

Collective Bargaining Agreement

By and Between the City of
Cincinnati
and
Cincinnati Organized and
Dedicated Employees, Inc.
("CODE")

Effective: March 16, 2025

Expires: March 11, 2028

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PREAMBLE AND PURPOSE

In order to enhance the relationship between the City of Cincinnati, hereafter referred to as the City, the Cincinnati Organized and Dedicated Employees, hereafter referred to as CODE, and the members of the CODE bargaining unit, the City and CODE have jointly agreed to the following statement of purpose for this Agreement.

It is in the best interests of the City and CODE to jointly:

- A. Encourage a spirit of unity and cooperation of employees of the City of Cincinnati, Ohio, at all levels;
- B. Improve city services to the citizens of the City of Cincinnati, Ohio, and the businesses located in the City of Cincinnati;
- C. Provide the opportunity for the exchange of ideas and information relating to civil service as a career;
- D. Represent its members and other persons in the bargaining unit, in the negotiation of benefits, wages, and terms and conditions of employment;
- E. Work to ensure that this Agreement is administered in such a way as to foster trust and a positive relationship between the City and CODE;
- F. Promote the welfare of its members and foster respect and professionalism throughout all levels of City government.

ARTICLE 1: RECOGNITION & REPRESENTATION

Section 1.1 Recognition

The City recognizes Cincinnati Organized and Dedicated Employees, Inc. (CODE) as the exclusive collective bargaining representative for the unit consisting of all regular full-time (at least three quarter time) and part-time (less than three quarter time) employees in classifications listed in Attachments A and B of the State Employment Relations Board (SERB) certification of election results and of Exclusive Representation dated November 6, 2003, in SERB Case No. 02-REP-11-0239. Excluded from the unit are all other employees, including, but not limited to, elected officials, Directors, Deputy Directors, Superintendents, Assistant Administrators, Assistant Superintendents, all employees of the Mayor's Office and City Council, and select persons in classifications which deal directly with collective bargaining issues (the specific classifications and select persons so excluded from the unit as of November 6, 2003, are listed in Attachment C of the SERB Certification dated November 6, 2003, in SERB Case No. 02-REP- 11-0239); all employees represented for purposes of collective bargaining in other bargaining units; and any supervisory, managerial, administrative, or confidential positions the same as or similar to those listed in Attachment C of the SERB Certification dated November 6, 2003 in SERB Case No. 02-REP-11-0239.

Appendix A, attached hereto, is a list of the classifications included and the classifications excluded from the bargaining unit.

Section 1.2 New Classifications

The City shall notify CODE within 10 working days of its decision to create any new classifications that will perform bargaining unit work. If the new classification is a successor title to a classification covered by the Agreement and the job duties are not significantly altered or changed, the new classification shall automatically become a part of this Agreement. The parties will meet and confer regarding any such decision prior to its implementation with both parties making themselves reasonably available for such discussions. The meet and confer obligation set forth in this section is intended to afford the parties an opportunity to avoid and/or resolve disputes through discussions and the exchange of information, and it is not intended to limit or impair either party's rights or remedies under this Agreement or applicable law except as otherwise set forth herein.

Section 1.3 Excluded Classifications

The City will notify the Union when a specific position will be excluded from the bargaining unit in accordance with the law. The Union may request a current list of excluded positions at any time.

ARTICLE 2: DEFINITIONS

This agreement shall incorporate the definitions enumerated below:

Appointing Authority: means an individual, officer, commission, agency, board or body having the power under the Charter or Cincinnati City Codes of appointment to, or removal from, a position with the City.

Business days: Monday through Friday, excluding weekends and City observed holidays, as outlined in Section 12.1.

City: means the City of Cincinnati, Ohio and its authorized representatives.

CODE: refers to Cincinnati Organized and Dedicated Employees and its authorized representatives.

CODE Employee: means any employee in the bargaining unit represented by CODE.

Compensatory Time: means time off with pay for authorized overtime worked in lieu of hourly wages, calculated in accordance with Article 15 of this Agreement.

Continuous Service: means an employee's length of service as a full-time employee of the City uninterrupted by a separation from City employment; provided, however, time in unpaid status and/or part-time status shall not be included in length of service.

Day: means calendar day unless otherwise specified.

Demotion: means a change to a classification which has a lower rate of pay.

Full-time Employee: means a bargaining unit employee who is hired to perform duties for the City according to an established work schedule of at least $\frac{3}{4}$ time.

Member: means only a person included within the bargaining unit as defined in Section 1.1, unless in the context of the language concerned, a different meaning is clearly apparent.

Memorandum of Understanding (MOU): is an agreement between CODE and the Agency, negotiated between CODE and the City. Such Memorandum of Understanding covers in detail the respective Agency's personnel and operational regulations, which are peculiar to the responsibilities assigned to that particular Agency. Such Memorandum of Understanding shall be agreed to between CODE and the Agency Head and approved by the Human Resources Department.

Part-time Employee: means employees working a schedule less than $\frac{3}{4}$ time.

Pay Period: means a recurring two week calendar period as designated by the City.

Position: means any office, employment, or job calling for the performance of certain duties and

the exercise of certain responsibilities by one individual. A position may be vacant, occupied part-time, or occupied full-time.

Resignation: means the voluntary termination of employment by an employee.

Retirement: means separation from City service which is not caused by resignation, layoff or discharge, with application for retirement benefits.

Representative: means a person designated by the President or his/her designee, pursuant to this Agreement, to represent the bargaining unit members.

Seniority: means an employee's uninterrupted length of continuous service within the City, department, division, work unit, or job classification, depending upon the issue involved.

Shift: means the employee's regularly scheduled hours of work. In areas with multiple shifts or twenty-four operations, the early morning shift hereinafter is referred to as the first shift, the late afternoon shift hereinafter is referred to as the second shift, and the late evening shift hereinafter is referred to as the third shift.

Unclassified Employee: means employees in classification and positions as defined in the Ohio Revised Code.

Unpaid Status: means time an employee is on unpaid suspension, on leave without pay or is absent without leave. Leave without pay status resulting from either injury received in the line of duty, approved disability coverage (after serving the requisite waiting period) or approved paid leave activities related to City-employee relations shall not be considered to be unpaid status.

Workday: means working time assigned or approved by the Appointing Authority in any twenty-four-hour period.

ARTICLE 3: CODE SECURITY AND RIGHTS

Section 3.1 CODE Member Payroll Deduction

- (A) The City shall deduct biweekly CODE dues from the pay of each employee in the bargaining unit who has filed with the City a payroll deduction authorization. The City will honor all executed payroll deduction authorization forms at the next deduction date which is at least 15 days from the date the executed authorization form is received by the City.
- (B) Total deductions collected for each biweekly pay period shall be remitted by the City to the Treasurer of CODE together with a list of employees for whom dues have been deducted not later than 10 calendar days after the deduction is made. CODE agrees to refund to the employee any amounts paid to CODE in error on account of this dues deduction provision.
- (C) No later than the first Wednesday of each pay period, the City shall provide, via electronic mail, the CODE Treasurer (treasurer@codegroup.org) and CODE

Secretary (secretary@codegroup.org) with the following three (3) additional reports: 1) a report of employees who are not paying dues; 2) a report of employees who have stopped paying dues; 3) a report of employees separated from City Service for any reason (e.g., running the “c separated employees” from DOC query). The non-dues paying report (report 1, above) will capture the name and position entry date of all employees who have been newly placed into the CODE bargaining unit through any means. The stop dues report and separated employees report (reports 2 & 3, above) will capture the name(s) of all employees who have left the collective bargaining unit for any reason, and the reason the employee left the collective bargaining unit.

- (D) Dues shall be withheld and remitted to the Treasurer of CODE unless or until such time as the City receives a notice of an employee's death, transfer from covered employment, termination of covered employment, or when there are insufficient funds available in the employee's earnings after withholding all other legal and required deductions.
- (E) Information concerning dues not properly deducted under this Section 3.1 shall be forwarded to the Treasurer of CODE, and this action will discharge the City's only responsibility with regard to such cases; there will be no retroactive deduction of such dues from future earnings
- (F) The actual dues to be deducted shall be certified to the Finance Director by the Treasurer of CODE. CODE will give the City a 45 calendar day advance notice of any change in the amount of dues to be deducted.
- (G) Within sixty (60) days after execution of this Agreement, all employees in the bargaining unit shall be enrolled in Direct Deposit. If an employee cannot meet this obligation the City will make alternate pay arrangements at no cost to the employee.

Section 3.2 Union Membership

- (A) Employees who are members of CODE may revoke their union membership at any time only by sending written notice to the CODE Secretary (secretary@codegroup.org).
- (B) Separately, an employee shall have the right to revoke his or her dues deduction authorization at any time, only by sending written notice, including the employee's CHRIS ID number, to the CODE Secretary (secretary@codegroup.org). No later than five (5) business days following the CODE Secretary's receipt of the written dues revocation, CODE shall forward the notification to the City's designee in the Payroll section of the Finance Department.
- (C) Upon receipt of the dues deduction revocation, the City shall cease deducting CODE dues from the employee within ten (10) business days.
- (D) CODE shall indemnify and save the City harmless from any action commenced by an employee against the City, or the City and CODE jointly, arising from the deduction of dues as agreed in this Article, subject to the following provisions:

1. The City promptly notifies CODE of any claim made against the City;
2. The City permits CODE to undertake the defense of any claim;
3. CODE shall not be obligated to indemnify the City for any unlawful conduct committed by the City; and
4. CODE shall not be obligated to indemnify the City against any action based on dues that were erroneously deducted by the City after CODE fulfilled its obligation described in Section B above.

Section 3.3 CODE Communications

The City recognizes that CODE has a responsibility to communicate with bargaining unit employees. To facilitate this purpose, it is agreed that CODE may make reasonable use of City e-mail, telephone, inter-office mail and fax machines to communicate with individual employees (no mass communications except by City e-mail as indicated below), so long as the use does not unduly interfere with City work. The City retains the right to discontinue this practice if it should cause undue interference. The City will give at least 30 business days' notice to CODE if it elects to discontinue the practice.

The City will permit CODE to use bulletin board space in appropriate and accessible locations approved by the Department Director and will consider requests for changes or additions to such locations where appropriate. CODE will limit the posting of CODE notices to such bulletin boards.

Appropriate items that may be communicated using City e-mail under this section shall be:

- (A) Notices of CODE elections;
- (B) Notices of CODE meetings;
- (C) Notices of CODE appointments and results of elections;
- (D) Matters of CBA interpretation and/or enforcement, when the City and CODE are in agreement, subject to approval by the Human Resources Director or designee;
- (E) Notices to employees who have been newly placed in CODE bargaining unit positions including, but not limited to, a copy of the CODE CBA, dues deduction form(s) and introductory materials to the CODE bargaining unit.
- (F) Such other notices as may be approved by the Human Resources Director or designee, which approval shall not be unreasonably withheld.

Items specifically prohibited from this process include those that are derogatory, inflammatory, or disrespectful of individuals or organizations, or would violate Administrative Regulations, or the Human Resources Policies & Procedures (HRP&P).

Section 3.4 CODE Indemnification

CODE agrees to indemnify and hold the City harmless from any action growing out of deductions hereunder commenced under this Article 3 by an employee or anyone else against the City or the City and CODE jointly.

ARTICLE 4: CODE REPRESENTATION

Section 4.1 President's Authority

The President of CODE may appoint 1 CODE Representative for every 40 employees of CODE, but no more than 3 CODE Representatives from any single department, for the purpose of representing bargaining unit employees at investigatory interviews, provided that the representation is limited to the work location. All representation will be scheduled through the President, or Vice President(s) when acting in the place of the President. This will not preclude the ability of a representative to be contacted by a bargaining unit member for information.

Section 4.2 Representatives' Authority

CODE shall provide the City a list of appointed CODE Representatives. The appointed CODE Representatives will not have the authority to deliver or file a grievance. Only the President or Vice President(s) may actually file, deliver, or process a grievance.

The President may designate up to three Representatives to represent a bargaining unit employee at disciplinary or grievance hearings, except that the President or Vice President(s) may designate legal counsel to represent bargaining unit employee(s) at a grievance or disciplinary hearing. In advance of any meeting (except arbitration) where the Union intends to have legal counsel present, it shall notify the City. With the approval of the City the Union may have more than three Representatives at any such meeting. The performance of these duties shall not interfere with the normal work responsibilities of the representative, other than the President and Vice-president(s).

Discipline shall be served upon CODE employees without the presence of Union Representation.

Section 4.3 Release Time for President and Vice President(s)

The President of CODE, upon election to the post and as long as they continue in that post, will be permitted to devote as much time during the workweek to CODE matters, within the limitations set by this Section, while continuing in their City job classification. The CODE President's entitlement to their hourly wage, fringe benefits, and service accrual will continue as though they were performing their normal job-related duties.

The Vice President(s) of CODE, upon election to their posts and as long as they continue in those posts, will be permitted to devote as much time during the work week to CODE matters, within the limitations set by this Section, while continuing in their City job classification. The CODE Vice President's entitlement to their hourly wage, fringe benefits and service accrual

will continue as though they were performing their normal job-related duties.

The President may designate person(s) who may participate in CODE business, attend educational seminars and conferences, and attend CODE training. Said person(s), within the limitations set by this Section, continue their entitlement to their hourly wage, fringe benefits and service accrual as though they were performing their normal job-related duties when working within this designation. The Union shall provide the City at least a fourteen (14) calendar day notice of any employee participation in seminars, conferences, or trainings. Any questions regarding the application of this article will be discussed between the President of CODE and the Director of Human Resources, or their designees.

Section 4.4 Access to Work

The President or Vice President(s) of CODE and representatives of CODE may consult employees in the assembly area before the start of and at the completion of the day's work. With the approval of the Division Head or designee, these same individuals shall be permitted access to work areas solely for the purpose of adjusting grievances, assisting in the settlement of disputes, or carrying into effect the provisions and aims of this Agreement. This privilege is extended subject to the understanding that such access will not interfere with work time or work assignments. Any suspected abuse of these privileges shall be resolved through a meeting of the City and CODE.

Section 4.5 Chargeable Union Time

Following the close of each contract year during the term of this Agreement, CODE shall reimburse the City for chargeable Union time utilized during said contract year in accordance with the following schedule and terms:

- (A) Within 60 calendar days after the close of the contract year, the City shall supply CODE with a written statement of all chargeable Union time utilized within the preceding contract year and all time donated to the CODE donated time bank under section 4.6. Said statement shall include, at minimum, a listing of each individual who utilized chargeable Union time and the number of hours utilized by each such individual during the contract year. CODE may request additional detail regarding usage of chargeable Union time, and the City shall reasonably cooperate to provide such detail to the extent it is available from the City's systems. For purposes of this section, any release time under sections 4.5 or 4.7, attendance at pre-Ds, attendance at grievance meetings (including informal or grievance avoidance), attendance at LMC or LMC sub- committee meetings, and any other release time approved by the HR Director or designee shall not be chargeable Union time. All Form-25s for non-chargeable Union time shall identify the management representative in the meeting, shall state the nature of the meeting, and shall be forwarded upon submission to a designated e-mail address established by the City Human Resources Department, or to the HR Director's e-mail address absent a designated e-mail address.

Within 30 calendar days after the City's delivery of the written statement referenced in 4.5(A), CODE shall advise the City in writing as to how CODE, in its discretion, will reimburse the City for all chargeable Union time utilized in the preceding

contract year by: (i) stating how many hours will be deducted from the donated time bank provided for in section 4.6: (ii) how many hours will be paid for by CODE at the average hourly rate for CODE employees as of the date of expiration of the prior agreement, for which the City shall supply supporting documentation, and which shall not change during the duration of this agreement; and (iii) how many hours are to be deducted from Bargaining Unit members' vacation and/or compensatory time balances subject to a maximum of one hour per member of the Bargaining Unit per year.

- (B) Within 60 calendar days after the City's delivery of the written statement referenced in 4.5(A), CODE shall deliver to the City the payment due, if any, under section (A) above. The City shall advise CODE at least 14 calendar days prior to the pay date on which vacation and/or compensatory time will be deducted from Bargaining Unit members' vacation and/or compensatory time balances. No deduction from the vacation and/or compensatory time balance of a member of the Bargaining Unit shall result in a negative vacation and/or compensatory time balance.

Section 4.6 Donated Time Bank

- (A) Employees of the Bargaining Unit may donate up to one hundred (100) hours of time as specified herein.
- (B) An employee may donate up to one hundred (100) hours of vacation and/or compensatory time per contract year as a lump sum, on a pay period by pay period basis, or any combination thereof.
- (C) The employee must donate time to the CODE time bank on or before the close of each contract year (i.e., March 30) during the term of this Agreement.
- (D) CODE shall be entitled to use any or all of such donated time to reimburse the City for chargeable Union time under section 4.5(C). To the extent CODE does not utilize all of the time credited to the CODE donated time bank during a contract year, the unused time shall carry over to the following year up to 200 hours each year.
- (E) Employees who accrue vacation in excess of the maximum balances in Section 11.1 may elect to have all or some excess hours accrued that pay period donated to the CODE Union Time Bank. To do so, the employee shall send an e-mail, including the employee's CHRIS ID number and the number of hours the employee wishes to donate, to the Human Resources Director (or the Director's payroll designee) and CODE Secretary (secretary@codegroup.org) indicating the employee's desire to have his/her hours donated to the CODE Union Time Bank. The employee's e-mail must be sent at least three (3) working days prior to the end of the affected pay period.

Section 4.7 Release Time for CODE Bargaining Team

CODE bargaining committee members who participate in negotiations with the City shall be compensated for time lost during regular working hours to attend such meetings, with all

benefits, up to a total limit of 640 hours.

Section 4.8 Release Time for Grievance Meetings

Employee grievants and CODE representatives, when applicable, shall be given paid time off to participate in First Step informal discussions for the purpose of grievance avoidance, and First and Second Step grievance hearings/meetings if they are held at the request or consent of the City during the employee's working time. No other time spent on grievance matters shall be considered time worked for compensation purposes.

As long as the Appointing Authority, Manager/Supervisor, or designee determines that time spent on such activities will not interfere with normal work activity, the employee grievant may use vacation, compensation time, or unpaid leave for any other activities related to the investigation of, or preparation for a grievance hearing/meeting.

As long as the Appointing Authority, Manager/Supervisor, or designee determines that time spent on such activities will not interfere with normal work activity, the CODE Representative shall be released for such hearings/meetings or for any other activities related to the investigation of, or preparation for a grievance, or a grievance hearing/meeting. Time spent by the CODE President or Vice President in Grievance hearings/meetings is non-chargeable. If neither the President nor the Vice President is available, the Representative's time spent in the actual grievance meeting/hearing is non-chargeable. All other time spent during normal work hours by the President, Vice President, or CODE Representative investigating or preparing for a grievance is chargeable Union time, and any such time used shall be tracked and reported by the Union.

ARTICLE 5: RESERVATION OF RIGHTS

Section 5.1 Employee Rights

It is agreed that a number of terms and conditions of employment for employees in the bargaining unit are not specified in this Agreement. Therefore, except as may be specified elsewhere in this Agreement, as for any and all terms and conditions of employment not specified in this Agreement, no employee in the bargaining unit waives any individual right under City Charter; City Code; City rule or regulation; and state or federal statute, constitutional principle, or common law. To the contrary, it is specifically recognized that such individual employee rights remain unaffected by this Agreement, and that such individual employee rights are enforceable through normal Civil Service, regulatory, and/or judicial processes. Nothing in this Section 5.1 shall be construed to limit in any way the authority of the City to enact, modify or repeal any City Charter or City Codes provision, ordinance, resolution, rule, regulation, policy or procedure.

Section 5.2 Management Rights

Except as specifically limited by the express provisions of this Agreement, the City retains all traditional rights to manage and direct the affairs of the City in all respects and to manage and direct its employees to unilaterally make and implement decisions with respect to the operation

and management of the City in all respects, including, but not limited to, all rights and authority possessed or exercised by the City prior to the City's recognition of CODE as the collective bargaining representative for the employees covered by this Agreement. The authority and powers of the City as prescribed by the City Charter and City Codes, Statutes and Constitution of the State of Ohio and the United States shall continue unaffected by this Agreement, except as expressly limited by the express provisions of this Agreement. These City rights as prescribed by the City Charter, City Codes and the Statutes and Constitutions of the State of Ohio and the United States shall include, but are not limited to, the following:

To determine any and all terms and conditions of employment not specifically set forth in this Agreement, to plan, direct, control and determine all the operations and services of the City; to determine the City's mission, objectives, policies and budget and to determine and set all standards of service offered to the public; to supervise and direct employees and their activities as related to the conduct of City affairs; to establish the qualifications for employment and to employ employees; to determine the hours of work and to schedule and assign work; to assign or to transfer employees within the City; to establish work and productivity standards and, from time-to-time, to change those standards; to assign overtime; to layoff or relieve employees due to lack of work or funds or for other legitimate reasons; to determine the methods, means, organization and number of personnel by which such operations and services shall be made or purchased; to make and enforce reasonable rules and regulations; to discipline, suspend and discharge employees; to change, relocate, modify or eliminate existing programs, services, methods, equipment or facilities; to determine whether services or goods are to be provided or produced by employees covered by this Agreement, or by other employees or non- employees not covered by this Agreement, to hire all employees and, subject to provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion, and to evaluate, promote and transfer all such employees; to determine the duties, responsibilities, and assignment of those in the bargaining unit.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the City and the adoption of policies, rules, and regulations in furtherance thereof, shall be limited only by the specific and express terms of this Agreement. No action, statement, agreement, settlement, or representation made by any member of the bargaining unit regarding the City's obligations or rights under this Agreement, shall impose any obligation or duty or be considered to be authorized by or binding upon the City unless and until the City has agreed thereto in writing.

Section 5.3 Notification

Prior to the adoption, modification, or deletion of any work rule or policy affecting CODE employees, the City shall submit the work rule or policy to CODE at least 30 days prior to the adoption, modification, or deletion of any work rule or policy for comment and input (unless a critical issue arises that requires implementation in less than 30 days, however, in such case the Union shall still be notified prior to the implementation). Notification will be sent to the e-mail address: president@codegroup.org.

New or revised rules or policies shall be communicated in a timely manner to the affected bargaining unit members prior to the effective date, unless to do so, would be impractical.

Communication shall be made in a manner that can be verified. Methods of verification may include but are not limited to: employees' signed acknowledgments of receipt; verified attendance at meetings where a policy is introduced or discussed; or documented e-mail communication.

ARTICLE 6: CODE/CITY JOINT LABOR-MANAGEMENT COMMITTEES

Section 6.1 Joint Labor-Management Committee

The parties agree that they will form and maintain a Joint Labor-Management Committee to discuss matters of mutual interest relating to the employees covered by this Agreement and the City. The Committee shall meet quarterly or as mutually agreed by the co-chairs. The number of City and CODE representatives on this committee shall be approximately equal. The respective parties shall choose their co-chairs. Once the Committee is formed, the parties shall mutually agree upon a Committee member who shall be designated to take minutes, which will be approved and circulated to the Committee members via email.

Section 6.2 Presumptive Sub-Committees

The following sub-committees may be convened by either party with 30 days' notice to the non-convening party. Once convened, each of these sub-committees shall meet quarterly or as mutually agreed by the co-chairs. Once convened, these sub-committees may only be dissolved by mutual agreement of both parties. The non-convening party shall participate in any such sub-committee once it has been convened:

(A) **Insurance Sub-Committee**

The Joint Insurance Sub-Committee will evaluate and assess proposals, study trends, and consider new and unique ways of providing health care to employees and make recommendations to the City Manager. The City's Risk Manager or designee will be a member of this sub-committee. The number of City and CODE representatives on this sub-committee shall be approximately equal.

(B) **Professional Development and Performance Evaluation Sub-Committee**

The Joint Professional Development and Performance Evaluation Sub-Committee will discuss and make recommendations to improve professional development procedures for CODE members and recommend changes to the current performance evaluation system. The sub-committee may consider seminar attendance, professional memberships, career paths and other related topics as agreed upon by the sub-committee. The sub-committee shall also evaluate metrics-driven appraisals, self-appraisals, 360° appraisals, pay-for-performance, and other related topics as agreed upon by the sub-committee. The recommendations of the sub-committee will be presented to the Director of Human Resources or designee and the appropriate Appointing Authorities for consideration and possible implementation. The number of City and CODE representatives on this sub-committee shall be approximately equal.

Section 6.3 Ad-Hoc Sub-Committees

The Joint Labor-Management Committee shall have the authority to convene ad-hoc sub-committees as necessary to address particular issues. These sub-committees shall be convened by mutual agreement of the parties and shall meet quarterly or as mutually agreed by the co-chairs. The number of City and CODE representatives on any ad-hoc sub-committee shall be approximately equal.

ARTICLE 7: DISCIPLINE

Section 7.1 Investigation

- (A) Any employee who may be a focus of an investigation may be interviewed as part of the investigatory process, in which event he/she may, upon request, have a CODE representative present during that interview. CODE shall be notified at least 24 hours prior to conducting the interview, unless the nature of the investigation requires the interview to be conducted immediately.
- (B) Employees who are suspended without pay pending an investigation and/or pre-disciplinary hearing, shall remain in a no pay status for no more than 30 working days. If the investigation and/or pre-disciplinary hearing is not complete after this 30 day period, the employee shall be placed on administrative leave with pay until the final disposition of the matter as set forth in Section 7.2 and Section 7.3. Nothing in this Article should be construed to limit the City's ability to place an employee in an unpaid status under this Article.

Section 7.2 Reprimands and Pre-Disciplinary Meetings

- (A) Written reprimands shall be served on the employee within 25 business days from the date the charging supervisor becomes aware, or should have been aware of the precipitating incident, unless it is the result of a pre-disciplinary meeting. Following service to the employee, the written reprimand shall be served via email to CODE (president@codegroup.org) no later than 11:59pm on the next business day. The time for CODE to grieve the written reprimand shall start running on the date of service to CODE.
- (B) Any oral reprimand must have been memorialized in e-mail and sent to the employee with president@codegroup.org copied. The e-mail shall be sent within five (5) business days of the oral reprimand being given to the employee.
- (C) Notice of pre-disciplinary meetings must be sent to an employee no later than 25 business days from the date upon which the supervisor or manager becomes aware, or should have been aware of the precipitating incident(s), except in more serious cases involving violations of Administrative Regulations 25 (Sexual Harassment), 49 (Workplace Violence), 55 (Offensive /Derogatory comments), or accidents (where damage is in excess of \$10,000), severe personal injury or other serious misconduct requiring extensive investigation. The time frame for these more serious cases will be up to 85 business days. If, after the investigation above is

completed, the City wishes to only issue a written reprimand to the employee, the City shall notify the employee and CODE of the completion of the investigation and must issue the written reprimand within 20 business days of the completion of the investigation. A copy of this notice must be forwarded to CODE by e-mail to the e-mail address: president@codegroup.org. In cases involving an investigation by a law enforcement agency, there will be no time limit for completion of the investigation. Notice of the pre-disciplinary meeting will be issued within 10 business days after the department becomes aware of the conclusion of the investigation.

- (D) CODE shall be notified of the time and location of the hearing on the disciplinary charges and shall have the right to attend said hearing for the purpose of representing the employee and/or to protect the integrity of this Agreement.
- (E) The pre-disciplinary meeting shall be held and the final disposition of the matter, which shall include the Final Form-32 with attachments and the meeting summary, must be sent to the employee and CODE within 25 business days from the date of the pre-disciplinary meeting. Failure to comply with the timelines will result in dismissal of the allegations against the employee.
- (F) Departments that have Boards or Commissions (Parks, Recreation, and Health) who act as the appointing authority are granted additional time to deliver the Form-32 to the employee and CODE. Once the final disposition is signed by the Human Resources and Law departments, the Form-32 will then be forwarded to the appropriate Board or Commission for the next meeting date following the end of the 25 day period. The Form-32 will be sent to the employee and CODE no later than 5 business days after the Board or Commission meeting.
- (G) The City may request an extension of these timelines and CODE shall not unreasonably deny such extension request. All requests for extension of time must be signed by both the City and a representative of CODE and specifically state the length of the extension of time granted. Email confirmation shall suffice.

Section 7.3 Service of Disciplinary Actions

Written Reprimands, Notices of Pre-disciplinary Meetings, and Form 32's (and accompanying materials) will be served to the employee, and to CODE by e-mail to the CODE e-mail address: president@codegroup.org.

Discipline shall be served upon CODE employees without the presence of Union Representation.

Section 7.4 Determination of Discipline

Discipline shall be commensurate and, except in cases of serious misconduct, progressive. The following factors may be considered in determining the exact penalty:

- The nature and seriousness of the offense, or whether it was committed repeatedly;
- The employee's job duties and position, e.g., whether supervisory;
- The employee's prior disciplinary record;

- The employee's work record, including length of service, performance and dependability;
- Consistency with the penalties imposed in similar situations;
- The notoriety of the offense or its impact on the City's reputation;
- The extent to which the employee was aware of any rules that were violated or warned about the conduct in question;
- The potential for the employee's rehabilitation;
- Mitigating or aggravating circumstances surrounding the offense;
- The adequacy and effectiveness of alternative sanctions to deter the conduct.

Section 7.5 Length of Time Prior Discipline May Be Considered

- (A) Oral reprimands and written reprimands shall be removed from the employee's personnel records 1 year from the date of service, unless there has been further discipline during that time period. All corrective actions greater than a written reprimand shall be removed from the employee's personnel records 3 years from the date of service, unless there has been further discipline during that time period. After the expiration of the periods specified above, such disciplinary action shall not be used as a basis for any further disciplinary action against the employee.
- (B) In the event of subsequent discipline during the retention period described above, the prior disciplinary action's retention period shall follow the retention period of the most recent discipline, notwithstanding progressive penalties laid out in Administrative Regulations 25 and 52.

Section 7.6 Exceptions

- (A) The time constraint provisions of this Article shall not be applicable when actions of a criminal nature or when alleged violations of other local, state or federal laws warrants extensive investigation, or upon mutual consent of the parties. If an investigation requires more time to complete, the parties may agree to extend the time period, which will not be unreasonably denied. The agreement shall be in writing, signed by representatives of the City and CODE and shall specifically state the length of any extensions of time. Email shall suffice.
- (B) If an employee is off duty due to dismissal or on approved or unapproved leave, the time limits for investigation, the final disposition, and hearing shall automatically be tolled.

Section 7.7 Extensions to Time Deadlines

The parties may agree to reasonably extend any of the timelines in Article 7. Such extensions shall not be unreasonably withheld. All extensions of time shall be in writing and signed by a representative of the City and CODE and shall specifically state the extension agreed upon. Email shall suffice.

ARTICLE 8: GRIEVANCE PROCEDURES

Section 8.1 Definition

A grievance shall mean an alleged violation of a specific provision of this Agreement arising under and during the term of this Agreement, except that any dispute or difference of opinion concerning a matter or issue addressed by the Cincinnati Civil Service Commission's rules or which could be heard before the Cincinnati Civil Service Commission, except for disciplinary actions, shall not be considered a grievance under this Agreement. Discipline involving suspensions, demotions and terminations pursuant to Article 7 of this Agreement may only be grieved according to this Article and may not be appealed through the Civil Service Commission. The Parties explicitly waive the provisions of Ohio Revised Code Chapter 124 as they relate to the appeal of disciplinary action. Grievances regarding written reprimands may be filed at Step 1 and advanced to Step 2 but may not be referred to arbitration.

Failure of probation shall not be grieved. Performance evaluations shall not be grieved. Discipline less than a written reprimand may not be grieved.

CODE may appeal a written reprimand on behalf of a CODE employee by filing a grievance at the next highest step from the level at which the written reprimand was issued. Such grievance must be in proper written form. Consultations and oral reprimands are not appealable through the Grievance Procedure. Grievances regarding written reprimands shall only be heard once and will never be subject to arbitration.

CODE is the sole and exclusive bargaining agent for all members and employees, and the City does not recognize any grievance not previously reviewed, approved, and filed by CODE. The City and CODE also recognize that CODE, not its members or employees, has the exclusive right to negotiate, settle, compromise, withdraw or otherwise resolve grievances.

Section 8.2 Procedure

If the grievance concerns corrective action greater than a written reprimand, the grievance shall proceed directly to Step 3 (the Human Resources/Mediation step). For grievances concerning all other matters, the following procedure shall be used:

STEP 1. Division Level

If there is an employee(s) who believes they have been aggrieved, he/she with the President, Vice President, or Union Representative (only one of these three) shall first notify the employee's immediate supervisor/manager of a potential grievance. The employee should notify the supervisor/manager as soon as possible so that the parties can attempt to informally resolve the matter. No grievance shall be considered or processed unless submitted in writing after the first event giving rise to the grievance or within 15 working days after the employee or CODE, through the use of reasonable diligence, could have obtained knowledge of the first event giving rise to the grievance. These 15 days may be used to hold informal grievance (or grievance avoidance) meetings with appropriate Supervision/Management. The employee and/or a Union President, Vice President, or Union Representative (only one of these three) will meet with the Division Head or designee.

If the matter cannot be resolved informally within the aforementioned 15 working days, then

CODE shall submit the grievance in writing to the Division Head by or on the 15th day. If a grievance is not presented within this time limit, it shall be considered "waived."

Once the written grievance is submitted, the Division Head or their designee will then meet with the Union (which may include the grievant and up to two other Union officials or Representatives). However, if the Division Head or designee has already met with the Union to discuss the matter informally, as described above, a written response will be submitted by the Division Head within 5 working days of receipt of the written grievance. Otherwise, the Step 1, Division-level meeting shall occur within 10 working days of the submission of the written grievance.

If the parties have not previously met, the Division Head or their designee will then meet with the Union (which may include the grievant and up to two other Union officials or Representatives). The Division head will respond in writing to the CODE President within 5 working days after the Step 1, Division-level meeting is held. Notification will be sent to the Union via City e-mail to the e-mail address: president@codegroup.org. The City or CODE may request a reasonable extension of all timelines in this section. All extensions must be in writing, signed by both the City and CODE, specify the length of time for the extension, and shall not be unreasonably denied. Email shall suffice.

STEP 2. Department Level

If the grievance is not satisfactorily settled at Step 1, the Union may, within 5 working days after receipt of the Step 1 answer, appeal the grievance to the Department Head. The Department Head or designee shall meet with the Union (which may include the grievant and up to two other Union officials or Representatives) within 10 working days in an attempt to adjust the grievance and shall render an answer in writing stating the reasons for granting or denying the grievance within 10 working days after the Step 2, Department-level meeting. The Department Head or their designee shall notify the Union via City e-mail to the e-mail address: president@codegroup.org. The City or CODE may request a reasonable extension of all timelines in this section. All extensions must be in writing, signed by both the City and CODE, specify the length of time for the extension, and shall not be unreasonably denied. Email shall suffice.

STEP 3. Mediation / Human Resources

In order to move the grievance to Step 3, the Union must notify the Human Resources Department of its intent to do so within 5 days of the receipt of the Step 2 answer, or it will be considered waived/settled.

Grievances that are not satisfactorily settled at Step 2 which involve contract interpretation (not related to discipline), and discipline matters involving suspensions of 24 hours or more (or equivalent loss of pay or vacation) will move directly to mediation. All other grievances will proceed directly to Human Resources unless the parties mutually agree to move a grievance to mediation. The Union may request, in lieu of mediation, that the Human Resources Director or designee(s) hear any grievance otherwise designated to go to mediation. All grievances heard by the Human Resources Director or designee(s) shall not be eligible for mediation.

Human Resources

Within 10 working days of submitting a grievance to the Human Resources Director, the Human Resources Director, or designee(s), along with departmental management when applicable, shall meet with the Union (which may include the grievant and up to two other Union officials or Representatives) in an attempt to adjust the grievance. The Human Resources Director or designee(s) shall, within 10 working days of the Step 3 Human Resources-level meeting, render an answer in writing (to the e-mail address: president@codegroup.org) stating the reasons for granting or denying the grievance. The City or CODE may request a reasonable extension of all timelines in this section. All extensions must be in writing, signed by both the City and CODE, specify the length of time for the extension, and shall not be unreasonably denied. Email shall suffice.

Mediation

When a grievance is moved to mediation the Human Resources Director or designee(s), along with departmental management shall meet with the Union (up to three persons which may include the grievant) and a Mediator from the Federal Mediation and Conciliation Service (FMCS) in an attempt to adjust the grievance through the mediation process. The representatives attending for each party shall have complete authority on behalf of their party to enter into a binding agreement to resolve the grievance. If FMCS no longer offers free mediation, the parties agree to request a Mediator from the Ohio State Employment Relations Board (SERB). For grievances that are moved to Step 3, should free mediation from FMCS and from SERB no longer be available during the term of this agreement, the parties may, only by mutual agreement, utilize an alternative mediation service. The fees and expenses of the mediator shall be borne equally by the City and the Union, unless either the City or the Union agrees to cover the full cost. Absent mutual agreement to utilize an alternative mediation service, all grievances will only be heard by the Human Resources Director or designee, and if denied, may be moved to arbitration.

STEP 4. Arbitration

If the grievance is not satisfactorily settled at Step 3, the Union may, within 20 calendar days after receipt of the Step 3 answer, submit the grievance to the Human Resources Director or his/her Designee for arbitration. Once the City has received notification, the Union has thirty (30) calendar days (from the date that the Union sent the notice to arbitrate) to move to select an arbitrator (and notify the City). The Parties agree to select and schedule an arbitrator within 90 days of the date the Union sent the notification letter to the Human Resources Director or his/her Designee. If a party fails to cooperate in good faith with the scheduling of the arbitration, the other party must provide the uncooperative party with 30 calendar days' notice alleging failure to cooperate. If the uncooperative party continues to fail to schedule the arbitration, the grievance will be settled in favor of the party alleging delay.

The City or CODE may request a reasonable extension of all timelines in this section. All extensions must be in writing, signed by both the City and CODE, specify the length of time for the extension, and shall not be unreasonably denied. Email shall suffice. The parties agree to utilize the Arbitration and Mediation Service ("AMS") and its rules for the administration of all arbitrations, including the establishment of a panel of five (5) permanent arbitrators to hear all arbitration cases between the parties. Within thirty (30) calendar days after the signing of the Agreement, the City and Union will request AMS to provide a panel of nineteen (19) arbitrators who maintain a business or home address within a two hundred (200) mile

radius from the City of Cincinnati. Once the panel is received, the parties shall meet to review the panel and strike arbitrator names (seven strikes per party, losing party based on coin-flip shall go first), until five arbitrator names remain. These five arbitrators shall constitute as the permanent arbitrator panel. The parties further agree to select arbitrators from this panel to hear grievances on a rotational basis, starting in alphabetical order.

Once each year the parties will review the list of arbitrators. Either party may remove an arbitrator during this annual review. The replacement will be by mutual agreement or based on the rules mentioned above. The annual review will take place at the anniversary date of the Agreement.

In the absence of a permanent panel, Arbitration and Mediation Service Rules will prevail for the selection and administration process.

The parties may, only by mutual agreement, utilize an alternative arbitration service, and/or alternative rules for selecting an arbitrator.

The fees and expenses of the arbitrator shall be borne equally by the City and the Union. Furthermore, the aggrieved employee, his Union Representative, and the CODE President and any necessary witnesses shall not lose any regular straight-time pay for time off the job while attending an arbitration proceeding.

Section 8.3 Limitation on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of whether there has been a violation, misinterpretation, or misapplication of the specific provisions of this Agreement based on the specific issue submitted to the arbitrator by the parties in writing. If CODE and the City agree to no joint written stipulation of the issue, the arbitrator shall be empowered to determine and decide the issue raised by the grievance as submitted in writing at the First Step. The arbitrator shall be without power to make recommendations contrary to or inconsistent with any applicable laws or rules and regulations of administrative bodies that has the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the City under law and applicable court decisions. The decision of the arbitrator, if made in accordance with the jurisdiction and authority granted to the arbitrator pursuant to this Agreement, will be accepted as final by the City, CODE and the employee(s), and all parties will abide by the decision, subject to any appeal rights allowed by the Ohio Revised Code.

Section 8.4 Time Limits

No grievance shall be entertained or processed unless it is submitted within the time limits specified in Step 1, Division Level. If a grievance is not presented within this time limit, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or an agreed extension thereof, it shall be considered settled on the basis of the last step answer. Failure at any step of this procedure to hold a meeting or communicate a decision on a grievance within the specified time limits shall permit the aggrieved party to treat the grievance as denied and to proceed immediately to the next step. The parties may, by mutual agreement in writing, extend any of the time limits set forth in this Article 8. All extensions must be in writing, signed by both the City and CODE, specify the length of time for the extension, and shall not be unreasonably denied. Email shall suffice.

ARTICLE 9: NO STRIKE/NO LOCKOUT

Section 9.1 No Strike

During the term of this Agreement, neither CODE nor any officers, agents or employees will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, secondary boycott, residential picketing, slowdown, sit-down, concerted stoppage of work, concerted refusal to perform overtime, mass absenteeism, mass resignations, or any other intentional interruption or disruption of the operations of the City at any location, regardless of the reason for so doing. Each employee who holds a position of officer of CODE occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Section 9.1 Accordingly, CODE agrees to notify all CODE officers and representatives of their obligations and responsibility for maintaining compliance with this Article, including their responsibility to abide by the provisions of this Article by remaining at work during any interruption as outlined above.

In addition, in the event of a violation of this Section of this Article, CODE agrees to inform its members of their obligations under this Agreement and to encourage and direct them to work by all means available under its Constitution, By-Laws, or otherwise.

Section 9.2 No Lockout

The City will not lock out any employees during the term of this Agreement as a result of a labor dispute with CODE so long as there is good faith compliance with this Article, unless the City cannot efficiently operate in whole or in part due to a breach of Section 9.1.

Section 9.3 Penalty

The only matter which may be made the subject of any proceeding concerning disciplinary action imposed for an alleged violation of Section 9.1 is whether the employee actually engaged in such prohibited conduct. The failure to confer a penalty in any instance is not a waiver of such right in any other instance nor is it a precedent.

Section 9.4 Judicial Relief

Nothing contained herein shall preclude the City or CODE from obtaining a temporary restraining order, damages and other judicial relief in the event CODE, any employees covered by this Agreement, or the City violate this Article.

ARTICLE 10: LAYOFF/RECALL

Section 10.1 Layoffs

- (A) Layoffs and displacements may occur as a result of lack of funds and/or lack of work or job abolishment or job redesign. In any such event, layoff and recall will be in accordance with the Ohio Revised Code §124.32 and any applicable Civil Service Commission rule, except as may be superseded or amended hereafter. In lieu of layoffs, transfers to vacant positions between employing units will be made

whenever possible.

- (B) The City will provide CODE with a copy of the “Layoff Statement of Rationale” at least 30 days prior to the effective date of a layoff whenever sufficient time permits or earlier whenever possible. This statement will explain the reason and justification for such layoff or displacement. Employees have the right to appeal the procedural aspects of layoff or displacement to the Civil Service Commission.
- (C) Whenever there is a reduction in the workforce, permanent employees who have passed their initial probationary period are the last to be laid off in a classification within their employing unit. Students, emergency employees, seasonal, provisional and permanent employees who have not passed their initial probation are laid off before full-time employees. Part-time employees are laid off before full-time employees. Employees displaced or designated for a layoff will fill existing vacancies within the employing unit first, provided they meet the qualification contained in the job description for the position.
- (D) If the employee whose position has been eliminated has more retention points than any other Division 0 employee occupying a position within the same employing unit and at the same or lower rate of pay but in a different classification series, and otherwise meets all of the qualifications required for the position pursuant to the published job description, then the employee with the fewest retention points will be displaced.

In no case will an employee “bump” another employee with more retention points.

- (E) When an employee is laid off, he or she will receive all wages due including, at the employee’s option, all accumulated vacation pay. Such payments will be made no later than the pay period after the layoff.
- (F) In the event of any changes in state law affecting this Article 10, the changes shall become a part of this Agreement unless CODE or the City objects. In that event, CODE and the City have fourteen 14 days from the effective date to notify the other party of their objection. The parties agree to meet and confer. Any deviation from state law will be effected by a Memorandum of Understanding. If no agreement can be reached, then state law prevails.
- (G) The City agrees to provide CODE representatives a minimum of sixty (60) days notice and the opportunity for input if CODE positions are considered for elimination. Further, the City agrees to work with CODE to minimize any layoff of CODE members.

Section 10.2 Recall

- (A) A layoff recall list by classification will be maintained by the Human Resources Department and will be available to CODE upon request. Upon creation of a new layoff recall list the City shall immediately provide CODE with that layoff recall list. Any employee who is laid off will remain on the layoff recall list for forty-

eight (48) months. Affected employees will be placed on the layoff and recall list by classification and in descending order of retention points. Employees will be recalled to their classification in their employing unit in the order their names appear on the layoff and recall list. Employees may also be recalled to other layoff jurisdictions when vacancies occur and there are no laid off employees from that jurisdiction. In the event an employee desires to return to a classification other than the classification he or she held at the time of layoff, the employee must be qualified for the position according to the City’s job specification for the position.

(B) In the event the City Manager identifies an employing unit for non-bargaining unit downsizing, which will have a negative impact as a result of “bumping” within the bargaining unit, then no later than 30 days prior to the actual job elimination and “bumping”, the City and CODE, or appropriate subgroup will meet to discuss the impact of the downsizing on the bargaining unit. The City Manager does not relinquish the inherent management rights regarding downsizing and layoffs.

ARTICLE 11: VACATION

Section 11.1 Vacation Accruals

Permanent employees working at least ¾ time are eligible for vacation accrual. Vacation is earned and charged in the same proportion to full-time as the employee’s work schedule is to full-time.

Employees who are in leave without pay status for less than 40 hours within a pay period will earn his or her full vacation credit. Employees who are absent without leave for 40 hours or more within a pay period shall earn one week’s credit.

For purposes of determining vacation accrual, employees shall receive credit for any prior full- time City of Cincinnati service. If an employee has a break in full-time service with the City, the employee’s original seniority date will be adjusted to reflect the break in service. Employees retain their original vacation seniority date for any break in service due to layoff, military time, or approved leave without pay.

Employees eligible for vacation accrual under this section shall earn vacation in accordance with the following schedule:

SENIORITY	Hours Earned Per Pay Period	Vacation Days that Should be Taken Per Year	Maximum Allowable Balance of Accrued Vacation Hours
Less than 4 years	3.7 hours	12 days	190 hours
4 years up to 9 th	5.0 hours	16 days	270 hours
9 years up to 14 th	5.6 hours	18 days	305 hours
14 years up to 19 th	6.5 hours	21 days	350 hours
19 years up to 24 th	7.4 hours	24 days	395 hours
24 Years and Up	9.0 hours	29 days	480 hours

Section 11.2 Approval by Appointing Authority

All vacation leaves shall be taken at such time as may be approved by the Appointing Authority or designee. Vacation leave may be taken in increments as small as one-tenth (1/10th) of an hour with the approval of the Appointing Authority.

Section 11.3 Payment upon Separation from City Service

An employee with vacation accrual who is about to be separated from City service through resignation, discharge, retirement, or layoff and who has unused vacation leave to his/her credit, shall be paid at the employee's hourly rate of pay at the time of separation in a lump sum (less applicable withholding) for each hour of unused vacation leave, less any amounts owed by the employee to the City, provided, however, that such payment shall not exceed the maximum number of vacation hours outlined in Section 11.1. However, an employee who is involved in a layoff and who has unused vacation leave to his/her credit at the time the layoff is effective, may choose, in lieu of a lump sum cash payment for such unused vacation credit, to leave such vacation credit on account to be restored to his/her credit upon reemployment with the City, provided such reemployment occurs within 2 years. If the reemployment does not occur within 2 years, then any unused vacation leave left on account will be paid in lump sum to the employee, as provided for in this Section 11.3.

Section 11.4 Payment upon Death

When an employee dies, any and all accrued, and unused vacation leave to his/her credit shall be made payable to the beneficiary designated on the employee's City guaranteed life insurance policy within sixty (60) calendar days. In the event that the employee has no designated beneficiary, said unused vacation leave shall be paid to the employee's estate. Such payment shall be made payable at the employee's hourly rate of pay at time of death in a lump sum (less applicable withholding), less any amounts owed by the employee to the City.

Section 11.5 Purchase of Vacation Hours

- (A) Each employee represented by CODE shall have the right to purchase up to one hundred and twenty (120) hours of vacation time during each payroll year at their standard hourly rate if the employee has less than 80 hours of vacation accrued at the time of purchase. The employee may purchase up to eighty (80) hours of vacation time at once. The employee may not purchase additional vacation time until the employee fully repays the City for all previously purchased vacation time. Once the previous vacation time purchase is repaid, the employee may purchase additional vacation time up to one hundred and twenty (120) total hours.
- (B) Employees wishing to purchase vacation shall complete the vacation purchase request form located on City Matters (<https://citymatters.rcc.org/citymatters/departments/hr/hr-liaisons/hr-forms/advance-vacation-purchase/>). Employees shall pay for vacation purchase over 26 pay periods, or fewer, via payroll deduction. Employees agree to reimburse the City if the employee leaves City service prior to the end of the repayment of all purchased vacation time.

ARTICLE 12: HOLIDAYS

Section 12.1 Holidays Observed

Employees working at least $\frac{3}{4}$ time, shall be entitled to 11 paid holidays as set forth below.

- (1) New Year's Day, January 1
- (2) Martin Luther King's Birthday, the third Monday in January
- (3) President's Day, the third Monday in February
- (4) Memorial Day, the last Monday in May
- (5) Juneteenth, June 19
- (6) Independence Day, July 4
- (7) Labor Day, the first Monday in September
- (8) Veterans' Day, November 11
- (9) Thanksgiving Day, the fourth Thursday in November
- (10) Day After Thanksgiving Day, Friday after Thanksgiving
- (11) Christmas Day, December 25
- (12) In addition to the above holidays, any day declared by the City Manager as a holiday or day of mourning shall also be counted as a holiday, but only for that calendar year.

Employees working $\frac{3}{4}$ time shall be paid the same number of hours for the Holiday that he normally works, not to exceed 8 hours.

Section 12.2 Personal Business Day

Each full-time or $\frac{3}{4}$ time bargaining unit employee shall receive one (1) Personal Business day per year to conduct personal business that cannot be conducted outside of the regular workday. This shall be paid in one, eight (8) hour block (6 hours for employees working $\frac{3}{4}$ time). The Personal Business Day shall be granted to the employee at the beginning of pay period two (2) each year and may be taken at any time prior to the end of pay period one of the following year subject to the restrictions set forth herein. Days shall not accumulate. The use of this Personal Business Day is subject to the usual operational need requirements.

Section 12.3 Eligibility and Pay

- (A) If the actual holiday falls on a Sunday, then the following Monday is considered the holiday. If the actual holiday falls on a Saturday, then the preceding Friday is considered the holiday.
- (B) Employees earn double time for the number of hours worked on the observed (Monday or Friday) holiday in addition to 8 hours pay for the holiday. This also applies if the actual holiday falls on Monday through Friday and is worked.
- (C) If the actual holiday falls on Saturday or Sunday and is worked, regular overtime applies.

Section 12.4 Nonstandard Shift

Employees working normal daytime hours but including weekends and employees working normal rotating shifts on seven day operations:

- (A) Earns holiday pay (double time) for the number of hours worked on the actual holiday, not the observed holiday, in addition to his/her normal 8 hours pay for that day. For example, if an employee's normal off days are Tuesday and Wednesday, and the actual holiday falls on Sunday and is observed on Monday, the employee receives double time for the number of hours worked on the actual holiday plus 8 hours pay for the actual holiday. If the employee also works on the observed holiday, he/she will be paid at straight time.
- (B) If the actual holiday falls on the employee's normal off day, the employee must be given another day off or another day's pay.
- (C) If the employee is given another day off and the actual holiday falls on his/her first off day, then he/she receives the day off preceding the actual holiday. If the actual holiday falls on his/her second off day, then he/she receives the day off after the actual holiday.

Section 12.5 New Employee

A new employee whose first workday is a holiday receives pay for that holiday provided he/she works the rest of the week.

ARTICLE 13: SICK LEAVE

Section 13.1 Rate of Accrual

- (A) Permanent and provisional employees who work full-time earn four hours of sick leave per bi-weekly pay period (2 hours for each 40 hours of service).
- (B) Employees who work at least $\frac{3}{4}$ time but less than full time earn a prorated amount.
- (C) In case of absence without pay during a bi-weekly pay period, 4 hours SWP will be earned if the employee is in a pay status more than 40 hours. Two hours SWP will be earned if the employee is in a pay status for 1 to 40 hours inclusive in the pay period.
- (D) Employees do not earn SWP while on IWP leave or receiving donated time.

Section 13.2 Break in Service

- (A) Persons who re-enter City service as a permanent employee within two (2) years (including those who re-enter City service by new examination) shall be credited with any accumulated sick leave balance remaining at the end of their previous service. This provision includes persons reinstated or rehired to City service.

Exception: Employees hired into a City position who are receiving a pension as a

result of previous employment with the City shall not be credited with the sick leave balance they had when separated from their previous City employment. They shall start their second employment period with the City with a sick leave balance of zero.

- (B) Persons returning to full-time employment after an interval of part-time employment that was immediately preceded by full-time employment with no break in service shall be credited with any accumulated sick leave balance at the end of their previous full-time service.
- (C) No credit is given if the employee was out of service more than two (2) years, except because of military leave; returned to work within two (2) years of medical separation; or recalled within three years from a Police or fire layoff list. In such cases, complete Form 3-S to credit the employee with his previously earned SWP balance.

Section 13.3 Previous Ohio Public Employment – Sick Leave Balance Transfer

Employees who have been previously employed by either the City of Cincinnati or another Ohio public employer may transfer any unused sick leave credit to their City sick leave balance.

To be eligible for this benefit, the following criteria must be met:

- (A) The employee must be a full-time employee of the City.
- (B) The employee must have been hired by the City on or after February 4, 1987. Employees have six years from their date of hire to submit a request to transfer sick time. Employees must make such requests within ten years of the last date of their previous public employment.
- (C) The employee must provide documentation of the sick leave balance to be transferred. This can be accomplished by a letter from the previous public employer stating the unused sick leave balance held by the employee. The City reserves the right to take reasonable steps to ensure the accuracy of any documentation provided by the employee.
- (D) The employee must request this sick leave balance benefit in writing, with the supporting documentation, to the Human Resources Director.

Section 13.4 Donated Time

Permanent, provisional, and part-time (working at least ¾ time) employees may receive donated time with the approval of the employee's agency and under the following circumstances:

- (A) It is a legitimate use of SWP, SWP-F (Sick with Pay–Family), SWP-M (Sick with Pay–Maternity), or SWP-D (Sick with Pay–Death) in cases of catastrophic illness or cases that result in extreme hardship for the employee. Prior approval from the Human Resources Director or designee must be obtained by the department for donated time to be used.

- (B) The initial request for approval from the Human Resources Director or designee may be sent when the employee's total leave balances are below 80 hours; however, donated time may not be credited to the employee until they have exhausted all of their own SWP, vacation and compensatory time.
- (C) Time donated is deducted from the donor's vacation balance or comp time balance not SWP balance, unless otherwise permitted by this labor agreement.
- (D) The number of hours credited to the employee receiving the donation depends on the employee's rate of pay as compared to the rate of pay earned by the donor. If the donor earns less than the donee, the hours donated will be prorated. If the donor earns more than the donee, the hours credited will be greater than those donated. The list of donors with accompanying calculations must be forwarded to the Human Resources Department for verification and approval.
- (E) Employees receiving donated time do not accrue vacation or sick leave unless the employee is working part-time. Then the employee will earn vacation and sick leave under the rate of accrual for employees working less than 80 hours. In addition, employees on donated time do not receive holiday pay. No new benefits can be earned by the employee receiving donated time (*e.g.*, vacation, sick leave, holidays). Therefore, 8 hours must be donated for any workday of the week on which a holiday falls.
- (F) Donated time cannot be used to prolong an employee on the payroll in order to make him/her eligible for any retirement benefits.
- (G) When an employee returns to work, any donated time that has not been used will be removed from the employee's list of donors. Upon returning to work, an employee begins to accumulate vacation and sick time that must be used before any additional donated time can be requested from other employees.

Section 13.5 Types of Sick Leave

Available to all full-time, bargaining unit employees:

- (A) SWP (Sick With Pay)
 - Granted when an employee is physically unable to work due to illness, off-duty injury, or official quarantine, or for routine medical and dental appointments (as described in C below). Sick leave must be approved by the supervisor.
 - (1) Sickness or injury caused by outside employment cannot be charged to SWP. Vacation or compensatory time may be used.
 - (2) If the agency questions the treating physician's diagnosis or the length of absence, the employee may be sent to the City Physician for evaluation. The City Physician's decision is final.
 - (3) Full-time bargaining unit Employees shall be granted SWP-MDL (Medical/Dental Leave) not to exceed a total of 24 hours per payroll year for

medical and dental appointments for the employee or a minor child. To be eligible for MDL, Employee must provide a note from the medical or dental provider that confirms attendance at the appointment.

(4) SWP may be approved for attendance at an appropriate substance abuse treatment program. Attendance at the Public Employees Assistance Program (PEAP), beyond the first visit, is on the employee's own time.

(5) Sick leave, if available, must be used for time off because of illness, off-duty injury, or official quarantine. Vacation or compensatory time may not be used in such situations unless SWP has been exhausted. An exception to the requirement that an employee's sick leave balance be exhausted may be granted by the department director under the following circumstance:

(i) To avoid loss of vacation when an employee is at the maximum allowable balance.

(B) SWP-F (Sick With Pay –Family)

For purposes of SWP-F, immediate family is defined as spouse or significant other (one who stands in place of a spouse and resides with employee), parent, step-parent, parent-in-law, child, step-child, minor child of significant other residing with employee, grandchild, grandparent, sibling or legal guardian.

Sick With Pay- Family shall be granted for the following reasons:

(1) Official quarantine – for the duration of the quarantine. Official quarantine may only be imposed by a City, County, or State Health Official authorized to do so.

(2) To care for and make arrangements for a sick member of the immediate family – up to one day. Additional time (not to exceed four days) may be granted by the immediate supervisor provided the employee submits written verification by the treating physician.

(3) Serious accidents, major or minor surgery, critical or sudden illness involving a member of the immediate family – up to one day. Up to a maximum of one week of additional sick leave may be granted by the immediate supervisor and two week of additional sick leave may be granted by the agency head. The employee must provide written verification by the treating physician.

(4) Childbirth – the non-birthing parent of the child shall receive one day on the day the child is born and one day on the day the child is brought home.

The employees covered under this Agreement shall be eligible for Parental Leave under the City's current Parental Leave policy. If the City's Parental Leave benefit is terminated at any time, the parties will revert back to the language above in (B)(4). If the Parental Leave is modified, CODE may elect to apply the foregoing language.

(C) SWP-M (Sick With Pay –Maternity)

Granted for the period during which the employee is physically unable to work due to: pregnancy, childbirth, miscarriage, a related medical procedure, or recovery there

from.

- (1) The usual amount of time off granted for a normal delivery is six weeks. Time off longer than the six weeks requires a doctor's note indicating when the mother will be medically able to return to work.
- (2) The employee must notify her supervisor approximately two weeks in advance of her expected date of departure. Employees experiencing unexpected emergencies will not be penalized for failure to give proper notification.

(D) SWP-D (Sick With Pay –Death)

Length of leave depends on the following:

- (1) Death of the immediate family. Four days. For purposes of SWP-D, immediate family is defined as spouse or significant other (one who stands in place of spouse and resides with employee), parent, step-parent, parent-in-law, child, step-child, minor child of significant other residing with employee, grandchild, grandparent, sibling, or legal guardian.
- (2) Death of any other relative - one day to attend the funeral. A maximum of five days a calendar year can be used to attend funerals of relatives not in the immediate family. Other relatives include blood relatives of the employee, sister and brother-in-law, grandparents-in-law, uncles, aunts, nieces and nephews of the employee's spouse. Relatives do not include previous spouses or relatives of such previous spouses, or in-laws other than those named.

(E) SWP-A (Sick With Pay –Adoption)

Granted to employees in the same manner as SWP-M and SWP-F(childbirth).

- (1) The employee must notify the supervisor at least two weeks in advance of the arrival of the adopted minor child. However, emergency situations will not automatically result in denial.

The employees covered under this Agreement shall be eligible for Parental Leave under the City's current Parental Leave policy. If the City's Parental Leave benefit is terminated at any time, the parties will revert back to the language above in (B)(4). If the Parental Leave is modified, CODE may elect to apply the foregoing language.

(F) SWOP (Sick Leave Without Pay)

May be granted when an employee is sick or injured but does not have a sick leave balance or other available balances. May also be granted when necessary to qualify for long-term disability insurance or workers compensation benefits.

- (1) Employee must follow proper reporting procedure and provide requested proof. Failure to do so may result in being recorded as AWOL.

SWOP may not exceed one year. A medical evaluation may be required before return to work.

Section 13.6 Verification for SWP and/or SWP-F Usage

- (A) Definitions:
- (1) Instances: An “instance,” for purposes of this Article is defined as an occasion lasting for 2 or more hours regardless of duration.
 - (2) Physician: For purposes of this Article, “physician” shall mean licensed doctoral- level healthcare provider or Nurse Practitioner who is providing the treatment.
- (B) Five 5 or more instances: An employee with 5 or more instances of SWP, SWOP, SWP-F, or any combination of the three during the 12-month period beginning and ending with the employee’s annual performance rating date, will be required to provide a physician’s verification of illness and inability to work, or in the case of SWP-F, provide verification of the illness of the involved family member from an appropriate official including: physician, school principal or designee, licensed daycare provider, or other licensed healthcare professional.
- (C) Duration of Instance: If any instance of SWP exceeds 3 consecutive shifts, the supervisor may ask for a physician’s verification. An employee’s off-days shall not be considered when evaluating whether the shifts are consecutive.
- (D) Usage of greater than 80 hours: At any time during the 12 month period beginning and ending with the employee’s annual performance rating date, when an employee’s accumulation of SWP and SWP-F usage totals 80 hours regardless of the number of instances, the supervisor may review the usage and choose to request a physician’s verification for any subsequent usage during the 12 month period.
- (E) Patterned Usage: When an employee shows a pattern of usage of SWP, SWOP and/or SWP- F, a physician’s verification of illness and inability to work will be required after 3 instances during the 12 month period beginning and ending with the employee’s annual performance rating date. Patterned usage may be evidenced, for example, by a frequency or pattern contiguous to weekends, off-days, holidays, or vacation.
- (F) If a physician’s verification is requested, the employee shall have three (3) full shifts, beginning at the date of the request, to provide the verification. If the employee is on pre-approved vacation leave at the end of the three (3) full shifts, the employee shall be permitted to submit the verification prior to the end of the first shift the employee returns from vacation.
- (G) Excessive Absenteeism: Excessive Absenteeism is defined as two or more instances of sick-without-pay (SWOP) usage in a 30-day period. Excessive absenteeism does not include absences that are covered under the Family and Medical Leave Act.

Section 13.7 Annual Sick Leave Conversion (Buy Back)

- (A) Time sold back will be deducted from the employee’s accumulated balance. Only sick time hours accumulated with service as an employee with the City of

Cincinnati may be sold back.

- (B) Each payroll year CODE employees may convert up to 80 hours of unused sick leave to cash at the rate of 80 hours for 53 hours paid if they meet the following criteria:
- (1) Have a sick leave balance of 600 hours or more, OR
 - (2) Have a sick leave balance of 200 to 599 hours and have used 24 hours or less sick leave in the past 26 pay periods of the preceding year. SWP-D, and SWP-MDL (medical/dental leave) are not counted in determining the 24-hour criteria.
- (C) An employee that is eligible and wishes to convert sick leave to cash must notify the appropriate payroll authority before January 10 of the same year payment is made. Payment will be made at the rate of pay in effect in pay period 26 of the preceding year.

Section 13.8 Personal Leave Reciprocity for Responsible Usage Of SWP / SWP-F

Beginning on January 1, 2013, the following personal leave reciprocity plan will become effective:

- (A) Permanent employees will earn 8 hours of personal leave time if they use no more than 8 hours of SWP and SWP-F combined between pay period 2 and pay period 14 of each year, if they have a balance of 50 hours of SWP at the end of pay period 14. Personal leave time earned for this period may be taken from pay period 15 through the end of pay period 1 of the following year. Personal leave time must be scheduled with the approval of the supervisor.
- (B) Permanent employees will earn 8 hours of personal leave time if they use no more than 8 hours of SWP and SWP-F combined between pay period 15 through the end of pay period one 1 of the following year, if they have a balance of 50 hours of SWP at the end of pay period one 1. Personal leave time earned for this period may be taken from pay period two 2 through pay period fourteen 14. Personal leave time must be scheduled with the approval of the supervisor.
- (C) Personal leave time credited in any half year period must be used in the time periods stated above, or the time will be forfeited. There will be no accrual of personal leave time.

ARTICLE 14: SICK TIME DONATION PROGRAM

Section 14.1 Purpose

In addition to the City's current vacation and comp time donation program, which the City agrees to maintain during the term of this agreement, this Sick Time Donation program is to assist full time CODE employees, eligible to earn accruals, who have exhausted all of their own SWP, vacation and comp time as a result of an illness or injury. Eligible CODE

employees may donate sick time hours in addition to vacation and comp hours for sick usage/donation only.

Section 14.2 Conditions

An employee may utilize the time donation program only if all of the following conditions are met:

- (A) The CODE employee must have exhausted all of their own SWP, vacation and comp time available to him/her to be eligible for this benefit; and
- (B) The CODE employee shall submit an application requesting donation of leave to the Human Resources Director or designee. The application shall include acceptable medical documentation of illness or injury including diagnosis and prognosis. The injury or long-term illness must require the employee to be away from work for at least two (2) full pay periods. This application shall be on a form mutually agreed to by the City and CODE; and
- (C) The Human Resources Director or designee shall determine that the CODE employee is eligible to receive leave; and
- (D) The approved application shall be forwarded to CODE. CODE shall post a notice on CODE bulletin boards that the eligible employee may receive donations of leave and may use the City's email system to request donations of leave from other CODE employees; and
- (E) Donated leave shall be considered sick leave but shall never be converted into a cash benefit.

Section 14.3 Employees Donating Time

- (A) An employee desiring to donate leave shall submit a completed time donation form to the Division payroll office.
- (B) It is understood that all leave donations are voluntary.
- (C) All donated leave shall be paid at the regular hourly rate of the employee donating the leave, not at the regular hourly rate of the employee receiving the donation.
- (D) Leave may be donated in increments of at least four (4) hours. This is a completely voluntary program. A decision made by the City regarding acceptance or rejection of an application for donations shall be final and the same shall not be subject to the grievance and arbitration procedure.
- (E) CODE employees may donate hours on a 1-for-1 basis, up to a maximum of 40 hours per year.

ARTICLE 15: HOURS OF WORK & OVERTIME

Section 15.1 Application of Article

This Article is intended only as a basis for calculating overtime payments for overtime eligible front-line field employees, as set forth in Appendix B and to generally describe the parameters for employees' work schedules, and nothing in this Article or Agreement shall be construed as a guarantee of hours of work per shift, per week, or any other period.

Section 15.2 Changes in Normal Work Schedule, Work Period & Workday

Should it be necessary in the interest of efficient operations to establish schedules departing from the normal or established work schedule, work period, workday or shift, the Appointing Authority or his/her designee will give forty-eight (48) hours' notice where practical of such change to the individuals affected by such change.

Section 15.3 Overtime/Compensatory Time

- (A) This section is only applicable to employees listed in Appendix B.
- (B) CODE employees listed in Appendix B shall earn overtime at 1 ½ their rate for hours worked in excess of 40 hours per week. During each pay period in which the employee earns overtime, the employee may elect to be paid overtime in cash or compensatory time (subject to the limit in Section 15.3(D) and the City's Human Resources Policies and Procedures), both at 1½ times the employee's regular rate. Effective upon date of ratification of the 2019 Agreement, pre-approved vacation or compensatory time, pre-scheduled sick leave (*e.g.* scheduled surgery), or any sick leave absence accompanied by a valid physician's verification of illness, and Holidays listed in Section 12.1 shall count toward the 40-hour threshold. All overtime must be approved in advance by the employee's supervisor. Eligible employees who work overtime without prior approval from the employee's supervisor will be compensated for the overtime worked and subject to corrective action, in accordance with Article 7 and Appendix E of the contract. The City shall give appropriate consideration to employees who work emergency or unforeseen overtime without prior approval in order to complete a required task initiated prior to the end of their shift.
- (C) Call-out pay: In addition to overtime provided in Section (A), employees listed in Appendix B who are called out to perform emergency work not adjacent to their normal work schedule shall be paid for the hours worked at the overtime rate. All call-out overtime must be approved in advance by the employee's supervisor. This provision shall be effective upon ratification of the 2008 Agreement.
- (D) Compensatory time may be earned in lieu of cash payment only for authorized time worked on an overtime basis. Compensatory time account balances shall be maintained and taken in units of tenths (10th) hours. Departments retain the right to require employees to use their compensatory time in accordance with existing policies.
- (E) Compensatory time may be accrued to a maximum of 80 hours, unless the needs of the department require otherwise, subject to approval by the Human Resources Director. Compensatory time may be carried over to the following years. No employee of CODE

who is a front-line employee under Appendix B shall be required to accumulate more than 80 hours of comp time, unless the needs of the department require otherwise, subject to approval by the Human Resources Director.

On-Call Pay:

- a. The following classifications, who are required to carry a cell phone or other device in order to provide support such as 24/7 support on the City's critical systems, are eligible for on-call pay during the hours outside of their regular work schedule, when designated by the City:
 - Assistant Supervisor of Customer Service
 - Assistant Supervisor of Fleet Services
 - Chemist
 - Computer Program Analyst (CPA)
 - Computer Systems Analyst (CSA)
 - Environmental Safety Specialist
 - Fleet Services Supervisor
 - Health Caseworker (working in the Cincinnati Police Department)
 - Industrial Investigator
 - Lead Arborist
 - Nursing Supervisor
 - Senior Chemist
 - Senior Computer Programmer Analyst (SCPA)
 - Senior Environmental Safety Specialist
 - Supervisor of Industrial Waste
 - Supervisor of Maintenance (specifically performing facilities work for the Parks Department)
 - Supervisor of Urban Forestry
 - Technical Systems Analyst (TSA)
 - Urban Forestry Specialist

This provision also applies to employees in these classifications that have elected to carry personal cell phones rather than City-issued phones.

- b. The following criteria is utilized to determine when a position may be eligible for on-call pay:
 1. Whether the department has an established on-call rotation in which employees are designated on-call.
 2. Whether the employee is required to respond to call and/or texts

within a specific period of time after being contacted.

3. Whether the employee is required to remain in a condition suitable for working.
 4. Whether the employee is required to remain on the employer's premises or so close thereto that they cannot use the time effectively for their own purposes.
 5. Whether the frequency of calls is unduly restrictive.
- c. Employees designated in an on-call status shall be compensated as follows:
Regular On-Call (Weekdays): \$25.00/day
Weekend days or City-published holidays: \$30.00/day
- d. On-Call employees are expected to answer emergency calls immediately upon receipt. However, under unforeseen circumstances, on-call employees shall be granted 45 minutes to respond to emergency calls. If the emergency call requires the employee to travel to a work site location, the employee shall be provided a reasonable time to arrive at the work site location after the call is received.
- e. Employees in a no-pay status are not eligible to participate as on-call employees. "No- pay status" is defined in this collective bargaining agreement as time an employee is on unpaid suspension, on leave without pay, or is absent without leave.
- f. Nothing in this section abrogates the City's right to communicate or contact employees not designated as on call outside the regular work schedule. Nothing in this section abrogates the City's Management Rights to initiate or impose discipline for failure to respond to such reasonable communication or request for duty to employees outside their regular work schedule as consistent with other provisions of the collective bargaining agreement. Nothing in this section abrogates CODE's rights to grieve any discipline imposed on any employee in the bargaining unit.

Section 15.4 Flex Time and Flexible Work Schedules

(A) This section is applicable to all CODE employees that are not covered in Appendix B.

(B) The City and CODE understand the need for employees to work Flexible Work Schedules to cover core office hours and reduce overtime costs. Employees must be present during their department's core office hours, as laid out in applicable departmental attendance policies. The City has the right to demand that an employee perform a work-related function outside of the normally established business hours of that employee. In cases where an employee is required to work outside of their normally established business hours, the department may direct the employee to flex the hours within that pay period.

However, if circumstances do not permit the employee to flex within the pay period, either because of the needs of the employer or the employee, the employer may approve the accrual of flex time, in accordance with the parameters outlined in 15.3(C) below.

- (C) In cases where an employee has received approval from their supervisor to work in excess of 80-hours per pay period (bi-weekly):
1. The employee may accrue flex time at a straight time rate.
 2. The accrual of the flex time must be pre-approved by an employee's supervisor.
 3. Flex time shall be used within 24 months of accrual absent extenuating circumstances.
 4. Use of flex time is subject to Departmental approval based on operational needs. It is understood that there is no absolute right to use all accrued flex time prior to resignation or retirement. Flex time pursuant to this Article shall have no cash value under any circumstances.
- (D) In extraordinary circumstances (such as catastrophic occurrence, events that potentially or actually interfere with the timely delivery of service to the public and may not be reasonably anticipated, and/or special events) employees may be eligible to earn overtime at a straight time rate. Such overtime must receive Department Director approval and cannot exceed 7% of an employee's annual salary without the City Manager's approval.

ARTICLE 16: WAGES & COMPENSATION

Section 16.1 Salary Schedule – Step

The salary schedule-steps for bargaining unit employees, effective March 23, 2008, shall be as set forth in Appendix C. A salary step-up shall become effective on the first day of the pay period of the employee's performance review date following the effective date of this Agreement. A salary Step-up is contingent upon receipt of at least a "Meets Expectations" (or equivalent) on the employee's most recent performance review, unless that review is not timely, in which case the employee shall automatically receive his/her step-up. An employee may only be moved up one step on their annual review date.

Employees should receive their performance evaluation on or before their anniversary date. If the subsequent rating is lower than "Meets Expectations," the employee shall retain the Step-up increase associated with the rating period.

Section 16.2 Cost of Living Adjustment (COLA) or General Wage Increases

Effective March 16, 2025, all employees in the bargaining unit shall receive a COLA wage increase of 5%.

Effective March 15, 2026, all employees in the bargaining unit shall receive a COLA wage increase of 4% and a one-time payment of \$1,500 to be paid in Pay Period 8 (Beginning March 29, 2026).

Effective March 14, 2027, all employees in the bargaining unit shall receive a COLA wage increase of 3%.

The year one increase is retroactive to and including March 16, 2025. The retroactive payment shall be paid in Pay Period twenty-four (24), ending on November 22, 2025 (pay date of December 2, 2025). All retroactive wage increases shall be pensionable for members and employees of the bargaining unit, including without limitation individuals who retired after the effective date of the increase but before execution and approval of the Agreement.

Section 16.3 Working Out of Classification

- (A) This process shall be utilized in lieu of the Civil Service Temporary Promotion process contained in Civil Service Rule 10, Section 10 (or as may be amended).
- (B) Employees who are temporarily assigned the duties of a higher classification, shall be placed at the salary step which gives them at least a 5% increase above the employee's current rate of pay for each hour worked in the higher class per workday. Employees that do not complete at least one hour per workday in a working out of class assignment shall not be entitled to working out of class pay for that workday.
- (C) In cases where an employee is in a working out of class assignment within the same vacancy for more than 6 pay periods due to succession planning, an operational hardship, and/or serious inequity, the employee shall be placed at the salary step which gives them at least a 10% increase above the employee's current rate of pay for each hour worked in the higher class per workday. Employees that do not complete at least one hour per workday in a working out of class assignment shall not be entitled to working out of class pay for that workday.
- (D) Except as outlined below and in section (G), Working out of class assignments shall not exceed 6 pay periods without the express approval of the Department Director or designee. After 6 pay periods, the assignment shall be rotated among all other available employees in the work unit. In order to extend an employee's working out of class assignment past 6 pay periods, the Department must show that an operational hardship and/or serious inequity will result if the working out of class assignment is not extended. For example, the assignment may be extended past 6 pay periods if there are no other available employees in the work unit to whom the assignment can be rotated. Upon request, the Department shall communicate the operational hardship and/or serious inequity to Central Human Resources.
- (E) Upon receiving notice that a working out of class assignment has exceeded 6 pay periods, Central Human Resources will verify with the department the rationale for the working out of class assignment exceeding 6 pay periods. If the extended working out of class assignment is not due to succession planning, an operational hardship, and/or serious inequity, Central Human Resources shall discontinue the working out of class assignment and the employee shall be restored to their previous classification and previous rate of pay.
- (F) When an employee in the CODE Bargaining Unit is assigned to work out of class,

the employee's Division Head or designee shall send an email to CODE (president@codegroup.org) with the employee's name, current classification, position into which they have been assigned, and starting and ending date of the working out of class assignment. For succession planning assignments, the starting and ending dates of the working out of class assignment are not required.

- (G) The City and the Union recognize the need to engage in succession planning to ensure continuity of operations and to allow departments to identify and build a strong talent pipeline. To further these efforts, employees temporarily assigned the duties of a higher classification for the purposes of succession planning will not be subject to the limitations outlined in sections (D) and (E). The employee shall be paid in accordance with sections (B) and (C) above. Departments that are utilizing a working out of classification assignment for the purposes of succession planning shall indicate this in the email notification outlined in section (F) above.

Section 16.4 Salary Increase Upon Permanent Promotion

Effective upon ratification of this Agreement, an employee who is permanently promoted to a CODE position shall be placed at the salary step which gives him/her at least a 10% increase, but no more than the step closest to a 10% increase over what the employee was previously earning. An employee who laterally transfers to a CODE position shall be placed at the salary step closest to his/her current wage rate that does not result in a loss of pay.

Section 16.5 Shift Differential

- (A) Employees assigned to a shift ending between 6:00 p.m. and midnight shall receive a shift differential of eighty (.80) cents per hour in addition to their regular rate of pay.
- (B) Employees assigned to a shift ending after midnight and before 10:00 a.m. shall receive a shift differential of ninety-five (.95) cents per hour in addition to their regular rate of pay.
- (C) Shift differential shall be paid for actual hours worked and when an employee is on paid leave. Shift differential shall not be paid when an employee is on unpaid leave.
- (D) Shift differential shall be included in the regular rate used to compute overtime compensation and holiday pay. Shift differential shall be paid starting with the first day of such assignment.
- (E) For the purposes of this Article, an employee's assigned shift includes both regularly scheduled shifts and overtime shifts.

Section 16.6 Deferred Compensation

Employees who receive a bi-weekly paycheck are eligible to participate in either the Mission Square Retirement Corporation’s Deferred Compensation Plan or the State of Ohio Deferred Compensation Plan. Effective at the beginning of payroll year 2022, the City shall match each employee’s contribution to their deferred compensation account in an amount up to \$750.00 annually.

Section 16.7 Mileage

Mileage will be paid in accordance with federal guidelines.

Section 16.8 Longevity Pay

Effective March 16, 2025, all permanent employees shall be paid compensation for length of City service as follows:

After completion of:	
12 years of City service	\$1,000 per year
20 years of City service	\$1,100 per year

Longevity pay for length of service shall be pensionable and shall be paid with the Pay Period 23 regular paycheck.

Upon an employee’s death, retirement, dismissal, or resignation, the employee shall be paid for the number of months on the payroll on a pro-rated basis in the employee’s final paycheck.

ARTICLE 17: INSURANCE

Section 17.1 Health & Hospitalization, Prescription Drug, Disability, Dental & Vision Coverage

The City shall continue to make available to employees and their dependents substantially similar group health and hospitalization insurance, prescription drug, long term disability, dental and vision coverage and benefits as existed immediately prior to the effective date of this Agreement. The health and hospitalization plan in effect for all bargaining unit employees shall be the City’s “80/20 Plan”, as described in Appendix D.

Employee monthly health insurance contributions shall be capped at \$115 per month for a single plan, and \$275 per month for a family plan for the duration of this agreement.

Section 17.2 Terms and Conditions

Employees wishing to change from a single to a family contract must notify the health plan within 30 days of their change in family status. Failure to notify within the 30 day time period will result in the employee having to wait until the next enrollment period to

change the coverage from single to family. A family contract in the name of one spouse may be transferred to the name of the other spouse at any time.

An employee in a non-pay status shall have health care plan insurance premiums paid by the City for a maximum of 3 months while he/she is in such status. If the employee drops the coverage during such period, he/she may renew membership with full coverage as of their first day back in City service provided the employee completes a new application form.

ARTICLE 18: GENERAL PROVISIONS

Section 18.1 Residency Requirement

There shall be no residency requirement for CODE employees.

Section 18.2 Seniority

Seniority shall be an employee's length of continuous service with the City or continuous length of service in a job classification where only classification seniority is applicable.

- (A) An employee shall have no seniority for probationary period, but upon successful completion of the probationary period seniority will be retroactive to the original date of hire.
- (B) Seniority shall be broken when an employee:
 - (1) Resigns, unless reinstated within one (1) year.
 - (2) Is discharged for just cause.
 - (3) Is laid off and not recalled within 48-months
- (C) For purpose of vacations within divisions, seniority shall be applied as provided by written policies and regulations of the divisions, as approved by the Department Director.
- (D) The City shall provide CODE, upon request, with a seniority list of all employees within the bargaining unit. The list shall be provided within 14 calendar days of the request. The seniority list shall contain the name, job classification, department, and date of classification entry of all employees in the bargaining unit. The list shall be provided electronically to president@codegroup.org.
- (E) The City shall provide CODE with a bi-weekly list of all new hires in the bargaining unit along with the employee's name, address, classification, and department.
- (F) Seniority for benefits such as vacation, sick leave, longevity pay, and health care benefits are covered in those specific articles of this Agreement.

Section 18.3 Ratification and Amendment

This agreement shall become effective when ratified by the City Council and CODE and signed by authorized representatives thereof and may be amended or modified during its term only with mutual written consent of authorized representatives of both parties.

Section 18.4 Uniforms

Employees who are required by the Appointing Authority to wear a prescribed uniform in the performance of their duty as City employees shall have such uniforms and replacements furnished by the City in accordance with rules established by the Appointing Authority.

Section 18.5 Health and Safety

It is the responsibility of every department to provide the safest working conditions, tools, equipment and work methods for employees. Management and labor must see that all safety rules and good working methods are used by all employees. It is the duty of all employees to use the safety rules and safe methods recommended for their safety. Violations of safety rules are to be considered the same as violation of any other department rule.

Section 18.6 Agreement Copies

The City and CODE will jointly select a printer to print copies of the final signed version of this Agreement. CODE shall pay for the copies for CODE employees.

Section 18.7 Filling of Positions

- (A) All classifications in the CODE Bargaining unit shall not be filled by unqualified persons. A vacancy is an unfilled position within the bargaining unit which the City determines to fill.
- (B) Positions within the CODE bargaining unit may be filled by the following methods:
- May be filled by Interdepartmental Transfer from within the CODE Bargaining Unit (same classification transfers or classifications listed in Appendix A-1);
 - May be filled by promotion of eligible and qualified employees;
 - May be filled by voluntary demotion, with CODE Bargaining Unit employees interviewed before employees outside the CODE Bargaining Unit.
- (C) If the below listed classifications are not filled by transfer or demotion, the position shall be filled using a competitive examination process if there are fifteen (15) or more qualified applicants. The positions below shall be posted as separate promotional and open competitive processes, and the City shall create a separate promotional and open eligible list containing qualified candidates. The City shall select candidates from the promotional eligible list by selecting from the fifteen (15) highest ranked candidates. If there are fewer than 15 candidates on the promotional list, the City shall select candidates from the open eligible list for a full certification. At minimum, the top three

(3) highest ranked promotional candidates shall be interviewed.

Accountant
Administrative Technician
Assistant Supervisor of Customer Service (including parentheticals)
Building and Grounds Maintenance Crew Leader (including parentheticals)
Emergency Services Dispatch Supervisor (including parentheticals)
Plant Maintenance Supervisor
Service Area Coordinator (including parentheticals)
Parks/Recreation Maintenance Crew Leader (including parentheticals)
Parks/Recreation Programming Coordinator
Supervisor of Maintenance (Lead and Facility Management parentheticals only)
Sewer Maintenance Crew Leader
Supervisor of Water Distribution Maintenance (Water Supply)

(D) All classifications not listed in Section C above that are not filled through transfer, demotion, or promotion shall be filled using a non-competitive process, unless the City in its exclusive election, decides to administer a competitive examination. Noncompetitive process is defined as a review of the applicants to determine if the applicants meet the minimum qualifications for the position.

(E) The City will make a good faith effort to adjust the schedule of an employee who applies for a promotion, transfer, or voluntary demotion in another department of the City, in order to permit the employee to interview and/or test for that position.

(F) Within the first 12 months of employment in a bargaining unit position, the employee may transfer, promote, or demote to another City position. The current employing unit may delay departure of the employee up to a maximum of three pay periods, provided, however, that the delay does not jeopardize the employee's ability to complete the transfer, promotion, or demotion.

(G) Employees who interview for a CODE position will be notified when the position has been filled.

ARTICLE 19: SAVINGS

Section 19.1 Gainsharing Policy Implementation

The City and CODE jointly agree to form a committee for the purpose of investigation and implementing a Gainsharing Policy for CODE members. Further details and program identification(s) can be developed through a Memorandum of Understanding and supplement this Agreement. Committee formation and a work development plan shall be created within one year from the effective date of this Agreement.

ARTICLE 20: TUITION REIMBURSEMENT

A full-time (at least $\frac{3}{4}$ time) permanent or provisional employee is eligible for 100% tuition reimbursement for achieving a grade of A in an approved course, 80% tuition reimbursement for receiving a grade of B in an approved course, and 60% tuition reimbursement for achieving a grade of C in an approved course. In courses that are graded on a pass/fail basis, 80% tuition reimbursement will be granted for a passing grade, and 0% tuition reimbursement for a failing grade. Reimbursement for up to six credit hours is available per academic session under the following conditions:

- (A) The employee has completed his/her probationary period or six months of employment, whichever comes first, before the course begins.
- (B) The education or training is obtained from an accredited school during non-working hours. An agency may allow courses to be taken during work hours, provided vacation and/or compensatory time is used.
- (C) The course is job-related to the employee's current position or to his future City development and promotion.
- (D) Request for reimbursement is filed before course registration using the designated form on City Matters (<https://citymatters.rcc.org/citymatters/departments/hr/hr-liaisons/hr-forms/tuition-reimbursement-form/>). The reimbursement is only for tuition expenses and approved lab courses. Lab fees, etc. are not reimbursable. Funds from the Agency's budget must be available. If authorized by his or her department, an employee may receive 60% of the reimbursement amount upon course approval by the Human Resources Director. The balance shall be reimbursed at course completion based on grade achieved.
- (E) A receipt of tuition payment and a grade report is submitted within 30 days after the academic session ends. A grade of at least "C" or equivalent must be achieved in each course.
- (F) The Human Resources Department will monitor for consistency and fairness, and will meet with CODE and employees when requested. Final determination regarding course relatedness or accreditability shall be made by the Human Resources Director.

The rate of reimbursement shall be capped at the undergraduate credit hour rate at the University of Cincinnati (Main Campus / "Uptown"). In no event shall an employee be reimbursed for more than twenty-four (24) quarter hours or sixteen (16) semester hours per calendar year.

- (G) Employees will be required to remain employed with the City for a minimum of two (2) years after receipt of the last reimbursement payment. If an employee leaves City employment prior to the expiration of that two (2) year period, he/she will be required to refund the City a pro rata amount. Exceptional cases will be reviewed by the Human Resources Director upon a case-by-case basis.

ARTICLE 21: ENTIRE AGREEMENT

This Agreement constitutes the complete and entire agreement between the parties and concludes collective bargaining for its term.

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of bargaining as defined by State law, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, except as specifically provided in Section 1.3, the City and CODE, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to or covered in this Agreement, including the impact or effects of the City's exercise of its rights as set forth herein on salaries, fringe benefits or terms and conditions of employment, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

It is expressly agreed that the City may unilaterally make and implement decisions consistent with the City's rights as set forth in Article 5, even though the exercise of such rights may involve subjects or matters not referred to or covered in this Agreement; provided only that the City's exercise of its management rights shall be subject to employees' individual rights (i.e., those derived from sources other than this Agreement and the collective bargaining relationship which produced it) as provided in Section 5.1.

ARTICLE 22: LENGTH OF AGREEMENT

This agreement shall be effective on March 16, 2025 and shall remain in full force and effect until midnight on March 11, 2028.

This agreement shall automatically be renewed from year to year unless either party shall give notice to the other in writing at least sixty (60) days prior to its expiration that it desires to terminate or modify this Agreement. In the event such notice is given, negotiations shall begin no later than forty-five (45) days prior to that expiration date.

All new provisions of the 2025 – 2028 Agreement shall be effective upon ratification of this Agreement by both the CODE membership and the Cincinnati Council unless otherwise specifically provided herein.

ARTICLE 23: ITEMS INCLUDED BY REFERENCE

The City and CODE agree that the provisions of this Agreement shall supersede the City's Human Resources Policies and Procedures. Where not in conflict with this Agreement, items in the City's Human Resources Policies and Procedures shall apply as part of this Agreement.

Nothing contained herein shall limit or constrain the City from amending, adding to, or deleting items from the City's Human Resources Policies and Procedures.

In witness whereof, the parties hereto have duly executed this Agreement on the 29
day of October, 2025.

FOR CODE:

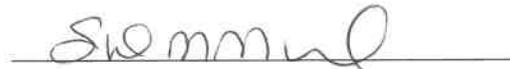

Kathleen L. Schulte, President

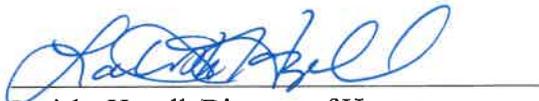

Jennifer King, 1st Vice President

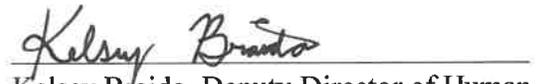

Mike Poggemann, 2nd Vice President


Robb Stokar, CODE Legal Counsel

FOR THE CITY OF CINCINNATI:


Sheryl M.M. Long, City Manager


Latisha Hazell, Director of Human
Resources


Kelsey Braid, Deputy Director of Human
Resources


Matthew Crawford, Sr. Assistant City
Solicitor

APPENDIX A: BARGAINING UNIT CLASSIFICATIONS & EXCLUSIONS

Accountant-EXM
Administrative Specialist *
Administrative Technician *
Architect Intern
Assistant Supervisor of Parking Services
Assistant Supervisor of Building Permits
Assistant Supervisor of Construction Inspection
Assistant Supervisor of Customer Service
Assistant Supervisor of Fleet Services
Assistant Supervisor of Inspections
Assistant Supervisor of Parks/Recreation Maintenance and Construction
Assistant Supervisor of Water Distribution Maintenance
Assistant Supervisor of Wastewater Collection Maintenance
Behavioral Health Specialist
Building & Grounds Maintenance Crew Leader
Building Plans Examiner
Buyer
Chemist
City Planner*
Communications Supervisor
Computer Operations Support Supervisor
Computer Programmer/Analyst *
Computer Systems Analyst
Contract Compliance Specialist
Crime Analyst
Development Officer
Dietitian
Electrical Maintenance Supervisor
Emergency Services Dispatch Supervisor 1
Engineer
Engineering Geologist
Engineering Technician Supervisor
Environmental/Safety Specialist
Epidemiologist
Event Coordinator
Fleet Services Supervisor
Graphic Design Supervisor
Graphic Designer
Greenspace Manager
Health Caseworker
Health Clinic Coordinator
Health Counselor
Health Counseling Supervisor
Heat Ventilation & Air Condition Specialist
Industrial Investigator

Information Technology Coordinator*
Lead Arborist
Management Analyst *
Master Plans Examiner
Nurse Practitioner
Nursing Supervisor
Paramedic Coordinator
Parking Services Supervisor
Parks Operations Supervisor
Parks/Recreation Maintenance Crew Leader
Parks/Recreation Programming Coordinator
Permit Specialist
Pharmacist
Plant Maintenance Supervisor
Plant Supervisor
Police Criminalist Public
Health Educator
Public Services Operations Supervisor
Real Property Specialist
Secretary
Senior Accountant
Senior Administrative Specialist *
Senior Architect
Senior Buyer
Senior Chemist
Senior City Planner *
Senior City Planning Technician
Senior Computer Programmer/Analyst
Senior Contract Compliance Specialist
Senior Crime Analyst
Senior Development Officer (Recreation only)*
Senior Dietitian
Senior Engineer
Senior Engineering Technician
Senior Environmental/Safety Specialist
Senior Epidemiologist
Senior Info Technology Coordinator
Senior Management Analyst *
Senior Plant Operator
Senior Plant Supervisor
Senior Police Criminalist
Senior Real Property Specialist
Senior Zoning Plan Examiner
Service Area Coordinator (Public Services, Parks, and Recreation)
Sewer Maintenance Crew Leader
Supervising Behavioral Health Specialist
Supervising Dietitian

Supervising Environmental Health Specialist
 Supervising Field Service Representative
 Supervising Surveyor
 Supervisor of Customer Service
 Supervisor of Industrial Waste Disposal
 Supervisor of Inspection
 Supervisor of Maintenance
 Supervisor of Urban Forestry
 Supervisor of Water Distribution Maintenance
 Surveyor
 Technical Systems Analyst
 Therapeutic Recreation Program Coordinator
 Urban Forestry Specialist
 Utilities Construction Inspector Supervisor
 Video Production Specialist
 Vital Statistics Coordinator
 Wastewater Collection Supervisor
 Water Security Supervisor
 WIC Program Coordinator
 Zoning Plan Examiner
 Zoning Technician

The City of Cincinnati Human Resources Department shall maintain and provide CODE, upon request, an up-to-date list of Appendix A sub-classifications/parentheticals. The City shall notify CODE at least 10 working days prior to submitting new subclassifications/parentheticals, that will perform bargaining unit work, to the Civil Service Commission. The Union may contact the City within that 10-day period to discuss the subclassification/parenthetical. Failure to contact the City within the 10-day period shall not delay or impair the City's ability to send new sub-classifications/parentheticals to the Civil Service Commission for approval. The meet and confer obligation set forth in this section is intended to afford the parties an opportunity to avoid and/or resolve disputes through discussions and the exchange of information, and it not intended to limit or impair the City's right to send sub-classifications/parentheticals to Civil Service for approval.

***Excluded:** All employees in Divisions 1,2,3,4,5,6,7,8,9. the City Manager's Office, the City Solicitor's Office, Human Resources Department, the Budget & Evaluation and Internal Audit Divisions of the Finance Department, all Department Directors' Confidential Assistants and Personnel Liaisons, all supervisors, confidential employees, fiduciary employees and management level employees as defined in O.R.C. 4117, including, but not limited to, the employees in the following positions in Division 0:

Assistant Health Laboratory Manager (Health)
 Assistant Dental Director (Health)
 City Planner (Community Development & Planning)
 Community Development & Planning Analyst (Community Development & Planning)
 Development Officer
 Development Officer 4 PEAP
 Coordinator (Health)
 Senior City Planner (Community Development & Planning)
 Senior Community Development & Planning Analyst (Community Development)

Senior Development Officer
Supervisor Parks/Rec Maintenance & Construction
Zoning Supervisor (Buildings & Inspections)

APPENDIX A-1: ELIGIBLE TRANSFER CLASSIFICATIONS

When a Classification appearing in “Eligible Transfer Classification” column below is posted for transfer, employees that apply and hold the appropriate listed classification(s) shall be referred for consideration. Nothing in Appendix A-1 shall guarantee any employee a transfer into an available position.

<u>Current Classification Held</u>		<u>Eligible Transfer Classification</u>
Emergency Services Dispatch Supervisor 1 Emergency Services Dispatch Supervisor 1 (Fire)	into	Administrative Specialist Service Area Coordinator (Public Services) Assistant Supervisor of Customer Service Assistant Supervisor of Customer Service (MSD)
Administrative Specialist	into	Management Analyst Assistant Supervisor of Customer Service Assistant Supervisor of Customer Service (MSD)
Management Analyst Assistant Supervisor of Customer Service Assistant Supervisor of Customer Service (MSD) Service Area Coordinator (All Parentheticals)	into	Administrative Specialist
Senior Administrative Specialist	into	Senior Management Analyst
Senior Management Analyst	into	Senior Administrative Specialist

APPENDIX B: OVERTIME ELIGIBLE POSITIONS

Administrative Technician (Performing CPD Body Worn Camera and 911 call audio redaction work in any department)
Assistant Supervisor of Construction Inspections (Metropolitan Sewer District)
Assistant Supervisor of Fleet Services
Assistant Supervisor of Inspections
Assistant Supervisor of Parks/Recreation Maintenance & Construction
Assistant Supervisor of Wastewater Collection Maintenance
Assistant Supervisor of Water Customer Service
Assistant Supervisor of Water Distribution Maintenance
Assistant Supervisor of Water Works Construction Inspection
Building and Grounds Maintenance Crew Leader
Crime Analyst
Electrical Maintenance Supervisor
Emergency Services Dispatch Supervisor
Engineer
Engineering Technician Supervisor
Fleet Services Supervisor
Greenspace Manager
Heat Ventilation & Air Condition Spec.
Lead Arborist
Parks Operations Supervisor
Parks/Recreation Maintenance Crew Leader
Parks/Recreation Programming Coordinator
Plant Maintenance Supervisor
Plant Supervisor
Police Criminalist
Public Works Operations Supervisor
Service Area Coordinator (Public Services)
Senior Crime Analyst
Senior Engineering Technician
Senior Environmental/Safety Specialist (1.5 callout pay, MOU to be est.)
Senior Plant Operator
Senior Police Criminalist
Sewer Maintenance Crew Leader
Supervising Field Service Representative
Supervisor of Industrial Waste Disposal
Supervisor of Inspection
Supervisor of Maintenance
Supervisor of Water Distribution Maintenance
Surveyor
Supervising Surveyor
Urban Forestry Specialist
Supervisor of Urban Forestry
Video Production Specialist
Wastewater Collection Supervisor

APPENDIX C: WAGE RANGES

Upon receipt of any increases resulting from reopeners, matching COLA, or matching general wage increases, a new salary chart will be provided and incorporated by MOU.

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Accountant	3/17/2024	32.220878	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Administrative Specialist	3/17/2024	32.220878	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Administrative Technician	3/17/2024	24.403859	25.135977	25.890055	26.666758	27.466758	28.290762	29.139486	30.013670	30.914080	31.841502	32.796750
	3/16/2025	25.624052	26.392776	27.184557	28.000096	28.840096	29.705300	30.596460	31.514353	32.459784	33.433577	34.436587
	3/15/2026	26.649014	27.448487	28.271940	29.120099	29.993700	30.893512	31.820319	32.774927	33.758176	34.770920	35.814050
	3/14/2027	27.448484	28.271941	29.120098	29.993702	30.893511	31.820318	32.774928	33.758175	34.770921	35.814048	36.888472
Architect Intern	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Asst Spvr of Building Permits	3/17/2024	26.530565	27.326483	28.146279	28.990665	29.860386	30.756199	31.678884	32.629251	33.608126	34.616371	35.654864
	3/16/2025	27.857093	28.692807	29.553593	30.440198	31.353406	32.294009	33.262828	34.260714	35.288532	36.347190	37.437607
	3/15/2026	28.971376	29.840519	30.735736	31.657806	32.607542	33.585769	34.593342	35.631142	36.700074	37.801077	38.935111
	3/14/2027	29.840518	30.735735	31.657809	32.607540	33.585768	34.593342	35.631142	36.700076	37.801076	38.935110	40.103164
Asst Spvr of Fleet Services	3/17/2024	31.207901	32.144137	33.108461	34.101714	35.124767	36.178510	37.263865	38.381782	39.533235	40.719231	41.940809
	3/16/2025	32.768296	33.751344	34.763884	35.806800	36.881005	37.987435	39.127059	40.300871	41.509897	42.755192	44.037850
	3/15/2026	34.079028	35.101398	36.154440	37.239072	38.356246	39.506933	40.692141	41.912906	43.170292	44.465400	45.799364
	3/14/2027	35.101399	36.154440	37.239073	38.356244	39.506933	40.692141	41.912905	43.170293	44.465401	45.799362	47.173345
Asst Spvr of Inspections	3/17/2024	34.723946	35.765663	36.838634	37.943792	39.082107	40.254570	41.462207	42.706073	43.987257	45.306873	46.666080
	3/16/2025	36.460143	37.553946	38.680566	39.840982	41.036212	42.267299	43.535317	44.841376	46.186619	47.572217	48.999384
	3/15/2026	37.918549	39.056104	40.227788	41.434621	42.677660	43.957991	45.276730	46.635032	48.034084	49.475106	50.959360
	3/14/2027	39.056105	40.227787	41.434622	42.677660	43.957990	45.276731	46.635031	48.034082	49.475107	50.959359	52.488141
Asst Spvr of Parking Services	3/17/2024	26.530565	27.326483	28.146279	28.990665	29.860386	30.756199	31.678884	32.629251	33.608126	34.616371	35.654864
	3/16/2025	27.857093	28.692807	29.553593	30.440198	31.353406	32.294009	33.262828	34.260714	35.288532	36.347190	37.437607
	3/15/2026	28.971376	29.840519	30.735736	31.657806	32.607542	33.585769	34.593342	35.631142	36.700074	37.801077	38.935111
	3/14/2027	29.840518	30.735735	31.657809	32.607540	33.585768	34.593342	35.631142	36.700076	37.801076	38.935110	40.103164
Asst Spvr of Prk/Rec Mnt&Const	3/17/2024	33.228262	34.225110	35.251862	36.309421	37.398702	38.520663	39.676283	40.866571	42.092569	43.355345	44.656006
	3/16/2025	34.889675	35.936366	37.014455	38.124892	39.268638	40.446696	41.660097	42.909899	44.197197	45.523112	46.888806
	3/15/2026	36.285262	37.373820	38.495033	39.649887	40.839383	42.064564	43.326501	44.626295	45.965085	47.344037	48.764358
	3/14/2027	37.373820	38.495035	39.649884	40.839384	42.064565	43.326501	44.626296	45.965084	47.344037	48.764358	50.227289

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Asst Supvr of Constructn Insp	3/17/2024	31.717188	32.668703	33.648764	34.658225	35.697973	36.768912	37.871979	39.008137	40.178384	41.383736	42.625247
	3/16/2025	33.303048	34.302138	35.331202	36.391136	37.482871	38.607357	39.765578	40.958544	42.187304	43.452922	44.756509
	3/15/2026	34.635169	35.674224	36.744450	37.846782	38.982186	40.151652	41.356201	42.596886	43.874796	45.191039	46.546770
	3/14/2027	35.674225	36.744450	37.846783	38.982185	40.151652	41.356201	42.596887	43.874792	45.191040	46.546771	47.943173
Asst Supvr of Customer Service	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Asst Supvr of Water Distrib Mnt	3/17/2024	33.441813	34.445066	35.478418	36.542771	37.639055	38.768228	39.931272	41.129213	42.363090	43.633982	44.943003
	3/16/2025	35.113904	36.167320	37.252339	38.369909	39.521008	40.706639	41.927836	43.185673	44.481244	45.815681	47.190153
	3/15/2026	36.518460	37.614013	38.742433	39.904706	41.101848	42.334905	43.604949	44.913100	46.260494	47.648309	49.077759
	3/14/2027	37.614014	38.742433	39.904706	41.101847	42.334904	43.604952	44.913098	46.260493	47.648309	49.077758	50.550092
Asst Spvr of WW Coll Mnt	3/17/2024	33.441813	34.440507	35.478418	36.542772	37.639055	38.768228	39.931273	41.129212	42.363090	43.633983	44.943002
	3/16/2025	35.113904	36.162532	37.252339	38.369911	39.521008	40.706639	41.927837	43.185673	44.481245	45.815682	47.190152
	3/15/2026	36.518460	37.609033	38.742432	39.904707	41.101848	42.334905	43.604950	44.913100	46.260494	47.648309	49.077758
	3/14/2027	37.614014	38.737304	39.904705	41.101848	42.334904	43.604952	44.913099	46.260492	47.648309	49.077759	50.550091
Behavioral Health Specialist	2/2/2025	32.220878	33.187506	34.183131	35.208627	36.264882	37.352832	38.473412	39.627616	40.816448	42.040939	43.302166
	3/16/2025	33.831922	34.846881	35.892288	36.969058	38.078126	39.220474	40.397083	41.608997	42.857270	44.142986	45.467274
	3/15/2026	35.185199	36.240757	37.327979	38.447821	39.601251	40.789293	42.012966	43.273357	44.571561	45.908705	47.285965
	3/14/2027	36.240755	37.327979	38.447818	39.601255	40.789289	42.012971	43.273355	44.571557	45.908708	47.285967	48.704544
Building Plans Examiner	3/17/2024	34.723949	35.765665	36.838638	37.943798	39.082112	40.254574	41.462209	42.706078	43.987259	45.306878	46.666086
	3/16/2025	36.460146	37.553948	38.680570	39.840988	41.036218	42.267303	43.535319	44.841382	46.186622	47.572222	48.999390
	3/15/2026	37.918552	39.056106	40.227793	41.434627	42.677666	43.957995	45.276732	46.635037	48.034087	49.475111	50.959366
	3/14/2027	39.056109	40.227789	41.434626	42.677666	43.957996	45.276735	46.635034	48.034088	49.475109	50.959364	52.488147
Buildng & Grnds Maint Crew Ldr	3/17/2024	30.207513	31.113738	32.047151	33.008566	33.998822	35.018787	36.069351	37.151431	38.265974	39.413953	40.596371
	3/16/2025	31.717889	32.669425	33.649509	34.658994	35.698763	36.769726	37.872819	39.009003	40.179273	41.384651	42.626190
	3/15/2026	32.986604	33.976202	34.995489	36.045354	37.126714	38.240515	39.387731	40.569363	41.786444	43.040037	44.331237
	3/14/2027	33.976202	34.995488	36.045354	37.126715	38.240515	39.387731	40.569363	41.786444	43.040037	44.331238	45.661174
Buyer	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Chemist	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
City Planner	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Communications Supervisor	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Computer Ops Supp Spvr	3/17/2024	25.359478	26.120263	26.903872	27.710988	28.542318	29.398587	30.280542	31.188960	32.124631	33.088367	34.081018
	3/16/2025	26.627452	27.426276	28.249066	29.096538	29.969434	30.868517	31.794569	32.748408	33.730862	34.742785	35.785069
	3/15/2026	27.692550	28.523328	29.379029	30.260399	31.168211	32.103257	33.066352	34.058344	35.080097	36.132497	37.216472
	3/14/2027	28.523327	29.379027	30.260399	31.168211	32.103257	33.066355	34.058343	35.080095	36.132500	37.216472	38.332966
Computer Programmer/Analyst	3/17/2024	25.359478	26.120263	26.903875	27.710987	28.542318	29.398588	30.280543	31.188959	32.124630	33.088369	34.081017
	3/16/2025	26.627452	27.426276	28.249069	29.096536	29.969434	30.868517	31.794570	32.748407	33.730862	34.742787	35.785068
	3/15/2026	27.692550	28.523327	29.379032	30.260398	31.168211	32.103258	33.066353	34.058343	35.080096	36.132499	37.216471
	3/14/2027	28.523326	29.379027	30.260402	31.168210	32.103258	33.066356	34.058344	35.080094	36.132499	37.216474	38.332965
Computer System Analyst	3/17/2024	43.348271	44.648722	45.988183	47.367827	48.788863	50.252527	51.760104	53.312908	54.912294	56.559664	58.256453
	3/16/2025	45.515684	46.881158	48.287592	49.736219	51.228306	52.765154	54.348109	55.978553	57.657909	59.387647	61.169276
	3/15/2026	47.336312	48.756405	50.219096	51.725667	53.277438	54.875760	56.522033	58.217695	59.964225	61.763153	63.616047
	3/14/2027	48.756401	50.219097	51.725669	53.277437	54.875761	56.522033	58.217694	59.964226	61.763152	63.616048	65.524528
Contract Compliance Specialist	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Crime Analyst	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Development Officer	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Dietitian	3/17/2024	28.699237	29.560216	30.447022	31.360432	32.301246	33.270284	34.268390	35.296442	36.355334	37.445997	38.569377
	3/16/2025	30.134199	31.038227	31.969373	32.928453	33.916308	34.933798	35.981810	37.061264	38.173100	39.318297	40.497846
	3/15/2026	31.339567	32.279756	33.248148	34.245591	35.272961	36.331150	37.421082	38.543714	39.700024	40.891029	42.117760
	3/14/2027	32.279754	33.248149	34.245592	35.272959	36.331150	37.421084	38.543714	39.700026	40.891025	42.117760	43.381293
Electrical Maintenance Supvr	3/17/2024	30.207512	31.113738	32.047150	33.008565	33.998822	35.018788	36.069349	37.151432	38.265976	39.413953	40.596371
	3/16/2025	31.717888	32.669425	33.649508	34.658994	35.698764	36.769727	37.872816	39.009003	40.179275	41.384651	42.626190
	3/15/2026	32.986603	33.976202	34.995488	36.045354	37.126714	38.240516	39.387729	40.569364	41.786446	43.040037	44.331237
	3/14/2027	33.976202	34.995488	36.045353	37.126714	38.240516	39.387732	40.569361	41.786445	43.040039	44.331238	45.661175
Emergency Svcs Dispatch Supvr	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Engineer	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Engineering Geologist	3/17/2024	41.220173	42.456778	43.730483	45.042396	46.393668	47.785478	49.219043	50.695613	52.216483	53.782977	55.396465
	3/16/2025	43.281181	44.579617	45.917007	47.294515	48.713352	50.174752	51.679995	53.230393	54.827308	56.472126	58.166289
	3/15/2026	45.012428	46.362802	47.753688	49.186296	50.661886	52.181742	53.747195	55.359609	57.020400	58.731011	60.492940
	3/14/2027	46.362801	47.753686	49.186298	50.661885	52.181743	53.747194	55.359611	57.020397	58.731012	60.492941	62.307728

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Engineering Technician Spvr	3/17/2024	34.227249	35.254068	36.311688	37.401040	38.523069	39.678764	40.869126	42.095199	43.358055	44.658796	45.998560
	3/16/2025	35.938611	37.016771	38.127272	39.271092	40.449223	41.662702	42.912582	44.199959	45.525957	46.891736	48.298487
	3/15/2026	37.376156	38.497442	39.652363	40.841935	42.067191	43.329210	44.629085	45.967957	47.346996	48.767405	50.230427
	3/14/2027	38.497440	39.652365	40.841934	42.067193	43.329207	44.629087	45.967958	47.346996	48.767405	50.230427	51.737340
Environmental/Safety Specialist	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Epidemiologist	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816447	42.040939	43.302164
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857269	44.142986	45.467273
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571560	45.908705	47.285963
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908707	47.285967	48.704542
Event Coordinator	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Fleet Services Supvr	3/17/2024	34.723946	35.765663	36.838634	37.943792	39.082107	40.254570	41.462207	42.706073	43.987257	45.306873	46.666080
	3/16/2025	36.460143	37.553946	38.680566	39.840982	41.036212	42.267299	43.535317	44.841376	46.186619	47.572217	48.999384
	3/15/2026	37.918549	39.056104	40.227788	41.434621	42.677660	43.957991	45.276730	46.635032	48.034084	49.475106	50.959360
	3/14/2027	39.056105	40.227787	41.434622	42.677660	43.957990	45.276731	46.635031	48.034082	49.475107	50.959359	52.488141
Graphic Design Supervisor	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Graphic Designer	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Greenspace Manager	3/17/2024	27.192360	28.008129	28.848374	29.713826	30.605240	31.523396	32.469098	33.443172	34.446465	35.479860	36.544257
	3/16/2025	28.551978	29.408535	30.290792	31.199517	32.135501	33.099566	34.092553	35.115331	36.168789	37.253853	38.371470
	3/15/2026	29.694057	30.584876	31.502424	32.447498	33.420922	34.423549	35.456255	36.519944	37.615540	38.744007	39.906328
	3/14/2027	30.584878	31.502423	32.447497	33.420923	34.423549	35.456255	36.519943	37.615542	38.744006	39.906327	41.103518
Health Caseworker	3/17/2024	25.723258	26.494954	27.289802	28.108499	28.951754	29.820304	30.714911	31.636361	32.585454	33.563016	34.569904
	3/16/2025	27.009421	27.819702	28.654293	29.513924	30.399341	31.311319	32.250657	33.218179	34.214726	35.241166	36.298400
	3/15/2026	28.089798	28.932490	29.800464	30.694481	31.615315	32.563772	33.540683	34.546906	35.583315	36.650813	37.750336
	3/14/2027	28.932492	29.800465	30.694478	31.615315	32.563774	33.540685	34.546903	35.583313	36.650815	37.750337	38.882846

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Health Clinic Coordinator	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Health Counseling Supervisor	3/17/2024	34.227249	35.254068	36.311688	37.401040	38.523069	39.678764	40.869126	42.095199	43.358055	44.658796	45.998560
	3/16/2025	35.938611	37.016771	38.127272	39.271092	40.449223	41.662702	42.912582	44.199959	45.525957	46.891736	48.298487
	3/15/2026	37.376156	38.497442	39.652363	40.841935	42.067191	43.329210	44.629085	45.967957	47.346996	48.767405	50.230427
	3/14/2027	38.497440	39.652365	40.841934	42.067193	43.329207	44.629087	45.967958	47.346996	48.767405	50.230427	51.737340
Health Counselor	3/17/2024	28.699237	29.560216	30.447022	31.360432	32.301246	33.270284	34.268390	35.296442	36.355334	37.445997	38.569377
	3/16/2025	30.134199	31.038227	31.969373	32.928453	33.916308	34.933798	35.981810	37.061264	38.173100	39.318297	40.497846
	3/15/2026	31.339567	32.279756	33.248148	34.245591	35.272961	36.331150	37.421082	38.543714	39.700024	40.891029	42.117760
	3/14/2027	32.279754	33.248149	34.245592	35.272959	36.331150	37.421084	38.543714	39.700026	40.891025	42.117760	43.381293
Heat Ventilation & A C Special	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Industrial Investigator	3/17/2024	30.207512	31.113738	32.047150	33.008565	33.998822	35.018788	36.069349	37.151432	38.265976	39.413953	40.596371
	3/16/2025	31.717888	32.669425	33.649508	34.658994	35.698764	36.769727	37.872816	39.009003	40.179275	41.384651	42.626190
	3/15/2026	32.986603	33.976202	34.995488	36.045354	37.126714	38.240516	39.387729	40.569364	41.786446	43.040037	44.331237
	3/14/2027	33.976202	34.995488	36.045353	37.126714	38.240516	39.387732	40.569361	41.786445	43.040039	44.331238	45.661175
Information Technology Coor	3/17/2024	25.359478	26.120263	26.903872	27.710988	28.542318	29.398587	30.280542	31.188960	32.124631	33.088367	34.081018
	3/16/2025	26.627452	27.426276	28.249066	29.096538	29.969434	30.868517	31.794569	32.748408	33.730862	34.742785	35.785069
	3/15/2026	27.692550	28.523328	29.379029	30.260399	31.168211	32.103257	33.066352	34.058344	35.080097	36.132497	37.216472
	3/14/2027	28.523327	29.379027	30.260399	31.168211	32.103257	33.066355	34.058343	35.080095	36.132500	37.216472	38.332966
Lead Arborist	3/17/2024	27.192362	28.008132	28.848379	29.713826	30.605242	31.523397	32.469101	33.443174	34.446468	35.479865	36.544257
	3/16/2025	28.551980	29.408539	30.290798	31.199517	32.135504	33.099567	34.092556	35.115333	36.168791	37.253858	38.371470
	3/15/2026	29.694059	30.584880	31.502430	32.447498	33.420924	34.423550	35.456258	36.519946	37.615543	38.744013	39.906329
	3/14/2027	30.584881	31.502427	32.447503	33.420923	34.423552	35.456256	36.519946	37.615544	38.744009	39.906333	41.103519
Management Analyst	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Master Plans Examiner	3/17/2024	41.220175	42.456777	43.730484	45.042395	46.393668	47.785477	49.219043	50.695613	52.216483	53.782979	55.396466
	3/16/2025	43.281184	44.579616	45.917008	47.294515	48.713351	50.174751	51.679995	53.230394	54.827307	56.472128	58.166289
	3/15/2026	45.012431	46.362800	47.753689	49.186295	50.661885	52.181741	53.747195	55.359609	57.020399	58.731013	60.492941
	3/14/2027	46.362804	47.753684	49.186299	50.661884	52.181742	53.747193	55.359611	57.020398	58.731011	60.492943	62.307729
Nurse Practitioner	3/17/2024	44.237168	45.943476	47.649783	49.356092	51.062400	52.768708	54.475014	56.181323	57.887631	59.593946	61.300234
	3/16/2025	46.449027	48.240650	50.032273	51.823897	53.615520	55.407143	57.198765	58.990389	60.782012	62.573644	64.365245
	3/15/2026	48.306988	50.170276	52.033564	53.896853	55.760141	57.623429	59.486715	61.350005	63.213293	65.076589	66.939855
	3/14/2027	49.756197	51.675384	53.594570	55.513758	57.432945	59.352132	61.271317	63.190505	65.109691	67.028887	68.948051
Nursing Supervisor	3/17/2024	41.220173	42.456778	43.730483	45.042396	46.393668	47.785478	49.219043	50.695613	52.216483	53.782977	55.396465
	3/16/2025	43.281181	44.579617	45.917007	47.294515	48.713352	50.174752	51.679995	53.230393	54.827308	56.472126	58.166289
	3/15/2026	45.012428	46.362802	47.753688	49.186296	50.661886	52.181742	53.747195	55.359609	57.020400	58.731011	60.492940
	3/14/2027	46.362801	47.753686	49.186298	50.661885	52.181743	53.747194	55.359611	57.020397	58.731012	60.492941	62.307728

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Paramedic Coordinator	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Parking Services Supervisor	3/17/2024	34.723946	35.765663	36.838634	37.943792	39.082107	40.254570	41.462207	42.706073	43.987257	45.306873	46.666080
	3/16/2025	36.460143	37.553946	38.680566	39.840982	41.036212	42.267299	43.535317	44.841376	46.186619	47.572217	48.999384
	3/15/2026	37.918549	39.056104	40.227788	41.434621	42.677660	43.957991	45.276730	46.635032	48.034084	49.475106	50.959360
	3/14/2027	39.056105	40.227787	41.434622	42.677660	43.957990	45.276731	46.635031	48.034082	49.475107	50.959359	52.488141
Parks Operations Supervisor	3/17/2024	28.699237	29.560216	30.447022	31.360432	32.301246	33.270284	34.268390	35.296442	36.355334	37.445997	38.569377
	3/16/2025	30.134199	31.038227	31.969373	32.928453	33.916308	34.933798	35.981810	37.061264	38.173100	39.318297	40.497846
	3/15/2026	31.339567	32.279756	33.248148	34.245591	35.272961	36.331150	37.421082	38.543714	39.700024	40.891029	42.117760
	3/14/2027	32.279754	33.248149	34.245592	35.272959	36.331150	37.421084	38.543714	39.700026	40.891025	42.117760	43.381293
Parks/Rec Maintenance Crew Ldr	3/17/2024	30.207512	31.113738	32.047150	33.008565	33.998822	35.018788	36.069349	37.151432	38.265976	39.413953	40.596371
	3/16/2025	31.717888	32.669425	33.649508	34.658994	35.698764	36.769727	37.872816	39.009003	40.179275	41.384651	42.626190
	3/15/2026	32.986603	33.976202	34.995488	36.045354	37.126714	38.240516	39.387729	40.569364	41.786446	43.040037	44.331237
	3/14/2027	33.976202	34.995488	36.045353	37.126714	38.240516	39.387732	40.569361	41.786445	43.040039	44.331238	45.661175
Parks/Rec Programming Coord	3/17/2024	24.850191	25.595696	26.363566	27.154475	27.969110	28.808185	29.672428	30.562599	31.479478	32.423864	33.396579
	3/16/2025	26.092701	26.875481	27.681744	28.512199	29.367565	30.248595	31.156049	32.090729	33.053452	34.045057	35.066408
	3/15/2026	27.136409	27.950500	28.789014	29.652686	30.542268	31.458538	32.402291	33.374359	34.375590	35.406859	36.469064
	3/14/2027	27.950501	28.789016	29.652685	30.542267	31.458536	32.402294	33.374360	34.375589	35.406858	36.469065	37.563136
Permit Specialist	3/17/2024	32.220876	33.187501	34.183125	35.208619	36.264879	37.352826	38.473412	39.627611	40.816443	42.040935	43.302161
	3/16/2025	33.831920	34.846876	35.892281	36.969050	38.078123	39.220467	40.397083	41.608992	42.857265	44.142982	45.467269
	3/15/2026	35.185197	36.240751	37.327973	38.447812	39.601248	40.789286	42.012966	43.273351	44.571556	45.908701	47.285960
	3/14/2027	36.240752	37.327974	38.447812	39.601246	40.789285	42.012965	43.273355	44.571552	45.908702	47.285962	48.704539
Pharmacist	3/17/2024	70.089715	72.192408	74.358180	76.588924	78.886593	81.253191	-	-	-	-	-
	3/16/2025	73.594200	75.802028	78.076089	80.418370	82.830923	85.315850	-	-	-	-	-
	3/15/2026	76.537968	78.834110	81.199132	83.635105	86.144160	88.728484	-	-	-	-	-
	3/14/2027	78.834107	81.199133	83.635106	86.144158	88.728485	91.390339	-	-	-	-	-
Plant Maintenance Supervisor	3/17/2024	30.207512	31.113738	32.047150	33.008565	33.998822	35.018788	36.069349	37.151432	38.265976	39.413953	40.596371
	3/16/2025	31.717888	32.669425	33.649508	34.658994	35.698764	36.769727	37.872816	39.009003	40.179275	41.384651	42.626190
	3/15/2026	32.986603	33.976202	34.995488	36.045354	37.126714	38.240516	39.387729	40.569364	41.786446	43.040037	44.331237
	3/14/2027	33.976202	34.995488	36.045353	37.126714	38.240516	39.387732	40.569361	41.786445	43.040039	44.331238	45.661175
Plant Supervisor	3/17/2024	33.228262	34.225110	35.251862	36.309421	37.398702	38.520663	39.676283	40.866571	42.092569	43.355345	44.656006
	3/16/2025	34.889675	35.936366	37.014455	38.124892	39.268638	40.446696	41.660097	42.909899	44.197197	45.523112	46.888806
	3/15/2026	36.285262	37.373820	38.495033	39.649887	40.839383	42.064564	43.326501	44.626295	45.965085	47.344037	48.764358
	3/14/2027	37.373820	38.495035	39.649884	40.839384	42.064565	43.326501	44.626296	45.965084	47.344037	48.764358	50.227289
Police Criminalist	3/17/2024	27.192360	28.008129	28.848374	29.713826	30.605240	31.523396	32.469098	33.443172	34.446465	35.479860	36.544257
	3/16/2025	28.551978	29.408535	30.290792	31.199517	32.135501	33.099566	34.092553	35.115331	36.168789	37.253853	38.371470
	3/15/2026	29.694057	30.584876	31.502424	32.447498	33.420922	34.423549	35.456255	36.519944	37.615540	38.744007	39.906328
	3/14/2027	30.584878	31.502423	32.447497	33.420923	34.423549	35.456255	36.519943	37.615542	38.744006	39.906327	41.103518

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Public Health Educator	3/17/2024	28.699237	29.560216	30.447022	31.360432	32.301246	33.270284	34.268390	35.296442	36.355334	37.445997	38.569377
	3/16/2025	30.134199	31.038227	31.969373	32.928453	33.916308	34.933798	35.981810	37.061264	38.173100	39.318297	40.497846
	3/15/2026	31.339567	32.279756	33.248148	34.245591	35.272961	36.331150	37.421082	38.543714	39.700024	40.891029	42.117760
	3/14/2027	32.279754	33.248149	34.245592	35.272959	36.331150	37.421084	38.543714	39.700026	40.891025	42.117760	43.381293
Public Works Operations Spvr	3/17/2024	36.222428	37.309101	38.428375	39.581227	40.768664	41.991722	43.251476	44.549021	45.885490	47.262054	48.679916
	3/16/2025	38.033549	39.174556	40.349794	41.560288	42.807097	44.091308	45.414050	46.776472	48.179765	49.625156	51.113911
	3/15/2026	39.554891	40.741538	41.963785	43.222700	44.519381	45.854961	47.230612	48.647531	50.106955	51.610162	53.158468
	3/14/2027	40.741538	41.963784	43.222699	44.519381	45.854963	47.230610	48.647530	50.106957	51.610164	53.158467	54.753222
Real Property Specialist	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Secretary	3/17/2024	21.664342	22.314272	22.983698	23.673210	24.383404	25.114907	25.868354	26.644405	27.443739	28.267051	29.115062
	3/16/2025	22.747559	23.429985	24.132883	24.856870	25.602575	26.370652	27.161772	27.976626	28.815926	29.680404	30.570816
	3/15/2026	23.657462	24.367185	25.098199	25.851145	26.626678	27.425478	28.248243	29.095691	29.968563	30.867620	31.793648
	3/14/2027	24.367186	25.098200	25.851145	26.626680	27.425478	28.248243	29.095690	29.968561	30.867620	31.793648	32.747458
Senior Accountant	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior Administrative Spelst	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior Architect	3/17/2024	41.220173	42.456778	43.730483	45.042396	46.393668	47.785478	49.219043	50.695613	52.216483	53.782977	55.396465
	3/16/2025	43.281181	44.579617	45.917007	47.294515	48.713352	50.174752	51.679995	53.230393	54.827308	56.472126	58.166289
	3/15/2026	45.012428	46.362802	47.753688	49.186296	50.661886	52.181742	53.747195	55.359609	57.020400	58.731011	60.492940
	3/14/2027	46.362801	47.753686	49.186298	50.661885	52.181743	53.747194	55.359611	57.020397	58.731012	60.492941	62.307728
Senior Buyer	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Senior Chemist	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior City Planner	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior City Planning Tech	3/17/2024	30.207512	31.113738	32.047150	33.008565	33.998822	35.018788	36.069349	37.151432	38.265976	39.413953	40.596371
	3/16/2025	31.717888	32.669425	33.649508	34.658994	35.698764	36.769727	37.872816	39.009003	40.179275	41.384651	42.626190
	3/15/2026	32.986603	33.976202	34.995488	36.045354	37.126714	38.240516	39.387729	40.569364	41.786446	43.040037	44.331237
	3/14/2027	33.976202	34.995488	36.045353	37.126714	38.240516	39.387732	40.569361	41.786445	43.040039	44.331238	45.661175
Senior Comptr Programmer/Anlys	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior Contract Compliance Spe	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior Crime Analyst	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior Development Officer	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior Dietitian	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545
Senior Engineer	3/17/2024	41.220173	42.456778	43.730483	45.042396	46.393668	47.785478	49.219043	50.695613	52.216483	53.782977	55.396465
	3/16/2025	43.281181	44.579617	45.917007	47.294515	48.713352	50.174752	51.679995	53.230393	54.827308	56.472126	58.166289
	3/15/2026	45.012428	46.362802	47.753688	49.186296	50.661886	52.181742	53.747195	55.359609	57.020400	58.731011	60.492940
	3/14/2027	46.362801	47.753686	49.186298	50.661885	52.181743	53.747194	55.359611	57.020397	58.731012	60.492941	62.307728

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Senior Engineering Technician	3/17/2024	30.207512	31.113738	32.047150	33.008565	33.998822	35.018788	36.069349	37.151432	38.265976	39.413953	40.596371
	3/16/2025	31.717888	32.669425	33.649508	34.658994	35.698764	36.769727	37.872816	39.009003	40.179275	41.384651	42.626190
	3/15/2026	32.986603	33.976202	34.995488	36.045354	37.126714	38.240516	39.387729	40.569364	41.786446	43.040037	44.331237
	3/14/2027	33.976202	34.995488	36.045353	37.126714	38.240516	39.387732	40.569361	41.786445	43.040039	44.331238	45.661175
Senior Environ/Safety Spec	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior Epidemiologist	3/17/2024	38.370220	40.559856	41.776654	43.029951	44.320850	45.650476	47.019990	48.430593	49.883509	51.380013	51.566367
	3/16/2025	40.288731	42.587849	43.865486	45.181449	46.536893	47.933000	49.370990	50.852122	52.377684	53.949013	54.144686
	3/15/2026	41.900280	44.291363	45.620106	46.988707	48.398368	49.850320	51.345829	52.886207	54.472792	56.106974	56.310473
	3/14/2027	43.157289	45.620104	46.988709	48.398368	49.850319	51.345830	52.886204	54.472793	56.106975	57.790183	57.999787
Senior Info Technology Coor	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior Management Analyst	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior Plant Operator	3/17/2024	27.691855	28.522608	29.378289	30.259639	31.167426	32.102448	33.065523	34.057489	35.079214	36.131591	37.215537
	3/16/2025	29.076448	29.948738	30.847203	31.772621	32.725798	33.707570	34.718799	35.760364	36.833175	37.938171	39.076314
	3/15/2026	30.239506	31.146688	32.081091	33.034326	34.034830	35.055873	36.107551	37.190778	38.306502	39.455698	40.639567
	3/14/2027	31.146691	32.081089	33.043524	34.034832	35.055874	36.107549	37.190777	38.306502	39.455697	40.639369	41.858548
Senior Plant Supervisor	3/17/2024	39.720290	40.911900	42.139256	43.403434	44.705537	46.046705	47.428106	48.850946	50.316478	51.825971	53.380751
	3/16/2025	41.706304	42.957495	44.246218	45.573606	46.940814	48.349040	49.799511	51.293494	52.832302	54.417270	56.049788
	3/15/2026	43.374557	44.675795	46.016067	47.396550	48.818446	50.283002	51.791492	53.345233	54.945594	56.593961	58.291780
	3/14/2027	44.675793	46.016069	47.396549	48.818446	50.283000	51.791492	53.345236	54.945590	56.593962	58.291779	60.040533
Senior Police Criminalist	3/17/2024	30.711207	31.632542	32.581517	33.558962	34.565731	35.602705	36.670786	37.770909	38.904037	40.071155	41.273291
	3/16/2025	32.246767	33.214170	34.210593	35.236910	36.294017	37.382840	38.504325	39.659455	40.849239	42.074713	43.336956
	3/15/2026	33.536638	34.542736	35.579016	36.646386	37.745778	38.878153	40.044498	41.245833	42.483208	43.757702	45.070434
	3/14/2027	34.542737	35.579018	36.646387	37.745778	38.878152	40.044498	41.245833	42.483208	43.757704	45.070433	46.422547
Senior Real Property Specialist	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Senior Zoning Plan Examiner	2/2/2025	33.788245	35.282074	36.841947	38.470785	40.171636	41.947685	43.802255	45.738818	47.761000	49.872585	51.368798
	3/16/2025	35.477657	37.046178	38.684044	40.394324	42.180218	44.045069	45.992368	48.025759	50.149050	52.366214	53.937238
	3/15/2026	36.896764	40.231406	45.828025	40.231406	43.867427	45.806872	47.832062	49.946789	52.155012	54.460863	56.094727
	3/14/2027	38.003666	39.683866	41.438348	43.270400	45.183449	47.181078	49.267024	51.445193	53.719662	56.094689	57.777569
Service Area Coordinator	3/17/2024	32.220879	33.187505	34.183131	35.208625	36.264883	37.352831	38.473413	39.627616	40.816448	42.040939	43.302167
	3/16/2025	33.831922	34.846880	35.892288	36.969056	38.078127	39.220473	40.397084	41.608997	42.857270	44.142986	45.467275
	3/15/2026	35.185199	36.240755	37.327980	38.447819	39.601252	40.789292	42.012967	43.273356	44.571561	45.908705	47.285966
	3/14/2027	36.240755	37.327978	38.447819	39.601253	40.789289	42.012970	43.273356	44.571557	45.908708	47.285967	48.704545

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Sewer Maintenance Crew Leader	3/17/2024	27.192360	28.008129	28.848374	29.713826	30.605240	31.523396	32.469098	33.443172	34.446465	35.479860	36.544257
	3/16/2025	28.551978	29.408535	30.290792	31.199517	32.135501	33.099566	34.092553	35.115331	36.168789	37.253853	38.371470
	3/15/2026	29.694057	30.584876	31.502424	32.447498	33.420922	34.423549	35.456255	36.519944	37.615540	38.744007	39.906328
	3/14/2027	30.584878	31.502423	32.447497	33.420923	34.423549	35.456255	36.519943	37.615542	38.744006	39.906327	41.103518
Spvg Behavioral Hth Specialist	2/2/2025	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Supervising Dietician	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Supvg Environ Hth Specialist	3/17/2024	34.723946	35.765663	36.838634	37.943792	39.082107	40.254570	41.462207	42.706073	43.987257	45.306873	46.666080
	3/16/2025	36.460143	37.553946	38.680566	39.840982	41.036212	42.267299	43.535317	44.841376	46.186619	47.572217	48.999384
	3/15/2026	37.918549	39.056104	40.227788	41.434621	42.677660	43.957991	45.276730	46.635032	48.034084	49.475106	50.959360
	3/14/2027	39.056105	40.227787	41.434622	42.677660	43.957990	45.276731	46.635031	48.034082	49.475107	50.959359	52.488141
Supervising Field Service Rep	3/17/2024	27.192360	28.008129	28.848374	29.713826	30.605240	31.523396	32.469098	33.443172	34.446465	35.479860	36.544257
	3/16/2025	28.551978	29.408535	30.290792	31.199517	32.135501	33.099566	34.092553	35.115331	36.168789	37.253853	38.371470
	3/15/2026	29.694057	30.584876	31.502424	32.447498	33.420922	34.423549	35.456255	36.519944	37.615540	38.744007	39.906328
	3/14/2027	30.584878	31.502423	32.447497	33.420923	34.423549	35.456255	36.519943	37.615542	38.744006	39.906327	41.103518
Supervising Surveyor	3/17/2024	41.220173	42.456778	43.730483	45.042396	46.393668	47.785478	49.219043	50.695613	52.216483	53.782977	55.396465
	3/16/2025	43.281181	44.579617	45.917007	47.294515	48.713352	50.174752	51.679995	53.230393	54.827308	56.472126	58.166289
	3/15/2026	45.012428	46.362802	47.753688	49.186296	50.661886	52.181742	53.747195	55.359609	57.020400	58.731011	60.492940
	3/14/2027	46.362801	47.753686	49.186298	50.661885	52.181743	53.747194	55.359611	57.020397	58.731012	60.492941	62.307728
Supervisor of Customer Service	3/17/2024	36.222428	37.309101	38.428375	39.581227	40.768664	41.991722	43.251476	44.549021	45.885490	47.262054	48.679916
	3/16/2025	38.033549	39.174556	40.349794	41.560288	42.807097	44.091308	45.414050	46.776472	48.179765	49.625156	51.113911
	3/15/2026	39.554891	40.741538	41.963785	43.222700	44.519381	45.854961	47.230612	48.647531	50.106955	51.610162	53.158468
	3/14/2027	40.741538	41.963784	43.222699	44.519381	45.854963	47.230610	48.647530	50.106957	51.610164	53.158467	54.753222
Supervisor of Inspections	3/17/2024	40.221186	41.427822	42.670657	43.950776	45.269300	46.627380	48.026201	49.466984	50.950993	52.479526	54.053913
	3/16/2025	42.232245	43.499213	44.804190	46.148315	47.532765	48.958749	50.427511	51.940334	53.498543	55.103502	56.756609
	3/15/2026	43.921535	45.239182	46.596358	47.994248	49.434076	50.917099	52.444612	54.017947	55.638485	57.307642	59.026873
	3/14/2027	45.239181	46.596357	47.994248	49.434075	50.917098	52.444612	54.017950	55.638485	57.307639	59.026871	60.797679
Supervisor of Maintenance	3/17/2024	34.723946	35.765663	36.838634	37.943792	39.082107	40.254570	41.462207	42.706073	43.987257	45.306873	46.666080
	3/16/2025	36.460143	37.553946	38.680566	39.840982	41.036212	42.267299	43.535317	44.841376	46.186619	47.572217	48.999384
	3/15/2026	37.918549	39.056104	40.227788	41.434621	42.677660	43.957991	45.276730	46.635032	48.034084	49.475106	50.959360
	3/14/2027	39.056105	40.227787	41.434622	42.677660	43.957990	45.276731	46.635031	48.034082	49.475107	50.959359	52.488141

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Supervisor of Urban Forestry	3/17/2024	41.220173	42.456778	43.730483	45.042396	46.393668	47.785478	49.219043	50.695613	52.216483	53.782977	55.396465
	3/16/2025	43.281181	44.579617	45.917007	47.294515	48.713352	50.174752	51.679995	53.230393	54.827308	56.472126	58.166289
	3/15/2026	45.012428	46.362802	47.753688	49.186296	50.661886	52.181742	53.747195	55.359609	57.020400	58.731011	60.492940
	3/14/2027	46.362801	47.753686	49.186298	50.661885	52.181743	53.747194	55.359611	57.020397	58.731012	60.492941	62.307728
Supvr of Industrial Waste Disp	3/17/2024	36.222428	37.309101	38.428375	39.581227	40.768664	41.991722	43.251476	44.549021	45.885490	47.262054	48.679916
	3/16/2025	38.033549	39.174556	40.349794	41.560288	42.807097	44.091308	45.414050	46.776472	48.179765	49.625156	51.113911
	3/15/2026	39.554891	40.741538	41.963785	43.222700	44.519381	45.854961	47.230612	48.647531	50.106955	51.610162	53.158468
	3/14/2027	40.741538	41.963784	43.222699	44.519381	45.854963	47.230610	48.647530	50.106957	51.610164	53.158467	54.753222
Supvr of Water DistributionMnt	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Surveyor	3/17/2024	35.720140	36.791741	37.895495	39.032360	40.203332	41.409432	42.651715	43.931263	45.249202	46.606679	48.004879
	3/16/2025	37.506147	38.631328	39.790270	40.983978	42.213499	43.479904	44.784301	46.127826	47.511662	48.937013	50.405123
	3/15/2026	39.006392	40.176581	41.381880	42.623338	43.902039	45.219100	46.575673	47.972939	49.412129	50.894494	52.421328
	3/14/2027	40.176584	41.381879	42.623337	43.902038	45.219100	46.575673	47.972943	49.412127	50.894493	52.421329	53.993967
Technical Systems Analyst	3/17/2024	43.348271	44.648722	45.988183	47.367827	48.788863	50.252527	51.760104	53.312908	54.912294	56.559664	58.256453
	3/16/2025	45.515684	46.881158	48.287592	49.736219	51.228306	52.765154	54.348109	55.978553	57.657909	59.387647	61.169276
	3/15/2026	47.336312	48.756405	50.219096	51.725667	53.277438	54.875760	56.522033	58.217695	59.964225	61.763153	63.616047
	3/14/2027	48.756401	50.219097	51.725669	53.277437	54.875761	56.522033	58.217694	59.964226	61.763152	63.616048	65.524528
Therapeutic Rec Program Coord	3/17/2024	26.937996	27.746134	28.578518	29.435875	30.318950	31.228518	32.165375	33.130335	34.124244	35.147973	36.364862
	3/16/2025	28.284896	29.133440	30.007444	30.907669	31.834897	32.789944	33.773644	34.786852	35.830456	36.905372	38.183105
	3/15/2026	29.416292	30.298778	31.207742	32.143976	33.108293	34.101542	35.124590	36.178326	37.263674	38.381586	39.710429
	3/14/2027	30.298781	31.207741	32.143974	33.108295	34.101542	35.124588	36.178328	37.263676	38.381585	39.533034	40.901742
Urban Forestry Specialist	3/17/2024	27.192360	28.008129	28.848374	29.713826	30.605240	31.523396	32.469098	33.443172	34.446465	35.479860	36.544257
	3/16/2025	28.551978	29.408535	30.290792	31.199517	32.135501	33.099566	34.092553	35.115331	36.168789	37.253853	38.371470
	3/15/2026	29.694057	30.584876	31.502424	32.447498	33.420922	34.423549	35.456255	36.519944	37.615540	38.744007	39.906328
	3/14/2027	30.584878	31.502423	32.447497	33.420923	34.423549	35.456255	36.519943	37.615542	38.744006	39.906327	41.103518
Utilities Constructn Insp Spvr	3/17/2024	36.222428	37.309101	38.428375	39.581227	40.768664	41.991722	43.251476	44.549021	45.885490	47.262054	48.679916
	3/16/2025	38.033549	39.174556	40.349794	41.560288	42.807097	44.091308	45.414050	46.776472	48.179765	49.625156	51.113911
	3/15/2026	39.554891	40.741538	41.963785	43.222700	44.519381	45.854961	47.230612	48.647531	50.106955	51.610162	53.158468
	3/14/2027	40.741538	41.963784	43.222699	44.519381	45.854963	47.230610	48.647530	50.106957	51.610164	53.158467	54.753222
Video Production Specialist	3/17/2024	26.056252	26.837939	27.643076	28.472368	29.326538	30.206336	31.112528	32.045903	33.007277	33.997499	35.017424
	3/16/2025	27.359065	28.179836	29.025230	29.895987	30.792865	31.716653	32.668154	33.648198	34.657640	35.697373	36.768295
	3/15/2026	28.453427	29.307029	30.186239	31.091826	32.024580	32.985319	33.974881	34.994126	36.043946	37.125268	38.239027
	3/14/2027	29.307030	30.186240	31.091827	32.024581	32.985317	33.974879	34.994127	36.043950	37.125264	38.239026	39.386197

Classification	Effective Date	1	2	3	4	5	6	7	8	9	10	11
Vital Statistics Coordinator	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Wastewater Collection Supvr	3/17/2024	38.223205	39.369903	40.550999	41.767530	43.020556	44.311173	45.640509	47.009724	48.420015	49.872615	51.368795
	3/16/2025	40.134366	41.338398	42.578549	43.855906	45.171584	46.526731	47.922534	49.360210	50.841015	52.366246	53.937234
	3/15/2026	41.739740	42.991934	44.281691	45.610143	46.978447	48.387801	49.839435	51.334619	52.874656	54.460895	56.094724
	3/14/2027	42.991933	44.281692	45.610141	46.978447	48.387801	49.839435	51.334619	52.874657	54.460896	56.094722	57.777565
Water Security Supvr	3/17/2024	31.805966	33.043678	34.329557	35.665475	37.053379	38.495292	39.993317	41.549638	43.166521	44.846324	46.591497
	3/16/2025	33.396264	34.695862	36.046035	37.448749	38.906048	40.420057	41.992983	43.627120	45.324847	47.088640	48.921072
	3/15/2026	34.732114	36.083697	37.487876	38.946699	40.462290	42.036859	43.672703	45.372204	47.137841	48.972186	50.877915
	3/14/2027	35.774078	37.166208	38.612512	40.115100	41.676159	43.297965	44.982884	46.733370	48.551976	50.441351	52.404252
WIC Program Coordinator	3/17/2024	32.220879	33.187504	34.183130	35.208624	36.264881	37.352830	38.473411	39.627616	40.816447	42.040938	43.302166
	3/16/2025	33.831922	34.846879	35.892287	36.969055	38.078125	39.220471	40.397082	41.608997	42.857269	44.142985	45.467274
	3/15/2026	35.185199	36.240754	37.327978	38.447817	39.601250	40.789290	42.012965	43.273356	44.571560	45.908704	47.285965
	3/14/2027	36.240755	37.327977	38.447817	39.601252	40.789288	42.012969	43.273354	44.571557	45.908707	47.285965	48.704544
Zoning Plan Examiner	2/2/2025	31.717189	32.668705	33.648765	34.658224	35.697973	36.768909	37.871979	39.008137	40.178383	41.383736	43.302168
	3/16/2025	33.303048	34.302140	35.331203	36.391135	37.482872	38.607354	39.765578	40.958544	42.187302	43.452923	45.467276
	3/15/2026	34.635170	35.674226	36.744451	37.846781	38.982187	40.151649	41.356201	42.596886	43.874794	45.191040	47.285967
	3/14/2027	35.674225	36.744453	37.846785	38.982184	40.151652	41.356198	42.596887	43.874792	45.191038	46.546771	48.704546
Zoning Technician	2/2/2025	27.192362	28.008132	28.848379	29.713826	30.605242	31.523397	32.469101	33.443174	34.446468	35.479865	36.544257
	3/16/2025	28.551980	29.408539	30.290798	31.199517	32.135504	33.099567	34.092556	35.115333	36.168791	37.253858	38.371470
	3/15/2026	29.694059	30.584880	31.502430	32.447498	33.420924	34.423550	35.456258	36.519946	37.615543	38.744013	39.906329
	3/14/2027	30.584881	31.502427	32.447503	33.420923	34.423552	35.456256	36.519946	37.615544	38.744009	39.906333	41.103519

APPENDIX D: HEALTH INSURANCE PREMIUMS, COPAYS, AND OUT OF POCKET EXPENSES

BEGINNING JANUARY 1, 2026

	<u>Single</u>	<u>Family</u>
Premium Share (monthly)	10%	10%
Deductible	\$500 ¹	\$1,000 ²
Co-Insurance	20% to \$1,500 ³	20% to \$3,000 ⁴
Out of Pocket	\$2,000 ⁵	\$4,000 ⁶
RX (Generic/Brand/Non-formulary)	\$15/30/40	\$15/30/40
Spousal Surcharge		\$25/per month*

Employee monthly health insurance contributions shall be capped at \$115 for a single plan and \$275 for a family plan for the duration of this Agreement.

***Only applies if your spouse/equal partner has access to other group healthcare (through an employer or a non-Medicare, Medicaid, or Social Security retirement system) and you enroll them on a City health plan.**

¹ \$1,000 Non-network

² \$2,000 Non-network

³ 50% to \$3,000 Non-network

⁴ 50% to \$6,000 Non-network

⁵ \$4,000 Non-network

⁶ \$8,000 Non-network

APPENDIX E: DISCIPLINARY MATRIX

Possible Penalties for Infractions

This matrix contains examples of types of infractions and is a guideline only. **This list is not inclusive of all of the possible infractions.** If a disciplinary issue arises that this matrix does not address, please contact the Central Human Resources Department.

Multiple infractions that rise out of an event may increase the severity of the proposed penalty. Likewise, a person's overall disciplinary history will affect the discipline received. A person may face a serious level of discipline (dismissal or lengthy suspension) on the first instance of an infraction, depending on the severity of a person's actions and/or the prior disciplinary record. For minor infractions, and particularly for a first incident, counseling may be considered by the supervisor before resorting to discipline under this matrix.

Unclassified, non-represented employees may be disciplined (up to and including dismissal) in any manner that the designated appointed authority determines is appropriate, subject to review by the Human Resources Department.

In addition to reprimands and suspensions, other forms of discipline include:

- Loss of all or part of vacation
- Reduction to lower pay steps within the range (Hourly rate cannot be lower than the first step of the pay range)
- Demotion

These alternatives can be helpful, especially when staffing levels are limited and your ability to provide services are strained. For example, suspending an employee may not be the most appropriate penalty for an employee whose infraction is related to attendance (A reduction of pay within the pay range (equaling a suspension) might be a better way to discipline the employee.).

Disciplinary suspensions should generally not exceed 80 hours. Anything over that should be rare and should only be recommended after consulting with the Human Resources Department prior to issuing the discipline. Dismissal might be more appropriate in some circumstances.

FLSA-Exempt employees may be disciplined in increments of 8 hours for certain types of infractions. Contact Central HR for more information.

Attendance	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
Absent Without Approved Leave <i>(but followed the proper call-in procedure)</i> or Failed to arrive in time to be assigned to regular job duties.	Oral Reprimand	Written Reprimand	Hearing: 8 hr Suspension	Hearing: 24 – 40 hr Suspension	Hearing: 40 hr to Suspension Dismissal
Absent Without Approved Leave (AWOL): 1. Employee was absent <i>and</i> 2. Did not follow proper call-in procedure.	Written Reprimand	Hearing: 8 hr Suspension	Hearing: 24 – 40 hr Suspension	Hearing: 40 hr to Suspension Dismissal	
No Call/No Show for 3 consecutive days / Job abandonment	Hearing: Dismissal				
Walking off the job	Hearing: 8 to 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal		
Excessive Tardiness or excessive Leaving Early	Oral Reprimand	Written Reprimand	Hearing: 8 hr Suspension	Hearing: 40 hr Suspension	Hearing: Dismissal
Excessive absenteeism	Written Reprimand to Hearing: 8hr Suspension	Hearing: 40 hr Suspension	Hearing: 80 hr Suspension	Hearing: Dismissal	

Incarceration cannot be a basis for approved leave and will always be considered Absent Without Leave (AWOL). The discipline an employee receives in response to incarceration will be based on the length of incarceration.

Insubordination	1st Incident	2nd Incident	3rd Incident	4th Incident
Refusal to follow lawful orders	Hearing: Written reprimand to 40 hr Suspension	Hearing: 8 hr Suspension to Dismissal	Hearing: 24 hr Suspension to Dismissal	Dismissal

Discipline for insubordination should take into consideration the consequences of the insubordination (i.e., were the consequences, or potential consequences, of the insubordination serious?)

Violation of Civil Service Rules, Civil Service Law, Ohio Code of Ethics	1st Incident	2nd Incident
Cheating on Civil Service Exam	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Violation of State of Ohio Code of Ethics . <i>An abbreviated version of these can be found on the Labor Relations page on City Matters</i>	Hearing: 8 hr Suspension to Dismissal	Hearing: 40 hr Suspension to Dismissal
Accepting Tips or Gifts	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal
Accepting Bribes	Hearing: Dismissal	
Conflict of Interest	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal
Misuse of Position / Using position for personal benefit (<i>Please reference Violation of State of Ohio Code of Ethics above</i>)	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal
Misrepresentation of position / self	Hearing: 8 hr suspension to Dismissal	Hearing: Dismissal

SUBSTANCE ABUSE	1st Incident	2nd Incident
Violation of Administrative Regulation 52	Hearing: 40 hr Suspension	Hearing: Dismissal
Failure to comply with the evaluation or treatment recommendations as determined by the Substance Abuse Professional (SAP), following a positive drug or alcohol test	Hearing: Dismissal	

DISHONESTY	1st Incident	2nd Incident	3rd Incident
Misuse of City funds	Hearing: 8 hr suspension to Dismissal	Hearing: Dismissal	
Deliberately making false accusations or statements / lying / lies of omission / Misrepresenting facts	Hearing: 8 hr Suspension to Dismissal	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Theft	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal	
Falsification of records	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal	
Fraudulent use of leave time (Sick, IWP, Union) / Using leave time for other purposes than requested*	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal	

*Examples include, but are not limited to, calling in sick for other purposes, and submission of an altered doctor's note.

FAILURE GOOD BEHAVIOR	1st Incident	2nd Incident	3rd Incident
Violating the City Internet Access and E-mail policy	Written reprimand to 24 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Altercation with member of the public, at citizens, customers, co-workers, supervisor, including yelling, screaming, loss of temper, or aggressive behavior	Written reprimand to 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: 80 hr Suspension Dismissal
Disruption of the work place (which can include, but is not limited to: disparaging remarks about another, cursing, malicious gossip, refusing to speak to someone about business matters, or emotional outbursts)	Written Reprimand to 8 hr Suspension (depending on seriousness of employee's behavior)	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal
Overt disrespect for supervision	Written Reprimand to 40 hr Suspension	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal
Sexual Misconduct or Harassment / Violation of Administrative Regulation 25 or Administrative Regulation 55	Hearing: 8 hr Suspension to Dismissal	Hearing: 80 hr Suspension	Hearing: Dismissal
Personal use / Misuse of City equipment or property	Hearing: 8 hr Suspension to Dismissal	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Gambling while on duty	Counseling to Written Reprimand	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal
Sleeping on the job	Written reprimand to 24 hour Suspension	Hearing: 8 – 40 hr Suspension	Hearing: Dismissal
Knowingly issuing illegal or unsafe orders, approving or condoning acts that are prohibited by the City.	Hearing: 8 hr Suspension to Dismissal	Hearing: 8 hr Suspension to Dismissal	Hearing: 40 hr Suspension to Dismissal
Working when not scheduled, working unscheduled and unapproved overtime	Written reprimand – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal

Violation of City’s Code of Conduct (HR P&P, Section 2.8)	Written reprimand – 40 hr Suspension	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal
<i>Conviction of any City, State, or Federal law in connection with their duties.</i>	<i>Please consult with the Central Human Resources’ Labor section for guidance.</i>		

FAILURE GOOD BEHAVIOR – Forfeiture of Public Employment, Off-duty misconduct, criminal charges or convictions – Must consult City HR and Law prior to issuing any discipline	1st Incident
<ul style="list-style-type: none"> (1) A felony that is an offense of violence as defined in section 2901.01 of the Revised Code; (2) A felony that is a felony drug abuse offense as defined in section 2925.01 of the Revised Code; (3) A felony under the laws of this or any other state or the United States that is a crime of moral turpitude; (4) A felony involving dishonesty, fraud, or theft; (5) A felony that is a violation of section 2921.05, 2921.32, or 2921.42 of the Revised Code. 	Forfeiture of Public Employment / Dismissal

For convictions that don’t rise to a felony: Again, an employee may be disciplined for convicted offences. Whether a person can continue to work in their present capacity is dependent on the job relatedness of the offence. Some persons may not continue work in a particular capacity due to the fact that there are specific legal prohibitions against it. If it is discovered that an employee has been arrested or convicted of a particular offence, the Law Department and Human Resources Department should be contacted to determine if the employee can continue to work in the position that they currently hold. If they are not permitted to work in the position they currently hold, the employee may be placed in another position for which they are qualified (if one exists), demoted, or dismissed. **A person may also be disciplined for failing to report arrests or convictions – please refer to the section on “Neglect of Duty”.*

FAILURE GOOD BEHAVIOR – Workplace Violence	1st Incident	2nd Incident	3rd Incident	4th Incident
Causing physical harm or threatening harm, or demonstrating bullying behavior	Hearing: 8 hr Suspension to Dismissal	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal	
Physical attack (fighting, hitting, pushing, shoving, throwing objects)	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal		
Intentionally damaging property	Hearing: 8 hr Suspension to Dismissal	Hearing: Dismissal		
Possession or illegal use of weapons / Firearms on City Property	Hearing: 80 hr Suspension to Dismissal	Hearing: Dismissal		

NEGLECT OF DUTY	1st Incident	2nd Incident	3rd Incident	4th Incident
Failure to report physical arrests or convictions*	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal	
Failure to report damage to motor equipment	Written Reprimand to 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal	
Unsafe work practices that caused, or could have caused death, or other serious consequences to self or others (this could be from observation of an unsafe act by a supervisor, or as a result of an accident investigation).	Hearing: 8 hr Suspension to dismissal	Hearing: 80 hr Suspension to dismissal	Hearing: Dismissal	
1. Failure to follow safety rules, which did not result in an incident. 2. Blatant or repeated disregard of SOP's or Safety Protocols. 3. Not wearing or using required safety equipment	Oral or Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal

*Citations and parking offenses would not apply.

NEGLECT OF DUTY	1st Incident	2nd Incident	3rd Incident	4th Incident
Failure to follow department's call- in procedure.	Oral Reprimand	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal
Failure to inform department of change of address in a reasonable time frame	Oral Reprimand	Written Reprimand	Hearing: 8 hr Suspension	Hearing: 8 hr Suspension to dismissal
Failure to follow work procedures	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Not wearing required uniform or failing to adhere to established written dress code or grooming standards (employees may be immediately sent home for this and go without pay for the day)	Oral Reprimand	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal
Not enforcing safety rules	Written Reprimand	Hearing: 40 to 80 hr Suspension	Hearing: Dismissal	
Not exercising supervisory responsibility	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension (or greater), Demotion, or Dismissal	Hearing: Dismissal
Suspension / Revocation of Required Driver's License*	Hearing: 8 to 24 hr Suspension (or equivalent) and possible demotion	Hearing: 32 to 48 hr Suspension (or equivalent) and possible demotion	Hearing: 64 hr Suspension to Dismissal	

*An employee who loses their driver's license, but later receives driving privileges (allowing them to drive at work) from the courts should be permitted to operate city vehicles (provided the employee only drives a vehicle that does not require a Commercial Driver's License (CDL); a loss of license automatically suspends a Commercial Driver's License and courts cannot override the suspension of a CDL). Any agency wishing to deviate from this practice must first receive permission from the Director of Human Resources.

Incompetency or Inefficiency	1st Incident	2nd Incident	3rd Incident	4th Incident
Engaged in non-work related activities on City time, or personal use of work related materials	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal	Hearing: Dismissal
Failure to meet work standards	Oral Reprimand	Written Reprimand	Hearing: 8 – 40 hr Suspension	Hearing: 40 hr Suspension to Dismissal

For any violation of any City or Department Policies, Procedures, Administrative Regulations, Municipal Code, or committing offenses as outline in Ohio Revised Code 124.34, or anything not specifically listed in this guide, the appropriate discipline will be decided on a case by case basis. Contact the Labor Relations Section of the Human Resources Department for guidance.

The City Manager, appointing authority, or the Director of Human Resources, or their designee, may recommend discipline which is greater or less than these guidelines.

NEGLECT OF DUTY – Accidents with Injury, and Vehicle Accidents, Equipment and / or Property Damage

Non-Preventable Incident / Accident

The employee demonstrates an acceptable level of skill and knowledge of both the established work procedures and the safety policies; and, the employee was in compliance with the said procedures and policies when the incident occurred. The investigator can identify no actions or failures to act by the employee that would have averted the incident. In the investigator’s judgment, contributing environmental factors were not reasonably foreseeable or controllable.

Preventable Incident / Accident

The employee demonstrates an acceptable level of skill and knowledge of both the established work procedures and the safety policies; and, the employee was not in compliance with one or more of the said procedures and policies when the incident occurred. The investigator can identify at least one action or failure to act by the employee that would have averted the incident; and/or, the investigator can identify one or more contributing environmental factors which the employee could have reasonably been expected to anticipate or control.

A preventable accident does not have to include an injury or property damage; failing to adhere to the above mentioned policies or procedures will still be subject to discipline.

	1 st Incident / Accident	2 nd Incident / Accident	3 rd Incident / Accident	4 th Incident / Accident	5 th Incident / Accident
Discipline when having a preventable accident:	Oral Reprimand to 24 hr Suspension	Written Reprimand to 40 hr Suspension	Hearing: 8 hr Suspension to dismissal	Hearing: 24 hr Suspension to dismissal	Dismissal