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**AGREEMENT**  
**BETWEEN THE**  
**CITY OF MANSFIELD**  
**AND**  
**THE AMERICAN FEDERATION OF STATE, COUNTY**  
**AND MUNICIPAL EMPLOYEES (AFSCME),**  
**OHIO COUNCIL 8, LOCAL 3088**

**CASE # 2012-MED-02-0148**

**EFFECTIVE MAY 1, 2012**  
**THROUGH**  
**APRIL 30, 2015**

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## PURPOSE PREAMBLE

**Section 1. Parties/Purpose.** This Agreement is entered into by and between the City of Mansfield, Ohio (hereinafter referred to as the “City”), and the American Federation of State, County and Municipal Employees, Local No. 3088 and Ohio Council 8, American Federation of State, County, and Municipal Employees, AFL-CIO, (hereinafter referred to as the “Union”), following collective bargaining on the subjects of wages, hours, fringe benefits, and working conditions, in recognition of the common interest in public service to the residents and for the purposes of achieving better understanding between the parties and for the peaceful settlement of any differences which may arise between the parties.

**Section 2. Cooperation.** The City and the Union shall use their best efforts to fulfill their legal responsibilities to public employees, to achieve better understanding between the City and the employees represented by the Union, and to assure the proper respect and fair dealing between the City and employees represented by the Union. The City and the Union shall work together in the interest of maintaining and improving the efficiency in all municipal operations including conservation of materials, supplies, equipment, and the improvement and quality of workmanship and service.

## ARTICLE 1 RECOGNITION

**Section 1.1.** The City hereby recognizes the Union as the sole and exclusive representative and bargaining representative of all full-time and regular employees of the City of Mansfield in the classifications listed here under Section 2, for the purpose of collective bargaining in any and all matters relating to wages, hours, benefits, terms and conditions of employment. The City shall not recognize any other organization, person, or union as representing any employee or classification within the bargaining unit.

**Section 1.2. Included.** The following classifications or titles shall comprise the bargaining unit and are covered by the terms and conditions of this agreement:

Automotive Mechanic	Mason
Body Shop Repair Worker	Meter Reader
Building Inspector	Meter Repair Worker
Building Maintenance Aide I	Motor Equipment Operator
Building Maintenance Aide II	Park Equipment Operator
Carpenter/Laborer	Parking Control Officer
Computer/Maintenance Technician	Repair Worker
Evidence Technician	Shift Operator
Filter Press Operator I	Park Police Officer/Laborer
Filter Press Operator II	Sampling Aide
Housing Inspector	Senior Traffic Control Technician
Installer	Service and Repair Technician
Instrument Technician	Special Police/MEO
Lab Technician	Storekeeper
Laborer	Traffic Control Technician
Maintenance Mechanic	Utility Maintenance Dispatcher
Maintenance Mechanic Technician	Account Clerk

Maintenance Technician

Typist  
Computer Operator

Receptionist

Field Tax Clerk  
Finance Clerk  
Finance Officer

Rehab Officer  
Reloc/Rehab. Specialist  
Senior Account Clerk

Assistant Payroll Clerk  
Payroll Clerk  
Police Records Clerk  
Fire Records Clerk  
Systems Analyst/Programmer

Secretary I  
Secretary III  
Transcriber Clerk  
Police Aide  
Telecommunicator

**Section 1.3. General Exclusions.** The following groups of employees are excluded from the bargaining unit covered by this Agreement:

- A. Those classes which, on the effective date of this Agreement, are represented by other recognized or certified employee organizations;
- B. Those classes which are not a part of the multi-unit bargaining leading to this Agreement;
- C. Temporary employees (including temporary agency employees), seasonal employees (who do not work more than five hundred twenty (520) hours per calendar year) and part-time employees (employees who do not work more than twenty (20) hours per calendar week and one thousand forty (1,040) hours per calendar year). The Human Resources Department agrees to provide copies of all appointment letters and termination notices for such employees to the Union on a quarterly basis.

**Section 1.4. Specific Exclusions.** In addition to those general exclusions set forth above, the following specific personnel are excluded from the bargaining unit.

- A. Directors, Managers, Operations Supervisors, Supervisors I, Foremen, Administrative Assistants, Confidential Employees, Elected Officials, fiduciary employees in all departments and divisions of the City
- B. Civil Service Commission and Staff
- C. City Council Staff
- D. Clerk of Court's Staff
- E. Community Development - Community Development/EEO Officer
- F. Engineering - City Engineer, Chief Deputy City Engineer and Project Planner

- G. Finance Director's Staff/Income Tax Assistant Finance Director, Administrative Assistant
- H. Neighborhood Youth Corps employees
- I. Judges' Staff
- J. Law Director's Staff
- K. Litter Prevention Staff
- L. Recycling Staff
- M. Division of Fire - Chief, Assistant Chief(s), Firefighters (Sworn)
- N. Division of Police - Chief, Assistant Chief, Police Officers (Sworn)

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

**Section 2.1.** Except as specifically limited by this Agreement, the City reserves and retains solely and exclusively each of its statutory and common law rights—express or inherent—to operate, manage, and direct the operations, premises, and workforce of the City and to maintain efficiency of operations. Such rights shall include, but are not limited to, those rights enumerated in Ohio Revised Code § 4117.08 (B) and (C). Examples of such rights reserved to and retained by the City include, but are not limited to, the following:

- A. The sole right to hire, discipline and discharge for just cause, lay-off, and promote; to promulgate and enforce reasonable employment rules and regulations; to reorganize, discontinue, or enlarge any department or division; to transfer employees (including the assignment and allocation of work) within departments or to other departments; to introduce new and/or improved equipment, methods, and/or facilities; to determine work methods; to determine the size and duties of the work force, the number of shifts required, and work schedules; to establish, modify, consolidate, or abolish jobs (or classifications); and to determine staffing patterns, including, but not limited to, assignment of employees, numbers employed, duties to be performed, qualifications required, and areas worked;
- B. To determine all matters of managerial policy which include, but are not limited to, areas of discretion or policy such as the functions, services, and programs of the City; available funds and budget; and the standards, methods, means, and procedures by which employees shall be required to perform the functions, services, and programs of the City; the utilization of technology and organizational structure.
- C. To appoint, evaluate, assign, reassign, schedule, reschedule, train, retain, or reinstate employees;
- D. To determine matters of operation of any civil service system;

- E. To direct, supervise, and manage the work force; to determine the efficiency and effectiveness of the work force; to determine the composition and adequacy of the work force; and to select the personnel by which City operations shall be carried out;
- F. To maintain or increase the efficiency and/or effectiveness of City services; to relieve employees from their duties because of a lack of funds, lack of work, or in order to maintain or increase the efficiency and/or effectiveness of City services; and to schedule overtime; and
- G. To take appropriate action to carry out the functions, services, and programs of the City in an emergency.

**ARTICLE 3**  
**BARGAINING UNIT WORK**

**Section 3.1.** Except as specifically restricted by this Agreement, the Employer has and retains the right to determine the personnel by which operations are to be conducted pursuant to Article 2, Management Rights.

**Section 3.2.** Excluded persons, as defined in Sections 1.3 and 1.4 of this Agreement, shall not be used to perform work normally performed by bargaining unit employees except in the following instances:

- A. Emergency as deemed necessary where bargaining unit employees are not available to perform such work;
- B. Training or instructing bargaining unit employees or demonstrating the proper method of accomplishing tasks assigned;
- C. To perform minimal tasks which will provide better service.

**Section 3.3.** In addition to the exceptions set forth in Section 3.2, supervisory employees in the Public Safety Communications Center shall also be eligible to perform bargaining unit work in the following instances:

- A. When necessary to provide break and/or lunch relief;
- B. To allow the release of employees for union, covering time off, or other approved activities;
- C. To provide temporary coverage for no shows, or when the classification specification provides that the supervisor does, as a part of his job, some of the same duties as bargaining unit employees.

**Section 3.4. Emergency.** For purposes of the provisions of this agreement, an emergency shall be defined as necessary to protect the health, welfare and safety of the citizens of Mansfield.

**ARTICLE 4**  
**SEVERANCE OF PRIOR AGREEMENTS**

This contract, it is mutually agreed, supersedes and cancels all prior agreements, whether oral or written, unless expressly stated to the contrary herein, and together with any addendums (e.g., letters of understanding, appendices, side letters, etc.) constitutes the complete and entire understanding and agreement between the parties and concludes collective bargaining for the term of this contract. Unless specifically and expressly set forth in the written provisions of this Agreement, all rules, regulations, and practices previously and presently in effect may be modified or discontinued by the Employer upon notification to the Union. Practices will be referred to the labor management committee for the purposes of notification and discussion prior to the decision about being rescinded.

**ARTICLE 5**  
**UNION DUES DEDUCTION/FAIR SHARE FEES**

**Section 5.1. Dues Deduction.** The Employer shall make payroll deductions from pay or wages of employees upon submission of a signed check-off card (Appendix A) for the employee. Amounts deducted shall be remitted to Ohio Council 8, American Federation of State, County and Municipal Employees, AFL-CIO. The Union shall advise the Employer, in writing, of the amounts to be deducted. The Union shall designate, in writing, the address where the check-off monies shall be remitted.

**Section 5.2. Dues Deduction Procedure.** The payroll deduction shall be made by the Employer biweekly each pay period of each month. If an employee has insufficient pay or wages to satisfy the amount to be deducted, the Employer will make successive deductions until the amount to be deducted has been satisfied. Monies deducted pursuant to the provisions of this section shall be remitted to the Union within fifteen (15) days of their deduction. Each remittance shall be accompanied by the following alphabetical lists: 1) For employees for which deductions were made, the name, address and social security number of the employee, and amount deducted; 2) The name of each employee whose name has been dropped from the prior check-off list and the reasons for the omission.

**Section 5.3. Indemnification.** The Union shall defend, indemnify, and save the City harmless against any and all claims, demands, suits, or any other form of liability that shall arise out of or by reason of action taken or not taken by the City for the purpose of complying with any of the provisions of this article.

**Section 5.4. Fair Share Fees.**

- A. All bargaining unit employees who are not members in good standing of the Union shall be required to pay a fair share fee to the Union as a condition of continued employment. All bargaining unit employees who do not become members in good standing of the Union shall be required to pay a fair share fee to the Union effective sixty-one (61) days from the employee's date of hire or the date of execution of this agreement whichever is later, as a condition of employment.
- B. Fair share fees shall be paid by automatic, payroll deduction. Fair share fee deductions do not require prior authorization from the affected employee. Fair share fees shall be deducted in amounts determined by the Union in accordance with the provisions of Appendix A, attached

hereto. Appendix A, including all amendments thereto, is incorporated in this article by reference.

- C. Fair Share Fee Deduction Procedure. Fair share fee payroll deductions and transmittals shall be made in the same manner provided herein for dues deductions. The Employer shall provide the Union an alphabetical list of the names and addresses of each employee on whose account a fair share fee was deducted during the previous month including the amount of the deduction.
- D. The Employer's obligation to deduct fair share fees is contingent upon the Union's fulfillment, on behalf of each non-member bargaining unit employee, of each obligation established in Appendix A and subsection H of this section.
- E. The Union may amend Appendix A by providing the Employer a written copy of the procedure as amended. Changes in the amounts to be deducted shall become effective on the thirtieth (30th) calendar day after their actual receipt by the Employer.
- F. Both the Employer and the Union intend that this article be lawful in every respect. If any court of last resort determines any provision of this article is illegal, that provision, alone, shall be void. Invalidation of any provision of this article does not invalidate the remaining provisions. If a provision is judicially invalidated, the Employer and the Union shall meet within fourteen (14) calendar days after the entry of judgment to negotiate lawful, alternative provisions.
- G. This article does not waive any of the Employer's rights to seek judicial review of any of its provisions at any time.
- H. The Union warrants and guarantees to the Employer that no provision of this article violates the constitution or laws of either the United States of America or the State of Ohio. Therefore, the Union hereby agrees that it will indemnify and hold the Employer harmless from any claims, actions or proceedings by any employee arising from deductions made by the Employer pursuant to this article. Once the funds are remitted to the Union, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Union.
- I. This article constitutes the entire agreement between the Union and the Employer with regard to fair share fees. All other agreements are hereby rendered void. With the exception of Appendix A, no portion of this article may be amended except by written signed agreement of the parties.

#### **Section 5.5. P.E.O.P.LE. Check-Off.**

- A. The Employer will deduct voluntary contributions to the American Federation of State, County and Municipal Employee International Union's Public Employees Organized to Promote Legislative Equality (PEOPLE) committee from the pay of an employee upon the receipt from the Union of an individual written authorization card voluntarily executed by the employee.
- B. Deduction Procedure. The contribution amount will be certified to the employer by the Union. Monies deducted shall be remitted to the Union within five (5) to fifteen (15) days of the date they are deducted. Payment shall be made to the Treasurer of PEOPLE and transmitted

to AFSCME, AFL CIO, P.O. Box 65334, Washington, D.C. 20035. The payment will be accompanied by an alphabetical list of the names of those employees for whom a deduction was made and the amount of the deduction. This list must be separate from the list of employees who had union dues deducted and the list of employees who had fair share fees deducted.

- C. An employee shall have the right to revoke such authorization by giving written notice to the employer and the Union at any time.
- D. The Employer's obligation to make deductions shall terminate automatically upon receipt of revocation of authorization or upon termination of employment or transfer to a job classification outside the bargaining unit.
- E. All PEOPLE contributions shall be made as a deduction separate from the dues and the fair share deductions.

## **ARTICLE 6** **NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES**

### **Section 6.1.**

- A. The City of Mansfield is an equal opportunity employer. No decisions concerning any term or condition of employment shall be based upon race, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status, except where such criteria constitutes a bona fide occupational requirement.
- B. Any person who believes the City has illegally discriminated against them, as outlined in Section 6.1(A) above, may elect to use the grievance procedure herein and/or the civil legal process for redress.

**Section 6.2. Union Affiliation.** The City and Union agree not to restrain or coerce any employee because of the employee's membership or non-membership in the Union or involvement or non-involvement in Union activity.

**Section 6.3. Gender Neutral.** All references to employees in this Agreement designate both sexes. Wherever the male gender is used, it shall be construed to include male and female employees.

## **ARTICLE 7** **UNION REPRESENTATION, STRUCTURE, AND ACTIVITIES**

**Section 7.1. Division Stewards.** The City shall recognize one (1) bargaining unit employee as designated by the Union from each division of the City listed in Section 2(A) herein, to be known as division stewards. Division stewards shall be authorized during working hours, with no loss of pay, upon prior notification to and approval of their division head, to serve as a liaison between bargaining unit employees in the steward's division and the zone steward over the division. Division heads will not unreasonably deny approval, but shall maintain the right to schedule activities so as to minimally impact operations. Division stewards may not process or investigate grievances, attend investigators interviews,

grievance hearings or arbitrations or engage in any other union business other than serving as a liaison between employees and zone stewards.

**Section 7.2. Zone Stewards.**

A. The City shall recognize one (1) bargaining unit employee as designated by the Union from each of the following zones of the City, to be known as zone stewards:

Zone 1

Repair Garage  
Street Department  
Water Repair  
Meter Repair  
Meter Reader  
Sewer Repair

Zone 2

Water Treatment  
Wastewater Treatment  
Airport  
Clearfork and Parks

Zone 3

Fire Division  
Police Division  
Public Safety Communications Center  
Building Maintenance  
Codes and Permits  
Community Development  
Data Processing  
Engineering  
Finance & Income Tax  
Utility Collections

B. Zone stewards shall be authorized during working hours, with no loss of pay, to represent employees in investigatory interviews, investigate grievances and represent employees through all three (3) steps of the grievance procedure, for employees in the divisions in their zone only. Before leaving the work area to perform such authorized activity, the zone steward must obtain the prior approval of his division head, and before entering a work area other than his own, shall obtain prior approval of the division head over that area and notify the division head that he will be in the area and the purpose and expected duration of his visit. Division heads will not unreasonably deny approval, but shall maintain the right to schedule activities so as to minimally impact operations.

**Section 7.3. Chief Steward.** The City shall recognize one (1) bargaining-unit employee, as designated by the Union from among the recognized zone stewards or current union officers, to be known as the chief steward. The chief steward shall be authorized during working hours, with no loss of pay, to represent bargaining unit employees during Step 3 grievance hearings. Before leaving the work area to perform such authorized activity, the chief steward must obtain the prior approval of his division head. Division heads will not unreasonably deny approval, but shall maintain the right to schedule activities so as to minimally impact operations.

**Section 7.4. Grievance Committee.** The City shall recognize a Grievance Committee, which may consist of up to eight (8) employees, including the Union President, Vice-President, Treasurer, the Chief Steward, the Union Recording Secretary and all five (5) Zone Stewards. The Grievance Committee shall be authorized to meet during working hours up to two (2) times per month for up to two (2) hours per session. The committee shall investigate and process grievances and train stewards. Prior to meeting, each member of the committee must obtain the approval of his division head. Division heads will not unreasonably deny approval, but shall maintain the right to schedule activities so as to minimally impact operations. The committee shall also be authorized by the Appointing Authority to participate in any joint management/labor administration training.

**Section 7.5. Other Activities.**

- A. The Union's staff representative, upon twenty-four (24) hour notification to and approval of the appropriate Appointing Authority, or his designee, may consult with bargaining unit employees in any non-work area before the start of or at the completion of the day's work. He shall be permitted in any non-work area with the advance approval of the appropriate Appointing Authority, or his designee, to adjust grievances, assist in the settlement of disputes and to carry into effect the purposes and aims of this Agreement.
- B. The Union President or, in the absence of the President the Union Vice-President, shall be released from his normal duty upon prior request of and approval by the President's (or Vice-President's) Appointing Authority, or his designee, to participate in union activities pertaining to areas of concern without loss of pay or benefits. In addition to Appointing Authority approval, the President or Vice-President, in the President's absence, shall notify their immediate supervisor prior to leaving work and upon returning to work. The President or Vice-President shall also notify and receive prior approval of the division head before entering any work area other than his own at any hour.
- C. The Union shall notify the Service-Safety Director, the Public Works Director and Human Resources Director in writing of the names and titles of all Union officers, division stewards, zone stewards, grievance committee, labor/management committee and health and safety committee members within five (5) working days after appointment, or the employee shall not be recognized as an officer, steward or committee member.
- D. Union business other than that mentioned above shall not be conducted by any officer, steward or committee member on work time, nor shall such business interfere with the work assignments of any officer, steward or committee member.

**Section 7.6. Transfer of Stewards.** Before a steward is permanently transferred to another division, such steward and the Union shall receive advance notification and, if requested, the reasons for making such transfer. Misrepresentation of the reasons for making the transfer shall subject such transfer to the grievance procedure.

**Section 7.7. Miscellaneous**

- A. Members of the AFSCME Negotiating Committee shall be permitted reasonable time off, during working hours, with no loss of pay, for the purpose of actual participation in negotiations

with the Employer. The Negotiating Committee will not number more than four (4) employees. The Union shall notify the Employer in writing, of the members of the AFSCME negotiating committee and the Employer shall notify the Union, in writing, of members of the City's negotiating committee.

- B. The Union shall be permitted to use the City's internal mail system to circulate information.
- C. The City agrees to make a printable copy of the CBA available to each employee on the intranet.
- D. The City agrees to continue to provide the Union office space as has been established by past practice.

**Section 7.8. Roster of Union Officials.** The Union shall provide the City's Service-Safety Director, Public Works Director, and Human Resources Director with an official roster of its local officers and representatives and its assigned staff representative within five (5) days of the execution of this Agreement. The Union shall provide updated rosters within five (5) days of any change. Each roster shall include the following information: name; address; home telephone number; immediate supervisor; and Union office or position held.

## **ARTICLE 8** **DISCIPLINE**

**Section 8.1.** The tenure of every employee subject to this Agreement shall be during good behavior and efficient service. No non-probationary employee shall be reprimanded, reduced in pay or position, suspended, or removed or discharged except for just cause. Forms of disciplinary action, but not necessarily the order of discipline, are:

- A. informal conference;
- B. written reprimand;
- C. suspension without pay;
- D. reduction in pay and/or position;
- E. termination;
- F. suspension of record (i.e., working suspension).

An employee who is given a working suspension (i.e., suspension of record) shall be required to report to work to serve the suspension and shall be compensated at the regular rate of pay for hours worked. The working suspension shall be recorded in the employee's personnel file in the same manner as other disciplinary actions having the same effect as a suspension without pay for the purpose of recording disciplinary action.

**Section 8.2. Grounds for Discipline.** Incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, absence without leave, failure of good behavior, conduct unbecoming an employee, violation of any City work rule or policy, or other acts of misfeasance, malfeasance or nonfeasance shall be cause for disciplinary action. The City's disciplinary rules shall be created by the Human Resources Department. Employees will be notified of such rules pursuant to Article 15 herein.

**Section 8.3. Progressive Discipline.** Except in instances where the employee is charged with serious misconduct, discipline will be applied in a progressive and uniform manner. Progressive discipline shall take into account the nature of the violation, the employee's record of discipline, and the employee's record of performance and conduct. Disciplinary penalties shall be appropriate to the severity of the offense and as such the forms of discipline listed in Section 8.1 do not necessarily represent a systematic order to be followed in all instances.

**Section 8.4. Investigatory Interviews.** In any investigatory interview between a bargaining unit employee and a representative of the City where it is reasonably expected that discipline of the employee being interviewed may result, the affected employee may request a union representative be present. If the employee wishes to waive this right, the waiver shall be in writing. Any time a supervisor has reason to discipline an employee, it shall be done in a professional and businesslike manner.

**Section 8.5.** The City will initiate discipline within ten (10) work days after the City has knowledge of or should reasonably have known of the event necessitating disciplinary action; provided, however, if the event necessitating disciplinary action involves conduct that the Employer determines must be investigated (e.g., potential criminal conduct, alleged discriminatory harassment, theft, etc.), the employee discipline shall be initiated within ten (10) work days of completing the investigation into the alleged conduct. "Initiated" for this purpose means either providing the employee with an informal conference, a notice of a predisciplinary conference, or administratively suspending an employee with pay pending the outcome of an investigation.

**Section 8.6. Predisciplinary Conference.** Whenever a division head or designee determines that an employee may be reduced in pay or position, suspended (including suspensions of record), or terminated, a predisciplinary conference will be scheduled to give the employee an opportunity to offer an explanation of the alleged conduct. Whenever an employee receives a written reprimand, the employee may request a meeting with the employee's division head to discuss the discipline prior to such discipline becoming effective. This request is made by the employee checking the appropriate box on the discipline form, delivering the form to the division head or designee within twenty-four (24) hours of receipt, and arranging a conference with the division head or designee within forty-eight (48) hours.

**Section 8.7. Predisciplinary Conference Notice/Waiver.** Prior to the conference, the employee and Union shall be provided with a written notice of the charges which may be the basis for disciplinary action and the employee's right to union representation. The employee must choose to: (1) appear at the conference to present an oral or written statement in his defense; (2) appear at the conference and have his representative present an oral or written statement in defense of the employee; or (3) elect in writing to waive the opportunity to have a predisciplinary conference. Written confirmation of the employee's choice of whether to appear at the predisciplinary conference or waive such conference shall be given to the Union.

**Section 8.8. Disciplinary Recommendation.** After the conclusion of the conference, the division head or his designee will issue findings and a recommendation of discipline to the Service-Safety Director or Public Works Director. Thereafter, the Director will review the facts of the matter and uphold or amend the division head's recommendation. The Director's determination shall be provided to the employee and Union, and any resulting discipline shall be implemented within thirty (30) calendar days of such decision.

**Section 8.9. Notice of Discipline.** Discipline shall only be carried out by non-bargaining unit supervisory personnel. All discipline shall be issued (on forms provided by the City) to employees in writing which shall include:

- A. Date, time and place of alleged occurrence;
- B. type of violation and specific rule or policy violated;
- C. nature of offense;
- D. necessary corrective action;
- E. supervisory, non-bargaining unit employee issuing discipline signed and dated.

**Section 8.10. Disciplinary Appeals.** Disciplinary actions involving a written reprimand, suspension, reduction in pay and/or position, or termination may be appealed directly at Step Three of the grievance procedure in accordance with the expedited arbitration process set forth in Section 9.3(D)(2). Informal conferences and written reprimands are not arbitrable.

**Section 8.11. Disciplinary Records.** Records of suspension and reduction in pay and/or position shall cease to have force and effect in future disciplinary matters twenty-four (24) months after their effective date, provided there are no intervening disciplinary actions taken during that time period. Records of informal conferences and written reprimands shall cease to have force and effect in future disciplinary matters twelve (12) months after their effective date, providing there are no intervening disciplinary actions taken during that time period. Notwithstanding this, all disciplinary action taken in connection with violations of the City of Mansfield Drug and Alcohol Testing Policy or Drug and Alcohol related offenses shall not be eligible for expiration and shall be considered for a period of five (5) years, during which time the employee will be subject to individualized random screening (i.e., not as part of a CDL pool) paid for by the Employer.

## **ARTICLE 9** **GRIEVANCE PROCEDURE**

### **Section 9.1. Grievance Defined.**

- A. A grievance is a complaint that the City has violated this Agreement or a dispute as to the meaning and application of a provision of this Agreement.
- B. There shall be an earnest and honest effort to settle grievances promptly. The procedures of this article shall serve as a means of settlement of all grievances. In the event that an employee believes any reprimand, suspension, demotion, discharge, or layoff, is without just cause, such action may be made the subject of the grievance procedure.

### **Section 9.2. Time Limits.**

- A. The term "days" as used herein shall mean work days unless otherwise specified. The number of days indicated at each level shall be considered a maximum. The time limits, however, may be extended or the steps herein waived by the written mutual agreement of the parties.

- B. All grievances must be initially filed within seven (7) days after the event or condition upon which it is based. Grievances filed after such time shall not be considered and may not be processed hereunder.
- C. All grievances must be processed at the proper step in the grievance progression to be considered at the next step. Any grievance answered in writing by the City and not timely appealed to the next step of the procedure will be deemed to have been settled on the basis of the City's answer at the last completed step. Any grievance not answered in writing by the City within the stipulated time limits shall be considered to have been answered in the negative and may be appealed to the next step of the procedure in accordance with the applicable time limitations.

**Section 9.3. Procedure.**

**A. Step One - Immediate Supervisor**

- 1. An employee having a grievance shall present the grievance in writing to his immediate supervisor within the time limits stated in Section 9.2. The grievance shall contain the following information:
  - a. Aggrieved employee's name, classification, and immediate supervisor;
  - b. Date, time, and place of incident(s) giving rise to grievance;
  - c. A description of the incident, or statement of perceived facts;
  - d. Section(s) of Agreement alleged to have been violated; and
  - e. Remedy requested.
- 2. The immediate supervisor shall hold a meeting within seven (7) days of receipt of the grievance. The employee may be accompanied at this meeting by his zone steward.
- 3. The immediate supervisor will respond to the grievant in writing within seven (7) days following the day of the meeting.

**B. Step Two - Division Head**

- 1. If the Union or grievant is not satisfied with the City's written answer at Step One, the Union or grievant may present the grievance in writing to the employee's Division Head. The grievance must be presented within seven (7) days of receipt of the answer. If no written answer was received from the immediate supervisor within the Step One time limits, the grievance shall automatically progress to this Step Two as of the day following the last day to answer.
- 2. The Union shall have the right to initiate a grievance at this Step Two if the incident or perceived facts affect two (2) or more bargaining unit employees. Such grievance must be presented within the time limits stated in Section 9.2, and contain the information listed in Section 9.3(A)(1).

3. The division head or designee shall hold a meeting within seven (7) days of receipt of the grievance. The employee may be accompanied at this meeting by his zone steward.
4. The division head or designee will respond to the grievant and Union in writing within seven (7) days following the day of the meeting.

C. Step Three - Service Safety Director or Public Works Director

1. If the Union or grievant is not satisfied with the City's written answer at Step Two, the Union or grievant may present the grievance in writing to the appropriate Director. The grievance must be presented within seven (7) days of receipt of the answer. If no written answer was received from the division head or designee within the Step Two time limits, the grievance shall automatically progress to this Step Three as of the day following the last day to answer.
2. The appropriate Director or designee shall hold a meeting within ten (10) days of receipt of the grievance. The employee may be accompanied at this meeting by his zone steward, the chief steward, and any other employees required for a full and complete hearing.
3. The Director or designee will respond to the grievant and Union in writing within ten (10) days following the day of the meeting.

D. Step Four - Arbitration

1. The Union may appeal a disposition at Step Three of the grievance procedure to this Step Four by providing the Service-Safety Director or Public Works Director with a written and signed notice of intent to arbitrate within thirty (30) days of the decision at Step Three. After presentation of the notice of intent to arbitrate, the parties shall attempt to agree upon an arbitrator. In the event of a failure to mutually agree upon an arbitrator, the Union will make a joint request for a list of fifteen (15) Ohio Resident/Business Address, National Academy Certified arbitrators from of the Federal Mediation and Conciliation Service ("FMCS"). Once the panel of arbitrators is submitted to the parties, each party shall have fourteen (14) calendar days from the mailing date in which to strike any name to which it objects, number the remaining names to indicate the order of preference, and return the list to the FMCS. Each party shall have the right to reject one (1) list submitted by the FMCS. As soon as the arbitrator has been selected, he shall proceed to schedule a hearing on the matter in dispute. The Union and the City shall be afforded a reasonable opportunity to present evidence to be heard in support of their respective positions. Each party shall bear the expense for the cost of calling its witnesses (including any lost wages) to testify in its case. Each party shall bear one-half (1/2) of the expenses incident to the cost of the services of the arbitrator. Either party may demand that a written transcript of testimony be taken, which shall be paid by the party requesting the written transcript.
2. The arbitrator shall make a decision within twenty (20) calendar days after submission of the case to him after such hearing. If such decision is within the authority herein conferred upon him by this Agreement, it shall be final and binding upon the City and the

Union and upon the employee or employees involved, subject to appeal as provided in the Ohio Revised Code. It is agreed that the authority of the arbitrator shall be as follows:

- a. The arbitrator shall have the authority to interpret this Agreement and apply it to the particular case under consideration, but shall be limited to the interpretation and application of this Agreement.
  - b. The arbitrator shall have no authority to add to, strike from, or modify any of the terms of this Agreement, or to pass upon any issue excluded from arbitration by the terms hereof.
  - c. The arbitrator shall have the authority to decide only the issue or issues which the parties have agreed to submit to the arbitrator as above provided.
  - d. All decisions of arbitrators consistent with their jurisdiction, power and authority as set forth herein, and all pre-arbitration grievance or disciplinary settlements reached by the City and the Union shall be final, conclusive and binding upon the City, the Union and the Employees, subject to appeal as provided in the Ohio Revised Code.
  - e. The arbitrator shall not 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 or conditions of this Agreement.
  - f. The arbitrator shall not recommend any new or different wage rates be established which were not negotiated as part of this agreement. In the event of a monetary award, the arbitrator shall not recommend retroactive settlement prior to the pay period before the grievance was filed at Step 1 of the grievance procedure.
  - g. The question of arbitrability of a grievance may be raised by either party before the arbitration hearing of the grievance, on the grounds that the matter is non-arbitrable or beyond the arbitrator's jurisdiction. If the arbitrator determines the grievance is within the purview of arbitrability, the alleged grievance will be heard on its merits before the same arbitrator.
3. Expedited Disciplinary Arbitration. In the event the Union or the grievant appeal to Step Four, a decision of the Service-Safety Director or Public Works Director resulting in the discharge of an employee, the arbitration process will be expedited to a conclusion, one hundred eighty (180) days of the initiation of the appeal at Step Four. The parties shall otherwise follow the arbitration procedures specified in 9.3 D.1 and 9.3 D.2 above.

**Section 9.4. Representation.** During the term of this Agreement, no employee covered hereunder may be represented by any organization other than the Union on any grievance initiated pursuant to the provisions of this Agreement.

**Section 9.5. Miscellaneous.**

- A. Copies of all answers to grievances shall be written, and copies sent to the grievant involved, the local Union President, and the Union staff representative.
- B. Nothing in this Agreement shall require the Union to pursue any grievance at any level or prohibit the Union from exercising discretion in determining whether or not to pursue an alleged grievance. However, the Union shall indemnify and hold the City harmless as to any claim by a grievant based on the Union's action in not pursuing an alleged grievance.
- C. For purposes of processing grievances, the "appropriate" Director as referenced in the grievance procedure shall be the "appointing authority" as defined in O.R.C. 124.01(D).

**Section 9.6.** The parties may, by mutual agreement, attempt to mediate a settlement of any grievance that may have been appealed to arbitration.

**ARTICLE 10**  
**HOURS OF WORK, OVERTIME, AND PAYDAYS**

**Section 10.1. Schedule of Hours.**

- A. The normal schedule of hours shall consist of eight (8) consecutive hours per day, Monday through Friday, except where there is a continuous seven (7) day a week operation made necessary because of the nature of the work. The work week shall begin at 11:01 p.m. Friday and continue for seven (7) consecutive calendar days (one hundred sixty-eight (168) consecutive hours) ending at 11:00 p.m. the following Friday. The work day shall begin at 11:01 p.m. each day and end at 11:00 p.m. each day. Employees working in continuous operations shall be scheduled for two (2) consecutive days off which may be other than Saturday and Sunday.
- B. Work schedules shall be posted seven (7) calendar days in advance of implementation. In the event of unforeseen absences or emergency situations, no notice of change shall be required, and a change may be made immediately. Shift schedules will not be implemented which, by design result in employees working mandatory overtime.
- C. Shifts shall be defined as follows:  
  
Days .....First Shift  
Afternoons .....Second Shift  
Nights ..... Third Shift
- D. The City, exercising its management rights, may, with two (2) weeks advance notice, assign employees, within its various service departments, to a four (4) day - ten (10) hours per day shift schedule. Such ten (10) hour days shall start before the normal eight (8) hour day shift start time and end one hour after the normal eight (8) hour day shift ending time (example: 6:30 a.m. to 4:30 p.m.). If the City chooses to establish such a schedule, all employees within the affected department shall be subject to such schedule, provided by mutual agreement of the parties certain employees in such department may be excluded from such a schedule. In a given department, an

implemented four (4) day - ten (10) hour shift schedule shall, at the discretion of management, run from either Monday through Thursday or Tuesday through Friday. Any variation from this scheduling pattern within a given department (i.e., Monday -Thursday or Tuesday -Friday) may only occur with the approval of a majority of the employees in the affected department. Employees who are on a four (4) day - ten (10) hours per day shift schedule shall be eligible for overtime once they work over ten (10) hours in a given day. An employee who is working a four (4) day - ten (10) hour shift schedule shall, during a given pay period, receive ten (10) hours of holiday pay for any holiday(s) that occur during that same pay period.

**Section 10.2. Pay and Overtime Compensation.** The City will pay overtime at the rate of time and one-half of their regular rate of pay for hours worked in excess of eight (8) hours in any day provided that the employee has actually worked in excess of forty (40) hours in any one scheduled work week. There shall be no pyramiding of premium pay for the same hours worked. For purposes of computing overtime pay, the hours an employee spends in an active pay status during his normal schedule of hours shall be deemed as hours worked. However, for any employee with any active informal conference for sick leave use under Article 23, sick leave, section (7), sick leave shall not be considered as being in active pay status while the conference is active.

**Section 10.3. Compensatory Time.**

- A. In lieu of overtime pay, an employee may request compensatory time at the rate of one and one half (1 1/2) hours of compensatory time off for each hour of overtime actually worked, provided that no employee may accrue compensatory time in excess of two hundred eighty (280) hours. Any overtime worked which would increase the employee's accumulated compensatory time above this amount shall be paid.
- B. Compensatory time off, in minimum increments of two (2) hours, must be requested by employees in writing on a form provided by the City as far in advance as possible and no later than the end of the regular shift on the work day before the day desired off, except in emergency situations as approved in advance by the appropriate Director or designee on a case-by-case basis. The minimum increment of two (2) hours of compensatory time may only be taken at the beginning or end of an employee's work shift. In the event that more than one employee requests the same time off and due to operational demands only one should be allowed off, the more senior employee shall be granted such leave. The parties acknowledge that the Employer retains all its rights to manage the use of and administration of compensatory time under federal law.
- C. Any compensatory time to an employee's credit may be paid to the employee at the applicable rate of pay, upon written request to their Division Head. An employee, at his or her request, may cash in compensatory time only once during any calendar year period.
- D. Upon separation of employment, employees shall be paid for their accrued but unused compensatory time at the applicable rate of pay.

**Section 10.4. Call-In Pay.** Call-in pay is defined as payment for work assigned by the appropriate division head or by his designee and performed by an employee at a time which is disconnected from the employee's normal and/or pre-scheduled starting time. Call in pay is not applicable in the case of an

employee required to return to work within one (1) hour of his regular or pre-scheduled shift end time or required to begin work within one (1) hour of his regular or pre-scheduled shift beginning time. Compensation on a call-in situation shall be a minimum of four (4) hours of pay at the applicable hourly rate even if fewer than four (4) hours are actually worked. The four (4) hour minimum shall apply only once in any four (4) hour period, regardless of the number of call-ins which may occur within the four (4) hour period. In the event the call-in situation exceeds four (4) hours, an employee will be paid at his applicable hourly rate for the total of the actual hours worked in accordance with 10.2.

**Section 10.5. Lunch Period and Rest Breaks.**

- A. Except as may otherwise be provided under current practices, employees covered hereunder shall be permitted to take an unpaid lunch break of not less than thirty (30) minutes and not more than sixty (60) minutes each work day. Where consistent with operational planning and service needs, a lunch break will be permitted at or near the mid-point of the employee's work day. If an employee is required to work through the lunch period, compensation for that time worked will be at the overtime rate provided that the employee otherwise qualifies for overtime pay in accordance with Section 10.2.
- B. An employee covered by this Agreement will be permitted to take a fifteen (15) minute rest break with pay at or near the mid-point of each four (4) hour period of the employee's normal work schedule. Breaks shall be taken at or near the specific work site.

**Section 10.6. Payday.** Employees covered hereunder shall be paid every two (2) weeks on a Friday, except where the scheduled payday falls on a holiday. In that case, paychecks shall be made available on the scheduled work day immediately preceding the holiday. Employees scheduled to work second and third shifts shall be given their pay checks during their shifts immediately prior to first shift on pay day.

**Section 10.7. Distribution of Overtime.**

- A. Each calendar year new overtime rosters shall be posted in all departments illustrating the total number of eligible overtime hours worked by each employee or offered to each employee.
- B. Employees within the same classification and with the same work assignment shall have an equal opportunity to earn overtime pay for prescheduled and call-in overtime opportunities. The opportunity for overtime work shall be computed by totaling overtime earned plus overtime offered but declined.
- C. On each occasion, the opportunity to work prescheduled or call-in overtime shall be offered to the employee within the job classification in each division who has the least number of overtime hours to his credit at that time. If this employee does not accept the assignment, or cannot be contacted, the employee with the next fewest number of overtime hours to his credit shall be offered the assignment. This procedure shall be followed until the required employees have been selected for the overtime work. If an employee turns down overtime, the number of hours offered to him shall be credited to his overtime hours. If any employee who should have been offered overtime as per this section is skipped for whatever reason, he shall not be charged with any hours and shall be offered the next available opportunity for overtime. In the event an employee is not offered overtime for a second time (or more), when he should have been within a rolling twelve (12)

month period, beginning with the day after the first skip, then the employee shall be compensated at the appropriate rate of overtime pay for the missed opportunity. When the employee receives such compensation he shall be credited as if overtime was worked. When the rolling twelve (12) month period concludes for a given employee, the procedure shall once again be applied as if the employee had never been skipped.

- D. In cases where practical, overtime shall be administered on a voluntary basis. However, in instances where the Service-Safety Director, or Public Works Director, or their respective designee deem overtime a necessity, and sufficient employees do not accept the overtime voluntarily, the following procedure will be followed:

The overtime shall be assigned to the junior employee(s) first within the job classification. The employee(s) assigned shall be required to work the overtime. If no one is available within the current job classification, the City shall be permitted to utilize another job classification for the assignment.

**Section 10.8. Court Time.** All employees subpoenaed to appear in court on matters that are on behalf of the City shall collect the fees and submit the fees and subpoenas to the Finance Director. Whenever it is necessary for an off-duty employee to appear either in Municipal Court, any other official court, on behalf of the City, or to meet with the City/County Prosecutor for a pretrial conference, the off-duty employee shall receive pay at the rate of time and one-half for a minimum of two (2) hours or up to the time of the beginning of the employee's scheduled time of duty, whichever is less; and provided that no minimum applies to any appearance required within thirty (30) minutes of the end of an employee's scheduled hours and any overtime for such appearances related to his work duties. Off-duty time scheduled by an employee after receipt of notice requiring the employee's appearance shall not be construed to qualify an employee to receive the court time premium specified in this paragraph. An off-duty employee who is required to appear in court on matters arising from City business and extend his time beyond his normal shift shall be paid at the rate of time and one-half for time beyond his regularly scheduled shift. As used in this section, "City business" refers to matters within the responsibility of a division or department of the City or the performance of duties by employees of the City.

## **ARTICLE 11** **LABOR/MANAGEMENT**

**Section 11.1. Purpose.** The City and the Union agree that certain subjects, such as those encompassed by Article 2 of this Agreement, are not appropriate for collective bargaining as defined in Ohio's Collective Bargaining Law, § 4117.01(G) of the Revised Code. Nevertheless, employee morale and efficiency may benefit from an informal discussion of these subjects that take place outside of the scope of Ohio's Collective Bargaining law. Accordingly, there is hereby established a single Labor-Management Committee for matters related to the employees covered by this Agreement. The purpose of the Committee is to engage in the informal discussion of such subjects. The Union recognizes that by supporting the establishment of this Committee, the City is in no way impairing any of the rights reserved to it either by Ohio's Collective Bargaining law, § 4117.08 of the Revised Code, or by Article 2 of this Agreement.

**Section 11.2. Committee Composition.** The City may designate up to four (4) representatives for the purposes of attending labor management meetings and the union may designate not more than three

(3) representatives for such purposes provided, however, that at the request of the Union, for specific meetings, the staff representative from AFSCME Council 8 may participate in such meetings. Upon prior mutual agreement of the parties, additional persons may participate in the Labor/Management Meeting.

**Section 11.3. Meeting Timing/Procedures.** Meetings shall be held at least quarterly. At least three (3) work days prior to each regular or special meeting, the City and the Union shall exchange proposed written agendas for the meeting including, but not limited to, issues the party intends to raise, its positions on the issues, and the reasons for its positions. Committee discussions shall not encompass individual grievances or problems which have not been taken through the normal supervisory line of authority, unless a problem is such that it cannot be solved at the divisional level.

## **ARTICLE 12** **PROBATIONARY PERIODS**

**Section 12.1. Initial Hire.** Every newly hired bargaining unit employee shall be required to successfully complete a probationary period. The probationary period for new employees shall begin on the first day for which the employee receives compensation from the City. The length of the probationary period shall be in accordance with the following schedule:

<u>Pay Grades</u>	<u>Length of Probationary Period</u>
1-11	6 months
12-18	1 year

**Section 12.2. Probationary Removal.** A newly hired probationary employee may be terminated any time during his probationary period and shall have no right of appeal. Upon successful completion of probation, the employee's seniority shall be computed from the most recent date of hire.

**Section 12.3. Promotional Probationary Period/Removal.** A bargaining unit employee who is appointed to a new position through the bid process and who does not rescind his bid will be required to successfully complete a probationary period in his new position. The probationary period shall begin on the effective date of appointment and continue for sixty-six (66) regularly scheduled shifts worked. An employee who fails to successfully complete the probationary period shall be returned to his former position with no right of appeal.

## **ARTICLE 13** **VACANCIES AND TRANSFERS**

### **Section 13.1. Bidding Restrictions.**

- A. **Bidding after Job Bid Withdrawal.** A bargaining unit employee who is appointed to a new position through the bid process shall have fifteen (15) working days after the effective date of appointment to rescind his bid and return to his former position. An employee who rescinds a bid and returns to his former position is ineligible to bid on a vacancy for twelve (12) months from the date of return.

- B. Bidding Restrictions during Probation. Probationary employees shall not be eligible to bid for any vacant position until they have completed their new hire or new position probationary period.
- C. Lateral Transfer Bid Restrictions. A "lateral transfer" is a transfer through the bid process from one position in a classification to another position in a different division in the same classification. Employees may return by lateral transfer to a division from which they have previously laterally transferred no more than once every two (2) years.

### **Section 13.2. Vacancies.**

- A. Determination/Posting/Application Period. Whenever a position in the bargaining unit becomes vacant and the City has determined to fill such vacancy, such opening shall be posted on appropriate bulletin boards City-wide for a period of seven (7) calendar days. During such period, eligible bargaining unit employees may make application for such position with the Human Resources Director utilizing a standard bid sheet provided by the City. The bids shall be signed by the employee and the employee's supervisor before being submitted to the Human Resources Director. Bids must be submitted by 4:00 p.m. on the last day of the posting period to the Human Resources Director by the employee submitting the bid. The Human Resources Director or his designee shall sign and date all bids as proof of receipt with a copy provided to the bidder.
- B. Evaluation of Internal Applicants. The opening shall be offered to the employee based upon seniority and skills required to perform the job
- C. An appointment hereunder shall be made within ninety (90) calendar days following the completion of the regular seven (7) calendar day posting period. Job bids will not be accepted from: (1) employees in their new hire or new position probationary period, or (2) employees in the first twelve (12) months since rescinding a bid and returning to a former position.
- D. Notification of Vacancy Award. Within seven (7) calendar days after filling a posted vacancy, the Union shall be notified of the bidders and the individual selected. If a junior bidder is selected, reasons for such selection shall be included in the notification.

### **Section 13.3. Temporary Assignments/Temporary Transfers.**

- A. In connection with the efficient operation of the City, employees may be temporarily transferred to other positions to fill in for breaks, leaves of absence, in emergencies or otherwise to maintain efficient operations, at the discretion of management. Any temporary transfer, except in cases of emergency as determined by the employer, exceeding one (1) workday shall be offered first to the most senior qualified employee. In the event the most senior employee refuses such transfer, the next senior employee and all other qualified employees in descending order shall be offered such transfer until the least senior qualified employee is the only employee remaining to be assigned.
- B. Transfer Limitations. Temporary transfers shall not exceed ninety (90) consecutive calendar days, except when made in connection with an absence due to FMLA, military leave, long term sick or disability leave, or other extended absence from which an employee is expected to return, unless

mutually agreed to between the Union and the City. The City shall notify the union in writing of temporary transfers which exceed five (5) days.

- C. Transfer Rate of Pay. An employee temporarily transferred to a position in a classification in a higher pay grade than his own position shall be paid at the employee's step in the higher pay grade for the entire period of the temporary transfer, except when such transfer is for less than two (2) hours. An employee temporarily transferred to a position in a classification in a lower pay grade shall continue to be paid at the employee's regular rate of pay.

#### **ARTICLE 14** **PERSONNEL FILES**

**Section 14.1.** All personnel files maintained by the City are subject to availability under the Ohio Public Records Law (R.C. 149.43). No employee may obtain or possess information maintained by the City in such personnel files except in conformity with said statute.

**Section 14.2.** Each employee may request to inspect his official personnel file maintained by the Human Resources Department during non-work time. Inspection of the file shall be by scheduled appointment. Appointments shall be during the regularly scheduled work hours of the Human Resources Department. An employee is entitled to have a union representative accompany him during this review. The Human Resources Department shall provide the employee, upon request, with a copy of any document in the file which is not classified by law as confidential. This article shall not limit access to public records by Union representatives.

**Section 14.3.** If an unfavorable statement or notation is in the official personnel file, the employee may place a written statement of rebuttal or explanation in the file.

#### **ARTICLE 15** **GENERAL WORK RULES**

**Section 15.1. Establishment.** The Union recognizes that the Employer, under this agreement, has the right to promulgate and implement new and revised work rules, regulations, and policies and procedures that regulate the conduct of employees and the conduct of the Employer's services and programs. The City's General Work Rules, new rules or revisions in existing rules, shall be issued by the Human Resources Department. No work rules shall be established or maintained that are in violation of any written provision of the Agreement.

**Section 15.2. Posting Period.** When existing work rules are changed or new rules are established such rules shall be posted prominently on all appropriate bulletin boards for a period of seven (7) calendar days before such rules become effective. However, if it is necessary for a changed or new work rule to become effective prior to a seven (7) calendar day posting period, it shall be effective at the time contained in the posting if accompanied by a statement of the appropriate Director that the effectiveness cannot await the seven (7) calendar day posting period.

**Section 15.3. Notice to Employees.** The City will furnish each employee covered hereunder with a copy of all applicable work rules within thirty (30) days after they become effective. New hires shall be furnished with a copy of such rules at the time of hire.

**Section 15.4. Enforcement.** Employees covered hereunder shall comply with all work rules. The application of such rules may be the subject of Labor-Management Meetings called for under this Agreement. Work rules shall be applied and enforced consistently.

**ARTICLE 16**  
**NEW/EXISTING JOB DESCRIPTIONS/CLASSIFICATIONS**

**Section 16.1.** The Human Resources Department shall maintain and administer a plan of classification specifications known as a classification plan. Positions in the bargaining unit are classified in accordance with the classification plan. All positions whose duties, responsibilities and necessary qualifications are sufficiently alike shall be allocated to the same class with a salary range as provided in this Agreement which will compensate each employee assigned to the class on a like basis. Classification specifications shall be created or amended based upon an analysis of the duties, responsibilities, essential functions and qualifications of the positions affected.

**Section 16.2. Job Descriptions/Classifications.** The Union recognizes and acknowledges the Employer's right to establish new and adjust existing job descriptions and classifications. Any newly established nonsupervisory job classification comparable in duties and job functions that the parties agree upon shall be included in the unit as provided for in Section 4. The City agrees that employees in classifications excluded from the bargaining unit shall not be reclassified or re-titled into any bargaining unit classification covered by this Agreement.

**Section 16.3.** Whenever the Employer creates a new job classification or substantially restructures/redefines an existing one within the unit, it shall notify the Union of such action. Such notification shall state the job classification title, whether or not the classification is to be included/excluded from the bargaining unit or whether or not the classification continues to be appropriate for the unit, a description of the duties for such classification, and, if applicable, the initial wage rate/schedule for such classification. The City shall notify the Union within ten (10) days of the establishment or adjustment of any such classification.

**Section 16.4. Joint Petition.** Should the parties agree that the new or restructured job classification is to be included or remain in the bargaining unit, both the Employer and the Union shall file a joint petition to amend the bargaining unit with the State Employment Relations Board (SERB). If applicable, the Union shall have the right, within thirty (30) calendar days from receipt of notice from the Employer, to file a notice to negotiate concerning the initial wage rate/schedule established by the Employer.

**Section 16.5. Unit Clarification.** Should the parties disagree on the inclusion/exclusion of the new or restructured classification in the bargaining unit, the Union or Employer may petition to clarify the bargaining unit with the State Employment Relations Board (SERB). If SERB determines that the new or existing classification is to be included in the bargaining unit, the Union may file a notice to negotiate concerning the initial wage rate or schedule established by the Employer within thirty (30) calendar days of that determination.

**Section 16.6.** If negotiations are initiated and the parties are unable to reach agreement, the issue may be submitted to SERB for resolution in accordance with R.C. 4117.

**Section 16.7. Reclassification Requests.**

- A. Any non-probationary bargaining unit employee may request a review of the classification of his position for the purpose of determining whether his position is properly classified. Such request shall be made in writing to the Labor/Management Committee.
- B. In response to such request, the Committee shall request that the Human Resources Department perform a job audit and determine the typical tasks performed by the requesting party. Upon receipt of the analysis, the Committee shall determine the requestor's proper classification.
- C. If an employee requesting reclassification is dissatisfied with the determination of the Labor/Management Committee, the Union may grieve the decision directly to the appropriate Director beginning at Step Three of the Grievance Procedure.

**Section 16.8.** Each employee shall be issued a written copy of his/her current classification specification, if requested.

**ARTICLE 17**  
**DRUG/ALCOHOL TESTING**

**Section 17.1.** The City and Union recognize that drug use by employees is a threat to the public welfare and the safety of employees. It is the purpose of this policy to discourage illegal drug use through education, rehabilitation and discipline. The possession, use or being under the influence of alcoholic beverages or illegal or unauthorized drugs shall not be permitted at the City's worksites and/or while an employee is on duty.

**Section 17.2.** Prior to any testing, employees shall be fully informed of this policy. Employees will be provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, the City shall inform employees about how all testing hereunder is conducted, what the test determines, and the consequences of a positive test. All newly hired employees will be provided with this information at date of hire.

**Section 17.3.** The City encourages those employees who may have an alcohol and or drug problem to seek professional treatment on their own initiative. No employee with a drinking or drug problem will have their job security or promotional opportunities jeopardized by such a request for treatment. However, a request for treatment will not exonerate an employee from discipline where the City has initiated disciplinary action against the employee for violating City policies prior to a request for treatment.

**Section 17.4.** Drug/alcohol testing may be conducted on employees upon reasonable suspicion. Reasonable suspicion that an employee used or is using a controlled substance or alcohol in an unlawful or abusive manner may be based upon, but not limited to:

- A. Observable phenomena, such as direct observation of drug or alcohol use or possession and/or the physical symptoms of being under the influence of a drug or alcohol;
- B. A pattern of abnormal conduct or erratic behavior, including abnormal leave patterns;

- C. Arrest or conviction for a drug or alcohol-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug or alcohol possession, use, or trafficking;
- D. Information provided either by reliable and credible sources or independently corroborated;
- E. Evidence that an employee had tampered with a previous drug test;
- F. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice.

**Section 17.5. Post-Accident Testing.** All employees who have caused or contributed to an on-the-job accident shall be required by a supervisor to submit to a drug/alcohol test. This test will be administered as soon as possible after medical attention is received, or within eight (8) hours for alcohol and within thirty-two (32) hours for drugs. "Accident" for this purpose is defined as an unplanned, unexpected, or unintended event which occurs during the conduct of City business, or during working hours, or which involves City-supplied motor vehicles used in conducting City business, or within the scope of employment, and which results in any of the following:

- A. A fatality of anyone involved in the accident;
- B. Bodily injury requiring off-site medical attention;
- C. Disabling damage to any motor vehicle requiring towing; or
- D. Any accident that results in a traffic citation.

**Section 17.6.** Drug/alcohol testing shall be conducted solely for administrative purposes, and shall not be used by the City administration to initiate criminal proceedings. To the extent allowable by law, the results of drug/alcohol screening or testing shall not be released to a third party. Disciplinary action shall not be based solely upon the initial testing results alone.

**Section 17.7.** All drug screening tests shall be conducted by laboratories certified by the Department of Health and Human Services (DHHS) or certified by a DHHS-recognized certification program. No test shall be considered positive until it has been confirmed by a gas chromatography/mass spectrometry full scan test or equivalent. The procedures utilized by the City and testing laboratory shall include an evidentiary chain of custody control. All samples collected shall be contained in two (2) separate containers for use in the prescribed testing procedures. All procedures shall be outlined in writing and this outline shall be followed in all situations arising under this article. An employee has the right to request his zone steward be present at the submission of the test sample. The representative shall be present for observation only and may not affect the process. No test will be delayed to allow the representative to be present.

**Section 17.8.** Alcohol testing shall be done to detect employees reporting for duty or on duty while under the influence of a blood alcohol concentration of .04% or above. A positive result shall entitle the City to proceed with sanctions as set forth in this article.

**Section 17.9.** The results of the testing shall be delivered to the City and the employee tested. An employee whose confirmatory test result is positive shall have the right to request a certified copy of the testing results in which the vendor shall affirm that the test results were obtained using the approved protocol methods. The employee shall provide a signed release for disclosure of the testing results. A representative for the bargaining unit shall have a right of access to the results upon request of the City, with the employee's consent. Refusal to submit to the testing provided for under this Agreement shall be grounds for discipline.

**Section 17.10.** The City may at any time place an employee on paid administrative leave pending results of the drug test. If the screening test and confirmatory test are positive, the City may discipline the employee including withholding payment for any days the employee has already been suspended.

**Section 17.11.** The Medical Review Officer (MRO) shall notify each employee who has a confirmed positive test that the employee has seventy-two (72) hours in which to request a test of the split specimen. If the employee requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a verified positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another DHHS-certified laboratory for analysis.

If the employee does not request a test of the split specimen within the authorized time limit or if the analysis of the split specimen confirms the positive results of the original test, the City may proceed with the sanctions as set forth in this article.

If the analysis of the split specimen fails to reconfirm the positive results of the original test or if the split specimen is unavailable, inadequate for testing or untestable, the MRO shall cancel the test and report the cancellation and reasons for it to the City and the employee.

The laboratory shall report as negative all specimens that are negative on the initial test or negative on the confirmatory test. Only specimens confirmed positive shall be reported positive for a specific drug.

**Section 17.12.** If the testing required above has produced a positive result the City may require the employee to participate in any rehabilitation or detoxification program covered by his insurance, or of his choice. An employee who participates in a rehabilitation or detoxification program shall be placed on medical leave of absence for the period of the rehabilitation or detoxification program. Prior to being placed on leave without pay, the employee may use any accrued sick or vacation leave. Upon satisfactory completion of such program, as verified in writing by the treatment facility and upon receiving results from a retest demonstrating that the employee is no longer abusing a controlled substance, the employee shall be returned to his former position. Such employee may be subject to random periodic retesting upon his return to his position for a period of **five (5)** years from the date of his return to work. Any employee in a rehabilitation or detoxification program in accordance with this article will not lose any seniority or benefits, should it be necessary for the employee to be placed on medical leave of absence without pay, for a period not to exceed ninety (90) days.

**Section 17.13.** If the employee refuses to undergo rehabilitation or detoxification or if he tests positive during a retesting after his return to work from such a program, the employee shall be subject to disciplinary action, including removal from his position and termination of his employment.

**Section 17.14.** Costs of all drug screening tests and confirmatory tests shall be borne by the City except that any test initiated at the request of the employee (other than post-accident testing) and all periodic retesting upon return to work after rehabilitation shall be at the employee's expense.

**Section 17.15.** The provisions of this article shall not require the City to offer a rehabilitation/detoxification program to any employee more than once.

## **ARTICLE 18** **HEALTH AND SAFETY COMMITTEE**

**Section 18.1. Membership.** The City and the Union have established a labor-management health and safety committee, composed of five (5) representatives appointed by the City, one of whom shall be the City's Safety Coordinator, and five (5) representatives appointed by the Union, who shall be the Union's five (5) current zone stewards.

**Section 18.2. Purpose.** The general responsibility of the committee will be to help bring about a safe and healthful working environment and to make recommendations to the City on matters affecting the health and safety of the working force. To fulfill this responsibility the committee shall:

- A. Meet on an established schedule but in no case less frequently than once a month.
- B. Conduct periodic on-site reviews of City facilities to detect and evaluate potentially hazardous conditions.
- C. Review lists of toxic materials and exposure records.
- D. Promote health and safety education.
- E. Make specific, written recommendations for the control and correction of potential health and safety hazards, for health and safety education and other related matters to the Labor/Management Committee periodically, but in no case less frequently than once a quarter.

**Section 18.3.** The Union appointed members of the Health and Safety Committee shall be allowed reasonable time off with pay to conduct the business of the committee. Employee members shall make requests for time off to the City before such time is granted. Such requests shall be made at least three (3) days before the time is to be taken. Approval for such time off shall be made by the Service-Safety Director or Public Works Director.

**Section 18.4. Clothing.** The City agrees to make available, at the work site, inclement and severe weather gear for employees, as appropriate and as determined by the City. The Health and Safety Committee will be responsible for studying various situations and for making recommendations to the Service-Safety Director or Public Works Director concerning the need for such gear.

The City will provide uniforms only for employees it designates to wear said uniforms.

**Section 18.5. Education and Training.** During the term of this agreement, the City may, at its discretion, establish training programs for the purpose of providing employees with the necessary skills to perform work

in other classifications. The City reserves the right to determine the scope, frequency and the employees to participate in such programs. The City agrees it will consult with the Union before establishing such programs.

**ARTICLE 19**  
**INSURANCE**

**Section 19.1.** The terms and conditions of insurance shall remain intact until December 31, 2013. Effective January 1, 2014, all provisions of this article shall be implemented, except that the committee will be able to meet and evaluate insurance with any decisions not effective until January 1, 2014. For all employees covered by this Agreement, the City shall provide comprehensive major medical/hospitalization health care insurance and ancillary coverage. The plan offering will be reduced to writing and set forth in Appendix B and will be updated to reflex changes made pursuant to this article.

**Section 19.2.** Employees, beginning January 1, 2013, shall contribute to the cost to the City of both the single and family plan as follows by means of a monthly payroll deduction. A Section 125 premium conversion plan will permit employee contributions to be made on a pre-tax basis.

**Monthly Medical, Prescription, Dental & Vision Cost**

PPO Plan Coverage	Employer	Employee	Total Base Contribution
Single Plan	\$560.12	\$45.00	\$605.12
Family Plan	\$1,436.22	\$75.00	\$1,511.22

Should the plan costs exceed the total base contribution amounts set forth above, the participating employee shall be required to contribute fifty percent (50%) of the amount in excess of the total base contribution in order to continue participation.

**Section 19.3. Carrier Changes for City Coverage.** If, during the life of this agreement, it becomes necessary for the City to change carriers, the City agrees to provide notice to the Union through the Insurance Committee in advance of such action.

**Section 19.4. Insurance Committee/Insurance Changes for City Coverage.** The Union agrees that the City shall maintain an insurance committee for the purpose of studying and recommending cost containment programs for medical and prescription coverage, reviewing usage, and recommending benefit levels. The Union agrees to participate in the committee. The committee shall consist of one (1) representative from each of the City bargaining units having members receiving insurance benefits through the City insurance plan, and up to three (3) representatives of the City/designee, whichever is needed for an odd number. The insurance committee shall have the authority to approve program coverage changes, recommend alterations to benefit levels, and/or recommend adjustments to coverage levels through majority vote.

The Committee may recommend any of the following options provided that such recommendations comply with and do not trigger penalties under the Affordable Care Act (ACA).

- A. To keep the same plan and pass on any cost increase above the levels set forth in Section 2 of this article to the parties; or
- B. To change the plan and alter the benefit levels so that there is no increase in the cost of the plan; or
- C. To change the plan and alter the benefit levels and, if there is an increase in the cost of the plan above the levels set forth in Section 2 of this article, pass that increase along to the parties.

**Section 19.5. Committee Recommendations for City Coverage.** Recommendations of the committee cannot be unilaterally changed by the City except as needed to meet the minimum requirements to avoid penalty under the ACA. Recommendations of the committee, and Employer actions to carry out those recommendations, are final and binding on all parties involved and shall not be subject to the grievance procedure or any other avenue of appeal. If, however, the committee makes no recommendation by June 1 or thirty (30) days prior to renewal for the following plan year, the City may unilaterally adjust the benefit levels if required to stay within the costs set forth in Section 3. If the committee is going to recommend that the City go out for bid for the following year, the committee must provide the City with the necessary information by April 1 preceding the plan year for which bids are taken. It is expected that the committee shall make responsible decisions in plan design in order to minimize premium cost increases.

**Section 19.6. Opt Out.** An employee who provides satisfactory proof of medical coverage under another group employer sponsored insurance plan may waive medical coverage. An employee who waives coverage will receive \$1,500 annually. Payments will be made in December of the calendar year coverage is waived. Payments for new hires, terminations, etc., will be pro-rated. City employees married to one another are not eligible for the waiver stipend if both employees remain on the City sponsored health plan.

**Section 19.7. Employee Costs.** Employees shall contribute pre-tax dollars towards the cost of their hospitalization, vision and dental group insurance.

**Section 19.8. Wellness.** As part of the City's Wellness Program, employees who participate in annual screenings and complete annual health assessments made available by the City's health insurance provider will, for simply participating in such screening and completing the assessment, receive a gift certificate with a value of at least \$50.00. A spouse of an employee, who is enrolled in the City's family medical coverage plan, may participate in this same wellness initiative and thereby receive a gift certificate of like value.

**Section 19.9. Subrogation.** If a covered employee and his dependent(s) incur covered hospital expenses in connection with the treatment of an illness or injury caused by the negligence or wrongful act of a third party, the insurance carrier shall be subrogated to all covered employee's and/or his dependent's rights of recovery against said third party, the insurance carrier with respect to such illness or injury, and the covered employee and/or his dependent(s) or the appropriate agent shall execute all papers and take all action necessary and proper to secure to the insurance carrier such rights of subrogation.

**Section 19.10. Life Insurance.** The City shall provide and maintain in force, by payment of the necessary premiums, life, accidental death and dismemberment insurance in the amount of twenty-five thousand dollars (\$25,000.00) for all employees covered by this Agreement.

**Section 19.11. Retiree Life Insurance.** Retired employees are eligible for inclusion in the City's group life insurance coverage if such inclusion is allowed by law and if the actual additional cost to the City, as the result of the retired employee's inclusion in the group, is calculated by the life insurer or other actuary and the retired employee reimburses the City for this actual additional cost. The "actual additional cost to the City" is not the per employee rate charged to the City by the life insurer.

**Section 19.12.** The City intends to comply with C.O.B.R.A. to the extent as set forth in such law.

## **ARTICLE 20** **LAYOFF AND RECALL**

**Section 20.1.** It is the intent of the parties, through this article, to establish an objective procedure by which a reduction in force may be accomplished, should the need arise, and supersede the provisions of ORC 124.321 to 124.328, 124.37, OAC 123: 1-41-01 to 123: 1-41-22, and all local rules and regulations of the City of Mansfield Municipal Civil Service Commission governing work force reductions.

**Section 20.2.** Whenever the Employer determines that there exists a lack of funds, lack of work, or that a reorganization is necessary, a reduction in force (i.e., layoff or job abolishment) shall occur.

A. **Layoff Procedure.** In the event that a layoff in a classification becomes necessary, the following steps shall be taken:

1. All emergency, temporary, intermittent, part-time, seasonal and probationary employees in the classification to be affected in the division to be affected shall be laid-off first;
2. Employees who are covered by this Agreement shall be the last employees to be considered for layoff in the classification in the division to be affected; and
3. In the event it becomes necessary to layoff full-time employees covered by this Agreement, the least senior employee in the classification in the division to be affected shall be laid-off first.

B. **Abolishment Procedure.** In the event that it becomes necessary to abolish a position, the abolishment shall be conducted within the affected classification within the affected division on the basis of seniority. However, prior to abolishing a full-time position, the Employer is not required to eliminate other appointment types as set forth in A(1). Any member subject to abolishment shall be permitted to exercise displacement rights to avoid layoff.

**Section 20.3. Displacement Rights.** To avoid layoff as result of layoff or abolishment, an employee may displace (bump) an employee with less seniority within the classification from which the employee is

scheduled for layoff. In addition, the employee may choose to bump the least senior employee in a lateral or lower classification provided the employee has the skills required to perform the job. Moreover, an employee, subject to lay off, who has successfully held other positions within the bargaining unit work force may bump the least senior person holding that position, provided he/she has more work force seniority and has the skills required to perform the job. The local President and Vice President shall avoid layoff by virtue of their offices. An employee who elects to bump another employee shall be subject to a thirty (30) work day probationary period, and if he fails to demonstrate a reasonable level of competency by the end of this period, as determined by the City, he may be laid off.

**Section 20.4. Notice of Reduction.** The City will provide twenty one (21) days advance notice of a layoff to those employees originally affected by layoff or abolishment. Notice shall be by certified mail to the employee at his last known address and provided simultaneously to the Union. Notice shall contain effective date and reason for reduction. This notice only applies to the original notice of reduction and does not apply to any subsequent bumping and displacement that may ensue.

**Section 20.5. Notice of Intent to Exercise Bumping Rights.** Employees shall have five (5) working days from receipt of notice of layoff to inform the City, in writing, of their intention to exercise their displacement (bumping) rights. City employees, who are not in the AFSCME bargaining unit, shall not be permitted to bump into the AFSCME bargaining unit.

**Section 20.6. Confirmation of Bumping Rights/Limitations.** The City shall confirm or deny the employee's option to displace (bump) another employee within five (5) working days.

1. A denial by the City does not waive an employee's right to file a grievance if the employee is not in agreement.
2. Unless an employee has previously and successfully held such a position, employees may not bump into the following classifications:
  - a. Evidence Technician
  - b. Housing Inspector
  - c. Laboratory Technician
  - d. Senior Traffic Technician
  - e. Shift Operator
  - f. Telecommunicator
  - g. Traffic Technician

**Section 20.7. Bidding While on Layoff.** Employees on layoff shall be notified of openings in classifications other than the classification from which the employee was laid off, and shall have the right to submit a bid pursuant to this Agreement. No new employee shall be hired into such classification provided that the laid-off employee has the skill to perform the position in question.

**Section 20.8. Payment of Accrued Leave.** If at the time of layoff it is expected by the City that the layoff will last more than sixty (60) calendar days or once a layoff of an employee has lasted sixty (60) calendar days, the laid off employee will be entitled to accrued vacation pay and to convert sick leave time if the employee is qualified for such conversion under Article 22, Section 1, of this Agreement.

Payments may be issued in the form of bi-weekly or weekly checks until the total balance is exhausted.

**Section 20.9. Higher/Promotions in Classifications with Active Layoff Lists.** No new employees in the Bargaining Unit job classifications shall be hired, nor shall any promotions be made until all employees on layoff status from the job classification have been recalled to that job classification.

**Section 20.10. Recall.** Recalls from layoff shall be done in the reverse order of layoff, with the most senior employee within a classification within a department (for which the recall is being made) being recalled first. Notification shall be by certified mail. An employee shall have recall rights (in the event of a layoff) for four (4) years. If the minimum qualifications for the job have changed sufficiently for the position to which the employee is being recalled, the employee shall be given sixty (60) days to qualify for said position. In the event an employee fails to qualify during the sixty (60) day period, they shall be ineligible for future recall.

## **ARTICLE 21** **SENIORITY**

**Section 21.1. Seniority Defined.** Seniority shall be defined as the employee's length of continuous service within the AFSCME bargaining unit. If two (2) or more employees have the same seniority date, the tie shall be broken by a lottery conducted by a representative of the City and the Union, with the person drawing the highest number determined to have the higher seniority. The process shall be contained in a letter of understanding.

### **Section 21.2. Continuation and Termination of Seniority.**

- A. An employee's seniority shall terminate in the following events:
- B. If the employee quits;
- C. If the employee is discharged for just cause accepted or upheld by proper authority;
- D. If the employee does not return at the expiration of a leave of absence or if the employee takes other employment during a leave of absence, unless consented to by the Service Safety Director or the Public Works Director;
- E. If the employee does not request reinstatement within ninety (90) days after termination of military service;
- F. If while on layoff status, an employee fails to report to the Human Resources Director or his designee, within seven (7) days after being notified by certified mail, return receipt requested, to the employee's last address of record with the Human Resources Department of the City;
- G. If the employee is absent from the employment of the City by reason of layoff for forty-eight (48) consecutive months;

- H. If the employee is absent for three (3) consecutive work days and fails to report such absence, except in extenuating circumstances.

**Section 21.3. Seniority List.** The City will provide to the Union, upon the request of the Union President or Vice-President, once every six (6) months, a seniority roster starting with the most senior bargaining unit member and ending with the least senior which contains the following information: name, date of hire, department, pay grade and step.

## **ARTICLE 22** **SHIFT BIDDING**

**Section 22.1. Shift Assignments.** Within the smallest organizational unit to which an employee is assigned (i.e., division, section, unit, etc.), those employees who have completed their new hire probationary period and who occupy positions in the unit which are identical except that they are assigned to different shifts, may bid on the shift they prefer, at least once every twelve (12) months.

**Section 22.2. Bidding Procedures.** The frequency, date, and procedure for such bids shall be determined by the division head.

**Section 22.3. Bidding Award/Adjustments.** Shift preference shall generally be granted based on seniority as defined herein. Nothing herein shall be construed to limit any of the City's management rights concerning the scheduling and assignment of employees; however, the Employer specifically reserves the right to adjust the results of a bid or otherwise alter a bid based on its operational needs dealing with potential employment liability issues (e.g., hostile work environment, sexual harassment, racial discrimination, and/or other forms of discrimination) and the safety/ethics concerns that could arise from related individuals working with one another.

## **ARTICLE 23** **SICK LEAVE**

**Section 23.1. Accrual.** Full-time bargaining unit employees earn .05769 hours of sick leave for each non-overtime hour in active pay status. For purposes of this Agreement, active pay status is a period when an employee is eligible to receive pay from the City and includes hours worked, vacation leave, sick leave, wage continuation, holidays, compensatory time off, paid military leave, bereavement leave, personal days, and paid union leave. Employees may accrue and carry over all sick leave earned with no limits.

**Section 23.2. Usage.** Employees may take approved sick leave provided a credit balance is available, only for absences due to:

- A. Illness or injury or pregnancy or child birth related conditions of the employee;
- B. Physical, dental, optical or psychological treatment of the employee by an appropriate practitioner;
- C. Illness or injury of a member of the employee's immediate family which requires the employee's attendance and personal care.

- D. "Immediate family" means the employee's spouse, child, stepchild, mother, father, mother-in-law, father-in-law, or person with whom the employee maintains a spousal relationship or to whom the employee stands in the place of a parent.
- E. Documentation justifying the employee's attendance and personal care must be provided with the request for leave.

**Section 23.3. Notice.** All employees requesting sick leave for a scheduled medical appointment shall notify the division head or designee as soon as possible. Absences for medical appointments are authorized only for the actual time necessary to complete the appointment, inclusive of necessary travel time, unless otherwise medically excused. The Employer may require a note from the medical provider to justify the amount of time an employee takes for a medical appointment. An employee requesting sick leave for other than a scheduled appointment must notify the division head or designee of the absence and reason therefore at least one (1) hour before the employee's scheduled starting time. Employees must follow this one (1) hour notification requirement each day the employee will be absent, unless instructed otherwise by the division head.

**Section 22.4. Request for Leave.** Upon return to work from sick leave, an employee must immediately notify his immediate supervisor and complete a leave request form provided by the City.

**Section 23.5. Payment.** Employees absent on approved sick leave shall be paid their applicable straight-time hourly rate. Medical appointments scheduled with at least one (1) workday advance notice to the division head may be charged at the actual time off work, with the minimum increment charged being one (1) hour. Sick leave taken without such advance notice shall be charged as follows:

- Employees calling off before the start of a shift shall be charged off sick for the entire workday.
- Employees who leave work with notice shall be charged off sick the remainder of the workday.

**Section 23.6. Unauthorized Use and Abuse of Sick Leave.** Corrective action shall be taken hereunder for the unauthorized use of sick leave.

A. **Definition:** "Unauthorized use and abuse" of sick leave means:

1. failure to timely notify division head of absence;
2. failure to properly and timely request leave;
3. failure to provide medical practitioner's statement when required;
4. fraudulent verification or request;
5. use for other than an allowed purpose
6. pattern abuse, or consistent periods of usage (for example, before and/or after holidays, weekends, days off, paydays or overtime worked);
7. maintaining a zero or near zero balance.

B. Corrective Action:

When unauthorized use or abuse of sick leave is substantiated by the division head, the request for sick leave shall be denied and corrective disciplinary action shall be implemented under the City's disciplinary policy. In addition, the division head may thereafter require a medical practitioner's statement for all sick leave use for the next twelve (12) months.

**Section 23.7. Excessive Use of Sick Leave.**

A. Separate and apart from the corrective action described above for unauthorized use of sick leave, employees who use sick leave on more than six (6) occasions in any twelve (12) month period, with or without a physician's statement, shall be subject to progressive disciplinary action for excessive use of sick leave according to the following schedule:

Fifth occasion	informal conference
Seventh occasion	written reprimand
Ninth occasion	one day suspension
Tenth occasion	three day suspension
Eleventh occasion	up to and including termination of employment

B. "Occasion" for this purpose means an individual utilization of sick leave regardless of the number of hours or days involved. A pre-scheduled medical appointment for which leave is requested at least one (1) workday in advance shall not count as an occasion. Use of sick leave for an illness or injury of the employee which would qualify as a serious health condition under the Family and Medical Leave Act or as a disability under the Americans with Disabilities Act shall not count as an occasion. When an employee is notified at work by a licensed child care facility or school of an illness or injury of the employee's minor child which requires the employee to leave work to personally attend to the child, the employee shall be excused from work for the actual time necessary (one hour minimum) to care for the child, which time shall be charged to sick leave. Three times per any twelve (12) month period, any such absence for which the employee is able to return to work within two (2) hours shall not count as an occasion. A notice from a non-licensed child care provider may be approved at the discretion of the appointing authority. A regimen of regular treatments at a hospital, clinic or physician's office, which cannot be scheduled outside the employee's regular hours shall be considered as one (1) occasion, provided, in advance of the second visit, the division head is provided a copy of the physician's statement ordering the schedule of treatment.

C. In the event an employee reaches four (4) occasions in any three (3) month period, the department head may counsel such employee and shall make note in the record of any extenuating circumstances affecting the employee.

**Section 23.8.** All employees covered by this Agreement shall be subject to the tardiness policy as set forth in the City of Mansfield Personnel Policy and Procedure Manual.

**Section 23.9. Medical Practitioner's Statement.** Employees shall be required to provide a written statement from a physician who has examined the employee or immediate family members when:

1. The employee or family member obtains medical treatment while the employee is on sick leave;
2. The illness or injury of the employee or family member extends for three (3) or more consecutive workdays;
3. Unauthorized use of sick leave is substantiated (See Section 22. 6 herein).

Employees required to provide a medical practitioner's statement must provide the statement along with a leave request within three (3) days of returning to work.

**Section 23.10. Credit for Prior Service.** Employees who have previously separated from service with the City will be credited with their unused balance of accumulated sick leave upon appointment, if the unused balance has not been converted to cash. Employees are responsible for informing the Human Resources Department of such prior service.

**Section 23.11. Medical Examination.** The City may require an employee to take an examination, conducted by a licensed physician chosen by the City. Such physician shall determine the employee's physical capability to perform the essential duties of his position. The cost of such examination shall be paid by the City.

**Section 23.12. Incentive Bonus.** An employee who uses no accrued sick leave nor has any unauthorized sick leave, absences without leave or unpaid disciplinary suspensions during any calendar year shall receive a five hundred dollar (\$500) bonus; an employee who uses one (1) day or less of such time shall receive a four hundred dollar (\$400) bonus; an employee who uses two (2) days or less of such time shall receive a three hundred dollar (\$300) bonus. Such bonus shall be payable in a separate check in the second pay period in January of the following year. This provision applies only to employees hired before May 1, 2009.

**Section 23.13. Annual Conversion Option.** An employee who has at least six hundred (600) hours of accumulated sick leave to his credit as of January 1 of each year may elect to convert up to eighty (80) hours of accrued but unused sick leave into compensatory time, subject to the compensatory time limits of Section 10.3 herein. Such election shall be made in writing on a form provided by the City delivered by the employee to his division head between January 1 and January 31. Only one election per year shall be processed. Any sick leave hours converted to compensatory time cannot be converted to cash. The time must be used. This will become effective May 1, 2010, or as soon as the program for the tracking system is implemented, whichever occurs first.

**Section 23.14. Sick Leave Conversion Upon Resignation.** Bargaining unit members hired after February 22, 2013, shall not be eligible for sick leave conversion under this section. For all unit members hired prior to February 2, 2013, upon resignation after eight (8) or more years of service with the City, an employee shall be compensated for accrued, unused sick leave in accordance with the following computation. Compensation for each day of such leave shall be computed on a basis of the employee's annual salary at the time of resignation, divided by 2080, and the number of compensated hours shall be in accordance with the following schedule:

1. One-third of the first two hundred forty (240) hours (or less) of accrued, unused sick leave,

plus,

2. One-fourth of the portion of accrued, unused sick leave in excess of two hundred forty (240) hours but less than nine hundred sixty (960) hours, plus
3. Fifteen percent (15%) of the portion of accrued, unused sick leave in excess of nine hundred sixty (960) hours.

In the event of a termination due to a disciplinary action, the aforementioned conversion shall apply.

**Section 23.15. Sick Leave Conversion Upon Full Retirement.** Upon full retirement, compensation for accrued, unused sick leave shall be made in accordance with the following computation. Compensation for each day of such leave shall be computed on a basis of the employee's annual salary at the time of retirement, divided by 2080, and the number of compensated hours shall be as follows:

- A. For employees hired before September 1, 2010

SENIORITY	HOURS
1 to 25 years	one (1) hour for every two (2) hours accrued.
+25 years to 30 years	one (1) hour for every one (1) hour accrued up to a maximum of 1,500 hours accrued and one (1) for every two (2) hours accrued remaining beyond 1,500 hours.
over 30 years	one (1) hour for every one (1) hour accrued up to a maximum of 2,000 hours accrued and one (1) hour for every two (2) hours accrued remaining beyond 2,000 hours.

- B. For employees hired on or after September 1, 2010, but before June 1, 2012

SENIORITY	HOURS
1 to 25 years	one (1) hour for every three (3) hours accrued.
+25 years to 30 years	one (1) hour for every one (1) hour accrued up to a maximum of 1,500 hours accrued and one (1) for every two (2) hours accrued remaining beyond 1,500 hours.
over 30 years	one (1) hour for every one (1) hour accrued up to a maximum of 2,000 hours accrued and one (1) hour for every two (2) hours accrued remaining beyond 2,000 hours.

- C. Employees hired on or after June 1, 2012

An employee may elect at the time of full retirement from active service with the City,

and with ten (10) or more years of service with the state, any political subdivisions, or any combination thereof, to be paid in cash for one-fourth the value of the employee's accrued but unused sick leave credit. The payment shall be based on the employee's rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the employee at the time payment is made. An employee may receive one or more payments under this division, but the aggregate value of accrued but unused sick leave credit that is paid shall not exceed, for all payments, the value of thirty (30) days of accrued but unused sick leave.

- D. Full retirement being defined as an employee who retires from active service from the City or is granted a disability retirement from active service with a State Retirement System.

**Section 23.16. Sick Leave Conversion Upon Death.** If an employee otherwise eligible for sick leave conversion under Section 23.1 (N) of this article dies while still employed, then the employee will be considered for purposes of this section to have retired on the date of his/her death and the employee's sick leave conversion benefits shall be computed in accordance with Section 22.1 (O) of this article and will be paid to the deceased employee's dependents as defined in Ohio Revised Code § 4123.59 (D)(1) and (2).

**Section 23.17. Sick Leave Donation.**

- A. **Eligibility** - Any AFSCME bargaining unit employee may apply to the Public Works Director or Service-Safety Director, as the case may be, to receive donated sick leave, if the employee requesting such donated sick leave:

1. Has a non-work related serious illness or injury, as documented in writing by a medical doctor, which renders them unable to perform the essential functions of their position for a minimum of four consecutive weeks;
2. Does not have a sufficient amount of accrued and unused paid leave to cover the estimated period of absence;
3. Has not been offered non-work related Transitional Duty as described in Section 19.3 (B) herein; and
4. Has no disciplinary actions for unauthorized or excessive use of sick leave on record for progressive disciplinary purposes.

- B. **Approval** - Upon approval of an employee's request for donated sick leave, the Public Works Director or Service Safety Director, as the case may be, shall:

1. Notify all City employees of the employee's need for donated sick leave, while respecting the employee's right of privacy;
2. Approve payment of any such donated sick leave to the requesting employee on a pay period by pay period basis up to the amount of donated leave, or the hours necessary to

provide the employee with their regular, straight-time pay for such pay period, whichever is greater.

C. Donating Sick Leave - Any AFSCME bargaining unit employee may donate accrued and unused sick leave to their credit to any other City employee who has been approved to receive donated sick leave if the donating employee:

1. Retains a sick leave balance of at least four hundred eighty (480) hours after deduction of the hours offered for donation; and
2. Voluntarily elects to donate sick leave to the employee approved for donation, understanding that any such leave donated and used shall not be returned.

D. Terms and Conditions - The following additional terms and conditions shall apply to the sick leave donation program:

1. All donations of sick leave shall be in eight (8) hour increments, with eight (8) hours being the minimum donation;
2. An employee receiving donated sick leave shall be paid at their regular, straight-time rate of pay, regardless of the rate of pay of the employee donating such leave;
3. Sick leave shall be deducted from donating employees in order of the date and time of donation, and credited to the receiving employee's account on pay day up to the amount necessary for the employee to be paid their regular two weeks' pay. No sick leave shall accumulate in the account of a receiving employee or be converted to cash or compensatory time. Any sick leave donated by an employee which is not used shall remain in the account of the donating employee.
4. An employee using donated sick leave shall be in active pay status and accrue vacation leave, and be entitled to any benefits they would normally receive.
5. Employees receiving donated sick leave shall be eligible to receive such leave only until the employee's estimated date of return to duty. Persons who have continued to receive full donations and whose physicians extend their estimated date of return will be eligible for notification for the need for further donation
6. No employee receiving donated sick leave will be permitted to be off work on such leave more than twelve (12) consecutive calendar months. An employee may not apply for donated leave more than once in any twelve (12) month period.
7. Donated sick leave shall not count for purposes of the donating employee's sick leave attendance bonus.

E. The Public Works Director or Service Safety Director, as the case may be, shall ensure that no employee is forced or coerced into donating sick leave to a fellow employee. Donation shall be

strictly voluntary. No city employee shall directly solicit donations of sick leave from another employee.

**ARTICLE 24**  
**VACATIONS**

**Section 24.1. Vacation Accrual.**

- A. All employees covered hereunder earn paid vacation leave and begin accruing such leave upon appointment. After each full year of service, all vacation leave accrued is credited to the employee, who shall then be eligible to take such leave. No employee is entitled to vacation leave until the completion of one (1) full year of service with the City.
- B. Employees shall earn paid vacation for each hour in active pay status according to the following schedule.

Employees hired before June 1, 2012

<b>Year Of Service</b>	<b>Maximum Hours Accumulated</b>	<b>Hours Earned</b>
Less than one (1) year	0	0
One (1) year but less than eight (8) years	96	.04615
Eight (8) years but less than fifteen (15) years	144	.06923
Fifteen (15) years but less than twenty (20) years	192	.09231
Twenty (20) years but less than twenty-five (25) years	240	.11538

Employees hired on or after June 1, 2012

<b>Year Of Service</b>	<b>Maximum Hours Accumulated</b>	<b>Hours Earned</b>
Less than one (1) year	0	0
One (1) year but less than eight (8) years	80	.03846
Eight (8) years but less than fifteen (15) years	120	.05769
Fifteen (15) years but less than twenty (25) years	160	.07692
Twenty-five (25) or more years of service	200	.09615

**Section 24.2. Vacation Scheduling.**

- A. Preference dates for scheduled vacations shall be in accordance with seniority as set forth in Article 21, subject to manning requirements of the division to which the employee is assigned. Vacation preferences shall be indicated prior to March of each calendar year, and schedules shall be posted on appropriate bulletin boards.

- B. Non-scheduled vacation, in minimum increments of two (2) hours, must be requested by employees in writing on a form provided by the City as far in advance as possible and no later than the end of the regular shift on the workday before the day desired off, except in emergency situations as approved in advance by the appropriate Director or designee or a case-by-case basis. The granting of such leave is subject to operational demands. A minimum increment of two (2) hours of non-scheduled vacation time may only be taken at the beginning or end of an employee's work shift.
- C. An employee who is unable to take vacation in the year in which it should have been taken may carry over up to three (3) years of vacation. Any vacation accrued over this amount will be lost.
- D. If an employee is hospitalized while on vacation, the "vacation" status may be changed to "sick leave."
- E. Holidays enumerated in this Agreement shall not be charged to an employee's vacation leave.

**Section 24.3. Credit for Prior Service.** Employees who previously separated from the City will be credited with their prior service as a regular full-time employee of the City for the purpose of computing years of service for vacation accrual subject to Article 21.2. Employees with such prior service shall begin accruing vacation at the applicable rate based on such prior service beginning on the effective date of this Agreement, but shall not be entitled to any retroactive vacation credit for the time before the effective date of this Agreement.

**Section 24.4. Annual Conversion.** An employee with twenty (20) or more years of service with the City for vacation accrual purposes may elect to trade up to forty (40) hours of accrued but unused vacation to his credit for cash during his vacation year. Such election shall be made in writing on a form provided by the City delivered by the employee to his division head. Only one election per anniversary year shall be processed.

**Section 24.5. Payment at Termination or Death.**

- A. If an employee (other than a newly hired employee in his first year of employment) is laid off, terminated, resigns, or retires, the employee shall be entitled to and receive payment for all accrued and unused vacation leave to his credit at the time of separation, at his current rate of pay.
- B. If an employee (other than a newly hired employee in his first year of employment) dies while in active pay status or on an authorized leave of absence, all accrued and unused vacation leave to the employee's credit at the time of death, at his final rate of pay, shall be paid in accordance with O.R.C. § 2113.04, or to his estate.

**ARTICLE 25**  
**HOLIDAYS/PERSONAL DAYS**

**Section 25.1. Designated Holidays.** The following are designated paid holidays:

New Years Day  
 Martin Luther King Day (3rd Monday in January)  
 President's Day (3rd Monday in February)  
 Memorial Day (last Monday in May)  
 Independence Day  
 Labor Day  
 Columbus Day (2nd Monday in October)  
 Veterans Day (November 11th)  
 Thanksgiving Day  
 Day after Thanksgiving  
 Christmas Day

The days listed above shall be celebrated as set forth in this section, unless designated by the appropriate governmental official or body to be celebrated on a different day. On any day or partial day designated by the Mayor as a day or partial day off for City employees, employees covered by this Agreement will be given the day or partial day off if scheduling permits, or equal compensatory time at a later date.

**Section 25.2. Pay for Holidays.** In order for an employee to receive his pay for the holiday, he must be in active pay status on the full workday before and the full workday after the holiday. Employees are not permitted to schedule paid vacation on a holiday.

Eligible employees who are not scheduled to work on a designated holiday shall be paid their regular daily rate of pay as holiday pay. Eligible employees who work on a designated holiday shall be compensated at the rate of one and one-half (1 1/2) times their normal rate of pay in addition to holiday pay. Premium pay for the time worked on a holiday does not count toward hours in active pay status for overtime purposes.

No employee will be scheduled to work the designated holiday unless deemed necessary by the division head, or his designee.

**Section 25.3. Personal Days.**

A. All employees in active pay status will be afforded twenty-four (24) hours off with full normal pay each calendar year. Newly hired employees will be afforded such personal days in their first year of appointment or reappointment as follows:

Hired before May 1	twenty-four (24) hours
Hired from May 1 to August 31	sixteen (16) hours
Hired after August 31	eight (8) hours

B. Any employee transferring from a City division outside the bargaining unit shall be entitled to the number of personal days provided above, based on the date of transfer, minus any personal days already used during that calendar year while employed in the other City division.

- C. Personal days off, in two (2) hour increments, must be requested by employees in writing on a form provided by the City as far in advance as possible and no later than the end of the regular shift on the workday before the day desired off, except in emergency situations as approved in advance by the appropriate Director or designee on a case-by-case basis, or once at work where there is a lack of work due to factors including, but not limited to , inclement weather, holiday-related work decreases, and seasonal fluctuations in departmental work demand. Under the latter circumstances the supervisor may approve personal leave without the required notice. A minimum increment of two (2) hours of personal days off may only be taken at the beginning or end of an employee's work shift. Employees may however on one occasion only per calendar year take up to eight (8) hours of personal leave with no less than one (1) hour's notice before the desired time off. If more than one employee request the same time off, the more senior employee shall be granted the time off. The granting of such leave is subject to operational demands.

**ARTICLE 26**  
**WAGE CONTINUATION**

**Section 26.1. Eligibility and Qualifications.** Any employee covered by this agreement who suffers a compensable industrial injury or illness shall be eligible for wage continuation benefits in lieu of workers' compensation lost time benefits. Payment of related medical benefits shall remain the responsibility of the Bureau of Workers' Compensation (BWC). Wage continuation benefits are paid with the written approval of the appropriate Director subject to the following conditions.

- A. The injury or illness must be determined to be compensable by the City, or in the case of dispute, the Ohio Industrial Commission (OIC). In no event will compensation begin before a state claim number is assigned.
- B. Valid medical proof of disability must be provided on BWC Form C-84. The City approved physician must complete and sign the form in its entirety. Copies are unacceptable.
- C. The employee must submit to a drug and/or alcohol test under the procedure described in the Drug/Alcohol Testing Section herein and test negative for drugs/alcohol.
- D. The employee must complete a C-1 or OD-1 or a FR01-1 application, and sign both a wage continuation agreement and a medical release.
- E. The City reserves the right to have an employee examined by an occupational health physician to confirm any medical diagnosis and/or period of disability.
- F. Wage continuation will be paid for only those periods of lost time that would qualify the employee for receipt of workers' compensation lost time benefits.
- G. Provide a medical certification from a physician on the list of City approved providers opining that the claimant is disabled from employment in excess of seven (7) consecutive days as a result of the work-related injury and specifying the injury, recommended treatment, and the employee's inability to return to work as a result of the injury along with an estimated return to work date.

**Section 26.2. Payment.** Wage continuation benefits shall be the employee's then current rate of pay multiplied by the employee's regularly scheduled hours per week. Such payments shall normally commence immediately upon receipt of disability proof and a completed claim application.

**Section 26.3. Employment Status.** An employee qualifying for wage continuation shall be considered to be in active pay status. While on wage continuation, an employee shall earn paid leave, earn seniority and have the City's share of any health insurance premium paid (and have the employee's share, if any, deducted from such wage continuation). Employees on wage continuation shall be eligible to reschedule any pre-scheduled vacation which was to be taken during the period of wage continuation. If such vacation, or other accrued vacation cannot be taken before the end of the employee's anniversary year, the employee shall be entitled to payment for such vacation hours, at the employee's then current hourly rate of pay. Such employees shall be entitled to holiday pay for any holidays which occur during a period of wage continuation leave, in addition to wage continuation.

**Section 26.4. Termination of Benefits.** Wage continuation will cease upon any of the following conditions.

1. The employee returns to work.
2. The employee's or City's physician releases the employee to return to work.
3. The employee begins working for another employer without prior approval from the appropriate Director.
4. The employee fails to return to work on a Transitional Duty assignment consistent with the employee's medical restrictions.
5. The employee fails to appear for a City-sponsored medical exam.
6. The employee has reached maximum medical improvement (MMI) and/or the condition has become permanent.'
7. The claim is found to be fraudulent after payment has begun.
8. The employee attempts to collect both temporary total compensation and wage continuation.
9. Termination of employment; or
10. Regardless of the above conditions, wage continuation benefits shall terminate when an employee is on wage continuation for one thousand five hundred sixty (1560) hours as a result of each incident of compensable injury or illness or re-aggravation of same within six (6) months. An employee who is unable to return to work after the termination of wage continuation benefits shall be placed on the appropriate leave of absence, as requested by the employee.

**Section 26.5. Transition to Provider List.** Prior to the transition and implementation date of the provider list under Section 1 (B) and (G), the City will meet with the Union to review the scope of the list and set a date for implementation. Physicians not on the approved list will be considered on a case-by-case basis. Anyone requesting a physician not on the list must contact the Union so that the request can be forwarded to the City for consideration. Bargaining unit members with existing claims may remain with their respective physician of record (POR) for that claim. Subsequent list adjustments will be communicated to the union through the labor management process prior to becoming effective.

**ARTICLE 27**  
**UNPAID LEAVES OF ABSENCE**

**Section 27.1. Disability Leave.**

- A. **Eligibility and Leave.** A physically or mentally incapacitated employee who has completed his probationary period may request a disability leave of absence without pay for up to six (6) months in increments of thirty (30) days. Disability leave may be granted at the discretion of the appropriate Director when a disabled employee exhausts accumulated wage continuation benefits (if applicable), sick leave, vacation leave, and other paid leave, and the employee is:
1. hospitalized or institutionalized; or
  2. on a period of convalescence following hospitalization or institutionalization authorized by a physician at the hospital or institution; or
  3. declared unable to perform the essential functions of his position, with or without a reasonable accommodation, by a licensed physician.
- B. **Extension of Leave.** An additional leave of absence of three (3) months, in increments of thirty (30) days, may be granted at the discretion of the appropriate Director in extenuating circumstances determined on a case-by-case basis, when all other conditions herein are met.
- C. **Requesting Leave.** Each request for a disability leave of absence must be made in writing on a form provided by the City and include certification of such disability from a licensed physician along with the physician's estimate of a probable return to duty within the maximum disability leave period. It is the employee's responsibility to request a disability leave since such leave is not automatically granted when an employee's paid leave has expired or the employee is receiving workers' compensation benefits. Leave must be requested as far in advance as possible, and prior to the end of active pay status.
- D. **Employment Status on Leave.** An employee on a disability leave shall be considered to be inactive, or no-pay status. While on disability leave, an employee shall not earn paid leave, and is not eligible for vacation or holiday pay. The City shall cease paying its share of any health insurance premium for the employee, and shall notify the employee of his COBRA rights. A disability leave shall not be considered a break in service for seniority purposes so long as the employee returns from leave.

- E. Return from Leave. An employee on disability leave who is determined by a licensed physician to be able to perform the essential functions of his position may return to work. An employee may return before the scheduled expiration of leave, if requested by the employee and approved by the appropriate Director. Upon his/her return to work, the employee shall be returned to the position formerly occupied, or to a similar position.
- F. Failure to Return. An employee who fails to request disability leave prior to or at the end of paid leave or who fails to return to work at the expiration of an approved disability leave shall, absent extenuating circumstances, be considered to have voluntarily resigned. If an employee is determined to be physically or mentally unable to return to work at the expiration of disability leave, the employee shall be separated from service.

**Section 27.2. Family and Medical Leave.** The City will comply with all provisions of the Family and Medical Leave Act (FMLA).

**Section 27.3. Education Leave.** An employee covered hereunder may be granted a leave of absence without pay by the appropriate Director for educational purposes, provided such educational pursuits are directly related to the employee's job or the operations of the City. Such leave shall initially be limited to ninety (90) calendar days with possible extensions totaling up to one (1) year.

**Section 27.4. Long Term Union Leave.** At the request of the Union, any employee covered hereunder who is selected for a Union office or employed by the Union for a fixed term of office, subject to the approval of the Service-Safety Director, may be granted leave without pay. Such leave initially shall be limited to sixty (60) calendar days with extensions of up to one (1) year. Such service will not constitute a break in service for seniority rights or promotional examinations announced by the Civil Service Commission. Only one (1) member of the bargaining unit shall be on such leave at any one time. After the leave, such employee shall be restored to his/her original position or as near it as possible.

**Section 27.5. Special Leave.** Leave without pay for personal reasons may be granted at the discretion of the appropriate Director for good cause shown for a period not to exceed ninety (90) days. Such requests must be made in writing by the employee on a form provided by the City. Requests will be considered on a case-by case-basis. All discretionary paid leave must be used before such leave may be granted. Employees on special leave are in a no-pay status, and no paid benefits are accrued or paid while on such leave. The City shall cease paying its share of any health insurance premium for the employee, and shall notify the employee of his COBRA rights, if such leave extends beyond the period of time covered by the last premium payment made by/for the employee.

## **ARTICLE 28** **BEREAVEMENT LEAVE**

**Section 28.1.** A leave of absence of five (5) days (with full normal pay) to attend the funeral of a member of the immediate family, to include spouse, child, parent, and parent-in-law, or other relatives or persons with whom the employee maintains a spousal relationship or to whom the employee stands in the place of a parent, living in the same household as the employee at the time of the relative's death, shall be granted to an employee by the appropriate Director.

**Section 28.2.** A leave of absence of three (3) days (with full normal pay) to attend the funeral of other immediate family members, to include brother, sister, grandparent, grandparent-in-law, grandchild, brother-in-law, sister-in-law (spouse's sibling or sibling's spouse), daughter-in-law, and son-in-law, shall be granted to an employee by the appropriate Director.

**Section 28.3.** A leave of absence of one (1) day (with full normal pay) shall be granted to an employee by the appropriate Director to attend the funeral of an employee's aunt or uncle, niece or nephew. Proof of death and relationship of the deceased shall be provided to the City by the employee, if so requested.

**Section 28.4. Extended Bereavement Leave.** Upon approval of the appropriate Director, bereavement leave in excess of that provided for in Section 3.A of this article will be charged to the employee's accrued sick leave balance.

**Section 28.5. Definitions.** Each of the family member categories included above includes full, half and step members.

## **ARTICLE 29** **MILITARY LEAVE**

Military leave shall be granted in accordance with applicable state and federal law.

## **ARTICLE 30** **CIVIL LEAVE**

Full-time bargaining unit employees shall be entitled to leave with pay during regular working hours when subpoenaed for a court appearance or jury duty by the United States, the State of Ohio, or any political subdivision, unless such court appearance is in connection with the employee's personal business. An employee on paid civil leave shall notify his division head in advance by completing a request for leave on a form provided by the City. Employees shall pay all funds received from the court to the Finance Director. Employees released from civil duty prior to the end of the scheduled workday shall return to work.

## **ARTICLE 31** **EXAMINATION LEAVE**

Time off with pay shall be allowed to employees covered by this Agreement to participate in the City's Civil Service tests or taking a required examination pertinent to their City employment before an Ohio or federal licensing board.

## **ARTICLE 32** **DISASTER LEAVE**

Time off with pay may be allowed to a fully qualified employee covered hereunder for service in specialized disaster relief service for the American Red Cross or as a registered volunteer as described in O.R.C. 121.404. Said leave shall be granted only after the requisition of the individual to serve in such capacity by the American Red Cross and except in case of the need for the employee to function in his job with the City due to an emergency.

**ARTICLE 33**  
**FRAUDULENT BENEFIT CLAIM**

The City reserves the right to withhold benefit payments or take disciplinary action, up to and including discharge, against an employee who submits a false claim for sick leave, wage continuation, bereavement leave, military leave, civil leave, examination leave, or disaster leave benefits as set forth in this Agreement or for working for another employer while on sick leave or wage continuation. Permission to work for another employer or to perform limited duty for the City, while in either case being on sick leave or wage continuation, may be granted by the appropriate Director upon obtaining approval from a competent medical authority.

**ARTICLE 34**  
**CONTRACTING OUT**

Except for emergencies involving the public health or safety the City agrees to meet and confer with the Union prior to contracting out work which is currently being performed by the bargaining unit employees which could result in the loss of bargaining unit jobs. The Union will be provided an opportunity to demonstrate to the City that it would be more beneficial (for financial reasons) for the City to continue to have the work performed by bargaining unit personnel and to provide a counter proposal, if it so desires.

**ARTICLE 35**  
**WAGES**

**Section 35.1. Wage Rates.**

- A. Wage rates for employees covered by this Agreement shall be as set forth in Appendix C.
- B. Annual Compensation. Bargaining unit members shall receive general wage increases as follows:

For the first year of the agreement	0.0%
For the second year of the agreement	0.0%
For the third year of the agreement	0.0%

**Section 35.2. Pay Plan Administration.** Each employee shall be assigned to the pay grade specified by ordinance of the City for the employee's classification. Step B shall be the minimum rate for a pay grade and shall be the hiring rate for a classification.

The following shall be the method of administration of the wage rate plan referenced in Section 1 of this article:

- A. An employee shall remain in Step B until the completion of his new hire probationary period and shall then advance to Step C.
- B. An employee shall be advanced to Step D of a pay grade following the employee's satisfactory completion of one (1) year in Step C of the pay grade.

- C. An employee shall be advanced to Step E of a pay grade following the employee's satisfactory completion of one (1) year in Step D of the pay grade.
- D. An employee shall be advanced to Step F of a pay grade following the employee's satisfactory completion of one (1) year in Step E of the pay grade.
- E. An employee who moves to a higher pay grade by reason of a change in job classification shall be placed at Step C or that step of the new pay grade which would represent an increase in pay over the employee's pay (excluding any premium payments) at his previous grade and step, whichever is higher.
- F. An employee who moves to a lower pay grade by reason of a voluntary change of job classification shall be placed at the employee's current step in the new pay grade.

**Section 35.3. Promotion/Demotion.** Employees who have successfully bid on and received a promotion or demotion shall remain in the new step for a period of one (1) year before receiving an increase.

**Section 35.4. Pay for Mandatory Training.** The City will pay the tuition or fees for any schooling or training which is newly mandated by the City for an employee covered by this agreement to maintain his position with the City. All time spent in such required training shall be considered compensable hours worked. Lodging, meals and travel reimbursement shall be paid in accordance with the City's travel policy.

### **ARTICLE 36** **LONGEVITY**

In addition to wages as provided in Appendix C of this Agreement, every employee covered hereunder shall receive a longevity payment in accordance with the provisions of this article as follows:

- A. Employees whose employment began before September 1, 2010:

An employee entitled to a longevity payment under this article shall receive one hundred dollars (\$100.00) for each year of completed service with the City of Mansfield as computed on November 30 of each year to be paid in one lump sum by or before December 1 of that year.

In the event an eligible employee terminates his employment during the term of the Agreement, he shall be paid a pro-rated amount. An employee shall be credited with a complete month of service if he works or is paid one-half (1/2) or more of his scheduled work days in one (1) month.

- B. Employees whose employment began on September 1, 2010, but before June 1, 2012:

An employee entitled to a longevity payment under this article shall receive fifty dollars (\$50.00) for each year of completed service with the City of Mansfield as computed on November 30 of each year to be paid in one lump sum by or before December 1 of that year.

In the event an eligible employee terminates his employment during the term of the Agreement, he shall be paid a pro-rated amount. An employee shall be credited with a complete month of service if he works or is paid one-half (1/2) or more of his scheduled work days in one (1) month.

### **ARTICLE 37** **PERS CONTRIBUTIONS**

**Section 37.1.** For each employee who is member of this bargaining unit as of February 22, 2013, the City shall pick-up (assume and pay) on behalf of employees covered by this Agreement, in lieu of payment by the employee, 8.5% of each employee's earned compensation to the Public Employees Retirement System of Ohio (PERS) in accordance with the following terms:

- A. The term "earned compensation" shall mean any and all monies earned by an employee from the City for which there is a pension contribution.
- B. The City shall, in reporting and making remittances to PERS, report that each employee's contribution has been made as provided by statute.
- C. The City hereby declares that the sums paid hereunder by the City on behalf of employees are not to be considered additional salary or wages and shall not be treated as increased compensation. For purposes of computing the employee's earnings or basis of contributions to PERS, the amount paid by the City on behalf of an employee as a portion of his statutory obligation is intended to be and shall be considered as having been paid by the employee in fulfillment of the employee's statutory obligation.
- D. If, at any time, PERS reduces the employee contribution to an amount less than 8.5%, the City's obligation shall be reduced accordingly with no obligation to adjust the employee's contribution.

**Section 37.2.** Each employee who becomes a member of the AFSCME bargaining unit after February 22, 2013, shall be required to contribute the statutorily required pension contribution to the Public Employees Retirement System of Ohio (PERS).

### **ARTICLE 38** **SHIFT DIFFERENTIAL**

Employees who are assigned to a regular eight (8) hour shift on second or third shift shall receive shift differential pay of seventy-five cents (\$.75) per hour in addition to the employee's straight hourly rate of pay. Employees who are regularly assigned to an eight (8) hour shift which begins between the hours of 11:00 a.m. and 3:00 p.m. shall be considered second shift employees for purposes of shift differential hereunder. Any employee who is temporarily transferred or who is required to attend training or take required classes during a shift other than his/her normal work shift shall continue to receive his/her normal shift differential.

**ARTICLE 39**  
**LICENSE PAY**

**Section 39.1. Licenses/Certifications - Public Works Employees.** Employees in the Sewer Repair, Wastewater Treatment, Water Repair and Water Treatment Divisions, employees in the classifications of Electrician and Building Inspector, and employees who are required by their position to possess, or are approved by the appropriate Director to utilize, one of the below-listed CDL licenses and/or endorsements and who have applied for and been granted entry into the CDL drug/alcohol testing pool who:

- Obtain the applicable license and certification indicated below from the state;
- Provide proof of the same to the Human Resources Director by no later than November 30 of each year for payment in January of the following year; and
- Continue to be assigned to and work in the classifications/divisions listed herein, or remain in the CDL testing pool;

shall be paid the following amounts:

CDL Class B License .....	\$25.00 per month
CDL Class A License .....	\$30.00 per month
CDL Endorsements .....	\$15.00 per month
Class I .....	\$25.00 per month
Class II .....	\$42.50 per month
Class III .....	\$60.00 per month
Class IV .....	\$77.50 per month
Building Inspector Certification .....	\$77.50 per month
Electrician Class A License .....	\$77.50 per month
Mechanical Inspector Certification .....	\$77.50 per month

CDL License pay shall be paid annually; however, should an employee who is eligible for CDL License pay have his employment terminated for any reason, including layoff, prior to November 30 of a given year, he shall receive a prorated annual payment based on the actual calendar days which elapsed prior to the termination of employment during the year ending November 30. All other pays shall be made biweekly.

**Section 39.2. Certifications - Correction Officers, Police Records, & Telecommunications.**

Employees in the classifications of Correction Officer, Police Records Clerk and Telecommunicator who are required by their position to possess either a Law Enforcement Automated Data System (LEADS) certification or an Ohio Police Officer Training Academy certification shall receive the amount of forty-two dollars and fifty cents (\$42.50) per month paid bi-weekly.

**ARTICLE 40**  
**AIR HAMMER OPERATION**

Employees covered hereunder who are classified as Laborer, in addition to their normal rate of pay, shall receive an additional sixty-five cents (\$.65) per hour for the time spent while operating an air hammer or air

tamper. Such additional compensation shall be subject to a minimum daily allowance of one dollar and eighty-five cents (\$1.85) for those days the employee operates an air hammer. Air hammer operation shall be assigned to a Laborer in the event there is a Laborer available on the work crew assigned to the task.

## **ARTICLE 41** **TOOLS AND UNIFORMS**

**Section 41.1. Tools.** The City will furnish tools outside of those contained in a Standard Mechanic's Tool Set. Special tools will be maintained by the City. Such tools are, for example, combination wrenches larger than 22mm, sockets larger than 28 mm, sockets and wrenches larger than 1-1/4", pipe and crescent wrenches longer than 12", and impact wrenches (all drives including impact sockets). Employees in the classifications of Automotive Mechanic and Body Repair Worker, in return, will provide the Standard Mechanic's Tool Set and will receive sixteen dollars and sixty-six cents (\$16.66) per month allowance.

**Section 41.2. Uniforms.** The City will provide to the Police Aides, the Parking Control Officers, and the Crime Laboratory Technicians, all of whom have completed their probationary periods, the following uniform items to be worn as specified in the uniform manual:

### Parking Control Officers and Park Police Officers:

- Five (5) pairs of uniform pants
- Three (3) short sleeve uniform shirts
- Three (3) long sleeve uniform shirts
- One (1) belt
- Two (2) clip-on ties
- One (1) tie tack
- One (1) winter jacket
- One (1) duty belt and holster
- One (1) weapon
- One (1) mace (spray) and case
- One (1) set of handcuffs and case
- One (1) badge
- One (1) baton
- One (1) ammunition case
- One (1) protective vest

### Laboratory Technicians:

- Three (3) embroidered long sleeve shirts
- Three (3) embroidered short sleeve shirts
- One (1) winter jacket
- Black pants or jeans to be worn at the employees' expense

**Section 41.3. Maintenance of Uniforms.** Employees shall be responsible for maintaining their uniforms and are required to wear them when they are on duty. Should a uniform be damaged as a result of the employee performing his required duties, the City will replace the damaged item.

Employees will be responsible for the cost of lost items. Should an employee exceed five (5) damaged items in any twelve (12) month period, then the City may choose not to replace them.

**Section 41.4. Badges.** All required badges and patches will be provided by the City. No other patches, buttons, badges or logo shall be worn on the uniform other than ones provided by the City. All patches and badges remain the property of the City and must be returned upon the termination of employment. The City may hold back the employee's last pay check until the items are returned or accounted for.

**Section 41.5. Inclement Weather Gear.** The City agrees to provide, at no cost to employees, inclement weather gear deemed necessary, in quantities specified by the appropriate Director. Employees whose gear has been worn out or damaged as a result of proper, non-negligent use may turn in such worn out or damaged gear to the division head for inspection and replacement as deemed necessary. Lost, stolen, or negligently damaged or worn gear shall not be replaced by the City.

## **ARTICLE 42** **BULLETIN BOARDS/FACILITIES**

**Section 42.1. Bulletin Boards.** The City shall furnish and maintain bulletin boards at suitable locations on City property. The placement of each bulletin board shall be determined by the head and the steward of the division concerned. The use of bulletin boards shall be restricted to material dealing with City matters or Union matters. In each instance, material placed upon the bulletin boards shall have the approval of the head of the division prior to placement. Such approval shall not be arbitrarily withheld.

**Section 42.2. Lounge.** The City will provide an employee's lounge in the City Building.

## **ARTICLE 43** **PREEMPTION OF STATUTORY RIGHTS**

The parties agree that the rights, duties, obligations and procedures outlined in the agreement are to specifically take precedent over and preempt statutory rights as set forth in Chapter 124 of the Ohio Revised Code and any other state statutes that are applicable to personnel and collective bargaining units.

## **ARTICLE 44** **SEVERABILITY**

**Section 44.1.** If any term or provision of this Agreement or any application thereof shall be declared invalid or unenforceable by law, such term or provision shall be deemed to be severed from this Agreement, and the remainder of this Agreement shall be construed in all respects as if any such invalid term or provision were omitted.

**Section 44.2.** In the event of such action under Section 1, the parties shall meet and discuss whether or not there exists any mutually agreeable alternative language to replace that which was rendered unenforceable.

**ARTICLE 45**

**NO STRIKE/LOCKOUT AND NEGOTIATION PROCEDURES IN DURATION**

**Section 45.1.** During the life of this Agreement, there shall be no strike, stoppage of work, walkout, picketing of any kind, sit down, slowdown, speed-up, stay-in, sick-out, sympathy strike; or other type of interference with or cessation of work by the employee covered by this Agreement.

In the event that any employee in the bargaining unit is engaged in any violation of the preceding paragraph, the Union, upon notification by the City, immediately shall order such employee or employees to resume normal work activities and shall publicly denounce any such violation. If the Union carries out these obligations in good faith and has neither authorized nor ratified the action, it shall have no liability for any such action.

During the life of this Agreement, the City shall engage in no lockout of employees in the bargaining unit.

In the event any other employee or group of employees of the City engage in any strike, stoppage of work, walkout, picketing of any kind, sit down, slowdown, speed-up, stay-in, sick-out, "blue flu," sympathy strike, or other type of interference with or cessation of work, the employees covered by this Agreement will make every reasonable effort to come to work and continue to do their work.

**Section 45.2. Negotiations Procedures.** The parties hereto recognize that provisions of Ohio Revised Code §4117 prevail regarding the dispute procedure, and Telecommunicators of the bargaining unit are prohibited from withholding their services as a result of an impasse in bargaining between the parties, and are required to utilize §4117.14. Group I (Service/Clerical) has other recourse in the event of an impasse pursuant to Ohio Revised Code § 4117.

**ARTICLE 46**

**DURATION OF AGREEMENT**

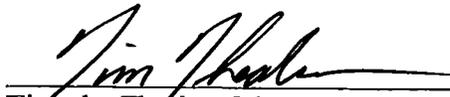
This Agreement, subject to council approval, shall remain in full force and effect until 11:59 p.m. April 30, 2015. Either party desiring to modify this Agreement shall give notice of such desire to the other party in the manner required by law. Such notice may be filed no sooner than one hundred twenty (120) days prior to the expiration of the Agreement.

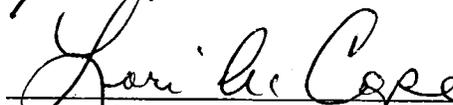


**SIGNATURE PAGE**

IN WITNESS WHEREOF, the parties have hereunto set their hands this 15<sup>th</sup> day of August, 2013.

**For the City of Mansfield, Ohio**

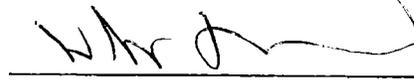
  
\_\_\_\_\_  
Timothy Theaker, Mayor

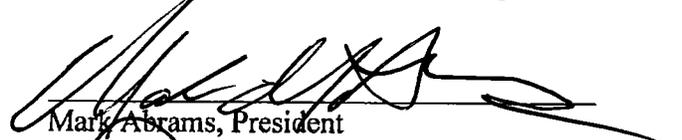
  
\_\_\_\_\_  
Lori A. Cope Safety-Service Director

  
\_\_\_\_\_  
David Remy, Human Resources Director

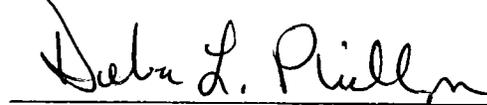
  
\_\_\_\_\_  
Michael D. Esposito, Labor Consultant  
Clemans Nelson & Assoc.

**For the American Federal of State,  
County and Municipal Employees,  
Local #3088**

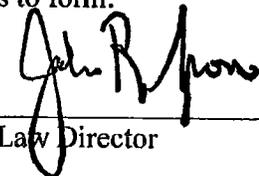
  
\_\_\_\_\_  
William DeVore, AFSCME Staff Rep.

  
\_\_\_\_\_  
Mark Abrams, President

  
\_\_\_\_\_  
Dan Mapes, Vice-President

  
\_\_\_\_\_  
Debra Phillips, Secretary

Approved as to form:

  
\_\_\_\_\_  
John Spon, Law Director

**SIDE LETTER**  
**LUMP SUM PAYMENTS/REOPENER**

**Section 1. Lump Sum Payments.** For the second year of the contract, bargaining unit members shall receive a \$350.00 lump sum payment in January of 2014. For the third year of the contract, bargaining unit members shall receive a \$350.00 lump sum payment in January of 2015.

**Section 2. Reopener.** In the event that another City bargaining unit receives a greater general wage increase (anything added to the base) for the second or third year of their agreement than is provided for in this agreement, the Union may request to reopen this agreement under 4117. Such reopener will be limited to the wage article only, with all other provisions of this Agreement remaining in full force and effect.

## APPENDIX A



PUBLIC SECTOR AUTHORIZATION  
MEMBERSHIP AND CHECKOFF CARD  
AUTHORIZATION/MEMBERSHIP  
LOCAL \_\_\_\_\_, AMERICAN FEDERATION  
OF STATE, COUNTY AND MUNICIPAL  
EMPLOYEES, AFL-CIO



I request and hereby accept, upon execution of this authorization card, membership in the American Federation of State, County and Municipal Employees, AFL-CIO (herein called AFSCME) and the appropriate subordinate body(s) (the Union), and authorize the subordinate body(s) to represent me and in my behalf to negotiate and conclude all agreements as to rates of pay, wages, hours and all other terms and conditions of employment. It is agreed that such membership shall be in accordance with the provisions of the Constitution of AFSCME and its subordinate bodies. It is further agreed that my membership may only be revoked by me during the thirty (30) to forty-five (45) day period prior to the expiration of any labor agreement with my employer, by giving written notice to a subordinate body with proof of service. My membership shall not terminate until thirty (30) days after receipt of said notice by the Union. I understand that this membership agreement is separate from my checkoff agreement.



## CHECKOFF AGREEMENT



You are hereby authorized and directed to deduct from my wages, my membership fee, initiation fee if any, assessment or an equivalent amount or fee, which shall be remitted by you to a subordinate body of AFSCME, in accordance with the applicable collective bargaining agreement. This checkoff Authorization and Assignment may only be revoked by me by my giving, and the appropriate subordinate body and my employer receiving written notice of revocation during the thirty (30) to forty-five (45) day period prior to the expiration date of any collective bargaining agreement covering my employment. This Authorization and Assignment will continue after revocation and shall not terminate until thirty (30) days after receipt of said timely written notice by the employer and Union or termination of any current labor agreement, whichever is later. I understand that this checkoff commitment is separate from my membership agreement. This checkoff Authorization and Assignment supersedes all previous authorizations and assignments.

Dues, contributions or gifts to AFSCME are not deductible for federal income tax purposes. Dues paid to AFSCME, however, may qualify as business expenses and may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Service.

I understand that at times the labor agreement with my employer may vary the above agreed to terms of membership and/or checkoff or be silent. I agree that the above membership and checkoff authorization shall control in any and all circumstances absent a specific contrary checkoff or membership provision in the labor agreement covering my employment.

Print Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Tel. No. \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_ Classification \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

(Revised 5/99)

**AMERICAN FEDERATION OF  
STATE, COUNTY  
AND MUNICIPAL EMPLOYEES  
AFL-CIO  
FAIR SHARE FEE  
PROCEDURE**

For deductions beginning

January 1, 2009

**NOTICE TO ALL  
FAIR SHARE FEE PAYERS  
EMPLOYED BY A  
PUBLIC EMPLOYER  
IN THE STATE OF OHIO**

This notice is being provided to all employees employed by a political subdivision of the State of Ohio or other public employer who pay a fair share fee to Ohio Council 8, American Federation of State, County and Municipal Employees, AFL-CIO; herein Ohio Council 8; and/or any of its affiliated Local Unions pursuant to a collective bargaining agreement. The purpose of this Notice is to provide you with information and set forth procedures concerning implementation of your legal rights.

Ohio law permits, absent a request of a reduction, fair share fee charges up to an amount equal to regular union dues. Fair share fee payers may object to or challenge the fair share fee calculation under procedures set forth below. The nonchargeable percentage reflects expenses to support political, organizing and ideological activity and expenses unrelated to the costs of collective bargaining, contract administration, and pursuing matters affecting wages, hours, and other terms and conditions of employment. The remainder of the fair share fee is the proportionate share of certain operating costs and costs of collective bargaining, contract administration and pursuing matters affecting wages, hours and

arbitrator's award.

D. All challengers will be automatically treated as objectors and their fair share fee payments will be reduced in accordance with the objection procedures set forth below.

E. Post Arbitration Procedures: The adjusted rates (percentages) as set forth in this calculation, or as modified by the arbitrator will apply to all fair share fees paid for the period January 1, 2009 through December 31, 2009. While the percentages will remain the same throughout said period, the fair share fee payment may vary as the dues level of the Local Unions change. The final recalculated fair share fee rate established will apply to challengers as of January 1, 2009, and appropriate adjustments will be made in accordance with the arbitration decision. No fair share fee challenges will be accepted after the challenge period specified above for the period established by the notice.

### **ADDRESS FOR FILING CHALLENGES AND OBJECTIONS**

Challenges to the fair share fee calculations or objections shall be filed with the person designated at the address set forth below, either by mail or personal delivery. While not required, it is recommended that all challenges and objections be sent by certified mail, return receipt requested.

Louisa Arce, Controller  
Ohio Council 8  
American Federation of State, County  
and Municipal Employees, AFL-CIO  
6800 North High Street  
Worthington, Ohio 43085-2512

### **PROCEDURE WHEN A FAIR SHARE FEE PAYER**

Page 20

### **FAILS TO RECEIVE A REDUCTION**

Should any fair share fee payer's payments not be adjusted by the Employer by the percentages set forth in this notice, that fair share fee payer must write Ohio Council 8 explaining the situation and forwarding the same information required of a challenge. Ohio Council 8 will then take immediate action to remedy the situation as warranted by the facts. This procedure shall be effective through December 31, 2009.

All questions concerning this procedure must be in writing and addressed or delivered to Ohio Council 8 at the address set forth above.

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## POLITICAL OR IDEOLOGICAL CAUSES

A procedure has been established for objecting to the use of fair share fees for nonchargeable expenses. You must comply with these procedures in order to object to the use of nonchargeable monies by AFSCME and Ohio Council 8. Please read these procedures carefully. An objection may be filed without filing a challenge. All challengers will automatically be considered to be objectors.

A. The Objection: The objection may be filed separately or along with a challenge but must be clearly designated as an objection. The objection must be filed in writing. The objection must include the following: 1. Name, address and telephone number. 2. Social security number. 3. Name of employer. 4. Work location. 5. Job Title. 6. Local union representing the unit. Absent unusual circumstances, a written objection must be received at Ohio Council 8's Headquarters office between November 5, 2008 and December 4, 2008. No objections will be accepted before November 5, 2008 or after December 4, 2008.

B. After the objection has been authenticated, the objectors' fair share fee amount will be reduced by the nonchargeable percentage established and set forth above for calendar year 2009.

## PROCEDURE FOR CHALLENGING THE AMOUNT OF THE FAIR SHARE FEE

A procedure has been established for challenging the amount of the fair share fee calculations. Please read these procedures carefully. You must comply with these procedures in order to challenge the fair share fee calculation.

A. The Challenge: Each fair share fee payer must file a separate challenge. The challenge must be filed in writing. The written challenge must include the following: 1. Fair share fee payer's name, address and telephone number. 2. Social security number. 3. Name of employer. 4. Employing agency. 5. Work location. 6. Job Title. 7. Local union representing the unit. Absent unusual circumstances, the written challenge must be received at Ohio Coun-

cil 8's headquarters office between November 5, 2008 and December 4, 2008. No challenge will be accepted before November 5, 2008 or after December 4, 2008.

B. Arbitration Procedure for Challenges: The Unions have established an arbitration procedure for resolving challenges to the amount of the fair share fee adjustment. The procedure will result in a prompt resolution of the challenge by an impartial arbitrator. Challengers will receive complete information concerning the arbitration procedure upon receipt of a timely and properly written challenge.

All challenges filed within the prescribed time period will be consolidated into a single proceeding. The American Arbitration Association will select an arbitrator. The arbitrator will notify all parties by mail as to the date, time and location of a prearbitration conference. The purpose of the prearbitration conference is to establish a date, time, place and procedures for conducting the arbitration hearing. These matters will be determined by those parties present. Unresolved matters will be determined by the arbitrator.

After completion of the prearbitration conference, the arbitrator will notify the parties by mail of the date, time, place and procedures of the arbitration hearing. The notice will state that if challengers fail to appear for the hearing, the arbitrator can close the record after introduction of the Unions' evidence and issue a ruling on the basis of the record and the argument presented by the Union.

The arbitration hearing will normally begin within sixty (60) days of the close of the challenge period. The arbitrator's award will issue within thirty (30) days of the close of the challenge period.

C. Escrow of Fair Share Fees: Upon receipt of a written challenge, as specified above, Ohio Council 8 will, commencing with the first fair share fee payment received following receipt of a timely challenge, place in an established interest bearing escrow account, an amount equal to one hundred percent (100%) of the challenger's monthly fair share fee payment on a monthly basis. The fair share fees paid will remain in escrow until the arbitration award issues and will thereafter be distributed to the appropriate parties and the challenger pursuant to the

gaining unit questions in arbitration and court proceedings.

G. The Administrative Department, which includes the Office of the President and First Vice President, coordinates the functioning of the union and provides support functions to the other Ohio Council 8 Departments and Regional Offices.

H. Ohio Council 8 is governed by an Executive Board which meets quarterly to conduct the business of the Council. Allocation of chargeable and nonchargeable expenses of the Executive Board were made on the basis of a review of the activities of the members of the Board.

I. Costs associated with the Council's newspaper publication, including editorial, production, and distribution expenses, are allocated on the basis of a square inch analysis of the chargeable content of the publication.

J. Activities of personnel were individually analyzed for the purpose of determining the allocation of chargeable and nonchargeable hours generally based upon the individuals' actual hours worked during the year. Employee benefits were allocated based upon total nonchargeable salary divided by total salary to obtain a nonchargeable salary percentage.

K. Reimbursed and charged travel expenses of the staff were individually analyzed and allocated as chargeable or nonchargeable depending on the nature of the activity.

L. Ohio Council 8 analyzed, on an individual basis, the detail in expense line items to allocate chargeable versus nonchargeable expenses. Where it was not feasible to analyze expenses for allocation, such as for building, equipment and general operating costs, Ohio Council 8 applied the nonchargeable salary percentage to obtain the nonchargeable expense.

M. Contributions were individually analyzed and allocated on the basis of their chargeable content.

### LOCAL UNIONS

The expenses of all affiliated Local Unions were treated as totally nonchargeable for the year 2007. This decision may not be followed in subsequent years. Thus, a zero chargeable percentage was used for Local Unions in Ohio in computing the final weighted average percentage of chargeable and nonchargeable

percentages for the 2007 calculations.

### CALCULATION OF FINAL PERCENTAGE OF CHARGEABLE AND NONCHARGEABLE EXPENSES

Applying the criteria set forth above to the chargeable and nonchargeable percentages of AFSCME and Ohio Council 8, and the zero percentage for affiliated Local Unions, a percentage of chargeable expenses was determined. A weighted average calculation was used based upon the percentage of each level of fees received by AFSCME and Ohio Council 8 based upon the minimum dues structure. These calculations resulted in a chargeable percentage of 64.960%. Therefore, upon an objection or challenge your agency shop fee will be adjusted to 64.960% of the amount of regular dues established by your Local Union. These percentages will be in effect for the period of January 1, 2009, through December 31, 2009, when a new fair share fee will be calculated and placed in effect. As dues change, your fair share fee will change.

### PROCEDURE FOR OBJECTING TO THE USE OF FAIR SHARE FEES FOR

basis of the significant factors and assumptions described in Note 4.

McGladrey & Pullen, LLP  
Columbus, Ohio  
October 9, 2008

**Ohio Council 8, AFSCME, AFL-CIO  
Notes to Schedule of Expenses  
and Allocation Between  
Chargeable and Nonchargeable Expenses**

**Note 4 — Significant Factors and Assumptions Relating to the Allocation of Expenses**

The allocation of chargeable and nonchargeable expenses of Ohio Council 8 was based upon the audited expenses which appear under the heading "Total Expenses" on the accompanying schedule for the Council. These expenses were obtained from the financial statements of Ohio Council 8 that were audited for the year ended December 31, 2007, by McGladrey & Pullen, LLP, who expressed an unqualified opinion in their report dated May 16, 2008. Significant factors and assumptions underlying the allocation of such expenses between chargeable and nonchargeable amounts are summarized as follows:

A. The structure of Ohio Council 8 is comprised of the following Departments: Administrative, Legal, Field Services and Organizing, Membership Services, Communications, Legislation, and Health Care and Public Policy. In addition, Ohio Council 8 maintains eight Regional Offices consisting of a Regional Director, Field Staff and Clerical Staff. The Legal, Membership Services, Field Services and Organizing, Communications, Legislation, and Health Care and Public Policy departments implement the programs of the union and provide services to local unions. Allocation of chargeable and nonchargeable expenses is made on the basis of a review of the activities and expenses of the individual departments, regional offices, and employees. The Legal Department of Ohio Council 8 makes the final determination of the allocation of chargeable and nonchargeable expenses.

B. The chargeable and nonchargeable expenses

in regard to organizing activities were calculated using the following criteria: If a matter handled by the Legal Department was initiated or pursued for an organizing purpose, then all of the Legal Department's staff time and all of the field staff time associated with the matter was characterized as nonchargeable. Organizing activities and organizing related expenses of all Departments and Regional Offices of Ohio Council 8 were treated as totally nonchargeable. Organizing activities and organizing-related expenses relative to internal union organizing to build the local union or defend against decertification efforts or raids were treated as totally nonchargeable.

C. Affiliation payments to the AFL-CIO and its state federations and central bodies were treated as totally nonchargeable expenses for the purpose of this calculation.

D. All lobbying expenses incurred for purposes other than the negotiation, ratification or implementation of a collective bargaining agreement were treated as totally nonchargeable.

E. The Legal Department consists of the Office of the General Counsel of the Council, the expenses of which were allocated based upon a review of the activities of the attorneys and clericals employed in that department, and expenses incurred by the Council for outside attorneys which were allocated based upon the nature of the services and subject matter for which they were retained. To the extent the staff representatives engaged in activities related to Legal Department activities allocated as nonchargeable, these staff activities were also considered nonchargeable. Settlement and other litigation expenses are reviewed by the General Counsel and allocated based upon the nature and subject matter of the litigation.

F. The Legal Department is a full service legal department which litigates and counsels on issues concerning internal union administration, collective bargaining, contract administration and matters concerning wages, hours and other terms and conditions of employment of bargaining unit employees. These issues are litigated in federal and state court proceedings, state and federal administrative agencies and arbitration proceedings, in addition, the Legal Department files various representation petitions before state and federal agencies and litigates bar-

OHIO COUNCIL 8, AFSCME, AFL-CIO  
 SCHEDULE OF EXPENSES AND ALLOCATION  
 BETWEEN CHARGEABLE AND NONCHARGEABLE  
 EXPENSES BASED ON THE YEAR ENDED 12/31/07  
 APPLICABLE TO FAIR SHARE FEES AND CERTAIN  
 PRIVATE SECTOR DUES FOR THE PERIOD JANUARY  
 THRU DECEMBER 2009

EXPENSES	TOTAL OHIO COUNCIL 8 EXPENSES*	2007 NON- CHARGEABLE EXPENSES	2007 CHARGEABLE EXPENSES
Salaries	\$5,240,590	\$600,725	\$4,639,865
Secretarial Services	98,311	11,269	87,042
Postretirement Expense	149,775	17,169	132,606
FICA-Employer Share	408,248	46,797	361,451
Federal Unemployment Taxes	5,785	663	5,122
State Unemployment Taxes	9,737	1,116	8,621
Workers' Compensation Insurance	65,888	7,553	58,335
Health and Hospitalization Insurance	953,526	109,302	844,224
Life Insurance	84,596	9,697	74,899
Pension, Health and Welfare	490,043	56,173	433,870
Reimbursement - staff expenses	177,753	61,150	116,603
Auto Leasing	39,986	19,796	20,190
Executive Board and Officers Allowances	121,050	0	121,050
Executive Board and Officers' Travel Reimbursements	15,514	3,202	12,312
Executive Board and Officers' Other Reimbursements	5,478	1,457	4,021
Rent and Parking	12,124	0	12,124
Building Maintenance	155,423	0	155,423
Utilities	158,277	18,143	140,134
Equipment Repairs and Rentals	19,243	2,206	17,037
Depreciation-Buildings	72,548	0	72,548
Depreciation-Building Improvements	81,074	0	81,074
Depreciation-Office Furniture & Fixtures	10,063	0	10,063
Depreciation-Office Equipment	56,684	0	56,684
Office and Computer Supplies	108,782	12,470	96,312
Printing	103,577	13,621	89,956
Postage, Freight and Mailing	60,123	6,892	53,231
Telephone	135,044	15,480	119,564
Subscriptions and Publications	52,739	5,075	47,664
Copying	5,650	648	5,002
Moving	530	0	530
Meetings and Conferences	361,092	64,691	296,401
Newspaper Publications	94,450	29,846	64,604
Advertising	374	0	374
Joint Legislative Coordinator Legal Fees	68,220	68,220	0
Arbitration Fees	17,473	0	17,473
Settlement Expense	125,333	0	125,333
Other Professional Fees	52,579	0	52,579
Property Insurance	127,973	488	127,485
Real Estate Taxes	58,193	0	58,193
Contributions	106,328	0	106,328
Flowers and Benevolence	35,362	34,002	1,360
Affiliation Fees	561	0	561
Litigation Costs	7,870	65	7,805
Member Rebates	2,167	500	1,667
Interest Expense	382	382	0
Bank Service Charge	35,057	0	35,057
	261	38	223
<b>TOTAL</b>	<b>\$9,991,836</b>	<b>\$1,218,836</b>	<b>\$8,773,000</b>
<b>TOTAL CHARGEABLE EXPENSE (2007)</b>	<b>\$8,773,000</b>		<b>87.8017%</b>
<b>TOTAL OHIO COUNCIL 8 EXPENSE (2007)</b>	<b>\$9,991,836</b>		

## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees  
 Ohio Council 8, AFSCME, AFL-CIO  
 Worthington, Ohio

We have audited the accompanying schedule of expenses and allocation between chargeable and nonchargeable expenses of Ohio Council 8, AFSCME, AFL-CIO, for the year ended December 31, 2007. This schedule is the responsibility of the Council's management. Our responsibility is to express an opinion on this schedule based on our audit. This schedule is based upon Council's financial statements for the year ended December 31, 2007, which were audited by McGladrey & Pullen, LLP, whose report is dated May 16, 2008, expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the schedule of expenses and allocation between chargeable and nonchargeable expenses is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the schedule. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall schedule presentation. We believe that our audit provides a reasonable basis for our opinion.

The expenses reflected in the total column are the Ohio Council 8's expenses for the year ended December 31, 2007. The allocation of expenses between chargeable and nonchargeable expenses is based on the significant factors and assumptions described in Note 4.

In our opinion, the schedule of expenses referred to above presents fairly, in all material respects, the expenses of Ohio Council 8 for the year ended December 31, 2007 and the allocation between chargeable and nonchargeable expenses, on the

Nonchargeable and chargeable expenses, which were \$52,381,710 and \$103,298,022 before, have been restated to \$96,293,851, and \$59,385,881, as a result of this revised calculation.

c. Costs associated with AFSCME publications, including editorial, production, and distribution expenses, are allocated on the basis of a column inch analysis of the chargeable content of the publication.

d. For the purpose of allocating personnel costs, it is assumed that employees work 7 hours per day and 232 days per year. The employee benefits percentage rate is based on a comparison of total department employee benefits to total department salary costs. Employee benefits are allocated on a departmental basis, based upon total chargeable and nonchargeable salary, multiplied by the benefits percentage rate.

e. Activities of the programmatic department staff are individually analyzed and are allocated on the basis of chargeable activities. The personnel costs of the public affairs staff involved in the editing or production of AFSCME's publications are allocated on the basis of the chargeable content of the publications.

f. Reimbursed and charged travel expenses of the programmatic department staff are individually analyzed and allocated as chargeable or nonchargeable depending on the nature of the activity. Reimbursed expenses of the Public Affairs staff involved in the editing and production of AFSCME publications are allocated on the basis of the chargeable content of the publication.

g. Headquarters overhead expenses are allocated on the basis of the activities of headquarters personnel. All headquarters overhead expenses are allocated to headquarters departments on the basis of the individual department's percentage of total headquarters salary costs. Included in the calculation of headquarters overhead costs are general operating and building service costs. Overhead expenses allocated to each department are allocated between chargeable and nonchargeable on the basis of chargeable salaries as a percentage of total salaries within that department.

h. Field overhead expenses are pooled and allocated on the basis of the activities and salaries of field staff. Included in the calculation of field over-

head costs are office rental, equipment, and general operating costs of the field offices. Field overhead expenses are allocated between chargeable and nonchargeable on the basis of chargeable field staff salaries as a percentage of total field staff salaries.

i. Assistance to AFSCME affiliates are individually analyzed and allocated on the basis of their chargeable content.

j. Contributions and participations are individually analyzed and allocated on the basis of their chargeable content.

k. Affiliation payments to other labor organizations are treated as nonchargeable expenses in this revised calculation.

l. Per capita rebates and CSOP rebates of \$1,416,029 classified as assistance to affiliates for purposes of this allocation are offset against per capita income in the audited consolidated financial statements of AFSCME.

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The Ohio Council 8 percentage calculations were compiled based on the following financial information. This financial information sets forth the expenditures of Ohio Council 8 in major categories and states the amounts of expenditures which are chargeable/nonchargeable to agency fee payers pursuant to the criteria set forth above.

In our opinion, the revised consolidated schedule of expenses referred to above presents fairly, in all material respects, the expenses of the American Federation of State, County and Municipal Employees, AFL-CIO for the year ended December 31, 2007, and the allocation between chargeable expenses and nonchargeable expenses, on the basis of the definitions presented in Note 2 and the significant factors and assumptions described in Note 3.

BOND BEEBE  
A Professional Corporation  
Bethesda, MD  
October 1, 2008

AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES, AFL-CIO  
Notes to Revised Consolidated Schedule of  
Expenses and Allocation  
Between Chargeable Expenses and Nonchargeable  
Expenses (Continued)  
December 31, 2007

Note 3- Significant Factors and Assumptions Relating  
to the Allocation of Expenses Between Chargeable  
Expenses and Nonchargeable Expenses

Significant factors and assumptions underlying the allocation of expenses between chargeable and nonchargeable amounts are summarized as follows:

a. For purposes of the calculation, except as noted below, departments are classified as either programmatic or administrative departments. Programmatic departments implement the programs of AFSCME, and provide services to AFSCME affiliates. Allocations of chargeable expenses and nonchargeable expenses of the programmatic departments are made on the basis of a review of the activities and expenses of the individual departments.

Administrative departments oversee and coordinate the functions of AFSCME and provide support functions to the programmatic departments. Included among the Administrative departments are the International Union Officers and their staffs, Financial Services, Human Resources, Meeting and Travel, and the other Union governing bodies. The

expenses for the administrative departments are allocated as chargeable and nonchargeable in the same proportion as the total chargeable expenses and nonchargeable expenses of the programmatic departments. The overhead attributable to the programmatic departments is included as an administrative department expense in determining the chargeable and nonchargeable proportion of their expenses. The expenses of the Judicial Panel are determined to be fully chargeable.

b. For purposes of the calculation, organizing expenses are treated as nonchargeable. The Field Services Department is responsible for all of the International Union's organizing activities. The Field Services Department engages in organizing activities in two ways. First, the Field Services Department has certain employees who have, as one of their responsibilities, the organizing of new members. Second, the Field Services Department provides grants to AFSCME affiliates to permit them to engage in organizing.

The Union examines the staff who may have any involvement in organizing, either internal organizing in pre-existing bargaining units, or external organizing of new bargaining units. To the extent such staff are involved in organizing, their salaries are treated as nonchargeable.

The cost of all health and retirement benefits and all travel expenses of each permanent field service staff person who engaged in any organizing activities are treated as nonchargeable to the same extent as the salary of such person. Additionally, all overhead costs associated with organizing are treated as nonchargeable.

Certain of the activities of the Field Services Department are conducted through projects. Each of those projects is examined, and, if the purpose of the project includes any organizing, that portion of the project related to organizing, including that portion of the salaries, benefits and travel expenses of project staff employed in connection with such project is treated as nonchargeable.

Finally, the Field Services Department makes certain grants to AFSCME locals and councils for a variety of purposes, including organizing by the Union. All of these grants are reexamined by the Union and if the purpose of the grant includes organizing, that portion of the grant is treated as nonchargeable.

The AFSCME fair share fee percentage was compiled based on the following financial information. This financial information sets forth the expenditures of AFSCME in major categories and states the amounts of expenditures which are chargeable/nonchargeable to fair share fee payers pursuant to the criteria set forth above.

**AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO**  
**REVISED CALCULATION OF CHARGEABLE EXPENSE**  
**BASED ON EXPENSE DURING THE YEAR ENDED**  
**12/31/07 APPLICABLE TO FAIR SHARE FEES FOR THE**  
**PERIOD JANUARY - DECEMBER 2009**

INTERNATIONAL EXPENSE	TOTAL 2007 INTERNATIONAL EXPENSE*	TOTAL CHARGEABLE EXPENSE	ALLOCATED NON-CHARGEABLE EXPENSE
AFFILIATE RELATION ASSISTANCE TO AFFILIATES	\$1,586,811	\$1,586,811	\$0
AUDITING	8,804,950	6,707,878	2,097,072
CONFERENCE & TRAVEL SERVICES	1,811,384	1,778,023	33,361
EDUCATION	2,397,915	954,370	1,443,545
EXECUTIVE BOARD	4,956,457	4,186,694	769,763
FIELD SERVICES	986,819	986,819	0
FINANCIAL SERVICES	36,782,001	11,917,424	24,864,577
GENERAL COUNSEL	10,252,940	4,080,670	6,172,270
GENERAL OPERATING & BUILDING SERVC. **	2,934,475	2,421,027	513,448
HUMAN RESOURCES	8,785,520	8,785,520	0
INFORMATION SYSTEMS	1,108,049	441,004	667,045
INTER-UNION AFFILIATIONS	4,883,077	1,943,465	2,939,612
INTERNATIONAL RELATIONS	19,155,683	34,698	19,120,985
JUDICIAL PANEL	613,822	0	613,822
LEGISLATION	862,907	862,907	0
POLITICAL ACTION & PEOPLE	3,181,459	160,887	3,020,572
PRESIDENT'S OFFICE	26,380,368	-123,867	26,504,235
PUBLIC AFFAIRS	3,149,559	1,253,524	1,896,035
RESEARCH	7,222,096	4,015,391	3,206,705
RETIREE	7,044,994	6,614,557	430,437
SECRETARY	1,293,428	187,042	1,106,386
TREASURER'S OFFICE	1,485,018	591,037	893,981
<b>TOTALS</b>	<b>\$155,679,732</b>	<b>\$59,385,881</b>	<b>\$96,293,851</b>
<b>TOTAL CHARGEABLE EXPENSE (2007)</b>	<b>\$59,385,881</b>	<b>38.146%</b>	
<b>TOTAL INTERNATIONAL EXPENSE (2007)</b>	<b>\$155,679,732</b>		

\* TOTAL EXPENSE, CONVENTION EXPENSE, AFFILIATION AND CSOP REBATE GRANTS AS AUDITED BY BOND BEEBE, CERTIFIED PUBLIC ACCOUNTANTS.

\*\* GENERAL OPERATING & BUILDING SERVICES EXPENSES HAVE BEEN ALLOCATED AS INDIRECT OVERHEAD AND FIELD DEPARTMENTS ON A PERCENTAGE BASIS.

**REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

To the Executive Board  
 American Federation of State, County and Municipal Employees, AFL-CIO

We have audited the accompanying revised consolidated schedule of expenses and allocation between chargeable expenses and nonchargeable expenses of the American Federation of State, County and Municipal Employees, AFL-CIO for the year ended December 31, 2007. This schedule is the responsibility of AFSCME's management. Our responsibility is to express an opinion on this schedule based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the revised consolidated schedule of expenses and allocation between chargeable expenses and nonchargeable expenses is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall schedule presentation. We believe that our audit provides a reasonable basis for our opinion.

Except as discussed in Note 1 and 3(I), the expenses reflected in the total expenses column agree with the expenses in the audited consolidated financial statements of AFSCME for the year ended December 31, 2007. The allocations of expenses between chargeable and nonchargeable is based on the definitions presented in Note 2 and the significant factors and assumptions described in Note 3. The accompanying schedule was prepared for the purpose of determining the fair share cost of services rendered by AFSCME for employees represented by, but not members of, AFSCME. The accompanying schedule is not intended to be a complete presentation of AFSCME consolidated financial statements.

19. Internal communications which concern subjects other than collective bargaining issues, contract administration, public employment generally, employee development, unemployment, job opportunities, award programs, or other matters affecting wages, hours and working conditions.

20. Prosecution or defense of arbitration, litigation or charges involving matters other than the ratification, interpretation, implementation or enforcement of collective bargaining agreements, or which relates to the maintenance of the union's association or corporate existence.

21. Social and recreational activities.

22. Payments for insurance, medical care, retirement, disability, death and related benefit plans for union employees, staff and officers.

23. Administration activities and expenses allocable to the Unions, activities and expenses for which agency shop and fair share fee payers are charged.

Expenses associated with the following activities are not chargeable:

24. Training in voter registration, get-out-the-vote and political campaign techniques.

25. Supporting and contributing to charitable organizations.

26. Supporting and contributing to political organizations and candidates for public office.

27. Supporting and contributing to ideological causes.

28. Supporting and contributing to international affairs.

29. The public advertising of the Unions' positions on issues other than negotiation, ratification or implementation of collective bargaining agreements.

30. Lobbying for purposes other than the negotiation, ratification or implementation of a collective bargaining agreement.

31. Organizing within the bargaining unit in which fair share fee or agency shop payers are employed.

32. Organizing other bargaining units.

33. Seeking to gain representation rights in units not represented by the Unions, including units where there is an existing designated representative.

34. Defending the Unions against efforts by other unions or organizing committees to gain representation rights in units represented by the Unions.

35. Affiliation fees to the AFL-CIO and its state federations and central bodies.

36. Member-only benefits.

other terms and conditions of employment.

The expenses of all Ohio Council 8 affiliated local unions were considered to be totally nonchargeable. Fair share fee payers were not charged for the operation of any affiliated Local Union.

The chargeable expenses include your pro rata share of the costs of the following activities of the American Federation of State, County and Municipal Employees, AFL-CIO (herein AFSCME) and Ohio Council 8 (herein the Unions when referenced jointly).

Expenses associated with the following activities are totally chargeable:

1. Gathering information in preparation for the negotiation of collective bargaining agreements.
2. Gathering information from employees concerning collective bargaining positions.
3. Negotiating collective bargaining agreements.
4. Administration of ballot procedures on the ratification of negotiated agreements.
5. The public advertising of the Unions' positions on the negotiation, ratification, or implementation of collective bargaining agreements.
6. Lobbying for the negotiation, ratification or implementation of a collective bargaining agreement.
7. Adjusting grievances pursuant to the provisions of collective bargaining agreements, enforcing collective bargaining agreements and representing employees in proceedings under civil service laws or regulations.
8. Purchasing books, reports, and advance sheets used in (a) negotiating and administering collective bargaining agreements; (b) processing grievances.
9. Paying technicians in labor law, economics and other subjects for services used (a) in negotiating and administering collective bargaining agreements; (b) in processing grievances.
10. Proceedings regarding jurisdictional controversies under the AFL-CIO constitution.
11. Membership meetings and conventions held at least in part to determine the positions of employees on collective bargaining issues, contract administration and other matters affecting wages, hours and working conditions, including the cost of sending representatives to such meetings and conventions.

12. Internal communications which concern collective bargaining issues, contract administration, public employment generally, employee development, unemployment, job opportunities, award programs and other matters affecting wages, hours and working conditions.

13. Impasse procedures, including fact-finding, mediation, arbitration, strikes, slowdowns, and work stoppages, over provisions of collective bargaining agreements and the administration thereof, so long as they are legal under state law. These costs may include preparation for strikes, slowdowns, and work stoppages regardless of their legality under state law, so long as no illegal conduct actually occurs.

14. The prosecution or defense of arbitration, litigation or charges to obtain ratification, interpretation, implementation or enforcement of collective bargaining agreements and any other litigation before agencies or in the courts which concerns bargaining unit employees which is normally conducted by an exclusive representative.

Expenses associated with the following activities are chargeable to the extent that they are germane to collective bargaining activity, are justified by the government's vital policy interest in labor peace and avoiding free-riders, and do not significantly add to the burdening of free speech that is inherent in the allowance for fair share fee collection.

15. Services provided by a parent organization to other bargaining units, which are provided from a pool of resources available to all units and may ultimately inure to the benefit of the members of the local bargaining unit.

16. Purchasing books, reports, and advance sheets used in activities or for purposes other than negotiating collective bargaining agreements and processing grievances.

17. Paying technicians in labor law, economics and other subjects for services used in activities other than negotiating, implementing and administering collective bargaining agreements and processing grievances.

18. Membership meetings and conventions held for purposes other than to determine the positions of employees on collective bargaining issues, contract grievance adjustment or other matters affecting wages, hours and working conditions.

**Group name: City of Mansfield  
Blue Access PPO**

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

Coverage Period: 01/01/2013 – 12/31/2013

Coverage for: Individual/Family | Plan Type: PPO



**This is only a summary.** If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at [www.anthem.com](http://www.anthem.com) or by calling 1-800-552-9159.

Important Questions	Answers	Why this Matters:
What is the overall <u>deductible</u> ?	For in-network providers <b>\$200 individual / \$400 family</b> For out-of-network providers <b>\$200 individual / \$400 family</b>	You must pay all the costs up to the <u>deductible</u> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <u>deductible</u> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <u>deductible</u> .
Are there other <u>deductibles</u> for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an <u>out-of-pocket limit</u> on my expenses?	Yes. For in-network providers <b>\$600 individual / \$1,200 family</b> For out-of-network providers <b>\$1,200 individual / \$2,400 family</b>	The <u>out-of-pocket limit</u> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
What is not included in the <u>out-of-pocket limit</u> ?	Premiums, copayments, prescription drug claims, out-of-network transplant costs, balance-billed charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Is there an overall annual limit on what the plan pays?	No.	The chart starting on page 2 describes any limits on what the plan will pay for <u>specific</u> covered services, such as office visits.
Does this plan use a <u>network of providers</u> ?	Yes. For a list of <u>preferred providers</u> , see <a href="http://www.anthem.com">www.anthem.com</a> or call 1-800-552-9159	If you use an in-network doctor or other health care <u>provider</u> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <u>provider</u> for some services. Plans use the term in-network, <u>preferred</u> , or participating for <u>providers</u> in their <u>network</u> . See the chart starting on page 2 for how this plan pays different kinds of <u>providers</u> .
Do I need a referral to see a <u>specialist</u> ?	No.	You can see the <u>specialist</u> you choose without permission from this plan.

Questions: Call 1-800-552-9159 or visit us at [www.anthem.com](http://www.anthem.com)

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**Group name: City of Mansfield  
Blue Access PPO**

Coverage Period: 01/01/2013 – 12/31/2013

Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual/Family | Plan Type: PPO

Are there services this plan doesn't cover?	Yes.	Some of the services this plan doesn't cover are listed on page 6. See your policy or plan document for additional information about <u>excluded services</u> .
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-  • Copayments are fixed dollar amounts (for example, \$15) you pay for covered health care, usually, when you receive the service.
- Coinsurance is *your* share of the costs of a covered service, calculated as a percent of the allowed amount for the service. For example, if the plan's allowed amount for an overnight hospital stay is \$1,000, your coinsurance payment of 20% would be \$200. This may change if you haven't met your deductible.
- The amount the plan pays for covered services is based on the allowed amount. If an out-of-network provider charges more than the allowed amount, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the allowed amount is \$1,000, you may have to pay the \$500 difference. (This is called balance billing).
- This plan may encourage you to use in-network providers by charging you lower deductibles, copayments and coinsurance amounts.

Common Medical Event	Services You May Need	Your Cost If You Use an In-network Provider	Your Cost If You Use an Out-of-network Provider	Limitations & Exceptions
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	\$15 copay/visit	20% coinsurance after deductible	\$5 Allergy Injections
	Specialist visit	\$15 copay/visit	20% coinsurance after deductible	none
	Other practitioner office visit	\$15 copay/visit	20% coinsurance after deductible	Manipulation therapy limited to 25 visits per calendar year
If you have a test	Preventive care/screening/immunization	No charge	20% coinsurance after deductible	none
	Diagnostic test (x-ray, blood work)	10% coinsurance after deductible	20% coinsurance after deductible	none
	Imaging (CT/PET scans, MRIs)	10% coinsurance after deductible	20% coinsurance after deductible	none

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**Group name: City of Mansfield  
Blue Access PPO**

Coverage Period: 01/01/2013 – 12/31/2013

Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual/Family | Plan Type: PPO

Common Medical Event	Services You May Need	Your Cost If You Use an In-network Provider	Your Cost If You Use an Out-of-network Provider	Limitations & Exceptions
If you have mental health, behavioral health, or substance abuse needs	Mental/Behavioral health outpatient services	10% coinsurance after deductible	20% coinsurance after deductible	none
	Mental/Behavioral health inpatient services	10% coinsurance after deductible	20% coinsurance after deductible	none
	Substance use disorder outpatient services	10% coinsurance after deductible	20% coinsurance after deductible	none
	Substance use disorder inpatient services	20% coinsurance after deductible	20% coinsurance after deductible	none
If you are pregnant	Prenatal and postnatal care	\$15 copay/visit	20% coinsurance after deductible	none
	Delivery and all inpatient services	10% coinsurance after deductible	20% coinsurance after deductible	none

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**Group name: City of Mansfield  
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Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage Period: 01/01/2013 – 12/31/2013

Coverage for: Individual/Family | Plan Type: PPO

Common Medical Event	Services You May Need	Your Cost If You Use an In-network Provider	Your Cost If You Use an Out-of-network Provider	Limitations & Exceptions
<p>If you need drugs to treat your illness or condition.</p> <p>More information about prescription drug coverage is available at <a href="http://www.anthem.com">www.anthem.com</a>.</p>	Tier 1 – typically generic drugs	\$4/prescription for Retail \$10 prescription for Home Delivery	Not covered	Retail Pharmacy -34 day supply Home Delivery Pharmacy – 90 day supply
	Tier 2 – typically preferred brand drugs	\$8/prescription for Retail \$20/prescription for Home Delivery	Not covered	
	Tier 3 – typically non-preferred brand drugs and specialty	\$25/prescription for retail \$35/prescription for Home Delivery	Not covered	
<p>If you have outpatient surgery.</p>	Facility fee (e.g., ambulatory surgery center)	10% coinsurance	20% coinsurance after deductible	none
	Physician/surgeon fees	10% coinsurance	20% coinsurance after deductible	none
<p>If you need immediate medical attention.</p>	Emergency room services	\$50 copay/visit	\$50% copay/visit	Copayment waived if admitted
	Emergency medical transportation	\$50 copay/visit	20% coinsurance after deductible	none
	Urgent care	\$15 copay/visit	20% coinsurance after deductible	none
<p>If you have hospital care.</p>	Facility fee (e.g., hospital room)	10% coinsurance after deductible	20% coinsurance after deductible	none
	Physician/surgeon fee	10% coinsurance after deductible	20% coinsurance after deductible	none

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**Group name: City of Mansfield  
Blue Access PPO**

Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage Period: 01/01/2013 – 12/31/2013

Coverage for: Individual/Family | Plan Type: PPO

Common Medical Event	Services You May Need	Your Cost If You Use an In-network Provider	Your Cost If You Use an Out-of-network Provider	Limitations & Exceptions
If you need help recovering or have other special health needs.	Home health care	10% coinsurance after deductible	20% coinsurance after deductible	Limited to 90 visits per calendar year
	Rehabilitation services	10% coinsurance after deductible	20% coinsurance after deductible	Physical therapy – 30 visits Occupational therapy – 30 visits Speech therapy – 20 visits Visit limits are in and out-of-network combined, per calendar year
	Habilitation services	10% coinsurance after deductible	20% coinsurance after deductible	All rehabilitation and habilitation visits count toward your rehabilitation visit limit.
	Skilled nursing care	10% coinsurance after deductible	40% coinsurance after deductible	Limited to 90 days per calendar year
	Durable medical equipment	10% coinsurance after deductible	40% coinsurance after deductible	none
	Hospice service	10% coinsurance after deductible	20% coinsurance after deductible	none
If your child needs dental or eye care.	Eye exam	No charge	40% coinsurance after deductible	Vision screening part of Preventive Care Benefit
	Glasses	Not Covered	Not Covered	none
	Dental check-up	Not Covered	Not Covered	none

Questions: Call 1-800-552-9159 or visit us at [www.anthem.com](http://www.anthem.com)

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**Group name: City of Mansfield  
Blue Access PPO**

Coverage Period: 01/01/2013 – 12/31/2013

Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual/Family | Plan Type: PPO

Common Medical Event	Services You May Need	Your Cost If You Use an In-network Provider	Your Cost If You Use an Out-of-network Provider	Limitations & Exceptions
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**Excluded Services & Other Covered Services: Services Your Plan Does NOT Cover** (This isn't a complete list. Check your policy or plan document for other excluded services.)

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• Acupuncture</li> <li>• Bariatric surgery</li> <li>• Cosmetic surgery</li> <li>• Dental care (Adult and Child)</li> </ul> | <ul style="list-style-type: none"> <li>• Hearing aids</li> <li>• Infertility treatment</li> <li>• Long-term care</li> </ul> | <ul style="list-style-type: none"> <li>• Routine foot care</li> <li>• Weight loss programs</li> </ul> |
|---|---|---|

**Other Covered Services** (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Chiropractic care</li> </ul> | <ul style="list-style-type: none"> <li>• Coverage provided outside the United States. See <a href="http://www.BCBS.com/bluecardworldwide">www.BCBS.com/bluecardworldwide</a></li> </ul> | <ul style="list-style-type: none"> <li>• Non-emergency care when traveling outside the U.S.</li> </ul> |
|---|---|--|

**Your Rights to Continue Coverage:**

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a premium, which may be significantly higher than the premium you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan at 1-800-552-9159. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or [www.dol.gov/ebsa](http://www.dol.gov/ebsa), or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or [www.cciio.cms.gov](http://www.cciio.cms.gov).

Questions: Call 1-800-552-9159 or visit us at [www.anthem.com](http://www.anthem.com)

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**Group name: City of Mansfield  
Blue Access PPO**

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs**

**Coverage Period: 01/01/2013 – 12/31/2013  
Coverage for: Individual/Family | Plan Type: PPO**

**Your Grievance and Appeals Rights:**

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to appeal or file a grievance. For questions about your rights, this notice, or assistance, you can contact:

Anthem Grievance and Appeals  
PO Box 105568  
Atlanta, GA 30348

For ERISA information contact:

Department of Labor's Employee Benefits Security Administration  
1-866-444-EBSA (3272)  
[www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform)

**Language Access Services:**

Si no es miembro todavía y necesita ayuda en idioma español, le suplicamos que se ponga en contacto con su agente de ventas o con el administrador de su grupo. Si ya está inscrito, le rogamos que llame al número de servicio de atención al cliente que aparece en su tarjeta de identificación.

如果您是非會員並需要中文協助，請聯絡您的銷售代表或小組管理員。如果您已參保，則請使用您 ID 卡上的號碼聯絡客戶服務人員。

Kung hindi ka pa miyembro at kailangan ng tulong sa wikang Tagalog, mangyaring makipag-ugnayan sa iyong sales representative o administrator ng iyong pangkat. Kung naka-enroll ka na, mangyaring makipag-ugnayan sa serbisyo para sa customer gamit ang numero sa iyong ID card.

Doo bee a'tah ni'liigoo ei dooda'i, shkaa adoolwoi iintzinigo, t'aa diae k'ejigo, t'aa shoodi ba na'almhi ya sidahi bich'i naabidikiid. Ei doo biigha daago ni ba'nija go ho'aalagii bich'i hodilni. Hai daa ilni taago ciya, t'aa shoodi dnie ya atah halm igu ni beesh bee hane'i wolta' bi'ki si'niigii bi'kehgo bich'i hodilni.

*To see examples of how this plan might cover costs for a sample medical situation, see the next page.*

**Questions:** Call 1-800-552-9159 or visit us at [www.anthem.com](http://www.anthem.com)

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**About these Coverage Examples:**

These examples show how this plan might cover medical care in given situations. Use these examples to see, in general, how much financial protection a sample patient might get if they are covered under different plans.



**This is not a cost estimator.**

Don't use these examples to estimate your actual costs under this plan. The actual care you receive will be different from these examples, and the cost of that care will also be different.

See the next page for important information about these examples.

<b>Having a baby</b> (normal delivery)	
<ul style="list-style-type: none"> <li>■ Amount owed to providers: \$7,540</li> <li>■ Plan pays \$6,790</li> <li>■ Patient pays \$750</li> </ul>	
<b>Sample care costs:</b>	
Hospital charges (mother)	\$2,700
Routine obstetric care	\$2,100
Hospital charges (baby)	\$900
Anesthesia	\$900
Laboratory tests	\$500
Prescriptions	\$200
Radiology	\$200
Vaccines, other preventive	\$40
<b>Total</b>	<b>\$7,540</b>
<b>Patient pays:</b>	
Deductibles	\$200
Copays	\$0
Coinsurance	\$400
Limits or exclusions	\$150
<b>Total</b>	<b>\$750</b>

<b>Managing type 2 diabetes</b> (routine maintenance of a well-controlled condition)	
<ul style="list-style-type: none"> <li>■ Amount owed to providers: \$5,400</li> <li>■ Plan pays \$4,720</li> <li>■ Patient pays \$680</li> </ul>	
<b>Sample care costs:</b>	
Prescriptions	\$2,900
Medical Equipment and Supplies	\$1,300
Office Visits and Procedures	\$700
Education	\$300
Laboratory tests	\$100
Vaccines, other preventive	\$100
<b>Total</b>	<b>\$5,400</b>
<b>Patient pays:</b>	
Deductibles	\$200
Copays	\$290
Coinsurance	\$110
Limits or exclusions	\$80
<b>Total</b>	<b>\$680</b>

**Questions:** Call 1-800-552-9159 or visit us at [www.anthem.com](http://www.anthem.com)  
 If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at [www.anthem.com](http://www.anthem.com) or call 1-800-552-9159 to request a copy.

## Questions and answers about the Coverage Examples:

### What are some of the assumptions behind the Coverage Examples?

- Costs don't include premiums.
- Sample care costs are based on national averages supplied by the U.S. Department of Health and Human Services, and aren't specific to a particular geographic area or health plan.
- The patient's condition was not an excluded or preexisting condition.
- All services and treatments started and ended in the same coverage period.
- There are no other medical expenses for any member covered under this plan.
- Out-of-pocket expenses are based only on treating the condition in the example.
- The patient received all care from in-network providers. If the patient had received care from out-of-network providers, costs would have been higher.

### What does a Coverage Example show?

For each treatment situation, the Coverage Example helps you see how deductibles, copayments, and coinsurance can add up. It also helps you see what expenses might be left up to you to pay because the service or treatment isn't covered or payment is limited.

### Does the Coverage Example predict my own care needs?

\* **No.** Treatments shown are just examples. The care you would receive for this condition could be different based on your doctor's advice, your age, how serious your condition is, and many other factors.

### Does the Coverage Example predict my future expenses?

\* **No.** Coverage Examples are not cost estimators. You can't use the examples to estimate costs for an actual condition. They are for comparative purposes only. Your own costs will be different depending on the care you receive, the prices your providers charge, and the reimbursement your health plan allows.

### Can I use Coverage Examples to compare plans?

✓ **Yes.** When you look at the Summary of Benefits and Coverage for other plans, you'll find the same Coverage Examples. When you compare plans, check the "Patient Pays" box in each example. The smaller that number, the more coverage the plan provides.

### Are there other costs I should consider when comparing plans?

✓ **Yes.** An important cost is the premium you pay. Generally, the lower your premium, the more you'll pay in out-of-pocket costs, such as copayments, deductibles, and coinsurance. You should also consider contributions to accounts such as health savings accounts (HSAs), flexible spending arrangements (FSAs) or health reimbursement accounts (HRAs) that help you pay out-of-pocket expenses.

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## APPENDIX C

### **JOB CLASSIFICATIONS & WAGE SCALE**

#### **A. Job Classifications :**

<u>Classification</u>	<u>Grade</u>	<u>Classification</u>	<u>Grade</u>
Clerk Typist	8	Sampling Aide	13
Receptionist	8	Storekeeper	13
Laborer	9	Payroll Clerk	13
Secretary I	9	Transcriber Clerk	13
Building Maint. Aide I	9	Meter Repair Worker	13
Parking Control Officer	9	Repair Worker	13
Meter Reader	10	Body Shop Repair Worker	13
Police Aide	10	Filter Press Oper. I	13
Account Clerk	11	Mason	13
Park Police Officer/Lab.	11	Finance Clerk	13
Police Records Clerk	11	Field Tax Clerk	14
Fire Records Clerk	11	Senior Acct. Clerk	14
Installer	11	Computer Operator	14
Park Equipment Operator	11	Computer/Maintenance Tech.	15
Utility Maint. Dispatcher	11	Maintenance Tech.	15
Housing Inspector	12	Instrumentation Tech.	15
Evidence Technician	12	Filter Press Oper. II	15
Telecommunicator	12	Maint. Mechanic	15
Motor Equip. Operator	13	Maint. Mechanic Tech.	15
Building Inspector	13	Automotive Mechanic	15
Traffic Control Tech.	13	Finance Officer	15
Special Police/MEO	13	Rehabilitation Officer	15
Carpenter/Laborer	13	Senior Traffic Control Tech.	15
Service Repair Tech.	13	Reloc. Rehab. Specialist	16
Secretary III	13	Lab. Technician	16
Shift Operator	13	Systems Analy./Programmer	17

**B. Wage Scale [Annual & Per Hour]:**

<b>GRADE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP F</b>
<b>6</b>	16,078 7.73	16,765 8.06	17,534 8.43	18,346 8.82	19,240 9.25	27,560 13.25
<b>7</b>	16,765 8.06	17,534 8.43	18,346 8.82	19,240 9.25	20,030 9.63	28,621 13.76
<b>8</b>	17,534 8.43	18,346 8.82	19,240 9.25	20,030 9.63	20,987 10.09	29,806 14.33
<b>9</b>	18,346 8.82	19,240 9.25	20,030 9.63	20,987 10.09	22,027 10.59	30,950 14.88
<b>10</b>	19,240 9.25	20,030 9.63	20,987 10.09	22,027 10.59	23,046 11.08	32,219 15.49
<b>11</b>	20,030 9.63	20,987 10.09	22,027 10.59	23,046 11.08	24,128 11.6	33,592 16.15
<b>12</b>	20,987 10.09	22,027 10.59	23,046 11.08	24,128 11.6	25,314 12.17	35,006 16.83
<b>13</b>	22,027 10.59	23,046 11.08	24,128 11.6	25,314 12.17	26,520 12.75	36,504 17.55
<b>14</b>	23,046 11.08	24,128 11.6	25,314 12.17	26,520 12.75	27,747 13.34	37,981 18.26
<b>15</b>	24,128 11.6	25,314 12.17	26,520 12.75	27,747 13.34	29,203 14.04	39,666 19.07
<b>16</b>	25,314 12.17	26,520 12.75	27,747 13.34	29,203 14.04	30,576 14.7	41,413 19.91
<b>17</b>	27,602 13.27	29,037 13.96	30,326 14.58	31,720 15.25	33,051 15.89	42,307 20.34
<b>18</b>	28,330 13.62	29,661 14.26	31,158 14.98	32,760 15.75	34,237 16.46	45,074 21.67