

CONTRACT

Between



THE STATE OF OHIO
And



**Ohio Civil Service
Employees Association
Local 11
A.F.S.C.M.E.
AFL-CIO**

1986-1989

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PREAMBLE

This Agreement, entered into by the State of Ohio, hereinafter referred to as the Employer, and the Ohio Civil Service Employees Association, Local 11, AFSCME, AFL-CIO, hereinafter referred to as the Union or the Exclusive Bargaining Agent, has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of wages, hours, and other terms and conditions of employment.

ARTICLE 1 - RECOGNITION

§1.01 - Exclusive Representation

The Employer recognizes the Union as the sole and exclusive bargaining representative in all matters establishing and pertaining to wages, hours, and other terms and conditions of employment for all full and part-time employees in the classifications included in the following certifications of the State Employment Relations Board (SERB):

- 85-RC-04-3287 85-RC-04-3291
- 85-RC-04-3288 85-RC-04-3293
- 85-RC-04-3289 85-RC-04-3483
- 85-RC-04-3290 85-RC-07-3966

The classifications included in these certifications are listed in Appendices A-H (bargaining units 3, 4, 5, 6, 7, 9, 13 and 14). Any classifications accreted to the units shall be added to the appendices as though originally included.

The Employer will not negotiate with any other union or employee organization on matters pertaining to wages, hours and other terms or conditions of employment. Nor shall the Employer permit dues deduction for another organization purporting to represent employees on these matters or negotiate with employees over wages, hours and other terms and conditions of employment.

§1.02 - Inclusion/Exclusion of New Classifications

The Employer will promptly notify the Union of its decision to establish any and all new classifications. If a new classification is a successor title to a classification covered by this Agreement with no substantial change in duties, the new classification shall automatically become a part of this Agreement.

If a new classification contains a significant part of the work now done by any classifications in these bargaining units or shares a community of interest with classifications in one of the bargaining units,

the Union may notify the Employer that it believes the classification should be in the bargaining unit within thirty (30) days of its receipt of the Employer's notice. The parties will then meet within twenty-one (21) days of such notice to review the classification specifications, and if unable to agree as to its inclusion or exclusion, shall submit the question to the SERB for resolution.

§1.03 - Bargaining Unit Work

Supervisors shall only perform bargaining unit work to the extent that they have previously performed such work. During the life of this Agreement, the amount of bargaining unit work done by supervisors shall not increase, and the Employer shall make every reasonable effort to decrease the amount of bargaining unit work done by supervisors.

In addition, supervisory employees shall only do bargaining unit work under the following circumstances: in cases of emergency; when necessary to provide break and/or lunch relief; to instruct or train employees; to demonstrate the proper method of accomplishing the tasks assigned; to avoid mandatory overtime; to allow the release of employees for union or other approved activities; to provide coverage for no shows or when the classification specification provides that the supervisor does, as a part of his/her job, some of the same duties as bargaining unit employees.

Except in emergency circumstances, overtime opportunities for work normally performed by bargaining unit employees shall first be offered to those unit employees who normally perform the work before it may be offered to non-bargaining unit employees.

Further, it is the intent of the Employer in the creation and study of classifications to differentiate between supervisors and persons doing bargaining unit work. Whenever possible, such new and revised classifications will exclude supervisors from doing bargaining unit work.

The Employer recognizes the integrity of the bargaining units and will not take action for the purpose of eroding the bargaining units.

ARTICLE 2 - NON-DISCRIMINATION

§2.01 - Non-Discrimination

Neither the Employer nor the Union shall discriminate in a way inconsistent with the laws of the United States or the State of Ohio or Executive Order 83 - 64 of the State of Ohio on the basis of race, sex, creed, color, religion, age, national origin, political affiliation, handicap or sexual orientation.

Nor shall either party discriminate on the basis of family relationship.

The Employer shall not solicit bargaining unit employees to make political contributions or to support any political candidate, party or issue.

§2.02 - Agreement Rights

No employee shall be discriminated against, intimidated, restrained, harassed or coerced in the exercise of rights granted by this Agreement.

§2.03 - Affirmative Action

The Employer and the Union agree to work jointly to implement positive and aggressive affirmative action programs in order to redress the effects of past discrimination, whether intentional or not, to eliminate current discrimination, if any, to prevent further discrimination, and to ensure equal opportunity in the application of this Agreement. Within ninety (90) days of the effective date of this Agreement, the parties will form a statewide Affirmative Action Committee composed of an equal number of Union and Employer representatives and co-chaired by a Union representative and an Employer representative.

The committee shall review affirmative action plans and suggest strategies to improve achievement of affirmative action goals. The Agencies covered by this Agreement will provide the Union with copies of their affirmative action plans and programs upon request. Progress toward affirmative action goals shall also be an appropriate subject for Labor-Management Committees.

ARTICLE 3 - UNION RIGHTS

§3.01 - Access

It is agreed that the Agencies covered by this Agreement shall grant reasonable access to stewards, professional union representatives and local officers, defined to include President and Vice President, for the purpose of administering this Agreement. The Employer may provide a representative to accompany a non-employee union representative where security or treatment considerations do not allow non-employee access.

The Union shall furnish to the Employer in writing the names of the union representatives and their respective jurisdictional areas as soon as they are designated. Any changes shall be forwarded to the Employer by the Union as soon as changes are made.

§3.02 - Stewards

The Employer agrees to recognize a reasonable number of local stewards as designated by the Union. Stewards and local officers as defined above shall be

allowed a reasonable amount of time away from their regular duties to administer the Agreement at the facility where they work only within their own Agency unless the Agencies involved agree to representation across agency lines. In situations where there are only a few employees of one Agency working at the facility of another Agency, agreement to such representation shall not be unreasonably withheld. In situations where there are only a few employees of one Agency in a county, the Employer agrees that the right of stewards from one Agency to represent bargaining unit employees from other Agencies shall not be unreasonably denied. The Employer recognizes that to ensure adequate union representation, in occasional or unusual circumstances limited travel time for stewards may be necessary. The Union will notify the Agency of the stewards designated prior to the steward assuming any duties.

§3.03 - Union Activities

Employees who are members of a Labor-Management Committee, Health and Safety Committee or other committees established in this Agreement shall, after giving reasonable notice to their supervisor, be permitted to attend such meetings. Unless mutually agreed otherwise, such meetings will be held during normal working hours. Time off shall include any time needed to travel to the committee meeting except that no overtime will be paid if the travel time extends beyond the normal work day.

Employee participation in grievance meetings shall be pursuant to Article 25.

§3.04 - Meeting Space

The Union may request use of State property to hold meetings. Where feasible, the Employer will provide such space. Such meetings will not interrupt state work and will not involve employees who are working. Such requests will not be unreasonably denied.

§3.05 - Bulletin Boards

The Employer shall provide a reasonable number of bulletin boards for the use of the Union. In locations where locked bulletin boards are currently in existence, the Union shall be responsible for the key. In Mental Health, Mental Retardation and Corrections locked bulletin boards shall be provided in the institutions. The items posted shall not be political, partisan or defamatory.

§3.06 - Mail Service

The Union shall be permitted to use the State mail system. This usage shall be limited to matters that involve the Union and the Employer. It is not to

be used for the purpose of mass mailings to membership and/or bargaining unit employees. The Employer agrees not to open employee union mail. Where security is of concern, the mail shall be opened in the presence of the addressee.

§3.07 - Union Orientation

Where the Employer has a structured employee orientation program, the Union shall be permitted to make a reasonable presentation regarding the Union.

§3.08 - Information Provided to the Union

The Employer will provide to the Union monthly a listing of all approved personnel actions involving bargaining unit employees.

The Employer agrees to furnish the appropriate union representatives a quarterly seniority list. The respective lists will include the employee's name, social security number, state seniority, classification seniority, classification series seniority, institutional seniority and agency seniority.

The Employer will provide the Union with a list of employees who have paid union dues and fair share fees. The list will accompany the transmittal of monies.

The Employer will furnish tables of organization as prepared from time to time by the agencies covered by this Agreement.

§3.09 - Printing of Agreement

The parties will mutually share the cost of printing this Agreement.

§3.10 - Union Leave

A reasonable number of local union representatives at any one time shall be allowed time off without pay for union business such as state or area-wide union committee meetings or state or international conventions, provided such representative shall give reasonable notice to his/her supervisor of such absence.

§3.11 - Union Offices

Where the Union currently has offices in any facilities or institutions, such practice will continue during the term of this Agreement. At any facility or institution in which there were previously separate offices for AFSCME and OCSEA, there shall be only one office during the term of this Agreement. No new or additional union offices will be provided to the Union at any other state facilities.

At those facilities at which the Union does not currently have an office, the Employer will provide space for a lockable filing cabinet for the use of the Union.

ARTICLE 4 - CHECKOFF

§4.01 - Dues Deduction

The Employer will deduct bi-weekly membership dues payable to the Union, upon receipt of a voluntary written individual authorization from any bargaining unit employee on a form mutually agreed to by the Union and the Employer.

The Employer will also deduct bi-weekly voluntary contributions to the Union's political action committee (P.E.O.P.L.E.), upon receipt of a voluntary written individual authorization from any bargaining unit employee on a form mutually agreed to by the Union and the Employer.

During the term of this Agreement the Union may, from time to time, request to deduct union fees or contributions to union-sponsored benefit programs. The Employer will not unreasonably withhold approval.

Employees recalled from temporary or seasonal layoff or returning from leave of absence shall resume payroll deduction of dues or fair share fees, commencing the first pay period of work.

§4.02 - Fair Share Fee

If the Union informs the Employer that a majority of the employees in the bargaining unit desire a fair share, then any bargaining unit employee who has served sixty (60) days and who has not submitted a voluntary membership dues deduction authorization on form to the Employer shall, within thirty (30) calendar days following the effective date of this Agreement as a condition of continuing employment, tender to the Union a representation service fee. The amount shall not exceed the regular biweekly dues uniformly assessed all members of the Union, representing only the employee's proportionate share of the Union's costs for services in negotiating and administering the Agreement, but not necessarily including any fees, charges or assessments involving political contributions. The Union may provide an internal rebate procedure in accordance with ORC Section 4117.09 (C).

When an employee enters the bargaining unit for any reason, the Employer shall notify the employee of this Article and provide the employee the appropriate deduction forms. All appropriate deductions begin after sixty (60) days of service.

§4.03 - Maintenance of Membership

All employees in the bargaining units who, on the effective date of this Agreement, are members of the Union and all employees who thereafter become members shall, as a condition of employment, remain

members of the Union for the duration of this Agreement.

§4.04 - Indemnification

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgements brought or issued against the Employer as a result of any action taken or not taken as a result of the Union under the provisions of this Article.

ARTICLE 5 - MANAGEMENT RIGHTS

Except to the extent expressly abridged only by the specific articles and sections of this Agreement, the Employer reserves, retains and possesses, solely and exclusively, all the inherent rights and authority to manage and operate its facilities and programs. Such rights shall be exercised in a manner which is not inconsistent with this Agreement. The sole and exclusive rights and authority of the Employer include specifically, but are not limited to, the rights listed in ORC Section 4117.08 (A) numbers 1-9.

ARTICLE 6 - PROBATIONARY EMPLOYEES

§6.01 - Probationary Periods

All newly hired and promoted employees shall serve a probationary period. The probationary period shall be either one hundred twenty (120) days or one hundred eighty (180) days dependent upon the length that exists for the classification at the effective date of this Agreement. However, the Reclamation Claims Inspector shall have a probationary period of one (1) year and the Disability Claims Examiner 1 shall have a probationary period of nine (9) months.

The Employer will not modify the duration of a probationary period of a classification(s) without mutual consent.

§6.02 - Conversion of Temporary, Intermittent or Seasonal Employees

A temporary, intermittent or seasonal employee who becomes a permanent employee in a position involving substantially the same work he/she performed as a temporary, intermittent or seasonal employee will be credited with one-half (1/2) the length of the probationary period for that classification.

A probationary employee shall have no seniority until he/she completes the probationary period. Upon the completion of probation he/she will acquire seniority from his/her date of hire. An employee who has a continuous period of temporary, intermittent or

seasonal employment prior to receiving a permanent appointment shall acquire seniority for such time.

For purposes of calculating seniority, an employee in a seasonal, intermittent or temporary position who works one (1) hour or more in a two (2) week pay period shall be credited with fourteen (14) days of service for each such period, if he/she becomes a permanent employee.

ARTICLE 7 - OTHER THAN PERMANENT POSITIONS

§7.01 - Temporary Positions

Temporary positions are those positions in which work is of a temporary nature and a specified duration, not to exceed thirty (30) days, except when the temporary employee is doing the work of an employee on an approved leave of absence. In such case, the duration shall not exceed thirty (30) days plus the length of the leave of absence.

§7.02 - Intermittent Positions

Intermittent positions are those positions in which work is of an irregular and unpredictable nature and which do not exceed seven hundred twenty (720) hours per employee per twelve (12) month period, except for the Ohio Bureau of Employment Services, the Department of Taxation and the Department of Administrative Services Data Processing Division which may utilize intermittent positions for a period not to exceed one thousand (1000) hours per employee per twelve (12) month period. The Employer agrees not to use intermittent positions to avoid filling permanent full-time positions. The allocation and use of intermittent positions shall be an appropriate subject for the Labor-Management Committee.

§7.03 - Seasonal Employees

A seasonal employee is one that works a certain regular season or period of the year performing some work or activity limited to that season or period of the year not to exceed fourteen (14) consecutive weeks. The Employer agrees not to abuse the designation of seasonal status.

§7.04 - Salaries of Temporary and Intermittent Positions

Salaries for temporary and intermittent positions shall be equal to the hourly rate received by permanent employees in the same job classification with the same length of service.

§7.05 - Seasonal, Intermittent, Temporary Overtime

Overtime that is available when seasonal, intermittent and temporary employees are on staff shall first be offered to permanent employees.

ARTICLE 8 - LABOR-MANAGEMENT COMMITTEES

§8.01 - Statewide Committee

The parties agree to establish a statewide committee consisting of at least eight (8) Union and Employer representatives. The statewide committee will meet at least two (2) times per year.

§8.02 - Agency Committees

In each agency there shall be a statewide committee consisting of an equal number of Union and Employer representatives. In each agency that operates with institutions/geographic districts or regions, there shall be a committee consisting of an equal number of Union and Employer representatives per institution/geographic district or region, unless otherwise mutually agreed upon by the parties. The statewide agency committee will meet at least two (2) times per year but shall receive, upon request, quarterly progress reports. The institution/geographic district or region committee shall meet at least four (4) times per year.

§8.03 - Committee Purpose and Agenda

The purpose of these committees is to provide a means for continuing communication between the parties and to promote a climate of constructive employee-employer relations. This would include, but is not limited to, such activities as to:

- A. Discuss the administration of this Agreement;
- B. Notify the Union of changes contemplated by the Employer which may affect bargaining unit employees;
- C. Discuss the future needs and programs of the Employer;
- D. Disseminate general information of interest to the parties;
- E. Give the union representatives the opportunity to discuss the views of bargaining unit employees and/or make suggestions on subjects affecting those employees; and
- F. Such other items as the parties may mutually agree to discuss.

All committees will be co-chaired by a Union and an Employer representative. The agenda for each meeting shall be jointly prepared by the co-chairpersons in advance of the meeting.

§8.04 - Time Off

Unless mutually agreed otherwise, such meetings shall be held during normal work hours.

ARTICLE 9 - EMPLOYEE ASSISTANCE PROGRAM

The Employer and the Union recognize the value of counseling and assistance programs to those employees who have personal problems which interfere with their job duties and responsibilities. The Union and the Employer, therefore, agree to continue the existing E.A.P. and to work jointly to promote the program.

The parties agree that there will be a committee composed of nine (9) union representatives that will meet with and advise the Director of the E.A.P. This committee will review the program and discuss specific strategies for improving access for employees. Additional meetings will be held to follow up and evaluate the strategies. The E.A.P. shall also be an appropriate topic for Labor-Management Committees.

The Employer agrees to provide orientation and training about the E.A.P. to union stewards. Such training shall deal with the central office operation and community referral procedures. Such training will be held during regular working hours. Whenever possible, training will be held for stewards working second and third shifts during their working time.

Records regarding treatment and participation in the E.A.P. shall be confidential. No records shall be maintained in the employee's personnel file except those that relate to the job or are provided for in Article 23.

If an employee has exhausted all available leave and requests time off to have an initial appointment with a community agency, the Agency shall provide such time off.

The Employer or its representative shall not direct an employee to participate in the E.A.P. Such participation shall be strictly voluntary.

Seeking and/or accepting assistance to alleviate an alcohol, other drug, behavioral or emotional problem will not in and of itself jeopardize an employee's job security or consideration for advancement.

ARTICLE 10 - CHILD CARE

The Employer and the Union recognize the importance of child care to employees and, therefore, agree to establish a statewide labor-management committee to address the issue. This committee shall

be composed of equal numbers of Union and Employer representatives.

The purpose of this committee will be to study employees' child care needs and to review and evaluate child care alternatives.

A joint proposal will be completed within nine (9) months from the effective date of this Agreement. The committee may extend its deadline if necessary.

Every effort will be made to implement recommendations, if possible, before the issuance of the joint proposal. Those parts of the joint proposal that cannot be implemented within the authority of the parties will be referred to appropriate state and local agencies. Should any of the recommendations involve an additional expenditure of funds, the parties will explore possible sources of funds.

ARTICLE 11 - HEALTH AND SAFETY

§11.01 - General Duty

Occupational health and safety are the mutual concern of the Employer, the Union and employees. The Union will cooperate with the Employer in encouraging employees to observe applicable safety rules and regulations. The Employer and employees shall comply with applicable Federal, State and local safety laws, rules and regulations, provisions set forth in Executive Order 83-62 of the State of Ohio, and Agency safety rules and regulations. Nothing in this Agreement shall imply that the Union has assumed legal responsibility for the health and safety of employees.

§11.02 - Personal Protective Clothing and Equipment

All personal protective clothing and equipment required by the Agency to preserve the health and safety of employees shall be furnished and maintained by the Agency without cost to employees.

§11.03 - Unsafe Conditions

All employees shall report promptly unsafe conditions related to physical plant, tools and equipment to their supervisor. If the supervisor does not abate the problem, the matter should then be reported to the Agency's safety designee. In such event, the employee shall not be disciplined for reporting these matters to these persons. The Agency designee shall attempt to abate the problem or will report to the employee or his/her representative in five (5) days or less reasons why the problem cannot be abated in an expeditious manner.

No employee shall be required to operate equipment that any reasonable operator in the exercise of ordinary care would know might cause injury to

the employee or anyone else. An employee shall not be subject to disciplinary action by reason of his/her failure or refusal to operate or handle any such unsafe piece of equipment. In the event that a disagreement arises between the employee and his/her supervisor concerning the question of whether or not a particular piece of equipment is unsafe, the Agency safety designee shall be notified and the employee shall not be required to operate the equipment until the Agency safety designee has inspected said equipment and deemed it safe for operation.

An employee shall not be disciplined for a good faith refusal to engage in an alleged unsafe or dangerous act or practice which is abnormal to the place of employment and/or position description of the employee. Such a refusal shall be immediately reported to an Agency safety designee for evaluation. An employee confronted with an alleged unsafe situation must assure the health and safety of a person entrusted to his/her care or for whom he/she is responsible and the general public by performing his/her duties according to Agency policies and procedures before refusing to perform an alleged unsafe or dangerous act or practice pursuant to this Section.

Nothing in this Section shall be construed as preventing an employee from grieving the safety designee's decision.

§11.04 - Communicable Diseases

Upon written request, an employee shall be provided with information on all communicable diseases to which he/she may have routine workplace exposure. Information provided to employees shall include the symptoms of the diseases, modes of transmission, methods of self-protection, proper workplace procedures, special precautions and recommendations for immunization where appropriate.

The Employer recognizes that some employees who work with individuals infected with hepatitis B virus may be at increased risk of acquiring hepatitis B infection. Those employees in an identified "at risk" category, as established by the Center for Disease Control standards, may be vaccinated. Such vaccinations shall be made available, at no cost to the employee, for those "at risk" employees who desire it within ninety (90) days of the effective date of this Agreement. The Agencies shall identify, with the aid of the Agency Health and Safety Committee, those positions which are at risk and shall develop written policies and procedures for administering the vaccination program.

If a resident or inmate is found to carry a communicable disease, all appropriate precautions shall be taken.

§11.05 - The Right-to-Know About Toxic Chemicals

All employees shall have access to information on all toxic substances in the workplace pursuant to current O.S.H.A. regulations.

§11.06 - First Aid and C.P.R.

Adequate first aid equipment, supplies and training shall be provided by the Agency on an ongoing basis. Where not required by actual job responsibility, employees may volunteer for first aid training. All agencies shall also provide C.P.R. training on a regular basis.

All employees at worksites where there is a dispensary staffed by a medical professional shall have access to the dispensary.

§11.07 - Video Display Terminals

The Employer shall provide ergonomically appropriate VDT equipment at all data and word processing stations purchased or installed after the effective date of the Agreement.

A special statewide committee composed of an equal number of Union and Employer representatives will be formed within ninety (90) days of the effective date of this Agreement to make recommendations regarding what constitutes "ergonomically appropriate." Where reasonably possible, the recommendations from this committee will be implemented during the life of this Agreement.

The Employer will make every effort to schedule at least fifteen (15) minutes of non VDT work every two (2) hours for those employees who work for extended periods of time at video display terminals.

Any employee who regularly operates a VDT may obtain an annual eye examination paid by the Employer up to twenty-five dollars (\$25) unless paid by insurance. The employee may obtain an optical exam annually and submit a claim to the State's insurance carrier for vision benefits. If that claim is denied, the Employer will reimburse up to twenty-five dollars (\$25) upon presentation of a denied claim form.

§11.08 - Working Alone

Agencies will develop practices and procedures to minimize as much as possible any situations where employees work alone in potentially hazardous areas and, in those cases where employees are required to work alone, Agencies will develop practices and procedures to minimize as much as possible any potential risk to the affected employees. A periodic

check on the safety of employees who work alone in potentially hazardous areas will be made.

§11.09 - Asbestos

All state-owned buildings where employees work shall be inspected for asbestos as expeditiously as possible but within the duration of this Agreement unless the building has a record of comprehensive inspection within the past two (2) years. The respective Health and Safety Committees shall be notified of the results of the inspections.

If an employee from an agency not housed in a state-owned facility has reason to suspect that there may be asbestos in that building, he/she may request an asbestos inspection by O.S.H.A. If asbestos is found in sufficient quantities to require abatement, the Employer will make every reasonable effort to insure that the building owner abates the problem.

In state-owned buildings, the Employer shall develop an asbestos abatement plan where necessary. A licensed asbestos abatement firm which has been approved by the Health Department shall perform the necessary work. The Health and Safety Committee shall be kept informed of the asbestos abatement program.

Any employee engaged in maintenance, plumbing, electrical work, renovation or repair who may disturb or damage, or work with asbestos-containing materials, will be trained as to the proper procedures to follow. No employee shall be required to work around friable asbestos without proper training and equipment.

§11.10 - Concern for Pregnancy Hazards

The Employer will make a good faith effort to provide alternative, comparable work and equal pay to a pregnant employee upon a doctor's recommendation.

§11.11 - Health and Safety Committees

The Agencies and the Union shall establish Labor-Management Health and Safety Committees. Each agency shall have a Health and Safety Committee.

In each Agency that operates with institutions/geographic districts or regions, there shall be a Health and Safety Committee per institution/geographic district or region.

Such committees shall be established within thirty (30) days after the effective date of this Agreement. Each committee shall be composed of at least three (3) representatives appointed by the Employer and three (3) employees appointed by the Union and shall be co-chaired by a Union and an Employer representative.

Each facility operated by agencies required to meet health and safety standards established by the Joint Commission on the Accreditation of Hospitals (JCAH) or the Accreditation Council for Services for MR/DD (AC MRDD) and/or the Medicaid/Medicare reimbursement programs shall have one (1) Health and Safety Committee. The committees shall be chaired by the Agency designee. In addition to the Health and Safety Committee membership required by the JCAH or the AC MRDD and/or Medicaid/Medicare, the Union shall appoint two (2) representatives to serve on the committee within thirty (30) days after the effective date of this Agreement.

The general responsibility of all the committees will be to provide a safe and healthful workplace by recognizing hazards and recommending abatement of hazards and recommending education programs. To fulfill this responsibility the committees shall:

- A. Meet on a definitely established schedule, but in no case less frequently than once a quarter;
- B. Arrange periodic inspections to detect, evaluate and offer recommendations for control of potential health and safety hazards;
- C. Appoint members of the Union to accompany inspections;
- D. Receive copies of all accident and illness reports, lists of toxic materials and exposure records;
- E. Promote health and safety education;
- F. Maintain and review minutes of all committee meetings.

Members of the Health and Safety Committee shall be allowed paid time off from their regular work while performing committee duties and shall also be allowed paid time off for training relating to health and safety.

Each committee shall establish rules consistent with the above principles. A mechanism to coordinate the efforts of individual committees shall be established at each Agency.

§11.12 - Physical Exams

The Employer agrees to provide physical exams without cost to employees when such tests are necessary to determine whether the health of employees is being adversely affected by exposure to potentially harmful physical agents or toxic materials.

The Employer agrees to provide to each employee and his/her personal physician a complete and accurate written report of any such medical examination related to occupational exposure. Additionally, written

results of any industrial hygiene measurements or investigations related to an employee's occupational exposure shall also be provided upon request of the employee or the Union.

§11.13 - Duty to Report

All employees who are injured or who are involved in an accident/incident during the course of their employment shall file an accident/incident report, on forms furnished by the Employer, no matter how slight the accident/incident.

§11.14 - Vehicle Inspection

All state vehicles which are operated by employees shall be inspected annually by the Agency. Any deficiencies revealed by such inspection shall be promptly corrected by the Agency.

§11.15 - Water and Restroom Facilities

Safe, chilled drinking water will be provided to all employees. Employees shall have access to restroom facilities in close proximity to their place of employment except for road or field crews. Road or field crews working at a fixed location such as a construction site shall have access to a port-a-john. Whenever restroom facilities are not available, the Employer will make a good faith effort to provide transportation for employees to travel to a restroom upon request. In institutions, employees' restrooms shall be separate from those used by residents or inmates whenever practical.

§11.16 - Personal Property

Employees shall receive reasonable reimbursement for the cost of any personal property, worn by the employee, destroyed or damaged in the line of duty.

§11.17 - Lounge Areas

Existing lounges shall be maintained by the Employer.

§11.18 - Emergency Phone Use

Employees shall promptly be notified of and permitted to answer incoming emergency phone calls and make return emergency calls on a state phone, if necessary.

ARTICLE 12 - SPECIAL TASK FORCE ON STAFFING CONCERNS

In recognition of employee concerns about the level and utilization of human resources within the various agencies of state, a special Task Force on Staffing Concerns shall be established. The Task Force shall be appointed within sixty (60) days of the ratification of the Agreement and shall have Employer representatives from the Governor's Office, Office of Budget and Management, Office of Collective

Bargaining, the Division of Personnel of the Department of Administrative Services and institutional and other appropriate agencies. An equal number of Task Force members shall be appointed by the Union.

The Task Force will determine the parameters of concern and be responsible for recommending various methods to accomplish its tasks. Specifically, the Task Force's responsibilities will include but not be limited to:

- A. Identifying agencies that have human resource problems;
- B. Developing guidelines for supplementary committees at the agency level which will make a report of their activities to the statewide committee;
- C. Combining the agency reports and developing recommendations for the Governor and the Union; and
- D. Developing an appropriate program for implementation of the Task Force recommendations.

The Task Force shall prepare its final report and recommendation by December 31, 1986, unless the time is extended by mutual agreement of the parties.

ARTICLE 13 - WORK WEEK, SCHEDULES AND OVERTIME

§13.01 - Standard Work Week

The standard work week for full-time employees covered by this Agreement shall be forty (40) hours, exclusive of the time allotted for meal periods, consisting of five (5) consecutive work days followed by two (2) consecutive days off.

Work days and days off for full-time employees who work non-standard work weeks shall be scheduled according to current practice or so that each employee shall have at least two (2) days off in any nine (9) day period. In addition, the Employer agrees to schedule each employee with at least seventeen (17) weekends off per year in the Department of Mental Health, the Department of Mental Retardation and Developmental Disabilities and the Ohio Veterans' Home. The parties may mutually agree to other scheduling arrangements than those specified in this Section.

The week shall commence with the shift that includes 12:01 A.M. Sunday of each calendar week and end at the start of the shift that includes 12:00 midnight the following Saturday.

Part-time employees shall be surveyed to determine the number of hours they would like to

work. The Employer shall attempt to schedule each part-time employee for his/her preferred number of hours in seniority order.

§13.02 - Work Schedules

For purposes of this Agreement, "work schedules" are defined as an employee's assigned work shift (i.e., hours of the day) and days of the week and work area*.

Work schedules for employees who work in five (5) day operations need not be posted. However, where the work hours of such employees are determined by schedules established by parties other than the Employer, the Employer shall notify employees of any changes in their work hours as soon as it is aware of such.

Work schedules for employees who work in seven (7) day operations shall be posted at least fourteen (14) calendar days in advance of the effective date. The work schedule shall be for a period of at least twenty-eight (28) days and shall not be changed within that period, except in accordance with reassignment as provided for in Section 13.05.

Within thirty (30) days of the effective date of this Agreement, all agencies that operate with shifts shall canvass and assign individual employee shift preference by institution seniority.

§13.03 - Meal Periods

Employees (including but not limited to Correctional Officers, Youth Leaders, PUCO Investigators and Load Limit Inspectors) who currently work eight (8) hours straight without a meal period shall continue to do so. No other employee shall be required to take less than thirty (30) minutes or more than one (1) hour for a meal period. Meal periods will usually be scheduled near the midpoint of a shift.

Employees shall not normally be required to work during their meal period. Those employees who by the nature of their work are required by their supervisor to remain in a duty status during their meal period may, with the approval of their supervisor, either shorten their workday by the length of the meal period or else have their meal period counted as time worked and be paid at the appropriate straight time or overtime rate, whichever is applicable. A supervisor will honor an employee's choice where reasonably possible.

*Work area is defined in appendices.

§13.04 - Rest Periods

Those agencies that presently have rest periods shall maintain the current practices in effect as of the effective date of this Agreement.

§13.05 - Reassignments

- A. Temporary reassignments, within institutions, may be required:
1. To meet abnormal work loads;
 2. In the temporary absence of an employee where delay of the performance of duties would be unreasonable;
 3. Pending recruitment.

Temporary reassignments under this Section shall in no case exceed eighteen (18) work days (unless mutually agreed to by the Union and the Agency). Reassignment shall be on a seniority basis within the work area within the classification needed to provide the temporary coverage. Should more than one employee desire the available temporary reassignment, such reassignment shall be awarded on the basis of seniority, with the most senior employee being given first choice. Should no employee desire the reassignment, the least senior employee shall be reassigned first.

B. An emergency reassignment may be required. An emergency is defined as an infrequent, unexpected, rare occurrence; not an everyday event. In no event shall an emergency reassignment of any employee exceed eight (8) work days. Emergency reassignments shall be on a seniority basis within the classification needed within the work area most able to provide the emergency coverage. Should no employee desire the reassignment, the least senior qualified employee shall be reassigned first.

C. If a specific certificate, license, training and/or immunization is required for the reassignment, the Employer shall canvass those employees within the classification who meet these criteria in the order specified above.

§13.06 - Report-In Locations

All employees covered under the terms of this Agreement shall be at their report-in locations ready to commence work at their starting time. For all employees, extenuating and mitigating circumstances surrounding tardiness shall be taken into consideration by the Employer in dispensing discipline.

Employees who must report to work at some site other than their normal report-in location, which is farther from home than their normal report-in

location, shall have any additional travel time counted as hours worked.

Employees who work from their homes, shall have their homes as a report-in location. The report-in location(s) for ODOT field employees shall be the particular project to which they are assigned or 20 miles, whichever is less. In the winter season when an employee is on 1,000 hours assignment, the report-in location will be the county garage in the county in which the employee resides.

For all other employees, the report-in location shall be the facility to which they are assigned.

§13.07 - Overtime

Employees shall be canvassed quarterly as to whether they would like to be called for overtime opportunities. Employees who wish to be called back for overtime outside of their regular hours shall have a residence telephone and shall provide their phone number to their supervisor.

Insofar as practicable, overtime shall be distributed equally on a rotating basis by seniority among those who normally perform the work. Specific arrangements for implementation of these overtime provisions shall be worked out at the Agency level. Such arrangements shall recognize that in the event the Agency Head or designee has determined the need for overtime, and if a sufficient number of employees is not secured through the above provisions, the Agency Head or designee shall have the right to require the least senior employee(s) who normally performs the work to perform said overtime. The overtime policy shall not apply to overtime work which is specific to a particular employee's claim load or specialized work assignment or when the incumbent is required to finish a work assignment.

The Agency agrees to post and maintain overtime rosters which shall be provided to the steward, within a reasonable time, if so requested.

Employees who accept overtime following their regular shift shall be granted a ten (10) minute rest period between the shift and the overtime or as soon as operationally possible. In addition, the Employer will make every reasonable effort to furnish a meal to those employees who work four (4) or more hours of mandatory or emergency overtime and cannot be released from their jobs to obtain a meal.

An employee who is offered but refuses an overtime assignment shall be credited on the roster with the amount of overtime refused. An employee who agrees to work overtime and then fails to report for said overtime shall be credited with double the

*Work area is defined in appendices.

amount of overtime accepted unless extenuating circumstances arose which prevented him/her from reporting. In such cases, the employee will be credited as if he/she had refused the overtime.

An employee who is transferred or promoted to an area with a different overtime roster shall be credited with his/her aggregate overtime hours.

An employee's posted regular schedule shall not be changed to avoid the payment of overtime. Emergency Overtime.

In the event of an emergency as defined in Section 13.15 notwithstanding the terms of this Article, the Agency Head or designee may assign someone to temporarily meet the emergency requirements, regardless of the overtime distribution.

§13.08 - Call-Back Pay

Employees who are called to report to work and do report outside their regularly-scheduled shift will be paid a minimum of four (4) hours at the straight rate of pay or actual hours worked at the overtime rate, whichever is greater. Call-back pay at straight time is excluded from the overtime calculation.

An employee called back to take care of an emergency shall not be required to work for the entire four (4) hour period by being assigned non-emergency work.

§13.09 - Report Pay

Employees who report to work as scheduled and are then informed that they are not needed will receive their full day's pay.

§13.10 - Payment for Overtime

All employees except those in current Schedule C shall be compensated for overtime work as follows:

1. Hours in an active pay status more than forty (40) hours in any calendar week shall be compensated at the rate of one and one-half (1 1/2) times the regular rate of pay for each hour of such time over forty (40) hours;

2. For purposes of this Article, active pay status is defined as the conditions under which an employee is eligible to receive pay and includes, but is not limited to, vacation leave, sick leave and personal leave.

Compensatory Time

The employee may elect to accrue compensatory time off in lieu of cash overtime payment for hours in an active pay status more than forty (40) hours in any calendar week. Compensatory time off will be earned on a time and one-half (1 1/2) basis. The maximum accrual of compensatory time shall be two hundred forty (240) hours. When the maximum hours of compensatory time accrual is rendered,

payment for overtime work shall be made. Compensatory time must be used within two hundred seventy (270) days from when it was earned. Compensatory time not used within two hundred seventy (270) days shall be paid to the employee at the employee's current regular rate of pay. Any employee who has accrued compensatory time off and requests use of this compensatory time shall be permitted to use such time off within a reasonable period after making the request or, if such use is denied, the compensatory time requested shall be paid to the employee at his/her option.

Upon termination of employment, an employee shall be paid for unused compensatory time at a rate which is the higher of:

1. The final regular rate received by the employee; or
2. The average regular rate received by the employee during the last three years of employment.

§13.11 - Wash-Up Time

Employees whose jobs require it will be permitted a reasonable paid wash-up period before the end of the shift. The Labor-Management Committees may recommend to the Agency those positions which qualify for wash-up time.

§13.12 - Stand-By Pay

An employee is entitled to stand-by pay if he/she is required by the Agency to be on stand-by, that is, to be available for possible call to work. An employee entitled to stand-by pay shall receive twenty-five percent (25%) of his/her base rate of pay for each hour he/she is in stand-by status. Stand-by time will be excluded from overtime calculation.

§13.13 - Flextime/Four Day Work Week

Where practical and feasible, hours and schedules for bargaining unit employees may include:

1. Variable starting and ending times;
2. Compressed work week, such as four 10-hour days;
3. Other flexible hour concepts.

§13.14 - Shift Rotation, Swing Shifts and Split Shifts

There shall be no rotating shifts in Rehabilitation and Corrections. In other agencies with rotating shifts, the Agency Labor-Management Committee shall review the practice and recommend change if desired and operationally feasible.

Where swing shifts currently exist and are necessary to provide coverage for an employee's day off in continuous operations, they shall continue.

There shall be no split shifts for full-time employees.

§13.15 - Emergency Leave

Employees directed not to report to work or sent home due to weather conditions or another emergency shall be granted leave with pay for their scheduled work hours during the duration of the emergency. Employees required to report to work or required to stay at work during such emergency shall receive pay at time and one-half (1 1/2) for hours worked during the emergency. Any overtime worked during an emergency shall be paid at double time.

An emergency shall be considered to exist when declared by the Employer, for the county, area or facility where an employee lives or works.

For the purpose of this Section, an emergency shall not be considered to be an occurrence which is normal or reasonably foreseeable to the place of employment and/or position description of the employee.

Essential employees shall be required to work during emergencies. Essential employees who do not report as required during an emergency must show cause that they were prevented from reporting because of the emergency.

§13.16 - Time Clocks

Beginning ninety (90) days after the effective date of this Agreement, the Employer shall not add time clocks.

ARTICLE 14 - 1000 HOUR ASSIGNMENT
§14.01 - ODOT

When fluctuations in workload or weather conditions necessitate the temporary transfer of employees, the Director of the Ohio Department of Transportation or designee may temporarily assign such personnel to duties other than those specified by their classification. Such transfers shall first be done through the solicitation of volunteers in classification series seniority order among available employees. When the workload situation is such that the voluntary list is not adequate, temporary transfers shall be made among available employees on the basis of inverse classification series seniority. For the purpose of this Article for construction personnel, "available" means those employees whose construction assignment has been terminated for the construction season.

When an employee is temporarily transferred, the transfer will be to a classification for which the employee is qualified. An employee(s) shall suffer no loss of pay, benefits or seniority as the result of a

temporary transfer. Where such temporary transfers will be to a higher paying classification, the employee will receive the pay of the higher paying classification.

An employee temporarily transferred by this Section shall be notified in writing at least two (2) weeks in advance of the transfer. Job assignments to employees on temporary transfers pursuant to this Article shall be offered on the basis of classification series seniority giving first choice of selection among available assignments to the most senior employee within the work area on temporary transfer.

The duties of a temporarily transferred employee(s) shall not unduly alter the regularly scheduled assignments of permanently assigned employees. Any employee who is on a temporary transfer shall not be considered for an overtime assignment until all appropriate permanently assigned employees have been asked to work the overtime pursuant to this Agreement.

No employee temporarily transferred by this Section will be transferred in excess of one thousand (1000) hours within a twelve (12) month period, unless mutually agreed to by the employee and the Agency Head or designee. An employee shall not be transferred from one project to another to circumvent the provisions of this Article. The implementation of this Article is an appropriate subject for discussion at Labor-Management Committee meetings.

§14.02 - OBES

When fluctuations in workload or fluctuations in funding necessitate the reassignment of Employment Services or Unemployment Compensation Claims personnel, the Administrator of the Ohio Bureau of Employment Services or designee may reassign such personnel to duties other than those assigned to the position to which the individual employee has been appointed provided that the affected employee possesses the minimum qualifications for the position to which they are being reassigned. Such reassignment shall not exceed one thousand (1000) hours per employee per calendar year. If an employee is needed in his/her permanent job, the time in the permanent job shall count toward the one thousand (1000) hours. During such reassignment the affected employee(s) shall suffer no loss of pay, benefits or seniority. Where such reassignment is to a higher paying classification, the employee will receive the pay of the higher classification.

The individuals with the most state seniority in the classification and office from which the reassignment is to be made shall be given the first

opportunity to refuse reassignment or choose from among the available reassignments. If there are insufficient volunteers to accomplish the reassignment, the least senior affected employee(s) shall first be reassigned. When seeking volunteers for a reassignment, the Bureau shall notify the employees of how long the reassignment is estimated to last.

Before implementing these reassignments, the Bureau shall give the Union and the affected employee(s) at least fourteen (14) calendar days notice.

An employee shall be adequately trained on the job to which he/she is reassigned.

Any employee who is reassigned shall not be considered for an overtime assignment until all appropriate permanently assigned employees have been asked to work the overtime according to negotiated procedures. If no permanently assigned employee volunteers for the overtime, volunteers shall be sought from among reassigned employees in order of state seniority.

ARTICLE 15 - DEFINITIONS

Deleted.

ARTICLE 16 - SENIORITY

16.01 - Definition

For purposes of this Agreement, seniority shall be defined as follows:

- A. State seniority - the total length of service in a permanent position or succession of positions within the employ of the State dating back to the last date of hire;
- B. Classification seniority - the length of continuous service in a classification beginning with the last date of hire or transfer into said classification;
- C. Classification series seniority - the length of continuous service in a classification series beginning with the last date of hire or transfer into said classification series;
- D. Institutional seniority - the length of continuous service in an institution beginning with the last date of hire or transfer into said institution;
- E. Agency seniority - the total length of service within the employ of the Agency dating back to the last date of hire or transfer into the Agency.

§16.02 - Continuous Service

Continuous service shall be interrupted only by the following:

- A. Separation because of resignation;
- B. Discharge for just cause;
- C. Failure to return from leave of absence;
- D. Failure to respond to recall from layoff;
- E. Disability separation.

§16.03 - Identical Hire Dates

Where two (2) or more employees have the same seniority dates for determining job rights, then state seniority shall be used to determine the senior employee. Should a tie still exist, seniority then shall be based on the time stamped on the employee Personnel Action by the Department of Administrative Services.

ARTICLE 17 - PROMOTIONS AND TRANSFERS

§17.01 - Promotion

Promotion is the movement of an employee to a posted vacancy in a classification with a higher pay range.

§17.02 - Vacancy

A vacancy is an opening in a permanent full-time or permanent part-time position within a specified bargaining unit covered by this Agreement which the Agency determines to fill.

§17.03 - Posting

All vacancies within the bargaining units that the Agency intends to fill shall be posted in a conspicuous manner throughout the region, district or state as defined in Appendix J. Vacancy notices will list the deadline for application, pay range, class title and shift where applicable, the knowledge, abilities, skills, and duties as specified by the position description. Vacancy notices shall be posted for at least ten (10) days.

The Employer will cooperate with the Union to make job vacancies known beyond the required areas of posting.

§17.04 - Bidding

Employees may file timely applications for promotions.

Upon receipt of all bids the Agency shall divide them as follows:

- A. All employees within the office, "institution" or county where the vacancy is located, who presently hold a position in the same, similar or related class series (see Appendix I).
- B. All employees within the geographic district of the Agency (see Appendix J) where the vacancy is located, who presently hold a position in the same, similar or related class series (see Appendix I).

C. All other employees of the Agency in the same, similar or related class series.

D. All other employees of the Agency.

E. All other employees of the State.

§17.05 - Selection

A. The Agency shall first review the bids of the applicants from within the office, county or "institution." Interviews may be scheduled at the discretion of the Agency. The job shall be awarded to the qualified employee with the most state seniority unless the Agency can show that a junior employee is demonstrably superior to the senior employee.

B. If no selection is made in accordance with the above, then the same process shall be followed for those employees identified under 17.04 (B).

C. If no selection is made in accordance with the above, then the agency will first consider those employees filing bids under 17.04 (C) and then 17.04 (D), and then 17.04 (E). Employees bidding under 17.04 (C), (D) or (E) shall have no right to grieve non-selection.

§17.06 - Civil Service Examinations

Where a Civil Service Examination has been given, all eligible employees within the county, office or institution of the Agency in which the vacancy exists who passed the examination, shall be considered in filling the vacancy as described above.

§17.07 - Transfers

If a vacancy is not filled as a promotion pursuant to 17.04 and 17.05, then submitted bids for a lateral transfer may be considered. A lateral transfer is defined as a movement to a position in the same pay range as the posted vacancy. Consideration of lateral transfers shall be pursuant to the criteria set forth above.

§17.08 - Demotions

Job movements to a lower pay range are demotions. Employee requested demotions shall only be done with the approval of the Employer.

§17.09 - Nepotism

No employee shall be directly supervised by a member of his/her immediate family.

ARTICLE 18 - LAYOFFS

§18.01 - Layoffs

Layoffs of employees covered by this Agreement shall be made pursuant to ORC 124.321-.327 and Administrative Rule 123:1-41-01 through 22, except for the modifications enumerated in this Article.

§18.02 - Guidelines

Retention points shall not be considered or utilized in layoffs. Performance evaluations shall not

be a factor in layoffs. Layoffs shall be on the basis of inverse order of state seniority.

§18.03 - Bumping in the Same Office, Institution or County

The affected employee may bump any less senior employee in an equal or lower position in the same, similar or related class series within the same office, institution or county (see Appendix I) provided that the affected employee is qualified to perform the duties.

§18.04 - Bumping in the Agency Geographic Jurisdiction

If the affected employee is unable to bump within the office, institution or county, then the affected employee shall have the option to bump a less senior employee in accordance with Section 18.03 within the appropriate geographic jurisdiction of their Agency (see Appendix J).

§18.05 - Limits

There shall be no bumping in Unit 3. There shall be no inter-agency bumping. There shall be no inter-unit bumping except in those cases allowed by current administrative rule or where a class series overlaps more than one unit.

§18.06 - Geographic Divisions

The jurisdictional layoff areas shall not be utilized. Instead, the geographic divisions of each agency shall be used (see Appendix J).

§18.07 - Classification Groupings

The parties agree to meet to group classifications for application for promotions and layoffs. If the parties are unable to come to agreement within sixty (60) days, they shall mutually select a neutral third party with expertise in labor relations and classification and compensation systems, whose decision shall be final and binding. The arbitrator will deal only with those classification groupings that are in dispute.

§18.08 - Recall

When it is determined by the Agency to fill a vacancy or to recall employees in a classification where the layoff occurred, the following procedure shall be adhered to:

The laid-off employee with the most state seniority from the same, similar or related classification series shall be recalled first (see Appendix I). Employees shall be recalled to a position for which they meet the minimum qualifications as stated in the Classification Specification. Any employee recalled under this Article shall not serve a new probationary period, except for any employee laid off who was serving an

original or promotional probationary period which shall be completed. Employees shall have recall rights for a period of eighteen (18) months.

Notification of recall shall be by certified mail to the employee's last known address. Employees shall maintain a current address on file with the Agency. Recall rights shall be within the Agency and within recall jurisdictions as outlined in Appendix J. If the employee fails to notify the Agency of his/her intent to report to work within seven (7) days of receipt of the notice of recall, he/she shall forfeit recall rights. Likewise, if the recalled employee does not actually return to work within thirty (30) days, recall rights shall be forfeited.

§18.09 - Re-employment

Re-employment rights in other agencies shall be pursuant to Administrative Rule 123:1-41-17. Such rights shall be for eighteen (18) months.

ARTICLE 19 - JOB AUDITS AND RECLASSIFICATIONS

§19.01 - Definition

A position audit is the evaluation of the current duties and responsibilities assigned to a position to determine the appropriate classification for that position.

§19.02 - Position Description

New employees shall be provided a copy of their position descriptions. When position descriptions are changed, employees shall be furnished a copy.

§19.03 - Request for Audit

An employee or the Appointing Authority may request in writing that the Department of Administrative Services, Division of Personnel, conduct an audit. Audit forms will be made available through the employee's personnel office and/or union steward. An employee may request only one audit for his/her position per year unless the employee provides documentation at the time of the request that the duties of his/her position have been substantially changed since the date of the Department of Administrative Service's receipt of the request for the previous audit. The Employer shall not change an employee's duties or the duties of an entire classification for the purpose of affecting the outcome of the job audit.

§19.04 - Audit Decision

The Department of Administrative Services, Division of Personnel, will make the audit decision.

§19.05 - Notification of Audit Decision

The Department of Administrative Services shall notify in writing the affected employee and the

Agency setting forth its decision regarding classification. Every reasonable effort will be made to complete the audit process in a timely fashion. The effective date of any required action will be the pay period following the receipt of the audit request by the Department of Administrative Services.

§19.06 - Hearing Officer Panel

The Director of the Office of Collective Bargaining and the Union shall within thirty (30) days after the effective date of this Agreement mutually select a panel of neutral hearing officers who shall preferably have expertise in labor relations and classification and compensation systems. The number of hearing officers shall be mutually agreed upon by the parties. Each hearing officer shall serve for the duration of this Agreement unless terminated earlier by written notice from either party to the other. The hearing officer shall be notified of termination by a joint letter from the parties. The hearing officer shall conclude his/her services by deciding any appeals previously heard. A successor hearing officer shall be mutually selected by the parties.

§19.07 - Appeal

If the employee or the Agency disagrees with the decision of the Department of Administrative Services, the employee or Agency may appeal to the Director of the Office of Collective Bargaining in writing within ten (10) days of receipt of the decision. The employee may withdraw the audit request at this time. If withdrawn, no further action will be taken. The Director of the Office of Collective Bargaining shall schedule a hearing officer to review the case. Hearing officers will be assigned on a rotating basis and a hearing shall be scheduled to commence no later than thirty (30) days of the Office of Collective Bargaining's receipt of the request for appeal. The hearing date may be extended by mutual consent of the parties.

§19.08 - Conduct of Hearing

A hearing officer shall conduct a hearing on each job audit appeal. The Department of Administrative Services will forward copies of all documentation and evidence to the hearing officer for review. A union representative shall have the right to be present at the audit appeal hearing. All evidence and documentation shall be made available to the employee, the union representative and to the Agency no later than ten (10) days prior to the scheduled hearing.

At the hearing, the hearing officer will consider the testimony on duties and responsibilities of the employee and the arguments of the representatives of

each party. If any party requests a transcript, that party shall bear the cost of the transcript. The other party may then receive a copy of the transcript at cost.

§19.09 - Hearing Officer Responsibilities

The hearing officer must make the effective date of any change in accordance with Section §19.05. The hearing officer shall not place an employee in a classification which calls for licensure, certification or registration not held by the employee.

§19.10 - Hearing Officer's Decision

Within fifteen (15) days of the conclusion of the hearing, the hearing officer must submit a decision in writing to the affected employee, union representative, the Director of the Office of Collective Bargaining and the Agency. The decision of the hearing officer is final and binding and not subject to the grievance procedure. The hearing officer shall be treated as an arbitrator, thus his/her decision may be appealed pursuant to ORC Chapter 2711.

§19.11 - Payment of Hearing Officers

All costs shall be shared equally by the parties.

§19.12 - Pre-positioning

The Employer shall not abuse the job audit and reclassification process by prepositioning employees.

**ARTICLE 20 - CLASSIFICATION
MODERNIZATION STUDY**

§20.01 - Purpose

The Employer desires to modernize the State's job evaluation system, classification specifications and qualifications, and position descriptions and to provide a more systematic approach to career development. To accomplish this, the Employer will conduct a study of the current system of classification and compensating employees commensurate with duties, responsibilities, education and/or experience, required licensure or certification, and working conditions, including recognition of hazards, in a nondiscriminatory fashion. The study will commence within six (6) months of the signing of the Agreement.

§20.02 - Labor-Management Committee

A special Labor-Management Committee on Classification Modernization will be established consisting of an equal number of Union and Employer representatives. The purpose of the committee will be to provide the necessary support in the development and implementation of the classification study and to provide input. The committee will prioritize the classifications to be reviewed and develop ways to implement the results

of the study. The Employer and the Union will jointly seek sufficient funds to implement the results of the study. Should funds not be adequate, the committee will work with the Employer to determine priority of pay grade reassignments or reclassification.

The Committee on Classification Modernization shall continue to function in an oversight capacity in the ongoing review of the classification system.

§20.03 - Dispute Resolution

If the Union disputes a proposed classification specification or pay range designation as determined by the study, the Union and the Employer shall meet to discuss these issues.

If the issues are not agreed upon, the Union and the Employer shall mutually agree to choose an independent third party who is knowledgeable in labor relations and classification and compensation systems to serve on this committee. The committee's decision will be binding on both parties. The expenses of the third party will be borne equally by the parties.

§20.04 - Employee Appeals

Upon implementation of the study, individual employee appeals will be handled through the appeals procedures in Article 19.

The Employer and the Union agree that the purpose of the classification study is to evaluate the State's existing classification plan. Therefore, the implementation of this classification study shall not result in a loss of pay nor a layoff for any employee in affected classification titles.

**§20.05 - Training of Union
Representatives**

The Employer shall provide ongoing training for appropriate union representatives in the practices and procedures used by the Employer to determine the classification of employees and pay range of classifications. Further, all materials, documents and memoranda pertaining to the classification system shall be made available to the Union.

**ARTICLE 21 - CAREER LADDERS AND
APPRENTICESHIP**

There shall be established a Labor-Management Career Ladder and Apprenticeship Committee to study statewide employee training and development needs. The committee shall consist of an equal number of Union and Employer representatives as mutually agreed and shall be co-chaired by the parties.

ARTICLE 22 - PERFORMANCE EVALUATION

§22.01 - Use

The Employer may use performance evaluations pursuant to the Ohio Administrative Code Chapter 123:1-29, except as modified by this Article. If an Agency chooses to use a performance evaluation instrument different than that utilized by the Department of Administrative Services, it shall notify the Union and consult with it prior to implementing the new instrument.

Within one hundred twenty (120) days of the effective date of this Agreement, the Employer will enter into a comprehensive study to improve the present performance evaluation system. The Union will have full opportunity for input and consultation prior to and during the study.

§22.02 - Limits

Measures of employee performance obtained through production and/or numerical quotas shall be a criterion applied in evaluating performance. Numerical quotas or production standards, when used, shall be reasonable and not arbitrary or capricious.

Performance evaluations shall not be a factor in layoffs.

Employees shall receive and sign a copy of their evaluation forms after all comments, remarks and changes have been noted. A statement of the employee's objection to an evaluation or comment may be attached and put in the personnel file.

§22.03 - Appeals

An employee may appeal his/her performance evaluation, by submitting a "Performance Evaluation Review Request" to the Agency designee (other than the Employer representative who performed the evaluation) within seven (7) days after the employee received the completed form for signature. A conference shall be scheduled within seven (7) working days and a written response submitted within seven (7) working days after the conference.

In agencies with multiple Appointing Authorities, the employee may request an additional review with the Agency Head or designee. The conference must be held within seven (7) days of the request and the Agency's written reply shall be completed within seven (7) days of the conference.

In addition, any employee has the right to a review by the Department of Administrative Services within thirty (30) days after the Agency(s) written response. The employee may present any pertinent information to the Agency and/or the Department of Administrative Services, including the performance

evaluation in question and past evaluations, during the review.

ARTICLE 23 - PERSONNEL RECORDS

§23.01 - Personnel Files

An employee's official personnel file will contain all matters required by the Ohio Revised Code and will be maintained within the Division of Personnel of the Department of Administrative Services in Columbus. All other matters pertaining to an employee will be retained within the Agency for which the employee works. In the case of employees working for the Department of Administrative Services, all other matters pertaining to an employee will be retained within the Division of Personnel of the Department of Administrative Services.

Only materials maintained in an employee's official personnel file shall be available to the public.

§23.02 - Review of Personnel Files

Employees and/or their authorized union representatives shall have the reasonable right to review the contents of their personnel files. Employees shall have access to all materials in their files except those prohibited by ORC Section 1347.08 (C). Such review may be made during normal working hours. Reasonable requests to copy documents in the files shall be honored at no charge.

No persons except those authorized by the employee and those whose job entails access to personnel files shall be permitted to review employees' personnel files, except as required by the Ohio Revised Code.

§23.03 - Employee Notification

A copy of any material to be placed in an employee's personnel file that might lead to disciplinary action or negatively affect an employee's job security or advancement shall be provided to the employee. If material is placed in an employee's personnel file without following this procedure, the material will be removed from the file and returned to the employee at his/her request. Such material cannot be used in any disciplinary proceeding. An employee can place documents relevant to his/her work performance in his/her personnel file.

ARTICLE 24 - DISCIPLINE

§24.01 - Standard

Disciplinary action shall not be imposed upon an employee except for just cause. The Employer has the burden of proof to establish just cause for any disciplinary action. In cases involving termination, if the arbitrator finds that there has been an abuse of a

patient or another in the care or custody of the State of Ohio, the arbitrator does not have authority to modify the termination of an employee committing such abuse.

§24.02 - Progressive Discipline

The Employer will follow the principles of progressive discipline. Disciplinary action shall be commensurate with the offense. Disciplinary action shall include:

- A. Verbal reprimand (with appropriate notation in employee's file)
- B. Written reprimand;
- C. Suspension;
- D. Termination.

Disciplinary action taken may not be referred to in an employee's performance evaluation report. The event or action giving rise to the disciplinary action may be referred to in an employee's performance evaluation report without indicating the fact that disciplinary action was taken.

Disciplinary action shall be initiated as soon as reasonably possible consistent with the requirements of the other provisions of this Article. An arbitrator deciding a discipline grievance must consider the timeliness of the Employer's decision to begin the disciplinary process.

§24.03 - Supervisory Intimidation

An Employer representative shall not use the knowledge of an event giving rise to the imposition of discipline to intimidate, harass or coerce an employee.

In those instances where an employee believes this section has been violated, he/she may file a grievance, including an anonymous grievance filed by and processed by the Union in which the employee's name shall not be disclosed to the Employer representative allegedly violating this section, unless the Employer determines that the Employer representative is to be disciplined.

The Employer reserves the right to reassign or discipline employer representatives who violate this section.

Knowingly making a false statement alleging patient abuse when the statement is made with the purpose of incriminating another will subject the person making such an allegation to possible disciplinary action.

§24.04 - Pre-Discipline

An employee shall be entitled to the presence of a union steward at an investigatory interview upon request and if he/she has reasonable grounds to believe that the interview may be used to support disciplinary action against him/her.

An employee has the right to a meeting prior to the imposition of a suspension or termination. Prior to the meeting, the employee and his/her representative shall be informed in writing of the reasons for the contemplated discipline and the possible form of discipline. No later than at the meeting, the Employer will provide a list of witnesses to the event or act known of at that time and documents known of at that time used to support the possible disciplinary action. If the Employer becomes aware of additional witnesses or documents that will be relied upon in imposing discipline, they shall also be provided to the Union and the employee. The employer representative recommending discipline shall be present at the meeting unless inappropriate or if he/she is legitimately unable to attend. The Appointing Authority's designee shall conduct the meeting. The Union and/or the employee shall be given the opportunity to comment, refute or rebut.

At the discretion of the Employer, in cases where a criminal investigation may occur, the pre-discipline meeting may be delayed until after disposition of the criminal charges.

§24.05 - Imposition of Discipline

The Agency Head or, in the absence of the Agency Head, the Acting Agency Head shall make a final decision on the recommended disciplinary action as soon as reasonably possible but no more than forty-five (45) days after the conclusion of the pre-discipline meeting. At the discretion of the Employer, the forty-five (45) day requirement will not apply in cases where a criminal investigation may occur and the Employer decides not to make a decision on the discipline until after disposition of the criminal charges.

The employee and/or union representative may submit a written presentation to the Agency Head or Acting Agency Head.

If a final decision is made to impose discipline, the employee and Union shall be notified in writing. Once the employee has received written notification of the final decision to impose discipline, the disciplinary action shall not be increased.

Disciplinary measures imposed shall be reasonable and commensurate with the offense and shall not be used solely for punishment.

The Employer will not impose discipline in the presence of other employees, clients, residents, inmates or the public except in extraordinary situations which pose a serious, immediate threat to the safety, health or well-being of others.

An employee may be placed on administrative leave or reassigned while an investigation is being conducted, except in cases of alleged abuse of patients or others in the care or custody of the State of Ohio the employee may be reassigned only if he/she agrees to the reassignment.

§24.06 - Prior Disciplinary Actions

All records relating to oral and/or written reprimands will cease to have any force and effect and will be removed from an employee's personnel file twelve (12) months after the date of the oral and/or written reprimand if there has been no other discipline imposed during the past twelve (12) months.

Records of other disciplinary action will be removed from an employee's file under the same conditions as oral/written reprimands after twenty-four (24) months if there has been no other discipline imposed during the past twenty-four (24) months.

This provision shall be applied to records placed in an employee's file prior to the effective date of this Agreement.

§24.07 - Polygraph Tests

No employee shall be required to take a polygraph, voice stress or psychological stress examination as a condition of retaining employment, nor shall an employee be subject to discipline for the refusal to take such a test.

§24.08 - Employee Assistance Program

In cases where disciplinary action is contemplated and the affected employee elects to participate in an Employee Assistance Program, the disciplinary action may be delayed until completion of the program. Upon successful completion of the program, the Employer will give serious consideration to modifying the contemplated disciplinary action.

ARTICLE 25 - GRIEVANCE PROCEDURE

§25.01 - Process

A. A grievance is defined as any difference, complaint or dispute between the Employer and the Union or any employee affecting terms and/or conditions of employment regarding the application, meaning or interpretation of this Agreement. The grievance procedure shall be the exclusive method of resolving grievances.

B. Grievances may be processed by the Union on behalf of a grievant or on behalf of a group of grievants or itself setting forth the name(s) or group(s) of the grievant(s). Either party may have the grievant (or one grievant representing group grievants) present at any step of the grievance procedure and the grievant is entitled to union

representation at every step of the grievance procedure. Probationary employees shall have access to this grievance procedure except those who are in their initial probationary period shall not be able to grieve disciplinary actions or removals.

Those employees in their initial probationary period as of the effective date of this Agreement shall retain their current rights of review by the State Personnel Board of Review for the duration of their initial probationary period.

C. The word "day" as used in this article means calendar day and days shall be counted by excluding the first and including the last day. When the last day falls on a Saturday, Sunday or holiday, the last day shall be the next day which is not a Saturday, Sunday or holiday.

D. The mailing of the grievance appeal form shall constitute a timely appeal if it is postmarked within the appeal period. Likewise, the mailing of the answer shall constitute a timely response if it is postmarked within the answer period. The Employer will make a good faith effort to insure confidentiality.

E. Grievances shall be presented on forms mutually agreed upon by the Employer and the Union and furnished by the Employer to the Union in sufficient quantity for distribution to all stewards. Forms shall also be available from the Employer.

F. It is the goal of the parties to resolve grievances at the earliest possible time and the lowest level of the grievance procedure.

G. Verbal reprimands shall be grievable through Step Two. If a verbal reprimand becomes a factor in a disciplinary grievance that goes to arbitration, the arbitrator may consider evidence regarding the merits of the verbal reprimand.

§25.02 - Grievance Steps

Step 1 - Immediate Supervisor

The grievant and/or the Union shall orally raise the grievance with the grievant's supervisor who is outside of the bargaining unit. The supervisor shall be informed that this discussion constitutes the first step of the grievance procedure. All grievances must be presented not later than ten (10) working days from the date the grievant became or reasonably should have become aware of the occurrence giving rise to the grievance not to exceed a total of thirty (30) days after the event. If being on approved paid leave prevents a grievant from having knowledge of an occurrence, then the time lines shall be extended by the number of days the employee was on such leave except that in no case will the extension exceed sixty (60) days after the event. The immediate supervisor

shall render an oral response to the grievance within three (3) working days after the grievance is presented. If the oral grievance is not resolved at Step One, the immediate supervisor shall prepare and sign a written statement acknowledging discussion of the grievance, and provide a copy to the Union and the grievant.

Step 2 - Intermediate Administrator

In the event the grievance is not resolved at Step One, it shall be presented in writing by the Union to the intermediate administrator or his/her designee within five (5) days of the receipt of the answer or the date such answer was due, whichever is earlier. The written grievance shall contain a statement of the grievant's complaint, the section(s) of the Agreement allegedly violated, if applicable, the date of the alleged violation and the relief sought. The form shall be signed and dated by the grievant. Within seven (7) days after the grievance is presented at Step Two, the intermediate administrator shall discuss the grievance with the Union and the grievant. The intermediate administrator shall render a written answer to the grievance within eight (8) days after such a discussion is held and provide a copy of such answer to the Union and the grievant.

Step 3 - Agency Head or Designee

If the grievance is still unresolved, it shall be presented by the Union to the Agency Head or designee in writing within ten (10) days after receipt of the Step Two response or after the date such response was due, whichever is earlier. Within fifteen (15) days after the receipt of the written grievance, the parties shall meet in an attempt to resolve the grievance unless the parties mutually agree otherwise.

The Agency Head or designee shall give his/her written response within fifteen (15) days following the meeting.

If no meeting is held, the Agency Head or his/her designee shall respond in writing to the grievance within ten (10) days of receipt of the grievance.

Step 4 - Office of Collective Bargaining Review

If the grievance is not settled at Step Three, the Union may appeal the grievance in writing to the Director of The Office of Collective Bargaining by written notice to the Employer, within ten (10) days after the receipt of the Step Three answer, or after such answer was due, whichever is earlier.

The Director of The Office of Collective Bargaining or his/her designee shall notify the Executive Director of the Union in writing of his/her decision within twenty-one (21) days of the appeal. The Director of the Office of Collective Bargaining

may reverse, modify or uphold the answer at the previous step or request a meeting to discuss resolution of the grievance.

A request to discuss resolution of the grievance shall not extend the thirty (30) days in which the Union has to appeal to arbitration as set forth in Step Five.

Step 5 - Arbitration

Grievances which have not been settled under the foregoing procedure may be appealed to arbitration by the Union by providing written notice to the Director of The Office of Collective Bargaining within thirty (30) days of the answer, or the due date of the answer if no answer is given, in Step Four.

§25.03 - Arbitration Procedures

Both parties agree to attempt to arrive at a joint stipulation of the facts and issues to be submitted to the arbitrator.

The Employer or Union shall have the right to request the arbitrator to require the presence of witnesses and/or documents. Each party shall bear the expense of its own witnesses who are not employees of the Employer.

Questions of arbitrability shall be decided by the arbitrator. Once a determination is made that a matter is arbitrable, or if such preliminary determination cannot be reasonably made, the arbitrator shall then proceed to determine the merits of the dispute.

The expenses and fees of the arbitrator shall be shared equally by the parties.

The decision and award of the arbitrator shall be final and binding on the parties. The arbitrator shall render his/her decision in writing as soon as possible, but no later than thirty (30) days after the conclusion of the hearing, unless the parties agree otherwise.

Only disputes involving the interpretation, application or alleged violation of a provision of the Agreement shall be subject to arbitration. The arbitrator shall have no power to add to, subtract from or modify any of the terms of this Agreement, nor shall he/she impose on either party a limitation or obligation not specifically required by the expressed language of this Agreement.

If either party desires a verbatim record of the proceeding, it may cause such a record to be made provided it pays for the record. If the other party desires a copy, the cost shall be shared.

25.04 - Arbitration Panel

A. The parties agree that a panel of twelve (12) arbitrators shall be selected to hear arbitration cases covered under this Agreement.

The procedure for selecting this panel shall be as follows:

1. The parties will make an attempt to mutually agree on panel members.
2. If mutual agreement cannot be reached on twelve (12) arbitrators, then the remaining number will be selected by the following procedure: The parties shall request from the American Arbitration Association a list of at least twice plus one the number of arbitrators needed. The parties shall then alternately strike names until the proper number remains.
3. After one (1) year, either party may eliminate up to two (2) arbitrators from the panel. Thereafter, the parties may eliminate two (2) additional arbitrators at the end of each twelve (12) month period.
4. In replacing the arbitrators that were eliminated from the panel, the procedure enumerated in (1) and (2) above shall be used. Any arbitrator eliminated may not be placed back on the panel.

B. Panel members shall be assigned cases in rotating order designated by the parties. Within sixty (60) days of the effective date of this Agreement, the parties will mutually agree on a set of rules of arbitration. Should the parties be unable to agree upon the rules of arbitration, this question shall be submitted to the first panel arbitrator for determination.

25.05 - Time Limits

Grievances may be withdrawn at any step of the grievance procedure. Grievances not appealed within the designated time limits will be treated as withdrawn grievances.

The time limits at any step may be extended by mutual agreement of the parties involved at that particular step.

The Employer's failure to respond within the time limits shall automatically advance the grievance to the next step.

25.06 - Time Off, Meeting Space and Telephone Use

The grievant(s) and/or union steward will be permitted reasonable time off without loss of pay during their working hours to process grievances. The steward shall be given reasonable time off without loss of pay during his/her working hours to investigate grievances. Witnesses whose testimony is relevant to the Union's presentation or argument will be permitted reasonable time off without loss of pay to attend a grievance meeting and/or respond to

the Union's investigation. The steward shall not leave his/her work to investigate, file or process grievances without first notifying and making mutual arrangements with his/her supervisor or designee as well as the supervisor of any unit to be visited. Such arrangements shall not be unreasonably denied.

Upon request, the grievant and Union shall be allowed the use of an available, appropriate room while processing a grievance. The Union shall be permitted the reasonable use of telephone facilities for investigating or processing grievances. Any telephone tolls shall be paid by the Union.

25.07 - Advance Grievance Step Filing

Certain issues which by their nature cannot be settled at a preliminary step of the grievance procedure or which would become moot due to the length of time necessary to exhaust the grievance steps may by mutual agreement be filed at the appropriate advance step where the action giving rise to the grievance was initiated. An employee with a grievance involving a suspension or a discharge may initiate the grievance at Step Three of the grievance procedure within fourteen (14) days of notification of such action.

25.08 - Relevant Witnesses and Information

The Union may request specific documents, books, papers or witnesses reasonably available from the Employer and relevant to the grievance under consideration. Such request shall not be unreasonably denied.

25.09 - Expedited Arbitration Procedure

In the interest of achieving a more efficient handling of grievances, including grievances concerning minor discipline, the parties agree to the following expedited arbitration procedure. This procedure is intended to replace the procedure in Section 25.02, Step 5, for the resolution of grievances as set forth below. The procedure will operate in the following manner:

- A. A special list of arbitrators will be chosen by the parties to hear all expedited arbitrations during the term of this Agreement.
- B. The grievances presented to the arbitrator under this section will consist of short-term disciplinary actions of five (5) days or less without pay. The parties may submit other issues by mutual agreement.
- C. The arbitrator will normally hear at least four (4) grievances at each session unless mutually agreed otherwise. The grievances will be grouped by institution and/or geographic area and heard in that area.

- D. Grievance presentation will be limited to a preliminary introduction, a short reiteration of facts and a brief oral argument. No briefs or transcripts shall be made. If witnesses are used to present facts, there will be no more than two (2) per side in addition to the grievant.
- E. The arbitrator will either give a bench decision or issue a decision within five (5) calendar days. The arbitrator can either uphold or deny the grievance or modify the relief sought. All decisions will be final and binding.
- F. The cost of the arbitrator and the expenses of the hearing will be shared equally by the parties.

25.10 - Miscellaneous

The parties may, by mutual agreement, alter any procedure or provision outlined herein so long as the mutual agreement does not differ from the spirit of this Article.

ARTICLE 26 - HOLIDAYS

26.01 - Observance

The following holidays will be observed:

- New Year's Day - First Day in January;
- Martin Luther King, Jr.'s Birthday - Third Monday in January;
- President's Day - Third Monday in February;
- Memorial Day - Last Monday in May;
- Independence Day - Fourth day of July;
- Labor Day - First Monday in September;
- Columbus Day - Second Monday in October;
- Veterans' Day - Eleventh day of November;
- Thanksgiving Day - Fourth Thursday in November;
- Christmas Day - Twenty-fifth day of December;
- Any other day proclaimed by the Governor of the State of Ohio or the President of the United States.

When a holiday falls on a Sunday, the holiday is observed on the following Monday. When a holiday falls on a Saturday, the holiday is observed on the preceding Friday. For employees whose work assignment is to a seven (7) day operation, the holiday shall be celebrated on the day it actually falls. A holiday shall start at 12:01 A.M. or with the work shift that includes 12:01 A.M.

Upon request, an employee may observe a religious holiday provided that the time off is charged to vacation, compensatory time, personal leave or leave without pay.

An employee on an alternate work schedule is entitled to the same number of holidays and paid holiday hours as regularly scheduled employees.

26.02 - Work on Holidays

Employees required to work on a holiday will be compensated at their discretion either at the rate of one and one-half (1 1/2) times their regular rate of pay, or granted compensatory time at the rate of one and one-half (1 1/2) times, plus straight time pay for the holiday. The choice of compensatory time or wages will be made by the employee.

Holiday work beyond regularly scheduled work shall be distributed among employees by the provisions covered in Article 13. No employees' posted regular schedule or days off shall be changed to avoid holiday premium pay. The Agency reserves the right to determine the number of employees needed to work the holiday.

26.03 - Eligibility for Holiday Pay

An employee whose scheduled work day off falls on a holiday will receive holiday pay for that day.

An employee on vacation or sick leave during a holiday will not be charged vacation or sick leave for the holiday.

26.04 - Employee's Birthday

The employee shall be permitted to observe his/her birthday. Should the employee's birthday fall on a holiday or a day when the employee is normally in non-work status or if the employee is unable to take the birthday because of operational needs of the Employer or wishes to take another day, the employee shall be credited with a personal leave day.

ARTICLE 27 - PERSONAL LEAVE

Employees shall be entitled to three (3) personal leave days per year which are credited to the employee in the pay period which includes December 1. Full-time employees who are hired after the December 1 pay period shall be credited with personal leave on a prorated basis. Part-time employees shall accrue personal leave on a prorated basis.

Personal leave shall be granted if an employee makes the request with one (1) day notice. In an emergency the request shall be made as soon as possible and the supervisor will respond promptly. The leave shall not be unreasonably denied.

Any personal leave not used at the end of a year may be carried forward or paid at the employee's option. Maximum accrual of personal leave shall be forty (40) hours.

An employee who is separated from state service shall be entitled to convert the unused amount of personal leave up to a total of nine-tenths (.9) hours times the number of pay periods from the December 1 pay period plus any other hours previously accrued.

This payoff shall be at the employee's regular rate of pay.

Personal leave may be taken in one (1) hour increments.

ARTICLE 28 - VACATION

28.01 - Rate of Accrual

Permanent full-time employees shall be granted vacation leave with pay as follows:

Length of State Service	Accrual Rate Per Pay Period	Per Year
Less than 1 year	3.1 hours	80 hours upon completion of one year of service
1 year or more	3.1 hours	80 hours
8 years or more	4.6 hours	120 hours
15 years or more	6.2 hours	160 hours
25 years or more	7.7 hours	200 hours

Part-time employees shall earn vacation on a pro-rated basis.

Effective with the approval of this Agreement, only service with state agencies, i.e. agencies whose employees are paid by the Auditor of State, will be computed for the purpose of determining the rate of accrual for new employees. Service time for vacation accrual for current employees will not be modified by the preceding sentence.

§28.02 - Maximum Accrual

Vacation credit may be accumulated to a maximum that can be earned in three (3) years. Further accumulation will not continue when the maximum is reached. When an employee's vacation reaches the maximum level, and if the employee has been denied vacation during the past twelve (12) months, the employee will be paid for the time denied.

Annual Rate of Vacation Maximum Accumulation

80 hours	240 hours
120 hours	360 hours
160 hours	480 hours
200 hours	600 hours

§28.03 - Procedure

Vacation leave shall be taken only at times mutually agreed to by the Agency and the employee. The Agency may establish minimum staffing levels for a facility which could restrict the number of concurrent vacation leave requests which may be granted.

Employees who work in seven (7) day operations shall be given the opportunity to request vacations by a specified date each year. Employees shall be

notified of this opportunity one (1) month in advance of the date. If more employees request vacation at a particular time than can be released, requests will be granted in seniority order.

Employees in seven (7) day operations can also request vacations at other times of the year. If more employees request vacation than can be released, requests will be granted on a first come/first serve basis with seniority governing if requests are made simultaneously.

Emergency vacation requests for periods of three (3) days or less may be made by employees in seven (7) day operations as soon as they are aware of the emergency. An employee shall provide the Employer with verification of the emergency upon return to work.

Other employees shall request vacation according to current practices unless the Employer and the Union mutually agree otherwise. The Employer shall not deny a vacation request unless the vacation would work a hardship on other employees or the Agency. The Employer shall promptly notify employees of the disposition of their vacation requests. Unless the Employer agrees otherwise, an employee's vacation will not exceed one (1) year's accrual.

If an employee going on vacation desires that his/her pay check be mailed to a given address during the vacation, he/she may make a written request to this effect. Such requests shall be honored.

When an emergency exists as defined in Section 13.15, all vacation leave requests may be denied, including those requests already approved. If an employee is called to work from a scheduled vacation leave period, the employee will have the right to take the vacation leave at a later time and will be paid at time and one-half (1 1/2) for the time the employee is in on-duty status. The employee shall also be reimbursed for any costs incurred as a result of cancelling or returning from his/her vacation upon submission of appropriate evidence.

§28.04 - Payment Upon Separation

An employee or an employee's estate will be paid for accrued vacation upon termination of state service at the time that the employee receives his/her pay check for the final period of work. Employees separating from employment with less than six (6) months total service will not be paid for any accrued vacation.

§28.05 - Disposition of Work During Vacation

Insofar as practicable, during an employee's vacation the Employer shall assign non-individual

work to other employees. Upon return from vacation, an employee shall be allowed reasonable time to review work done in his/her absence.

ARTICLE 29 - SICK LEAVE

§29.01 - Accrual

Employees will earn eighty (80) hours of sick leave per year credited as of the pay period including December 1. Permanent part-time employees on pay status for less than a full year and full-time employees hired after the December 1 pay period will accrue sick leave prorated at three and one-tenth (3.1) hours per each eighty (80) hours of completed service. Sick leave shall be charged when used at one hundred percent (100%) of regular rate of pay. Upon the effective date of this Agreement, the additional sick leave days will be prorated.

Sick leave shall be granted to employees who are unable to work because of illness or injury of the employee or a member of his/her immediate family or because of medical appointments or other ongoing treatment. The definition of "immediate family" for purposes of this Article shall be: spouse, significant other who resides with the employee, child, grandchild, parents, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, brother, sister, brother-in-law, sister-in-law or legal guardian or other person who stands in place of a parent.

A period of up to ten (10) working days of sick leave will be allowed for parenting during the postnatal period or following an adoption.

The amount of sick leave charged against an employee's accrual shall be the amount used, rounded to the nearest one half (1/2) hour. Employees shall be paid for sick leave used at their assigned step including longevity. After employees have used all of their accrued sick leave, they may choose to use accrued vacation, compensatory time or personal days or may be granted leave without pay.

§29.02 - Notification

When an employee is sick and unable to report for work, he/she will notify his/her immediate supervisor or designee no later than one half (1/2) hour after starting time, unless circumstances preclude this notification. The Employer may request that a physician's statement be submitted within a reasonable period of time. In institutional agencies or in agencies where staffing requires advance notice, the call must be made at least ninety (90) minutes prior to the start of the shift or in accordance with current practice, whichever period is less.

If sick leave continues past the first day, the employee will notify his/her supervisor or designee every day unless prior notification was given of the number of days off.

§29.03 - Sick Leave Policy

Sick leave policies shall be fair and reasonable; they shall not be arbitrary or capricious.

The Employer recognizes that sick leave policy should be fairly applied throughout the State. Upon the effective date of this Agreement, a Labor-Management Committee will be established to jointly develop a policy which will include, but not be limited to:

- A. A standard sick leave form for use throughout the State, with copies provided to the employee after approval for each use;
- B. Guidelines on when verification is needed;
- C. Systematic standards for defining consistent patterns of sick leave usage.

This policy will be implemented no later than January 1, 1987, unless the date is mutually extended by the parties.

§29.04 - Carry-Over and Conversion

An employee will be annually offered the opportunity to convert to cash any part of his/her accrued sick leave for the specific calendar year at the rate of fifty percent (50%). An employee not exercising a choice will automatically have the hours carried forward. An employee who terminates state service or retires shall convert to cash any sick leave accrued at the employee's rate of pay at the time of separation at the rate of fifty percent (50%). If an employee dies, the converted sick leave shall be credited to his/her estate. An employee who is granted military leave or leave without pay may be paid for accrued sick leave or may keep it in reserve for use upon return at his/her discretion. An employee who is re-employed, reinstated or recalled from lay off and who received a lump sum payment for unused sick leave may have such days restored by returning the amount paid by the Employer for the number of days to be restored.

Employees hired after the effective date of this Agreement who have previous service with political subdivisions of the State may use sick leave accrued with such prior employers but shall not be permitted to convert such sick leave to cash.

ARTICLE 30 - ADMINISTRATIVE LEAVE WITH PAY

§30.01 - Jury Duty

Leave with pay shall be granted for service upon a jury. Employees who are scheduled on other than a day shift shall be reassigned to a day shift during the period of service upon the jury. When not impaneled for actual service and only on call, the employee shall report to work as soon as reasonably possible after notification that his/her services will not be needed. In cases where the employee would report to do less than four (4) hours work, the employee need not report. Employees called to jury duty shall submit any juror fees received, excluding travel or meal allowances, to the Agency.

§30.02 - Military Leave Federal Duty

Any permanent employee who is or becomes a member of the reserve component of the Armed Forces as defined in Chapter 11, Section 261, Title 10, US Code shall be allowed military leave with pay for up to twenty-two (22) work days or one hundred seventy-six (176) hours per calendar year for federal duty performed which is directed or caused to occur by authority of the Department of Defense (DOD) or its agent.

State Duty

Members of the Ohio National Guard, the Ohio Military Reserve and the Ohio Naval Militia, when ordered to State Active Duty for emergency purposes by the Governor of Ohio, will also be eligible for paid military leave not in excess of twenty-two (22) work days or one hundred seventy-six (176) hours. Non-emergency duty does not qualify.

Evidence of Military Duty

Employees are required to submit to their Appointing Authority a published military order or a written statement from the appropriate military commander as evidence of military duty.

§30.03 - Bereavement Leave

Three (3) days of bereavement leave with pay will be granted to an employee upon the death of a member of his/her immediate family interpreted for the purposes of this Article to include: spouse, significant other who resides with the employee, child, grandchild, parent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or legal guardian or other person who stands in the place of a parent.

§30.04 - Voting

If an employee is required to work overtime on an election day and the employee has not voted by

absentee ballot, the Employer will make every reasonable effort to alter the overtime schedule so the employee can vote.

§30.05 - Witness Duty

Employees subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses shall be granted leave with pay. Second or third shift employees shall be permitted an equivalent amount of time off from scheduled work on their preceding or succeeding shift for such appearance. Employees called to witness duty shall submit any witness fees received (excluding travel and meal allowances) to the Agency. The employee shall notify the Agency designee immediately upon receiving a subpoena.

§30.06 - Professional Meetings

Employees with technical or specialized skills and who exercise independent judgement in their jobs shall be granted reasonable amounts of leave with pay to attend work-related professional meetings.

ARTICLE 31 - LEAVES OF ABSENCE

§31.01 - Unpaid Leaves

The Employer shall grant unpaid leaves of absence to employees upon request for the following reasons:

A. If an employee is serving as a union representative or union officer, for no longer than the duration of his/her term of office up to four (4) years. If the employee's term of office extends more than four (4) years, the Employer may, at its discretion, extend the unpaid leave of absence. Employees returning from union leaves of absence shall be reinstated to the job previously held. The person holding such a position shall be displaced.

B. If an employee is pregnant, up to six (6) months leave after all other paid leave has been used.

C. For an extended illness up to one (1) year, if an employee has exhausted all other paid leave. The employee shall provide periodic, written verification by a medical doctor showing the diagnosis, prognosis and expected duration of the illness. Prior to requesting an extended illness leave, the employee shall inform the Employer in writing of the nature of the illness and estimated length of time needed for leave, with written verification by a medical doctor. If the Employer questions the employee's ability to perform his/her regularly assigned duties, the Employer may require a decision from an impartial medical doctor paid by the Employer as to the employee's ability to return to work. If the employee

is determined to be physically capable to return to work, the employee may be terminated if he/she refuses to return to work.

The Employer may grant unpaid leaves of absence to employees upon request for a period not to exceed one (1) year. Appropriate reasons for such leaves may include, but are not limited to, education; parenting (if greater than ten (10) days); family responsibilities; or holding elective office (where holding such office is legal).

The position of an employee who is on an unpaid leave of absence may be filled on a temporary basis in accordance with Article 7. The employee shall be reinstated to the same or a similar position if he/she returns to work within one (1) year. The Employer may extend the leave upon the request of the employee.

If an employee enters military service, his/her employment will be separated with the right to reinstatement in accordance with federal statutes.

§31.02 - Application for Leave

A request for a leave of absence shall be submitted in writing by an employee to the Agency designee. A request for leave shall be submitted as soon as the need for such a leave is known. The request shall state the reason for and the anticipated duration of the leave of absence.

§31.03 - Authorization for Leave

Authorization for or denial of a leave of absence shall be promptly furnished to the employee in writing by the Agency designee.

§31.04 - Failure to Return From Leave

Failure to return from a leave of absence within five (5) working days after the expiration date thereof may be cause for discipline unless an emergency situation prevents the employee's return and evidence of such is presented to the Employer as soon as physically possible.

ARTICLE 32 - TRAVEL

§32.01 - Overnight Stays

Current practices regarding authorization for overnight stays shall continue. Overnight stay shall not be considered as travel time or hours worked. However, an employee required to spend two (2) or more consecutive days at a place other than his/her normal report-in location shall be granted travel time for one round trip.

§32.02 - Personal Vehicle

If the Agency requires an employee to use his/her personal vehicle, the Agency shall reimburse the employee with a mileage allowance of no less than

twenty-two cents (\$.22) per mile. If an employee uses a motorcycle, he/she will be reimbursed no less than eight and one-half cents (\$.085) per mile.

§32.03 - Travel Reimbursement

If an employee is required to work over sixty (60) miles from his/her normal work location, he/she shall receive the appropriate in-state or appropriate out-of-state reimbursement. The Agency may waive the sixty (60) mile limitation when it is operationally efficient.

§32.04 - In-State Travel

If the Agency Head or designee requires an employee to stay overnight in the state, the employee shall be reimbursed up to forty dollars (\$40.00) plus tax per day for lodging and twelve dollars and fifty cents (\$12.50) per day for meals. These rates shall be adjusted upward in accordance with Office of Budget and Management regulations should the reimbursement rates increase.

§32.05 - Out-of-State Travel

If the Agency requires an employee to stay overnight out of the state, the employee shall be reimbursed the actual cost within reason for lodging and eighteen dollars (\$18.00) per day for meals. These rates shall be adjusted upward in accordance with Office of Budget and Management regulations should the reimbursement rates increase.

§32.06 - Advance Payment

No later than sixty (60) days after the effective date of this Agreement, the Department of Industrial Relations, the Industrial Commission, and the Department of Agriculture shall implement a program of advance payment for in-state travel expenses. This program will be a one (1) year test, to be evaluated by the Agency, the Office of Collective Bargaining and the Office of Budget and Management. The Agency shall set minimum requirements for participation. The Union may make recommendations to the Office of Collective Bargaining on the desirability of bargaining unit wide implementation.

Agencies are committed to processing travel expense reports within thirty (30) days of the submission of a properly completed travel expense report, form ADM-3148. If an Agency fails to reimburse an employee within thirty (30) days, the Agency shall pay the employee interest on the amount due in accordance with the Office of Budget and Management guidelines on prompt payment.

§32.07 - Duty to Report

It is the employee's responsibility to report to his/her immediate supervisor any accident or traffic violation/ citation which he/she may have been

involved with or received while on state business. Employees shall obey all applicable state laws, executive orders and rules. Failure to do so may result in disciplinary action.

ARTICLE 33 - UNIFORMS AND TOOLS

§33.01 - Uniforms

When the Employer requires an employee to wear a uniform, the Employer will furnish the uniform. The Employer will keep the uniform in good repair and will replace it when the uniform is ruined through normal wear and tear. If the uniform needs repair or replacement due to the negligence of an employee, the employee will bear the cost of the repair or replacement. In those institutions where cleaning facilities are available, uniforms shall be cleaned by the Employer. In all other agencies the Employer shall provide a reasonable allowance for uniform cleaning.

§33.02 - Tools

The Agency shall furnish and maintain in good condition the equipment needed by employees to perform their jobs. However, certain employee classifications, i.e., Auto Mechanic, may be required to furnish their own equipment, including but not limited to hand tools.

If employees are required to furnish their own tools or equipment, the Employer shall replace such tools or equipment when they are lost due to fire, wind or theft by forcible entry when in the care or custody of the Employer. The tools or equipment will be replaced with like tools or equipment.

Each employee shall furnish a complete list of his/her tools or equipment, including an accurate description and replacement cost, to his/her immediate supervisor in writing within thirty (30) days from the effective date of this Agreement. An employee shall keep such list current.

ARTICLE 34 - SERVICE CONNECTED INJURY AND ILLNESS

§34.01 - Health Insurance

Employees receiving Worker's Compensation who have health insurance shall continue to be eligible for health insurance. The Employer will pick up the employee's share of health insurance after three (3) months for a period not to exceed twenty-four (24) months.

§34.02 - Coverage for Worker's Compensation Waiting Period

An employee shall be allowed full pay during the first seven (7) working days of absence when he/she

suffers a work-related injury or contracts a service-related illness. If an employee receives a Worker's Compensation award for the first seven (7) days, the employee will reimburse the Employer for the payment received under this Article.

§34.03 - Other Leave Usage to Supplement Worker's Compensation

Employees may utilize sick leave, personal leave or vacation to supplement Worker's Compensation up to one hundred percent (100%) of the employee's rate of pay.

§34.04 - Occupational Injury Leave

Employees of the Department of Mental Health, The Department of Mental Retardation and Developmental Disabilities, The Ohio Veterans' Home, The Ohio Veterans' Children's Home and Schools for the Deaf and Blind shall be entitled to a total of nine hundred sixty (960) hours of occupational injury leave a year. The Office of Collective Bargaining shall issue guidelines (see Appendix K).

§34.05 - Hostage Leave

If a Unit 3 employee has been taken hostage, he/she shall be eligible for up to sixty (60) days leave with pay which shall not be charged to sick leave, vacation or any other accrued leave, as determined necessary by a licensed physician or psychiatrist to recover from stress.

ARTICLE 35 - BENEFITS

§35.01 - Health Insurance

The Employer shall provide health insurance to employees in accordance with the procedures specified in ORC Section 124.82. The Employer's maximum contribution for all health plans offered by this Section is set at the following rates:

For fiscal year 1987, single coverage under age 70, \$68.95; single coverage over age 70, \$28.96; family coverage under age 70, \$165.27; and family coverage over age 70, \$91.47.

For single coverage under age 70, \$80.70 for fiscal year 1988; \$85.58 for fiscal year 1989. For family coverage under age 70, \$193.52 for fiscal year 1988; \$205.22 for fiscal year 1989.

For single coverage above age 70, \$33.90 for fiscal year 1988; \$35.95 for fiscal year 1989. For family coverage above age 70, \$107.41 for fiscal year 1988; \$113.90 for fiscal year 1989.

The Employer agrees not to change the benefit structure of the State-provided health plans without the consent of the Union.

§35.02 - Life Insurance

Amount

The Employer will provide group life insurance coverage equal to the employee's annual salary rounded upward to the next highest thousand at no cost for all employees. Coverage is reduced by 50% at age 65; however, this "age 65" reduction will not reduce the actual insurance amount to less than \$5,000. There will be no reduction if the formula amount is \$5,000 or less. At age 70, all insurance coverage will terminate.

Conversion

In the event the employee terminates from state service or is on an unpaid leave of absence or reaches age 70, the employee may convert his/her life insurance to a private policy by paying the premium rate within the thirty-one (31) day conversion privilege date.

Disability Coverage

In the event a state employee goes on an extended medical disability or is receiving Worker's Compensation benefits, the Employer-policyholder shall continue group life insurance coverage at no cost to the employee for the period of such extended leave, but not beyond three (3) years.

§35.03 - Health and Welfare Fund

The Employer agrees that the Union may explore the possibility of establishing a Union health and welfare fund for the purpose of providing ancillary benefits. Should the Union opt for a health and welfare fund, the Employer agrees to remit the premium at that time for the ancillary benefits to the health and welfare fund.

§35.04 - Committee on Health and Ancillary Benefits

The Employer and the Union agree to form a Labor-Management Committee on Health and Ancillary Benefits. The Committee shall consist of an equal number of Union and Employer representatives. The Committee shall work with appropriate agencies in a review and oversight capacity. The Committee's areas of review and counsel may include, but are not limited to the following:

- A. Review of current plan provisions and proposals for any modification in the benefit plans;
- B. Development of any health insurance training programs for personnel offices or State agencies;
- C. Review of any additional cost containment measures that may alter the delivery of health

care services, while maintaining quality, and not shifting any costs from the plans to the employees;

- D. Review of the current ancillary plan benefits and possibilities for improvement.

The Employer shall provide the Committee with information on bargaining unit claims and experience reports, financial reports and other data requested by the Committee.

§35.05 - Ancillary Benefits

The Employer agrees to continue in force the benefits in effect at the time of ratification of this Agreement for vision and dental plans. These benefits shall not be changed without the agreement of the Union.

§35.06 - Disability Leave

Eligibility

Eligibility shall be pursuant to current Ohio law and the Administrative Rules of the Department of Administrative Services in effect as of the effective date of this Agreement.

Minimum Benefit Level

The minimum level of approved disability leave benefits, pursuant to this Article, shall be no less than seventy percent (70%) of the eligible employee's regular rate of pay.

Other Leave Usage to Supplement

Disability

Employees may utilize sick leave, personal leave or vacation to supplement disability leave up to one hundred percent (100%) of the employee's rate of pay.

Disability Review

The Employer shares the concern of the Union and the employees over the need to expeditiously and confidentially process disability leave claims.

The Employer and the Department of Administrative Services shall undertake to review such concerns as: time frames, the appointment of an ombudsperson, paper flow, the issue of light duty, and possible refinement of procedural mechanisms for disability claim approval or disapproval, inviting maximum input from the Union to this review.

Information Dissemination

The Employer recognizes the need to standardize the communication of information regarding disability benefits and application procedures. To that end, the Employer and the Department of Administrative Services shall produce explanatory materials which shall be made available to union representatives, stewards or individual employees upon request.

Orientation

The Employer shall develop a disability orientation program for union representatives so that they may train stewards as part of the information dissemination effort.

ARTICLE 36 - WAGES

§36.01 - Schedule of Wage Increases

Pay adjustments under this Agreement are to be scheduled as follows:

- A. Full-time employees who are employed as of the pay period which includes May 15, 1986, shall be paid a bonus of four hundred fifty dollars (\$450.00) for the pay period that includes July 1, 1986. Part-time employees shall receive a prorated amount based on their normal work week.
- B. Effective with the pay period that includes July 1, 1986, schedules A, B and C shall be adjusted as follows: fifty-eight cents (\$.58) per hour or seven percent (7%), whichever is greater.
- C. Effective with the pay period that includes July 1, 1987, the pay schedules will be adjusted as follows: forty-four cents (\$.44) per hour or five percent (5%), whichever is greater.
- D. Effective with the pay period that includes July 1, 1988, the pay schedules will be adjusted as follows:
sixty-five cents (\$.65) per hour or seven percent (7%), whichever is greater.
- E. Full-time employees who are employed as of the pay period which includes October 1, 1988, shall be paid a bonus of three hundred dollars (\$300.00) for the pay period which includes November 15, 1988. Part-time employees shall receive a prorated amount based on their normal work week.

The bonuses in Section A and Section E above shall only be subject to Federal, State and local taxes and shall not be subject to the retirement system contributions nor shall the bonuses be counted toward the final average salary for retirement purposes.

§36.02 - Step Movement

Newly hired employees will move to the next step in their pay range after completion of probation. Subsequent step movement shall occur after one (1) year of satisfactory service following the completion of probation.

§36.03 - Promotions

Employees who are promoted shall be placed in a step to guarantee them at least an increase of four percent (4%).

§36.04 - Classifications and Pay Range Assignments

The Employer, through the Office of Collective Bargaining, may create classifications, change the pay range of classifications, authorize advance step hiring if needed for recruitment or other legitimate reasons, and issue or modify specifications for each classification as needed. The Office of Collective Bargaining shall notify the Union forty-five (45) days in advance of any change of pay range or specifications. Should the Union dispute the proposed action of the Employer and the parties are unable to resolve their differences, they shall utilize the appropriate mechanism in Section 19.07 or 20.03 to resolve their differences.

§36.05 - Roll Call Pay

Correction Officers in the Department of Rehabilitation and Corrections shall be entitled to thirty (30) minutes of roll call pay for reporting prior to the beginning of their shift. Current practice on reporting time shall continue unless mutually agreed otherwise.

§36.06 - Longevity Pay

Beginning on the first day of the pay period within which an employee completes five (5) years of total state service, each employee will receive an automatic salary adjustment equivalent to one-half percent (1/2%) times the number of years of service times the first step of the pay rate of the employee's classification up to a total of twenty (20) years. This amount will be added to the base rate of pay.

Longevity adjustments are based solely on length of service. They shall not be affected by promotion, demotion or other changes in classification.

Effective with the approval of this Agreement, only service with state agencies, i.e. agencies whose employees are paid by the Auditor of State, will be computed for the purpose of determining the rate of accrual for new employees. Service time for longevity accrual for current employees will not be modified by the preceding sentence.

ARTICLE 37 - TRAINING/CONTINUING EDUCATION

§37.01 - Training And Development

The Employer and the Union recognize the need for training and development of employees in order that services are efficiently and effectively provided

and employees are afforded the opportunity to develop their skills and potential.

§37.02 - Orientation Training

Every new employee will receive orientation that provides an overview of the role and function of the Agency. Such orientation may also include, but is not limited to, current procedures, forms, methods, techniques, materials and equipment. This may be done on a group basis and shall be given as needed.

Employees who work in Corrections, Youth Services, MH and MR/DD facilities will be provided training in crisis intervention techniques to appropriately respond to client behavior that could result in injury to self or others. These programs will begin as soon as practicable.

§37.03 - In-Service Training

Whenever employees are required to participate in in-service training programs, they shall be given time off from work with pay to attend such programs, including any travel time needed. Any costs incurred in such training shall be paid by the Employer. Every reasonable effort shall be made to notify employees of training opportunities through available channels of communication.

§37.04 - Leave for Training/Continuing Education Programs

The Employer may grant permanent employees paid leave during regular work hours to participate in non-agency training/continuing education programs which are directly related to the employee's work and will lead to the improvement of the employee's skills and job performance. Reasonable effort will be made to equitably distribute such training opportunities among employees.

§37.05 - Training Records

Upon completion of a training/continuing education program, the participant will forward a certificate or other appropriate recognition of course completion to the appropriate Agency designee for placement in the employee's personnel file.

If such evidence is not received, additional requests for release time will not be approved.

§37.06 - Pre-Retirement Programs

The Employer shall request the Public Employees Retirement System to conduct pre-retirement programs or it may conduct such programs for employees who are within one (1) year of eligibility for full retirement. Such training, if provided, shall be during regular working hours and eligible employees scheduled to work at that time shall be given time off to attend the training. Employees may attend only one (1) training session.

§37.07 - Union Input

The Union is encouraged to provide information to the Employer in the development of training/continuing education programs for employees. Such information can be offered during Labor-Management Committee meetings or through other mutually agreed-to mechanisms.

§37.08 - Accreditation, Licensure or Certification Requirements

If accreditation, licensure or certification requirements of a position are changed and an employee serving in such a position does not possess the requirement(s), the affected employee shall meet such requirement(s) as soon as reasonably possible.

If meeting the requirement(s) requires additional in-service training and/or leave for training/continuing education programs, Sections 37.03 and 37.04 may be applied.

If an employee does not meet the requirement(s) within a reasonable period of time, the employee shall be moved into another position. If that position pays less than the employee's present salary, the employee's salary shall be frozen until such time as the employee's new pay schedule catches up with the frozen salary.

§37.09 - Tuition Reimbursement Programs

Current practices on tuition reimbursement programs shall be maintained contingent upon fiscal limitations.

ARTICLE 38 - TECHNOLOGICAL CHANGE

Whenever new equipment or technological changes significantly affect operations, the Employer will provide notice to the Union as soon as practicable but not less than sixty (60) days in advance. The Employer, whenever possible, will provide training to employees to acquire the skills and knowledge necessary for the new procedures.

Reasonable notice shall be given in advance of any technological changes that could potentially displace employees so that employees can be retrained. An employee shall be the responsible for registering for any such training offered.

The Employer will make every reasonable effort to schedule the training during normal working hours. If the training does occur during normal working hours, then the employee to be trained shall be permitted time off to participate in the training. The training shall be at the Employer's expense.

Should an employee be unable to satisfactorily complete the required training, the Agency will make

a good faith effort to place an employee into a similar position. If that position is at a pay level less than the employee is presently receiving, the employee's salary shall be frozen until such time as the employee's new pay schedule catches up to the frozen salary.

ARTICLE 39 - SUB-CONTRACTING

The Employer intends to utilize bargaining unit employees to perform work which they currently perform. However, the Employer reserves the right to contract out any work it deems necessary or desirable because of greater efficiency, economy, programmatic benefits or other related factors.

If the Employer considers contracting out a function or service which would displace State employees, the Employer shall provide reasonable advance notice in writing to the Union for minor contracting out or as much as practicable but not less than ninety (90) days notice for major contracting out. Upon request, the Employer shall meet with the Union prior to deciding to contract out and discuss the reasons for the proposal and provide the Union an opportunity to present alternatives.

If the Employer does contract out, any displaced employee will have the opportunity to fill existing equal rated permanent vacancies at his/her work location or other work locations of the Agency. In the event an employee needs additional training to perform the required work in such other position, which can be successfully completed within a reasonable length of time, the Employer shall provide the necessary training during working hours at the Employer's expense.

Non-state employees will not serve as supervisors (as defined by ORC Section 4117.01 (F)) of any bargaining unit employees. Bargaining unit employees will not be responsible for training contract workers, except bargaining unit employees may be required to provide orientation and training related to agency policies, procedures and operations.

ARTICLE 40 - INDEMNIFICATION

The Employer agrees to indemnify employees from liability incurred in the performance of their duties in accordance with ORC Section 9.87 and other related Revised Code provisions.

Premiums for any bond required by the Employer or law for any employee to carry out his/her assigned duties shall be paid by the Employer.

ARTICLE 41 - NO STRIKE/NO LOCKOUT

There shall be no strike/no lockout during the term of this Agreement pursuant to ORC Chapter 4117.

ARTICLE 42 - SAVINGS

Should any part of this Agreement be declared invalid by operation of law or by a tribunal of competent jurisdiction, the remainder of the Agreement will not be affected thereby but will remain in full force and effect. In the event any provision is thus rendered invalid, upon written request of either party, the Employer and Union will meet promptly and negotiate a mutually satisfactory modification within thirty (30) days.

ARTICLE 43 - DURATION

§43.01 - First Agreement

The parties mutually recognize that this is the first Agreement to exist between the Union and the Employer under ORC Chapter 4117. To the extent that this Agreement addresses matters covered by conflicting State statutes, administrative rules, regulations or directives in effect at the time of the signing of this Agreement, except for ORC Chapter 4117, this Agreement shall take precedence and supersede all conflicting State laws.

§43.02 - Preservation of Benefits

To the extent that State statutes, regulations or rules promulgated pursuant to ORC Chapter 119 or Appointing Authority directives provide benefits to state employees in areas where this Agreement is silent, such benefits shall continue and be determined by those statutes, regulations, rules or directives.

§43.03 - Work Rules

After the effective date of this Agreement, agency work rules or institutional rules and directives must not be in violation of this Agreement. Such work rules shall be reasonable. The Union shall be notified prior to the implementation of any new work rules and shall have the opportunity to discuss them. Likewise, after the effective date of this Agreement, all past practices and precedents may not be considered as binding authority in any proceeding arising under this Agreement.

§43.04 - Successor

In the event that the Employer or any of its Agencies covered by this Agreement sells, leases, transfers or assigns any of its facilities to political subdivisions, corporations or persons, and such sale, lease, transfer or assignment would result in the layoff or termination of employees covered by this

Agreement, the Agency and Employer shall attempt in good faith to arrange for the placement of such employees with the new employer or the State.

The Agency shall notify the Union in writing at least thirty (30) days in advance of the final date of any such sale, lease, transfer or assignment.

In the event the Employer plans to close an institution or part thereof it shall give ninety (90) days advance notice to the Union. The Union shall be given the opportunity to discuss the planned closure with the Employer. Should it become necessary to close an institution or part thereof, the following guidelines will be utilized:

- A. Where individual institution(s) or part(s) thereof are closed, the provisions of Article 18 will apply;
- B. The Agency(s) will seek to absorb all affected employees or help displaced workers obtain employment in other areas of the public sector;
- C. A concerted effort will be made to relocate displaced employees within the framework of any new delivery system. The Employer will seek to involve the Union and any newly-created structure in a positive program for the hiring and possible retraining of any displaced employee;
- D. In cooperation with the Union, the Agency(s) will aggressively search for any available program assistance for the purpose of job training and/or placement. The Union and the Employer will closely examine all possible avenues for human resource assistance in both the public and private sectors.

§43.05 - Duration of Agreement

This Agreement shall continue in force and effect for three (3) years from its effective date of July 1, 1986, and shall constitute the entire Agreement between the parties. All rights and duties of both parties are specifically expressed in this Agreement. This Agreement concludes the collective bargaining for its term, subject only to a desire by both parties to agree mutually to amend or supplement it at any time.

APPENDIX A

Classifications -- Bargaining Unit 3

The following classifications, including any parenthetical subtitles, are included in Bargaining Unit Three:

Class No.	Title
44141	Psychiatric Attendant
44144	Psychiatric Attendant Supervisor 1
46111	Security Officer 1
46112	Security Officer 2
46113	Security Officer 3
46512	Youth Leader 2
46513	Youth Leader 3
46531	Correction Officer 1
46532	Correction Officer 2

APPENDIX B

Classifications -- Bargaining Unit 4

The following classifications, including any parenthetical subtitles, are included in Bargaining Unit Four:

Class No.	Title
17321	Social Service Aide 1
17322	Social Service Aide 2
18111	Teacher Aide 1
18112	Teacher Aide 2
18113	Teacher Aide 3
18131	Vocation Instructor 1
18132	Vocation Instructor 2
18141	Rehabilitation Aide
18531	Recreation Aide
42421	Nutritionist Aide
42711	Cosmetologist
42731	Barber
42741	Pharmacy Attendant
44111	Hospital Aide
44112	Therapeutic Program Worker
44114	Hospital Aide Supervisor 1
44115	Hospital Aide Supervisor 2
44131	Hospital Aide Trainer
44161	Licensed Practical Nurse
44211	Activities Aide
44213	General Activities Therapist 1
44214	General Activities Therapist 2
44221	Activity Therapy Specialist 1
44222	Activity Therapy Specialist 2
44260	Therapy Aide
44261	Licensed Physical Therapy Assistant
44310	Occupational Therapy Assistant
44711	First Aide Attendant
44731	Mental Health Technician 1
44732	Mental Health Technician 2
46521	Child Care Worker
65311	Emergency Medical Technician - Ambulance
65312	Advanced Emergency Medical Technician - Ambulance
65313	Paramedic
86116	Phlebotomist
86311	Dental Technician 1
86312	Dental Technician 2
86313	Dental Assistant 1
86314	Dental Assistant 2
86321	X-Ray Technician 1
86322	X-Ray Technician 2
86324	X-Ray Technologist
86331	EEG Technician
86333	EEG Specialist

APPENDIX C

Classifications -- Bargaining Unit 5

The following classifications, including any parenthetical subtitles, are included in Bargaining Unit Five:

Class No.	Title
14211	Commissary Worker
14221	Correction Commissary Coordinator
30021	Custodial Work Coordinator
30061	Correctional Laundry Coordinator
30171	Commissary Coordinator
42111	Custodial Worker

42311	Butcher
42321	Meatcutter 1
42322	Meatcutter 2
42331	Baker
14233	Baker 2
42341	Food Service Worker
42351	Cook 1
42352	Cook 2
42411	Food Service Supervisor 1
42412	Food Service Supervisor 2
42442	Food Consultant
42452	Correctional Food Service Coordinator 2
42511	Fabric Worker 1
42512	Fabric Worker 2
42513	Fabric Worker 3
42521	Laundry Worker
42523	Laundry Supervisor 1

APPENDIX D

Classifications -- Bargaining Unit 6
The following classifications, including parenthetical subtitles, are included in Bargaining Unit six:

Class No.	Title
22131	YCC Work Leader
22139	YCC Work Coordinator
22151	CCC Dormitory Advisor
22270	Wildlife Conservation Aide
22271	Wildlife Technician
22311	Forestry Technician
22511	Parks Conservation Aide
22515	Parks Conservation Crew Leader
22555	Lock Area Supervisor
22560	Campground Attendant
22565	Campground Supervisor 1
22566	Campground Supervisor 2
22831	Conservation Worker
22833	Conservation Aide
22836	Conservation Crew Leader
30081	Treatment Plant Operations Coordinator
46541	Correctional Farm Supervisor 1
46542	Correctional Farm Supervisor 2
46551	Penal Workshop Supervisor 1
46552	Penal Workshop Supervisor 2
46553	Penal Workshop Quality Control Specialist
52111	Automotive Body Repair Worker 1
52112	Automotive Body Repair Worker 2
52121	Automotive Service Worker
52122	Tire Repair Worker
52130	Assistant Automotive Mechanic
52131	Automotive Mechanic 1
52132	Automotive Mechanic 2
52133	Automotive Mechanic 3
52170	Equipment Maintenance Supervisor
52210	Assistant Mason
52211	Mason
52220	Assistant Plasterer
52221	Plasterer
52230	Assistant Steam Fitter
52231	Steam Fitter
52240	Assistant Carpenter
52241	Carpenter 1
52242	Carpenter 2
52251	Painter 1
52252	Painter 2
52260	Assistant Plumber
52261	Plumber 1
52262	Plumber 2
52270	Assistant Sheet Metal Worker
52271	Sheet Metal Worker 1
52272	Sheet Metal Worker 2
52280	Assistant Electrician
52281	Electrician 1
52282	Electrician 2
52290	Assistant Air Quality Technician
52291	Air Quality Technician 1
52292	Air Quality Technician 2
52311	Machinist 1
52312	Machinist 2

52320	Assistant Welder
52321	Welder 1
52322	Welder 2
52341	Laboratory Machinist 1
52342	Laboratory Machinist 2
52351	Adaptive Equipment Technician
52734	Press Operator
52810	Armorer
52821	Cobbler
52831	Upholsterer 1
52832	Upholsterer 2
52851	Tailor 1
52852	Tailor 2
52861	Locksmith 1
52862	Locksmith 2
53111	Maintenance Repair Worker 1
53112	Maintenance Repair Worker 2
53113	Maintenance Repair Worker 3
53121	Maintenance Inspector
53211	Highway Worker 1
53212	Highway Worker 2
53213	Highway Worker 3
53214	Highway Worker 4
53221	Bridge and Lock Tender
53231	Bridge Worker 1
53232	Bridge Worker 2
53241	Routemaker 1
53242	Routemaker 2
53261	Foundation Mechanic 1
53262	Foundation Mechanic 2
53263	Foundation Mechanic 3
53320	Signal Electrician Assistant
53321	Lineworker
53322	Signal Electrician 1
53323	Signal Electrician 2
53411	Sign Worker 1
53412	Sign Worker 2
53511	Farm Laborer 1
53512	Farm Laborer 2
53521	Dairy Worker 1
53522	Dairy Worker 2
53541	Farm Specialist
53611	Groundskeeper 1
53612	Groundskeeper 2
53613	Groundskeeper 3
53621	Golf Course Worker 1
53622	Golf Course Worker 2
53631	Roadside Park Caretaker 1
53632	Roadside Park Caretaker 2
53635	Roadside Park Supervisor
53811	Laborer
53813	Laborer Crew Leader
53821	Delivery Worker 1
53822	Delivery Worker 2
53831	Mover 1
53832	Mover 2
53835	Moving Supervisor
53841	Parking Facility Attendant
53851	Exterminator
54211	Aircraft Attendant
54221	Aircraft Mechanic 1
54222	Aircraft Mechanic 2
54225	Aircraft Maintenance Supervisor
54411	Equipment Operator 1
54412	Equipment Operator 2
54413	Equipment Operator 3
54421	Dredge Operator 1
54422	Dredge Operator 2
54441	Vehicle Operator 1
54442	Vehicle Operator 2
54451	Ambulance Operator 1
54452	Ambulance Operator 2
54461	Research Vessel Operator
54511	Boiler Maintenance Worker
54513	Boiler Repair Worker
54530	Assistant Stationary Engineer
54531	Stationary Engineer 1
54532	Stationary Engineer 2
54541	Boiler Operator 1

54542 Boiler Operator 2
 54610 Treatment Plant Aide
 54611 Treatment Plant Operator
 54621 Treatment Plant Supervisor 1
 54711 Sawyer 1
 54712 Sawyer 2
 54713 Sawyer 3

APPENDIX E
Classifications -- Bargaining Unit 7

The following classifications, including any parenthetical subtitles, are included in Bargaining Unit 7:

Class No.	Title
21111	Livestock Inspector
21121	Grain Warehouse Examiner
21131	Feed and Fertilizer Inspector
21141	Apiary Inspector
21151	Seed Inspector
21153	Seed Analyst
21161	Plant Pest Inspector
21162	Plant Pest Control Specialist
21171	Pesticide Control Specialist
21210	Egg Products Inspector
21211	Poultry Products Grader
21221	Fruit and Vegetable Inspector
21231	Meat Inspector 1
21232	Meat Inspector 2
21233	Meat Inspection Specialist
21241	Food and Drug Inspector
21251	Weights and Measures Inspector
21253	Weights and Measures Technologist
21511	Cosmetology Inspector
21512	Cosmetology Examiner
21521	Barber Inspector
21531	Electrolysis Inspector
21561	Pharmacy Compliance Inspector
21571	Veterinary Med. Compliance Inspector
21581	Amusement Ride and Game Inspector
23111	Public Utilities Transportation Inspector 1
23112	Public Utilities Transportation Inspector 2
23121	Public Utilities Transportation Examiner 1
23122	Public Utilities Transportation Examiner 2
23131	Public Utilities Compliance Inspector 1
23132	Public Utilities Compliance Inspector 2
23311	Railroad Inspector 1
23312	Railroad Inspector 2
23313	Railroad Inspector 3
24111	Building Inspector
24121	Boiler Inspector
24123	Nuclear Boiler Inspector
24131	Electrical Inspector
24141	Elevator Inspector
24151	High Pressure Piping Inspector
24161	Plumbing Inspector 1
24162	Plumbing Inspector 2
24311	Load Limit Inspector
24321	Motor Vehicle Inspector
24331	Drivers License Examiner 1
24332	Drivers License Examiner 2
24341	Drivers License Field Coordinator
24411	Industrial Safety Inspector 1
24412	Industrial Safety Inspector 2
24416	Industrial Safety Specialist
24421	Safety and Health Compliance Officer
24431	Safety and Health Inspector 1
24432	Safety and Health Inspector 2
24441	Safety and Health Coordinator
24442	Safety and Health Consultant
24461	Industrial Product Inspector
24471	Industrial Safety Hygienist 1
24472	Industrial Safety Hygienist 2
24473	Industrial Safety Hygienist 3
24481	Industrial Safety Consultant 1
24482	Industrial Safety Consultant 2
24483	Industrial Safety Consultant 3
24487	Industrial and Construction Accident Prevention Specialist

24710	Mine Safety Inspector 1
24711	Mine Safety Inspector 2
24713	Mine Electrical Safety Inspector
24715	Mine Rescue Operations Coordinator
24721	Oil and Gas Well Inspector
24741	Reclamation Inspector 1
24742	Reclamation Inspector 2
24911	Racing Inspector
24921	Embalmer and Funeral Facility Inspector
24941	Aviation Specialist 1
24942	Aviation Specialist 2
24961	Code Administration Certification Specialist
26110	Institutional Identification Officer
26121	Criminal Investigator 1
26122	Criminal Investigator 2
26211	Investigator 1
26212	Investigator 2
26213	Investigator 3
26215	Investigation Specialist
26221	Insurance Investigator 1
26222	Insurance Investigator 2
26521	Fire Safety Inspector 1
26522	Fire Safety Inspector 2
22653	Arson Investigator 1
26532	Arson Investigator 2
26560	Fire Training Equipment Technician
26571	Hazardous Materials Technician
26573	Hazardous Materials Coordinator
30041	Fire Safety Specialist
30131	Project Inspection Coordinator
52421	Radio Technician 1
52422	Radio Technician 2
52423	Radio Technician 3
52611	Broadcasting Technician 1
52612	Broadcasting Technician 2
52615	TV and Radio Production Coordinator
52641	Audio/Visual Technician
52643	Audio/Visual Repair Worker
52645	Audio/Visual Specialist
52711	Bindery Operator 1
52712	Bindery Operator 2
52721	Printing Technician 1
52722	Printing Technician 2
52731	Printing Machine Operator 1
52732	Printing Machine Operator 2
52733	Printing Machine Operator 3
54571	Steam Engineer Examiner
66771	Insurance Licensing Examiner
69473	Case Control Reviewer
69481	Social Services Licensing Specialist
82111	Graphic Artist
82121	Layout Design Artist
82211	Photographer 1
82212	Photographer 2
82214	Photographic Specialist
82220	Photo Laboratory Assistant
82221	Photo Laboratory Technician 1
82222	Photo Laboratory Technician 2
82311	Cartographer
82312	Cartographer 2
82321	Photogrammetry Technician 1
82322	Photogrammetry Technician 2
84111	Drafting Technician 1
84112	Drafting Technician 2
84115	Drafting Supervisor
84211	Survey Technician 1
84212	Survey Technician 2
84213	Survey Technician 3
84311	Engineering Aide 1
84312	Engineering Aide 2
84321	Materials Controller 1
84322	Materials Controller 2
84323	Materials Controller 3
84331	Bituminous Plant Inspector
84334	Bituminous Plant Supervisor 1
84341	Design Technician 1
84342	Design Technician 2
84351	Project Inspector 1
84352	Project Inspector 2

84353	Project Inspector 3
84411	Electronic Technician 1
84412	Electronic Technician 2
84611	Environmental Technician 1
84612	Environmental Technician 2
84621	Radiological Health Specialist
84631	Radiological Analyst
64641	Health Physics Technician
84721	Bridge Inspector
86110	Laboratory Assistant
86111	Laboratory Technician 1
86112	Laboratory Technician 2
86115	Laboratory Technologist
86510	Geology Technician

APPENDIX F

Classifications -- Bargaining Unit 9
 The following classifications, including any parenthetical subtitles, are included in Bargaining Unit Nine (except for those positions which are confidential, supervisory, managerial, fiduciary or are on the staff of the governor):

Class No.	Title
12111	Clerk 1
12112	Clerk 2
12113	Clerical Specialist
12121	Statistics Clerk
12131	Telephone Operator 1
12132	Telephone Operator 2
12321	Data Processor 1
12322	Data Processor 2
12323	Data Processor 3
12331	Data Entry Operator 1
12332	Data Entry Operator 2
12333	Data Entry Operator 3
12341	Data Librarian 1
12342	Data Librarian 2
12361	Data Technician 1
12362	Data Technician 2
12365	Data Control Technician
12371	Computer Operator 1
12372	Computer Operator 2
12411	Accounting Machine Operator 1
12412	Accounting Machine Operator 2
12421	Office Machine Operator 1
12422	Office Machine Operator 2
12423	Office Machine Operator 3
12511	Typist 1
12512	Typist 2
12513	Technical Typist
12531	Stenographer 1
12532	Stenographer 2
12551	Secretary 1
12552	Secretary 2
12611	Word Processing Specialist 1
12612	Word Processing Specialist 2
12613	Word Processing Specialist 3
12711	Hearings Bailiff
12731	Mail Clerk/Messenger
14711	Stores Clerk
14721	Mechanical Stores Clerk
14731	Chemical Stores Clerk
14741	Storekeeper 1
14742	Storekeeper 2
16111	Cashier 1
16112	Cashier 2
16511	Account Clerk 1
16512	Account Clerk 2
16513	Account Clerk 3
16740	Claims Assistant
16741	Claims Examiner 1
16742	Claims Examiner 2
16743	Claims Examiner 3
16744	Claims Examiner 4
16746	Claims Specialist
16761	Disability Claims Examiner 1
16762	Disability Claims Examiner 2
16763	Disability Claims Examiner 3

16765	Disability Claims Specialist 1
16766	Disability Claims Specialist 2
16771	Disability Insurance Claims Examiner
16773	Disability Insurance Claims Specialist
16831	Administrative Secretary 1
17222	Income Maintenance Worker 2
17223	Income Maintenance Worker 3
18311	Library Assistant
18313	Library Media Technical Assistant 1
18314	Library Media Technical Assistant 2
18321	Library Associate 1
24171	Legal Order Writer
30001	Clerical Technician
30011	Account Clerk Specialist
52412	Communication Technician 2
52413	Communication Technician 3
52415	Communication Technician Specialist
52431	Radio Operator 1
52432	Radio Operator 2
52441	Radio Dispatcher 1
52741	Printing Coordinator 1
54431	Bookmobile Operator
63110	Forms Control Specialist
64210	Employment Services Interviewer
64211	Employment Services Representative
64213	Veteran Employment Representative
64214	Disabled Veteran Outreach Specialist
64222	Employment Services Counselor
64231	Employment Services Specialist 1
64232	Employment Services Specialist 2
64234	Employment Manpower Representative
64240	Employment Services Coordinator
64271	Employment Contract Specialist
64281	Application Reviewer
64331	Law Librarian
64341	Tour Guide
64343	Tour Coordinator
64430	Public Inquiries Assistant 1
64431	Public Inquiries Assistant 2
64511	Purchasing Assistant 1
64512	Purchasing Assistant 2
64540	Contract Specification Writer
64551	Inventory Control Specialist 1
64610	Personnel Aide
64670	Test Monitor
64681	Employee Benefits Coordinator 1
64682	Employee Benefits Coordinator 2
66121	Examiner 1
66122	Examiner 2
66123	Examiner 3
66124	Examiner 4
66190	Nursing Home and Hospital Examiner Assistant
66191	Nursing Home and Hospital Examiner 1
66561	Student Loan Specialist 1
66562	Student Loan Specialist 2
66563	Student Loan Specialist 3
66751	Safety Responsibility Evaluator 1
66752	Safety Responsibility Evaluator 2
66753	Safety Responsibility Evaluator 3
66931	Nosologist
69810	Parole Case Aide
84361	Technical Writer 1
84362	Technical Writer 2
84371	Engineering Clerk 1
84372	Engineering Clerk 2
84381	Traffic Technician 1
84382	Traffic Technician 2
84391	Traffic Analyst 1
84392	Traffic Analyst 2
84510	Real Estate Trainee
84571	Permit Technician 1
84572	Permit Technician 2
84573	Permit Coordinator

APPENDIX G

Classifications -- Bargaining Unit 13
 The following classifications, including any parenthetical subtitles, are included in Bargaining Unit 13 (except for those positions which are supervisory or managerial):

Class No.	Title
22211	Assistant Wildlife Area Supervisor
22215	Wildlife Area Supervisor 1
22217	Wildlife Management Supervisor 1
22221	Fish Unit Leader
22225	Fish Management Supervisor 1
22231	Fish Hatchery Superintendent 1
22281	Wildlife Biologist 1
22282	Wildlife Biologist 2
22321	Forester 1
22322	Forester 2
22325	Assistant Staff Forester
22331	Forest Manager 1
22351	Assistant Nursery Manager
22411	Preserve Manager 1
22540	Naturalist Aide
22541	Naturalist 1
22616	TV and Radio Communications Specialist
63281	Facilities Planner 1
65730	Sanitarian-In-Training
65731	Sanitarian 1
65732	Sanitarian 2
65761	Epidemiology Investigator 1
65762	Epidemiology Investigator 2
65763	Epidemic Inv. 3
65912	Veterinarian 2
66361	Energy Specialist
82325	Photogram Supervisor 1
82331	Photogram Coordinator
83211	Microbiologist 1
83212	Microbiologist 2
83213	Microbiologist 3
83215	Microbiology Supervisor 1
83221	Chemist 1
83222	Chemist 2
83223	Chemist 3
83225	Chemical Laboratory Supervisor 1
83231	Entomologist
83251	Medical Laboratory Technician 1
83252	Medical Laboratory Technician 2
83271	Biologist 1
83272	Biologist 2
83421	Environmental Scientist 1
83422	Environmental Scientist 2
83431	Air and Water Quality Scientist 1
83441	Solid Waste Scientist 1
83442	Solid Waste Scientist 2
83451	Ecological Analyst 1
83452	Ecological Analyst 2
83811	Soils Resource Specialist 1
83812	Soils Resource Specialist 2
83813	Soils Resource Specialist 3
83821	Geologist 1
83822	Geologist 2
83823	Geologist 3
83824	Geologist 4
83831	Horticulturalist 1
83832	Horticulturalist 2
83851	Psycho - Biological Program Administrator
83881	Cytologist
84624	Radiological Health Technology Instructor
84642	Health Physicist 1
84643	Health Physicist 2
85110	Architect Associate
85111	Architect 1
85112	Architect 2
85211	Plans Examiner
85311	Planner 1
85312	Planner 2
85313	Planner 3
85411	Planning Engineer 1
85420	Design Engineer Intern

85421	Design Engineer 1
85422	Design Engineer 2
85510	Project Engineer Intern
85511	Project Engineer 1
85512	Project Engineer 2
85521	Construction Engineer 1
85531	Maintenance Engineer 1
85541	Bridge Engineer 1
85561	Surveyor 1
85562	Surveyor 2
85611	Aerial Engineer
85621	Field Engineer
85631	Testing Engineer 1
85651	Traffic Engineer 1
85710	Environmental Engineer Intern
85711	Environmental Engineer 1
85712	Environmental Engineer 2
85721	Air Quality Engineer 1
85731	Water Quality Engineer 1
85910	Landscape Architect Aide
85911	Landscape Architect 1
85912	Landscape Architect 2
85913	Landscape Architect 3

APPENDIX H

Classifications -- Bargaining Unit 14
 The following classifications, including any parenthetical subtitles, are included in Bargaining Unit 14 (except for those positions which are confidential, supervisory, managerial, fiduciary or are on the staff of the governor):

Class No.	Title
22571	Assistant Park Manager 1
22572	Assistant Park Manager 2
24323	Motor Vehicle Enforcement Representative
24324	Motor Vehicle Investigator
26541	Fire Safety Educator 1
26542	Fire Safety Educator 2
26561	Fire Training Officer 1
26562	Fire Training Officer 2
30091	Software Programmer
30101	Training Specialist
46131	Security Specialist
54231	Aircraft Pilot 1
54232	Aircraft Pilot 2
63111	Forms Analyst 1
63112	Forms Analyst 2
63113	Forms Analyst 3
63121	Administrative Assistant 1
63122	Administrative Assistant 2
63123	Administrative Assistant 3
63151	Publication Specialist 1
63152	Publication Specialist 2
63161	Grants Coordinator 1
63162	Grants Coordinator 2
63211	Management Analyst 1
63212	Management Analyst 2
63213	Management Analyst 3
63214	Management Analyst 4
63271	Records Management Officer 1
63280	Space Planner
63291	State Records Management Analyst 1
63292	State Records Management Analyst 2
63311	Business Services Officer 1
63510	Assistant Liaison Officer 1
63511	Liaison Officer 1
63810	Legal Aide
63821	Hearing Assistant
63831	Hearing Officer 1
63832	Hearing Officer 2
63840	Legal Intern
63841	Attorney 1
63842	Attorney 2
63843	Attorney 3
63844	Attorney 4
63881	Utilities Attorney Examiner 1
63882	Utilities Attorney Examiner 2
63891	Utility Attorney

64111 Programmer/Analyst 1
64112 Programmer/Analyst 2
64113 Programmer/Analyst 3
64114 Programmer/Analyst 4
64115 Programmer/Analyst 5
64121 Systems Analyst 1
64124 Software Specialist 1
64151 Data Systems Coordinator 1
64152 Data Systems Coordinator 2
64161 Data Security Specialist
64321 Medical Records Librarian
64325 Medical Records Consultant
64411 Information Writer 1
64412 Information Writer 2
64415 Publications Editor
64420 Public Information Specialist
64520 Purchasing Specialist
64521 Purchasing Agent 1
64522 Purchasing Agent 2
64552 Inventory Control Specialist 2
64571 Business Enterprise Specialist 1
64591 Purchasing Standards Analyst 1
64592 Purchasing Standards Analyst 2
64650 Trainer
64651 Training Officer 1
64652 Training Officer 2
64671 Personnel Testing Specialist 1
64672 Personnel Testing Specialist 2
64692 Recruitment Specialist
64711 Criminal Justice Planning Analyst
64713 Criminal Justice Planning Specialist
64714 Criminal Justice Planner
64811 Fine Arts Specialist 1
64812 Fine Arts Specialist 2
64813 Fine Arts Specialist 3
64910 Disaster Services Coordinator
64911 Disaster Services Administrator 1
64912 Disaster Services Administrator 2
65221 Mental Health Administrator 1
65222 Mental Health Administrator 2
65223 Mental Health Administrator 3
66111 Accountant 1
66112 Accountant 2
66113 Accountant 3
66125 Examiner 5
66131 Tax Commissioner Agent 1
66132 Tax Commissioner Agent 2
66133 Tax Commissioner Agent 3
66134 Tax Commissioner Agent 4
66135 Tax Commissioner Agent 5
66141 Financial Institution Examiner 1
66142 Financial Institution Examiner 2
66143 Financial Institution Examiner 3
66144 Financial Institution Examiner 4
66145 Financial Institution Examiner Specialist
66161 Utility Examiner 1
66162 Utility Examiner 2
66163 Utility Examiner 3
66171 Student Loan Area Representative 1
66192 Nursing Home and Hospital Examiner 2
66193 Nursing Home and Hospital Examiner 3
66311 Development Specialist 1
66312 Development Specialist 2
66321 Economist
66331 Labor Market Analyst 1
66332 Labor Market Analyst
66340 Market Reporter
66341 Agriculture Marketing Specialist 1
66350 Assistant Foreign Office Manager
66511 Budget Officer 1
66512 Budget Officer 2
66530 Fiscal Specialist
66551 Contract Evaluator/Negotiator 1
66553 Contract Evaluator/Negotiator Specialist
66711 Actuary 1
66712 Actuary 2
66721 Internal Insurance Examiner
66731 Internal Insurance Examination Supervisor 1
66741 Insurance Rate Analyst

66744 Insurance Rate Supervisor 1
66761 Traffic Safety Specialist
66911 Statistician 1
66912 Statistician 2
66913 Statistician 3
66921 Researcher 1
66922 Researcher 2
66923 Researcher 3
66941 Utility Rate Analyst 1
66942 Utility Rate Analyst 2
66943 Utility Rate Analyst 3
69111 Civil Rights Field Representative 1
69112 Civil Rights Field Representative 2
69113 Civil Rights Field Representative 3
69121 Civil Rights Specialist
69131 EEO Officer 1
69132 EEO Officer 2
69160 Assistant EEO Contract Compliance Officer
69161 EEO Contract Compliance Officer 1
69162 EEO Contract Compliance Officer 2
69171 EEO Agency Compliance Officer 1
69181 EEO Investigator 1
69182 EEO Investigator 2
69191 EEO Program Specialist
69911 Parks Recreation Specialist
69913 Parks Recreation Coordinator
69931 Athletic Program Coordinator
69941 Exposition Specialist
84511 Appraiser 1
84512 Appraiser 2
84513 Appraiser 3
84514 Appraisal Specialist
84520 Appraisal Analyst
84521 Review Appraiser 1
84522 Review Appraiser 2
84523 Review Appraiser 3
84525 Review Appraiser Supervisor
84531 Property Management Specialist 1
84532 Property Management Specialist 2
84534 Property Management Supervisor
84541 Relocation Agent 1
84542 Relocation Agent 2
84544 Relocation Supervisor
84551 Title Agent 1
84552 Title Agent 2
84553 Title Agent 3
84561 Property Agent 1
84562 Property Agent 2
84563 Property Agent 3
84581 Utilities Relocation Technician 1
84582 Utilities Relocation Technician 2
84583 Utilities Relocation Technician 3
84711 Highway Development Coordinator
84715 Highway Development Coordination Supervisor

Appendix I
Classification Groupings - Bargaining Unit 3

46111 Security Officer 1
46112 Security Officer 2
46113 Security Officer 3
44141 Psych Attendant
44144 Psych Attendant Supv. 1
46111 Security Officer 1
46112 Security Officer 2
46113 Security Officer 3
46512 Youth Leader 2
46513 Youth Leader 3
46111 Security Officer 1
46112 Security Officer 2
46113 Security Officer 3
46531 Correction Officer 1
46532 Correction Officer 2
46111 Security Officer 1
46112 Security Officer 2
46113 Security Officer 3

46131 Security Specialist (from Unit 14, Group 1)

Classification Groupings - Bargaining Unit 4

1. 17321 Social Service Aide 1
17322 Social Service Aide 2
44731 Mental Health Tech 1
44732 Mental Health Tech 2
2. 18111 Teacher Aide 1
18112 Teacher Aide 2
18113 Teacher Aide 3
18131 Vocational Instructor 1
18132 Vocational Instructor 2
3. 44111 Hospital Aide
44112 Therp. Program Worker
44113 Nursing Associate
44131 Hospital Aide Trainer
44114 Hospital Aide Supervisor 1
44115 Hospital Aide Supervisor 2
44161 License Prac. Nurse
42741 Pharmacy Attendant
4. 18141 Rehabilitation Aide
18531 Recreation Aide
44211 Activities Aide
44213 General Activities Therapist 1
44214 General Activities Therapist 2
44221 Activity Therapist Specialist 1
44222 Activity Therapist Specialist 2
5. 44711 First Aide Attendant
65311 Emergency Medical Technician
65312 Advance Emer. Med.
65313 Paramedic
86116 Phlebotomist
6. 44111 Hospital Aide*
86311 Dental Technician 1
86312 Dental Technician 2
86313 Dental Assistant 1
86314 Dental Assistant 2
7. 44111 Hospital Aide*
86321 X-Ray Technician 1
86322 X-Ray Technician 2
86324 X-Ray Technologist
8. 86331 EEG Technician
86333 EEG Specialist
9. 42711 Cosmetologist
42731 Barber
44111 Hospital Aide*
10. 46521 Child Care Worker
11. 42421 Nutrition Aide
12. 44310 Occupational Therapy Assistant
44260 Therapy Aide
44261 License Physical Therapy Assistant

*Only those Dental Techs, EEG Techs or Cosmetologists or barbers who have previously held a Hospital Aide position can bump back to a Hospital Aide.

Classification Groupings - Bargaining Unit 5

1. 42111 Custodial Worker
30021 Custodial Work Coordinator
2. 42314 Butcher
42321 Meatcutter 1
42322 Meatcutter 2
42331 Baker 1
42332 Baker 2
42341 Food Service Worker
42351 Cook 1
42352 Cook 2
42411 Food Service Supervisor 1
42412 Food Service Supervisor 2

- 42421 Nutrition Aide
42441 Food System Supervisor
42442 Food Consultant
42452 Correctional Food Service Coordinator 2
3. 42511 Fabric Worker 1 (see also Unit 6, Group 12)
42512 Fabric Worker 2 (see also Unit 6, Group 12)
42513 Fabric Worker 3 (see also Unit 6, Group 12)
42521 Laundry Worker
42523 Laundry Supervisor 1
42524 Laundry Supervisor 2
30061 Correctional Laundry Coordinator
4. 14211 Commissary Worker
14221 Correction Commissary Coordinator
30171 Commissary Coordinator

Classification Groupings - Bargaining Unit 6

1. 22131 YCC Work Leader
22133 YCC Work Coordinator
22151 CCC Dormitory Advisor
2. 22311 Forestry Technician
22511 Parks Conservation Aide
22515 Parks Conservation Crew Leader
22560 Campground Attendant
22565 Campground Supervisor 1
22566 Campground Supervisor 2
22831 Conservation Worker
22833 Conservation Aide
22836 Conservation Crew Leader
53811 Laborer
53813 Laborer Crew Leader
53621 Golf Course Worker 1
53622 Golf Course Worker 2
54711 Sawyer 1
54712 Sawyer 2
54713 Sawyer 3
3. 53631 Roadside Park Caretaker 1
53632 Roadside Park Caretaker 2
53635 Roadside Park Supervisor
53611 Groundskeeper 1
53612 Groundskeeper 2
53613 Groundskeeper 3
4. 22270 Wildlife Conservation Aide (see also Unit 13, Group 2)
22271 Wildlife Technician (see also Unit 13, Group 2)
5. 46551 Penal Workshop Supervisor 1
46552 Penal Workshop Supervisor 2
46553 Penal Workshop Quality Control Specialist
6. 46541 Correction Farm Supervisor 1
46542 Correction Farm Supervisor 2
53511 Farm Laborer 1
53512 Farm Laborer 2
53521 Dairy Worker 1
53522 Dairy Worker 2
53541 Farm Specialist
7. 52111 Auto Body Repair Worker 1
52112 Auto Body Repair Worker 2
52121 Auto Service Worker
52122 Auto Tire Repair Worker
52130 Assistant Auto Mechanic
52131 Auto Mechanic 1
52132 Auto Mechanic 2
52133 Auto Mechanic 3
52170 Equipment Maintenance Supervisor
8. 52210 Assistant Mason
52211 Mason

- 52220 Assistant Plasterer
- 52221 Plasterer
- 52240 Assistant Carpenter
- 52241 Carpenter 1
- 52242 Carpenter 2
- 52251 Painter 1
- 52252 Painter 2
- 52260 Assistant Plumber
- 52261 Plumber 1
- 52262 Plumber 2
- 52270 Assistant Sheet Metal Worker
- 52271 Sheet Metal Worker 1
- 52272 Sheet Metal Worker 2
- 52280 Assistant Electrician
- 52281 Electrician 1
- 52282 Electrician 2
- 52290 Assistant Air Quality Technician
- 52291 Air Quality Technician 1
- 52292 Air Quality Technician 2
- 52311 Machinist 1
- 52312 Machinist 2
- 52321 Welder 1
- 52322 Welder 2
- 52861 Locksmith 1
- 52862 Locksmith 2
- 53111 Maintenance Repair Worker 1
- 53112 Maintenance Repair Worker 2
- 53113 Maintenance Repair Worker 3
- 53121 Maintenance Inspector
- 9. 52230 Assistant Steam Fitter
- 52231 Steam Fitter
- 52260 Assistant Plumber
- 52261 Plumber 1
- 52262 Plumber 2
- 10. 54511 Boiler Maintenance Worker
- 54513 Boiler Repair Worker
- 54531 Stationary Engineer 1
- 54532 Stationary Engineer 2
- 54541 Boiler Operator 1
- 54542 Boiler Operator 2
- 11. 54610 Treatment Plant Aide
- 54611 Treatment Plant Operator
- 54621 Treatment Plant Supervisor 1
- 30081 Treatment Plant Operations Coordinator
- 12. 42511 Fabric Worker 1 (from Unit 5, Group 3)
- 42512 Fabric Worker 2 (from Unit 5, Group 3)
- 42513 Fabric Worker 3 (from Unit 5, Group 3)
- 52831 Upholsterer 1
- 52851 Tailor 1
- 52852 Tailor 2
- 13. 53211 Highway Worker 1
- 53212 Highway Worker 2
- 53213 Highway Worker 3
- 53214 Highway Worker 4
- 53231 Bridge Worker 1
- 53232 Bridge Worker 2
- 53241 Routemarker 1
- 53242 Routemarker 2
- 53261 Foundation Mechanic 1
- 53262 Foundation Mechanic 2
- 53263 Foundation Mechanic 3
- 53410 Sign Metal Worker
- 53411 Sign Worker 1
- 53412 Sign Worker 2
- 53631 Roadside Park Caretaker 1
- 53632 Roadside Park Caretaker 2
- 53635 Roadside Park Supervisor

- 54411 Equipment Operator 1
- 54412 Equipment Operator 2
- 54413 Equipment Operator 3
- 14. 54421 Dredge Operator 1
- 54422 Dredge Operator 2
- 54411 Equipment Operator 1
- 54412 Equipment Operator 2
- 54413 Equipment Operator 3
- 15. 53220 Signal Electrician Assistant
- 53321 Lineworker
- 53222 Signal Electrician 1
- 53223 Signal Electrician 2
- 16. 53821 Delivery Worker 1
- 53822 Delivery Worker 2
- 54441 Vehicle Operator 1
- 54442 Vehicle Operator 2
- 54451 Ambulance Operator 1
- 54452 Ambulance Operator 2
- 53841 Parking Facility Attendant
- 54431 Bookmobile Operator (from Unit 9, Group 14)
- 17. 54211 Aircraft Attendant
- 54221 Aircraft Mechanic 1
- 54222 Aircraft Mechanic 2
- 54225 Aircraft Maintenance Supervisor
- 18. 54461 Research Vessel Operator 2
- 19. 53221 Bridge and Lock Tender
- 22555 Lock Area Supervisor
- 20. 53831 Mover 1
- 53832 Mover 2
- 53835 Moving Supervisor
- 53811 Laborer
- 53813 Laborer Crew Leader
- 52341 Laboratory Mechanic 1
- 52351 Adaptive Equipment Technician
- 52810 Armorer
- 52821 Cobbler
- 53851 Exterminator

Classification Groupings - Bargaining Unit 7

- 1. 21111 Livestock Inspector
- 21131 Feed Fertilizer Inspector
- 21141 Apiary Inspector
- 21151 Seed Inspector
- 21153 Seed Analyst
- 2. 21161 Plant Pest Inspector
- 21162 Plant Pest Control Specialist
- 21171 Pesticide Control Specialist
- 3. 21121 Grain Warehouse Examiner
- 4. 21210 Egg Products Inspector
- 21211 Poultry Products Grader
- 21221 Fruit and Vegetable Inspector
- 5. 21231 Meat Inspector 1
- 21232 Meat Inspector 2
- 21233 Meat Inspector Specialist
- 6. 21241 Food and Drug Inspector
- 21581 Amusement Ride and Game Inspector
- 7. 21251 Weights and Measure Inspector
- 21253 Weights and Measure Technician
- 8. 21511 Cosmetology Inspector
- 21512 Cosmetology Examiner
- 21521 Barber Inspector
- 21531 Electrolysis Inspector
- 9. 21561 Pharmacy Comp. Inspector
- 10. 23111 PUCO Trans. Investigator 1
- 23112 PUCO Trans. Investigator 2
- 23121 PUCO Trans. Examiner 1
- 23122 PUCO Trans. Examiner 2

- 11. 23131 PUCO Compliance Investigator 1
- 23132 PUCO Compliance Investigator 2
- 12. 23311 Railroad Inspector 1
- 23312 Railroad Inspector 2
- 23313 Railroad Inspector 3
- 13. 24121 Boiler Inspector
- 24151 High Pressure Piping Inspector
- 14. 24123 Nuclear Boiler Inspector 1
- 15. 24131 Electrical Inspector
- 16. 24141 Elevator Inspector
- 17. 24161 Plumbing Inspector 1
- 24162 Plumbing Inspector 2
- 18. 24311 Load Limit Inspector
- 24321 Motor Vehicle Inspector
- 24323 Motor Vehicle Enforcement Representative
(from Unit 14, Group 18)
- 24324 Motor Vehicle Investigator
(from Unit 14, Group 18)
- 19. 24331 Drivers License Examiner 1
- 24332 Drivers License Examiner 2
- 24341 Drivers License Field Coordinator
- 20. 24411 Industrial Safety Inspector 1
- 24412 Industrial Safety Inspector 2
- 24416 Industrial Safety Specialist
- 21. 24421 Safety and Health Comp. Officer
- 24431 Safety and Health Inspector 1
- 24432 Safety and Health Inspector 2
- 24441 Safety and Health Coordinator
- 24442 Safety and Health Consultant
- 22. 24461 Industrial Product Inspector
- 24471 Industrial Safety Hygienist 1
- 24472 Industrial Safety Hygienist 2
- 24473 Industrial Safety Hygienist 3
- 24481 Industrial Safety Consultant 1
- 24482 Industrial Safety Consultant 2
- 24483 Industrial Safety Consultant 3
- 24487 Industrial Cons.-Acc. Prevention Specialist
- 23. 24710 Mine Safety Inspector 1
- 24711 Mine Safety Inspector 2
- 24713 Mine Electrical Safety Inspector
- 24715 Mine Rescue Operations Coordinator
- 24. 24721 Oil and Gas Well Inspector
- 25. 24741 Reclamation Inspector 1
- 24742 Reclamation Inspector 2
- 26. 24911 Racing Inspector
- 27. 24921 Embalmer and Funeral Facility Inspector
- 28. 24941 Aviation Specialist 1
- 24942 Aviation Specialist 2
- 29. 24961 Code Administration Certification Specialist
- 30. 26110 Institutional Identification Officer
- 26121 Criminal Investigator 1
- 26122 Criminal Investigator 2
- 31. 26211 Investigator 1
- 26212 Investigator 2
- 26213 Investigator 3
- 26215 Investigator Spec.
- 66751 Safety Resp. Evaluator 1 (from Unit 9,
Group 14)
- 32. 26211 Insurance Investigator 1
- 26222 Insurance Investigator 2
- 33. 26521 Fire Safety Inspector 1
- 26522 Fire Safety Inspector 2
- 26531 Arson Investigator 1
- 26532 Arson Investigator 2
- 26541 Fire Safety Educator 1 (from Unit 14,
Group 18)
- 26542 Fire Safety Educator 2 (from Unit 14,

- Group 18)
- 26560 Fire Training Equipment Technician
- 26571 Hazardous Mat. Technician
- 26573 Hazardous Mat. Coordinator
- 30041 Fire Safety Specialist
- 34. 52421 Radio Technician 1
- 52422 Radio Technician 2
- 52423 Radio Technician 3
- 35. 52611 Broadcasting Technician 1
- 52612 Broadcasting Technician 2
- 52615 TV/Radio Prod. Coordinator
- 52616 TV/Radio Communication Specialist
(from Unit 13, Group 18)
- 36. 52641 Audio/Visual Technician
- 52643 Audio/Visual Repair Worker
- 52645 Audio/Visual Specialist
- 37. 52711 Bindery Operator 1
- 52712 Bindery Operator 2
- 38. 52721 Printing Technician 1
- 52722 Printing Technician 2
- 52731 Printing Machine Operator 1
- 52732 Printing Machine Operator 2
- 52733 Printing Machine Operator 3
- 39. 54571 Steam Engineer Examiner
- 40. 69473 Case Control Reviewer
- 41. 69481 Social Services Licensing Specialist
- 42. 82111 Graphic Artist
- 82121 Layout Design Artist
- 43. 82211 Photographer 1
- 82212 Photographer 2
- 82214 Photographic Specialist
- 44. 82220 Photo Lab Assistant
- 82221 Photo Lab Technician 1
- 82222 Photo Lab Technician 2
- 45. 82311 Cartographer 1
- 82312 Cartographer 2
- 84111 Drafting Technician 1
- 84112 Drafting Technician 2
- 84115 Drafting Supervisor
- 84341 Design Technician 1
- 84342 Design Technician 2
- 46. 82321 Photogrammetry Technician 1
- 82322 Photogrammetry Technician 2
- 82325 Photogrammetry Supervisor 1 (from Unit 13,
Group 19)
- 82331 Photogrammetry Coordinator (from Unit 13,
Group 19)
- 47. 84211 Survey Technician 1
- 84212 Survey Technician 2
- 84213 Survey Technician 3
- 84311 Engineering Aide 1
- 84312 Engineering Aide 2
- 48. 84321 Material Controller 1
- 84322 Material Controller 2
- 84323 Material Controller 3
- 84331 Bituminous Plant Inspector
- 84334 Bituminous Plant Supervisor 1
- 84351 Project Inspector 1
- 84352 Project Inspector 2
- 84353 Project Inspector 3
- 30131 Project Inspector Coord.
- 84721 Bridge Inspector
- 49. 84411 Electronic Technician 1
- 84412 Electronic Technician 2
- 50. 84611 Environmental Technician 1
- 84612 Environmental Technician 2
- 83421 Environmental Scientist 1 (from Unit 13, Group 13)

- 51. 84621 Radiological Health Specialist
- 84631 Radiological Health Analyst
- 84641 Health Physics Technician
- 84624 Radiological Health Technology Instructor from Unit 13, Group 22)
- 52. 86110 Laboratory Assistant
- 86111 Laboratory Technician 1
- 86112 Laboratory Technician 2
- 86115 Laboratory Technologist
- 53. 86510 Geology Technician
- 83811 Soil Resource Specialist 1

Classification Groupings - Bargaining Unit 9

- 1. 12111 Clerk 1
- 12112 Clerk 2
- 12113 Clerical Specialist
- 30001 Clerical Technician
- 12121 Statistics Clerk
- 66931 Nosologist
- 12511 Typist 1
- 12512 Typist 2
- 12513 Technical Typist
- 12531 Stenographer 1
- 12532 Stenographer 2
- 12551 Secretary 1
- 12552 Secretary 2
- 12611 Word Processing Specialist 1
- 12612 Word Processing Specialist 2
- 12613 Word Processing Specialist 3
- 16831 Administrative Secretary 1
- 12731 Mail Clerk/Messenger
- 12131 Telephone Operator 1
- 12132 Telephone Operator 2
- 63110 Forms Control Specialist
- 12711 Hearing Bailiff
- 69810 Parole Case Aide
- 63821 Hearing Assistant (from Unit 14, Group 13)
- 2. 14711 Stores Clerk
- 14721 Mechanical Stores Clerk
- 14731 Chemical Stores Clerk
- 14741 Storekeeper 1
- 14742 Storekeeper 2
- 64511 Purchasing Assistant 1
- 64512 Purchasing Assistant 2
- 64551 Inventory Control Specialist 1
- 64540 Contract Spec. Writer
- 3. 16111 Cashier 1
- 16112 Cashier 2
- 4. 16511 Account Clerk 1
- 16512 Account Clerk 2
- 16513 Account Clerk 3
- 30011 Account Clerk Specialist
- 5. 12321 Data Processor 1
- 12322 Data Processor 2
- 12323 Data Processor 3
- 12331 Data Entry Operator 1
- 12332 Data Entry Operator 2
- 12333 Data Entry Operator 3
- 12341 Data Librarian 1
- 12342 Data Librarian 2
- 12361 Data Technician 1
- 12362 Data Technician 2
- 12365 Data Control Technician
- 12371 Computer Operator 1
- 12372 Computer Operator 2
- 6. 84361 Technical Writer 1
- 84362 Technical Writer 2
- 84371 Engineering Clerk 1

- 84372 Engineering Clerk 2
- 7. 84381 Traffic Technician 1
- 84382 Traffic Technician 2
- 84391 Traffic Analyst 1
- 84392 Traffic Analyst 2
- 8. 16740 Claims Assistant
- 16741 Claims Examiner 1
- 16742 Claims Examiner 2
- 16743 Claims Examiner 3
- 16744 Claims Examiner 4
- 16746 Claims Specialist
- 66121 Examiner 1
- 66122 Examiner 2
- 66123 Examiner 3
- 66124 Examiner 4
- 66125 Examiner 5 (from Unit 14, Group 12)
- 64210 Employment Services Interviewer
- 64211 Employment Services Representative
- 64222 Employment Services Counselor
- 64271 Employment Contract Specialist
- 64213 Veterans Employment Representative
- 64214 Disabled Vets Outreach Specialist
- 64231 Employment Service Specialist 1
- 64232 Employment Service Specialist 2
- 9. 64234 Employment Manpower Representative
- 64240 Employment Service Coordinator
- 10. 16761 Disability Claims Examiner 1
- 16762 Disability Claims Examiner 2
- 16763 Disability Claims Examiner 3
- 16765 Disability Claims Specialist 1
- 16766 Disability Claims Specialist 2
- 16771 Disability Insurance Claims Examiner
- 16773 Disability Insurance Claims Specialist
- 11. 12411 Account Machine Operator 1
- 12412 Account Machine Operator 2
- 12. 12421 Office Machine Operator 1
- 12422 Office Machine Operator 2
- 12423 Office Machine Operator 3
- 52741 Printing Coordinator 1
- 13. 52431 Radio Operator 1
- 52432 Radio Operator 2
- 52441 Radio Dispatcher 1
- 14. 17222 Income Maintenance Worker 2
- 17223 Income Maintenance Worker 3
- 64681 Employee Benefits Coordinator 1
- 64682 Employee Benefits Coordinator 2
- 66561 Student Loan Specialist 1
- 66562 Student Loan Specialist 2
- 66563 Student Loan Specialist 3
- 64610 Personnel Aide
- 18311 Library Assistant
- 18313 Library Media Technical Assistant 1
- 18314 Library Media Technical Assistant 2
- 24171 Legal Order Writer
- 52412 Communication Technician 2
- 52413 Communication Technician 3
- 52415 Communication Technician Spec.
- 84571 Permit Technician 1
- 84572 Permit Technician 2
- 84573 Permit Coordinator
- 64361 Tour Guide
- 64343 Tour Coordinator
- 64430 Public Inquiries Assist 1
- 64431 Public Inquiries Assist 2
- 54431 Bookmobile Operator (see also Unit 6, Group 16)
- 66751 Safety Responsibility Evaluator 1 (see also Unit 7, Group 31)
- 66752 Safety Responsibility Evaluator 2

- 66753 Safety Responsibility Evaluator 3
- 66761 Traffic Safety Specialist (from Unit 14, Group 23)
- 84510 Real Estate Trainee

Classification Groupings - Bargaining Unit 13

1. 22211 Assistant Wildlife Area Supervisor
22215 Wildlife Area Supervisor 1
22217 Wildlife Management Supervisor 1
2. 22270 Wildlife Conservation Aide (from Unit 6, Group 4)
22271 Wildlife Technician (from Unit 6, Group 4)
22281 Wildlife Biologist 1
22282 Wildlife Biologist 2
83271 Biologist 1
83272 Biologist 2
3. 22221 Fish Unit Leader
22225 Fish Management Supervisor 1
22231 Fish Hatchery Superintendent 1
4. 22540 Naturalist Aide
22541 Naturalist 1
22325 Assistant Staff Forester
22351 Assistant Nursery Manager
22321 Forester 1
22322 Forester 2
22331 Forest Manager 1
5. 22411 Preserve Manager 1
83451 Ecological Analyst 1
83452 Ecological Analyst 2
6. 85411 Planning Engineer 1
85420 Design Engineer Intern
85421 Design Engineer 1
85422 Design Engineer 2
85510 Project Engineer Intern
85511 Project Engineer 1
85512 Project Engineer 2
85521 Construction Engineer 1
85531 Maintenance Engineer 1
85541 Bridge Engineer 1
85611 Aerial Engineer
85621 Field Engineer
85631 Testing Engineer 1
85651 Traffic Engineer 1
7. 85561 Surveyor 1
85562 Surveyor 2
8. 65730 Sanitarian - In-Training
65731 Sanitarian 1
65732 Sanitarian 2
9. 65912 Veterinarian 2
10. 66361 Energy Specialist
11. 83211 Microbiologist 1
83212 Microbiologist 2
83213 Microbiologist 3
83215 Microbiologist Supervisor 1
12. 83221 Chemist 1
83222 Chemist 2
83223 Chemist 3
83225 Chemical Lab Supervisor 1
83251 Medical Lab Technician 1
83252 Medical Lab Technician 2
13. 83421 Environmental Scientist 1 (see also Unit 7, Group 50)
83422 Environmental Scientist 2
83431 Air & Water Quality Scientist 1
83441 Solid Waste Scientist 1
83442 Solid Waste Scientist 2
14. 83811 Soils Resource Specialist 1
83812 Soils Resource Specialist 2
83813 Soils Resource Specialist 3
83821 Geologist 1

- 83822 Geologist 2
- 83823 Geologist 3
- 83824 Geologist 4
- 15. 85110 Architect Associate
85111 Architect 1
85112 Architect 2
85211 Plans Examiner
- 16. 85710 Environmental Engineer Intern
85711 Environmental Engineer 1
85712 Environmental Engineer 2
85721 Air Quality Engineer 1
85731 Water Quality Engineer 1
- 17. 85910 Landscape Architect Aide
85911 Landscape Architect 1
85912 Landscape Architect 2
85913 Landscape Architect 3
83831 Horticulturist 1
83832 Horticulturist 2
- 18. 52616 TV/Radio Communications Specialist (see also Unit 7, Group 35)
- 19. 82325 Photogrammetry Supv. 1 (see also Unit 7, Group 46)
82331 Photogrammetry Coordinator (see also Unit 7, Group 46)
- 20. 63281 Facilities Planner 1 (see Unit 14, Group 23)
- 21. 85311 Planner 1
85312 Planner 2
85313 Planner 3
- 22. 84624 Radiological Health Technology Instructor (see also Unit 7, Group 51)
83231 Entomologist
83851 Psycho-Biological Program Administrator
83881 Cytologist

Classification Groupings - Bargaining Unit 14

1. 64161 Data Security Specialist
46131 Security Specialist (see also Unit 3, Group 4)
2. 63151 Publications Specialist 1
63152 Publications Specialist 2
64411 Information Writer 1
64412 Information Writer 2
64415 Publications Editor
64420 Public Information Specialist
3. 64111 Programmer/Analyst 1
64112 Programmer/Analyst 2
64113 Programmer/Analyst 3
64114 Programmer/Analyst 4
64115 Programmer/Analyst 5
64121 Systems Analyst 1
64124 Software Specialist 1
64125 Software Specialist 2
64151 Data Systems Coordinator 1
64152 Data Systems Coordinator 2
4. 64520 Purchasing Specialist
64521 Purchasing Agent 1
64522 Purchasing Agent 2
64571 Business Enterprise Specialist 1
64591 Purchasing Standards Analyst 1
64592 Purchasing Standards Analyst 2
64552 Inventory Control Specialist 2
5. 64650 Trainer
64651 Training Officer 1
64652 Training Officer 2
30101 Training Specialist
6. 84511 Appraiser 1
84512 Appraiser 2
84513 Appraiser 3
84515 Appraisal Supervisor
84520 Appraisal Analyst
84521 Review Appraiser 1
84522 Review Appraiser 2

- 84523 Review Appraiser 3
- 84534 Review Appraiser Supervisor
- 7. 84531 Property Management Specialist 1
- 84532 Property Management Specialist 2
- 84534 Property Management Supervisor
- 84541 Relocation Agent 1
- 84542 Relocation Agent 2
- 84544 Relocation Supervisor
- 84551 Title Agent 1
- 84552 Title Agent 2
- 84553 Title Agent 3
- 84561 Property Agent 1
- 84562 Property Agent 2
- 84563 Property Agent 3
- 84581 Utilities Relocation Technician 1
- 84582 Utilities Relocation Technician 2
- 84583 Utilities Relocation Technician 3
- 8. 84711 Highway Development Coordinator
- 84715 Highway Development Coordinator Supervisor
- 9. 63831 Hearing Officer 1
- 63832 Hearing Officer 2
- 63841 Attorney 1
- 63842 Attorney 2
- 63844 Attorney 3
- 63845 Attorney 4
- 63881 Utilities Attorney Examiner 1
- 63882 Utilities Attorney Examiner 2
- 63891 Utility Attorney
- 63840 Legal Intern
- 10. 63111 Forms Analyst 1
- 63112 Forms Analyst 2
- 63113 Forms Analyst 3
- 66350 Assistant Foreign Officer Manager
- 66911 Statistician 1
- 66912 Statistician 2
- 66913 Statistician 3
- 66921 Researcher 1
- 66922 Researcher 2
- 66923 Researcher 3
- 66311 Development Specialist 1
- 66312 Development Specialist 2
- 63211 Management Analyst 1
- 63212 Management Analyst 2
- 63213 Management Analyst 3
- 63214 Management Analyst 4
- 63810 Legal Aide
- 11. 69171 Equal Empl. Opportunity Agency Compl. Ofc. 1
- 69181 Equal Empl. Oppt. Investigator 1
- 69182 Equal Empl. Oppt. Investigator 2
- 69191 Equal Employment Oppt. Program Specialist
- 69111 Civil Rights Field Representative 1
- 69112 Civil Rights Field Representative 2
- 69113 Civil Rights Field Representative 3
- 69121 Civil Rights Specialist
- 69131 Equal Employment Opp. Officer 1
- 69132 Equal Employment Opp. Officer 2
- 69160 Asst. Equal Empl. Opp. Contr. Compl. Officer
- 69161 Equal Empl. Oppt. Cont. Compliance Officer 1
- 69162 Equal Empl. Oppt. Cont. Compliance Officer 2
- 12. 63161 Grants Coordinator 1
- 63162 Grants Coordinator 2
- 64711 Criminal Justice Planning Analyst
- 64713 Criminal Justice Planning Specialist
- 64714 Criminal Justice Planner
- 66171 Student Loan Area Representative
- 66511 Budget Officer 1
- 66512 Budget Officer 2
- 66531 Fiscal Officer 1
- 66530 Fiscal Specialist
- 66111 Accountant 1
- 66112 Accountant 2
- 66113 Accountant 3
- 63311 Business Service Officer 1
- 66125 Examiner 5 (see also Unit 9, Group 8)
- 66141 Financial Institution Examiner 1
- 66142 Financial Institution Examiner 2
- 66143 Financial Institution Examiner 3
- 66144 Financial Institution Examiner 4
- 66145 Financial Institution Examiner Supervisor 1
- 66161 Utility Examiner 1
- 66162 Utility Examiner 2
- 66163 Utility Examiner 3
- 13. 63121 Administrative Assistant 1
- 63122 Administrative Assistant 2
- 63123 Administrative Assistant 3
- 63510 Assistant Liaison Officer 1
- 63511 Liaison Officer 1
- 65221 M H Administrator 1
- 65222 M H Administrator 2
- 65223 M H Administrator 3
- 66192 Nursing Home & Hospital Examiner 2
- 66193 Nursing Home & Hospital Examiner 3
- 63821 Hearing Assistant (see Unit 9, Group 1)
- 14. 54231 Aircraft Pilot 1
- 54232 Aircraft Pilot 2
- 15. 66131 Tax Commissioner Agent 1
- 66132 Tax Commissioner Agent 2
- 66133 Tax Commissioner Agent 3
- 66134 Tax Commissioner Agent 4
- 66135 Tax Commissioner Agent 5
- 16. 63271 Records Management Officer 1
- 63291 State Records Management Analyst 1
- 63292 State Records Management Analyst 2
- 17. 64811 Fine Arts Specialist 1
- 64812 Fine Arts Specialist 2
- 64813 Fine Arts Specialist 3
- 18. 64910 Disaster Services Coordinator
- 64911 Disaster Services Administrator 1
- 64912 Disaster Services Administrator 2
- 66911 Parks Recreation Specialist
- 66913 Parks Recreation Coordinator
- 66931 Athletic Program Coordinator
- 22571 Assistant Park Manager 1
- 22572 Assistant Park Manager 2
- 24323 Motor Vehicle Enforcement Representative (see also Unit 7, Group 18)
- 24324 Motor Vehicle Investigator (see also Unit 7, Group 18)
- 26541 Fire Safety Educator 1 (see also Unit 7, Group 33)
- 26542 Fire Safety Educator 2 (see also Unit 7, Group 33)
- 19. 64671 Personnel Testing Specialist 1
- 64672 Personnel Testing Specialist 2
- 64692 Recruitment Specialist
- 20. 66711 Actuary 1
- 66712 Actuary 2
- 66741 Insurance Rate Analyst
- 66744 Insurance Rate Supervisor 1
- 66721 Internal Insurance Examiner
- 66731 Internal Insurance Examiner Supervisor
- 21. 66321 Economist
- 66331 Labor Market Analyst 1
- 66332 Labor Market Analyst 2
- 22. 66340 Market Reporter
- 66341 Agricultural Market Specialist 1

District #3 Butler Hamilton Warren Clermont Clinton	District #4 Lorain Cuyahoga Lake Geauga Ashtabula	District #5 Medina Wayne Summit Stark Portage	Trumbull Mahoning Columbiana
District #6 Union Highland Delaware Ross Licking Vinton Perry Holmes Morgan	Madison Brown Franklin Pike Fairfield Jackson Athens Coshocton Gallia	Fayette Adams Pickaway Scioto Hocking Lawrence Meigs Muskingum Tuscarawas	Guernsey Carroll Monroe Noble Harrison Jefferson Washington Belmont

DEPARTMENT OF COMMERCE
Statewide
OFFICE OF CONSUMER'S COUNCIL
Statewide
DEPARTMENT OF DEVELOPMENT
Statewide
DEPARTMENT OF EDUCATION
Statewide

OHIO BUREAU OF EMPLOYMENT SERVICES
Eight (8) Districts

District #1 Cuyahoga	District #2 Hamilton	District #3 Lake Geauga Columbiana Summit Stark Holmes	Medina Ashtabula Portage Carroll Tuscarawas Wayne
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District #4 Jefferson Harrison Belmont Monroe Washington Morgan Noble Guernsey Muskingum Coshocton Licking Delaware Franklin	District #5 Perry Athens Meigs Gallia Lawrence Jackson Vinton Hocking Fairfield Pickaway Ross Pike Scioto	Adams Brown Clermont Clinton Highland Warren Fayette	District #6 Butler Preble Darke Shelby Miami Montgomery Greene Clark Champaign Logan Union Madison
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District #7 Crawford Marion Wyandot Harding Hancock Auglaize Allen Mercer	Putnam Henry Fulton Williams Defiance Paulding Van Wert Sandusky	District #8 Lorain Ashland Knox Morrow Richland Erie Seneca	Ottawa Wood Lucas Huron
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ENVIRONMENTAL PROTECTION AGENCY
Two (2) Districts
District #1 - Franklin, Hocking, Montgomery
District #2 - Wood, Summit

OHIO EXPOSITIONS COMMISSION
Statewide
DEPARTMENT OF HEALTH

Five (5) Districts

District #1 Champaign Clark Union Madison Fayette Marion Delaware Franklin Pickaway Knox Licking Fairfield	District #2 Lorain Ashland Cuyahoga Medina Wayne Summit Lake Geauga Portage Stark Ashtabula Trumbull Mahoning Columbiana	District #3 Williams Defiance Paulding Van Wert Mercer Fulton Henry Putnam Allen Auglaize Shelby Lucas Wood Hancock	Hardin Logan Ottawa Sandusky Seneca Wyandot Crawford Erie Huron Richland
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District #4 Ross Pike Scioto Hocking Vinton Jackson Lawrence Gallia Meigs Athens Perry Muskingum Morgan	Coshocton Holmes Tuscarawas Guernsey Noble Washington Carroll Harrison Belmont Jefferson Monroe	District #5 Darke Miami Preble Montgomery Greene Butler Warren Clinton Hamilton Clermont Brown Highland Adams
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DEPARTMENT OF HIGHWAY SAFETY -
STATE HIGHWAY PATROL

Two (2) Districts
District #1 - Central Office
District #2 - The remainder of the State.

DEPARTMENT OF HUMAN SERVICES

District #1 Durke Preble Butler Hamilton Miami Montgomery Warren Clermont Champaign Clark Greene Clinton Brown Madison Fayette Highland Adams Franklin Pickaway Ross Pike Scioto Knox	Licking Fairfield Hocking Vinton Jackson Lawrence Coshocton Muskingum Perry Morgan Athens Meigs Gallia Tuscarawas Guernsey Noble Washington Carroll Harrison Jefferson Belmont Monroe	District #2 Williams Defiance Paulding Van Wert Mercer Fulton Henry Putnam Allen Auglaize Shelby Lucas Wood Hancock Hardin Logan Ottawa Sandusky Seneca Wyandot Marion Union Crawford	Morrow Delaware Erie Huron Richland Lorain Ashland Cuyahoga Medina Wayne Holmes Summit Lake Geuga Portage Stark Ashtabula Trumbull Mahoning Columbiana
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INDUSTRIAL COMMISSION OF OHIO

Two (2) Districts

District #1 - Hamilton, Montgomery, Clark, Franklin, Scioto, Muskingum, Guernsey

District #2 - Allen, Lucas, Richland, Cuyahoga, Summit, Stark, Mahoning

DEPARTMENT OF INDUSTRIAL RELATIONS
(Exception; Unit 7 Statewide)

District #1	District #2	District #3	District #4
Williams	Marion	Medina	Ashtabula
Defiance	Crawford	Wayne	Trumbull
Paulding	Morrow	Summit	Mahoning
Fulton	Knox	Stark	
Henry	Richland	Portage	
Putnam	Huron		
Lucas	Erie		
Wood	Ashland		
Hancock	Lorain		
Ottawa	Cuyahoga		
Sandusky	Lake		
Seneca	Geauga		
Wyandot			

District #5		District #6	
Holmes	Carroll	Licking	Washington
Coshocton	Columbiana	Fairfield	Belmont
Tuscarawas		Perry	Monroe
Harrison		Muskingum	Guernsey
Jefferson		Morgan	Noble

District #7		District #8	
Preble	Pickaway	Van Wert	Madison
Butler	Ross	Mercer	Delaware
Hamilton	Pike	Darke	Franklin
Montgomery	Scioto	Allen	
Warren	Hocking	Auglaize	
Clermont	Vinton	Shelby	
Greene	Jackson	Miami	
Clinton	Lawrence	Hardin	
Brown	Gallia	Logan	
Fayette	Meigs	Champaign	
Highland	Athens	Clark	
Adams		Union	

DEPARTMENT OF INSURANCE
Statewide
STATE LIBRARY
Statewide

DEPARTMENT OF LIQUOR CONTROL

Eight (8) Districts

District #1		District #2	
Lorain	Ashland	Trumbull	Harrison
Cuyahoga	Wayne	Stark	Jefferson
Medina	Holmes	Tuscarawas	Belmont
Lake	Coshocton	Mahoning	Noble
Geauga	Summit	Columbiana	Monroe
Ashtabula	Portage	Carroll	

District #3

Williams
DeLance
Paulding
Van Wert
Fulton
Henry
Putnam
Allen
Lucas
Wood
Hancock
Ottawa

Sandusky
Seneca
Wyandot
Crawford
Erie
Huron

District #4

Mercer
Auglaize
Shelby
Darke
Miami
Preble
Montgomery
Clark
Greene
Fayette
Warren
Clinton

District #5

Butler
Hamilton
Clermont
Brown
Highland
Adams

District #6

Union
Madison
Delaware
Franklin
Pickaway
Licking
Fairfield

District #7

Ross
Pike
Scioto
Hocking
Vinton
Jackson
Lawrence
Perry

Athens
Meigs
Gallia
Muskingum
Morgan
Washington
Guernsey

District #8

Hardin
Logan
Champaign
Marion
Morrow
Richland
Knox

OHIO LOTTERY COMMISSION

Nine (9) Districts
(By District Offices)

District #1 - Cuyahoga
District #2 - Lucas
District #3 - Montgomery
District #4 - Hamilton
District #5 - Franklin
District #6 - Washington
District #7 - Stark
District #8 - Mahoning
District #9 - Lorain

DEPARTMENT OF MENTAL HEALTH

(Employees in Units 4 and 14 within child care facilities* may displace employees or promote into positions in jurisdictions. However, employees in Units 4 and 14 may not displace employees or promote into positions in child care facilities.*)

District #1	District #2	District #3	District #4
Central Office	Cambridge	Moritz	*Dayton
	Athens	COPH	Lewis Center
		Portsmouth	Rollman
		*COAC	*Millicreek

District #5	District #6	District #7
Toledo	Massillon	Western Reserve
Oakwood	Fallsview	Cleveland Psych.
	Woodside	*Sagamore

OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES

Seven (7) Districts

District #1 - North West Developmental Center, Tiffin Developmental Center
District #2 - Cleveland Developmental Center, Broadview Developmental Center, Warrensville Developmental Center
District #3 - Apple Creek Developmental Center, Youngstown Developmental Center
District #4 - Columbus Developmental Center Mt. Vernon Developmental Center
District #5 - Cambridge Developmental Center, Gallipolis Developmental Center
District #6 - Southwest Developmental Center, Montgomery Developmental Center, Springview Developmental Center
District #7 - Central Office

DEPARTMENT OF NATURAL RESOURCES
Eight (8) Districts

- | | | | |
|---|--|---|---|
| District #1
Williams
Defiance
Paulding
Fulton
Henry
Putnam
Lucas
Logan | Van Wert
Mercer
Darke
Allen
Auglaize
Shelby
Hardin
Fayette | District #2
Preble
Miami
Montgomery
Champaign
Clark
Greene
Madison
Hancock | Hamilton
Warren
Clermont
Clinton
Brown
Highland
Wood
Butler |
| District #3
Adams
Pike
Scioto
Jackson
Lawrence
Ross
Pickaway
Fairfield
Hocking
Vinton
Perry | District #4
Union
Delaware
Franklin
Knox
Licking
Wyandot
Marion
Crawford
Richland
Ashland | District #5
Ottawa
Sandusky
Seneca
Huron
Erie
Lorain
Cuyahoga
Medina
Summit | District #6
Muskingum
Morgan
Guernsey
Noble
Monroe
Gallia
Meigs
Athens
Washington |
| District #7
Tuscarawas
Carroll
Harrison
Belmont
Jefferson
Wayne
Holmes
Coshocton
Stark | District #8
Lake
Geauga
Ashtabula
Trumbull
Portage
Mahoning
Columbiana | | |

PUBLIC UTILITIES COMMISSION OF OHIO
Statewide
BOARD OF REGENTS
Statewide
DEPARTMENT OF REHABILITATION AND CORRECTION
Parole and Community Services

- A. Parole and Community Services**
Five (5) Districts
District #1 - Cleveland
District #2 - Columbus
District #3 - Cincinnati
District #4 - Lima
District #5 - Akron
- B. Institutions**
Three (3) Districts
North - Lima, Marion, Ohio State Reformatory, Ohio Reformatory for Women
Central - Orient, Pickaway, Southeastern Correctional Institution, London
South - Lebanon, Chillicothe, Hocking, Southern Ohio Correctional Facility

REHABILITATION SERVICES COMMISSION
Eight (8) districts based on eight (8) areas into which the Bureau of Vocational Rehabilitation has divided the State. Bureau of Disability Determination treated as a separate ninth district.

- | | | | |
|---|---|---|--|
| District #1
Butler
Hamilton
Warren
Clermont
Clinton
Brown
Highland
Adams
Ross
Pike
Scioto
Lawrence | Darke
Preble
Shelby
Miami
Montgomery
Logan
Champaign
Clark
Greene | District #2
Williams
Defiance
Paulding
Van Wert
Mercer
Fulton
Henry
Putnam
Allen
Auglaize
Lucas
Wood | District #3
Hancock
Hardin
Ottawa
Sandusky
Eric |
| District #4
Seneca
Huron
Wyandot
Crawford
Richland
Ashland
Marion
Morrow
Knox
Delaware | Licking
Madison
Franklin
Fayette
Pickaway
Fairfield
Union | District #5
Coshocton
Tuscarawas
Carroll
Jefferson
Harrison
Guernsey
Muskingum
Belmont
Perry
Morgan | Noble
Monroe
Washington
Hocking
Athens
Vinton
Meigs
Jackson
Gallia |
| District #6
Holmes
Wayne
Medina
Summit
Portage
Stark | District #7
Lorain
Cuyahoga
Lake
Geauga | District #8
Ashtabula
Trumbull
Mahoning
Columbiana | District #9
Bureau of
Disability
Determination |

DEPARTMENT OF TAXATION

- | | | | |
|---|---|---|---|
| District #1
Ashland
Holmes
Medina
Portage
Richland
Stark
Summit
Tuscarawas
Wayne | District #2
Adams
Brown
Butler
Clermont
Clinton
Hamilton
Highland
Lawrence
Pike | Scioto
Warren | District #3
Cuyahoga
Geauga
Lake
Lorain |
| District #4
Delaware
Fairfield
Fayette
Franklin
Knox
Licking
Madison
Marion
Morrow
Pickaway
Ross
Union | District #5
Champaign
Clark
Darke
Greene
Miami
Montgomery
Preble
Shelby | District #6
Defiance
Erie
Fulton
Henry
Huron
Lucas
Ottawa
Sandusky
Seneca
Williams
Wood | District #7
Ashtabula
Carroll
Columbiana
Jefferson
Mahoning
Trumbull |

District #8
Athens
Belmont
Coshocton
Gallia
Guernsey
Harrison
Hocking
Jackson

Meigs
Monroe
Morgan
Muskingum
Noble
Perry
Vinton
Washington

District #9
Allen
Auglaize
Crawford
Hancock
Hardin
Logan
Mercer
Paulding
Putnam
Van Wert
Wyandot

District #10
Central Office

DEPARTMENT OF YOUTH SERVICES

District #1
Maumec
Mohican
Indian River
Cuyahoga Hills
Cleveland
Toledo
Akron

District #2
Scioto Village
Riverview/BYC, TCY, TICO
Columbus
Dayton
Cincinnati
Athens

Note: All other Agencies are Statewide Districts

OHIO DEPARTMENT OF TRANSPORTATION

District #1
Defiance
Paulding
Van Wert
Putnam
Allen
Hancock
Hardin
Wyandot

District #2
Williams
Fulton
Henry
Lucas
Wood
Ottawa
Sandusky
Seneca

District #3
Eric
Huron
Crawford
Lorain
Ashland
Richland
Medina
Wayne

District #4
Summit
Portage
Stark
Ashtabula
Trumbull
Mahoning

District #5
Knox
Licking
Fairfield
Perry
Coshocton
Muskingum
Guernsey

District #6
Marion
Morrow
Union
Delaware
Madison
Franklin
Pickaway
Fayette

District #7
Mercer
Darke
Auglaize
Shelby
Miami
Logan
Champaign
Clark

District #8
Preble
Butler
Hamilton
Montgomery
Warren
Clermont
Greene
Clinton

District #9
Brown
Highland
Adams
Ross
Pike
Scioto
Jackson
Lawrence

District #10
Hocking
Vinton
Athens
Meigs
Gallia
Morgan
Washington
Noble
Monroe

District #11
Holmes
Tuscarawas
Columbiana
Carroll
Harrison
Jefferson
Belmont

District #12
Cuyahoga
Lake
Geauga

District #13
Central Office - Columbus

Real Estate Division
Northeast Districts 4, 11, 12 Southeast Districts 5, 6, 10
Northwest Districts 1, 2, 3 Southwest Districts 7, 8, 9

VETERAN'S CHILDRENS HOME
Statewide
VETERAN'S HOME
Statewide

BUREAU OF WORKERS COMPENSATION

District #1
Lucas
Allen

District #2
Clark
Montgomery
Butler
Hamilton

District #3
Richland
Cuyahoga
Summit
Stark
Mahoning

District #4
Franklin
Muskingum
Belmont
Hocking
Scioto

APPENDIX K
Guidelines for Occupational Injury Leave

1. An employee of the Department of Mental Health, the Department of Mental Retardation and Developmental Disabilities, the Ohio Veterans' Home, the Ohio Veterans' Children's Home and Schools for the Deaf and Blind who suffers bodily injury inflicted by an inmate, patient, client, youth or student in the facilities of the above agencies shall be eligible for his/her regular rate of pay during the period he/she is disabled as a result of such injury but in no case to exceed 960 hours. This form of compensation shall be in the lieu of workers' compensation.
2. Pay made regarding this leave shall not be charged to the employee's accumulation of sick leave credit.
3. A statement of circumstances of the injury shall be filed with the Director of Administrative Services by the employee's appointing authority. This statement shall show conclusively that the injury was sustained in the line of duty and was inflicted by an inmate, patient, client, youth or student and did not result from accident or from misbehavior or negligence on the part of the employee.
4. The appointing authority shall also obtain and file with the Director of Administrative Services the report of a physician designated by the Director of Administrative Services as to the nature and extent of the employee's injury.
5. The employee shall be obligated to receive necessary medical treatment and to return to active work status at the earliest time permitted by his/her attending physician.
6. An employee on Occupational Injury Leave shall be exempt from the accumulation of vacation leave credit and sick leave credit as set forth in Sections 28.01 and 29.01 of this contract.
7. If an employee's injury or disability as covered by the above guidelines extends beyond 960 hours he/she shall immediately become subject to Article 29, "Sick Leave", of this contract.
8. Employees who think they are eligible for this type of leave may apply to their Agency Designee.

APPENDIX L
Pay Schedule

July 1, 1986 Increase of \$.58 or 7%

Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	\$5.96	\$6.13	\$6.30	\$6.49	\$6.68			
	\$12397	\$12750	\$13104	\$13499	\$13894			
2	\$6.22	\$6.39	\$6.58	\$6.78	\$6.99			
	\$12938	\$13291	\$13686	\$14102	\$14539			
3	\$6.49	\$6.68	\$6.89	\$7.10	\$7.33			

	\$13499	\$13894	\$14331	\$14768	\$15246			
4	\$6.78 \$14102	\$6.99 \$14539	\$7.21 \$14997	\$7.45 \$15496	\$7.68 \$15974			
5	\$7.10 \$14768	\$7.33 \$15246	\$7.57 \$15746	\$7.81 \$16245	\$7.99 \$16619			
6	\$7.45 \$15496	\$7.68 \$15974	\$7.90 \$16432	\$8.11 \$16869	\$8.35 \$17368			
7	\$7.81 \$16245	\$7.99 \$16619	\$8.22 \$17098	\$8.46 \$17597	\$8.73 \$18158	\$9.05 \$18824		
8	\$8.22 \$17098	\$8.46 \$17597	\$8.73 \$18158	\$9.05 \$18824	\$9.41 \$19573	\$9.79 \$20363		
9	\$8.73 \$18158	\$9.05 \$18824	\$9.41 \$19573	\$9.79 \$20363	\$10.25 \$21320	\$10.71 \$22277		
10	\$9.41 \$19573	\$9.79 \$20363	\$10.25 \$21320	\$10.71 \$22277	\$11.19 \$23275	\$11.76 \$24461		
11	\$10.25 \$21320	\$10.71 \$22277	\$11.19 \$23275	\$11.76 \$24461	\$12.33 \$25646	\$12.94 \$26915		
12	\$11.19 \$23275	\$11.76 \$24461	\$12.33 \$25646	\$12.94 \$26915	\$13.57 \$28226	\$14.22 \$29578		
23	\$6.30 \$13104	\$6.49 \$13499	\$6.68 \$13894	\$6.89 \$14331	\$7.10 \$14768	\$7.33 \$15246		
24	\$6.58 \$13686	\$6.78 \$14102	\$6.99 \$14539	\$7.21 \$14997	\$7.45 \$15496	\$7.68 \$15974		
25	\$6.89 \$14331	\$7.10 \$14768	\$7.33 \$15246	\$7.57 \$15746	\$7.81 \$16245	\$7.99 \$16619		
26	\$7.21 \$14997	\$7.45 \$15496	\$7.68 \$15974	\$7.90 \$16432	\$8.11 \$16869	\$8.35 \$17368		
27	\$7.57 \$15764	\$7.81 \$16245	\$7.99 \$16619	\$8.22 \$17098	\$8.46 \$17597	\$8.73 \$18158	\$9.05 \$18824	
28	\$7.99 \$16619	\$8.22 \$17098	\$8.46 \$17597	\$8.73 \$18158	\$9.05 \$18824	\$9.41 \$19573	\$9.79 \$20363	
29	\$8.46 \$17597	\$8.73 \$18158	\$9.05 \$18824	\$9.41 \$19573	\$9.79 \$20363	\$10.25 \$21320	\$10.71 \$22277	
30	\$9.05 \$18824	\$9.41 \$19573	\$9.79 \$20363	\$10.25 \$21320	\$10.71 \$22277	\$11.19 \$23275	\$11.76 \$24461	
31	\$9.79 \$20363	\$10.25 \$21320	\$10.71 \$22277	\$11.19 \$23275	\$11.76 \$24461	\$12.33 \$25646	\$12.94 \$26915	
32	\$10.71 \$22277	\$11.19 \$23275	\$11.76 \$24461	\$12.33 \$25646	\$13.57 \$28226	\$14.22 \$29578	\$14.92 \$31034	
33	\$11.76 \$24461	\$12.33 \$25646	\$12.94 \$26915	\$13.57 \$28226	\$14.22 \$29578	\$14.92 \$31034	\$15.65 \$32552	\$16.42 \$34154
34	\$12.94 \$26915	\$13.57 \$28226	\$14.22 \$29578	\$14.92 \$31034	\$15.65 \$32552	\$16.42 \$34154	\$17.24 \$35859	\$18.09 \$37627
35	\$14.22 \$29578	\$14.92 \$31034	\$15.65 \$32552	\$16.42 \$34154	\$17.24 \$35859	\$18.09 \$37627	\$18.97 \$39458	\$19.92 \$41434

36	\$15.65 \$32552	\$16.42 \$34154	\$17.24 \$35859	\$18.09 \$37627	\$18.97 \$39458	\$19.92 \$41434	\$20.91 \$43493	\$21.95 \$45656
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July 1, 1987 Increase of \$.44 or 5%

Step Range 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	\$6.40 \$13312	\$6.57 \$13666	\$6.74 \$14019	\$6.93 \$14414	\$7.12 \$14810		
2	\$6.66 \$13853	\$6.83 \$14206	\$7.02 \$14602	\$7.22 \$15018	\$7.43 \$15454		
3	\$6.93 \$14414	\$7.12 \$14810	\$7.33 \$15246	\$7.54 \$15683	\$7.77 \$16162		
4	\$7.22 \$15108	\$7.43 \$15454	\$7.65 \$15912	\$7.89 \$16411	\$8.12 \$16890		
5	\$7.54 \$15683	\$7.77 \$16162	\$8.01 \$16661	\$8.25 \$17160	\$8.43 \$17534		
6	\$7.89 \$16411	\$8.12 \$16890	\$8.34 \$17347	\$8.55 \$17784	\$8.79 \$18283		
7	\$8.25 \$17160	\$8.43 \$17534	\$8.66 \$18013	\$8.90 \$18512	\$9.17 \$19074	\$9.50 \$19760	
8	\$8.66 \$18013	\$8.90 \$18512	\$9.17 \$19074	\$9.50 \$19760	\$9.88 \$20550	\$10.28 \$21382	
9	\$9.17 \$19074	\$9.50 \$19760	\$9.88 \$20550	\$10.28 \$21382	\$10.76 \$22381	\$11.25 \$23400	
10	\$9.88 \$20550	\$10.28 \$21382	\$10.76 \$22381	\$11.25 \$23400	\$11.75 \$24440	\$12.35 \$25688	
11	\$10.76 \$22381	\$11.25 \$23400	\$11.75 \$24440	\$12.35 \$25688	\$12.95 \$26936	\$13.59 \$28267	
12	\$11.75 \$24440	\$12.35 \$25688	\$12.95 \$26936	\$13.59 \$28267	\$14.25 \$29640	\$14.93 \$31054	
23	\$6.74 \$14019	\$6.93 \$14414	\$7.12 \$14810	\$7.33 \$15246	\$7.54 \$15683	\$7.77 \$16162	
24	\$7.02 \$14602	\$7.22 \$15018	\$7.43 \$15454	\$7.65 \$15912	\$7.89 \$16411	\$8.12 \$16890	
25	\$7.33 \$15246	\$7.54 \$15683	\$7.77 \$16162	\$8.01 \$16661	\$8.25 \$17160	\$8.43 \$17534	
26	\$7.65 \$15912	\$7.89 \$16411	\$8.12 \$16890	\$8.34 \$17347	\$8.55 \$17784	\$8.79 \$18283	
27	\$8.01 \$16661	\$8.25 \$17160	\$8.43 \$17534	\$8.66 \$18013	\$8.90 \$18512	\$9.17 \$19074	\$9.50 \$19760
28	\$8.43 \$17534	\$8.66 \$18013	\$8.90 \$18512	\$9.17 \$19074	\$9.50 \$19760	\$9.88 \$20550	\$10.28 \$21382
29	\$8.90 \$18512	\$9.17 \$19074	\$9.50 \$19760	\$9.88 \$20550	\$10.28 \$21382	\$10.76 \$22381	\$11.25 \$23400
30	\$9.50 \$19760	\$9.88 \$20550	\$10.28 \$21382	\$10.76 \$22381	\$11.25 \$23400	\$11.75 \$24440	\$12.35 \$25688

	\$19760	\$20550	\$21382	\$22381	\$23400	\$24440	\$25688
31	\$10.28	\$10.76	\$11.25	\$11.75	\$12.35	\$12.95	\$13.59
	\$23400	\$22381	\$23400	\$24440	\$25688	\$26936	\$28267
32	\$11.25	\$11.75	\$12.35	\$12.95	\$13.59	\$14.25	\$14.93
	\$23400	\$24440	\$25688	\$26936	\$28267	\$29640	\$31054
33	\$12.35	\$12.95	\$13.59	\$14.25	\$14.93	\$15.67	\$16.43
	\$25688	\$26936	\$28267	\$31054	\$32594	\$34174	\$35859
34	\$13.59	\$14.25	\$14.93	\$15.67	\$16.43	\$17.24	\$18.10
	\$28267	\$29640	\$31054	\$32594	\$34174	\$35859	\$37648
35	\$14.93	\$15.67	\$16.43	\$17.24	\$18.10	\$18.99	\$19.92
	\$31054	\$32594	\$34174	\$35859	\$37648	\$39499	\$41434
36	\$16.43	\$17.24	\$18.10	\$18.99	\$19.92	\$20.92	\$21.96
	\$34174	\$35859	\$37648	\$39499	\$41434	\$43514	\$45677

July 1, 1988 Increase of \$.65 or 7%

Step	Step						
Range 1	2	3	4	5	6	7	8
1	\$7.05	\$7.22	\$7.39	\$7.58	\$7.77		
	\$14664	\$15018	\$15371	\$15766	\$16162		
2	\$7.31	\$7.48	\$7.67	\$7.87	\$8.08		
	\$15205	\$15558	\$15954	\$16370	\$16806		
3	\$7.58	\$7.77	\$7.98	\$8.19	\$8.42		
	\$15766	\$16162	\$16598	\$17035	\$17514		
4	\$7.87	\$8.08	\$8.30	\$8.54	\$8.77		
	\$16370	\$16806	\$17264	\$17763	\$18242		
5	\$8.19	\$8.42	\$8.66	\$8.90	\$9.08		
	\$17035	\$17514	\$18013	\$18512	\$18886		
6	\$8.54	\$8.77	\$8.99	\$9.20	\$9.44		
	\$17763	\$18242	\$18699	\$19136	\$19635		
7	\$8.90	\$9.08	\$9.31	\$9.55	\$9.82	\$10.17	
	\$18512	\$18886	\$19365	\$19864	\$20426	\$21154	
8	\$9.31	\$9.55	\$9.82	\$10.17	\$10.57	\$11.00	
	\$19365	\$19864	\$20426	\$21154	\$21986	\$22880	
9	\$9.82	\$10.17	\$10.57	\$11.00	\$11.51	\$12.04	
	\$20426	\$21154	\$21986	\$22880	\$23941	\$25043	
10	\$10.57	\$11.00	\$11.51	\$12.04	\$12.57	\$13.21	
	\$21986	\$22880	\$23941	\$25043	\$26146	\$27477	
11	\$11.51	\$12.04	\$12.57	\$13.21	\$13.86	\$14.54	
	\$23941	\$25043	\$26146	\$27477	\$28829	\$30243	
12	\$12.57	\$13.21	\$13.86	\$14.54	\$15.25	\$15.98	
	\$26146	\$27477	\$28829	\$30243	\$31720	\$33238	
23	\$7.39	\$7.58	\$7.77	\$7.98	\$8.19	\$8.42	
	\$15371	\$15766	\$16162	\$16598	\$17035	\$17514	
24	\$7.67	\$7.87	\$8.08	\$8.30	\$8.54	\$8.77	
	\$15954	\$16370	\$16806	\$17264	\$17763	\$18242	

25	\$7.98	\$8.19	\$8.42	\$8.66	\$8.90	\$9.08	
	\$16598	\$17035	\$17514	\$18013	\$18512	\$18886	
26	\$8.30	\$8.54	\$8.77	\$8.99	\$9.20	\$9.44	
	\$17264	\$17763	\$18242	\$18699	\$19136	\$19635	
27	\$8.66	\$8.90	\$9.08	\$9.31	\$9.55	\$9.82	\$10.17
	\$18013	\$18512	\$18886	\$19365	\$19864	\$20426	\$21154
28	\$9.08	\$9.31	\$9.55	\$9.82	\$10.17	\$10.57	\$11.00
	\$18886	\$19365	\$19864	\$20426	\$21154	\$21986	\$22880
29	\$9.55	\$9.82	\$10.17	\$10.57	\$11.00	\$11.51	\$12.04
	\$19864	\$20426	\$21154	\$21986	\$22880	\$23941	\$25043
30	\$10.17	\$10.57	\$11.00	\$11.51	\$12.04	\$12.57	\$13.21
	\$21154	\$21986	\$22880	\$23941	\$25043	\$26146	\$27477
31	\$11.00	\$11.51	\$12.04	\$12.57	\$13.21	\$13.86	\$14.54
	\$22880	\$23941	\$25043	\$26146	\$27477	\$28829	\$30243
32	\$12.04	\$12.57	\$13.21	\$13.86	\$14.54	\$15.25	\$15.98
	\$25043	\$26146	\$27477	\$28829	\$30243	\$31720	\$33238
33	\$13.21	\$13.86	\$14.54	\$15.25	\$15.98	\$16.77	\$17.58
	\$27477	\$28829	\$30243	\$31720	\$33238	\$34882	\$36566
34	\$14.54	\$15.25	\$15.98	\$16.77	\$17.58	\$18.45	\$19.37
	\$30243	\$31720	\$33238	\$34882	\$36566	\$38376	\$40290
35	\$15.98	\$16.77	\$17.58	\$18.45	\$19.37	\$20.32	\$21.31
	\$33238	\$34882	\$36566	\$38376	\$40290	\$42266	\$44325
36	\$17.58	\$18.45	\$19.37	\$20.32	\$21.31	\$22.38	\$23.50
	\$36566	\$38376	\$40290	\$42266	\$44325	\$46550	\$48880

Schedule C

July 1, 1986 (7% Increase)		
Pay	Range	Minimum Maximum
41	\$11.17	\$16.82
43	\$13.57	\$20.46
July 1, 1987 (5% Increase)		
Pay	Range	Minimum Maximum
41	\$11.73	\$17.66
43	\$14.25	\$21.48
July 1, 1988 (7% Increase)		
Pay	Range	Minimum Maximum
41	\$12.55	\$18.90
43	\$15.25	\$22.98

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The parties have caused this Agreement to be executed this thirteenth of August 1986.

The State of Ohio

Ohio Civil Service Employees Association/AFSCME

Edward H. Seidler
EDWARD H. SEIDLER,
DIRECTOR
OFFICE OF COLLECTIVE BARGAINING

Ronald C. Alexander
RONALD C. ALEXANDER,
PRESIDENT

Eugene Brundage
EUGENE BRUNDAGE,
PRINCIPAL SPOKESPERSON
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SEAN P. FICHTELBERG,
VICE PRESIDENT

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DARRELL WINFORDNER,
DEPUTY DIRECTOR
OFFICE OF BUDGET AND MANAGEMENT

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RONALD K. RHONEMUS,
SECRETARY-TREASURER

Russell D. Murray
RUSSELL MURRAY,
EXECUTIVE DIRECTOR

UNIT 4 (Continued)

Eddie Hughes
Eddie Hughes
Negotiating Team
David H. Shale
David H. Shale
Negotiating Team
Ronald E. Hunsaker
Ronald E. Hunsaker
Negotiating Team
Richard Ayres
Richard Ayres
Negotiating Team

Sara M. Sanders
Sara M. Sanders
Negotiating Team
Sandra Bailey-Toddy
Sandra Bailey-Toddy
Negotiating Team
Ernest W. Tolbert
Ernest W. Tolbert
Negotiating Team

UNIT 5
FOOD SERVICE, CUSTODIAL AND LAUNDRY

FOR OSEA LOCAL 11

Ronald C. Alexander
Ronald C. Alexander, President
Ronald K. Rhoads
Ronald K. Rhoads
Secretary-Treasurer
Russell N. Murray
Russell N. Murray
Executive Director
Chief Negotiator
Robert L. Kelley
Robert L. Kelley
Negotiating Team
William C. Bradley
William C. Bradley
Negotiating Team

James J. Hunsaker
James J. Hunsaker
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James J. Hunsaker
Negotiating Team

UNIT 6
MAINTENANCE AND TRADES

FOR OSEA LOCAL 11

Ronald C. Alexander
Ronald C. Alexander, President
Ronald K. Rhoads
Ronald K. Rhoads
Secretary-Treasurer
Russell N. Murray
Russell N. Murray
Executive Director
Chief Negotiator
William C. Bradley
William C. Bradley
Negotiating Team
William C. Bradley
William C. Bradley
Negotiating Team

Paul H. Evans
Paul H. Evans
Negotiating Team
Richard L. Full
Richard L. Full
Negotiating Team

UNIT 6 (Continued)

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UNIT 7
ENFORCEMENT, REGULATORY AND TECHNICAL

FOR OSEA LOCAL 11

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Ronald C. Alexander, President
Ronald K. Rhoads
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UNIT 9
ADMINISTRATIVE SUPPORT

FOR OSEA LOCAL 11

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LAURA STENORA
DEPARTMENT OF REHABILITATION SERVICES COMMISSION



Ohio Department of
Administrative Services
378 & HIGH STREET, 17TH FLOOR
COLUMBUS, OHIO 43260-0581
OFFICE OF COLLECTIVE BARGAINING

September 4, 1986

Russell Murray, Executive Director
AFSCME/OCSA Local 11, AFL-CIO
595 Goodale Blvd.
Columbus, Ohio 43212

Dear Mr. Murray,

This letter will confirm our understanding regarding training to be provided to employees of units 4 and 14 in children's centers in the Department of Mental Health.

In addition to trying to select individuals who are sensitive to the special needs of children with psychiatric disorders, the Department has also placed a special priority on training for its employees who serve in direct patient care in these institutions and has started this training in some of these institutions. This training is in addition to the training ordinarily received by hospital aides and other direct care staff. Consequently the Department of Mental Health is committed to providing a minimum of forty hours of specialized training for employees in these institutions who have not received this training. During the term of the contract, this training will consist of specialized training in the care and treatment of children who have psychiatric disorders in areas such as planning, need assessment, discipline and group relations. The training will vary to a degree dependent upon the needs of the group serviced, eg. pre-teen versus adolescent.

If you have any questions please contact me,

Sincerely,
Edward H. Seldier
Edward H. Seldier
Deputy Director

EMS:ga
cc: Kate Noller
Department of Mental Health

