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**NEGOTIATED AGREEMENT
BETWEEN THE
JACKSON TOWNSHIP BOARD OF TRUSTEES
AND
JACKSON PROFESSIONAL FIREFIGHTERS, IAFF
LOCAL 2280**

Effective January 2, 2015 to January 1, 2018

FIRE INSPECTORS

SERB Case No.: 2014-MED-09-1251



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ARTICLE 1
PURPOSE

Agreement is hereby entered into by and between Jackson Township, Stark County, Ohio, hereinafter referred to as the "Employer" and the Jackson Professional Firefighters, IAFF Local 2280, hereinafter referred to as the "Union." In an effort to continue harmonious and cooperative relationships with its employees and to insure the orderly and uninterrupted efficient operation of government, the Employer now desires to enter into an agreement reached through collective bargaining which will have for its purpose, among others, the following:

1. To recognize the legitimate interests of the employees and the Employer to participate through collective bargaining in the determination of all terms and conditions of employment. This Agreement pertains to all employees within the bargaining unit defined herein.
2. To promote fair and reasonable working conditions.
3. To promote individual efficiency and service to the citizens of Jackson Township, Ohio and to attract and retain qualified employees by providing those benefits compatible with the financial resources of the Employer.
4. To avoid interruption or interference with efficient operation of the Employer's business.
5. To provide a basis for the peaceful and equitable adjustment of matters of mutual interest by means of amicable discussion.

ARTICLE 2
UNION RECOGNITION

- A. The Employer hereby recognizes the Jackson Professional Firefighters, IAFF Local 2280, as the sole and exclusive representative for those Employees in the bargaining unit. Wherever used in this Agreement, the term "bargaining unit" shall be deemed to include those individuals, employed full-time in and holding the following classifications:

All full-time Fire Inspectors excluding all professional, supervisory, confidential, part-time, casual and seasonal employees, the Chief Assistant to the Fiscal Officer, the Township Administrator's Secretary, and all other employees.

- B. All new employees hired by the Township for a bargaining unit position shall have a probationary period of 365 days. During this 365-day probationary period, the new employee may be terminated at the sole discretion of the Employer.



ARTICLE 3 UNION SECURITY

hip shall deduct bi-weekly from the pay of each employee from whom it authorization to do so, the required amount for the payment of Local dues.

hip shall deduct bi-weekly from the pay of each probationary employee 75% of the amount of dues withheld from all non-probationary employees, for the payment of Local dues. The Township's willingness to deduct these dues from each probationary employee shall in no way be construed to grant the probationary employee or any future probationary employees any rights under the Agreement which are not specifically and expressly applicable to probationary employees.

- B. The Township agrees to deduct from the pay of each employee from whom it receives a written authorization to do so, the amount specified upon the authorization. Each employee utilizing the Township deduction from pay for the remittance of sums to the Local shall provide the Township an authorization on the form attached hereto as Attachment G. The form shall include an agreement by the employee to hold the Township harmless against any and all claims, actions, demands, proceedings, lawsuits or other forms of liability that arise out of or by reason of action taken or not taken by the Township for purposes of providing the deduction service, and the form shall contain a statement that the employee hereby reserves the right to revoke this authorization upon written notice to the Fiscal Officer of Jackson Township.
- C. The Local Treasurer shall submit a bill to the Fiscal Officer for the purpose of remitting said dues to the Local. Upon receipt of said bill, the Fiscal Officer shall forward to the Treasurer of the Local such sums deducted from employees' pay. One (1) month advance notice must be given to the Fiscal Officer prior to making any changes in an individual's dues deductions.
- D. In the event that a refund is due any employee for any sums deducted from wages and paid to the Local, it shall be the responsibility of such employee to obtain the appropriate refund from the Local.
- E. It is specifically agreed that the Township assumes no obligation, financial or otherwise, arising out of the provisions of this Article regarding the deduction of dues or fair share fees or withholdings for a Political Action Committee. The Local hereby agrees that it will indemnify and hold the Township harmless from any claims, actions, demands, proceedings, lawsuits or any other forms of liability that arise out of or by reason of actions taken or not taken by the Township pursuant to this Article. Once the funds are remitted to the Local, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Local. The form shall contain a statement that the employee hereby reserves the right to revoke this authorization upon written notice to the Fiscal Officer of Jackson Township.
- F. It is agreed that neither the employees nor the Local shall have a claim against the Township for errors in the processing of deductions unless a claim of error is made to the



in writing within sixty (60) days after the date such an error is claimed to have occurred. If it is found an error was made, it will be corrected at the next pay period that such a dues deduction will normally be made by deducting the proper amount.

An employee shall be relieved from making such individual "check-off" deductions upon termination of employment, or (B) transfer to a job other than the one covered by the bargaining unit, or (C) layoff from work, or (D) an agreed unpaid leave of absence, or (E) revocation of the check-off authorization in accordance with its terms or with applicable law.

- H. Each eligible employee's written authorization for dues deduction shall be honored by the Township for the duration of this Agreement unless the eligible employee notifies the Township Fiscal Officer in writing that the dues check-off authorization has been revoked, at which point the dues deduction will cease effective the pay period following the pay period in which written dues deduction revocation was received by the Township.

All dues deductions for any month in which Local members, individually or collectively engaged in a work slowdown, strike, walkout, or any concerted effort to interfere with public service, may be canceled at the Township's option upon written notice by certified mail to the Local.

- I. All current members of the bargaining unit who have completed their probationary period prescribed in this Agreement and all other members, current or new, upon completion of the probationary period shall at their option:
 - A. Maintain membership in the Local;
 - B. Become members of the Local; or
 - C. Pay a fair share service fee to the Local in an amount not to exceed the normal dues and in accordance with the Ohio Revised Code Section 4117.09.
- J. Fair share fee shall be deducted by the Employer in the same manner as dues deductions as provided in Article 3 of this Agreement.
- K. The Township shall deduct from the regular pay of each employee from whom it receives an authorization to do so, an amount specified on the form attached hereto as Attachment G for the purpose of funding a Political Action Committee (PAC). The Fiscal Officer shall forward the amount collected monthly to a designated representative of the Local. The form shall include an agreement by the employee to hold the Township harmless against any and all claims, actions, demands, proceedings, lawsuits or other forms of liability that arise out of or by reason of action taken or not taken by the Township for purposes of providing the deduction service. The form shall contain a statement that the employee hereby reserves the right to revoke this authorization upon written notice to the Fiscal Officer of Jackson Township.



ARTICLE 4 MANAGEMENT RIGHTS

shall recognize the right and authority of the Employer to administer the the Township and, in addition to other functions and responsibilities which by the law. The Union shall recognize that the Employer has and will retain the full right and responsibility to direct the operations of the Township, to promulgate rules and regulations, and to otherwise exercise the prerogatives of management and, more particularly, including but not limited to the following:

1. To manage and direct its employees, including the right to select, hire, promote, transfer, assign, evaluate, lay off, recall, reprimand, suspend, discipline, demote; to discharge for just cause; and to maintain order among employees;
 2. To manage and determine the location, type, and number of physical facilities, equipment, programs, and the work to be performed;
 3. To determine the Township's goals, objectives, programs, and services, and to utilize personnel in a manner designed to effectively meet these purposes;
 4. To determine the size and composition of the workforce and the Township's organizational structure;
 5. To determine work schedules and to establish the necessary work rules for all employees; including drug and alcohol policy (Attachment D);
 6. To determine when a job vacancy exists, the duties to be included in all job classifications, and the standards of quality and performance to be maintained;
 7. To maintain the security of records and other pertinent information;
 8. To determine and implement necessary actions in emergency situations.
- B. The Union recognizes and accepts that all rights and responsibilities of the Employer not specifically modified by this Agreement or ensuing agreements shall remain the function of the Employer.
- C. Any rule changes or directives which substantially affect the working conditions of the Local shall be put in writing and submitted to the Local President prior to implementation.

ARTICLE 5 LABOR MANAGEMENT COMMITTEE

The Labor-Management Committee shall be established for the sole purpose of communicating matters of mutual concern. The Committee shall consist of the Local President, one (1) other



argaining unit, a Department Head, a Township Trustee and one (1) other management team of the employer. In the interest of sound labor management committee may meet on a quarterly basis at the request of either party at any time; it may meet more often if jointly determined. The Labor-Management meetings shall be limited to the purpose of communications and are not meetings for conducting collective bargaining negotiation.

The party requesting such a meeting shall furnish an agenda outlining the issues to be discussed to the other party at least five (5) working days in advance of the scheduled meeting. The agenda, if provided by the Union, shall include the names of the Associate and bargaining unit representatives who will be attending.

ARTICLE 6 **NO STRIKE/NO LOCKOUT**

- A. Inasmuch as this Agreement provides machinery for the orderly resolution of grievances, the Employer and the Union recognize their mutual responsibility to provide for uninterrupted services to the citizens of Jackson Township. Therefore:
1. The Union agrees that neither it, its officers, agents, representatives, or members will authorize, instigate, cause, aid, condone or participate in any strike, work stoppage, or any other interruption of operations or services of the Employer by its members during the life of this Agreement.
 2. The Employer agrees that neither it, its officers, agents, representatives, or members will authorize, instigate, cause, aid, condone any lockout of members of the Union, unless those members shall have violated Section (A) (1) of this Article.

ARTICLE 7 **NON-DISCRIMINATION**

The Employer and the Union agree not to unlawfully discriminate against any employee(s) on the basis of race, religion, color, creed, national origin, age, sex, veteran status, military status, sexual orientation, genetic information, national ancestry, disability or handicap, and involvement or non-involvement in the Union in accordance with state, federal and constitutional law.

ARTICLE 8 **GRIEVANCE PROCEDURE**

- A. Purpose
1. The Grievance Procedure is a formal mechanism intended to ensure that employee grievances arising from those misunderstandings that will inevitably develop in the day-to-day activities of public service are promptly heard, answered, and appropriate action taken to correct a particular situation. The



es agree that the terms and conditions of this Agreement are binding on both employer and the Union.

term “grievance” shall mean an allegation by a bargaining unit employee that there has been a breach, misinterpretation, or improper application of the express written provisions of this Agreement. It is not intended that the grievance procedure be used to effect changes in the Articles of this Agreement nor those matters which are controlled by the provisions of the United States or Ohio Constitutions.

2. For purposes of counting time under this procedure, “working days” as used in the procedure shall mean calendar days excluding Saturdays, Sundays, and legal holidays.
3. All grievances must be processed at the proper step in the order of progression to be considered at the subsequent step.
4. A “grievant” is an employee or group of employees within the bargaining unit of the Union.

C. Rights of the Grievant and Union

1. A grievance may be brought by any member of the bargaining unit. Where a group of bargaining unit members desire to file a grievance involving a situation affecting each member in the same manner, one member selected by such group shall process the grievance.
2. The Local shall designate to the Township a Local Grievance Committee containing not more than three (3) representatives who shall have sole authority to determine whether a grievance shall be processed and when a grievance may be withdrawn. The Local Grievance Committee may withdraw the grievance at any point by submitting, in writing, a statement to that effect, or by permitting the time requirements of any step to lapse without further appeal.
3. All written grievances must be filed on the Grievance Procedure Form attached hereto as Attachment A and contain the following information to be considered:
 - a. Aggrieved Employee’s name, address, and signature.
 - b. Aggrieved Employee’s classification.
 - c. Date grievance was first discussed with Department Head.
 - d. Date grievance was filed in writing.



Date when grievant first became aware of grievance.

Person or persons to whom grievances directed.

Description of incident giving rise to the grievance.

h. Articles and Sections of Agreement violated.

i. Remedy sought.

4. No settlement shall be in conflict with any provisions of this Agreement. An employee may choose one (1) other employee, which shall be a Union recognized representative, or an IAFF employee to accompany him in any step of the grievance procedure.

D. Procedure

1. Step 1 Informal Step - Within ten (10) working days of the time the grievant becomes aware of the alleged grievance, the grievant shall present the grievance in writing on the attached Grievance Procedure Form to the Chief of the Department or his designee. The Chief or his designee shall provide a written answer to the grievant and the Union within five (5) working days after presentation of the grievance.
2. Step 2 Formal Step - Township Trustees: If the grievance is unresolved in the Informal Step, it may be processed to Step 2 of this procedure. A copy of the grievance submitted at Step 1 may be filed with the Board of Trustees within five (5) days from the date of rendering of the decision at Step 1. Copies of the written decision shall be submitted with the appeal. The Board of Trustees shall convene a hearing within thirty (30) days of receipt of the written grievance. The hearing will be held with the Grievant, his Local Grievance Committee representative, and any other party necessary to provide the required information for the rendering of a proper decision. A Step 2 hearing held by the Trustees shall be in executive session. The Board of Trustees shall issue a written decision to the employee and representative within thirty (30) days from the date of the hearing.
3. Step 3 Arbitration - If the grievant is not satisfied with the disposition at Step 2, the Union may, within thirty (30) working days of the receipt of the written decision at Step 2, request, in writing, that the grievance be submitted to a disinterested third party for arbitration. No later than ten (10) working days after such notice is given, representatives of the Employer and the Union shall attempt to mutually agree on an arbitrator who is Ohio State Employment Relations Board certified. If unable to agree within ten (10) working days after the notice to arbitrate is given, the Parties shall promptly request the Federal Mediation and Conciliation Service (FMCS) to submit a panel of seven (7) arbitrators who are



by the State Employment Relations Board certified, and the Parties will choose one by the alternative strike method. If the Parties are unable to choose an arbitrator within five (5) working days of receipt of the panel list or the panel list rejected by either party, the Parties shall request the FMCS to submit another list of seven (7) arbitrators who are Ohio State Employment Relations Board certified, and selection of the arbitrator shall be in accordance with the voluntary labor arbitration rules promulgated by the FMCS. The party that rejected the list shall pay for the new list. The person so selected shall hold the necessary hearings promptly and issue his findings and recommendation in writing within thirty (30) days from date the record is closed. The arbitrator shall have no power or authority to add to, subtract from, or in any manner alter the specific terms of this Agreement or to make any award requiring the commission of any act prohibited by law or to make any award that itself is contrary to law or violates any of the terms and conditions of this Agreement. The arbitrator's authority is confined solely to interpreting the specific written terms of this Agreement as they apply to the submitted grievance. The fees and expenses of the arbitrator and the cost of the hearing room, if any, will be borne by the party losing the grievance (except that in discharge cases, those expenses will be equally split by the Parties). If the decision does not wholly affirm the position of either party, the arbitrator shall determine what amount of the payment of the costs of the arbitrator that each party shall be responsible for paying. All other expenses shall be borne by the party incurring them. The decision of the arbitrator shall be final and binding on the Union, the Employer and the bargaining unit employees.

4. 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 automatically be advanced to the next step. The time limits specified for either party may be extended only by written mutual agreement.

ARTICLE 9 **FAMILY AND MEDICAL LEAVE**

The Township will comply with applicable provisions of the Family and Medical Leave Act of 1993 and applicable rules promulgated thereunder, all as amended from time to time. Employees will comply with applicable policies of the Township, amended from time to time, that are in compliance with same. To the extent permitted by those laws, rules, and policies, the following shall apply:

1. During family medical leave periods, the Employer will continue to pay the health insurance premium. Any share of health insurance premiums that had been paid by the Employee prior to a family medical leave must continue to be paid by the Employee during the family medical leave period. If family medical leave is substituted paid leave, the Employee's share of premiums shall be paid by the method normally used during any pay period. If family medical leave is unpaid, the Employee must make payment of his or her share of the premiums to Jackson Township on the first pay date of each month (same



payment made under a COBRA). If the Employee does not return to work after the expiration of family medical leave, the Employee will be required to reimburse the Employer for payment of health insurance premiums during the family medical leave.

The Employee will be required to substitute any vacation leave, personal leave, or if applicable, sick leave, for any part of the family medical leave. The employee shall notify the personnel office what order he or she wishes to utilize the designated leave. If the employee fails to notify the personnel office, the accumulated leaves shall be utilized in the following order: sick leave, if applicable, vacation leave, and personal leave. Employees, at their discretion, shall be permitted to maintain a balance of forty (40) hours of paid leave prior to making the transition to unpaid status during an authorized paid family medical leave. Upon return from family medical leave, the employee is entitled to be restored to the same or equivalent position as held by the employee prior to the leave. However, employees are not entitled to accrue employment benefits while on unpaid family medical leave, except seniority.

3. If both spouses are employed by the Employer, they may be jointly entitled only to a total, combined twelve (12)-week period for family medical leave, excluding their own serious health condition.

ARTICLE 10 **DISCIPLINARY PROCEDURE**

- A. The Employer may take corrective action against a non-Probationary employee in the bargaining unit for just cause. Except in cases that involve major rule/regulation violations, progressive discipline will normally be applied as follows:
 1. Verbal warning;
 2. Written reprimand;
 3. Suspension without Pay. At the option of the employee and with the concurrence of the Department Head, accrued vacation or personal leave may be forfeited equal to the length of the suspension. (A record of suspension will be maintained);
 4. Reduction in pay;
 5. Discharge.
- B. Whenever the Employer determines that a non-probationary employee may be disciplined for just cause that could result in suspension without hourly base rate of pay for more than sixteen (16) duty hours, reduction, or termination, a pre-disciplinary hearing will be scheduled to give the employee an opportunity to offer an explanation of the alleged misconduct. Prior to the hearing, the employee shall be given written specification of the charges (i.e., factual allegations that may result in suspension without hourly base rate of pay for more than sixteen (16) duty hours, reduction in pay, or discharge under this



The pre-disciplinary hearing, if any, shall be held in private and shall be within thirty (30) calendar days from the date the written specification of given to the employee. Any discipline that is administered following the all be issued within forty-five (45) calendar days from the date of esignee's report

The Department Head or his designee will conduct the pre-disciplinary hearing. The employee may choose to:

- a. Appear at the hearing to present oral or written statement in his/her defense.
- b. Appear at the hearing with an employee or non-employee representative of the IAFF to present oral or written statements in his/her defense.
- c. Elect in writing to waive the opportunity to have a disciplinary hearing.

Failure to elect and pursue one of these options will be deemed a waiver of the employee's right to a disciplinary hearing.

During the hearing, the employee will be asked to respond to allegations of misconduct and may present evidence, testimony or witnesses in his/her defense. The employee shall provide a list of witnesses, and the name of his representative, if any, to the Employer as far in advance as possible, but no later than twenty-four (24) hours prior to the hearing. It is the employee's responsibility to notify witnesses that he desires their attendance at the hearing.

The Employer shall issue in writing his/her recommendations regarding the allegations against the employee and will provide the employee and employee representative with a copy.

The hearing is essentially a conference, rather than a quasi-judicial hearing.

- C. Disciplinary action of suspension without hourly base rate of pay for more than sixteen (16) duty hours, reduction, or termination may be appealed through the grievance and arbitration procedure. Disciplinary actions involving a loss of pay of sixteen (16) hours or less shall be appealable through the grievance procedure, but are not eligible for arbitration. The employee must file appealable disciplinary actions at the Formal Step of the grievance procedure within five (5) calendar days from the receipt of the notice of discipline.
- D. The provisions and procedures contained in this Article involving discipline decisions covered by this Article are in lieu of any statutory rights provided to the employee under Ohio Revised Code, or otherwise provided by law.



ARTICLE 11 SENIORITY

all be defined as an Employee's uninterrupted length of full time continuous : with the Township.

- B. An Employee's seniority shall be terminated when one or more of the following occur:
1. Resignation from employment;
 2. Discharge in accordance with the procedures set forth in this Agreement.
 3. Layoff or otherwise fails to perform bargaining unit work for a period of time exceeding two (2) years; excluding disability retirement and/or reinstatement due to an arbitration or court decision;
 4. Employee's retirement;
 5. The Employee refuses a recall or fails to report to work within seven (7) working days from the receipt of the Employer's recall notice;
 6. Failure to return to work upon the expiration of a leave of absence.
- C. The above definition of seniority is applicable only where seniority is specifically referenced in this Agreement. The definition is also applicable when there are any conflicts in taking days off, and vacation scheduling.

ARTICLE 12 LAYOFF PROCEDURE

- A. The provisions and procedures contained in this Article involving layoff decisions covered by this Article are in lieu of any statutory rights provided to the employee under Ohio Revised Code, or otherwise provided by law. Any appeal regarding a layoff decision or the procedure for conducting a layoff will be subject to the grievance procedure, and will not be the subject of any statutory or common law appeal.
- B. It is agreed that prior to the implementation of an abolishment of a position or the lay-off of bargaining unit personnel, the Township will meet and confer with the Local to consider alternatives.
- C. The Employer shall determine in which classification(s) and department(s) layoffs will occur. Within each affected classification and department, employees will be laid off in the inverse order of their seniority as follows:
1. Part time temporary employees;



time temporary employees;

time employees;

time who have not completed the probationary period; and

5. Non-probationary Full time employees.

- D. When employees are subject to a layoff, the Township shall create a recall list for each classification within each department. The Township shall recall employees from layoff according to seniority, beginning with the most senior employee in the classification within each department and progressing to the least senior employee up to the number of employees to be recalled. An employee shall be eligible for recall for a period of two (2) years after the effective date of the layoff.
- E. Notice of recall shall be sent to the employee by way of certified mail. The Township shall be deemed to have fulfilled this obligation by mailing the recall notice by certified mail, return receipt requested, to the last mailing address provided by the employee.
- F. A laid off employee shall be given seven (7) calendar days after receipt of notice of recall or ten (10) days after postmark of notice of recall, whichever date occurs first, in which to report for duty, unless a different date for returning to work is specified in the notice or agreed to by the Township and employee. In the event of extenuating circumstances that would prevent the employee from returning within the specified time limit, the Township may grant a reasonable extension. In the event the extenuating circumstance prevents the employee from returning to work, such employee shall be by-passed for recall to the available position, but shall remain on the recall list until the recall rights expire.
- G. Voluntary Layoff. When the Township elects to conduct a layoff, employee(s) in the affected classification and department may elect to be placed on voluntary layoff, regardless of their seniority status under the following conditions:
1. The volunteer(s) with the most seniority shall be laid off first;
 2. Employee(s) who are placed on voluntary layoff may not displace or bump other employees;
 3. Employee(s) who are placed on voluntary layoff may only be recalled to the classification and department from which they are laid off.

ARTICLE 13
HOLIDAY PAY

- A. All full-time employees shall receive the following paid holidays for the days designated:
1. New Year's Day, the first day of January;



in Luther King Jr. day, the third Monday in January;
 Presidents Day, the third Monday in February;
 Memorial Day, the last Monday in May;

5. Independence Day, the fourth day of July;
 6. Labor Day, the first Monday in September;
 7. Columbus Day, the second Monday in October;
 8. Veterans' Day, the eleventh day of November;
 9. Thanksgiving Day, the fourth Thursday in November;
 10. Day after Thanksgiving;
 11. Christmas Day, the twenty-fifth day of December.
- B. If any day designated as a paid holiday falls on a Sunday, the next succeeding day (Monday) is the paid holiday. If any day designated as a paid holiday falls on a Saturday, the preceding day (Friday) is the paid holiday.
- C. All employees who work on a designated holiday shall receive one and one half (1 ½) times their regular rate of pay for each hour worked on the designated holiday in addition to their regular holiday pay as provided herein.

ARTICLE 14
VACATION PAY

- A. All full-time employees shall accrue vacation while on active pay status as defined herein in the following manner:

<u>Anniversary Date</u>	<u>Full-Time Employees</u>	<u>Period of Vacation</u>
	Less than 1 year	None
	After 1 year	10 days (2 weeks)
	After 5 years	15 days (3 weeks)
	After 10 years	20 days (4 weeks)
	After 15 years	25 days (5 weeks)
	After 20 years	30 days (6 weeks)



Employee means an employee whose regular hours of service for the Township 40) hours per week, or who renders any other standard of service accepted as the Employer.

In the course of administering vacations, the workweek shall be Monday through all days included therein shall be deemed workdays. (One week for full-time employees: Monday-Friday).

- D. Anniversary date shall be the last date of full-time hiring by the Township .
- E. A maximum of two (2) weeks plus one year's worth of vacation benefit, of earned, unused vacation may be carried over to the next year. At least one (1) week of earned vacation must be taken during the year.
- F. The vacation schedule period shall be from Anniversary date to Anniversary date.
- G. Vacation shall be used in increments of one week or more. Vacations may be used in lesser increments when authorized by the Department Head.
- H. Vacation requests must be approved by the Department Head. A request for annual vacation leave must be submitted by the Employee at least three (3) weeks (twenty-one (21) calendar days) prior to the effective beginning date. Annual vacation will be taken at such time as the employee and the Department Head mutually agree. The twenty-one (21) calendar day notification may be waived at the discretion of the Department Head.
- I. Annual vacation leave is earned during the time the employee is on active pay status. It is not earned while on unpaid family medical leave, unpaid leave of absence, unpaid military leave, or while working on a part-time basis.
- J. Upon termination of employment from Township service, payment for earned but unused vacation leave shall be made in one lump sum at the Employee's current base rate of pay. Payment shall be made within ninety (90) days of the time of termination of employment. Upon death of a full-time Employee, one lump sum payment of earned but unused vacation leave shall be paid in accordance with Ohio Revised Code Section 2113.04. Payment shall be made within ninety (90) days of the time it is determined under Ohio Revised Code Section 2113.04 which person will receive payment.
- K. A maximum of two (2) weeks earned but unused vacation may be purchased by the Township within thirty (30) days after the employee's anniversary date if a minimum of two (2) weeks of earned vacation has been used during the previous year and upon filing the proper application form with the Fiscal Officer's office.



ARTICLE 15
SICK LEAVE PAY

ne employee shall be entitled to sick leave of .06 hours with pay for each pleted hour of pay on active pay status. Employees may use sick leave, upon the Department Head, for absences due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and to illness or injury in the employee's immediate family.

- B. Immediate family is defined as: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandchild, a legal guardian, or other person who stands in the place of a parent.
- C. Unused sick leave shall be cumulative without limit. When sick leave is used, it shall be deducted from the employee's credit on the basis of one hour for every one hour of absence from previously scheduled work.
- D. The Employee shall submit to the Department Head a satisfactory written, signed statement on the form supplied by the Employer, to justify the use of sick leave before returning to work. (Attachment E) The Department Head may require the employee to furnish a physician's statement related to the illness if absent three or fewer days. An Employee absent four (4) consecutive calendar days or more is required to furnish a medical statement on Attachment F from his/her physician or other professional verifying the illness, the Employee's inability to perform his/her required duties, and the Employee's expected date of recovery.
- E. The Employer may also require the employee, at the Employer's expense, to submit to an examination by a physician or other professional designated by the Employer for the purpose of verifying the illness, determining whether the employee is unable to perform his/her required duties, and determining the expected date of recovery. If the employee or the Employer's designated physician or other professional determines that the employee is not experiencing a personal illness or injury, any subsequent absences of the employee will be without pay until the employee submits a physician's or other professional's statement supporting the reasons for the absence(s).
- F. Falsification of either the signed statement or the physician's or other professional's certificate shall be grounds for disciplinary action which may include dismissal. Applications for use of sick leave with the intent to defraud, abuse of sick leave, or the patterned use of sick leave, shall all be grounds for disciplinary action which may include dismissal.
- G. The Employer may, at any time, require that the employee submit to a medical examination in order to determine the employee's capability to perform the substantial and material duties of the employee's position; or to perform the duties of a position which the employee is reasonably suited to perform based on the employee's education, training, or experience. Such examination shall be conducted by a physician designated



Employer. The Employer must supply the examining physician with facts relating to the employee's physical and mental requirements of the employee's position, duty statements, position specifications, and position descriptions. The cost of this medical examination shall be paid by the Employer.

- H. An employee who is unable to report for work, and who is not on a previously approved leave for vacation, sick leave, compensatory leave or approved leave of absence, shall be responsible for notifying the Department Head that he/she will be unable to report for work. The notification must be made at least one (1) hour before the Employee's scheduled start time for work unless emergency conditions prevent such notification. Any employee failing to make the required notification will not be paid for that day.
- I. Paid holidays falling during a sick leave shall not be charged as sick leave time.
- J. It shall be the obligation of the employee to receive necessary medical treatment and to return to active work status at the earliest time permitted by the attending physician.
- K. The Employer maintains the right to investigate any employee's absence. Attendance records may be reviewed by supervisors each time an employee is absent to determine frequency of absence and if any particular pattern appears evident during the prior twelve-month period.
- L. Absenteeism is defined as any unauthorized or unexcused absence from scheduled work. Abuse of sick leave is defined as patterned use of sick leave before or after scheduled days off or patterned use on scheduled working weekends or repeating the same day of the week; use of sick leave on scheduled working holidays; use of sick leave when previously denied scheduled time off; or use of sick leave when ordered to work before or after the scheduled work days.

Excessive use of sick leave is further defined as using sick leave in excess of sixty five (65) hours in any twelve (12) month period, except funeral leave, Maternity/Paternity leave, workers' compensation leave, family medical leave, or absence documented by a physician or licensed practitioner shall not be included in the sixty five (65) hours calculation.

Employees, who are tardy, leave their assignment early, or any employee who fails to report to work because of absenteeism, abuse, or excessive use of sick leave may be subject to discipline.

- M. An employee who fails to comply with any of the provisions of this policy shall not be allowed to use sick leave for time absent from work under such non-compliance.
- N. Sick leave days for all employees shall be posted at least quarterly and, when possible, shall be recorded on the employee's pay stubs once each month.



...e, at the time of service or disability retirement from active service with
...wnship, shall be paid in cash for the value of accrued unused sick leave credit
...yee's base pay rate as follows:

<u>Percentage</u>	<u>Accumulation</u>
25%	0-1000 hours
30%	1,001-1,500 hours
35%	1,501-2,000 hours
40%	2,001-2,500 hours
45%	2,501-3,000 hours
50%	3,001 & above hours

ARTICLE 16 **FUNERAL LEAVE**

A Bargaining Unit Member shall be granted time off with pay (not to be deducted from the Bargaining Unit Member's sick leave) for the purpose of attending the funeral of the following listed persons. The Bargaining Unit Member shall be entitled to a maximum of five (5) work days in the event of the death of his mother, father, brother, sister, spouse, children for which the Member has legal responsibility, or grandchildren. The Bargaining Unit Member shall be entitled to a maximum of three (3) work days in the event of the death of his spouse's parents, daughter in law, or son in law. The Bargaining Unit Member shall be entitled to a maximum of two (2) work days in the event of the death of his first aunt, first uncle, grandparents, brother in law or sister in law. The Employee shall be entitled to a maximum of one (1) work day in the event of the death of his first cousins or his spouse's grandparents.

ARTICLE 17 **PERSONAL LEAVE**

- A. Day is defined at eight (8) hours.
- B. Personal days can be used in minimum increments of one half (1/2) hour.
- C. Unused personal leave shall not be carried over to the following year.
- D. All bargaining unit members shall be eligible for two (2) personal days per year.
- E. The Employee shall notify the Employer at least three (3) days in advance of such leave except in cases of personal or family emergency, in which case the Employee shall notify the Employer as far in advance of his scheduled shift as possible.

ARTICLE 18 **OVERTIME**

- A. The work week for employees shall constitute forty (40) hours per week to be performed from 10:00 p.m. Sunday to 11:30 p.m. Friday. A work day shall be eight and one half



in a twenty-four hour period with a thirty (30) minute unpaid lunch break be taken as close as possible to the middle of each shift. All employees shall be paid at the rate of one and one half (1½) times the employee's regular hourly work required outside the above designated work week or for any work more than eight (8) hours in a twenty-four hour period.

- B. Overtime work shall be offered by a rotating list in each job classification to employees who normally perform those jobs.
- C. Overtime shall be paid to all employees who are subpoenaed into court for work related trials at a minimum of three (3) hours pay.
- D. A minimum of two (2) hours overtime shall be paid for any callback of inspectors authorized by the Fire Chief or his designee. Any non-emergency overtime requires prior approval of the Fire Chief or authorized representative.
- E. An employee with the approval of the Fire Chief or his designee shall be able to receive compensatory time ("comp time") in lieu of immediate overtime pay for certain events or hours worked past the normal workday. Comp time shall be accrued at the rate of one and one half (1.5) hours for each overtime hour worked. The maximum allowance to be accrued in an employee's comp time bank is twenty-four (24) hours. The minimum use of Comp time is two (2) hours, with permission of the Chief or his designee and appropriate paperwork filled out.

ARTICLE 19
HEALTH INSURANCE/LIFE INSURANCE

- A. Benefits for hospitalization, major medical, vision, dental and prescription drug insurance coverage shall be as set forth in Attachment B.
- B. The Township shall provide all employees in the bargaining unit with a term life insurance policy with a face value of Fifteen Thousand Dollars (\$15,000.00).

ARTICLE 20
EDUCATIONAL REIMBURSEMENT

- A. The Employer may approve the reimbursement of an employee's expenses incurred in obtaining additional education or training, provided such education or training is in a field of study related to the employee's job or services performed by the Employer. If approved, the Township will pay for tuition, textbooks, and supplies with the provision that the textbooks become the property of the Township. The books are to be turned in upon completion of the course with receipt and final grade within ten (10) days of receipt of grade to allow for prompt reimbursement of schooling costs as provided herein. The Township shall reimburse the tuition costs of two (2) courses per quarter or semester up to \$800 total per quarter or \$1,200 per semester in an Associate or Bachelor degree



on the approval of the courses by the Department Head. Township shall ll textbook costs related to the approved courses.

ment shall not be granted unless the employee obtains approval from the efore incurring such expenses.

- C. An employee shall not be entitled to reimbursement for education or training expenses unless he successfully completes the course of study and presents evidence of a passing grade or certification. Passing grade is equal to a C or better or an equivalent certification.
- D. Any employee who receives a reimbursement for educational and/or training expenses shall be required to repay the Employer if the employee terminates his employment with the Employer within a two (2) year period following the issuance of the reimbursement. The Employer shall be authorized to deduct the amount of the reimbursement expenses from the employee's final paycheck.

ARTICLE 21
MISCELLANEOUS BENEFITS

- A. Each employee is entitled to two (2) ten-minute breaks as established by the Department Head.
- B. Fire Inspector Uniform Allowance
 - 1. All Fire Inspectors shall receive an annual uniform allowance credit in the amount of Seven Hundred Dollars (\$700.00). The uniform allowance shall take the form of a voucher draw account to be maintained by the Fire Chief. Any item authorized for wear by the Fire Department Uniform Policy or other items authorized by the Fire Chief may be purchased through the uniform allowance. If the charges to an employee's account are more than the amount provided for, the difference, not to exceed \$25.00, shall be charged against the employee's next year's annual voucher draw account. If the difference is more than \$25.00, the employee shall be required to reimburse the Township for the amount of such expenses.
 - 2. An employee can carry forward One Hundred Fifty Dollars (\$150.00) of unused uniform allowance annually.
 - 3. Any changes in uniforms mandated by the Fire Chief shall be paid for by the Township.
 - 4. The Township will give as a gift to each retiring employee his or her badge at the time of retirement.



ARTICLE 22 **COMPENSATION**

ll be as set out in Attachment C which is incorporated herein. Pay periods every two (2) weeks. Increases in compensation shall be effective the first pay ends in January.

- B. The Employer shall continue to pay the employee's present eight and one-half percent (8.5%) contribution to the Public Employees Retirement System during the term of this contract.
- C. Employees hired after July 1, 2009 shall be solely responsible for payment of the employee's contribution to PERS.

ARTICLE 23 **LONGEVITY PAY**

- A. All employees shall receive longevity payments after completion of the required length of continuous full-time service pursuant to the following schedule:
 - 1. After five (5) - nine (9) years; two (2) percent additional over regular hourly rate.
 - 2. After nine (9) years and thereafter; four (4) percent additional over regular hourly rate.
- B. Longevity payments will be made in one lump sum payment, in one separate check, to be included in the second pay in November.

ARTICLE 24 **LIMITED SCOPE OF WORK**

Although members of the bargaining unit hold current firefighting and EMT cards with the State of Ohio, Department of EMS, the Township will not utilize the bargaining unit employee in any firefighting or EMS duties unless due to unforeseen emergency circumstances where upon they could be temporarily assigned by the Fire Chief or his designee. Said bargaining unit members may perform said services if done through mutual aid with another department that they are employed with at the time of the services. Personnel are expected to provide the necessary care/action if they come upon an emergency situation while on duty, until appropriate services arrive to take control.

ARTICLE 25 **SEVERABILITY**

This Agreement is subject to all applicable Federal and State laws or judicial decisions interpreting them. In the event any provision of this Agreement is found to be contrary to the above by a court of competent jurisdiction or by any official having authority to rule in the



of no further force and effect, but the remainder of the Agreement shall remain in full force and effect.

ARTICLE 26 INJURY LEAVE

- A. When an Employee is injured or suffers an occupational disease in the line of duty while actually working for the Employer, the Employee will be entitled to injury leave pay for any remaining days within the ninety (90) calendar day period from the date of the injury. The Employee must file for Workers' Compensation to be eligible for injury leave pay. The Employee shall also be subject to the Workers' Compensation requirements regarding light duty and/or transitional work programs. The Employee shall receive their regular pay (including pension contributions) during injury leave and shall sign over any and all payment for temporary total disability to the Township.

If the Employer and the Employee agree, the employee may participate in a workers compensation wage continuation program. Under this program, the employee will be paid his or her present hourly rate with applicable federal, state, and local withholdings. This entitlement will be reviewed after 520 hours. In order to be eligible for this salary continuation, the Employee must file for and be eligible to receive Workers' Compensation. Wage continuation will be discontinued when you do not provide proper documentation, you return to work, the maximum of 26 weeks has been reached, if a dispute arises regarding the cause or extent of disability, or if you are able to perform light duties available and you refuse.

- B. **Physician Examination.** The Employer shall have the right to require the Employee to have a physical exam by a physician appointed and paid by the employer resulting in the physician's certification that the Employee is unable to work due to the injury as a Condition precedent to the Employee receiving any benefits under this Section.
- C. A bargaining unit member with the approval of the examining physician and Department Head may return to duty under a light duty status. All benefits provided under this agreement shall accrue to such employee while on the said light duty status provided, however, that such light duty work is available.

ARTICLE 27 DURATION OF AGREEMENT

- A. This Agreement shall be effective January 2, 2015 and shall remain in full force and effect until January 1, 2018 unless otherwise terminated as provided herein.
- B. If either party desires to modify, amend, or terminate this Agreement, it shall give written notice of such intent no earlier than one hundred twenty (120) days prior to the expiration



later than ninety (90) calendar days prior to the expiration date of this

acknowledge that during negotiations which resulted in this Agreement, each Party has retained its limited right to make demands and proposals on any subject matter not prohibited 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. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unequivocally waives the right, and each agrees that the other shall not be obligated to bargain collectively or individually with respect to any subject or matter referred to or covered in this Agreement even though such subjects or matters may not have been within the knowledge of either or both Parties at the time they negotiated or signed this Agreement.

- D. This Agreement constitutes the entire Agreement between the Parties, and all other agreements either written or oral are hereby canceled.

ARTICLE 28
WAIVER IN CASE OF EMERGENCY

- A. In case of emergency declared by the President of the United States, the Governor of the State of Ohio, Employer, the Federal or State Legislature, such as acts of God, the following conditions of this Agreement shall automatically be suspended:
1. Time limits for Employer's or the Union's replies on grievances.
 2. All work rules and/or agreements and practices related to the assignment of all employees.
- B. Upon termination of the emergency, should valid grievances exist, they shall be processed in accordance with provisions outlined in the grievance procedure and shall proceed from the point in the grievance procedure to which they (the Grievance(s)) had properly progressed.

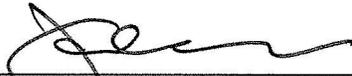


EXECUTION

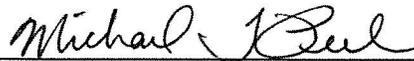
HEREOF, the parties hereto have caused this Agreement to be duly
signed on this 9 day of December, 2015.

EMPLOYER'S OWNERSHIP

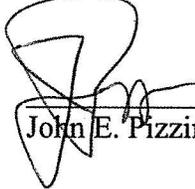
**FOR THE JACKSON PROFESSIONAL
FIREFIGHTERS, IAFF LOCAL 2280**



James N. Walters, President



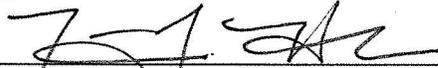
IAFF LOCAL 2280



John E. Pizzino, Vice-President



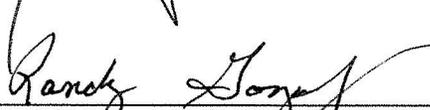
Bargaining Committee Member



Todd J. Hawke, Trustee



Bargaining Committee Member



Randy Gonzalez, Fiscal Officer

Bargaining Committee Member

/s/ Mark J. Lucas

Mark Lucas, Chief Negotiator



ATTACHMENT A - GRIEVANCE FORM

_____ Phone: _____

Grievant's Classification: _____

Date Grievant Became Aware of Alleged Grievance: _____

Date When Grievant Submitted to the Chief: _____

Date of Formal Written Filing with Board of Trustees: _____

Person or Persons to Whom Grievance Is Directed: _____

Statement of Incident Giving Rise to Grievance: _____

Articles and Sections of Agreement Violated: _____

Remedy Sought: _____

Grievant's Signature _____ Date _____

Recommendation of Grievance Committee:

Accepted _____ Rejected _____ Date _____

Signature of Committee: _____, Chairman



ATTACHMENT B - INSURANCE

The parties agree to establish a Health Care Cost Containment Committee. The committee shall consist of fifteen (15) members. Seven (7) of such members shall be representatives, one (1) from each of the Township's seven (7) departments that bargaining units (i.e., police patrol, police sergeants, police lieutenants, firefighters, fire inspectors, clerical, & utility works). These members shall be selected at the sole discretion of the bargaining unit to represent their respective units. Seven (7) other such members shall be Township representatives, and these members shall be appointed by the Board of Trustees. The remaining member shall be mutually selected by the other members of the committee, and shall serve at their pleasure.

Section 2 The Health Care Cost Containment Committee shall meet at least four (4) times a year. The Committee shall select a Chairperson from the members. The Committee shall, at its first meeting, establish rules and regulations for its governance. These rules and regulations shall provide that each of the fifteen (15) members shall have one vote, and that a majority vote will be controlling. These rules also must provide the following:

1. that a reasonable time frame for implementation of the findings of the committee;
2. that a quorum (2/3 of each side) must exist in order to vote;
3. that an agenda package is to be provided to Committee members at least five (5) days prior to any meeting;
4. that any presentation of information will be videotaped;
5. that any vote on benefit level changes will be done at the meeting following the meeting at which the change is proposed;
6. that provisions be made for the substitution of an alternate representative for any such member who may be unable to attend, or that provisions may be made for the written submission of a proxy vote;
7. that each representative have the opportunity to use any advisor or consultant it deems necessary;
8. that the Committee will investigate methods to contain the overall cost of health care, including dental, vision and prescription drug costs. The methods investigated may include, but are not limited to, reduction of benefits, scope of coverage, changes in manner of administration (managed care).
9. that the final determination as to the method utilized to contain the overall cost of health care shall be vested to and be the sole responsibility of the Committee;

Section 3 The base for the purpose of determining health care cost economic data shall be as follows:

Base equals \$1050.00 – Effective January 1, 2015
Base = \$1,075.00 – Effective January 1, 2016



= \$1,100.00 – Effective January 1, 2017

In the event that overall cost of health care increases and related expenses over the fiscal base year, or any subsequent base year, such increase, on a per employee, basis shall be shared between the Township and the bargaining unit member on a 50% basis, respectively up to One Hundred twenty five dollars (\$125.00) per month for the employee with single coverage and One Hundred Seventy Five dollars (\$175.00) per month for the employee with family coverage. Beginning January 1, 2016, up to \$175.00 per month for the employee with single coverage and \$275.00 per month for the employee with family coverage.



ATTACHMENT C – WAGE SCALE

Position & Wages	Rate effective the first pay period that ends in January 2015	Rate effective the first pay period that ends in January 2016	Rate effective the first pay period that ends in January 2017
Fire Inspector			
Start	\$23.4704	\$23.9398	\$24.1792
After 1 Year	\$24.3529	\$24.8400	\$25.0884

[*Results from increasing the scale by 3% for 2015, 2% for 2016 and 1% for 2017.]

As soon as reasonably possible after approval of the Agreement by the parties, the Township shall pay each bargaining unit employee a one-time lump sum of \$750.00 not added to the base.



MENT D – PROCEDURES FOR WORKPLACE DRUG TESTING

Policy and Scope

This policy applies to all bargaining unit employees. It will be implemented in a nondiscriminatory manner. All employees will be provided a copy of the Township's drug testing policy prior to its implementation and will be provided information concerning the impact of the use of alcohol or drugs on job performance. Employees shall be trained to recognize the symptoms of drug abuse, impairment and intoxication. All employees will be informed of the causes for testing, how well the tests perform and what tests will be conducted. All employees must sign an acknowledgment form indicating receipt of this policy.

All newly hired employees will receive the information on their initial hire date. No employee shall be tested until this information is provided to the employee.

101 Definitions

Alcohol means alcohol or any beverage containing more than one-half of one percent of alcohol by volume that is capable of use for beverage purposes, either when alone or when diluted.

Drug means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled "Controlled Substances," and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to marijuana, hashish, "crack," cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice," barbiturates and hallucinogens.

Reasonable suspicion means a conclusion by trained personnel based on personal observation of specific objective instances of employee conduct and documented in writing, that an employee is exhibiting aberrant or unusual on duty behavior which is the type of behavior that is recognized and accepted as a symptom of intoxication or impairment caused by controlled substances or alcohol and is not reasonably explained as a result of other causes such as fatigue, side effects to prescription or over the counter medication; reaction to fumes, smoke or other job related causes or factors. Such behavior may include, but is not limited to, a substantial drop in the employee's performance level, impaired judgment or reasoning, decreased level of attention or sensory abilities, or other behavioral changes.

Reasonable suspicion shall be based upon personal observations by a trained supervisor that must be documented in writing at the time of the observation. Reports of drug abuse or abnormal behavior that is not confirmed in writing by a trained supervisor will not constitute reasonable suspicion. Anonymous reports shall not constitute grounds for testing.



g Testing means collection of a urine specimen by medical personnel and a analysis of that specimen by Enzyme Immunoassay (EMIT) screening and y testing using the Gas Chromatograph/Mass Spectrometry (GC/MS) l procedures, or the most current and appropriate technology. No other testing or methods may be utilized unless negotiated with the Union, or mandated by ulations.

Medical Review Officer (MRO): The MRO interprets the laboratory results of the drug tests and reports positive results to our Township after verifying that there are no valid medical explanations for the positive results. This individual shall be a licensed doctor with appropriate credentials.

Breath Alcohol Technician (BAT): The BAT shall be responsible for collection of breath samples for alcohol testing. The BAT shall be trained in the operation of the Evidential Breath Testing (EBT) device used to conduct the test.

Substance Abuse Professional (SAP): The SAP will evaluate the employee's situation, prescribe an appropriate treatment program, if necessary, and schedule unannounced follow-up testing once the employee has returned to duty.

Alcohol Testing: Means the use of a breath alcohol monitoring machine which is currently the Evidential Breath Testing (EBT) device.

102 Tests: Other requirements

This policy covers the following type of tests:

- a. Pre-employment
- b. Reasonable suspicion
- c. Post-accident
- d. Return to Duty
- e. Follow up Testing
- f. Random Testing (applicable to Fire Inspector only)

No alcohol may be consumed within four hours of performing the employee's duties.

103 Random Testing

A percentage equal to 50 percent of our covered positions shall be tested for drugs, and a percentage equal to 10 percent of our covered positions shall be tested for alcohol annually. Random drug and alcohol testing applies to those employees holding the classification of Fire Inspector.

Regulations:



Designated bargaining unit employees shall be subject to drug and alcohol testing on an unannounced and random basis. A refusal to submit to these tests shall be presumed as a positive test, subjecting the employee to disqualification and discipline, up to and including discharge.

The Township shall administer drug tests equal to 50 percent of covered employees, each calendar year. Considering the number of positive tests, this requirement could be reduced by the Township after two years according to Federal regulations.

- c. The Township must administer alcohol tests equal to 10 percent of covered employees, each calendar year. Considering the number of positive tests, this requirement could be reduced by the Township after two years according to Federal regulations.
- d. Each bargaining unit employee shall be in a pool from which random selection is made. Each employee in the pool shall have an equal chance of selection and shall remain in the pool, even after the employee has been tested.
- e. An employee shall be selected for drug and alcohol testing by a computer software program. The selection process will be accomplished by the drug testing facility.
- f. The random drug and alcohol testing shall be spread through the twelve month period. The random selections should be done quarterly. The selection will occur, by the testing facility at a different time each quarter to insure against predictable selection dates.
- g. The Township shall submit a list of employees to the testing facility subject to random testing. This list shall include the employee's name, driver's license number, and their assigned random drug and alcohol identification number.
- h. The Township will then notify the employee that he/she has been selected for random testing on the morning of the test. The employee shall then report immediately to the testing facility.
- i. If the test results are verified positive, the MRO will not notify the Township's designated representative of a positive test result until he has first had consultation with the employee. The employee shall be removed from his/her position. The employee, within seventy-two (72) hours of receipt of actual notice from the MRO must request that the split sample be forwarded by the first laboratory to another independent and unrelated DHHS approved laboratory selected from a list approved by the Union for conformity testing of the presence of a drug. If the second (2nd) test is



positive, and the employee wishes to use the rehabilitation option set forth in this policy, the employee or the Union shall reimburse the Township for the cost of the confirmation test before entering the rehabilitation program. If an employee requests that a split sample be tested, then disciplinary action will only take place after the first (1st) laboratory reports a positive finding and the second (2nd) laboratory confirms the presence of the drug. However, the employee will not be permitted to operate a Township vehicle once the first (1st) laboratory reports a positive finding while the second (2nd) test is being performed.

104 Post Accident

If an employee operating a Jackson Township vehicle is involved in: (a) an accident where a fatality occurs; (b) an accident in which an injury is treated; or (c) an accident in which a vehicle is required to be towed from the scene; the employee shall as soon as practicable be tested for alcohol and controlled substances. In less severe types of accidents, an employee may be requested to be tested for alcohol and controlled substance depending upon the individual circumstances.

All employees who are responsible for an accident/injury in the work place that causes an injury to himself or to others requiring medical attention may be subject to Post Accident Testing. The Township can defer the test if it is determined the test is unnecessary.

A decision of whether or not to administer a post accident test shall be made by the employee's Department Head provided that he was not involved in the accident. If the Department Head was involved in the accident, the President of the Board of Trustees will make this decision. The determination shall be based on the best information available at the time.

An alcohol test should be administered within two (2) hours following the accident and the Township shall cease attempts to administer the test after eight (8) hours. Failure to submit to a test within eight (8) hours shall be deemed a refusal.

The urine sample for a post-accident drug test shall be collected as soon as possible and the Township shall cease attempts to administer a post-accident drug test thirty-two (32) hours following the accident. Failure to submit to a test within eight (8) hours shall be deemed a refusal. The employee shall not ingest any alcohol nor drugs until testing has been completed.

Implementation Procedures

- a. Any driver involved in a reportable accident as defined by this policy, shall notify the Employee's Department Head at the first available opportunity after the accident, at which time the driver will be advised to report to an appropriate collection site in order to provide the appropriate



samples. To the extent possible, the driver should not transport himself to the collection site, but should arrange for someone else to transport him.

In the event the driver is seriously injured and unable to provide the necessary samples, he/she shall authorize the health care provider to release to the Township any information necessary to indicate the presence of any controlled substance or alcohol in his system.

- c. The Department Head will be responsible to see that the employee knows he/she must report to a collection site for testing as soon as possible but no later than eight (8) hours after the accident.

Prior to such testing, employees shall be required to sign a form acknowledging testing and to sign for chain-of-custody. Failure or refusal to sign the acknowledgment form or to submit to these tests shall be presumed as a positive test, subjecting the driver to removal from service, which is cause for a charge of insubordination and will result in disciplinary action, which could include discharge.

The Township shall obtain and retain a copy of the completed Accident Report Form, including a notation of the citation, for any accident, and state whether testing is/is not required. This Accident Report Form will be kept in the Administrator's office. The Township shall retain a copy of the results from the MRO. The Township shall retain a copy of the letter from an employee requesting a retest of the original sample.

105 Procedures for Reasonable Suspicion Testing

Reasonable suspicion testing shall be required when a trained supervisor suspects that an employee is under the influence of a prohibited substance. Reasonable cause test referrals shall be based on objective facts, circumstances, or physical evidence, physical signs, symptoms or a pattern of performance or behavior, not on instinct or intuition.

An employee who is suspected of using a prohibited substance shall be administered a drug and/or alcohol test. NOTE: an employee is suspected of using a prohibited substance when a supervisor who is trained in the detection of prohibited substances use under this program policy can articulate and substantiate specific behavioral, performance or contemporaneous physical indicators or probable drug use.

A supervisor who has reasonable suspicion that an employee is unfit for duty because he/she appears to have ingested, inhaled, or injected an illicit drug, or to have taken a prescribed drug in a manner inconsistent with the physician's direction for use, or has ingested an alcoholic beverage when reporting for or while off duty must:

- a. Prohibit the employee from working or continuing to work.
- b. Transport the employee, or make arrangements for transportation, to the designated medical facility identified by the Township for testing. After



testing, arrangement should be made for safe transportation to the employee's residence or a place selected by relative or friend of the employee.

Prepare appropriate documentation and take appropriate disciplinary action.

- d. Supervisors are prohibited from demanding or encouraging drug or alcohol testing that does not follow the guidelines established in this policy. Willful disclosure of test results to persons not involved in the disciplinary procedure may merit appropriate disciplinary action which could include discharge.
- e. The Supervisor shall call the Administrator. If unavailable, he shall call the Law Director.
- f. The Supervisor shall call a Union representative.
- g. If the employee refuses to submit to the test, warn the employee that he/she may not return to his/her covered position until he/she passes a test, and explain to him/her that a refusal to test is considered a positive test.
- h. The Township or supervisor cannot be expected to determine whether an employee has a substance abuse problem. Even treatment professionals have difficulty identifying such problems. Substance abuse problems can often be confused with emotional difficulties, reaction to stress, physical illness, and other causes.
- i. There are some behaviors, which suggest the possibility of an abuse problem. The presence of one of these behaviors probably does not mean the employee has a problem; the presence of several suggests that the employee does have a problem, whether it's substance abuse or something else. Some of the behaviors often found in people with substance abuse problems may include:
 - 1. Being continually late for work, especially after a missed day.
 - 2. Displaying a change in safety record; more accidents or near-accidents, more safety violations, etc.
 - 3. Getting traffic tickets or warnings for speeding.
 - 4. Reckless driving, driving under the influence, etc.
 - 5. Displaying abrupt mood swings or unexplained, inconsistent changes in mood or energy level as the day goes on.



6. Missing appointments.
7. Increasingly missing work and calling in sick, particularly when the calls are made by the spouse, not the worker.
8. Taking long breaks, particularly if there is a noticeable change in mood or energy level after the break.
9. Disappearing at times throughout the day and not being able to account for those times.
10. Becoming isolated from other workers or any other change in relationships with coworkers.
11. Being unable to get along with coworkers or, in a previously friendly person, avoiding others.
12. Although these are some symptoms that may indicate a problem, they are by no means all of them. A good rule of thumb is to investigate any situation that has a remote possibility of endangering the employee, coworkers, and/or clients or any situation that an employee is not working responsibly.

106 Testing Procedures

The following test procedure shall apply to all employees:

- a. Urine specimens shall be collected at the approved laboratory as stated below in section (e), or at an accredited medical facility when necessary after an accident.
- b. A Union representative, if available, shall be allowed to accompany the employee to the test and observe collection, bottling and sealing of the specimen. The employee shall not be observed when the urine specimen is given. The Union representatives shall have not more than one (1) hour to report to the collection site. The Union shall provide the Township with three (3) Union representatives to contact. A Union representative contacted during work periods will not forfeit pay, and the representative contacted outside of work periods shall not be compensated by the Township for his/her time.
- c. All specimen containers, vials or bags used to transport the samples shall be sealed with evidence tape and labeled in the presence of the employee and/or Union representative, if present.



The testing shall be done by a laboratory certified as a medical and forensic laboratory which complies with the scientific and technical guidelines for Federal drug testing programs and Standards for Urine Drug Testing for Federal Agencies issued by the Substance Abuse and Mental Health Services Administration of the U.S. Department of Health and Human Services. (53 Fed Reg. 11970 4/11/88; as revised in 59 FR 29908 6/9/94, 62 FR 5118 9/30/97 and thereafter, see also www.samhsa.gov/workplace.)

- e. The Union and the Township may choose the laboratory to be utilized for toxicology testing on a yearly basis.
- f. The following standards shall be used to determine what levels of detected substances shall be considered positive. NOTE: These are current levels subject to change by Federally Mandated Regulations. Current Federal Regulations shall be controlling in case of change or conflict:

<u>DRUG</u> Initial test <u>analyte</u>	<u>SCREENING</u> <u>TEST</u> Initial test cutoff <u>concentration</u>	<u>CONFIRMATION</u>	
		Confirmatory test <u>Analyte</u>	Confirmatory test cutoff <u>concentration</u>
Marijuana metabolites	50 ng/mL	THCA ¹	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoylcegonine	100 ng/mL
Opiate metabolites Codeine/Morphine ²	2000 ng/mL	Codeine Morphine	2000 ng/mL 2000 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines ³ AMP/MAMP ⁴	500 ng/mL	Amphetamine Methamphetamine ⁵	250 ng/mL 250 ng/mL
MDMA ⁶	500 ng/mL	MDMA MDA ⁷ MDEA ⁸	250 ng/mL 250 ng/mL 250 ng/mL

¹ Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA).

² Morphine is the target analyte for codeine/morphine testing.

³ Either a single test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff.

⁴ Methamphetamine is the target analyte for amphetamine/methamphetamine testing.

⁵ To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/mL.

⁶ Methylenedioxymethamphetamine (MDMA).

⁷ Methylenedioxyamphetamine (MDA).



alcohol	.04 Breath .02-.39 Breath Will be removed from driving for 24 hours		
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- g. Tests which are below the levels set forth above shall be determined as negative. If test results are negative, all non-required documentation regarding supervisor's observations and testing will be designated as unsubstantiated.
- h. At the time the urine specimen is collected two (2) samples will be taken. One (1) sample will be sent to the laboratory to be tested at the Township's expense. If the first sample tests positive then upon written request by the employee within 72 hours, the second sample shall be tested separately at an approved laboratory chosen by the test facility from the list agreed to by the Union. All test results are to be reviewed by the MRO before being released.
- i. Breath alcohol testing for covered employees, using the EBT device, with any result less than .02 alcohol concentration shall be considered a "negative" test. If any results test between .02 and .039, the operator shall not be permitted to operate a Township vehicle for twenty-four (24) hours. A test result of .04 greater shall be considered a "positive" test.

107 Test Results: Discipline

All test results shall be treated as confidential medical records where permitted by law.

If the results of the tests administered by the Township on the sample shows that the employee while on duty was under the influence of or drank, smoked, inhaled or injected alcoholic beverages, marijuana, cocaine, PCP, non-prescribed amphetamines or any other controlled substances, appropriate disciplinary action may be administered after the following procedure has been followed.

The employee and the Union shall be given a copy of the laboratory report of the specimen sample before discipline is administered. The employee, within seventy-two (72) hours of receipt of actual notice from the MRO must request that the split sample be forwarded by the first laboratory to another independent and unrelated SAMHSA approved laboratory selected from a list approved by the Union for conformity testing of the presence of the drug. Failure of the Union or employee to have a second test performed shall not be used against the employee as a basis for discipline or in an arbitration proceeding. For a first offense of the Drug and Alcohol Policy (alcohol over .04, drug any positive test) an employee will be given an opportunity to participate and

⁸ Methylenedioxyethylamphetamine (MDEA).



complete a rehabilitation program. For failure to participate in or complete a rehabilitation program or for a subsequent offense, an employee is subject to discipline up to and including discharge. A Substance Abuse Panel can be mutually selected by the Union and the Township.

An employee who has tested positive for drug or alcohol abuse under this policy is referred to an inpatient or outpatient treatment program, said employee shall sign a release of medical information statement and all drug test results, records of admission progress, discharge and after care will be forwarded to the Township. Records regarding rehabilitation will be kept confidential files separate from personnel files. The employee will be permitted to work provided the recommended treatment program does not prevent the employee from working. Work continuation is dependent upon documentation of the employee's continued, successful participation in the recommended after care programs.

Employees who follow the recommendations of the counseling and rehabilitation program as established by the SAP will be required to provide a negative drug and/or alcohol test prior to returning to work. An alcohol test of over .02 is a positive test for these purposes. The employee is subject to unannounced testing that consists of at least six (6) tests in the first twelve months following the employee's return to duty. Based on the recommendation of the SAP, the Township may continue follow-up testing for an additional two (2) years.

108 Voluntary Assistance

Employees can request to use vacation, paid sick leave, or medical leave of absence to voluntarily enter inpatient medically supervised rehabilitation facilities. Rehabilitation leave is subject to reasonable limitation and the Township's insurance policy.

109 Supervisor Training

Supervisors shall be trained:

- a. To recognize the symptoms of drug abuse, impairment and intoxication and to identify the elements of determination of reasonable suspicion.
- b. To effectively and appropriately intervene in reasonable suspicion instances.
- c. To identify basic categories of drugs and their effects.
- d. To understand the methods of the Township's drug and alcohol testing procedures.
- e. To effectively and appropriately document reasonable suspicion cases.



To implement disciplinary measures appropriately.

Testing Facility

he extent possible, collection of urine and breath samples for such testing performed by the collection sites whose sample collection protocol has been approved by the Township and conforms to Federal regulatory requirements. The procedures and methodology in such testing shall be in accordance with governing Federal regulations.

201 Medical Review Officer (MRO)

A Medical Review Officer's duties and determinations shall fully comply with the Mandatory Guidelines for Federal Workplace Drug Testing programs issued by SAMHSA.

202 Substance Abuse Professional (SAP)

SAP duties and determinations will fully comply with the Mandatory Guidelines for Federal Workplace Drug Testing programs issued by SAMHSA.

203 Breath Alcohol Technician (BAT)

The training and the duties of the BAT will be equivalent to the DOT's program.

204 Approved Laboratories

The approved laboratories shall be certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). They will analyze urine specimens to meet federal drug testing requirements.

205 Collection Agency

The collection agency shall have qualified collection site personnel and shall follow DOT collection procedures.

206 Employee Assistance Program

The only obligation the Township has to the employee is that the Township refers the employee to a source for these Services.

207 Anti-Drug Program Manager

The Jackson Township Administrator shall be designated as the anti-drug program manager and confidant with Tracy Hogue as alternate. The results of tests shall be passed on to the Township Administrator or her alternate.



v Employees

Township will notify all applicants in writing that passing a drug test for cocaine, opiates, phencyclidine (PCP) and amphetamines shall be a condition of employment. Upon selection, the candidate will be sent to the collection site for testing. If the candidate does not pass the test, the second desirable candidate will be tested.

The Township will contact the prior employers of the candidate to review testing results of the past two (2) years. The candidate must permit this inquiry. If applicable, the employer will review the candidate's compliance with any prior substance abuse professional.

302 Confirmation Test

The Township will hire a candidate only when written confirmation of negative test results has been received by the Township's designated representative from the Medical Review Officer (MRO).

303 Scope

All persons will be tested under this category before they are hired or can be assigned into a covered position.



ATTACHMENT E – REQUEST FOR LEAVE APPLICATION

Date: _____

I hereby apply for _____ hours leave from _____ to _____ inc.

Days off included within the Vacation or Sick Leave _____

Automatic holiday within the Vacation or Sick Leave _____

FOR THE FOLLOWING REASON:

_____ Medical, Dental or Optical examination or treatment

_____ Personal illness or injury

_____ Work-related injury or illness? _____ Yes _____ No

If yes, has BWC paperwork been filed? _____ Yes _____ No

_____ Serious illness or injury in immediate family _____ (Relationship)

_____ Funeral _____

	Name of Deceased	Relationship	Date
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_____ Leave without pay

_____ Jury Duty _____ Court _____ Date _____

_____ Military: _____ With Pay _____ Without Pay _____

_____ Vacation

_____ Compensatory Time

_____ Personal Leave

_____ Time Clock - No Punch: _____

_____ Other: _____

Is this an absence per FMLA? _____ Yes _____ No

If yes, please provide the appropriate documentation.

I certify that this is a true and complete statement.

Signature of Employee: _____

SUPERVISOR CERTIFICATION:

_____ Approved _____ Disapproved

Supervisor



ATTACHMENT F – MEDICAL STATEMENT

practitioner of medicine, I certify that the use of sick leave for,
_____, is justified, (in my opinion).
(s name)

I hereby certify that, _____, was under my professional care for
(Patient's Name)
the Treatment of, _____, from _____
(Illness) (Date)
through _____.
(Date)

Signature of Physician

Date

Physician's Name (Printed)

Address

City State ZIP Code



ATTACHMENT G - PAYROLL DEDUCTION AUTHORIZATION

PAYROLL DEDUCTION AUTHORIZATION

I authorize the Jackson Township Fiscal Officer to withhold the following from my bi-weekly paycheck:

	Approve	Revoke	Amount	
1.	<input type="checkbox"/>	<input type="checkbox"/>	_____	Union Dues / Fair share fees
2.	<input type="checkbox"/>	<input type="checkbox"/>	_____	Accident Insurance
3.	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

I further agree to hold the Township harmless against any and all claims, demands, proceedings lawsuits, or other forms of liability that may arise out of or by reason of action taken or not taken by the Township for purposes of providing these deduction services.

I reserve the right to revoke this authorization upon written notice to the Fiscal Officer of Jackson Township.

Employee

Print Name

Employee Number

Date



MENT G (PAC) - PAYROLL DEDUCTION AUTHORIZATION

PAYROLL DEDUCTION AUTHORIZATION

I authorize the Jackson Township Fiscal Officer to withhold the following amount from my bi-weekly paycheck:

	Approve	Revoke	Amount	
1.	<input type="checkbox"/>	<input type="checkbox"/>	_____	PAC
2.	<input type="checkbox"/>	<input type="checkbox"/>	_____	Levy PAC

I further agree to hold the Township harmless against any and all claims, demands, proceedings, lawsuits, or other forms of liability that may arise out of or by reason of action taken or not taken by the Township.

I reserve the right to revoke this authorization upon written notice to the Fiscal Officer of Jackson Township.

Employee

Print Name

Employee Number

Date