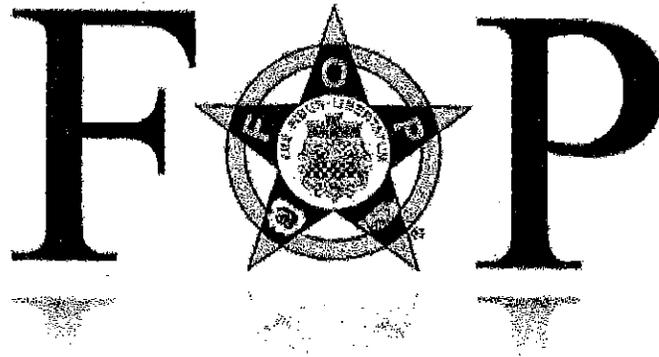




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LABOR AGREEMENT

2014-MED-07-0967

01/01/2015 – 12/31/2017

TABLE OF CONTENTS

<u>Article</u>	
1	Agreement.....1
2	Recognition.....2
3	Labor Council Security.....3
4	Management Rights.....6
5	Joint Cooperation.....8
6	Non-Discrimination.....9
7	Labor Council Representation.....10
8	No Strike/No Lockout.....12
9	Probationary Period.....13
10	Seniority.....14
11	Layoff and Recall.....15
12	Labor/Management Meetings.....17
13	Grievance Procedure.....18
14	Arbitration.....24
15	Personnel Files.....28
16	Rights of Employees.....29
17	Drug/Alcohol Testing.....34
18	Ordinances, Rules and Regulations.....37
19	Reporting for Work.....38
20	Working Conditions.....39
21	Hours of Work and Overtime.....40
22	Wages.....42
23	Vacation.....45
24	Insurance Schedule.....48
25	Sick Leave.....50
26	Injury Leave.....53
27	Training and Education.....54
28	Duration.....55
	Appendix I.....57

ARTICLE 1
AGREEMENT

Section 1.1 Agreement

This Agreement is entered into by the City of Zanesville, Ohio hereinafter referred to as the "City" or "Employer" and the Fraternal Order of Police, Ohio Labor Council, Inc., hereinafter referred to as the "Labor Council".

Section 1.2 Purpose

This Agreement has as its purpose the following:

- 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 governing the wages, hours, terms and other conditions of employment for those employees included in the bargaining unit as defined herein.
- B. To promote cooperation and orderly, constructive, and harmonious relations between the City, its employees, and the Labor Council.
- C. To prevent interruptions of work and interference with the efficient operation of the Police Department.
- D. To establish a procedure for the peaceful resolution of grievances.

This Agreement supersedes all previous Agreements (either written or oral) between the City, its employees, and the Labor Council.

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 Saving Clause

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 twenty (20) calendar days following the effective date of such declaration of invalidity, the parties shall meet in an attempt to modify such provision to comply with the applicable law.

ARTICLE 2
RECOGNITION

Section 2.1. Recognition

The City hereby recognizes the Fraternal Order of Police, Ohio Labor Council as the sole and exclusive bargaining agent for the purpose of collective bargaining of all wages, hours, and other terms and conditions of employment for all full-time employees that have been certified by the State Employment Relations Board:

All Full-Time Police Secretaries
All Full-Time Police Records Clerks

Section 2.2 Exclusions

All positions and classifications not specifically established herein as being included in the bargaining unit shall be excluded.

Section 2.3. New Positions

In the event that a new civilian position is created in the Zanesville Police Department, the City shall determine whether the new positions will be included in or excluded from the bargaining unit and shall so advise the Labor Council. If there is any dispute as to the City's determination of bargaining unit status, the parties will meet to attempt to resolve their disagreement. If the parties agree on the determination, it shall be implemented as proposed by the City. If the parties still do not agree, the City may implement its determination, subject to challenge by the Labor Council via a petition for unit clarification to the State Employment Relations Board.

The City shall not attempt to abridge this Agreement by changing the classification designation of any employee during the length of this Agreement, with the purpose to eliminate such employees from the bargaining unit.

Section 2.4 Recognition Clause Applies to Employees

This recognition clause shall be construed to apply to employees and not to work. Unless otherwise provided in this Agreement it shall not limit the City's right to transfer work to other employees not included within the above described bargaining unit when the nature or amount of work changes; it shall not be construed to mean that any employee or classification of employees has an exclusive right to any work.

ARTICLE 3
LABOR COUNCIL SECURITY

Section 3.1 Labor Council Dues Deductions

The Labor Council 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.

The Employer agrees to deduct membership dues at the rate certified by the Ohio Labor Council. One month's advance notice must be given to the City prior to making any changes in the rate. The Employer agrees to deduct membership dues equally from each pay of any employee in the bargaining unit who has authorized the same in writing to the City Treasurer.

Section 3.2. Preference Over Dues

It is understood and agreed that other legally required deductions shall have preference over the aforesaid Labor Council dues.

Section 3.3 Payment/Labor Council

All dues collected under this Article shall be paid by the Employer, within thirty (30) days, together with a listing of the members for whom deductions were made, to the Treasurer of F.O.P. Zanesville Lodge #5.

Section 3.4. Membership Cancellation

- A. A member may withdraw authorization for dues deduction by the City by directing his request in writing to the City Treasurer.

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

1. Resignation or discharge of the employee;
2. Transfer of the employee from the bargaining unit;
3. Revocation of the dues deduction authorization.

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

- C. The Labor Council hereby agrees that they will indemnify and hold the Employer harmless from any claims, actions, or proceedings by an employee or the Labor Council arising from deductions made by the Employer pursuant to this Article, except the non-payment of funds deducted from the employee's pay.

Section 3.5. Fair Share Fee

- A. As a condition of employment, sixty (60) days following the beginning of

employment, or upon the effective date of this Agreement, whichever is later, employees in the bargaining unit who are not members of the Labor Council, including employees who resign from membership in the Labor Council after the effective date of this labor agreement, shall pay the Labor Council, through payroll deduction, a fair share fee. The fair share fee is automatic and does not require the written authorization of the employee. This provision shall not require any employee to become or remain a member of the Labor Council, nor shall the fair share fee exceed the dues paid by members of the Labor Council in the same bargaining unit. The Labor Council will notify the City in writing the amount of the fair share fee and update the information as needed to be accurate. A one-month advance notice will be given to the City prior to a change in such 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 members. The Employer shall implement the fair share deductions subject to the provisions of this Section. The Labor Council shall prescribe a rebate and challenge procedure, which complies with ORC Section 4117.09 (C), federal law and any judicial decisions interpreting such laws. The Labor Council 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.

Public 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.

- B. It is further agreed that the Labor Council shall defend, and save the City harmless against any and all claims, demands, suits, or other forms of liability which may arise out of or be by reason of action taken or not taken by the City in fulfilling the obligations imposed on the City under this Section, except for failure to forward deducted fees.

Section 3.6. Refunds

The Labor Council agrees to refund to the City any amounts paid to it in error on account of these check off provisions upon presentation of proper evidence thereof.

Section 3.7 Bulletin Board

The City shall provide, at the Department, a bulletin board for the use of the Labor Council. Labor Council officials shall be responsible for posting and/or approving the posting of notices thereon which employees may read when reporting to or leaving their work stations, or during their free time. All notices or literature posted does not first have to be approved by the City or the Chief

of Police.

The Labor Council agrees that no notices will be placed on the bulletin board which contains:

- A. Personal attacks upon any City employee;
- B. Scandalous, scurrilous or derogatory attacks upon the Administration;
- C. Attacks on any other employee organizations;
- D. Any obscene material;
- E. Ethnic material.

Section 3.8. Ballot Box

The Labor Council shall be permitted, upon prior written notification to the Chief of Police, to place a ballot box at Department Headquarters for the purpose of collecting member's ballots on all Labor Council issues subject to ballot. Such box shall be the property of the Labor Council and neither the box nor its contents shall be subject to the City's review. Such balloting shall not interfere with work activities.

Section 3.9 Use of Departmental Mail System

The Labor Council shall be permitted to utilize, at no cost or loss of time to the City, the Departmental Mail System for the purpose of providing information pertaining to Labor Council business to bargaining unit employees. The Labor Council agrees that the use of the mail system will be reasonable and limited to providing information that is necessary for the normal conduct of Labor Council bargaining unit business or bargaining unit representation. All mail placed into the mail system by the Labor Council shall be the property of the bargaining unit members to whom it is addressed, and such mail shall not be subject to review by the City.

Section 3.10 Place for Meetings

Meetings of the Committees of the Labor Council 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. Committees shall not consist of more than three (3) members and may meet as necessary to administer this Agreement.

Section 3.11 Contracting Out Bargaining Unit Work

If the City contracts out a service, the successor shall honor the Agreement and retain the City's employees for the duration of this Agreement.

ARTICLE 4
MANAGEMENT RIGHTS

Section 4.1 Management's Rights

Except to the extent expressly abridged by a specific provision of this Agreement, the city reserves and retains, solely and exclusively, all of its rights as such rights existed prior to the execution of this Agreement.

The Employer is not required to bargain on subjects reserved to the management and direction of the governmental unit except as they affect wages, hours, terms and conditions of employment, and continuation, modification, and/or deletion of an existing provision of this Agreement.

Section 4.2. Legal Authority

Nothing contained in this Agreement shall illegally alter the authority conferred by state and federal laws, Zanesville ordinances, or resolutions upon any city official or to, in any way, abridge or reduce such authority. This Agreement shall be construed as requiring city officials to follow the procedures, agreements, and policies prescribed herein to the extent they are applicable in the exercise of the authority conferred upon them by law.

If there is a conflict between any part of this Agreement and local laws or ordinances of the City of Zanesville, the Agreement provisions shall prevail.

Section 4.3 Specified Rights

Management retains the right to:

- A. direct the work of its employees;
- B. to hire, promote, transfer, assign, and retain employees in City positions;
- C. to suspend, demote or discharge employees for proper and just cause;
- D. to maintain the efficiency of governmental operations;
- E. to relieve employees from duties because of lack of work;
- F. to take actions as may be necessary to carry out the mission of the agency in emergencies; and
- G. to determine the methods, means, and personnel by which operations are to be carried on, subject to the provisions as are expressly provided herein.

Section 4.4 Reserved Powers of the City

The listing of specific rights in this Agreement is not intended to be, nor shall it be restrictive of or a waiver of the rights of management not listed and specifically surrendered herein whether or not such rights have been exercised by the City in the past.

Section 4.5 Recognition of Management Rights

The Labor Council hereby recognizes the prerogative of the City to operate and manage its affairs in all respects in accordance with its responsibilities; and the powers of authority which the City has not officially abridged, delegated, or modified by this Agreement are retained by the City. The Labor Council further recognizes and agrees that the City has complete authority over the policies and administration of the municipal Service which it exercises under the provision of law and in fulfilling its responsibilities under this Agreement.

Section 4.6 Duties Not Covered by Job Descriptions

Published job descriptions and requirements shall not be construed as limiting or restricting an employee from performing all duties incidental to or required by this job.

ARTICLE 5
JOINT COOPERATION

Section 5.1 Joint Cooperation

In recognition of the mutual interests of both parties in maintaining efficient and economical public services, the Labor Council agrees that it will support the City's efforts to achieve the following objectives:

- A. Elimination of waste and inefficiency in the provision of services.
- B. Improvement of the quality of services rendered.
- C. Combating Stalling on the job.
- D. Combating absenteeism.
- E. Elimination of restrictions on work output.
- F. Conservation of materials and supplies.
- G. Prevention of accidents.
- H. Improvement of working conditions.
- I. Installation of labor-saving devices and machinery and technical changes.
- J. Protection of property and machinery.
- K. Cleanliness of facilities.
- L. Incentive pay plans or systems.

Section 5.2 No Misrepresentation

It is mutually agreed that neither party, its agents, or its members will initiate, sanction, or participate in any display, advertisement, or any other publicity misrepresenting the position of the other party. This shall not prohibit either party to this Agreement from making the general public aware of the issues which may be causing an impasse or disagreement.

ARTICLE 6
NON-DISCRIMINATION

Section 6.1 Labor Council Affiliation

- A. Both parties agree that they will not discriminate between Labor Council and non Labor Council employees in fulfilling their responsibilities under this Agreement. The Labor Council further agrees that neither it nor any of its officers or members will intimidate or coerce employees into membership in the Labor Council or for any other reason.
- B. The Labor Council shall accept, and make available, the right to join the Labor Council and also provide representation, if requested, to all employees covered by this Agreement on a nondiscriminatory basis.
- C. Labor Council members agree that they shall not allow membership or nonmembership in the Labor Council to affect their on-the-job relationship with their fellow employees.

Section 6.2 Singular and Gender Clause

Whenever the context so requires, the use of words herein in the singular shall be construed to include the plural, and words in the plural, the singular. Words whether in masculine, feminine or neuter gender shall be construed to include all of said genders. By the use of either the masculine or feminine gender, it is understood that said use is for convenience purposes only and is not to be interpreted to be discriminatory by reason of sex.

ARTICLE 7
LABOR COUNCIL REPRESENTATION

Section 7.1 Labor Council Representatives

The Employer shall recognize no more than one employee who shall be the chief steward selected by members of the Labor Council to act as representative for the purpose of this Agreement. The employee so designated shall be recognized as the representative provided herein. However, in the absence of the designated representative, the Labor Council may select an alternate to act in place of the designated representative.

Section 7.2. Roster of Labor Council Representatives.

The Labor Council shall provide to the Employer an official roster of its representative which is to be kept current at all times and shall include the following:

1. Name
2. Address
3. Home Telephone Number
4. Labor Council Position Held

Section 7.3. Activities of Labor Council Representative

A steward will investigate and process grievances during non-working hours whenever possible. When this is not possible, a steward will be permitted leave with pay during working hours, provided the steward first obtains the permission of his immediate supervisor and the permission of the supervisor of any employee with which the steward intends to speak. Such permission shall not be unreasonably withheld.

The Labor Council agrees that no representative of the Labor Council, either employee or non-employee, shall unduly interfere, interrupt, or disrupt the normal work duties of employees. Further, the Labor Council agrees not to conduct meetings (bargaining unit, grievance, or committee meetings) involving on-duty employees except to the extent specifically authorized by the Employer.

The Labor Council agrees that the Labor Council and its members, collectively and individually, will assume financial liability for any and all damages to City property and equipment incurred and/or arising from Labor Council meetings conducted on City premises.

Section 7.4 Access to City Premises

The Labor Council employees and representatives shall be allowed on City premises and work areas. Such visits must be prearranged with and authorized by the Police Chief (or authorized representative) as to time and place so as to avoid interference with the operations of the City.

Section 7.5 - Delegates

One (1) Labor Council representative may attend as a representative the Annual Conference and/or seminars for a maximum of two (2) work days. Such attendance on scheduled work days will be considered "time worked" and the employee will attend without loss of pay or benefits.

ARTICLE 8
NO STRIKE/NO LOCKOUT

Section 8.1 No Strike - No Lockout

Inasmuch as this Agreement provides procedures for the orderly resolution of grievances, including resolution by an impartial third party, the City and the Labor Council recognize their mutual responsibility to provide for uninterrupted services to the citizens of Zanesville. Therefore:

The Labor Council 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 strike or work stoppage for the duration of this Agreement. The City agrees that it will not lockout or prevent employees from performing their regularly assigned duties.

Informational picketing, as approved by the SERB, shall not be considered to be illegal picketing.

Section 8.2 Affirmative Action

Labor Council officers and representatives are required to take affirmative action to try to prevent a violation of this article.

Section 8.3 Crossing Picket Lines

Employees may be required to go through picket lines where an emergency requires them to do so to protect the public health, safety, and welfare.

ARTICLE 9
PROBATIONARY PERIOD

Section 9.1 Length of Probationary Period

All probationary periods shall be for a period of one hundred and eighty days. Work days from two (2) different probationary periods shall not be combined for purposes of computing the required time for the current probationary period.

Section 9.2 Right to Discharge

The City retains the right to discharge any employee during the probationary period for any reason. Any employee who fails to complete the probationary period can be discharged by the City without appeal by the employee.

ARTICLE 10
SENIORITY

Section 10.1 Definition of Seniority

Seniority shall be defined as an employee's uninterrupted length of continuous full-time employment as a secretary or records clerk with the City of Zanesville Police Department. Seniority will only accrue while on paid status.

Section 10.2 Seniority List

Seniority shall be brought up to date by the City each January 4th showing the employee's name, title, date of hire, department working in, and order of seniority. Any objection to the seniority list, as posted, must be reported to the employer within ten (10) days from the date posted or it shall stand as posted.

Section 10.3 Application of Seniority

Seniority shall be applicable in the following situations:

Annual vacation preference
Layoff and Recall

Section 10.4 Equal Seniority

In the event two (2) or more employees have equal seniority, it shall be determined from the records of the appointing authority (by the application filing time stamped by Civil Service) as to the order of appointment.

Section 10.5 Re-assignment

In the event a full-time secretary is re-assigned to the position of records clerk due to a vacancy in the Records Department, the most junior secretary will be re-assigned. The affected employee will receive a wage adjustment to the records clerk hourly pay rate scale the nearest step to their current wage provided the affected employee performs only records clerk assignments for the entire 8-hour shift. This re-assignment will not exceed 120 calendar days per year.

In the event a full-time records clerk is re-assigned to the position of police secretary due to a vacancy, the affected employee will receive a wage adjustment to the police secretary hourly pay rate scale the nearest step above their current wage for each hour the affected employee performs the duties of the police secretary. Should this re-assignment exceed 120 days the affected employee will automatically be considered promoted to the position of police secretary.

ARTICLE 11
LAYOFF AND RECALL

Section 11.1 Layoff Notification

When the City determines that a layoff or job abolishment is necessary, they shall notify the affected employees at least fourteen (14) calendar days in advance of the effective date of the layoff or job abolishment. The City, upon request from the Labor Council, agrees to discuss with representatives of the Labor Council the impact of the layoff on bargaining unit employees.

Section 11.2 Layoff

Whenever, for any reason, it becomes necessary or expedient to reduce the work force within a position classification, all emergency, provisional, temporary, part-time, seasonal, and probationary employees in the bargaining unit shall be laid off first before any reduction is made in the permanent work forces. Permanent employees shall be laid off in order of their seniority with that employee having the least seniority being laid off first then continuing in like manner until the required reduction in the work force has been accomplished. Employees shall be paid for all accumulated vacation and compensatory time at the time of layoff.

Section 11.3 Recall

- A. Permanent employees who are on lay off shall be recalled in reverse order of their layoff with the last employee laid off being the first to be called back and continuing in like manner until the required number of employees have been recalled.
- B. The City shall notify the employee of his recall at his last address on record with the City, by certified letter with return receipt requested, and employ him if he reports and is available for work within fourteen (14) days after notice of recall. If said employee fails to report for work within fourteen (14) days after notice of recall, he shall be considered as having voluntarily resigned. However, illness incapacitating the employee for work or extended absence from home at the time of recall shall be sufficient excuse for not reporting for work. The City must be informed of the excuse within twenty-four (24) hours after receipt of notice of recall. An employee loses his right to recall and is considered to have voluntarily resigned if his address on file with the City is not accurate.

Section 11.4. Layoff Beyond Three Years

An employee who is on layoff for a period of three (3) years is automatically terminated and loses all seniority.

Section 11.5 Probationary Period

Recalled employees 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 12
LABOR/MANAGEMENT MEETINGS

Section 12.1 Meetings

In the interest and sound Labor/Management relations, the Labor Council and the City will meet at agreeable dates and times for the purpose of discussing those matters outlined in Section 2 below. Normally, no more than two (2) employee representatives of the Labor Council and one (1) non-employee representative of the Labor Council shall be permitted to attend such meetings.

Section 12.2 Agenda

The party requesting the meeting shall furnish an agenda when possible. This does not prevent the discussion of other topics that may come up during the meeting. The Labor Council will furnish the names of the Labor Council employees who will be attending. Subjects that may be discussed at these meetings shall include (but not limited to) the items listed below.

- A. Discuss the administration of this Agreement;
- B. Notify the Labor Council of changes made by the City which may affect bargaining unit members;
- C. Discuss the grievances which have not been processed beyond the final step of the grievance procedure when such discussions are mutually agreed to by the parties;
- D. Disseminate general information of interest to the parties;
- E. Give the Labor Council representatives the opportunity to share the view of their members and/or make suggestions on subjects of interest to their members;
- F. Discuss ways to improve efficiency and work performance; and
- G. Consider and discuss health, safety, and training matters.

Section 12.3 Reports

Labor Council 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 or work. The number of on duty employee representatives will be limited to one whenever possible. Any changes in work orders will be issued as soon as possible after the conclusion of the meeting. The Labor Council may submit a written report as a result of such meetings. If minutes of a meeting are desired, an employee representative will take such minutes. These minutes will be reviewed by the City and employee representatives prior to dissemination to other employees.

ARTICLE 13
GRIEVANCE PROCEDURE

Section 13.1 Definition of a Grievance

A grievance is defined as a dispute or difference involving the interpretation, application, or enforcement of the terms of this Agreement or of the work rules.

No management prerogative reserved solely to the discretion of the City shall be made the subject of a grievance.

Section 13.2 Purpose of the Grievance Procedure

The purpose of the grievance procedure is to resolve disputes peacefully and amicably without impeding the provisions of essential public services. Therefore, should a grievance arise, there shall be no interruption or impeding of work, on account of such differences, but an earnest effort shall be made to settle the matter promptly in accordance with the provisions of this Agreement. The grievance procedure herein and the arbitration procedure outlined in Article 14 shall constitute the sole recourse for the settlement of disputes involving the interpretation, application, or enforcement of the terms of this Agreement except as provided for in Section 13.16.

Section 13.3 Grievance to Be Settled Expeditiously

Both parties agree that they shall endeavor to make every effort to anticipate and diminish the causes of grievances, and when they arise, to settle them (informally if possible) expeditiously at the lowest practicable level of the grievance procedure.

Section 13.4 Qualifications

An employee may file only his own personal grievance. The aggrieved employee should personally sign his written grievance, if he is capable of signing. Otherwise, no grievance will be processed without the aggrieved employee's signature.

A grievance can be initiated by an aggrieved bargaining unit member. Where a group of bargaining unit members desire to file a grievance involving a situation affecting each bargaining unit member in the same or similar manner, the Labor Council or grievance chairman shall file a class action grievance on behalf of all those affected.

The City or the Labor Council shall have the right to put its grievances through the established grievance procedure. Initiation of any such grievance shall be undertaken at Step 2 of the Grievance Procedure for the Labor Council and Step 3 for the City.

Section 13.5 Grievances of Non-Member Employees

When a grievance proceeding is held on an individually filed grievance by a bargaining unit

employee who is not a member of the Labor Council, the Labor Council shall receive notification when the grievance is filed. The final resolution must be consistent with the terms of this agreement and the Labor Council representative may be present at the final resolution.

Section 13.6 Pre-Existing Grievances

Grievances which arose prior to the signing of this Agreement shall be processed under the terms of the Agreement in effect at the time of the alleged grievance.

Section 13.7 Limit on Applicability of Grievance Decision

A final decision reached in either of the first two steps of the grievance procedure shall be applicable to that grievance only.

Section 13.8 Right to Withdraw Grievances

When the Labor Council is used, the Labor Council has the sole discretion to refuse to process, abandon, or settle grievances jointly with the City, prior to binding arbitration, irrespective of the aggrieved employee's wishes. The employee must sign a waiver to remove the Labor Council from the grievance process at any time after the Labor Council has been requested to provide assistance. However, no grievance shall be abandoned or settled by the Labor Council without first notifying the grievant of such action and allowing the grievant to provide additional input.

Section 13.9 Time Limits

If the Labor Council or a member fails to exhaust its remedies under the grievance procedure or to abide by the time limits with respect to each step of the procedure, the grievance shall be deemed as resolved. Such failure/neglect to follow the procedure and/or adhere to the prescribed time limits shall act as a bar to the filing of any future grievances arising out of the same set of facts or circumstances.

If the City fails to exhaust its remedies under the Grievance Procedure or to abide by the time limits with respect to each step of the procedure, the grievance shall automatically advance to the next step. Arbitration may be requested within 21 calendar days from any missed deadline in the third step procedures.

The time limits expressed in the Grievance and Arbitration Articles may be extended at any step by written mutual consent. However, if the time limits are not mutually extended, the last timely position shall prevail. The parties may agree by written mutual consent to skip certain steps in the grievance procedure.

Section 13.10 Soliciting of Grievances

Labor Council members are prohibited from soliciting grievances. Any Labor Council member who is found to have solicited a grievance shall be subject to disciplinary action. This does

not limit the Labor Council Representative or a member of the grievance committee from making an initial inquiry.

Section 13.11 Processing and Investigation of Grievances

The processing and investigation of grievances shall take place outside of regular working hours whenever possible. When this is not possible, the grievant or Labor Council representative, if one is involved, shall be permitted leave with pay during working hours, provided the grievant or Labor Council representative first obtains the permission of his immediate supervisor. Such permission shall not be unreasonably withheld.

Section 13.12 Presentation of Witnesses

Either party may present witnesses. Employees who are appearing as witnesses for the Labor Council must receive permission to take time off with pay if the hearing occurs during their normal work hours. If permission is withheld, any applicable time limits shall thereby be extended for the period of time necessary to allow the grievant and/or representative, if one is involved, time off to attend such meetings. Witnesses may be subject to cross examination.

Section 13.13 Labor Council To Investigate Grievances

When an Labor Council representation is being used, the Labor Council shall make a reasonable investigation of any grievance before it is submitted to the steps of the grievance procedure. All cases, shall be investigated before being submitted to binding arbitration, in order to ascertain that the complaint is justified and there is reasonable grounds to believe that the claim is true in fact. The Labor Council shall submit a written report to the City upon filing for the next step in the grievance procedure if their investigation reveals any new or different information regarding the grievance.

Section 13.14 Proper Language And Publicity

The grievance complaint shall set forth all the facts necessary to understand the issues involved. It shall be free from charges or language not germane to the real issue or conducive to subsequent calm deliberation. So far as possible, the City and the Labor Council shall avoid publicizing any grievance or complaint prior to the final determination of the issue.

Section 13.15 Grievance Steps Eliminated

If the subject matter involves an employee discharge or if both parties agree that any other subject is of an emergency nature, with respect to an immediate necessity to move ahead, grievance Steps 1 and 2 shall be bypassed and the grievance taken up directly at Step 3.

In any case, the hearing for such a set of circumstances shall be held within fifteen (15) work

days of the date of the receipt of the grievance by the Safety Director or his designee.

In the case of a dismissal or a situation where the parties agree in writing that a grievance should bypass Steps 1 and 2, the time limit that such a grievance must be filed at Step 3 shall be five (5) work days.

Section 13.16 Employee's Right

Where applicable in discipline cases, the employee must first choose whether he wants to process his appeal through the Grievance/Arbitration Procedures or through the Civil Service Commission. The initiation of any phase and/or of any step of either of the two appeal systems shall be considered to be a waiver of the right to utilize the other system. Both the Civil Service Commission and any duly appointed arbitrator must honor the requirements of this section.

It is understood that this Agreement shall not in any way abridge the right of individual employees to seek their own redress of grievances, or to refrain from using the Labor Council in the process.

Section 13.17 Steps in the Grievance Procedure

STEP 1 Bureau Commander

- A. An employee who feels that his rights and privileges under this Agreement have been violated, shall make verbal contact with the Bureau Commander within five (5) calendar days from date of the occurrence of the action giving rise to the grievance or five (5) calendar days from when the grievant first knew of the occurrence that gave rise to the grievance. A waiver form must be presented by the grievant at this step.
- B. The Bureau Commander will give a written reply to the grievance within five (5) calendar days from the date the grievance was verbally submitted.
- C. The object of this step is to informally resolve the complaint before it becomes a formal grievance, therefore, unless mutually agreed to by the parties, any other parties shall be excluded from the meeting between the employee and the Bureau Commander.
- D. A grievance which is not satisfactorily settled at Step 1 of the Grievance Procedure shall be taken to Step 2.
- E. The day of submission or response is not counted as a day of this step or any succeeding step.

STEP 2 Police Chief

- A. An employee who is not satisfied with the reply at Step 1 of the Grievance Procedure

shall file a written grievance on the form provided, with the Police Chief (or designee). The grievant may use a Labor Council representative. If he does so chose to involve the Labor Council, then the Labor Council shall investigate the grievance before proceeding to the next step. A waiver form must be presented by the grievant at this step.

- B. The employee must file his grievance within five (5) calendar days after the reply at Step 1 has been given.
- C. The Police Chief (or designee) shall sign and date stamp the grievance form and return a signed copy to the grievant or his representative if one is involved.
- D. The City has the right to seek out and require additional information, if it exists, to that presented in the Grievance Notice in order to amicably handle the matter as expeditiously as possible.
- E. The Police Chief shall have fifteen (15) calendar days to submit his answer in writing to the grievant or his representative if one is involved. Said grievant or his representative shall sign and date the form upon receipt.

STEP 3 Safety Director

- A. Should the grievant or the Labor Council representative, if one is involved, decide that the reply of the Police Chief is unsatisfactory, the grievant or representative of the Labor Council, if one is involved, shall, within five (5) calendar days, forward a copy of the grievance and all other pertinent information to the City's Safety Director or his designated representative. The Safety Director or his designee shall sign and date the form upon receipt and return a signed copy to the grievant or his representative if one is involved. A waiver form must be presented by the grievant at this step.
- B. The Safety Director or his designated representative shall arrange a hearing between the grievant and, if the grievant so desires, the Labor Council representative and the City within fifteen (15) calendar days unless otherwise mutually agreed to. The Safety Director or his designee shall answer the grievance within ten (10) calendar days after the hearing.
- C. The City may require the hearing to be held outside normal working hours. Meetings and/or conferences by the Labor Council and the grievant with respect to discussion of the various actions associated with resolving such a matter, shall be scheduled for the off duty hours of the participants. No compensation will be provided by the City for the participants in such meetings and/or conferences. A hearing scheduled for a time period during which the grievant and his representative would normally be on duty will proceed as scheduled. The grievant and his representative shall be released from duty during the time period of the hearing and shall not suffer any loss of pay or

benefits.

- D. If a decision of the Safety Director or his designee is not satisfactory to the Labor Council, arbitration must be requested in writing within twenty-one (21) calendar days from the date the decision was rendered at the last step of the grievance procedure.

ARTICLE 14
ARBITRATION

Section 14.1 Time Limit for Requesting Arbitration

Unless both parties agree to by-pass one or more of the steps, the entire grievance procedure must be exhausted before going to arbitration.

Arbitration must be requested in writing within twenty-one (21) calendar days from the date the decision was rendered at the last step of the grievance procedure.

Section 14.2 Delivery of Demand for Arbitration

Should the Labor Council demand arbitration, it shall give written notice to the City of Zanesville's Safety Director. Such demand shall be signed by the grievant and/or the authorized representative of the Labor Council. Should the City of Zanesville demand arbitration, it shall give written notice to the authorized representative of the Labor Council or his designee. Such demand shall be signed by the authorized representative of the City of Zanesville.

Section 14.3 Selecting the Arbitrator

Within twenty-one days of the demand for arbitration, a joint written request, instigated by the party demanding arbitration, shall be made to the Federal Mediation Conciliation Services (District 15, Ohio) to submit the names of seven (7) qualified arbitrators including personal history and arbitration experience of each. Upon receipt of such list of arbitrators the parties shall attempt to select one from the list. Upon failure to do so, the parties shall then proceed to alternately strike names from the list until one (1) name remains.

Determination as to which party shall have the privilege of striking a name from the list first shall be resolved by the toss of a coin. The individual whose name remains on the list after the other six (6) names have been removed shall be the arbitrator. The Federal Mediation Conciliation Services shall be informed of the individual selected and request that such arbitrator be assigned to the grievance.

Section 14.4 Submission Agreement

The Labor Council and the City shall agree in writing upon the precise issues to be decided and submit the Statement to the arbitrator. Such agreed upon issues shall then be submitted to the arbitrator. If the parties cannot agree on the issues to be decided, each party shall state in writing the issue as he sees it and submit it to the arbitrator and other party. Included in its statement of issues, the appealing party shall cite the section or sections of the Agreement it claims have been violated and the redress it expects from arbitration.

If one of the parties is of the opinion that a grievance concerning the interpretation or application of the contract is not arbitrable, it shall notify the other party prior to the arbitration

hearing of its challenge and intent to raise the issue of arbitrability at the arbitration hearing. At the hearing, the first question to be placed before the arbitrator shall be whether or not the issue is arbitrable and within his/her jurisdiction to decide. The arbitrator will take the question of arbitrability under advisement, and the same arbitrator will hear the grievance on its merits.

Section 14.5. Arbitrator Shall Arrange Hearings

The arbitrator shall arrange for any hearings or investigations he deems to be necessary as soon as possible after he is notified of his selection.

Section 14.6 Procedures

Arbitration proceedings shall be conducted under the Voluntary Labor Arbitration Rules of the Federal Mediation Conciliation Services except as modified by the provisions of this Agreement.

Section 14.7 Limits on Arbitrator's Authority

- A. No decision by an arbitrator shall infringe upon:
- (1) The obligation of the City as expressed or intended by the provisions of Ohio Law.
 - (2) The statutory obligations of the City.
 - (3) The legal principles expressed by a Ohio Supreme Court determination or by any other court of competent jurisdiction, or in the general body of legal principles which are applicable to municipalities and their municipal functions.
 - (4) Any federal, state, or municipal law.
- B. The arbitrator may affirm, disaffirm or modify disciplinary penalties imposed by the City.
- C. The arbitrator shall not change wage rates already in effect within the Agreement.
- D. The arbitrator's award shall not be retroactive for a period prior to the period covered by the grievance.
- E. The arbitrator shall conduct a fair and impartial hearing on the grievances, hearing and recording testimony from both parties and applying the rules of the F.M.C.S., or the S.E.R.B. The arbitrator shall not have the authority to add to, delete from, or modify any provisions of this Agreement.

- F. The arbitrator shall expressly confine himself to the precise issues cited in the submission as per Section 14.4 and shall have no authority or privilege to determine any other issue not so submitted to him. Nor shall the arbitrator have the authority or privilege to submit observations or declarations of opinion which are not directly essential in reaching a decision on the precise subject matter.
- G. The arbitrator may not make an award which in effect grants either party that which it was unable clearly to secure during past collective bargaining negotiations.
- H. An arbitration award shall not be used as a precedent for any subsequent case, but may be cited in support of the parties' position.
- I. The arbitrator shall not grant relief that extends beyond the termination date of this Agreement.
- J. The arbitrator's decision and award will be in writing and will specifically state the rationale for the decision. Said decision shall be mailed to the Labor Council and the Mayor of the City or his designee, within thirty (30) days from the date the record is closed. When post-hearing briefs from the parties are requested, the record is not closed until the parties have submitted such briefs.

Section 14.8 Number of Grievances to Be Heard at One Time

The arbitrator shall hear only one grievance at a time unless both parties agree to consolidated two or more grievances.

Section 14.9 Withdrawal of a Dispute

After a dispute on which the arbitrator is empowered to rule hereunder has been referred to him, such dispute may be withdrawn by either party. The party requesting the withdrawal shall bear the entire cost of the arbitration, unless a settlement is reached in which case the parties shall share the cost equally.

Section 14.10 Arbitration Limited to Life of Contract

Disputes may only be submitted to arbitration that arose during the life of the contract.

Section 14.11 Damages

The arbitrator shall have the authority to grant damages and other types of monetary relief.

Section 14.12 Decision Final and Binding

The arbitrator's award shall be final and binding on both parties and may be enforced in any

court of competent jurisdiction except as otherwise herein specified.

Section 14.13 Cost of Arbitration

The fees of the arbitrator and the rent, if any, for the hearing room shall be borne equally by the parties. The expenses of any non-employee witnesses shall be borne, if at all, by the party calling them. The fees of a court reporter shall be paid by the party asking for one; however, such fee shall be split equally if both parties desire a reporter or request a copy of the transcript.

Section 14.14 Employees Attending Arbitration Hearing

The grievant, the Labor Council Representative, and employee witnesses, called by either party, who appear at an arbitration hearing during their working hours shall not suffer any loss in pay. Member witnesses, other than the grievant and grievant representative, called by the Labor Council, will be permitted time off, with pay, if such time off is during regularly assigned work hours, provided that the needs of the City, the Department and the safety of the citizenry are not compromised. The Labor Council shall provide to the City a list of member witnesses to be called.

ARTICLE 15
PERSONNEL FILES

Section 15.1 Personnel File

- A. Every member shall be allowed to review his personnel file at any reasonable time upon written request. A member may also authorize his attorney to review the personnel file. Such request shall be made to the Chief and review of the file shall be made in the presence of the Chief or designated representative.
- B. If upon examining his personnel file, any member has reason to believe that there are inaccuracies in documents contained therein, the member may write a memorandum to the Chief explaining the alleged inaccuracy. The Chief shall attach the memorandum to the document in the file and shall note thereon his agreement or disagreement with the memorandum's contents.
- C. Any employee's signature on a document shall mean he has seen the document and not that he agrees with its content unless it is so stated on the document.
- D. Records of discipline shall cease to have force and effect according to the following schedule:

Suspensions	36 months
Written Reprimands	12 months

The records shall not be destroyed but placed in a separate file for public records purposes.

- E. In any case in which an action of record is disaffirmed through the Grievance Procedure, the member's personnel file shall clearly reflect such disaffirmance.

ARTICLE 16
RIGHTS OF EMPLOYEES

Section 16.1 Policy

The City and the Labor Council agree that a clearly written discipline policy will serve to promote fairness and equality in the work place, and will minimize potential misunderstanding among employees in disciplinary matters. Furthermore, the City and the Labor Council agree that the procedures, set forth below, shall be consistently applied in order to effectively and fairly correct unsatisfactory employee behavior.

Section 16.2 Classification of Complaints

- A. Administrative: Complaints initiated internally against members of the department.
- B. Personnel: Complaints made by the public against members of the department.

Section 16.3 Complaints

- A. Complaints - General
 - (1) It is agreed that citizens will be encouraged to bring forward legitimate complaints regarding misconduct by departmental employees and that such will be received courteously and handled efficiently by all concerned. In addition, both the Labor Council and the City agree that all personnel will assist and cooperate in the processing of citizen complaints consistent with established procedures.
 - (2) Complaints shall be accepted from any source, whether made in person, by mail or over the telephone, so long as the complaint contains sufficient information to warrant an investigation. Complaints from anonymous sources without corroborative evidence after due inquiry shall be deemed unfounded.
 - (3) Citizens alleging misconduct on the part of a division member will be requested to sign the complaint form.

Section 16.4 Internal Investigation

- A. Procedure - General
 - (1) Questioning or interviewing of an employee accused of misconduct will be conducted or scheduled at a reasonable time, preferably while the member is on duty.

- (2) The length of the interview or interrogation session(s) will be reasonable, with interruptions provided for personal necessities, meals, telephone calls and rest.
- (3) Interrogations/interviews will normally be conducted at the Zanesville Safety Center or other appropriate location.
- (4) An accused employee who refuses to answer questions or participate in an investigation shall be advised that such conduct if continued will be the basis for a charge of insubordination.
- (5) Prior to the commencement of any interrogation-interview of an employee accused of misconduct, said employee shall be advised of the nature of the investigation and the allegations made against him.
- (6) Prior to questioning and upon request, an accused employee will be provided a reasonable opportunity to review any documents previously submitted by him that are specifically related and narrowly confined to the circumstances surrounding the allegations made against him.
- (7) Prior to an employee being asked questions during an internal non-criminal investigation which may lead to suspension without pay or termination of the employee questioned, that employee shall be informed of his right to have Labor Council representation. The Labor Council representative shall be the union steward for the employee's bargaining unit or the steward's designee. If after a reasonable time (2 hours) to acquire the services of a Labor Council representative, the grievant fails and or neglects to do so, the investigation by the City will proceed without a Labor Council representative.
 - (a) A bargaining unit member who is called upon to serve as a representative to an accused employee while both are on duty shall be released from the requirements and responsibilities of such duty while he is assisting such employee.
 - (b) Such representative shall not suffer the loss of any compensation and/or benefits.
 - (c) Such relief from duty is contingent upon the approval of his immediate supervisor, which will not be unreasonably withheld.
 - (d) Bargaining unit members who are not on duty and are summoned to act as representatives of accused employees shall be compensated as provided for in the call-in section of the contract.

(e) Off duty bargaining unit members who are summoned to represent an accused employee are not relieved from reporting to their regularly assigned duties, except as specified in this Article.

(8) The Chief of Police, based upon a substantial objective basis to believe that an employee may be withholding information relevant to the matter being investigated, may require that employee to submit to a polygraph.

If the employee refused to submit to the polygraph or to cooperate with the operator, an adverse inference may be taken from the refusal. However, the refusal of the employee to submit shall not be the sole basis for disciplinary action either in the initial investigation or any subsequent charge of insubordination based upon the refusal.

The member shall be entitled to a union representative during the pre-interview and post-interview stages of the polygraph examination. Any such polygraph examination shall only be conducted by a certified operator that is not a member of a law enforcement agency or company located in Muskingum County. No disciplinary action shall be taken by the Employer based solely on the results of such tests.

B. Formal Statements (Administrative and Non-Criminal)

- (1) Formal Statements other than the initial interview/inquiry, of employees accused of misconduct shall be recorded.
- (2) With reasonable notice to the Police Chief (or designee), the accused employee will be provided the opportunity to listen to and/or review the results of such recorded statement and prepare personal notes with respect to such recording.
- (3) With reasonable notice, copies of the accused employee's formal recorded statement, tape either recorded or transcribed, if such is made, will be provided to the accused employee if so requested by the affected employee. Costs incurred with respect to preparation, duplication, copying, etc. shall be absorbed by the employee so requesting.
- (4) Under those circumstances in which an attorney from or assigned by the City Law Director's office is a participant in the investigation of an accused employee complaint, said accused employee shall have the right to be accompanied by an attorney of his own choosing. The cost incurred for representation by the personal attorney must be borne by the bargaining unit or the employee so hiring. Acquiring representation by a personal attorney shall not disrupt or cause unreasonable delay of such proceedings.

- (5) A bargaining unit member who is the subject of a criminal investigation shall be advised of his constitutional rights as provided by law.
- (6) A bargaining unit member who is the subject of a criminal investigation and who chooses, after being so advised of his constitutional rights, to exercise them, will not be charged with insubordination for refusing or declining to answer questions with respect to the alleged criminal conduct.

C. Miscellaneous Provisions

- (1) Complaints lodged against a bargaining unit member, when determined by the Chief of Police (or designee) to be unfounded, shall not be made a part of the employee's personnel file and shall not be used in any subsequent disciplinary procedure.
- (2) Compensation for employees participating in a disciplinary investigation during their off-time shall be as specified in the call-in section of this contract.

Section 16.5 Disciplinary Procedure

- A. No employee shall be disciplined except for just cause. Warnings or reprimands that do not involve a reduction in pay or position, suspension or discharge are subject to the grievance procedure but may not be appealed to the Arbitration Procedure.
- B. The principles of progressive disciplinary action will be followed with respect to minor offenses. It shall be corrective and applied in a uniform manner. Normal progressive discipline shall consist of a documented oral warning, written reprimand, short term suspension, and either a long term suspension, or discharge.
- C. The City shall take corrective action deemed necessary by the circumstances on a case-by-case basis.
- D. The City agrees not to suspend, or discharge an employee without first conducting a hearing. This hearing is to be held between the City, the employee and a Labor Council representative if the employee so desires. Hearings where practical shall be conducted at hours reasonably related to the employee's shift, preferable during his work hours.
- E. The City agrees that all disciplinary procedures shall be carried out in private and in a businesslike manner.
- F. In cases where a suspension of thirty (30) days or less has been imposed on a

bargaining unit employee, the Employer may offer the employee the option to forfeit accrued leave time (vacation or compensatory time). The forfeiture shall be one (1) hour of leave for each hour of proposed suspension. The type of leave shall be the employee's choice. The forfeiture of leave shall constitute corrective action of record and shall be placed in the employee's personnel file. The forfeiture of leave shall constitute the final resolution of the departmental charges. Once accepted by the employee, forfeiture of leave is not subject to appeal.

- G. The City shall not initiate the public disclosure of any disciplinary action taken or proposed against any employee unless and until criminal charges have also been filed.
- H. In disciplinary matters involving the imposition of a specified time period of suspension or discharge of an employee, the effective date for the commencement of the time limits that govern the appeal of that suspension or discharge shall be as specified in the grievance procedure as per Articles 13 and 14 of this contract.
- I. An appeal of an imposed suspension shall act as a stay of that suspension until such time as a decision is rendered with respect to the appeal.
- J. The City shall have forty-five (45) days from the discovery of alleged action, incident, or occurrence to complete its investigation and to file charges for disciplinary action against an employee. In instances where the investigation cannot be completed within the time limits stated above, an additional fifteen (15) day period may be granted by mutual agreement of the City and the affected employee or Labor Council Representative, except that in no case shall the City have more than sixty (60) days to investigate and file charges. The Labor Council and its members agree to assist in the expediting of investigations of alleged actions, incidents and occurrences.

ARTICLE 17
DRUG/ALCOHOL TESTING

Section 17.1 Employees Tested

Drug/alcohol testing may be conducted on employees at random, post-incident or reasonable suspicion.

For random testing, the City shall contract with a laboratory meeting the requirements of Section 17.2. Random tests will be conducted no more than four times per calendar year.

A bargaining unit employee may of his own volition, even if not ordered to do so, undergo a drug and/or alcohol screening test if he is involved in an on duty incident or accident involving bodily injury, extensive property damage or death. Testing done under these circumstances will be treated in the same manner as if the employee had been ordered to undergo screening.

Section 17.2 Test Requirements

All drug screening tests shall be conducted by medical laboratories meeting the standards of the National Institute of Drug Abuse and the National Institutes of Health. No test shall be considered positive until it has been confirmed by a gas Chromatography/Mass Spectrometry full scan test or its equivalent. The procedures utilized by the Employer and testing laboratory shall include an evidentiary chain of custody control. All samples collected shall be contained in two (2) separate containers for use in the prescribed testing procedures. All procedures shall be outlined in writing and this outline shall be followed in all situations arising under this Article.

Section 17.3 Alcohol Tests

Alcohol testing shall be done in the same manner as to detect drivers operating a motor vehicle under the influence. A positive result of a blood alcohol concentration of .03% or above shall entitle the Employer to proceed with sanctions as set forth in this Article.

Section 17.4 Test Results

- A. The results of the testing shall be delivered to the Employer and the employee tested. An employee whose confirmatory test result is positive shall have the right to request a certified copy of the testing results in which the vendor shall affirm that the test results were obtained using the approved protocol methods. The employee shall provide a signed release for disclosure of the testing results. Refusal to submit to the testing provided for under this Agreement may be grounds for discipline.
- B. The Employer may suspend the employee without loss of pay before the time the confirmatory test results are complete. If the screening test and confirmatory test are

positive, the Employer may discipline the employee. The use of illegal substances, on or off duty, will ordinarily result in termination. The improper use of prescription drugs and/or alcohol may result in a lesser discipline, depending upon the relevant circumstances.

Section 17.5 Confirmatory Tests

1. If a drug screening test is positive, a confirmatory test shall be conducted utilizing the fluid from no more than two of the three containers collected in the manner prescribed above.
2. In the event the second test confirms the results of the first test, the Employer may proceed with the sanctions as set forth in this Article.
3. In the event that the second test contradicts the result of the first test, the Employer may request a third test in accordance with the procedures prescribed above. The results of this test, if positive, shall allow the Employer to proceed with sanctions as set forth in this Article. If the results are negative, the employee shall be given the benefit of the doubt and no sanctions shall be imposed.

Section 17.6 Laboratories

A list of two (2) testing laboratories shall be maintained by the Employer. These laboratories shall conduct any testing directed by the Employer.

Section 17.7 Rehabilitation

If the testing required above has produced a positive result, the Employer may take disciplinary action and/or require the employee to participate in any rehabilitation or detoxification program that is covered by the employee's health insurance. An employee who participates in a rehabilitation or detoxification program shall be allowed to use sick time, compensatory days, vacation leave, and personal leave days for a period of the rehabilitation or detoxification program.

If no such leave credits are available, the employee shall be placed on medical leave of absence without pay for the period of the rehabilitation or detoxification program. Upon completion of such program, and upon receiving results from a retest demonstrating that the employee is no longer abusing a controlled substance, the employee may be returned to his former position. Such employee may be subject to periodic retesting upon his return to his position for a period of one (1) year from the date of his return to work. Any employee in a rehabilitation or detoxification program in accordance with this Article will not lose any seniority or benefits, should it be necessary for the employee to be placed on medical leave of absence without pay for a period not to exceed ninety (90) days.

Section 17.8 Discipline

If the employee refuses to undergo rehabilitation or detoxification, or if he tests positive during a retesting within one (1) year after his return to work from such a program, the employee shall be subject to disciplinary action up to and including termination of his employment.

Section 17.9 Testing Cost

Costs of all drug screening tests and confirmatory tests shall be borne by the Employer except that any test initiated at the request of the employee shall be at the employee's expense.

Section 17.10 Confidentiality

All tests results and actions taken under or pursuant to this Article shall be kept confidential in accordance with and subject to state and federal law.

ARTICLE 18
ORDINANCES, RULES AND REGULATIONS

Section 18.1 Rules and Regulations

The City agrees that Rules and Regulations of the Department shall be furnished to all members of the bargaining unit in written form.

To the extent possible the City agrees that amendments to the Rules and Regulations shall be provided to the Labor Council in advance of their implementation. The Labor Council or any member of the bargaining unit may request a meeting of the Labor - Management Committee to seek clarification or to present alternative viewpoints with respect to such amendments.

The Rules and Regulations shall be applied and interpreted consistently by the City and may not violate any provision of this Agreement.

Nothing herein shall be construed in any manner as a limitation of the City's right to alter its work rules, policies or directives.

ARTICLE 19
REPORTING FOR WORK

Section 19.1 Lateness

- A. Employees are to be punctual at all times.
- B. Lateness may result in progressive disciplinary action.
- C. Instances of tardiness of less than six (6) minutes shall be considered in determining chronic lateness.
- D. In cases where the disciplinary action described above fails to correct an employee's chronic lateness, additional disciplinary action may be taken.

Section 19.2 Notice of Absence

- A. Any employee who is unable to report for work at his assigned time for any reason shall notify the proper designated authority as soon as possible before his assigned starting time and no later than one (1) hour before his starting time. Notice of absence may be given through another person only if the employee is physically unable to provide the proper notice. When notice is not provided the employee will not be paid for his time off unless he can furnish compelling evidence that circumstances beyond his control prevented giving proper notice. An employee who, unless incapacitated, is absent three (3) consecutive work days without notifying the City, or without valid reason, for failure to so notify the City, will be considered to have voluntarily resigned.
- B. An employee who, unless incapacitated, is absent from the job without prior notice to the City and/or failure to give the City a legitimate reason for his absence after returning to work shall be subject to the following penalties:

First Offense - 5 days suspension without pay

Second Offense - Dismissal

ARTICLE 20
WORKING CONDITIONS

Section 20.1 Protection of Employees Safety and Health

The City will continue to make reasonable provisions for the safety and health of its employees. The Labor Council agrees that it will direct its members to use the protective devices, wearing apparel, and other equipment provided by the City for the protection of employees from injury. The Labor Council also agrees that it will encourage its members to promptly report conditions in the City's facilities that might be dangerous to employees and the public and to do all in their power to make City property and equipment safe, sanitary, and dependable. Any injury or accident, however minor, shall be immediately reported to the Police Chief or his authorized representative.

Section 20.2 Return of City Property

An employee leaving the service of the City, whether through resignation, retirement, layoff, or discharge, is responsible for returning any City property which he may have in his possession. Failure to return City property may result in the employee's final check being held until such return is made or deductions may be made for the value of the property.

ARTICLE 21
HOURS OF WORK AND OVERTIME

Section 21.1 Intent

This Article is intended to define the hours of a work day, hours of a work week and to define the basis for the calculation of overtime.

Section 21.2 Work Day and Work Week

- A. A work day shall consist of eight (8) hours during a scheduled work shift. Except to accommodate change of shifts or days off, a work week shall consist of five (5) work days followed by two (2) consecutive days off.
- B. Should the Chief of Police decide to implement a four-ten schedule, such schedule will consist of four (4) ten-hour days, or eight (8) such days per pay period. The chief shall provide at least seven (7) days notice to all employees affected by any such change.

Section 21.3 Overtime

- A. All hours worked in excess of forty (40) hours in one (1) week shall be paid at one and one-half (1-1/2) times the employee's regular straight-time hourly rate.
- B. For purposes of this section, "hours worked" is defined as hours actually worked plus paid leave time, except that sick leave and unworked hours compensated pursuant to Section 23.5 shall not be counted as "hours worked."
- C. For purposes of computing overtime, the work week shall begin Friday at 12:00 A.M. and end the following Thursday at 11:59 P.M.. This work week shall be used for payroll purposes only and shall not be construed as establishing the actual days of work for any employee or group of employees.
- D. Overtime work shall include only that work performed by an employee at the direction of the Police Chief (or designee).
- E. If an emergency is declared by someone with authority to do so, and a bargaining unit member is ordered to work before or after his normal hours of work, he shall be paid double-time for all such hours. In any other case the employee so ordered to work shall be compensated at the appropriate rate of pay.
- F. Overtime shall be based on 1/10 of an hour increments.

Section 21.4 Compensatory Time Bank

An employee, at his option, may elect to accrue compensatory time at the rate of one-and-one-half (1-1/2) hours off for each hour of overtime work, and place such time in a comp-time bank. Once the employee has placed such time in the bank he must give a twenty-four (24) hour advance notice to the Chief of Police for comp time leave, except that such comp time would be permissible with a one (1) hour notice if the supervisor so granting such leave is of the opinion that doing so would not unduly disrupt the operations of the Department. Compensatory time may be taken in half-hour increments. The Employer shall have the sole discretion for granting such leave, but such denial should be for just cause and not mere inconvenience. The maximum accrual of compensatory time shall be 150 hours. (Current employees with more than 150 hours of accrued compensatory time may keep and use such accrued time but may not accrue additional compensatory time unless their accumulated hours fall below 150.)

Section 21.5 Pay Out

Upon separation for any reason, the employee shall be paid for any accumulation of accrued compensatory time.

ARTICLE 22
WAGES

Section 22.1 Salaries, Wages, and Salary Ranges

- A. The hourly pay rates for the position classifications of Police Secretary and Police Records Clerk shall be in accordance with those set forth in Appendix I. Wages for 2015 shall not be retroactive, and will be effective after the contract is ratified. Wages for 2016-2017, shall be effective the first day of the first full pay period of January.

Section 22.2 Automatic Pay Increments

- A. Pay increments for 2015 shall not be retroactive and shall become effective after the contract is ratified. Step increments in 2016-2017 shall be that upon hire, employees shall be assigned to the lowest step in the proper classification. Each January thereafter employees will receive an increase to the next higher step in their classification.
- B. Pay increases in 2015 shall not be retroactive and shall become effective after the contract is ratified. Pay increases in 2016 and 2017 shall be effective on the first day of the first full pay period in January.

Section 22.3 Longevity Pay

- A. The City of Zanesville will grant longevity pay each year to permanent full-time employees covered by this Agreement in accordance with the following schedule:

<u>YEARS OF SERVICE</u> <u>AS OF SEPTEMBER 30</u>	<u>LONGEVITY PAY</u>
5	2% of Previous Annual Payroll Earnings
9	3% of Previous Annual Payroll Earnings
13	4% of Previous Annual Payroll Earnings
16	5% of Previous Annual Payroll Earnings

- B. Payment is to be calculated on the previous annual payroll earnings.
- C. September 30 of each year in which the payment is to be made shall be used in calculating years of service for longevity pay.
- D. Payment shall be made in a lump sum during October of each year and shall be separate from the employee's regular paycheck. Longevity pay shall be taxed as if earned over the entire payroll year (26 pay periods).

- E. Employees who are on the payroll as of June 30 will be entitled to a prorated share of their longevity pay even though they may terminate prior to October 1. This shall apply to termination under honorable circumstances. The prorated pay shall be based on the number of completed pay periods in the final year of service divided by twenty-six (26) and multiplied by the longevity pay due for the entire year.

Section 22.4 Call-In Pay/Court Pay

- A. Call-in pay shall be provided when an employee is required to report for work or to report for scheduled or ordered court appearances at times other than his regular shift or hours of work regardless of whether or not work is available or the court case is actually conducted.
- B. An employee called in under Section A shall receive three (3) hours pay at his base rate (straight time) or pay for time actually worked at the applicable rate whichever is greater.
- C. Call-in pay shall not be provided for: (1) work extending beyond the end of an employee's scheduled shift; (2) work before and continuing into his scheduled shift; (3) situations in which employees are summoned back to work to correct errors or incomplete task during his assigned duty hours.
- D. Employees who fall under Section C only shall be paid at the applicable hourly rate, except that for scheduled training periods and scheduled department meetings employees shall receive one (1) hour's pay at his base rate (straight time) or pay for time actually worked at the applicable rate, whichever is greater.
- E. "Scheduled" as listed in Section C only shall mean a minimum of 48 hours notice.
- F. An employee may, at his option, receive compensatory time off in lieu of pay for call-in or court appearances.
- G. Call-in time for which payment is rendered shall not be used for computing the forty (40) hour work week for premium pay. Any time actually worked under each call-in that exceeds 2 hours shall be used in computing the forty (40) hour week for premium pay. Hours worked as defined in Section 2.3(B) shall be used to compute the forty (40) hours work week for premium pay.

Section 22.5 Hazardous Weather

The City, at its sole discretion, shall determine when hazardous weather conditions exist. If City Hall is closed by the Mayor due to hazardous weather conditions or the police chief or his designee deem the weather too hazardous for travel, members of this unit shall not be required to report to work and shall be compensated for all the hours of the regular shift the employee was

scheduled to work but did not work due to such closing.

ARTICLE 23
VACATION

Section 23.1 Accrual of Vacation

- A. Permanent full-time employees covered by this Agreement shall accumulate vacation leave with pay in accordance with the following schedule for each full pay period of service:

<u>Years of Service</u>	<u>Vacation Hours Accrued Per Pay Period Worked</u>
First year	3.08 hours
After 1 year	3.39 hours
After 5 years	4.26 hours
After 10 years	5.18 hours
After 15 years	6.10 hours
After 20 years	6.72 hours

- B. Each employee shall be required to take vacation during each year except that upon written approval of the Mayor, vacation may be accumulated up to the maximum time which is accruable in a two-year period. Under no circumstances will an employee be allowed to take vacation in advance.

Section 23.2 Vacation Preference

All vacations shall be taken with the prior approval of the Police Chief. Whenever possible, vacation preference will be based on seniority. Vacation shall be scheduled so as to meet the operating requirements of the City and the preference of the employees. Denial of vacation leave shall be for just cause and not mere inconvenience. Beginning February 1st of each year annual vacations of up to four (4) consecutive weeks may be requested and shall be by seniority. Once each covered employee has the opportunity to choose a vacation the vacation list shall be rotated in the same manner two (2) more times. Each employee may choose a maximum of two (2) additional weeks during each rotation. A maximum of six (6) weeks vacation may be requested in the three sign-up rotations. Annual vacations shall be scheduled by March 31 of each year. No more than three (3) separate blocks of time may be used as annual vacation. After March 31, there shall be no bumping of scheduled vacations. The vacation period for scheduling will be from April 1 to March 31 of the next year. Requested time off for other than annual vacations shall be submitted no sooner than 30 days prior to the day requested and will be on a first come, first serve basis. Except in emergencies once a request is granted, it shall not subsequently be denied.

Section 23.3 Other Considerations

- A. An employee requesting vacation time use must give a 24 hour advance notice to the Chief of Police except that vacation usage would be permissible with a one (1) hour notice if the Police Chief is of the opinion that doing so would not unduly disrupt the

operations of the Police Department. The Employer shall have the sole discretion for granting such leave, but denial should be for a valid reason and not mere inconvenience.

- B. Vacation time may be charged out in one (1) hour increments.
- C. Vacation hours shall be compensated at the employee's current base pay rate.

Section 23.4 Employees Not on the Active Payroll

Employees not on the active payroll are not entitled to accrue vacation leave unless such absence is caused by an injury sustained while acting in their capacity as a Bargaining unit employee.

Section 23.5 Court Interruption of Vacation

In the event an employee finds his annually scheduled vacation interrupted by scheduled court appearances, management will compensate with a minimum of five (5) hours compensatory time or a minimum of five (5) regular pay. The term annually scheduled vacation is defined as any vacation scheduled during the scheduling rotation described in Section 23.2 above.

Section 23.6 Vacation Pay-Out

Upon separation, an employee may cash in such unused accumulation of vacation up to a maximum of time accrued in a two-year period.

Section 23.7 Holidays With Pay

- (A) The following shall be holidays with pay:
 - 1. New Year's Day
 - 2. Martin Luther King, Jr. Day
 - 3. President's Day
 - 4. Memorial Day
 - 5. Independence Day
 - 6. Labor Day
 - 7. Columbus Day
 - 8. Veterans Day
 - 9. Thanksgiving Day
 - 10. Friday after Thanksgiving
 - 11. Christmas Day
 - 12. Three personal holidays selected by the employee with prior approval of the employee's supervisor. An employee is eligible to take a personal holiday after completion of ninety (90) days of service.
- (B) When one of the holidays listed above falls on a Sunday, the next following Monday

shall be observed as a holiday. When one of the holidays listed above falls on a Saturday, the preceding Friday shall be observed as a holiday. Holidays occurring during vacation shall not be counted as a day of vacation.

- (C) An employee required to work on the day observed as a holiday shall be granted premium pay at time-and-one-half or compensatory time off at time-and-one-half for actual hours worked.

ARTICLE 24
INSURANCE SCHEDULE

Section 24.1 Insurance

- A. The City of Zanesville will offer the same group medical, prescription, dental and vision plan for the employee and eligible family members that it provides to the elected and unaffiliated employees of the City of Zanesville. It is agreed that the schedule of benefits shall be the same as for all other City employees.
- B. If the spouse of a city employee is employed and is eligible for employer-sponsored health coverage with said employer, he or she must enroll in that particular health plan. If the spouse cannot obtain coverage through his or her employer until a certain date or open enrollment period, the spouse will be covered under the City's plan until he or she can obtain coverage through his or her employer. The spouse must provide documentation to the City that he or she is not eligible for coverage. Employees whose spouse has health insurance coverage through an employer shall receive up to one thousand five hundred dollars (\$1,500) per year stipend. If an employee's spouse would be required to pay more than 50% of the insurance premium through their employer, he or she would be allowed to remain on the City's plan. Spouses may also remain on the City's plan under secondary coverage.
- C. Beginning in January of 2015, the City shall establish a health care committee comprised of the Budget and Finance Director, the Mayor, the Law Director, one representative from City Council, two representatives from A.F.S.C.M.E., two representatives from the F.O.P/O.L.C. bargaining unit, one representative from the L.A.F.F. and one representative from the unaffiliated employees. This committee shall meet regularly to review the content of the health care plan for the City and shall explore alternative health care plans, cost saving measures, and proposed changes to current coverage before changes are made.
- (D) For the year 2015 & 2016, the payroll deduction each pay period shall be thirty-three dollars (\$33.00) for single coverage and seventy-six dollars (\$76.00) for family coverage. For 2017, the payroll deduction for health coverage shall not exceed ten percent (10%) of the fully-funded rates provided to the City by the plan's third party administrator at the annual plan renewal, nor shall the payroll deduction exceed thirty-seven (\$37.00) for single coverage and eighty-four (\$84.00) for family coverage.

Section 24.2 Changes in Insurance Status

Employees must report any family, marital, or Medicare status changes, which affect their health insurance coverage, to the City Auditor immediately following such a change. An employee failing to do so is liable for back payments to the City for additional premiums paid by the City on the employee's behalf.

Section 24.3 Paid Insurance While on Workers' Compensation

While an officer is on workers compensation as a direct result of his employment with the City, the City of Zanesville agrees to continue paying his insurance premiums for up to one year, provided that the employee continues paying his or her share of the insurance cost established in Section 24.1(D).

Section 24.4 Life Insurance Clause

The City will provide a life insurance policy of twenty thousand dollars (\$20,000). It is the employee's responsibility to notify the City of a change in the policy's beneficiary.

Section 24.5 Insurance Grievances

A grievance alleging violation of the terms of this Article shall proceed immediately to Step 3 in the grievance procedure pursuant to Section 13.15. While decisions made by the City's insurance provider while processing claims in accordance with the City's health plan are not grievable, issues involving whether or not the City changed its plan in violation of this Article are grievable.

ARTICLE 25
SICK LEAVE

Section 25.1 Accumulation of Sick Leave

Each employee shall accumulate sick leave with pay at the rate of 4.6 hours for each eighty (80) hours in paid status except that the maximum accrual of sick leave shall not exceed 4.6 hours per period. Accumulation of sick leave shall be unlimited.

Section 25.2 Uses of Sick Leave

- A. An employee may use sick leave:
- (1) in case of his own illness or exposure to contagious disease;
 - (2) injury (on duty injuries after injury leave is used up);
 - (3) for attendance to members of his household and/or the employee's mother or father whose illness or injury requires the care of the employee.
 - (4) In the event of death in the employee's immediate family, a maximum of two days of bereavement leave may be used for this purpose. Bereavement leave will not be taken from sick leave. In certain circumstances the Police Chief may authorize more than two days of bereavement leave.
- B. As used in this section, the term "household" shall mean two or more persons living together in a single dwelling unit and the term, "immediate family" shall mean husband, wife, child, stepchild, parent, stepparent, grandparent, mother-in-law, father-in-law, brother or sister of the employee.
- C. All sick leave shall be charged in multiples of one-half (1/2) hour.

Section 25.3 Request for Sick Leave Pay

Employees who are absent must request sick leave pay in writing upon returning to work. In the written request, the employee must state his reason for being absent. A doctor's certificate shall be furnished stating the nature of the illness and the period of confinement after the employee is absent for more than three (3) work days. The Police Chief may require an employee to furnish a doctor's certificate for a lesser absence if there is reason to believe that the use of sick leave is being abused.

Section 25.4 Minimum Service for Sick Leaves

There shall be no minimum service required prior to using sick leave. An employee may use sick leave as soon as sick leave hours are accrued.

Section 25.5 Sick Leave Paid at Base Rate

Pay for sick leave shall be at the employee's current base rate of pay.

Section 25.6 Unpaid Leave

When an employee receives his last check for sickness or non-duty disability, he may, at the employer's discretion, be placed on leave without pay for a period not to exceed six months. If at the end of that time, said employee is still unable to return to work, his employment shall be terminated.

Section 25.7 Outside Employment While on Sick Leave

An employee who is self-employed or works for another Employer while on sick leave within sixteen (16) hours after the start of their shift, shall be subject to disciplinary action including dismissal.

Section 25.8 Abuse of Sick Leave

Both parties are in agreement that after a proper investigation is conducted and the facts established, that an employee did, in fact, abuse sick leave, disciplinary action should be taken against such employee. An employee found to be abusing the sick leave privilege by falsifying information will be subject to disciplinary action including dismissal. Abuse of sick leave shall also include overuse, which shall be defined as more than five occurrences of sick leave use in a twelve-month period, not counting approved sick leave taken in the event of death in the employee's immediate family.

Section 25.9 Sick Leave Reciprocity

Each full-time employee with more than one (1) year of service who works a forty (40) hour work schedule shall have the option of receiving payment in cash for unused sick leave hours at the end of each payroll year, provided such employee was entitled to sick leave benefits during said payroll year and provided further that the employee was in paid status, based on the following calculation table.

<u>Sick Leave Used</u> <u>During Payroll Year (Hours)</u>	<u>Sick Leave Reciprocity</u> <u>Cash Payment (Hours)</u>
0 - 8	40
9 - 16	32
17 - 24	24
25 - 32	16
33 or more	0

Each eligible full-time employee may elect to receive the Sick Leave Reciprocity Cash Payment or they may retain their accrued sick leave hours. The number of reciprocity hours paid each employee will be subtracted from their total accrued sick leave. The remainder of the

employee's unused sick leave shall be carried forward each year. The payment shall be made at the employee's base hourly rate. Payment shall be rendered during the first week of each year, and shall be separate from regular payroll.

Section 25.10 Termination of Employment Pay-Out

- A. No payment shall be made for accumulated sick leave at the time of termination of employment except that a permanent employee with ten (10) or more years of service may elect at the time of retirement to be paid in cash for one-third of the value of his accrued but unused sick leave credit. Such payment shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum payment shall be one-third of 1,500 hours.

- B. In the event an employee dies or is permanently disabled: (1) the ten (10) year service requirement shall be waived, and (2) in the case of death, payment shall be made to the estate of the deceased.

ARTICLE 26
INJURY LEAVE

Section 26.1 Injury Leave

Seven (7) consecutive eight hour days of injury leave for each new injury (limit of three (3) such leaves per year) will be allowed with pay if an employee is injured as a direct result of their involvement in an enforcement activity, i.e. undercover work, or if injured as a result of criminal activity occurring in the Zanesville Safety Center while working in the capacity of a police employee for the City of Zanesville. Injury leave days do not accumulate year after year. The employee must make written request for injury leave and provide a doctor's certificate stating the nature of the injury.

ARTICLE 27
TRAINING AND EDUCATION

Section 27.1 Department Related Training

Employees attending approved training sessions will be reimbursed for meals and other expenses, when authorized. Employees who use their private vehicle to attend approved training sessions will be reimbursed for travel mileage, when authorized. Reimbursements at the current rates established by City Council. Approved training and education related to the Police Department's activities shall be paid for by the City of Zanesville. Employees will be required to take appropriate police-related training or retraining as deemed appropriate by the Police Chief.

Section 27.2 Reimbursement Program

The City shall share tuition reimbursement expenses with employees interested in attaining a higher level of technical or general competence through advanced education in such courses as may be determined by the Mayor, upon prior approval, to relate to the employee's job with the City.

Section 27.3 Reimbursement Amount

The City's share of the tuition cost of any approved course shall be based on the passing grade as indicated by the following scale:

<u>GRADE</u>	<u>PERCENT OF REIMBURSEMENT</u>
A	90
B	80
C	65

Section 27.4 Maximum Reimbursement Amounts

The maximum annual tuition reimbursement for all of the members of the bargaining unit shall be for a total of ten thousand dollars (\$10,000). The maximum annual tuition reimbursement for any individual bargaining unit member shall be two thousand five hundred dollars (\$2,500).

Section 27.5 Repayment of Education Reimbursement Monies

Employees who resign from employment, for reasons other than a disability retirement, within three (3) years after the receipt of any tuition reimbursement received from the City shall repay such reimbursement to the City.

**APPENDIX I
FOP RECORDS CLERKS WAGE SCALE
FOR THE YEARS 2015, 2016, & 2017**

STEP	2015 0%	2016 1%	2017 1.5%
1	10.24	10.34	10.50
2	10.54	10.65	10.81
3	10.85	10.96	11.12
4	11.18	11.29	11.46
5	11.52	11.64	11.81
Hope/Pierce	12.07	13.04	13.95
Farmer	12.56	13.69	13.95
Brookover	15.20	15.35	15.58

**APPENDIX I
FOP SECRETARIES WAGE SCALE
FOR THE YEARS 2015, 2016, & 2017**

STEP	2015 0%	2016 1%	2017 1.5%
1	12.24	12.36	12.55
2	12.61	12.74	12.93
3	12.99	13.12	13.32
4	13.37	13.50	13.71
5	13.77	13.91	14.12
Roll	15.78	15.94	16.18
Salmons	15.78	15.94	16.18

ARTICLE 28
DURATION

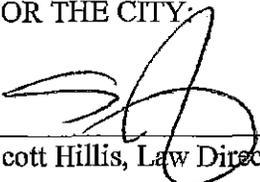
The effective date of this Agreement shall be January 1, 2015. This Agreement shall remain in effect through December 31, 2017, and shall continue thereafter in effect for successive periods of 12 months, unless either party to this Agreement, on or before 90 calendar days prior to the expiration of such period, notifies the other party by electronic means of its intention to terminate this Agreement or to amend any terms thereof.

Upon the delivery of such notice, the parties shall meet with respect to a new Agreement, sufficiently in advance of the expiration date so as to enable the parties in their attempts to reach an agreement prior to expiration.

This Agreement constitutes the sole and entire existing written Agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have set their hand this 27th day of ~~January~~, 2015.
February,

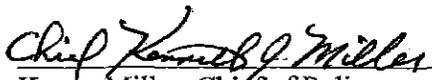
FOR THE CITY:



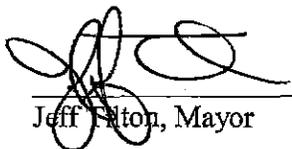
Scott Hillis, Law Director



Fred Buck, Safety Director



Kenny Miller, Chief of Police

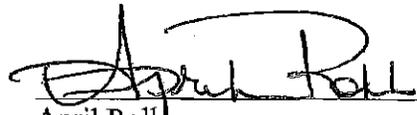


Jeff Eaton, Mayor

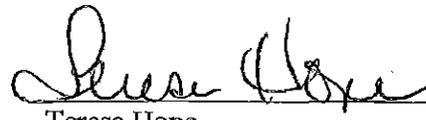


Rhonda Heskett, Budget & Finance Director

FOR THE LABOR COUNCIL:



April Roll



Teresa Hope



Brenda Goheen, Staff Representative