



**COLLECTIVE BARGAINING CLARIFICATION LETTER  
NO. 05-04-01**

TO: ALL LABOR RELATIONS OFFICERS AND PERSONNEL OFFICERS  
FROM: STEVEN J. LOEFFLER, DEPUTY DIRECTOR  
SUBJECT: SIGNATURE AND REVIEW REQUIREMENTS FOR THE EXECUTION  
OF VALID SETTLEMENT AGREEMENTS; ALL CONTRACTS  
DATE: April 15, 2005

Clarification Letter No. 93-07-01, originally issued July 1993 and revised June 20, 1995, is superseded by this letter.

The following clarifies the signature and review requirements for the execution of valid settlement agreements under all collective bargaining agreements.

**I. SIGNATURE REQUIREMENTS**

**A. Settlements Not Requiring Signature by an Office of Collective Bargaining (OCB) Agent.**

The following settlements do not require the signature of an agent of OCB, but must adhere to the parameters outlined in Sections II, III and IV of this letter:

**Grievance Settlements Prior to an Arbitration/Mediation or Step 4 Request**

1. All disciplinary grievances, other than removals (Ohio Civil Service Employees Association, AFSCME Local 11, AFL-CIO (OCSEA) & SEIU/District 1199 (District 1199)), which are settled prior to the receipt at OCB of a demand for mediation or arbitration from a union, or those for which OCSEA or District 1199 does not request OCB to conduct a Step 4 meeting, do not require the signature of an agent of OCB. These grievances must be settled on a non-precedent setting basis.
2. All grievances concerning matters of contract interpretation may be settled at the agency level on a non-precedent setting basis only. A copy of the settlement must be submitted to OCB by the agency entering into the settlement; however, such settlements do not require a signature of an agent of OCB.

**B. Settlements Requiring Signature by an OCB Agent**

The following settlements require the signature of an agent of OCB and must adhere to the parameters outlined in Sections II, III and IV of this letter:

**Grievance Settlements after an Arbitration/Mediation Request**

All grievances settled after a demand for mediation or arbitration from a union has been received by OCB, or those settled after a request from OCSEA or District 1199 for OCB to conduct a Step 4 meeting, require the signature of an agent of OCB.

**Removal Grievance Settlements for OCSEA & District 1199**

Because of the timelines imposed by the collective bargaining agreements, a Removal Grievance File (OCSEA & District 1199) is created at OCB when the agency forwards a copy at the time of the filing at Step 3. Therefore, all removal grievance settlements for OCSEA & District 1199 require a signature of an agent of OCB.

**Precedent Setting Grievance Settlements/Memorandums of Understanding**

All precedent setting grievance settlement agreements and all Memoranda of Understanding must be signed by the Director of OCB or his/her designee.

**Unfair Labor Practice charges**

All settlements that include provisions to settle an outstanding Unfair Labor Practice charge against the Employer must be signed by an agent of OCB.

**Working Out of Class (WOOC) Grievances and/or Reclassifications**

It is recommended that all WOOC grievances that the agency would ordinarily grant be resolved through a settlement agreement. This precludes the advancement of the grievance by the union on the basis that the employer did not grant the entire remedy as sought by the grievant. All settlements of WOOC grievances require the signature of the appropriate agent of the OCB.

WOOC grievances resulting in back pay and an order for the grievant to cease and desist the duties in contention should be processed by having all appropriate signatures before transmitting the settlement to the OCB for signature of the appropriate agent of OCB.

WOOC or other grievances resulting in a proposed reclassification of an employee **must** have the signature of the appropriate agent of the Contract Negotiation and Enforcement Section of OCSEA verifying its agreement with the reclassification. A copy of the updated position description must be attached to the signed agreement which is forwarded to OCB. Such grievances **must** be signed by the Director of OCB or his/her designee.

**II. REVIEW REQUIREMENTS**

Inclusion of any of the below listed provisions in any agreement, including a non-precedent setting settlement agreement, require a review of the settlement by OCB to assure that the

settlement can be properly processed. In order to expedite settlements you may call your assigned Labor Relations Specialist, the Assistant Manager or the Manager of Labor Relations and Contract Compliance at OCB for verbal approval of these provisions.

1. Payments related to any of the public employee retirement systems, other than those included in appropriate deductions.
2. Claims regarding the Bureau of Workers' Compensation.
3. Change within pay range, a step movement or any agreement with regard to compensation outside that which is required by contract or statute.
4. Any agreement with regard to benefits outside that which is required by contract or statute.
5. Placement of an employee into a vacancy, awarding a promotion and/or the reassignment/reclassification of an employee.
6. Changing the PCN assigned to an employee.
7. Agreements to waive any challenge to payment of Unemployment Compensation benefits.
8. Supplemental premiums or additional overtime pay to be included in the settlement of a back pay award.
9. All payments for lump sum amounts may be only for other than back wages and must be approved by the Office of Budget and Management and such payments will not be processed through the payroll system.

### **III. SETTLEMENT FORMS**

**Only settlement forms that have been agreed to by the unions may be used.** If you have other versions please destroy them and replace with proper forms. The unions may justifiably refuse to sign a form other than one which they have agreed to. If you have a doubt about accuracy of a form that you have been using please contact your agency labor relations administrator or your agency's labor relations specialist at OCB for assistance.

### **IV. GENERAL SETTLEMENT PARAMETERS**

The following parameters should be adhered to when negotiating any settlement agreement:

1. Back pay should not exceed the calculated liability.

2. The term “removed from the personnel file” should always be used instead of the term “expunged” with regard to removal of records. This is due to our obligation to retain records for EEOC purposes and expungement indicates to the employee that the record has been destroyed when in fact that cannot be done.
3. All settlement agreements which provide for the payment of back wages must include language which provides for appropriate deductions. Payment for other than back wages, sometimes referred to as “lump sum payments” must be approved by the Office of Budget and Management and such payments will not be processed through the payroll system.
4. The DAS directive concerning resignations must be adhered to.