



AGREEMENT BETWEEN

PERRY COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES

AND

LOCAL #2357
OHIO COUNCIL #8, AFSCME, AFL-CIO

SERB CASE NO.
2014-MED-06-0872

Effective October 1, 2014 through September 30, 2017

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ARTICLE 1
PREAMBLE/PURPOSE

Section 1.1. This Collective Bargaining Agreement is entered into by the Perry County Commissioners and the Perry County Department of Job and Family Services, hereafter referred to as the “Employer” and Ohio Council 8, of the American Federation of State, County and Municipal Employees (AFSCME) AFL-CIO and AFSCME Local #2357, Perry County Department of Job and Family Services, hereinafter referred to as the “Union,” and has as its purpose, the establishment of wages, hours, terms and other conditions of employment of all employees in the bargaining unit of the Agreement.

Section 1.2. All references to employees in this Agreement designate both sexes, and wherever the male gender is used, it shall be construed to include male and female employees.

ARTICLE 2
UNION RECOGNITION

Section 2.1. The Employer recognizes the Union as the sole and exclusive representative for all employees of the Perry County Department of Job and Family Services including:

| | |
|-----------------------------------|-----------------------------------|
| Eligibility Referral Specialist 1 | Eligibility Referral Specialist 2 |
| Child Support Case Manager | Unit Support Worker 1 |
| Social Services Worker 1 | Social Services Worker 2 |
| Clerical Specialist 3 | Mail Clerk/Messenger |
| Hearing Officer | Data Security Specialist |
| Account Clerk 1 | Teacher |
| Unit Support Worker 2 | |

Section 2.2. Excluding: All confidential, professional, supervisory, and managerial employees of the Perry County Department of Job and Family Services, including:

| | |
|--|-----------------------------------|
| County Job and Family Services Administrator | |
| Assistant County Job & Family Services Administrator | |
| Human Resource Officer | Social Services Supervisor 1 |
| Case Manager/Investigator Supervisor 1 | Social Services Supervisor 2 |
| Eligibility/Referral Supervisor 1 | Eligibility/Referral Supervisor 2 |
| Fiscal Specialist | Administrative Assistant |

Section 2.3. If the Perry County Department of Job and Family Services establishes a newly created classification which did not exist on the effective date of this Agreement, the Employer will meet with the Union to determine whether such position will be included in the bargaining unit. If so, the parties shall negotiate the pay rate for that position. If the parties disagree, the decision of SERB will be final.

Section 2.4. Newly-hired probationary employees shall not be eligible to file a grievance under this Contract for any disciplinary, layoff or discharge action taken by the Employer during their probationary period.

ARTICLE 3
MANAGEMENT RIGHTS

Section 3.1. The Union recognizes the right and authority of the Employer to administer the business of the Department of Job and Family Services, and in addition to other functions and responsibilities which are required by law, the Union recognizes that the Employer has and will retain the full right and responsibility to direct the operations of the department, to promulgate reasonable rules and regulations, and to otherwise exercise the prerogatives of management.

Section 3.2. The Union recognizes and accepts that all rights and responsibilities of the Employer not specifically modified by this Agreement or ensuring agreements shall remain the exclusive function of the Employer.

Section 3.3. In addition, the Union agrees that all of the functions, rights, powers, responsibilities, and authority of the Employer in regard to the operation of its work and business, and the direction of its work force which the Employer has not specifically abridged, deleted, granted or modified by the express and specific written provisions of this Agreement are, and shall remain, exclusively those of the Employer.

ARTICLE 4
DUES DEDUCTION

Section 4.1. The Employer agrees to deduct Union dues in the amount authorized by the Union from the pay of all employees eligible for the bargaining unit. Employees authorizing dues deduction shall submit an individual written authorization card bearing their signatures. Deductions shall be made in equal amounts twice a month. The total amount of dues, together with a separate alphabetical list of the names of employees for whom dues are deducted, shall be transmitted to the Controller of AFSCME, Ohio Council 8 no later than the tenth (10th) day following the end of the pay period in which the deduction is made.

Section 4.2. The Employer shall be relieved from making such individual "check-off" deductions upon an employee's: (1) termination of employment; (2) transfer to a job other than one covered by the bargaining unit; (3) layoff from work; and (4) unpaid leave of absence; or (5) written revocation of the check-off authorization in accordance with the check-off provision.

Section 4.3. The Employer shall not be obligated to make dues deductions from an employee who shall have failed to receive sufficient wages to make all legally required deductions in addition to the deduction of Union dues. However, the Employer shall make this deduction from the first subsequent check in which the wages are sufficient.

Section 4.4. The parties agree that neither the employees, nor the Union, shall have a claim against the Employer for errors in the processing of deductions, unless a claim of error is made to the Employer in writing within sixty (60) days after the date such an error is claimed to have occurred. If it is found an error was made, it will be corrected at the next pay period by deducting the proper amount.

Section 4.5. The Union agrees that it will indemnify and save the Employer harmless from any action, claims, demands, and expenses in the defense of an action, commenced by an employee against the Employer arising as a result of the deductions made under this Article.

Section 4.6. The rate at which dues are to be deducted shall be certified to the payroll clerk by the Union during January of each year. Changes in the rate may be made during the year provided a one (1) month advance notice is given to the payroll clerk.

Section 4.7. The Employer shall, upon request, provide the Local Union and AFSCME, Ohio Council 8, Regional Office, Athens, Ohio, a list of the names and addresses of all bargaining unit employees.

Section 4.8. 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. 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 (60) days after the employee's date of hire. The fair share fee amount shall be certified to the Employer by the Union. The deduction of the fair share fee from any earnings of the employee shall be automatic and does not require a written authorization for payroll deduction. Payment to the Union of fair share fees deducted shall be made in accordance with the regular deductions as provided herein.

Section 4.9. The Union agrees that it will indemnify and save the Employer harmless and reimburse the County for any necessary expenditures arising out of the defense of or from any action commenced by an employee against the Employer arising as a result of the deductions made under this Article.

Section 4.10. Upon request, the Employer shall send to the Athens Regional Office each year a list of all employees and their addresses.

Section 4.11. Voluntary Deductions. 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 receipt from the Union of an individual written authorization card voluntarily executed by the employee.

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, PO Box 65334, Washington DC 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.

An employee shall have the right to revoke such authorization by giving written notice to the Employer and the Union at any time.

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.

All PEOPLE contributions shall be made as a deduction separate from the dues deduction.

ARTICLE 5

UNION REPRESENTATION

Section 5.1. The Employer shall recognize the local President and two (2) employees to act as Union stewards for the purpose of processing grievances in accordance with the Grievance Procedure.

Section 5.2. The Staff Representative shall be permitted access to work areas at all reasonable times only for the purposes of adjusting grievances, assisting in the settlement of disputes and for attending Labor/Management meetings. The Staff Representative of the Union shall make his presence at the facility known to Management prior to contacting employees.

Section 5.3. If grievance hearings are scheduled during an employee's regular duty hours, the employee shall not suffer any loss of pay while attending the hearing.

Section 5.4. The writing of grievances shall be on non-duty time. The investigation of grievances may be on-duty time to a maximum of two (2) hours per grievance for grievances at steps one (1) or two (2) of the Grievance Procedure. Attendance at meetings at Steps 1 or 2 shall be on-duty time, but in no event shall it create overtime.

Section 5.5. The Union shall provide to the Employer a roster of its Local officers and stewards which is to be kept current at all times. No employee shall be recognized by the Employer as a Union representative until the Union has notified the Employer of that person's selection.

Section 5.6. Rules governing the activity of the Union representative are as follows:

1. No Union representative shall interfere, interrupt or disrupt the normal work duties of other employees, except to the extent specifically provided in the Agreement.
2. Prior to contacting an employee during normal work hours, the Union shall notify the employee's immediate supervisor and shall first receive permission from the employee's immediate supervisor. However, such permission shall not be unreasonably denied.
3. The Union President or other representative shall be allowed fifteen (15) minutes with any new employee to review the contract. This shall be coordinated with HR during the orientation process. HR shall notify the Supervisor.

ARTICLE 6

GRIEVANCE PROCEDURE

Section 6.1. **Definitions.** **Grievance.** The term "grievance" shall mean an allegation by a bargaining unit employee that there has been a breach, misinterpretation, or improper application of the specific and express written provisions of this Agreement. **Working Days.** A "day" as

used in this grievance, mediation, and arbitration procedure, shall mean those days that the Department is open for business.

Section 6.2. Processing Grievances. All grievances must be processed at the proper step in order to be considered at subsequent steps. Reprimands may only be pursued through Step 3 of the grievance procedure.

The Union may withdraw a grievance without prejudice or without setting precedence at any point by submitting in writing a statement to that effect, or by permitting the time requirements at each step to lapse without further appeal. Any grievance which is not processed by the Union within the time limits provided shall be considered resolved based upon Management's last answer.

Any grievance not answered by Management within the stipulated time limits may be advanced by the Union to the next step in the grievance procedure. All time limits on grievance may be extended upon mutual consent of the parties and confirmed in writing.

If grievance hearings are scheduled during an employee's regular duty hours, the employee shall not suffer any loss of pay while attending the hearing.

The writing of grievances shall be on non-duty time. The investigation of grievances may be on-duty-time to a maximum of two (2) hours per grievance for grievances at steps one (1) or two (2) of the Grievance Procedure. Attendance at meetings at Steps 1 or 2 shall be on-duty time, but in no event shall it create overtime.

Any grievance filed under the terms of the negotiated Agreement containing the same or similar allegations as a charge filed with the Ohio Civil Rights Commission or Equal Employment Opportunity Commission shall be held in abeyance pending the outcome of the administrative agency charge.

Section 6.3. Procedure.

Step 1: Supervisor. The bargaining unit employee filing the grievance shall have five (5) working days for filing the grievance involving loss of pay and ten (10) working days for filing all other grievances from the occurrence of the events that gave rise to the grievance or ten (10) working days from the time the grievant should have become aware of the event(s) that gave rise to the grievance, but in no event, no more than thirty (30) calendar days from the occurrence of the events that gave rise to the grievance. The employee shall file the grievance in writing with the immediate supervisor or management personnel who took action at this level. Upon receipt of the grievance, a meeting shall be held between the grievant, the steward, and the immediate supervisor within five (5) working days. The immediate supervisor shall provide a written response to the grievant and the steward within five (5) working days of the meeting.

Step 2: Human Resource Administrator. If the grievance is not resolved in Step 1, the Union or employee may refer the grievance to the Human Resource Administrator within five (5)

workdays after receiving the Step 1 reply. The Human Resource Administrator shall have five (5) workdays in which to hold a meeting with the grieved employee and his appropriate Union Steward and/or Staff Representative. The Human Resource Administrator shall provide a written response to the grievant and/or appropriate Union representative within five (5) workdays following the meeting.

Step 3: Director or Assistant Director. If the grievance is not resolved in Step 2, the Union or employee may refer the grievance to the Director or Assistant Director within five (5) workdays after receiving the Step 2 reply. The Director or Assistant Director shall have five (5) workdays in which to hold a meeting with the grieved employee and his appropriate Union Steward and Staff Representative. The Director or Assistant Director shall investigate and provide a written response to the grievant and/or appropriate Union representative within five (5) workdays following the meeting.

Step 4: Request for Mediation. Within twenty (20) working days after the Union's request to submit a grievance to arbitration, the parties may mutually agree to mediate the grievance. The selection for a mediator may be from either the Federal Mediation and Conciliation Services (FMCS) or from the State Employment Relations Board.

The mediator shall meet with both parties and their representatives in an attempt to reach a settlement. Any settlement reached shall be reduced to writing and binding upon the grievant, the Union and the Employer.

Any and all costs of the mediator shall be borne equally by the Union and the Employer.

Under no circumstances shall mediation be used to delay the arbitration of a grievance and the process for scheduling arbitration may continue while the parties mediate.

Step 5: Arbitration. If the grievance is not satisfactorily settled in Step 3, the Union may make a written request that the grievance be submitted to Arbitration. A request for arbitration must be submitted within ten (10) working days following the date the grievance was answered in Step 3 of the grievance procedure. In the event the grievance is not referred to arbitration within the time limits prescribed, the grievance shall be considered resolved based upon the second step reply. Upon receipt of a request for arbitration, the Employer or his designee and the representative of the Union shall, within ten (10) working days, following the request for arbitration, jointly agree to request a list of nine (9) impartial arbitrators from the Federal Mediation and Conciliation Service. The parties shall select an arbitrator within ten (10) working days from the date the list of nine (9) arbitrators submitted to the parties by the Federal Mediation and Conciliation Service is received. The parties shall alternate the first strike from one case to the next, with the first case being determined by a coin toss. The last remaining name shall be designated as the arbitrator to hear the dispute in question. Either party shall have the option to completely reject the list of names provided by the Federal Mediation and Conciliation Service and request another list. This is limited to two rejections of lists.

The parties may, as an alternative, mutually select an arbitrator but shall attempt to do so within fifteen (15) working days of the Union filing a notice of intent to arbitrate and before submission of a request to the FMCS.

The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any provision of this Agreement, nor add to, subtract from, or modify the language therein in arriving at his determination on any issue presented that is properly within the limitations expressed herein.

The arbitrator shall be without authority to recommend any right or relief on an alleged grievance occurring at any time other than the contract period in which such right originated, or to make any award based on rights arising under any previous Agreement, grievance or practices. The arbitrator shall not establish any new or different wage rates except as otherwise provided for in this Agreement. In cases of discipline, the arbitrator shall have the authority to uphold, rescind, or modify said discipline. In the event of a monetary award, the arbitrator shall limit any retroactive settlement to the date of the violation. Recommendations of the arbitrator will be final and binding on both parties.

Any cost involved in obtaining the list of arbitrators shall be equally divided between the Employer and the Union. All costs directly related to the services of the arbitrator shall be shared equally by the parties. Expense of any witnesses shall be borne, if any, by the party calling the witness. The fees of the court reporter shall be paid by the party asking for one; such fees shall be split equally if both parties desire a court reporter's recording, or request a copy of any transcript.

Section 6.4. Grievance Form and Information. All grievances should contain the following information and must be filed using the standard union grievance form, a copy of which is attached in the Contract.

1. Grievied employee's name and signature.
2. Grievied employee's classification.
3. Date grievance was filed in writing.
4. Date and time grievance occurred.
5. The location where the grievance occurred.
6. A description of the incidence giving rise to the grievance.
7. Specific articles and section of the Agreement violated.
8. Desired remedy to resolve the grievance.

Section 6.5. Group Grievances. A grievance may be brought by any employee covered by this Agreement. Where a group of bargaining employees desire to file a grievance involving an incident affecting several employees in the same manner, one employee shall be selected by the group to process the grievance. Each employee who is to be included in a grievance must be listed on the grievance.

Section 6.6. Advance Step Grievance. Any grievance that originates from a level above the first step of the grievance procedure may be submitted directly to the step or level from which it originates.

Section 6.7. Exclusivity of Grievances. This grievance procedure set forth in this Agreement shall be the exclusive method of reviewing and settling grievances between the parties, and all arbitration and pre-arbitration settlements reached by the parties consistent with this procedure shall be binding on the employees, the Union, and the Employer.

Section 6.8. Individual Grievance. In any grievance, the Employee-Grievant may pursue and adjust grievances without the intervention of the Union Representative as long as adjustment of such grievance is not inconsistent with the terms of this Agreement, and a Union Representative has the opportunity to be present at the adjustment of the grievance.

Section 6.9. Exchange of Information. Either party may request from the other party information related to the grievance. Such request shall be in writing and contain sufficient description so as to permit the other party to understand what information has been requested. The party to whom such request is made shall comply with the request within a reasonable amount of time. A party's request for information shall not be used to harass the other party, or to cause delay or prejudice to the arbitration process.

ARTICLE 7 CORRECTIVE ACTION

Section 7.1. Just Cause Discipline. No employee shall be disciplined except for just cause. Discipline may include: oral reprimand, written reprimand, working suspension, suspension without pay, reduction (demotion) in pay and/or classification, discharge, or other discipline appropriate to the offense.

Section 7.2. Predisciplinary Meeting. Whenever the Employer or his designee determines that there may be just cause for discipline, excluding reprimands, a predisciplinary conference will be scheduled to give the employee an opportunity to offer an explanation of the alleged conduct. An employee may be placed on paid administrative leave until the predisciplinary conference is held on the allegations. A Union representative may be present at such hearings. Employee representatives, other than Union, shall be permitted to observe disciplinary meetings.

Section 7.3. Appeals of Discipline. Appeals from discipline must be submitted to the Employer in the form of a grievance within five (5) working days of the date the employee receives notification. Reprimands may only be pursued through Step 3 of the Grievance Procedure, see Section 6.2.

Section 7.4. Records of Discipline. Records of suspensions shall cease to have force and effect or be considered in future discipline matters twenty-four (24) months after their effective date, providing there are no intervening disciplinary actions taken during that time period. Oral and written reprimands shall be on record for twelve (12) months only, providing there are no intervening disciplinary actions taken during that time period.

Section 7.5. The Employer agrees that all disciplinary procedures shall be carried out in professional private and in a businesslike manner.

Section 7.6. If the employee requests, the Union shall be provided with copies of disciplinary actions.

ARTICLE 8
APPLICATION OF STATE CIVIL SERVICE LAW

Section 8.1. Civil Service Law. Except as expressly otherwise provided in this Agreement or specifically excepted from the scope of collective bargaining by the provisions of Revised Code Chapter 4117, no section of the Civil Service laws contained in Revised Code Chapter 124 Section 124.01 through 124.56 shall apply to employees in the bargaining unit. It is expressly understood that the Ohio Department of Administrative Services (ODAS) and the State Personnel Board of Review (PBR) shall have no authority or jurisdiction as it relates to employees in the bargaining unit.

ARTICLE 9
SENIORITY

Section 9.1. “Seniority” shall be computed on the basis of the last hiring date of uninterrupted length of continuous service with the Employer as an employee on the Perry County Department of Job and Family Services payroll. Seniority for part-time employees shall be calculated on their actual service time with the Department. That is, if a part-time employee actually works twenty (20) hours per week, then that employee shall earn six (6) months service time each calendar year or a portion thereof. Service time shall be calculated for part-time employees by dividing their total hours of work (active pay status) each year by eight (8) to determine their total service time (days).

A termination of employment lasting less than thirty-one (31) days shall not constitute a break in continuous service. Once continuous service is broken, unless the employee is reinstated, within thirty-one (31) days, the employee loses all previously accumulated seniority. Disciplinary suspensions shall not constitute a break in continuous service, provided that there is a definite return to work date, and the employee returns to work immediately following the suspension.

Section 9.2. An approved leave of absence does not constitute a break in continuous service provided the employee follows the proper procedure for such leave and returns to active service immediately following the expiration of the approved leave.

Section 9.3. Employees laid off shall retain their seniority for the period of their layoff. That is, the seniority for laid-off employees shall be “frozen” as of the date of layoff.

Section 9.4. The Employer shall post a seniority list on the bulletin board should any change in the list occur, such as requirements, etc., or upon request. Any objections to this list must be presented to the Employer within ten (10) calendar days of posting, or said list shall be deemed valid by all parties.

Section 9.5. Seniority shall be applied as a determining factor only in those matters and to the extent as specifically specified elsewhere in this Agreement.

Section 9.6. Employees who are hired on the same day will be placed on the seniority list in alphabetical order according to their surname on their date of hire.

ARTICLE 10 **PROBATIONARY PERIOD**

Section 10.1. New Employees. Every newly-hired employee will 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 Employer, and shall continue for a period of one hundred and eighty (180) calendar days. The newly-hired probationary employee may be terminated any time during his probationary period and shall have no appeal over such removal to either the grievance and arbitration procedure, or to the State Personnel Board of Review.

Section 10.2. Promotional or Reassignment Probationary Periods. The probationary period for a newly-promoted employee or an employee reassigned to another classification in the same pay range, or within their classification series shall begin on the effective date of the promotion, and shall continue for a period of one hundred twenty (120) calendar days.

Section 10.3. Return to Former Position. A newly-promoted or reassigned employee as defined in 10.2 will have the option of returning to their former position at their previous pay status within fifteen (15) work days of being promoted or reassigned to a new classification.

A newly-promoted or reassigned employee who evidences unsatisfactory performance may be returned to his former position at his previous pay status anytime during his one hundred twenty (120) calendar day probationary period without the right to appeal to the grievance and arbitration procedure. Employees may not be returned for arbitrary or capricious reasons. The employee and the Union shall be given the reasons for the return.

If an employee is returned or chooses to return to their former position at their previous pay status, the employee who was holding that position will also be returned to their former position at their previous pay status, and any other subsequent employee in inverse order as a result of this movement. The displacement of employees shall not be grievable.

An employee who fails their probationary period will be unable to bid on a position in that classification for a period of one (1) year from the date they failed their probationary period.

Section 10.4. Performance Evaluations. The Employer will conduct at least one performance evaluation prior to the end of each employee's new hire or promotional probationary period.

Section 10.5. Part-time Employees. Part-time employees who work a portion of each normal working day shall have their probationary period determined by the number of calendar days following appointment in the same manner as full-time employees. Employees who work an irregular schedule, or who work less than the normal number of working days per week shall have their probationary period determined on the basis of the number of calendar days actually worked comparable to a full-time employee.

Any part-time employee who accepts a full-time position in a different classification will serve a 120 day probationary period as outlined in Article 10, Section 10.2.

Section 10.6. Employees Reassigned. Any employee reassigned to a different position within their classification shall not serve a new probationary period.

ARTICLE 11

VACANCY, PROMOTIONS, AND TEMPORARY ASSIGNMENTS

Section 11.1. Notice of Vacancy. The Employer has the right to determine whether or not a permanent vacancy exists. If such a determination is made when an opening occurs, the Employer shall notify the Local President in writing of its decision whether or not to fill the opening, within five (5) working days of the opening of the positions.

Section 11.2. Posting of Vacancy. Unless the Employer has determined not to fill a permanent vacancy, the Employer shall post a notice of vacancy on both floors within five (5) calendar days after the opening of the position; a notice of vacancy which shall include the classification, wage rate, brief description of duties and qualifications. Vacancies will be posted for a period of five (5) calendar days.

If a position becomes vacant as a result of an employee returning to their previous classification (as set forth in Article 10), the Employer will not repost the vacant position and will appoint from the original list of applicants.

Section 11.3. Qualifications of Candidates. All timely filed applications shall be reviewed considering the following criteria: qualification and seniority. Where more than one applicant is deemed qualified, then the appointment will be made based on seniority.

Section 11.4. Notice. Once the selection has been made, the Employer will notify all applicants of the selection, if any. Within seven (7) calendar days of the posting deadline, all applicants and Union will be notified of the selection.

Section 11.5. Definitions.

- A. Promotion is the movement of an employee to a posted vacancy with a higher pay range.
- B. Demotion is the movement of an employee to a posted vacancy with a lower pay range. An employee who is in the bargaining unit and bids on demotion and who is demoted, will receive a decrease in rate of pay over what she/he received in previous position. The need for posting does not apply to disciplinary or probationary demotions which can occur without a posted vacancy. An employee who is in the bargaining unit and bids on a demotion, and who is demoted will not serve a probationary period; therefore, the employee cannot return to their previous position after they have accepted a demotion.
- C. Reassignment is the movement of an employee from one classification to another classification, and both classifications have the same pay range. An employee who is in the bargaining unit who is reassigned will receive no rate of pay change over what she/he

received in their previous position. Employees receiving a reassignment from one classification to another shall serve a probationary period in the new classification as set forth in Article 10, Section 10.2.

Section 11.6. Reassignments. It shall be the sole authority of the Employer to reassign employees' duties within their classifications. Job abolishments and/or reassignments that are due to program changes may or may not result in positions being posted.

Section 11.7. Outside Applicants. If there are no qualified applicants from within the bargaining unit, the Employer may fill the position from applicants outside the bargaining unit.

Section 11.8. Probationary Employees. Employees serving in a probationary period shall not be eligible to apply for vacancies unless no one within the Agency wants the job and employed at least three (3) months.

Section 11.9. Temporary Assignments out of Classification. In the event that it is necessary, as determined solely by the Employer, with advance notification to the Local President to temporarily assign an employee to work outside his normal classification, the following provisions shall apply.

- A. Employees temporarily assigned to a lower classification shall continue to receive their current rate of pay.
- B. Any employee temporarily assigned to a higher (classification) position shall receive the step of the higher pay range assigned to the classification which results in at least a five percent (5%) increase for all the time working in that classification.

ARTICLE 12

LAYOFF AND RECALL

Section 12.1. Layoffs and Job Abolishment. When the Employer determines that a long term layoff or job abolishment is necessary, the Employer shall notify the affected employees fifteen (15) work days in advance of the effective date of the layoff or job abolishment. The Employer, upon request from the Union, agrees to discuss, with representatives of the Union, the impact of the layoff or job abolishment on bargaining unit employees and possible alternatives to layoffs. With approval from the Employer, any employee may be allowed to take up to six (6) months of voluntary lay-off. Upon return from the voluntary lay-off, if the Employer has determined that a layoff under this article is still needed in the affected employee's classification, Section 12.2 (D) would come into effect. Voluntary lay-offs may be extended by mutual agreement.

Section 12.2. Determination of Positions or Classifications for Layoff or Abolishment. The Employer shall determine in which classification(s) and which work unit layoffs will occur. Within each affected classification, employees will be laid off in the following order:

- A. Temporary employees (including seasonal and casual);
- B. Probationary employees (newly-hired);
- C. Part-time employees;

- D. Permanent employees in the inverse order of their seniority as defined by this Agreement.

Section 12.3. Displacement, Notice, and Recall. Employees may displace (bump) any employee with less seniority in a classification in the bargaining unit in the same or next successive lower pay range assignment provided the employee has the minimum qualification and is able to perform the work of the classification into which they are bumping. The pay range assignments are set forth in Appendix A. Any employee receiving notice of layoff shall have seven (7) working days following receipt of notice in which to bump. Employees who displace or bump, or are bumped or displaced shall retain recall rights to their original classification for a period of twenty-four (24) months.

Section 12.4. Reinstatement Rights. Employees who are laid off shall be placed on a recall list for a period of twenty-four (24) months. If there is a recall, employees who are still on the recall list shall be recalled, in the inverse order of their layoff in the following order:

1. to the classification held at the time of their layoff
2. to a classification the employee previously held at the DJFS
3. to a classification in the same or lower pay range

The employee must meet the minimum qualifications to perform the work in the job classification to which they are being recalled, or met the minimum qualifications of the classification at the time of their layoff. During the period of the layoff if the minimum qualifications for a classification change, or if an employee has served in a classification during their tenure, and is recalled to a position in that classification, they only are required to meet the minimum qualifications as of the date of their layoff. Employees recalled to their classification, or to a classification they previously held will be provided an opportunity to refresh their skills for the duties of the classification recalled. The refresher period may be for a period up to thirty (30) calendar days.

Section 12.5. Notice of Recall. Notice of recall from a layoff shall be sent to the employee by certified or registered mail with a copy to the Union. The Employer shall be deemed to have fulfilled its obligations by mailing the recall notice by registered mail, return receipt requested, to the last mailing address provided by the employee.

Section 12.6. Return to Work. In the case of a layoff, the recalled employee shall have seven (7) calendar days following the date of mailing of the recall notice to notify the Employer of his intention to return to work, and shall have fourteen (14) calendar days following the mailing date of the recall notice in which to report for duty, unless a different date for returning to work is otherwise mutually agreed upon by the Employer and the employee.

Section 12.7. Bumping into Bargaining Unit. Non-bargaining unit employees may not bump into the bargaining unit.

ARTICLE 13
HOURS OF WORK / OVERTIME

Section 13.1. Hours of Operation. This Article is intended to define the normal hours of work per day or per week in effect at the time of execution of this Agreement. Nothing contained herein shall be construed as preventing the Employer from restructuring the normal work day or work week for the purpose of promoting efficiency or improving services; from establishing the work schedules of employees; or establishing part-time positions. This Article is intended to be used as the basis for computing overtime, and shall not be construed as a guarantee of work per day or per week.

Section 13.2. Workweek and Hours. The standard workweek for all employees covered by the terms of this Agreement shall be forty (40) hours. The workweek shall be Monday thru Friday. The normal work hours are 8:00 a.m. – 4:30 p.m. unless otherwise set by this Section. The standard workday shall consist of eight (8) hours inclusive of two (2) fifteen minute paid breaks but exclusive of one-half (1/2) hour unpaid lunch.

It is understood and agreed that this Section does not apply to the statutory requirements of Revised Code Section 329.03, (or other provision required by statute or rules of ODJFS) extended hours for clients.

Section 13.3. Overtime. Employees shall be entitled to overtime compensation at one and one-half (1½) times their regular rate of pay for time worked in excess of forty (40) hours per week. Hours worked in excess of the employee's normally scheduled workweek shall be compensated at straight time rates until forty (40) hours has been reached. Such overtime compensation shall be paid in cash unless employees agree to waive the overtime pay and receive compensatory time. If an employee is offered compensatory time for a specific purpose/project, then all other employees associated with said purpose/project shall be given the same offer of compensatory time.

Section 13.4. Compensatory Time. Compensatory time may be given in lieu of paid overtime for all overtime hours worked. Compensatory time shall be granted at the rate of one and one-half (1½) hours compensatory time for each hour of overtime actually worked. The selection for compensatory time must be made by the employee at the time the overtime was worked. Employees may accumulate a maximum of forty, (40) hours and must be used within nine (9) months of the date it was earned. Request for compensatory time shall be submitted on the request for leave form. Any employee who is unable to use compensatory time due to scheduling difficulties because of work schedule shall be granted an extension by the Employer until compensatory time can be scheduled. Compensatory time can be used if the employee notifies employer within one-half (1/2) hour after the time scheduled to report to work.

Section 13.5. Time Worked. For purposes of this section, paid holidays, paid personal leave, paid bereavement leave, and paid vacation shall be considered time worked. Time spent traveling to and from work and non-work time spent overnight on official County business shall not be considered time worked for purposes of calculating overtime.

ARTICLE 14
LABOR / MANAGEMENT MEETINGS

Section 14.1. Labor management (L/M) meetings for important matters will be arranged between the Local President and the Employer upon request of either party. Such meetings shall be between no more than three (3) representatives of the Employer and no more than three (3) representatives of the Union. Arrangements for such L/M meetings shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented one week in advance of the meeting. Matters taken up in L/M meetings shall be confined to those included in the agenda. The members of the Union shall not lose time or straight time pay for time spent in such L/M meetings. This meeting may be attended by a representative of the Council and/or representative of the International Union. L/M meetings are not intended to be negotiations.

Section 14.2. Any provision of Section 14.1 may be waived by the parties if mutually agreed to and placed in writing.

ARTICLE 15
HEALTH AND SAFETY

Section 15.1. It is agreed that safety is a prime concern and responsibility of the Employer and the employees. The Union agrees to work cooperatively in maintaining safety in the Department of Job and Family Services.

Section 15.2. The Employer agrees to provide safe working conditions, equipment, and working methods for his employees. The Employer will correct unsafe working conditions, and see that safety rules and safe working methods are followed by the employees.

Section 15.3. The employees accept the responsibility to maintain their equipment and work areas in a safe and proper manner, and accept the responsibility to follow all safety rules and safe working methods of the Employer. All unsafe working conditions shall be reported by the employee to the next higher authority in charge as soon as any unsafe working conditions are known, and the Employer shall take the necessary action to correct the unsafe working conditions, if any exists.

Section 15.4. The Employer and the Union shall consider and discuss safety and health-related matters, and explore ideas for improving safety.

Section 15.5. No smoking or use of tobacco products will be permitted inside the Department of Job and Family Services Building.

Section 15.6. Employees will not be left in the building without permission from a manager after regular business hours without management personnel in attendance. It is the employee's responsibility to notify their immediate supervisor, or if the supervisor is not available, a member of management prior to the end of the workday.

ARTICLE 16
UNION BUSINESS

Section 16.1. The Employer agrees to provide space on a bulletin board on the first and second floors for use by the Union.

Section 16.2. It is understood that no material may be posted on the Union bulletin boards at any time which contain the following:

- A. Personal attacks upon any other member or any other employee;
- B. Scandalous, scurrilous or derogatory attacks upon the administration/management;
- C. Attacks on and/or favorable comments regarding a candidate for public office.

Section 16.3. No Union-related notices may be posted anywhere in the Employer's facilities or on the Employer's equipment except on the bulletin boards designated for use by the Union without permission of the Employer.

Section 16.4. All Union notices which appear on the bulletin boards shall be signed, posted, and removed by the Local Union President, or his designee.

Section 16.5. The Union President or his designee shall receive three (3) paid days to attend Ohio Council 8 conventions. The attendee will provide the Director or designee with a roster or some other proof of attendance.

ARTICLE 17
EVALUATIONS

Section 17.1. All employees must be evaluated at least once annually or as specified in Section 10.4.

Section 17.2. Both the employee and the supervisor shall participate in the employee's evaluation. The employee shall be given an opportunity to examine their own evaluation and discuss the evaluation with their immediate supervisor, and to sign the evaluation form to indicate that they have done so, although their signature on the form does not necessarily indicate their agreement with the evaluation. In the event an employee refuses to sign an evaluation form, the supervisor and the employee may each call another employee as a witness to the refusal to sign, and shall sign as a witness to the employee's refusal to sign the form. Any additional comments, statements, or objections by the employee to the evaluation may be submitted on an attached memorandum, and the presence of such attachment must be noted on the evaluation form itself by the employee, and become a permanent part of the employee's record. The employee shall receive a copy of the evaluation at that time, and the evaluation shall be placed in the employee's personnel file.

Section 17.3. Unsatisfactory evaluations may be preceded by at least a written notice given when the employee's performance falls below acceptable standards. The notice, if given, shall specify the areas in which the performance is unsatisfactory. Employees may grieve unsatisfactory evaluations up to the Director's step of the grievance procedure.

ARTICLE 18 **TUITION REIMBURSEMENT**

Section 18.1. The Employer shall establish a program for tuition reimbursement. Individuals will be eligible for this program after one year of continuous employment with the Department. Reimbursement shall be up to seventy-five (75%) percent of the full cost of tuition, not to exceed a maximum of \$2,500.00 per quarter or semester.

Section 18.2. The Employer shall establish criteria for the approval of reimbursement course work. Reimbursement shall be subject to the criteria established by the Employer.

Section 18.3. This Article shall be subject to the availability of funds as determined exclusively by the Employer.

ARTICLE 19 **TRAVEL ALLOWANCE**

Section 19.1. Employees shall be eligible for expense reimbursement only when travel has been authorized by the Director and/or Supervisor, and only with appropriate receipts documenting claimed expenses.

Section 19.2. The following items shall be reimbursed subject to regulations contained herein and compliance with the procedures:

A. **Mileage:** Employees are required to use an agency vehicle if one is available. If an agency vehicle is not available, and the employee uses their personal vehicle, mileage will be reimbursed at a rate of forty five cents (\$.45) per mile, or the rate established by the Perry County Commissioners for the County Policy, whichever is higher. Mileage will be counted for reimbursement either from the employee's home, or from work, whichever is closer to the meeting or training attended. Expense sheets provided by the Employer shall be turned in to the supervisor which lists the places visited, the date, the number of miles traveled, and the times of arrival and departure.

If an employee chooses to use their personal vehicle when an agency vehicle is available, they will not be reimbursed for mileage.

B. **Lodging (Outside of County):** Reimbursement for reasonable lodging rates shall be made at the one-bed, single person rate at a hotel, or motel reasonably close and convenient to the place where business shall be transacted. Prior approval is necessary.

C. **Parking:** Reimbursement if necessary to pay for parking, receipt required. No limit.

- D. Meals (Travel Outside of County): Breakfast will be reimbursed up to, but not to exceed \$10.00 when overnight stay is required. Lunch will be reimbursed up to, but not to exceed \$15.00 when travel is out of County, i.e., meeting and seminars at the state level or other county level meetings. Dinner will be reimbursed up to \$20.00 when overnight is required. Receipts are required for all meals.

In the event of overnight stays, the cost of breakfast, lunch and dinner may be lumped into one (1) amount for reimbursement purposes. For example:

| | | |
|-----------|---|----------------|
| Breakfast | = | \$10.00 |
| Lunch | = | \$15.00 |
| Dinner | = | <u>\$20.00</u> |
| | | \$45.00 |

Therefore, if the employee wishes to eat a less expensive breakfast or skip lunch, they may use that savings to purchase a more expensive dinner, (or any combination of options they may choose), as long as the total does not exceed \$45.00 in the example illustrated. Receipts are required.

Section 19.3. The following items shall not be reimbursed:

- A. Tips;
- B. Alcoholic Beverages;
- C. Entertainment;
- D. Laundry and Dry Cleaning;
- E. Room Service Charges;
- F. Expenses of a spouse traveling with employee;
- G. Any allowable expense where no receipt is provided by the employee.

ARTICLE 20
PERSONAL DAYS

Section 20.1. Personal Days. Employees shall be permitted four (4) paid personal days each year, prorated if the employee begins during the year. Personal days must be taken in increments of no less than one-half (1/2) days. An employee may take personal days in an emergency if he notifies the Employer within 1/2 hour after the time he is scheduled to report to work. One of the four (4) personal days can be used in fifteen (15) minute increments — also can be used if employee notified employer within one-half (1/2) hour after time scheduled to report to work. Can be used for any reason including tardiness.

Section 20.2. Year. For purposes of this Article, the “year” for accrual of personal leave days shall be the twelve (12) month period from October 1 to September 30 each year of the contract. Employees who are hired or transfer to the agency shall have personal leave prorated to the one-half personal day according to the number of complete months remaining in the year. There shall be no carry-over of personal leave from one year to the next.

ARTICLE 21
JURY DUTY / SUBPOENA COURT APPEARANCES

Section 21.1. Employees shall receive full pay for regularly scheduled working hours on any day when an employee is required to appear before any court for jury duty by the United States or Ohio Courts. Any fees received by an employee for such activity shall be remitted to the Employer, unless such duty is performed totally outside scheduled working hours for such employee. It is understood that an employee released from jury duty prior to the end of his scheduled workday shall report to work for the remaining hours.

Section 21.2. Employees shall receive full pay for regularly scheduled working hours on any day when an employee is subpoenaed to appear before the court for any non-job related issues so long as a copy of the subpoena is provided to the Employer. It is understood that an employee released from court proceedings prior to the end of his/her scheduled workday shall report to work for the remaining hours.

ARTICLE 22
MILITARY LEAVE

Section 22.1. The Employer shall promulgate policies and comply with state and federal law, as amended from time to time.

ARTICLE 23
EDUCATION LEAVE

Section 23.1. Upon written request to the Employer, an employee having two (2) or more years of continuous service may be granted an education leave without pay to pursue completion of a course of study in a field relating to an employee's current or prospective duties with the Employer.

Section 23.2. Education leave may be granted only if the Employer deems such leave to be in the Agency's best interest, and no such leave shall exceed a period of six (6) months. Such leave may be extended by the Employer; however, in six (6) month periods up to a total of two (2) years leave.

Section 23.3. It shall be the sole responsibility of an employee on education leave to pay all costs and expenses incurred in the furtherance of his academic education.

An employee's written request for education leave shall include:

- A. The name and location of the academic institution to be attended;
- B. The course of study to be pursued;
- C. The approximate completion date of the course of study;
- D. A brief statement indicating how the course of study relates to the employee's current or prospective duties with the Employer.

Section 23.4. An employee's written request for education leave must be submitted to the Employer not less than thirty (30) days prior to commencement of the desired leave so that the Employer's various functions may proceed properly.

Section 23.5. An employee on education leave does not earn sick leave or vacation credit. However, the time spent on authorized education leave is to be counted in determining the length of service for purposes of extended vacation eligibility and seniority.

Section 23.6. If it is found that education leave is not actually being used for such purpose, the Employer may cancel the leave and direct the employee to report for work by giving a written notice to the employee. The employee shall be subject to discipline up to and including termination.

ARTICLE 24 **LEAVES OF ABSENCE**

Section 24.1. Leave of Absence Without Pay. Employees may be granted the following types of unpaid leaves of absence:

A. **Disability Leave:** A physical incapacitated employee may request a disability leave. A disability leave may be granted up to six (6) months, when the disability continues beyond accumulated sick leave rights and provided the employee is:

1. hospitalized or institutionalized;
2. on a period of convalescence following hospitalization or institutionalization authorized by a physician at the hospital or institution; or,
3. is declared incapacitated for the performance of the duties of his position by a licensed physician.

Any such leave that qualifies for Family Medical Leave shall run concurrently, if FML is available.

B. **Personal Leave.** The Employer may grant a leave of absence to any employee for a maximum duration of one (1) month for any personal reasons of the employee. Unpaid personal leave shall be in minimum increments of one-half (1/2) hour. Personal leave may be renewed or extended beyond one (1) month by the Employer to a maximum of two (2) months personal leave. Any such leave that qualifies for Family Medical Leave shall run concurrently, if FML is available.

C. **Child Care Leave.** Any Employee who is expecting to become, or has become a new parent, shall be granted a leave of absence for childcare purposes. The date of departure and the date of return to work shall be established by the employee in compliance with this Article. The employee at her option may utilize any or all of her sick leave and vacation leave for said purposes, or may be granted leave without pay for childcare purposes. In any case, said combined leave is not to exceed three (3) months. Additional unpaid leave may be granted on a case-by-case basis at the Employer's discretion. Any

such leave that qualifies for Family Medical Leave shall run concurrently, if FML is available.

- D. It is the employee's responsibility to request a leave of absence without pay. Such leaves are not granted automatically when the employee's sick leave and Family Medical Leave has expired and shall be at the sole discretion of the Employer. If the employee is unable to request the disability leave, a family member or the Union may request it on the employee's behalf.

Section 24.2. Grant of Leaves. The granting of leaves of absence without pay shall be at the sole discretion of the Employer.

Section 24.3. Authorization for Leave. No leave of absence shall be granted for the purpose of working another job. A leave of absence shall be requested on the standard Request for Leave form. All leave requests must be made in writing, and unless circumstances prohibit, must be made in advance of the dates requested for leave. Leaves of absence may not be used to cover tardiness.

Section 24.4. Sick Leave Credit and Vacation Credit During Leave. An employee on leave of absence without pay does not earn sick leave or vacation leave.

Section 24.5. Abuse of Leave. If a leave of absence is granted for a specific purpose, and it is found the leave is not actually being used for such purpose, the Employer may cancel the leave and direct the employee to report for work by giving written notice to the employee.

Section 24.6. Reinstatement from Leave. Upon completion of a leave of absence, the employee shall be returned to the position formerly occupied, a position in their classification, or to a similar position if the employee's former position no longer exists. An employee may contact the Employer prior to the expiration of said leave, and be granted a reasonable extension for a justifiable cause within the limits set forth in this Article. An employee may be returned to work before the scheduled expiration of leave if requested by the employee, and agreed to by the Employer. If an employee fails to return to work immediately upon the expiration of an approved leave of absence, and does not submit a resignation, the employee will be considered "absent without leave" and may be subject to discipline.

ARTICLE 25

BEREAVEMENT

Section 25.1. Upon the death of an employee's spouse including significant other, a person who stands in place of spouse/must reside within the same household), child (including stepchild), parent (including step-parent), or legal guardian, or other person who stands in place of a parent (loco parentis), an employee may take up to five (5) consecutive work days (which includes the day of the funeral) with pay.

Section 25.2. Upon the death of an employee's brother (half brother), sister (half sister), or grandchild, an employee may take up to four (4) consecutive work days (which includes the day of the funeral) with pay.

Section 25.3. Upon the death of an employee's grandparents-in-law, brother-in-law, step-parent-in-law, step-sibling, sister-in-law, mother-in-law, father-in-law, daughter-in-law, and son-in-law, great grandparent, grandparent, an employee may take up to three (3) consecutive work days (which includes the day of the funeral) with pay.

Section 25.4. Upon the death of an employee's niece, niece-in-law, nephew, nephew-in-law, aunt, uncle, an employee may take up to one (1) day with pay, which includes the day of the funeral.

Section 25.5. Sick leave may be used to supplement bereavement leave subject to approval. All employees shall provide documentation (e.g., obituary, funeral card, etc.), to support the use of leave under this Article.

ARTICLE 26 **SICK LEAVE**

Section 26.1. Sick Leave Credit. Sick Leave credit shall be earned at the rate of 4.6 hours for each eighty (80) hours of service in active pay status, which includes paid vacation, overtime, bereavement and sick leave, but not during a leave of absence or layoff. Part-time, seasonal and intermittent workers shall be credited with sick leave at the same rate. Unused sick leave shall accumulate without limit.

Section 26.2. Transfer of Sick Leave. An employee who transfers from another Perry County agency, another county Department of Job and Family Services or the state Department of Job and Family Services may transfer accumulated, unused sick leave that the employee had earned with such agency. However, if the employee had converted his sick leave prior to transfer, then it will be assumed that the employee's sick leave balance is zero.

The previously accumulated sick leave of an employee who has been separated from the Department shall be placed in his credit upon his reemployment in the Perry County Department of Job and Family Services provided that such reemployment takes place within ten (10) years of the date on which the employee was terminated.

Section 26.3. Sick Leave Use. Sick leave must be used in increments of no less than 30 minutes, unless verification of a scheduled medical appointment is provided, then it may be used in increments of 15 minutes. Employees shall not use sick leave to cover tardiness. An employee shall be charged for sick leave only for days upon which he would otherwise have been scheduled for work. Sick leave payment shall not exceed the normal scheduled workday or workweek earnings.

Section 26.4. Uses of Sick Leave.

- A. Sick Leave shall be granted to an employee upon approval of the Employer and for the following reasons:
 - 1. illness, injury or surgery of the employee or a member of his immediate family (and/or significant other, a person who stands in place of spouse / must reside

within the same household) where the employee's presence is reasonably necessary;

2. medical, dental or optical examination or treatment of employee or a member of his immediate family (and/or significant other, a person who stands in place of spouse / must reside within the same household), which requires the employee, and which cannot be scheduled during non-working hours;
3. if a member of the immediate family (and/or significant other, a person who stands in place of spouse / must reside within the same household) is afflicted with a contagious disease or requires the care and attendance of the employee or when, through exposure to a contagious disease, the presence of an employee at his job would jeopardize the health of others;
4. pregnancy and/or childbirth and other conditions related thereto of an employee or the childbirth of an employee's spouse; or birth of a grandchild.
5. as a supplement to Bereavement Leave.

B. Immediate family shall be defined as an employee's spouse, child, parent, grandparent, brother, sister, grandchild, other family member who is a permanent member of the employee's household or a member of the employee's family for whom the employee is primarily responsible for the care of such family member.

Section 26.5. Statements for Use of Sick Leave.

- A. The employee shall complete the leave form.
- B. Any employee using three (3) or more consecutive sick days must provide the Employer with a physician's certificate to justify the use and approval of sick leave. Falsification of either a written, signed statement or a physician's certificate may be grounds for disciplinary action, including removal.

Section 26.6. Reporting Off. When an employee is unable to report to work, he shall notify the Management no later than one-half (1/2) hour after the time he is scheduled to report to work on each day of absence, unless emergency conditions make it impossible.

Section 26.7. Abuse of Sick Leave. Employees failing to comply with sick leave rules and regulations shall not be paid. Application for sick leave with intent to defraud may result in discipline and may result in refund of salary or wages paid. The approval and/or recommendation of sick leave does not prevent issuance of disciplinary action for abuse of sick leave.

Section 26.8. Certification of Ability to Work. The Employer may require an employee to submit a doctor's statement if the Employer has cause to believe the employee is physically or mentally incapable of performing the material and substantial duties of his position. If the Employer does not agree with the employee's physician, the Employer may require the employee

to submit to an examination by a physician chosen by the Employer. If the Employer's physician and the employee's physician do not agree on whether the employee is able to work, the opinion of a physician who is mutually agreed on may be sought. If the parties cannot agree on a third physician, the employee's physician and the Employer's physician will be asked to seek a consulting specialist's opinion. The parties agree to be bound by the specialist's recommendation.

Whenever the Employer requires an employee to be examined by a physician, the costs of the physician will be borne by the Employer.

Section 26.9. Sick Leave Conversion at Retirement. An employee who retires with ten (10) or more years of accredited service will be paid 30% of his accumulated sick leave, not to exceed (40) day's pay for a maximum of three hundred and twenty (320) hours.

ARTICLE 27 **HOLIDAYS**

Section 27.1. All employees in the bargaining unit shall be entitled to the following paid holidays:

- | | |
|----------------------------|----------------------------|
| 1. New Years' Day | 1st Day of January |
| 2. Martin Luther King Day | 3rd Monday in January |
| 3. President's Day | 3rd Monday of February |
| 4. Memorial Day | Last Monday in May |
| 5. Independence Day | 4th of July |
| 6. Labor Day | 1st Monday in September |
| 7. Columbus Day | 2nd Monday in October |
| 8. Veteran's Day | 11th of November |
| 9. Thanksgiving Day | 4th Thursday in November |
| 10. Day after Thanksgiving | 4th Friday in November |
| 11. Christmas Eve | 24th of December |
| 12. Christmas Day | 25th of December |
| 13. Employee Birthday | (to flex within the month) |

Any paid holiday falling on a Saturday shall be observed on Friday and any paid holiday falling on Sunday shall be observed on Monday. The exception to this would be the Christmas holiday.

Section 27.2. Employees who work on a holiday will be compensated for eight (8) hours plus time and one-half for all hours worked on the holiday.

Section 27.3. In order to qualify for holiday pay, an employee must work or be on paid leave his last scheduled workday prior to the holiday and the first scheduled workday after the holiday.

Section 27.4. Part-time employees will receive pro-rated pay for holidays and birthday.

ARTICLE 28
VACATIONS

Section 28.1. Vacation Crediting. All full-time employees will be entitled to vacation leave with pay as follows:

| Service in Department | Maximum Accumulation Per Pay Period | Total Per Year | Max. Accum. |
|---|-------------------------------------|---|-------------|
| Less than one year of continuous service | 3.1 hours | 40 hrs (5 working days taken after 6 months service.) | 120 hrs |
| One year of service, but less than 6 years | 3.1 hours | 80 hrs (10 working days.) | 240 hrs |
| Six years of service, but less than 13 years | 4.6 hours | 120 hrs (15 working days) | 360 hrs |
| Thirteen years of service, but less than 20 years | 6.2 hours | 160 hrs (20 working days) | 480 hrs |
| Twenty years or more of service | 7.7 hours | 200 hrs (25 working days) | 600 hrs |

Vacation time shall accrue at the above rates of appropriate hours each bi-weekly pay period. Vacation time is earned while on vacation, approved sick leave or other compensated time. Additional vacation leave is not accrued through the accumulation of paid overtime. Vacation credits are not earned while an employee is in No-pay status (leave of absence, disciplinary suspensions, etc.)

Section 28.2. Vacation Usage. Vacation time may be taken in no less than 15 minute increments. Vacation leave may not be used to cover tardiness.

Section 28.3. Non-prescheduled Vacations. An employee requesting vacation time must put their request in writing as soon as possible, prior to taking vacation. All vacation requests are subject to the approval of the Employer. This provision may be waived at the discretion of the Employer.

Section 28.4. Vacation Scheduling. Vacations will be scheduled in accordance with the workload requirements of the individual work sections of the Department, provided that no employee's request for vacation shall be unreasonably denied. Vacations shall not be scheduled more than sixty (60) days in advance, unless employee can provide proof of circumstances such as airline reservations, a cruise, or other verification accepted by the supervisor. The Employer

shall approve or deny vacation requests within thirty (30) days of the employee submitting the request

Section 28.5. Vacation Accumulation. Generally, vacation leave shall be taken by an employee between the year in which it was accrued and the next anniversary date of employment. An employee may accumulate vacation from year to year up to a maximum value of three (3) years vacation leave. Vacation accumulation maximum by ongoing balance to the accumulation maximum is set forth in §28.1. If an employee is at maximum accumulation, they shall not accumulate any further vacation leave until the balance is below the maximum accumulation allowed.

Section 28.6. Holidays Occurring During Vacation. Holidays shall not be charged to an employee's vacation leave.

Section 28.7. Separation Pay. Upon separation from the Employer's payroll, an employee shall be entitled to compensation at his current rate of pay for all lawfully accrued and unused vacation leave to his credit at the time of separation up to three (3) years maximum accumulation. In case of death of an employee, such unused vacation leave shall be paid to beneficiary designated by the Employee which will be maintained in their personnel file.

Section 28.8. Vacation Cash-out. Once per year, (October through September), an employee may elect to convert one (1) week, (a minimum of, not to exceed, forty (40) hours), of vacation to cash. Notification in written form must be given to personnel one (1) week prior to the beginning of the pay period. Vacation time converted to cash will be included on employees' regular paycheck. No separate checks will be issued.

ARTICLE 29 SEVERABILITY

Section 29.1. This Agreement is subject to all applicable laws, and shall be interpreted so as to comply fully with such laws. However, this section shall not be interpreted as restricting the parties in negotiations where they have exceeded the benefits established by law, nor does it establish any minimum requirements that are not established by law.

Section 29.2. If, during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by any court of competent jurisdiction, the remainder of the Agreement shall not be affected. In the event any provision herein is so rendered invalid, upon written request of either party, the Employer and the Union will meet promptly and attempt to negotiate a mutually satisfactory lawful replacement for such provision.

ARTICLE 30 SANCTITY OF AGREEMENT

Section 30.1. No agreement, alteration, understanding, waiver or modification of any of the terms or conditions or covenants contained herein shall be made by any employee or group of employees with the Employer.

Section 30.2. This agreement may be altered or modified by mutual agreement of the Employer and the Union, but such alteration or modification must be made and executed in writing between the parties.

Section 30.3. The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all the terms and conditions listed herein.

ARTICLE 31 **EMERGENCY SITUATIONS**

Section 31.1. Emergency Situations and Administrative Procedures. In case of a publicly declared emergency, defined as Acts of God or Civil Disorder declared by the President of the United States, the Governor of the State of Ohio, the County Commissioners of Perry County, the Federal or State Legislature, the following conditions of this Agreement may be suspended by the Appointing Authority:

- A. time limits for replies on grievances; and
- B. all work rules and/or agreements and practices relating to the assignment of all employees.

Upon the termination of the emergency, any grievances which arose out of the suspension of work rules, agreement and practices during the emergency, or where time limits were waived due to the emergency, such shall be processed, in accordance with the provisions outlined in the grievance procedure, and shall proceed from the point in the grievance procedure to which they (the grievance(s)) had properly progressed.

Section 31.2. Emergency Conditions/Report to Work/Payment of Wages. Employees shall report to work unless emergencies are declared, and employees are excused or released from work due to the emergency conditions. The directive for excused or release from work shall only be from the Perry County Commissioners or the Director. The emergency may be general (all employees) or localized (specific geographic area) as determined by the Commissioners or Director. Emergency conditions may be declared by the Commissioners or Director for a partial or entire workday, and/or for some or all of the employees. An employee who reports to work during a county-wide emergency declared by the Perry County Commissioners or the Director when other employees cannot report to work as a direct result of the emergency, shall receive an eight (8) hour day at regular pay in addition to any hours worked that day to be paid at time and one-half. Employees shall be required to report to work; however; employees who cannot report to work as a direct result of the above defined emergency will be compensated at regular pay for the number of hours for which they were scheduled to work during the emergency period. When the declared emergency is local, and not county-wide, the premium pay provisions of this section shall not apply. When the declared emergency situation is local, only those employees adversely affected and excused by the Director may receive emergency conditions leave. The Director shall decide which employees may receive emergency conditions leave. Employees who do not report for work, and an emergency is not declared, must utilize paid leaves, personal, or vacation only, to cover the leave time.

Any employee who resides outside of Perry County, whose residential county is declared an emergency during which time Perry County is not, must submit proper verification to the Personnel Office stating the dates of the declared emergency. These requests must be approved by the Director. Subject to approval of the Director and upon receipt of proper verification, the employee shall not be required to use any leave for time absent during such an emergency in their residential county.

ARTICLE 32 **CREATION OF NEW CLASSIFICATIONS**

Section 32.1. The creation of any new classification shall be the prerogative of the Employer.

Section 32.2. Upon written request by the Union, the Employer agrees to meet with the Union within fifteen (15) calendar days to discuss whether the new classification is to be included or excluded from the bargaining unit. If the parties do not reach agreement, the issue shall be subject to review by the State Employment Relations Board in accordance with the rules and regulations of the Board.

Section 32.3. If a new classification is determined to be included in the bargaining unit, the Employer and the Union shall meet within fifteen (15) calendar days to discuss the wage rate for the new classification. The two parties (1) shall negotiate until agreement is reached on a wage rate or (2) agree on a temporary rate and defer, until contract renewal negotiations, the establishment of a permanent wage rate.

ARTICLE 33 **INSURANCES**

Section 33.1. Insurance Coverage. The Employer shall make available to bargaining unit employees major medical/hospitalization insurance programs comparable to that provided by the County Commissioners to other General Fund county employees. Employee premium contributions shall be capped at 12.5% for the duration of the Agreement. Any employee hired into a position which is less than 32 hrs. per week shall be considered part-time and, therefore, will not be eligible for any insurance coverage through the agency.

Section 33.2. Life Insurance. The Employer agrees to provide to all regular full-time employees (working thirty two (32) or more hours per week) Life and AD&D coverage equal to \$20,000.

Section 33.3. The Union recognizes the right of the Employer to secure alternate insurance carriers, and to modify insurance coverage of benefits. In the event it is necessary to secure alternate insurance carriers or modify insurance coverage, the Union shall have up to two (2) bargaining unit representatives, as appointed by the union, to sit in on and/or attend County insurance committee meetings as scheduled by the County Commissioners.

Section 33.4. If an employee elects not to utilize the county health insurance plan, the employee shall be eligible for a \$600.00, (or the amount established by the Perry County Commissioners for the County policy, whichever is greater), stipend to be disbursed on December 31st of the

current calendar year. An employee shall only be eligible if no premium payments were made by the employer during the calendar year.

ARTICLE 34 **POSITION AUDITS**

Section 34.1. Criteria For Request. All bargaining unit members have the right to proper classification of the position to which they are assigned, except when assigned to work on a temporary basis in a higher classification according to Article 11. A position audit may be requested except that audits shall not be requested:

- A. On positions which are vacant;
- B. While the employee is on an approved leave of absence; or,
- C. After an employee has been notified that his or her position has been abolished, or has been notified, in accordance with Article 12, Layoff and Recall, that his or her position is eliminated because of layoff.

All requests for position audits must first be submitted, in writing, by the employee to the Employer, with a copy to the Union.

The Local Union President and the Employer must be informed of all position audits by any bargaining unit employees, and also must review all paper work concerning position audits.

Section 34.2. Determination of Proper Classification. The Employer, the Union and the employee who desires to request the audit shall exchange copies of the position description within three (3) calendar weeks of the employee's request. Should the position descriptions of the Employer and the employee differ, the Employer, the employee and the Union shall meet to attempt to resolve their differences. If the Union disagrees with the position descriptions submitted, the Union may submit, in writing, the reasons for their disagreement.

The employee may be required by either party to perform a time study at any time during this process.

Section 34.3. Decision. The decision of the Employer as to the classification of the position shall be final and binding on both parties. The employee may appeal such determination to the State Personnel Board of Review. The party aggrieved by the decision of the Employer as to the classification shall not be permitted to use the grievance-arbitration procedures of this Agreement.

Section 34.4. Results of Reclassification. Employees who are reclassified to a higher rated position shall earn the higher rate of pay for that position by being placed in the step within the new pay range which will result in a pay increase. The higher rate of pay shall be effective the date the employee requested the audit in writing. If it is determined that the employee should be reclassified to a lower rated position, the employee shall not suffer a reduction in pay. However, the position shall be reclassified to the lower rated position when the position becomes vacant.

ARTICLE 35
WAGES

Section 35.1. Wage Rates. Employees in the bargaining unit shall be compensated according to Appendix "A" of this Agreement.

Section 35.2. Step Advancement in Initial Probationary Period. Employees will be hired at Step 1 of the pay scale. Upon completion of a one hundred eighty (180) calendar day probationary period, employees shall be placed at Step 2. Employees shall be placed at Step 2 on the first day of the pay period in which the initial probationary period is completed. Subsequent step increases shall occur on the first day of the pay period in which the employee's initial probationary period anniversary date falls. An employee's initial probationary period anniversary date for purposes of this Section 35.2 shall be considered the date of which the employee has successfully completed their initial probationary period. Such step increases shall continue in this manner until the employee has reached the top step of the pay range for his/her position as set forth in Appendix A.

Section 35.3. Step Advancement After Promotion. Employees who are promoted shall be placed in the step in their new position which provides at least a four percent (4%) increase and shall advance through the remaining steps, if any, in accordance with this section. Subsequent step increases shall occur on first day of the pay period in which the employee's promotional probationary period anniversary date falls. An employee's promotional probationary period anniversary date for purposes of this Section 35.3 shall be considered the date of which the employee has successfully completed their promotional probationary period. Such step increases shall continue in this manner until the employee has reached the top step of the pay range for his/her position as set forth in Appendix A.

Section 35.4. Wage Scales. In each year, effective the pay period that includes October 1, the pay scales in Appendix A will be increased by the following amounts:

| | |
|------|----|
| 2014 | 4% |
| 2015 | 2% |
| 2016 | 2% |

ARTICLE 36
NON-DISCRIMINATION

Section 36.1. The Employer and Union agrees not to discriminate against any employee(s) on the basis of age, sex, race, color, ancestry, genetic information, sexual orientation, marital status, political affiliation, religion, union affiliation or disability.

ARTICLE 37
PART-TIME EMPLOYEES

Section 37.1. A "regular part-time employee" is defined as one who has accepted permanent employment with the understanding that they will work at least twenty (20) hours per week.

Section 37.2. Part-time employees shall have no bidding rights under the Collective Bargaining Agreement until full-time employees have exhausted their bidding rights.

ARTICLE 38
DURATION

Section 38.1. Waiver. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right to make demands and proposals on any subject matter not removed by law from the area of collective bargaining, and that the understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unequivocally waives the right, and each agrees that the other shall not be obligated to bargain collectively or individually with respect to any subject or matter referred to or covered in this Agreement.

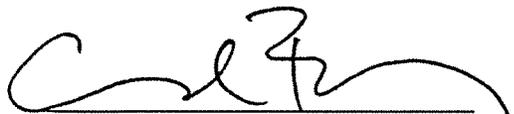
Section 38.2. Entire Agreement. This Agreement represents the entire Agreement between the Employer and the Union, and unless specifically and expressly set forth in the express written provisions of this Agreement, all rules, regulations, benefits and practices previously and presently in effect may be modified or discontinued at the sole discretion of the Employer.

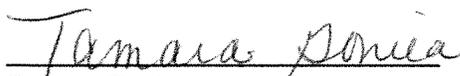
Section 38.3. Expiration. This Agreement shall be effective the date of execution of this Agreement unless otherwise specified, and shall remain in full force and effect until 12:00 midnight, September 30, 2017. Written notice of intent to negotiate shall be given no earlier than one hundred and twenty (120) calendar days prior to the expiration date, nor later than ninety, (90) calendar days prior to the expiration date of this Agreement. Such notice shall be by certified mail with return receipt.

SIGNATURE PAGE TO FOLLOW

SIGNATURE PAGE

FOR PERRY COUNTY:


Cheryl Presley Boley, Director


Tamara Goniea


Rita Ervin


Brian D. Butcher, Labor Consultant

PERRY COUNTY COMMISSIONERS:


Ed Keister, President


Dave Freriks


Jim O'Brien, President

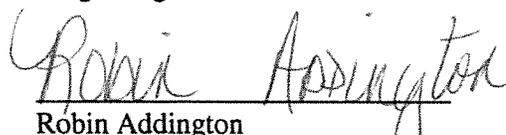
APPROVED AS TO FORM:

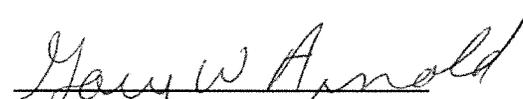

Stephen Herendeen, Asst. Prosecuting Attorney

FOR AFSCME, O.C. 8
AND LOCAL 2357:


Kathy Chute
Bargaining Committee


Linda Locke
Bargaining Committee


Robin Addington
Bargaining Committee


Gary Arnold, AFSCME

Sept 26, 2014

Non-Exempt Wage Scales

Appendix A Continued...

| Pay Range | | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|-----------|--|------|----------|----------|----------|----------|----------|----------|----------|----------|
| 27 | Eligibility/Referral Specialist 1 | 2014 | \$ 16.07 | \$ 16.38 | \$ 16.63 | \$ 16.91 | \$ 17.22 | \$ 17.57 | \$ 17.98 | \$ 18.41 |
| | | 2015 | \$ 16.39 | \$ 16.71 | \$ 16.96 | \$ 17.25 | \$ 17.57 | \$ 17.92 | \$ 18.34 | \$ 18.78 |
| | | 2016 | \$ 16.72 | \$ 17.04 | \$ 17.30 | \$ 17.59 | \$ 17.92 | \$ 18.28 | \$ 18.71 | \$ 19.15 |
| 27 | Child Support Case Manager | 2014 | \$ 16.07 | \$ 16.38 | \$ 16.63 | \$ 16.91 | \$ 17.22 | \$ 17.57 | \$ 17.98 | \$ 18.41 |
| | | 2015 | \$ 16.39 | \$ 16.71 | \$ 16.96 | \$ 17.25 | \$ 17.57 | \$ 17.92 | \$ 18.34 | \$ 18.78 |
| | | 2016 | \$ 16.72 | \$ 17.04 | \$ 17.30 | \$ 17.59 | \$ 17.92 | \$ 18.28 | \$ 18.71 | \$ 19.15 |
| 27 | Social Service Worker 1 | 2014 | \$ 16.07 | \$ 16.38 | \$ 16.63 | \$ 16.91 | \$ 17.22 | \$ 17.57 | \$ 17.98 | \$ 18.41 |
| | | 2015 | \$ 16.39 | \$ 16.71 | \$ 16.96 | \$ 17.25 | \$ 17.57 | \$ 17.92 | \$ 18.34 | \$ 18.78 |
| | | 2016 | \$ 16.72 | \$ 17.04 | \$ 17.30 | \$ 17.59 | \$ 17.92 | \$ 18.28 | \$ 18.71 | \$ 19.15 |
| 28 | Social Service Worker 2 | 2014 | \$ 16.63 | \$ 16.91 | \$ 17.22 | \$ 17.57 | \$ 17.96 | \$ 18.38 | \$ 18.84 | \$ 19.30 |
| | | 2015 | \$ 16.96 | \$ 17.25 | \$ 17.57 | \$ 17.92 | \$ 18.32 | \$ 18.74 | \$ 19.22 | \$ 19.69 |
| | | 2016 | \$ 17.30 | \$ 17.59 | \$ 17.92 | \$ 18.28 | \$ 18.69 | \$ 19.12 | \$ 19.61 | \$ 20.08 |
| 28 | Eligibility/Referral Specialist 2 Teacher | 2014 | \$ 16.63 | \$ 16.91 | \$ 17.22 | \$ 17.57 | \$ 17.96 | \$ 18.38 | \$ 18.84 | \$ 19.30 |
| | | 2015 | \$ 16.96 | \$ 17.25 | \$ 17.57 | \$ 17.92 | \$ 18.32 | \$ 18.74 | \$ 19.22 | \$ 19.69 |
| | | 2016 | \$ 17.30 | \$ 17.59 | \$ 17.92 | \$ 18.28 | \$ 18.69 | \$ 19.12 | \$ 19.61 | \$ 20.08 |
| 28 | Eligibility/Referral Specialist 2 | 2014 | \$ 16.63 | \$ 16.91 | \$ 17.22 | \$ 17.57 | \$ 17.96 | \$ 18.38 | \$ 18.84 | \$ 19.30 |
| | | 2015 | \$ 16.96 | \$ 17.25 | \$ 17.57 | \$ 17.92 | \$ 18.32 | \$ 18.74 | \$ 19.22 | \$ 19.69 |
| | | 2016 | \$ 17.30 | \$ 17.59 | \$ 17.92 | \$ 18.28 | \$ 18.69 | \$ 19.12 | \$ 19.61 | \$ 20.08 |
| 29 | Data Security Specialist | 2014 | \$ 17.22 | \$ 17.56 | \$ 17.96 | \$ 18.38 | \$ 18.84 | \$ 19.40 | \$ 19.95 | \$ 20.44 |
| | | 2015 | \$ 17.57 | \$ 17.91 | \$ 18.32 | \$ 18.74 | \$ 19.22 | \$ 19.78 | \$ 20.35 | \$ 20.84 |
| | | 2016 | \$ 17.92 | \$ 18.26 | \$ 18.69 | \$ 19.12 | \$ 19.61 | \$ 20.18 | \$ 20.75 | \$ 21.26 |
| 29 | Investigator 3 - N/A | 2014 | \$ 17.22 | \$ 17.56 | \$ 17.96 | \$ 18.38 | \$ 18.84 | \$ 19.40 | \$ 19.95 | \$ 20.44 |
| | | 2015 | \$ 17.57 | \$ 17.91 | \$ 18.32 | \$ 18.74 | \$ 19.22 | \$ 19.78 | \$ 20.35 | \$ 20.84 |
| | | 2016 | \$ 17.92 | \$ 18.26 | \$ 18.69 | \$ 19.12 | \$ 19.61 | \$ 20.18 | \$ 20.75 | \$ 21.26 |
| 31 | Hearing Officer | 2014 | \$ 18.84 | \$ 19.40 | \$ 19.95 | \$ 20.53 | \$ 21.20 | \$ 21.88 | \$ 22.60 | \$ 23.17 |
| | | 2015 | \$ 19.22 | \$ 19.78 | \$ 20.35 | \$ 20.94 | \$ 21.62 | \$ 22.32 | \$ 23.05 | \$ 23.63 |
| | | 2016 | \$ 19.61 | \$ 20.18 | \$ 20.75 | \$ 21.36 | \$ 22.05 | \$ 22.77 | \$ 23.51 | \$ 24.11 |

Non-Exempt Wage Scales

Appendix A

| Pay Range | | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |
|-----------|---|------|----------|----------|----------|----------|----------|----------|----------|----------|
| 3 | Clerk II- N/A | 2014 | \$ 14.71 | \$ 14.94 | \$ 15.22 | \$ 15.49 | \$ 15.78 | \$ 16.14 | | |
| | | 2015 | \$ 15.00 | \$ 15.24 | \$ 15.52 | \$ 15.80 | \$ 16.09 | \$ 16.46 | | |
| | | 2016 | \$ 15.30 | \$ 15.55 | \$ 15.83 | \$ 16.11 | \$ 16.41 | \$ 16.79 | | |
| 4 | Data Entry Operator II | 2014 | \$ 15.09 | \$ 15.34 | \$ 15.62 | \$ 15.93 | \$ 16.22 | \$ 16.62 | | |
| | | 2015 | \$ 15.39 | \$ 15.65 | \$ 15.93 | \$ 16.25 | \$ 16.55 | \$ 16.95 | | |
| | | 2016 | \$ 15.70 | \$ 15.96 | \$ 16.25 | \$ 16.58 | \$ 16.88 | \$ 17.29 | | |
| 4 | Mail Clerk/Messenger | 2014 | \$ 15.09 | \$ 15.34 | \$ 15.62 | \$ 15.93 | \$ 16.22 | \$ 16.62 | | |
| | | 2015 | \$ 15.39 | \$ 15.65 | \$ 15.93 | \$ 16.25 | \$ 16.55 | \$ 16.95 | | |
| | | 2016 | \$ 15.70 | \$ 15.96 | \$ 16.25 | \$ 16.58 | \$ 16.88 | \$ 17.29 | | |
| 4 | Income Maintenance Aide 2 - N/A | 2014 | \$ 15.09 | \$ 15.34 | \$ 15.62 | \$ 15.93 | \$ 16.22 | \$ 16.62 | | |
| | | 2015 | \$ 15.39 | \$ 15.65 | \$ 15.93 | \$ 16.25 | \$ 16.55 | \$ 16.95 | | |
| | | 2016 | \$ 15.70 | \$ 15.96 | \$ 16.25 | \$ 16.58 | \$ 16.88 | \$ 17.29 | | |
| 4 | Unit Support Worker 1 | 2014 | \$ 15.09 | \$ 15.34 | \$ 15.62 | \$ 15.93 | \$ 16.22 | \$ 16.62 | | |
| | | 2015 | \$ 15.39 | \$ 15.65 | \$ 15.93 | \$ 16.25 | \$ 16.55 | \$ 16.95 | | |
| | | 2016 | \$ 15.70 | \$ 15.96 | \$ 16.25 | \$ 16.58 | \$ 16.88 | \$ 17.29 | | |
| 25 | Clerical Specialist 3; Unit Support Worker 2; Account Clerk 1 | 2014 | \$ 15.22 | \$ 15.49 | \$ 15.78 | \$ 16.07 | \$ 16.38 | \$ 16.63 | \$ 17.02 | \$ 17.28 |
| | | 2015 | \$ 15.52 | \$ 15.80 | \$ 16.09 | \$ 16.39 | \$ 16.71 | \$ 16.96 | \$ 17.37 | \$ 17.63 |
| | | 2016 | \$ 15.83 | \$ 16.11 | \$ 16.41 | \$ 16.72 | \$ 17.04 | \$ 17.30 | \$ 17.71 | \$ 17.98 |
| 25 | Clerical Specialist/Screenener N/A | 2014 | \$ 15.22 | \$ 15.49 | \$ 15.78 | \$ 16.07 | \$ 16.38 | \$ 16.63 | \$ 17.02 | |
| | | 2015 | \$ 15.52 | \$ 15.80 | \$ 16.09 | \$ 16.39 | \$ 16.71 | \$ 16.96 | \$ 17.37 | |
| | | 2016 | \$ 15.83 | \$ 16.11 | \$ 16.41 | \$ 16.72 | \$ 17.04 | \$ 17.30 | \$ 17.71 | |
| 26 | Account Clerk II - N/A | 2014 | \$ 15.62 | \$ 15.93 | \$ 16.23 | \$ 16.53 | \$ 16.78 | \$ 17.09 | \$ 17.48 | |
| | | 2015 | \$ 15.93 | \$ 16.25 | \$ 16.56 | \$ 16.86 | \$ 17.11 | \$ 17.43 | \$ 17.83 | |
| | | 2016 | \$ 16.25 | \$ 16.58 | \$ 16.89 | \$ 17.19 | \$ 17.45 | \$ 17.78 | \$ 18.19 | |