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**CITY OF ATHENS
CODE ENFORCEMENT OFFICERS**

AND

AFSCME LOCAL 2403(2)

Effective Dates:

October 7, 2012 through October 3, 2015

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ARTICLE 1 - PREAMBLE

This Agreement entered into by the City of Athens, Ohio, hereinafter referred to as the Management, and the American Federation of State, County and Municipal Employees, Local No. 2403(2), and Ohio Council 8, AFL-CIO, hereinafter referred to as the Union, has as its purpose: To comply with the requirements of Chapter 4117 of the Ohio Revised Code and to set forth the complete agreement between the parties, including the providing of an opportunity for Management and Union to negotiate as to wages, hours and conditions of employment as may be agreed upon by the parties and to insure the right to every bargaining unit employee of fair and impartial treatment.

ARTICLE 2 - COOPERATION

The Management and the Union shall work together in the interest of maintaining and improving efficiency in all municipal operations, the conserving of materials, supplies, equipment and the improvement in quality of workmanship and services. It is the express goal of the Management and the Union to improve productivity.

ARTICLE 3 - RECOGNITION OF UNION

Section 1. Bargaining Rights

Athens City Employees, Local No. 2403(2), Ohio Council 8, A.F.S.C.M.E., AFL-CIO, is hereby recognized as the sole and exclusive bargaining agent for the bargaining unit as hereinafter defined.

Section 2. Unit Defined

Included: All full-time employees of the City of Athens, Code Enforcement Division including the classifications Code Inspector and Administrative Assistant.

Excluded: All management-level employees, confidential employees, and supervisors as defined in the Act including Deputy Director of D.E.F. and Director of Code Enforcement.

Section 3. Exclusions

In addition, the following groups of employees are excluded from the bargaining unit:

- A. Those classes which, on the effective date of this Agreement, are represented by other established bargaining agents.
- B. New employees, during the first one hundred eighty (180) calendar days of their probationary period, and said new employee shall not be permitted dues deduction until after one hundred eighty (180) days.
- C. Temporary, seasonal and part-time employees.

- D. Confidential, management and supervisory employees, as defined by Ohio's collective bargaining law.

Section 4. "Employee" Defined

The term "employee" or "employees," as used in this Agreement, shall refer to those persons included in the bargaining unit.

Section 5. Union Dues

- A. The City agrees to deduct monthly union dues from the wages of employees upon receipt of written authorization signed by an employee for that purpose. Once authorized by the employee, union dues deduction shall be irrevocable for the term of this Agreement.
- B. Total Union dues and initiation deductions are payable each month to the Controller, Ohio Council 8, AFSCME. Such deductions and an alphabetical list of names of all employees whose dues and/or fees have been deducted shall be transmitted to the Union no later than the tenth (10th) day following the end of the pay period in which the deduction is made.
- C. All employees in the bargaining unit covered by this Agreement, who are members of the Union as of the date of this Agreement, and all future employees in the bargaining unit who become members of the Union, shall, for the term of this Agreement, continue to be members of the Union. __

An employee shall have the right to revoke dues authorization by submitting a signed, written revocation authorization to the City Auditor, effective only with the expiration date of the Agreement.

The Union will indemnify and save the City harmless from any action growing out of deductions hereunder and commenced by an employee against the City (or the City and Union jointly).

Section 6. Fair Share Fee

All Bargaining Unit employees who do not become members in good standing of the Union are required to pay a fair share fee to the Union as a condition of employment. This condition is effective sixty-one (61) days from the employee's date of hire, or the date this Agreement is signed by the parties, whichever is later.

The fair share fee amount will be certified to the Employer by the Union. The deduction of the fair share fee from any earning of the employee is automatic and does not require a written authorization for payroll deduction. The deduction of fair share fees will not be made until the Employer receives written notice to begin deductions from the Controller of Ohio Council 8.

Payment to the Union of fair share fees deducted will be made according to the same provisions of the Agreement that govern the payment to the Union of the regular dues deductions. The payment will be accompanied by an alphabetical list of the name, social security number and current address of those employees for whom a deduction was made and the amount of the deduction. This list must be separate from the list of employees who had Union dues deducted.

Section 7. PEOPLE

The Employer will deduct voluntary contributions to the American Federation of State, County and Municipal Employee International Union's Public Employees Organized to Promote Legislative Equality (PEOPLE) Committee from the pay of an employee upon receipt from the Union of an individual written authorization card voluntarily executed by the employee.

The contribution amount will be certified to the Employer by the Union. Monies deducted shall be remitted to the Union within five (5) to fifteen (15) days of the date they are deducted. Payment shall be made to the Treasurer of PEOPLE and transmitted to AFSCME, AFL-CIO, PO Box 65334, Washington DC 20035. The payment will be accompanied by an alphabetical list of the names of those employees for whom a deduction was made and the amount of the deduction.

An employee shall have the right to revoke such authorization by giving written notice to the Employer and the Union at any time.

The Employer's obligation to make deductions shall terminate automatically upon receipt of revocation of authorization or upon termination of employment or transfer to a job classification outside the bargaining unit.

All PEOPLE contributions shall be made as a deduction separate from the dues deductions.

Section 8. The Employer agrees at the beginning of each year of the Collective Bargaining Agreement that they will provide AFSCME Ohio Council 8, AFL-CIO, Athens Regional Office, a list of all current employees setting forth each employee's name, address and date of hire.

ARTICLE 4 - MANAGEMENT'S RIGHTS

Except to the extent expressly modified by a specific provision of this Agreement, the Management reserves and retains solely and exclusively all of its rights of authority, as such rights existed prior to the execution of this or any other Agreement with the Union, including, but in no way limited to, these rights:

- A. To establish training programs and upgrade requirements for employees within the City of Athens;
- B. To determine matters of inherent managerial policy which include, but are not limited to, areas of discretion or policy, such as the function and programs of the City of Athens, standard of services, its overall budget, utilization of technology, and/or organizational structure;
- C. To direct, supervise, evaluate, and/or hire employees;
- D. To maintain and improve the efficiency and/or effectiveness of governmental operations;

- E. To determine the methods, process, means, and/or personnel by which governmental operations are to be conducted;
- F. To suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;
- G. To determine the adequacy of the work force;
- H. To determine the overall mission of the City of Athens as a unit of government;
- I. To effectively manage the work force;
- J. To take actions to carry out the mission of the City of Athens as a governmental unit.

ARTICLE 5 - UNION BUSINESS AND RESPONSIBILITIES

Section 1. The Union shall provide to the Personnel Director official roster of its officers and representatives of Ohio Council 8, local officers, and other local representatives after each annual election and whenever a change has occurred, which shall include:

- A. Name
- B. Address
- C. Home phone number
- D. Department and/or employer
- E. Immediate Supervisor
- F. Union Office held

Section 2. A representative of Local 2403(2) and/or a representative from Ohio Council 8 has the right to represent an employee(s) in disciplinary and grievance hearings, scheduled negotiations, and Management/Union meetings involving City-Union matters, further provided the representative of Local 2403(2) will be permitted consultation with an Ohio Council 8 representative. All other union business will be accomplished by the representative of Local 2403(2) and/or representatives of Ohio Council 8 in a non-city pay status.

The representatives of Local 2403(2) are required to maintain a record of the authorized time spent on such activities and must submit records of such time spent to the Personnel Director by the 10th of the month following such activity. In no event will Management capriciously deny authorizing reasonable time for the investigation of filed grievances by a representative of Local 2403(2).

Section 3. The number of stewards shall not be more than one (1).

Section 4. The stewards' names and departments shall be furnished to the Personnel Director by the Union and be kept current at all times. If a steward's name is not listed, he will not be granted time away from his job.

Union business other than that listed in Section 2 or 5 of this Article shall not be conducted by a representative of Local 2403(2) on City time unless otherwise approved by Management;

and any such Union business authorized under this Article shall not interfere with the work assignment of the representative(s) of Local 2403(2) involved, or the work assignment of any other employees.

Section 5. Not more than two (2) Union members, designated by the Union, shall participate in negotiation meetings. Such employees shall be paid on a no loss or gain basis for authorized time spent during normal working hours at such meetings.

Section 6. A representative of Ohio Council 8 may consult with employees in the assembly area, designated by the Management, before the start of, and at the completion of, the day's work, and he shall be permitted access to work areas at all reasonable times only for the purpose of adjusting grievances, assisting in the settlement of disputes, and for the purpose of carrying into effect the provisions and aims of the Agreement. This privilege is extended subject to the understanding that work assignments are not, in fact, interfered with.

Section 7. The Chapter Chair or Vice Chair of the Union shall have the same privileges accorded to the Steward for purposes of coordinating and expediting grievances, except that said Union officials shall not be accorded these privileges simultaneously.

Section 8. Administrative leave, at the rate of one-half (½) pay per each day of leave, shall be granted for one delegate from Local 2403(2) to attend Union seminars. Such leave shall not exceed six (6) days per calendar year, and shall be permitted with the prior approval of the Service-Safety Director.

ARTICLE 6 - DISCIPLINE AND DISMISSAL PROCEDURES

Section 1. When a supervisor suspends, reduces or dismisses an employee, such employee may be conditionally suspended pending a mandatory hearing thereon. Such employee, and the Union, shall thereafter be given or mailed notice of such suspension, reduction, or dismissal. Such notice shall be in writing and state the reasons therefor and set the time and place for a hearing before the appropriate Management representative or his designee, and shall be sent within a reasonable period of time after the employee is alleged to have committed an offense.

Section 2. At any time a supervisor conducts a disciplinary meeting with an employee wherein disciplinary action of record (written reprimand, suspension, reduction or dismissal) is likely to result, the supervisor shall give notice to the employee 24 hours prior to such meeting of the employee's right to have a steward present. At any time a supervisor conducts a disciplinary meeting with an employee, the result of which will be a written warning or a written memorandum of an oral reprimand is to be placed in the personnel file, the supervisor shall give notice to the employee of his/her right to add comments to the written warning or memorandum. Upon request, the employee shall have the right to have a Union steward present.

Section 3. All discipline shall be for just cause. Any disciplinary action of record may be appealed by the employee through the grievance and arbitration procedure set forth in this Agreement, introduced at Step 3.

Section 4. Absence for three (3) consecutive work days without notifying the appropriate Department Head or his designee, may be deemed a voluntary quit and waiver of any appeal rights provided by the Revised Code of Ohio or this Agreement.

Section 5. Upon written request by the employee, written warnings, written memoranda of oral reprimands and written reprimands will be removed from employees' personnel files eighteen (18) months after the effective date of the reprimand, providing there is no intervening written notice of disciplinary action during the eighteen (18) month period.

Section 6. Upon written request by the employee, records of suspensions will be removed from an employee's personnel file thirty (30) months from the date of suspension, provided there are no intervening disciplinary actions against the employee during the said thirty (30) months.

Section 7. In imposing disciplinary action on a current charge, Management shall not consider disciplinary actions which are to be removed under the provisions of paragraphs 5 and 6 of this Article, regardless of whether or not the employee has requested their removal.

ARTICLE 7 - HOURS OF WORK AND OVERTIME

Section 1. Schedule of Hours

The normal schedule of hours shall consist of eight (8) hours per day, five (5) consecutive days per week, 7:30 a.m. - 4:00 p.m., Monday through Friday.

Section 2. Changes in Regular Work Schedule

If the union believes that a proposed or actual change in the regular work schedule of a member is arbitrary or discriminatory, it may request a conference with the appropriate work supervisor to review the matter. If said matter is not resolved to either the satisfaction of the City or the Union, then it may be submitted as a grievance.

Section 3. Pay for Overtime

- A. Payment for hours worked in excess of the normal schedule of hours eight (8) hours per day or in excess of forty (40) hours in one work week shall be made at the rate of time and one-half.
- B. Work performed on the sixth (6th) consecutive day of the work week shall be compensated at the rate of time and one-half the basic hourly rate listed in Addendum #1, and work performed on the seventh (7th) consecutive day of the work week shall be compensated at two (2) times the basic hourly rate listed in Addendum #1.
- C. No employee's posted regular work shift shall be changed to avoid the payment of overtime.

Section 4. Pyramiding

There shall be no pyramiding of premium pay for the same hours worked. Overtime worked in a given work week shall not project into a subsequent work week for determination of sixth or seventh day for payment purposes.

Section 5. Overtime

The Employer shall seek volunteers for overtime. If the Employer cannot get a volunteer, they shall assign the least senior employee.

Section 6. Call-in Pay

Call-in pay is payment for work performed by an employee who has been recalled to work at a time disconnected from normal work hours. Work done in this manner shall be in accordance with Section 3, Article VII of this Agreement and shall be subject to a minimum of three (3) hours' pay (at time and one-half).

Section 7. Rest Periods

All employees' work schedules shall provide for a fifteen (15) minute rest period during each one-half shift. The rest period shall be scheduled at the middle of each one-half shift whenever feasible.

Employees who are scheduled to work more than one (1) hour beyond their regular quitting time shall receive a fifteen (15) minute rest period prior to commencing work for such overtime hours. Thereafter, employees shall be granted additional thirty (30) minute rest periods for each block of subsequent four (4) overtime hours worked.

Section 8. State of Emergency

If a State of Emergency is declared by the Governor of the State of Ohio and subsequently declared by the Mayor of the City of Athens or the Athens County Sheriff and "Non-Essential Personnel", are directed by the City administration not to report to work, they shall be paid their regular rate of pay for all regular work hours missed. All Code Enforcement Office personnel are hereby classified as "non-Essential Personnel".

Section 9. Compensatory Time

- A. Employees may convert up to a maximum of 68 hours of overtime to 102 hours of compensatory time for the period October 1 through the last pay of September of each year. Time will accumulate at the rate of one and one half hours for each overtime hour worked or appropriate overtime rate worked. Upon separation of service for any reason, members shall be paid at their current rate of pay for all accumulated hours of time. When a member dies while in paid status in the City service, any unused compensatory time shall be paid in a lump sum to the surviving spouse or the estate of the deceased.
- B. Compensatory time may be used in four hour minimum segments, lesser segments can be used with supervisor approval. Request for the use of

compensatory time must be submitted two work days in advance and be approved by the department head. The supervisor or his designee may waive the advanced notice.

- C. Employees shall, at the time they work in an overtime capacity, declare whether they desire overtime or compensatory time. Compensatory time pay out will be based on the balance as of the last pay in September. At the first pay of November, the employee will be paid for unused compensatory time at the rate of pay the employee received for the final pay period of September of that year.

ARTICLE 8 - BULLETIN BOARDS

Management will provide bulletin boards for use by the Union in appropriate locations. Such bulletin boards may be used by the Union for posting notices approved by the Union and the Department Head or his designated representative. Notices shall be restricted to:

- A. Notices of Union elections;
- B. Notices of Union meetings;
- C. Notices of Union appointments and results of Union elections;
- D. Notices of Union recreational and social affairs; and
- E. Such other notices as may be mutually agreed to.

Any change in the location of such bulletin boards shall be decided by the Management and the duly authorized officers of the Union.

There shall be no other posting by employees of notices, pamphlets, advertising or political matter or any kind of literature upon City property other than herein provided.

ARTICLE 9 - GRIEVANCE PROCEDURE

Section 1. General

There shall be an earnest, honest effort to settle disputes and controversies promptly, and the procedures of this Article shall serve as a means of settlement of all grievances. A grievance is a complaint that Management has violated the terms of this Agreement.

Section 2. Procedure

The aggrieved employee shall first discuss his complaint with his immediate supervisor, with or without a representative present, and attempt to solve the dispute. The parties agree that any matter that may be pursued as a grievance may not be pursued through the Civil Service Commission. The grievance form will be time stamped and dated at receipt of each step.

Step 1. In the event the dispute is not resolved in accordance with the above paragraph, the aggrieved employee shall deliver his grievance, signed and in writing, to his immediate supervisor within five (5) work days after the employee has knowledge of, or should have knowledge of, the incident upon which the alleged grievance is based. In no case, however, shall a grievance be filed more than thirty (30) calendar days after the occurrence complained of.

Such supervisor will answer the grievance in writing within five (5) work days if not satisfied with the written answer of the first line supervisor, the Union may refer the grievance to the second step of the grievance procedure. If the grievance is not referred to Step 2 of this procedure within five (5) days after receipt of the decision rendered in this step, it shall be considered to be satisfactorily resolved.

Step 2. The grievance, in the event it is appealed from Step 1, shall be submitted to the department head, along with all correspondence. The department head or his representative shall investigate the grievance and hold a grievance meeting within five (5) work days following receipt of said grievance. The department head shall reply to the Union and the grievant in writing within five (5) work days after completion of the grievance meeting. If the answer of the department head is not satisfactory to the Union, the grievance may be appealed to Step 3 within five (5) work days after receipt of reply from the department head. If the intent to invoke the third step of the grievance procedure is not received by the Service-Safety Director within five (5) work days after receipt of the second line supervisor's answer, it shall be considered to be satisfactorily resolved.

Step 3. The grievance, in the event it is appealed from Step 2, shall be submitted to the Service-Safety Director. The Chair of Local 2403(2) or his/her designee will sign all grievances prior to being submitted at the 3rd step. The Service-Safety Director shall investigate the grievance and, hold a joint grievance meeting within five (5) work days after receipt of the grievance by the Service-Safety Director. The Service-Safety Director shall reply to the Union and the grievant in writing within thirty (30) work days after completion of the grievance meeting or receipt of the grievance, whichever is later. If the answer of the Service-Safety Director is not satisfactory to the Union, the grievance may be appealed to Step 4. If the written notice of intent to invoke the fourth step of the grievance procedure is not received by the Service-Safety Director within thirty (30) work days after the receipt of the Step 3 answer, it shall be considered to be satisfactorily resolved.

Step 4. Mediation

IN THE EVENT STEP 4 IS SELECTED BY BOTH PARTIES, THE FOLLOWING PROCESS SHALL BE FOLLOWED:

- a. The selection procedure of the Mediator shall be in accordance with the procedure outlined in Step 3 of this Agreement, or from assignment of a Federal Mediation and Conciliation Service (FMCS) Mediator.
- b. The conduct of the Step 4 Mediation hearing shall be in accordance with Step 3 Arbitration, and the list below.
- c. The Mediator shall make his decision in conformity with this Agreement and shall not modify or change this Agreement and shall render a decision in writing within seventy-two (72) hours from the close of the hearing. The acceptance or rejection of the Mediator's decision is voluntary for both parties.

Accordingly, under Step 4 of the grievance procedure, the parties shall use the mediation approach and procedure for resolving grievances.

- d. When both parties choose the Step 4 alternative, the parties and the designated mediator (arbitrator) will select a mutually agreeable date for holding the mediation. If a mutually agreeable date cannot be selected, the Mediator will select the date and both parties will abide by this selection. This same procedure shall apply to selecting a time and location for holding the mediation.
- e. The Mediation hearing shall be conducted in accordance with the following:
 - 1. The hearing shall be informal. No hearing shall last longer than eight (8) hours in a twenty-four (24) hour period.
 - 2. No briefs shall be filed or transcripts made. The Mediator will set break and meal periods and time limits.
 - 3. There shall be no formal rules of evidence.
 - 4. Each party's case must be presented by a representative of their own choice.
 - 5. The Mediator shall attempt to mediate the grievance after the facts presented by both parties.

f. Any recommendations of the Mediator in this procedure shall not be used as a precedent in any other grievance or hearing, except the grievance for which the Mediator has issued his recommendations.

g. The parties may agree to present more than one grievance to the Mediator for his recommendations. Each party will submit to the Mediator a copy of the grievance and any information that has been submitted as part of the grievance record prior to the hearing. The Mediator will be provided a copy of the Collective Bargaining Agreement.

h. The parties shall split the cost of the Mediator and hearing room.

i. If the grievance is not satisfactorily resolved as provided in Step 4, the Union may appeal the grievance to arbitration.

Step 5. Within five (5) days following receipt of the Union's intent to invoke the arbitration procedure, a joint letter requesting Federal Mediation and Conciliation Service to submit the names of five (5) arbitrators will be signed and mailed. Upon receipt of such names, the Union and Management shall alternately cross off one name until one name remains, that person being selected as the arbitrator.

All decisions of the arbitrator will be final and binding upon all parties participating. He shall have no power to add to, subtract from, change, modify or amend any of the provisions of this Agreement. Both Management and the Union shall share equally the expenses and fees of the arbitrator and other neutral expenses incident to the arbitration hearing.

Section 3. Miscellaneous

It is understood that the time limits imposed in this Article may be extended at any step by mutual consent. Likewise, any step in the grievance procedure may be eliminated by mutual consent. In any case where a decision of the appropriate Management representative is not given at any step of the grievance procedure within the time limits specified, or within the period that may have been extended by mutual agreement, the grievance may be referred by the Union to the next higher step of the grievance procedure.

The Union and Management, based on the facts presented, have the sole right to decide whether to appeal any grievance.

ARTICLE 10 - POSTINGS AND PROMOTIONS

Section 1. Posting

In the interest of promoting career employment, all job openings within the bargaining unit shall be posted in the department for a minimum of five (5) shifts of the open position before filling the position. Such posting shall contain the minimum qualifications, a description of duties, the hours per day, days per week and the hourly rate range assigned to the position.

Interested, full-time, permanent employees may apply for an identical lower-rated or higher-rated classification and be considered for the opening by notifying the Personnel Office, in writing, during the posted period.

Section 2. Selection of Applicant

The City shall select the employee applicant with the greatest seniority who possesses the qualifications necessary for the position, provided the City reserves the right to determine reasonable qualifications necessary for a position, and to test for the position if it is deemed appropriate. Testing will be uniformly applied in the same or similar situation.

Section 3. Rate Retention

Employees who are promoted as a result of utilizing the procedure contained in this Article shall be placed in the step of his new classification that is closest to his former hourly rate, which results in an increase in hourly rate, provided no employee may exceed the maximum step of a classification. An employee who is appointed to an identically rated classification shall retain his/her hourly rate. An employee who successfully bids to lower rated classification shall be placed in the same step as in his/her previous classification and shall serve one (1) year in said new classification step.

Section 4. Notification

As soon as practical, but in no case exceeding thirty (30) days after the posting deadline, Management agrees to notify, in writing, all applicants of Management's decision concerning the selection of an applicant.

ARTICLE 11 - SENIORITY

Section 1. Definitions

- A. Classification seniority is the length of service of an employee, while in a paid status in a specific classification of the City, inclusive of his probationary period, provided such probationary period has been satisfactorily completed.
- B. Divisional seniority is classification seniority within the division.
- C. City-wide seniority is the period of continuous length of service as an employee, as determined by the provisions of Section 3 of this Article.

Section 2. Probationary Period

All new employees shall be considered probationary employees until they have completed one hundred eighty (180) calendar days of employment. Likewise, no other appointment shall be deemed to be complete until the appointed employee has satisfactorily completed one hundred eighty (180) calendar days of employment in his classification. Probationary period shall begin on the first day the employee begins work on the job to which he has been appointed. Probationary period shall apply to new hires, promotions and lateral transfers. An employee who fails to complete his/her probation shall be returned to his/her former position. New employees shall not have the right to grieve dismissal during their 180 day probationary period.

Section 3. Date of Seniority

Upon completion of the probationary period, and if retained in service, the employee's seniority shall be computed as of his date of hire. If an employee is discharged or quits and is later rehired within one (1) year, his seniority shall be continuous but recalculated to subtract the period of his interrupted service.

Section 4. Seniority Lists

Seniority lists shall be maintained and be brought up to date, posting new lists in all departments during January and July of each calendar year of this Agreement's existence. Seniority lists shall contain the name, job classification, department, date of classification entry and date of last hire of all employees in the bargaining unit.

Section 5. Vacation Preference

Seniority shall be used for the purpose of exercising vacation preference.

Section 6. Continued Accumulation of Seniority

An employee who is unable to work because of City service-connected disability shall accumulate seniority during this period of sickness or disability not to exceed one (1) year's duration, unless otherwise extended, or provided such employee continues to be employed by the City.

Section 7. Tie Breaker

If two or more employees have the same date of hire, the employee with the earliest date of birth shall be the most senior.

ARTICLE 12 - LAYOFFS AND RECALL

Section 1. Layoff

When the City determines that it is necessary to reduce the work force due to lack of work or funds, the City shall notify the Union at least ten (10) calendar days prior to any such reduction. Upon such notice, the Union and the City shall meet to discuss layoff and/or a reduction in the work week. When the City has made a decision concerning layoff and/or reduction in the work week, it shall provide to the Union a list of employees to be displaced and a current seniority list.

Section 2. Order of Layoff

If reduction in the work force is deemed necessary by the City in an affected classification, the following order of layoff shall prevail:

- a) casual and intermittent employees;
- b) temporary employees;
- c) part time employees;
- d) employees serving in a new-hire probationary status.

Thereafter, any additional reduction of the work force shall be made in the inverse order of classification seniority of the remaining employees in the affected classification (least classification seniority employees first).

Section 3. Recall

Prior to any job posting, employees displaced from their classification through a reduction in the work force, shall be recalled in the order of their classification seniority (most senior laid off employee recalled first) to:

- a) the employee's original job classification held prior to layoff;
- b) any vacancies which occur in the classification for which the employee is qualified and physically able to perform;
- c) any other available job classification for which the employee is qualified and physically able to perform provided there is no other employee laid off in that job classification described in Section 3 above.

Section 4. Notice

The City shall provide written notice of recall to the affected employees, by Certified Mail, to the employee's last known address. It shall be the responsibility of each employee to keep the Personnel Director informed of his current residence or mailing address. The laid-off employee shall have fifteen (15) calendar days after mailing or dispatching of said notification in which to exercise his rights to recall. After the expiration of this time, the next employee in line on the eligibility register shall be notified in accordance with the above paragraph and be given his right to recall.

The employee who has properly notified the Personnel Director, must report to work within five (5) days, or at the discretion of the Service-Safety Director. Employees who fail to report for work as specified above shall forfeit their recall rights and the next employee in line on the eligibility register shall be notified.

Laid-off employees shall have recall rights for one (1) calendar year from the effective date of layoff.

Section 5. Retention in Case of Equal Seniority

Should two (2) or more employees affected by a reduction in the work force have the same seniority, the retention shall be determined as prescribed by Article 11, Section 7, provided the older employee is qualified for, and physically able to perform the work in the job to which he seeks to bump.

ARTICLE 13 - MILITARY LEAVE

Eligible City employees will be granted Military Leave of Absence in accordance with state and federal law.

ARTICLE 14 - SICK LEAVE

Section 1. Accumulation

An employee in the service of the City shall accumulate sick leave at the rate of four and six-tenths (4.6) hours per 80 hours worked. All sick leave shall be charged in multiples of one (1) hour. Sick leave shall accumulate without limit for use purpose.

Section 2. Conversion

An employee who retires shall be eligible for liquidated sick leave pay on a four (4) to one (1) ratio of accumulation to pay basis. The maximum accumulation that may be converted is limited to nine hundred sixty (960) hours. No reimbursement shall be made to an employee with less than twenty-four (24) work days accumulated sick leave credit.

Section 3. Leave Without Pay

After an employee has exhausted all sick leave and is still unable to perform his/her normal duties, for other than a service connected disability, he/she may request a leave of absence without pay. Such request shall be submitted in writing to the Service-Safety Director, along with medical evidence of disability, which is acceptable to the Service-Safety Director. Such leave may be approved for up to thirty (30) calendar days. Extensions may be requested in

the same manner as the original request and may be approved for periods of up to thirty (30) calendar days. However, no leave hereunder shall exceed a total of one hundred eighty (180) calendar days. City shall continue to pay full cost of medical insurance for the first ninety (90) days. Provided this benefit shall only be paid during the time an employee is actually on an approved leave of absence.

At the end of one-hundred eighty (180) days, medical insurance benefits shall terminate in accordance with COBRA regulations.

Section 4. Granting of Sick Leave

An employee may use sick leave:

- A. In case of his own illness, injury or exposure to a contagious disease and for medical, psychological, dental or optical examinations by an appropriate practitioner of an employee, or a member of the employee's immediate family when actually accompanied by the employee or when the employee's presence is required in the home.
- B. For attendance upon members of his immediate family whose illness or injury requires the care of the employee. "Immediate family" shall mean husband, wife, child, stepchild, parent, mother-in-law, father-in-law, stepparent, brother, or sister, brother-in-law or sister-in-law, grandparent, grandchild or any person that took the place of natural parents of the employee. Proof of relationship and illness or injury may be required by Management as a condition of granting such leave.
- C. Any employee in an active work status and who does not utilize any of his/her sick leave for any ninety (90) day consecutive calendar day period, shall be entitled to one paid absence day. Paid absence days off must be requested in the same manner as a vacation request and are subject to approval based upon the work load requirements of the employer. The ninety (90) consecutive calendar day period begins the first day following the last incident of sick leave usage and ends ninety (90) calendar days later. Paid absence days must be taken within one year of the date of earning and are to be deducted from sick leave.

Section 5. Funeral Leave

Up to three (3) days of accumulated sick leave, vacation or compensatory time may be used to attend the funeral of a member of the employee's immediate family as defined in Section 4 above. Proof of death and relationship of the deceased must be furnished upon the request of the Personnel Director. A regular, full-time employee may be granted an additional two (2) days of accumulated sick leave, vacation, or compensatory time. Employees may use paid vacation time if more time is required to attend to the arrangements or travel.

ARTICLE 15 - VACATIONS

Section 1. Employees who have had a length of continuous service specified in the table below shall receive the corresponding vacation at their basic rate of pay:

One (1) year, but less than eight (8) years:
two (2) weeks (80) hours

Eight (8) years, but less than fifteen (15) years:
Three weeks (120 hours)

Fifteen (11) years, but less than twenty-five (25) years:
Four weeks (160 hours)

Twenty-five (25) years, or over:
Five (5) weeks (200 hours)

Section 2. The vacation period shall extend throughout the calendar year.

Section 3. If an employee is laid off, terminated, resigns or retires, he/she shall be entitled to, and receive payment for all accrued and unused vacation leave to his/her credit at the time of separation.

Section 4. Employees shall be able to accumulate vacation credits up to three (3) years.

Section 5. Vacation will be taken at the time most desired by the employee who will indicate his choice of vacation time off and will be by seniority. All employees shall notify the City in writing, no later than March 15, of their vacation preferences. The City, however, reserves the final right to allocate vacations.

Section 6. Vacations will be taken in the amounts desired by the employee, subject to staffing requirements of the City, in increments of at least one (1) week, except that under special circumstances, the City may honor an employee's request in writing for vacation in increments of one (1) day. The minimum chargeable vacation increment shall be one day, except, an employee may elect to take vacation in one-half ($\frac{1}{2}$) day increments up to a maximum of two (2) days per calendar year. All such requests shall require a two (2) day notification.

Section 7. A vacation period, once determined, may not be changed or postponed, except with the approval of the supervisor and for good reasons considered by the authorized representative of the City to be good and sufficient.

Section 8. If a holiday occurs during a period of sick or vacation leave of an employee, the employee shall draw eight (8) hours of regular pay and shall not be charged for sick leave or vacation for the holiday.

Section 9. No employee shall be required to give a reason for taking vacation time.

ARTICLE 16 - JURY AND WITNESS DUTY

Section 1. Jury Duty

An employee required to serve on a jury before a court empowered by law to require such service, shall be excused from duty for the time required for such service and shall be paid his/her regular hourly rate, less his/her jury pay, provided he/she notifies his/her supervisor five (5) days prior to such jury service date. This benefit shall be administered as follows:

A. If excused from jury service on any day in reasonable time to report for at least three (3) hours' work before the end of his shift, he shall be paid an amount equivalent to the number of unworked hours of his regular scheduled shift at his straight time rate less his regular jury fees, and he shall report for work as soon as reasonably possible.

B. If not excused from jury service in time to perform at least three (3) hours' work during his regular shift hours, the employee shall receive an amount equivalent to eight (8) hours' pay at his straight time rate, less regular jury fees.

C. When an employee receives notice he/she has been selected to serve jury duty in federal court (in Columbus), he/she shall provide the Personnel Director with a copy of the notice to serve, at which time the Personnel Director, the employee's immediate supervisor and the Local Union Chair or his/her designee shall meet to determine the effect of the employee's absence for the shift preceding or following the required time for jury duty.

Section 2. Witness Duty

Employees subpoenaed to appear as a witness before a court of another public body on any matter not related to their work in which they are not personally involved (as a plaintiff or defendant) may be granted a leave of absence with pay for a period not to exceed two (2) working days in any calendar year. Such employee shall be paid his regular hourly rate less any fee received, provided he notifies his supervisor five (5) days prior to such appearance date. This benefit shall be administered in accordance with the administration set forth in Section 1 of this Article for Jury Duty. In order to receive payment from the City, the employee must furnish to Management a certificate of service and a sworn statement of the compensation received, signed by the Clerk of Courts or other authorized official of the court.

ARTICLE 17 - UNION LEAVE

Employees elected to any Union office or selected by AFSCME to do work which removes them from their employment with the City may, at the written request of AFSCME, be granted a leave of absence without pay. At any given time, one (1) employee may be on an unpaid leave of absence for a period in excess of one (1) week but not more than one (1) year. Seniority, vacation credit and sick leave credit shall not continue to accrue. Such leaves of absence shall be granted only with the approval of the Service-Safety Director.

ARTICLE 18 - LEAVE WITHOUT PAY

Other employment will not be considered grounds for such leave. Any request for a leave of absence shall state the reason for the leave of absence and the length of time off the employee desires.

Section 1. Leaves Without Pay-Service Connected Disability

An employee who is unable to perform his/her normal duties due to a service connected disability may request a leave of absence without pay. Such requests shall be submitted in writing to the Service-Safety Director and must be accompanied by medical evidence of disability. In order for the leave to be approved, the employee shall be required to file a claim with the Bureau of Workers' Compensation. Such leave may be approved for up to ninety (90) calendar days, unless the Bureau issues a determination letter disallowing the claim. Extensions may be requested in the same manner as the original request and may be approved for periods up to ninety (90) calendar days. However, no leave hereunder shall exceed a total of twelve (12) months, unless otherwise extended by management. City shall continue to pay full cost of medical insurance and seniority shall continue to accrue for the full term of the service connected leave of absence. Provided this benefit shall only be paid during the time an employee is actually on an approved leave of absence.

City paid medical insurance benefits shall terminate in accordance with COBRA regulations, after a determination has been made by the Bureau of Workers' Compensation that the employee is permanently totally disabled or the leave has ended.

Section 2. General

Vacation and sick leave credits shall not continue to accrue for any period an employee is off in a non-pay status.

Section 3. Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA) the City will grant job protected family and medical leave to eligible employees for up to 12 weeks per 12-month period consistent with the provision of state and federal law and as specified and described in the Employer's policy manual.

Section 4. Injury Leave

Physical injury for purposes of this section shall be defined as any injury which occurs on or after the effective date of this agreement compensable under the Workers' Compensation laws of the State of Ohio.

- A. Any full-time employee who is disabled as a result of a service connected physical injury shall be entitled to receive his full salary during such period of disability up to a maximum of 240 hours or until the employee is deemed eligible as a service-connected disability under the Bureau of Workers' Compensation (BWC), whichever is shorter. If the employee is still unable to return to work at the end of the paid injury leave he/she may request a leave without pay, and compensation under Worker's Compensation. However, no leave hereunder

shall exceed a total of 12 months. An employee granted a leave under this section shall continue to be covered under the City's group health and life insurance plans under the same conditions as coverage would have been otherwise provided.

B. The following conditions will apply to injury leave:

1. The employee must submit a physician's statement to the Human Resource Director to qualify for injury leave. The statement shall include a diagnosis and an estimated return to work date. If the estimated return to work date extends beyond 6 weeks, or if the physician extends the return to work date during the leave, the employee may file a lost-time claim with the Bureau of Workers' Compensation. Leave without pay may be requested in accordance with Section 2 of this article.
2. An employee will not be required to substitute accrued sick, vacation, or compensatory time for any part of an injury leave. An employee may elect to use accrued leave after using the 240 hours of paid injury leave.
3. An employee may request intermittent leave for medical appointments related to the injury or due to a reduced work schedule as a result of the injury. The intermittent leave will be deducted from the 240 hours of paid injury leave.
4. The City reserves the right to obtain a second and, if necessary, a third opinion at its expense, periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work. If it is necessary to obtain a third opinion, the City and the employee will mutually agree on the selection of the physician.
5. If an employee receives temporary total disability payments for any portion of the paid injury leave the payment will be turned over to the City. Vacation and compensatory time are exempt from the reimbursement to the City.
6. An employee on an unpaid injury leave will not accrue vacation or sick leave. Seniority shall continue to accrue for the full term of the injury leave.
7. In an effort to return the employee to duty as quickly as possible when partially disabled by a service-connected injury, the employee may request "modified duty" in accordance with the restrictions set by the attending physician. Such restrictions shall clearly enumerate the capabilities, and shall establish the duration of the restrictions – the restrictions cannot be open-ended. Contingent on work being available in the employee's department that can be completed in accordance with the restrictions, management may grant the request for no more than 30 days. During such modified duty employees may attend appointments and physical therapy as required in accordance with paragraph number 3 above. If

employees need to attend medical appointments or physical therapy the time used to attend will be deducted from the employee's injury leave bank.

ARTICLE 19 - HOLIDAYS

Section 1. Designated Holidays

New Years Day	January 1st
Martin Luther King Day	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25th
Employee's Birthday	

The days shall be celebrated as set forth in this Section, unless otherwise designated by the appropriate governmental official or body.

Section 2. Pay for Holidays

Employees shall be paid for the holidays declared in Section 1 of this Article and shall not be required to work on such holidays unless, in the opinion of the employee's responsible administrative supervisor, failure to work on such holidays would impair the public service. Payment shall be made for such holiday pay, provided the employee works his last scheduled shift preceding the holiday and his first scheduled shift following the paid holiday.

Employees covered by this Agreement who are required to work on a holiday as specified in Section 1 above shall be compensated at the rate of one and one-half (1-1/2) times their usual pay in addition to holiday pay.

Payment hereunder shall be at the employee's applicable straight time rate, exclusive of any forms of premium pay.

ARTICLE 20 - WAGES

All employees shall be paid on an arrears basis, every two weeks.

Section 1. Wages

All employees in the bargaining unit shall receive a wage in accordance with the wage rates set forth in Addendum #1 of this Agreement.

Each step of the pay scale shall reflect the following:

Effective October 7, 2012	\$0.40
Effective October 6, 2013	\$0.40
Effective October 5, 2014	\$0.40

Section 2. Longevity Pay Supplement

A. Employees hired or rehired after December 31, 2001 are not eligible for longevity. Full-time employees hired or rehired before January 1, 2002 shall receive a longevity pay supplement in accordance with the following schedule based upon base rate of pay and 2080 hours of work:

<u>Years of Service</u>	<u>Longevity Supplement</u>
After 5 years	1% of base hourly rate
After 7 years	2% of base hourly rate
After 9 years	3% of base hourly rate
After 11 years	4% of base hourly rate
After 13 years	5% of base hourly rate
After 15 years	6% of base hourly rate

B. Definitions:

The years of service shall be determined by starting with the beginning of an employee's continuous full-time employment with the City of Athens. Personnel in a full-time employment status as of September 15, 1985, who have had discontinuous service, other than seasonal, contract or casual employment, with the City shall have longevity pay computed on the basis of total actual years of service. Full-time employees hired after September 15, 1985, who have had previous service with the City shall have their longevity status computed in the basis of years of service from the most recent date of hire with no provision for previous years of service.

Payment shall be made in a lump sum amount no later than December 15th of each year following the completion of the employee's anniversary period set forth in Paragraph A above.

In the event that an employee who is eligible for payment under this Article terminates his/her employment during the term of this Agreement, the annual payment provided herein shall be prorated for the period of his/her employment.

Section 3. OPERS Pickup

Effective with the first pay of 1995, the City's method of payment of annual wages to bargaining unit employees who are participants in the Ohio public employees retirement system (OPERS) is hereby modified as follows, in order to provide for a annual wage reduction "pick-up" of employee contributions to OPERS:

The total annual wage for each employee shall be the annual wage payable under the terms of the labor Agreement. Such total annual wage of each employee shall be payable by the city in two parts: (A) deferred wages and (b) cash wages. An employee's deferred wages shall be equal to that percentage of that employee's total

annual wage which is required from time to time by OPERS to be paid as an employee contribution by that employee, and shall be paid by the city to OPERS on behalf of that employee as a "pick up" and in lieu of the OPERS employee contribution otherwise payable by that employee. An employee's cash salary shall be equal to that employee's total salary less the amount of the "pick up" for that employee, and shall be payable, subject to applicable payroll deductions, to that employee. The city shall compute and remit its employer contributions to OPERS based upon an employee's total annual wage. The total combined expenditures of the city for such employees' total annual wage payable under the terms of the labor Agreement and the "pick up" provisions shall not be greater than the amounts it would have paid for those items had the "pick up" provision not been in effect.

ARTICLE 21 - INSURANCE

Section 1. Coverage

A. Life Insurance

The City shall provide and pay the premiums on Group Life Insurance in the Amount of twenty-five thousand dollars (\$25,000) and Accidental Death and Dismemberment Insurance in the Amount of twenty-five thousand dollars (\$25,000). Coverage will be effective from the date of full-time employment and terminate on the last day of full-time employment.

B. Prescriptions

The City will provide:

1. Retail: A prescription drug plan in which employees will be responsible for the co payments listed below for covered prescriptions and refills dispensed for not more than a 34 day supply or 100 unit doses, whichever is greater.
2. Mail-in or On-line Ordering System: A prescription drug plan in which employees will be responsible for the co payments listed below for covered prescriptions and refills dispensed for a 90 day supply.

	Retail	Mail-in or On-Line
Generic	\$10.00	\$10.00
Brand name where there is <u>no</u> generic equivalent	\$25.00	\$45.00
Brand name where there is a generic equivalent	\$45.00	\$85.00

If the prescribing physician determines that a brand name drug is medically necessary when there is a generic equivalent, the physician must submit a letter of medical necessity to the Human Resource Director for consideration. If the exception is approved, the prescription will be dispensed at the same co-pay as brand name drugs which have no generic equivalent.

C. Medical Benefits

Effective August 1, 2011, employees will select health benefits under the Flexible Benefits Plan during December of each year. Employees who were not enrolled in the Group Health Benefit Plan at their time of hire are eligible to enroll under the annual enrollment period. Employees may also enroll at the time of a special qualifying event.

D. City Plan

1. Fixed costs are the stop-loss premium (single or family rate for specific and aggregate per employee) plus the monthly per employee fee for the third party administrator.
2. Effective January 1, 2013 Employees will pay a monthly contribution equal to thirty-five percent (35%) of the fixed costs of the health benefit plan. Every January 1st hereafter, the fixed cost will be adjusted in order that employees continue to contribute thirty-five percent (35%) of fixed costs not to exceed the following monthly premiums: Single - \$60.00/month, Employee and one Dependent - \$80.00/month, Family - \$95.00/month

Deductibles are as follows:

	In Network	Out-of-Network
Single	\$100.00	\$150.00
Employee + 1	\$200.00	\$300.00
Family	\$300.00	\$600.00

3. Benefits and co-pays are as stated in the plan document prepared by the City's third party administrator. A summary plan booklet will be provided to each employee.

Section 2. Eligibility

- A. Employees hired or rehired on or after the effective date of this agreement shall be eligible to enroll in the Group Health and Prescription Drug Benefit Plans the first day of the second calendar month following date of hire. Coverage will terminate on the last day of the month in which employment terminates. Should an employee die in the performance of their duties; the City shall continue coverage for the covered dependents for a period of three (3) months following the date of death.
- B. When a husband and wife are both employed by the City and are eligible for health benefits, the employee with the earliest date of hire will be the insured employee.
- C. Employees hired prior to August 26, 2012, who provide satisfactory evidence of family coverage for health care benefits to the Human Resource Director, other than provided by the City of Athens, may waive family coverage by the City and receive a \$1,000 annual bonus, prorated each pay period. The change from family coverage to single coverage does not qualify the employee for the bonus.

Single employees may not waive coverage and are not eligible for the bonus. Married couples working for the City are not eligible for the bonus. No employee shall receive the bonus while on unpaid leave.

- D. The parties agree that in an effort to contain health benefit costs, the pre-certification on all non-emergency inpatient admissions is mandatory.

Section 3. Employee Assistance Program

The city will make available a list of agencies and providers in the local area who specialize in mental health and substance abuse counseling. Coverage for these services are governed by the terms and conditions of the city's group health benefit plan. The city will not be responsible for charges incurred by employees who are not covered under the city's benefit plan.

Section 4. Flexible Benefits Plan

The City agrees to maintain a flexible benefits plan under the provisions of Code Section 125. All employees are bound by the enrollment provisions of the Plan.

Section 5. Dental and Vision Insurance

The City shall provide the same arrangement for dental and vision care insurance that is currently in effect.

ARTICLE 22 - SAFETY

A. The City and employees agree to maintain all buildings, facilities, vehicles, tools and equipment owned and operated by the City in a safe and healthful manner. The employees accept the responsibility to maintain tools, equipment and work areas in a safe and healthful manner, and accept responsibility to follow all safety rules and safe working methods of the City.

- B. Protective devices and other safety equipment necessary to properly protect employees from injury shall be provided by the City. The employees will be held accountable for wearing personal protective devices as directed.

1. A joint City and Union Safety Committee shall be established for the purpose of developing recommendations regarding safety issues, identification of personal protective equipment, safety policies, practices, procedures, cost and training. Recommendations will be forwarded in writing to the Service/Safety Director for implementation, modification, further clarification, exploration, rejection, etc. The Committee will achieve recommendations through a consensus building process.
2. One member of this bargaining unit will serve on the joint City and Union Safety Committee as established under the labor agreement with Local 2403(1).
3. Unresolved issues of the Safety Committee will be referred to the Labor/Management Committee for resolution.

ARTICLE 23 - LABOR-MANAGEMENT COMMITTEE

In the interest of sound industrial relations, the joint members, half of whom shall be from Management and half of whom shall be from the Union, will convene not less than once every calendar quarter at a mutually agreeable time, unless waived by mutual consent, including review of grievances and unsafe working conditions. It shall be the express purpose of this committee to build and maintain a climate of mutual understanding and respect in the solution of common problems. Each party shall prepare and submit an agenda to the other party at least one (1) week prior to the scheduled meeting. The City shall pay the Union representatives in attendance their normal rate for meetings held during their normal work schedule; however, no pay for time beyond the regular work schedule shall accrue.

ARTICLE 24 - CELL PHONES

All code inspectors shall receive forty dollars (\$40.00) per month for a cell phone.

ARTICLE 25 - NO STRIKE OR LOCKOUT

Section 1. Strike Prohibition

The services performed by the employees included in this Agreement are essential to the public health, safety and welfare. There shall be no interruption of work for any cause whatsoever, nor shall there be any work slowdown or other interference with public services.

In the event of a work stoppage by any employee or group of employees not covered by this Agreement, it is expressly understood that the employees hereunder shall continue to work during such activity, provided that the safety and security of all employees shall be guaranteed by the City of Athens.

There shall be no sympathy strike, wildcat strike or any other strike activity for the duration of this Agreement, provided, however, that it shall not be a cause for discipline if any employee declines to enter upon the property of another employer (not the City of Athens) which is involved in a primary labor dispute, except in an emergency situation declared by the Mayor. An emergency is a situation in which the public peace, health or safety within the City of Athens is in jeopardy.

Section 2. Notice

In the event any employee hereunder is engaged in any violation of Section 1 above, the Union shall, upon notification by Management, immediately order such employee or employees to resume normal work activities and shall publicly denounce any such violation of Section 1.

Section 3. No Lockout

The Management shall engage in no lockout of employees in the bargaining unit.

ARTICLE 26 - SAVINGS CLAUSE

Section 1.

This Agreement is subject to all future and existing applicable State laws, and if any provision contained herein is contrary to the above, such provisions herein contained shall automatically be terminated.

Section 2.

Should any article, section or portion of this Agreement be held unlawful and unenforceable by any court, legislative or administrative tribunal of competent jurisdiction, then such decision or legislation shall apply only to that specific article, section or portion of the Agreement. The parties will meet and discuss the abrogated provision. The remainder of the Agreement shall remain in full force and effect.

ARTICLE 27 - RETIREMENT AWARENESS

Employees who wish to attend retirement awareness seminars sponsored by the Ohio Public Employees Retirement System (OPERS) will be permitted leave time without loss or gain of pay.

Employees may request leave under this section to attend each of the following seminars, or their successor seminars, one time:

1. Providing Long-Term Awareness Now (PLAN)
Employee must have five (5) years of service credit.
2. Retirement Awareness Program (RAP)
Employee must have five (5) years of service credit and be within five (5) years of retirement.
3. Retirement Readiness
Employee must be within 12-18 months of retirement.
4. Remote Interview Schedule

Any fees associated with the seminar will be the responsibility of the employee. Employees will attend the seminars when offered in Athens. If travel to another location is necessary, appropriate travel time will be allowed within the normal workday. The employee will not be reimbursed for travel expenses.

This article will be administered under guidelines established by the Personnel Director.

ARTICLE 28 - NON-DISCRIMINATION

There shall be no discrimination, harassment or pressure by the City or the Union and Ohio Council 8 against any employee on the basis of such employee's membership or

non-membership in the Union. Additionally, neither the City, the Union nor Ohio Council 8 shall discriminate on account of race, color, creed, religion, sex, political affiliation, age, handicap, veteran status, or sexual orientation.

ARTICLE 29 - SPECIAL ASSIGNMENT

In the interest of fairness to faithful employees of the City of Athens and as a means of retaining faithful employees temporarily disabled through **non-work related** injury or illness, the City agrees to make a reasonable effort to place said employees for a maximum of **ninety (90)** days in a job of lesser physical effort than said employees' normal duties.

ARTICLE 30 - DURATION OF AGREEMENT

All provisions of this Agreement shall be effective as of 12:01 a.m., **October 7, 2012** and shall remain in effect until 11:59 p.m., **October 3, 2015**, and successive periods of twelve (12) months, unless either party to this Agreement, on or before sixty (60) days prior to the expiration of any such period, notifies the other Party, in writing, of its intention to terminate this Agreement. Within ten (10) days after receipt of such notice, a conference shall be arranged between the Parties hereto, and such conference shall be held at a time mutually agreeable to the Parties.

ARTICLE 31 - TOTAL AGREEMENT

This agreement supersedes any and all previous agreements between the parties hereto and is a final and complete agreement of all negotiated items that are in effect throughout the term of the said agreement. Acceptance of this agreement precludes further negotiations of any issues until the time specifically provided herein unless otherwise mutually agreed.

It is understood and agreed that where this agreement is silent, applicable state Civil Service Laws will be followed.

Addendum #1
BARGAINING UNIT

CLASSIFICATION

GRADE

**Administrative Assistant
Code Officer**

**A-1
A-2**

WAGE SCALE

Employees covered by this Agreement will be paid according to the following wage scale:

First Year, Effective October 7, 2012

Step	START	1 YEAR	2 YEAR	3 YEAR	4 YEAR	YEAR 10	13 YEAR	YEAR 20
A-1	\$14.71	\$14.95	\$15.43	\$15.92	\$16.39	\$17.55	N/A	\$20.34
A-2	\$17.50	\$17.95	\$18.20	\$18.44	\$18.67	\$19.93	\$20.34	\$21.19

Second Year, Effective October 6, 2013

Step	START	1 YEAR	2 YEAR	3 YEAR	4 YEAR	YEAR 10	13 YEAR	YEAR 20
A-1	\$14.86	\$15.35	\$15.83	\$16.32	\$16.79	\$17.95	N/A	\$20.74
A-2	\$17.68	\$18.35	\$18.60	\$18.84	\$19.07	\$20.33	\$20.74	\$21.59

Third Year, Effective October 5, 2014

Step	START	1 YEAR	2 YEAR	3 YEAR	4 YEAR	YEAR 10	13 YEAR	YEAR 20
A-1	\$15.01	\$15.75	\$16.23	\$16.75	\$17.19	\$18.35	N/A	\$21.14
A-2	\$17.86	\$18.75	\$19.00	\$19.24	\$19.47	\$20.73	\$21.14	\$21.99

Employees will move through the steps based upon the anniversary of their date of hire.

13 YEAR STEP –

**Employees hired or rehired after October 6, 2012 are not eligible for step 13 YEAR.
Employees hired or rehired before October 7, 2012 who are in their 13 year of employment with the City at the time of this contract shall receive the rate of pay as established in step
13 YEAR**

**ADDENDUM #2
CLOTHING & TOOLS**

Management shall furnish such items of protective clothing as gloves, boots, hard hats and foul weather gear as deemed necessary by the responsible department head to protect the employees' on-the-job assignments. Replacement of foul weather gear items will be made on an as needed basis with the approval of the responsible department head. Replaced foul weather gear will be turned in to the city as new items are issued.

In the interest of safety of service employees, Management shall provide hard hats which must be worn by any employee who enters a designated "hard hat" construction area. Management shall also provide safety vests which must be worn by all employees performing maintenance work of any kind within the city streets or alleys.

Management agrees, whenever practicable, to make a good faith effort to provide uniforms by February 1.

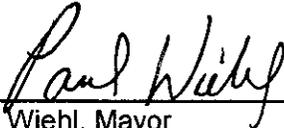
Allowance: \$500.00 per year on an account basis per approved purchase order after first year (pro-rated) for Code Inspectors.

SIGNATURE PAGE

IN WITNESS THEREOF, the Parties have hereunto set their hands this 19th day of December, 2012.

**FOR THE CITY OF ATHENS
CODE ENFORCEMENT OFFICERS:**

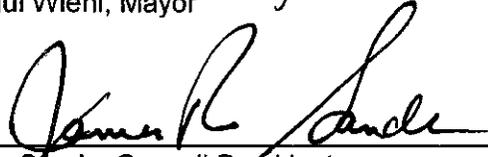
**FOR LOCAL 2403(2) AND AFSCME OHIO
COUNCIL 8:**



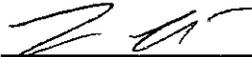
Paul Wiehl, Mayor



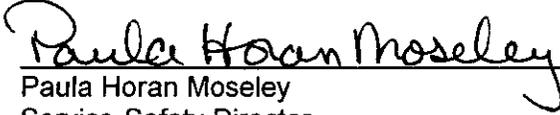
Brian Zoulek, Chapter Chair



Jim Sands, Council President



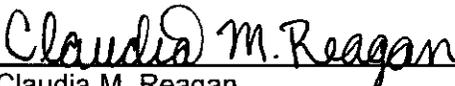
Lance Allison
Bargaining Committee Member



Paula Horan Moseley
Service-Safety Director

N/A

Theresa Gerren
Bargaining Committee Member



Claudia M. Reagan
Human Resource Director



John Johnson
Staff Representative
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