

MEMORANDUM OF UNDERSTANDING #2007-01

BETWEEN

**THE CITY OF COLUMBUS
AND
AFSCME LOCAL 1632**

Regarding OPERATORS IN TRAINING AND CERTIFICATION INCENTIVE

Pursuant to Sections 26.10 and 32.3 of the Collective Bargaining Contract between the City of Columbus and the American Federation of State, County, and Municipal Employees, Ohio Council 8, Local 1632, the parties hereby agree to amend Appendix A of the Collective Bargaining Contract dated April 1, 2005 - March 31, 2008, as follows:

<u>Class Code</u>	<u>Classification</u>	<u>Pay Range</u>
3872	Operator In Training	18

Further, the parties agree to modify the contract for employees in the classification of Operator In Training, Wastewater Plant Operator, Water Plant Operator I, and Wastewater Plant Supervisor I as follows:

TRAINING FOR THE CERTIFICATION

An Operator In Training (OIT) will be provided with Operator Training Committee of Ohio (OTCO) Water I or Wastewater I course in a correspondence format and will be provided the materials at no cost to the employee.

Study time will be incorporated into the eight (8) hour day for employees in the OIT classification.

ON THE JOB TRAINING

Rotation of OITs within each of the plant sections during the probationary period will be done so that knowledge and competence is developed and maintained by the employee. All plant staff are required to demonstrate equipment and explain procedures to any and all employees as directed by management.

OPERATOR CERTIFICATION EXAMINATION

An OIT is required to do the following:

- (A) An OIT will successfully complete the OTCO correspondence course within one (1) year of appointment and receive a score of 70% or greater;
- (B) An OIT will take the Wastewater Works Operator Class I or Public Water System Operator I certification exam, at least once, during the probationary period;

- (C) An OIT must take all Wastewater Works Operator Class I or Public Water System Operator I certification exams administered after the one (1) year anniversary date until passing.
- (D) Failure to meet one or more of the above standards may result in termination of the employee.

An OIT must obtain and maintain his/her Class 1 certification within twenty-four (24) months of date of hire or a disciplinary hearing will be held that will result in termination.

OVERTIME

Overtime will be set up on a hierarchy in wastewater treatment plants, consistent with Section 16.4 of the contract, with OITs not being eligible for overtime until they have successfully completed the on-the-job training curriculum. After completion of the on-the-job training program, OITs will be eligible for authorized overtime within the Wastewater Plant Operator classification that is called in the following order:

- (A) Wastewater Plant Operators will be offered first.
- (B) OITs will be offered second.
- (C) Wastewater Plant Supervisor Is will be offered third.

OITs, once trained in specific process areas, will be used to fill in for operator vacancies prior to authorizing overtime. An OIT filling in for a Wastewater Plant Operator shall not constitute a working out of classification assignment.

Overtime will be set up on a hierarchy in water treatment plants for overtime within the Water Plant Operator I classification in the following order:

- (A) Water Plant Operator Is will be offered first.
- (B) OITs will be offered second.

OITs working in a water treatment plant must have the appropriate laboratory certification (full or operational) required by the City of Columbus before being eligible for overtime as a Water Plant Operator I. An OIT filling in for a Water Plant Operator I shall not constitute a working out of classification assignment.

PROMOTION

An OIT may be promoted to the Wastewater Plant Operator or Water Plant Operator I classification(s) after the following four (4) conditions are met:

- (A) An OIT has obtained the Class I certification; AND
- (B) An OIT has worked at the plant for one (1) year; AND
- (C) An OIT in Water must have the appropriate laboratory certification (full or operational) as required by the OEPA; AND

- (D) Satisfaction of all Civil Service and Department of Public Utilities' rules, policies and procedures.

A leave of absence from the OIT to accept an appointment to another classification will not be granted.

SHIFT SELECTION

At the time of initial appointment, the OIT will be assigned to a shift by management.

Once an OIT has completed all of the requirements to be an operator as stated in the "PROMOTION" section above, the OIT's shift will be bid per Section 13.3 of the collective bargaining agreement.

If, during the course of the shift bidding process a more senior Water Plant Operator I or Wastewater Plant Operator requests the OIT's shift through the seniority transfer process, the OIT will then be required to accept the shift remaining after the bid process is complete. This may result in the OIT being transferred to another shift and/or another plant.

CERTIFICATION INCENTIVE

Incentive pay for certifications beyond what is required by the classification specification will be provided for each hour worked as follows:

<u>Classification</u>	<u>Certification Required</u>	<u>Incentive Provided</u>
Wastewater Plant Operator	Wastewater Works Operator Class I	Class II \$0.25
Wastewater Plant Operator	Wastewater Works Operator Class I	Class III \$0.50
Wastewater Plant Supervisor I	Wastewater Works Operator Class II	Class III \$0.25
Water Plant Operator I	Public Water System Operator I	Class II \$0.25
Water Plant Operator I	Public Water System Operator I	Class III \$0.50

Incentive pay will be effective the first payperiod following notice of certification.

Employees who are receiving an incentive and fail to maintain a valid certification shall notify plant management within one (1) working day of loss of such certification.

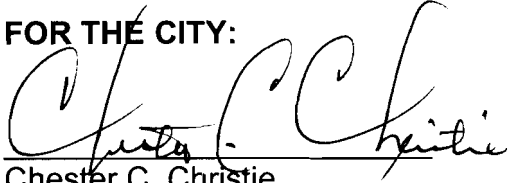
Certifications will be verified at least once per year by the Human Resources Section of the Department of Public Utilities working in conjunction with Plant Management.

For purposes of this paragraph, "grandparented" applies only to Wastewater Plant Operators who were hired prior to the Civil Service requirement of possessing an EPA certification (June 27, 2005). Employees who were not grandparented into the classification and fail to maintain the required certification for their class will have a disciplinary hearing scheduled that will result in termination. Employees who are grandparented into the classification, obtain the certification and then subsequently fail to maintain certification will only lose the incentive pay (i.e., the incentive for each hour worked will discontinue being paid).

DURATION

This MOU may be terminated by either party giving to the other party thirty (30) days prior written notice, but shall not extend beyond March 31, 2008.

FOR THE CITY:



Chester C. Christie
Director of Human Resources

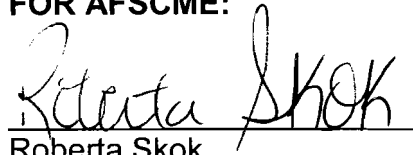
6-13-07
Date



Tatyana Arsh P.E.
Director of Public Utilities

6/8/07
Date

FOR AFSCME:



Roberta Skok
Regional Director

5/31/07
Date



Douglas C. Moore, President
AFSCME Local 1632

5/31/07
Date