

**MEMORANDUM OF UNDERSTANDING (MOU) #2021-05
THE CITY OF COLUMBUS,
DEPARTMENT OF PUBLIC UTILITIES
AND
CWA Local 4502**

Certification Incentive Pay Program

The Department of Public Utilities (DPU) and CWA Local 4502 agree to establish an incentive pay program in an effort to prepare employees to advance into related job classifications where a valid Ohio Environmental Protection Agency (EPA) Class II Wastewater Collection System, Class II Water Distribution, or Class II Water Supply Operator Certificate is required by minimum qualification.

Incentive pay for certifications will be provided for each hour worked in the amount of:

- **\$0.25 per hour for Class I Wastewater Collection System, Class I Water Distribution, and Class I Water Supply Operator** certificate holders who otherwise meet the eligibility criteria outlined in this MOU.
- **\$.50 per hour for Class II Wastewater Collection System, Class II Water Distribution, and Class II Water Supply Operator** certificate holders who otherwise meet the eligibility criteria outlined in this MOU.

Unless specifically amended by this MOU all other wage related items shall be administered in accordance with the Collective Bargaining Agreement.

Eligibility Criteria

Eligible classifications in the Division of Sewerage and Drainage, Sewer Maintenance Operations Center, include:

- Sewer Maintenance Supervisor II
- Sewer Telemonitoring Supervisor

To receive incentive pay, employees in one of these classifications shall possess a valid Class I or Class II Wastewater Collection System Certificate from the Ohio EPA.

Eligible classifications in the Division of Water, Water Distribution Maintenance Section, include:

- Water Maintenance Supervisor II
- Water Maintenance Manager

To receive incentive pay, employees in one of these classifications shall possess a valid Class I or Class II Water Distribution or Water Supply Operator Certificate from the Ohio EPA.

Certification Preparation and Training

Employees will have the opportunity to prepare for their certification exam by participating in the preparation training offered by the Department. Training approvals, providers, offerings, and scheduling will be determined at the sole direction of management.

Notice to Human Resources

Employees who have earned one of the aforementioned Ohio EPA certificates and who work in one of the eligible classifications/work sections, as specified in the "Eligibility Criteria" section of this MOU, shall notify the DPU Human Resources Office by furnishing a copy of their certificate from the Ohio EPA. Incentive pay will be effective the first pay period following notice of certification to the DPU Human Resources Office. Incentive pay is not retroactive.

Maintaining Incentive Pay and a Valid Certificate

Employees will maintain eligibility for incentive pay so long as they continue working in an eligible classification within an eligible work section, as described in the "Eligibility Criteria" section of this MOU. If/when an employee changes classifications and/or work sections that are not eligible, incentive pay will be revoked effective the pay period of the date they became ineligible.

Employees who claim this incentive shall follow the continuing education and renewal rules established by the Ohio EPA to maintain a valid certificate. Certifications will be verified for validity at least once per year by the DPU Human Resources Section, working in conjunction with Management. Per chapter 3745 of the Ohio Administrative Code, a "Valid Certificate" means a certificate that is not expired, suspended, revoked or invalid.

Employees who are receiving an incentive and fail to maintain a valid certification shall notify the DPU Human Resources office within one (1) working day of loss of such certification.

Employees who fail to notify human resources of the loss of certification will be subject to disciplinary action. Employees who fail to maintain a valid certification will have their hourly incentive revoked, effective the pay period of the date of loss.

DURATION

This MOU remains in full force and effect unless and until terminated by either party with thirty (30) days' written notice.


City of Columbus:



Nichole Brandon
Director, Department of Human Resources

11/23/2021

Date



Tracie Davies
Director, Department of Public Utilities

11/16/2021

Date

CWA Local 4502:



Susan Wilson, President
CWA Local 4502

11/16/2021

Date