or similar step relationship; and
  - d. the employee's own serious health condition that keeps the employee from performing the essential functions of the job.
  - e. eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.

- f. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.
- 31.03 Leave taken because of a birth or placement of a child for adoption or foster care must be taken in one continuous period of time. Leave taken when needed to care for a sick family member or for your own serious health condition may be taken intermittently or on a reduced schedule only when that type of leave is medically necessary. For intermittent or reduced leave, the City may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates the employee's leave. The alternative position will have equivalent pay and benefits, although the position may not have equivalent duties.
  - 31.04 An employee may elect, or the City may require that unused accrued paid vacation, personal, or sick leave be substituted for unpaid leave as part of the twelve (12) weeks of leave permitted under this policy. All qualifying events will be recorded under the FMLA, therefore employees are required to designate the reason for sick time when utilizing it.
  - 31.05 If a husband and wife eligible for leave are employed by the City, their combined amount of leave for birth, adoption, foster care placement, and parental illness may be limited to 12 weeks. An employee may not take FMLA leave to care for a parent-in-law.
  - 31.06 The City will maintain the employee's health coverage (medical, dental, vision, and prescription drug) under the City's group health insurance plan during the period of FMLA leave. The employee should make arrangements with the City to pay the employee's share of health insurance prior to the beginning of the FMLA leave. The Employer shall continue, at no expense to the employee, the life insurance in force at the time of the FMLA leave.
  - 31.07 When the FMLA leave is foreseeable, the employee must notify the Mayor/Human Resources Director in writing of the request for leave at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as soon as practical. "As soon as practical" means at least verbal notice to the Employer within one or two business days of learning of the need to take FMLA leave. The written notice must contain the following:
    - a. the reason(s) for the requested leave
    - b. the anticipated duration of the leave
    - c. the anticipated start of the leave
  - 31.08 When the employee requests medical leave or has planned medical treatment, the employee must make reasonable attempts to schedule treatment so as not to disrupt the City's operations.
  - 31.09 The City may deny the leave if the employee does not meet the notice requirements.

31.10 If an employee requests FMLA leave to care for a seriously ill family member or because of the employee's own serious health condition that interferes with the employee's ability to do the essential functions of the position, the request for leave must be supported by a detailed certification issued by a licensed health care provider of the ill individual. The medical certification is to be provided within fifteen (15) days of the employee's request for leave. Subsequent re-certifications of a serious health condition may be required by the Employer.

31.11 When an employee's FMLA ends, the employee is entitled to return to the same position the employee held when the leave began, or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

There are certain circumstances under which the employee may not be reinstated to employment. If the employee would otherwise not have been employed at the time of reinstatement (for example, if there has been a layoff which would have affected the employee if the employee had been working), the employee is not entitled to be returned to employment.

31.12 The Employer is entitled to recover health care premiums paid during the leave if the employee fails to return from leave; however, recovery cannot occur if the employee fails to return because of the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the control of the employee.

#### ARTICLE 32. ALCOHOL AND DRUG FREE WORKPLACE

32.01 Purpose: It is the purpose of this Article to create an alcohol and drug free workplace which will enhance the health, safety, security, and performance of members of the bargaining unit.

32.02 Policy:

a. The illegal use, sale, manufacture, distribution, dispensation or possession of drugs on City property is absolutely prohibited. Reporting to work or working under the influence of alcohol or illegal drugs is also prohibited. Violation of this policy will result in disciplinary action up to and including termination.

b. For purposes of this Article, a person shall be deemed "under the influence of alcohol" if a Blood- Alcohol test is administered with a result of 0.04 grams/210 L breath or higher or an equivalent result from a blood test. Such Blood-Alcohol tests shall be ordered by the Department Head or designee and shall be conducted at an approved medical facility. Urine screens shall also be ordered by the Department Head or designee at an approved medical facility. If an employee is transported to a hospital for an injury in which alcohol or drug use is suspected, a blood or urine test may be administered by a qualified doctor, nurse, or laboratory technician.

c. Screening standards for drugs: the following are the threshold levels that shall be considered a positive result:

Drug	Initial Screening Level	Confirmation Level
Amphetamines	1000 ng/ml	300 ng/ml
Cocaine	300 ng/ml	150 ng/ml
metabolite	50 ng/ml	15 ng/ml
Cannabinoids	25 ng/ml	25 ng/ml
Phencyclidine (PCP) Opiates	2000 ng/ml* if immunoassay specific for free morphine	2000 ng/ml

d. An employee who has been tested for drug or alcohol use pursuant to this Article, may at his or her expense, have a separate Blood-Alcohol test or urine drug screen, administered by a qualified doctor, nurse, or laboratory technician of the employee's choosing. This test may be admissible in any subsequent disciplinary hearings. If the test is negative, the employee shall be reimbursed for any actual out of pocket expense involved in testing.

32.03 Testing for Suspicion: Employees will be required to undergo a urine drug screening test and/or blood alcohol test when there is reasonable suspicion to conclude that they are under the influence of illegal drugs or alcohol during those times when an employee is on duty. Testing for reasonable suspicion will be conducted when an employee (a) reports to work or appears to be working under the influence of alcohol or illegal drugs, (b) when an employee admits to a supervisor being under the influence of alcohol or illegal drugs while on duty, and/or (c) following any workplace accident or other incident which suggests the employee is under the influence of alcohol or illegal drugs. The union president shall be notified of any employee to be tested for reasonable suspicion.

32.04 Testing:

a. All drug tests shall be conducted by laboratories certified by a Department of Health & Human Services (DHHS) recognized certification program. The procedures utilized by the Employer and testing laboratory shall include an evidentiary chain of custody, Medical Review Officer, and control and split sample collection and testing. The results of the testing shall be delivered to the Employer and the employee tested. An employee whose confirmatory drug test result is positive shall have the right to request a certified copy of the testing results in which the Medical Review Officer shall affirm that the test results were obtained using professionally recognized testing methods. The Employee shall provide a signed release for disclosure of any and all testing results to the Employer. The Employer shall not disclose the testing results without the consent of the employee, except as otherwise required by a court order.

b. All specimens identified to the Medical Review Officer as positive on the initial drug test (screen) shall be confirmed through the use of the gas chromatography/mass spectrometry method of detection, or any other method that is professionally recognized as being as or more accurate than the gas chromatography/mass spectrometry method. In the event the initial and confirmatory test results are positive, the employee is entitled to have the split sample tested in the manner prescribed above at the City's expense. The result of this test shall be determinative.

c. In the event the confirmatory test confirms the result of the first, the Employer may proceed with disciplinary sanctions. However, an employee's first positive result will not result in termination but will require participation in a rehabilitation program. If the above drug testing produces a positive result, the employee may be suspended. If the employee is suspended, the employee will also be required to participate in a rehabilitation program. An employee who participates in a rehabilitation program shall be allowed, after completion of the suspension, to use sick time, compensatory time, and vacation leave for the period of the rehabilitation program. If no such leave time is available, the employee shall be placed on disability leave without pay

for the period of the rehabilitation program.

d. Upon completion of such program, as certified by a substance abuse professional, and upon receiving results from a return-to-duty test demonstrating that the employee is no longer under the influence of controlled substances, the employee will be returned to his former position. Such employee may be subject to up to six (6) follow-up tests during the first twelve (12) months following his return to work which shall be at the expense of the Employer. Twenty-four months after the employee has completed treatment, the employee's personnel file shall be purged of any reference to a drug or alcohol incident.

- 32.05 Employee Training and Education: The Employer shall educate employees and increase their awareness of the negative affects of alcohol and drug abuse on health and safety and inform employees about the use of the City's Employee Assistance Program.
- 32.06 Searches: The Employer reserves the right to conduct reasonable searches within any City owned facility when there is reason to suspect violation of the policy, with prior notification and approval of the Mayor, Chief; and review by Legal Counsel. At the start of a reasonable search, the City shall notify the Union President.
- 32.07 Right to Privacy: Information involving an Employee's use of alcohol or illegal drugs shall be maintained in a confidential medical record. An Employee's involvement in the Employee's Assistance Program shall be confidential except as to the following circumstances: (a) the Employee consents in writing, (b) the law requires disclosure, and (c) it is believed that life or safety is threatened by failure to disclose.
- 32.08 Driving Motor Vehicles: An Employee operating a motor vehicle on duty while under the influence of alcohol or illegal drugs shall be cause for disciplinary action, up to and including termination.
- 32.09 Disciplinary Action: Any and all disciplinary action resulting from this Article shall be administered in accordance with the disciplinary procedures set forth in the current collection bargaining agreement. An employee shall have the option to appeal any disciplinary action resulting from this Article through the appropriate grievance procedures in accordance with the current collective bargaining agreement.
- 32.10 Notification: Effective January 1, 2003, employees will notify the Human Resources Director of any drug or alcohol conviction. Said notification shall be made within a period of five (5) calendar days after said conviction(s).

### ARTICLE 33. ON DUTY INJURY LEAVE

- 33.01 In the event of an on-the-job injury, and the employee elects to seek a worker's compensation award for lost work time, the City will continue to pay the employee sick pay upon written request, providing that the employee has adequate sick leave. Sick leave will be deducted for such time used until the employee receives his workers compensation award. At that time, the employee shall reimburse the City for all wages and benefits paid on his behalf and to his credit through payment of sick pay, and his sick leave shall then be restored per the amount paid. The purpose of this procedure is to insure the employee continuous income until the worker's compensation award is received.

## ARTICLE 34. SENIORITY

- 34.01 Seniority shall be defined as the length of continuous service with the City. Seniority shall be measured in calendar days of employment beginning with the employee's first day of employment.
- 34.02 The term "continuous service" as used in this Agreement, shall be so construed that absence from employment due to approved leave of absence, or layoff by the City due to lack of work or funds shall not cause a break in the meaning of the term "continuous service" for the purpose of computing seniority. Absence due to compensable disability incurred during the course of employment shall not cause a break in seniority of an employee until it is determined that such employee is permanently disabled.
- 34.03 Seniority shall be broken when an employee:
- a. Quits or resigns.
  - b. Is discharged for just cause.
  - c. Is laid off for a period of more than 36 months.
  - d. Is absent without leave for three or more working days without notifying the Director.
  - e. Fails to reply to a recall.
- 34.04 In the event that the City determines that layoffs are necessary, prior to the implementation of the layoff, the City will meet with the Union for the purpose of discussing the decision to lay off employee(s). The Union shall receive a minimum of seven (7) calendar days advance written notice of a layoff.
- 34.05 If as a result of economic considerations, lack of work or job abolishment, the City decides to reduce its forces, employees covered by this Agreement shall be laid off by department with the least senior employee laid off first without regards to qualifications: All students, temporary and seasonal employees City-wide (excluding seasonal employees hired by the Recreation Department for swimming pool operations, the Green Box Program and Miller Road Park security). Full-time employees who have not completed their probationary period. Full-Time employees who have completed their probationary period.
- 34.06 In the event seniority to two or more employees is equal, the employees shall be laid off according to the first letter of their last name as of their date of hire (A through Z).
- 34.07 A senior bargaining unit employee may voluntarily elect to be laid off in lieu of a junior employee. If an employee chooses this option, he/she shall be permitted to a one-time opportunity during the layoff period to exercise his/her right to return to work after thirty (30) days by giving the City a seven day notice. An employee exercising this option shall not be denied unemployment compensation.
- 34.08 Employees shall be recalled in the reverse order of their layoff. An employee on layoff, upon

receipt of notification, will be given ten (10) calendar days notice of recall from the date on which the City sends the recall notice to the employee, by certified mail, to the employee's last known address, as shown on City records. It is the employee's responsibility to notify the City of a change of address. The City will maintain a list of those employees who are laid off for a period of three (3) years. During this period of three (3) years, new bargaining unit employees shall not be hired until all employees on layoff status desiring to work have been recalled.

- 34.09 The City shall provide an up to date seniority list to the Union. The list shall be kept up to date and give the employee's date of employment with the City. The list shall be posted for all City employees to see, and shall be updated on a quarterly basis.

#### ARTICLE 35. JOB EVALUATION AND JOB CLASSIFICATION LANGUAGE

- 35.01 The administration and operation of a job evaluation program, including job descriptions and job classification, are the functions and responsibilities of the City. The present job descriptions and job classifications in effect as of the date of this contract shall remain unchanged unless changes as provided herein.
- 35.02 In the event that the parties to this agreement believe that a substantial change has occurred regarding any job classification covered in the Collective Bargaining Agreement, they may request a meeting to discuss the change or changes for purposes of reclassifying the job including but not limited to a wage adjustment.
- 35.03 If a substantial change has occurred regarding any job classification covered in the Collective Bargaining Agreement or a new job is established which has not been previously classified, the wage rate for such job shall be determined by the City. Before putting such rate into effect, the City shall meet with the Union to negotiate the rate for the classification. In the event the parties are unable to agree upon a rate for classification, the City may put the rate into effect without any further delay. Thereafter, the Union can file a grievance on the single issue of whether the rate established by the City is reasonable or unreasonable, and if the grievance is submitted to arbitration, the arbitrator shall have the authority to set a new rate if he determines that the rate set by the City is unreasonable.

#### ARTICLE 36. COMPENSATORY TIME

- 36.01 Employees shall be entitled to accumulate up to sixty (60) hours per year of compensatory time in lieu of overtime pay. Request for use of compensatory time shall be made by the employee to the department head who shall have sole discretion in compensatory time usage. Union members shall be paid for the same in cash, at the regular rate of compensation for each such employee at the time of payment, or before thirty-one days after the end of such calendar year. As employees use compensatory time, they may add time to the accumulated time as long as the total accumulated time does not exceed sixty (60) hours.

The city will pay to an employee a minimum of four (4) hours or the actual time worked for mandatory attendance at a special meeting. A special meeting is a meeting outside the employee's normal scheduled work day, which is not a regularly scheduled meeting that is normally part of the employee's job duties to attend.

## ARTICLE 37. JOB BIDDING

- 37.01 For the purpose of these provisions a "vacancy" is defined as when the City determines to fill a particular job in any job classifications within the bargaining unit. Whenever a vacancy occurs within the bargaining unit, the City shall post notice of such vacancy for a period of five (5) consecutive working days, provide the Union with a copy of the notice, and post a notice in each department. Posting shall contain the requirements of the job, scheduled hours, and the rate of pay. During the posting period, bargaining unit employees may apply for the vacant position by submitting a written application on a form provided by the City to the person designated in the job posting. The job shall be awarded within ten (10) work days after the closing of the bid, unless the City gives notice in writing to the Union that some longer period is required.
- 37.02 The City will review all applications filed in a timely manner. The vacant position shall be awarded to the applicant deemed qualified by the City. Seniority shall apply where the qualifications of two or more employees are deemed equal.
- 37.03 The selected employee shall have a training period of forty-five (45) calendar days to qualify for the position. An employee shall have fifteen (15) calendar days to request a return to the employee's former position. An employee who fails to qualify during the training period or who voluntarily requests to return to the employee's former position, shall be returned to the position and at the same rate of pay.
- 37.04 If no member of the bargaining unit applies or if the City determines that none of the bargaining unit members are qualified, the City may fill the position by hiring a qualified new employee from outside the bargaining unit.
- 37.05 Pursuant to ORC§ 4117.10 (A), the provisions of this Article shall supersede and take precedence to conflicting rules of the Civil Service Commission.
- 37.06 An employee awarded a promotional job bid shall be placed in a pay progression step of the new classification based on their qualifications at the time of being awarded the position. However, in no case will an employee be placed in a pay progression step that does not insure an amount equal to the employee's current rate of pay:
- (a) An employee awarded a lateral job bid shall retain his current rate of pay.
  - (b) An employee awarded a downward bid shall be placed in the same progression step of the new job that he/she held on their previous job.

## ARTICLE 38. SUBMISSION, APPROVAL-RATIFICATION OR REJECTION

- 38.01 Upon finalization and reduction of this Agreement into written form, it shall be submitted to the Avon Lake City Council and to the affected membership of the Union. Within thirty days after said submission, City Council shall either approve same and authorize execution by the Mayor on behalf of the City in writing, or reject same and notify the Union President in writing upon rejection. Within thirty (30) days after said submission, the affected membership of the Union shall either ratify said Agreement and authorize execution

thereof by the Union President on behalf of the Union in writing, or reject same and notify the Mayor in writing upon rejection.

#### ARTICLE 39. APPLICATION

- 39.01 The City agrees that the provisions of this Agreement will be administered on a fair and nondiscriminatory basis. Work rules and other regulations will not be inconsistent with the express written provisions of this Agreement. In the event of a violation of this ARTICLE, the matter shall be subject to the Grievance Procedure.

#### ARTICLE 40. CONFORMITY TO LAW

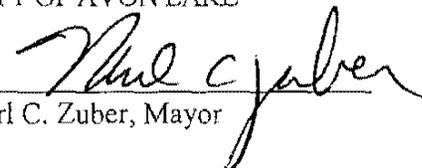
- 40.01 This Agreement shall be subject to and subordinated to any present and future Federal, State and local laws, and the invalidity of any provision or provisions of this Agreement by operation of any such existing or future laws or rules or regulations shall not affect the validity of the surviving provisions.
- 40.02 If the enactment of legislation, or a determination by a court of final and competent jurisdiction (whether in a proceeding between the parties or in one not between the parties) renders any portion of this Agreement invalid or unenforceable, such legislation or decision shall not affect the validity of the surviving portions of this Agreement, which shall remain in full force and effect as if such invalid portion thereof had not been included herein.

ARTICLE 41. DURATION

41.01 This Agreement shall become effective at 12.01 A.M. on the first day of July, 2011 and shall continue in full force and effect, along with any amendments made and annexed hereto, until midnight, June 30, 2014.

IN WITNESS WHEREOF, each party hereto sets its hand by and through its duly authorize representative two duplicate copies hereof, each of which shall be deemed an original copy, this 13 day of July, 2011.

CITY OF AVON LAKE

  
Karl C. Zuber, Mayor

UNITED STEEL, PAPER AND FORESTRY, RUBBER,  
MANUFACTURING, ENERGY, ALLIED-INDUSTRIAL AND  
SERVICE WORKERS INTERNATIONAL UNION, AFL-CIO  
AND CLC, LOCAL 836-1

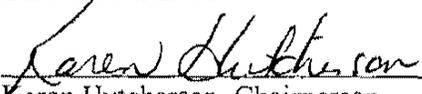
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Leo W. Gerard  
International President

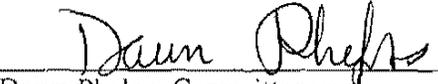
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Stanley W. Johnson  
International Secretary-Treasurer

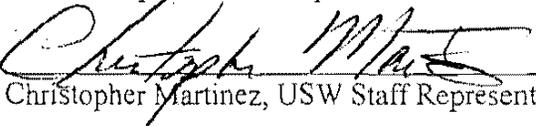
\_\_\_\_\_  
Thomas Conway  
Vice-President (Administration)

\_\_\_\_\_  
Fred Redmond  
Vice -President (Human Affairs)

\_\_\_\_\_  
David McCall  
Director District 1

  
\_\_\_\_\_  
Karen Hutcherson, Chairperson

  
\_\_\_\_\_  
Dawn Phelps, Committeeperson

  
\_\_\_\_\_  
Christopher Martinez, USW Staff Representative

APPENDIX A  
PAYMENT FOR UNUSED SICK LEAVE UPON RETIREMENT  
AMENDED SECTION 260.24 OF THE CODIFIED ORDINANCES OF AVON LAKE

(a) In lieu of the maximum severance pay allowed in Section 260.03, full-time non-bargaining unit employees with either a total of twenty-six (26) years of OPERS accepted credit time, or who are eligible for OPERS pension on the date of the proposed retirement, may request to convert their current awarded sick leave hours to paid wages.

(b) Sick leave shall be limited to a maximum annual accumulation of one hundred twenty (120) hours of sick leave per year.

(c) Any sick leave utilized during this program will be deducted from the employee's past bank of accumulated hours, if available on a first-in-first-out (FIFO) basis.

(d) The payment for these accumulated hours shall be made on the last pay of December except that the final payment shall be made at the time of retirement.

(e) The hourly rate used to calculate the amount of the payment shall be one hundred percent (100%) of the employee's prevailing rate of pay at the time of the payment, with 22% deducted for employee and employer share of pension contributions. All sick hours converted to payment shall be deducted from the maximum allowed in Section 260.03.

(f) By submitting the request to participate in this sick leave buyout plan, the employee acknowledges that his/her final sick leave balance, upon retirement for severance calculation Section 260.03, will be reduced by the amount paid (maximum of one hundred twenty (120) hours annually). At no point shall the payment received exceed the maximum number of sick days allowed to be paid out upon retirement per Section 260.03 in order to ensure no additional costs to the City.

If the employee fails to execute retirement or withdraws from the program, she/he:

1. Must repay any amounts received under the program in order to re-enroll; or
2. Will only be eligible for future severance payments to the maximum allowed, less any time previously paid under this plan.

(g) The employee must submit a request in writing to the Department Head, with a copy to the Finance Director, asking for enrollment in this plan. A copy of the most recent OPERS service credit statement must be attached to the request.

1. Within 90 days, the Finance Director will notify the employee of their correct sick leave balance, and the number of hours to be paid at the last pay of December.
2. The employee then has 30 days with which to dispute any balance in question.

(h) The arrangement is not a guarantee of employment, and the City reserves the right to terminate this plan at the end of any given calendar year.

APPENDIX B  
MEMORANDUM OF UNDERSTANDING

This Agreement is hereby entered into by and between the City of Avon Lake, Ohio and the United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied-Industrial and Service Workers International Union, ALF-CIO, CLC and its Local 836 and Local 836-1.

For the duration of the Collective Bargaining Agreements effective July 1, 2011, the City of Avon Lake will offer all full time employees who work in the Finance Department and the Engineering Department an opportunity to work a "summer schedule". The summer hours for these departments shall consist of four (4) eight and one-half hour days on Monday through Thursday and one (1) six hour day on Friday.

The summer workweek will commence the Tuesday following Memorial Day and conclude the Friday following Labor Day.

During the summer schedule period effected employees will be paid overtime after eight and one-half hours for work performed on Monday through Thursday and after six hours for work performed on Friday. An employee may elect to convert their overtime hour for hour to further reduce their work day on Friday with the approval of their department head.

The July 4<sup>th</sup> holiday will be paid at eight and one-half hours for employees participating in summer hours.

For the City:

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the Union:

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

APPENDIX C



City of Avon Lake  
SuperMed Plus  
Grandfathered July 1, 2011



Benefits	Network	Non-Network
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>	
Dependent Age Limit	26 / 28 with Certification; Removal upon end of the Month	
Annual Maximum	\$2,500,000	
Benefit Period Deductible -- Single/Family <sup>1</sup>	\$100 / \$200	\$200 / \$400
Coinsurance	90% after deductible	70%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible) -- Single/Family	\$300 / \$600	\$2,000 / \$4,000
<b>Physician/Office Services</b>		
Office Visit (Illness/Injury) <sup>2</sup>	\$20 copay, then 100%	\$20 copay, then 70%
Urgent Care Facility Services <sup>2</sup>	\$20 copay, then 100%	\$20 copay, then 70%
Immunizations	90% after deductible	50% after deductible <sup>3</sup>
Allergy Testing and Treatments	90% after deductible	70% after deductible
<b>Preventative Services</b>		
Office Visit/Routine Physical Exam <sup>2</sup>	\$20 copay, then 100%	\$20 copay, then 70%
Well Child Care <sup>2</sup>	\$20 copay, then 100%	50% after deductible <sup>3</sup>
Routine Mammogram (One, limited to an \$85 maximum per benefit period)	90% after deductible	
Routine Pap Test	90% after deductible	
Routine EKG, Chest X-ray, Complete Blood Count, Comprehensive Metabolic Panel, Urinalysis	90% after deductible	
<b>Outpatient Services</b>		
Surgical Services	90% after deductible	70% after deductible
Diagnostic Services	90% after deductible	
Physical/Chiropractic/Occupational Therapies (20 visits combined per benefit period)	90% after deductible	70% after deductible <sup>3</sup>
Speech Therapy (10 visits per benefit period)	90% after deductible	70% after deductible <sup>3</sup>
Emergency use of an Emergency Room	90% after deductible	
Non-Emergency use of an Emergency Room	90% after deductible	70% after deductible <sup>3</sup>
<b>Inpatient Facility</b>		
Semi-Private Room and Board	90% after deductible	70% after deductible, \$250 deductible per person, with a \$750 Max per family
Maternity	90% after deductible	70% after deductible
Skilled Nursing Facility (100 days per benefit period)	90% after deductible	70% after deductible
Ambulance	90% after deductible	70% after deductible <sup>3</sup>
<b>Additional Services</b>		
Durable Medical Equipment	90% after deductible	70% after deductible <sup>3</sup>
Home Healthcare	90% after deductible	50% after deductible <sup>3</sup>
Hospice	90% after deductible	50% after deductible <sup>3</sup>

Organ Transplants (Limited to one transplant per organ per lifetime; 365 day waiting period)	90% after deductible	50% after deductible <sup>3</sup>
<b>Mental Health and Substance Abuse</b>		
Inpatient Mental/Substance Abuse Services	Benefits paid are based on corresponding medical benefits	
Outpatient Mental Health and Substance Abuse Services		

Note: Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

<sup>1</sup>Maximum family deductible. Member deductible is the same as single deductible.

<sup>2</sup>The office visit copay applies to the cost of the office visit only.

<sup>3</sup>Not applied to Coinsurance Out-of-Pocket Maximum.

APPENDIX C



City of Avon Lake  
Traditional Dental  
Without Orthodontia

<b>Benefits</b>	
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>
Dependent Age Limit	26 / 28 with Certification; Removal upon end of the Month
Benefit Period Maximum (per member)	\$1,000
Benefit Period Deductible (per member) <sup>1</sup>	\$50
<b>Preventive Services</b>	
Oral Exams – two per benefit period	100% UCR
Bite Wing X-Rays – two sets per benefit period	100% UCR
Prophylaxis (cleaning) – two per benefit period	100% UCR
Fluoride Treatment – one treatment per benefit period, limited to dependents up to age 19	100% UCR
Space Maintainers- limited to eligible dependents up to age 19	100% UCR
Emergency Palliative Treatment – includes emergency oral exam	100% UCR
<b>Restorative Services</b>	
Consultations and Other Exams by Specialist	80% UCR after deductible
Diagnostic X-Rays - including Full Mouth/Panorex, which are limited to one every 36 consecutive months	80% UCR after deductible
Minor Restorative Services	80% UCR after deductible
Endodontics/Pulp Services	80% UCR after deductible
Periodontal Services	80% UCR after deductible
Repairs, Relines & Adjustments of Prosthetics	80% UCR after deductible
Simple Extractions	80% UCR after deductible
Impactions	80% UCR after deductible
Minor Oral Surgery Services	80% UCR after deductible
General Anesthesia	80% UCR after deductible
<b>Complex Services</b>	
Gold Foil Restoration	50% UCR after deductible
Inlays, Onlays – one every five years	50% UCR after deductible
Crowns – one every five years	50% UCR after deductible
Bridgework (Pontics & Abutments) – one every five years	50% UCR after deductible
Partial and Complete Dentures – one every five years	50% UCR after deductible

Note: Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

<sup>1</sup>Maximum deductible per member. 3-month carryover applies.

APPENDIX C



City of Avon Lake  
Vision

Benefits	
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>
Dependent Age Limit	26 / 28 with Certification; Removal upon end of the Month
<b>Examinations</b>	<b>One per benefit period</b>
Vision Examinations	\$20 per exam
<b>Frames</b>	<b>One per two benefit periods</b>
Basic Frames	\$20 per frame
<b>Prescription Lenses</b>	<b>One per benefit period</b>
Single Vision Lenses	\$15 per pair
Bifocal Lenses	\$25 per pair
Trifocal Lenses	\$35 per pair
Lenticular Single Lenses	\$75 per pair
Lenticular Bifocal Lenses	\$75 per pair
Lenticular Trifocal Lenses	\$75 per pair
<b>Contacts In Lieu of Lenses</b>	<b>One per benefit period</b>
Medically Necessary	\$150 per pair
Cosmetic	\$75 per pair

Note: Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

APPENDIX C



City of Avon Lake  
Prescription Drug Program

Benefits	Copay	Day Supply
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>	
Dependent Age Limit	26 / 28 with Certification; Removal upon end of the Month	
<b>Formulary Retail Program with Oral Contraceptive Coverage</b>		
Generic Copayment	\$10	30
Formulary Copayment	\$20	30
Non-Formulary Copayment	\$30	30
<b>Formulary Home Delivery Program with Oral Contraceptive Coverage</b>		
Generic Copayment	\$20	90
Formulary Copayment	\$40	90
Non-Formulary Copayment	\$60	90

Note: In an effort to continue our commitment to quality care and help contain the increasing cost of prescription drug coverage, a formulary feature is included in your prescription drug benefit. A formulary drug is a FDA approved prescription medication reviewed by an independent Pharmacy and Therapeutics Committee brought together by Medco Health Solutions, Inc. Formulary drugs can assist in maintaining quality care while meeting your plan's cost containment objectives.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

<sup>1</sup>If the member or physician request a brand name drug and a generic equivalent drug is manufactured, the member pays the Generic Copayment plus the difference between the brand and generic costs. If a generic drug is not manufactured, the member pays the Copayment only.

<sup>1</sup>Includes Rx Selections® Drug List: A list of drugs on the Rx Selections® formulary will be used.

APPENDIX D



City of Avon Lake  
 SuperMed Plus  
 HCR (Non-Grandfathered) Effective January 1, 2012



Benefits	Network	Non-Network
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>	
Dependent Age	26	
Older Age Child	28	
	Removal upon End of Month	
Overall Annual Benefit Period Maximum	\$2,500,000	
3 month Deductible Carryover	Does Apply	
Benefit Period Deductible – Single/Family <sup>1</sup>	\$500 / \$1,000	\$1,000 / \$2,000
Coinsurance	80%	70%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible) – Single/Family	\$2,000 / \$4,000	\$4,000 / \$8,000
<b>Physician/Office Services</b>		
Office Visit (Illness/Injury) <sup>2</sup>	\$20 copay, then 100%	\$20 copay then 70%
Urgent Care Office Visit <sup>2</sup>	\$20 copay, then 100%	\$20 copay then 70%
Immunizations (tetanus toxoid, rabies vaccine, and meningococcal polysaccharide vaccine are covered services)	80% after deductible	70% after deductible
Administration of H1N1	100%	
<b>Preventive Services</b>		
Preventive Services, in accordance with state and federal law <sup>3</sup>	100%	70% after deductible
Routine Physical Exam (Age 21 and over) (One exam per benefit period)	100%	70% after deductible
Well Child Care Services including Exam, Routine Vision, Routine Hearing Exams, Well Child Care Immunizations and Laboratory Tests ( To age 21)	100%	70% after deductible
Routine Mammogram (One per benefit period)	100%	70% after deductible
Routine Pap Test (One per benefit period)	100%	70% after deductible
<b>Outpatient Services</b>		
Surgical Services	80% after deductible	70% after deductible
Diagnostic Services	80% after deductible	70% after deductible
Physical/ Chiropractic/ Occupational Therapy - Facility and Professional (20 visits combined per benefit period)	80% after deductible	70% after deductible
Speech Therapy – Facility and Professional (10 visits per benefit period)	90% after deductible	70% after deductible
Cardiac Rehabilitation	90% after deductible	70% after deductible
Emergency use of an Emergency Room <sup>4</sup>	80% after deductible	
Non-Emergency use of an Emergency Room <sup>5</sup>	80% after deductible	70% after deductible

Benefits	Network	Non-Network
<b>Inpatient Facility</b>		
Semi-Private Room and Board	90% after deductible	70% after deductible \$250 deductible per person, to \$750 max per family
Maternity	90% after deductible	70% after deductible
Skilled Nursing	90% after deductible	70% after deductible
Organ Transplants	90% after deductible	70% after deductible
<b>Additional Services</b>		
Allergy Testing	90% after deductible	70% after deductible
Allergy Treatments	90% after deductible	70% after deductible
Ambulance	90% after deductible	70% after deductible
Durable Medical Equipment	90% after deductible	70% after deductible
Home Healthcare	90% after deductible	70% after deductible
Hospice	90% after deductible	70% after deductible
Private Duty Nursing	90% after deductible	70% after deductible
<b>Mental Health and Substance Abuse – Federal Mental Health Parity</b>		
Inpatient Mental Health and Substance Abuse Services	Benefits paid are based on corresponding medical benefits	
Outpatient Mental Health and Substance Abuse Services		

Note: Services requiring a copayment are not subject to the single/family deductible.

Deductible and coinsurance expenses incurred for services by a non-network provider will also apply to the network deductible and coinsurance out-of-pocket limits. Deductible and coinsurance expenses incurred for services by a network provider will also apply to the non-network deductible and coinsurance out-of-pocket limits.

Non-Contracting and Facility Other Providers will pay the same as Non-Network.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

<sup>1</sup>Maximum family deductible. Member deductible is the same as single deductible.

<sup>2</sup>The office visit copay applies to the cost of the office visit only.

<sup>3</sup>Preventive services include evidence-based services that have a rating of "A" or "B" in the United States Preventive Services Task Force, routine immunizations and other screenings, as provided for in the Patient Protection and Affordable Care Act.

<sup>4</sup>Copay waived if admitted. The copay applies to room charges only. All other covered charges are not subject to deductible.

<sup>5</sup>Copay waived if admitted. The copay applies to room charges only. All other covered charges are subject to deductible and coinsurance.

APPENDIX D



City of Avon Lake  
Traditional Dental  
Without Orthodontia

Benefits	
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>
Dependent Age Limit	26 / 28 with Certification; Removal upon end of the Month
Benefit Period Maximum (per member)	\$1,000
Benefit Period Deductible (per member) <sup>†</sup>	\$50
<b>Preventive Services</b>	
Oral Exams – two per benefit period	100% UCR
Bite Wing X-Rays – two sets per benefit period	100% UCR
Prophylaxis (cleaning) – two per benefit period	100% UCR
Fluoride Treatment – one treatment per benefit period, limited to dependents up to age 19	100% UCR
Space Maintainers- limited to eligible dependents up to age 19	100% UCR
Emergency Palliative Treatment – includes emergency oral exam	100% UCR
<b>Restorative Services</b>	
Consultations and Other Exams by Specialist	80% UCR after deductible
Diagnostic X-Rays - including Full Mouth/Panorex, which are limited to one every 36 consecutive months	80% UCR after deductible
Minor Restorative Services	80% UCR after deductible
Endodontics/Pulp Services	80% UCR after deductible
Periodontal Services	80% UCR after deductible
Repairs, Relines & Adjustments of Prosthetics	80% UCR after deductible
Simple Extractions	80% UCR after deductible
Impactions	80% UCR after deductible
Minor Oral Surgery Services	80% UCR after deductible
General Anesthesia	80% UCR after deductible
<b>Complex Services</b>	
Gold Foil Restoration	50% UCR after deductible
Inlays, Onlays – one every five years	50% UCR after deductible
Crowns – one every five years	50% UCR after deductible
Bridgework (Pontics & Abutments) – one every five years	50% UCR after deductible
Partial and Complete Dentures – one every five years	50% UCR after deductible

Note: Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

<sup>†</sup>Maximum deductible per member. 3-month carryover applies.

APPENDIX D



City of Avon Lake  
Vision

Benefits	
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>
Dependent Age Limit	26 / 28 with Certification; Removal upon end of the Month
<b>Examinations</b>	<b>One per benefit period</b>
Vision Examinations	\$20 per exam
<b>Frames</b>	<b>One per two benefit periods</b>
Basic Frames	\$20 per frame
<b>Prescription Lenses</b>	<b>One per benefit period</b>
Single Vision Lenses	\$15 per pair
Bifocal Lenses	\$25 per pair
Trifocal Lenses	\$35 per pair
Lenticular Single Lenses	\$75 per pair
Lenticular Bifocal Lenses	\$75 per pair
Lenticular Trifocal Lenses	\$75 per pair
<b>Contacts In Lieu of Lenses</b>	<b>One per benefit period</b>
Medically Necessary	\$150 per pair
Cosmetic	\$75 per pair

Note: Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

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APPENDIX D



City of Avon Lake  
Prescription Drug Program<sup>1</sup>

Benefits	Copay	Day Supply
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>	
Dependent Age Limit	26 / 28 with Certification; Removal upon end of the Month	
<b>Formulary Retail Program with Oral Contraceptive Coverage</b>		
Generic Copayment	\$10	30
Formulary Copayment	\$20	30
Non-Formulary Copayment	\$30	30
<b>Formulary Home Delivery Program with Oral Contraceptive Coverage</b>		
Generic Copayment	\$20	90
Formulary Copayment	\$40	90
Non-Formulary Copayment	\$60	90

Note: In an effort to continue our commitment to quality care and help contain the increasing cost of prescription drug coverage, a formulary feature is included in your prescription drug benefit. A formulary drug is a FDA approved prescription medication reviewed by an independent Pharmacy and Therapeutics Committee brought together by Medco Health Solutions, Inc. Formulary drugs can assist in maintaining quality care while meeting your plan's cost containment objectives.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

<sup>1</sup>If the member or physician request a brand name drug and a generic equivalent drug is manufactured, the member pays the Generic Copayment plus the difference between the brand and generic costs. If a generic drug is not manufactured, the member pays the Copayment only.

<sup>1</sup>Includes Rx Selections® Drug List. A list of drugs on the Rx Selections® formulary will be used.