

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**CITY OF PERRYSBURG**

**AND**

**PERRYSBURG MUNICIPAL EMPLOYEES ASSOCIATION**

**Expiration: March 31, 2027**

ARTICLE 1..... 1

Section 1.1 RECOGNITION: ..... 1

ARTICLE 2..... 1

Section 2.1 MANAGEMENT RIGHTS: ..... 1

Section 2.1.1 RESIDENCY: ..... 2

Section 2.2 WORK RULES:..... 2

Section 2.3 NO SMOKING/TOBACCO USE: ..... 2

ARTICLE 3..... 2

Section 3.1 GRIEVANCE AND ARBITRATION STEPS:..... 2

Section 3.2 POWERS OF ARBITRATOR AND COSTS OF ARBITRATION: ..... 3

Section 3.3 TIME LIMITS FOR FILING GRIEVANCES: ..... 4

Section 3.4 DISCIPLINE AND DISCHARGE: ..... 4

Section 3.5 PERSONNEL FILES: ..... 6

Section 3.6 RIGHTS OF EMPLOYEES:..... 6

ARTICLE 4..... 7

Section 4.1 SENIORITY: ..... 7

Section 4.2 PROBATIONARY PERIOD: ..... 8

Section 4.3 LOSS OF SENIORITY: ..... 8

Section 4.4 LAYOFF/RECALL: ..... 8

Section 4.5 VACANCIES: ..... 9

Section 4.6 NEW EMPLOYEE LIST:..... 10

Section 4.7 SENIORITY WHILE OUTSIDE BARGAINING UNIT: ..... 10

ARTICLE 5..... 10

Section 5.1 WORKING HOURS: ..... 10

Section 5.2 OVERTIME PAY: ..... 11

Section 5.3 OVERTIME ASSIGNMENT: ..... 11

Section 5.4 COMPENSATORY TIME:..... 13

ARTICLE 6..... 13

Section 6.1 SICKNESS, ACCIDENT, DISABILITY AND PREGNANCY LEAVES: ..... 13

Section 6.2 JURY AND WITNESS LEAVE: ..... 15

Section 6.3 BEREAVEMENT LEAVE: ..... 15

Section 6.4 MILITARY LEAVES: ..... 15

Section 6.5 : LEAVE WITHOUT PAY ..... 15

Section 6.6 FAMILY AND MEDICAL LEAVES:..... 16

Section 6.7 PREGNANCY AND PARENTAL LEAVES..... 16

ARTICLE 7..... 17

Section 7.1 PAID HOLIDAYS:..... 17

Section 7.2 QUALIFICATION FOR HOLIDAY PAY:..... 17

Section 7.3 HOLIDAY PAY:..... 18

Section 7.4 WEEKEND HOLIDAYS:..... 18

Section 7.5 CHRISTMAS EVE/CHRISTMAS DAY: ..... 18

Section 7.6 REFUSE BUREAU HOLIDAYS: ..... 18

Section 7.7 HOLIDAY DURING VACATION: ..... 18

ARTICLE 8..... 18

Section 8.1 VACATIONS:..... 18

Section 8.2 VACATION ELIGIBILITY:..... 19

Section 8.3 VACATION SCHEDULING: ..... 19

Section 8.4 (NEW) VACATION PAYOUT UPON SEPARATION ..... 19

ARTICLE 9..... 20

Section 9.1 INSURANCE: ..... 20

Section 9.2 SICK PAY:..... 21

Section 9.3 ACCIDENT COMPENSATION: ..... 22

Section 9.4 RETIREMENT BENEFITS:..... 22

Section 9.5 DEFERRED COMPENSATION: ..... 23

ARTICLE 10..... 23

Section 10.1 UNION REPRESENTATION: ..... 23

Section 10.1.1 LABOR-MANAGEMENT COMMITTEE: ..... 24

Section 10.2 SAVINGS CLAUSE:..... 25

Section 10.3 ADDRESSES/PHONE NUMBERS: ..... 25

Section 10.4 NONDISCRIMINATION: ..... 25

Section 10.5 PAY PERIODS: .....	26
Section 10.6 PRE-EMPLOYMENT MEDICAL EXAMINATION: .....	26
Section 10.7 ATTENDANCE AT CONFERENCES: .....	26
Section 10.8 UNIFORMS: .....	27
Section 10.9 CHECK-OFF OF DUES, FEES AND ASSESSMENTS: .....	28
Section 10.10 AGENCY SHOP: .....	29
Section 10.11 BULLETIN BOARD: .....	29
Section 10.12 SUBCONTRACTING: .....	29
Section 10.13 SUPERVISOR OVERTIME: .....	29
Section 10.14 COLLECTIVE AGREEMENTS: .....	29
Section 10.15 INSURABILITY OF VEHICLE OPERATORS: .....	30
Section 10.16 SUBSTANCE ABUSE PROGRAM: .....	30
Section 10.17 WORKING DAY/WORKDAY/WORK DAY: .....	30
Section 10.18 ABSENTEEISM: .....	30
ARTICLE 11 .....	30
Section 11.1 CLASSIFICATIONS OF PAY: .....	30
Section 11.2 LONGEVITY PAY: .....	31
Section 11.3 WORK PERFORMED OUT OF CLASSIFICATION: .....	31
Section 11.4 CALL IN PAY: .....	31
Section 11.5 STANDBY PAY: .....	31
Section 11.6 SAFETY MEETING: .....	32
Section 11.7 COMPLETE AGREEMENT: .....	32
ARTICLE 12 .....	32
Section 12.1 NO STRIKE/NO LOCKOUT: .....	32
ARTICLE 13 .....	33
Section 13.1 DURATION OF AGREEMENT: .....	33
APPENDIX A .....	35
Section A-1 CLASSIFICATIONS AND GRADES (GENERAL): .....	35
Section A-2 HOURLY PAY RATES .....	37
Memorandum of Understanding No. 1 .....	41

Memorandum of Understanding ..... 42

MEMORANDUM OF UNDERSTANDING NO. 3 ..... 43

Solar Eclipse April 8, 2024 ..... 43

Memorandum of Understanding No. 4 ..... 44

**Table of Contents**

## **GENERAL UNIT AGREEMENT**

This Agreement made and entered into between the City of Perrysburg, Ohio (herein called the City) and the Perrysburg Municipal Employees Association (herein called the Union).

### **ARTICLE 1**

#### **Section 1.1 RECOGNITION:**

The City recognizes the Union as the exclusive representative for bargaining concerning wages, hours or terms and conditions of employment for all full-time employees; but excluding all supervisors, all management level employees, all confidential employees, all elected officials, all persons on the staff of the Mayor whose duties are related to the performance of the executive functions of the Mayor, all employees of a public official who act in a judicial capacity, all employees of the Municipal Court, all officers of the court, all employees of the Clerk of the Municipal Court, all seasonal, casual and regular part-time employees and all employees of the police and fire division.

The Union is recognized as the bargaining agent for the purpose of establishing wages, hours of work, the handling of grievances and all other terms and conditions of employment.

### **ARTICLE 2**

#### **Section 2.1 MANAGEMENT RIGHTS:**

The City reserves all rights, powers and authority customarily exercised by management except as expressly modified by specific language of this Agreement. Such rights, powers and authority shall include, but not be limited to, the determination and implementation of functions and programs; the standards of services; the utilization of technology; the organizational structure; the direction of, supervision, evaluation or hiring of employees; the maintenance and improvement of efficiency and effectiveness of the City's operations; the determination of the overall methods, processes, means or personnel by which the City's operations are to be conducted including the contracting out of work; the suspension, discipline, demotion, discharge of employees for just cause, the layoff, transfer, assignment, scheduling, promotion or retention of employees; the determination of the adequacy of the work force; the determination of the overall mission of the City as a unit of government; the effective management of the work force; the taking of actions to carry rules and regulations for safety, efficiency and discipline.

**Section 2.1.1 RESIDENCY:**

All employees hired by the City who are on-call or otherwise employed in a position that is required to accept emergency assignments shall reside in a location that enables the employee to respond to a call within 60 minutes of the call.

**Section 2.2 WORK RULES:**

The City reserves the right to implement, alter, and/or amend reasonable rules governing the safety, health, and conduct of employees, a violation of which shall be among the causes for discharge or other disciplinary action. Prior to the implementation of any rule that would subject an employee to discipline or discharge, the City will discuss the rule with the Union. After a discussion with the Union, the City will post any new rule for a period of seven (7) calendar days prior to its implementation, and the Union shall have seven (7) calendar days from the date of posting in which to grieve the reasonableness of the rule at Step 4 of the grievance and arbitration procedure. In arbitration involving the question of the reasonableness of a work rule under this Section, the loser of the arbitration will pay the expense of the arbitrator. All employees covered by this Agreement shall be given a current set of rules no later than thirty (30) days after the date a rule is implemented. The work rule shall not become effective until the arbitrator's award is received regarding the propriety of the work rule.

**Section 2.3 NO SMOKING/TOBACCO USE:**

The City maintains a policy prohibiting smoking, tobacco use, and use of e-cigarettes. Any employee covered by this Agreement who violates the rule will be subject to discipline under the provisions of Section 3.4 of this Agreement.

Smoking/tobacco use will only be permitted in areas posted as smoking areas.

**ARTICLE 3**

**Section 3.1 GRIEVANCE AND ARBITRATION STEPS:**

It is the mutual desire of the City and the Union to provide for the prompt adjustment of grievances in a fair and reasonable manner, with a minimum amount of interruption of work schedules. Every reasonable effort shall be made by both the City and the Union to effect resolution of grievances at the earliest step possible.

A grievance shall mean any difference which arises between the City and the Union or any employee covered by this Agreement regarding the meaning or application of the provisions of this Agreement or work rules. The grievance and arbitration procedure under this Agreement shall take the place of any appeal to the State Personnel Board of Review. Grievances shall be processed in the following manner:

**STEP 1:** The aggrieved employee shall first present the grievance orally with that employee's Department/Division Head or their designee. If a satisfactory settlement is not achieved within two (2) working days, the employee shall reduce the grievance to writing and present it to the Human Resources Manager within five (5) additional working days of presenting the grievance to the Department/Division Head or designee. When two (2) or more employees allege that a common violation has occurred, one grievance may be written for the grieving employees. All grieving employees must be identified on the grievance and at least one employee must sign the grievance on behalf of the group.

**STEP 2:** Within ten (10) working days of when the grievance is reduced to writing and referred to Step 2, the Local Union President or their designee and the grievant shall meet with the Human Resources Manager or their designee and the Department/Division Head. The City will provide the Union with its answer in writing within five (5) working days of the date of the Step 2 meeting.

**STEP 3:** If appealed to Step 3 by the Union within five (5) working days of when the City gives its Step 2 answer, within an additional ten (10) working days, the Union Business Representative, the Local Union President or their designee and the grievant shall meet with the Mayor or the Mayor's designee, the Human Resources Manager and such other City officials as the Mayor or the Mayor's designee deems appropriate. The City will provide the Union with its final answer in writing within five (5) working days of the date of the Step 3 meeting. The City's final answer shall be final and binding upon the Union and all affected employees unless appealed to Step 4 by the Union in writing and received by the City within five (5) working days of the City's Step 3 answer.

**STEP 4:** If no satisfactory settlement is achieved between the City and the Union at Step 3 and timely appeal is made by the Union, the grievance may be submitted to arbitration. Prior to submission to arbitration, the parties may, by mutual agreement, submit the grievance to non-binding mediation utilizing the services of FMCS. Within ten (10) working days after the City receives the timely appeal to Step 4, representatives of the City and the Union shall attempt to select a neutral arbitrator to hear and determine the matter being referred to arbitration. The parties may establish a permanent panel of arbitrators from which the selection will be made. If a panel of arbitrators is not established, and the representatives of the City and the Union are unable to agree upon a neutral arbitrator within the ten (10) working day period mentioned above, the City and the Union shall jointly petition the Federal Mediation and Conciliation Service no later than ten (10) working days after the City receives the Union's timely appeal to Step 4. The Federal Mediation and Conciliation Service shall submit a panel of seven (7) arbitrators from which panel an arbitrator shall be selected by striking names or by mutual agreement of the City and the Union. Subsequent panels of arbitrators may be requested where either the City or the Union determines none of the arbitrators on the panel is acceptable. The City or the Union, or both, shall notify the Federal Mediation and Conciliation Service of the name of the arbitrator selected.

**Section 3.2 POWERS OF ARBITRATOR AND COSTS OF ARBITRATION:**



The arbitrator shall only have jurisdiction and authority to interpret, apply and determine compliance with the provisions of the Agreement, but shall not have jurisdiction or authority to add to, detract from or alter the terms of this Agreement in any manner nor shall the Arbitrator have the jurisdiction or authority to assess a penalty or to determine any matter which might be construed as an interest arbitration except as may be expressly provided herein. Inadvertent errors in application of the provisions of this Agreement by the City shall not be construed to be an enforceable practice. The decision of the arbitrator shall adequately set forth the issue or issues to be decided, the positions of the parties, specific findings of fact, conclusions of law, and the award. The arbitrator's decision and award shall be binding upon the City, the Union and all affected employees unless set aside or modified by a court of competent jurisdiction. The arbitrator shall render their award within thirty (30) days of the date of the hearing or within thirty (30) days of the date briefs are filed, whichever is later. Each party shall bear the costs of its own presentation. The cost of any transcript and attendance fee shall be borne by the party arranging for the court reporter unless the other party or the arbitrator orders a copy of the transcript, in either of which cases the entire cost of the transcript and attendance fee shall be borne equally by the City and the Union. The expense of the arbitrator shall be borne equally by the City and the Union.

Any agreement reached between the City and the Union in resolution of a grievance prior to arbitration shall be final and binding upon the City, the Union and all affected employees; provided, however, that nothing herein shall prohibit the Union and the City from agreeing that a particular resolution of a grievance shall not be used as a precedent in any future cases of any kind.

### **Section 3.3 TIME LIMITS FOR FILING GRIEVANCES:**

Grievances concerning discharge of an employee shall be submitted in writing at Step 4 of the Grievance Procedure within five (5) working days of the date of the discharge or the date the City issues its final decision following a discharge hearing, whichever is later. Copies of the grievance will be provided to both the City and the Union by hardcopy or e-mail. Any other grievance shall be submitted at Step 1 of the Grievance Procedure within seven (7) working days of the date the alleged violation occurred. For purposes of the Grievance and Arbitration procedure, working days shall mean Monday through Friday, excluding holidays celebrated during that period.

### **Section 3.4 DISCIPLINE AND DISCHARGE:**

A. **GENERALLY:** Employees with seniority defined in Article 4 as those who have successfully completed their initial probationary period of Section 4.2 shall not be discharged or disciplined without cause. Violation of City rules governing the safety, health and/or conduct of employees covered by this Agreement shall be among the causes for discharge or other disciplinary action. Discharge or other disciplinary action may be subject to the grievance and arbitration procedure under this Agreement.

**B. MAJOR VIOLATION:** A violation of major City rules governing safety, conduct and/or health of employees may be among the causes for discharge or other disciplinary action. Major violations by way of example and not by way of limitation, may be falsification of any documents required by the City; unauthorized disclosure of sensitive or confidential information such as tax returns; being under the influence of and/or the unauthorized possession, sale or purchase of alcohol or illicit drugs during working hours; physical violence; engaging in gross insubordination; conviction of a felony; embezzlement of public funds; theft, pilferage or unauthorized possession of property, engaging in conduct or encouraging others to engage in conduct in violation of this Agreement, including but not limited to, the no strike provision; or any offense involving gross misconduct.

**C. LESSER VIOLATIONS:** For violations of lesser City rules governing safety, conduct and/or health of employees, progressive discipline will be used, consistent with the seriousness of the offense and the work record of the employee.

**D. NOTICE OF DISCIPLINARY ACTION:** Every warning/reprimand, suspension or discharge notice shall be in writing and shall contain at a minimum the date given, the name of the individual issuing it, the name of the employee receiving the notice, the nature of the alleged violation and the date or dates upon which the alleged violation occurred. The employee shall receive a copy and the Union president or local officer shall receive a copy within five (5) days of the City's gaining knowledge of the infraction unless the nature of the infraction requires additional investigation time to be determined by the City. The investigation shall be reasonable and within notice to the Union. A copy shall be retained by the City in the employee's personnel file.

**E. CLEARING OF EMPLOYEE'S RECORD:** Disciplinary action will expire from an employee's work record in accordance with the following schedule:

1. ORAL REPRIMAND - one (1) year from the date of the reprimand.
2. WRITTEN REPRIMAND - two (2) years from the date of the reprimand.
3. SUSPENSION OF THREE (3) DAYS OR LESS - three (3) years from the date of the suspension.
4. SUSPENSION OF FOUR (4) DAYS OR MORE - four (4) years from the date of the suspension.

**F. HEARING:** No employee will be discharged or suspended for more than three (3) days from employment with the City without first being given the opportunity for a hearing before the Mayor or the Mayor's designee.

The City shall issue its final determination in writing within seven (7) calendar days following the close of the hearing with copies to the employee and to the Union. If the employee is discharged or suspended as a result of the hearing, the employee shall have three (3) work days following the date of the City's final determination in which to file a grievance at Step 4 of the Grievance and Arbitration Procedure.

**G. RESIGNATION IN LIEU OF DISCHARGE:** An employee may resign at any time prior to a final discharge decision and their personnel file shall show a voluntary resignation. If an employee resigns in accordance with this provision, the employee shall not thereafter file for unemployment compensation in a manner which will cause the City liability; and if the employee does so, the City will have the right to contend before the OBES that the employee was discharged from employment.

**H. COUNSELING STATEMENTS:** In lieu of disciplinary action, an employee may receive a counseling statement directed to correct a work deficiency or to improve work performance. Counseling is not disciplinary action. Records of counseling shall not be retained in the Employee's personnel file for more than one (1) year from the date of issuance.

### **Section 3.5 PERSONNEL FILES:**

An employee, or the Union with the written permission of the employee, may be permitted to review the employee's personnel file and copy any material found therein at any reasonable time and place. Should the employee, upon review of the employee's personnel file, come across material of a negative or derogatory nature, the employee may provide a written and signed comment in rebuttal, mitigation or explanation of said material, which comment shall remain in the employee's file so long as the negative material remains. Reviews will be conducted on the employee's own time. Any material copied from the file will be at the expense of the employee or the Union.

It is recognized that personnel files are kept by the City at a central location as well as within the various departments/divisions. It is the policy of the City that the departments/division file should contain nothing which is not within the central personnel file. The City will notify its Department/Division Heads of this policy in writing. This shall not affect the maintenance of separate files for expired disciplinary records, records relating to health information, etc.

### **Section 3.6 RIGHTS OF EMPLOYEES:**

Employees included within the scope of this Agreement shall be entitled to the following rights as they relate to non-criminal charges against an employee for violation of Department/Division policies, rules and regulations. An employee being investigated for possible criminal charges shall be afforded the same constitutional rights as are required to be provided to any other citizen.

**A.** Any time that the Mayor or Mayor's designee conducts a disciplinary hearing with an

employee, the employee shall be advised of his rights to have a Union representative present in accordance with the collective bargaining agreement. In any disciplinary hearing, each party shall have the right to question the other party's witnesses.

B. Before an employee may be charged with any violation of Department/Division rules and regulations for a refusal to answer questions or participate in an investigation, he shall be advised that his refusal to answer questions or participate in such investigation may be made the basis for such a charge.

C. Any questioning or interview shall be conducted at a reasonable hour, preferably while the person to be questioned or interviewed is on duty. Such sessions shall be for reasonable periods of time and time shall be allowed for rest period(s) and for other physical necessities.

D. The employee shall be informed of the nature of any formal investigation and the role the employee will play in the investigation (e.g., subject of investigation, or witness) prior to any questioning or interview.

E. When an employee suspected of a violation of Department/Division policies, rules, or regulations is being questioned or interviewed, such questions or interview shall be recorded at the request of either party. The party requesting the recording shall be responsible for the cost unless both parties desire a copy, wherein the cost shall be equally shared. In addition, the party requesting the recording shall be responsible for providing the appropriate recording equipment.

F. An employee who has been charged with a violation of any Department/Division policy, rule, or regulation, shall, upon request, be provided the opportunity to obtain copies, at current reproduction cost, of transcripts, recordings, written statements, and any other material relating to the charges as a condition of its use at a hearing on such charge. Such requests must be made no less than 48 hours prior to the scheduled hearing; however, the parties may waive the 48-hour provision in the event of extenuating circumstances.

G. When an anonymous complaint is made against an employee, the employee shall be apprised of the circumstance. In the event there is corroborative evidence, the employee shall be required to submit to questioning and/or make a report or statement. A confidential complaint shall not be considered an anonymous complaint, except in those instances in which the person making the complaint is unwilling to testify in any subsequent hearing.

#### **ARTICLE 4**

##### **Section 4.1 SENIORITY:**

Seniority or City-wide seniority shall be defined as the length of service with the City measured from the employee's most recent date of hire unless otherwise specified in this Agreement.

Bargaining unit seniority shall be defined as the length of service in the bargaining unit

measured from the employee's most recent date of employment in the bargaining unit.

Classification seniority shall be defined as the length of service in an employee's regularly assigned classification measured from the employee's most recent date of employment in that classification.

#### **Section 4.2 PROBATIONARY PERIOD:**

All City employees covered by this Agreement shall be considered probationary employees during the first 1040 hours worked of their most recent employment with the City. For the purposes of this section, time off on sick leave, vacation time, comp time, military, pregnancy/parental leave, administrative leave, unpaid time off or time spent on light duty shall not count as hours worked. Overtime or premium hours will count as one hour for the purposes of this section. If an employee does not work the minimum number of hours, their probation will be extended until 1040 hours have been worked to adequately assess their performance. The probationary period may be extended an additional 480 hours by the City upon written notice to the Union before the end of the initial probationary period. Extension of the probation period shall not be subject to the grievance and arbitration procedure. During probation they may be discharged or disciplined without recourse to the grievance and arbitration procedure and will receive no benefits other than health insurance benefits except as may be statutorily required.

Upon successful completion of the probationary period an employee will receive seniority retroactive to the employee's most recent date of hire.

Employees included in the bargaining unit will not be represented by the Union until they have successfully completed their probationary period or any extension thereof.

#### **Section 4.3 LOSS OF SENIORITY:**

Seniority shall be considered broken and the employee shall be considered terminated when the employee is discharged for cause, voluntarily quits, overstays an approved leave of absence or any extension thereof, engages in gainful employment while on an approved leave of absence without the knowledge and written approval of the City, is absent for three (3) consecutive work days without reporting such absence to the City, is laid off for a period of time equal to the employee's seniority at the time of the layoff not to exceed a period of twenty-four (24) consecutive months, or fails to report for work within five (5) working days after receipt of a certified letter notifying the employee of a recall to work following a layoff

#### **Section 4.4 LAYOFF/RECALL:**

**A. LAYOFF:** When there is a reduction or displacement in the work force, temporary and probationary employees in affected classifications covered by this Agreement shall be laid off before employees with seniority. Within clerical and non-clerical classifications, seasonal and part-time employees must be laid off first. Employees in each affected classification will then

be laid off beginning with the employee with the least classification seniority.

**B. BUMPING:** An employee who is about to be laid off may bump an employee with less bargaining unit seniority in an equal or lower rated classification within the same Department/Division provided he/she has the ability to perform the work. An employee who is unable to bump within the same Department/Division shall have the right to bump a less senior employee within the same bargaining unit provided he/she has the skill and ability to perform the job. Such an employee shall have a ten (10) working day trial period in which to demonstrate that he/she has the necessary skill and ability to perform the job, at the end of which the employee will be laid off if they are unable to demonstrate such skill and ability. Except in cases of emergency beyond the control of the City, the City will give the bargaining unit notice at least two (2) weeks in advance of a layoff.

**C. PAY:** An employee who bumps into an equal rated classification will retain the same pay and step level. An employee who bumps into a lower rated classification will remain at the same step level, but receive the appropriate pay for the lower classification. An employee who returns to their former classification after a layoff or a bump shall do so at the same step level he/she would have been in but for the bump or layoff.

**D. RECALL:** An employee who is laid off or displaced will be placed on a recall list and will remain on the list until the earliest of the following occurs; (1) the employee is recalled in order of classification seniority to their former classification within the same Department/Division; (2) the employee refuses a recall to their former classification; or (3) the employee is laid off for a period of time equal to their bargaining unit seniority at the time of the layoff not to exceed a total of eighteen (18) months.

In the event of a vacancy in another classification in the bargaining unit, an employee on the recall list will be eligible for the same Civil Service Commission and subsequent City consideration as any employee not on layoff.

Notice of recall shall be by certified mail with return receipt sent to the employee's last known address in the City records.

#### **Section 4.5 VACANCIES:**

When the City determines there is a vacancy in a new or existing classification, the City may temporarily assign an employee to work in that classification pending the filling of the vacancy.

For vacancies in all classifications within the bargaining unit, the City shall post the vacancy for seven (7) working days during which period bargaining unit employees who have completed their probationary period and meet the minimum qualifications for the posted position will have the opportunity to sign the posting.

Upon request, the City will provide the names of those signing the posting to the Local Union President or other Union Officer. In situations where there is no Civil Service test required, the City will interview individuals who signed the posting and are otherwise qualified.

The most qualified candidate will be selected based on relevant experience, job performance in their current position, and their interview.

If two or more individuals are judged to be equally qualified, the employee with the greatest City-wide seniority shall be chosen to fill the vacancy.

Upon written request, a current City employee chosen to fill a vacancy in a different Department/Division may have a trial period up to a maximum of thirty (30) calendar days. During the trial period, the employee may be disqualified or may disqualify themselves. An employee who is disqualified or who self-disqualifies during the trial period shall return to their former classification or to layoff if the employee was on layoff status.

An employee chosen to fill a vacancy in a higher pay grade classification will be placed at the step level which will give the employee a rate higher than the rate for the lower of Step K or the step two steps higher than the employee's current step in the classification from which they are promoted. An employee chosen to fill a vacancy in an equal or lower pay grade classification will be placed in the same step as their current classification. A newly hired employee will be placed at the appropriate step as determined by the City.

#### **Section 4.6 NEW EMPLOYEE LIST:**

Upon request, the City will furnish the Union, at no cost, a list of names of all new employees along with the date each employee was hired and the classification to which each is assigned.

#### **Section 4.7 SENIORITY WHILE OUTSIDE BARGAINING UNIT:**

A bargaining unit employee who is transferred out of the bargaining unit shall retain bargaining unit and classification seniority for a period of six (6) months measured from the date of the transfer. City-wide seniority shall continue to accumulate regardless of the length of time an employee performs work outside the bargaining unit. An employee who has been transferred out of the bargaining unit may not use bargaining unit or classification seniority to bump back into the bargaining unit in the event of a reduction of the workforce.

### **ARTICLE 5**

#### **Section 5.1 WORKING HOURS:**

The normal work day shall be eight (8) hours with one-half (½) hour unpaid lunch. The normal work week shall be five (5) days, Monday through Friday, except for those employees on rotating shifts.

Clerical staff in Finance, Tax, Planning and Zoning, Service, and Utilities: The normal workday shall be eight (8) hours with a one (1) hour lunch, 30 minutes of which is paid. The normal work week shall be five (5) days, Monday through Friday. Office hours vary depending on location.

### **Section 5.2 OVERTIME PAY:**

All work actually performed in excess of eight (8) hours in a day or forty (40) hours in a week will be paid at one and one-half (1½) times an employee's hourly rate of pay. A day begins at the start of the employee's regularly scheduled shift and ends twenty-four (24) hours later. Unless specified, unworked time shall not be considered as hours worked for the purposes of this Agreement, except that paid time off work on holidays, vacation, and compensatory time shall be counted as hours worked for the purposes of computing overtime. Work actually performed on Saturdays or Sundays, which are outside the employee's normal work week, or on holidays shall be paid at one and one-half (1½) times an employee's hourly rate of pay. Holiday pay will be paid in accordance with Sections 7.2 and 7.3 in addition to pay for hours worked on a holiday. There shall be no pyramiding of overtime.

Overtime work for all employees must be authorized in advance by the immediate supervisor, except in case of emergencies.

If an employee is called into work before the start of the employee's regular shift, the regular shift hours will not be unilaterally reduced by the City to avoid overtime.

### **Section 5.3 OVERTIME ASSIGNMENT:**

Overtime shall be distributed as evenly as may be possible among employees with seniority. Initially and on January 1 of each year thereafter, an overtime rotation list will be established in order of seniority. Such lists will be determined by the employer in consultation with the Union. During the calendar year the employee with the least accumulated overtime on the respective overtime list, shall be given the first opportunity to work overtime which is not an extension of an employee's regular work day or the result of being assigned to be on standby, provided the employee has the ability and qualifications to perform the available work. Determinations regarding the requisite ability and qualifications for an assignment will be made by the employer. In the absence of accumulated overtime, the highest seniority with the ability/qualifications to perform the work will determine the offering of overtime.

All overtime worked by an employee, whether or not as an extension of the normal work day or being assigned to be on standby, and whether or not worked within the employee's regular classification, will be charged to the employee. An employee who refuses to work overtime will be charged as if they had worked the overtime. A newly hired employee, upon completion of their probationary period, and an existing employee chosen to fill a vacancy on an ongoing basis, shall be charged with the average number of overtime hours worked in the classification for the purpose of determining overtime rotation.



In the event the City is unable to obtain a sufficient number of employees who have the ability to perform the required overtime work, the overtime work will be assigned beginning with the probationary employees and then by order of seniority within each overtime list, provided the employee has the ability to perform the overtime work. Instead of assigning overtime, the City may offer the overtime to one or more employees who have the ability to perform the overtime work.

Any overtime opportunity that would extend the regular work day of any employee working outside his Department/Division shall be offered first to the employee doing the work. Such worked overtime will count against the employee's overtime use.

Overtime rotation lists will remain posted and updated on a daily basis.

Employees working in the Department of Public Utilities including the Wastewater Treatment Plant, who are assigned to a rotating standby list shall also be responsible for performing the regular weekend rounds/duties. In the event that the employee is unable to work all or part of their scheduled period of assignment stand by work and weekend rounds please refer to the On-Call/Standby Work Assignments Policy.

**For the Wastewater Treatment Plant, Department of Public Service and Department of Public Utilities:**

Overtime List and Refusals: OT lists shall be posted and kept current following the CBA.

The cumulative OT total for employees will be updated during call-out situations to determine the running overtime list order.

Hours worked and refusal hours are to be calculated as they happen, to ensure the list stays current. For example, an operator working OT from 7:00 a.m. to 3:00 p.m. will have those overtime hours added to their cumulative total at 7:00 a.m., before considering who is low for OT starting at 3:00 p.m.

An employee will be charged overtime if they refuse overtime by either verbal refusal or not answering their phone, following the Overtime/Call out section above. The number of hours worked by the person accepting the OT will be the amount charged.

Employees on eight (8) hours of approved sick, vacation or comp time will not be called for OT until the following morning at 7 AM (new day) unless the employee notifies their supervisor by 3:00 p.m. that same day with an "opt-in" form.

Employees on bereavement leave will not be called for OT or charged refusals.

Employees using 16 or more hours of consecutive sick, vacation, or comp time contiguous with

a weekend or holiday will not be called or charged for refusals, after completion and submittal of an Application for OT Waiver within the allotted time frame.

If an employee notifies the City of a misapplication of the overtime call list which results in a missed opportunity for overtime for the reporting employee, the employee will be permitted work an overtime assignment of equal time as the missed opportunity provided that the assignment is scheduled through mutual agreement between the affected employee and the City within five (5) working days of the report and worked within thirty (30) calendar days of the occurrence. All reports of misapplication of the overtime call list must be received by the City from the employee within seven (7) working days of the occurrence. The employee with the missed opportunity for overtime will be charged for the hours missed upon acceptance of the new opportunity. There shall be no payment of overtime for unworked hours.

#### **Section 5.4 COMPENSATORY TIME:**

Employees may elect to accrue compensatory time in lieu of pay for overtime hours worked. The election shall be in writing and must be made immediately following the end of the work week in which the overtime is worked. Each overtime hour worked shall be equal to one and one-half (1½) hours of compensatory time. No employee may accumulate more than 120 hours of compensatory time at any given time or use more than one hundred twenty (120) hours of compensatory time during a calendar year. When an employee is at the maximum accumulation limit for compensatory time, all overtime worked shall be paid. Taking compensatory time off cannot result in another employee having to work overtime. So long as it will not unduly disrupt the operations of the City, an employee will be permitted to take compensatory time off within a reasonable time after requesting it. Compensatory time off may be used in increments of not less than one-half hour. Pay for accrued compensatory time shall be at the regular rate of the employee at the time payment is made, except for cases of termination of employment where pay shall be at the average regular rate of the employee during the last three (3) years of employment or the regular rate of the employee at the time the payment is made, whichever is higher.

Employees shall be permitted to cash in up to eighty (80) hours of accumulated compensatory time two (2) times in a calendar year. Requests shall be submitted at least two (2) pay periods in advance and shall be paid in the payroll check.

### **ARTICLE 6**

#### **Section 6.1 SICKNESS, ACCIDENT, DISABILITY AND PREGNANCY LEAVES:**

Unpaid leaves under this section for purposes authorized by the Family Medical Leave Act (FMLA) shall be charged against weeks of entitlement for leaves under Section 6.6. Family and Medical Leaves of Absence, until the same has been exhausted.

When leave under this provision is for an employee's serious health condition that qualifies for FMLA leave, the employee must meet all FMLA health care provider certification and other requirements, the City may exercise its options for second and third opinions, and all other FMLA provisions will apply.

Leaves of absence for sickness, accident or disability (including pregnancy) shall be granted in writing when the City is presented with a physician's certificate indicating the reason the employee is unable to perform their regular job duties and the anticipated duration of the leave.

Such leaves of absence shall be for a minimum of seven (7) calendar days and a maximum of thirty (30) calendar day periods up to a maximum of one hundred eighty (180) calendar days within a twenty-four (24) month period or three hundred sixty-five (365) calendar days within a twenty-four (24) month period for a Workers' Compensation disability. Any request for an extension must be accompanied by a physician's certificate setting forth the same type of information as is required for the original leave of absence.

At the beginning of a leave of absence or at any time(s) during a leave of absence or any extension thereof or at the end of a leave of absence, the City may require the employee to be examined by a licensed healthcare professional of the City's choice to determine whether or not the employee is able to perform their regular job duties. If the City's licensed healthcare professional and the employee's licensed healthcare professional are unable to agree on whether the employee is able to perform their regular job duties, the two healthcare professionals shall choose a third healthcare professional who shall forthwith examine the employee and whose written decision shall be final and binding upon the City, the Union and the employee. The examination by the City's licensed healthcare professional shall be at City expense and the examination by the third healthcare professional shall be borne by the City.

If it is determined by the employee's licensed healthcare professional or by the third licensed healthcare professional that the employee is able to perform their regular job, the employee shall report for work the following day after being notified by the City to do so. Failure of the employee to report for work shall be considered as overstaying an approved leave of absence.

An employee on a leave of absence under this Section must exhaust accrued but unused sick leave and may then use accrued but unused vacation pay. When sick leave and vacation pay are exhausted, the employee will be on an unpaid leave.

Employees eligible for accident compensation benefits under Section 9.3 will not be eligible to use accrued but unused sick leave or vacation pay.

The City will continue to pay health insurance premiums on behalf of an employee for the first sixty (60) days of an unpaid leave under this Section and/or Section 6.6 or until the employee's eligibility for leave under Section 6.6 is exhausted, whichever is later and thereafter the employee must pay the full premium rate to the City to maintain health insurance in effect.

### **Section 6.2 JURY AND WITNESS LEAVE:**

An employee called for Jury Duty must notify their supervisor the next work day following such notification. The City will pay the employee's full pay while the employee is on jury duty provided the employee endorses any jury duty pay he/she receives over to the City. The provisions with respect to jury duty shall apply to an employee subpoenaed as a witness in any matter arising out of their official capacity with the City. It is the intent of this Section that the City pay the difference between an eligible employee's straight time wage rate and what the employee received as a juror or witness for each work hour lost due to jury duty or witness duty during the employee's regular work day.

### **Section 6.3 BEREAVEMENT LEAVE:**

In case of death of an employee's child, current spouse, mother, father, brother, sister, grandmother, grandfather, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepchild, or any other relative who resides in the household of the employee, the Department Head, Division Head, Office Manager or their designee may, upon request grant a leave of absence from the day of death, until and including the day after the funeral not to exceed five (5) working days to employees. Full-time employees will receive pay for their regularly scheduled work hours as applicable at the applicable straight-time rate for each day of bereavement leave.

If a holiday occurs while an employee is on funeral leave, the employee will be paid for the funeral leave or the holiday, but not for both.

Depending on the individual circumstances, the Department Head, Division Head, Office Manager or their designee may allow an employee to take one (1) or more of the five (5) days of bereavement leave at a later time, past the date of the funeral, to address items related to the death (estate, etc.). The decision to grant this exception shall be at the discretion of the Department Head, Division Head, Office Manager or their designee. Additional bereavement leave may be granted at the discretion of the Department Head, Division Head, Office Manager or their designee, with such additional time being deducted from the employee's sick leave bank. Proof of relationship to the deceased may be required.

### **Section 6.4 MILITARY LEAVES:**

The City will comply with State and Federal laws regarding military leave.

### **Section 6.5 : LEAVE WITHOUT PAY**

Leaves granted under this Section for purposes authorized by the Family Medical Leave Act shall be charged against eligibility for leaves thereunder until the same has been exhausted consistently with Section 6.6. Family and Medical Leaves.

The Mayor or the Mayor's designee may grant employees a leave of absence without pay for such purposes, periods of time and under such conditions that the Mayor or the Mayor's designee may specify. An employee must submit written application to the Mayor or the Mayor's designee. Such leaves will be considered with due regard to the needs of the employee.

#### **Section 6.6 FAMILY AND MEDICAL LEAVES:**

The Family and Medical Leave Act of 1993 shall not diminish the leave of absence rights and benefits under this Agreement where it provides greater rights and benefits than the Family Medical Leave Act. Only to the extent that the Family Medical Leave Act mandates leave rights and benefits beyond those provided in this Agreement those incremental leave of absence rights and benefits shall be accorded to employees eligible therefor under the act and regulations issued pursuant to it.

#### **Section 6.7 PREGNANCY AND PARENTAL LEAVES**

For the purpose of this section, the term "qualifying event" means the birth of a child or the adoption or foster care placement of a child who is less than six years of age. Adoption of a stepchild is not a qualifying event. Pregnancy and Parental Leave does not reduce the employee's accrued time under any other City paid leave program (such as sick, personal or vacation). An employee on Pregnancy and Parental Leave will continue to accrue sick leave and vacation leave at their regular rate. Any holiday occurring during Pregnancy and Parental Leave period shall be counted as part of the Pregnancy and Parental Leave and paid as such. If both parents are eligible for Pregnancy and Parental Leave under this policy, they may choose to take Pregnancy and Parental Leave concurrently or consecutively. Beginning with the approval of this agreement, all full-time bargaining unit employees who have been employed by the City for one (1) year or more and who have worked at least 1250 hours within the previous twelve (12) month period may qualify for Pregnancy and Parental Leave in the event that they are currently pregnant and/or immediately following the qualifying event by such employee and/or their legal spouse according to the following table:

January 1, 2024: Up to twenty (20) eight (8) hour shifts, as applicable based on the employees work schedule.

January 1, 2025: Up to thirty (30) eight (8) hour shifts, as applicable based on the employees work schedule.

January 1, 2026: Up to forty (40) eight (8) hour shifts as applicable based on the employees work schedule.

January 1, 2027: Up to fifty (50) eight (8) hour shifts hour shifts, as applicable based on the employees work schedule.

January 1, 2028: Up to sixty (60) eight (8) hour shifts, as applicable based on the employees work schedule.

For purposes of this section all paid time off shall run during consecutive shifts until exhausted.

- A. Pregnancy and Parental Leave will run concurrently with the employee's available family medical leave (also known as FMLA leave). At the end of the Pregnancy and Parental Leave, the employee's remaining time off, if applicable, will follow the procedures outlined in Section 6.1, 6.6, and 9.2.
- B. An employee should make their request for Pregnancy and Parental Leave as soon as practicable to enable the City to make arrangements to cover their duties. In any event, it is the employee's responsibility to make the request at least four weeks before the first day of Pregnancy and Parental Leave. Pregnancy and Parental Leave may be denied if the request is made after that deadline. The employee should request leave in writing and submit it to the office of human resources after consultation with their supervisor.
- C. Pregnancy and Parental Leave may begin before the qualifying event if it is deemed medically necessary by a licensed health care professional or is required to fulfill the requirements of the adoption or foster care placement. The office of human resources will require an employee requesting an early start to Pregnancy and Parental Leave to submit appropriate supporting documentation. The decision whether to allow Pregnancy and Parental Leave to begin early will be made at the sole discretion of the human resources manager or designee. Early Pregnancy and Parental Leave is subject to the rest of this section.

## **ARTICLE 7**

### **Section 7.1 PAID HOLIDAYS:**

The following shall be celebrated as paid holidays:

The first day of January  
The third Monday in January  
The third Monday in February  
The last Monday in May  
The nineteenth day in June  
The fourth day of July  
The first Monday in September

The eleventh day in November  
The fourth Thursday in November  
The Friday following the fourth Thursday in November  
The twenty-fourth day of December  
The twenty-fifth day of December

### **Section 7.2 QUALIFICATION FOR HOLIDAY PAY:**

To qualify for holiday pay, an employee must have worked their scheduled workday immediately preceding the holiday and their next full scheduled workday following the holiday, unless the employee's failure to work either or both qualifying days is due to the employee's being on approved paid time off work. For an employee on paid sick leave only, approval in advance shall

mean that the employee notifies their supervisor of that absence at least thirty (30) minutes before the scheduled start of the employee's shift.

### **Section 7.3 HOLIDAY PAY:**

An employee shall receive eight (8) hours holiday pay for a holiday set forth above in Section 7.1 provided the employee qualifies for holiday pay under Section 7.2.

### **Section 7.4 WEEKEND HOLIDAYS:**

When any of the holidays specified in Section 7.1 falls on a Sunday, it shall be celebrated on the following Monday. When any such holiday falls on a Saturday, it shall be celebrated on the preceding Friday, except for employees in the Refuse Bureau for whom it will be celebrated on Saturday.

### **Section 7.5 CHRISTMAS EVE/CHRISTMAS DAY:**

When Christmas Eve falls on a Friday and Christmas Day falls on a Saturday, Christmas Eve will be observed on the preceding Thursday and Christmas Day will be observed on Friday, except for employees in the Refuse Bureau.

When Christmas Eve falls on a Sunday and Christmas Day falls on a Monday, Christmas Eve will be celebrated on Monday and Christmas Day will be observed on Tuesday, except for employees in the Refuse Bureau.

### **Section 7.6 REFUSE BUREAU HOLIDAYS:**

Employees in the Refuse Bureau will celebrate New Year's Day, Memorial Day, July 4th, Labor Day and Christmas Day on the day the holiday occurs and will then work on the following Saturday. At Thanksgiving they will celebrate the holiday on Thanksgiving Day and will work the following Friday and Saturday.

### **Section 7.7 HOLIDAY DURING VACATION:**

Where a holiday occurs while an employee who is scheduled to work that day is on vacation, if the employee is eligible under Section 7.2, the employee will receive holiday pay in addition to vacation pay for the day of the holiday.

## **ARTICLE 8**

### **Section 8.1 VACATIONS:**



The following will be the schedule for full vacation time off and pay for eligible employees: Newly hired employees will be placed on the vacation schedule based on the employee's years of prior service covered under any public employee retirement system. For the employee's prior years of service to be calculated, said employee shall provide official service credit statement(s) documenting prior service covered under any public employee retirement system to the Director of Finance. The employee's vacation accrual anniversary date shall be comprised of the month and day the employee started with the City and the year shall be computed by taking the year the employee started with the City and subtracting the years of documented public employee retirement service credit, which shall be rounded to the nearest year.

<u>Length of Service (Years)</u>	<u>Annual Vacation Accrual (Working Days)</u>
<u>Upon hire through 5 years</u>	10
<u>After 5 through- 11 years</u>	15
<u>After 11 through 19 years</u>	20
<u>After 19 through 26 years</u>	25
<u>After 26 years</u>	30

## **Section 8.2 VACATION ELIGIBILITY:**

An employee must work 2080 hours during their anniversary year to be eligible for a full paid vacation. An employee must work at least 1040 hours but less than 2080 hours during their anniversary year to be eligible for a prorated paid vacation, based upon a proration formula of actual hours worked versus 2080 hours. For purposes of computing hours worked under this Section, an overtime or premium hour counts as one (1) hour worked, time off work on vacation, holidays, and pregnancy and parental leave shall be considered as hours worked, and paid time off work on either sick leaves or leaves of absence up to a maximum of one hundred forty-four (144) lost work hours shall be considered as hours worked.

## **Section 8.3 VACATION SCHEDULING:**

All vacations must be taken during the anniversary year following the anniversary year in which they are earned. No unused vacation will be carried over into a subsequent anniversary year. All vacation must be approved in advance by the head of the Department or designee in which the employee works, said approval being consistent with the needs of the City with seniority prevailing in the event of a conflict in vacation time of two (2) or more employees. Unless requested by the City, no employee will receive vacation pay in lieu of vacation time off with pay. Vacation time may be used in increments of one-half hour.

## **Section 8.4 (NEW) VACATION PAYOUT UPON SEPARATION**



Employees eligible for vacation under this section who separate with less than six months of continuous employment with the City of Perrysburg from the most recent date of hire are not eligible for vacation payout

Employees eligible for vacation under this section who separate from employment with the City of Perrysburg with more than six months of continuous employment are eligible for a vacation payout on a prorated basis, based upon a proration formula of actual hours worked since their last anniversary date versus 2080 hours. For purposes of computing hours worked under this section, a paid overtime hour counts as one hour worked, paid time off work on vacation, holidays, comp time, pregnancy/parental and paid time off work on either sick leaves or leaves of absences of up to a maximum of 144 lost work hours shall be considered as hours worked.

## **ARTICLE 9**

### **Section 9.1 INSURANCE:**

**A. HEALTH INSURANCE:** The Employer shall make available to full-time employees health insurance benefits under the group benefit plan generally provided to the non-union employees (those not under other collective bargaining agreements) of the City and on the same terms and conditions on which those benefits are generally provided to those employees.

The City will maintain for employees of the bargaining unit the plan the City maintains for non-bargaining unit employees of the City. From time to time the City may elect to change carriers and coverage provided that such change shall not substantially reduce coverage from the current levels. The city will pay 90% of the cost of health and dental insurance premiums.

A City-wide Health Insurance Committee consisting of two (2) voting entities of equal representation of labor (representative of each unit) and management to make recommendations for coverage and coverage changes and other health insurance benefit design modifications.

**B. LIFE INSURANCE:** The City shall provide \$25,000.00 of Life insurance for the duration of this Agreement at no cost to employees with seniority who are on the active payroll.

**C. DENTAL INSURANCE:** The City shall provide dental insurance substantially equivalent to Delta Dental Plan No. 2 and Delta Orthodontic Plan B (50% coverage to a total coverage of \$2,000.00 or a maximum of \$4,000 of orthodontic services which shall extend to employees and spouses as well as dependents to age 19). The cost of dental insurance premiums shall be shared between the City and employees as provided in Paragraph A of this Section.

**D. OPTICAL COVERAGE:** Each employee shall be entitled to \$375.00 aggregate reimbursement per each year of the agreement for eye examinations, frames, lenses and vision insurance premiums paid for by the employee for the employee, for the employee, spouse and

dependent child living in household to age 18. The benefit year for this section will be April 1, 2024 to December 31, 2024, and by calendar year thereafter.

**Section 9.2 SICK PAY:**

**A.** Employees shall accumulate sick pay at the rate of .0577 hours for each regular time hour worked, not to exceed a total of 120 hours in a calendar year. For purposes of this Section, paid time off work for vacation; holidays; bereavement; jury duty; annual temporary active military status; and non-workers compensable sickness, accident, disability and pregnancy and parental leaves up to thirty (30) days per calendar year shall be counted as hours worked for purposes of calculating accrued sick pay. Except where sick pay accrued from previous employment is credited to an employee as required by law, a newly hired employee shall be advanced 48 hours of sick pay and will earn no further sick pay until the initial advancement has been accumulated in accordance with the formula set forth in this Section.

**B.** Accumulated, but unused, sick pay may be used by the employee because of personal illness, accident or disability (including pregnancy of the employee) or FMLA qualifying family illness in accordance with Sections 6.1, 6.6 and 9.3 of this Agreement. Paid sick leave cannot be used for any period of time for which any other paid absence was requested and denied. Sick pay will not be used for the purpose of attending workers' compensation hearings or appeals. Up to seven (7) work days, per calendar year, of accumulated, unused sick pay may be used because of non-FMLA qualifying illness or injury in the employee's immediate family. The City may extend this use in its sole discretion and its decision shall not be subject to the grievance procedure of this Agreement. For non-FMLA purposes, immediate family shall mean spouse, child, parent, brother or sister or an individual whose relationship to the employee is equivalent to one of these categories. Up to seven (7) work days of accumulated, unused sick pay may be used as parental leave by an employee following delivery of the spouse of such employee or following the day of adoption of a child by such employee. Said use of sick pay shall be charged against eligibility for family medical leave under Section 6.6 of this Agreement. Sick pay may not be used for an absence due to an injury or illness arising out of or in the course of employment with another employer where such injury or illness is compensable by workers' compensation. The most recent sick pay credit earned will be the first to be used.

**C.** An employee may be required to furnish written documentation satisfactory to the City to justify the use of sick pay. Falsification of any required justification for use of sick pay may be grounds for discharge.

**D.** An employee may continue to accumulate unused sick pay without limit. Unless otherwise requested, upon retirement, under the appropriate State of Ohio retirement system after ten (10) years of credited service (except for disability retirements which will not require credited service minimum) or upon death, or upon termination of employment, other than for disciplinary reasons, after fifteen (15) years of service with the City of Perrysburg, an employee will be paid for accumulated, unused sick pay as follows:

- E. An employee will be paid for (a) one-fourth ( $\frac{1}{4}$ ) of the first 1000 hours of sick pay accrued and unused (b) one-half ( $\frac{1}{2}$ ) of the next 1250 hours of accrued and unused sick pay (c) all of the next 125 hours of accrued and unused sick pay for an aggregate total not to exceed 1000 hours.

F. Use of sick pay shall be calculated based upon the number of work hours an employee was absent during the employee's normal work day. Sick pay may be used in one-half ( $\frac{1}{2}$ ) hour increments.

G. Upon separation of employment, other than for disciplinary reasons, accrued and unused sick leave may be transferred to other public agencies if requested and permitted by the other agency.

### **Section 9.3 ACCIDENT COMPENSATION:**

A. An employee injured while at work for the City through no fault of their own and not in violation of City safety rules, regulations or practices and who is unable to perform their regular job duties will receive their regular base pay for up to one (1) year. Accident compensation will be available for Workers' Compensation leaves under Section 6.6 of this Agreement.

B. To be qualified for accident compensation or continued accident compensation, the City may require the same types of proof of continuing disability as are required for sickness, accident or disability leaves under Section 6.1 or Section 6.6, whichever is applicable.

C. The City may, at its option, require the employee to be assigned other duties during the period they are disabled provided they are capable of performing those duties in the opinion of a physician. Said temporary assignment shall not be for more than one (1) year measured from the first day of the disability and the employee shall receive their regular rate of pay during the temporary assignment.

D. In the event the disability is determined to be permanent in the opinion of a physician, the employee shall avail themselves of the disability benefits provided by the State Workers' Compensation Law and the Ohio Public Employee Retirement System.

### **Section 9.4 RETIREMENT BENEFITS:**

Employees covered by this Agreement shall continue to participate in the Ohio Public Employee Retirement System. Each employee's mandatory contribution to the Ohio Public Employee Retirement System shall be designated as "picked up" by the City as contemplated by the Internal Revenue Service Rulings 77-462 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by their current percentage amount of the employee's mandatory Ohio Public Employee Retirement System contribution which has

been designated as "picked up" by the City, and that the amount designated as "picked up" by the City shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up", nor is the City's total contribution to the Ohio Public Employee Retirement System increased thereby.

#### **Section 9.5 DEFERRED COMPENSATION:**

All eligible employees of the City shall have the opportunity to join the Ohio Public Employees Deferred Compensation Program. The Mayor and City Clerk shall execute an agreement with the Ohio Public Employees Deferred Compensation Board on terms and conditions in the best interest of the City, which agreement shall authorize the Ohio Public Employees Deferred Compensation Board to offer the Program to all eligible employees of the City and to administer the Program on behalf of such employees.

### **ARTICLE 10**

#### **Section 10.1 UNION REPRESENTATION:**

A. The Union shall have one (1) steward and an alternate per Department/Division and one (1) steward and an alternate for the finance department, not to exceed a total of four (4) stewards. Alternate stewards shall act only in the absence of the steward. Stewards are to be selected from the City's seniority list. The Union shall notify the City in writing-at any time a steward is designated or at such other times as there is a change in the designation of a steward.

The steward or Union officer shall be allowed reasonable time to adjust grievances and to conduct other steward's duties in connection with the administration of this Agreement during regular working hours without loss of pay. The steward or Union officer shall have the right to be present when an employee is disciplined and may be present upon request of the employee at any investigatory interview which may lead to discipline. The steward or Union officer will notify their immediate supervisor when beginning to perform steward's duties and will again notify their immediate supervisor when ceasing to perform steward's duties. The Union agrees to cooperate with the City to prevent any abuse of such "reasonable time" under any of the provisions of this Section by the steward, Union officer or Negotiating Committee, and recognizes that abuse of "reasonable time" by the steward, Union officer or Negotiating Committee, may be cause for disciplinary action against the steward by the City.

The Union president, vice president, and the Water Division representative, Water Pollution Control representative, Street Division representative and Tax Department representative will be able to meet for up to four (4) hours during work hours without loss of pay on one (1) occasion to prepare for negotiations for the next collective bargaining agreement.

Members of the Negotiating Committee shall be paid for straight time hours of work lost during contract negotiations and for reasonable time preparing for negotiations. The Negotiating

Committee shall not exceed six (6) employees who shall be designated at the outset of negotiations.

Union stewards and officers will be permitted to attend monthly evening meetings of PMEA conducted within the City of Perrysburg without loss of pay provided they are able to remain on call while in attendance at the meetings.

Union stewards, officers or Negotiating Committee members will not be permitted to leave the City for the purpose of engaging in any of the activities described in this Section at any time when the employee is supposed to be working or on call.

**B.** Upon written request from the Union to the Mayor or Mayor's designee, the City will, in a manner consistent with the Ohio Public Employees Bargaining Act, either provide the Union with access to or provide the Union with public information, the disclosure of which is not prohibited by law, provided such information is demonstrably relevant to the Union's role as collective bargaining representative and/or for the processing of a particular grievance. Said written request shall set forth in detail the kinds of information requested and the reason(s) for such request.

**C.** The employer shall grant reasonable access to non-employee representatives of the Union for the purpose of processing grievances, attending labor/management meetings and attending disciplinary hearings. The Union agrees that no representative of the Union shall interfere with, interrupt or disrupt the normal work duties of employees except to the extent authorized by the employer.

#### **Section 10.1.1 LABOR-MANAGEMENT COMMITTEE:**

**A.** In the interest of sound labor-management relations, the Union and the City shall meet at agreed upon dates and times for the purpose of discussing those matters outlined in Section B below. Normally, meetings held pursuant to this Article shall be held once every three months, unless urgent matters require additional meetings. The Labor-Management Committee shall be comprised of three representatives of the City and three representatives of the Union's choosing, unless otherwise agreed to for purposes of specific meetings.

**B.** Either party may request a Labor-Management Committee meeting if a recurring or an emergency meeting must be scheduled. At a reasonable time in advance of a Labor-Management Committee meeting the parties shall exchange agendas, including discussion topics described with sufficient particularity to allow the parties to prepare for such discussions, and lists of the names of persons who will attend. Subjects that may be discussed at these meetings shall include, but are not limited to, the below subjects.

1. Administration of this Agreement;
2. Changes made by the City, which might affect bargaining unit members;

3. Grievances, which have not been processed beyond the final step of the Grievance Procedure, when such discussions are mutually agreed to by the parties;
4. General information of interest to the parties;
5. Union representatives; opportunity to share the views of their members and/or to make suggestions on subjects of interest to their members;
6. Ways to improve efficiency and work performance; and
7. Training matters.

C. To the extent possible, Labor-Management Meetings shall be scheduled outside the regularly scheduled hours or work of the participating employees. Employee representatives attending Labor-Management meetings shall be paid as if on a regular duty shift for hours spent in such meetings, if they occur during the employees' regularly scheduled hours of work.

#### **Section 10.2 SAVINGS CLAUSE:**

It is the intention of the parties that the provisions of this Agreement conform to applicable federal, state or local law. If any provision of this Agreement violates and federal, state or local laws as presently enacted or enacted or amended during the term of this Agreement, such provision shall be inoperative to the extent that it is at variance with such law, but all remaining provisions of this Agreement shall remain in full force and effect. The parties shall discuss any provision found to be unlawful and any remaining differences between the City and the Union with respect to such provision may be resolved by any mutually agreed upon procedure. In order to comply with the maximum number of straight time hours an employee may work during a given period of time under applicable federal and/or state law, the work hours and schedule of each employee may be altered or otherwise determined by the City.

#### **Section 10.3 ADDRESSES/PHONE NUMBERS:**

For purposes of this Agreement, it shall be the sole responsibility of each employee to inform the City in writing of the employee's current address and current telephone number at which he/she can be reached within five (5) working days following the effective date of this Agreement and thereafter within five (5) working days of any change in either address or telephone number. The City shall provide forms for such changes. The change form shall be delivered to the Human Resources Office and the City shall change the employee's records, file a copy of the form in the employee's personnel file and provide the Union with a copy. For purposes of this Agreement, the City shall have a right to rely upon the most current address and telephone number for an employee as shown on the City records.

#### **Section 10.4 NONDISCRIMINATION:**

Neither the City nor the Union shall unlawfully discriminate against any employee because of race, creed, color, sex, religion, national origin, ancestry, age, physical or mental disability, sexual orientation, gender identity, genetic information, military or veteran status, or any other status

protected by the City, Ohio, or federal law, or because of Union activity not in violation of this Agreement. Because of the existence of adequate federal and state remedial procedures, alleged violations of this Section shall be referable to Step 3 of the Grievance Procedure but not to arbitration.

All references to employee(s) in this collective bargaining agreement designate all sexes.

The City agrees not to interfere with the rights of employee(s) to become members of the Union, and there shall be no discrimination, interference, restraint or coercion by the City or its representatives against any lawful employee activity permitted by this Agreement in an official capacity on behalf of the Union. The Union recognizes its responsibility as bargaining agent and agrees to represent all employee(s) in the bargaining unit without discrimination, interference, restraint or coercion. The Union agrees not to intimidate or coerce in an effort to recruit membership to the Union.

Nothing contained in this Agreement shall prevent the City from complying with the requirements of federal or state handicap or disability laws.

**Section 10.5 PAY PERIODS:**

Pay periods for all employees shall be biweekly. Pay days shall be every other Friday, unless the selected Friday falls on a holiday on which employees do not normally work. In such event, pay day shall be on the first regular work day preceding such holiday.

Direct deposit shall be mandatory for all employees.

**Section 10.6 PRE-EMPLOYMENT MEDICAL EXAMINATION:**

Each person receiving an offer of employment from the City shall be required to undergo a medical examination by an examining physician or a physician selected by the Mayor before beginning work. The medical examiner shall report and certify to the Mayor whether such person is physically and mentally capable of performing the services required of the position to which he is being appointed. The medical examination shall be at the expense of the City. If the medical examiner reports that such person is not physically and/or mentally capable of performing the service required of the position to which they are being appointed, the City will revoke the offer of employment so long as such revocation is consistent with applicable handicap or disability laws.

**Section 10.7 ATTENDANCE AT CONFERENCES:**

Employees authorized or directed by the Mayor or City Administrator to attend a conference, convention, school, seminar, workshop or other training or educational function relating to the employee's duty assignment or other function of municipal concern will be reimbursed for the employee's reasonable and necessary expenses incurred, such as registration fees and tuition,

meals, lodging, gratuities, vehicle parking, tolls and common carrier fares. Reimbursement for meals and gratuities for meals will be at the applicable federal per diem rates for the vicinity to which the employee is traveling at the time of the conference. There shall be no reimbursement for the cost of any alcoholic beverages. Reimbursement of gratuities for meals shall be limited to twenty percent (20%) of the total bill for each meal. When submitting requests for reimbursement provided under this section, Employees must submit the request on the form provided by the City which details the date on which each expense was incurred and the specific cost of each item for which the Employee seeks reimbursement. The reimbursement request form shall be accompanied by itemized receipts, if applicable for the costs the Employee seeks to have reimbursed by the City. When travel is directed in the employee's own vehicle, the employee will be reimbursed at the rate per mile as authorized by the State of Ohio at the time of travel. No reimbursement will be made without proof or certification of such expenditures submitted with the employee's claim for reimbursement. When payment in advance of attendance and travel is authorized by the Mayor or City Administrator any amount due and owing the City by the employee shall be repaid to the City upon the employee's completion of attendance and travel. Employees will not be compensated for hours of attendance at the foregoing functions unless they were otherwise scheduled to work those hours or the Department/Division Head authorizes the pay in advance of the function.

#### **Section 10.8 UNIFORMS:**

The City shall provide work uniforms for each full-time employee as deemed necessary by the Employer.

The City will provide a onetime reimbursement of up to \$200.00 per year toward the purchase of OSHA compliant safety shoes or boots for those full-time employees normally involved in outdoor activities in the Department of Public Service and Public Utilities. The benefit year for this section will be April 1 2024-December 31, 2024 and by calendar year thereafter.

An employee who wears prescription eyeglasses may participate in the City's program for prescription safety glasses. The program provides a voucher, to a vendor of the City's choosing, for up to \$200 per calendar year for the purchase of OSHA approved prescription safety glasses, as deemed necessary by the Occupational Health and Safety Coordinator.

Uniform items shall not be used except on duty and to and from home and commute-related incidental activities.

All uniforms provided pursuant to this Section shall be kept in acceptable condition and must be returned to the City when the employee's employment with the City is voluntarily or involuntarily terminated. Failure of an employee to comply with the requirements of the preceding sentence shall be cause for deducting the reasonable value of uniform items from moneys otherwise due the employee.



Employees must wear the City uniform while on the job; the only exceptions shall be in the sole and absolute discretion of the Service Director or Utilities Director upon written request of an employee and for good cause shown. Failure to adhere to the above mandatory uniform policy is subject to discipline.

The City may, in its sole discretion, decommission uniform items it deems no longer fit and proper for City use.

**Section 10.9 CHECK-OFF OF DUES, FEES AND ASSESSMENTS:**

The City will deduct dues, fees and assessments owed to the Union, from the paycheck of each employee who has voluntarily signed a proper legal authorization for such deduction and who is covered by this Agreement. The City will remit said dues, fees and assessments to the Union by the fifteenth (15<sup>th</sup>) day of the month following the month in which the check-off is made. All sums deducted shall be forwarded to the Controller, of Ohio Council 8, 6800 N. High Street, Worthington, Ohio 45805-2523.

The Union agrees to indemnify, defend and hold the City harmless against any claim made or any suit instituted by an employee or others representing the employee as a result of compliance with the provisions of this Section.

Any dispute as to whether an employee properly executed or properly revoked a check-off authorization shall be handled through the grievance and arbitration procedure. Until the matter is resolved by the City and the Union or by arbitration, no further deductions will be made.

**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 revoke their union membership. Revocation of Union membership does not revoke union dues authorization, which only may be revoked as set forth below.

**Union Dues Revocation:** Any employee who has submitted a dues checkoff authorization card may withdraw or revoke the same at the time and in the manner specified on the dues checkoff authorization card signed by the employee or as amended by the Union if the amendment specified a shorter revocation period than one fifteen (15) day period tied to the end of the collective bargaining agreement. Copies of the employees' dues checkoff authorization cards are available from the Union upon request.

In addition to the revocation of an employee's dues deduction authorization described in this Section, the City shall be relieved from making any employee dues deduction upon an employee's termination of employment, transfer to a job outside the bargaining unit, layoff from work, unpaid leave of absence, and wages are less than the amount of dues to be deducted for the applicable period.

**Section 10.10 AGENCY SHOP:**

Should there be a change in the law regarding fair share fee and agency shop, the City and Union will meet to discuss the law change.

**Section 10.11 BULLETIN BOARD:**

The City shall provide employees with a bulletin board which shall be used exclusively for the purpose of posting notices pertaining to official Union matters and activities. The specific sites shall be mutually determined by the parties.

**Section 10.12 SUBCONTRACTING:**

When the subcontracting of bargaining unit work is likely to cause the layoff of bargaining unit employees, the City will engage in meaningful discussions (not negotiations) with the Union to determine whether the work can be economically and efficiently performed by members of the bargaining unit.

In the event the City determines that the work cannot be efficiently and economically performed by members of the bargaining unit and decides to subcontract the work, the following shall apply to employees facing permanent layoff:

- (1) An employee facing permanent layoff shall have the right to bump a less senior employee within the same bargaining unit provided he/she has the skill and ability to perform the job. Such an employee shall have a ten (10) working day trial period in which to demonstrate he/she has the necessary skill and ability to perform the job, at the end of which the employee will be permanently laid off if they are unable to demonstrate such skill and ability.
- (2) An employee who is unable to bump another employee or who is unable to demonstrate the necessary skill and ability during the trial period and will thus be permanently laid off will be entitled (a) to have their health insurance paid by the City for a period of six (6) months or until he/she begins employment with another employer, whichever is the lesser period of time and (b) one (1) week's severance pay for each one (1) year's service with the City.

**Section 10.13 SUPERVISOR OVERTIME:**

Supervisors shall not perform overtime bargaining unit work until qualified employees have been given an opportunity to perform the work in accordance with Section 5.3 of this Agreement.

**Section 10.14 COLLECTIVE AGREEMENTS:**

The City shall not make or negotiate any collective bargaining agreement with any bargaining unit employee individually or collectively. Any collective bargaining agreements entered into by

the City and bargaining unit employees shall be through duly authorized representatives of the Union. Any other collective bargaining agreements shall be of no effect.

**Section 10.15 INSURABILITY OF VEHICLE OPERATORS:**

If a core duty of an employee is to operate a vehicle, the employee must remain insurable under the City's insurance coverage. In the event an employee becomes uninsurable, the City may, at its discretion, transfer the employee to another job in the bargaining unit for which they are qualified. This does not preclude the City from taking appropriate disciplinary action, including discharge, if an employee is not insurable under the City's insurance plan. Disciplinary action imposed due to uninsurability is a non-grievable offense.

**Section 10.16 SUBSTANCE ABUSE PROGRAM:**

The City's program for substance abuse is contained in the City's personnel handbook and is fully incorporated as if written herein.

**Section 10.17 WORKING DAY/WORKDAY/WORK DAY:**

Wherever in this Agreement the term "working day", "workday", or "work day" appears, it shall mean Monday through Friday, excluding holidays celebrated during that period.

**Section 10.18 ABSENTEEISM:**

The parties will cooperatively review abusive tardiness/absenteeism issues, including but not limited to pattern absence, as a continuing agenda item in Labor/Management meetings.

**ARTICLE 11**

**Section 11.1 CLASSIFICATIONS OF PAY:**

The classifications and rates of pay covered by this Agreement are set forth in Appendix "A" which is hereby incorporated by reference.

The City shall notify and discuss with the Union any new classification and the rate or rates of pay assigned thereto under this Agreement. After discussion with the Union, the City shall notify the Union in writing of the classification and rate or rates of pay assigned thereto not less than fourteen (14) calendar days prior to the date the new classification is to take effect. In the event the Union disagrees with the rate or rates of pay assigned to the new classification, the Union may file a grievance at Step 4 of the Grievance and Arbitration Procedure within seven (7) calendar days of when the Union receives the written notice from the City.

When there is a dispute over whether or not a classification comes under this Agreement,

another agreement, or no agreement at all, such dispute shall be resolved by the State Employment Relations Board or by any other mutually agreed to procedure which will bind all affected parties.

The classification/wage proposals submitted to arbitration shall not become effective until an arbitrator's award is received by both parties regarding the propriety of the classification/wage proposals.

**Section 11.2 LONGEVITY PAY:**

Each full-time permanent employee of the City, shall receive longevity pay equal to Fifty-five and 00/100 Dollars (\$55.00) for each year of service after completing four (4) full years of continuous service with the City. Eligibility and full years of service will be determined as of January 1, each year and paid the first full pay of July .

**Section 11.3 WORK PERFORMED OUT OF CLASSIFICATION:**

A. During the time an employee is assigned to perform all of the regular duties in another classification within the bargaining unit, the employee shall receive their regular rate of pay unless the classification in which they are performing the work is a higher classification. If the employee is performing all of the regular duties of a higher classification, the employee shall be paid an additional thirty-five cents (\$0.35) per hour for all hours the employee performs the duties of the higher classification. Work performed in another classification within the bargaining unit for less than one-half (½) work day shall not be considered as work out of classification for purposes of this Section.

B. When a bargaining unit employee is assigned to work in the place of a supervisor, the employee so assigned will be paid an additional seventy-five cents (\$0.75) per hour for all hours the employee serves in the place of the supervisor. Assignments under this section shall be made at the sole discretion of the employer.

**Section 11.4 CALL IN PAY:**

Any employee called in to work other than during his regularly scheduled work period shall be guaranteed a minimum of two (2) hours work or two (2) hours pay in lieu thereof at the applicable rate. Any other call-ins during the same two (2) hour period will not be considered as an additional call and would not trigger an additional two (2) hour guarantee. The two (2) hour guarantee will not apply when an employee is called in within two (2) hours of the scheduled start of their shift. This Section shall apply to any employee, including those receiving standby pay. Call in pay shall not apply to work that is self-initiated and performed at home or other non-traditional work site.

**Section 11.5 STANDBY PAY:**

Employees of the Dept. of Public Utilities and Dept. of Public Service who have been designated as being on standby status for a given week by the Department/Division head with the approval of the Director of Public Service or Director of Public Utilities, shall be paid \$ 40.00 for each weekday and \$60.00 for each weekend day or holiday on standby status in addition to the applicable rate of pay for all hours actually worked on the job. When employees are called in to work while on standby basis, they will be paid at one and one-half (1½) times their base hourly rate of pay for all time worked outside their normal work hours. The City will provide phones or pagers to employees on standby which said employee shall be required to have and use.

**Section 11.6 SAFETY MEETING:**

Safety meetings may be scheduled by the City or the Union as needed. The Union may have one (1) representative from each Department/Division and designated representatives of the City may be in attendance at a meeting which will be held during normal work hours at a time convenient to all and without loss of pay. In order to promote a meaningful discussion the parties should advise each other in advance of the meeting as to what items are to be discussed, except for emergency situations. If there are no items to discuss the meeting will be cancelled by the City representative.

**Section 11.7 COMPLETE AGREEMENT:**

This Agreement constitutes the entire agreement between the City, the Union and all bargaining unit employees and supersedes and replaces any and all obligations and/or agreements, and practices, whether written or oral, express or implied between or concerning bargaining unit employees, the Union and/or the City. Any amendment, modification or addition to this Agreement must be reduced to writing and duly executed by the parties to become effective.

**ARTICLE 12**

**Section 12.1 NO STRIKE/NO LOCKOUT:**

During the term of this Agreement, the Union and its members, individually and collectively, will not cause or take part in any strike, picketing, slow-down or other curtailment or restricting or interfering with work of the City. The City agrees not to engage in any lockout during the term of this Agreement. The parties recognize the right of the City to take disciplinary action, including discharge, against any employee or employees who instigate or participate in a violation of this Section, whether such action is taken against all of the instigators or participants or against only selected instigators or participants. When the City determines that a violation of this Section is occurring, it shall immediately make every reasonable attempt to notify the Union of such occurrence and the Union shall immediately make every reasonable attempt to cause the

employees to cease violating this Section. For the first four (4) hours following the commencement of a violation of this Article, the City shall have the right to take any disciplinary action short of discharge. Thereafter, the City shall have the right to take any disciplinary action including discharge. Any employee disciplined or discharged for violation of this Section shall have recourse to the Grievance and Arbitration Procedure under this Agreement solely as to the issue of whether or not the employee instigated or participated in a violation of this Section, but not as to disciplinary action taken. Disciplinary action taken shall not be appealable to the State Personnel Board or Review. The City shall have the right to seek such remedies as a court may deem appropriate for a violation of the provisions of this Article.

### **ARTICLE 13**

#### **Section 13.1 DURATION OF AGREEMENT:**

This Agreement shall be effective from April 1, 2024 except as otherwise specifically provided herein, and shall continue in effect through March 31, 2027 and shall continue in full force and effect from year to year unless written notice of desire to cancel, terminate or modify the contract in whole or in part is served by either party on the other at least ninety (90) days prior to the expiration date. When a notice to cancel, terminate or modify this Agreement is timely served, both parties are free to make whatever proposed amendments, additions, or deletions they so choose.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement and several other copies hereof.

CITY OF PERRYSBURG

By Thomas G. Mackin  
Thomas G. Mackin, Mayor

By Amber L. Rathburn  
Amber L. Rathburn

By Joseph Fawcett  
Joseph Fawcett

PERRYSBURG MUNICIPAL  
EMPLOYEES ASSOCIATION

By Joe Miller

By Chris Propp

By Shawn Williams 4/8/24

This Agreement is subject to approval by the Council of the City of Perrysburg, Ohio.

Approved as to form:

By: Timothy W. Effler

**APPENDIX A****Section A-1 CLASSIFICATIONS AND GRADES (GENERAL):**

<b><u>CLASSIFICATION</u></b>	<b><u>GRADE</u></b>
WWTP OPERATOR CLASS III	15
EQUIPMENT MECHANIC	14
WWTP OPERATOR CLASS II	14
CHEMIST-BACTERIOLOGIST	14
BUILDING MAINTENANCE TECHNICIAN	14
<u>Journeyman Electrician</u>	14
ASSISTANT EQUIPMENT MECHANIC	12
DEPT. OF PUBLIC SERVICE HEAVY EQUIPMENT OPERATOR	12
DEPT. OF PUBLIC UTILITIES HEAVY EQUIPMENT OPERATOR	12
DEPT. OF PUBLIC SERVICE CREW LEADER	12
DEPT. OF PUBLIC UTILITIES CREW LEADER	12
WWTP OPERATOR CLASS I	12
METER READER	12
WATER DISTRIBUTION OPERATOR CLASS I	12
WASTE WATER COLLECTION SYSTEM.OPERATOR	12
DEPT. OF PUBLIC SERVICE LIGHT EQUIPMENT OPERATOR	10
REFUSE TRUCK DRIVER	10
DEPT. OF PUBLIC UTILITIES LIGHT EQUIPMENT.OPERATOR	10
ELECTRICAL MAINTENANCE WORKER	10
DEPT. OF PUBLIC UTILITIES OPERATOR IN TRAINING	10
DEPT. OF PUBLIC SERVICE EQUIPMENT OPERATOR IN TRAINING	8
DEPT. OF PUBLIC SERVICE MAINTENANCE WORKER	8
DEPT. OF PUBLIC UTILITIES MAINTENANCE WORKER	8
CHIEF CLERK	8
<u>Tax Specialist</u>	<u>8</u>
<u>Utilities Billing Specialist</u>	<u>8</u>
<u>Finance Specialist</u>	<u>8</u>
<u>Administrative Support Specialist</u>	<u>8</u>
LABORER	6
CLERK	6
CUSTODIAN	6
LITTER CONTROL COORDINATOR	6

Department of Public Utilities Operator in Training will have eighteen (18) months from the date he/she begins work in the classification to obtain a Class I Wastewater Treatment Plant Operator's certificate issued by the Ohio Environmental Protection Agency. Failure to obtain the certificate within the allotted time means that the employee will be eligible for any vacancy in the General Unit where their seniority and qualifications permit, or be placed on a recall list, to be recalled in accordance with Section 4.4. Failure to obtain the certificate within the allotted time will not allow for bumping rights.



Newly hired or transferred employees for the Operator in Training Classification will be required to pass the Collection Systems OR Water Distribution Ohio EPA test within 18 months of appointment to the position. The employee will remain an Operator in Training, Class 10, until the OEPA required number of hours are met in their respective field to qualify them as a licensed Collections System or Water Distribution Operator. The time will not exceed 36 months. At this time the OEPA training hours are met, the employee will be moved to the appropriate Step in Grade 12, Operator.

**APPENDIX "A" --  
GENERAL UNIT**

**Section A-2 HOURLY PAY RATES**

April 2024	Years between steps																	
		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2
		A	B	C	D	E	F	G	H	I	J	K						
	Step																	
	Grade																	
6	22.90	24.01	25.18	25.79	26.42	27.06	27.71	28.40	29.10	29.81	30.52							
8	24.23	25.42	26.66	27.31	27.97	28.64	29.36	30.07	30.81	31.57	32.34							
10	25.67	26.92	28.25	28.94	29.64	30.37	31.11	31.88	32.67	33.45	34.27							
12	27.16	28.49	29.88	30.61	31.36	32.14	32.93	33.73	34.56	35.41	36.28							
14	28.74	30.16	31.62	32.39	33.18	34.00	34.85	35.70	36.58	37.47	38.39							
15	29.62	31.06	32.58	33.39	34.20	35.04	35.90	36.77	37.68	38.62	39.56							

The salary matrices within this document reflect the agreed upon increases outside of the wage reopener.

April 2025	Years between steps																	
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	
	Step	A	B	C	D	E	F	G	H	I	J	K						
	Grade																	
6	23.82	24.97	26.19	26.82	27.47	28.14	28.82	29.54	30.26	31.00	31.74							
8	25.20	26.44	27.73	28.40	29.09	29.79	30.53	31.27	32.04	32.84	33.63							
10	26.70	28.00	29.37	30.10	30.83	31.58	32.36	33.15	33.97	34.79	35.64							
12	28.25	29.63	31.08	31.83	32.62	33.43	34.25	35.08	35.94	36.82	37.73							
14	29.89	31.36	32.88	33.69	34.51	35.36	36.24	37.13	38.05	38.97	39.92							
15	30.81	32.30	33.88	34.73	35.57	36.44	37.34	38.24	39.19	40.16	41.15							

The salary matrices within this document reflect the agreed upon increases outside of the wage reopener."

April 2026	Years between steps											
	Step	A	B	C	D	E	F	G	H	I	J	K
	Grade											
	6	24.53	25.72	26.97	27.62	28.30	28.99	29.68	30.42	31.17	31.93	32.70
	8	25.96	27.23	28.56	29.26	29.96	30.68	31.45	32.21	33.00	33.82	34.64
	10	27.50	28.84	30.26	31.00	31.75	32.53	33.33	34.15	34.99	35.83	36.71
	12	29.10	30.51	32.01	32.79	33.60	34.43	35.27	36.13	37.02	37.93	38.86
	14	30.78	32.30	33.87	34.70	35.54	36.42	37.33	38.24	39.19	40.14	41.12
	15	31.73	33.27	34.90	35.77	36.63	37.53	38.46	39.39	40.37	41.37	42.38

The salary matrices within this document reflect the agreed upon increases outside of the wage reopener."

#### HOURLY PAY RATES ARE EFFECTIVE WITH THE FIRST FULL PAY PERIOD OF THE MONTH INDICATED

2024-Effective with the first full pay period of April 2024 there will be a five percent ( 5%) increase in the salary matrix.

The City will hire an outside consultant to conduct a job audit and classification study of all bargaining unit classifications and wages with a goal of completion in 2025. At that time, there will be a wage reopener with a minimum of a four percent (4%) increase in the first full pay period of April 2025 and a three percent (3%) increase the first full pay period of April 2026



Memorandum of Understanding No. 1

The City of Perrysburg, Ohio, and The Perrysburg Municipal Employees Association agree to the following supplemental provision to the Collective Bargaining Agreement (CBA).

In March 2024, the parties reached an agreement to a successor collective bargaining agreement ("CBA") effective April 1, 2024 to March 31, 2027. The parties further have agreed wage increases outlined in the agreement for 2024 shall be effective the first full pay period of April 2024.

Furthermore, due to the agreed-upon change in Article 11 Section 11.2 of the CBA, Longevity Pay, the City, and Union acknowledge that longevity pay is to be calculated into an employee's overtime rate.

Therefore, the City and the Union agree that longevity pay shall be calculated into the overtime rate, effective with the first full pay period of April 2024. The parties agree there shall be no retroactivity to January 1, 2024, for the purpose of calculating the overtime rate.

In Witness Whereof, the parties hereto have signed and executed this Agreement, and several other copies hereof, this 1<sup>st</sup> day of April, 2024.

CITY OF PERRYSBURG

PERRYSBURG MUNICIPAL EMPLOYEES  
ASSOCIATION

By Thomas G. Mackin  
Thomas Mackin, Mayor

By Joe Hollon  
Joe Hollon

By Amber Rathburn  
Amber Rathburn, Finance Director

By Chris Kopp  
Chris Kopp

By Joseph Fawcett  
Joseph Fawcett, City Administrator  
~~Timothy Effler, Law Director~~

By Shawnya William 4/8/24  
Shawnya William, AFSCME Rep

This Agreement is subject to approval by the Council of the City of Perrysburg, Ohio.

Timothy W. Effler  
Approved as to Form  
Timothy W. Effler, Law Director

Memorandum of Understanding

GENERAL UNIT

MEMORANDUM OF UNDERSTANDING NO. 2

RECORDING SECRETARY OPPORTUNITIES

1. The City may assign a bargaining unit employee (Clerical Support) to be the Recording Secretary for City Committee meetings. The bargaining unit employee assigned to perform these duties shall be paid at the applicable overtime rate of pay to perform such duties.
2. This agreement is on a non-precedent setting basis and does not constitute agreement on the part of the City or the Union that Recording Secretary duties constitute bargaining unit work.

CITY OF PERRYSBURG

PERRYSBURG MUNICIPAL  
EMPLOYEES ASSOCIATION

By Thomas E. Mackin  
Thomas Mackin, Mayor

By Joe Hall

By Amber Rathburn  
Amber Rathburn, Director of Finance

By Chris Dwyer

By Timothy W. Effler  
Timothy W. Effler, Law Director

By Shawn Williams  
4/8/24

Dated: 4/4/2024



**MEMORANDUM OF UNDERSTANDING NO. 3**

**Solar Eclipse April 8, 2024**

The City of Perrysburg, Ohio, and The Perrysburg Municipal Employees Association agree to the following supplemental provision to the Collective Bargaining Agreement (CBA).

The City and the Union agree to cooperatively work through individual issues that may arise with regard to scheduling and working from home arrangements as it relates to the Solar Eclipse on April 8, 2024.

For those employees assigned to work from home on April 8, 2024: the intent would be to have the assigned work completed during normally scheduled work hours on Monday, April 8<sup>th</sup> in order to be paid for that day. However, in consideration of personal conflicts or other issues that may arise, such as childcare issues as a result of schools being closed, that may prevent the work from being done during the normal work hours on April 8<sup>th</sup>, the work may be completed at any time between Friday April 5<sup>th</sup> and Wednesday, April 10<sup>th</sup> outside of the employees' normally scheduled work hours with supervisor approval. Work hours flexed shall be at straight time and not be used for calculation of overtime.

In Witness Whereof, the parties hereto have signed and executed this Agreement, and several other copies hereof, this          day of          .

CITY OF PERRYSBURG

By Thomas G. Mackin  
Thomas Mackin, Mayor

By Amber Rathburn  
Amber Rathburn, Finance Director

By Timothy Effler  
Timothy Effler, Law Director

PERRYSBURG MUNICIPAL EMPLOYEES ASSOCIATION

By Joe Hollon  
Joe Hollon

By Chris Kopp  
Chris Kopp

By Shawnya William 4/5/24  
Shawnya William, AFSCME Rep



#### **Memorandum of Understanding No. 4**

The City of Perrysburg, Ohio, and The Perrysburg Municipal Employees Association agree to the following supplemental provision to the Collective Bargaining Agreement (CBA).

In March 2024, the parties reached an agreement to a successor collective bargaining agreement ("CBA") effective April 1, 2024 to March 31, 2027.

Furthermore, due to the agreed-upon change in Article 8, Section 8.1 of the CBA, Vacations, the City, and Union agree to the following method of calculating vacation allowances for existing employees:

For existing employees covered under this agreement as of April 1, 2024, that were hired at the City of Perrysburg in the 12 months prior to April 1, 2024 and do not have any prior public service credit: A prorated amount of vacation time out of 10 days will be allotted for the time between April 1, 2024 and the employee's next respective anniversary date. This calculation shall be done using 40 hour weeks and calculated versus 2080 hours. Vacation allocation will be rounded to the nearest half hour. Upon the employee's next anniversary date, they will receive ten (10) days of vacation if they meet the eligibility requirements in Section 8.2.

For existing employees covered under this agreement as of April 1, 2024, that have prior public service covered under any public employee retirement system: Employees must provide documentation in the form of a service credit statement from their public employee's retirement system to Amber Rathburn by Friday, April 19, 2024. Prior full-time service will be considered in the review process.

Once prior public service is certified, if there is a change in the employee's placement on the vacation schedule, a prorated amount of vacation will be allotted based upon the updated vacation schedule placement, for the time between April 1, 2024 and the employee's next respective anniversary date. Vacation allocation will be rounded to the nearest half hour. At the employee's next anniversary date, the full allotment of vacation based on Section 8.1 and 8.2 will occur. The employee's new anniversary date shall be comprised of the month and day the employee started with the City and the year shall be computed by taking the year the employee started with the City and subtracting the years of documented public employee retirement service credit, which shall be rounded to the nearest year. As years of service continue to grow, employees will graduate into subsequent schedules of additional vacation.

In Witness Whereof, the parties hereto have signed and executed this Agreement, and several other copies hereof, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CITY OF PERRYSBURG

By Thomas E. Mackin  
Thomas Mackin, Mayor

By Amber Rathburn  
Amber Rathburn, Finance Director

By Timothy Effler  
Timothy Effler, Law Director

PERRYSBURG MUNICIPAL EMPLOYEES  
ASSOCIATION

By Joe Hollon  
Joe Hollon

By Chris Kopp  
Chris Kopp

By Shawnya William  
Shawnya William, AFSCME Rep

This Agreement is subject to approval by the Council of the City of Perrysburg, Ohio.