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An  
AGREEMENT

between

THE CITY OF BROOK PARK

THE BROOK PARK POLICEMEN  
OHIO PATROLMEN'S BENEVOLENT ASSOCIATION  
(SERGEANTS AND LIEUTENANTS)

Effective January 1, 2016 through December 31, 2018

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## AGREEMENT

This Agreement is made and entered into by and between the City of Brook Park (hereinafter referred to as the "Employer") and the Brook Park Policemen, Ohio Patrolmen's Benevolent Association (Sergeants and Lieutenants) (hereinafter referred to as "OPBA").

### ARTICLE I INTENT OF THE AGREEMENT

Section 1 The Employer has recognized the OPBA as the representative of employees of the Employer's Division of Police (Sergeants and Lieutenants), both parties now desire to enter into a new Agreement to supersede all previous agreements, and to provide for the peaceful adjustment of any differences that may arise from time to time during the term of this Agreement without resort to strike, and to set forth clearly the terms and conditions of employment and responsibilities of each party and to promote harmony and efficiency to the end that the citizens of Brook Park will enjoy uninterrupted police protection and service during the term of this Agreement.

### ARTICLE II RECOGNITION

Section 1 The Employer agrees that it has and will continue to recognize the OPBA as the exclusive representative for negotiating wages and salaries, hours, of work, and all other terms and conditions of employment for all employees of the City's Division of Police (Sergeants and Lieutenants) as described below:

All sergeants and lieutenants, but excluding all other police employees and the chief of the department and those individuals who, in the absence of the chief, are authorized to exercise the authority and perform the duties of the chief of the department, deputy chief of police, patrolmen who have not completed their probationary period, dispatchers, matrons, animal wardens, clericals, utility employees, janitors, telephone operators, all part-time seasonal and temporary employees, professionals as defined by Ohio Senate Bill 133 and all other full-time and part-time employees.

These employees are the employees covered by the terms of this Agreement. The City and the Association agree to continue to negotiate with each other in good faith on all matters concerning the employment of said employees in the Division of Police.

Section 2 The Employer will furnish the OPBA upon request, with a list of all employees in the classifications covered by this Agreement indicating their starting date of employment. Such list will be furnished no less than annually and will be supplemented by the names of all new employees as hired.

Section 3 The Employer shall maintain a sufficient number of bargaining unit employees to provide adequate supervision within the department. To the extent practical, bargaining unit

employees will be given first opportunity to cover for a fellow officer before offering such opportunity to patrol officers as officers in charge.

ARTICLE III  
MANAGEMENT RIGHTS

Section 1 Except as specifically limited by explicit provisions of this Agreement, the Employer reserves and retains, solely and exclusively, all rights, powers and authority, including the right to determine and fulfill the mission of the Department of Public Safety, Division of Police, determine staffing policy and in all other respects to plan, manage, evaluate, administer, govern, control and direct its personnel and operations. Such exclusive rights include, but are not limited to, the following:

- (a) To determine matters of inherent, managerial policies which include policy areas of discretion such as the functions and programs of the Employer, standards of service, overall budget, utilization of technology and organizational structure;
- (b) To establish, modify and enforce reasonable policies, rules, regulations and standards for employee performance;
- (c) To determine the size, composition, structure and adequacy of the work force;
- (d) To establish and determine job qualifications and duties and to establish, modify, consolidate and abolish jobs or job classifications;
- (e) To hire, evaluate, assign, transfer, schedule, supervise, direct, promote, and for just cause demote, discipline, suspend and discharge employees;
- (f) To lay off employees in the event of lack of work or lack of funds or under conditions where the Employer determines that the continuation of such work is unnecessary;
- (g) To determine overall methods, processes and means by which operations are to be efficiently and effectively conducted;
- (h) To determine the location of facilities and to introduce new and/or improved equipment and methods;
- (i) To determine the financial policies and procedures of the Employer, including the exclusive right to allocate and expend all funds of the Employer;
- (j) To do all things appropriate and incidental to any of its rights, powers, prerogatives, responsibilities and authority; and in all respects to carry out the ordinary and customary functions of the administration, subject only to the procedures and criteria governing the exercise of these rights as are expressly provided for in this Agreement.

ARTICLE IV  
DUES DEDUCTION

Section 1 During the term of this Agreement, the Employer shall deduct initiation fees, assessments levied by the OPBA and the regular monthly OPBA dues from the wages of those employees who have individually and voluntarily signed dues deduction authorization forms permitting said deductions. No new authorization forms will be required from any employees in the Division of Police for whom the Employer is currently deducting dues.

Section 2 The initiation fees, dues or assessments so deducted shall be in the amounts established by the OPBA from time to time in accordance with its Constitution and Bylaws. The OPBA shall certify to the Employer the amounts due and owing from the employees involved.

Section 3 The Employer shall deduct dues, initiation fees or assessments from the first pay in each calendar month. If an employee has no pay due on the pay date, such amounts shall be deducted from the next or subsequent pay.

Section 4 A check in the amount of the total dues withheld from these employees authorizing a dues deduction shall be tendered to the treasurer of the OPBA within thirty (30) days from the date of making said deductions.

Section 5 The OPBA hereby agrees to hold the Employer harmless from any and all liabilities or damages which may arise from the performance of its obligations under this Article and the OPBA shall indemnify the Employer for any such liabilities or damages that may arise.

ARTICLE V  
UNION RIGHTS

Section 1 All members of the bargaining unit, as identified in Article II of this Agreement, shall either (1) maintain their membership in the OPBA; (2) become members of the OPBA; or (3) pay a service fee to the OPBA in an amount not greater than the annual dues for membership in the OPBA, as a condition of employment, all in accordance with Ohio Rev. Code Sect. 4117.09.

Section 2 In the event that a service fee is to be charged to a member Employer shall deduct such fee in the same manner as dues are deducted as specified in Article IV of this Agreement, entitled "Dues Deduction".

ARTICLE VI  
ASSOCIATION REPRESENTATION

Section 1 The parties recognize that it may be necessary for an employee representative of the OPBA to leave a normal work assignment while acting in the capacity of representative. The OPBA recognizes the operational needs of the employer and will cooperate to keep to a minimum time lost from work by representatives. Before leaving an assignment pursuant to this

section, the representative must obtain approval from the Chief. The Employer will compensate a representative at the normal rate for the time spent in the good-faith processing of grievance, and at any meetings at which the Employer requests a representative to be present, but only for such time expended during normal working hours.

Section 2 Members of the Negotiating Committee shall be allowed reasonable time off to participate in collective bargaining meetings with the Employer, if held during a member's regular working hours, without loss of pay.

Section 3 Director(s) of the OPBA shall be allowed three (3) hours per month off, with pay, for the purpose of attending OPBA Director meetings.

## ARTICLE VII NO STRIKE

Section 1 Neither the OPBA nor any member of the bargaining unit shall directly or indirectly call, sanction, encourage, finance, participate or assist in any way in any strike, slowdown, walkout, concerted "sick leave" or mass resignation, work stoppage or slowdown, or other unlawful interference with the normal operations of the Employer for the duration of this Agreement. A breach of this section shall be grounds for discipline. The OPBA shall not be held liable for the unauthorized activity of the employees it represents or its members who are in breach of this section provided that the OPBA meets all of its obligations under this Article.

Section 2 Association Cooperation The Association shall at all times cooperate with the Employer in continuing operations in a normal manner and shall actively discourage and attempt to prevent any violation of the "no-strike" clause.

In the event of a violation of the "no-strike" clause, the Association shall promptly notify all employees in a reasonable manner that the strike, work stoppage or slowdown, or other unlawful interference with normal operations of the Employer is in violation of this Agreement, unlawful and not sanctioned or approved of by the OPBA. The OPBA shall advise the employees to return to work immediately.

Section 5 Lockout prohibited The Employer shall not lock out any employees for the duration of this Agreement.

## ARTICLE VIII DISCIPLINE

Section 1 A non-probationary employee who is suspended, demoted or discharged shall be given written notice regarding the reason(s) for the disciplinary action within a reasonable time after the Employer has knowledge of the conduct for which an employee is being disciplined. In the case of suspension or discharge, the employee shall be advised of the right to confer with a representative of the OPBA prior to leaving the premises.

Section 2 Disciplinary action taken by the Employer shall only be for reasonable or good cause.

Section 3 Any disciplinary action against a non-probationary employee shall be processed in accordance with the Grievance and Arbitration Procedure in Article IX of this Agreement beginning at Step 4 (Mayor's level) of the Grievance Procedure.

ARTICLE IX  
GRIEVANCE AND ARBITRATION PROCEDURE

Section 1 Definitions:

(a) A "grievance" is a dispute or difference between the Employer and the OPBA or the Employer and an employee covered by the terms of this Agreement, concerning the interpretation or application of any provision, of this Agreement except those matters within the exclusive jurisdiction of the Civil Service, i.e., appointments and promotions.

(b) For the purpose of this Article, "working days" means Monday through Friday. In the event the Employer or its representatives does not respond in accordance with the time limitations as set forth herein, the grievance will automatically move to the next step of the Grievance Procedure.

Section 2. Grievance Procedure

(a) Step 1 An employee who has a grievance may take it up orally with the Captain, either alone or with a representative of the OPBA, within one calendar week after the events occur which gave rise to the grievance. The Captain will respond orally or in writing within two (2) working days after the grievance is presented.

(b) Step 2 If the grievance is not satisfactorily settled at Step 1, it shall be reduced to writing with details and remedy requested and submitted to the Police Chief on forms provided by the Employer within five (5) working days after receipt of the Step 1 answer. The Chief will meet with the employee and with representatives of the OPBA within three (3) working days of the receipt of the grievance and will provide the OPBA with a written answer within two (2) working days after the meeting.

(c) Step 3 If the grievance is not satisfactorily settled at Step 2, the employee may appeal in writing to the Director of Public Safety on forms provided by the Employer within five (5) working days after receipt of the Step 2 answer. The Director will meet with the employee and with representatives of the OPBA within three (3) working days of the receipt of the grievance and will provide the OPBA with a written answer within two (2) working days after the meeting.

(d) Step 4 If the grievance is not satisfactorily settled at Step 3, the employee may appeal, in writing, to the Mayor on forms provided by the Employer within five (5) working

days of the receipt of the Step 3 answer. The Mayor, or his designee, shall respond in writing within five (5) working days of the receipt of the appeal.

(e) Step 5 If the grievance is not satisfactorily settled at Step 4, the OPBA may submit the grievance to arbitration by notice to the Employer within fifteen (15) working days of the Step 4 answer. The parties will promptly meet to select an arbitrator from the panel of arbitrators herein contained and will choose one by the alternative strike method. Fees and expenses of the arbitrator so selected will be shared equally by the parties.

Section 3. Attendance at Arbitration An employee or Employer official requested to appear at the arbitration hearing by either party shall attend without the necessity of subpoena and without any loss of regular pay for time off the job while attending the arbitration proceeding.

Section 4 Policy Grievance A grievance which affects a substantial number of employees may be initiated at Step 3 of the Grievance Procedure.

Section 5 Authority of Arbitrator The arbitrator shall have no power or authority to add to or subtract from or modify in any way the provisions of this Agreement, or to make an award in conflict with law.

Section 6 Binding Arbitration The grievance procedure set forth herein is the exclusive method of resolving disputes and all decisions of arbitrators or settlements of grievances reached prior to arbitration shall be final and binding on the Employer and the OPBA; provided that the withdrawal of any grievance at any stage shall not be prejudicial to the positions of the parties as they relate to that grievance or any future grievance.

Section 7 There is hereby created a panel of arbitrators for selection of an arbitrator pursuant to this procedure. The arbitrators shall be: 1) James Mancini; 2) Robert Stein; 3) Thomas Nowell; 4) Jonathan Klein and 5) Nels Nelson. A new arbitrator will be selected upon the permanent unavailability of the preceding arbitrators.

## ARTICLE X DUTY HOURS

Section 1 The average regular work week for Sergeants and Lieutenants in the Division of Police will be forty (40) hours. Members assigned to the Patrol Division shall work six (6) 12 hour and one eight (8) shift within a two week pay period. Overtime shall be calculated for any hours worked in excess of twelve (12) hours on a scheduled twelve hour shift or in excess of eight (8) hours on a scheduled eight hour shift.

Section 2 The Chief shall establish four 12-hour shifts, two day shifts and two night shifts. There shall be three supervisors assigned to each shift. Two of the supervisors so assigned, one on day and night shift, shall be designated as a float supervisor. The float supervisor shall set a schedule when they work, but when given at least a fourteen (14) day notice, shall adjust their

schedule to work the days that a shift supervisor from the same shift takes off. If the float supervisor is unable to adjust their schedule to a certain day(s) with at least a fourteen (14) day notice, they shall schedule themselves for the shift and then use their benefit time to secure time off.

Section 3 All Sergeants and Lieutenants, who adjust their schedules four (4) times per year for training (in-service or otherwise departmental approved), court, and schedule adjustment to fit manpower needs or for other operational need, shall receive twenty (20) hours of pay in the first pay period of December each year.

Section 4 If at any time the City should change its' patrois back to eight (8) hour shifts, the OPBA will retain the option of converting to their previous ten (10) hour shift schedule and practice.

## ARTICLE XI OVERTIME

Section 1 When a Sergeant or Lieutenant is required to work in excess of his regularly scheduled work hours under Article X of this Agreement, such employee shall receive an overtime payment at the rate of one and one-half (1 1/2) times the employee's regular rate of pay for each hour worked based on the employee's regularly scheduled tour of duty. Time spent for required and approved school, training, staff meetings and court appearances (outside of regular duty time) will be paid at time and one-half (1 1/2), provided, however, that the employee shall receive a minimum of three (3) hours' pay for each such appearance (whichever is greater). For purposes of court appearances, in the event that any portion of the actual court appearance falls within the officer's regular shift time, or if the actual court time is scheduled within thirty (30) minutes of the regularly scheduled shift, the officer shall be entitled to additional compensation for only that amount of time actually spent outside of his regularly scheduled shift.

Section 2 Overtime will be computed by including all items such as longevity, cost-of living and extra training pay.

Section 3 All employees shall receive (8) hours of compensatory time during the first pay period of each year, which shall be added to their compensatory bank.

Section 4 The City shall establish a two separate compensatory time bank systems; consisting of an A bank and a B bank. Both banks shall have a 120 hour limit but when paid out it will not have a corresponding pension contribution.

## ARTICLE XII LEAVES

Section 1 Sick Leave Each employee shall be credited with sick leave at the rate of four and six-tenths (4.6) hours for every eighty (80) hours paid, excluding overtime. Employees may use sick leave, upon the approval of the responsible administrative officer of the employing unit,

for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and to illness, injury or death in the employee's immediate family. Unused sick leave shall be cumulative without limit. When sick leave is used, it shall be deducted from the employee's credit on the basis of one hour for every hour of absence from previously scheduled work. An employee using sick leave shall furnish a satisfactory written signed statement justifying its use. If medical attention is required, a certificate stating the nature of the illness from a licensed physician shall be required to justify the use of sick leave. Falsification of either a written, signed statement or physician's certificate shall be grounds for disciplinary action, including dismissal. This section shall be uniformly administered as to all employees. No sick leave may be granted to an employee upon or after his retirement or termination of employment.

#### Section 2. Conversion of Unused Sick Leave.

(a) An employee who was promoted into the bargaining unit prior to January 1, 2005 and who retires shall be entitled, as part of the employee's final pay, to a lump sum payment of one half (1/2) of all the employee's accrued and unused sick leave. The payment will be based upon the employee's hourly rate on the last date of employment and will eliminate all accrued and unused sick leave. Any patrol employee promoted into the bargaining unit on January 1, 2005 or later and who has less than 2,400 accumulated such hours as of January 1, 2005 shall be entitled to a lump sum payment upon retirement of one half of accumulated unused sick leave to a maximum payment of 1,200 hours. To be eligible, an employee must have at least ten (10) years of full-time employment with the Employer. "Retirement" means disability or service retirement under any state retirement system.

(b) The above sick leave conversion payment will be paid after a member retires, or paid to his estate upon his death.

Section 3. Funeral Leave A full-time employee shall be granted a leave of absence with pay, not to be charged against sick leave, in the event of the death of his spouse, mother, father, or legal guardian within the family environment, child, stepchild, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, or grandparents. The attendance of funerals for other family members as approved by the Chief of Police shall be charged against sick leave. The employee will be granted three (3) working hours leave for the following: legal guardian within the family environment, stepchild, brother, sister, mother-in-law, father-in-law, grandparents, brother-in-law, and sister-in-law. To be eligible, the employee must notify the Employer in the manner it will establish and must attend the funeral. Failure to do so or misrepresentation of the facts relating to funeral leave shall be grounds for disciplinary action, including discharge. Eighty (80) hours of leave shall be granted to a member of the Department whose spouse, parent or child dies. Employees may utilize sick leave for additional time in excess of the time off granted.

Section 4 Jury Duty Leave Any full-time member of the Division of Police who is called for jury duty and any full-time employee who is called and actually serves on the jury in

any court, either federal, county or municipal, shall be paid his or her regular salary less any compensation received from such court for jury duty as provided for in the Ohio Revised Code.

Section 5. Wage Continuation/Transitional Work Policy All employees are subject to the Employer's Wage Continuation/Transitional Work Policy which is on file at the Human Resources Commissioner's office. The OPBA will be notified of any changes in the policy prior to their implementation.

Section 6. Leave Donation Policy Employees may donate paid leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the leave donation program is to allow employees to voluntarily provide assistance to their co-employees who are in critical need of leave due to a serious illness or injury of the employee or a member of his or her immediate family. An employee may not donate paid leave if it will result in the employee having less than forty (40) hours of accrued leave. An employee is not entitled to receive donated paid leave until he first exhausts all of his accumulated leave time. Employees may not actively solicit donations for paid leave. Recipients of donated time shall not be required to reimburse the donating employee.

Section 7 Sick Leave Bonus Any employee who does not utilize any paid sick leave for a period of three (3) consecutive months (January through March, April through June, July through September and October through December) shall be entitled to ten (10) hours of compensation. At the employee's option, this compensation is to be ten (10) hours of straight time placed into the employee's compensatory time bank or paid in cash in the first pay period following each three month period. The cash payment shall be in a separate check and distinct from any other regular compensation.

### ARTICLE XIII VACATION

Section 1 All full-time employees shall be granted the following vacation leave, with pay, for each year based on length of service with the Employer. Vacations shall be taken from January 1 through December 31 and shall be selected by employees in December preceding the year the vacation is to be taken based upon seniority.

<u>Years of Service</u>	<u>Length of Vacation</u>
After 1 year	2 weeks (80 hours)
After 5 years	3 weeks (120 hours)
After 10 years	4 weeks (160 hours)
After 18 years	5 weeks (200 hours)

Section 2 Compensation for vacation shall be based upon forty (40) hours of pay at the employee's regularly hourly rate for each week of vacation.

Section 3 Any break in service by an employee will result in a forfeiture of all accumulated years or service. Break in service shall mean retirement or resignation by an employee or termination by the Employer which is final.

Section 4 Accumulation Vacation shall be taken in the calendar year following the calendar year in which it is earned, except that all employees of the Division of Police may accumulate up to three times their annual vacation provided that in no event shall such accumulation exceed ten (10) weeks (400 hours).

Accrued vacation time in excess or accumulation permitted by the preceding paragraph, and carried over to the following calendar year, shall be forfeited.

Section 5 Employees may be permitted to take their earned vacation time (1-5 weeks / 80-200 hours) in hourly increments provided that permission for such vacation has been secured from the Chief or his designee and further provided that such vacation does not cause overtime.

#### ARTICLE XIV HOLIDAYS

Section 1 All full-time employees shall be entitled to a total eighty (80) hours of paid holidays representing the following days:

New Year's Day	Martin Luther King Day	Independence Day
President's Day	Memorial Day	Labor Day
Thanksgiving Day	Christmas Day	Veteran's Day

Time off for each holiday shall be taken according to divisional rules, except that should any holiday be taken prior to the actual date of the holiday, an employee shall be liable for repayment of the holiday pay to the Employer if the employee ceases to be an employee of the Employer by the date of the holiday.

Section 2 Any full-time employee who actually works on one of the holidays enumerated in Section 1 will be compensated at the overtime rate defined in Article XI, Section 1, for the hours actually worked on the holiday. Any full-time employee who is working overtime on one of the holidays enumerated in Section 1 will be compensated an additional one-half (½) of their normal rate.

Section 3 Any full-time employees shall be entitled to twenty-four (24) personal hours. Time off shall be taken according to Departmental rules.

Section 4 All full-time employees who are not on the Department's sick leave abuse program shall be entitled to exchange up to eighty (80) hours holiday leave each year for cash compensation. The employee must inform the Employer of the number of holiday hours, if any, he wants to exchange for cash compensation by December 1 of each year. The payment for the exchanged holiday leave hours will be in the first pay period of December and will be separate and distinct from any other regular compensation to be received.

Section 5 Mental Health / Stress Day Any employee desiring to take time off which will interfere with shift manpower requirements may have another bargaining member work the shift for which the time off is requested. The employee working these hours will be paid the normal overtime rate. Each bargaining unit member will be permitted to use this benefit three (3) times per calendar year. This time off request must be made with at least a three (3) hour notice, to enable the shift supervisor to fill these overtime hours.

Time for this will be deducted from the employee's sick time bank. If the employee does not have at least twelve (12) hours in their sick time bank, Mental Health / Stress Day will not be granted. Only one (1) bargaining member per shift will be permitted to use this Mental Health / Stress Day at a time. Consideration will be granted to multiple requests depending on the time frame such request was made, and the ability to fill multiple openings.

Section 6 Any employee not utilizing this annual benefit shall receive a check for two hundred dollars (\$200.00) for each day not utilized in the preceding year (to a maximum of \$600 per year). Such payment to be issued by January 31<sup>st</sup>, and will be in a separate check and distinct from any other regular compensation.

#### ARTICLE XV COMPENSATION

Section 1. Effective January 1, 2016, the salary paid to Sergeants and Lieutenants shall be as follows:

2% increase

SERGEANTS (+14% of Patrolmen Certificate of Proficiency rate)

After 24 Months	\$71,443
After 5 years	\$77,257
After 10 years	\$77,697
After 15 years	\$78,138
After 20 years	\$78,579
After 25 years	\$79,020

LIEUTENANTS (+14% of Sergeant rate)

After 24 Months	\$81,445
After 5 years	\$88,072
After 10 years	\$88,575
After 15 years	\$89,077
After 20 years	\$89,580
After 25 years	\$90,083

Section 2 Effective January 1, 2017, the salary paid to Sergeants and Lieutenants shall be as follows:

2% increase

SERGEANTS (+14% of Patrolmen Certificate of Proficiency rate)

After 24 Months	\$72,871
After 5 years	\$78,801
After 10 years	\$79,251
After 15 years	\$79,701
After 20 years	\$80,151
After 25 years	\$80,600

LIEUTENANTS (+14% of Sergeant rate)

After 24 Months	\$83,073
After 5 years	\$89,833
After 10 years	\$90,346
After 15 years	\$90,859
After 20 years	\$91,372
After 25 years	\$91,884

Section 3 Effective January 1, 2018, the salary paid to Sergeants and Lieutenants shall be as follows:

2% increase

SERGEANTS (+14% of Patrolmen Certificate of Proficiency rate)

After 24 Months	\$74,328
After 5 years	\$80,377
After 10 years	\$80,835
After 15 years	\$81,295
After 20 years	\$81,754
After 25 years	\$82,218

LIEUTENANTS (+14% of Sergeant rate)

After 24 Months	\$84,734
After 5 years	\$91,630
After 10 years	\$92,152
After 15 years	\$92,676
After 20 years	\$93,200
After 25 years	\$93,729

In 2017 and 2018, there shall be a "reopener" for healthcare, and increases in professional pay and rank differential only. The wages reflected above include the \$200.00 cost-of living bonus which has been rolled into the base rate.

Section 2      Shift Differential      Employees assigned to the 0700 to 1900 hour shifts shall receive an annual payment of \$210 for shift differential. Members assigned to the 1900 to 0700 hours shift shall receive an annual payment for shift differential of \$624. All members assigned to the Detective Bureau shall receive an annual payment for shift differential of \$185. All payments shall be evenly divided into employee's bi-weekly pay.

Section 3      Extra Training Pay

(a)      All full-time employees who have completed forty-four (44) credit hours in Law Enforcement courses with a grade of "C" or better in each course shall receive two (2%) percent of his/her salary in addition to their annual salary as an incentive for completing such Law Enforcement courses.

(b)      All full-time employees who have completed the course and who have received an Associate Degree in Law Enforcement shall receive four (4%) percent of his/her salary in addition to their annual salary as an incentive for obtaining such degree.

(c)      All full-time employees who earn a degree above an Associate Degree in Law Enforcement, such as a bachelor or master degree, and provided the courses taken to earn the degree are job related to police technology, shall receive four (4%) percent of his/her salary in addition to their annual salary as an incentive for obtaining such degree.

(d)      The payment referred to in paragraphs (a), (b) and (c) of this Section are to be made at the time the required degree is received and also during the first pay period of July of each subsequent year; however, if an employee receives a two (2%) percent payment in July of any year for completing Law Enforcement courses and later in the same year qualifies for a four (4%) percent payment for receipt of a degree under paragraph (b) or (c), the Employer shall pay the individual an additional two (2%) percent upon receipt of such degree.

(e)      The maximum payment per year for any employee under this Section will be (4%) percent of his/her salary in addition to an employee's annual salary.

(f)      All full-time employees who desire to attend classes for extra training pay under this Section shall attend classes on their own time and/or compensatory time previously earned. Such employees shall not be awarded overtime for classes attended on their own time.

If an employee wishes to attend classes when scheduled for duty, using compensatory time, it shall first be determined by the Chief of Police, with concurrence of the Safety Director, that sufficient manpower is available, but if the employee has not accumulated compensatory time and still desires to attend classes during the scheduled working hours, the employee must agree to reimburse the Employer for the time missed while attending classes.

The agreement to reimburse the Employer must be in the form of a notarized affidavit signed by the employee. The reimbursement must take place within ten (10) months from the

date the employee first missed work to attend classes, or prior to termination of employment with the City of Brook Park, whichever occurs earlier.

(g) No payment will be made under this Section until satisfactory evidence that courses have been completed or the degree has been earned is submitted to the Audit Department through the Police Chief, who shall determine the validity of such evidence presented by the employee.

(h) Said payment shall be made by separate check.

(i) Sergeants shall have extra training pay based upon their salary.

Section 3 If there is sufficient manpower available, an employee may be permitted by the Chief to attend duty-related classes while on duty with no charge against his accumulated time record.

Section 4 Professional Pay.

In order to encourage continuing professional training and proficiency, all employees who undertake training and are granted accreditation or certification in three (3) of the following fields:

\*\*Firearms Proficiency/AED  
LEADS Certification  
Blood Alcohol Analysis  
Radar and/or Laser Certification

Shall be paid an annual professional wage supplement in the amount of Seven Hundred Fifty Dollars (\$750.00) provided, however, that such employees shall maintain such accreditation or certification in three (3) of the above fields respectively under professional guidelines and requirements established by the State of Ohio or the Chief of Police for the City of Brook Park.

The payment for the Professional Pay will be in the first pay period of July and will be in a separate check and distinct from any other compensation.

\*\* These categories (Firearms Proficiency/AED) must be maintained. And shall be considered as two of the three (3) fields in which the accreditation or certification is maintained.

ARTICLE XVI  
LONGEVITY

1.01 All employees shall receive longevity in the following amounts at the time period so specified, which shall be divided into the employees bi-weekly pay and included in the calculation of overtime rates.

Length of Service	Amount
5 years	\$ 560.00
10 years	\$ 1,271.00
15 years	\$ 1,986.00
20 years	\$ 2,697.00
25 years	\$ 3,410.00

ARTICLE XVII  
INSURANCE

16.01 Hospitalization Insurance.

(a) Healthcare: The City shall provide coverage as noted in Appendix A on the following basis:

\$400/\$800 deductible plan – employees match 15%  
\$1000/\$2000 deductible plan – employee match 10%

Option 1 - Medical Plan 1 \$400/\$800 Deductible - 15% Employee Contribution

	Monthly cost	Monthly Cost	Per Pay (26 pays)
Employee	\$536.08	\$80.41	\$37.11
Employee + Spouse	\$1,036.71	\$155.51	\$71.77
Employee + Child(ren)	\$893.42	\$134.01	\$61.85
Family	\$1,469.66	\$220.45	\$101.75

Option 2 - Medical Plan 1 \$1000/\$2000 Deductible - 10% Employee Contribution

	Monthly cost	Monthly Cost	Per Pay(26 pays)
Employee	\$536.08	\$53.61	\$24.74
Employee + Spouse	\$1,039.71	\$103.67	\$47.85
Employee + Child(ren)	\$893.42	\$89.34	\$41.23
Family	\$1,469.66	\$146.97	\$67.80

These rates will be in effect in 2016 only. Thereafter the rate will be negotiated for 2017 and 2018. All deductions will be made on a pre tax basis. Prescription coverage shall be as follows under the current plan or a substantially similar plan.

Prescription Co-pays are as follows:

- 1) Tier 1 - \$10.00 deductible - 90 Day Supply- \$20.00
- 2) Tier 2 - \$20.00 deductible - 90 Day Supply- \$40.00
- 3) Tier 3 - \$35.00 deductible - 90 Day Supply- \$70.00
- 4) Maintenance Drugs - by mail order or at CVS Pharmacy; mandatory program.

The City shall have the right to choose an alternative insurance carrier and/or provide other delivery systems, after discussion with the Union, provided that the benefits in such new policy are substantially similar or better than the current policy.

(b) Finally, the City and all of its constituent unions and employees shall form a committee to review health care and shall determine, on an annual basis, whether or not coverage as written shall be maintained. Additionally, the purpose of this committee shall be to review and help to contain health care costs.

Section 2      Dental Insurance      The Employer will provide each member of the Division dental insurance coverage under the current plan or a substantially similar or better plan which includes fifty (\$50.00) dollars deductible with eighty (80%) percent payment in all services to one thousand (\$1,000.00) dollars per year and sixty (60%) percent payment toward orthodontia care to a lifetime maximum of one thousand five hundred (\$1,500.00) dollars. The Employer shall pay the equivalent of the premium for employee and family cover age and orthodontia coverage, per existing plan.

Section 3      Life Insurance.

(a) The Employer will provide and pay the full premium for all full-time employees for a convertible life insurance policy in face value of twenty-five thousand (\$25,000.00) dollars.

(b) The City will provide and pay the full premium for a paid up life insurance policy in the face amount of five thousand (\$5,000.00) dollars for each employee covered by this Agreement upon such employee's retirement.

Section 4      Vision Care. The Employer shall provide a vision care program under the current program or a substantially similar or better plan as follows:

<u>Coverage</u>	<u>Age 18 and Under</u>	<u>Age 19 and Over</u>
Exam	Every 12 months	Every 12 months
Frames to \$60	Every 12 months	Every 24 months
Lenses	Every 12 months	Every 12 months
Contact Lenses to \$100	Every 12 months	Every 12 months

Article XVIII  
CLOTHING ALLOWANCE

Section 1 Employees shall be provided an annual clothing allowance payment of one thousand one hundred (\$1,100.00) dollars in the first pay period of January each year.

Section 2 Employees who are assigned to the Motorcycle and K-9 units will receive an additional three hundred (\$300.00) dollars in purchase orders annually for the purpose of purchasing uniforms and accessories specific to their unit.

Section 3 Employees who are transferred to the Detective Bureau and back from the Detective Bureau will have their clothing allowance accelerated at the Chiefs discretion.

Section 4 The Employer agrees to continue to provide soft body armor for all employees. Employees agree to wear soft body armor where practicable. Soft body armor will be replaced in the event the specifications for soft body armor change or the soft body armor has manufacturer defects or it is compromised in any way. The Employer will replace vests prior to its expiration date.

ARTICLE XIX  
MISCELLANEOUS

Section 1 Medical Examinations In any instance where the Employer sends an employee for a medical examination, the Employer shall pay the cost of the examination and shall pay the employee for the time expended taking such examination.

Section 2 Telephones During the term of this Agreement, the Employer shall not change the provision of Ordinance Number 5134-1977, requiring police and fire employees to install a telephone in their residence. However, a cellular telephone may be used in lieu of an installed line.

Section 3 Suits Against Employees Except where an employee is found by a Court to have acted in a willful, wanton or malicious manner, the Employer shall indemnify and hold harmless all employees covered by the terms of this Agreement from any liability arising from or because of any claim or suit brought against such employee arising from or because of any action or inaction by such employee in the scope of employment. The Employer shall also provide legal counsel and pay all expenses for the defense of any claim or suit brought against any such employee arising from or because of any action or inaction by such employee actually or allegedly committed in the scope of employment.

Section 4 For purposes of disciplinary action only, a disciplinary notice shall remain in the employee's personnel folder for only two (2) years, except for time off for suspension incidents.

Section 5 Employees will give the Chief of Police and Safety Director a six month notice of retirement where practicable. Upon receipt of a retirement notice, the employee and the Employer, through the Human Resources Commissioner or designee, will conduct a retirement or "exit" interview to discuss and produce an acknowledgement on the method and projected amount of contract severance benefits. Severance benefits to be communicated in writing to the employee no less than ninety (90) days prior to projected retirement date, subject to final adjustment.

Section 6 Police officers retiring with a service retirement (not disability retirement) shall have the option of purchasing their service and/or back up weapon for \$1.00 each providing there is no issue of mental disability.

#### ARTICLE XX LAYOFF PROCEDURE

Section 1 If a layoff of a Sergeant or Lieutenant becomes necessary, it shall be made in order of seniority (most junior first) and recall shall be in the inverse order of seniority. If a layoff of a Sergeant or Lieutenant should become necessary, the Employer shall pay the Sergeant or Lieutenant laid off the following: (1) regular overtime pay due; (2) compensatory time, if any, due; and (3) accrued but unused vacation time.

#### ARTICLE XXI NON-DISCRIMINATION

Section 1 The Employer and the OPBA agree not to discriminate against any employee(s) on the basis of race, religion, color, creed, national origin, age or sex.

Section 2. The OPBA expressly agrees that membership in the OPBA is at the option of the employee and that it will not discriminate with respect to representation between members and non-members.

#### ARTICLE XXII GENDER AND PLURAL

Section 1 Whenever the context so requires, the use of words herein in the singular shall be construed to include the plural, and words in the plural, the singular and words whether in the masculine or feminine genders shall be construed to include all of said genders. By the use of either the masculine or feminine genders, it is understood that said use is for convenience purposes only and is not to be interpreted to be discriminatory by reason of sex.

#### ARTICLE XXIII HEADINGS

Section 1 It is understood and agreed that the use of headings before articles is for convenience only and that no heading shall be used in the interpretation of said article nor affect any interpretation of any such article.

ARTICLE XXIV  
"PICK-UP" PAYMENTS

Section 1. Within a reasonable period from the ratification of this contract, the Employer shall initiate a pension "pick-up" plan. Specifically, the members' gross salary shall be reduced by the full amount of said contribution. The members' contributions which are "picked up" by the Employer shall be treated in the same manner as contributions made by members prior to the commencement of the "pick-up" program and will, therefore, be included in for the purposes of the Police and Fire Disability and Pension Fund benefit calculations, and for the purposes of the parties in fixing salaries and of members as set forth in this contract. The Employer's contribution to the Police and Fire Disability Pension Fund will be calculated on the full salary of members before the "pick-up" is deducted from gross salary.

ARTICLE XXV  
LABOR MANAGEMENT COMMITTEE

Section 1. It is agreed by and between the City of Brook Park and OPBA that it is in the best interests of the parties to create a Labor Management Committee for the purpose of discussing areas of mutual concern.

Section 2. The Labor Management Committee shall consist of the Mayor or his designated representative and the Brook Park Chief of Police and two representatives of the OPBA. Said committee shall meet at least once every three (3) months for the purpose of discussing or attempting to resolve any mutual work-related problems.

Section 3. Any member of the Labor Management Committee may put a matter on the committee's agenda at least five (5) working days in advance of a scheduled meeting. Both the Employer and the OPBA shall make every effort to implement the unanimous decisions of the committee.

Section 4. This committee is not intended to resolve grievances, but is intended to discuss matters of general concern.

Section 5. Employee members shall have the right to attend such meetings without loss of pay.

ARTICLE XXVI  
SAVINGS CLAUSE

Section 1 In the event any one or more provisions of this Agreement is or are deemed invalid or unenforceable by any final decision of a court or governmental agency, that portion shall be deemed severable from the rest of the Agreement and all such other parts of this Agreement shall remain in full force and effect. In such event, the Employer and OPBA will, at the request of either party hereto, promptly enter into negotiations relative to the particular provisions deemed invalid or unenforceable.

ARTICLE XXVII

DURATION OF AGREEMENT

Section 1 This Agreement represents the complete Agreement on all matters subject to bargaining between the Employer and the OPBA and except as otherwise noted herein shall become effective on January 1, 2016 and shall remain in full force and effect until December 31, 2018. If either party desires to make any changes in the Agreement for a period subsequent to December 31, 2018, notice of such a desire shall be given prior to November 1, 2018. If such notice is given, this Agreement shall remain in effect until the parties reach agreement on a new contract, or either party subsequent to December 31, 2018 delivers a written notice to the other party stating this Agreement shall terminate forty-eight (48) hours after receipt of that notice. If no notice seeking modification is given, then the Agreement shall remain in effect for another year, although notification may be given in any subsequent year prior to November 1, and the procedure stipulated herein shall then take effect.

This Agreement is signed this 19 day of April, 2016.

CITY OF BROOK PARK

OHIO PATROLMEN'S BENEVOLENT  
ASSOCIATION (SERGEANTS  
AND LIEUTENANTS)

By: [Signature]

By: [Signature]

By: David P. Bynoe

By: James Stepich

By: \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between the City of Brook Park (Employer) and Ohio Patrolmen's Benevolent Association (Union) and sets forth the following agreement with regard to accrual, utilization and payouts of compensatory time. The parties agree as follows:

1. Supervisors (Sergeants and Lieutenants) who have compensatory time accrued and recorded with the Employer shall be permitted to retain and utilize such compensatory time and are otherwise "grandfathered officers" under this memorandum of understanding. Utilization of compensatory time under this provision shall not result or create overtime payments to other officers. Any grandfathered officer who has 120 or more hours of accrued compensatory time shall not be permitted to accrue any further compensatory time except as expressly permitted in Paragraph 3.

2. Any grandfathered officer (Supervisor) who has less than 120 hours of compensatory time will be able to accrue compensatory time in a bank not to exceed 120 hours at any time. This compensatory time bank will carry over year to year, but shall not exceed 120 hours at any time. Pursuant to this agreement, no compensatory time will be used to create or result in overtime payments to other officers.

3. All employees of the Supervisors Bargaining Unit will be allowed to accrue a separate annual bank of up to 120 hours of compensatory time to either be utilized or paid in the calendar year as follows:

- (a) Any approved compensatory time as time off shall not be used to create or result in overtime payments to other officers.
- (b) Compensatory time not utilized and approved by the Employer prior to the payout periods set forth in this paragraph will be paid out and the account paid to a zero (0) balance twice per year, payable in July and December each year. Payouts under this provision will be made for compensatory time accumulated more than two (2) pay periods prior to the payout.
- (c) Payouts of accumulated compensatory time shall be non-pensionable as set forth in the Police and Fire Pension statute and Ohio Administrative Code Rules.

This Memorandum of Understanding is entered into this 4<sup>th</sup> day of April, 2005.

CITY OF BROOK PARK

By: \_\_\_\_\_

OHIO PATROLMEN'S BENEVOLENT  
ASSOCIATION

By: \_\_\_\_\_