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06/30/2014

***AGREEMENT***

*between*

***THE CITY OF SPRINGFIELD***

*and*

***INTERNATIONAL UNION OF  
POLICE ASSOCIATIONS  
AFL-CIO***

***Police Clerks and Parking Control Attendants***

***Through June 30, 2017***

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## **ARTICLE 1 AGREEMENT**

### **Section 1.1. Agreement**

This Agreement is by and between the City of Springfield, Ohio, hereinafter referred to as the "City" or "Employer" and the INTERNATIONAL UNION OF POLICE ASSOCIATIONS AFL-CIO., hereinafter referred to as the "Union".

### **Section 1.2. Purpose**

The purpose of this Agreement is:

- A. To comply with the requirements of Chapter 4117 of the Ohio Revised Code and to set forth the full and complete understandings and agreements between the parties.

### **Section 1.3. Modification of Agreement**

The express provisions of this Agreement may be changed only by mutual agreement between the parties, reduced to writing, dated, and signed by the parties to this Agreement.

### **Section 1.4. Savings Clause**

This Agreement supersedes and replaces all pertinent statutes, ordinances, resolutions, rules and regulations over which it has authority to supersede and replace. Where this Agreement is silent, the provisions of applicable law shall prevail. Should any portion of this Agreement contained herein be declared invalid by operation of law or by a court of competent jurisdiction, such invalidation of said part or provision shall not invalidate the remaining portions hereof and they shall remain in full force and effect. In addition, within thirty (30) calendar days following the effective date of such declaration of invalidity, the parties shall meet in good faith negotiations to attempt to modify such provision to comply with applicable law.

### **Section 1.5. Waiver in Case of Emergency**

In cases of emergency declared by the President of the United States, the Governor of the state of Ohio, the Clark County Sheriff, the City Manager of Springfield, or any other authorized governmental official, for acts of God or civil disorder, the following conditions of this Agreement may be temporarily suspended by the Employer:

- A. Time limits for the processing of grievances; and
- B. Selected work rules and/or agreements and practices relating to the assignment of employees.

### **Section 1.6. Waiver of Bargaining**

The parties acknowledge that during the negotiations which resulted in this

agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the parties agree that for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and agrees that the other shall not be obliged, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement. With respect to any subject or matter not referred to or covered in this Agreement, the provisions of applicable law and S.E.R.B. rulings shall apply.

## **ARTICLE 2 RECOGNITION**

### **Section 2.1. Recognition**

The City recognizes the INTERNATIONAL UNION OF POLICE ASSOCIATIONS AFL-CIO as the sole and exclusive bargaining representative with respect to wages, hours, and other terms and conditions of employment for all full-time employees that were certified by the State Employment Relations Board on July 25, 2013 in Case No. 2013-REP-03-0015, in the following unit:

- Included: All Full-time Police Service Clerks, Police Records Clerks, Stenographers, and Parking Control Attendants employed by the Police Department, City of Springfield, Ohio.
- Excluded: Chief of Police, Sergeants and above, Police Officers, Communication Operators, Chief's Secretary, and all other employees.

## **ARTICLE 3 UNION SECURITY**

### **Section 3.1. Dues Deductions**

The Union will notify the City in writing of the dues it charges and its current membership, and will update this information as needed to be accurate. One (1) month's advance notice must be given to the City prior to making any changes in the rate.

The City will withhold the Union membership dues of any Union member from the available wages earned by such Union member each pay period, and transmit the same to the INTERNATIONAL UNION OF POLICE ASSOCIATIONS AFL-CIO, 1549 RINGLING BLVD., 6<sup>TH</sup> FLOOR SARASOTA, FL 34236-6722, within thirty (30) days after the last deduction for the month, upon presentation of written authorization from the Union member.

No other employee organization's dues shall be deducted from the pay of any bargaining unit member during the life of this Agreement.

**Section 3.2. Indemnification**

The Union shall indemnify and save the City harmless against any and all claims that shall arise out of or by reason of action taken by the City in reliance upon the Authorization for Dues Deduction.

**Section 3.3. Union Membership**

It shall not be a condition of employment for any employee to either acquire or maintain membership in the Union. Any employee who is a member of the Union may withdraw authorization for dues deduction by the City by directing a request in writing to the City Finance Director with a copy to the Union.

Dues deductions shall cease upon the happening of any of the following events:

- A. Resignation or discharge of the employee;
- B. Transfer of the employee from the bargaining unit; or
- C. Revocation of the dues deduction authorization.

**Section 3.4. Fair Share Fee**

All Bargaining Unit members who are not members of the Union, shall pay the Union, through payroll deduction, a fair share fee as provided for and determined by the provisions of Section 4117.09(C) of the Ohio Revised Code. The fair share fee is automatic and does not require any employee to become or remain a member of the Union, nor shall the fair share fee exceed the dues paid by members of the Union. The Union will certify to the City the amount of the fair share fee. The fair share fee shall not be used to finance political and/or ideological activity. The fair share fee is strictly to finance the proportionate share of the cost of collective bargaining, contract administration and pursuing matters directly affecting wages, hours and other terms and conditions of employment of bargaining unit employees. The City shall implement the fair share deductions subject to the provisions of this section. The Union represents to the City that it has in place a rebate and challenge procedure that complies with Section 4117.09(C) of the Ohio Revised Code, federal law, and any judicial decisions interpreting such laws. The Union agrees to abide by all rules and decisions of the State Employment Relations Board or the courts in regard to the fair share fee deductions.

Bargaining Unit employees who are members of and adhere to established and traditional tenets and teachings of a bona fide religion or religious body which has historically held conscientious objections to joining or financially supporting an employee organization, as set forth in Section 4117.09(C), Ohio Revised

Code, shall have such alternative contribution rights as are provided by law under such conditions and in accordance with such procedures as are required by law.

The Union shall indemnify and save the City harmless against any and all claims that shall arise out of or by reason of action taken by the City pursuant to the fair share fee provision of this Agreement.

### **Section 3.5. Bulletin Boards**

- A. Bulletin boards as presently provided, and/or as may be installed in the future by the City, may be used by the Union for posting notices of the following types:
  - 1. Recreational and social events.
  - 2. Bargaining Unit elections and election results.
  - 3. General membership meetings and other related business meetings.
  - 4. General Union business of interest to members.
- B. The Union agrees that no notices will be placed on the bulletin boards that contain:
  - 1. Personal attacks upon any City employee.
  - 2. Scandalous, scurrilous or derogatory attacks upon management.
  - 3. Attacks on any other employee organization.
  - 4. Any obscene or ethnic material.
  - 5. Any political material containing partisan or non-partisan issues.
- C. Notices may be reviewed by the Employer and any bulletins or notices considered inflammatory, political or devoted to Union organizing and pending grievances will not be permitted on any City bulletin boards, nor will they be permitted to be displayed in City offices, facilities, equipment, etc. If such inflammatory, political or organizing notices appear on said bulletin boards, they shall be removed by management.

### **Section 3.6. Use of Departmental Mail System and email**

The Union will be permitted to utilize, at no cost or loss of time to the City

(including no use of City materials and equipment), the Departmental Mail System for the purpose of providing information pertaining to Union business to bargaining unit employees. The Union agrees that the use of the mail system will be reasonable and limited to providing information that is necessary for the normal conduct of Union business or bargaining unit representation.

### **Section 3.7. Place for Meetings**

Meetings of the Committees of the Union will be permitted on City property when and where work is not interrupted by such meetings, and when such meetings are not held during the regularly scheduled duty hours of the participants on the day in question. The Union will follow City guidelines in scheduling City facilities for Union meetings.

## **ARTICLE 4 MANAGEMENT RIGHTS**

### **Section 4.1. Management Rights**

Except to the extent expressly abridged by a specific provision of this Agreement, the Employer reserves and retains, solely and exclusively, all of its rights to manage the business as such rights existed prior to the execution of this Agreement. The sole and exclusive rights of management which are not abridged by this Agreement shall include (by way of example and not by way of limitation) the right:

- A. to determine the functions and programs of the Employer
- B. to determine the standards of services to be delivered
- C. to determine the overall budget
- D. to determine how technology may be utilized to improve the Employer's operations
- E. to determine the Employer's organizational structure
- F. to direct, supervise, evaluate or hire employees
- G. to maintain and improve the efficiency and effectiveness of the Employer's operation
- H. to determine the overall methods, processes, means or personnel by which the Employer's operations are to be conducted
- I. to suspend, discipline, demote or discharge for just cause, lay-off, transfer, assign, schedule, promote or retain employees.

- J. to determine the adequacy of the work force
- K. to determine the overall mission of the City as a unit of government
- L. to effectively manage the work force and
- M. to take actions necessary to carry out the mission of the Employer as a governmental unit

**Section 4.2. Non-waiver of Rights**

This listing of specific rights in this Agreement is not intended to be, nor shall be, restrictive of or a waiver of any of the rights of Management not listed and specifically surrendered herein.

**Section 4.3. Union Cooperation**

The Union, on behalf of the employees, agrees to cooperate with the Employer to attain and maintain full efficiency.

**ARTICLE 5  
NON-DISCRIMINATION**

**Section 5.1. Equal Application**

The provisions of this Agreement shall be applied equally to employees without discrimination which would violate applicable laws because of age, sex, race, color, national origin, religion, or disability. The Union and the City shall share the responsibility for implementing this section of the Agreement.

**Section 5.2. Union Membership Non-Discrimination**

There shall be no discrimination by the City or the Union against any employee on the basis of such employee's membership or non-membership in the Union.

**Section 5.3. Gender**

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

**ARTICLE 6  
UNION BUSINESS**

**Section 6.1. Representation**

The Union may select three (3) Representatives from the bargaining unit covered by this Agreement to act as local Representatives of the Union. One such Representative shall be elected as the Chief associate for the Union. The Union

shall notify the City in writing of the names of the representatives and will promptly update such names as necessary to be accurate. Only those Representatives listed by the Union in writing will be permitted to conduct business on behalf of the Union.

### **Section 6.2. Grievance Investigations**

The Union Representative may investigate grievances as defined herein and formal disciplinary action, once it has been issued by the City. To the extent practicable, such investigation will be conducted so as not to interfere with normal duty hours of the Union Representative or any other bargaining Unit Member. With the prior permission of the Employer, the Union Representative may be allowed reasonable time without loss of pay for such investigation. Permission will not be unreasonably denied.

### **Section 6.3. Negotiations**

The number of employees attending negotiations will not exceed three (3). If an employee is on duty at the time the employee is attending the negotiating session, the employee shall be paid. If the employee is not on duty at the time, no compensation will be paid.

### **Section 6.4. Union Meetings**

Unless otherwise authorized by the Employer, all local Union meetings shall be conducted by employees outside of working hours. Any absence from duty under this section shall be cleared in advance with the Employer. The Union will follow City guidelines in scheduling City facilities for Union meetings.

### **Section 6.5. Off Site Release Time**

As a condition for the use of off site release time under this Article for Union conventions and seminars, the employee representative shall provide a written request to the Employer at least thirty (30) days in advance of the date upon which the Representative desires to utilize any release time. Such release time shall be limited to no more than sixteen (16) hours of paid release time, per year. Such permission in regard to Union Conventions and Seminars will not be denied unless the Chief determines such release time would unduly compromise the normal operations of the Police Department.

### **Section 6.6. Union Staff Representative**

The Business Staff Representative may consult with employees before the start of or at the completion of the day's work. Such representative shall be permitted in work areas at all reasonable times only for the purpose of adjusting grievances, assisting in the settlement of disputes, and for the purpose of carrying into effect the provisions and aims of this Agreement. However, the Representative must notify management when such representative will be present in the work areas. The staff representative shall not disrupt the normal operation of the Employer.

## **ARTICLE 7 NO STRIKE/NO LOCKOUT**

### **Section 7.1. No Strike**

The City and the Union recognize their mutual responsibility to provide for uninterrupted services to the citizens of Springfield. Therefore:

The Union agrees that neither it, its officers, agents, representatives or any employees covered by this Agreement will authorize, instigate, cause, aid, condone or participate in any unlawful strike, slow down, picketing, or work stoppage for the duration of this Agreement. Should the City notify the Union that any employee covered by this Agreement is engaged in any prohibited activity, the Union shall notify such employee(s) that they are required to return to work. The City shall have all rights and remedies prescribed by law to discipline or discharge a bargaining unit employee violating this Section.

### **Section 7.2. No Lockout**

The City agrees that neither it, its officers, agents, or representatives, individually or collectively, will authorize, instigate, cause, aid or condone any lockout of members of the Union as a result of a labor dispute with the Union, provided the Union members are not in violation of Section 7.1 of this Article.

## **ARTICLE 8 LABOR-MANAGEMENT COMMITTEE**

### **Section 8.1. Committee**

In the interest of sound Labor-Management relations, the City and the Union shall establish a Labor-Management Committee, which shall consist of three (3) members from the bargaining unit and three (3) members from the City. Each member shall serve at the pleasure of the appointing party, and may be replaced from time to time. The Committee shall establish its own rules of procedure and shall meet from time to time to discuss and investigate issues of mutual concern. Additionally, one (1) non-employee representative of the Union and/or the City shall be permitted to attend such meetings with prior notification to the other party.

### **Section 8.2. Agenda**

The party requesting the meeting shall furnish an agenda with the request for the meeting. The Union will furnish the names of the employees who will be attending.

### **Section 8.3. Meetings/Attendance**

The Committee shall meet at least one (1) time per quarter unless such meeting(s) are waived by both parties. Meetings of the Labor-Management

Committee may be called by either the Chief of Police or the President of the Union at shorter intervals upon agreement of the parties. Employee representatives attending Labor-Management meetings shall not suffer a loss in pay for hours spent in such meetings, if held during the employee's regular scheduled hours of work. Meetings may be rescheduled to avoid shift coverage on an overtime basis.

## **ARTICLE 9 GRIEVANCE PROCEDURE**

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

- A. **Grievance**  
A grievance is defined as being any dispute or controversy between an employee or the Union and the City involving the interpretation, application, or claimed violation of any of the provisions of this Agreement.
  
- B. **Group Grievance**  
A group grievance is a grievance as defined in Paragraph A above which uniformly affects a group of employees. The group will be comprised of those affected bargaining unit members who sign the grievance when it is first presented in writing.

### **Section 9.2. Exclusive Remedy**

To the maximum extent permitted by law, this grievance procedure shall be the exclusive remedy available for redress of matters covered by this agreement.

### **Section 9.3. Procedure**

All employees will make an earnest and honest effort to settle differences and disputes with their immediate supervisor without filing a grievance. In the event that an agreement cannot be reached, then the following steps shall be taken with respect to any grievance. Grievances will be settled at the earliest possible step of the procedure. Any grievance not initiated or taken to the next step within the time limits specified herein will be considered to be resolved. Any answer to a grievance that has not been timely filed shall permit the Union to appeal the grievance to the next higher step in the grievance process.

Time limits for invoking the next higher step in the grievance procedure shall commence on the date the grievance answer is due. The Bargaining Unit Member must proceed through all steps of the grievance procedure in a proper order and within the prescribed time limits, except a grievance for discipline involving lost time or money shall be submitted directly to step three. A grievant may have a Union representative, or may waive the right to have one present at any step of the procedure.

#### **Section 9.4. Content of Grievances**

All written grievances must contain the following information to be considered.

- A. Aggrieved employee's name and signature.
- B. Date grievance was first discussed and name of the supervisor with whom the grievance was discussed.
- C. Date grievance was filed in writing.
- D. Date and time grievance occurred.
- E. Location where the grievance occurred.
- F. A brief description of the incident giving rise to the grievance.
- G. Desired remedy to resolve the grievance.

#### **Section 9.5. Grievance Procedure Steps**

##### **Informal Supervisor**

An employee having an individual grievance will first attempt to resolve it informally with the grievant's supervisor. Such attempt at informal resolution shall be made by the employee with or without Union representation, within seven (7) days following the events or circumstances giving rise to the grievance having occurred, or within seven (7) days of when the events or circumstances should have become known to the employee. At this step, there is no requirement that the grievance be submitted in writing. If a supervisor grants a grievance at verbal levels, written acknowledgment of granting such grievance must be furnished. If the employee is not satisfied with the oral response from the supervisor, which shall be given within three (3) days of the submission of the grievance at this step, the formal steps that follow may be pursued.

##### **Step One Immediate Supervisor**

The aggrieved bargaining unit member shall reduce the grievance to writing and present it to the immediate supervisor, on forms supplied by the Union, within four (4) days following the reply at the informal step. The immediate supervisor shall reply in writing to the grievant within five (5) days of the supervisor's receipt of the written grievance.

If the Bargaining Unit Member is not satisfied with the written answer of the immediate supervisor, the grievance may be referred to Step Two of the grievance procedure within five (5) days after receipt of the decision rendered in Step One.

**Step Two Captain**

The grievance shall be referred in writing to the Captain, who will reply in writing within seven (7) days. If the Bargaining Unit Member is not satisfied with the written answer of the Captain, the grievance may be referred to Step Three of the grievance procedure within five (5) days after receipt of the decision rendered in Step Two.

**Step Three Chief of Police**

If the grievance is not resolved in Step Two, it may then be appealed by the employee to a hearing between the Chief of Police and the aggrieved. Within seven (7) work days, a mutually agreeable date shall be scheduled for said hearing. The Chief of Police will answer the grievance within seven (7) work days after the hearing has concluded. If the City fails to reply within the above time limit, the grievance may be referred to the next step by the Union within seven (7) work days.

**Step Four Arbitration**

If the grievance is not satisfactorily resolved at Step Three, the grievance may be appealed by the Union to arbitration pursuant to the terms of this step four. Grievances involving the equivalent of verbal and written reprimands may be grieved up to the Chief of Police, but are not subject to the arbitration procedure.

- A. Notice of the appeal to arbitration must be served on the Personnel Director in writing within twenty-one (21) days after the written answer was given at Step Three. Either party, within ten (10) days thereafter, may request a panel of arbitrators from the Federal Mediation and Conciliation Service (FMCS), or other similar service. The parties shall alternately strike the names of arbitrators until only one (1) name remains. Each party has the right to reject one submitted panel and request another. The parties may, by mutual agreement, select an arbitrator without requesting a panel from the FMCS or other similar service. A date for arbitration shall be set in accordance with the wishes of the parties and the availability of the arbitrator.
- B. The Arbitrator shall have no authority to add to, subtract from, modify or amend any of the terms of this Agreement or addendum to this Agreement. The Arbitrator shall have no authority to rule on anything that happened before the effective date of this Agreement, or after the expiration of this Agreement. The Arbitrator shall promptly hear the matter and shall issue a decision within sixty (60) days from the close of the hearing or the submission of post-hearing briefs, whichever is later, unless the parties grant additional time.

- C. The decision of the Arbitrator shall be final and binding on the City, the Union, and the grievant. The award may be enforced by a court of competent jurisdiction as provided by law.
- D. The City and the Union shall each bear its own expenses in any arbitration. The expenses of the arbitrator shall be shared equally by the parties.

**Section 9.6. Extensions of Time**

Upon the mutual agreement of the parties expressed in writing, the time limits set forth in this Article may be extended or the steps herein waived. All time periods cited in this article shall be interpreted to exclude Saturdays, Sundays, and legal holidays. "Days" as listed in this procedure shall be working days for the moving person at each step.

**ARTICLE 10  
INVESTIGATIONS AND DISCIPLINE**

**Section 10.1.** Supervisors and managers have the right and obligation to make inquiry of their subordinates as to the performance of their duties. If, as a result of such an inquiry, the supervisor or manager has cause to believe that the employee may be subject to discipline of record, the supervisor or manager shall afford to the employee the right of union representation before proceeding further.

**Section 10.2.** If an employee reasonably believes that the employee is subject to discipline of record with regard to a particular matter, the employee is entitled to a reasonable postponement of questioning for the purpose of obtaining union representation.

**Section 10.3.** No employee shall be disciplined, reduced in pay or position, suspended, or discharged, without just cause. Documented warnings and reprimands that do not involve a reduction in pay or position, suspension, or discharge are not appealable to binding arbitration.

**Section 10.4** The principles of progressive disciplinary action normally shall be followed with respect to minor offenses. It shall be corrective and applied in a consistent manner. A letter of counseling will be considered pre-disciplinary in nature, and will not be subject to the grievance procedure.

**Section 10.5.** The City may take disciplinary action deemed necessary by the circumstances on a case-by-case basis.

**Section 10.6.** The City agrees not to suspend without pay, demote or discharge an employee without first conducting a hearing. The hearing will be

held among the City, the employee, and a Union representative if the employee so desires. A copy of the charges will be sent to the employee not less than three (3) working days prior to the date of the hearing.

## **ARTICLE 11 PERSONNEL RECORDS**

### **Section 11.1. Access to Personnel Records**

Upon written request to the Employer, an employee shall have access to the employee's records during normal office hours of the records custodian. Access to personnel records shall be within a reasonable time of said request. Such request shall not interfere with the employee's regularly scheduled working hours. Review of the records shall be made in the presence of the Chief or the Chief's designated representative.

### **Section 11.2. Copies of Personnel Records**

An employee may copy documents in that employee's personnel records. The City may, at its discretion, charge reasonable copying cost to the employee for requested copies furnished to the employee.

### **Section 11.3. Clarification/Explanation of Material in Personnel Records**

An employee shall be permitted to insert written clarifications or explanatory memorandums of material found in the employee's personnel file, within five (5) days of the employee's knowledge of such material in the file.

### **Section 11.4. Requests for Release of Personnel Records**

To the extent required by State or Federal Law, personnel records shall be considered as public records. Whenever a request for disclosure of a personnel record is made by a member of the public, notice of such request will be given to the affected employee(s). If the request is with regard to a group of employees, notice shall be given to a Union Representative.

### **Section 11.5. Records of Disciplinary Action**

Verbal reprimands shall not be noted in the employee's personnel file. Records of written reprimands shall cease to have force and effect after one (1) year, provided there has been no intervening discipline. Records of suspensions, demotions or discharge will become a permanent part of the personnel file. However, the employer shall take into consideration the length of time that has occurred since the occurrence of the event(s) that caused the discipline.

## **ARTICLE 12 SENIORITY**

### **Section 12.1. Definition**

#### **A. City Seniority**

City seniority shall mean an employee's length of continuous service with the City, based on the employee's most recent date of hire with the City.

#### **B. Bargaining Unit Seniority**

Bargaining Unit seniority shall mean an employee's length of continuous service in a Bargaining Unit classification based on the original date of appointment to a position in the bargaining unit.

A bargaining unit employee's City seniority and Bargaining Unit seniority shall be adjusted to reflect periods of absence due to unpaid leaves of absence or suspension. Employees who are employed on the same date shall be placed on a seniority roster in order of their Civil Service test scores.

### **Section 12.2. Seniority List**

The Employer will maintain an up-to-date seniority list. A copy of the seniority list will be posted on the appropriate bulletin board each year or when updated, whichever is less. The names of all employees shall be listed on the seniority list in order of their last hiring date, and the date of entry into the department, starting with the senior employee at the top of the list. The City shall furnish a copy of the seniority list to the Union when it is published.

### **Section 12.3. Termination of Seniority**

The following situations constitute breaks in continuous service for which seniority is lost:

- A. Discharge;
- B. Resignation;
- C. Retirement;
- D. Layoff for more than twenty-four (24) months or the length of the employee's seniority, whichever is less;
- E. Failure to return to work at the expiration of a leave of absence;
- F. Failure to return to work when recalled from layoff;
- G. Absent without leave for three (3) consecutive working days;

H. Full-time employment elsewhere without written permission.

## **ARTICLE 13 PROBATIONARY PERIOD**

### **Section 13.1. Probationary Period**

Every newly hired bargaining unit employee will be required to successfully complete a six (6) month probationary period from date of hire. If an employee is not in active pay status during any period of time during the probationary period, then the time of such leave or inactive status is not counted as part of the probationary period. For the purpose of extending the probationary period, any leave of less than six (6) workdays will not be considered. A newly hired probationary employee may be terminated any time during the probationary period and shall have no appeal over such removal to the grievance procedure contained herein or to any branch of the City government.

## **ARTICLE 14 SUBSTANCE TESTING**

The City may require an employee to submit to drug testing in accordance with the City's then-existing Drug and Alcohol Policy in the following circumstances:

- A. Prior to employment;
- B. Upon reasonable cause;
- C. Following an on-the-job accident that occurs in circumstances indicating the possible involvement of drugs or alcohol;
- D. Prior to and after return from duty after failing a drug test;
- E. After completion of rehabilitation treatment;
- F. As otherwise required by law; or
- G. At the request of the employee.

Any testing required shall be conducted in a manner to assure a high degree of accuracy and reliability, using techniques and laboratory facilities which have been approved by the United States Department of Health and Human Services or some other laboratory agreeable to the City and the Union. The City's policy will continue to require that all reasonable methods be utilized to protect the dignity and privacy of employees and maintain confidentiality.

The City shall bear the cost of testing required by the City.

## **ARTICLE 15 LAYOFF AND RECALL**

### **Section 15.1. Layoff Notification**

When the City determines that a long term layoff or job abolishment is necessary, they shall notify the affected employees at least thirty (30) calendar days in advance of the effective date of the layoff or job abolishment. Employees will be notified of the Employer's decision to implement any short-term layoff, lasting seventy-two (72) hours or less, as soon as possible.

### **Section 15.2. Layoff**

The City shall determine in which classifications layoffs will occur and layoffs of bargaining unit members will be by classification. Within each effected classification, provisional employees shall be laid off first followed by part-time employees and then probationary employees. Bargaining unit members shall be laid off within each effected classification in order of bargaining unit seniority, beginning with the least senior and progressing to the most senior up to the number of bargaining unit members that are to be laid off.

### **Section 15.3. Recall**

The City shall create a recall list for each classification with layoffs for a period of twenty-four (24) months or for the bargaining unit member's length of bargaining unit seniority, whichever is less. The City shall recall bargaining unit members from layoff within each classification as needed. The City shall recall such bargaining unit members according to bargaining unit seniority, beginning with the most senior employee in the classification and progressing to the least senior employee up to the number of employees to be recalled.

### **Section 15.4. Recall Notification**

Notice of recall shall be sent to the bargaining unit member by certified mail. The City shall be deemed to have fulfilled its obligation by mailing the recall notice by certified mail, return receipt requested, to the last address provided by the bargaining unit member.

### **Section 15.5. Time Limits**

The recalled bargaining unit member shall have fourteen (14) calendar days following the date of mailing of the recall notice to notify the City of the member's intention to return to work, and shall have twenty-one (21) calendar days following the mailing date of the recall notice in which to report for duty, unless a later date for returning to work is otherwise specified in the notice.

### **Section 15.6. Recall Probationary Period**

Recalled bargaining unit members shall not serve a probationary period upon reinstatement, except that employees serving a probationary period at layoff shall be required to finish such probationary period.

## **ARTICLE 16 RULES AND REGULATIONS**

### **Section 16.1. Rules, Regulations, Policies and Procedures**

Each employee shall be given a copy of the Rules and Regulations of the Police Division and the Employee Handbook. Changes or additions to the Rules and Regulations shall be distributed in written or electronic form.

Nothing herein shall be construed in any manner as a limitation on the City's right to initiate or alter its Rules, Regulations, Policies or Procedures.

If the union believes that a change in Rules and Regulations requires bargaining under Chapter 4117, it may request that the matter or its effects be bargained pursuant to that Chapter.

## **ARTICLE 17 HOURS OF WORK AND OVERTIME**

### **Section 17.1.**

A work day shall consist of eight (8) consecutive hours, exclusive of lunch periods.

### **Section 17.2.**

A work week shall consist of five (5) eight (8) hour days during the period beginning at 12:01 A.M. Monday and ending at Midnight (12:00) Sunday.

### **Section 17.3.**

The City shall pay overtime at the rate of 1.5 times the hourly rate for all hours worked in excess of eight (8) on any work day and for all hours worked in excess of forty (40) during a work week.

### **Section 17.4.**

Approved paid leave hours shall count as hours worked for overtime calculations.

### **Section 17.5.**

An employee has an option to take compensatory time off in lieu of overtime pay at the applicable overtime rate for each overtime hour worked, except as stated in Section 17.6 below. Such compensatory time may only be utilized with the approval of the supervisor and upon reasonable advance notice. In the sole discretion of the supervisor, the applicable notice period may be waived. Employees may accrue compensatory time only up to a maximum of eighty (80) hours. All overtime accrued beyond the eighty (80) hour maximum shall be paid as overtime compensation. Compensatory time usage may be denied where

such usage would result in overtime to another employee. Requests for accrual of compensatory time which would cause the 80 hour cap to be exceeded may be granted for administrative convenience.

**Section 17.6.**

An employee with a compensatory time balance at the end of the last full pay period in November shall be paid for all accrued and unused hours. Payment will then be made at the hourly rate then in effect for the effected employee, and the corresponding hours of compensatory time will be cancelled.

Overtime worked between the last full pay period in November and the first full pay period in January will be paid at the applicable overtime rate. Overtime worked during that period may not be taken as compensatory time.

**ARTICLE 18  
COMPENSATION**

**Section 18.1. Wages**

Bargaining Unit members shall be paid according to the schedules shown in Appendix A.

**Section 18.2. Schedule & Basis of Advancement**

The time interval required between steps 1 through 6 shall be as follows: 1 to 2: 12 months from date of hire; 2 to 3: 12 months; 3 to 4: 12 months, 4 to 5: 12 months; 5 to 6: 12 months. This will permit an employee to reach the maximum rate following sixty (60) months of satisfactory service.

With regard to steps 1 through 6, advancement from one step to the next shall be made following a satisfactory efficiency report, and the completion of the time interval stated above.

**Section 18.3 Longevity Pay**

A. Employees employed as of March 1, 2006 who attain five (5) or more years of service with the City shall receive longevity pay at the rate of \$100 per year of service.

B. Employees employed after March 1, 2006, who attain five (5) or more years of service with the City shall receive longevity pay at the rate of \$50 per year of service.

C. Longevity checks shall be distributed on the last bi-weekly payday in November.

D. Longevity milestone years are based on the date of hire, or for those employees with breaks in service, an adjusted longevity date.

E. Longevity payments are included in calculating the employee's overtime rate.

**Section 18.4 Deferred Compensation**

The City shall implement a deferred compensation program on behalf of the employees, whereby the employees' pension contribution shall be treated as deferred compensation for federal and state income tax purposes. The plan shall be implemented as soon as approval from the Internal Revenue Service and the Pension Board is granted, and shall continue until the contract expires, or such treatment is no longer available under federal and state income tax law.

**Section 18.5 Shift Differential**

Shift differential shall be paid at the rate of forty cents (\$.40) per hour for all hours worked on assigned shifts beginning at or after 2:00 P.M. and prior to 4:00 A.M. Shift differential shall be part of the base rate for overtime calculations. Employees shall be paid shift differential only for hours actually worked but not for any periods of paid leave.

**Section 18.6 Work Out of Classification**

Employees required to perform the duties of a higher paying classification for an entire 8 hour shift or more shall receive the pay rate for all hours worked in such classification.

Police Records Clerks required to perform transcription duties for a period of four (4) or more consecutive work hours shall receive the pay rate assigned to the Police Stenographer pay scale at the assigned employee's step for all such hours.

**Section 18.7 Time Change**

Shifts affected by changes to and from Daylight Savings Time will be paid for at the standard rate of eight (8) hours. In those cases where the work day is shortened as a result of the change, no employee shall be docked. Where the work day is lengthened due to the time change; that hour will not be compensated.

**Section 18.8 Pyramiding**

There shall be no pyramiding of premium pay.

**Section 18.9 Call-In/Court Time**

An employee who is called in to work at a time disconnected from the employee's regularly scheduled shift shall be paid the applicable overtime rate for each hour or part of an hour that the employee works at the applicable overtime rate.

Employees who are called in and work less than three (3) hours shall be paid at a minimum of three (3) hours pay at the applicable overtime rate.

An employee who is required to appear in Court at a time disconnected from the

employee's regularly scheduled shift shall be paid at the applicable overtime rate for each hour or part of an hour that the employee is required to be in Court. If an employee is required to be in Court for less than three (3) hours, the employee shall be paid a minimum of three (3) hours at the applicable overtime rate.

## **ARTICLE 19 HOLIDAYS AND PERSONAL LEAVE DAYS**

### **Section 19.1. Holidays**

In lieu of the right to absence from duty on holidays listed below, each employee shall be entitled to twelve (12) days absence with pay in each calendar year. January 1 through June 30, employees will be granted up to six (6) days off with pay, and from July 1 through December 31 will be granted six (6) days off with pay. Should an employee leave the City employment for any reason during the year who has received more days off with pay than the holidays have occurred, the employee will refund the City those day(s) overpaid.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day
12. Birthday Holiday

However, such days of absence may not be cumulative beyond any one (1) year and the time of absence from duty shall be approved by the employee's supervisor.

Holidays that have occurred for which an employee has not been paid shall, upon leaving the City employment for any reason, be paid for those holidays which have occurred during the calendar year.

In the event of death of an employee, all unused holiday credits due at the time of death will be paid to the employee's estate.

### **Section 19.2. Personal Leave**

All bargaining unit employees shall receive sixteen (16) hours of personal leave time every twelve (12) months. Employees who begin work for the City shall be

entitled to personal time on a pro-rated basis during the year of their hiring date. Personal leave must be approved in advance by a supervisor, and taken in increments of not less than four (4) hours.

Personal leave is to be used between July 1<sup>st</sup> and June 30<sup>th</sup> and cannot be carried over to the next twelve (12) month period.

## **ARTICLE 20 VACATION**

### **Section 20.1. Purpose**

The City of Springfield shall provide leave by way of vacation time off for use by the employees of the bargaining unit for rest and relaxation.

### **Section 20.2. Schedule of Earned Vacation**

A. Bargaining Unit employees employed as of March 1, 2006 shall accrue vacation in accordance with the following schedule:

- Upon six (6) months employment - three (3) days.
- After six (6) months employment - 1.23 hours vacation per pay period
- After 1 year - 4 hours vacation per pay period.
- After 4 years - 4.93 hours vacation per pay period.
- After 9 years - 5.54 hours vacation per pay period.
- After 14 years - 6.46 hours vacation per pay period.
- After 19 years - 7.08 hours vacation per pay period.
- After 24 years - 7.70 hours vacation per pay period.
- After 29 years - 8.62 hours vacation per pay period.

B. Employees hired after March 1, 2006 shall accrue vacation in accordance with the following schedule:

- Upon six (6) months employment – three (3) days.
- After six (6) months employment – 1.23 hours vacation per pay period.
- After 1 year – 3.08 hours vacation per pay period.
- After 5 years – 4.62 hours vacation per pay period.
- After 10 years – 6.16 hours vacation per pay period.

### **Section 20.3. Vacation Requests**

Each request for vacation use shall be submitted on a standard form provided by the City. The request will be reviewed by supervision and approved, manpower permitting. At least once a year, employees shall schedule time off so as to provide seven (7) consecutive days off. Vacation use will be approved for religious purposes, subject to review as above.

**Section 20.4. Vacation Accumulation**

Each employee will be permitted to carry over unused vacation hours into the next calendar year up to a maximum of three hundred twenty (320) hours.

For the purpose of this Article a calendar year shall end with the last full pay period on or before December 31.

Upon request, the City will approve a waiver of this carry-over restriction to permit maximum realization of pension benefits. This waiver shall be requested during the year prior to the year of retirement. Should the employee change the retirement date, the employee will be required to use excess vacation accrued or have such vacation balance reduced to three hundred twenty (320) hours at the end of the year. Upon re-determination of retirement plans, the employee may submit another waiver request.

**Section 20.5. Unused Vacation**

Each employee who leaves the employment of the City for any reason will receive payment of all accrued hours up to a maximum of three hundred twenty (320) hours, except when an employee has designated a date for retirement for which the employee receives permission to accumulate those hours not used in the time prior to retirement beyond the three hundred twenty (320) hours. An employee who dies shall be entitled to payment for all unused hours accrued to the date of death. Such payment shall be made to the personal representative of the deceased employee.

**ARTICLE 21  
MEDICAL AND LIFE INSURANCE**

**Section 21.1. Life Insurance**

The City shall furnish to each employee a Twenty Thousand Dollar (\$20,000.00) term life insurance certificate with additional provisions for accidental death, dismemberment and waiver of premium coverage should the insured employee become totally disabled prior to age sixty (60).

**Section 21.2. Medical / Hospital Insurance**

The City shall make health care benefits coverage's available to employees under the City's health care plan, substantially comparable to the plan in effect October 1, 2013, which shall include, at a minimum; the following:

- a. Hospitalization/Surgical Coverage
- b. Diagnostic, X-Ray, and Laboratory Services
- c. Obstetrics Coverage
- d. Prescription Drug Coverage
- e. Hospice and Home Health Care Coverage
- f. Extended Benefits and Lifetime Dependent/Disabled children

- coverage as defined by the plan
- g. Mental Health/Substance Abuse Services
- h. Major Medical Benefits

All benefit payments, annual deductibles, and out-of-pocket expenses shall be as defined by the City's health care plan. As of July 1, 2014, all employees shall be enrolled in the City's H.S.A. plan. Within 2 weeks of July 1 in each plan year, the City shall contribute to each enrolled employee's H.S.A. account, a sum equal to 75% of the applicable annual deductible.

Proposed changes to the City's Health care plan occurring during the term of this agreement will be presented to the insurance study committee for review and discussion prior to implementation.

**Section 21.3. Cost Sharing**

Employees shall pay, by wage withholding, ten percent (10%) of the total premium for family coverage or single coverage. The employees' contributions shall be paid through Section 125 plan by which the contributions are treated as pre-tax income. The City shall continue such Section 125 plan.

**Section 21.4. Study Committee**

The City-Wide Health Care Committee shall annually convene to examine various health care concerns including such issues as cost containment, managed care options, and other general insurance related matters. There shall be one (1) member from the Bargaining Unit appointed by the Union to the City-Wide Health Care Committee.

**Section 21.5. Dental Insurance**

The City will, after consultation with the Union and other groups of City employees, select an appropriate optional dental insurance plan. The City will pay one half the premium cost to a maximum of thirty dollars (\$30.00) per month, the balance will be paid by wage withholding.

**Section 21.6.**

The City shall arrange at no cost to the employee for appropriate medical tests for any employee who reasonably believes that the employee has experienced a job-related exposure to a dangerous substance.

**Section 21.7.**

The City shall provide a vaccination program for Hepatitis B Virus at its costs for employees electing to participate.

## **ARTICLE 22 SICK LEAVE**

### **Section 22.1. Rate of Accrual**

Employees shall accrue sick leave credits at the rate of .0575 for each hour in paid status.

### **Section 22.2. Usage of Sick Leave**

Sick leave may be granted for reasonable periods of time under the following circumstances with approval of the supervisor or designee:

1. Illness or injury of the employee of such a nature as to render the employee temporarily unable to perform normal duties.
2. Injury, illness or medical condition on the part of the employee's immediate family under such circumstances as to require the personal care and attention of the employee.

As used in this Article, the term "immediate family" shall be defined as including spouse, grandparents, brother, sister, brother or sister-in-law, daughter or son-in-law, father, mother, father or mother-in-law, child or grandchild, step parent, step brother, step sister, step child, a legal guardian or other person who stands in the place of a parent.

### **Section 22.3. Physician's Certificate**

The City may require an employee to submit a written certification from a licensed physician regarding the necessity of sick leave and the time during which the employee is unable to perform normal duties. If an employee's absence extends beyond five (5) consecutive working days, a physician's certificate shall be required. Failure to obtain this certification may result in denial of sick leave benefits and/or disciplinary action. Additionally, the City may require an employee to undergo a physical examination, at the City's expense.

### **Section 22.4. Conversion**

Each employee of the bargaining unit who is eligible for retirement under the OPERS, based on age and years of service and who does retire, having accumulated sick leave of over three hundred (300) hours, shall be paid for all accumulated sick leave in excess of three hundred (300) hours at the rate of sixty-two and one half percent (62.5%) of the employee's regular hourly wage for such accumulation in excess of three hundred (300) hours.

This provision shall apply to an employee quitting the employee's job, resigning or being laid off in the event of reduction in the work force, or otherwise terminating employment in any manner except by discharge for cause, providing in all cases other than retirement, that the employee shall have been in the

employ of the City of Springfield for a period of ten (10) years or more. All accumulated days of sick leave referred to herein shall be sick leave accumulated while in the actual employ of the City, except upon retirement.

**Section 22.5. Death of Employee**

An employee who dies while employed by the City, and who has been in the employ of the City for a period of six (6) years or more, shall have paid to the employee's estate all accrued and unused sick leave hours. These hours shall be paid out at the hourly rate applicable to the deceased employee on the date of death.

**Section 22.6. Disability of Employee**

Each employee who becomes disabled and accepts disability retirement under the provisions of Ohio law shall be terminated from active employment by the City and shall be paid one hundred percent (100%) of the employee's unused accumulated sick leave.

**Section 22.7. Increments**

Sick leave may be used in increments of one-tenth (1/10) of an hour or more.

**ARTICLE 23  
FUNERAL LEAVE**

**Section 23.1. Funeral Leave**

In the event of death in an employee's immediate family, a period of up to five (5) days shall be granted for funeral leave (Immediate family is listed in Article 22, Section 22.2.).

Funeral leave beyond the express terms of this Article may be granted upon request with the approval of the Employer. Such request will not be unreasonably denied.

All funeral leave shall be charged to accrued sick leave.

**ARTICLE 24  
INJURY LEAVE**

**Section 24.1. Injury Leave**

Whenever an employee is incapacitated from duty because of an injury, disease or exposure to a contagious disease sustained or incurred in the performance of job duties, the employee shall make application for and actively prosecute claims under the Workers' Compensation Statutes of Ohio. The City shall assist employees in completing claim forms, even if the City intends to contest the claim. An employee who has requested injury leave under this Article must

assign to the City all wage loss benefits which the employee may receive through the Workers' Compensation laws of Ohio for any period of time during which the employee is receiving injury leave benefits from the city.

Approval of an injury leave request will only be granted in cases where the City has fully certified the claim to the Bureau of Workers' Compensation. In cases where the claim was not certified by the City, injury leave will be approved only after the claim has been approved by the Bureau of Workers' Compensation Administrator, provided that if the Administrator's decision has been appealed by either the City or the employee, injury leave will only be granted at the conclusion of the hearing and appeal process which results in a favorable decision to the employee.

While awaiting such determination, the employee shall be placed on sick leave, vacation leave or other paid leave. If an injured employee remains unable to work as a result of the alleged injury or illness after the employee's paid leave expires, the City shall continue the employee's regular pay until the employee is able to work, or a compensation award is made under Workers' Compensation. (Such continuation of wages shall be subject to the same termination of benefits limitations described in the sixth paragraph of this Article).

If the application results in a determination of a work-related injury or illness, the employee shall then be placed on injury leave retroactive to the date of injury and any paid leave utilized by the employee shall be re-credited to the employee. If the application is denied by the Bureau Administrator, or in subsequent appeals, as not a valid claim, any provisional injury leave paid to the employee shall be reimbursed to the City through the deduction of additional sick leave. If additional sick leave does not provide full reimbursement, additional paid leave shall be deducted. If additional leave is insufficient, full reimbursement shall be attained through payroll deductions in amounts determined by the City which should not cause undue hardship to the employee. Any unpaid leave period will be treated in the same manner as any other "leave without pay", and will result in adjustments to the employee's longevity, and vacation accrual dates, and balances.

Injury leave shall terminate when the employee is (a) able to return to work, (b) six months after the date of injury, or (c) the disability is determined to be permanent, whichever occurs first. If an employee's application results in a permanent disability award, the employee shall apply for disability retirement under the OPERS. If disability retirement is granted and becomes final, the employee shall be paid any separation benefits payable under other provisions of this agreement.

If the application is denied, no injury leave shall be paid.

**ARTICLE 25  
OTHER LEAVES OF ABSENCE**

**Section 25.1. Jury Duty**

If an employee is summoned for jury duty, the employee will be paid his regular wage during such service if the following qualifications are met:

- A. The employee must report to their supervisor and present the jury duty notice as soon as possible.
- B. The employee must, if possible, update their supervisor if any changes in time allotment are required.
- C. Jury duty fees must be returned to the City Treasurer.

**Section 25.2. Military Leave**

Military leave shall be granted as governed by the applicable provisions of the Ohio Revised Code and federal law.

**Section 25.3. Personal Leave**

- A. With the approval of the Employer, a leave may be granted without pay to an employee in the bargaining unit. Such leave may be granted for a maximum duration of six (6) months for any personal reasons of the employee and may not be renewed or extended beyond six (6) months. Upon completion of such leave of absence, the employee shall be returned to the position the employee formerly occupied or to a similar position if the employee's former position no longer exists. Such leave will not be granted to try out other employment.
- B. If personal leave is granted to an employee due to illness, group insurance coverage while on such leave shall be continued for such leave period at the City's expense, if legally permitted. If such payment for group insurance is not legally permitted, the employee, with the approval of the insurance carrier, shall have the option of retaining such group insurance coverage at the employee's own expense.
- C. During the period the employee is on personal leave, there shall be no accrual of sick leave, vacation or other benefits. Upon the return of the employee, the seniority date will be adjusted to reflect the time off the payroll without pay.

**Section 25.4. Family and Medical Leave**

Employees are entitled to Family and Medical Leave pursuant to federal law and as administered under City policy.

**ARTICLE 26  
UNIFORMS AND EQUIPMENT**

The City shall supply all items of uniforms and equipment required by the City.

**ARTICLE 27  
AGREEMENT BOOKLET**

**Section 27.1. Agreement Booklet**

The City shall provide twenty-five (25) copies of the Agreement at no cost to the Union.

**ARTICLE 28  
TUITION REIMBURSEMENT**

**Section 28.1. Tuition Reimbursement**

Employees may participate in the City's Tuition Reimbursement Policy on the same terms and conditions as are available to other City employees generally. The parties acknowledge that funding and reimbursement levels are subject to City's discretion.

**ARTICLE 29  
DURATION**

**Section 29.1. Duration**

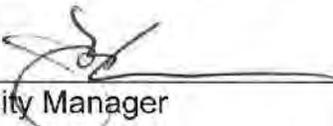
This Agreement shall be effective upon execution, and remain in full force and effect through June 30, 2017.

If either party intends to extend, modify, or terminate the provisions of this Agreement at the time of its expiration, such party shall notify the other party during the period beginning one hundred twenty (120) days prior to the expiration of the Agreement and ending ninety (90) days prior to the expiration of the Agreement. Upon such notice, both parties shall commence negotiations with regard to a successor Agreement.

**SIGNATURE PAGE**

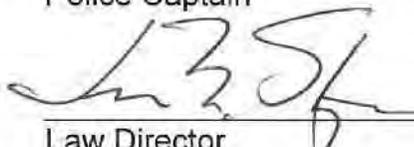
In Witness Whereof, the parties have hereunto signed by their authorized representatives this 11th day of June, 2014.

**For the City of Springfield:**

  
\_\_\_\_\_  
City Manager

Stephen P. Moody  
\_\_\_\_\_  
Chief of Police

Michael Korman  
\_\_\_\_\_  
Police Captain

  
\_\_\_\_\_  
Law Director

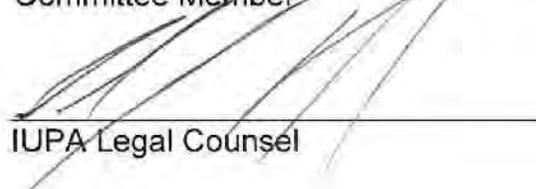
Jeff S. Hody  
\_\_\_\_\_  
Personnel Director

**For the Union**

Linda Cooper  
\_\_\_\_\_  
Committee Member

Michael Moore  
\_\_\_\_\_  
Committee Member

Mary Harris  
\_\_\_\_\_  
Committee Member

  
\_\_\_\_\_  
IUPA Legal Counsel

SCHEDULE A

CITY OF SPRINGFIELD, OHIO  
POLICE CLERKS/PCA PAY SCHEDULE  
EFFECTIVE JULY 1, 2014

CLASS TITLE	GRADE/STEP	7/1/2014 RATE	BIWEEKLY RATE	2.00% ANNUAL RATE
POLICE RECORDS CLERK	PC1 -1	12.79	1,023.20	26,603.20
	PC1 -2	13.45	1,076.00	27,976.00
	PC1 -3	14.11	1,128.80	29,348.80
	PC1 -4	14.84	1,187.20	30,867.20
	PC1 -5	15.59	1,247.20	32,427.20
	PC1 -6	16.37	1,309.60	34,049.60
POLICE SERVICE CLERK	PC2-1	13.45	1,076.00	27,976.00
	PC2-2	14.11	1,128.80	29,348.80
	PC2-3	14.84	1,187.20	30,867.20
POLICE STENOGRAPHER	PC2-4	15.59	1,247.20	32,427.20
	PC2-5	16.37	1,309.60	34,049.60
	PC2-6	17.23	1,378.40	35,838.40
PARKING CONTROL ATTENDANT	PC3-1	15.59	1,247.20	32,427.20
	PC3-2	16.37	1,309.60	34,049.60
	PC3-3	17.23	1,378.40	35,838.40
	PC3-4	18.03	1,442.40	37,502.40
	PC3-5	18.97	1,517.60	39,457.60
	PC3-6	19.94	1,595.20	41,475.20

SCHEDULE A

CITY OF SPRINGFIELD, OHIO  
POLICE CLERKS/PCA PAY SCHEDULE  
EFFECTIVE JULY 1, 2015

CLASS TITLE	GRADE/STEP	7/1/2015 RATE	BIWEEKLY RATE	2.00% ANNUAL RATE
POLICE RECORDS CLERK	PC1 -1	13.05	1,044.00	27,144.00
	PC1 -2	13.72	1,097.60	28,537.60
	PC1 -3	14.39	1,151.20	29,931.20
	PC1 -4	15.14	1,211.20	31,491.20
	PC1 -5	15.90	1,272.00	33,072.00
	PC1 -6	16.70	1,336.00	34,736.00
POLICE SERVICE CLERK	PC2-1	13.72	1,097.60	28,537.60
	PC2-2	14.39	1,151.20	29,931.20
	PC2-3	15.14	1,211.20	31,491.20
POLICE STENOGRAPHER	PC2-4	15.90	1,272.00	33,072.00
	PC2-5	16.70	1,336.00	34,736.00
	PC2-6	17.57	1,405.60	36,545.60
PARKING CONTROL ATTENDANT	PC3-1	15.90	1,272.00	33,072.00
	PC3-2	16.70	1,336.00	34,736.00
	PC3-3	17.57	1,405.60	36,545.60
	PC3-4	18.39	1,471.20	38,251.20
	PC3-5	19.35	1,548.00	40,248.00
	PC3-6	20.34	1,627.20	42,307.20

SCHEDULE A

CITY OF SPRINGFIELD, OHIO  
 POLICE CLERKS/PCA PAY SCHEDULE  
 EFFECTIVE JULY 1, 2016

CLASS TITLE	GRADE/STEP	7/1/2016 RATE	BIWEEKLY RATE	ANNUAL RATE
				2.00%
POLICE RECORDS CLERK	PC1 -1	13.31	1,064.80	27,684.80
	PC1 -2	13.99	1,119.20	29,099.20
	PC1 -3	14.68	1,174.40	30,534.40
	PC1 -4	15.44	1,235.20	32,115.20
	PC1 -5	16.22	1,297.60	33,737.60
	PC1 -6	17.03	1,362.40	35,422.40
POLICE SERVICE CLERK	PC2-1	13.99	1,119.20	29,099.20
	PC2-2	14.68	1,174.40	30,534.40
	PC2-3	15.44	1,235.20	32,115.20
POLICE STENOGRAPHER	PC2-4	16.22	1,297.60	33,737.60
	PC2-5	17.03	1,362.40	35,422.40
	PC2-6	17.92	1,433.60	37,273.60
PARKING CONTROL ATTENDANT	PC3-1	16.22	1,297.60	33,737.60
	PC3-2	17.03	1,362.40	35,422.40
	PC3-3	17.92	1,433.60	37,273.60
	PC3-4	18.76	1,500.80	39,020.80
	PC3-5	19.74	1,579.20	41,059.20
	PC3-6	20.75	1,660.00	43,160.00