

STATE EMPLOYMENT RELATIONS BOARD
GENERAL CONTRACT DATA SUMMARY SHEET
DEFINITION OF FIELDS

WAGES:

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 Differential: Establish differential between pay level of police and fire command and non-command positions.

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.

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.

Merit pay: (Y) A compensation program where base pay increases are determined by individual performance

Education Incentive: (Y) Supplementary pay for college courses or degrees or for advanced certifications or licenses.

ALLOWANCES

Uniform: Employer **provides** uniforms (indicated by a "P") or employee receives a **voucher** to purchase uniform or required to go to a specific **vendor** (indicated by a "V").

Amt: Dollar amount for annual uniform allowance or the amount of money for the Vendor.

Cleaning: (Y) Employer provides uniform cleaning

Amt: Dollar amount for cleaning uniforms

Tools Provided: (Y) Tools are provided

Amt: Dollar amount for annual tool allowance

Shoes: Dollar amount for annual shoe allowance.

Mileage: IRS rate – (Y) IRS rate for mileage reimbursement for use of personal vehicle for work related travel.

Other: The cents per mile reimbursement other than IRS rate for use of personal vehicle for work related travel.

Tuition: (Y) Full or partial reimbursement for approved courses.

Vacation: Annual paid leave based upon number of years of employment. First column is the number of years required to be eligible for number of annual paid leave days in the 2nd column

Holiday/Vacation Combo: (Y) Vacation days are combined with Holidays.

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.

Abbreviations used for method of payment column.

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

Type = Frequency of payment:

AN: Annual payment.
BW: Bi-weekly payment.
HR: *Hourly payment.*
HP: Hours paid. Payment equals hours multiplied by the base hourly rate.
IN: Incremental Increase of a specific amount.
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.

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.

Birthday: (Y) Birthday as a paid day off. It is **not** included in the number of holidays.

Injury Leave: 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.

Union Leave: 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

SICK LEAVE

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

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

Attendance Bonus: (Y) 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: (Y) Employees may bank or donate accumulated sick leave time to be used by other employees who have exhausted their sick leave benefits.

BEREAVEMENT LEAVE

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 funeral 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: (Y) Provision for modified uses of leave for bereavement purposes as circumstances warrant (EG. additional days for traveling over 150 miles to attend a funeral or sick leave may be used for additional days).

HOURS OF WORK

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

Call In: (Y) 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

The hours or pay are guaranteed at the Overtime rate = **OT** or Straight Time rate =**ST** or Appropriate Rate =**AR**.

Court: (Y) Minimum guaranteed hours, or compensation, for appearance in court for work related matters. **Does not** apply to jury duty.

The hours or pay are guaranteed at the Overtime rate = **OT** or Straight Time rate =**ST** or Appropriate Rate =**AR**.

Stand By: (Y) Payment for remaining ready and available for work, or on call, apart from the regularly scheduled work shift.

Report In: Minimum guaranteed hours or pay for reporting in for **regularly** scheduled work 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

Probationary 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: (Y) Preference given to seniority in the assignment of shifts.

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

Super Seniority: (Y) Union Officials receive additional service credit

GRIEVANCE ARBITRATION

Arbitration: (Y) Final and binding arbitration as the terminal step of the procedure for addressing and resolving grievances.

Cost: Distribution of arbitrator payment by Employer and Union. Coded as Equal (E), Loser (L), or Other (O)

Mediation Step; (Y) Mediation is an option or step in the Grievance Procedure.

OTHER

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

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

Drug Test: (Y) Provision for drug testing of employees includes any of the following

Type: Specified as:

RT	Random Testing
RS	Reasonable Suspicion
PC	Probable Cause
PA	Post Accident
PE	Pre-Employment

Fitness Std.: (Y) Physical fitness requirements or standards.

Sub-Contract: (Y) Contracting out or sub-contracting of bargaining unit work

Minimum Staffing(Y) Minimum staffing levels indicated

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

WAGE INCREASE ACROSS THE BOARD

Date of Increase: Effective Date of the Wage Increase negotiated

Percent: Across-the-board Percentage wage increase negotiated

Hourly: Hourly amount across-the-board increase given as a negotiated increase

Annual: A negotiated dollar amount added to the base salary

Lump Sum: A one-time dollar amount given which is **NOT** added to the wage scale. Many times a signing bonus.

Comments: Explanation of an unusual wage increase or signing bonus or a provisional increase (EG. Sergeants receive a 2% and Lieutenants receive a 2.5%) or STEP FREEZE

BENCHMARKS

Job Title: Job title in Collective Bargaining Agreement

Date: Effective date of the salary

Entry Level: Entry level or step in Salary Schedule in ANNUAL amount

Top Level: Top Level or step in Salary schedule in ANNUAL amount

Work Week: The number of work hours in a work week

Hrs/Day: The number of work days in a year

Days/Yr: The number of work days in a year

Steps: The number of steps for the job title

Step Yrs: The number of years it takes to get to the top step