

## MEMORANDUM OF UNDERSTANDING

### BETWEEN THE CITY OF CINCINNATI AND CINCINNATI ORGANIZED AND DEDICATED EMPLOYEES

This Memorandum of Understanding (MOU) is between the City of Cincinnati (City) and Cincinnati Organized and Dedicated Employees (Union), regarding how CODE employees' time shall be coded for the inclement weather event on 01/26/2026. This MOU is effective upon signature.

On 01/26/2026, many City worksites were closed as a result of a severe inclement weather event. The significant volume and extended duration of snow and ice in this event caused many operational hardships for departments, which led to the determination some sites must remain closed on 01/26/2026. This resulted in many employees being unable to report to work and required to use their leave time in order to receive pay for their normally scheduled shift. The purpose of this MOU is to alleviate concerns brought up by the Union regarding the closures.

Employees whose work site was closed on 01/26/2026 and had no option to report to any City worksite or work remotely shall be granted use of Administrative Leave (ADM) for 01/26/2026 assuming that the employee was not on pre-approved leave and/or utilizing sick leave.

Employees who had pre-approved leave for 01/26/2026 prior to the closure are not eligible to receive ADM for the day. Employees who called in sick prior to the closure are not eligible to receive ADM. Employees who had the ability to come into a work site, but chose to use leave balances instead, are not eligible to receive ADM. Additionally, any employee who had the option to work remotely is not eligible to receive ADM. The following table outlines the various scenarios and the corresponding earnings code that should be used:

Scenario	Time Reporting Code (TRC)
Employee worked remotely	REG
Employee instructed not to report to work, and employee did not have the ability to work remotely.	ADM (paid administrative leave)
Employee had pre-approved leave for 01/26/2026 prior to the closure.	Leave as requested and approved
Employee called in sick prior to the closure.	Leave as requested and approved
Employee could report to work but requested & granted use of leave during the inclement weather event.	Leave as requested and approved

This MOU is non precedent setting and shall not be used as a basis or justification for paid administrative leave use in any future inclement weather events.

FOR THE CITY:



Latisha Hazell, Human Resources Director



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Date: 02/05/26

FOR CODE:

Kathleen L. Schulte

Kathleen L. Schulte (Feb 5, 2026 11:56:55 EST)

Kathleen L. Schulte, CODE President



Jennifer King (Feb 5, 2026 12:54:28 EST)

Jennifer King, CODE 1<sup>st</sup> Vice President

Samuel Kloss (Feb 5, 2026 11:31:11 EST)

Samuel Kloss, CODE 2<sup>nd</sup> Vice President

Feb 5, 2026

Date: \_\_\_\_\_