

MEMORANDUM OF UNDERSTANDING (MOU) #2004-05

Between

THE CITY OF COLUMBUS

And

COLUMBUS MUNICIPAL ASSOCIATION OF GOVERNMENT EMPLOYEES,
COMMUNICATION WORKERS OF AMERICA (CMAGE/CWA), LOCAL 4502

REGARDING THE 2004 WAGE REOPENER AND PAY PLAN IMPLEMENTATION

Representatives of the City and CMAGE/CWA, Local 4502 reached a tentative agreement related to the 2004 wage reopener as provided in Article 26 of the Collective Bargaining agreement between the City and CMAGE/CWA, Local 4502. Further, the parties also reached a tentative agreement related to the implementation of a new pay plan pursuant to Article 17. Contingent upon City Council's acceptance of this MOU, the Contract shall be amended as follows:

Section 17.9. 2004 Wage Reopener

(A) A percentage base increase (PBI) of one and one-half percent (1.5%) effective August 15, 2004 and one and one-half percent (1.5%) effective February 13, 2005, based on regular hourly rate as of pay periods beginning August 15, 2004 and February 13, 2005 respectively, shall be paid to CMAGE/CWA employees employed by the City on August 15, 2004 and who remain employed on the date City Council accepts this MOU.

(B) Retroactive pay adjustments for 2004 shall be limited to straight-time (any time paid by the City, i.e., vacation, sick, injury, holiday, compensatory time, and time worked out-of-class); and overtime. Those employees who entered the bargaining unit after August 15, 2004, or who have left the bargaining unit since that time, but are still employed by the City, will be eligible for retroactive pay for straight-time and overtime hours worked in a classification in the bargaining unit. Any bargaining unit member who is employed by the City of Columbus on August 15, 2004, and remains employed on the date City Council accepts this MOU will receive retroactive pay.

(C) Any pay rate adjustment [i.e., pay rate increase (PRI), step increase (STI)] processed for a bargaining unit member since August 15, 2004, will be adjusted to reflect the August 2004 one and one half percent (1.5%) increase.

(D) Any bargaining unit member initially hired by the City, or moved into the bargaining unit, after August 15, 2004, will receive the appropriate PBI for the period of time spent in the bargaining unit since August 15, 2004.

Section 17.10. Pay Plan Implementation.

The City and CMAGE/CWA have utilized a joint labor/management partnership to develop a new pay plan. The parties agree to the following implementation language related to the new pay plan.

(A) The pay plan will be based on the new pay structure and classification assignments to pay grades as set forth in Appendices A and B. If individual employees or groups of employees in the same classification disagree with the pay grade assignment to the classification, they may appeal, in writing, to the City's Compensation Manager within forty-five (45) days of City Council's acceptance of this MOU. The review procedure will involve a review of written input from one or more of the following sources: (1) employee(s) in the classification in question; (2) department/division; (3) the Civil Service Commission; (4) Human Resources Department; and (5) CMAGE/CWA Local 4502. Following receipt of such input, the Compensation Manager will meet with a Department Human Resources representative, a Civil Service Commission representative, a Human Resources Department representative, and the CMAGE/CWA President to review the appeal(s). The Compensation Manager will provide a written decision to the appellant(s) and the Union, and the Compensation Manager's decision will be final. This paragraph in no way affects the language contained in Section 2.3 of the current collective bargaining contract.

(B) No employees will have their base pay reduced as a result of implementation.

(C) In-Grade Placement: Initial placement in assigned pay grades will be based on an employee's years of service in current class, performance, and current pay as follows:

(1) All employees whose pay rate exceeds pay grade maximum in the new pay plan will receive their merit, if any, and PBIs in the form of lump sum payments until their pay rate falls within the pay structure again. The lump sum payments shall be based on annual pay and shall be paid in accordance with Sections 17.1(F) and 17.9.

(2) All employees whose base pay is below pay grade minimum will be adjusted up to the minimum of the pay grade.

(3) Any employee with four (4) years or more in his/her classification as of August 15, 2004 shall be paid at least at the minimum of the second quartile of the pay grade.

(4) Any employee with seven (7) years or more in his/her classification as of August 15, 2004 shall be paid at least at the midpoint of the pay grade.

(5) Funding for adjustments as described in Paragraphs (3) and (4) is through the City budgeting process. The in-grade placements as described in Paragraphs (3) and (4) above shall be effective December 5, 2004.

(6) Any employee not qualifying for one of the in-grade placements in Paragraphs (3) or (4) above shall receive a percentage base increase (PBI) of 3% as described in Section 17.9. Further, all employees, whether eligible for placement as described in Paragraphs (3) and (4) above, will receive a minimum of a three percent (3%) increase as outlined in Section 17.9(A), as follows:

(a) An employee who does not receive any adjustment under Section 17.10(C)(3) or (4): the employee will receive a 1.5% PBI, effective August 15, 2004; and a second 1.5% PBI effective February 13, 2005; or

(b) An employee who receives a 4% adjustment based on Section 17.10(C)(3) or (4): the employee will receive a 1.5% PBI effective August 15, 2004; a 2.5% in-grade placement increase effective December 5, 2004; and no increase for February 13, 2005; or

(c) An employee who receives a 2.5% adjustment based on Section 17.10(C)(3) or (4): the employee will receive a 1.5% PBI effective August 15, 2004; a 1% in-grade placement increase effective December 5, 2004; and a .5% PBI effective February 13, 2005.

(7) Subject to the Human Resources Director's approval, any employee whose last two (2) performance appraisals both resulted in an overall unacceptable evaluation or where significant development was needed, shall not be eligible for in-grade placement increases outlined in this section of the Contract. Any exception to this provision must be recommended by the Appointing Authority and approved by the Director of the Department of Human Resources. For purposes of employees subject to a one part, seven element, performance appraisal (non-supervisory), "overall unacceptable evaluation/significant development needed" shall mean receipt of four (4) or more such ratings of both the last two (2) performance

appraisals. For purposes of employees subject to a two part (seven elements in each part) performance appraisals (supervisory), it shall mean receipt of four (4) or more such ratings on both of the last two (2) performance appraisals. This shall be the only situation in which performance will influence initial placement under this subsection (C).

(D) Additional Discretionary Pay Adjustment. The Appointing Authority may consider discretionary factors for further placement within the assigned pay grade when automatic in-grade placements create inequities. Justification must be provided to the Director of Human Resources, or designee, to substantiate an employee's placement beyond the automatic placement described in Paragraphs (3) and (4) above.

(1) Discretionary Factors Are:

- Directly Related Experience (classification series, directly related external experience)
- Internal Equity
- Directly Related Education/Licensure beyond that required for the current position
- Level of Responsibility

(2) Additional discretionary pay adjustments may not exceed the beginning of the 4th quartile of the respective pay grade. An individual discretionary adjustment may not exceed 10% of the hourly pay rate in effect at the time of Appointing Authority consideration. Additional discretionary pay adjustments will be processed as PRIs and must be processed no earlier than Payperiod 7 (March 13, 2005) and no later than Payperiod 18 (August 23, 2005).

(E) Pay Plan: The pay plan is shown in Appendix A of this Contract.

(F) Pay Grade Movement: In addition to negotiated PBIs, merit consideration will be given consistent with Section 17.1(F).

(G) Grade Assignments:

(1) The grade assignments are shown in Appendix B, Correlation of Pay Grades to Job Classifications.

(2) There are two classifications for which the parties have not reached an agreement on pay grade assignment: Management Analyst II and Water Distribution Operator II. These classifications will remain in the pay range assigned prior to the execution of this MOU. Further, the employees will continue to be eligible for merit

increases and PBIs (refer to Section 17.9 and 17.10), regardless of the maximum hourly rate of the pay range. The parties commit to resolving any pay grade assignment disputes expeditiously. Once the pay grade determination is made (either by agreement or arbitration), applicable pay plan implementation increases, if any, will be retroactive to December 5, 2004.

APPENDIX A

PAY PLAN

Pay Structure Effective December 5, 2004

<u>Pay Grade</u>	<u>Entry</u>	<u>2nd Quartile</u>	<u>Mid-Point</u>	<u>4th Quartile</u>	<u>Maximum</u>
<u>60</u>	<u>30.21</u>	<u>33.98</u>	<u>37.76</u>	<u>41.53</u>	<u>45.31</u>
Annual	\$62,837	\$70,678	\$78,541	\$86,382	\$94,245
<u>59</u>	<u>26.97</u>	<u>30.34</u>	<u>33.71</u>	<u>37.08</u>	<u>40.46</u>
Annual	\$56,098	\$63,107	\$70,117	\$77,126	\$84,157
<u>58</u>	<u>24.08</u>	<u>27.09</u>	<u>30.10</u>	<u>33.11</u>	<u>36.12</u>
Annual	\$50,086	\$56,347	\$62,608	\$68,869	\$75,130
<u>57</u>	<u>21.50</u>	<u>24.19</u>	<u>26.88</u>	<u>29.56</u>	<u>32.25</u>
Annual	\$44,720	\$50,315	\$55,910	\$61,485	\$67,080
<u>56</u>	<u>19.20</u>	<u>21.60</u>	<u>24.00</u>	<u>26.40</u>	<u>28.79</u>
Annual	\$39,936	\$44,928	\$49,920	\$54,912	\$59,883
<u>55</u>	<u>17.14</u>	<u>19.28</u>	<u>21.42</u>	<u>23.57</u>	<u>25.71</u>
Annual	\$35,651	\$40,102	\$44,554	\$49,026	\$53,477
<u>54</u>	<u>15.30</u>	<u>17.22</u>	<u>19.13</u>	<u>21.04</u>	<u>22.96</u>
Annual	\$31,824	\$35,818	\$39,790	\$43,763	\$47,757
<u>53</u>	<u>13.66</u>	<u>15.37</u>	<u>17.08</u>	<u>18.79</u>	<u>20.50</u>
Annual	\$28,413	\$31,970	\$35,526	\$39,083	\$42,640
<u>52</u>	<u>12.42</u>	<u>13.97</u>	<u>15.53</u>	<u>17.08</u>	<u>18.63</u>
Annual	\$25,834	\$29,058	\$32,302	\$35,526	\$38,750
<u>51</u>	<u>11.29</u>	<u>12.70</u>	<u>14.12</u>	<u>15.53</u>	<u>16.94</u>
Annual	\$23,483	\$26,416	\$29,370	\$32,302	\$35,235
<u>50</u>	<u>10.36</u>	<u>11.66</u>	<u>12.95</u>	<u>14.25</u>	<u>15.54</u>
Annual	\$21,549	\$24,253	\$26,936	\$29,640	\$32,323

APPENDIX B

CORRELATION OF PAY GRADES TO JOB CLASSIFICATIONS

<u>Class</u> <u>Code</u>	<u>BU</u> <u>Code</u>	<u>Job Title</u>	<u>Pay</u> <u>Grade</u>
1235	D	Accountant II	53
1236	E	Accountant III	54
0774	D	Administrative Assistant*	53
0773	D	Administrative Secretary*	53
0820	D	Administrative Secretary (U)*	53
0821	D	Administrative Secretary II (U)	53
0870	E	Aging Programs Care Coordinator	54
0874	E	Aging Programs Manager	57
0875	E	Aging Programs Specialist I	54
0876	E	Aging Programs Specialist II	56
0579	D	Analyst Programmer I	55
3763	D	Arborist	55
1215	E	Architect	59
3457	D	Automotive Mechanic Supervisor II	57
1769	E	Building Inspector II	56
3497	E	Building Maintenance Manager	57
3495	D	Building Maintenance Supervisor I	54
3496	D	Building Maintenance Supervisor II	56
1116	E	Building Plan Examiner II	58
1117	E	Building Plans Examination Supervisor	59
2016	E	Building Services Specialist	54
2000	E	Business Development Specialist	56
1252	E	Business Manager*	57
0269	E	Cable Television Manager	58
3558	E	Cable Worker Supervisor II	57
1530	E	City Forester	57
0497	D	Commission Secretary (U)	53
0796	E	Community Relations Coordinator	55
3897	D	Composting Facility Supervisor	56
0541	E	Computer Operations Supervisor	57

<u>Class</u>	<u>BU</u>		<u>Pay</u>
<u>Code</u>	<u>Code</u>	<u>Job Title</u>	<u>Grade</u>
1024	E	Construction Material Analysis Coordinator	57
0865	E	Customer Service Coordinator	58
0437	E	Customer Service Manager	55
0436	D	Customer Service Supervisor	53
0572	E	Database Administrator	59
0552	D	Desktop Support Technician	55
2084	E	Development Land Use Specialist	57
2012	E	Development Planning Manager	58
2015	E	Development Program Coordinator	59
0350	E	Development Program Manager	57
2028	E	Development Research Coordinator	57
2017	E	Economic Development Program Supervisor	57
3619	E	Electric Metering Supervisor II	55
1783	E	Electrical Inspector II	56
3306	E	Electricity Consumer Service Supervisor	54
3581	E	Electricity Distribution Assistant Manager	58
3582	E	Electricity Distribution Manager	59
3671	E	Electronic System Coordinator	58
3670	E	Electronic System Specialist	56
3669	D	Electronic System Technician Supervisor	56
1627	E	EMS Education Manager	57
0756	E	Energy Programs Coordinator	57
1046	E	Engineer I	57
1047	E	Engineer II	58
1048	E	Engineer III	59
1049	E	Engineer IV	60
1104	E	Engineering Associate III	56
1028	D	Engineer-in-Training I	55
1029	E	Engineer-in-Training II	56
0800	E	Equal Opportunity Officer	55
0799	E	Equal Opportunity Specialist*	57
3498	E	Facilities Projects Manager	58
1120	E	Fire Protection Plans Reviewer	56
0845	E	Fleet Assistant Manager	58
3454	E	Fleet Coordinator	54
3697	D	Gardener Supervisor	53

<u>Class</u>	<u>BU</u>	<u>Job Title</u>	<u>Pay</u> <u>Grade</u>
<u>Code</u>	<u>Code</u>		
0549	E	GIS Analyst	57
0545	D	GIS Technician	55
3187	D	Golf Assistant Professional	52
3714	E	Golf Courses Maintenance Manager	57
3189	E	Golf Professional	53
3191	E	Golf Program Manager	56
2029	E	Graphics Designer	54
0544	D	Help Desk Representative	54
0762	E	Historic Preservation Officer	59
1538	D	Horticultural Specialist I	52
1539	D	Horticultural Specialist II	53
1540	E	Horticulturist	56
0249	E	Housing Rehabilitation Programs Coordinator	56
0910	D	Human Resources Assistant	50
0855	E	Human Resources Generalist	56
0854	D	Human Resources Representative*	53
0662	E	Income Tax Auditor Specialist	57
0661	D	Income Tax Auditor Supervisor	57
1847	E	Industrial Hygienist	58
0548	E	Information Systems Analyst	57
0869	E	Information Systems Manager	59
0603	E	Information Technology Account Manager	59
1335	E	Inventory Control and Property Manager	56
0751	E	Keep Columbus Beautiful Manager	55
3010	E	Latent Print Examiner	54
3011	E	Latent Print Supervisor	55
1993	D	Legal Administrative Assistant (U)	52
1999	E	Legal Administrative Coordinator (U)	55
1991	D	Legal Advocate (U)	54
1990	D	Legal Intake Counselor (U)	50
1998	E	Legal Investigator/Paralegal (U)	54
0517	D	Legal Secretary (U)	53
0519	D	Legal Secretary II	53
1893	E	License Supervisor	54
0779	D	Management Analyst I	54
0780	E	Management Analyst II*	30 to 34

<u>Class</u>	<u>BU</u>	<u>Job Title</u>	<u>Pay Grade</u>
<u>Code</u>	<u>Code</u>		
0083	E	Natural Resources Manager	57
3155	E	Nature Programs Administrative Manager	56
3154	E	Nature Programs Developer	54
0522	E	Network Administrator	57
0521	D	Network Analyst	56
0523	E	Network Engineer	58
1240	D	Office Manager*	54
3023	D	Parking Regulation Attendant Supervisor	53
1201	E	Parks Development Planner	56
3773	D	Parks Maintenance Assistant Manager	54
3778	E	Parks Maintenance Manager	55
1203	E	Parks Planning and Design Manager	57
1291	D	Payroll Clerk II	52
0900	D	Personnel Analyst I	55
0901	E	Personnel Analyst II	56
1945	E	Photography Lab Manager	54
2011	E	Planner II	56
3817	E	Plant Maintenance Assistant Manager	57
3816	E	Plant Maintenance Manager	58
3815	D	Plant Maintenance Supervisor II	56
1162	E	Plant Operations and Maintenance Training Coordinator	56
1776	E	Plumbing Inspector II	56
3018	D	Police Artist	52
0446	D	Police Records Technician Supervisor	54
3016	E	Polygraphist	57
3569	E	Power Line Work Supervisor II	57
1932	E	Pretreatment Program Manager	58
0580	D	Programmer Analyst	57
3104	E	Public Information Assistant*	54
3105	E	Public Information Officer*	56
0784	D	Purchasing Coordinator	53
2027	E	Real Estate Asset Manager	57
1997	E	Real Estate Specialist (U)	58
3166	E	Recreation Administrative Coordinator	58
3165	E	Recreation Administrative Manager	56
0786	E	Recreation and Parks Marketing/Fundraising Coordinator	57

<u>Class</u>	<u>BU</u>	<u>Job Title</u>	<u>Pay</u> <u>Grade</u>
<u>Code</u>	<u>Code</u>		
3164	E	Recreation Center Manager	55
3196	D	Recreation Program Specialist	53
3163	E	Recreation Supervisor	54
1816	E	Refrigeration/HVAC Inspector II	56
3931	E	Refuse Collection District Assistant Manager	57
3933	E	Refuse Collection District Manager	58
3929	D	Refuse Container Assembler and Repairer	50
2036	E	Relocation Program Manager	57
2083	E	Research Analyst Specialist	57
1721	E	Safety Program Coordinator	57
1718	D	Safety Program Manager	56
0287	E	Sealer of Weights and Measures	56
0477	D	Secretary	51
3539	D	Security Specialist Supervisor	53
0581	E	Senior Programmer Analyst	58
3970	E	Sewer Maintenance Assistant Manager	59
3969	D	Sewer Maintenance Supervisor II	56
3971	E	Sewer Maintenance Manager	60
3314	D	Sewer Service Supervisor (Emergency)	56
3974	D	Sewer Telemonitoring Supervisor	56
3989	D	Street Cleaning and Maintenance Supervisor	55
1135	E	Street Light Engineering Coordinator	56
3991	E	Street Maintenance Assistant Manager	57
3990	E	Street Maintenance Manager	58
1016	E	Surveyor	56
0563	E	Senior Systems Administrator	58
0562	E	Systems Administrator	57
0553	D	Technical Support Analyst	57
4026	D	Traffic Line Supervisor I	55
4029	E	Traffic Line Supervisor II	57
4032	E	Traffic Maintenance Manager	58
4010	D	Traffic Sign Shop Supervisor	55
4019	E	Traffic Maintenance Supervisor II	56
0729	D	Utility Consumer Transactions Coordinator	52
1929	E	Wastewater Chemist II	56
1930	E	Wastewater Chemist III	58

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<u>Class</u>	<u>BU</u>	<u>Job Title</u>	<u>Pay</u>
<u>Code</u>	<u>Code</u>		<u>Grade</u>
1158	E	Wastewater Plant Assistant Manager	58
1159	E	Wastewater Plant Manager	59
3876	D	Wastewater Plant Supervisor II	57
1160	E	Wastewater Plants Coordinator	60
1862	D	Wastewater Surveillance Analyst	54
1861	D	Wastewater Surveillance Technician II	53
1157	E	Wastewater Treatment Residuals Manager	59
0864	E	Water Customer Services Assistant Coordinator	57

<u>Class</u> <u>Code</u>	<u>BU</u> <u>Code</u>	<u>Job Title</u>	<u>Pay</u> <u>Grade</u>
3865	E	Water Distribution Operator II	30 to 31
4046	E	Water Maintenance Assistant Coordinator	57
4047	E	Water Maintenance Coordinator	59
4052	D	Water Maintenance Manager	58
4041	D	Water Maintenance Supervisor II	56
1170	E	Water Plant Manager	59
1169	E	Water Plant Operations Manager	57
3882	D	Water Plant Operator II	55
1873	E	Water Protection Coordinator	56
1871	D	Water Protection Specialist I	53
1872	D	Water Protection Specialist II	54
1935	E	Water Research Analyst I	54
1936	E	Water Research Analyst II	56
1937	E	Water Research Lab Manager	58
3280	E	Water Service Manager	56
3278	D	Water Service Supervisor	54
1165	E	Water Supply and Treatment Coordinator	60
1173	E	Watershed Manager	59
0569	D	Word Processing Equipment Operator	50
0570	D	Word Processing Specialist	52

Bargaining Unit Code Legend:

D = Overtime eligible classifications
 E = Overtime exempt classifications

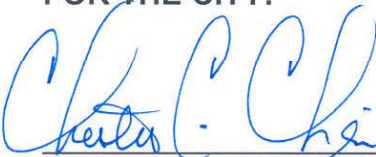
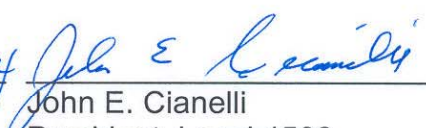
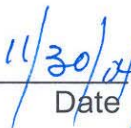
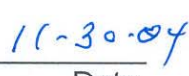
* An asterisk indicates job classifications in which certain individuals, because of the position they hold within a classification, are excluded by name from the bargaining unit. A list of such excluded individuals/positions was agreed to by the parties in connection with SERB Case No. 93-REP-07-0139. Such list shall be updated by the City from time-to-time as changes in personnel and/or job functions are made. Any disputes regarding proposed revisions to this list shall be resolved in accordance with the dispute resolution procedure outlined in Section 2.3(c) of this Contract.

Class Title	Pay Grade
Buyer	N/A
Economic Development Program Specialist	N/A
Legal Secretary I	N/A
Organizational and Employee Development Specialist I	N/A
Personnel Assistant	N/A
Personnel Interviewer	N/A
Radio Shop Supervisor	N/A
Sewerage Charge Supervisor	N/A
Sewer Permit Assistant Manager	N/A
Telephone Technician Supervisor	N/A
Traffic Signal Shop Supervisor I	N/A
Youth Program Coordinator	N/A
Youth Service Representative	N/A
Cable Broadcast Technician	N/A
Claims Investigator	N/A
Communications Maintenance Coordinator	N/A
Control Systems Coordinator	N/A
Development Rehabilitation Supervisor	N/A
Electricity Maintenance Supervisor II	N/A
Equal Employment Opportunity Officer (Public Safety Department)	N/A
Federal and State Programs Coordinator	N/A
Land Map Supervisor	N/A
Landscape Architect II	N/A
Organizational and Employee Development Specialist II	N/A
Outreach Program Administrator	N/A
Planning Supervisor	N/A
Radio Shop Supervisor	N/A
Relocation Program Supervisor	N/A
Sewer Permit Manager	N/A
Street Cleaning and Maintenance Coordinator	N/A
Street Maintenance Assistant Manager	N/A

N/A Classification is not relevant to the bargaining unit because of classification abolishment through the Civil Service Commission, or seasonal designation. If the classification(s) is created or similar classification established by the Civil Service Commission, such classification will be designated a CMAGE/CWA bargaining unit classification.

FOR THE CITY:

FOR CMAGE/CWA:

Chester C. Christie Date John E. Cianelli Date
Director of Human Resources President, Local 4502