

MEMORANDUM OF UNDERSTANDING #2023-01

**AFSCME OHIO COUNCIL 8, LOCAL 1632
&
THE CITY OF COLUMBUS
DEPARTMENT OF FINANCE AND MANAGEMENT
DEPARTMENT OF PUBLIC SERVICE
DEPARTMENT OF RECREATION AND PARKS**

REGARDING CDL AND EQUIPMENT TRAINERS

The City of Columbus and AFSCME, Ohio Council 8, Local 1632 hereby agree this Memorandum of Understanding shall apply to employees who may function as trainers for other AFSCME employees, so that the learners may either be trained to get their commercial driver's license or learn how to operate additional equipment. Unless specifically amended by this MOU, all wages, hours, and other terms and conditions of employment shall be administered in accordance with the Collective Bargaining Contract.

In February, 2022, the United States Department of Transportation (USDOT) modified the requirements to obtain a commercial driver's license (CDL) and implemented significant new training standards. The Departments are creating an internal CDL training program that meets or exceeds the USDOT requirements. Additionally, the Departments wish to have a more formal training program for employees when they encounter new or different equipment. Since being a trainer requires both specific experience, strong communication for teaching about the equipment, and additional paperwork maintenance, the Departments wish to provide extra compensation for those employees who provide this extra service.

Eligible Employees for the Instructor and Trainer Roles

Employees in Public Service divisions of Refuse Collection, Traffic Management, or Infrastructure Management, Recreation & Parks sections of Forestry, Parks, or Building Maintenance, and/or any employee within Finance & Management, division of Fleet Management, who have the following qualifications may be eligible to be an instructor or trainer, with the last set of qualifications noted with a "*" applying only to the CDL Instructor position:

- Must have exemplary communication skills (verbal and written).
- Must be able to give instructions in a calm and respectful manner.
- Works well and follows through with duties under minimum supervision.
- Have authorization by his/her supervisor to be a trainer.
- Must have no active discipline at suspension level or higher; and no crashes where the employee was at fault in the past 2 years.
- Must hold a CDL of the same (or higher) class and with all endorsements necessary to operate the commercial motor vehicle or equipment; and has at least 2 years of experience driving a commercial motor vehicle requiring a CDL of the same or higher class and/or on the specific equipment being trained.
- *Must meet all applicable federal and State qualification requirements for commercial motor vehicle instructors and be registered as an instructor.

- *Must be screened by the Department's CDL Manager to become a CDL Instructor, and then will be evaluated for training success on an ongoing basis based on student pass rate and student feedback.

Incentive Premium Pay: Three Tiers, Based on Duties

Employees who meet the qualifications for being an Instructor or Trainer shall be eligible for the following premium pay based on their vehicle training duties:

1. CDL Instructor: where a CDL Instructor was assigned by a Supervisor to perform CDL training for an employee for a minimum of four (4) hours, they will be eligible for premium pay of one dollar and twenty-five cents (\$1.25) above their current rate for the hours spent doing assigned training. The CDL Instructor will be required to provide appropriate documentation of the CDL training and/or logged road hours.
2. Equipment Instructor: This is anticipated to be a frequent or consistent assignment as an Equipment Instructor, likely at a central location for that division. Where an Equipment Instructor was assigned by a Supervisor to perform training duties for another employee, which may include refresher training, assist with training for performance improvement plans, train new hires, etc. on an ongoing basis. This type of training typically is off-road/controlled environment and with some limited training on City streets. This Equipment Instructor will be eligible for premium pay of seventy-five cents (\$.75) above their current rate for all hours worked performing those duties. The Equipment Instructor will be required to provide appropriate documentation of the training conveyed and or sign-off that the employee is now certified on that piece of equipment or collection method.
3. Trainer: This is anticipated to have one or more employees at each operational location who may perform the Trainer role on occasion. This type of training typically is training on the City roads/ active work site and is to provide additional detail and refinement of the equipment or job tasks. Where a Trainer was assigned by a Supervisor to perform equipment or method training for an employee for a minimum of four (4) hours, they will be eligible for premium pay of fifty cents (\$.50) per hour for all hours worked performing those duties. The Trainer will be required to provide appropriate documentation of the training conveyed.

Duration

This MOU may be terminated by either party giving to the other party thirty (30) days prior written notice of termination, but the duration shall be no longer than March 31, 2024.

FOR THE CITY:



Nichole Brandon
Director, Dept. of Human Resources

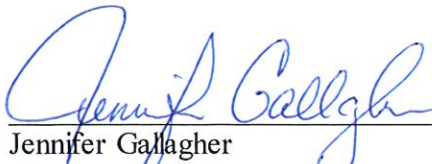
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Date

FOR AFSCME:



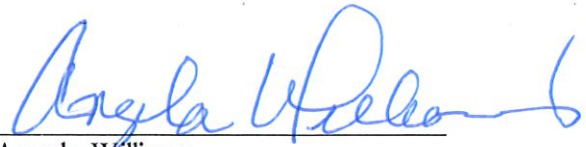
Tony Schroth
Staff Representative, Ohio Council 8

2/23/2023
Date



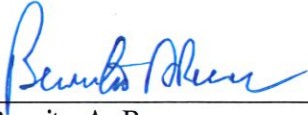
Jennifer Gallagher
Director, Dept. of Public Service

2-23-2023
Date



Angela Williams
President, AFSCME Local 1632

2-23-2023
Date



Bernita A. Reese
Director, Dept. of Recreation & Parks

3/03/2023
Date



Kathy Owens
Director, Dept. of Finance & Management

3/6/23
Date