

AN AGREEMENT

BETWEEN THE

**COUNTY OF SUMMIT FOR THE
DEPARTMENT OF JOB AND FAMILY SERVICES**

AND THE

**AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES (AFSCME)
OHIO COUNCIL 8, AFL-CIO**

AND THE

AFSCME LOCAL 2696, AFL-CIO

EFFECTIVE: January 1, 2024

EXPIRES: December 31, 2026

TABLE OF CONTENTS

ARTICLE 1 – PREAMBLE/PURPOSE.....	3
ARTICLE 2 – SEVERABILITY CLAUSE.....	3
ARTICLE 3 – RECOGNITION.....	3
ARTICLE 4 – APPLICATION OF STATE CIVIL SERVICE LAW.....	4
ARTICLE 5 – NON-DISCRIMINATION.....	4
ARTICLE 6 – DEFINITIONS	4
ARTICLE 7 – MANAGEMENT RIGHTS	5
ARTICLE 8 – NO STRIKE/NO LOCKOUT.....	6
ARTICLE 9 – UNION SECURITY	6
ARTICLE 10 – VISITATION OF UNION REPRESENTATIVES	9
ARTICLE 11 – UNION REPRESENTATION.....	9
ARTICLE 12 – GRIEVANCE PROCEDURE	10
ARTICLE 13 – DISCIPLINARY PROCEDURES	13
ARTICLE 14 – LABOR-MANAGEMENT COMMITTEE.....	15
ARTICLE 15 – UNION BARGAINING COMMITTEE.....	16
ARTICLE 16 – BULLETIN BOARDS.....	16
ARTICLE 17 – SECURITY.....	17
ARTICLE 18 – HEALTH AND SAFETY.....	17
ARTICLE 19 – AGENCY POLICIES AND PROCEDURES.....	18
ARTICLE 20 – STANDARD WORKWEEK	18
ARTICLE 21 – CALL-IN PAY AND “ON-CALL” PAY.....	20
ARTICLE 22 – REPORT-IN PAY.....	22
ARTICLE 23 – REST PERIODS	22
ARTICLE 24 – PERSONNEL RECORDS	22
ARTICLE 25 – EVALUATIONS.....	23
ARTICLE 26 – LAYOFF AND RECALL	24
ARTICLE 27 – SENIORITY.....	26
ARTICLE 28 – VACANCY AND PROMOTION.....	28

ARTICLE 29 – TEMPORARY ASSIGNMENTS	30
ARTICLE 30 – WORKING OUT OF CLASSIFICATION	30
ARTICLE 31 – JOB CLASSIFICATION SPECIFICATIONS	31
ARTICLE 32 – JOB AUDITS	31
ARTICLE 33 – HOLIDAYS	32
ARTICLE 34 – VACATIONS	33
ARTICLE 35 – SICK LEAVE.....	34
ARTICLE 36 – LEAVES WITH PAY	36
ARTICLE 37 – LEAVE WITHOUT PAY	37
ARTICLE 38 – WAIVER IN CASE OF EMERGENCY	38
ARTICLE 39 – WAGES	39
ARTICLE 40 – HOSPITALIZATION AND LIFE INSURANCE BENEFITS.....	40
ARTICLE 41 – EMPLOYEE ASSISTANCE PROGRAM AND SUBSTANCE ABUSE ...	41
ARTICLE 42 – PARKING	41
ARTICLE 43 – MILEAGE	41
ARTICLE 44 – UNIFORMS	41
ARTICLE 45 – CAREER AND EDUCATIONAL OPPORTUNITIES.....	41
ARTICLE 46 – PAID PARENTAL LEAVE.....	42
ARTICLE 47 – ENTIRE AGREEMENT.....	44
ARTICLE 48 – DURATION	44
ARTICLE 49 – EXECUTION	45
APPENDIX A – BARGAINING UNIT CLASSIFICATION PLAN	46
OFFICIAL GRIEVANCE FORM	48
MEMORANDUM OF UNDERSTANDING	49

ARTICLE 1
PREAMBLE/PURPOSE

1.01 This agreement is hereby entered into by the County of Summit Department of Job and Family Services, hereinafter referred to as the "Employer," and Local 2696 and Ohio Council 8 of the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO (exclusive bargaining agent), hereinafter referred to as the "Union." It is the intent of the parties hereto that this agreement shall be binding upon the parties. Nothing shall preclude the parties from mutually agreeing to amend the provisions herein provided that any such amendment is reduced to writing and signed by both parties.

1.02 This agreement shall be binding on the parties, their representatives, successors, and assignees, excluding state mandated contracted out programs or as otherwise provided by law.

ARTICLE 2
SEVERABILITY CLAUSE

2.01 This agreement shall be subject to any applicable or future laws of the State of Ohio and the United States of America. Should any part of this agreement or any provisions contained herein be declared invalid by operation of law or by a court of competent jurisdiction, it shall be of no further force and effect, but such invalidation of a part or provision of this agreement shall not invalidate the remaining portions and they shall remain in full force and effect. In such event, the Employer and the Union will, at the request of either party hereto, promptly enter into discussions relative to the particular provision(s) deemed invalid or unenforceable to negotiate a legal alternative provision(s). Should the parties reach mutual agreement on an alternate provision(s), such agreement shall be reduced to writing and signed by both parties.

ARTICLE 3
RECOGNITION

3.01 The Employer recognizes the Union as the sole and exclusive bargaining representative of the employees in the bargaining unit certified by the State Employment Relations Board (SERB) and listed in Appendix C of this agreement.

3.02 Notwithstanding the provisions of this article, management, confidential, supervisory, guards, and casual employees as defined in the Act not included in the bargaining unit are excluded from the bargaining unit.

3.03 Should new positions/jobs be established which are not subject to the exclusions outlined in Section 2 above, and there is no dispute over such inclusion, upon request of the Union, the parties will jointly petition the SERB for a bargaining unit modification in accordance with Chapter 4117 ORC and the SERB rules and regulations.

3.04 If changes in the method of operation of a bargaining unit job occur, or SERB certifies a new position/job to the unit, the Employer shall meet with the Union for the purpose of

discussing a rate of pay for the new position/job or the placement of the changed job to the appropriate classification and pay.

ARTICLE 4

APPLICATION OF STATE CIVIL SERVICE LAW

4.01 No section of the civil service laws contained in Ohio Revised Code Chapter 124 shall apply to employees in the bargaining unit, and it is expressly understood that the Ohio Department of Administrative Services and the State Board of Review shall have no authority or jurisdiction as it relates to employees in the bargaining unit.

ARTICLE 5

NON-DISCRIMINATION

5.01 The Employer and the Union agree not to discriminate because of race, color, religion, sex, sexual orientation, gender identity, age, disability, or national origin.

5.02 The Employer and the Union recognize the rights of employees to join, assist, or participate in the Union and lawful concerted activities, and the right of employees to refrain from joining, assisting, or participating in the Union and lawful concerted activities, consistent with the provisions of Chapter 4117 of the Ohio Revised Code. The Employer agrees not to interfere with the rights of employees to become members of the Union, and agrees there shall be no interference, restraint, or coercion against any employee because of any lawful activity in an official capacity on behalf of the Union, provided that activity does not conflict with the terms of this agreement. The Union agrees not to interfere with the rights of employees to refrain or resign from membership in the Union, and agrees there shall be no interference, restraint, or coercion against any employee exercising the right to abstain from involvement in Union activities.

5.03 All references to employees in this agreement designate both sexes, and wherever the female or male gender is used, it shall be construed to include male and female employees.

ARTICLE 6

DEFINITIONS

6.01 "Classification Transfer" means moving from one (1) position to another within the same classification.

6.02 "Day" means calendar day, unless otherwise expressly stated.

6.03 "Demotion" or "demote" means a voluntary or involuntary reduction to a lower classification than currently held by an employee which has a lower salary range.

6.04 "Full-Time Employee" means any employee whose regular hours of duty are forty (40) hours a week or more. "Part-Time Employee" means any employee whose regular hours of duty are less than forty (40) hours per week.

6.05 "Promotion" means the advancement of an employee to a position in which the classification carries a higher salary range.

6.06 "Reassignment" means the assignment of an employee to a different classification.

6.07 "Reclassification" means the assignment of a different classification to a position.

ARTICLE 7 **MANAGEMENT RIGHTS**

7.01 The Union recognizes that, except as otherwise expressly limited in this agreement, it is the exclusive function of the Employer to:

- A. Determine the management organization, the selection, retention, and promotion to positions not within the scope of this agreement;
- B. Direct employees of the Employer; to determine types of services to be provided;
- C. Maintain discipline;
- D. Hire, promote, transfer, assign, retain and layoff employees;
- E. Discipline, suspend, demote, or discharge employees; any such action to be for just cause;
- F. Maintain the efficiency of the government operations entrusted to them;
- G. Determine the methods and means by which such operations are to be conducted;
- H. Determine and re-determine duties to be included in any job classification;
- I. Determine the necessity of overtime and the amount of overtime required;
- J. Take any necessary action to carry out the mission of the Employer in cases of an emergency;
- K. Determine the hours of work and work schedule of employees;
- L. Establish work rules and rules of conduct;
- M. Maintain complete control of all buildings, equipment, grounds, passageways, hallways, streets, parking lots, entrances, exits, and all other parts of the agency at all times.

7.02 The above-listed management rights shall in no event contravene the terms of this agreement and shall be subject thereto. Management shall have all other rights and prerogatives including those exercised in the past subject only to the express restrictions on such rights, as provided in this agreement.

ARTICLE 8 **NO STRIKE/NO LOCKOUT**

8.01 The Union shall not directly or indirectly call, sanction, encourage, finance and/or assist in any way in any strike, walkout, work stoppage or slowdown, at any operation or operations of the Employer for the duration of this agreement.

8.02 The Union shall cooperate with the Employer in continuing operations in a normal manner and shall actively discourage and endeavor to prevent or terminate any violations of Section 1. In the event a violation occurs, the Union shall immediately notify all employees concerned, through such means as leaflets and meetings, that such action is prohibited and advise all employees concerned to return to work at once.

8.03 The Employer agrees that he will not lock out employees, nor will it do anything to provoke interruptions or prevent such continuity of performance by said employees, insofar as such performance is required in the normal and usual operation of service of the Department of Job and Family Services.

8.04 The Employer retains its rights as set forth in Chapter 4117 ORC to deal with any unauthorized or unlawful strike.

ARTICLE 9 **UNION SECURITY**

9.01 The plan of voluntary Union dues deduction or fees shall be in effect under this agreement. The Employer will deduct current Union dues provided that at the time of such deduction there is in the possession of the Employer a current written authorization executed by the employee. The form for said assignment shall be furnished by the Union.

9.02 Previously signed and unrevoked written authorizations shall continue to be effective as to current and reinstated employees.

9.03 Following the signing of an authorization card, referred to in Section 9.01 above, dues deductions provided in this Article shall be transmitted and deposited via electronic ACH transfer payment to Ohio Council 8, American Federation of State, County and Municipal Employees (AFSCME), not later than ten (10) days following the end of the pay period in which the deduction is made. The Union shall provide the Employer with authorization to make deposits into the financial institution utilized by the Union, along with the routing number and account number of the Union's account. It is the Union's responsibility to notify the Employer, in writing, of any change to the Union's account information. Such notification shall be provided to the Employer by AFSCME Ohio Council 8. The Employer will email with each deduction and

transmittal of dues/fees, the following lists of information in Excel or text format to oc8dues@afscme8.org, subject line: Local 2696, and the pay date, together with its transmittal for Union dues:

- A. **Dues/Member List.** An alphabetical list by last name, the current address, phone number, social security number (or other unique identifier to be agreed upon by the parties) and department/work unit of each employee for whom a dues deduction was made; amount of the deduction for each employee and the total amount of dues for all employees for the pay period.
- B. **Dropped Employees.** An alphabetical list of the name, social security number (or other unique identifier to be agreed upon by the parties), current address and phone number of the bargaining unit employees who were dropped from the previous dues list and the reason each was dropped.
- C. **Total remittance amount.**

The Employer shall notify the Union, in writing, of any employee request for dues deduction on a monthly basis.

9.04 Union Membership Revocation/Maintenance of Membership. Employees who are members of the Union may revoke their union membership at any time by sending written notice to the Union of their desire to drop their union membership. Revocation of Union Membership does not revoke union dues authorization, which may only be revoked as set forth below.

- A. **Union Dues Revocation.** Any employee who has submitted a dues Membership Authorization form may withdraw or revoke the same at the time and manner specified on the Membership Authorization Form signed by the employee or as amended by the Union if the amendment specifies a shorter revocation period than one fifteen (15) day period tied to the end of the collective bargaining agreement. Copies of the employee's Membership Authorization Form are available from the Union upon request.

The Union shall afford its members an opportunity to cancel their dues deduction as set forth above in 9.04.A. The Employer's obligation to make deductions shall terminate upon receipt of notice from AFSCME Ohio Council 8 to cancel dues deductions for the employee. Upon the Employer's receipt of such revocation, the Employer will immediately notify the Union in writing, prior to processing the revocation request accordingly.

9.05 The Union shall notify the Employer in writing of any increase in the current dues being deducted. Such increase of dues shall be deducted in the first pay of the month following notification of any increase in dues, only upon written assurance by the Union that the additional amounts have been authorized pursuant to and under the Union's constitution. In the event a new written authorization from the employee is necessary by the Union, such authorization will be secured by the Union and presented to the Employer prior to the deduction of the newly certified amounts.

9.06 The Employer's obligation to deduct dues shall discontinue upon termination of employment or transfer to a job classification outside the bargaining unit. The employee is responsible for notifying the Employer if the dues deduction does not cease once the employee is transferred to a job classification outside the bargaining unit. Such deduction shall automatically commence upon the rehire of such employee affected or transfer of such employee affected to a job classification within the bargaining unit.

Employees shall cease to be subject to dues deduction beginning with the month immediately following the month in which they are no longer a member of the bargaining unit, and providing all dues deductions or fees owed to the Union have been made. The Union will be notified by the Employer of the names of such employees following the end of each month in which the termination took place.

9.07 The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits or other forms of liability that may arise out of complying with any of the provisions of this article.

9.08 The Employer shall not be required to remit to the Union the monthly dues, assessments, or membership fees of Union members during the period of an authorized or unauthorized strike, walkout, or other job action by the Union or the Union membership, or upon contract termination.

9.09 The Employer and the Union agree that if a Service Fee or Fair Share fee becomes permissible, they will enter the appropriate language under this section of the Agreement.

9.10 The Union shall notify the Employer, in writing, of changes in the amounts to be deducted and such changes shall become effective during the first pay of the month following their actual receipt by the Employer.

9.11 The Union warrants and guarantees to the Employer that no provision of this article violates the constitution or laws of either the United States of America or the State of Ohio. The Union hereby agrees that it will indemnify and save the Employer harmless from any and all claims, demands, suits, or other forms of liability that may arise out of complying with any of the provisions of this article. Once the forms are remitted to the Union, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Union.

9.12 P.E.O.P.L.E. The Employer agrees to deduct voluntary contributions to Public Employees Organized for Political Legislative Equality (P.E.O.P.L.E.). Deductions shall be submitted to the Comptroller of AFSCME Ohio Council 8 pursuant to an authorization card no later than the tenth (10th) day following deductions. The Union shall be furnished an alphabetical listing of employees having political deductions made at the time the contributions are submitted to the Union.

ARTICLE 10
VISITATION OF UNION REPRESENTATIVES

10.01 Upon notification by the Local Union President and/or the Chief Steward, or Staff Representative to the Labor Relations office and/or the Department of Job and Family Service Personnel office, accredited non-employee representatives of the Union may have access to the Employer's premises to investigate problems and/or grievances which arise concerning the agreement and/or negotiate contracts. The non-employee representative may not meet with the employees on the Employer's premises, including all satellite offices, without receiving prior approval from the Employer. Such prior approval shall not be arbitrarily denied. A list of accredited non-employee Union representatives will be furnished to the Employer each year or as changes take place in said list. Such visitation shall not interfere with or disrupt the Employer's normal course of business.

ARTICLE 11
UNION REPRESENTATION

11.01 Employees selected by the Union to act as Union representatives for the purpose of investigating and/or processing potential grievances under the grievance procedure shall be known as "Stewards." The number of Stewards, including the President and the Chief Steward, shall be a total of twelve (12). The Union shall notify the Labor Relations Office and the Human Resource Department of the Department of Job and Family Services, in writing, of the stewards and their designated work location annually or immediately when changes occur. An employee does not have the right to request a specific representative. Representatives must be reasonably available within one (1) workday, unless the Employer determines the need for immediate action.

The current designated work locations include, but are not limited to, the following (any other offices that are established during the course of this contract will be discussed and included by the parties):

- A. Russell M. Pry Building
- B. Outreach Locations

11.02 To secure pay for time off afforded by the Employer during their regularly scheduled working hours under paragraph 1 of this article, the Union President, Chief Steward, and Stewards will be required to provide advance notice and to use the authorization form which will be provided by the Employer for the accounting of such time. Time shall not be in excess of four (4) hours per week, per Steward, and the Union President and Chief Steward or Vice President (in the absence of the President) shall be permitted ten (10) hours per week, per person, with additional time when necessary, to investigate and/or process grievances. The time spent by the Union President, Chief Steward, and Stewards in labor-management meetings, or meetings initiated by the Employer, shall not be charged against the time herein allotted to Union representatives for the purpose of investigating and processing grievances. Union representatives must receive prior approval from the immediate supervisor/department manager to secure time

off to investigate and/or process grievances. Union leave time for these purposes may not interfere with operational needs, but will not be denied arbitrarily.

11.03 If it is found that the Union is abusing time under Section 2 of this article, the Employer shall discuss the situation with the Union at the next regularly scheduled labor-management meeting or at a special meeting requested by the Employer. If the abuse continues, the abusing employees shall be subject to disciplinary action.

11.04 The Union shall furnish the Director and Labor Relations with a written list of names of all Union officials, the Chief Steward, and the Stewards.

11.05 To the extent practical, the Employer will allow the Union to utilize one (1) lockable room on agency property for the use of the Union. If possible, said room shall be furnished with a desk, a telephone (the Union will pay for installation and long distance phone calls), locking file cabinets, and internet access at the full cost to the Union. The Union shall be given all copies of the keys for the room and the filing cabinets.

11.06 The Employer agrees to allow reasonable time to the Union during the orientation period for all new employees at which time the Union can present an explanation of Union procedures and be available for questions at the Russell M. Pry Building, as applicable.

11.07 The Local Union President, Vice President, and Chief Steward shall not be disciplined for temporary failure to maintain normal job duties while performing approved Union business.

11.08 Union Leave. Up to three (3) employees, including the Local Union President, shall be permitted time off, up to a maximum of five (5) working days each, per calendar year, without loss of pay to attend Union conventions or conferences. The Union President will also be permitted up to an additional ten (10) working days per calendar year. Requests for Union leave must be submitted at least fifteen (15) days in advance, and approval of such requests will not be unreasonably denied.

11.09 The Local Union President shall normally be provided forty (40) hours per week for Union business related to the administration of this Agreement. The Union President may, however, be required to perform the normal duties of their classification in an emergency or events related to the emergency. Moreover, the Union President shall be eligible for overtime in their classification as set forth in this Agreement. At the conclusion of the Union President's duties, they shall return to their previously held classification at their current rate of pay.

ARTICLE 12 **GRIEVANCE PROCEDURE**

12.01 The term "grievance" shall mean any allegation by a bargaining unit employee or the Union that there has been a breach, misinterpretation, or improper application of an express provision(s) of this agreement.

12.02 A policy grievance which affects a group of employees arising from the same event or set of facts may be presented by the Union itself at Step 3 of the grievance procedure; however, all affected employees must be listed with the grievance. All termination and suspension grievances shall be filed directly at Step 3 of the grievance procedure. Grievances must be presented under this section no later than ten (10) working days after the occurrence of the facts giving rise to the grievance. If for any reason the Human Resource Officer delays in responding with the documents requested by the Union that are necessary for the Union to have in order to determine if a grievance exists, the time to file a grievance shall be stayed until the requested documents are provided.

Any grievances filed pursuant to Article 28 shall be filed at Step 3 of the grievance procedure.

12.03 Failure to provide a timely answer at any step of the grievance procedure shall entitle the employee and/or Union to proceed to the next step in accordance with the provisions herein. Any grievance not timely presented by the employee and/or Union at any step of the grievance procedure shall not thereafter be considered a grievance under any step of the grievance procedure.

12.04 The written grievance shall be filed on the grievance form, attached as Appendix D (Local 2696 Official Grievance Form), and shall include a statement of fact and date of occurrence, the specific article and section of this agreement alleged to have been violated, and the relief requested.

12.05 Each grievance shall be processed in the following manner:

Step 1:

A grievance shall be submitted in writing on the grievance form to the employee's immediate supervisor/manager within ten (10) working days of the occurrence of the facts giving rise to the grievance. The grievance must be signed by the grievant.

The supervisor/manager shall meet with the grievant and steward within three (3) working days after the grievance is submitted in an attempt to resolve the grievance, and shall submit an answer in writing to the grievant and steward within three (3) working days after said meeting.

Step 2:

If the grievance is not satisfactorily settled at Step 1, the Union may appeal to the appropriate Deputy Director/or designee in writing within five (5) working days after receipt of the Step 1 answer. The Deputy Director/or designee shall, within five (5) working days of receipt of the appeal, meet with the grievant and the steward in an attempt to resolve the grievance, and submit an answer in writing to the grievant and steward within five (5) working days subsequent to the meeting.

Step 3:

If the grievance is not satisfactorily settled at Step 2, the Union may appeal within five (5) working days after the receipt of the Step 2 answer to the Labor Relations office. The Labor Relations office shall meet with the grievant, the steward and any witnesses necessary to arrive at a resolution. This meeting will be scheduled within ten (10) work days or upon mutual agreement of the parties. The Labor Relations office shall render their decision in writing within ten (10) working days subsequent to such meeting. The grievance answer will be forwarded to the Local Union President, grievant, and Ohio Council 8 Representative.

Step 4:

If the grievance is not satisfactorily resolved at Step 3, it may be submitted to arbitration upon written notice by the Union to the Labor Relations office. The right to demand arbitration over an unadjusted grievance is limited to a period of ten (10) working days from the receipt of the Employer's written third step grievance answer, and any grievance not submitted within such period shall be deemed settled on the basis of the last answer given by the Employer. The Union shall, within thirty (30) working days following its notification to the Employer that it intends to arbitrate an unadjusted grievance, contact the Labor Relations office to select an arbitrator. The Union shall request to the Federal Mediation and Conciliation Services (FMCS) for a list of seven (7) arbitrators, with a copy of such request delivered to the Employer. Upon receipt of the list of seven (7) arbitrators, the parties shall meet or confer by telephone to select an Arbitrator within ten (10) working days from the date the list is received. Prior to striking, either party shall have the option to reject the list of names provided by the FMCS and request another list. Each party may make only one (1) rejection. The parties shall use the alternate strike method from the list of seven (7) arbitrators submitted to the parties by the FMCS. The Union shall be the first to strike a name from the list, then the other party shall strike a name and alternate in this manner until one name remains on the list. The remaining name shall be designated as the Arbitrator to hear the dispute in question. The fees, if any, for obtaining lists shall be shared by the parties. All procedures relative to the hearing shall be in accordance with the rules and regulations of the FMCS. Alternatively, the parties may mutually agree to an Arbitrator. In the event the Union has not selected an arbitrator within the thirty (30) working days and have not scheduled arbitration as stated above, the grievance and previous arbitration demand shall be deemed withdrawn and the Step 3 grievance shall be the final answer.

The question of arbitrability of a grievance may be raised by either party before the arbitration hearing of the grievance, on the grounds that the matter is nonarbitrable or beyond the arbitrator's jurisdiction. The first question to be placed before the arbitrator will be whether or not the alleged grievance is arbitrable. If the arbitrator determines that the grievance is within the purview of arbitrability, the alleged grievance will be heard on its merits before the same arbitrator.

Arbitrators shall limit their decisions strictly to the interpretation, application, or enforcement of the specific articles and sections of this agreement, and it shall be without power or authority to make any decision:

- A. Contrary to or inconsistent with or modifying or varying in any way the terms of this agreement or of applicable laws;
- B. Limiting or interfering in any way with the powers, duties or responsibilities of the Employer under applicable law; limiting or interfering in any way with the powers, duties, or responsibilities of the County Executive under his rulemaking powers not in conflict with this agreement:
- C. Add to, detract from, or alter in any way provisions of this agreement.

The written decision of the arbitrator, resulting from any arbitration of grievances hereunder, shall be final and binding upon the parties.

The fee and expenses of the arbitrator shall be paid by the party which loses the appeal to arbitration. Each party shall fully bear its costs regarding preparation necessary to attend arbitration hearings.

The grievant and any witness shall be granted leave with pay to attend arbitration hearings.

12.06 If deemed necessary by the Union, the Chief Steward and/or an accredited representative of the Union shall be present at Steps 3 and 4 of this procedure.

12.07 Grievances submitted beyond the specified time limits at any step of the grievance procedure contained herein shall not be honored. However, they will be processed through the procedure if the applicable time limits are waived, in writing, by both parties. An employee on vacation or approved leave of absence, on the date of the occurrence of the facts giving rise to a grievance, may file a grievance within ten (10) working days after she returns to work.

12.09 Mediation. The parties may mutually agree to mediate a grievance prior to the selection of the Arbitrator. The mediator will be chosen using the alternate strike method, from the panel of arbitrators provided by Federal Mediation and Conciliation Services (FMCS). In the event a grievance is submitted for mediation the arbitration timelines shall be tolled until after completion of the mediation process.

ARTICLE 13 **DISCIPLINARY PROCEDURES**

13.01 Disciplinary action will only be taken against a non-probationary employee for just cause. The parties agree that discipline is meant to be corrective and progressive in nature, and shall take into account the seriousness of the violation and the employee's record of discipline.

13.02 Employees shall have the right to Union representation during investigatory interviews if so requested by the affected employee. The Employer will notify the Union and the employee, in writing, at the time discipline occurs, of any disciplinary action. All notices of discipline shall contain the reasons for the disciplinary action.

13.03 Whenever the Employer determines that an employee may be subject to disciplinary action, which could result in loss of pay and/or loss of position, a pre-disciplinary conference will be scheduled to afford the employee an opportunity to offer an explanation regarding the alleged offense. A representative of the Human Resource Department will make a reasonable attempt to contact the Employer representatives and Union President or in the absence of the President, the Chief Steward or Union Vice President) to schedule a pre-disciplinary conference. A notice of the pre-disciplinary conference shall be provided to the employee and the Union President (or in the absence of the President, the Chief Steward or Vice President) at least two (2) working days in advance, and shall contain a general description of the alleged offense and the charges against the employee. Copies of exhibits, if any, will be provided to the employee at the pre-disciplinary conference. The Union may request and receive information related to the alleged offense and proposed discipline prior to the pre-disciplinary conference, but said request shall not delay the pre-disciplinary conference unless mutually agreed between the Union and the Employer. The employee shall have the right to have a Union representative present at the conference if they so desires however, in the event the employee does not request Union representation, the Union has the right to attend the pre-disciplinary conference but not as a representative of that employee.

An employee shall also have the right to Union representation during investigatory interviews where the employee reasonably believes disciplinary action may result, and where the employee requested such representation.

An employee has the right to waive, in writing, the pre-disciplinary conference. An employee has the right to waive, in writing, union representation during any stage of the disciplinary process.

13.04 The Employer shall proceed with any disciplinary action within a period of not later than twenty (20) working days from the close of the investigation of the alleged offense or twenty (20) working days from the close of a criminal investigation. If such disciplinary action is not initiated against an employee within such period of time, the disciplinary action is deemed withdrawn.

13.05 Any records of disciplinary action taken against an employee shall expire and not be used against the employee for the purposes of progressive disciplinary action, providing there has not been intervening disciplinary action taken against the employee during the specified time period as follows:

- A. Disciplinary actions resulting in no loss of time or pay - twelve (12) months;
- B. Disciplinary actions resulting in loss of pay or time not to exceed five (5) days pay - twenty-four (24) months; and

- C. Disciplinary actions resulting in the loss of pay or time exceeding five (5) days pay - thirty-six (36) months.

If there has been no intervening disciplinary action, said notations shall be removed from their file and personnel file if the employees request the removal of the disciplinary notations in writing. Said requests must be directed to the attention of the DJFS Human Resources Administrator.

13.06 There shall be no regulation of an employee's off duty personal conduct provided that it does not affect the employees' employment status or job performance.

13.07 Employees will not be permitted to take vacation or personal leave on the day before or the day after a disciplinary suspension. This section excludes leave approved prior to the disciplinary determination by the Employer, the use of vacation when the employee will suffer a loss of the use of vacation if not used by the end of a calendar year, and leave taken in accordance with Article 35, Sections 35.01, 35.12 and 35.14, and subject to the requirements in Section 35.05.

ARTICLE 14 **LABOR-MANAGEMENT COMMITTEE**

14.01 Unless mutually agreed otherwise, Labor-Management meetings will be held bi-monthly on a specified day and time. No more than five (5) representatives of Management, including but not limited to the Labor Relations Administrator, shall meet with not more than five (5) representatives of the Union to discuss pending problems and to promote a more harmonious relationship between the Union and the Employer.

An agenda will be furnished at least five (5) working days in advance of the scheduled meeting by the party requesting the meeting. The purpose of such meeting shall be to:

- A. Discuss the administration of this agreement.
- B. Notify the Union of changes made by Management which affect bargaining unit employees.
- C. Jointly discuss the need for upgrading the current employees, in terms of providing and/or identifying training and education opportunities to meet future needs and programs of the Department.
- D. Discuss grievances which have not been processed beyond Step 3 of the Grievance Procedure when such discussions are mutually agreed to by the parties.
- E. Disseminate general information of interest to the parties.

- F. Give both parties the opportunity to share their views and make suggestions on the subjects of interest.

14.02 It is further agreed that if special Labor-Management meetings have been requested, they shall be convened as soon as feasible.

Union representatives of the Labor-Management Committee shall not suffer loss in pay for attendance at meetings provided by this article. Meetings which extend beyond the work day will permit the Employer to flex the employees schedule based on the excess hours over forty (40).

14.03 Within fifteen (15) days from the date of any Labor-Management meeting, Management shall respond in writing to the Union on any issues which require an answer.

ARTICLE 15 **UNION BARGAINING COMMITTEE**

15.01 The Employer agrees to pay not more than five (5) bargaining unit employees of the County of Summit Department of Job and Family Services who are appointed as representatives to serve on the Union Bargaining Committee for time spent in meetings with Management to renegotiate this agreement, pursuant to Article 48, Duration, where such meetings take place during such employee's regularly scheduled hours on the days in questions.

ARTICLE 16 **BULLETIN BOARDS**

16.01 The Employer shall furnish to the Union three (3)-enclosed, locking bulletin boards and one (1) plain bulletin boards. The Employer shall bear the costs of installation of the bulletin boards. Designated areas shall be:

- A. Russell M. Pry or Firestone / Triangle Building

The parties agree that all bulletin boards will be placed on the first (1st) floor easily accessible for all members to view with two (2) in the rear of the (1st) building and one (1) inside the JFS secure front entrance.

Notices or announcements shall not contain anything scandalous or malicious, or statements that constitute an attack upon elected officials of the County or the Administration of this Agency.

16.02 Any violation of this section shall be discussed immediately with the Union upon notification by the Employer.

16.03 The Employer agrees not to print, distribute, or post scandalous or malicious materials regarding the Union or any of its representatives.

16.04 In the event a dispute arises concerning the appropriateness of material posted, the President will be advised by the Employer and the notices will be removed from the bulletin

boards until the dispute is resolved. If the material is not removed, the Employer may cancel the provisions of this section and use of the bulletin boards by the Union until the issue can be resolved.

A grievance concerning this article may be initiated at Step 3 of the Grievance Procedure by the Union.

ARTICLE 17 **SECURITY**

17.01 The Employer shall provide armed security during the employees' standard workday, at the Pry Building.

ARTICLE 18 **HEALTH AND SAFETY**

18.01 The Employer agrees to provide a healthful and safe work place for all employees and will comply with applicable laws and regulations relating to the health and safety of its employees.

18.02 The joint committee on Health and Safety, hereinafter referred to as the "Safety Committee," will be established and will consist of three (3) bargaining unit members appointed by the President of the Union, and three (3) Employer representatives. The Safety Committee shall:

- A. Meet on a quarterly basis, or a specific day and time to review the department health and safety programs and make recommendations to the designated member of the leadership team.
- B. Meet to review, discuss, and report on the various safety items and activities.
- C. Review and analyze Federal and State standards or regulations which affect the department.
- D. Review problems concerning health and safety and make recommendations to the designated member of the leadership team regarding any protective equipment, devices, or clothing, examinations, or other related items deemed necessary.
- E. Agendas for Health and Safety Committee Meetings shall be submitted at least five (5) days prior to scheduled meetings.

Union representatives of the Safety Committee shall not lose pay while in attendance at meetings pertaining to this Article. Meetings which extend beyond the work day will permit the Employer to flex the employees schedule based on the excess hours over forty (40).

18.03 The Employer agrees that there shall be no maintenance duties performed during normal work hours that pose a hazard to any workers performing their normal duties during that time. Should it become necessary for maintenance duties that pose a hazard to be performed during these regular hours, employees in the immediate area affected shall be relocated to a safe working area.

18.04 The Employer shall provide a lunch room in the Russell M. Pry Building for use by County employees.

ARTICLE 19 **AGENCY POLICIES AND PROCEDURES**

19.01 Agency policies and procedures shall be defined as any official written policies and procedures by the Employer governing the employee's conduct and job duties during regularly scheduled work hours, or off-duty hours if the employee's actions could have a substantially adverse effect on the Employer and/or the Employer's operations, programs, or clients.

19.02 When the Employer establishes new policies and procedures or revises current policies and procedures, the Union shall be notified ten (10) days in advance. The Employer shall meet with the Union to discuss and review such policies and procedures prior to implementing such changes within the ten (10) days. Failure to meet within the ten (10) days shall be deemed acceptance by the Union, unless the Employer and the Union is unable to meet within the ten (10) day period. In the event of a health, safety or other unforeseen circumstances, the Employer may implement Policies as needed and waive the time lines as stated herein, but the Union shall still have the right to meet with the Employer to discuss and review such policies within ten (10) days of implementation if requested by the Union.

Affected employees shall receive, in writing, any new policies and procedures or revisions of policies and procedures ten (10) days prior to their effective date.

19.03 The parties agree that all policies and procedures shall be reasonable, and to the extent practical shall be uniformly applied and enforced.

ARTICLE 20 **STANDARD WORK WEEK**

20.01 The standard workweek for all full-time employees shall be forty (40) hours per week. Based upon operational needs, the Employer may set the hours, workdays, and workweek according to the need. The Employer shall meet with the Union to discuss any proposed changes of hours, work day, or work week fifteen (15) days prior to the date scheduled for implementation of such changes.

20.02 Any employee who works more than forty (40) hours in any calendar week shall be entitled to overtime pay or compensatory time, whichever the employee selects. If funding for overtime is unavailable, the employee will be required to receive compensatory time.

- A. **Overtime Pay.** Employees choosing pay for all hours in active pay status, except for sick leave, in excess of forty (40) hours shall be paid at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay. Employees who choose to receive pay shall be paid at the conclusion of the next succeeding pay period.
- B. **Compensatory Time.** Employees choosing or receiving compensatory time, in lieu of overtime pay, shall receive such time at the rate of one and one-half (1 1/2) hours of time for each hour of overtime in excess of forty (40) hours in active pay status, except for sick leave. Employees may not accrue more than eighty (80) hours of compensatory time unless otherwise approved by the Employer due to operational need. An employee shall be permitted to use accrued compensatory time in minimum increments of fifteen (15) minutes provided the request is made within a reasonable period and to do so would not unduly disrupt the operations of the department. Any unused compensatory time over eighty (80) hours will be paid out at the end of each pay period. Employees requesting payment for compensatory time may do so by providing advance notice to the Employer at least thirty (30) calendar days prior to the date of pay off. To the extent practical, the Employee will receive the payoff in the first full pay period following the request.

An employee shall be paid for any accumulated unused compensatory time at the time of separation at the current rate of pay.

20.03 Overtime pay shall not be pyramided or compounded for the hour(s) worked. Overtime work shall be offered as equally as practicable to qualified employees working within the same job classification, within the Division where the overtime occurs. If there are insufficient employees available to perform the work, overtime will be mandatory and the Employer will schedule employees as needed. However, the Employer may determine to offer overtime to employees from other divisions prior to scheduling mandatory overtime. Employees required by the Employer to work mandatory overtime will be provided at least forty-eight (48) hour notice if the overtime need has been determined by the Employer by that time. If after scheduling employees within a division there is still need for further personnel, the overtime will be offered as equally as practicable to qualified employees within the same or similar job classification outside of the Division. If there are insufficient employees available to perform the work, overtime will be mandatory and the Employer will schedule employees by following the same procedures as stated above. Any employee who is offered overtime and refuses overtime will be charged the number of hours of overtime as if worked.

20.04 Employees shall be subject to discipline for any tardiness and be subject to docked pay as follows:

[this space intentionally left blank]

Tardiness Dock Schedule

<u>Minutes Late</u>	<u>Minutes Deducted</u>
1 — 7 minutes	tardy, no deduction
8 — 22 minutes	15 minutes deducted
23 — 37 minutes	30 minutes deducted
38 — 52 minutes	45 minutes deducted
53 — 67 minutes	60 minutes deducted

The tardiness dock schedule is cumulative in a pay period.

Tardiness Discipline Schedule. The following sequence of this discipline is applicable only where no other disciplines have occurred and are active. Intervening disciplines for other charges will affect progressive disciplinary action taken on tardiness.

After the third incident of tardiness, employees will be subject to formal discipline as follows:

- A. Three (3) or more occurrences of tardiness within a quarter or ten (10) or more times per calendar year.

20.05 No employee shall be required to travel from one (1) location to another during their lunch period.

ARTICLE 21 **CALL-IN PAY AND "ON-CALL" PAY**

21.01 Call-In Pay. When an employee is required to report back to work after termination of their regular work schedule and the employee reports, she shall be paid for such time. Any employee reporting for work pursuant to this article shall receive a minimum of four (4) hours straight-time pay. This provision is not applicable to work that is a continuation of or immediately preceding her regular work schedule.

21.02 On-Call Pay – Adult Protective Services ("APS").

- A. APS Investigators will cover after hours referrals and/or emergencies between the hours of 4:00 p.m. and 8:00 a.m. on weekdays and twelve (12) hour shifts on weekends and holidays from 8:00 p.m. to 8:00 a.m. APS employees covering after hours referrals in accordance with this section are not entitled to the minimum call-in pay pursuant to Article 21.01. Employees responding to emergencies under this section will be eligible for compensation from the time the initial call is received until the time the last call is completed or the employee returns home from an investigation.

After Hours Compensation Rates Are As Follows:

Monday through Thursday	= \$45.00 per day
Friday through Sunday	= \$60.00 per day/per shift
Holidays	= \$75.00 per holiday/per shift

Holiday rate is paid for both the actual and Employer-observed holidays for New Year's Day, Juneteenth, 4th of July, Veterans Day, Christmas Eve, and Christmas Day. All other holidays are paid the Holiday Rate only on Employer observed holidays.

- B. After hours shifts will be chosen in order of union seniority. After hours compensation is paid regardless of whether the employee is called during their assigned shift. Said payment shall be paid as compensation to an employee at the appropriate rate in the same manner as all other compensation, subject to withholding of taxes and other appropriate deductions. Any vacancies in the schedule that occur for any reason shall be offered in order of union seniority. If no employee takes a vacant shift after offering by order of seniority, the least senior employee will be required to fill the vacant shift. Hours worked responding to emergencies may be "flexed" in the same work week. "Flexed" means the employee's normal work shift may be shortened by the amount of hours worked responding to emergencies during after hours, operating need permitting.
- C. Those employees assigned to on-call duty shall be required to carry their agency provided cell phone, and all other necessary County equipment as determined by Management, at all times during that period of such duty. Employees who are subject to on-call duty must respond to calls within 15 minutes. When responding to calls in the field, employees must depart to the site in a reasonable amount of time under the circumstances of the situation.
- D. **Assignments for On-Call.** The employer shall be responsible for assigning the on-call rotation schedule. The on-call duties shall be assigned as equally as practicable among the employees. Newly hired employees shall be placed in the on-call rotation after completing one hundred and eighty (180) calendar days of their probationary period, or sooner at management's discretion.

Employees assigned on-call duty may trade on-call duty with another employee, for one (1) day up to one (1) week, providing the Employer has prior notice of such trade. The employee agreeing to assume the duties of on-call shall be responsible for fulfilling those duties.

- E. **Personal Vehicle.** Employees shall be compensated for their mileage at the rate pursuant to this Agreement. Mileage will be paid from the site the call was received to the on-call site and to the return to the site of the call or to the employee's home, whichever is applicable.
- F. **Scheduling.**
On-Call schedule selections will be completed and distributed no later than:

- 12/15 for January – March
- 03/15 for April – June
- 06/15 for July – September
- 09/15 for October – December

- G. **Time Worked.** Employees responding to emergencies under this section will be eligible for compensation from the time the initial call is received until the last call is completed or the employee returns home from an investigation.

ARTICLE 22 **REPORT-IN-PAY**

22.01 When employee(s) report to work on a regularly scheduled work day without previous notice not to report and the scheduled work day is canceled, the employee(s) shall receive a minimum of eight (8) hours work or eight (8) hours pay in lieu thereof, at the applicable hourly rate of pay.

ARTICLE 23 **REST PERIODS**

23.01 There shall be one (1) fifteen (15) minute rest period granted in paid status for each four (4) hours worked. This time represents actual time away from the employee's duties. These rest periods will be scheduled as close as possible to the middle of each four (4) hours worked, and must be scheduled at least one (1) hour after the start of the shift or at least one (1) hour before the shift ends.

The Employees may be permitted to extend the meal period by using time from their rest period, if approved by the Employer. Approval shall not be arbitrarily denied.

23.02 When employees work beyond their regular quitting time (overtime), the Employer shall provide such employee with additional rest periods, prorated at fifteen (15) minutes for each four (4) hours worked.

23.03 No employee shall leave the premises during these paid rest periods unless the employee has received their supervisor's permission.

ARTICLE 24 **PERSONNEL RECORDS**

24.01 It is recognized by the parties that the Employer may prescribe regulations for the custody, use, and preservation of the records, papers, books, documents and property pertaining to the Employer. Each employee shall be allowed to review their personnel file, with the exception of initial references obtained for employment and any other documents restricted by law, upon one (1) day advance notice, provided an operational hardship does not occur.

The Union shall have access to employees' personnel records for the purpose of investigating potential grievances. Requests for access to employees' personnel records shall be in writing, listing the records and/or documents the Union needs to review, excluding any confidential material as defined by law.

24.02 A copy of any material placed into an employee's personnel file that might lead to disciplinary action or negatively affect an employee's job security or advancement shall be provided to the employee. If material is placed in an employee's personnel file without following this procedure, such material cannot be used in any disciplinary proceedings.

An affected employee will be provided a copy of any disciplinary action to be placed in their personnel file and will be required to sign the document acknowledging receipt of same.

If an employee, upon examining their personnel file, has reason to believe that there are inaccuracies in those documents; the employee may write a memorandum to the Employer explaining the alleged inaccuracy. If upon investigation the Employer sustains the employee's allegation, the Employer shall remove the inaccurate material from the personnel file or correct the inaccuracy. If the Employer does not sustain the employee's allegation, the employee may file a grievance at Step 3 of the Grievance Procedure.

24.03 Employees shall be provided with a copy of their position description and the classification specification of the position in which the employee is presently serving, upon request of the employee to the Human Resource Department, within a reasonable period of time.

ARTICLE 25 **EVALUATIONS**

25.01 Employees shall be evaluated not less than once during their probationary period. The evaluation period for non-probationary employees is January 1 — December 31. All evaluations for non-probationary employees will be completed by March 31 of the following year. In the event the Employer needs to extend the period of time to complete all the evaluations, the matter will be discussed with the Union. The purpose of the evaluation is to inform the employee of her strengths and/or weaknesses as related to job performance and to set the criteria for job performance.

25.02 Employees serving their initial hire training or probationary period may be removed at any time during their training or probationary period, and such removal is non-appealable through the grievance procedure contained herein or any civil service commission.

25.03 Each employee shall be evaluated annually by their immediate supervisor. If an employee has taken a different position within three (3) months of the evaluation date, the supervisors shall consult with each other in completing the evaluation.

25.04 The supervisor shall meet with the employee to discuss the evaluation. The employee shall be the last person to sign the evaluation. The employee's signature on the evaluation merely indicates acknowledgment that the employee has received a copy of the evaluation; it does not indicate agreement with its contents. Employees who object to their evaluation may submit a dissenting statement/letter which will be attached to the performance evaluation.

25.05 Except for review modifications pursuant to 25.05, above, any changes made after the employee signs the evaluation shall be null and void. Evaluations are not grievable through the Grievance Procedure herein contained.

ARTICLE 26 **LAYOFF AND RECALL**

26.01 Whenever the Employer determines a layoff or abolishment is necessary due to a lack of work, a lack of funds or for reasons of economy and efficiency, the Employer shall notify the Union and the affected employees fourteen (14) days in advance of the date of layoff or abolishment.

26.02 The Employer shall determine in which classification(s) the layoff will occur. The layoff(s) of any permanent, full-time employee(s) shall only commence following the layoff of any temporary, intermittent, seasonal, part-time and newly-hired (those who have not yet completed their initial probation period) employees in the affected classifications.

Layoff of Permanent, Full-Time Employees Will Occur In The Following Order

- A. Promoted employees who have not completed their probationary period shall be returned to the position held prior to the layoff.
- B. Employees who have completed the probationary period by order of reverse seniority.

26.03 Permanent full-time employees who are placed on layoff may apply their bargaining unit seniority to displace the least senior employee as follows:

- A. In the classification held prior to layoff for which the employee remains qualified.
- B. In the same classification series, in a lower pay grade, for which the employee is qualified, or a classification in the same pay grade which the employee is qualified to do without any additional training. If the displacing employee cannot perform the duties of the same pay grade classification within five (5) working days, they shall be laid off.
- C. In another classification series, in a lower pay grade for which the employee is qualified. If the displacing employee cannot perform the duties of the classification within twenty (20) working days, they shall be laid off. An employee displaced under the provisions of this article shall have the right to displace another employee, as applicable, in accordance with the provisions above.

26.04 Any employee who is laid off shall have the option of converting her accumulated balances of leave (e.g. vacation or compensatory time) to a cash payment at the time the

employee is laid off. The County will make payment in the pay period following the period in which such request is made.

An employee's leave balances may only be reinstated if the employee's layoff is disaffirmed through the grievance procedure and the employee submits a reimbursement for the entire amount of the leave balance(s) previously converted.

26.05 Recall from layoff shall be made in reverse order of layoff; that is, the last employee placed on layoff from a classification shall be the first to be recalled. Employees who are placed on layoff may be recalled to a vacant position in a lower pay grade for which they are qualified, and shall maintain their right to be recalled to the classification from which they were placed on layoff as stated in Section 26.11 below. Employees who wish to accept recall to a lower classification must accept within seven (7) working days. Employees who refuse recall to a classification from which they have been laid off shall lose seniority and recall rights to that classification. Employees who fail to return to work within seven (7) working days of the date of recall, or a later date as indicated by management, shall lose seniority and employment rights in accordance with Article 27, Seniority. Employees shall be notified of recall by the method designated by the employee upon layoff and by certified mail, return receipt requested, at their last known address on file with the Employer. An employee on layoff remains eligible for recall for a period of twenty four (24) months.

26.06 No new employees shall be hired into, or vacant positions posted, in any classification in which employees are on layoff until such time as the recall list has been exhausted.

Any substantial duties performed by an employee who has been laid off, or whose position has been abolished due to a lack of work, shall not be reassigned to any non-bargaining unit employees.

26.07 When layoff in a classification becomes necessary, and one (1) or more employees in the affected classification desire to be placed on voluntary layoff, regardless of their seniority status, layoff shall be granted based upon the following:

- A. The volunteer with the most agency seniority shall be placed on layoff first.
- B. Employees who are placed on voluntary layoff may not displace employees in any other classification.
- C. Employees who are placed on voluntary layoff may be recalled to a vacant position in a lower pay grade for which they are qualified and shall maintain their right to be recalled to the classification from which they were placed on layoff as stated in Article 26.11 below.
- D. The Employer shall not challenge an employee's unemployment compensation claim unless an employee refuses recall.

26.08 Employees shall be laid off or displaced using their agency seniority date. In cases where two (2) or more employees have identical seniority dates, the tie shall be broken by using the earliest date on the document supporting the selection for employment.

In no event shall an employee with less seniority displace an employee with more seniority. If an employee does not fill an available vacancy or displace another employee by the methods listed in this article, and the employee has exhausted their displacement rights, then the employee will be laid off.

26.09 Employees who are on sick leave, vacation, or leave without pay at the time a layoff is effective shall be subject to layoff. Such employees shall be guaranteed the same rights as all other employees. Notices of layoff, abolishment, or displacement shall be mailed to such employees by certified mail.

An employee who is receiving disability leave benefits at the time a layoff is effective shall have the same rights as those above, except that the employee shall continue to receive disability leave benefits until the period of disability is over and the employee would otherwise be able to return to work.

26.10 Employees whose jobs are abolished shall have the same rights as a laid off employee in accordance with the provisions of this article.

26.11 A laid off employee who is recalled at any time shall be given their previous service plus service credit for the time laid off, provided such service credit will not exceed twenty four (24) months for any single period of layoff.

ARTICLE 27 **SENIORITY**

27.01 "Agency Seniority" means the employee's uninterrupted length of continuous service with the Employer, calculated from the last hiring date or re-employment following a break in service.

"Bargaining Unit Seniority" means the employee's uninterrupted length of continuous service within the bargaining unit.

A termination of employment lasting fewer than thirty-one (31) days shall not constitute a break in continuous service.

27.02 Employees shall lose all seniority and employment rights upon any of the following:

- A. Discharge for just cause.
- B. Retirement or resignation.
- C. Layoff in excess of twenty four (24) months.

- D. Failure to return to work within seven (7) days of recall from layoff; unless the failure to return within such seven (7) days is not within the control of the employee, or within such seven (7) days the Employer agrees to an alternative date for the employee to return to work.
- E. Failure to return to work upon expiration of a leave of absence.
- F. Absence of three (3) or more consecutive work days without the employee or her designee notifying the Employer (no call/no show).

27.03 Employees shall continue to accrue seniority during the following:

- A. Absence while on approved paid or unpaid leave not exceeding six (6) months.
- B. Military leave of absence up to three (3) years.
- C. Layoff of twenty four (24) months or less.

27.04 The Union shall be provided with a seniority list at least annually or when needed.

27.05 Bargaining unit seniority shall be applicable for the following:

- A. Parking assignments (in the event the Employer assigns parking spaces to the bargaining unit, choice of space shall be determined by seniority among bargaining unit members).
- B. Vacation scheduling.
- C. Layoff.
- D. Recall.
- E. Office assignments when entire units are relocated or additional space becomes available, except as operational needs require otherwise.

27.06 An employee that leaves the bargaining unit shall cease to accrue bargaining unit seniority, on their last day in the bargaining unit classification. If the bargaining unit member returns to the bargaining unit within 60 days, they shall retain their previous service, and begin to accrue Bargaining Unit Seniority on the day they return to a bargaining unit classification with no loss. If a bargaining unit employee remains outside the bargaining unit in excess of 60 days, it is considered an interruption of service, and their bargaining unit seniority shall begin from zero days upon return to the bargaining unit.

27.07 Bargaining Unit and Seniority List. The Employer shall provide the Union Local 2696 President and Ohio Council 8 with a list of the name, address, phone number,

classification, employee number, and seniority date of each bargaining unit employee quarterly. The list will be provided in an electronic format agreeable between the parties.

ARTICLE 28

VACANCY AND PROMOTION

28.01 Whenever the Employer determines that a permanent vacancy exists, a notice of such vacancy shall be posted on the Employer's bulletin board and on the Summit County Human Resources employment website for five (5) consecutive work days. Once a vacant position has been posted, the Employer will fill said vacancy as soon as practicable unless the vacancy is rescinded. A vacancy shall only be rescinded prior to the vacant position being awarded to and accepted by the employee. Postings will remain active for up to 6 months and employee applications will be maintained on file for that period and automatically considered for any and all openings for that same job classification that occur within that time period unless notified by the employee otherwise. Internal employees of this bargaining unit will be provided e-mail or other type of notification of new vacancies that the Employer intends to fill and will be permitted to apply within thirty six (36) hours from time of notification as listed on the e-mail notice, if they have not previously applied. Employees may submit updated information to their application to the Employer during the 36 hour posting period.

"Show of Interest": Employees may apply for jobs in their currently held job classification by submitting a "Show of Interest" to the Human Resource Department and to the Deputy Director or the designated management supervisor in the area where they seek to transfer. The "Show of Interest" form will be provided by the Employer to an interested employee. The employee must complete the form and briefly explain their interest in other areas/programs of the Agency, and include any previous experience in that area. Employees that submit a "Show of Interest" will be considered based on operational need as determined by the Employer. Employees are not guaranteed a transfer based on submission of a "Show of Interest". If two (2) equally qualified employees submit a "Show of Interest" the position will be awarded based upon bargaining unit seniority.

Postings shall contain the classification title, rate of pay, minimum educational and experience qualifications as required by the classification specification, and a brief summary of the job duties.

During the posting period, any employees wishing to apply for the vacant position(s) shall do so by submitting an online application using the appropriate forms contained on the County employment website to the Employer. The employee must comply with the Employer's procedures and requirements as set forth on the County employment website in order to be considered for a vacancy.

All permanent vacancies are filled pursuant to the criteria listed in this Article (see 28.03).

28.02 If no employee bids or meets the minimum qualifications as listed on the posting or the Employer determines it can hire a more qualified applicant from outside, the Employer may hire from among outside applicants.

28.03 The Employer shall use only the following criteria when selecting the most qualified applicant(s): attendance, disciplinary action, related education, related experience, seniority, related training, structured interview, the employee's performance and other job related criteria including those as listed on the job posting. (For purposes of this article only, the criteria have been listed in alphabetical order, not necessarily in order of importance.)

28.04 The Union shall be notified of the individual selected and the effective date of the appointment. Employee applicants will be notified within a reasonable time after the final hiring approval and acceptance of a position.

28.05 Same classification transfers shall be considered to have qualified for the position when they have satisfactorily completed an one hundred-twenty (120) calendar day probationary period which begins from the actual date of transfer to the new assignment.

28.06 The probationary period for all bargaining unit employees, including those who change classifications due to a job posting, shall be one hundred eighty (180) calendar days. Probation will start on the date of hire or date of promotion to the new classification, as applicable, and extend one hundred eighty (180) calendar days upon completion of training, but shall not exceed twelve (12) months in duration.

Employees serving their initial hire training or probationary period may be removed, and such removal is non-appealable through the grievance procedure contained herein or to any civil service commission.

Should an employee not satisfactorily complete the probationary period for a position acquired through job posting, the employee shall be returned to their former position if such position is vacant, or to any same or similar classification at the rate of pay the employee would have received had the employee stayed in the former position. If no position in a same or similar classification is available, the employee may exercise their rights to displace another employee in accordance with the provisions of Article 26. Vacancies resulting from the failure of any probationary period may be filled from the list of applicants from the original posting.

28.07 An employee who is awarded a position as a result of a job bid, or any initial hire, may bid on a vacant bargaining unit position after successful completion of probation. This provision includes employees who fail to successfully complete the required probationary period.

28.08 Promoted employees shall be placed in the start rate of the new pay range or five percent (5%), whichever is greater.

28.09 An employee who is demoted shall receive a five percent (5%) reduction in pay or be paid at the rate of pay of the highest paid employee in the lower classification, whichever is lower. This Section only applies to demotions within the bargaining unit (from one bargaining unit classification to another lower bargaining unit classification). Demotions from outside the bargaining unit shall receive the start rate of the lower classification.

28.10 When probationary periods are extended by the Employer due to absence or for other performance reasons, both the Union and the employee will be notified of the date to which the probationary period is extended.

ARTICLE 29

TEMPORARY ASSIGNMENTS

29.01 "Temporary assignments" are those assignments in which work is of a temporary nature and a specified duration, not to exceed one hundred eighty (180) calendar days, unless mutually agreed to a longer period. When the temporary employee is doing the work of an employee on approved leave of absence, the duration shall extend for the period of the approved leave of absence.

29.02 If the employer determines there is a need to make a temporary assignment, the employer shall fill that temporary assignment following the "Show of Interest" procedure outlined in Article 28.01 and make their selection using that procedure (the fact that the assignment may be a different classification notwithstanding).

29.03 If a temporary employee is hired as a permanent employee in the same classification and same position in which they were working without a break in continuous service, as defined in Article 27, Seniority, their hire-in date as the temporary shall be deemed the beginning date for their probationary period and all time worked shall count towards their probationary period. The seniority date for new hires shall begin from the original date of hire.

29.04 The Employer may assign an employee to work out of classification in a non-bargaining position for a period of time not to exceed ninety (90) days of the temporary period of time. The employee shall remain a member of the bargaining unit and continue to be subject to the terms and conditions of the collective bargaining agreement, including the payment of dues or fees. The employee shall be paid at the minimum pay rate of the non-bargaining classification or receive a seven percent (7%) increase in pay, whichever is greater, for the period of time they are assigned to the non-bargaining position. The employee will not discipline bargaining unit employees while in the temporary assignment. The employee shall be returned to their former position and pay rate at the end of the time period.

ARTICLE 30

WORKING OUT OF CLASSIFICATION

30.01 If any employee is temporarily filling a vacancy in a lower classification, that employee shall be paid at the rate of pay of their permanently assigned classification. If an employee is temporarily filling a higher classification for more than five (5) consecutive days, the employee shall be paid at the base rate of pay of the higher classification for the entire period of time at the higher classification.

ARTICLE 31
JOB CLASSIFICATION SPECIFICATIONS

31.01 The Employer agrees to provide a detailed and specific job description to every employee when hired, transferred, or promoted into a different position, or whenever changes are made to their current job description.

31.02 The Employer agrees to continue to utilize current job classification specifications in effect on the date of the signing of this agreement until such time as the Employer revises or modifies such specifications and/or minimum qualifications.

31.03 The Employer shall meet with the Union prior to making changes in a job classification specification and/or minimum qualifications and discuss such change.

Changes in job classification specifications shall not be made for arbitrary or capricious reasons.

31.04 Upon request to the Employer, the Union shall be furnished with copies of current job descriptions for positions in the bargaining unit.

ARTICLE 32
JOB AUDITS

32.01 Employees may request to have their position audited by the Human Resource Office. The employee shall request a Position Audit Questionnaire (PAQ) from the personnel office. The Human Resource Office will process the audit request upon completion and return of the PAQ and any other necessary information requested by the personnel office. Requests shall be limited to one (1) per employee per twelve (12) month period, with no more than three (3) employees being able to file for an audit each year. The Employer may deny audits at its discretion.

32.02 Within thirty (30) days of the receipt of the completed PAQ and any other information requested, the personnel office shall determine if the employee is working out of classification. If it is determined that the employee is working out of classification, the Employer shall do one (1) of the following:

- A. Reclassify the employee to the appropriate classification. If the appropriate classification is in a higher rated pay range, the employee will be placed in the higher pay range at a rate higher than the employee is currently making, but not to exceed the last step for that pay range;
- B. If the appropriate classification is in a lower rated pay range, the employee will be placed in the lower pay range. The employee shall not suffer a reduction in pay, but if the employee is making more than the last step of the pay for the lower pay range, the employee shall have their rate of pay frozen until the last step of the lower pay range exceeds her current rate of pay; or

- C. The Employer may either add to duties or take away from duties of the employee in order to properly classify the position.

32.03 Audit determinations shall be based upon the most current classification specifications on file with the personnel office. Grievances filed pursuant to this article shall be submitted at Step 3 of the grievance procedure. The Union shall be notified of the outcome of the job audit at the same time as the requesting employee.

ARTICLE 33 **HOLIDAYS**

33.01 All employees shall be granted fourteen (14) paid holidays per year. These are listed below:

HOLIDAY	DATE OF HOLIDAY
New Year's Day	First Day of January
Dr. Martin Luther King Day	Third Monday of January
Presidents' Day	Third Monday of February
Memorial Day	Last Monday of May
Juneteenth	Nineteenth of June
Independence Day	Fourth of July
Labor Day	First Monday of September
Columbus Day	Second Monday of October
Veterans' Day	Eleventh of November
Thanksgiving Day	Fourth Thursday of November
Day after Thanksgiving	Day after Fourth Thursday of November
Christmas Eve	Twenty-fourth of December
Christmas Day	Twenty-fifth of December
Employee's Birthday	To be taken at a time that is mutually agreed upon with the Supervisor on or after the birthday and within the calendar year, or it will be added to the employee's vacation accumulation

When the holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When the holiday falls on a Sunday, the following Monday shall be observed as the holiday.

33.02 To be entitled to holiday pay, an employee must be on the payroll (actually receiving pay) during the week the holiday falls.

An employee who does not work on a holiday shall receive eight (8) hours pay at their regular rate of pay. Employees who work on a holiday shall receive one and one-half (1 1/2) times their regular rate of pay for hours worked in addition to eight (8) hours holiday pay. The employee must work the last scheduled work day before the holiday and first scheduled work day after the holiday in order to receive holiday pay. In the event that an employee is absent for sickness for either or both days, verification must be provided with a doctor's slip in order to be paid for said holiday.

33.03 Any other day designated as a holiday by an act of the President of the United States, and/or the Governor of the State of Ohio, and/or the County Executive in conjunction with County Council, will also be considered to be a paid holiday.

ARTICLE 34
VACATIONS

34.01 Each bargaining unit employee shall earn and be due vacation in the following manner:

TOTAL SERVICE	ACCUMULATION PER PAY PERIOD	ANNUAL CREDIT
Less than 180 days	None	None
More than 180 days	3.1 hours	80 hours*
More than five years	4.6 hours	120 hours
More than ten years	6.2 hours	160 hours
More than fifteen years	7.7 hours	200 hours

* For new employees with no prior service with the County or any political subdivision of the State, after one hundred eighty (180) days of service with the County (computed on the basis of 13 biweekly pay periods), forty (40) hours of vacation leave with full pay shall be earned and will be due, and then accumulate at 3.1 hours per pay period (80 hours annual accumulation). However, no employee with less than one year of service shall be entitled to take or to be paid upon separation for vacation leave accumulated.

Prior service with the County or any political subdivision of the State of Ohio shall be used in determining service credit for purposes of vacation accumulation. Vacation leave may be carried over each year with no restriction. However, upon separation from County service, the employee will only receive payment for no more than that which was accrued but unused within the three (3) years immediately preceding the last anniversary date.

34.02 Annual vacation leave will be taken at such time as the employee and the supervisor mutually agree upon. All vacation leave must be requested and authorized on a form designated by the appointing authority. The Employer will grant annual vacation requests based on operational need. Vacation requests that are submitted by January 31 each year will be approved based upon operation need, bargaining unit seniority, and vacation accrual balance. Management has the right to cancel pre-approved vacation leave based on operational need however such leaves shall not be cancelled arbitrarily. After January 31st, approval will be based upon a first-come-first-served basis. The Employer will provide an answer within 7 (seven) working days of a request. An Employee, whose request has been initially denied, may resubmit for the same vacation at a time closer to the taking of the vacation if operational circumstances have changed. If after January 31, two (2) employees in the same work unit submit their requests on the same day, the determining factor shall be seniority.

All vacation requests must be prior authorized and submitted as far in advance as possible if hours are available at the time of the request. If hours are not available at the time the vacation is to be taken, the vacation approval will be rescinded.

34.03 Vacations will be granted in increments of not less than fifteen (15) minutes when requested by the employee unless Management denies the request based upon operational need. If an employee, while on vacation, contracts an illness, injury or experiences a death in the family, which would have warranted paid leave had the employee been at work, such employee shall, upon showing of proper evidence, be allowed to charge such absence to sick leave rather than to vacation time off.

The amount of an employee's accumulated vacation leave shall be reflected on the employee's biweekly pay stub.

ARTICLE 35 **SICK LEAVE**

35.01 Employees may use sick leave upon the approval of the Employer for the following reasons:

- A. Illness or injury of the employee or their immediate family.
- B. Medical, dental, or optical examination or treatment of an employee or their immediate family which requires the employee's attendance, which cannot be scheduled outside of normal working hours.
- C. If a member of the immediate family is afflicted with a contagious disease, or when, through exposure to a contagious disease, the presence of the employee at their job will jeopardize the health of others.
- D. Pregnancy and/or childbirth and other conditions related thereto inclusive of leave for male employees for the care of the employee's wife and family during the postnatal period.

35.02 All employees shall earn sick leave at the rate of four and six-tenths (4.6) hours for every eighty (80) hours in active pay status, excluding overtime. Accumulation of sick leave shall be unlimited.

35.03 An employee who is to be absent on sick leave shall notify the Employer of such absence and the reason therefore at least one-half (1/2) hour before the start of their work shift each day they are to be absent by utilizing the agency call off line. Employees who have FMLA approval for an extended leave are excluded from this requirement.

35.04 Sick leave shall be charged in fifteen (15) minute increments.

35.05 Before an absence may be charged against accumulated sick leave, the Employer may require proof of illness, injury or death, or may require the employee to be examined by a physician designated and paid for by the Employer. In any event, an employee absent for three (3) or more days shall supply a physician's statement to be eligible for paid sick leave.

35.06 If an employee fails to submit adequate proof of illness, injury or death upon request, or in the event that upon such proof as is submitted or upon the report of medical examination, the Employer finds there is not satisfactory evidence of illness, injury or death sufficient to justify the employee's absence, such leave may, at the Employer's discretion, be considered an unauthorized leave and shall be without pay.

35.07 Any abuse of sick leave shall be just and sufficient cause for disciplinary action. The following are potential examples of sick abuse; however, this is not an exhaustive list: Failure to notify a supervisor of absences, failure to follow proper leave procedures, failure to provide physician's verification when requested or where required, any presentation of or reference to fraudulent documentation to secure time off, absences that create a pattern, maintaining low sick leave balances due to excessive/frequent sick leave usage (not including Family Medical Leave Act leave).

35.08 The Employer may require an employee who has been absent due to personal illness or injury, prior to and as a condition of her return to duty, to be examined by a physician designated and paid for by the Employer, to establish that he is not disabled from the performance of her duties and her return to duty will not jeopardize the health and safety of other employees.

35.09 For sick leave purposes due to illness or injury of the immediate family, immediate family shall be defined as follows: spouse, domestic partner, children, step-children, children for who the employee has legal custody or guardianship, parents or one who stands in loco parentis, legal guardian, mother, father, step-parents, brother, sister, step-brother, step-sister, grandparents.

35.10 Personal Leave. Each contract year employees may elect to use up to five (5) days of sick leave as personal leave to cover any short term absence of a personal nature. The time off must be scheduled and approved by the immediate supervisor and must be taken in fifteen (15) minute increments. Unused personal leave will revert back to sick leave at the end of each contract year.

35.11 The Employer may require an employee to take an examination, conducted by licensed physician or psychologist selected by the Employer, to determine the employee's physical or mental capability to perform the duties of the employee's position. If found not qualified, the employee may be placed on disability leave. The cost of the examination shall be paid by the Employer.

35.12 Bereavement Leave. Employees shall receive up to five (5) days of sick leave as bereavement leave for members of the immediate family as follows: mother, father, spouse, domestic partner as defined in Section 35.15, sister, brother, child, stepchild, foster child, or child for whom the employee is the legal custodian or guardian, the legal guardian, or other person who stands in the place of a parent (in loco parentis) of the employee, mother-in-law,

father-in-law, step-parents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren, grandparents, spouse's grandparents, niece, nephew, aunt or uncle. Any reference to familial relationship due to marriage denotes current, not former marital relationships.

35.13 After ten (10) years of service and upon retirement, an employee may convert one-half (1/2) of the accumulated but unused sick leave to cash, not to exceed payment of ninety (90) days or seven hundred twenty (720) hours.

35.14 Family Medical Leave. Employees are subject to the County of Summit Family Medical Leave Policy.

35.15 Domestic Partner. "Domestic Partner" means a person that is in a personal relationship between two adults who do all of the following:

- A. Share a residence;
- B. Are in an exclusive relationship and intend to remain so indefinitely;
- C. Neither person is married to or legally separated from another person;
- D. Share responsibility for each other's common welfare; and
- E. Are each at least eighteen (18) years of age and mentally competent and not related to each other to a degree of closeness that would prohibit marriage.

ARTICLE 36

LEAVES WITH PAY

36.01 Employees may be granted the following types of paid leave:

- A. **Court Leave.** The Employer shall grant full pay where an employee is summoned and appears for any jury duty or is subpoenaed and appears as a witness by any court or other adjudicatory body as listed in this Article. The employee shall exhibit the jury summons or subpoena to their supervisor, and absent extenuating circumstances, within one (1) workday of receiving said summons or subpoena, the employee shall be excused to perform such service. All compensation for such duty shall be reimbursed to the Employer for disbursement to the County Treasurer, unless such duty is performed totally outside normal working hours.

An employee will only receive pay for Court duty while actually present and appearing for the Court duty. Verification of time present for Court duty will be required. An employee released from jury or witness duty prior to the end of her scheduled work day shall report to work for the remainder of the day, if there are more than two (2) hours remaining in the work day.

Employees shall honor any subpoena issued to them, including but not limited to, those from Worker's Compensation, Unemployment Compensation, State Employment Relations Board hearings, and the State Personnel Board of Review. It is not proper to pay employees when appearing in court for criminal or civil cases when the case is being heard in connection with the employee's personal matters. These absences will be leave without pay or vacation at the employee's option.

An employee shall request prior approval for court leave in order for such leave to be granted.

- B. **Military Leave.** Employees who are members of the Ohio National Guard, Ohio Defense Corps, the Ohio Naval Militia, or members of other reserve components of the Armed Forces of the United States are entitled to military leave of absence from their duties without loss of pay for such time as they are in the military service or field training or active duty for periods not to exceed one hundred seventy-six (176) working hours in one (1) calendar year. Employees are required to submit to the Employer an order or statement from the appropriate military commander as evidence of such duty. Military leave in excess of one hundred seventy-six (176) working hours in one (1) calendar year shall be leave without pay or vacation at the employee's option. Additional requests for time shall not be denied for arbitrary or capricious reasons. Employees who are members of those military components listed above shall be granted emergency leave when the employee is so ordered by the Governor of the State of Ohio to assist civil authorities. Such leave will be without pay if it exceeds authorized military leave for the calendar year. The leave will cover the official period of the emergency.

ARTICLE 37 **LEAVE WITHOUT PAY**

37.01 Employees who have completed their probationary period may be granted a personal leave of absence without pay for good cause shown, for a period not to exceed six (6) months. The granting of such leave will be based upon the operational needs of the Employer and at the discretion of the County Executive. Application for such leave shall be made in writing at least two (2) weeks prior to the beginning of said leave whenever possible. Personal leave granted must be approved in accordance with agency policies and procedures. Healthcare and other benefits shall not continue during a personal leave. Said notification requirement may be waived upon approval from the County Executive.

37.02 If an employee becomes unable to perform the essential functions of their position due to disabling injury, illness, or condition, including pregnancy, they may be given a medical leave of absence, upon presentation of sufficient medical documentation, which shall not exceed a maximum of six (6) months within a twenty-four (24) month period. The employee must utilize any or all accrued sick leave and vacation leave prior to requesting an unpaid leave. Healthcare and other benefits shall not continue during a personal leave.

If the employee is unable to return to active work status within the six (6) month period due to the same disabling illness, injury, or condition, the employee will be given a disability separation.

If a medical examination is requested by the Employer, the Employer shall bear the cost of the examination.

ARTICLE 38 **WAIVER IN CASE OF EMERGENCY**

38.01 In case of circumstances beyond the control of the Employer such as an Act of God, riot, flood, fire, weather emergencies, power outage, civil disorder and other similar acts, but excluding strikes and other similar work stoppage acts on the part of the employees, any affected provision of this Agreement where the situations required, and including the following, shall be automatically suspended without recourse from the Union, upon declaration of said emergency by the Employer or his designated representative, or the Governor of the State of Ohio:

- A. Time limits for replies on grievances;
- B. Limitations on distribution of work assignments;
- C. Limitations on distribution of overtime;
- D. In addition and notwithstanding other Articles of this Agreement, the Employer or his designated representative reserve the right, during any such emergency, to assign employees to work without regard to their employment classifications.

38.02 Weather Emergency Pay. In the event the County Executive declares that any Summit County office, agency or building be officially closed at which any bargaining unit employees are employed, the bargaining unit employee that is required to stay and work beyond the time of the building closure will receive compensation for the remaining hours of work within their normal day at time and one-half the employee's normal rate of pay. Employees who are required to work on the second and/or third shift will also receive time and one-half the employee's normal rate of pay if the building remains closed through the remainder of that day and they are still required to report to work. Employees who are not working after the building closes, including on subsequent shifts, will receive their regular rate of pay for that day.

Employees, whose work may be performed at other facilities however, may be transferred to another facility and will not be subject to the provision herein.

Employees not scheduled to work because of scheduled vacation, sick leave or the continuation thereof, or other forms of paid leave, will be charged for the leave regardless of the declared building closure. If, however, the employee is at work on the day the building closure is declared, but prior to that declaration the employee submits any leave for that day, the employee may withdraw that leave and will not be charged leave for that day.

ARTICLE 39
WAGES

39.01 Effective at the beginning of the first payroll period in January each contract year all employees shall be paid the following wage increases to each employee's current rate of pay:

January 1, 2024
3.5%

January 1, 2025
3.0%

January 1, 2026
2.5%

Wage Schedule – 2024-2026

CLASSIFICATION	PAY GRADE	2024 HOURLY	2025 HOURLY	2026 HOURLY
Cashier	3	\$13.52	\$13.93	\$14.28
Clerk II	6	\$15.65	\$16.12	\$16.52
Custodial Worker	6	\$15.65	\$16.12	\$16.52
Mail Clerk/Messenger	6	\$15.65	\$16.12	\$16.52
Telephone Operator	6	\$15.65	\$16.12	\$16.52
Clerical Technician	8	\$17.24	\$17.76	\$18.20
Computer Operator I	8	\$17.24	\$17.76	\$18.20
Custodial Crew Leader	8	\$17.24	\$17.76	\$18.20
Inventory Control Specialist	8	\$17.24	\$17.76	\$18.20
Print Machine Operator	8	\$17.24	\$17.76	\$18.20
Secretary I	8	\$17.24	\$17.76	\$18.20
Clerical Specialist	9	\$18.11	\$18.65	\$19.12
Computer Operator II	9	\$18.11	\$18.65	\$19.12
Delivery Driver	9	\$18.11	\$18.65	\$19.12
Employment Services Rep.	9	\$18.11	\$18.65	\$19.12
Income Maintenance Worker I	9	\$18.11	\$18.65	\$19.12
Laborer	9	\$18.11	\$18.65	\$19.12
Social Service Worker I	9	\$18.11	\$18.65	\$19.12
Word Processing Specialist	9	\$18.11	\$18.65	\$19.12
Accounting Specialist	10	\$19.01	\$19.58	\$20.07
Employment Services Counselor	10	\$19.01	\$19.58	\$20.07
Income Maintenance Worker II	10	\$19.01	\$19.58	\$20.07
Public Inquiries Assistant I	10	\$19.01	\$19.58	\$20.07
Social Service Worker II	10	\$19.01	\$19.58	\$20.07
Income Maintenance Worker III	11	\$19.97	\$20.57	\$21.08
Public Inquiries Assistant II	11	\$19.97	\$20.57	\$21.08
Social Service Worker III	11	\$19.97	\$20.57	\$21.08
Contract Negotiator/Evaluator	12	\$20.97	\$21.60	\$22.14
Case Management Specialist I	13	\$22.00	\$22.66	\$23.23
Childcare Specialist	13	\$22.00	\$22.66	\$23.23
Maintenance Repair Worker	13	\$22.00	\$22.66	\$23.23
Case Management Specialist II	14	\$23.11	\$23.80	\$24.40
Investigator I	14	\$23.11	\$23.80	\$24.40
APS Investigator	15	\$24.27	\$25.00	\$25.63
Case Control Reviewer	15	\$24.27	\$25.00	\$25.63
Hearing Officer	15	\$24.27	\$25.00	\$25.63
Investigator II	15	\$24.27	\$25.00	\$25.63

39.02 The Employer may hire new employees at a pay rate higher than the start rate of pay for recruiting purposes. However, if the Employer hires a new employee at an advanced rate, then any other existing employee working in that same job classification who is being paid less than the new employee, shall be advanced to the new employee's rate. The exception to language is that, in the event the Employer hires a Case Management Specialist and that individual is Ohio trained in their position, they may be brought at an advanced rate without affecting the same classification employees as set forth herein.

39.03 Field Work Pay. All classifications that are actually required to make home or facility visits with clients as part of their regular job duties, specifically: Case Management Specialist I and II employees working at outside facilities at least 4 hours per month (e.g. at a hospital or nursing facility, not at home), Childcare Specialist employees performing licensing duties, and APS Investigator employees, shall receive an additional \$0.55 per hour field work pay above their hourly base rate of pay. If another classification not listed above is later required to make home visits as part of their regular job duties, the Union shall have the right to demand to bargain for the above premium pay for that classification.

ARTICLE 40 **HOSPITALIZATION AND LIFE INSURANCE BENEFITS**

40.01 The Executive shall provide all employees covered by this agreement, who qualify for benefits and are on active pay status, hospitalization, surgical, medical, and prescription drug benefits. Optional plans may be offered, however Employees will be required to pay the cost of the premium contributions of those plans.

40.02 All employees who receive benefits will pay ten (10%) percent of the premium costs through payroll deductions unless they choose an Employer offered optional plan.

40.03 The Employer agrees to contribute to the Ohio AFSCME Care Plan, for the purpose of providing various benefits to eligible bargaining unit employees in accordance with the Rules and Regulations of the Fund and all applicable federal and state laws. Contributions shall be made monthly at the rate of fifty-three dollars and seventy-five cents (\$53.75) per month for each bargaining unit employee. For purposes of itemization only, the \$53.75 currently reflects the cost of Life Insurance I (\$7.50), Legal (\$5.00), Vision I (\$6.75), Hearing Aid Benefit (\$.50), and Dental II-A (\$34.00).

This itemization is for informational purposes only. The Employer only agrees to the contribution amount and not the allocation of this cost.

40.04 The Employer agrees to provide each eligible employee with term life insurance in the amount of fifteen thousand (\$15,000.00) dollars.

ARTICLE 41
EMPLOYEE ASSISTANCE PROGRAM AND SUBSTANCE ABUSE

41.01 The Employer shall provide an Employee Assistance Program (EAP) according to Executive policy.

41.02 Employees are subject to the County of Summit Substance Abuse Prevention Policies and Procedures.

ARTICLE 42
PARKING

42.01 The Employer agrees to make available adequate, maintained, off-street parking for employees.

42.02 The Employer agrees to provide parking for handicapped employees in an area that will place the employee as close to their specific work area as possible. To be eligible for handicapped parking, the employees must possess a valid Bureau of Motor Vehicles (BMV) handicap certification.

ARTICLE 43
MILEAGE

43.01 Employees are subject to the County policy and procedures regarding mileage, which is the standard IRS mileage rate for business use.

ARTICLE 44
UNIFORMS

44.01 Employer-provided uniforms must be worn while on duty and must be properly maintained by the affected employees.

44.02 Each calendar year the Employer shall provide one (1) pair of good quality, steel-toed safety shoes to Print Machine Operators, Inventory Control Specialist, and the Delivery Driver. The cost of such shoes shall not exceed one two hundred fifty dollars (\$250.00) per pair.

ARTICLE 45
CAREER AND EDUCATIONAL OPPORTUNITIES

45.01 The Employer and the Union recognize the value of enabling employees to further their professional career growth through education. All employees shall have the opportunity to apply for training and/or educational opportunities to allow for such career growth. All employees shall be treated fairly and equitably.

ARTICLE 46
PAID PARENTAL LEAVE

46.01 Purpose. Under the Family Medical Leave Act (FMLA), employees are entitled to twelve (12) weeks of parental leave for the birth or adoption of a child. However, often times the leave under FMLA is unpaid, which can result in a new parent taking an inadequate amount of leave to care for the newborn or newly adopted child. Paid Parental Leave is intended to provide an opportunity for employees to take up to a maximum of six (6) calendar weeks of continuous paid leave to provide necessary parental care immediately following the birth or adoption of a minor child.

46.02 Eligibility. To be eligible for benefits under Paid Parental Leave, an employee shall:

- A. Have been employed by the County of Summit for at least twelve (12) months;
- B. Have worked at least 1,250 hours over the previous twelve (12) months period immediately preceding the date when the requested leave would begin;
- C. Be the biological parent of a newly born child or legal guardian of a newly adopted child;
- D. Reside in the same residence as the newly born biological child or adopted child;
- E. Be required to provide documentation of the date of birth or adoption, as well as documentation of the parentage or adoption of the child;
- F. Submit the request to the appointing authority on the appropriate form at least thirty (30) days prior to the requested time off for foreseeable leave or as much notice as is practicable under the circumstances for unforeseeable leave.
- G. Any employee who provides false or misleading information on the appropriate form under subsection, F, above, or who fails to submit the appropriate form under subsection F, above, or the documentation under subsection D, above, or who is otherwise provides false or misleading information as to subsections, C, or D, above, shall be subject to discipline, up to and including termination.

46.03 Duration of Leave. An employee who is eligible for Paid Parental Leave pursuant to Section 46.02, above, may take Paid Parental Leave for all hours of work during the six (6) calendar weeks commencing with, and immediately following, the effective date and triggering event, as set forth in Section 46.04, below. Under no circumstances shall Paid Parental Leave be taken beyond six (6) calendar weeks from the exact date of birth or placement of a child for adoption. The employee may elect to utilize intermittent Paid Parental Leave, provided however, that the minimum amount of any portion of intermittent leave shall be one (1) full work day, and in the event an employee elects to take intermittent paid parental leave, the leave shall not extend beyond six (6) calendar weeks from the exact date of birth or placement of a child for adoption.

Additionally, any employee utilizing intermittent Paid Parental Leave must submit the request for leave to the employee's supervisor prior to any work day where the leave will be utilized.

46.04 Effective Date and Triggering Event. Eligibility for taking Parental Leave shall begin on the exact date of the birth of an employee's child or on the exact day on which custody is taken by the employee for an adoption placement. If an employee adopts multiple children, the Paid Parental Leave triggering event shall be considered a single qualifying event, and will not serve to increase the length of leave for the employee, so long as the children are adopted within six weeks of each other. If an employee is the parent of more than one child born at the same time, the Paid Parental Leave triggering event shall be considered a single qualifying event and will not serve to increase the length of leave for the employee.

46.05 Other Employee Benefits. Employees will remain eligible to receive all employee provided paid benefits and continue to accrue all other forms of paid leave. The employee will receive all forms of paid leave, regardless of the pay status during the period of Parental Leave.

46.06 Overtime/Holiday Pay/Outside Employment. Employees are ineligible for overtime pay during the period of time they are receiving Paid Parental Leave, and in the event of intermittent use of Paid Parental Leave, during any week where Paid Parental Leave is utilized by the employee. An employee shall continue to receive their holiday pay, if they are receiving their full pay during the Paid Parental Leave period, and if they comply with all other policy or contractual provisions to receive holiday pay. Employees are ineligible to hold outside employment during the period of Parental Leave. Any employee found to be holding outside employment during paid parental leave shall be subject to discipline up to and including termination in accordance with Article 13 of this Agreement. Any holiday pay received by an employee for any work day during the six (6) calendar week period of Paid Parental Leave shall constitute the sole pay for the employee for those hours worked and shall not be in addition to the employee's Paid Parental Leave. Additionally, the occurrence of any holiday during the six (6) calendar weeks of Paid Parental Leave shall not extend the time period for Paid Parental Leave.

46.07 FMLA/Paid Time Off. Paid Parental Leave shall run concurrently with Family Medical Leave Act (FMLA) Leave, and employees using Paid Parental Leave who meet the eligibility requirements of the FMLA shall have the entire non-working period of Parental Leave counted towards the employee's FMLA entitlement. Upon the exhaustion of the Paid Parental Leave Benefit, Article 35.14 and consequently Section 169.22(j)(7) of the County of Summit Codified Ordinances will take effect requiring accrued leave time be used. Paid Parental Leave does not supersede or replace an employee's rights under FMLA.

46.08 Death of an Unborn or Newborn Child. An employee who would otherwise be eligible for Paid Parental Leave pursuant to Section 46.02 above, whose child is stillborn or dies during the third trimester of pregnancy is eligible for three (3) calendar weeks of Paid Parental Leave following the date of death of the unborn or stillborn child. In the event that a newly born or adopted child dies during the period of time that the employee is on Paid Parental Leave, the employee shall be entitled to the full extent of the Paid Parental Leave permitted under Section

46.03, above, and the Paid Parental Leave shall not terminate due to the death of the child. All other provisions of Article 46 shall apply to Paid Parental Leave granted pursuant to this Section.

ARTICLE 47
ENTIRE AGREEMENT

47.01 The provisions of this agreement constitute the entire agreement between the Employer and the Union, and all prior agreements, either oral or written, are hereby superseded. The express provisions of this agreement may be changed only by the written, signed, mutual agreement of the parties.

ARTICLE 48
DURATION

48.01 This collective bargaining agreement shall remain in full force and effect from January 1, 2024 to December 31, 2026. Either party may terminate or serve notice as desired to modify or amend by written notice by certified mail at least one hundred twenty (120) calendar days prior to the end of such expiration date. In the event notice to terminate is given by either party, negotiations will begin no later than one hundred (100) calendar days prior to the termination of this agreement.

[this space intentionally left blank]

ARTICLE 49
EXECUTION


IN WITNESS WHEREOF, the parties hereto, by their authorized representatives, have executed

this agreement this 15 day of May, 2024.


FOR THE EMPLOYER:



Ilene Shapiro, County Executive ~~2x4~~
County of Summit

FOR THE UNION:

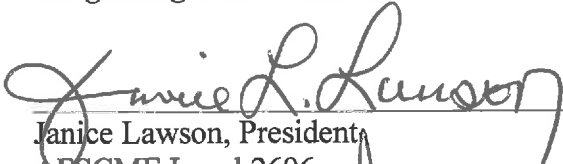

Jarrid J. McIntosh, Staff Representative
AFSCME Ohio Council 8

For Dept. of Job and Family Services:



Terri Burns, Director
Department of Job and Family Services


Brian K. Harnak, Esq., Director
Department of Law and Risk Management

Bargaining Unit Committee Members:


Janice Lawson, President
AFSCME Local 2696


Stephen Crews, Vice President
AFSCME Local 2696


Michelle D'Antonio, Secretary-Treasurer
AFSCME Local 2696

APPENDIX A
BARGAINING UNIT CLASSIFICATION PLAN

COUNTY OF SUMMIT
DEPARTMENT OF JOB AND FAMILY SERVICES

<u>CLERICAL GROUP GENERAL/MISCELLANEOUS</u>	<u>PAY GRADE</u>
Clerical Specialist	9
Clerical Technician	8
Clerk II	6
Mail Clerk/Messenger	6
<u>ELECTRONIC DATA PROCESSING GROUP</u>	<u>PAY GRADE</u>
Computer Operator II	9
Computer Operator I	8
<u>ADMINISTRATIVE SUPPORT CLERICAL GROUP</u>	<u>PAY GRADE</u>
Word Processing Specialist	9
Secretary I	8
Telephone Operator	6
<u>FINANCE GROUP</u>	<u>PAY GRADE</u>
Contract Evaluation/Negotiator Specialist	12
Accounting Specialist	10
Cashier	3
<u>INCOME MAINTENANCE GROUP</u>	<u>PAY GRADE</u>
Income Maintenance Worker III	11
Income Maintenance Worker II	10
Income Maintenance Worker I	9
<u>PUBLIC INVESTIGATION GROUP</u>	<u>PAY GRADE</u>
Investigator II	15
Investigator I	14
<u>HOUSEKEEPING SERVICES GROUP</u>	<u>PAY GRADE</u>
Custodial Crew Leader	6
Custodial Worker	8

<u>BUILDING MAINTENANCE GROUP</u>	<u>PAY GRADE</u>
Maintenance Repair Worker	13
Laborer	8 9

<u>DELIVERY GROUP</u>	<u>PAY GRADE</u>
Delivery Driver	9

<u>STORES, SALES & PURCHASING GROUP</u>	<u>PAY GRADE</u>
Inventory Control Specialist	8

<u>DUPLICATING & PRINTING GROUP</u>	<u>PAY GRADE</u>
Print Machine Operator	8

<u>EMPLOYMENT SERVICES GROUP</u>	<u>PAY GRADE</u>
Employment Services Counselor	10
Employment Service Representative	9

<u>PUBLIC INQUIRES GROUP</u>	<u>PAY GRADE</u>
Public Inquires Assistant II	11
Public Inquires Assistant I	10

<u>CASE MANAGEMENT GROUP</u>	<u>PAY GRADE</u>
Case Control Reviewer	15
Hearing Officer	15
Case Management Specialist II	14
Case Management Specialist I	13

<u>SOCIAL SERVICES GROUP</u>	<u>PAY GRADE</u>
APS Investigator	15
Social Service Worker III	11
Social Service Worker II	10
Social Service Worker I	9

<u>CHILD CARE GROUP</u>	<u>PAY GRADE</u>
Childcare Specialist	13

Official Grievance Form



This form is also available on the AFSCME website at www.afscme.org/forms

AFSCME Local _____
Step _____

Name of Employee _____ Department _____

Classification _____

Work Location _____ Immediate Supervisor _____

Title _____

Statement of Grievance:

List applicable violation: _____

Adjustment required: _____

Authorization:

I authorize AFSCME Local _____ as my representative to act for me in the disposition of this grievance.

Signature of Employee _____ Date _____

Signature of Union Representative _____ Title _____

Date Presented to Management Representative _____

Signature of Management Representative _____ Title _____

Disposition of Grievance:

THIS STATEMENT OF GRIEVANCE IS TO BE MADE OUT IN TRIPLICATE. ALL THREE FORMS ARE TO BE SIGNED BY THE EMPLOYEE AND/OR THE AFSCME REPRESENTATIVE HANDLING THE CASE.

Original (white) to _____

Copy (yellow) to _____

Copy (pink) to: Local Union Grievance File _____

NOTE: One copy of this grievance and its disposition to be kept in the Grievance File of the Local Union.

American Federation of State, County and Municipal Employees, AFL-CIO

MEMORANDUM OF UNDERSTANDING

Now comes Summit County Department of Job and Family Services (hereinafter referred to as "Employer"), and AFSCME Ohio Council 8, AFL-CIO and AFSCME Local 2696, AFL-CIO (hereinafter referred to collectively as "Union"), and the parties enter into this agreement on this _____ day of April 2024.

1. The following pay grade adjustments shall be effective January 1, 2024 for the classifications listed below:

APS Investigator shall be changed to Pay Grade 15
Clerical Specialist shall be changed to Pay Grade 9
Delivery Driver shall be changed to Pay Grade 9
Investigator I shall be changed to Pay Grade 14
Investigator II shall be changed to Pay Grade 15
Public Inquiries Assistant I shall be changed to Pay Grade 10
Public Inquiries Assistant II shall be changed to Pay Grade 11

2. All Childcare Specialists, Case Management Specialist I's, Hearing Officers, and Case Control Reviewers (QA's) employed in those classifications as of January 1, 2024 shall receive a \$0.25/hr. increase effective on that date.
3. Any Public Inquiries Assistant II employed in that classification as of January 1, 2024 that does not receive an hourly rate increase from being moved to the higher pay grade in paragraph 1 above shall receive a \$0.25/hr. increase effective on that date.
4. All Childcare Specialists and Case Management Specialist II's employed in those classifications as of January 1, 2025 shall receive a \$0.25/hr. increase effective on that date.
5. All Case Management Specialist II's employed in that classification as of January 1, 2026 shall receive a \$0.25/hr. increase effective on that date.
6. The hourly increases given in paragraphs 2, 3, 4, and 5 above shall be applied before the general wage increase is applied in accordance with Article 39.01 of this Agreement.