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**COLLECTIVE BARGAINING
AGREEMENT
BETWEEN**

**BOARD OF TRUSTEES
OF THE LIMA PUBLIC LIBRARY**

AND

**THE OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES
LOCAL 776**

SERB CASE NO. 2015-MED-10-1103

**EFFECTIVE JANUARY 1, 2016 TO
DECEMBER 31, 2018**

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ARTICLE 1
RECOGNITION

- A. Recognition Defined. The Board hereby recognizes the Union as the sole and exclusive bargaining representative for the members of the bargaining unit defined below. This recognition shall be for the purposes of bargaining about salaries, fringe benefits and terms or conditions of employment, except those matters set forth in Article 2.A. of this Agreement and Ohio Revised Code 4117.08(C).
- B. Bargaining Unit. The bargaining unit shall consist of all employees of the Lima Public Library employed on a full-time or part-time basis, including Library Clerk I, II, III, Library Associate I and II, Maintenance I and II, Driver, Librarian I and II, and excluding supervisory, managerial and confidential employees and seasonal, temporary employees (collectively, "Bargaining Unit member(s)"). Without restricting the foregoing exclusions, the following employees are excluded from the bargaining unit as supervisory, managerial or confidential: Chief Fiscal Officer, Administrative Assistant, Department Heads, Assistant to Department Heads, Payroll Officer and Deputy Fiscal Officer.
- C. This recognition shall remain in effect for the term of the Agreement.

ARTICLE 2
RIGHTS

- A. Management Rights. Except as specifically limited by a provision of this collective bargaining agreement, nothing in this Agreement shall impair the right and responsibility of the Board to:
1. Determine matters of inherent managerial policy, which include, but are not limited to, areas of discretion or policy such as the functions and programs, standard of services, overall budget, utilization of technology, and organizational structure;
 2. Direct, supervise, evaluate, or hire employees;
 3. Maintain and improve the efficiency and effectiveness of governmental operations;
 4. Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;
 5. Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;
 6. Determine the adequacy of the work force;

7. Determine the overall mission of the employer as a unit of government;
8. Effectively manage the work force;
9. Take actions to carry out the mission of the public employer as a governmental unit.

B. Rights of Individuals. There will be no reprisals of any kind, or threats thereof, taken against any Bargaining Unit Member by reason of his/her membership or non-membership in the Union or participation or nonparticipation in any of its activities.

C. Union Rights.

1. Release Time. The Union and the Board agree that working time is for work. However, Bargaining Unit Members may participate in conferences called and conducted by the Library Administration or participate in meetings of Union representatives for the purpose of any and all disciplinary hearings held during working time. Bargaining Unit Members may discuss any matter with a supervisor in the presence of any Union representative at any time. The Library agrees to release grievant and a Union representative for all hearings and allow the grievant and representative to meet one-half (1/2) hour prior to hearing. All meetings shall not in any way interfere with the operations of the Library or the performance of the duties by any Bargaining Unit Member and shall be held only in meeting rooms designated by the Library.

Bargaining Unit Members shall be paid for all time spent in those meetings as set forth in this section if the meeting is held during their regularly scheduled hours.

2. Bulletin Boards. A section of the bulletin board of each library facility, excluding the Mediamobile, will be provided by the Library for use by the Union. Such bulletin boards shall be used only for duly authorized:
 - a. Union meeting notices;
 - b. Union election notices;
 - c. Notices of appointment to Union offices;
 - d. Notices of Union social affairs;
 - e. Notices of meetings under the grievance procedure;
 - f. A copy of the labor agreement; and
 - g. Information relative to collective bargaining or developments in the law affecting public employees.
3. Board Meetings. Any two (2) Union officers or designees may attend public meetings of the Board of Trustees during the hours that the Board is in session, without loss of pay.

4. Policy Changes. The Board of Trustees shall furnish to the Union President, two (2) dated copies of any policy outside the master agreement which is acted upon by the Board and which directly affects any classification of classified personnel. These copies will be furnished to the Union President within seven (7) days of Board adoption.
5. The Union President and/or his/her designee, with the approval of the Director, or his/her designee, may consult with other bargaining unit members without loss of pay or reprisals of any kind to investigate possible Union related problems including, but not limited to, grievances.

ARTICLE 3 DUES DEDUCTION

- A. The Board agrees to deduct union dues for every Bargaining Unit Member who authorizes the Board to do so in writing, and to remit the dues to the State Association Treasurer monthly together with a list showing the names of the Bargaining Unit Members and the amount deducted.
- B. Deductions shall be in twelve (12) consecutive months, September through August of each year.
- C. Enrollment for dues deductions shall be made upon submission of a signed authorization form to the Payroll Officer. Dues deduction authorization may be revoked by a Bargaining Unit Member during the ten (10) day period ending August 31. Dues deductions authorization not revoked during the ten (10) day period shall continue for successive period of one (1) year. Written notice of revocation shall be served upon the Payroll Officer and State Association Treasurer.
- D. The Board agrees that any error made in connection with payroll deductions shall be adjusted in the next month's pay period after the error is discovered.
- E. The Board agrees not to honor any dues deductions authorizations executed in favor of any other labor organization.
- F. The Union shall indemnify, defend and hold harmless the Board, its individual members, the Treasurer and any and all other officers and employees of the Board against any and all claims arising from or in any way related to the deduction of dues or agency fees under this Article.
- G. The Board agrees to deduct from the wages of any Bargaining Unit Member who is a member of the Union a PEOPLE (Public Employees Organized to Promote Legislative Equality) deduction as provided for in a written authorization. Such authorization must be executed by the Bargaining Unit Member and may be revoked by the Bargaining Unit Member at any time by giving written notice to both the Board and the Union. The Board agrees to remit any deductions made pursuant to this provision promptly to the

Union, together with an itemized statement showing the name of each Bargaining Unit Member from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

- H. If ninety percent (90%) of Bargaining Unit Members are members of the Union, Bargaining Unit Members who are not members of the Union shall pay to the Union an agency fee as a condition of employment with the Board. Such agency fee shall begin when the ninety percent (90%) membership occurs. Such agency fee shall not exceed dues paid by members of the Union who are in the bargaining unit. The Union shall notify the Employer of the agency fee amounts and of any changes in the agency fee amounts in the same manner as notification of amounts and changes in the amounts of dues deductions. Agency fees shall be deducted from the payroll checks of the Bargaining Unit Members in the same manner as regular membership dues are deducted and forwarded by the Employer to the Union in the same manner. It is understood that the Union may refer to an agency fee as a fair share fee in communications to members of the bargaining unit.
- I. The Union represents to the Board that it has internal rebate procedures that comply with all legal requirements for dues and fair share payers.
- J. Bargaining Unit Members have the right to join the Union and the right to not join the Union. No Bargaining Unit Member may coerce, cajole or pressure another Bargaining Unit Member with respect to that choice. Union business may not be conducted during working hours, and no Bargaining Unit Member may be solicited for Union membership while at work. Violation of this paragraph is grounds for disciplinary action.

ARTICLE 4 **NEGOTIATION PROCEDURES**

- A. The negotiations and dispute settlement procedures set forth in this Article shall govern negotiations conducted between the Board of Trustees and the Union and shall be the exclusive procedure to be followed by both parties.
- B. Either the Board or the Union may initiate negotiations, on or before ninety (90) days in advance of the expiration date of this Agreement. At that time, the Board and the Union will notify SERB of the commencement of negotiations and further advise SERB of the parties' agreement that the impasse procedures identified in this contract will be employed in place of procedures alternatively provided in Ohio Revised Code Sections 4117.10, 4117.14 and related sections.
- C. Proposals for negotiations shall be submitted in writing by the Union and the Board simultaneously, not later than eighty (80) days before the expiration of the Agreement. These proposals shall be in such form that they may be immediately agreed to if acceptable. Topical listings or so-called "laundry lists" constitute a failure to comply with this paragraph and shall be disregarded.

- D. Negotiating teams shall be composed of not more than five (5) members. The Board and the Union shall identify the members of the negotiating teams and the names of no more than two (2) alternates, if desired. Alternates shall substitute for team members only in emergencies. Each team may have up to two (2) additional persons as consultants, including chief negotiators or legal consultants. If a consultant other than or in addition to the chief negotiator is to be used, the leader of the team using that consultant shall notify the other team's leader twenty-four (24) hours in advance. Consultants used by either party shall be paid by the party employing their services.
- E. The first negotiation session shall be held within eleven (11) calendar days of the date the Union submitted its proposal. Negotiation sessions will be scheduled so as not to interfere with work duties. If meetings are requested by the Board during normal work hours, members of the team will be paid their regular daily wages.
- F. After submittal of its initial position neither party shall submit new proposals. The submittal of counter proposals shall not be deemed to violate this paragraph.
- G. Until all negotiation sessions are completed, each meeting shall include a decision on an agreed time and place, based on the times specified in Section E (above), for the subsequent meeting unless mutually agreed otherwise. The parties to this Agreement may, by mutual agreement, waive or change the negotiation meeting procedure. All meetings shall be held in executive session. Each team may take caucuses of a reasonable length of time not to exceed thirty (30) minutes.
- H. Negotiations shall be conducted in good faith. All negotiations shall be conducted exclusively by and between the negotiating teams of the respective parties. "Good Faith" means the obligation of both negotiating teams to meet at reasonable times and to deal with each other openly and fairly. It requires that each team be willing to react to the other's proposals. If a proposal is unacceptable to one (1) of the teams, that team is obligated to respond with reasons for its rejection of the proposal. "Good faith" does not require that either party make a concession.
- I. The scope of negotiations shall be wages, hours, and terms and conditions of employment.
- J. Written and/or oral releases of information by either party to Employees or management will be at their discretion. Each party shall be responsible for requesting that information from such reports be regarded only as proposals and shall be confidential within the organization concerned.
- K. As negotiated items are agreed upon, they shall be reduced to writing and initialed by the chief negotiator for each party. Such initialing shall be construed as tentative agreement by both parties on that item, or issue, subject to finalization by ratification and adoption by the membership of the Union and the Board.

- L. When tentative agreement is reached through negotiations, the tentative agreement shall be reduced to writing. Both parties shall review the agreement together to determine the accuracy of the contract. If the agreement is in proper form it shall, at a mutually agreed upon time, be submitted to the Union membership for approval. After approval, the tentative agreement will be submitted for approval to the members of the Board at its next meeting, or at a meeting called especially for that purpose. Each team shall urge and recommend approval of the tentative agreement. Upon approval by the Board and after signatures on behalf of the parties, the Agreement shall become part of the official minutes of the Board, and be binding on both parties.
- M. If either party determines that the differences of position are so serious that further negotiations seem impossible of producing a satisfactory agreement, or if agreement is not reached by forty-five (45) days prior to the expiration of the Agreement; either party may declare and submit the unresolved issues to be at impasse. If either party declares impasse, the parties shall jointly request the Federal Mediation and Conciliation Service ("FMCS") to appoint a federal mediator for the purpose of assisting the parties in reaching an agreement. The assigned mediator shall have authority to call meetings for the purpose of promoting an agreement between the parties. The mediator has no authority to bind either party to any agreements.
- N. News releases to the public media, either during negotiations or at the conclusion of negotiations, shall be made only by mutual agreement as to time and content of the release.

ARTICLE 5
GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is defined as a complaint involving an alleged violation, misinterpretation, or misapplication of a specific article or section of this Agreement. If such grievance arises, there shall be no stoppage or suspension of work or concerted activity because of such grievance; but such grievance shall be submitted to the following grievance procedure.
2. A grievant shall mean a person alleging that some violation, misinterpretation, or misapplication of an article or section of this Agreement has actually occurred.

Alternatively, if the alleged violation, misinterpretation, or misapplication of a specific article or section of this Agreement affects more than one (1) unit member, then grievant may mean a group. A grievance alleged to be a "group" grievance shall have arisen out of identical circumstances affecting each member of said group.

B. Grievance Procedure

Step 1:

Prior to filing a written grievance, a Bargaining Unit Member with a grievance shall first talk to the supervisor, in an earnest effort to find a solution. The informal discussion shall occur within three (3) working days of the act or knowledge giving rise to the grievance.

Step 2:

If the grievance is not resolved to the grievant's satisfaction at step one, the grievant will present the grievance in writing to the supervisor or the appropriate designated person within three (3) working days of the step one discussion. Within five (5) working days after the presentation of the grievance, the supervisor or designee shall give answer in writing to the Bargaining Unit Member.

Step 3:

If the grievance is not resolved in Step 2, the Bargaining Unit Member or the local Union representative may, within five (5) working days of receipt of the supervisor's answer, submit to the Director, the Executive Assistant, Deputy Clerk Treasurer, Payroll Officer or the Department Head in charge of the building, the answer at Step 2 with the original grievance statement. The Director or his/her designated representative shall give the Bargaining Unit Member or the local Union representative an answer in writing, no later than five (5) days after receipt of the written grievance.

Step 4:

In the event that the dispute has not been satisfactorily settled by the above steps of the grievance procedure, the Union may request arbitration by giving the Board written notice of its desire to arbitrate, which must be received by the Director of the Library or designees as listed in Step 3 above, within ten (10) days of the Step 3 answer, in which event the grievance shall be arbitrated according to the following procedure:

Promptly, after the filing of a timely appeal to arbitration as described above, the Union and the Board shall request in writing to the American Arbitration Association to furnish the parties with a list of seven (7) arbitrators. Should no arbitrator be found mutually acceptable from this list, the American Arbitration Association shall submit a second arbitrator list from which the parties shall select an arbitrator. It is the intention of the parties that the arbitrator so selected shall have only one (1) grievance submitted to him/her for determination and that multiple grievance arbitrations shall not be permitted. However, it is understood that the parties, by mutual agreement, can select an arbitrator of their own choosing without regard to the above procedure, and also by mutual agreement,

can agree the arbitration of more than one (1) grievance at a time in appropriate cases.

C. Grievance Forms

1. Any grievance may be filed on the authorized grievance form agreed to between the parties to this Agreement.
2. Such forms must provide for naming of the specific article of the Agreement referring to the alleged violation and shall state the contention of the grievant, and shall indicate the relief requested.
3. The agreed-to grievance form shall be made available to any Bargaining Unit Member requesting such, either through his/her supervisor or the local Union representative.

D. Time Limits

1. Within the time limit in that Step, any grievance not advanced to the next Step by the grievant or the local Union representative shall be deemed resolved by the Administration's last answer.
2. Any grievance not answered by the Administration within the time limit in that Step shall be deemed resolved by the relief requested by the Bargaining Unit Member or the local Union representative.
3. Time limits may be extended by the Administration and the local Union officials in writing; then the new date shall prevail.

E. Power of the Arbitrator

1. The expense of the arbitrator, as well as the other joint expenses of holding the arbitration, shall be borne by the loser at the rate of three-quarters (3/4). Each party shall bear the expenses that it incurs.
2. The jurisdiction and authority of the arbitrator and his/her opinion and award shall be exclusively limited to the interpretation of the explicit provisions of this Agreement. He/she shall have authority only to interpret and apply the specific provisions of this Agreement, which shall constitute the sole basis upon which the arbitrator's decision shall be rendered, and shall consider only Bargaining Unit Member grievances arising under the application of the currently existing Agreement between the parties hereto. The arbitrator's decision shall be final and binding on all parties.
3. The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this Agreement, nor to add to, detract from or

modify the language therein in arriving at a determination of any issue presented that is proper within the limitations expressed herein. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration, and shall have no authority to determine any other issue(s) not so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching the determination. The arbitrator shall in no way interfere with management rights, nor limit or interfere in any way with the powers, duties and responsibilities of the Board under its policies, applicable law, and rules and regulations having the force and effect of law.

4. The procedures contained in this Article constitute the sole and exclusive method of considering the redressing of grievances arising during the life of this Agreement and any extensions thereof. It is expressly understood and agreed that neither the Union nor any Bargaining Unit Member shall engage in actions which are not expressly provided for in the grievance procedure, such as the initiation of litigation or charges with a state or federal agency in connection with any dispute which is or could have been a matter presented as a grievance within this grievance procedure. It is further understood and agreed that a decision at any level of the grievance procedure that is mutually acceptable to the Union's and the Board's representatives shall be final and binding upon the grievant, the Union, the Administration and the Board.

F. No Reprisal

No reprisal shall be taken by or against any participant involved in the processing of a grievance.

G. General Provisions

1. All time limits specified in this contract are weekdays (Monday through Friday) 9:00 a.m. through 5:00 p.m. excluding holidays and Article 4. In the interest of the prompt resolution of Bargaining Unit Member complaints, the action at each step of the grievance procedure should be taken as rapidly as possible, but no later than the stated limit. In the event of extenuating circumstances, a time limit may be extended by mutual agreement of the parties at that step.
2. Unless mutually agreed, the grievance hearing shall be held on a weekday (Monday through Friday) 9:00 a.m. through 5:00 p.m., excluding holidays.
3. The scope of the issues that may be raised at any subsequent step are limited to those set forth on the grievance form.
4. All grievances shall be kept in a separate file and shall not be maintained in the Bargaining Unit Member's personnel file.

ARTICLE 6
PROBATIONARY STATUS

- A. All newly hired persons appointed to Library positions, full-time and part-time, shall serve a probationary period of ninety (90) days of actual work. Actual work days are days the Bargaining Unit Member actually works and does not include days the Bargaining Unit Member is not scheduled, days the Bargaining Unit Member is on any paid or unpaid leave, days on disciplinary suspension or any other days the Bargaining Unit Member does not actually work. A probationary Bargaining Unit Member may be dismissed at the Library's sole discretion without any provision of this Agreement applying, and such dismissal shall not be subject to the grievance procedure set forth in Article 5 of this Agreement. Permanent status is granted upon successful completion of the probation.
- B. A person promoted to a library position serves a two (2) month probationary period, during which the Bargaining Unit Member may be returned to the position from which the Bargaining Unit Member was promoted, if the Director determines the Bargaining Unit Member cannot satisfactorily perform the duties of the position or the Bargaining Unit Member chooses to return to his/her former position.

ARTICLE 7
DISCIPLINE

- A. A Bargaining Unit Member may be disciplined, suspended or discharged only for just cause. Before imposing any such action, the Director or his/her designee shall give the Bargaining Unit Member an opportunity to meet with them to discuss the intended action and to receive any explanation from the Bargaining Unit Member. The Bargaining Unit Member will be informed of his/her right to Union representation and may be accompanied by the Union President or other representative of the Union. The Director shall investigate at his/her discretion any report of witnesses, and the Union President shall receive a copy of such reports within ten (10) days following the investigation.
- B. Subject to Section A, the Director may impose a suspension for up to thirty (30) days without pay. Only the Board shall discharge a Bargaining Unit Member. The Director shall give the Union President and the Bargaining Unit Member notice of the decision to discipline, suspend or discharge a Bargaining Unit Member. Such actions shall be subject to the grievance procedure.
- C. Reprimands shall not be made in the presence of the public or other staff members, unless the Bargaining Unit Member requests the presence of another staff member.
- D. Any written discipline will not be actionable after a period of five (5) years from the date the disciplinary action occurred.

ARTICLE 8
HOURS OF WORK AND OVERTIME

- A. Scheduling. Full-time Bargaining Unit Members may be scheduled for and required to work forty (40) hours per week. Upon request of the Bargaining Unit Member, and if approved by the administration, a Bargaining Unit Member working thirty (30) hours a week (with the exception of grandfathered Bargaining Unit Members, as described below) will receive health benefits as though he/she were a full-time Bargaining Unit Member, with pro-rated sick and vacation leave. If required by the administration, such Bargaining Unit Member will return to a regular, full-time work week. Part-time Bargaining Unit Members are scheduled an average number of hours per week, which amount to less than forty (40) hours. Daily scheduled hours for part-time Bargaining Unit Members may vary from day-to-day, and may change as scheduling priorities dictate.

All Bargaining Unit Members, at the time of execution of this contract, currently on the payroll who, through no fault of their own and not by their choice, work less than thirty (30) hours a week but still receive benefits shall be grandfathered in, and shall continue to receive benefits despite working less than thirty (30) hours a week. The list of such Bargaining Unit Members shall be limited to the following: Arin Burton, Sarah Barnett, Lora Capps, Diane Herr, Marcy Hughes, and Stephanie Rhine. Once any individual on the grandfathered list reaches forty (40) hours per week, she will be removed from the list.

1. All Bargaining Unit Members are scheduled according to Library needs. Changes in schedules are left to the discretion of the employer.
2. Bargaining Unit Members' work schedules normally will be posted in their Department or work assignment areas. Changes from the posted schedule may be made in order to meet operational needs, but the Library will give Bargaining Unit Members notice of any changes as far in advance as circumstances reasonably permit.
3. Bargaining Unit Members may substitute for each other during absences.
4. Minor schedule adjustments within a workweek, including days and hours, may be made with the approval of the immediate supervisor.
5. If a Bargaining Unit Member's day or half-day off falls on the date of a one-day Library meeting which he/she is attending, he/she may take his/her time off on another day of the same week.
6. If a Bargaining Unit Member's day or half-day off occurs during his/her attendance at a conference of more than one (1) day's duration, he/she may arrange to take the equivalent time on another day of the same week.

7. Bargaining Unit Members who work on Sundays and holidays (excluding Presidents' and Veterans' Days) shall receive double time off within the pay period or the following pay period.

B. Meals and Break Periods

1. Provided there is sufficient manpower, Bargaining Unit Members who are scheduled to work eight (8) hours in a day are permitted to take two (2) fifteen (15) minute breaks, to be scheduled at the discretion of the Department Head. Bargaining Unit Members who are scheduled to work four (4) hours may take one (1) fifteen (15) minute break to be scheduled at the discretion of the Department Head. Break time may not be added to the clock in time, clock out time, or meal break time, to extend the total amount of time from the work schedule, except at the discretion of the department head.

Scheduled breaks begin when a Bargaining Unit Member leaves the work station and end upon their return.

2. Bargaining Unit Members scheduled to work eight (8) hours shall receive an unpaid lunch hour. Bargaining Unit Members are required to clock in and out for lunch. Bargaining Unit Members who work from 8:00 a.m. to 8:00 p.m. will receive eleven (11) hours of pay. If unable to take three and one-half (3.5) hours off in this work week and the Bargaining Unit Member worked forty (40) hours, the time would then be rated at time and one half (1½) for hours over forty (40).

C. Overtime

1. The standard workweek shall be forty (40) hours per week. All authorized hours worked in excess of forty (40) hours per week shall be paid at a rate of time and one-half (1½).
2. Up to three (3) days paid leave in any workweek should be counted as "hours worked" for purposes of determining eligibility for overtime.
3. Payment of overtime shall be paid in the pay period following that during which the overtime was accrued.
 - a. The Bargaining Unit Member may receive compensatory time at the rate of one and one-half (1½) hours of compensatory time off for each hour of overtime worked in excess of forty (40) hours in a work week in lieu of overtime pay.
 - b. The Bargaining Unit Member may use the compensatory time by the end of the pay period following that during which the overtime was accrued. The compensatory time must be requested in advance, and such request

will be approved if the use would not unduly disrupt the operations of the Library.

- c. A Bargaining Unit Member not exercising the option for compensatory time above shall be paid overtime.
- D. Split Shift. Bargaining Unit Members will be given the choice to volunteer to work a split shift or a twelve (12) hour day. If no Bargaining Unit Member volunteers, the Department Head will assign a Bargaining Unit Member to work. Assignments must be made on a rotating basis.

ARTICLE 9 VACANCIES

- A. When a vacancy occurs within a classification, it shall be posted via staff email within five (5) working days of the Library receiving notice from the Bargaining Unit Member who is leaving, for a period of five (5) working days, as defined in Article 5, G.1 of this Contract.
- 1. Vacancy notices shall contain at least the following information: Job classification; minimum qualifications; required knowledge; skills and abilities; responsibilities; typical duties; pay range; and deadline for applications.
 - 2. Bargaining Unit Members who wish to combine their current position with an open part-time position may do so at the discretion of the Director, if they are qualified, if the new position does not interfere with the existing position's scheduling, and the total hours of both positions does not exceed forty (40) hours per week.
- B. Before leaving for vacation or approved leave, Bargaining Unit Members who wish to be notified of vacancies may, in writing to the Director, request that he/she be sent notification of vacancies as they occur.
- C. Any Bargaining Unit Member, other than probationary Bargaining Unit Members, may request the vacant position by submitting a request in writing to the Director and/or Department Head. The request must be received before the posted deadline. Proof of receipt shall be accomplished by having the request initialed by one of the following: the Director, the Administrative Assistant, Deputy Clerk-Treasurer, Payroll Officer, or the Department Head in charge of the building. In selecting a Bargaining Unit Member for the vacant position, the Board shall use the following guidelines:
- 1. The vacant position shall be offered to qualified Bargaining Unit Members within the present Department.
 - 2. If more than one (1) equally qualified Bargaining Unit Member within the same Department request the vacancy in writing, the Bargaining Unit Member with the

highest Department seniority shall be awarded the position. In determining whether the applicants for the position are equally qualified the Director shall look outside the minimum qualifications for the position and consider the education and experience of the applicants. If after such review all qualifications are equal, seniority shall be the determining factor.

3. If the vacant position is not filled by a qualified Bargaining Unit Member within the Department, it shall be offered to a qualified Library Bargaining Unit Member with the most Library seniority, prior to hiring a new Bargaining Unit Member for the position.
 4. If a Bargaining Unit Member is not selected through the above process, the Board may fill the position with a newly hired Bargaining Unit Member or consider probationary Bargaining Unit Members for the position.
 5. All four (4) branches shall be notified of any vacancy.
 6. Normal posting guidelines will be suspended for openings occurring during the probationary period.
- D. A vacancy is defined as an opening and/or creation of a permanent full-time or permanent part-time position within a specified Department covered by this agreement. Nothing in this Article shall affect the right of the Board to determine when a vacancy exists, whether to fill a vacancy and the qualifications necessary for the position.
- E. Temporary Vacancies Due to Leaves
1. In the event of a vacancy within any Department due to a leave as that term is defined in this contract, the Director shall first determine if the vacancy due to the leave can be covered by the Department without the reassignment of another Library Bargaining Unit Member. If the Director determines the vacancy due to the leave can be covered by the Department, he/she shall take no further action. Should the Director determine the vacancy due to the leave should be filled, he/she will post the position pursuant to Article 9 of this contract. The Director will pick the most senior Bargaining Unit Member of those qualified who have requested the position.
 2. Should no one apply for the vacancy or should the Director determine there was no one qualified from those who have applied, the Director, after consultation with OAPSE, will assign an existing Bargaining Unit Member to the vacancy. In so filling the vacancy, the Director shall take into account the current staffing of each Department and the seniority and qualifications of the Bargaining Unit Members. He shall transfer the least senior qualified person to the vacancy.
 3. The Bargaining Unit Member assigned to the vacancy shall be paid at the rate not less time the rate he/she was receiving at the time of the assignment. Should the

Bargaining Unit Member assigned to the vacancy qualify for a higher rate in the new position, he/she shall be paid at the higher rate.

4. Upon return from leave by the Bargaining Unit Member who formerly held the position, the Bargaining Unit Member assigned to the vacancy shall be returned to a position at not less than the rate he was receiving prior to his/her assignment to the vacancy.
5. In the event the Bargaining Unit Member who formerly held the position does not return at the end of leave, the vacancy shall be posted pursuant to Article 9 and the Bargaining Unit Member filling the vacancy returned to a position as stated above.

ARTICLE 10 **LAYOFF AND RECALL**

- A. Whenever the employer determines it is necessary to reduce the workforce, the following procedures shall apply. The Employer shall determine the number of employees, the department, the classification and the positions to be affected by layoff. Layoffs may only be made for lack of work, financial reasons, funding source requirements, or abolishment of positions. Layoffs may not be used in place of the discipline procedure as a means to replace an undesirable Bargaining Unit Member.
- B. The Employer agrees to meet with the Union at least fourteen (14) calendar days before a planned layoff to discuss possible alternatives with regard to a planned layoff prior to initially notifying the affected Bargaining Unit Member(s). The purpose of the meeting is to allow the Union to make suggestions as to how the layoff will occur or as to alternatives to a layoff to address the Employer's goals with respect to the layoff. The meeting shall not detract from nor delay the Board's right to put a layoff into effect in accordance with this Article.
- C. Layoffs shall be determined by the Employer according to Library needs. The Employer may determine to reduce part-time or full-time positions in accordance with its needs. Additionally, layoffs may affect a specific position or a classification generally. If the layoff will affect a classification generally, the Employer will lay off Bargaining Unit Members in reverse order of seniority (but may maintain part-time positions while eliminating full-time positions) and reassign remaining Bargaining Unit Members in the classification. Persons laid off or whose position will be eliminated have bumping rights in accordance with Section E.
- D. Each Bargaining Unit Member to be laid off shall be given advance written notice of the layoff. Each notice of layoff shall state the following:
 1. Reasons for the layoff or reductions;
 2. Effective date of layoff; and

3. A statement advising the Bargaining Unit Member of his/her rights of bumping and reinstatement from the layoff.
- E. Bargaining Unit Members to be laid off shall have the opportunity to bump according to the following procedures:
1. A Bargaining Unit Member to be laid off shall have the option to bump a less senior Bargaining Unit Member with the same number of hours in his/her respective classification of employment, provided he/she possesses the qualifications and ability to perform the work required satisfactorily. If unable to replace a Bargaining Unit Member within the Bargaining Unit Member's classification, he/she may bump a less senior Bargaining Unit Member with the same number of hours in another classification on the basis of system wide seniority, provided the Bargaining Unit Member holds the necessary qualifications and ability to perform the work required satisfactorily. If the bumping Bargaining Unit Member has nobody to bump with the same number of hours, he/she may bump a Bargaining Unit Member with fewer hours and less seniority, first within the same classification then in another classification provided the Bargaining Unit Member holds the necessary qualifications and ability to perform the work satisfactorily. The number of part-time hours is determined by the average hours worked per week on paid status for the immediately preceding fifty-two (52) weeks.
 2. Part-time Bargaining Unit Members cannot bump full-time Bargaining Unit Members, but full-time Bargaining Unit Members may bump part-time Bargaining Unit Members with less seniority (department or system as appropriate under E(1)).
 3. All bumping situations may be resolved prior to a layoff taking effect. If an Bargaining Unit Member is notified of his/her right to bump, the initially bumped Bargaining Unit Member must indicate his/her bumping preference within forty-eight (48) hours of being notified. Bargaining Unit Members bumped in turn as a consequence of the initially bumped Bargaining Unit Member must do so by the next business day. If Bargaining Unit Members do not indicate their preference within the next forty-eight (48) hours or the next business day, as set forth above, the order will be determined by the Director or his/her designee.
 4. No Bargaining Unit Member may bump into a higher paid classification. No Bargaining Unit Member may bump into or out of the Maintenance Department.
- F. For the classifications in which the layoff occurs, the Board shall prepare a reinstatement list. Names of all Bargaining Unit Members employed shall be placed on the reinstatement list in reverse order of layoff. Reinstatement shall be offered from this list before any new Bargaining Unit Members are hired in any classification.
- G. Vacancies that occur in the classification of layoff shall first be offered to:

1. The immediate former holder of the position if currently employed by the Library and declined in writing before the vacancy is posted.
 2. If so declined, the vacancy shall then be posted for members of that classification only pursuant to the procedures of Article 9.
 3. Should the vacancy not be filled through this procedure, the vacancy shall be offered and declined in writing by the person in that classification standing highest on the reinstatement list, before the next person on the list may be considered. Any Bargaining Unit Member who declines reinstatement shall be removed from the reinstatement list.
- H. The Bargaining Unit Member's name shall remain on the appropriate list for a period of two (2) years from the effective date of layoff. If reinstated from layoff during this period, such Bargaining Unit Member shall retain all previous accumulated seniority and a notice of reinstatement can be made by telephone or ordinary mail or if the Bargaining Unit Member has not been reached, by certified mail.
- I. During the Bargaining Unit Members' time on the reinstatement list a record of the accumulated leave balances will be maintained.
1. Upon their return the leave will be available for their use without a waiting period.
 2. Bargaining Unit Members do not accrue leave time during lay off.
 3. For purposes of determining anniversary dates for leave carry over and sick leave bank transfers an Bargaining Unit Member's original anniversary date is maintained.
 4. Reinstated Bargaining Unit Members shall be paid leave time at the current rate of the position for which they have accepted reinstatement.
 5. The existing leave balances of part time Bargaining Unit Members reinstated after January 1, 2015 will be maintained as paid leave. After January 1, 2015, all Bargaining Unit Members working less than thirty (30) hours will accumulate prorated unpaid leave.
 6. Laid off Bargaining Unit Members will have the choice of cashing out their accrued vacation leave, or maintaining the current vacation leave on the employer's books for up to two (2) years. After two (2) years, if the Bargaining Unit Member has not been offered reinstatement, the Bargaining Unit Member may cash out his accrued vacation leave. Failure to cash out such leave within one (1) week of the layoff anniversary will result in forfeiture. Bargaining Unit Members who decline reinstatement must cash out their accrued vacation leave within one (1) week of the layoff anniversary, or forfeit same.

ARTICLE 11
SENIORITY

- A. Library Seniority is defined as the total length of continuous service in a permanent position or succession of positions computed from the latest date of hire by the Board of Trustees.
 - 1. Library seniority shall be used to compute all benefits, wages, bumping rights, and job bidding when the job is not filled within the Department.
 - 2. Years of service for part-time Bargaining Unit Members shall be prorated at two (2) years of service for one (1) year of seniority.
- B. Department seniority is defined as the length of continuous service within a Department.
 - 1. Department seniority takes preference over Library seniority for purposes of job bidding within a Department.
- C. Authorized leaves of absence do not constitute an interruption in continuous service. For purposes of layoff only, seniority shall continue to accrue during periods a Bargaining Unit Member is on authorized leaves of absence.
- D. In cases of identical seniority, the Administration and Union shall meet to determine a fair and equitable means of deciding which Bargaining Unit Member shall be given preference.

ARTICLE 12
CATASTROPHIC DISEASES TRANSFER

- A. In the event that a Bargaining Unit Member has exhausted all forms of leave, and is in need of leave to continue recuperation from a catastrophic disease or illness, injury or emergency surgery, transfer will be allowed from other Bargaining Unit Members' sick leave bank accounts on a voluntary basis.
- B. The illness, disease, injury or emergency surgery must be certified by a physician and must either be life threatening or render a Bargaining Unit Member unable to work for at least one (1) month. Requests for a donation may be made to the Director, or his/her designee, by the staff member. Notice of the need for such transfer will be distributed to all staff by Administration at the Bargaining Unit Member's request. Authorization for sick leave bank transfer will be made in writing and maintained in the donor's leave records.
- C. This transfer will be subject to the following limits:
 - 1. Donating Bargaining Unit Members must have at least three hundred (300) hours in their sick leave bank accounts. Receiving Bargaining Unit Members must have

a minimum of ten (10) days accumulated time in sick bank at time of initial catastrophic illness, disease or injury related absence in order to participate.

2. No more than twenty-five percent (25%) of a sick leave bank balance may be transferred from a single Bargaining Unit Member's account to another Bargaining Unit Member's account in a twelve (12) month period.
 3. Hours transferred are defined as "hours"; no hourly rate is attached.
 4. As a donation, transferred hours will not be paid out to a recipient's estate, or upon their retirement, or in the event of recognized disability by PERS, Workers' Compensation, Social Security, or other compensation system.
 5. Bargaining Unit Members on transferred leave do not accumulate vacation, sick, or holiday leave.
 6. Bargaining Unit Members on transferred leave do not accrue seniority.
- D. The transfer is solely on a voluntary basis, without any form of compensation, remuneration, or condition, except as expressly provided herein. Violation of this standard is subject to the discipline procedures as defined in "Article 7, Discipline".
- E. Donations are strictly confidential and in no instance will the donor's name(s) be revealed without their written approval.
- F. Bargaining Unit Members may retain donated leave time for three (3) months for their use in recovering from an illness or injury.
- G. In the event a Bargaining Unit Member no longer needs the donated leave time due to recovery, disability coverage, retirement, or death, the balance of donated time will be refunded to the donor accounts on a prorated basis of the total amount donated to the individual in a twelve (12) month period.

ARTICLE 13 LEAVES AND SICK LEAVE BANK

A. Sick Leave

1. Each full-time Bargaining Unit Member (and grandfathered part-time Bargaining Unit Member) shall be entitled to ten (10) hours per month sick leave. Part-time Bargaining Unit Members are granted unpaid sick leave on a prorated basis.
2. Sick leave may be used in one-half (½) hour increments, if needed for personal illness, medical appointments that cannot be scheduled outside work hours, and disability resulting from pregnancy. With the approval of the Director, sick leave may be used for a child, parent, step-parent, significant other (significant other is

used in this Agreement to mean one who stands in place of a spouse and who resides with the Bargaining Unit Member), spouse, sibling, in-law, ward or other relative or dependent residing in the Bargaining Unit Member's home.

3. Sick leave with pay shall be granted, provided the Bargaining Unit Member has reported the illness or injury to his/her immediate supervisor or Department manager, not later than 8:15 A.M., or not later than one (1) hour before the Bargaining Unit Member is scheduled to work.
 4. Bargaining Unit Members who have been on extended sick leave may be required to submit to an examination by a physician of the Library's choice at the Library's cost, before the Bargaining Unit Member will be permitted to return to work.
 5. Any accumulated sick leave of a person separated from any other public service shall be transferable provided:
 - a. The balance shall be credited to that amount, exceeding neither the current rate nor the appropriate cumulative maximums allowed by the Library.
 - b. A certification from the previous employer is filed with the Business office within the time frames required by Ohio Law and not to exceed one (1) year from the date of appointment to the Library.
 6. Bargaining Unit Members working less than thirty (30) hours a week (other than grandfathered Bargaining Unit Members) shall be entitled to unpaid sick leave. The amount of sick leave shall be prorated based on the number of hours worked in comparison with the number of hours worked by full-time Bargaining Unit Member.
 7. Sick leave shall be paid upon the Bargaining Unit Member completing appropriate forms and submission of acceptable written statements from physicians to justify the use of sick leave for sick leave of more than five (5) days.
 8. A Bargaining Unit Member abusing sick leave or whose reasons for absence are falsified shall be subject to disciplinary action. Abuse shall be defined, but not limited to:
 - a. Setting a pattern of absences,
 - b. Calling in sick when annual leave has been denied and the illness cannot be substantiated,
 - c. Excessive absenteeism excluding major illness or family illness.
- B. Bereavement Leave. Bargaining Unit Members shall be granted a leave with full pay in the event of the death of any member of the Bargaining Unit Member's immediate

family. The leave shall be for a period of three (3) days for the death of a: parent, spouse, sibling or child and two (2) days for the death of a: mother-in-law, father-in-law, grandfather, grandmother, son-in-law, daughter-in-law, grandchild, foster parent, step parent, stepson, stepdaughter, foster son, foster daughter, brother-in-law, sister-in-law, grandfather-in-law, grandmother-in-law, or any person living in the immediate household of the Bargaining Unit Member. Notification must be given to the supervisor at the time the leave is taken.

C. Jury Duty. A Bargaining Unit Member shall be entitled to leave without loss of pay for any time the Bargaining Unit Member is required to perform jury duty. The Board shall pay the Bargaining Unit Member the difference, if any, between the amount received for jury duty and the Bargaining Unit Member's regular rate of pay. Any meal, mileage, and/or parking allowance provided the Bargaining Unit Member for jury duty shall not be considered in the amount received for jury duty. The Bargaining Unit Member shall be required to present proof of jury duty and of compensation received for jury duty service before payment is made.

D. Military Leave. A Bargaining Unit Member shall be entitled to any military leave provided by law and shall retain all rights and privileges by law arising out of the exercise of military leave.

E. Vacation

1. Annual vacation allowances are granted to all full time Bargaining Unit Members as follows:

Library school graduates twenty two (22) days;

College graduates without library school degree twelve (12) days (increased to seventeen (17) days on Anniversary date following completion of five (5) years of service; increased to twenty-two (22) days on Anniversary date following fifteen (15) years of service);

Less than four (4) years of college, clerical and maintenance seven (7) days (increased to twelve (12) days on anniversary date following completion of five (5) years of service; seventeen (17) days on Anniversary date following ten (10) years of service; twenty-two (22) days on Anniversary date following fifteen (15) years of service);

Bargaining Unit Members working less than thirty (30) hours per week (other than grandfathered Bargaining Unit Members) earn a prorated nonpaid vacation as determined by their classification and service year.

2. Bargaining Unit Members may combine vacations with holidays only on prior approval of the supervisor.

3. Vacations are scheduled so as not to disrupt the operation of the Library. After consideration of Library need, preference shall be given, based upon Library seniority within the department for requests made at and for the same time. Once a vacation request has been granted, the Bargaining Unit Member shall not later be denied vacation at the requested time. Likewise, seniority cannot be used to deny vacation, once granted, when subsequent senior requests conflict with approved requests and Library need.
 4. Regularly scheduled vacations shall be requested no later than seven (7) work days in advance. Regularly scheduled vacations shall be requested no more than ten weeks in advance. All vacation requests shall be granted or denied within ten (10) working days upon receipt of request. A request for an emergency vacation day may be made one (1) hour in advance. Emergency vacation shall be non-consecutive and limited to one (1) day at a time. Vacation must be requested in one-half (½) hour increments.
- F. Each Bargaining Unit Member's sick leave (ten (10) hours per month) and vacation leave (hours per month according to the schedule listed above in Article 13, Section E) will be posted on a monthly basis to an Bargaining Unit Member's leave balance.
1. This leave balance may be used as sick leave or vacation leave, as designated by the Bargaining Unit Member, in accordance with the rules established in Article 13, Sections A and E.
 2. Use of this leave is subject to the cumulative limitations as established in Article 13, Section G,
- G. Sick Leave Bank
1. All Bargaining Unit Members will have, in addition to their current leave balance, a sick leave bank.
 2. Leave balances:
 - a. On the Bargaining Unit Member's Anniversary date up to one hundred twenty (120) hours may be carried over in the Bargaining Unit Members current leave account.
 - b. Up to two hundred (200) hours may be transferred from the Bargaining Unit Members current leave account to the sick leave bank at the Bargaining Unit Member's request on each Anniversary date.
 - c. Transfer and current unpaid leave balance limits are prorated for Bargaining Unit Members working less than thirty (30) hours a week, other than grandfathered Bargaining Unit Members.

3.
 - a. Access to the bank will be for illnesses lasting five (5) calendar days or more, with a signed physician's statement to justify the use of the sick leave.
 - b. In the case of an extended illness (expected to continue for more than five (5) calendar days) in the immediate family, as justified by a signed physician's statement, an Bargaining Unit Member may transfer up to forty (40) hours per calendar year to the general leave account, provided she/he has at least 160 hours in the sick leave bank. Immediate family for this transfer includes only parents, children and a spouse.
4. The maximum number of hours in the bank will be 1,200; prorated for part time Bargaining Unit Members.

H. Family and Medical Leave

1. Family Medical Leave will be granted pursuant to the Family and Medical Leave Act of 1993 (FMLA) and as amended. In certain circumstances a Bargaining Unit Member who has been employed with the library for at least twelve (12) calendar months and has worked 1,250 hours in the previous calendar year can take up to twelve (12) weeks of unpaid job protected leave concurrently with any paid sick leave.

Bargaining Unit Members have to file for FMLA after ten (10) consecutive days of an illness, or other legitimate reasons, as stated below. The FMLA also provides that in certain circumstances eligible Bargaining Unit Members are entitled to up to twenty-six (26) weeks of "military caregiver" leave.

2. A medical leave of absence will be granted to an eligible Bargaining Unit Member for any of the following reasons:
 - a. to care for the Bargaining Unit Member's child after birth, or placement in the Bargaining Unit Member's home for adoption or foster care;
 - b. to care for the Bargaining Unit Member's spouse, son or daughter or parent, who has a serious health condition; or
 - c. for a serious health condition that makes the Bargaining Unit Member unable to perform the Bargaining Unit Member's job.
 - d. Any accrued paid leave must be used prior to unpaid leave.
3. A Statement of Attending Physician must accompany the Leave of Absence form. A leave may be denied if the following requirements are not met:

- a. A Bargaining Unit Member does not provide thirty (30) days advance notice when the leave is "foreseeable". If it is not foreseeable, notice must be given as soon as possible.
 - b. A Bargaining Unit Member does not provide a Statement of Attending Physician to support a request for leave. The Library may require a second or third opinion (at the Library's expense) for requests due to a Bargaining Unit Member's health condition, and fitness for duty report before a Bargaining Unit Member is permitted to return to work.
4. The Library will maintain a Bargaining Unit Member's health care coverage for the duration of family leave to the extent it paid for the coverage before commencement of the leave. If the Bargaining Unit Member does not pay the Bargaining Unit Member contribution, the Board will not be obligated to contribute its share to maintain the coverage. Upon return from family medical leave a Bargaining Unit Member will be restored to his/her original or an equivalent position with equivalent pay and benefits, and will not lose benefits that accrued prior to the start of the family medical leave.
 5. The Library will comply with the notice requirements under the Family and Medical Leave Act of 1993, as amended.
 6. This Article will not reduce benefits afforded under the Family and Medical Leave Act of 1993, as amended.
 7. FMLA leave may also be taken for qualifying military situations arising when a Bargaining Unit Member's spouse, son, daughter or parent is on active duty or is called to active duty status.

For purposes of this section, a qualifying military situation arises when an Bargaining Unit Member's spouse, son, daughter, or parent is on active duty or called to active duty status (i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

- a. Attendance at official military sponsored events;
- b. To provide or arrange for alternative child care or schooling;
- c. To make financial or legal arrangements to address the member's absence while on active duty;
- d. Counseling;
- e. Rest and recuperation, and;
- f. Post-employment activities

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

An eligible Bargaining Unit Member may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the eligible Bargaining Unit Member.

8. If the Library employs both the husband and wife, the total amount of family leave is twelve (12) weeks for the couple for the birth or placement of a child. Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) weeks of FMLA leave if the leave is requested to care for a covered service member.

M. Leave of Absence (Other Than Family & Medical Leave)

1. The provisions of Article 13, Section (H) govern leaves of absence for family and medical reasons. All other leaves of absence are governed by the provisions of this section. Nothing in this section applies to leaves as provided for in Article 13, Section H.
2. A leave of absence ("LOA") is any authorized absence without pay of one (1) day's work or more and is not considered a break in tenure, but seniority shall not accrue.
3. Upon written request, the Library may grant a leave of absence for a period of not more than one (1) year. Requests for such leave must be for educational, professional, or hardship purposes. A request for LOA to obtain an MLS shall be granted upon proof that the Bargaining Unit Member has been accepted into an accredited program.
4. Bargaining Unit Members returning from a LOA of thirty (30) working days or less, will be reinstated to their former position. A Bargaining Unit Member who has been on a leave for more than thirty (30) days shall not be guaranteed his/her job back. However, the Board shall offer him/her the first available vacancy for which he/she is qualified. The Library may terminate the employment of the person hired for the purpose of replacing the Bargaining Unit Member who was on leave.
5. If, after the return of the Bargaining Unit Member from leave, the person employed for the purpose of replacing a Bargaining Unit Member on leave is continued in employment as a regular Bargaining Unit Member, or if he/she is

hired by the Library as a regular Bargaining Unit Member within a year after his/her employment as a replacement, he/she shall receive credit for his/her length of service with the Library during such replacement period.

6. Accrued holiday and vacation time must be used prior to the effective date of any LOA.
7. A staff member requesting LOA time off should obtain a leave of absence request form from the supervisor. Advance approval by the supervisor and Director is required.
8. Probationary Bargaining Unit Members may be granted an LOA for emergency reasons for a maximum period of two (2) weeks.
9. During the approved LOA period, the Bargaining Unit Member will not accumulate vacation, sick, and holiday time.
10. LOA of more than one (1) month will require the Bargaining Unit Member to assume payment of benefit premiums, if Board paid, for the period of the leave.
11. In LOA's of thirty (30) working days or less duration, the Bargaining Unit Member is expected to return to regularly assigned duties on the first scheduled day following the expiration date of the approved leave, or that date will be accepted as the date of resignation. Staff members returning from approved LOA's of more than thirty (30) workdays will notify the Director on or before the LOA expiration date.
12. The Bargaining Unit Member must give return notification of at least one (1) calendar week prior to the actual return date, including early return.
13. After the LOA has been approved, the LOA may not be canceled by the Bargaining Unit Member without authorization from the Director.
14. A leave of absence will be cancelled by the Director upon evidence that the cause for its original authorization was fraudulent or has ceased to exist.
15. A limit of two (2) LOA's of thirty (30) working days or less may be granted each year.

ARTICLE 14 SEPARATION FROM EMPLOYMENT

A. Resignation

1. A Professional Bargaining Unit Member defined as Librarian or above, shall submit his/her resignation to the supervisor in writing at least one (1) month prior

to leaving the Library. A paraprofessional Bargaining Unit Member shall submit his/her resignation to the supervisor in writing at least two (2) weeks prior to leaving the Library. Failure to give proper and timely notice of resignation shall be a negative factor considered in reemployment, and shall cause any accrued vacation pay to be forfeited.

2. When a Bargaining Unit Member leaves the Library voluntarily, accumulated vacation and holiday time will be paid in check(s) forwarded to the former Bargaining Unit Member or survivor.
3. A Bargaining Unit Member who received accumulated vacation leave at the time of his/her resignation shall not be entitled to holiday pay for holidays occurring after the date of his/her resignation.

B. Abandonment. A Bargaining Unit Member who is absent for three (3) consecutive days without giving notification or receiving prior approval will be presumed to have resigned, effective with the end of his/her assigned work shift on the third consecutive day of absence. Such an abandonment will forfeit any rights the Bargaining Unit Member may have had under Article 14, A.2. This requirement may be waived in cases of unusual circumstances.

C. Retirement

1. All Bargaining Unit Members must comply with state and federal laws, and the regulation of the Public Bargaining Unit Members Retirement System governing retirement.
2. Payment of accumulated leave balances will be made to Bargaining Unit Members retiring with the PERS system. Vacation leave will be paid up to the full amount earned as of the closest month to the official date of retirement. Sick leave will be paid up to one quarter (1/4) of the accumulated sick leave in the general account and sick leave bank time as of the closest month to the official date of retirement.

D. Death. In the event of death of a Bargaining Unit Member, payment of accumulated leave balances, and retirement benefits will be paid to the previously designated beneficiaries, or according to the PERS standard list of beneficiaries, or to the estate of the deceased. Vacation leave will be paid up to the full amount earned as of the closest month to the time of death. Sick leave will be paid up to one quarter (1/4) of the accumulated sick leave in the general account and sick leave bank time as of the closest month to the time of death.

ARTICLE 15
OCCUPATIONAL SAFETY AND HEALTH

- A. The Board retains exclusive authority to adopt and implement policies and procedures acquired by O.R.C. Chapter 4167, by the Division of Occupational Safety and Health, by the Public Employment Risk Reduction Advisory Commission, and/or any rules or regulations adopted under the authority of Chapter 4167. The Board is entitled to or may adopt and implement such policies and procedures without obligation to bargain with OAPSE.
- B. Report Internally First. The parties desire to deal with safety and health complaints internally to attempt to correct any health or safety allegations. Accordingly, neither OAPSE nor a bargaining unit member may file a complaint with the Ohio Department of Industrial Relations until the following procedure has been exhausted:
1. A Bargaining Unit Member or OAPSE representative must first bring an alleged health or safety violation to the attention of the affected Bargaining Unit Member(s)' immediate supervisor within two (2) work days of the occurrence of the alleged violation.
 2. If the immediate supervisor does not resolve the alleged violation within two (2) workdays to the satisfaction of the complaining party the Bargaining Unit Member or OAPSE may appeal the complaint to the Director or his/her designee by filing a written appeal with the Director or his/her designee within one (1) work day of the response of the immediate supervisor. If the immediate supervisor fails to respond by the deadline, then the Bargaining Unit Member or OAPSE must file their appeal within one (1) work day of that deadline. The Director or his/her designee shall meet with the complaining party in an attempt to resolve the alleged violation. Within not more than three (3) workdays after the conference, the Director or his/her designee shall provide a written response to the alleged violation.
- C. Board's Right to Reassign. Before exercising his/her right to refuse work under R.C. Section 4167.06 because of a condition which the bargaining unit member acting in good faith reasonably believes presents an imminent danger of death or serious harm to him/her, the Bargaining Unit Member must immediately notify his/her supervisor of the condition. The Bargaining Unit Member may be temporarily reassigned while the condition is being investigated and/or ameliorated.
- D. Claims of Discrimination to be Grieved. A Bargaining Unit Member who wishes to assert a claim of discrimination as defined in R.C. Chapter 4167 or any violation of this Article shall use the grievance procedure of this contract to assert such claim. The grievance procedure of this contract shall be the first means for a Bargaining Unit Member to assert such claim. No Bargaining Unit Member shall be subject to discrimination as a result of reporting any condition regarding safety, health and sanitation.

ARTICLE 16
WORKERS' COMPENSATION

- A. All Bargaining Unit Members covered under this Agreement are protected under the State Workers' Compensation Act of Ohio, in cases of injury or death, incurred in the course of, or arising out of their employment.
- B. An injury incurred while performing assigned responsibilities shall be reported to the injured Bargaining Unit Member's supervisor or other designated representative and an application may be filed with the Bureau of Workers' Compensation.
- C. The Board agrees to continue to provide and pay its portion of medical insurance in effect on said Bargaining Unit Member at the time of injury, for up to an additional twelve (12) months.
- D. Nothing in this section shall be considered as a waiver of the Board's right to challenge any claim through the procedures provided in the State Workers' Compensation Act of Ohio.
- E. Bargaining Unit Members may not draw from their sick leave bank if compensated through Workers' Compensation of Temporary Total Disability.

ARTICLE 17
HOLIDAYS

- A. The Library will be closed for the following holidays:

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
*Veteran's Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day
*Presidents' Day

*If the Library is open, Bargaining Unit Members shall be compensated by compensatory time off at the rate of time-and-one-half.

- 1. Permanent full-time Bargaining Unit Members are allowed time with pay for the holidays listed above.

2. If the holiday falls on a Sunday, all Bargaining Unit Members shall be either paid for the day, offered compensatory time off, or have the system closed on an alternative day, as determined by the administration.
3. Part-time Bargaining Unit Members regularly scheduled for less than thirty (30) hours will receive pro-rated holiday pay for Thanksgiving and Christmas day based upon the average number of hours worked per week.

ARTICLE 18
WAGES

- A. Employees shall be paid in accordance with this Article 18 and the wage schedules attached as Appendix A to this Agreement. Years of service for part-time Collective Bargaining Unit Members shall be prorated, e.g., a Collective Bargaining Unit Member working less than thirty (30) hours per week shall remain at the same step for two (2) years.
- B. Newly hired Collective Bargaining Unit Members are placed on the salary schedule at the Step (0), except new Collective Bargaining Unit Members having prior experience in a library or school. New Collective Bargaining Unit Members with prior experience in a library or school may, at the Library's discretion, be given up to five years' salary schedule credit for such prior experience, but not more than the actual time of such prior experience.
- C. The Library will pay its contribution to the Public Employees Retirement System as required by law.
- D.
 1. Effective January 1, 2016, the wage scale shall be increased by one and one-half percent (1.5%) and Bargaining Unit Employees will be moved to their next consecutive effective step.
 2. Effective January 1, 2017, the wage scale shall be increased by one percent (1%) and Bargaining Unit Employees will be moved to their next consecutive effective step.
 3. Effective January 1, 2018, the wage scale shall be increased by one percent (1%) and Bargaining Unit Employees will be moved to their next consecutive effective step.
- E. Pay Check Distribution
 1. The Library will direct deposit the pay of each bargaining unit member on a bi-weekly basis. The Library will provide documentation to each bargaining unit member detailing gross pay and payroll deductions. The workweek shall be considered the same as the payroll week.

2. Requests for changes in the process for direct deposit of an Employee's pay will be made with as much notice as possible.

F. Pay In Arrears

1. All staff will be paid according to a biweekly schedule.
2. New Collective Bargaining Unit Members will have two (2) weeks pay held in arrears.
3. The Library shall have the authority to withhold money owed by the Employee to the Library by payroll deduction.
4. Collective Bargaining Unit Members will be provided documentation of funds withheld via payroll deduction.
5. All staff promoted from part time to full time positions will have their pay in arrears adjusted to reflect their increased hours of work.
6. The Library reserves the right to require Collective Bargaining Unit Members to use the finger print verification (or other forms of verification) for just cause. For purposes of this section, just cause shall be defined as including, but not limited to, chronic tardiness, unverifiable work, excessive breaks, repeated problems with logging in and out of the time clock system.
7. Collective Bargaining Unit Members found clocking in or out for each other are subject to immediate dismissal (includes both the person clocking in or out and the person being clocked in or out).

ARTICLE 19
INSURANCE

A. Health Insurance

1. The Library will pay five hundred dollars (\$500) per month towards the cost of employee group health insurance for all full-time and eligible Bargaining Unit Members who elect coverage. The remaining cost of each eligible Bargaining Unit Members' policy premium will be taken as a payroll deduction from each paycheck.
2. At least two (2) months prior to the expiration of the policy, a committee of two (2) Union representatives and two Board representatives shall be established. This insurance committee shall explore alternatives to provision of health insurance coverage within the following parameters:

The Committee requires a three-fourths majority vote to make its recommendation to the Board, and the Board will follow the recommendation. Absent such a recommendation, the decision of which insurance package to elect for the bargaining unit will go to a vote of all employees (including management) covered by health insurance provided by the Library. Any committee member advocating a specific policy or coverage may present their reasoning to all Bargaining Unit Members eligible to vote and may set up non-obligatory meetings with insurance representatives. The choice of a majority of voting Bargaining Unit Members (or a plurality if more than two (2) options are put forward) shall be considered the Committee's recommendation. Should the Committee recommend (or the employees vote for) coverage that is more expensive than the dollar amount in Article 19, paragraph (A)(1), the Board will pay only the amounts in Article 19, paragraph (A)(1) with the difference taken as a payroll deduction equally out of each enrolled bargaining unit member's pay checks. The Union President will be notified within forty-eight (48) hours of receipt of the proposed health care options and renewal rates. In the event the committee has not made a decision on available healthcare options, the library administration will make the decision by the mandated deadline.

3. The Administration will provide to insurance carriers all pertinent information and/or signatures, unless prohibited by law, to provide for a competitive bid by insurance carriers.

B. Life Insurance. Premiums for ten thousand dollars (\$10,000.00) in group term-life insurance will be paid by the Library for all eligible Bargaining Unit Members.

ARTICLE 20 CALAMITY DAY

When the Library is closed for a calamity day, all Bargaining Unit Members shall be paid for those hours that they were scheduled to work that day.

ARTICLE 21 PERSONAL USE OF CARS

Personal cars are not to be used for Library business except in cases of emergency, and with permission of Director. Under such circumstances, the Bargaining Unit Member shall be reimbursed at the maximum rate allowable per mile under Federal IRS guidelines without incurring a taxable benefit. Under circumstances when Bargaining Unit Members are working a split between two (2) or more branches using their personal cars for branch substitution within a scheduled work day, the Bargaining Unit Member shall be reimbursed at the maximum rate allowable per mile under Federal IRS guidelines without incurring a taxable benefit.

Mileage will be calculated as follows: (two-way or round trip)

- Main to Cairo - 14.6 miles
- Main to Elida - 12.6 miles
- Main to Lafayette - 20 miles
- Main to Spencerville - 26.4 miles
- Spencerville to Cairo - 41 miles
- Spencerville to Elida - 27.2 miles
- Spencerville to Lafayette - 49.6 miles
- Lafayette to Cairo - 26.6 miles
- Lafayette to Elida - 26.2 miles
- Elida to Cairo - 20.6 miles

ARTICLE 22
PERSONNEL FILES

Upon reasonable notice, Bargaining Unit Members may review their personnel files in the presence of the Director or his/her designee. Union representation shall be granted to the Bargaining Unit Members upon request when the Bargaining Unit Members are inspecting their personnel files. Any notations mutually found to be irrelevant, unfounded or unjustly damaging, shall be removed upon the request of the Bargaining Unit Member. If a Bargaining Unit Member disagrees with a notation in his/her file, he/she may attach a statement disputing the notation. Such statement shall be maintained in the personnel file.

ARTICLE 23
REIMBURSEMENT

Bargaining Unit Members, who upon authorization of the Department Head, purchase supplies for the Library, shall be reimbursed for all reasonable expenses upon submission of proof of the expenditure. For purchases of fifteen dollars (\$15.00) or less, a Bargaining Unit Member may obtain an advance from petty cash for purchase of supplies for the Library.

ARTICLE 24
OLC WORKSHOP

Expenses of any staff member who participates in the program or is a committee member will be paid for attendance at up to two (2) ALA meetings and/or two (2) OLC meetings per year. Subject to the approval of the Department Head and the Director, OLC members who wish to attend professional meetings may do so at their own expense, and time with pay will be allowed.

ARTICLE 25
OAPSE BUSINESS LEAVE

The Board agrees to permit two (2) elective delegates of OAPSE Chapter 776, leave of three (3) days each to attend the OAPSE Annual Convention with continuity of salary. The Bargaining Unit Members shall notify their supervisors at least two (2) weeks prior to said leave.

ARTICLE 26
WAIVER OF NEGOTIATIONS

The Board of Trustees and the Union acknowledge that during negotiations resulting in this Agreement, each party had the right and the opportunity to make demands and proposals with respect to any matter, and that this Agreement was arrived at by the parties after the exercise of that right and opportunity. The Board and the Union shall voluntarily waive, during the life of this Agreement, said rights and each agrees that the other shall not be obligated to negotiate with respect to any subject or matter, irrespective of whether such matter or subject is specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time negotiations were being conducted or at the time the parties signed the Agreement.

ARTICLE 27
DRUG AND ALCOHOL TESTING

- A. Both the Union and Board recognize illegal drug usage and impairment due to alcohol are threats to the safety of our Bargaining Unit Members and the public. The goal of the drug and alcohol testing program is prevention of abuse, the dangers arising therefrom, and where possible, rehabilitation.
- B. Bargaining Unit Members may be required to submit to a drug test and an alcohol test where the Bargaining Unit Member is involved in a work related accident or has caused a serious injury to themselves, the public or fellow Bargaining Unit Members. Further, in accordance with the Omnibus Transportation Bargaining Unit Member Testing Act of 1991 and its regulations, Bargaining Unit Members holding CDL's may be subject to random drug and alcohol testing in accordance with the Act and its regulations.
- C. The Board's contractor will preserve any specimen collected for at least three (3) months in order that the Bargaining Unit Member may at Board expense have the sample sent to another laboratory agreed to by the Board and the Union for further analysis. Should a second test produce a result different from the first, a third test will be conducted by a third laboratory agreed to by the Board and the Union, on the same sample, using a methodology selected by the third laboratory.
- D. Prior to testing, a Bargaining Unit Member may reveal any prescription drug and shall supply a physician statement in connection with that prescription drug within seventy-two (72) hours. The Bargaining Unit Member will receive due consideration in the determination of potential work violation(s) if the drug is properly prescribed and administered.
- E. A Bargaining Unit Member who is required to take a test for suspected drug or alcohol abuse or following an accident or injury will be permitted to have a Union representative present during testing provided, however, that the testing will not be unreasonably delayed (more than one (1) hour) to allow the attendance of the Union representative.

- F. The laboratory selected to conduct the analysis must be experienced and capable in the areas of quality control, documentation, chain of custody, technical expertise, and have a demonstrated proficiency in testing. All tests will be conducted using chain-of-custody procedures whereby all specimen samples are sealed, labeled, and checked against the identity of the person being tested. Samples shall be stored in a secured and refrigerated atmosphere until tested.
1. The alcohol test will be conducted by analyzing a blood sample taken of the Bargaining Unit Member.
 2. The drug test will consist of two (2) phases:
 - a. The enzyme multiplied immunoassay technique (ENIT) shall be used to screen the urine sample.
 - b. Any positive result will be confirmed using the gas chromatography/mass spectrometry (GC/MS) test.
 3. The threshold limits used by the United States Department of Human Service shall be employed in drug testing to determine the quantity of drugs in the specimen necessary to have a positive result.
- G. The Board will pay for all testing. All Bargaining Unit Members testing time shall be paid at the Bargaining Unit Member's regular rate of pay.
- H. Bargaining Unit Members who have tested positive or voluntarily revealed drug and/or alcohol problems but who have not been involved in other violations of the Board's rules and regulations (other than prohibitions regarding drug and alcohol use) will not be suspended or discharged for revealing their drug and alcohol use and may be transferred to a non-safety sensitive position and/or a position having no contact with the public. The Bargaining Unit Member may be required to seek a professional evaluation and undergo counseling and/or enter an appropriate treatment facility to address the problem if recommended by the evaluation. If counseling and/or rehabilitative treatment is recommended, the Bargaining Unit Member will also be encouraged to seek professional counseling and/or enter an appropriate treatment facility to address the problem. The Bargaining Unit Member will be permitted to return to his/her original position only upon approval of her/his attending physician and the Board's physician and thereafter shall be subject to regular and random drug testing for the duration of their employment with the Board. If the Library requests that a Bargaining Unit Member submits to an evaluation, the Library shall be responsible for the cost of such evaluation in the absence of medical insurance. If as a result of the evaluation treatment is recommended, Bargaining Unit Member shall be responsible for all costs associated with such treatment in the absence of insurance.
- I. All information regarding drug or alcohol testing results will be kept confidential. Only Board personnel who need to know the information will be informed of the results.

- J. Bargaining Unit Members who are disciplined, including terminated, as a result of drug or alcohol use are entitled to contest the discipline through the grievance procedure of the Contract.

ARTICLE 28
ACCOMMODATION OF DISABLED BARGAINING UNIT MEMBERS

Notwithstanding any other provision(s) of this Contract, the Library reserves the right, after consultation with OAPSE, to assign or reassign bargaining unit members and to change, alter, or modify existing job(s) or create new job(s) in order to accommodate disabled Bargaining Unit Members pursuant to the provisions of the Americans with Disabilities Act as amended and/or the provisions of the Workers' Compensation statutes of the State of Ohio.

ARTICLE 29
SMOKE-FREE FACILITY

All library buildings will be smoke-free throughout, in public as well as non-public areas. Bargaining Unit Members wishing to smoke may leave the building during regular breaks to do so.

ARTICLE 30
DRESS CODE

- A. Each Bargaining Unit Member will be clean, neat, well groomed and dressed appropriately to the work situation. Public service Bargaining Unit Members will wear business like attire; in addition to standard dress, Bargaining Unit Members must wear tops, skirts, slacks and dresses which are appropriate to the work situation. Non-public Bargaining Unit Members will dress appropriately for the position.
- B. The following attire is not permitted:
1. Ripped or torn clothing.
 2. Sheer materials without proper undergarments.
 3. Sweat suits.
 4. Clothing that does not cover the midriff or back.
 5. Halter and tank tops without proper cover.
 6. Thongs.
- C. The Library recognizes there may be occasions when informal attire may be appropriate. However, the Library reserves the right in all situations to decide whether a Bargaining Unit Member is in violation of the dress code.
- D. The Library also recognizes a Bargaining Unit Member's right to freely express themselves through body art and piercing. However, the Library retains the right to request that Bargaining Unit Members refrain from excessive facial piercing and the display of offensive body art given the sensitivities of Library patrons and the presence of

young people in the Library. The Library specifically retains the right to require a Bargaining Unit Member to cover any tattoos depicting weapons, lewd, indecent or discriminatory words or phrases and nudity while those Bargaining Unit Members are exposed to the public.

- E. In the event there is a need for further clarification, the Bargaining Unit Member and/or supervisor may request the Director to review the decision of the supervisor. The final decision shall rest with the Director.

ARTICLE 31
EDUCATIONAL REIMBURSEMENT

- A. Educational Reimbursement is suspended. The parties will reopen negotiations in 2015.

ARTICLE 32
USE OF VOLUNTEERS

- A. The Library, as a public institution with an educational mission and an active member of the local government community, shall be permitted to use volunteers for the following purposes:
 - 1. Community service related projects including, but not limited to, paid and unpaid internships for up to a semester in duration, job shadows, externships, court or school mandated community service, service organization projects such as Boy and Girl Scouts, adult service organizations, and volunteer civic and cultural organizations.
 - 2. Delivery of materials to the home bound will be considered inherently volunteer work due to public relations and human contact factors.
 - 3. Inputting of obituaries will first be done by bargaining unit Employees. Volunteers may be used to assist bargaining unit Employees. Volunteers may only work on a temporary basis. Management may not subcontract out work that is normally performed by bargaining unit Employees.
 - 4. Casual assistance by members of the public as related to public programs.
 - 5. Volunteer work is of limited scope, duration and involvement.

ARTICLE 33
ENTIRE AGREEMENT

This Agreement supersedes and cancels all previous Agreements, verbal or written, or based on alleged past practices between the Board and the Union, and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties to this Agreement.

ARTICLE 34
PERS PICK UP EFFECTIVE JANUARY 1, 2001

In accordance with Internal Revenue Code Section 414(h)(2) and applicable IRS rulings thereunder, the Board agrees to "pick up" a Bargaining Unit Member's required member contributions to the Public Bargaining Unit Members Retirement System ("PERS"). The pick-up shall be a "salary reduction" pick up of the entire amount of the member contribution, which the Bargaining Unit Member is required to contribute to PERS. Thus, the cash salary or wages that are payable to a Bargaining Unit Member shall continue to be reduced by the amount of the salary reduction pick up amount. The Board will adopt a resolution providing for the pick up and will take any other legal action that the Board believes is necessary to implement the pick up.

ARTICLE 35
MEET AND DISCUSS

- A. At the request of either the Union or the Employer, Meet and Discuss Conferences will be held for the purpose of considering matters of mutual interest, other than grievances under consideration in the Grievance Procedure, provided that mutually acceptable arrangements as to time and place can be made.
- B. All Meet and Discuss Conferences will be arranged through the President of the Union, or his/her designated representative and a designated representative from the Employer.
- C. Representatives of the Union and Employer may not exceed four (4) and will not suffer loss of time or pay when absent from their assigned schedule of work for the purpose of attending a Meet and Discuss Conference.
- D. Meet and Discuss Conferences may be attended by representatives of OAPSE/AFSCME Local 4 State Office.
- E. It is understood that Meet and Discuss Conferences will not be for the purpose of continuing collective bargaining negotiations, nor, in any way, to modify, add to or detract from the provisions of this agreement, nor to change or alter the rights of either the Employer or the Union under the terms of this Agreement. It is further understood that the sole purpose of these meetings is to resolve conflicts and there shall be no retaliation to a Bargaining Unit Member as a result of attending a Meet and Discuss Conference.

ARTICLE 36
TERM OF AGREEMENT

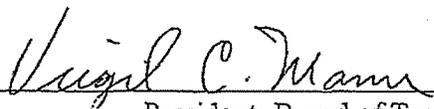
This Agreement shall become effective January 1, 2016 and shall terminate December 31, 2018.

SIGNATURE PAGE

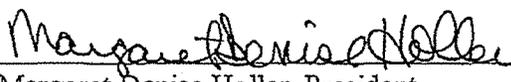
This "Agreement" made and entered into by and between the Board of Trustees of the Lima Public Library ('Library' or 'Board') and Ohio Association of Public School Employees, Local No. 776 ('Union' or 'OAPSE') this 6th day of June 2016, constitutes a binding agreement between the parties and supersedes all prior written and oral understandings.

LIMA PUBLIC LIBRARY

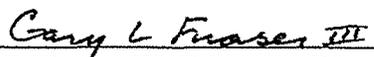
OAPSE LOCAL 776



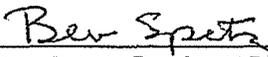
Virgil C. Mann
President, Board of Trustees



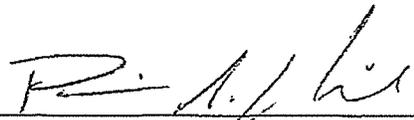
Margaret Denise Holler, President



Gary L. Fraser, III, Executive Director



Bev Spetz, Regional Representative



Patrick A. Hire, Management Consultant

APPENDIX A — WAGE SCHEDULES

2016 (+ 1.5%)																				
Title	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Library Clerk I	\$10.29	\$10.46	\$10.63	\$10.80	\$10.97	\$11.13	\$11.30	\$11.47	\$11.64	\$11.81	\$11.98	\$12.15	\$12.32	\$12.49	\$12.66	\$12.83	\$13.00	\$13.19	\$13.39	\$13.59
Library Clerk II	\$10.42	\$10.64	\$10.86	\$11.08	\$11.30	\$11.53	\$11.75	\$11.97	\$12.19	\$12.41	\$12.63	\$12.85	\$13.07	\$13.30	\$13.52	\$13.74	\$13.96	\$14.17	\$14.38	\$14.60
Library Clerk III	\$10.55	\$10.85	\$11.15	\$11.45	\$11.75	\$12.05	\$12.35	\$12.65	\$12.94	\$13.24	\$13.49	\$13.79	\$14.09	\$14.39	\$14.69	\$14.98	\$15.28	\$15.51	\$15.74	\$15.97
Library Tech. Assis.	\$10.80	\$11.10	\$11.39	\$11.69	\$11.99	\$12.29	\$12.59	\$12.89	\$13.19	\$13.49	\$13.79	\$14.09	\$14.39	\$14.69	\$14.99	\$15.29	\$15.59	\$15.82	\$16.06	\$16.30
Library Assoc. I	\$11.03	\$11.33	\$11.63	\$11.93	\$12.23	\$12.53	\$12.83	\$13.13	\$13.43	\$13.73	\$14.03	\$14.46	\$14.62	\$14.92	\$15.22	\$15.52	\$15.82	\$16.06	\$16.30	\$16.55
Library Assoc. II	\$12.76	\$13.04	\$13.31	\$13.58	\$13.86	\$14.13	\$14.40	\$14.68	\$14.95	\$15.22	\$15.43	\$15.64	\$15.85	\$16.06	\$16.31	\$16.56	\$16.82	\$17.07	\$17.33	\$17.59
Maintenance I	\$11.03	\$11.28	\$11.53	\$11.77	\$12.02	\$12.27	\$12.51	\$12.76	\$13.01	\$13.26	\$13.49	\$13.74	\$13.99	\$14.23	\$14.48	\$14.73	\$14.97	\$15.20	\$15.43	\$15.66
Maintenance II	\$12.94	\$13.19	\$13.50	\$13.82	\$14.13	\$14.44	\$14.75	\$15.07	\$15.38	\$15.69	\$15.95	\$16.27	\$16.58	\$16.89	\$17.19	\$17.50	\$17.80	\$18.07	\$18.34	\$18.61
Driver	\$12.06	\$12.35	\$12.63	\$12.92	\$13.21	\$13.49	\$13.78	\$14.06	\$14.35	\$14.64	\$14.94	\$15.22	\$15.51	\$15.80	\$16.08	\$16.37	\$16.66	\$16.91	\$17.16	\$17.42
Librarian I	\$16.75	\$17.01	\$17.27	\$17.53	\$17.79	\$18.05	\$18.31	\$18.57	\$18.83	\$19.09	\$19.35	\$19.61	\$19.87	\$20.13	\$20.39	\$20.65	\$20.91	\$21.23	\$21.55	\$21.87
Librarian II	\$16.94	\$17.20	\$17.46	\$17.72	\$17.98	\$18.24	\$18.51	\$18.77	\$19.03	\$19.29	\$19.55	\$19.81	\$20.07	\$20.33	\$20.59	\$20.85	\$21.11	\$21.43	\$21.75	\$22.07

2017 (+ 1%)																				
Title	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Library Clerk I	\$10.39	\$10.56	\$10.74	\$10.91	\$11.08	\$11.24	\$11.41	\$11.58	\$11.76	\$11.93	\$12.10	\$12.27	\$12.44	\$12.61	\$12.79	\$12.96	\$13.13	\$13.32	\$13.52	\$13.73
Library Clerk II	\$10.52	\$10.75	\$10.97	\$11.19	\$11.41	\$11.65	\$11.87	\$12.09	\$12.31	\$12.53	\$12.76	\$12.98	\$13.20	\$13.43	\$13.66	\$13.88	\$14.10	\$14.31	\$14.52	\$14.75
Library Clerk III	\$10.66	\$10.96	\$11.26	\$11.56	\$11.87	\$12.17	\$12.47	\$12.78	\$13.07	\$13.37	\$13.62	\$13.93	\$14.23	\$14.53	\$14.84	\$15.13	\$15.43	\$15.67	\$15.90	\$16.13
Library Tech. Assis.	\$10.91	\$11.21	\$11.50	\$11.81	\$12.11	\$12.41	\$12.72	\$13.02	\$13.32	\$13.62	\$13.93	\$14.23	\$14.53	\$14.84	\$15.14	\$15.44	\$15.75	\$15.98	\$16.22	\$16.46
Library Assoc. I	\$11.14	\$11.44	\$11.75	\$12.05	\$12.35	\$12.66	\$12.96	\$13.26	\$13.56	\$13.87	\$14.17	\$14.60	\$14.77	\$15.07	\$15.37	\$15.68	\$15.98	\$16.22	\$16.46	\$16.72
Library Assoc. II	\$12.89	\$13.17	\$13.44	\$13.72	\$14.00	\$14.27	\$14.54	\$14.83	\$15.10	\$15.37	\$15.58	\$15.80	\$16.01	\$16.22	\$16.47	\$16.73	\$16.99	\$17.24	\$17.50	\$17.77
Maintenance I	\$11.14	\$11.39	\$11.65	\$11.89	\$12.14	\$12.39	\$12.64	\$12.89	\$13.14	\$13.39	\$13.62	\$13.88	\$14.13	\$14.37	\$14.62	\$14.88	\$15.12	\$15.35	\$15.58	\$15.82
Maintenance II	\$13.07	\$13.32	\$13.64	\$13.96	\$14.27	\$14.58	\$14.90	\$15.22	\$15.53	\$15.85	\$16.11	\$16.43	\$16.75	\$17.06	\$17.36	\$17.68	\$17.98	\$18.25	\$18.52	\$18.80
Driver	\$12.18	\$12.47	\$12.76	\$13.05	\$13.34	\$13.62	\$13.92	\$14.20	\$14.49	\$14.79	\$15.09	\$15.37	\$15.67	\$15.96	\$16.24	\$16.53	\$16.83	\$17.08	\$17.33	\$17.59
Librarian I	\$16.92	\$17.18	\$17.44	\$17.71	\$17.97	\$18.23	\$18.49	\$18.76	\$19.02	\$19.28	\$19.54	\$19.81	\$20.07	\$20.33	\$20.59	\$20.86	\$21.12	\$21.44	\$21.77	\$22.09
Librarian II	\$17.11	\$17.37	\$17.63	\$17.90	\$18.16	\$18.42	\$18.70	\$18.96	\$19.22	\$19.48	\$19.75	\$20.01	\$20.27	\$20.53	\$20.80	\$21.06	\$21.32	\$21.64	\$21.97	\$22.29

2018 (+ 1%)																				
Title	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Library Clerk I	\$10.49	\$10.67	\$10.85	\$11.02	\$11.19	\$11.35	\$11.52	\$11.70	\$11.88	\$12.05	\$12.22	\$12.39	\$12.56	\$12.74	\$12.92	\$13.09	\$13.26	\$13.45	\$13.66	\$13.87
Library Clerk II	\$10.63	\$10.86	\$11.08	\$11.30	\$11.52	\$11.77	\$11.99	\$12.21	\$12.43	\$12.66	\$12.89	\$13.11	\$13.33	\$13.56	\$13.80	\$14.02	\$14.24	\$14.45	\$14.67	\$14.90
Library Clerk III	\$10.77	\$11.07	\$11.37	\$11.68	\$11.99	\$12.29	\$12.59	\$12.91	\$13.20	\$13.50	\$13.76	\$14.07	\$14.37	\$14.68	\$14.99	\$15.28	\$15.58	\$15.83	\$16.06	\$16.29
Library Tech. Assis.	\$11.02	\$11.32	\$11.62	\$11.93	\$12.23	\$12.53	\$12.85	\$13.15	\$13.45	\$13.76	\$14.07	\$14.37	\$14.68	\$14.99	\$15.29	\$15.59	\$15.91	\$16.14	\$16.38	\$16.62
Library Assoc. I	\$11.25	\$11.55	\$11.87	\$12.17	\$12.47	\$12.79	\$13.09	\$13.39	\$13.70	\$14.01	\$14.31	\$14.75	\$14.92	\$15.22	\$15.52	\$15.84	\$16.14	\$16.38	\$16.62	\$16.89
Library Assoc. II	\$13.02	\$13.30	\$13.57	\$13.86	\$14.14	\$14.41	\$14.69	\$14.98	\$15.25	\$15.52	\$15.74	\$15.96	\$16.17	\$16.38	\$16.63	\$16.90	\$17.16	\$17.41	\$17.68	\$17.95
Maintenance I	\$11.25	\$11.50	\$11.77	\$12.01	\$12.26	\$12.51	\$12.77	\$13.02	\$13.27	\$13.52	\$13.76	\$14.02	\$14.27	\$14.51	\$14.77	\$15.03	\$15.27	\$15.50	\$15.74	\$15.98
Maintenance II	\$13.20	\$13.45	\$13.78	\$14.10	\$14.41	\$14.73	\$15.05	\$15.37	\$15.69	\$16.01	\$16.27	\$16.59	\$16.92	\$17.23	\$17.53	\$17.86	\$18.16	\$18.43	\$18.71	\$18.99
Driver	\$12.30	\$12.59	\$12.89	\$13.18	\$13.47	\$13.76	\$14.06	\$14.34	\$14.63	\$14.94	\$15.24	\$15.52	\$15.83	\$16.12	\$16.40	\$16.70	\$17.00	\$17.25	\$17.50	\$17.77
Librarian I	\$17.09	\$17.35	\$17.61	\$17.89	\$18.15	\$18.41	\$18.67	\$18.95	\$19.21	\$19.47	\$19.74	\$20.01	\$20.27	\$20.53	\$20.80	\$21.07	\$21.33	\$21.65	\$21.99	\$22.31
Librarian II	\$17.28	\$17.54	\$17.81	\$18.08	\$18.34	\$18.60	\$18.89	\$19.15	\$19.41	\$19.67	\$19.95	\$20.21	\$20.47	\$20.74	\$21.01	\$21.27	\$21.53	\$21.86	\$22.19	\$22.51