

Ohio**DAS**

Ohio Department of Administrative Services
Office of Collective Bargaining

Ted Strickland, Governor Hugh Quill, Director
Michael P. Duco, Deputy Director

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The State of Ohio
and
Service Employees International Union, District 1199

June 1, 2009 - May 31, 2012

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2009 BARGAINING TEAM

LEAD:
Mike Duco

▪ Pamela Anderson (JFS)	▪ David Long (OCB)
▪ Joe Andrews (Health)	▪ Alan Lazaroff (DR&C)
▪ Harry Colson (OCB)	▪ Joan Olivieri (DYS)
▪ Sara Craven (DAS/HRD)	▪ Kristen Rankin (OCB)
▪ Victor Dandridge (OCB)	▪ Kate Stires (OCB)
▪ Mike D'Arcy (OCB)	▪ Mark Tackett (MH)
▪ Cornell Hale (MRDD)	▪ Joe Trejo (OCB)
▪ Marissa Hartley (OCB)	▪ Brian Walton (BWC)
▪ Jessie Keyes (OCB)	▪ Lisa Watson (RSC)

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Changes to the Contract

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CHANGES TO THE CONTRACT

- Article 7
- Article 8
- Article 10
- Article 11
- Article 12
- Article 13
- Articles 15
- Article 16
- Article 17
- Article 21
- Article 23
- Article 27
- Article 31
- Article 40
- Article 41
- Article 43
- Article 44
- Article 47
- Appendix C
- Appendix E

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Grievance Procedure

- Article 7

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Article 7 Grievance Procedure

Section 7.01

- Parties agree to utilize all available technologies to ensure efficient processing of grievances
- Move toward electronic filing system
 - Will be established through a Technology Transition Committee
 - Equal number of management and union representatives

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Article 7 Grievance Procedure

Section 7.01

- Technology Transition Committee must establish alternative grievance filing, advancement, and processing using available technology
 - Implementation January 4, 2010
 - Interim process to be established with agency transition committees pending Statewide committee
 - If alternatives or interim process not developed, current process

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Article 7 Grievance Procedure

Section 7.04

- Class action grievances filed at Step 1 within twenty days
 - Increased from fifteen days
- Clarifies that Written Reprimands may only be grieved to Step 1

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Article 7 Grievance Procedure

Section 7.06

- Member should first attempt to resolve informally with supervisor prior to filing
- Timeframe increased to file a formal grievance to encourage discussion and resolution at lowest possible level

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Article 7 Grievance Procedure

Section 7.06

- All complaints not resolved at supervisory level shall be reduced to writing and forwarded to Step 1 - Agency head or designee
 - Within 20 days grievant knew or should have known
 - Meeting within 45 days of receipt
 - Response issued within 15 days of meeting

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Article 7 Grievance Procedure

Section 7.06

- If unresolved at Step 1, union may demand arbitration at Step 2 – Office of Collective Bargaining
 - Demand for arbitration is a request for mediation
 - Either party may waive mediation
- If agency fails to hold a Step 1 meeting, agency waives procedural timeline for appealing to Step 2

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Discipline

- Article 8

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Article 8 Discipline

Section 8.02

- Deletes language that allowed for step reduction as a form of discipline
- Fines will continue to be utilized

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Vacation Allowance

- Article 10

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Article 10 Vacation Allowance

Section 10.01

- Employee will now start accruing at higher rates one year earlier
 - Begin accrual of 4.6 hours in year 4th vs. 5th
 - Begin accrual of 6.2 hours in year 9th vs. 10th
 - Begin accrual of 6.9 hours in year 14th vs. 15th
 - Begin accrual of 7.7 hours in year 19th vs. 20th
 - Begin accrual of 9.2 hours in year 24th vs. 25th
- Effective pay period that includes August 30, 2009

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Article 10 Vacation Allowance

Section 10.01

- Employees may use vacation accruals at end of probationary period
- Credit for prior service with the State, Ohio National Guard, or any political subdivision of the state will be used for computing vacation accrual
 - Employee must provide documentation to DAS
 - Effective July 1, 2010
- Time concurrent in Ohio National Guard and a state agency or political subdivision does not receive double credit

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Holidays

- Article 11

18

Article 11 Holidays

Section 11.02

- Forfeiture of holiday pay for calling off sick the scheduled work day before, of, or after now only applies to specific classifications
 - Must be identified by the employer as normally requiring overtime to cover an absence
 - Applies to call off on *scheduled* day before, day of, and *scheduled* day after a holiday
 - If employee works a shift between scheduled shift before or after the holiday, employee does not forfeit holiday pay

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Article 11 Holidays

Section 11.02

Forfeiture of holiday for call offs only applies to 5 holidays

- New Year's Day
- Memorial Day
- Independence Day
- Thanksgiving Day
- Christmas Day

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Article 11 Holidays

Section 11.04

- Non-permanent and part-time employees are not eligible for holiday pay from July 1, 2009 through June 30, 2011
- Part-time employees are to receive 4 hours of holiday pay for holidays after June 30, 2011

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Personal Leave

- Article 12

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Article 12 Personal Leave

Section 12.02

- Freeze on personal leave accrual from July 1, 2009 through June 30, 2011
- During freeze employees will receive 8 hours of compensatory time once each fiscal year
- Credited in pay period including July 1, 2009 and 2010

23

Article 12 Personal Leave

Section 12.02

- May designate up to 10 hours of vacation or compensatory time per quarter beginning July 1, 2009 through June 30, 2011 to use in lieu of personal, to be granted pursuant to personal leave rules
- Personal leave accruals available as of June 30, 2009, must be used prior to utilizing any other leave in lieu of personal leave

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Article 12 Personal Leave

Section 12.02

- Personal leave accrual will resume in the first earning statement after July 1, 2011
- No retroactivity

25

Article 12 Personal Leave

Section 12.06

- Freeze on annual conversion until December 2011
- Payment for maximum personal leave accrual frozen until pay period that includes July 1, 2011

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Article 12 Personal Leave

Section 12.11

- One-time credit of 32 hours of sick leave or ½ the personal leave hours lost during the freeze, whichever is less
 - Full-time employees in active payroll status as of June 18, 2011
- Part-time employees get 16 hours
- In the pay period that begins on July 1, 2011

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Article 12 Personal Leave

Section 12.11

- In order to receive the lump sum sick leave credit, the employee must be in Active Payroll Status as defined as:
 - Scheduled to work on June 18, 2011
 - Off duty on June 18, 2011 because not scheduled to work that day
 - Eligible to receive pay for approved absence (e.g., OIL, Disability, Workers' Compensation, Salary Continuation, etc.)

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Article 12 Personal Leave

Section 12.11

- Lump sum payment of 32 hours or ½ of personal leave lost during freeze, whichever is less
 - Full-time employees in active pay status as of July 30, 2011
- Part-time employees will receive 16 hours lump sum payment
- August 26, 2011 Earnings Statement/Payday

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Article 12 Personal Leave

Section 12.11

- In order to receive the lump sum payment, the employee must be in Active Payroll Status as defined as:
 - Scheduled to work on July 30, 2011
 - Off duty on July 30, 2011 because not scheduled to work that day
 - Eligible to receive pay for approved absence (e.g., OIL, Disability, Workers' Compensation, Salary Continuation, Union Leave, etc.)

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Article 12 Personal Leave

Section 12.11

- Employees not receiving pay due to military leave, FMLA, Union Leave, Pregnancy Leave, and Extended Illness are eligible to receive personal leave payment and sick leave credit
- Lump sum payments will not be subject to PERS withholding

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Sick Leave

- Article 13

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Article 13 Sick Leave

Section 13.04

- Sick leave during 36.1 to 72 hours may be paid at 100% when hospitalized at the direction of physician, outpatient surgery or contiguous hours used before or after such events
 - For employee, spouse, or residing child
 - Previously only for overnight hospitalization

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Article 13 Sick Leave

Section 13.04

- Sick leave used during 36.1 to 72 hours may be paid at 100% for pre-scheduled medical appointments if supplemented with other available sick leave
 - Appointments for employee, spouse, residing child
 - 21 calendar days advance notice
 - Doctor's statement submitted first day upon return
 - On the Employee's request for leave form

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Disability Leave

- Article 15

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Article 15 Disability Leave

Section 15.01

- Disability to be paid at 67% of employee's base rate of pay for a maximum of 12 months
 - Previously 3 months at 70% and 9 months at 50%
- New claims filed on or after July 1, 2009

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Article 15 Disability Leave

Section 15.01

- Continue to receive benefits under 2006 language if receiving benefits prior to July 1, 2009
- Lifetime maximum of 12 months began with any new claim filed on or after March 1, 2006

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Group Health Insurance

- Article 17

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Article 17 Group Health Insurance

Self-Insured Health Care Fund (Fund 808)

- Fund has been losing \$20 million a year
- Changes brought about to ensure fund remains solvent
- Health care deductions will now be taken in all 26 pay periods

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Article 17 Group Health Insurance

- Joint Healthcare Committee will have a role in recommending open enrollment fairs
 - Open Enrollment in mid-May
- Employer will perform dependent eligibility audits and recover costs paid for ineligible dependents
- Employees on active military service continue to be eligible for benefits as well as dependents

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Article 17 Group Health Insurance

- Deductible extended to all plans
 - Previously only applied to PPO plan
 - Amount remains the same (\$200/\$400)
- Office co-payment increased to \$20 from \$15
- Mail order no longer mandatory

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Article 17 Group Health Insurance

- Spouse coverage is \$ 12.50/month extra
- Effective July 1, 2009
 - Administrative Fee
 - Pro-rated premium effective upon movement from full-time to part-time

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Article 17 Group Health Insurance

Out-of-pocket maximums for in-network increased

- Amount incurred prior to plan paying at 100%
 - \$1000 to \$1500 for single coverage
 - \$2000 to \$3000 for family coverage

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Article 17 Group Health Insurance

Plan Enhancements

- Zero co-payment for insulin with enrollment in Disease Management program
- Zero co-payment for preventative care

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Article 17 Group Health Insurance

- New premiums will be taken out after July 1, 2009
- Effective July 1, 2009, employee health insurance premiums will be deducted every paycheck
- Employees on OIL or Salary Continuation responsible for employee's share of premium

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Service Connected Injury

- Article 16
- Appendix C

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Article 16 Service-Connected Injury and Illness

Section 16.01

- Creation of salary continuation benefit for non-OIL claims for injuries occurring on or after November 1, 2009
 - Uninterrupted payment at 100% of total rate
 - Permanent employee incurs physical injury in performance of and arising from employment
 - Pending determination of a Workers' Comp
 - Benefit not to exceed 480 hours at total rate per claim

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Article 16 Service-Connected Injury and Illness

Section 16.01

To be eligible, the employee must:

- Follow reporting requirements
- Must be under the care of an approved physician from list created by joint Union/Employer committee
- Not be provided light duty or TWP
- Apply for Workers' Compensation within 20 days of incident

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**Article 16 Service-Connected Injury and
Illness**

Section 16.01

Employee will remain eligible for Salary Continuation until one or more of the following occur:

- 480 hours exhausted
- Treating physician determines state employee can return to work
- W.C. claim is denied by BWC
- IC determines Medical Maximum Improvement

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**Article 16 Service-Connected Injury and
Illness**

Section 16.01

Employee eligible Salary Continuation until one or more of the following occur:

- Employee is disqualified from receiving W.C.
- Employee is no longer in state service
- Employee accepts temporary total compensation benefits for same time
- Employee is granted OIL for incident

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**Article 16 Service-Connected Injury and
Illness**

Section 16.01

- No charge to sick leave
- Accrue sick and personal leave
- May not use leave while on salary continuation
- Not eligible for any other paid leave
- Active pay status

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**Article 16 Service-Connected Injury and
Illness**

Section 16.01

- If claim or employee is disqualified from W.C., employee must repay salary continuation benefits received
 - May substitute the use of sick, vacation or personal leave
 - After all administrative appeals exhausted
 - Employer will work with employee on repayment

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**Article 16 Service-Connected Injury and
Illness**

Section 16.01

- Employee may take leave without pay in lieu of salary continuation pending W.C. determination
- Employee may use sick, personal, vacation or compensatory time in lieu of salary continuation pending W.C. determination
 - Employee may buy back or choose auto restoration

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**Article 16 Service-Connected Injury and
Illness**

Section 16.02

- Employees may utilize sick, personal or vacation in order to supplement W.C. benefits
 - Up to 100% regular rate

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Article 16 Service-Connected Injury and
Illness

Section 16.03

- OIL benefits shall be paid up to 960 hours per claim at employee's total rate
- BWC will determine if aggravation of pre-existing condition or a new injury

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Article 16 Service-Connected Injury and
Illness

Section 16.04

- If employee participates in light duty/TWP for less than full-time, may use any remaining OIL or salary continuation to supplement
- Full-time employee on TWP who has ongoing treatment may use remaining OIL or S/C in lieu of sick leave if:
 - Appointment cannot be scheduled during non-work hours
 - Employee's schedule cannot be flexed
- Lose benefit if employee refuses to participate in TWP

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Article 16 Service-Connected Injury and
Illness

Section 16.05

- Establishes a labor management committee to create an approved physician list pursuant to Appendix C
 - Physician list is effective November 1, 2009, unless mutually agreed otherwise
 - Requirement waived if an approved physician is not available in area
 - Will resolve any issues with list
- Joint Training on new process by September 1, 2009

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Appendix C
Occupational Injury Leave Guidelines

Occupational Injury Leave (OIL)

- Eligibility
 - Permanent employee
 - Allowed physical condition inflicted by a ward of an OIL agency
 - In the course of and arising out of employment
- BWC/IC will determine if new claim or existing claim
- OIL employees in Active Pay Status

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Appendix C
Occupational Injury Leave Guidelines

Occupational Injury Leave (OIL)

- Injured employee must follow agency's accident reporting guidelines
- Complete employee section of OIL application within 20 days
 - Representative may complete if unable
- Provide approved physician with DAS Physician's Statement
- File a Workers' Compensation claim in addition to the OIL claim

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Appendix C
Occupational Injury Leave Guidelines

Occupational Injury Leave (OIL)

- Allowed physical condition must have been inflicted by a "ward" of the state agency
- If condition is found to have occurred by accident or by misbehavior or negligence by employee, OIL benefits will be denied
 - Any benefits received must be repaid as stated in Appendix C, Section IV

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Appendix C
Occupational Injury Leave Guidelines

Occupational Injury Leave (OIL)

- Employee receiving OIL is eligible for total rate of pay
- Benefit is paid immediately pending the initial determination of the OIL claim
- Eligibility for 960 hours per OIL claim
 - Part time hours are pro-rated
- Paid in lieu of W.C. TTD benefits

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Appendix C
Occupational Injury Leave Guidelines

Occupational Injury Leave (OIL)

- **Appeal of OIL Denial**
 - No rights under Article 7 grievance procedure
 - Letter to DAS Benefits within 20 days of denial
- DAS Benefits will review the case
- If denial stands, DAS Benefits will forward a copy of the denial and other relevant documents to SEIU/1199 for further review

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Travel

- Article 21

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Article 21 Travel

Section 21.01

- Travel time for APA employees and field employees house to work location shall **not** be paid for first 20 miles or the distance from the employee's house to the normal report in location, whichever is less
- Actual mileage paid
- Field Employee Defined
 - Regular, routine, predictable basis
 - Works 80% or more hours on average in travel status

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Article 21 Travel

Section 21.02

- All other non-field employees shall follow commuter offset in OBM Policy
- Increase mileage reimbursement to forty-five cents (\$.45)
- Mileage reimbursement to be set by Director of OBM
 - Shall not be less than 45 cents nor greater than IRS rate
 - If IRS rate goes below 45 cents then reimbursement will be IRS rate

65

Article 21 Travel

Section 21.02

- Allowance shall not be at rate lower than rate set for exempt employees
- OBM will review mileage allowance quarterly
 - When allowance is changed, OBM shall provide union with notice and rationale
- Direct deposit of travel reimbursement to same institution paycheck is deposited

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Article 21 Travel

Section 21.04

- Lodging rates and meal reimbursements set by the U.S. General Services Administration
 - Receipt may be required for lodging
 - Lodging may be *paid up to* USGSA allowed rate
- No receipts to be required for meals and incidentals
 - Agency may require receipts for other expenditures

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Article 21 Travel

Section 21.04

- Employees may choose to return home for travel in-state more than 45 miles from headquarters and residence and receive reimbursement for actual mileage
 - Cannot exceed lodging rate set for destination
- Employee may be required to stay overnight if distance greater than limit established by Vehicle/Reimbursement Committee
- Employee only eligible for one round trip of mileage per week and must incur costs associated with pre-paid lodging if Employer provides lodging or meals

Article 21 Travel

Section 21.05

- Requests for reimbursement must be submitted within 60 days of last date of travel
 - Maximum 30 day extension if mitigating circumstances exist
- No new state credit cards for travel will be issued
 - Employees currently holding cards may maintain them

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Article 21 Travel

Section 21.05

- If an employee receives counseling or discipline for late submission of travel reimbursement, and agency fails to reimburse within 30 days, counseling or discipline shall be voided and removed from file
- Any counseling or discipline active at time of agreement voided

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Article 21 Travel

Section 21.09

- Assignment of state vehicles appropriate for Agency Professional Committee meetings
- Committee will make recommendation based upon cost analysis
- If recommendation modified, Director must provide explanation
- Assignments reviewed quarterly

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Article 21 Travel

Section 21.10

- Creation of a Vehicle/Reimbursement Committee
 - Health
 - APA
 - JFS
- Employer must share business plan on use of vehicles in specified agencies
- Committee shall consist of DAS Fleet, OBM, OCB, two union and two management reps from the agencies above

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Article 21 Travel

Section 21.10

- Committee will establish distance that requires overnight stay
 - Break even point based upon cost efficiency
 - If employee surpasses limit, may not receive reimbursement for mileage if they commute
 - If more cost effective or cost neutral to return home, employee has option to stay or return home

73

Continuing Education

- Article 23

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Article 23 Continuing Education

Section 23.02

- Expanded to include workshops
- Increased overall fund from \$400K to \$450K by eliminating separate \$50K administered by Mental Health
- Increased individual eligibility from \$2,500 to \$3,000

75

Article 23 Continuing Education

Section 23.02

- Employer will explore electronic submission and approval
- Remaining money in fund carried over to next fiscal year for duration of contract
- Employer will provide quarterly reports to Union outlining remaining balance in fund
 - Shall notify Union if balance drops below \$100,000

76

Employee Status

- Article 27

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Article 27 Employee Status

Section 27.03

- Intermittents in classifications covered by agreement shall be placed in the bargaining unit upon official action by SERB
 - Cannot exceed 1,000 hours in fiscal year
 - Unclassified
 - Scheduled at discretion of Employer
 - No rights under Article 24, except meal and rest periods

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Article 27 Employee Status

- Terminable at will
 - Without recourse, considered for just cause
- Hired at Step 1 of assigned classification
- No probation
- Not eligible for step increases or longevity or any other contractual benefits received by permanent employees

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Article 27 Employee Status

- Not subject to layoff provisions
- Must be terminated prior to layoff of permanent employees
 - Same classification
 - Limited to same work unit, as mutually agreed
- No rights under Agreement until official action taken by SERB

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Professional Committees

- Article 31

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Article 31 Professional Committees

- Parties agree to engage in joint training for professional committees within six (6) months of ratification

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Article 31 Professional Committees

Section 31.05

- New language stating that should the parties fail to reach resolution on an issue, individuals will be assigned to complete tasks within a specific timeframe
 - Governor to issue letter to cabinet expressing commitment to labor relations

83

Voluntary Cost Savings Program

- Article 40

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Article 40 Voluntary Cost Savings Program

- Employee leave accruals and health insurance not impacted by voluntary cost savings
- VCS may be taken bi-weekly or in two week blocks

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Sub-Contracting

- Article 41

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Article 41 Sub-Contracting

Section 41.06

- Committee created to analyze recruitment and retention issues for classifications
 - Classifications requiring licensure
- No more than 10 members from each party, to include one representative from OCB and DAS
- Develop recommendations for changes to classification
 - Directors of DAS and OBM will advise committee on actions to be taken within 45 days

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Article 41 Sub-Contracting

Section 41.06

- Committee will conduct research on cost capabilities, performance expectations, and other factors that contribute to contracting out
 - Cost comparison between state and contract work
 - Pay disparity and market value may be used to create new pay ranges when more cost effective
- Will meet quarterly

88

Wages

- Article 43

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Article 43 Wages

Section 43.02

- No general wage increase for duration of the agreement

90

Article 43 Wages

Section 43.03 Cost Savings Days (CSDs)

- Full-time permanent employees shall take 10 days off without pay in each fiscal year
 - Total of eighty (80) hours
 - Beginning on July 1, 2009 and ending on June 30, 2011
- Institutional nurses and Psychiatric/MR nurses shall follow separate rules
- Will not affect compensation due under Article 11 for hours actually worked on a holiday
- Cost saving days for non-permanent and part-time employees will be assessed on the holidays

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Article 43 Wages

Section 43.03 Cost Savings Days (CSDs)

- Hours of CSD may not be less than the employee's regularly scheduled work day
- CSDs may be more than one day up to total of 80 hours
- Employees on alternative schedules must take number of days that are equal to 80 hours

92

Article 43 Wages

Section 43.03

- 80 hours loss of pay will be assessed at a rate of 3.076 hours each pay period throughout the year
 - Full-time employee's total rate of pay
 - Annual basis/26 pay periods per fiscal year
 - Pre-tax
- Employees on OIL, salary continuation, disability, or hostage leave will also be affected

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Article 43 Wages

Section 43.03

- All employees shall be canvassed for days off
 - CSDs for FY10 must be in place by August 1, 2009
 - CSDs for FY11 must be in place by July 1, 2010
- Employees that already have approved vacation requests for July 2009 *may* substitute CSDs for that leave
 - Non institutional nurses follow separate rule
- Requests for a CSD during July 2009 may be denied only for operational need

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Article 43 Wages

Section 43.03 CSDs

- Nurses & Psychiatric/MR nurses working in institutions
 - All CSDs must be used prior to vacation leave
 - For first two years, employees may only take equivalent of their maximum vacation leave accrual less the CSDs
 - If employee accrues four weeks of vacation in a year, shall take 10 CSDs and up to 10 vacation

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Article 43 Wages

Section 43.03 CSDs

- Nurses & Psychiatric/MR nurses working in institutions
 - If vacation canvass already in place for 2009, employees required to substitute CSDs for that leave
 - Up to 80 hours

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Article 43 Wages

Section 43.03 CSDs

- Nurses & Psychiatric/MR nurses working in institutions
 - Employer will select CSDs for employees in initial probationary period
 - Should work in consultation with employee
 - CSDs take precedence over Article 10 for first two years
 - Effective July 1, 2011, vacation leave utilized pursuant to Article 10

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Article 43 Wages

Section 43.03

- Employer may “black out” days which are unavailable for cost saving days
 - May be unit specific
 - Employees select days off by seniority
- Employees on approved leave or otherwise unavailable during canvass shall schedule upon return

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Article 43 Wages

Section 43.03

- Employees who decline to select will have their days off determined by the Employer
- Employer may revoke approved day
 - Employee may reschedule at their discretion
 - The rescheduled date cannot be revoked
 - Costs incurred due to revocation will be borne by the Employer

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Article 43 Wages

Section 43.03

- Employer and employee may agree to change a CSD
- If Employer prevents an employee from taking 10 days off, adjustments will be made to paycheck at end of fiscal year

100

Article 43 Wages

Section 43.03

- Leave accruals and health insurance are not affected by cost saving days
- Cost saving days are not considered as active pay status for overtime calculation
- If employee leaves state service prior to equalization of CSDs used and deductions made, corrections shall be made to final paycheck or deducted from leave balances

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Article 43 Wages

Section 43.04

- Freeze on step movement for employees with step date on or after June 21, 2009
- Step movement shall resume for employees with step date on or after June 21, 2011
- Employees hired or promoted between June 21, 2009 and June 30, 2011 will not receive a probationary step increase
 - Upon resumption, these employees' Step date shall be the employees' date of hire

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Article 43 Wages

Section 43.14

- Deletion of Ohio Professional Excellence Recognition Award (OPERA)

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Physicians' Pay Schedules

- Article 44

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Article 44 Physicians' Pay Schedules

Section 44.01

- All classifications listed in article are subject to Cost Savings Days outlined in Article 43
 - Article 11 and 43 for part-time and non-permanent
 - CSDs count toward 40 hour work week and 2080 work year for purpose of determining salary
- Step freezes implemented as of June 21, 2009
- Pay schedules remain at 2008 level

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Alternative Work Location

- Appendix E

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**Appendix E
Alternative Work Location**

- Field employees and employees of APA may conduct portion of work at a mutually agreed work location
- Increase efficiency and productivity and reduce costs
- Agency decision to deny non-grievable

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**Appendix E
Alternative Work Location**

Requires an agreement with Agency with specific criteria

- Daily itinerary
- Hours and Assignments
- Precautions to ensure security of sensitive data
- Employee may opt to terminate
- Employer may terminate with good business reason

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Questions?



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Resources

OCB Website:

- <http://das.ohio.gov/ocb>

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Thank you

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