#####  EXHIBIT "A"

 DRAFT NO. 3103

Pages 1 to 40

 POLICIES AND PROCEDURES

 FOR

 NON-BARGAINING PERSONNEL

 Effective January 1, 2011

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**ARTICLE 1**

**SALARIED EMPLOYEES**

 Prevail.

 Rate/Mo.

 1/1/2011

DIRECTOR OF PUBLIC SERVICE AND SAFETY Salary set by City Council

FIRE CHIEF 7,030.81

POLICE CHIEF 7,030.81

DIRECTOR OF SERVICE OPERATIONS 6,864.84

DIRECTOR OF WATER UTIL. OPERATIONS 6,864.84

DIRECTOR OF WATER POL. CONTROL 6,864.84

DIRECTOR OF HUMAN RESOURCES 6,584.70

COURT ADMINISTRATIVE SUPERVISOR 4,850.55

CLERK OF MUNICIPAL COURT \*5,017.45

DEPUTY HEALTH COMMISSIONER \*\*Salary as set by Board of Health

PERSONNEL SUPERVISOR 5,323.79

TAX ADMINISTRATOR 5,311.69

EQUAL OPPORTUNITY COORDINATOR 4,903.48

CHEMIST 4,903.48

DEPUTY LAW DIRECTOR Salary as set by City Council

ASSISTANT LAW DIRECTOR (CIVIL) Salary as set by City Council

ASSISTANT LAW DIRECTOR (CRIMINAL) Salary as set by City Council

DEPUTY CITY AUDITOR Salary as set by City Council

SENIOR ACCOUNTANT 3,868.04

CLERK OF COUNCIL Salary as set by City Council

DEPUTY CLERK OF COUNCIL Salary as set by City Council

EXECUTIVE SECRETARY II 3,791.51

\*The salary of the Clerk of Municipal Court shall be borne sixty percent (60%) by the City of Warren and forty percent (40%) by Trumbull County.

 Prevail.

 1/1/2011

# CIVIL SERVICE COMMISSION

Secretary (part-time) 970.03/qtr.

Civil Service Commissioner 465.62/qtr.

 (No member of the Civil

 Service Commission shall

 receive other compensation,

 pay, benefits, etc. except

 the salaries expressly

 mentioned.)

Part-time Assistant City Law Director (Criminal) 2,997.03/mo.

(No part-time or casual employee shall

receive other compensation, pay,

benefits, etc.)

Section 2: Because the salaried positions are evaluated on specific required job responsibilities and a job value relationship to each other, no salary position will be changed unless the job requirements are changed. Under those circumstances, the position description must be rewritten and approved by the Director of Public Service and Safety or the appropriate elected official.

Section 3: The Human Resources Department will be responsible to coordinate the function of revising any positions descriptions under the direction of either the Director of Public Service and Safety or the appropriate elected official.

Section 4: In consideration of the Federal Wage and Hour Law, all employees within the management group are exempt from receiving overtime.

**ARTICLE 2**

**HOURLY EMPLOYEES**

 Prevail.

 Rate/Hr.

 1/1/2011

ADMINISTRATION

Executive Secretary I 18.98

FINANCE DEPARTMENT

Accountant II 20.56

Accountant I 19.32

Financial Secretary 18.98

Payroll Accountant 20.15

BOARD OF HEALTH

Supervisor of Vital Statistics \*Salary as set by Board of Health

Supervisor of Public Health \*Salary as set by Board of Health

Assistant Code Inspector \*Salary as set by Board of Health

Casual Employee (for weed cutting and

 property clean-up) \*Salary as set by Board of Health

 (No part-time or casual employee shall receive other compensation, pay, benefits,

 etc.)

HUMAN RESOURCES DEPARTMENT

Executive Secretary I\*\* 18.98

Secretary 17.37

ENVIRONMENTAL SERVICES DEPARTMENT

Part-time Laborer (For Refuse Collection) 60% of Prevailing Rate

(No part-time employee shall receive

 other compensation, pay, benefits, etc.)

Police Department

Part-time Communication Coordinator Hourly rate to be determined by Director of

(No part-time employee shall receive other of Public Service and Safety up to 70%

compensation, pay, benefits, etc.) of the prevailing rate.

\*If and when a vacancy occurs within the existing position of Executive Secretary I, said position shall then and there no longer be a position covered under these “POLICIES AND PROCEDURES FOR NON-BARGAINING PERSONNEL”.

 Prevail.

 Rate/Hr.

 1/1/2011

# WATER POLLUTION CONTROL DEPARTMENT

Industrial Pretreatment Coordinator 24.25

Laboratory Technician 22.17

Bio-Solids Sales Representative 19.79

DATA PROCESSING SYSTEMS DEPARTMENT

Data Processing Coordinator 24.00

Computer Programmer 20.20

MUNICIPAL COURT

Chief Bailiff Salary to be established by the court

Deputy Bailiff Salary to be established by the court

Referee (Small Claims) Salary to be established by the court

Administrative Ass't (Small Claims) Salary to be established by the court

Criminal Assignment Commissioner 19.83

Deputy Assignment Commissioner 16.12

Deputy Assistant Assignment Commissioner 16.12

Probation Officer 20.46

Statistical Clerk 16.02

Court Reporter 18.43

Systems Administrator \*20.46

Legal Secretary (Municipal Court) 21.77

\*The salary of the Systems Administrator shall be borne 100% by the Court

Computerization Fund.

# OFFICE OF THE CLERK OF COURTS

Chief Deputy Clerk Salary to be established by the court

Deputy Clerk Salary to be established by the court

PART-TIME EMPLOYEES 8.35

(For miscellaneous office and

maintenance work)

(No part-time employee shall receive

other compensation pay, benefits, etc.)

**ARTICLE 3**

**PAY VARIATIONS**

Section 1: TIER SYSTEM:

Any full-time employee hired after May 1, 2011 shall be paid as follows:

1st Year 2ND Year 3rd Year 4th Year

Full-Time Full-Time Full-Time Full-Time

Appointment Appointment Appointment Appointment

60% of 67.5% of 75% of 82.5% of

Prevailing Rate Prevailing Rate Prevailing Rate Prevailing Rate

5th Year

Full-Time

Appointment

90% of

Prevailing Rate

The Director of Public Service and Safety or the appropriate elected official may deviate from the specified percentage increases for justified reasons.

Section 2: TEMPORARY PAY RATES:

A. An employee temporarily assigned to a hourly classification shall be paid the full hourly rate of the classification for which the employee is called upon to perform. An employee temporarily assigned to a salary classification, shall be paid his/her regular rate of pay plus fifty per cent (50%) of the difference between his/her regular rate of pay and the rate paid for the job which the employee is called upon to perform even though this is a temporary position for the employee. This subsection shall apply only to specific cases; e.g. an illness of an employee or a vacation period of an employee, and should not be interpreted to mean that each employee in the affected department shall be raised to the next highest position in the department.

This subsection shall apply to vacancies only when certified in writing by the Department Head that the employee is wholly discharging any or all the duties as prescribed by the Department Head of the position to which the employee is temporarily elevated and such certification is approved by the Director of Public Service and Safety. This subsection shall apply to vacancies of twenty-four (24) work hours or more for employees who are temporarily assigned as a Department Head, except that a Police Captain working as the “Acting” Police Chief shall be paid for all hours worked.

In the event any employee is required to fill a position temporarily which bears a lesser pay scale, the employee shall be paid at his/her regular rate.

Section 3: CERTIFICATE/LICENSE COMPENSATION:

1. In addition to their regular rate of pay in the Water and Waste Water Departments, a hourly employee who attains a Utility Plant Operator's Certificate as Water or Waste Water Distribution or Collection system Operator's Certificate, as issued by the Ohio State of Environment Protection Agency, shall receive additional compensation as follows:

 Class I Certificate $45.00 per month

 Class II Certificate $50.00 per month

 Class III Certificate $60.00 per month

1. The additional compensation for salaried employees shall be as follows:

 Class I Certificate $15.00 per month

 Class II Certificate $20.00 per month

 Class III Certificate $25.00 per month

 Class IV Certificate $30.00 per month

1. The compensation to be awarded for each class of certificate attained shall be a total additional compensation of one hundred fifty-five dollars ($155.00) per month as the maximum amount of additional compensation to be attained. The compensation provided to any individual employee shall be limited by the highest class attained by the employee in any single operation without regard to the number of classes attained in all operations for which certificates are issued.

Section 4: SHIFT DIFFERENTIAL:

Employees in all departments who work the afternoon or midnight shifts shall receive, in additional to their regular pay, thirty-five cents (35) and forty cents (40) per hour, respectively, as additional compensation.

The differential payments shall be added to the total wages and shall not increase the hourly rate.

Section 5: HAZARDOUS PAY

An additional twenty cents (20**¢**) per hour for all hours worked shall be paid to all hourly employees in the water Pollution Control Department for exposure to harmful pathogenic bacteria and other harmful substances.

Section 6: MILEAGE REIMBURSEMENT:

The City shall pay for the authorized use of privately owned automobiles an amount equal to the per mile allowance being utilized by the Internal Revenue Service for business deduction purposes.

The City shall modify the mileage allowance, effective on the first day of the month following any modification of the allowance by the Internal Revenue Service.

Section 7: MEAL ALLOWANCE:

A meal allowance of one half (1/2) hour pay at straight time will be paid to employees who are required to work more than four (4) hours overtime after completion of a regular eight (8) hour shift only.

Section 8: TUITION ASSISTANCE PLAN:

The City shall provide a Tuition Assistance Plan, as set forth in a separate Executive Order, for salaried employees covered in Section I of this document.

Section 9: STUDENT TRAINING PROGRAMS:

Any student enrolled in the Cooperative Occupational Training Program in the Warren City Schools may be employed by the Director of Public Service and Safety in the Departments under his control as the need for said student trainees shall arise in the operation of said departments.

Each student trainee shall be paid the minimum required by law.

Section 10: PERSONAL RATE:

As a result of re-evaluation of existing job descriptions and classifications, a personal rate will be paid to those employees being paid an amount over and above the standard hourly wage rate of the job.

Any personal out-of-line differential shall be identified with the employee and the job occupied and shall apply only to such employee while on such job.

Personal rates shall be adjusted to the job class rate in the following manner:

An employee receiving a personal rate will receive fifty percent (50%) of any rate increase paid to the job occupied with the remaining fifty percent (50%) of the increase being applied to reducing the out-of-line differential between the rate of the job and the personal rate. This process will continue until the rate of the job and the personal rate are equal.

Section 11: PENSION PICKUP: The City shall pay, on behalf of each employee, the entire employee’s share of the PERS and PFDPF pension contribution to the State of Ohio in accordance with rules of the pension system as follows:

\*This benefit shall only apply to the Board of Health employees upon approval of the Board of Health.

Section 12: STANDBY PAY:

Hourly employees who are assigned the standby responsibilities for call-out procedures who carry a “beeper” shall be paid an additional two (2) hours of pay at one and one-half (1-1/2) times their hourly rate.

Section 13: CALL-OUT PAY:

Hourly Employees called out to work (not scheduled ahead of time) shall be paid two (2) hours or the actual hours worked, whichever is greater, as overtime.

**ARTICLE 4**

**HOURS OF WORK**

Section 1: NORMAL HOURS: The normal hours of work each day shall be consecutive, except for interruptions for lunch periods. Reference to "consecutive hours of work" in the balance of this Section shall be construed generally to include lunch periods. Each work shift shall have a regular starting and quitting time.

Section 2: WORK WEEK: The normal work week shall consist of five (5) consecutive eight (8) hour days, Monday through Friday inclusive, except for employees in continuous operations and for employees engaged in unusual operations, who shall be covered by Department Work Rules.

Section 3: WORK PERIOD: For pay purposes, the work period shall consist of seven (7) days beginning the first shift on Sunday which begins at 11:00 p.m. Saturday.

Section 4: WORK DAY: Eight (8) consecutive hours of work within a twenty-four (24) hour period shall constitute a normal work day, beginning with the starting time of the employee’s work shift; however, under some circumstances these work hours may be changed by mutual agreement between the employee and their supervisor.

Section 5: LUNCH: All employees who work a regular work day shall be allowed not less than thirty (30) uninterrupted minutes for a scheduled lunch period, except for other mutually agreed upon schedules with the Director of Public Service and Safety.

Section 6: REST PERIODS:

 A. There shall be two (2) fifteen (15) minute rest periods on each shift each work day. The rest periods, to the extent practicable, will be scheduled during the middle two (2) hours of each half shift but they may not be scheduled immediately before or after the meal period or at the start or the end of a shift.

1. When an employee works beyond his regular quitting time, the employee shall receive a fifteen (15) minute rest period if the employee works two (2) hours, but less than four (4) hours, for each four (4) hour period. In addition, a fifteen (15) minute paid meal period if the employee works four (4) hours or longer.

Section 7: USE OF BENEFIT HOURS: Salaried employees shall only account for time off for absences of more than eight (8) hours. Time off for lesser periods shall be at the discretion of the salaried employees with prior notification to the Director of Public Service and Safety or elected official and not chargeable to benefit hours.

### **ARTICLE 5**

**OVERTIME**

Section 1: All hourly employees shall be paid time and one-half (1-1/2) their regular rate of pay for all hours paid in excess of forty (40) in one (1) work week.

Section 2: All hourly employees shall receive time and one-half (1-1/2) their regular rate of pay for all hours paid in excess of eight (8) in one (1) work day.

Section 3: All hourly employees shall receive time and one-half (1-1/2) their regular rate of pay for all hours they are required to work on holidays in addition to holiday pay.

Section 4: All paid holiday, vacation and sick leave hours shall be counted as hours worked for the purpose of computing overtime. (For example: If an employee regularly works Monday through Friday and the holiday falls on Thursday and the employee works full days on Monday, Tuesday, Wednesday, Friday and Saturday, the employee shall receive time and one-half (1-1/2) for all hours worked on Saturday).

Section 5: Wherever two (2) or more overtime or premium rates may appear applicable to the same hour or hours worked by an employee, there shall be no pyramiding or adding together of such overtime or premium rates and only the higher of the employee’s applicable rate shall apply.

Section 6: Any and all overtime provided by this Section shall be paid or earned as compensatory time at the option of the employee. Each department shall establish limits as to the amount of time an employee may accumulate as compensatory time up to a maximum of two hundred forty (240) hours All compensatory time must be awarded at the premium rate of time and one-half (1-l/2).

Section 7: The Police Chief may request in writing to convert full or partial time coming accounts to cash. The written request must be filed with the City Auditor no later than March 15 of the year preceding payment. Payment will then be made by March 15 of the following year.

**ARTICLE 6**

**VACATIONS**

Section 1: VACATION BENEFITS

Salaried employees shall be entitled to vacation under the following formula:

 Length of Service Vacation

 After having completed 1 year of service 120 hours

 After having completed 5 years of service 160 hours

 After having completed 11 years of service 200 hours

 After having completed 17 years of service 240 hours

 After having completed 23 years of service 280 hours

Hourly employees shall be entitled to vacation under the following formula:

 Length of Service Vacation

 After having completed 1 year of service 80 hours

 After having completed 5 years of service 120 hours

 After having completed 11 years of service 160 hours

 After having completed 17 years of service 200 hours

 After having completed 23 years of service 240 hours

Section 2: VACATION ACCUMULATION

Vacation time shall be accumulated on a bi-weekly basis and shall be made known to the employee via their payroll check stub per the following formula:

Salaried employees

 Length of Service Vacation

 After having completed 1 year of service 4.615 hrs/pay period

 After having completed 5 years of service 6.154 hrs/pay period

 After having completed 11 years of service 7.692 hrs/pay period

 After having completed 17 years of service 9.231 hrs/pay period

 After having completed 23 years of service 10.769 hrs/pay period

Hourly employees

 Length of Service Vacation

 After having completed 1 year of service 3.077 hrs/pay period

 After having completed 5 years of service 4.615 hrs/pay period

 After having completed 11 years of service 6.154 hrs/pay period

 After having completed 17 years of service 7.692 hrs/pay period

 After having completed 23 years of service 9.231 hrs/pay period

In accordance with this language, the date after an employee has completed either five (5), eleven (11), seventeen (17) or twenty-three (23) years of credited vacation service, the employee will receive an additional forty (40) hours of vacation credit which is to be reflected immediately in the individual employees accumulative vacation credit hours.

Section 3: VACATION REQUIREMENTS: Each vacation period shall commence on any day of the work week subject to the approval of the Department Head. Unused vacation time must be used within a period of three (3) years therefore the maximum hours an employee shall be permitted to carry past December 31 of any calendar year is as follows:

Salaried employees

 Length of Service Maximum Vacation Accumulation

 After having completed 3-4 years of service 360 hours

 After having completed 5 years of service 400 hours

 After having completed 6 years of service 440 hours

 After having completed 7 years of service 480 hours

 After having completed 11 years of service 520 hours

 After having completed 12 years of service 560 hours

 After having completed 13 years of service 600 hours

 After having completed 17 years of service 640 hours

 After having completed 18 years of service 680 hours

 After having completed 19 years of service 720 hours

 After having completed 23 years of service 760 hours

 After having completed 24 years of service 800 hours

 After having completed 25 years of service 840 hours

Hourly employees

 Length of Service Maximum Vacation Accumulation

 After having completed 3-4 years of service 240 hours

 After having completed 5 years of service 280 hours

 After having completed 6 years of service 320 hours

 After having completed 7 years of service 360 hours

 After having completed 11 years of service 400 hours

 After having completed 12 years of service 440 hours

 After having completed 13 years of service 480 hours

 After having completed 17 years of service 520 hours

 After having completed 18 years of service 560 hours

 After having completed 19 years of service 600 hours

 After having completed 23 years of service 640 hours

 After having completed 24 years of service 680 hours

 After having completed 25 years of service 720 hours

Section 4: Any employee hired by the City shall only receive vacation service credit for actual time as a City of Warren, Ohio employee, except that salaried employees may, at the discretion of the appointing authority, be given credit for prior public service for vacation purposes.

**ARTICLE 7**

**HOLIDAYS**

Section 1: The following days shall be holidays with pay for all regular employees in the Municipal service:

 January 1 The first Monday of September

 The third Monday of January The second Monday of October

 The third Monday of February November 11

 The last Monday in May The fourth Thursday in November

 July 4 The day after Thanksgiving

 December 25

Employees shall not be entitled to holiday pay unless they have worked the day preceding and the day succeeding each holiday, unless not scheduled for work on that day or otherwise properly excused from work. In the event that an employee's absence is due to illness and sick leave is used for the day preceding or the day succeeding the holiday, the appointing authority shall require the employee to furnish a satisfactory written, signed statement to justify the use of sick leave in order for the employee to be paid for the holiday. If medical attention is required, a certificate stating the nature of the illness from a licensed physician shall be required to justify the use of sick leave.

When one of the holidays enumerated specifically by date above falls on a Sunday, the next following Monday shall be observed as a holiday.

When one of the holidays enumerated specifically by date above falls on a Saturday, observance shall be on the preceding Friday.

Employees who are required to work on a holiday shall be paid for such work at the rate of time and one-half (1-1/2) the employee's normal hourly rate in addition to regular pay or granted compensatory time off by the Department Head, after approval by the Director of Public Service and Safety, within thirty (30) days.

Holidays occurring during sick leave or vacation shall not be counted as a day of sick leave or vacation.

Days off shall run consecutively or individually so as not to interfere with the operation of the departments, as determined by the appropriate official of the department.

Section 2: PERSONAL DAYS: Employees shall be granted three (3) additional working days off each year in addition to the holidays enumerated herein. Such days shall be approved by the respective Department Head and/or the Director of Public Service and Safety or the Mayor prior to the employee using them for the personal holiday. These days shall be taken in the year given and the employee shall not be paid for days not taken. These days shall be called Personal Days.

For their first calendar year employment, employees hired January 1 thru June 30 will be permitted to take two (2) scheduled work days off. Employees hired July 1 thru December 31 will be permitted to take one (1) scheduled work day off.

**ARTICLE 8**

 **LONGEVITY**

Full-time employees shall be paid longevity, effective January 1, 2011, on the basis of the following formula:

Salaried employees

 First five (5) full years of service with the City of Warren - none.

 After five (5) full years of service -

 $3.69 per bi-weekly pay for each full year of service.

Hourly employees

 First five (5) full years of service with the City of Warren – none.

After five (5) full years of service-

 $3.00 per bi-weekly pay for each full year of service.

Longevity shall begin on the first pay next succeeding the employee's anniversary date of employment.

Any municipal service, part-time or seasonal in nature, shall not count for longevity purposes.

For purposes of longevity pay, or any other City benefit not otherwise covered by State Law, an employee shall not be permitted to use prior governmental service time.

Continued longevity shall not be available to a person who terminates employment or is terminated by the City and later returns to City employment. An employee will be eligible for appropriate longevity credit in accordance with the amount of continuous full-time service with the City.

**ARTICLE 9**

**SEVERANCE PAY**

1. Severance pay shall be paid to any employee who retires (for purposes of this Article, "retirement" means disability retirement or service retirement under an applicable State public retirement system which immediately entitles the retiree to benefits under such system) under the following formula:
2. Any employee, may elect, at the time of his/her retirement from active service with the City to receive severance pay. Any such severance pay shall be paid in accordance with the following schedule.
3. If a employee has been in active service with the City for at least five (5) years but less than ten (10) years, he/she shall be entitled to cash payment for his/her actual accumulated, unused sick leave or for two hundred forty (240) hours accumulated, unused sick leave, whichever is less.
4. If a employee has been in active service with the City for at least ten (10) years but less than fifteen (15) years, he/she shall be entitled to cash payment for his/hers actual accumulated, unused sick leave or for four hundred eighty (480) hour accumulated, unused sick leave, whichever is less.
5. If a employee has been in active service with the City for at least fifteen (15) years but less than twenty (20) years, he/she shall be entitled to cash payment for his/her actual accumulated, unused sick leave or for seven hundred twenty (720) hours accumulated, unused sick leave, whichever is less.
6. If a employee has been in active service with the City for at least twenty (20) years, he/she shall be entitled to cash payment for his/her actual accumulated, unused sick leave or for nine hundred sixty (960) hours accumulated, unused sick leave, whichever is less.
7. Any employee who dies while in active service with the City and whose death

Immediately gives rise to death benefits under an applicable State retirement system shall be entitled to severance pay upon his/her death. This severance pay shall be paid to the designated beneficiary of the employee. If there is no valid written designation of beneficiary, or if the designation is for any reason ineffective, the payment shall be made to the surviving spouse, parents, children or member’s estate.

1. For purposes of this Article, the years of service set forth in the Article for an

employee who either dies or takes disability retirement shall be computed by determining the number of possible years of service available to such employee between the date of death or disability and the earliest date of retirement that is permitted under the applicable State retirement system.

1. If a employee receives severance pay by reason of a disability retirement herein, and subsequently returns to the employ of the City, he/she shall be barred from another severance payment upon his/her retirement, death or subsequent disability, unless he/she at his/her option shall have the right to pay back the severance that he/she received and shall be fully re-instated to full rights and benefits.
2. Severance pay shall be paid on the hourly rate of the employee at the time of their entitlement for such pay. The hourly rate for severance pay shall increase if the member receives any other regular payments such as longevity, shift differential and certification fees. The amount to be added to the hourly rate shall be computed by dividing the amounts paid to the member during the final full month of employment by one hundred seventy-three and thirty-four hundreds (173.34) hours.
3. Employees who are eligible for severance pay pursuant to the Article will receive their severance pay benefits within thirty (30) days of the time by they terminate their employment with the City unless a mutual agreement has been reached to pay at a later date.
4. Severance pay shall include up to the maximum allowed accumulated vacation except as reduced in H.
5. BENEFIT CONVERSION: In lieu of a portion of the maximum severance pay allowed in I. A. and G. of ARTICLE 9, employees\* with seventeen (17) years of PERS credit time or PFDPF credit time may request to convert to paid wages the vacation and sick leave hours they accumulated each year. Vacation and sick leave hours cannot be converted separately; they must be converted in conjunction with each other. The payment for these accumulated hours shall be made on the last pay of December except that the final payment may be made on a person’s final pay. The hours shall be paid at the employees prevailing rate of pay at the time of payment. All hours converted under this section shall be deducted from the maximum allowed in I. A. and G. of ARTICLE 9. Employees may choose to only convert one (1) or two (2) years accumulation to be paid in the same manner. The date this benefit is to begin must be the beginning of a pay period and the year shall include twenty-six (26) pay periods.

 \*This benefit shall only apply to the Board of Health employees upon approval of the

 Board of Health.

**ARTICLE 10**

**SEPARATION AND TERMINATION PAY**

An employee who is separated or terminated from the City shall be entitled to all time coming and any lawfully accumulated vacation time at their prevailing rate of pay.

ARTICLE 11

**SICK LEAVE**

Section 1: SICK LEAVE CREDIT: Each full-time employee shall accumulate sick leave with pay at the rate of four and six-tenths (4.6) hours for each completed eighty (80) hours of service including all City paid leave and the accumulation of sick leave shall not be limited.

Section 2: SICK LEAVE APPROVAL: The Department Head, in conjunction with the Human Resources Department, has the authority to approve the use of sick leave.

Section 3: SICK LEAVE PROCEDURE:

A. An employee may request to use sick leave under the following circumstances:

1. In case of their own illness, pregnancy, miscarriage, abortion, injury, exposure to contagious disease and recovery therefrom. Sick leave benefits shall be subject to a physician's statement indicating the need to begin a maternity leave. Also, an additional statement shall be required indicating the employee's ability to return to the former position within a period normally not to exceed six (6) weeks from the date of the child's birth. Sick leave benefits shall be for a maximum of six (6) months for any one (1) pregnancy.

2. For attendance upon members of their immediate family whose illness or injury requires the care of the employee.

3. For medical, dental, or optical examination or treatment of an employee or a member of their immediate family.

B. Sick leave accruals with pay shall be charged against each employee in one (1) hour increments.

C. The previously accumulated sick leave of an employee who has been terminated from the public service shall be placed to their credit upon reemployment in the public service provided they have not received compensation for unused sick leave at the time they separated and the reemployment takes place within ten (10) years of the date on which the employee was last terminated from public service.

D. The City shall continue to notify all employees of their accumulated sick leave credits with every pay check.

E. The Director of Public Service and Safety or his designated representative may require an employee to furnish a satisfactory written, signed statement to justify the use of sick leave. Falsification of either a written, signed statement or a physician’s certificate shall be grounds for disciplinary action, including dismissal.

Section 4: BEREAVEMENT LEAVE: In the event of a death in the employee’s immediate family, (spouse, parent, step-parent, child, step-child, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law), the employee shall be granted no less than three (3) and up to five (5) consecutive days of bereavement leave and must include the day of the funeral. Such leave shall be paid, but not deducted from the employee’s accumulated sick leave. Additional time may be approved by the Director of Public Service and Safety or his/her designee for special circumstances and emergencies. Any additional time shall, with the agreement of the employer and the employee, be charged to the employee’s accumulated sick leave or vacation leave.

Two (2) days of accumulated sick leave may be used when the death is of a more remote relative.

Section 5: SICK LEAVE - UNPAID: After an employee has exhausted his sick leave with pay, he may be granted, with approval of the Department Head and Director of Public Service and Safety or his designee, a leave of absence without pay for a period not to exceed six (6) months because of personal illness or injury, supported by medical evidence satisfactory to the Department Head and the Director of Public Service and Safety or his designee. If the illness or injury continues beyond six (6) months, the City may grant additional leave of absence with approval of the Department Head and the Director of Public Service and Safety or his designee.

**ARTICLE 12**

**BENEFITS - AUTHORIZED LEAVES**

Section 1: PERSONAL LEAVE: An employee may be granted a leave of absence without pay for any reason except to seek employment elsewhere, for a period not to exceed ninety (90) calendar days, with the approval of the Department Head and the Director of Public Service and Safety.

Section 2: EDUCATION LEAVE: An employee may be granted a leave of absence without pay for purposes of pursuing legitimate educational activities which directly relate to his job with the City, with approval of the Department Head and the Director of Public Service and Safety or his designee. Such leave shall be for no more than one (1) year.

Section 3: JURY DUTY AND WITNESS LEAVE: An employee called for jury duty or subpoenaed as a witness in a legal action shall be granted a leave of absence for a period of such jury or witness service, and will be compensated for the difference between his regular pay and jury duty pay for work absences necessarily caused by the jury duty or witness duty. To be eligible for such pay, an employee must present verification of:

 1. His call to jury duty or witness duty.

 2. The amount received as jury or witness fee.

Section 4: MILITARY LEAVE: Each employee may be entitled to a leave of absence for military service in the National Guard or in the Reserve components of the Armed Forces of the United States of America for field training or active duty not to exceed thirty-one (31) days in any calendar year period and shall be paid during such absence for the difference between his regular salary and his military pay (excluding travel or subsistence allowance) for such period, with approval of the Department Head and the Director of Public Service and Safety or his designee, upon submission of proper documentation.

Section 5: FAMILY AND MEDICAL LEAVE

Employees who have worked for a minimum of twelve (12) months and twelve hundred fifty (1250) hours over the previous twelve month period shall be entitled to Family and Medical Leave in accordance with the following provisions:

 An employee shall be granted a leave of absence for up to twelve (12) workweeks for one of the following reasons:

 1. for the birth of or placement of a child for adoption or foster care; or

2. to care for an immediate family member (spouse, child, parent or parent-in-law) with a serious health condition; or

3. to take medical leave when the employee is unable to work because of a serious health condition.

 Family and medical leave shall be limited as follows:

1. To the twelve (12) month period starting from the birth or placement of a child or the first day of need due to a serious health condition.

2. To a combined total of twelve (12) workweeks if both spouses are employed by the City for the birth or placement of a child for adoption or foster care.

3. The leave must be taken in consecutive eight (8) hour work days except where it has been determined by a health care provider that it is “medically necessary” as related to a serious health condition to take a leave intermittently or by working a reduced workweek. The employee must provide second and third medical opinions and periodic recertification to determine that it is “medically necessary” when the City requires such at the City’s expense.

 Intermittent or reduced workweek family and medical leaves will only by considered in cases of serious health condition of the employee or an immediate family member.

Intermittent or reduced workweek family and medical leaves will not be granted for birth or because of placement for adoption or foster care of a child.

During intermittent or reduced work hour leaves, only the time actually taken will be charged against the employee's twelve (12) week entitlement.

4. All family and medical leave shall be unpaid. There is no requirement to exhaust paid leave benefits to be granted Family and Medical Leave.

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

1. any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility;

2. Any period of incapacity requiring absence of more than three (3) calendar days from work, school or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or,

3. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that if not treated would likely result in a period of incapacity of more than three (3) calendar days and for prenatal care.

Health care providers include:

1. Doctors of medicine or osteopathy authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or,

2. podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the state and performing within the scope of their practice under State law; or,

3. nurse practitioners and nurse mid-wives authorized to practice under State law and performing within the scope of their practice as defined under State law; or,

4. christian science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

Health insurance coverage will be maintained during family and medical leave but shall stop if and when an employee informs the City of an intent not to return to work at the end of the leave period or if the employee fails to return to work when the family and medical leave entitlement is use up.

Employees seeking to use family and medical leave must provide:

1. thirty (30) day advance notice of the need to take family and medical leave when the need if foreseeable;

2. medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member on the form provided by the City;

3. second and third medical opinions and periodic recertification when the City requires such at the City's expense;

4. Periodic reports during family and medical leave on the employee's status and intent to return to work; and,

5. A "fitness-for-duty" certification to return to work.

Section 6: GENERAL LEAVE PROVISIONS:

1. All unpaid leaves of absence (and any extensions thereof) must be applied for and granted or rejected within three (3) working days, in writing on forms to be provided by the Personnel Department and with approval of the Department Head and the Director of Public Service and Safety or his designee.

2. Unless otherwise provided for, an employee may, upon request, return to work prior to the expiration of any leave of absence if such early return is agreed to by the City and by and through approval of the Department Head and the Director of Public Service and Safety or his designee.

3. When an employee returns to work after any leave of absence, he will be assigned to the classification which he formerly occupied.

**ARTICLE 13**

## SERVICE CONNECTED INJURY

Section 1: REPORTING PROCEDURE: In the event of an injury while in the active discharge of duty, the employee shall be required to complete the following:

 1. An "INJURY REPORT" within forty-eight (48) hours of the time of injury.

2. If time is lost, a "WORKERS' COMPENSATION CLAIM FORM", within three (3) working days of the date and time of the inception of the lost time. When filing a claim, it shall be stated that the employee has received their wages for the lost time period for a maximum of fifty-two (52) weeks.

3. If time is lost, an "AGREEMENT TO REIMBURSE" within three (3) working days of the date of lost time.

To be entitled to any Workers' Compensation Wage Benefits from the City as in Section 2, the employee must have the forms completed and submitted to the Department Head within the outlined time limits. If extenuating circumstances arise because of an incapacitating injury, the injured employee's Department Head shall make every effort to have the forms submitted timely and if unable to do so the time limits may be extended. Failure to have the forms timely filed shall relieve the City from paying any Workers' Compensation Wage Benefits to the employee for such injury. The employee shall then be entitled to any benefits the Bureau of Workers' Compensation may allow.

Section 2: PAYMENT OF WORKERS' COMPENSATION WAGE BENEFIT: In the event of an injury while in the active discharge of duty and after completing the forms, the employee shall be paid Workers' Compensation Wage Benefits form the City instead of Temporary Total Benefits from the Bureau of Workers' compensation as follows:

1. For the lost time in which medical certification has been submitted stating the need for the employee to be off work and the period of time the employee shall remain off work.

2. For the lost time up to fifty-two (52) weeks, the total wages the employee will receive shall be their gross pay less their normal federal, state and city income taxes. This pay shall be non-taxable. If the Internal Revenue Service in the future deems these wages to be taxable, the City shall pay the employee his/her gross pay.

3. For the lost time exceeding fifty-two (52) weeks, the employee shall be placed on Workers' Compensation leave of absence and be entitled to temporary total benefits from the Bureau of Workers' Compensation.

4. During the lost time due to injury for which the employee is receiving pay from the City, the employee shall not suffer any loss of fringe benefits or compensation under the terms and conditions of this Contract. For this period of time, the City will also continue to make the deductions (excluding taxes) from the employee's pay which were made prior to the injury.

Section 3: BUREAU DETERMINATION PROCEDURE: Any employee who is paid as specified in Section 2., shall abide by the following procedure:

1. If the Bureau of Workers’ Compensation allows the claim, the wages paid for such claim shall be approved.

2. If the Bureau of Workers’ Compensation disallows the claim, the wages paid for the lost time period shall be recovered from the employee in such order as follows:

 1) Reduction of Sick Leave Balance

 2) Reduction of Vacation Balance

 3) Payroll Deduction

3. If the Bureau of Workers’ Compensation later allows the claim, through appeal, that was initially disallowed, the employee shall be entitled to receive Workers’ Compensation Wage Benefits form the City for such lost time period. All processes will then be handled retroactively as if the employee had a claim that was initially allowed.

Section 4: CITY’S SHARE OF PENSION: The City shall pay the employer’s share of pension payments for the time lost while the employee is receiving pay from the City to assure that such time is credited as service time.

Section 5: LIGHT DUTY: The City shall make every possible attempt to find alternate work assignments for employees on injury leave who may be able to perform lighter duties.

AGREEMENT TO REIMBURSE

The purpose of this agreement is to insure that any Workers’ Compensation Wage Benefit paid by the City in advance of a claim determination by the Ohio Bureau of Workers’ Compensation are automatically repayable to the City if the claim is disallowed by the Bureau.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby agree to reimburse the City of Warren for any amounts which I may receive per the provisions of the Workers’ Compensation Wage Benefits as set forth in the Labor Contract and which commenced on \_\_\_\_\_\_\_\_\_\_\_\_\_ and to which I would not be entitled in the event that the Ohio Bureau of Workers’ Compensation disallows the claim.

Under such circumstances, repayment of the monies received will be made in the following manner:

 1. Reduction of sick leave credit hours.

 2. Reduction of vacation credit hours.

If sufficient sick leave and vacation credit hours do not exist to fully recover the paid Workers’ Compensation Wage Benefits, I hereby authorize the City of Warren to deduct a reasonable amount no to exceed fifty dollar ($50.00) per pay from my earnings until the required amount is fully reimbursed.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee’s Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Social Security No.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

Accepted for the City of Warren by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **ARTICLE 14**

### **LIFE INSURANCE\***

Life insurance benefits shall be as follows:

 Life Accidental Death and

 Annual Compensation Insurance Dismemberment Insurance

$ 5,000 and less than $ 7,500 $12,000 $12,000

$ 7,500 and less than $10,000 $16,000 $16,.000

$10,000 and over $20,000 $20,000

Note: Include only basic earnings (not overtime, bonuses, etc.) in computing your compensation.

\*This benefit shall only apply to the Board of Health employees upon approval of the Board of Health.

### **ARTICLE 15**

## HEALTH CARE BENEFITS\*

The cost of health care benefits shall be paid by the City, except as follows:

1. No coverage shall apply until a new employee has completed thirty (30) calendar days of service.

2. No coverage shall apply after thirty (30) consecutive days of unpaid leave of absence (excluding family leave).

3. No coverage shall apply immediately after retirement, separation or termination.

Benefits shall be as in the EXHIBIT A SCHEDULES (EXHIBIT B SCHEDULES shall apply for those members hired after May 1, 2011) and as follows:

1. New employees will not be covered for pre-existing conditions. Pre-existing conditions are illnesses, injuries, or conditions for which the employee or dependent has sought medical advice and/or treatment within twelve (12) months prior to their coverage date.

Benefits shall continue to be provided by such method and through such carriers, if any, as the City in its sole discretion shall determine. Any contracts entered into by the City with respect to the existing benefits and the changes made herein shall be consistent with this Article.

\*This benefit shall only apply to the Board of Health employees upon approval of the Board of Health.

### Note: EXHIBIT A is seven (7) pages

###  EXHIBIT B is seven (7) pages**ARTICLE 16**

### **DRUG AND ALCOHOL TESTING**

I. PURPOSE:

A. The City of Warren, Ohio has a legal responsibility and management obligation to ensure a safe work environment, as well as paramount interest in protecting the public by ensuring that its employees have the physical stamina and emotional stability to perform their assigned duties. A requirement for employment must be an employee who is free from drug dependence, illegal drug use or drug alcohol abuse while on duty.

B. Liability could be found against the City and the employee if we fail to address and ensure that employees can perform their duties without endangering themselves or the public.

C. There is sufficient evidence to conclude that use of illegal drugs, the misuse of any drug, or alcohol abuse, seriously impairs an employee's performance and general physical and mental health. Therefore, this program has been established to ensure an employee's fitness for duty and employment.

II. POLICY:

The following provisions are being established to ensure and maintain that the City of Warren, Ohio is a drug free work place.

a. Provide for periodic random drug and alcoholscreening~~.~~

1. Provide for reasonable suspicion alcohol and drug testing.
2. Provide for the Director of Public Service and Safety or his/her designee to order a drug screen and/or alcohol breathalyzer tests immediately when there is reasonable suspicion that an employee has been using unauthorized drugs or alcohol.
3. Chemical or mechanical testing may be administered to any bargaining unit member to determine their fitness for duty, or when there is reasonable suspicion to believe the employee may be unfit for duty.
4. The procedure shall mirror that required by the Ohio Bureau of Workers’ Compensation Drug-Free Workplace Program.

III. DEFINITIONS:

The following definitions apply to this established program.

A. EMPLOYEE(S) - All employees’ covered under the provisions of the Labor Contract.

B. DRUG SCREENING TEST (Forensic Urine Drug Screen - 4) - A urinalysis test administered under approved conditions and procedures to detect any of the following: Amphetamines\Methamphetamines, Barbiturates (Phenobarbital, Secobarbital,Bupalbital), Benzodiazepines (Valium, Serax, Librium), cannabinoids (Marihuana), Cocaine Metabolities (Benzoylecgonine, Ecgonine), Methadone (Dolophine), Opiates (Morphine, Codeine, Hydrocodone), Phencyclidine (PCP), Propoxyphene (Darvon)

C. RANDOM - As prescribed by law, refers to all employees being exposed to the same "lottery" system of selection with no criteria being used for such process.

D. COMPUTERIZED RANDOM SELECTION - refers to an uncontrolled system of selection resulting from a computerized program.

E. REASONABLE SUSPICION - An apparent state of facts, circumstances or information which exists from an inquiry by the Director of Public Service and Safety, or from a credible source which would induce a reasonably intelligent and prudent person to believe the employee was under the influence or using drugs or alcohol. Reasonable suspicion shall include any on the job injury requiring medical treatment, or a vehicular accident involving substantial damage exceeding five hundred dollars ($500.00).

F. POSITIVE When (1) a drug screening test indicates the presence of a controlled substance, (2) an alcohol breathalyzer test indicates a blood alcohol level of .8 or greater, (3) an employee refuses to submit to a drug and alcohol test, (4) an employee engages in any conduct that clearly obstructs the testing process or (5) an employee adulterates the urine sample.

1. INDIVIDUAL SUBSTANCE ABUSE REHABILITATION PROGRAM - through a qualified organization, a rehabilitation program is established for an individual which sets forth a specific required treatment program for substance abuse.
2. ALCOHOL BREATHALYZER TEST – A breath test used to measure blood alcohol level in accordance with Ohio Revised Code § 4511.19.

IV. PROCEDURE:

1. RANDOM DRUG & ALCOHOLSCREENING - random drug & alcohol screening will be conducted periodically, in accordance with the following procedures:

1) The employees selected for random drug & alcoholscreening will be determined through a computerized random selection program which has been made available by the Data Processing Department.

2) Employees selected for random drug and alcohol testing shall be tested the day of the random selection or if not working, their first working day following the random selection.

3) Pre-designated employee representative of the union will be present each time employees are selected for random drug and alcohol screening through the computerized random selection procedure.

4) Employees who have been selected, will receive proper verbal and written confirmation from the Director of Public Service and Safety or his/her designee. The written notification letter shall contain specific instructions for obtaining the urine specimen.

5) A urine specimen will be acquired in accordance with established procedures. An accredited laboratory will conduct analysis of the urine specimen to determine the levels of any controlled substance.

6) A certified provider, in accordance with established procedures, will administer the alcohol breathalyzer test.

B DRUG OR ALCOHOL TESTING RESULTING FROM REASONABLE SUSPICION

 I. Drug Screening

1. The Director of Public Service and Safety or his/her designee shall order a drug screen immediately when there is reasonable suspicion that an employee has been using any drug or narcotic and that this use may present a risk to their safety or that of fellow employees or the public. Reasonable suspicion shall include any on the job injury requiring medical treatment, or a vehicular accident involving substantial damage exceeding five hundred dollars ($500.00).
2. The urinalysis procedure for obtaining the urine specimens will be done in accordance with established procedures.
3. Alcohol Breathalyzer Test
	1. The Director of Public Service and Safety or his/her designee shall order a alcohol screen immediately when there is reasonable suspicion that an employee is under the influence of alcohol and that this use may present a risk to their safety or that of fellow employees or the public. Reasonable suspicion shall include any on the job injury requiring medical treatment, or a vehicular accident involving substantial damage exceeding five hundred dollars ($500.00).
4. The Director of Public Service and Safety or his/her designeeshall direct the employee to report to a certified provider for an alcohol testafter the appropriate arrangements have been made. The testing procedures shall comply with Ohio Revised Code Section 4511.19 and Ohio Department of Health procedures for alcohol testing.
5. Testing Procedures

Once the appropriate test or specimen is obtained, the employee will be relieved of duty and placed on paid administrative leave pending the results of the written testing procedure.

The employee tested will receive written confirmation of the tests results when the information is made available.

Test results reporting a presence of illegal drugs or alcohol will be submitted on a confidential basis to the Department Head and the Director of Human Resources for appropriate action.

1. ACTION TO BE TAKEN for a positive random test
2. Employees who test positive for the first time to illegal drugs or alcohol will be required to participate in a mandatory personalized rehabilitation program which will be arranged for by the Human Resources Department. Such a program would be developed by an accredited rehabilitation agency upon completion of the appropriate counseling procedures.
3. Employees who fail or refuse to cooperatively participate in the rehabilitation program are subject to immediate disciplinary action.
4. Employees who test positive for the second time to the presence of illegal drugs or alcohol abuse are subject to immediate disciplinary action up to and including discharge.

D. Action to be taken for a positive reasonable suspicion Test

1) Employees will be subject to discipline up to and including discharge.

1. MAINTENANCE OF DRUG TESTING RECORDS
2. All drug screening records shall become a permanent part of the employees personnel file and are subject to all rights governing the use of such files.
3. Employees shall be given an opportunity to review all drug screening documents which are contained within their personnel files.
4. Employee Assistance

It is the City’s policy to help any employee who has a substance-abuse problem, especially in situations where the individual seeks assistance. We will attempt to accommodate an employee who seeks and undergoes treatment and will attempt to protect the privacy of the individual.

If you seek assistance for a problem with drugs or alcohol, contact the City’s Employee Assistance Program (E.A.P) coordinator about available counseling, rehabilitation and employee assistance.

You also can call toll free the National Institute on Drug Abuse Hotline at 1-800-662-HELP.

Please do not hesitate to contact the City’s Employee Assistance Program (E.A.P.) coordinator if you have any questions about employee assistance for a drug or alcohol problem. Some forms of assistance may include the following:

* Identify treatment resources;
* Provide access to resource file on providers of assistance;
* Provide problem assessment;
* Provide confidential counseling;
* Provide referral to counseling and/or treatment;
* Provide crisis interventions;
* Provide family support services;
* Conduct follow-ups during and after treatment;
* Conduct evaluation of job performance before and after program contact;
* Review insurance coverage (including out-patient as well as in-patient treatment);

and

* Institute a mechanism to review employee complaints.
1. RELATED PROGRAM COSTS
2. Drug Screening will be paid by the City.
3. The existing City’s health benefits will apply to the cost of employee substance abuse rehabilitation programs.

TO:

REF: NOTICE OF DRUG TESTING SELECTION

Be advised,

Your name has been randomly selected to participate in the drug screening program.

You shall immediately report to the following location(s) for the required tests as soon as possible.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The results of the drug screen will be released to the Director of Public Service and Safety, Director of Human Resources and/or their designated representatives on a confidential basis.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Director of Public Service and Safety/Designee

TO:

REF: NOTICE OF ALCOHOL TESTING SELECTION

Be advised,

Your name has been randomly selected to participate in the alcohol screening program.

You shall immediately report to the following location(s) for the required tests as soon as possible.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The results of the alcohol screen will be released to the Director of Public Service and Safety, Director of Human Resources and/or their designated representatives on a confidential basis.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Director of Public Service and Safety/Designee

TO:

REF: **NOTICE OF DRUG AND ALCOHOL TESTING DUE TO INJURY/ACCIDENT**

Be advised,

You are required to obtain both a drug screen and alcohol breathalyzer test.

You shall immediately report to the following location(s) for the required tests as soon as possible.

**[Circle the tests for the facility(ies) utilized]**

St. Joseph Health Center-E.R. Corporate Care

667 Eastland Avenue, S.E. 1296 Tod Place, N.W.

(330) 841-4000 (330) 306-5030

Hours: **Open 24 Hours** Hours: **7:00 a.m. to 11:00 p.m.**

Testing Available: **Drug Only** Testing Available: **Drug and Alcohol Testing**

Elm Road Immediate Care – Forum Health Trumbull Memorial Hospital-E.R

2630 Elm Road, Cortland, Ohio 44410 Forum Health

(330) 841-3000 1350 East Market Street, Warren, Ohio 44483

Hours: **9:00 a.m. to 9:00 p.m.** (330) 841-9221

Testing Available: **Drug and Alcohol Testing** Hours**: Open 24 Hours**

Testing Available: **Drug Testing Only**

# **WorkMed**

Elm Road Medical Park Ohio State Patrol Barracks(as coordinated through

2668 Elm Road Warren Burton Road the Warren Police Dept.)

Cortland, Ohio Southington, Ohio

(330) 675-5170 Hours: **Open 24 Hours**

Hours: **9:00 a.m. to 5:00 p.m**.Testing Available: **Alcohol Testing Only**

Testing Available: **Drug and Alcohol Testing**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Director of Public Service and Safety/Designee Date Time

# INJURY/ACCIDENT DRUG AND ALCOHOL TEST VERIFICATION FORM

### **St. Joseph Health Center-E.R. Trumbull Memorial Hospital-E.R**

## Corporate Care WorkMed

Elm Road Immediate Care – Forum Health, or Ohio State Patrol Barracks

 **[Circle the facility conducting the test(s)]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is required to obtain a drug screen and/or

 NAME

breathalyzer test **[circle the test(s) that apply]** from your facility.

Please complete the following as they apply:

Drug Test sample collected yes no Date\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_

Sample collected by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alcohol Test administered yes no Date\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_

Sample collected by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the test could not be completed, please explain why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

**\*This form is to be returned by the employee to his/her Director of Public Service and Safety.**

MEDICATION FORM

THIS COMPLETED FORM MUST BE SUBMITTED TO FORUM HEALTH OR TRUMBULL MAHONING MEDICAL GROUP AT THE TIME THAT URINE SPECIMEN IS GIVEN.

I have taken prescribed or over the counter medication during the last three weeks.

 \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 YES NO

The prescriptions or mediations taken during the last three weeks are as follows:

 Prescription Physician

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Work Home

NOTE:

This medication form is a confidential report and must remain a permanent part of the physician/patient confidential record.