

**A COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**THE FRATERNAL ORDER OF POLICE,  
OHIO LABOR COUNCIL, INC.**

**AND**

**THE CITY OF RAVENNA**

**Full-Time Patrol Officers**

**EFFECTIVE: January 1, 2011  
EXPIRES: December 31, 2013**

SERB Case No.: 2010-MED-10-1393  
Authorized by City Ordinance

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**Section 4.2** The use of words contained herein in the singular shall be construed to include the plural, and words in the plural, the singular. The masculine, feminine or neuter genders where used herein shall be construed to include all of said genders. The use of either the masculine or feminine genders is for convenience purposes only and is not to be interpreted to be discriminatory in nature.

**ARTICLE 5                      NON-DISCRIMINATION**

**Section 5.1** Neither the Employer nor the Union shall discriminate against any bargaining unit employee on the basis of age, sex, race, color, creed, national origin or disability.

**ARTICLE 6                      DUES DEDUCTIONS**

**Section 6.1** During the term of this Agreement, the Employer shall deduct initiation fees and assessments levied by the FOP/OLC and the regular monthly FOP/OLC dues from the wages of those employees who have voluntarily signed dues deduction authorization forms pertaining to said deductions. No new authorization forms will be required from any employees in the Ravenna Police Department for whom the Employer is currently deducting dues.

**Section 6.2** The initiation fees, dues, or assessments so deducted shall be in the amounts established by the FOP/OLC. The FOP/OLC shall certify to the Employer the amounts due and owing from the employees involved.

**Section 6.3** The Employer shall deduct dues, initiation fees, or assessments from the first pay in each calendar month. If an employee has no pay due on that pay date such amounts shall be deducted from the next or subsequent pay.

**Section 6.4** A check in the amount of the total dues withheld from these employees authorizing a dues deduction shall be tendered to the Columbus office of the Fraternal Order of Police Ohio Labor Council within thirty days from the date of making said deductions, barring unusual circumstances.

**Section 6.5** It is specifically agreed that the Employer assumes no obligation, financial or otherwise, arising out of the provisions of this Article, and the Union hereby agrees that it will indemnify and hold the Employer harmless from any claims, actions, or proceedings by any employee arising from deductions made by the Employer hereunder. Once the funds are remitted to the Union, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Union. The parties agree and understand that if an employee files an action against the City and/or the Union regarding any of the deductions made under this Article, the deductions shall cease immediately. It is further agreed and understood that the Union shall solely be responsible for any reimbursement required to be made to the employee(s), the cost of the action, and the costs assessed and owed to the employee in pursuit of the action.



- P. To determine the making of technological alterations by revising either process or equipment or both.
- Q. To determine work standards and the quality of work to be produced
- R. To select and locate buildings and other facilities
- S. To establish, expand, transfer and /or consolidate police work processes and facilities
- T. To transfer or subcontract work
- U. To consolidate, merge, or otherwise transfer any or all of its police facilities, property, processes or work with or to any other municipality or entity or effect or change in any respect the legal status, management or responsibility of such property, facilities, processes or work.
- V. To terminate or eliminate all or any part of its work or facilities

**Section 7.3** In addition, the Union agrees that all of the functions rights, powers, responsibilities and authority of the Employer in regard to the operation of its work and business and the direction of its work force which the Employer has not specifically abridged, deleted, granted or modified by the express and specific written provisions of this Agreement are, and shall remain, exclusively those of the Employer.

## **ARTICLE 8 OBLIGATION TO NEGOTIATE**

**Section 8.1** For the life of this Agreement, the Employer and the Union each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to negotiate collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated and signed this Agreement.

## **ARTICLE 9 TOTAL AGREEMENT**

**Section 9.1** This Agreement represents the entire Agreement between the Employer and the Union and unless specifically and expressly set forth in the express written provisions of this Agreement, all rules, regulations, benefits and practices previously and presently in effect may be modified or discontinued at the sole discretion of the Employer.

## **ARTICLE 10 NO STRIKE, NO LOCKOUT**

**Section 10.1** The Union agrees to the essential nature of the services provided by its members in protecting the public's health and safety. In recognition of this fact, the Union agrees that there shall be no work interruptions, slowdowns, strikes or sympathy strikes at any time. In the event of unauthorized interruptions, the Union agrees that it shall join the Employer in requiring its members to return to work immediately.



**Section 12.2** For the purpose of effective contract administration, a designated member of the bargaining unit may with prior authorization, not unreasonably withheld, be permitted to use a reasonable amount of time, not to exceed eight (8) hours per month on duty, as necessary, to address matters pertaining to this Agreement, as it affects other employees of the unit. Such authorization shall be obtained from the Chief or his designee. The FOP/OLC recognizes the operational needs of the Employer and will cooperate to keep to a minimum the time lost from work by the associates.

It is recognized and understood that an associate may be requested to: be present with an employee during a disciplinary interview; attend Labor Management meetings; and, to attend grievance hearings/meetings and arbitrations. It is understood and agreed that such time shall be granted to the employee, which time shall not count toward the eight (8) hours otherwise granted in this section. It is also understood and agreed that such time will be with pay if the employee is on duty at the time of the meetings and that the employee will only be paid for the time he/she was scheduled and that such time will not result in overtime.

**Section 12.3** One member of the negotiation committee shall be allowed reasonable time off during his regular scheduled working hours to participate in collective bargaining meetings with the Employer without loss of pay. Said employee shall be available to answer calls.

**Section 12.4** The FOP/OLC shall be allowed to hold regular meetings on the Employer's premises subject to scheduling and availability.

### **ARTICLE 13** **BULLETIN BOARDS**

**Section 13.1** The Employer agrees to provide space for bulletin boards in the police access room, to be used by the FOP/OLC and its members. No materials of any kind may be posted elsewhere in the Employer's facilities or on the Employer's equipment, except on the bulletin boards so designated.

**Section 13.2** Should a posting be made on the Union's bulletin board which the Employer considers to be inappropriate, the Employer shall be entitled to remove such posting, provided the Employer provides the Union with a written explanation of the reason for such removal.

### **ARTICLE 14** **PERSONNEL FILES**

**Section 14.1** Employer shall release information contained in an employees personnel file only to the extent required by law and will notify the effected employee prior to the release of the information or review of the file.

**Section 14.2** Upon written request and during day shift, an employee shall be allowed the opportunity to review his personnel file, and to add memoranda to the file clarifying





- D. Preparation of Grievances: The preparation of grievances shall be conducted pursuant to Article 25, Section 25.1. If the Chief and/or the Captain are not available the supervisor of the shift may authorize a reasonable amount of time for preparation of the grievance.
- E. Informal Resolution of Grievances: Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having said matter informally adjusted without the intervention of the Union, provided that the adjustment is not inconsistent with the terms of this Agreement. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the grievant and shall in all respects be final, said adjustment shall not create a precedent or ruling binding upon either party in future proceedings.
- F. Time Limits: It is the FOP/OLC's and the Employer's intention that all time limits in the above grievance procedures shall be met. To the end of encouraging thoughtful responses at each step, however, the grievant and Employer's designated representative may mutually agree at any step to short extensions of any of the time limits imposed herein, but any such agreement must be in writing and signed by the parties. In the event that the Employer fails to timely file a response to a step in the grievance, it is mutually agreed that the grievance is deemed denied and shall automatically proceed to the next step. If the grievant fails to file the grievance at the next stop within the time limits, it shall be deemed withdrawn with prejudice.
- G. Representatives in Meetings: In each step of the grievance procedure herein, certain specific representatives are given approval to attend the meetings. It is understood by the parties that, in the interest of resolving grievances at the earliest possible stop of the grievance procedure, it may be beneficial that other representatives not specifically designated be in attendance. Therefore, it is intended that either party may bring additional representatives to any meeting in the grievance procedure, but only upon advance mutual agreement among the parties specifically designated to attend that such additional representative(s) has input which may be beneficial in attempting to bring resolution of the grievance. Only those employees who are on duty at the time of the meetings will be paid. The Employer may limit the number of employees present. Neither party shall be permitted to abuse this provision.
- H. Modification of Agreement Prohibited: The procedure shall not be used for the purpose of adding to, subtracting from, or altering in any way, any of the provisions of this Agreement.

**Section 15.4** all grievances shall be administered in accordance with the following procedure:

- a. Preliminary Step: A unit employee having a grievance will first attempt to resolve it informally with his immediate supervisor at the time the incident giving rise to the grievance occurs. At this step, there is no requirement to put the grievance in writing, and no report needs to be submitted. A FOP/OLC representative or

another bargaining unit member may accompany the grievant, should the grievant request his attendance at any such meeting. If the grievance is not satisfied with the response from his immediate supervisor at this step, he may pursue the formal steps which follow.

- b. Immediate Supervisor Step 1: A bargaining unit employee having a grievance shall present it in writing to his or her immediate supervisor within fifteen (15) days after the events or circumstances giving rise to the grievance have occurred. A grievance submitted beyond the fifteen (15) day limit need not be honored, although it may be processed if time limits are waived at this step. Within five (5) days of receipt of the grievance, the immediate supervisor will affix his written response to the grievance, date and sign his response, and return it to the grievant.
- c. Chief of Police Step 2: Should the grievant not be satisfied with the answer in Step 1, within ten (10) days thereafter, he may appeal the grievance, containing the written responses at the prior stops and any other pertinent documents, to the office of the Chief of Police. Within ten (10) days of his receipt of the grievance, the Chief, or his designated representative for this purpose, shall investigate the grievance and shall schedule and conduct a meeting to discuss the grievance with the grievant. The grievant may bring with him to this meeting one (1) other member of the bargaining unit, or the associate and may have a FOP/OLC representative present. In the meeting called for at this step, the Chief shall hear a full explanation of the grievance and the material facts relating to the grievance. Within five (5) of his working days following the meeting at this step, the Chief shall submit to the grievant and to the highest ranking official of the FOP/OLC, his written response to the grievance.
- d. Mayor/Designee Step 3: Should the grievant not be satisfied with the written answer received in Step 2, within ten (10) days after his or her receipt thereof, he may submit the grievance, together with the written responses received in the prior Steps, to the Mayor/Designee.
- e. Upon receipt of the grievance, the Mayor/Designee shall schedule a meeting to be held within ten (10) days to discuss the grievance.
- f. The grievant may bring with him to the meeting with the Mayor one (1) member of the bargaining unit or the Director and may have a FOP/OLC representative present. The highest ranking official of the FOP/OLC and a duly accredited representative of the FOP/OLC shall be permitted to attend this meeting.
- g. The Mayor shall render his decision in writing and deliver to the grievant and the FOP/OLC his written decision within ten (10) days after the meeting with the grievant.

## **ARTICLE 16**

## **ARBITRATION PROCEDURE**

**Section 16.1** In the event a grievance is unresolved after being processed through all of the steps of the Grievance Procedure, unless mutually waived or having passed through various steps by a timely default of the Employer, then within ten (10) days after the rendering of the decision at Step 3 or a timely default by the Employer at Step 3, the FOP/OLC may submit the grievance(s) to arbitration. Within this ten (10) day period, the







- b. The committee will meet on a quarterly basis unless waived by mutual consent of the parties, for the purpose of discussing subjects of mutual concern.
- c. Meetings will be held at times and places mutually agreeable to the parties.
- d. At least one (1) week prior to the meeting, each party may submit, in writing, specific discussion times.
- e. The FOP/OLC will notify the Chief and Safety Director/Mayor as to the FOP/OLC representatives.

**Section 19.2** It is further agreed that if special labor/management meetings have been requested, and mutually agreed upon, they shall be convened as soon as feasible.

## **ARTICLE 20 HEALTH AND SAFETY**

**Section 20.1** The Employer agrees to furnish and maintain in safe working conditions all tools, facilities, supplies and equipment required to safely carry out the duties of each employee. Employees are responsible for immediately reporting any unsafe conditions or practices to immediate supervisors. The employees shall also fill out the log book and indicate the specific unsafe condition or practice in written form and date the log book. It shall be the supervisor's responsibility to evaluate the unsafe condition and if necessary contact the Chief or the Captain. If the Chief or the Captain is not available, the supervisor shall make the decision as to what should be done concerning the unsafe condition and leave a report for the Chief or Captain on the next work day. It shall further be the responsibility of the employees to care for all tools and equipment furnished by the Employer.

**Section 20.2** Should the Union allege what it, in good faith, perceives as a failure of the Employer to comply with the above provision, such allegation may become subject to the grievance procedure. All attempts by the Employer and the Union will be made to resolve the unsafe condition prior to any grievances being filed.

**Section 20.3** If the condition is found by the Union to be unsafe and the Employer refuses or fails to implement the resolution or if the unsafe condition is not satisfactorily resolved within thirty (30) days, said condition may become the subject of a grievance at the arbitration step.

**Section 20.4** In the case of use of detrimental force, the involved member may be placed on administrative leave, without loss of pay or benefits, pending results of the investigation. Furthermore, the Department may use a psychologist or other crisis-intervention service who/which will be notified to provide counseling for the involved member or members. Selection of the service may be discussed in Labor-Management meetings.





**ARTICLE 22**

**FILLING OF POSITIONS**

**Section 22.1** The parties agree that, when the City decides to fill a vacant position, all promotions shall be filled by testing procedures determined and administered by the Ravenna Civil Service Commission. The Civil Service Commission may use whatever evaluation/testing method it deems appropriate, except that promotional vacancies shall be filled by written competitive exam that comprises not less than fifty (50%) percent of the composite score with the Employer having the right to utilize an assessment center and interview process for the remaining portion of the composite score. The Employer shall have the ability to select any one of the three (3) candidates with the highest composite scores to fill the vacancy.

**ARTICLE 23**

**PROBATIONARY PERIODS**

**Section 23.1** Patrol: Each newly appointed employee will be required to successfully complete a probationary period. The probationary period for new employees shall begin on the first day for which the employee received compensation for the position after obtaining certification, and shall continue for a period of three hundred sixty five days (365) after such certification.

During such period for Patrol, the Employer shall have the sole discretion to discipline or discharge such employee and any such action shall not be appealable through any grievance or appeal procedure herein contained or to any Civil Service Commission.

**Section 23.2** Any employee promoted to a position within the Department will be required to successfully complete a probationary period. The probationary period for promotional positions shall begin on the first day for which the employee received compensation for the position and shall continue for a period of one hundred eighty (180) days. The promotional probationary period employee may be demoted from the promotional position at any time during his/her promotional probationary period and any such demotion shall not be appealable through any grievance or appeal procedure herein contained or to any Civil Service Commission. Upon demotion from the promotional probationary position the employee shall be returned to a position in his/her former classification. Any person reduced during a promotional probationary period shall be provided reasons for the demotion. Employees in a promotional probationary position may request, at any time during their probationary period, to be returned to a position in their former classification. This section shall only apply to persons who are currently employed with the Department at the time of their promotion. Any other employee, whether or not in a position with the Employer, shall be required to serve an original probationary period as set for in this Agreement.

**ARTICLE 24**

**SENIORITY**

**Section 24.1** Seniority is the total uninterrupted continuous service of a member as a continuous, full-time, sworn police officer or communications officer, with the City of Ravenna. For employees hired prior to January 1, 2006, any full-time sworn police



**Section 25.3** After the Employer has chosen the classification(s) for layoff or abolishment, an employee laid off may displace to another classification in order of rank provided the employee is qualified and able to immediately perform the duties of the lower rank. That is, a Sergeant may displace the Patrolman with the least seniority. Displacement shall occur in accordance with department seniority.

**Section 25.4** Employees who are laid off shall be placed on a recall list for a period of twenty-four (24) months. If there is a recall, employees who are recalled shall be recalled by most senior first to be recalled and least senior last to be recalled.

**Section 25.5** Notice of recall shall be sent to the employees by registered mail, with a copy to the FOP/OLC. The Employer shall be deemed to have fulfilled its obligation by mailing the recall notice to notify the Employer of the employee's intent to return to work within two (2) weeks of receipt of recall notice.

## **ARTICLE 26**

## **INSURANCE**

**Section 26.1** As additional compensation for employees covered by this Agreement, the parties agree to meet and discuss regarding the increase in premium cost for the purpose of discussing alternatives to maintain cost, including, but not limited to, alternate insurance coverage, alternate means of providing coverage, and/or possible employee contributions to the premium costs. The Union recognizes the right of the Employer to secure alternate insurance carriers and to modify insurance coverage, which measures may be used to maintain or lessen premium costs.

The parties agree that the City may periodically change the content of the insurance plan and/or the insurance carrier after consultation with representatives of the affected bargaining units. The purpose of changing either the content of the plan and /or the insurance carrier shall be to either improve the coverage provided or reduce the premiums without substantially reducing the benefit levels. Reasonable adjustment of deductibles to compensate for inflation shall not be construed as a reduction in benefit levels.

**Section 26.2** The Union understands and agrees that any increase in the premium rates for health, medical, and related insurance premiums shall be a factor considered in the total economic proposals for successive negotiations. Any rate increase which may be implemented during the period of this Agreement shall also remain subject to the wage negotiations of subsequent Agreements.

**Section 26.3** The City shall provide and maintain in force, by the payment of necessary premiums, life insurance in the amount of twenty thousand (\$20,000.00) dollars for all bargaining unit members, for the duration of this Agreement.

**Section 26.4** Upon retirement or disability retirement from the Police Department, each bargaining unit member shall be entitled to a continuing life insurance policy in the amount of twenty thousand (\$20,000.00) dollars.

**Section 26.5** The City shall provide and maintain in force, by payment of necessary premiums, the Ohio AFSCME Care Plan Dental Benefits, Level 3. The City will begin contributions of \$34.00 per month to this plan upon execution of this Agreement, and will provide to all bargaining unit members a copy of the coverage and benefit plan. Bargaining Unit members will contribute by means of payroll deduction an amount not to exceed fifteen dollars (\$15.00) per month towards the monthly premium costs of the Level 3 AFSCME Care Plan.

## **ARTICLE 27                      HOURS OF WORK AND OVERTIME**

**Section 27.1** Overtime shall be defined as any time worked in excess of eight (8) hours in any twenty-four (24) hour period or in excess of forty (40) hours in any workweek, as defined in this Agreement other than compensatory time as defined.

**Section 27.2** Work schedules for bargaining unit employees will be arranged by the Employer so that the regularly scheduled workweek shall consist of forty (40) hours based on five (5) consecutive eight (8) hour work days and two (2) consecutive days off. The days off will be modified when an employee's schedule or assignment is modified. The Employer shall designate the start of the work week and work day but shall not change the starting time to avoid the payment of overtime.

**Section 27.3** A bargaining unit member in an off-duty status who is ordered or requested to report for work and so reports, shall be paid a minimum of three (3) hours or actual time worked, whichever is greater, at the appropriate rate as defined in this Agreement. For meetings and training scheduled and required by the Employer, bargaining unit members shall be paid for the actual time in the meeting or training, with a minimum of two (2) hours at their appropriate rate.

**Section 27.4** Each employee shall be compensated for each overtime hour worked, an amount equal to one and one-half (1 ½) times their normal hourly rate as designated by this Agreement.

**Section 27.5** Such overtime, at the discretion of the employee, may be taken as paid overtime or as compensatory time. At the conclusion of the overtime worked, each employee will indicate, on a form provided by the City, his preference of paid overtime or compensatory time. This form will be signed by the employee's immediate supervisor and a copy given to the employee. Compensatory time may only be accumulated to a maximum amount of one-hundred twenty (120) hours. Employees at this maximum will be paid for all overtime worked instead of receiving compensatory time.

**Section 27.6** The record of compensatory time shall be submitted to the Finance Director with the payroll at the conclusion of the work period in which the overtime is

worked. The Finance Director's record regarding accumulation of accrued compensatory time and overtime and the use of compensatory time shall be the official record.

**Section 27.7** Compensatory time must be taken in four (4) or eight (8) hour increments. Compensatory time may be taken in hour increments up to three (3) hours provided the compensatory time taken does not cause overtime costs to the City. There shall be no selling back of compensatory time, except that an employee may request to convert up to forty (40) hours of comp time into cash each year which will be issued by separate check.

**Section 27.8** When requesting compensatory time off, priority of preference shall be given to vacation and paid holidays, respectively. Should two (2) or more employees request the same comp time off at the same time (same calendar day), priority of preference shall be given to the most senior employee of the same rank. The use of comp time off will be reasonably governed by scheduling considerations. Approval of compensatory time is subject to the same approval requirements as all other benefits, such as vacation leave, except that time limits may be waived if it is deemed by the Chief or the Captain to be an emergency situation.

**Section 27.9** The scheduled overtime for the succeeding two (2) months work schedule shall be posted twelve (12) days prior to the two (2) months work schedule being posted. All full-time Patrolmen will be allowed within the first five (5) days of such posting to request one (1) eight (8) hour shift of the scheduled overtime based on seniority, to be worked during the following two (2) months work schedule. If a full-time patrolmen does not elect to work scheduled overtime within the five (5) day time period he/she waives his/her right for that two (2) month work schedule. After the five (5) day time period has elapsed the balance of the scheduled overtime will be filled in by the part-time patrolmen.

## **ARTICLE 28                      SHIFT-DIFFERENTIAL**

**Section 28.1** Those employees who work an afternoon, night, swing, or overlap shift shall be paid a shift differential specified in this Article. The shift differential shall be paid for all hours actually worked in the afternoon, night, swing, or overlap shift.

**Section 28.2** The shift differential for the afternoon shift shall be \$.50 cents per hour and the shift differential for the night shift shall be \$.50 cents per hour. An employee working the swing shift or overlap shift shall be paid \$.50 cents per hour above the normal hourly rate.

## **ARTICLE 29                      OUT OF CLASSIFICATION WAGE RATES**

**Section 29.1** When a member of the bargaining unit is assigned to work out of his classification, said employee shall be paid at the hourly rate of the classification he temporarily fills, or his own rate of pay, whichever is greater. Such hourly wage shall also include the appropriate shift differential payment.

**ARTICLE 30**                    **CLOTHING AND EQUIPMENT ALLOWANCE  
UNIFORM AND MAINTENANCE PAYMENT**

**Section 30.1** Each member of the Patrol Officers bargaining units shall be paid in the first off pay period of January of each year of this agreement by separate checks, the amount of seven hundred dollars (\$750.00) for clothing allowance and equipment payment. All uniforms issued to probationary employees shall remain the property of the City and are to be returned to the City.

**Section 30.2** All full-time Patrol Officers, employed as of December first of each year of this Agreement shall be provided a four hundred fifty dollar (\$450.00) uniform maintenance payment on the first off pay period of December of each year of the Agreement. This payment shall be made to those employees in who are in full-time employment with the City as of December first of each year on a prorated share for these completed months that the employees worked during that calendar year. This payment shall be made directly to the employee and is to be used for uniform maintenance and acquisition.

**Section 30.3** The Chief or his designee shall direct any bargaining unit employee under his command to replace any piece of uniform or clothing which is badly worn.

**Section 30.4** Officers wishing to purchase their duty weapon upon retirement or if the City is to issue new weapons to the appropriate bargaining unit members, they may do so from their clothing/equipment allowance. Weapons purchased from the department shall be at a rate equal to the current replacement cost of that weapon. Officers may purchase their duty weapon from their clothing allowance upon retirement or separation in increments not to exceed one year. Officers shall not sell any weapon purchased under this Agreement, except to an authorized distributor, and only for the purpose of replacing that weapon with a current model. All monies generated under this article shall remain with the Police Department for the purpose of upgrading, replacing, repairing or purchasing department issued weapons. Officers shall notify the Chief of Police in writing as to their intent to purchase their weapon and how the monies from their clothing allowance should be distributed back to the City of Ravenna.

**ARTICLE 31**                    **LONGEVITY**

**Section 31.1** Each full-time member of the bargaining unit shall receive in addition to other compensation required under this Agreement an annual longevity payment based upon the employee's continuous length of service in the City of Ravenna, commencing with the initial date of hire in the Police Department as a full-time employee.

**Section 31.2** Upon completion of the fifth (5) year of service each full-time member of the bargaining unit shall receive an additional five (\$5.00) dollars per month for each one (1) year period of employment, to a maximum of thirty-three (33) years, with the City of Ravenna. The maximum amount an employee may receive is \$165.00 per month (bi-



**Section 32.4** Scheduled vacations canceled by the City within the calendar year must be rescheduled with the permission of the Chief and taken in the current year or may be taken within two (2) months of the succeeding calendar year. Employees may not have vacation leave rescheduled except for extenuating circumstances, e.g. death in family, major illness or injury.

**Section 32.5** Vacation requests shall be made during the months of November and December of the year preceding the year during which the vacation requests shall be taken. If more than one (1) request is made for the same date or an overlap should occur, seniority shall have preference.

**Section 32.6** Employees who accumulate three (3) weeks or more of vacation leave each year may convert annually up to forty (40) hours of unused accumulated vacation leave. Employees who accumulate four (4) weeks or more of vacation leave may convert annually up to eighty (80) hours of unused accumulated vacation leave. The employee shall provide a written request to convert vacation leave to the Chief by November 15, each year. The City shall convert the vacation leave in either the December or January following the request for conversion.

**Section 32.7** Employees who terminate in good standing their employment with the City shall receive a conversion to cash of their accumulated, unused vacation leave. Employees who die during their employment with the City shall have their accumulated unused vacation leave paid to their estate or paid according to probate laws.

### **ARTICLE 33**

### **SICK LEAVE/BEREAVEMENT LEAVE**

**Section 33.1** Sick leave shall be defined as an absence with pay necessitated by: 1) illness, injury or disability of an employee or member of the employees immediate family where the employees presence is reasonably necessary; 2) medical, dental or optical examination or treatment of an employee or member of the immediate family where the employee's presence is reasonably necessary; 3) exposure to a contagious disease which would jeopardize the health of the employee or co-workers; 4) pregnancy and/or childbirth and related conditions of employee or spouse.

**Section 33.2** All employees shall earn sick leave at the rate of four and six tenths (4.6) hours for every eighty (80) hours in active pay status and may accumulate such sick leave to an unlimited amount.

**Section 33.3** An employee who is to be absent on sick leave shall notify the Employer of such absence and the reason therefore before the start of his work shift each day he is to be absent. The employee shall notify the Employer at least one (1) hour prior to the start of his shift unless extenuating circumstances prevail.

**Section 33.4** Sick leave may be used in segments of not less than one (1) hour. Employees shall not use sick leave to cover tardiness.



After five (5) uses (occurrences) in any six (6) consecutive month period, the next sick leave use(s) shall be without pay up to four (4) hours' use. (That is, the first hours of sick leave use up to four (4) hours use in any six (6) consecutive month period will be without pay). Exempt from sick leave "use" shall be previously scheduled medical appointments when the employee has notified his/her supervisor prior to the requested use.

**Section 33.5** An employee absent for three (3) work days or more may be required to furnish a physician's report to be eligible for paid sick leave.

**Section 33.6** If the employee fails to submit adequate proof of illness, injury or death, or in the event that upon such proof as is submitted or upon the report of medical proof as is submitted or upon the report of medical examination, the department head finds there is not satisfactory evidence of illness, injury or death sufficient to justify the employee's absence, such leave may be considered an unauthorized leave and shall be without pay.

**Section 33.7** Any abuse or patterned use of sick leave shall be cause for disciplinary action.

**Section 33.8** The Department head may require an employee who has been absent due to personal illness or injury, prior to and as a condition of his return to duty, to be examined by a physician designated and paid by the Employer, to establish that he is not disabled from the performance of his duties and that his return to duty will not jeopardize the health and safety of other employees.

**Section 33.9** Bereavement leave may be used to a maximum of three (3) eight (8) hour workdays for the death of a member of an employee's immediate family. Leave use for death may be reasonable. If the death in the immediate family requires that the employee travel more than three hundred (300) miles, the Chief may, at the request of the employee, allow up to two (2) additional work days as bereavement leave. Any additional time granted must be requested by the employee and shall utilize either sick leave or vacation leave, at the option of the employee subject to the approval of the Chief or Mayor/Safety Director. Sick leave utilized for bereavement leave may not be charged against an employee with regards to usage in accordance with Section 33.4 of the current collective bargaining agreement.

**Section 33.10** When the use of sick leave is due to illness or injury in the immediate family, "immediate family" shall be defined to only include the employee's parents, spouse, children, foster children, and grandchildren residing with the employee. When the use of sick leave is for bereavement leave, the immediate family is defined as spouse, children, parent, foster children, parent-in-law, grandparent, spouse's grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, and uncle, brother and sister. This includes a one (1) day bereavement leave for the spouse's aunt and uncle.

**Section 33.11** A bargaining unit member who has accumulated at least one hundred twenty (120) days of sick leave, may, in the following years, sell back to the City unused

sick leave if he has used no more than three (3) days of sick leave accumulated during any subsequent year. The individual may elect to annually sell back the unused sick leave accumulated during that year at the rate of three (3) days of sick leave for one (1) day of regular pay. A bargaining unit member, who has accumulated at least one-hundred fifty days of sick leave, may in the following years sell back to the City unused sick leave if he has used no more than three (3) days of sick leave accumulated during any subsequent year. The individual may elect to annually sell back the unused sick leave accumulated during that year the rate of two (2) days of sick leave for one (1) day of regular pay.

**ARTICLE 34                      SICK LEAVE CONVERSION AT RETIREMENT**

**Section 34.1** An employee of the Employer who retires under the Police Pension Fund with ten (10) or more years of continuous service with the Employer will upon application be paid a one (1) time bonus calculated upon his or her accrued but unused sick leave account as follows:

- A. A payment of not less than one-half (1/2) the number of hours of the employee's accrued but unused sick leave to a maximum of nine hundred sixty (960) hours at the employee's regular hourly rate of pay.

**Section 34.2** The application for conversion payment must be made in writing and signed by the employee at his or her time of retirement. The conversion will be distributed to the employee not later than thirty (30) days after the employee's retirement date. Payment shall be based on the employee's hourly rate of pay at the time of retirement.

**Section 34.3** An employee is only entitled to one conversion of sick leave bonus as an employee of the Employer.

**Section 34.4** In the event a permanent full-time employee dies, his estate shall be entitled to be paid such unused accrued sick leave credit up to the maximum provided in this Article payable to the employee's estate.

**ARTICLE 35                      LEAVES OF ABSENCE AND FAMILY MEDIAL LEAVE**

**Section 35.1** All unpaid leaves of absence under this Article (and extensions thereof) must be applied for a granted or rejected within ten (10) working days, in writing, on forms to be provided by the Employer and with approval of the Chief of Police and the Mayor or Safety Director. Seniority during periods of leave shall be according to Article 24. Any leave may be immediately revoked and an employee may be disciplined if not utilized for the purpose requested or otherwise abused.

**Section 35.2** When an employee returns to work after any leave of absence, that employee will be assigned to the classification which he or she formerly occupied.

Unless otherwise provided for, an employee may, upon request, return to work prior to the expiration of any leave of absence, if such early return is agreed to by the Employer.

**Section 35.3** An employee, called for jury duty or subpoenaed as a witness in a criminal action other than as an employee of the Police Department, to which he or she is not the charged or reasonable party, shall be granted a leave of absence to appear as a juror or witness and will receive their regular pay and remit to the Employer any jury or witness fees. To be eligible for such pay, an employee must present verification of his or her call to jury or witness duty.

**Section 35.4** An employee may be granted a personal leave of absence without pay for any reason except to seek employment elsewhere, for a period not to exceed ninety (90) calendar days, at the discretion of the Employer.

**Section 35.5** An employee may be granted a leave of absence without pay for the purpose of pursuing legitimate educational activities which directly relate to his or her job, with approval of the Employer. Such leave shall be for no more than two (2) years.

**Section 35.6** Employees who leave the service of the Employer to enter the United States Armed Forces shall have the rights to reinstatement as provided by state and federal statutes.

**Section 35.7** All employees of the bargaining unit who are members of the Ohio National Guard, the Ohio Defense Corps, or members of other reserve components of the Armed Forces of the United States, are entitled to leaves of absence for such military service for field training, active duty or emergency call-out for a period not to exceed thirty-one (31) days per year per employee. The employee is required to submit to the Employer an order or statement form the appropriate military commander as evidence of such duty at least two (2) weeks in advance of the starting date of such leave unless emergency situations require otherwise.

Employees on such leave shall be paid during such absence for the difference between their regular straight time wages and their military pay for such period, as verified to the Employer by military pay voucher. The maximum number of hours for which payment may be made in any one (1) calendar year under this provision is one hundred seventy six (176) hours per employee.

**Section 35.8** Employees who are members of the Ohio National Guard or any military reserve unit shall be granted time off with pay when ordered to temporary active duty or when ordered to military training exercises not to exceed thirty-one (31) calendar days per year or a total of one hundred seventy six (176) hours. Military leave pay shall be the difference between the employee's regular pay and service pay.

**Section 35.9** An employee shall be granted a leave of absence without pay to serve in the Armed Forces of the United States or any branch thereof. Such leave shall last only

for the initial enlistment or induction period. Employees on military leave without pay shall continue to accrue seniority and if an employee requests reinstatement within thirty-one (31) calendar days of his discharge from military service, the Employer shall reinstate the employee at the same rank as when he left, with full credit for prior seniority. The Employer may require that the employee establish that his physical and mental health have not been impaired as to render him incompetent to perform the duties of his position.

**Section 35.10** Employees with scheduled hours of 1250 or more during the twelve (12) months preceding the leave shall be eligible upon request and approval for an unpaid family or medical leave:

1. Eligible employees shall be those who have worked a total of 1250 scheduled hours or more during the twelve (12) months preceding the leave.
2. To be eligible for unpaid FMLA leave, the employee shall first exhaust all available Vacation leave, holidays, and personal leave which shall be inclusive of FMLA leave and entitlement. After exhaustion of vacation, holiday and personal leave the Employer may, at its discretion, require an employee to utilize sick leave. The employer shall not require an employee who has forty (40) hours of vacation and forty (40) hours of sick leave to exhaust such time, which will be maintained in separate banks of accumulated time under this Article.
3. Employees requesting an unpaid family or medical emergency leave must advise their immediate supervisor of such request at least thirty (30) days in advance of the anticipated commencement of said leave, unless an emergency prevents such notice. In that event, as much advance notice as possible shall be given.
4. The total amount of leave available to any employee is twelve (12) weeks in a "rolling year." Employees are entitled to FMLA leave up to twelve weeks in a year and such leave shall be calculated when first approved. Such FMLA leave is inclusive of both paid and unpaid leave.
5. Employees must request such leave in writing and are required, if requested by their immediate supervisor, to provide medical verification from the appropriate attending physician. Employees requesting such family or medical emergency leave may be examined by the City's physician to confirm eligibility for the leave.
6. Employees who request and are approved for an unpaid family medical or emergency leave shall continue to receive paid health insurance benefits, assuming the employee is otherwise eligible for such benefits in accordance with the provisions of this Agreement.
7. Such leave will be provided only in the following circumstances:
  - a. Birth of a child
  - b. Adoption of a child or placement of a foster child
  - c. To care for a sick spouse, child or parent suffering from a serious health condition where the employee's attendance is necessary to such care; or,
  - d. To address the employee's serious health condition which renders the employee incapable of performing the functions of his/her job.

- e. A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves (1) inpatient care in a hospital, hospice or residential medical facility, or (2) continuing treatment by a health care provider.

**ARTICLE 36**

**TEMPORARY LEAVES WITHOUT PAY**

**Section 36.1** Temporary leave without pay up to eighty (80) hours may be granted upon the request of the employee, in writing, and for good cause shown, and will not be unreasonably denied.

**Section 36.2** An employee who is unable to work due to sickness, injury or illness, and who has exhausted all available paid leave, may be granted leave without pay for up to one (1) year if requested in writing. Any member granted leave as set forth herein without pay shall be reinstated at his former classification, if physically and mentally competent to perform his duties. An employee on leave without pay according to this Article shall accrue seniority during the period of the leave.

**Section 36.3** An employee who has exhausted all available sick leave but who is otherwise entitled to take sick leave, shall be entitled to take vacation time prior to taking leave without pay.

**Section 36.4** An employee who had exhausted all available injury leave shall be entitled to take unused sick leave, compensatory time and vacation prior to taking leave without pay.

**Section 36.5** All accrued paid leave (sick, vacation, comp-time, etc.) Must be utilized before any FMLA leave. All paid and unpaid leave taken in any twelve month (12) period shall be applied to satisfying the FMLA twelve (12) week period and not in addition thereto.

**ARTICLE 37**

**HOLIDAYS AND PERSONAL LEAVE**

**Section 37.1** The following holidays and personal days are designated as paid holidays for all full-time Patrol, Sergeants and Lieutenants:

1. New Years Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. July 4<sup>th</sup>
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Friday after Thanksgiving

10. Christmas Day
11. Three (3) Personal Days per year

**Section 37.2** Employees working on the actual date of each of the above listed holidays shall be paid at a rate of time and one-half (1 ½) or the work performed on the holidays. In order to be eligible for the holiday premium pay, the employee must report to work, and actually work the last scheduled workdays subsequent to the workday immediately after the holiday, unless specifically excused by the Chief or Mayor/Safety Director, or if the employee is on authorized vacation leave on the previous or subsequent workday to the holiday.

**Section 37.3** Employees shall be entitled to eight (80) hours holiday leave which must be scheduled during the calendar year in which the holiday occurred. Scheduling of holiday leave is subject to the approval of the Chief or his designee. Employees may however, convert up to forty (40) hours of the annual holiday leave to a cash payment at the employee's rate of pay in effect at the time of conversion at a rate of one (1) hour of pay for each one (1) hour of holiday leave. The conversion shall not apply to the three (3) personal days granted in this Article. The holiday leave and holiday leave conversion shall be prorated for those employees who have not worked the entire calendar year. Such pro-ration shall grant the employee an amount of holiday leave which corresponds to the holidays which have occurred during the employee's employment as a full-time officer and or dispatcher for the City. The holiday leave conversion shall be paid no sooner than the first pay period in December and no later than the second pay period in December. In order to be eligible for holiday leave conversion the employee must be employed as of December 1<sup>st</sup> of each year.

**Section 37.4** Paid holidays shall be given as requested by the employee with at least three (3) days advance notice to the immediate supervisor. Approval must be secured from the scheduling supervisor for scheduling holidays off.

**Section 37.5** Employees who have previously scheduled holiday leave cancelled and are unable to reschedule during the current calendar year shall be able to carry over the unused holiday to the next calendar year. Any unused holiday leave carried over must be rescheduled in the first two (2) months of the next calendar year. Such carry-over holiday leave is not subject to the conversions provisions of this Article.

**Section 37.6** Probationary employees shall not be entitled to personal leave days until they have completed six (6) months service at which time they will be entitled to one (1) personal leave day.

## **ARTICLE 38**

## **SERVICE RELATED INJURY LEAVE**

**Section 38.1** When an employee is injured in the line of duty while actually working for the Employer, he shall be eligible for a paid leave not to exceed ninety (90) calendar days from injury date, providing he or she files for Worker's Compensation and signs a waiver

assigning to the Employer those sums of money he would ordinarily receive as his weekly compensation as determined by law for those number of weeks he receives benefits under this Article. If the Employer contests the claim for temporary total disability then the leave shall not exceed one hundred eighty (180) days from injury date. Such leave shall commence after the employee utilizes his sick leave for the first five (5) work days or unless such absence occurs on the date of injury or is immediately contiguous to the date of injury. Sick leave will be fully reimbursed if any Worker's Compensation is received for such days by the Employer

**Section 38.2** The Employer shall have the right to require the employee to have a physical exam by a physician appointed and paid by the Employer, resulting in the physician's certification that the employee is unable to work due to the injury as a condition precedent to the employee receiving any benefits under this Article. The designated physician's opinion shall govern whether the employee is actually disabled or not.

**Section 38.3** The bargaining unit employee agrees that they may be required at the City's option to turn over to the Employer any weekly compensation check which represents wages paid from any fund that the Employer contributes to, in exchange for receiving his regular paycheck, in accordance with the present practice. An employee injured during that course of employment must report said injury by the end of their shift or as soon as they realize they have sustained injury.

**Section 38.4** Any lump sum payment received by the bargaining unit employee for a permanent injury or illness remains the property of the employee.

**Section 38.5** Any bargaining unit employee on injury leave shall be entitled to reinstatement upon approval of a certified physician at the rate of pay of the position to which the employee is reinstated at the time of such reinstatement.

**Section 38.6** Bargaining unit employees shall continue to accumulate seniority while on injury leave.

**Section 38.7** After the exhaustion of all appeals of failure to timely appeal, and the injury or disability is disallowed by the Bureau of Workers' Compensation or the Industrial Commission of Ohio, the employee shall be charged with all time lost from work against his accumulated sick leave time or vacation time. If the employee does not have accumulated sick leave or vacation time to cover either all or part of the time off up to and including the date the claim is disallowed, then any monies paid to the employee by the Employer under this Article shall be repaid by the employee to the Employer.

**Section 38.8** Whenever an employee is required to stop working because of a service related injury or disability, he shall be paid for the remaining hours of that workday and such time shall not be charged to leave of any kind.

**Section 38.9** If an employee on injury leave resulting from either on-duty or off-duty activities is capable of performing light duties the City or the employee may request to return from injury leave and perform such light duties.

**ARTICLE 39                      EDUCATION**

**Section 39.1** The Employer shall pay for tuition for all education or training required as a condition of employment, and for all educational programs as may be required by the Chief of Police , those courses mandated by the State of Ohio to maintain an officer's or dispatcher's certification within their job description or classification.

**Section 39.2** For those classes and courses that are job related that the employee desires to take at a college or university or other institution approved by the Chief and upon approval of the Police Chief, the Employer shall pay one-half (1/2) of the books and tuition upon earning a grade of "B" or better on completion of the courses. The course or courses must be related to the duties performed by the employee. Request to attend such classes and courses shall be within the budgeting constraints of the Department but shall not be unreasonably denied by the Chief of Police.

The reimbursement shall be subject to the following conditions:

- A. Request for attendance must be in writing to the Chief no later than thirty (30) days prior to the start of the class.
- B. Upon successful completion of the class (attaining a "B" or better) the employee shall present to the employer the employee's tuition statement and the course grade for tuition reimbursement.
- C. To be eligible to attend, employees must be formally accepted by the University and meet its requirements and must have completed two (2) full years of service with the Ravenna Police Department.
- D. Class attendance shall be on the employee's time and the Employer shall not pay the employee for anytime spent in class attendance.
- E. The Employer shall complete the reimbursement to the employee within thirty (30) days of the employee's presentation of satisfactory documentation.

**Section 39.3** For any educational program which is required under Section 39.1 the Employer shall reimburse the employee the reimbursement rate established for City Council for mileage incurred in attending the educational program when a person's automobile is used.

**ARTICLE 40                      WAGE SCALES**

**Section 40.1** All employees covered within this bargaining agreement shall receive wage rates specified in the wage scale attached.



**ARTICLE 41**                      **WAIVER IN CASE OF EMERGENCY**

**Section 41.1** In cases of emergency declared by the President of the United States, the Governor of the State of Ohio, the Mayor or Ravenna, the federal or state legislature, such as acts of god and civil disorder, the following conditions of this Agreement shall automatically be suspended:

- A. Time limits for management or the Union’s replies on grievances; and all work rules and /or provisions of Agreements or practices directly relating to the assignment of all employees.

**Section 41.2** Upon the termination of the emergency, should valid grievances exist, they shall be processed in accordance with the provisions outlined in the grievance procedure of this Agreement and shall proceed from the point in the grievance procedure to which they had properly progressed.

**ARTICLE 42**                      **FITNESS INCENTIVE PLAN**

**Section 42.1** All members of the sworn law enforcement bargaining unit shall be eligible to participate in the Fitness Incentive Program one (1) timer per year. Each member who passes all phases of the fitness test which will be given two (2) times per year as established by the Employer shall be granted bonuses according to the established schedule.

**Section 42.2** All employees hired since 1994 shall be required to participate in and pass the required fitness qualifications as established by the Employer. All employees hired prior to 1994 ARE NOT required to participate and successfully pass fitness qualifications and SHALL be exempt from all penalties established under this article, however pre 1994 members shall be eligible for incentive bonus upon successful completion of this testing according to this article.

<u>Fitness Rating</u>	<u>Bonus Pay</u>
3	\$250.00
4	\$500.00
5	\$750.00

**Section 42.3** To qualify for bonuses, an employee must achieve a three (3) or better rating on each phase of the fitness test. The average score of the two tests shall be used to determine bonuses, if any. A test score of two (2) or less in any phase of the semi annual scheduled yearly fitness testing dates shall disqualify employees from receiving any bonuses granted under this article. The 12 Minute Run/Walk test shall be mandatory for all employees to pass regardless of overall score, a score of two (2) or less will be considered an automatic failure. Failure of the Cardiovascular Endurance Test 12 Minute Run or Walk Test will automatically require a complete retest for the employee.

- A. Example: If your average score of all testing components is 3.5%, but you received a score of two (2) in any one phase, you will not be eligible for the incentive bonus. An average score of 3.5% with ONLY one (1) failure of a score of two (2) or less ( other than mandatory 12 Minute Run/Walk Test) in any phase would be a Passing Score for the purposes of the Physical Fitness Program, but the employee WOULD NOT be eligible to receive the Fitness Incentive bonus. Failure of the 12 Minute Run/Walk Test will automatically require a complete retest.

#### **Section 42.4 Penalties**

1. If an employee fails two or more areas of the Fitness Program or the employee fails the cardiovascular endurance test as established by the Employer the following guidelines shall automatically take place:
  - a. Penalties: Sixty (60) days from the date of failing the Fitness Test, the employee shall be rescheduled to re-take the entire fitness test.
2. If an employee fails the FIRST retest according to established procedures, the employee shall forfeit one (1) day of Vacation, Holiday, Compensatory Time to be determined by the Employer
3. If an employee fails the SECOND retest which will be scheduled sixty (60) days from the date of the first retest, the employee shall forfeit two (2) additional days of Vacation, Holiday, and Compensatory Time to be determined by the Employer.
4. If the employee fails a THIRD retest which will be scheduled sixty (60) days from the date of the second retest date, the employee shall forfeit an additional three (3) days of Vacation, Holiday, or Compensatory Time to be determined by the Employer.

After a fourth failure, the Employer may order the employee to receive a Fitness for Duty Evaluation form an appropriate Medical Physician to determine whether the employee can perform the essential functions of his/her job classification.

**Section 42.5** Every employee who fails to successfully pass the Fitness Testing Program at any stage will be given individual counseling by the Department's Certified fitness instructor along with an individual work out program or regiment designed for the employee to successfully pass the program.

**ARTICLE 43**

**DURATION AND EXECUTION**

**Section 43.1** This Agreement shall become effective on January 1, 2011 and shall continue in full force and effect, along with any amendments made and annexed hereto, until midnight December 31, 2013.

Section 43.2 Healthcare Contributions. The parties agree that for the period of January 1, 2011 through December 31, 2012, there will be no bargaining unit member (employee) contribution for healthcare costs for the healthcare provided under Section 26.1 of this Agreement and that employee healthcare contributions will re-open for negotiations, as an item of economic impact, in October 2011 or 2012 for employee contributions for calendar year 2013.

Section 43.3 Reopener. The parties agree that should wither party request, in writing, the parties will reopen negotiations on October 1, 2011, for wages for the years 2012 and 2013. Additionally, employee healthcare contributions will also reopen as an item of economic impact, which will reopen for negotiation on October 1, 2011 or on October 1, 2012, for the calendar year 2013.

FOR THE FOP/OLC:

FOR THE CITY OF RAVENNA:

\_\_\_\_\_  
Lucy DiNardo, Staff Representative

\_\_\_\_\_  
Joseph Bica, Mayor

\_\_\_\_\_  
David Wert, Unit Representative

\_\_\_\_\_  
Chief Timothy Adkins

\_\_\_\_\_  
Kim Cecora, Finance Director

\_\_\_\_\_  
Jonathan J. Downes, Legal Counsel

<b><u>CITY OF RAVENNA FOP WAGE SCALE</u></b>	
For period January 1, 2011 through December 31, 2011	
<b><i>PATROL OFFICER</i></b>	
<b><u>STEP A</u></b>	<u>2011 Rate</u>
Annual	42,203.20
Bi-Weekly	1,623.20
Hourly	20.29
<b><u>STEP B</u></b>	
Annual	44,241.60
Bi-Weekly	1,701.60
Hourly	21.27
<b><u>STEP C</u></b>	
Annual	46,592.00
Bi-Weekly	1,792.00
Hourly	22.40
<b><u>STEP D</u></b>	
Annual	48,942.40
Bi-Weekly	1,882.40
Hourly	23.53
<b><u>STEP E</u></b>	
Annual	51,334.40
Bi-Weekly	1,974.40
Hourly	24.68
<b><u>STEP F</u></b>	
Annual	53,872.00
Bi-Weekly	2,072.00
Hourly	25.90