



SERB CLEARINGHOUSE

Definitions for the use and filling out of the SERB
CLEARINGHOUSE Database summary sheets.

Contract data summary
sheet definitions

Bargaining Unit Codes

- BC Blue Collar:* Unskilled manual labor or semi-skilled or skilled maintenance.
- EM Emergency Medical:* Emergency medical or rescue.
- FD Fire Dispatcher:* Fire department telecommunications.
- FF Fire Fighter:* Fire suppression or fire prevention.
- FS Fire Supervisor:* Fire Lieutenant and above, excluding chief.
- HA Health Aide:* Health care.
- HE Health Care:* Combination of unit types in a health care institution.
- ME Multi-Employer:* Not a bargaining unit definition. Indicates more than one employer is party to collective bargaining agreement.
- MS Mixed Safety:* Combination of safety and fire personnel.
- MU Mixed Unit:* Combination unit types, exclusive of safety or fire units.
- N Nurses:* Unit comprised exclusively of nurses.
- NT Non-Teaching:* Non-certificated school personnel.
- SA Safety:* Uniformed safety, below rank of sergeant.
- SD Safety Dispatcher:* Police and county sheriff dept. telecommunication.
- SG Security Guard:* Corrections officers and security guards.
- SM Safety-Mixed:* Combination of safety units.
- SN Safety Narcotics:* Narcotics agency personnel.
- SS Safety Supervisor:* Uniformed safety, rank of sergeant or above.
- T Teaching:* Usually certified/licensed under ORC by State Board of Education.
- TA Teaching Administrators:* School administrators.
- TE Technical:* Skilled duties of a particular art, science or trade.
- TM Teaching-Mixed:* Combination of certified and classified personnel.
- TS Substitute Teacher*

- WC White Collar:* Professional, paraprofessional, clerical, semi-technical or data processing.
- WS Wall-Safety-Combo:* Combination of any non-safety and/or fire personnel (usually found in townships or small cities).
- WW Wall-to-Wall:* All employees of an employer who are eligible for representation by an employee representative.

Benchmark Job Titles

Account Clerk	Director Adult School	High School Secretary
Adult Educ Instructor	Director Information Tech	Highway Patrol Dispatcher
Animal Control Officer	Director PD/PR	Highway Patrol Officer
Assistant Custodian	Dispatcher - 911	Highway Patrol Sergeant
Assistant ES Principal	Dispatcher/Communications	Home Instructor
Assistant HS Principal	Dispatcher/Jailer	HVAC Maintenance
Assistant JS Principal	DP/Accounting Clerk	Income Maint Aide
Assistant Librarian	Draftsperson	Income Maint Wkr 2
Associate Instructor	Driver Ed Instructor	Income Maint Wkr 3
Associate Librarian	Educational Interpreter	Inspector
BA/BS Teacher	Educational Specialist	Interpreter For Deaf
BA/BS -150 Teacher	Educational/Teacher Aide	Intervention Coordinator
Battalion Chief	Electrical Inspector	Investigator
Boiler Operator	Electrician	ISG Instructor
Brickmason	Elementary Principal	Jr. High Principal
Building Inspector	Emp Svc Interviewer	Lab Technician
Bus Aide	EMS-Dispatcher	Laboratory Asst
Bus Driver	EMT	Laborer
Business Manager	Equipment Oper - Hvy	Laborer-Water/Sewer
Cafeteria Manager	Equipment Oper - Lt	Latch Key Aide
Cafeteria Worker	Faculty I/Instructor	Latch Key Leader
Captain	Faculty IIAsst Prof	Latchkey Teacher
Carpenter	Faculty III/Assoc Prof	Laundry Worker
Carpenter Apprentice	Faculty IV/Professor	Lead Instructor
Caseworker	Family Svc Aide	Librarian
Caseworker 2	Fire Captain	Library Aide
Caseworker 3	Fire Captain/EMT	Library Media Aide
Cashier	Fire Captain/Paramedic	Library Media Specialist
Cert Teacher Assistant	Fire Dispatcher	Lieutenant
Chemist	Fire Lieutenant	Line Worker
Clerical Specialist	Fire Lieutenant/EMT	LPN
Clerk	Fire Lieutenant/Paramedic	MA/MS + 15 Teacher
Clerk-Typist	Fire Sergeant	MA/MS + 30 Teacher
Clerk/Typist	Firefighter	MA/MS Teacher
Computer Operator	Firefighter/EMT	Mail Clerk/Messenger
Computer Programmer I	Firefighter/Paramedic	Maint Repair Wkr
Cook	Food Service Worker	Maintenance Supervisor
Corporal	Groundskeeper	Mason
Corrections Ofcr/Jailer	Habilitation Specialist	Masonry Maintenance
Corrections Sergeant	Head Cook	Mechanic
Crew Leader	Head Custodian	Mental Health Tech
Crossing Guard	Head Maintenance	Meter Reader
Custodian	Head Mechanic	Mid School Asst Principal
Data Center Manager	Head Start Bus Driver	Mid School Principal
Data Entry Operator	Head Start Teacher	Monitor
Deputy	Head Start Teacher Aide	Motor Bus Operator
Detective	High School Principal	Non-Degree Faculty Asst

Non-Degree Teacher
Nurse Aide
Nutritionist
Occup/Physical Therapist
Occup Therapist Asst
Painter
Painter Apprentice
Paramedic
Park Maintenance
Park Ranger
PhD/Ed D Teacher
Physical Therapy Asst
Plant Maint Mechanic
Plumber
Plumbing Inspector
Police Captain
Police Dispatcher
Police Lieutenant
Police Officer
Police Record Clerk
Police Sergeant

Preschool Associate
Preschool Lead
Process Server
Psychologist
Public Health Nurse
RN
Road Maint Wkr/Laborer
Sanitarian
Sanitation Worker
Secretary
Security Officer
Sergeant
Skilled Maintenance
Social Svc Aide
Social Svc Wkr
Social Svc Wkr 2
Social Svc Wkr 3
Special Education Aide
Special Svcs Supervisor
Storekeeper
Substitute Teacher CI I

Substitute Teacher CI III
Substitute Teacher Class II
Tech Typist
Technology Specialist
Telephone Opr
Transportation Supervisor
Tree Trimmer
Truck Driver
Tutor
Typist
Vehicle Operator
Vehicle Service Wkr
Vocational School Director
Wastewater Plant Operator
Water Meter Repairperson
Water Treatment Plnt Oper
Welder
Workshop Specialist
Youth Leader

Clearinghouse Definitions

The Clearinghouse Benefit Report is comprised of ten broad sections. Within each section is an assortment of related provisions that are typically found in collective bargaining agreements. The following is a list of each section of the report (**Bold**) and a description of each monitored provision (*italic*). As you find the provisions, please put the PAGE NUMBER by each filled in blank.

Wage Supplements and Allowances

Afternoon Dif.: Cents per hour or percentage adjustment to regular hourly rate for work performed during the afternoon, or second, shift.

Evening Dif: Cents per hour or percentage adjustment to regular hourly rate for work performed during the evening, or third, shift.

Rank Dif.: Yes or No. Establish differential between pay level of police and fire command and non-command positions. <Number indicates the page in the contract where the provision is found.>

Hazard Pay: Monetary adjustment for work performed which is considered hazardous or dangerous. It is calculated as an adjustment to the hourly (HR), weekly (WK), monthly (MO), bi-weekly (BW), or annual (AN) rate. **Eg. \$.40/HR. 52 (page where found)**

Retirement Pick-Up: The percentage of the retirement contribution paid by the employer, in excess of the required contribution. **Does not** apply to "tax deferred" or "salary reduced" pick-up plans.

COLA: Yes or No. Cost of living adjustment. Pay adjustment based on an escalator clause or tied to some measure of inflation (e.g., Consumer Price Index).

Ed. Incent: Yes or No. Supplementary pay for college courses or degrees or for advanced certifications or licenses.

Furlough: Yes or No. Language indicating that there are required furlough days or unpaid days off.

Ret. Incent: Yes or No. Early retirement incentive program.

Field Trip Rate: Payment to school bus drivers for providing student field trip transportation.

EMT Pay: Dollar amount added to base pay for performing duties as an emergency medical technician. Type = if it is a Percentage, put %.

Paramedic Pay: Dollar amount added to base pay for performing duties as a paramedic. Type = if it is a Percentage, put %.

Uniform Provided: Dollar amount for annual uniform allowance or employer provided uniforms (indicated by a "P") or employee receives a voucher to purchase uniform (indicated by a "V").

Cleaning Provided: Dollar amount for annual uniform cleaning allowance or employer provided uniform cleaning (indicated by a "P").

Tools Provided: Dollar amount for annual tool allowance or employer provided tools (indicated by a "P").

Shoes: Dollar amount for annual shoe allowance.

Firearm Prof.: Firearm proficiency bonus. Freq. = How often? Annually = AN.

Mileage-IRS rate(Y/N): Circle Y if IRS Rate **OR** put the cents per mile reimbursement for use of personal vehicle for work related travel.

Parking: Yes or No. Employer provided parking or reimbursement for expenses incurred for parking at regular work location. For Boards of Education only – Parking expense allowed as a travel expense.

Tuition: Yes or No. Full or partial reimbursement for approved college courses.

Longevity

Longevity: Supplementary payment based upon number of years of employment. Table lists number of years required to qualify for payment amount (either a dollar amount or as a percent) with the specified frequency. For Boards of Education only – Teacher's Longevity begins when step increase skips one or more years.

Abbreviations used for method of payment column.

\$: Set dollar amount.
%: Percentage of base salary.

Abbreviations used for frequency of payment.

AN: Annual payment. Percent (%) of base salary paid or dollar (\$) amount of annual lump sum payment.

BW: Bi-weekly payment.

HR: Hourly payment.

HP: Hours paid. Payment equals hours multiplied by the base hourly rate.

IN: Increment Increase.

MO: Monthly payment.

MY: Monthly payment for each year of service. Years multiplied by amount equals annual longevity payment.

MX: Maximum paid

YR: Annual payment for each year of service. Years multiplied by amount equals annual longevity payment.

Paid Leave

Holidays: Number of paid holidays per year. Continuous operation units may receive pay or compensatory time in lieu of time off on holidays.

Personal Days: Number of unconditional annual paid personal days. Separate from any other paid leave (not combined with not using sick leave days). May be a FLOATING HOLIDAY. (*Personal Days* for schools are normally restricted with a possibility of one day unrestricted)

Birthday: Yes or No. Birthday as a paid day off. It is not included in the number of holidays.

Injury Lv.: The duration of paid leave for work related injury or illness - Specified in days (DY), calendar days (CD), work days (WD), weeks, (WK), months (MO), or years (YR). Separate from workers' compensation, sick leave or disability plan.

Assault Lv.: Number of paid leave days for school or direct care employees who are assaulted while on duty. Separate from other leaves.

Union Lv.: Yes or No. Paid leave for attendance of union sponsored or union related functions. Does not apply to time spent in negotiations, contract administration, and grievance investigation and representation.

Holiday Pay: Number of days' pay received in lieu of time off for holidays for police and fire personnel.

Fatal Force: Yes or No. Paid time off in the event of an incidence of fatal force. Also known as Stress days.

Vacation

Vacation: Annual paid leave based upon number of years of employment. Table lists number of years required (1st column) to be eligible for number of annual paid leave days (2nd column). For Firefighters it is the number of Tours of Duty in the second column.

Sick Leave & Bereavement

Days Per Year: Number of days that may accrue annually for uses specified in the contract.

Maximum Accumulation: The maximum days of sick leave that may be accrued. A blank indicates that sick leave may accumulate without limit.

Attendance Bonus: Yes or No. Paid leave or compensation as an incentive for the use of none or only a specific portion of available sick leave in one year.

Bank/Donated Time: Yes or No. Employees may bank or donate accumulated sick leave time to

be used by other employees who have exhausted their sick leave benefits. <Number indicates the page in the contract where the provision is found.>

Bereavement:

Sick: Number of sick leave days that may be used following the death of a family member or other person defined within the provision.

Funeral: Number of paid leave days, not from sick leave, that may be used following the death of a family member or other person defined within the provision.

Other: Yes or No. Provision for modified uses of leave for bereavement purposes as circumstances warrant.

Hours of Work

Comp. Time Max.: Maximum allowable hours of accumulated compensatory time.

Flex Time: Yes or No. Flexible work schedules permitted.

Call In: Yes or No; and minimum guaranteed hours work, or pay, if called to work at a time that is not contiguous with the beginning or ending of a work shift. Where the hours or pay are guaranteed at the overtime rate - OT, straight time rate - ST, or appropriate rate - AR is designated.

Court: Yes or No; and minimum guaranteed hours, or compensation, for appearance in court for work related matters. Does not apply to jury duty. Where the hours or pay are guaranteed at the overtime rate, - OT, straight time rate - ST, or appropriate rate - AR is designated.

Stand By: Yes or No. Payment for remaining ready and available for work, or on call, apart from the regularly scheduled work shift.

Report In: Yes or No; and minimum guaranteed hours or pay for reporting in for regularly scheduled assignment or shift.

Meal Time: Duration, in minutes, of paid meal time.

Rest Break: Frequency (first digit) and duration (remaining digits), in minutes, of paid breaks. For example, 2/15 = two fifteen rest breaks.

Overtime Cycle: Maximum number of hours worked before overtime is accrued followed by the number of days in the overtime cycle.

Seniority and Arbitration

Prob. Period: Minimum length of a probationary period for new hires designated in days (DY), months (MO), work day (WD), calendar day(CD), year(YR).

Shift: Yes or No. Preference given to seniority in the assignment of shifts.

Recall Years: Number of years in which employees on layoff retain recall rights.

SupSen.: Yes or No. Super seniority for union officers.

Arbitration: Yes or No. Final and binding arbitration as the terminal step of the procedure for addressing and resolving grievances.

Type: Arbitration procedure specified as:

F/B: Final and Binding

BND: Binding

ADV: Advisory

Cost: Distribution of arbitrator cost. Coded as equal (E), loser (L), or other (O).

Mediation Step: Whether or not the grievance process contains either an optional or mandatory mediation step.

Other (All entries coded Yes or No)

Fairshare: Required payment of a fee or service charge to the union by employees who are members of the bargaining unit and choose not to join the union.

Residency: Requirement that residence be maintained within a designated area, usually within the jurisdiction of the employer (e.g., city, county, township, school district, etc.).

Drug Test: Provision for drug testing of employees. <Number indicates the page in the contract where the provision is found.>

Type: Specified as:

RT Random Testing

RS Reasonable Suspicion

PC Probable Cause

PA Post Accident

PE Pre-Employment

Fitness Std.: Physical fitness requirements or standards. <Number indicates the page in the contract where the provision is found.>

Sub-Contr.: Contracting out or sub-contracting of bargaining unit work. <Number indicates the page in the contract where the provision is found.>

Type: Specified as:

UN Unrestricted: The employer may sub-contract work without restriction.

WL Without Layoff: The employer may sub-contract work as long as employees are not laid off as a result.

PR Prohibited: The employer may not sub-contract work

AB Alternative Bid: If the employer determines to sub-contract, the employee may submit an alternative bid.

RE Restricted: The employer may sub-contract work with restrictions.

Min. Staff.: Minimum staffing levels.

Suc./Priv.: Successorship or privatization of employer operations or facilities. <Number indicates the page in the contract where the provision is found.>

MAD: Mutually agreed upon dispute resolution procedure. A procedure that supersedes the statutory dispute resolution procedure in ORC Chapter 4417.14.

MAD Type: Specified as:

MEDI: Mediation

ARB: Interest Arbitration

F/F: Fact finding

PNL: Advisory Panel

AARB: Advisory Arbitration

BARB: Binding Arbitration

Insurance

Employer Amount: A specified dollar amount of the monthly premium paid by the employer for health insurance coverage.

Employee Amount: A specified dollar amount of the monthly premium paid by employees for health insurance coverage.

Employer Percent: A specified percentage of the monthly premium paid by the employer for health insurance coverage.

Employee Percent: A specified percentage of the monthly premium paid by employees for health insurance coverage.

Employer Cap: Yes or No. A limit placed on the amount the employer will contribute to the cost of health insurance..

Employee Cap: Yes or No. A limit placed on the amount employees will contribute to the cost of health insurance..

Annual Deductible: The deductible amounts employees must pay.

Co-Payment Pct.: The percentage of insurance costs employees must pay once the deductible has been met.

Out-Pocket Max.: The maximum amount employees must pay after the deductible has been met.

Cover Buy Out: Compensation to employees who opt for no insurance coverage.

Traditional: Check if employer has an indemnity or fee-for-service medical insurance plan (major medical and comprehensive major medical). Requires no utilization reviews, provider pre-certification, or specialist referrals.

Managed Care: Check if employer's medical insurance plan has a system of specifically identified health care providers.

HMO: Yes or No. Employer offers insurance coverage through a Health Maintenance Organization.

PPO: Yes or No. Employer offers insurance coverage through a Preferred Provider Organization.

Self Funded: Yes or No. Employer self funds insurance plan.

Consortium: Yes or No. Employer belongs to a multi-employer insurance consortium.

Liability: Yes or No. Insurance to protect employees against lawsuits and other similar claims while they are on duty.

Section 125: According to the Internal Revenue code, employees are exempt from paying income tax on certain medical expenses. Select from the following:

Prem: Employee' contribution to the medical insurance premium is deducted from their paycheck before taxes are taken out.

Flex: Employees may elect to set aside a pre-established amount of money per year in an FSA (flexible spending account), which can be used for eligible medical, dependent care, and/or transportation expenses. Monies not used by the employee within the specified time period are lost.

Fund: Employee or employer funded medical saving account that can be used to pay for unreimbursed medical expenses. Monies put into the fund can accumulate interest, funds are rolled over each year, and money is portable.

Caf: Employees have the option of choosing from several benefits with pre-tax dollars

Enroll Fee: Dollar amount of fee employees have to pay to enroll in Section 125 benefits.

Prescription: Yes or No. Co-payment or reimbursement coverage or fully paid prescription benefit.

Brand Name: Employee co-payment for brand name prescription drugs.

Generic: Employee co-payment for generic prescription drugs.

Dental: Yes or No. Fully or partially paid dental care coverage.

Optical: Yes or No. Fully or partially paid vision care coverage.

Life Insr. - Amt.: The dollar value of employer paid life insurance.

Life Insr. - % Sal.: Percent of annual salary as the value of employer paid life insurance.

Accident D. & D.: Yes or No. Double indemnity or additional coverage for loss of life or limb from an accident.

Health/Welfare: Yes or No. Fund jointly administered by employer and union to provide for various health care insurance, such as prescription, dental, optical, etc. NOTE: if this is part of the agreement, the health care items provided through the fund are listed as "Yes."

Cap Overage Formula: Yes or No. Distribution of insurance costs if rise above specified employer or employee payment caps.

Health Care Committee: Yes or No. Joint labor-management health care committee.

Coord. of Benefits: Yes or No. Restrict or withhold coverage to employees insured under another health plan.

Major Medical: Yes or No. Health insurance plan which provides for serious or prolonged illness care and treatment.

Comprehensive: Yes or No. All employee co-payments are applied to a single fixed amount.

Definitions - Clearinghouse Report: Wage Increase

Wage increases are given in many ways. We have attempted to record all the possible combinations. The following are definitions of the headings (*italic*) on the Clearinghouse report.

<i>DATE OF INCREASE:</i>	Date of wage Increase.
<i>PERCENTAGE:</i>	Percentage of wage increase given.
<i>HOUR PERCENTAGE:</i> <i>HOUR AMOUNT:</i>	Percentage of wage increase or dollar amount per hour increase, whichever is greater.
<i>YEAR PERCENTAGE:</i> <i>YEAR AMOUNT:</i>	Percentage of wage increase of dollar amount per year increase, whichever is greater.
<i>HOURLY:</i>	Hourly wage increase.
<i>YEARLY:</i>	A dollar amount added to the annual wage.
<i>LUMP SUM:</i>	A one-time dollar amount given which is NOT added to the wage scale.
<i>BENEFIT: (Y/N)</i>	If yes, there is no wage increase but an increase in a benefit in lieu of a wage increase. <Number indicates the page in the contract where the provision is found.>
<i>COMMENTS:</i>	Explanation of an unusual wage increase or a provisional increase.

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