

**MEMORANDUM OF UNDERSTANDING (MOU) #2016-01 (Revised March, 2025)**  
**THE CITY OF COLUMBUS**  
**AND**  
**COMMUNICATIONS WORKERS OF AMERICA LOCAL 4502**

**REGARDING DESIGNATED AFTER HOURS REVIEW PAY**  
**MASTER PLANS EXAMINER, BUILDING PLANS EXAMINER SUPERVISOR, & ENGINEER-IN-TRAINING II**

The City of Columbus and Communications Workers of America (CWA) Local 4502 agree to the following provisions to be enacted for employees in the Master Plans Examiner, Building Plans Examiner Supervisor, and Engineer-in-Training II (EIT II) classification in the Department of Building and Zoning Services as related to Articles 10 and 17, and Appendices A and B of the Collective Bargaining Agreement (CBA) as detailed below. Unless specifically amended by this Memorandum of Understanding (MOU), all wages, hours, and other terms and conditions of employment shall be administered in accordance with the collective bargaining agreement.

**DESIGNATED AFTER HOURS REVIEW PAY**

When a Master Plans Examiner or Building Plans Examiner Supervisor within the Department of Building and Zoning Services is assigned to conduct a designated After Hours Review, the employee will be paid at a rate of \$90 per hour for all hours involving the special assignment provided that the employee shall be paid for a minimum of two (2) hours per special assignment or the actual hours worked whichever is greater. When an EIT II within the Department of Building and Zoning Services is approved to participate and assigned to conduct a designed After Hours Review, the employee shall be paid one and one-half (1.5) times their regular straight-time hourly rate for each After Hours Review worked. This rate is in lieu of the overtime provisions outlined in Article 15 of the CBA. The employee shall be paid for a minimum of two (2) hours per special assignment or the actual hours worked whichever is greater. When an EIT II who has passed the Professional Engineer exam and has earned the Ohio Board of Building Standards Electrical Plan Examiner certification they shall be paid double (2) their regular straight-time hourly rate for each After Hours Review worked. This rate is in lieu of the overtime provisions outlined in Article 15 of the CBA. The employee shall be paid for a minimum of two (2) hours per special assignment or the actual hours worked, whichever is greater.

Management shall have the discretion to determine whether an EIT II is eligible to participate in the After Hours Review rotation. In order to be eligible to participate in the After Hours Review rotation, EIT II's must demonstrate competence in reviewing commercial plans including architectural, structural, mechanical, electric and plumbing plans. Should an employee in the Engineer-in-Training II classification not pass the Professional Engineer exam and the Ohio Board of Building Standards Electrical Plan Examiner certification within two (2) years of their appointment date, they will no longer be eligible to participate in the After Hours Plan Review.

To qualify for a designated After Hours Review, the employee must be assigned to conduct the expedited review during hours beyond a typical work day or on days when an employee typically is not scheduled to work. The Master Plans Examiner and the Building Plans Examiner Supervisor \$90 rate of pay is a flat rate that is paid in lieu of the employee's regular rate of pay for designated After Hours Review assignments. The establishment of the designated After Hours Review Pay does not affect the employees' status under the Fair Labor Standards Act (FLSA) for the Master Plans Examiner as well as Building Plans Examiner Supervisor. The Master Plans Examiner and the Building Plans Examiner Supervisor remain overtime-exempt classifications for purposes of the FLSA and the parties' collective bargaining agreement. The Master Plans Examiner and the Building Plans Examiner Supervisor classifications will continue to retain a Class E designation in Appendix B of the parties' collective bargaining agreement. The parties will develop a mutually agreed upon special assignment distribution procedure for designated After Hours Reviews.

**DURATION**

This Memorandum of Understanding may be terminated by either party giving to the other at least thirty (30) days prior written notice, but shall not extend beyond April 23, 2026.

**FOR THE CITY:**

  
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Director of Human Resources

3/18/25  
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Date

  
\_\_\_\_\_

Director of Building and Zoning Services

3/17/25  
\_\_\_\_\_  
Date

**FOR LOCAL 4502:**

  
\_\_\_\_\_

President

March 13, 2025  
\_\_\_\_\_  
Date