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**AGREEMENT**  
**BETWEEN THE**  
**TOWNSHIP OF COPLEY**  
**AND**  
**THE FRATERNAL ORDER OF POLICE,**  
**OHIO LABOR COUNCIL, INC.**  
**(FULL-TIME PATROL OFFICERS)**

**SERB Case No.**  
**2014-MED-10-1222**

**January 1, 2015 – December 31, 2017**

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**ARTICLE 1**  
**PREAMBLE**

This Agreement is hereby entered into by and between Copley Township, hereinafter referred to as "the Employer," and the Fraternal Order of Police Ohio Labor Council, Inc., hereinafter referred to as "the FOP."

**ARTICLE 2**  
**PURPOSE AND INTENT**

In an effort to continue harmonious and cooperative relationships with the employees and to ensure orderly and uninterrupted efficient operations, the Employer and the Full-Time Police Department Patrol Officers now desire to enter into an agreement reached through collective bargaining which will have for its purposes, among others, the following: to promote individual efficiency and service to Copley Township; to avoid interruption or interference with the efficient operation of the Employer's business; to promote fair and reasonable working conditions; and to provide a basis for the adjustment of matters of mutual interest by means of amicable discussion.

**ARTICLE 3**  
**RECOGNITION**

**Section 3.1.** The Employer agrees that it has and will continue to recognize the FOP as the exclusive representative for negotiating wages and salaries, hours of work, and all other items and conditions of employment for all Full-Time Patrol Officers of the Copley Township Police Department, hereinafter referred to as "employee or employees," during the life of this Agreement. The Employer and the FOP agree to continue to negotiate with each other in good faith on all matters concerning the employment of said employees.

**Section 3.2.** The Employer will furnish the FOP with a list of all employees in the classifications covered by this Agreement indicating their starting date of employment. Such list will be furnished no less than annually and will be supplemented by the names of all new employees as hired.

**ARTICLE 4**  
**DUES DEDUCTION**

**Section 4.1.** During the terms of this Agreement, the Employer shall deduct initiation fees, assessments levied by the FOP, and the regular monthly FOP dues from the wages of those employees who have voluntarily signed dues deduction authorization forms permitting said deductions. No new authorization forms will be required from any employees of the Copley Township Police Department for whom the Employer is currently deducting dues.

**Section 4.2.** The initiation fees, dues or assessments so deducted shall be in the amounts established by the FOP from time to time in accordance with its Constitution and Bylaws. The FOP shall certify to the Employer the amounts due and owing from the employees involved.

**Section 4.3.** The Employer shall deduct dues, initiation fees or assessments from the first pay check in each calendar month. If an employee has no pay due on that pay date, such amounts shall be deducted from the next or subsequent pay check.

**Section 4.4.** A check in the amount of the total dues withheld from those employees authorizing a dues deduction shall be tendered to the treasurer of the FOP within thirty (30) days from the date of making said deductions.

**Section 4.5.** The FOP hereby agrees to hold the Employer harmless from any and all liabilities or damages which may arise from the performance of its obligations under this article and the FOP shall indemnify the Employer for any such liabilities or damages that may arise.

## **ARTICLE 5** **FAIR SHARE FEES**

**Section 5.1.** Upon completion of sixty (60) days' employment as a Full-Time Patrol Officer with Copley Township, all members of the bargaining unit, as identified in Article 3 of this Agreement, shall either: (a) maintain their membership in the FOP, (b) become members of the FOP, or (c) pay a service fee to the FOP in an amount to be determined by the FOP, which shall have the sole responsibility for the accuracy of such amount in accordance with Ohio Revised Code Section 4117.09.

**Section 5.2.** In the event that a service fee is to be charged to an employee, the Employer shall deduct such fee in the same manner as dues are deducted as specified in Article 4 of this Agreement, entitled "Dues Deductions," except that such employees need not sign an authorization card for such deduction to be made.

**Section 5.3. Fair Share Fee Deduction Procedure.** Sixty (60) days after the commencement of employment, all employees covered by this Agreement who have not become Union members shall, as a condition of employment, pay a fair share fee. All disputes concerning the amount of fair share fee shall not be subject to the grievance procedure of this Agreement. Disputes of this nature shall be resolved under the Union's internal rebate reduction procedure, and the Union warrants to the Employer that it has a fair share fee notice and internal rebate procedure that complies with both federal and state law.

**Section 5.4.** The FOP shall indemnify and hold the Township harmless from any claims, suits, or actions resulting from its obligation to deduct service fees under this article.

## **ARTICLE 6** **MANAGEMENT RIGHTS**

**Section 6.1.** The Employer shall have the exclusive right to manage the operations, control the premises, direct the working force and maintain efficiency of operations. Among the Employer's management rights are the right to hire, transfer, discipline and discharge for just cause, layoff and promote; to promulgate and enforce reasonable work rules; to introduce new equipment, methods of performing work, or facilities; to determine the size, duties, and qualifications of the work force, and work schedules.

**Section 6.2.** The number of Part-Time Officers employed shall never exceed the number of Full-Time Officers employed.

**ARTICLE 7**  
**INTERNAL INVESTIGATIONS**

**Section 7.1. Union Representation/Notice.** An employee has the right to the presence and advice of a FOP representative at all investigatory interviews. The Employer will attempt to provide an employee with at least forty-eight (48) hours notice of any investigatory interview so as to afford the employee time to request attendance of a non-employee FOP representative. However, under no circumstances shall the Employer be required to delay any interview for such purpose where it determines that such action would impair or otherwise negatively impact its investigation so long as a FOP representative is available.

**Section 7.2.** An employee who is to be questioned as a suspect in any investigation of any criminal charge against him shall be advised of his constitutional rights before any questioning starts.

**Section 7.3. Garrity Warnings.** Before an employee may be charged with any violation of the Rules and Regulations for a refusal to answer questions or participate in an investigation, he shall be advised that his refusal to answer such questions or participate in such investigation will be the basis of such a charge.

**Section 7.4. Interview Timing.** Interview sessions shall be for reasonable periods of time and time shall be provided for rest periods and attendance to physical necessities.

**Section 7.5.** An employee will be informed of the nature of any investigation of himself prior to any questions being asked of him. If the employee being questioned is, at that time, a witness and not under investigation, he shall be so advised.

**Section 7.6. Polygraphs.** In the course of an internal affairs investigation, a polygraph examination will be administered only with the consent of the employee under investigation.

**Section 7.7. Anonymous Complaints.** In cases of an anonymous or unsigned complaint, no further action will be taken unless there is reasonable belief that further investigation is warranted. The Chief or his designee shall so indicate by signing the complaint form. Any complaint alleging wrongdoing on the part of an employee shall be made in person and reduced to writing. The complainant shall be asked to sign the complaint form. Any signed complaint shall be investigated by the Chief or his designee. After the initiation of the investigation of a complaint, the employee may be required to submit a written report to the Chief or his designee explaining the incident involved with reference to the complaint. The employee shall be entitled to receive a written report from the Chief or his designee within five (5) days of its completion regarding the outcome of the investigation of the complaint. This written report shall include a copy of the original complaint. Unsubstantiated complaints shall not be placed in the employee's file. The results of said investigation of any founded complaint against an employee shall be placed in the employee's file.

**Section 7.8. GPS Evidence.** The Employer shall not use any Global Positioning System (GPS) as the only basis for, nor the only evidence in, a disciplinary action against an employee.

**ARTICLE 8**  
**PERSONNEL FILES**

**Section 8.1.** An employee may request an opportunity to review his personnel file, add memoranda to the file clarifying any documents contained in the file and may have a representative of the FOP present when reviewing this file. A request for copies of items included in the file shall be honored.

**ARTICLE 9**  
**NO STRIKE**

**Section 9.1.** The Employer and the FOP agree that the grievance procedures provided herein are adequate to provide a fair and final determination of all grievances arising under this Agreement. It is the desire of the Employer and the FOP to avoid work stoppages and strikes.

**Section 9.2.** Neither the FOP nor any member of the bargaining unit, for the duration of this Agreement, shall directly or indirectly sanction, encourage, finance, participate, or assist in any way in the strike, slowdown, walkout, concerted 'sick leave' or mass resignation, work stoppage or slowdown, or other unlawful interference with the normal operations of the Employer for the duration of this Agreement. A breach of this section may be grounds for discipline. The FOP shall not be held liable for the unauthorized activity of the employees it represents or its members who are in breach of this section, provided that the FOP meets all of its obligations under this article.

**Section 9.3.** The FOP shall, at all times, cooperate with the Employer in continuing operations in a normal manner and shall actively discourage and attempt to prevent any violation of the "no-strike" clause.

In the event of a violation of the "no-strike" clause, the FOP shall promptly notify all employees in a reasonable manner that the strike, work stoppage or slowdown, or other unlawful interference with normal operations of the Employer is in violation of this Agreement, unlawful and not sanctioned by the FOP. The FOP shall advise the employees verbally and in writing to return to work immediately, and shall send a copy of said writing to the Employer. The writing shall contain a reference to the verbal warning.

**Section 9.4.** The Employer shall not lock out any employees for the duration of this Agreement.

**ARTICLE 10**  
**DISCIPLINE**

**Section 10.1.** The tenure of every employee subject to the terms of this agreement shall be during good behavior and efficient service. The Employer may take disciplinary action against any non-probationary employee in the bargaining unit only for just cause. The Employer may take disciplinary action for actions which occur while an employee is on duty, or which occur

while an employee is working under the colors of the Employer, or in instances where the employee's conduct violates his oath of office. Forms of disciplinary action are:

- A. Written warning (documented verbal warning);
- B. Written reprimand;
- C. Suspension of record or suspension without pay (at the option of the employee, and with the concurrence of the Employer, accumulated vacation or holiday time may be forfeited equal to the length of the suspension without pay, and such record of suspension will be maintained);
- D. Reduction in pay;
- E. Discharge.

**Section 10.2. Progressive Discipline.** Discipline will normally be applied in a corrective, progressive and uniform manner, except in cases of serious misconduct. Progressive discipline shall take into account the nature of the violation, the employee's record of discipline, and the employee's record of performance and conduct.

**Section 10.3. Predisciplinary Meeting.** Whenever the Employer determines that an employee may be disciplined for cause that could result in suspension, reduction or termination, a predisciplinary meeting will be scheduled to give the employee an opportunity to offer an explanation of the alleged misconduct. The Employer shall provide the employee and the Union at least forty-eight (48) hours written notice in advance of the meeting. Prior to the meeting, the employee shall be given a written notice of predisciplinary meeting containing notice of the charges, a brief explanation of the evidence, and what form of discipline may be imposed. The process of predisciplinary meetings and notification of discipline, if any, shall be completed within sixty (60) calendar days from presentation to the employee of the notice of predisciplinary meeting.

Predisciplinary meetings will be conducted by a management level employee of the Township. The person chosen to conduct the meeting will be selected by the Employer. The employee may choose to: (1) appear at the meeting to respond to the allegation of misconduct; or (2) appear at the meeting and have one (1) chosen representative respond to the allegation of misconduct; or (3) elect in writing to waive the opportunity to have a pre-disciplinary meeting. Failure to elect and pursue one (1) of these three (3) options will be deemed a waiver of the employee's rights to pre-disciplinary meeting.

**Section 10.4. Disciplinary Appeals.** Disciplinary action other than written warnings and written reprimands may be appealed through the grievance and arbitration procedure. Appealable disciplinary actions must be filed at the appropriate level of the grievance procedure within ten (10) calendar days from the receipt of the notice of discipline by the employee.

**Section 10.5. Administrative Leave.** The Employer may place an employee facing potential suspension, reduction in pay or position, or termination on paid administrative leave prior and/or

subsequent to the predisciplinary conference in cases where the Employer determines that it is in the best interests of the Township to do so. Any employee under indictment or arrested for a felony who is not disciplined or discharged by the Employer shall be placed on a leave of absence without pay until resolution of the court proceedings. An employee may use accumulated vacation or holiday time during the leave. An employee found guilty of a felony by trial court shall be summarily discharged. An employee not found guilty of the felony charges shall be paid for all lost straight time hours and shall have any vacation or holiday time used restored to his credit. The Employer shall continue to pay the employee's insurance premiums during the leave of absence to the extent permitted by the health care contract.

**Section 10.6. Disciplinary Records.** Records of written reprimands or one-day suspensions that are more than one (1) year old shall be removed from an employee's active personnel file provided that there have been no intervening disciplinary events. Records of suspensions in excess of one (1) day that are more than three (3) years old shall be removed from an employee's active personnel file provided that there have been no intervening disciplinary events.

## **ARTICLE 11** **LAYOFFS**

**Section 11.1.** Members of the bargaining unit may be laid off for lack of funds, lack of work, or termination of the Police Department.

**Section 11.2.** In the event of a layoff situation, members of the bargaining unit will be laid off in accordance with their departmental seniority (last hired, first laid off).

**Section 11.3.** A member of the bargaining unit who is laid off shall be subject to recall from the layoff for a period of one (1) year. Notice of recall shall be sent to the employee's address listed on the Employer's records and shall be sent by certified mail, return receipt requested. An employee who refuses recall or does not report to work within ten (10) work days from the date the employee receives the recall notice shall be considered to have resigned his position and forfeits all right to employment with the Employer.

**Section 11.4.** A recall from layoff will be based upon departmental seniority (last laid off, first recalled).

**Section 11.5.** Prior to the event of a layoff situation involving full-time members, all Part-Time Officers will be released from employment.

## **ARTICLE 12** **PROBATIONARY PERIOD**

**Section 12.1. Length of Probation.** A new bargaining unit employee shall be on probation for a period of one (1) calendar year after starting employment as a full-time bargaining unit employee.

**Section 12.2. Rights During Probationary Period.** During the probationary period, a bargaining unit employee shall not have the right to avail himself of the grievance and arbitration

procedure of this Agreement for any reason. During the probationary period, a bargaining unit employee may be removed from the service of the Township Police Department and from Township employment at any time and for any reason without recourse under this Agreement or otherwise.

**ARTICLE 13**  
**ASSOCIATION REPRESENTATION**

**Section 13.1.** The parties recognize that it may be necessary for an employee representative of the FOP to leave a normal work assignment while acting in the capacity of representative. The FOP recognizes the operational needs of the Employer and will cooperate to keep to a minimum the time lost from work by representatives. Before leaving an assignment pursuant to this section, the representative must obtain approval from the officer in charge of the shift. Normally, twenty-four hours advance notice shall be given. However, this notification may be waived by the Chief of Police for good cause shown. The employee shall not experience any loss of pay for acting in the capacity of an FOP representative under this article during his normally assigned duty hours.

**Section 13.2.** The Employer shall permit one (1) member of the bargaining unit reasonable time off to participate in collective bargaining meetings with the Employer if held during the member's regular working hours, without loss of pay.

**Section 13.3.** The Employer shall permit the Union Associate or designee up to twelve (12) hours of paid time to attend OLC functions each calendar year. Such paid time shall be compensated at the individual's normal straight time hourly rate and shall not be counted as hours of work for purposes of calculating overtime pay.

**ARTICLE 14**  
**GRIEVANCE PROCEDURE**

**Section 14.1.** Every employee shall have the right to present his grievance in accordance with the procedures provided herein, free from any interference, coercion, restraint, discrimination, or reprisal, and except at Step 1, shall have the right to be represented by a person of his own choosing at all stages of the grievance procedure. It is the intent and purpose of the parties to this Agreement that all grievances shall be settled, if possible, at the lowest step of this procedure. Where an employee declines FOP representation at any step of the grievance procedure, the FOP shall have the right to attend all grievance meetings, shall be provided a copy of the terms of any grievance settlement, and the Employer has no duty to notify the FOP of any step of the grievance procedure.

**Section 14.2.** For the purposes of this procedure, the below listed terms are defined as follows:

- A. Grievance - A "grievance" shall be defined as a dispute or controversy arising from the misapplication or misrepresentation of the specific and express written provisions of this Agreement.

- B. Grievant - the "grievant" shall be defined as any employee, group of employees within the bargaining unit, or the FOP.
- C. Party in Interest - A "party in interest" shall be defined as any employee of the Employer named in the grievance who is not the grievant.
- D. Days - A "day" as used in this procedure shall mean calendar days, excluding Saturdays, Sundays, or Holidays as provided for in this Agreement.

**Section 14.3.** The following procedures shall apply to the administration of all grievances filed under this procedure.

- A. Grievance Contents. All grievances shall include the name of the grievant; the aggrieved employee's job classification; the articles and sections of this Agreement violated; the date when the alleged events or conditions giving rise to the grievance took place; the location where the grievance occurred; the identity of the party responsible for causing the said grievance, if known to the grievant; the date the grievance was filed in writing; a general statement of the nature of the grievance; and a statement of the relief sought by the grievant. OLC grievance form attached to this document as Appendix A.
- B. Decisions. All decisions shall be rendered in writing at each step of the grievance procedure. Each decision shall be transmitted to the grievant and his representative, if any.
- C. Class Actions. If a grievance affects a group of employees working in different locations, with different principals, or association with an Employer-wide controversy, it may be submitted at Step 3.
- D. Representation. The grievant may have an FOP representative at any step of the grievance procedure after Step 1. The grievant may choose whomever he wishes to represent him at any step of the grievance procedure after Step 1.
- E. The parties acknowledge the grievance and arbitration procedures outlined herein are final and binding as defined in Ohio Revised Code, Section 4117.10 (A). Pursuant thereto, grievances shall be resolved according to the grievance and arbitration procedures outlined herein, instead of the procedures outlined in R.C. 505.49, et seq., or Chapter 2506 of the Ohio Revised Code.
- F. Time Limits. The time limits provided herein will be strictly adhered to and any grievance not filed initially or appealed within the specified time limits will be deemed waived and void. If the Employer fails to reply within the specified time limit, the grievance shall be deemed to have been answered in the negative and may be advanced to the next step of the procedure in accordance with the applicable time limitations. The time limits specified for either party may be extended only by written mutual agreement.
- G. Procedure Limitations. This procedure shall not be used for the purposes of adding to, subtracting from, or altering in any way, any of the provisions of this Agreement.

H. Time limit Calculations. The word “day” shall mean calendar day, excluding Saturdays, Sundays, and legal holidays for the purpose of this article.

**Section 14.4. Procedure.** Nothing in this article shall be interpreted as discouraging or prohibiting informal discussions of a dispute by the employee and the Employer prior to the filing or starting of a grievance. Where an employee elects to file a formal grievance, each grievance shall be processed in the following manner:

Step 1. An employee wishing to file a grievance shall reduce the matter to writing and file the grievance with the Chief/designee within five (5) days of the facts giving rise to the grievance. The Chief/designee shall either deny the grievance or schedule a meeting with the grievant and a representative(s) of the Union within five (5) days of submission of the grievance. If a meeting is held, the Chief/designee shall provide a written response to the grievant within five (5) days of such meeting.

Step 2. If the grievant is not satisfied with the written decision at the conclusion of Step 1, a written appeal of the decision may be filed with the Township Fiscal Officer within five (5) days from the date of the rendering of the decision at Step 1. Copies of the written decisions shall be submitted with the appeal. The Township Trustees/designee shall convene a hearing within fifteen (15) days of the receipt of the appeal. The hearing will be held with the grievant, his FOP representative and any other party necessary to provide the required information for the rendering of a proper decision. The Township Trustees shall issue a written decision to the employee and his FOP representative within fifteen (15) days from the date of the hearing. The Township Trustees shall have the power to affirm or modify the decision rendered at Step 1, or reduce the actions taken by the Chief. The Township Trustees shall have no authority to increase the discipline rendered.

## **ARTICLE 15** **ARBITRATION PROCEDURE**

**Section 15.1.** The FOP, based upon the facts presented, has the right to decide whether to arbitrate a grievance. Within thirty (30) calendar days from the date of the final answer on the grievance from the Employer, the FOP shall notify the Employer, in writing, of its intent to seek arbitration over an unresolved grievance.

**Section 15.2. Arbitrator Selection.** Within fourteen (14) calendar days following the receipt of the FOP/OLC's written notification to arbitrate, the parties shall attempt to select an arbitrator, by mutual agreement. If an agreement is not reached, the FOP/OLC shall request a list of fifteen (15) Ohio based, national academy certified arbitrators from the Federal Mediation and Conciliation Services. Upon receipt of such names the City and the FOP/OLC shall strike any name to which it objects, number the remaining names to indicate the order of preference, and return the list to the FMCS.

Prior to striking names from the panel supplied by the FMCS, either party may request that the list be rejected, in which case the party rejecting the list shall request that FMCS submit another panel of arbitrators and the selection of the arbitrator shall be in accordance with this section.

**Section 15.3. Authority of Arbitrator.** The arbitrator shall give a fair and impartial hearing on the testimony and evidence from both parties, unless the parties mutually agree to submit their dispute on written stipulations. The arbitrator shall not have authority to add to, subtract from, modify, change or alter any provisions of this Agreement. The arbitrator shall expressly confine himself to the precise issue(s) submitted for arbitration and shall, absent mutual agreement of the parties, have no authority to determine any other issues not so submitted to him.

The arbitrator shall not issue observations or declarations of opinion which are not directly essential in reaching a decision on the issue(s) in question. The arbitrator shall not establish any new or different wage rates not negotiated as part of this Agreement. In disciplinary cases, the arbitrator shall have the authority to affirm, disaffirm, or modify said discipline.

The question of arbitrability of a grievance may be raised by either party before the arbitrator hears the merits of the grievance.

If the question of arbitrability is raised, the arbitrator must rule on this issue before hearing evidence or argument on the merits of the grievance.

The decision of the arbitrator shall be final and binding upon the FOP/OLC, the grievant, and the Township.

**Section 15.4. Costs.** The costs of any proof produced at the direction of the arbitrator, and the rent, if any, for the hearing room shall be shared equally between both parties. Each party shall pay the entire cost for any representative engaged by that party. The expenses of any non-employee witnesses shall be borne, if at all by the party calling them. The fees of the court reporter shall be paid by the party asking for one; such fees shall be split equally if both parties desire a reporter or request a copy of any transcript. All costs directly related to the service of the arbitrator shall be borne by both parties.

**Section 15.5. Arbitrator's Award.** The arbitrator's decision will be in writing and shall be sent to the FOP/OLC and the Township within thirty (30) days from the date the hearing record is closed.

**Section 15.6. Rules.** The hearing or hearings shall be conducted pursuant to the "Labor Arbitration Rules" of the Federal Mediation and Conciliation Service (FMCS).

**Section 15.7. Witnesses.** An employee requested to appear at the arbitration hearing by either party shall attend without the necessity of subpoena and shall be compensated at his or her regular hourly rate for all scheduled hours during which his or her attendance is required by either party. Any request made by either party for the attendance of witnesses shall be made in good faith, and employees shall return to work at the earliest time possible following the conclusion of their testimony or other involvement.

**ARTICLE 16**  
**NON-DISCRIMINATION**

**Section 16.1.** The Employer and the FOP agree not to discriminate against any employee(s) on the basis of race, religion, disability, genetic information, color, creed, national origin, age, sex, or sexual orientation.

**Section 16.2.** The FOP expressly agrees that membership in the FOP is at the option of the employee and it will not discriminate with respect to representation between members and non-members.

**ARTICLE 17**  
**GENDER AND PLURAL**

Whenever the context so requires, the use of the words herein in the singular shall be constructed to include the plural, and words in the plural, the singular, and words whether in the masculine, feminine, or neuter genders shall be construed to include all of said genders. By the use of either the masculine or feminine genders 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 18**  
**OBLIGATION TO NEGOTIATE**

**Section 18.1.** The Employer and the FOP acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

**Section 18.2.** Therefore, for the life of this Agreement, the Employer and the FOP each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to negotiate collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated and signed this Agreement.

**ARTICLE 19**  
**CONFORMITY TO LAW**

**Section 19.1.** Where this Agreement makes a specification about a matter, it shall prevail over applicable state or local laws or ordinances.

**Section 19.2.** If the enactment of federal or state legislation or a determination by a court of final and competent jurisdiction (whether in a proceeding between the parties or in one not between the parties) renders any portion of this Agreement invalid or unenforceable, such legislation or decision shall not affect the validity of the surviving portions of this Agreement,

which shall remain in full force and effect as if such invalid portion thereof had not been included herein. In such event, the Employer and FOP will, at the request of either party hereto, promptly enter into negotiations relative to the particular provisions deemed invalid or unenforceable.

**ARTICLE 20**  
**ALCOHOL AND DRUG TESTING**

**Section 20.1.** Copley Township has a strong commitment to the health, safety, and welfare of its employees, their families, and its residents. Widely available statistics and information establish that the incidence of drug and alcohol abuse is increasing and the effect is devastating to lives, business, and the community at large.

- A. Copley Township is concerned that, in the event of substance abuse among our employees, the safety of our employees and the general public could be endangered. Our commitment to maintaining a safe and secure workplace requires a clear policy and supportive programs relating to the detection, treatment, and prevention of substance abuse by employees.
- B. It is the goal of Copley Township to provide a safe workplace by eliminating the hazards to health and job safety created by alcohol and other drug abuse. We believe this goal to be in the best interest of our employees and the general public.
- C. The parties recognize that there are certain, limited circumstances which can occur in conducting legitimate law enforcement activities, in which it is appropriate for an employee to handle alcohol or controlled substances. This article is not intended to apply to and/or hamper lawful drug and/or alcohol activities in connection with department-authorized training, evidence handling, and/or undercover investigations in connection with an employee's assigned duties.

**Section 20.2.** The Chief or his designee is responsible for implementing and communicating these policies. Any questions regarding these policies or procedures should be directed to the Chief or his designee.

**Section 20.3.** Employees are encouraged to voluntarily admit problems with drugs and alcohol prior to violating this article. Employees who voluntarily admit problems with drugs or alcohol prior to violating this article will not have their job security or promotional opportunities jeopardized by a first request for treatment. Employees should not read this to mean that a first request for treatment will automatically excuse them from discipline or discharge where the Employer initiates corrective action for violation of this article and/or for manufacturing, distributing, acquiring, dispensing, possessing, or using drugs. Rather, an employee who sees a first referral for treatment on his or her initiative is in a better position than one who brings up a drinking or drug problem for the first time in response to an investigation on the Employer's initiation of corrective action. An employee shall not be disciplined for first time admission of drug or alcohol dependency, if the employee immediately enrolls in a rehabilitation program certified by a substance abuse professional and satisfactorily completes such program.

- A. It will be the responsibility of the employee to comply with the Employer's referral for diagnosis, and it is also the employee's responsibility to cooperate with the prescribed treatment.
- B. When an employee is referred for a drug or alcohol test, he or she shall be allowed to leave work with no loss of pay for the shift.
- C. An employee who participates in a rehabilitation program may use his or her accumulated sick leave, vacation leave and/or compensatory time for the period of the program. Apart from such use of paid leave, the employee will be relieved from duty and placed in unpaid status.
- D. Rehabilitation programs are designed primarily for those employees who appear to have a treatable condition, not to protect those who manufacture, distribute, acquire, or dispense drugs.

**Section 20.4.** This article applies to all employees of the Employer while on the job and to situations in which an employee's off-the-job or off-premises conduct impairs work performance or undermines public confidence in, or harms the reputation of, Copley Township.

- A. Although the Employer respects the private life of its employees, the Employer recognizes that involvement with alcohol and other drugs off the job eventually takes its toll on job performance. The Employer wants to be assured that employees will report to work in condition to perform their duties safely and efficiently in the interest of their fellow workers, the public, as well as themselves.

**Section 20.5.** Employees are prohibited from engaging in the following:

- A. Reporting to duty or remaining on duty while having an alcohol concentration of 0.04 level or greater utilizing blood testing or 0.04 BAT Level Concentration or greater utilizing BAT breath testing.
- B. Reporting to duty or remaining on duty while using a controlled substance (including prescription drugs that impair the employee's ability to perform the assigned duties, unless the prescribing doctor has approved the employee's use of the prescribed drug while working).
- C. Testing positive for illegal controlled substances.
- D. Possessing alcohol or illegal controlled substances while on duty.
- E. Using alcohol or illegal controlled substances while on duty.
- F. Refusing to submit to a reasonable suspicion, return-to-duty, or follow up alcohol or controlled substance tests. Such refusals include, but are not limited to, failing to provide adequate breath for alcohol testing or adequate urine for drug testing, substituting or

attempting to substitute and/or adulterate the specimen, altering or attempting to alter the test results, and/or engaging in other conduct that obstructs the testing procedure.

- G. Failing to satisfactorily complete a drug or alcohol rehabilitation program, including aftercare, which the employee has enrolled in pursuant to this article.
- H. Testing positive at any time within twelve (12) months following return to work.  
or
- I. Failing to execute a medical release and/or to authorize disclosure to the Employer of the employee's positive substance abuse test results and/or progress reports with regard to the employee's participation in a rehabilitation program.

**Section 20.6.** If an employee violates any of the prohibitions listed in Section ~~19~~ 20.5, the following consequences will result:

- A. The employee may be disciplined up to and including dismissal.
- B. The employee may be reassigned.
- C. The employee will be provided with information regarding the services available for alcohol and substance abuse.
- D. The employee will be referred for an evaluation by a substance abuse professional, if it is the employee's first violation.
- E. If the employee is not terminated, he or she will be subject to reevaluation, return-to-duty testing, and unannounced follow-up testing of a minimum of three (3) times in addition to the return-to-duty test during the twelve (12)-month period of return to work and is required to report the use of any prescription or nonprescription medicines containing alcohol or controlled substances to his or her supervisor.

**Section 20.7.** An employee will be referred to testing for alcohol and/or controlled substances under the following circumstances:

- A. Pre-employment testing: Prior to the first time an employee performs official duties for the Department, the employee will be tested for alcohol and controlled substances. The employee will not be hired unless the alcohol and controlled substance test results are negative.
- B. Reasonable suspicion testing: A trained supervisor may refer an employee to undergo testing for alcohol or controlled substances based upon specific, objective facts and reasonable inferences drawn from these facts in light of experience and training. Such facts and inferences may be based on, but are not limited to, any of the following:
  - 1. Observable phenomena, such as direct observation of drug or alcohol use, possession, or distribution, or the physical symptoms of being under the influence

of drugs or alcohol, such as, but not limited to, slurred, rambling or incoherent speech, odor of alcohol or marijuana, dilated pupils or bloodshot eyes, unexplained lack of coordination, impaired reaction time, sweaty or flushed skin, staggering or unsteady walk, uncharacteristic personality changes, dynamic mood swings, etc.;

2. A pattern of abnormal conduct, erratic or aberrant behavior, or deteriorating work performance (e.g., frequent absenteeism, excessive tardiness, recurrent accidents, etc.) which appears to be related to substance abuse and does not appear to be attributable to other factors;
  3. The identification of an employee as the focus of a criminal investigation into unauthorized drug possession, use, or trafficking;
  4. A report of alcohol or other drug use provided by a reliable, credible and identified source;
  5. Repeated or flagrant violations of the Employer's safety or work rules, which are determined by a supervisor to pose a substantial risk of physical injury or property damage, which appear to be related to substance use and do not appear attributable to other factors; or
  6. A traffic accident occurring while the employee is operating a vehicle on duty or coming to work, resulting in physical harm to persons or property, in which the circumstances raise a question as to the existence of substance abuse by the employee involved.
- C. Return-to-duty testing: Before an employee who has been found to be in violation of conduct prohibited in Section 20.5 may return to duty, the employee must undergo testing for alcohol and controlled substances. The results of the alcohol test must show less than 0.04 level utilizing blood testing or 0.04 BAT Level Concentration utilizing BAT breath testing if the offense involved alcohol, and the controlled substance test must be negative if the offense involved controlled substances.
- D. Follow-up testing: When an employee has been found to be in violation of conduct prohibited in Section 20.5 and the employee is not terminated, the employee may be subject to a minimum of three (3) unannounced follow-up tests, in addition to the return-to-duty test, within the first twelve (12) months following the employee's return to duty.

**Section 20.8.** All drug screening and confirmation tests shall be conducted by a laboratory certified under the DHHS "Mandatory Guidelines for Federal Workplace Drug Testing Programs." The Employer and the laboratory shall have a clear and well documented procedure for collection, shipment, and accessing of urine specimens. The procedures utilized by the Employer and the laboratory shall include an evidentiary chain of custody and control and split sample collection and testing. The collection site person is responsible for maintaining the integrity of the specimen collection and transfer process. All procedures shall be outlined in

writing and provided to the employees. On each occasion that a urine sample is taken from an employee, it shall be divided into two (2) for the purposes of a split sample.

Each urine specimen may be tested for the following controlled substances:

Substance	Initial Screening Level	Confirmation Level
Amphetamines	1,000 ng/ml	500 ng/ml
Barbiturates	300 ng/ml	200 ng/ml
Benzodiazepines	300 ng/ml	300 ng/ml
Cannabinoids	50 ng/ml	15 ng/ml
Cocaine Metabolite	300 ng/ml	150 ng/ml
Methadone	300 ng/ml	300 ng/ml
Opiate Metabolites	2000 ng/ml	2000 ng/ml
Phencyclidine (PCP)	25 ng/ml	25 ng/ml
Propoxyphene	300 ng/ml	300 ng/ml

Should the Substance Abuse & Mental Health Services Administration (SAMHSA) add to or delete from the current panel of controlled substances or alter the initial screening or confirmation levels, this program will be modified to conform to SAMHSA standards. Employees will be notified, in writing, of such changes.

**Section 20.9.** The Employer shall designate one (1) or more health clinics, emergency medical care centers or hospitals for collection of alcohol and drug testing specimens, and all alcohol and drug testing specimens shall be collected by personnel of such health clinics, emergency medical care centers, or hospitals. All alcohol testing utilizing BAT breath testing shall be administered by a trained breath alcohol technician (BAT) certified to conduct such tests.

**Section 20.10.** Each employee shall execute medical releases when requested to do so by the Employer and/or substance abuse testing agency. Except as otherwise provided by state or federal law or with the permission of the employee, such releases shall only authorize the disclosure to the Employer of the employee's drug and alcohol test results and the employee's progress reports with regard to the employee's participation in a rehabilitation treatment program. However, in a grievance or other legal proceeding initiated by or on behalf of an employee involving the positive results of a substance abuse test, the Employer may disclose information obtained by it pursuant to this article to the decision-maker(s) without a release from the employee.

**Section 20.11.** This article is not to be utilized for criminal law enforcement purposes. However, nothing in this article shall prevent criminal law enforcement investigation of illegal activity. For example, an employee charged with operating a motor vehicle under the influence of alcohol and/or drugs of abuse (OMVI) may be required to submit to testing as part of the criminal investigation and the procedures of this article would not be applicable to that investigation. Furthermore, evidence derived in a criminal investigation, including drug and alcohol testing, may be used as evidence in a disciplinary proceeding.

**Section 20.12.** All employees shall receive at least two (2) hours of annual training covering alcohol and drug testing under this article and the dangers of, and signs and symptoms associated with, substance abuse. Each employee shall receive and sign an acknowledgment of receipt of such information and the required training, annually.

**Section 20.13.** All supervisors shall receive at least two (2) hours of initial training upon implementation of this article and two (2) hours of refresher training annually, thereafter, on the supervisor's role and responsibility in administering this program. The training shall include the signs and symptoms of substance abuse, documentation, confrontation and intervention methods, referral, and follow-up.

**Section 20.14.** Information regarding the effects of alcohol and controlled substance use on an individual's health, work and personal life, and information about drug and alcohol counseling, rehabilitation, and employee assistance programs will be periodically provided to employees.

**Section 20.15.** All employees subject to this article remain subject to all other policies, procedures, rules and regulations established by the Employer under its independent authority which are not inconsistent with the requirements herein. All employees also remain subject to all other relevant federal, state and local laws and regulations.

## **ARTICLE 21** **DUTY HOURS**

**Section 21.1.** The regular work week for all employees working eight (8) hour shifts shall be defined as seven (7) days beginning on Friday at 2300 hours and ending the following Friday at 2259.59 hours. Normal schedules for employees working eight (8) hour shifts shall be five (5) consecutive days with two (2) consecutive days off except in the case of an emergency as determined by the Chief. By mutual agreement a ten (10) hour or twelve (12) hour shift may be established and utilized in the department. The utilization and continuation of such alternative staffing arrangements shall be at the sole and exclusive discretion of the Employer, except that thirty (30) days notice will be given if alternative staffing schedules are to be discontinued.

**Section 21.2. Tour of Duty/Meals.** A "tour of duty" for an employee means the normal eight (8) hour shift to which said employee is scheduled to work or other mutually agreed upon shift duration. While on duty, employees shall be entitled to reasonable time for meals. During this period, employees shall be readily available to answer calls.

**Section 21.3.** A twenty-four (24) hour period shall comprise that time span beginning with an employee's regularly scheduled tour of duty ending twenty-four (24) hours later.

**Section 21.4.** Effective January 1, 2010, the parties to this Agreement agree that all forms of police work done by the Employer, including but not limited to assignments in the Detective Bureau, Task Force, D.A.R.E., or any other special assignments are to be considered first available to the Copley full-time employees prior to being offered to any part-time police officer. A reasonable scheduling procedure in order to avoid stacking assignments, whether regular or special, shall be posted annually and reviewed with the Union.

**Section 21.5.** Beginning with the first pay period in January, May, and September of each year, employees not on special assignment shall be allowed the opportunity to bid for a preferred shift on the basis of seniority within rank. The Chief or his designee shall award shift preference subject to his assessment of the overall operational needs, safety, and welfare of the Township, and provided the employee is otherwise qualified. Shifts shall be rebid if a shift assignment becomes available for a period which exceeds thirty (30) days and the tertiary shift period is less than one-half completed.

**Section 21.6. Adjustments.** Although classification seniority will generally govern shift selection (subject to Section 21.5) , the Employer reserves the right to deviate from the bidding procedure when it determines that such adjustments are needed as a result of the operational needs of the Employer, potential employment liability issues (e.g., hostile work environment, sexual harassment, racial discrimination, and/or other forms of discrimination) exist, and/or safety concerns that could potentially arise during a crisis situation. The parties agree that if the Employer makes such a determination, it may, at its sole discretion, take action to adjust the bid. However, the Employer agrees to articulate the reasons for adjusting the results of a given bid. If the results of a bid are adjusted at the time of the shift bidding procedure, so that a member is precluded from bidding a shift, the precluded member will be notified and will be provided with the opportunity to bid to a different slot based upon classification seniority. If the precluded member does not select a different slot, he will be placed in the last open slot available to him. If an event occurs between shift bidding periods that would require a member be moved from his bid shift, the Chief may transfer the least senior member not on the same shift into the slot at issue and reassign the member being moved/precluded to the slot from which the least senior member was transferred until the next bid.

**Section 21.7.** Temporary emergency shift assignments shall be made at the discretion of the Chief or his designee. Temporary emergency shift assignments shall not exceed thirty (30) days and shall only be made in case of an emergency or other temporary operational need.

## **ARTICLE 22** **OVERTIME**

**Section 22.1.** "Overtime hours" means quarter hours or multiples thereof which are worked by an employee in excess of his normal tour of duty within a twenty-four (24) hour period or in excess of forty (40) hours within a work week, when approved by the Chief, the Sergeant on Duty, or the Sergeant on call.

**Section 22.2.** Compensation shall not be paid more than once for the same hours under any provisions of this bargaining agreement.

**Section 22.3.** Overtime compensation will be paid for all hours worked by an employee outside of his/her normal tour of duty.

**Section 22.4.** Overtime compensation shall be compensated at (a) the rate of one and one-half times the employee's hourly rate of pay or (b) compensatory time off at the same rate to be taken on or before December 31 of each year as approved by the Chief, or (c) as a lump sum payment of any remaining compensatory time off at the same rate on the first pay check following

December 31 of each year. All carry over balances of compensatory time off (that were in existence as of January 1, 2012) must be utilized by not later than December 31, 2012, and any unused portions of those balances will be bought out by the Employer as of that date at the employee's then current regular hourly rate.

Beginning January 1, 2012, all newly earned compensatory time off must be used in the same calendar year in which it is earned, except that up to forty (40) hours of compensatory time off may be carried over into the next calendar year, but must then be used by not later than June 30 or such unused compensatory time off will be bought out by the Employer as of that date at the employee's then current regular hourly rate.

**Section 22.5.** Whenever approved by the Chief, employees called in to work or appearing in court on behalf of the Employer while off duty, shall be paid for the actual time worked or a minimum of three (3) hours, whichever is greater. This shall not apply to hours less than three (3) that are contiguous to a tour of duty. Said hours shall be paid in cash or compensatory time at the option of the employee in the next regularly scheduled pay check. In the event that an officer is scheduled for multiple appearances on the same day, the employee shall be entitled to separate minimum payments for each appearance unless the appearances begin less than three (3) hours apart, in which case the employee shall be paid for the sum total of such multiple appearances the actual time worked or a minimum of three (3) hours whichever is greater.

**Section 22.6.** If an employee is off work on sick leave and is unable to perform his/her job duties but is able to and does perform service which qualifies for payment under Section 22.5, the employee will be paid straight time for such service and the amount of sick leave which would otherwise have been charged to the employee will be reduced by the amount of such straight time payment. This applies to an employee who is on an extended sick leave, or when an employee uses sick leave during any twenty-four (24) hour period in which he/she renders service under Section 22.5. The following examples are intended to be illustrative, but not necessarily all-inclusive:

- A. Employee "A" is on extended sick leave and will receive forty (40) hours of sick leave for the week. Employee "A" makes a one-hour long court appearance on behalf of the Township during that week. Regardless of which days off and shift Employee "A" had been scheduled to work, Employee "A" will be paid three (3) hours of straight time for making the court appearance and charged with thirty-seven (37) hours of sick leave for that week.
- B. Employee "B" is scheduled to work Monday-Friday, 7:00 a.m. to 3:00 p.m. Employee "B" reports off sick on Monday, but Employee "B" is well enough to attend a one-hour long department training at 6:00 p.m. that same evening. Employee "B" will be paid three (3) hours of straight time for attending the training and charged with five (5) hours of sick leave for that day.
- C. Employee "C" is scheduled to work Sunday-Thursday, 3:00 p.m. to 11:00 p.m. Employee "C" reports off sick on Tuesday. Employee "C" attends a two (2) hour long department in-service on Friday. Employee "C" will be paid thirty-two (32) hours of

straight time for work on Sunday, Monday, Wednesday and Thursday, eight (8) hours of sick leave for Tuesday, and three (3) hours of overtime for attending the in-service on Friday.

**ARTICLE 23**  
**HOLIDAYS/PERSONAL LEAVE**

**Section 23.1.** All full-time employees shall receive the following paid holidays:

New Year's Day	Martin Luther King Day
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Two Personal Days
Christmas Day	

**Section 23.2. Holiday Time/Crediting/Proration.** Employees shall earn eight (8) hours of holiday leave for each of the above listed holidays. On January 1 of each year, each employee shall be credited with such time (i.e., eighty (80) hours of holiday time and sixteen (16) hours of personal leave) for the purposes of scheduling it off during the coming year.

**Section 23.3. Proration upon Hire/Separation.** An employee who is hired during the year shall receive a prorated amount of holiday time based upon the number of holidays that have yet to occur after his date of hire. Any employee separating from service who has utilized holiday time for holidays occurring after the date of separation will be required to reimburse the Township from his separation payment for any time utilized but not earned. Such deduction shall be made from the employee's separation payment or final paycheck.

**Section 23.4. Rate of Pay for Holiday Work.** In addition to any applicable holiday leave, employees who work one of the following holidays shall be paid one and one-half (1 1/2) times their regular hourly rate of pay for all hours worked on that holiday referenced above: New Year's Day, Independence Day, Thanksgiving Day and Christmas Day. Employees who work any of the other listed holidays shall receive their regular rate of pay for all hours worked on the holiday, in addition to receiving eight hours of holiday leave.

**Section 23.5. Holiday Leave Scheduling/Cashout.** Beginning January 1, 2012, all future grants of holiday leave must be used during the same calendar year in which the holiday occurs, and any unused holiday leave will be bought out by the Employer at the end of that calendar year, except that holiday leave granted for the Thanksgiving and/or Christmas holidays may be carried over into the next calendar year, but must then be used by not later than January 31 or such unused holiday leave will be bought out by the Employer as of that date.

**ARTICLE 24**  
**VACATION**

**Section 24.1. Service Credit.** Each full-time employee shall earn and be entitled to paid vacation in accordance with the following schedule:

<u>Length of Service</u>	<u>Hours</u>
Less than one year	None
One but less than five years	80 hours
Five but less than ten years	120 hours
Ten but less than fifteen years	160 hours
Fifteen but less than twenty years	200 hours
Twenty years or more	240 hours

The six (6) weeks step of the vacation schedule will be eliminated for full-time employees hired on or after January 1, 2013. Full-time bargaining unit employees hired prior to January 1, 2013, shall continue to receive six (6) weeks of vacation after twenty (20) years of service or more.

**Section 24.2. Vacation Crediting.** Earned vacation shall be annually awarded in a lump sum on an employee's anniversary date in accordance with the above schedule, provided the employee is employed by the Employer at the time.

**Section 24.3. Vacation Scheduling.** Vacation requests of forty (40) or more hours shall be granted by seniority and shall be bid at the same time as the shift bid. Vacation request for each shift bid period shall not exceed one hundred twenty (120) hours. Employees not granted the entire time off requested will be permitted to withdraw his vacation request. Vacation requests shall be granted at the discretion of the Chief of Police and shall not unreasonably be denied.

Members will be informed of the status of their vacation request in writing prior to the first day of the shift bid period.

Members not requesting vacation at the shift bid or requesting less than forty (40) hours time off will submit the request at least three (3) days prior to the requested time off. Requests less than forty (40) hours and/or not requested at the shift bid will be granted at the discretion of the Chief of Police and shall not unreasonably be denied.

**Section 24.4. Internal Transfer.** An employee who has earned vacation time by reason of being employed in this department shall be able to transfer his vacation time to another department within Copley Township should he elect a transfer.

**Section 24.5. Severance at Termination/Retirement.** Any employee who quits or is terminated or retires and has unused vacation time shall receive such vacation time, as well as personal, holiday, and compensatory time.

**Section 24.6. Mandatory Scheduling/Usage.** Beginning January 1, 2012, all future grants of vacation leave must be used by employees within twelve (12) months after the vacation leave is granted, and any unused vacation leave will be bought out by the Employer at the end of that twelve (12) month period.

**Section 24.7. Vacation Conversion.** After the annual allotment of vacation, an employee may take up to one-half (1/2) of his or her allotted vacation in pay. Further, an employee, upon the recommendation of the Chief of Police and approved by the Board of Trustees, may take additional vacation each year in pay.

**Section 24.8. Vacation Pay Rate.** Vacation pay shall be paid at the regular base rate of pay for the employee's job classification in effect at the time the payment is made.

**Section 24.9. Prior Service Credit.** Prior service as a part-time employee of the Copley Township Police Department shall be credited on a prorated basis, i.e., total number of paid hours as a part-time employee divided by two thousand eighty (2080), toward years of service as a full-time employee only for the following purposes:

- A. Credit toward retirement to the extent such credit allowable pursuant to the dictates of the Public Employee's Retirement System, Law Enforcement, and
- B. For purposes of vacation accrual.

**ARTICLE 25**  
**SICK LEAVE**

**Section 25.1.** Sick leave shall be defined as an absence with pay necessitated by (a) illness, injury, or disability of an employee or a member of the employee's immediate family when the employee's presence is reasonably necessary; (b) exposure by the employee to contagious disease communicable to other employees; (c) medical, dental, or optical examination or treatment of an employee or a member of the immediate family when the employee's presence is reasonably necessary; or (d) pregnancy and/or childbirth and related conditions of an employee or an employee's spouse.

**Section 25.2.** All full-time employees shall earn sick leave at the rate of one and one-quarter (1 1/4) days per month and may accumulate such sick leave up to 1,600 hours; provided, however, that an employee shall not earn sick leave for any month unless he is in full pay status for at least twenty (20) work days during such monthly period.

**Section 25.3.** An employee who is to be absent on sick leave shall notify his/her supervisor of such absence, the reason for such absence, and the expected length of such absence at least three (3) hours before the start of his/her work shift, except in case of an emergency. If sick leave continues past the first day, the employee shall notify the on-duty supervisor every day unless the supervisor agrees notification is not necessary.

**Section 25.4.** Sick leave may be used in segments of not less than one (1) hour.

**Section 25.5.** Upon returning to work for all sick leave usages of three (3) or more consecutive sick days, in order for the time off work to be charged against accumulated sick leave, the employee shall submit such proof of illness, injury, or disability as may be satisfactory to the Chief.

**Section 25.6.** Any abuse of sick leave or the patterned use of sick leave shall be just and sufficient cause for discipline as may be determined by the Chief.

**Section 25.7.** The Chief may require an employee who has been absent due to personal illness, injury or disability, prior to and as a condition of his/her return to duty, to be examined by a

physician designated and paid for by the Employer, to establish that he is not disabled from the performance of his/her normal duties and that his/her return to duty will not jeopardize the health and safety of other employees.

**Section 25.8.** When the use of sick leave is due to illness, injury or disability of a member in the immediate family or for medical, dental, or optical examination or treatment of a member in the immediate family, "immediate family" shall be defined to only include the employee's spouse, children, stepchildren, or parents.

**Section 25.9.** An employee who transfers from this department to another department of the Employer shall be allowed to transfer his/her accumulated sick leave to the new department.

**Section 25.10. Outside Employment.**

A. Employees who report off on sick leave shall not engage in outside employment for twenty-four (24) hours from the start of the shift reported off. For example, an individual assigned to the 7:00 a.m. to 3:00 p.m. shift who calls off sick shall not be eligible to engage in outside employment until 7:00 a.m. the next day.

Employees who use less than four (4) hours of sick leave on a given shift for reasons other than their own personal illness shall not be subject to the restrictions of this section if such is permitted by the Chief upon his discretion which shall not be precedent setting.

**Section 25.11.** Sick leave may be used to extend Funeral Leave as provided in Article 27.

**Section 25.12.** At the time of retirement from or death during active service with the Township, providing that the employee has completed ten (10) or more years of continuous Copley Township service, the employee may elect, by filing written notice to the Township Fiscal Officer within thirty (30) days prior to the effective date of retirement, to be paid in cash the value of his/her accumulated sick leave credit, not to exceed 600 hours at the employee's current rate of pay. Such payment shall eliminate all sick leave credit accumulated by the employee at that time. Such payment shall be made only once to an employee during his/her lifetime.

**ARTICLE 26**  
**SICK LEAVE BONUS**

**Section 26.1.** The following Sick Leave Incentives shall be implemented in the first pay check following the earning of such incentives:

<u>Number of Sick Hours Used</u>	<u>Compensatory Hours</u>	<u>Cash Bonus:</u>
0 sick hours within half-year	20	and \$125.00 Bonus
0.1- 8.0 sick hours within half-year	16	and \$100.00 Bonus
8.1- 16.0 sick hours within half-year	12	and \$75.00 Bonus

**Section 26.2.** In order to qualify for such incentives, an employee must work an entire half-year (i.e., January 1-June 30 or July 1-December 31) and be employed in active pay status as an

employee as of the last day of the half-year. These incentives are not subject to proration. In addition, these incentives are not subject to retroactive application.

## ARTICLE 27 FUNERAL LEAVE

An employee shall be granted time off work with pay (not to be deducted from the employee's sick leave) for the purpose of attending the funeral of a member of the employee's immediate family. The employee shall be entitled to a maximum of four (4) work days for each death in his immediate family. "Immediate family" shall be defined for funeral leave purposes to include the employee's mother, father, stepmother, stepfather, spouse, child, stepchild, Sibling, parent-in-law, sibling-in-law, grandparents, and grandchild. The funeral leave must be continuous and shall include the date of the funeral unless the funeral occurs on the employee's day off, in which case the funeral leave shall include the employee's work day closest to the date of the funeral. An employee may extend funeral leave, with the approval of the Chief, with the use of his/her accumulated sick time. The provisions of Article 25, Section 25.10 shall apply to funeral leave.

## ARTICLE 28 SPECIAL LEAVE

**Section 28.1. Jury Duty Leave.** Any employee shall, if called for Jury Duty, endorse over one's "jury check" or "warrant" for his services on jury duty, and that employee will receive his regular pay. However, should the employee fail to turn over the "pay" for "jury duty" to the Township, as per the above, then that employee will not be compensated for those periods because of absence from work due to jury duty. Compensation for jury duty will not be paid if the jury service occurs on the employee's regularly scheduled days off, or if the employee is on an unpaid leave of absence. If an employee is off work on sick leave and is unable to perform his/her job duties but is able to and does fulfill jury service, the employee will be paid straight time for such jury service (occurring on the employee's regularly scheduled work days) and the amount of sick leave which would otherwise have been charged to the employee will be reduced by the amount of such straight time payment. In no event may payment for jury duty be combined with sick leave to result in overtime within any twenty-four (24) hour period.

**Section 28.2. Military Leave.** The Employer and the FOP will comply with the requirements of all applicable federal and/or state military service statutes. Likewise, employees who participate in military service will be required to meet all applicable notice, service verification, and return to work requirements prescribed by federal and/or state military service statutes.

## ARTICLE 29 COMPENSATION

**Section 29.1.** The following pay schedule will be effective for bargaining unit members hired after January 1, 2015. Effective January 1, 2015, bargaining unit members shall receive a two percent (2.5%) general wage increase and the schedule shall be adjusted accordingly.

Length of Service	Hourly Rate	Bi-Weekly	2015 Base Annual
0-12 Months	\$21.63	\$1,730.77	\$45,000.00
12-24 Months	\$23.80	\$1,903.85	\$49,500.00
24-36 Months	\$26.18	\$2,094.23	\$54,450.00
36-48 Months	\$28.80	\$2,303.65	\$59,895.00
48 Months +	\$32.09	\$2,567.42	\$66,752.92

Effective the first full pay following January 1, 2016, bargaining unit members shall receive a two percent (2.0%) general wage increase and the schedule shall be adjusted accordingly.

Length of Service	Hourly Rate	Bi-Weekly	2016 Base Annual
0-12 Months	\$22.07	\$1,765.38	\$45,900.00
12-24 Months	\$24.27	\$1,941.92	\$50,490.00
24-36 Months	\$26.70	\$2,136.12	\$55,539.00
36-48 Months	\$29.37	\$2,349.73	\$61,092.90
48 Months +	\$32.73	\$2,618.77	\$68,087.98

Effective the first full pay following January 1, 2017, bargaining unit members shall receive a two percent (2.0%) general wage increase and the schedule shall be adjusted accordingly.

Length of Service	Hourly Rate	Bi-Weekly	2017 Base Annual
0-12 Months	\$22.51	\$1,800.69	\$46,818.00
12-24 Months	\$24.76	\$1,980.76	\$51,499.80
24-36 Months	\$27.24	\$2,178.84	\$56,649.78
36-48 Months	\$29.96	\$2,396.72	\$62,314.76
48 Months +	\$33.39	\$2,671.14	\$69,449.74

**Section 29.2. O.I.C. Pay.** All O.I.C. pay will continue to be at the Sergeant's rate of pay.

**Section 29.3. Direct Deposit.** As soon as practicable after this Agreement has been ratified by the parties, all employees will be required to receive their pay by direct deposit.

**Section 29.4. Wage Schedule Administration.** Employees shall advance through the above listed steps beginning with the first full pay period following their anniversary date of full-time hire as a sworn police officer with Copley Township. At the discretion of the Employer, a newly hired employee may be placed at a wage step commensurate with such employee's prior certifiable experience and/or licensure qualifications, but not greater than the 24-36 month step. The step placement shall be made at the time of original appointment with advancement being made in the same manner as described previously.

**ARTICLE 30**  
**LONGEVITY**

Beginning on their fifth year anniversary date of service as a full-time Patrol Officer with the Township and on each anniversary date thereafter while so employed, each employee shall receive a \$100.00 longevity payment for each year of full-time service with the Township.

**ARTICLE 31**  
**EDUCATIONAL INCENTIVE**

**Section 31.1.** During the term of this Agreement, the Township shall pay \$1.00 per hour for each hour of approved advanced police training accumulated by an employee, not to exceed \$650.00 per employee per year. Hours earned within the preceding five (5) year period pursuant to this section shall be cumulative for payment purposes, and the compensation earned under this section may be combined with other incentives provided in this article, subject to Section 31.5.

**Section 31.2.** Any employee who has received an Associate Degree shall receive additional pay in the amount of five hundred dollars (\$500.00) annually.

**Section 31.3.** Any employee who has received a Bachelor's Degree shall receive additional pay in the amount of one thousand dollars (\$1,000.00) annually.

**Section 31.4.** The compensation earned under Sections 31.2 and 31.3 shall not be cumulative, except as provided in Section 31.1.

**Section 31.5.** The maximum combined compensation allowable under this article shall not exceed one thousand five hundred dollars (\$1,500.00).

**Section 31.6.** Compensation earned pursuant to this article shall be paid in the first pay check of December of each year.

**ARTICLE 32**  
**TUITION REIMBURSEMENT/TRAINING EXPENSES**

**Section 32.1. Tuition Reimbursement Elimination.** This tuition reimbursement program is being eliminated effective January 1, 2012. Accordingly, tuition reimbursement will no longer be available to any current or future employees, except for those employees who, as of January 1, 2012, were enrolled in a degree seeking course of study the tuition for which was being reimbursed by the Township.

**Section 32.2.** When attending in-service school, employees shall be reimbursed for the cost of mileage and meals in accordance with current Township policy.

**ARTICLE 33**  
**SUPERVISOR PAY**

**Section 33.1.** A bargaining unit employee who performs any supervisory duties and

responsibilities in the absence of a supervisor for a period of one (1) or more hours shall be compensated at the Sergeant's base rate of pay as stipulated in the Copley Sergeant's Agreement for all time actually worked in the supervisory position, such pay characterized as O.I.C. pay in Article 29. The O.I.C. will be the most senior full-time employee, unless otherwise assigned by the Chief or his designee.

**Section 33.2.** When an employee in the Officer-in-Charge position is performing duties of the supervisory position while on overtime, the employee will be paid one and one-half (1.5) times the O.I.C. base rate of pay for time worked in the supervisory position.

#### **ARTICLE 34** **FIELD TRAINING OFFICER PAY**

Employees assigned by the Chief of Police or his designee to act as a Field Training Officer shall be compensated at the O.I.C. pay rate for actual time worked as a Field Training Officer.

#### **ARTICLE 35** **UNIFORM ALLOWANCE**

**Section 35.1.** A committee consisting of the Chief of Police, a designated Lieutenant, and one (1) member of each of the bargaining units (i.e., the Full-Time Patrol Officers, Sergeants and Part-Time Patrol Officers bargaining units) has been formed for the purpose of updating the uniform standards. The members of said committee shall make their best efforts to reach agreement upon said uniform standards within ninety (90) calendar days of the execution of this Agreement. Within thirty (30) days of posting updated uniform standards and at least annually thereafter, a uniform inspection will be conducted with each officer to determine whether any uniform deficiencies exist. During the term of this Agreement, the Chief of Police will approve the purchase of new and/or replacement items to conform with the Minimum Uniform Standard. Further, at any time during the term of this Agreement, any items listed on the Minimum Uniform Standard appearing in disrepair shall be presented to the Chief for approval for replacement as necessary.

**Section 35.2.** The Department will provide all employees with a Department-issued handgun, which handgun shall at all times remain the property of the Department.

**Section 35.3.** All newly hired probationary employees shall be issued a bullet proof vest and a flashlight within thirty (30) days of the date of appointment.

**Section 35.4.** Any police officer leaving the department for any reason within a one (1) year period from the date of appointment shall reimburse the Township one-half (1/2) of all monies expended for the purpose of clothing for the party upon termination of employment. The Township shall be authorized to deduct from any pay or allowance yet due such employee any monies it advanced or paid by the Township for the said officer's clothing. The officer shall also return all items furnished by the Township.

**Section 35.5.** Plainclothes officers shall receive a clothing reimbursement in the maximum amount of \$900 per year. Reimbursements will be paid prorata to coincide with the shift bids in

Article 20, with reimbursements for the preceding bid period paid in the first pay check in January, May, and September.

**ARTICLE 36**  
**RESIDENCY**

**Section 36.1.** Although there are no limitations or restrictions placed upon an employee's place of residence, employees recognize that it is a duty to promptly respond to emergency notifications, and it is a duty to report to work promptly when scheduled. Location of residence shall not be an acceptable excuse for tardiness, failure to respond, or absence from work.

**ARTICLE 37**  
**INSURANCE**

**Section 37.1. Health Insurance.** The Employer shall make available to the employees health insurance. For the year 2015, employees receiving health insurance coverage through the Township shall pay \$67.00/month for family coverage, \$49.00/month for employee and spouse coverage, \$42.00/month for employee and child coverage and \$21.00/month for single coverage. Effective January 1, 2016, employees receiving health insurance coverage through the Township shall pay five percent (5%) of the applicable costs for coverage per month. Effective January 1, 2017, employees receiving health insurance coverage through the Township shall pay seven percent (7%) of the applicable costs for coverage per month. The Employer is hereby authorized to deduct said amount from the employee's wages each month. In exchange, the Employer will maintain hospitalization and medical service coverage similar to its current coverage to the extent that such coverage is available at a maximum increase to the Employer of ten percent (10%) per year. The employee's contribution for in-network deductible for health insurance coverage shall not exceed \$500 single/\$1,000 family in 2011 and thereafter unless agreed to by the Union. The Employer may change insurance carriers and/or plans in order to keep its cost within the 10% maximum. In the event the Township is considering changes in health insurance carriers and/or plans, the Township shall activate the Committee described in Section 37.7.

**Section 37.2. Life Insurance.** The Employer will provide and pay the full premium on behalf of each full-time employee for term life insurance with a death benefit of \$50,000.00 under its current carrier. The Employer shall be free to change insurance carriers as long as employees are provided with comparable benefits.

**Section 37.3. Professional Liability Insurance.** The Employer will provide and pay the full premium on behalf of each employee liability insurance under its current carrier. The Employer shall be free to change insurance carriers as long as employees are provided with comparable benefits.

**Section 37.4. Disability Insurance.** The Employer will provide and pay the full premium on behalf of each employee disability insurance under its current carrier. The Employer shall be free to change insurance carriers as long as employees are provided with comparable benefits.

**Section 37.5. Vision Care Insurance.** The Employer and employees shall equally share the premium for an Employee Vision Care Program offered by the Employer. The Employer is authorized to deduct from the employee's wages an amount equal to one-half of the monthly premium for said coverage. The Employer shall be free to change insurance carriers as long as employees are provided with comparable benefits at comparable premiums. Employee participation shall be optional.

**Section 37.6. Dental Insurance.** The Employer shall make available to the employees dental insurance. For the year 2015, employees receiving dental insurance coverage through the Township shall pay \$8.00/month for family coverage, \$4.00/month for employee and spouse coverage, \$5.00/month for employee and child coverage and \$2.00/month for single coverage toward the cost of the premium. Effective January 1, 2016, employees receiving dental insurance coverage through the Township shall pay five percent (5%) of the applicable costs for coverage per month toward the cost of the premium. Effective January 1, 2017, employees receiving dental insurance coverage through the Township shall pay seven percent (7%) of the applicable costs of coverage toward the cost of the premium. The Employer is hereby authorized to deduct said amount from the employee's wages each month. In exchange, the Employer will maintain dental coverage similar to its current coverage to the extent that such coverage is available at a maximum increase to the Employer of ten percent (10%) per year. The employee's dental deductible shall not be greater than in effect at the time of execution of this Agreement provided it is available to the Township within the 10% maximum. The Employer may change insurance carriers and/or plans in order to keep its cost within the ten percent (10%) maximum. In the event the Township is considering changes in dental insurance carriers and/or plans, the Township shall activate the Committee described in Section 37.7.

**Section 37.7. Health Care Review Committee.** The bargaining unit agrees to participate in the Township Health Care Review Committee ("Committee"), and designate one representative to be a member of the Committee. Said Committee shall consist of the following individuals and/or representatives: one member designated by each full-time bargaining unit in the Township, each department head or their designee, Township Trustees or their designee, a non-management representative and the Township Fiscal Officer or her designee. The purpose of the Committee is to review health and/or dental care proposals which provide comparable coverage under the current Township plans. The Committee shall have the authority to direct the Township's insurance broker to obtain proposals, and the authority to obtain proposals from other insurance brokers. Further the Committee shall have the authority to decide, by a majority vote, the health and/or dental insurance coverage options available to the Township's full-time employees. In the event that the Committee is unable to decide upon coverage options through majority vote, the Township Trustees will select among the coverage options voted upon to determine the Township's full-time employees' health and/or dental care coverage.

**Section 37.8. Miscellaneous.** The following are incorporated into this Agreement by reference: (a) the Copley Township Health Insurance Agreement dated February 23, 2005, and (b) Sections 501(6) through 501(9) of Copley Township Policy 501. Effective January 1, 2015, the amounts contributed to employees' Health Reimbursement Arrangements as provided in Policy 501(6) shall be increased to the following amounts:

Single coverage	\$1,000 maximum carry over \$1,000
Two-person coverage	\$1,250 maximum carry over \$1,500
Family coverage	\$1,500 maximum carry over \$2,000

**ARTICLE 38**  
**MEDICAL TESTS AND EAP/FITNESS FOR DUTY**

**Section 38.1. Medical Tests.** In any instance where the Employer sends an employee for a medical test, the Employer shall pay the cost of the examination and shall pay the employee for the time expended taking such examination.

**Section 38.2. EAP/Fitness for Duty.** Employees may be referred for mandatory participation in the Employee Assistance Plan (EAP) and/or fitness for duty examination. Referrals may be made as provided in Article 20 of this Agreement, except that referrals may be made for reasons other than suspicion of drug or alcohol use. All referrals hereunder shall be to an EAP, psychologist and/or physician designated by the Township and shall be at the Township's expense to the extent not covered by applicable health insurance. The Employer shall provide written notice to the FOP of a mandatory referral. With the employee's consent, the Union may inquire as to the rationale for the referral.

In the event an employee is referred for a mandatory fitness for duty examination and is determined to be unfit to perform the essential functions of his or her duty by a psychologist and/or physician, the employee may be placed on unpaid medical leave status for a period of six (6) months after the exhaustion of all paid leave benefits. The employee shall have the option to attend the employee's private physician/psychologist at the employee's expense or as covered by applicable health insurance. The employee's private physician/psychologist may determine that the employee is eligible to return to duty upon written medical documentation provided to the Township. In the event the Township physician/psychologist and the employee's private physician/psychologist disagree, the Township physician/psychologist and the employee's private physician/psychologist shall mutually select a third neutral physician/psychologist to examine the employee. The third neutral physician/psychologist's determination shall be subject to the grievance procedure.

**ARTICLE 39**  
**ISSUANCE OF PAY CHECKS**

**Section 39.1. Issuance of Pay Checks.** Pay checks shall be issued in timely fashion with respect to all shifts.

**ARTICLE 40**  
**BULLETIN BOARDS**

**Section 40.1. Bulletin Boards.** The FOP will be allowed a bulletin board for official FOP notices. Political, obscene or insulting material shall not be posted.

**ARTICLE 41**  
**SENIORITY**

**Section 41.1. Seniority.** For all other purposes set forth in this Agreement "seniority" shall be defined as an employee's total length of uninterrupted continuous service with the Employer, excluding any calculated proration of part-time service.

**ARTICLE 42**  
**LIGHT DUTY ASSIGNMENTS**

**Section 42.1. Light Duty Assignments.** A member who is not physically capable of performing full duty tasks as a result of an illness or injury to that member, with approval of a physician and the Chief or his designee, may be assigned to light duty tasks on a temporary basis (i.e., not to exceed thirty (30) calendar days), if the Chief or his designee determines that such assignments are reasonably available. Such time period may be extended by the Chief or his designee. Decisions by the Chief/designee regarding the approval or disapproval of assignments and extensions thereof shall not be considered as precedent setting.

**ARTICLE 43**  
**FAMILY AND MEDICAL LEAVE ACT**

**Section 43.1. Family and Medical Leave Act.** Attached to this Agreement as Appendix A is a notice issued by the United States Department of Labor concerning the Family and Medical Leave Act and the rights and benefits it confers.

**ARTICLE 44**  
**RETENTION OF BENEFITS**

During the term of this Agreement the Township shall not adopt any ordinance or resolution that reduces or impairs any benefit set forth in this Agreement. The terms of this Agreement shall be deemed as superseding any such ordinances or resolutions.

**ARTICLE 45**  
**SUSPENSION IN CASE OF EMERGENCY**

**Section 45.1.** In cases of emergency declared by the President of the United States, the Governor of the State of Ohio, the Executive of the County of Summit, the Board of Trustees, or their designees, resulting from acts of God, civil disorder, or otherwise, the terms and conditions of this Agreement shall automatically be suspended. Wages and matters of compensation shall not be subject to said suspension.

**Section 45.2.** Upon the termination of the emergency, valid grievances existing prior to the emergency shall be processed in accordance with the provisions outlined in the grievance procedure and shall proceed from the point in the grievance procedure to which the grievance(s) had properly progressed.

**ARTICLE 46**  
**IMPLEMENTATION OF AGREEMENT**

Any employee employed during the term of this Agreement but who separates from employment prior to ratification hereof shall be entitled to all retroactive pay for all actual time worked.

**ARTICLE 47**  
**WORKERS' COMPENSATION**

**Section 47.1. Salary Continuation for Workplace Injuries.** An employee who suffers a compensable workplace injury can, subject to the below-mentioned terms, receive salary continuation with full benefits while on leave (insofar as the employee is considered to be temporarily and totally disabled by the Bureau of Workers' Compensation) in lieu of payment of temporary total disability benefits from the Bureau of Workers' Compensation (BWC). Payments for related medical benefits are the responsibility of the BWC.

**Section 47.2. Qualifications:**

- A. The injury must be an allowed BWC claim. In no event will compensation commence before paperwork is filed with the BWC.
- B. Competent medical proof of disability must be provided via proper documentation. The attending physician must complete the appropriate form in its entirety and affix his/her original signature to the form.
- C. The employee must complete a First Report of Injury (FROI) and sign a salary continuation agreement (C-55), authorization to release medical information and election form.
- D. The Township reserves the right to have the employee examined by a physician of its choice at the Township's cost to confirm the medical diagnosis and/or the period of disability. Failure to submit to examination will result in termination of injury leave benefits.
- E. Injury leave time will be paid for only those period(s) of lost time that otherwise would qualify the employee for receipt of Workers' Compensation lost time benefits, subject to the following limitations.

**Section 47.3. Termination Conditions:**

- A. Attending physician releases employee to return to work.
- B. Employee returns to work for another employer.
- C. Employee fails to return to a transitional "limited duty" assignment consistent with his/her medical restrictions and approved by the employee's treating physician.

- D. Employee fails to appear for employer-sponsored medical examination.
- E. Employee has reached maximum medical recovery and/or the condition has become permanent.
- F. Regardless of the above conditions of termination, if the work-related injury exceeds sixty (60) calendar days, management will evaluate the circumstances of the case and may, at its sole discretion, continue salary continuation or terminate injury leave benefits. In the event the employer terminates an employee's salary continuation, the employee may apply for BWC benefits.
- G. The claim is found to be fraudulent after payment has commenced.
- H. The employee attempts to collect both wage continuation and temporary total compensation;  
  
and
- I. Employment is terminated.

**Section 47.4. Rate Reduction Programs.** The Township may enroll in any rate reduction/cost savings program, incentive, etc. authorized by the BWC with the goal of achieving the greatest amount of premium/cost savings for which the Township is eligible.

- A. The provisions of the BWC rate reduction program shall be in addition to Article 20 of this Agreement to the extent any requirements of the program conflict with Article 20 and are necessary for the Township to enroll in the BWC Drug Free Workplace Program with the greatest amount of premium/cost savings for which the Township is eligible and provided the Township has implemented its requirements under the program.
- B. The Union shall be notified at least ten (10) days before the starting date of the Township's enrollment in any new BWC rate reduction program. If requested by the Union, the Township and Union shall meet to discuss the written policy of the new Bureau of Worker's Compensation rate reduction program.

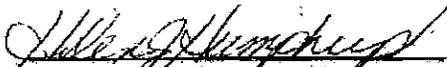
#### **ARTICLE 48** **DURATION**

This Agreement represents the complete Agreement on all matters subject to bargaining between the Employer and the FOP and except as otherwise noted herein shall become effective January 1, 2015, and shall remain in full force and effect until December 31, 2017. If either party desires to make any changes in the Agreement for a period subsequent to December 31, 2017, notice of such desire shall be given prior to November 1, 2017. If such notice is given, this Agreement shall remain in effect until the parties reach agreement on a new contract. If no notice seeking modification is given, then the Agreement shall remain in effect for another year. In the event of an impasse, any dispute will be resolved through the ORC 4117.14 dispute resolution procedure.

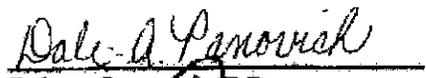
**EXECUTION**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed this \_\_\_\_\_ day of November 2015.

**FOR THE COPLEY TOWNSHIP  
BOARD OF TRUSTEES**

  
Helen J. Humphrys, President

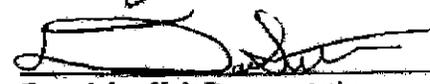
  
Scott D. Drasler, Vice President

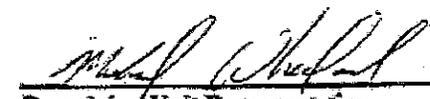
  
Dale A. Panovich, Trustee

  
Michael D. Esposito, Labor Consultant  
Clemans, Nelson and Associates, Inc.

**FOR THE FOP/OLC**

  
Lucy DiNardo, FOP/OLC Representative

  
Bargaining Unit Representative

  
Bargaining Unit Representative

**SIDE LETTER #1**  
**WAGE SCHEDULE ADMINISTRATION**

**Section 1.** The parties agree that upon execution of this agreement, bargaining unit members hired prior to January 1, 2015 and having 37 months of full-time service or greater, will be placed at the top step of the wage schedule or rate (48 Months + step), identified in Article 29, Compensation, as listed below. Those members placed at that step shall receive the applicable general wage increases as set forth in Article 29.

**SIDE LETTER #2**  
**PRIOR STEP PERSONNEL**

**Section 1.** The parties agree that any employee not presently at the top compensation step under the parties' wage article shall continue to progress through the existing wage schedule and shall receive a general wage increase in the amount of 2.5% for 2015, 2.0% for 2016, and 2.0% for 2017 to be applied to their applicable step. The present wages schedule is set forth below without the application of the general wage increases. The aforementioned increases shall be applied to the below scale and members having less than 37 months of service will receive both step and general increases as would be applicable until transitioning to the new schedule pursuant to section 2.

<u>Length of Service</u>	<u>Hourly Rate</u>	<u>Annual Salary</u>
0-18 months	\$23.73	\$49,358.40
19-36 months	\$28.50	\$59,280.00
37 months plus	\$31.31	\$65,124.80

**Section 2. Transition to New Schedule.** All bargaining unit members covered by this side letter, notwithstanding the years of service requirement contained in Article 29, Compensation, shall be transitioned to the same step as all those members covered by Side Letter #1, upon completing thirty-six (36) months of active full-time service rather than the thirty-seven (37) months plus service step.

**MEMORANDUM OF UNDERSTANDING**  
**10 HOUR SHIFT TRIAL PERIOD**

Within fourteen (14) days of ratification of the Agreement, the Employer will conduct a bid for a one (1) year trial period with alternative ten (10) hour shifts in the department. Prior to the bid becoming effective, the parties will meet to identify the provisions of Agreement needing modification to accommodate alternative shift scheduling and, upon approval by both parties, the parties shall execute an agreement to facilitate such modification if any are needed. The terms and conditions governing the modification of contractual provisions as they pertain to ten (10) hour shift personnel will be considered incorporated hereto by reference. At any time following the one (1) year trial period, such alternative schedule may be discontinued at the sole and exclusive discretion of the Chief upon thirty (30) days notice to the union. Prior to discontinuing

such shifts the Employer/designee shall meet with the Union to discuss the reasons for discontinuance and explore alternative options to discontinuance, if any. In the event that ten (10) hour shift scheduling is discontinued, the provisions of this Agreement modified to accommodate ten (10) hour shift scheduling shall cease to apply.