

# **Supplemental Employee Policy Manual**

*For*

*Employees formerly covered under the  
Collective Bargaining Agreement*

## **Highway Service Workers Heavy Equipment Operators Mechanics**

*Policies established by*

**Labor Management Team**

*As approved by*

**Gregory Wilkens, P.E., P.S.  
Butler County Engineer**

## BACKGROUND

In June of 2018 the employees of BCEO covered under the Collective Bargaining Agreement between The Butler County Engineer and Truck Drivers, Chauffeurs and Helpers, Public Employees, Construction Division, Airlines – Greater Cincinnati / Northern Kentucky Airport and Miscellaneous Jurisdiction, Greater Cincinnati, Ohio Local Union No. 100 (Teamsters), voted to decertify the contract upon expiration on June 30, 2018.

It was agreed by BCEO Management and Employees previously covered under the agreement that it would be in the best interest of all parties to establish a Labor Management Team that would put together a document to address certain policies and procedures that were unique to the Operations Department and not covered by the BCEO Employee Policy Manual. This document arose out of the efforts put forth by the Labor Management Team as established by appointment and election and commencing by initial meeting 10/16/2018.

The Labor Management Team will continue to meet from time to time as determined necessary by the team. Modifications may be made to this document at any time either by recommendations put forth by the Labor Management Team or at the discretion of the Butler County Engineer. There is no term or expiration for this document, rather it will be continually updated as needed.

## LABOR MANAGEMENT TEAM

The Labor Management Team shall comprise of The Operations Deputy, The Human Resources Manager, (1) Operations Manager to be appointed by the Operations Deputy, (1) Operations Supervisor and (3) Operations Employees to be selected by nomination (a volunteer sign-up sheet [See Below]) followed by election by Employees of the Operations department and shall serve a two-year term. Write-in votes are not allowed, a write-in vote on a ballot will invalidate the entire ballot. If there are not enough volunteers to hold the election, incumbents will remain on the team for another term.

While both the Safety Committee [Below] and Labor Management Team will serve 2-year terms, in order to have rotating terms, 2 of the elected members (decided by random draw) will remain on the original team for 1 more year and be replaced by 2 more elected individuals in year 3. From that point forward each year there will be two 2 year terms expiring and those two spots will be up for election. Incumbents are allowed and encouraged to volunteer for another term and may be re-elected. There are no term limits at this time.

The second election will be held on or about October 1, 2020, and will continue on or about October 1 of each subsequent year according to the schedule outlined above.

## SAFETY COMMITTEE

The Safety Committee shall comprise of The Operations Deputy (1) Operations Manager (1) Operations Supervisor and (3) Operations Employees (Highway Service Worker, Mechanic or Operator). The Operations Deputy shall serve as the Chair of the Committee. The Operations Manager shall be appointed by the Operations Deputy. The remaining members shall be selected by nomination (a volunteer sign-up sheet [See Below]) followed by election by Employees of the Operations department and shall serve a two-year term. If there are not enough volunteers to hold the election, members will be appointed by Management.

# ELECTION PROCESS

Elections to the Safety Committee or Labor Management Team will follow this procedure:

A notice will be posted at least 2 weeks before an election asking for people who are interested in serving to sign-up. Those wishing to be placed on the ballot must sign up with the Operations Secretary within the first five days after the notice is posted. At the completion of the first five days, those that have signed up will be posted for the next five days as notice to all Operations Employees of their interest.

The names on the Sign-up sheet will be placed on a ballot. The election will be held on the following Monday after the 2 weeks have expired.

The election will be held, and the votes counted in the presence of the Operation Department employees. Write-In Votes are not allowed. Any ballot that includes a Write-In will be discarded and no votes on that ballot will count.

The Operations Deputy will certify the results.

REVISED 02/08/22

REVISED 09/20/22

## **ARTICLE I**

### **HOURS OF WORK AND OVERTIME**

**Section 1.1.** The normal work week for Employees shall be forty (40) hours of five (5) workdays of eight (8) hours per day per week. The work week, for overtime calculation purposes, shall commence on Saturday at 12:01 a.m. and conclude the following Friday at 12:00 midnight; provided, however, that upon notice to the employee, such workweek may be adjusted to conform to any county-wide change in pay periods imposed by the Auditor's Office.

#### **Section 1.2.**

- A. The Employer shall set work schedules and starting times, which shall remain flexible based upon the needs of the Employer. The Employer may restructure the normal workday or workweek for the purposes of promoting efficiency or improving services.
- B. The Employer shall not restructure the work schedule of an Employee under subsection (a) with the intent to discipline an Employee without just cause.

#### **Section 1.3.**

- A. An Employee working in excess of forty (40) hours in one week or in excess of eight (8) hours in any workday, as defined by The Fair Labor Standards Act of 1938, as amended (the "FLSA"), OR any hours required by the Employer to be worked outside of the Employee's regularly scheduled hours, shall, as specified by the Employer, either be paid cash at one and one-half times his or her regular rate or compensatory time off on the basis of one and one-half hours off for each hour of overtime worked. Time off to use earned compensatory time will be granted Within a reasonable time of the Employee's request, not to exceed forty-five (45) days, unless granting the request would unduly disrupt the operations of the Employer. No Employee shall be permitted to accrue more than one hundred fifty (150) hours of compensatory time, and hours of compensatory time in excess of these limits shall be converted to cash at the Employee's regular rate of pay on those dates. Any Employee who has accrued unused compensatory time to the maximum compensatory time limit shall be paid in cash for additional overtime worked. If an Employee is paid in cash for accrued compensatory time, he or she shall be paid at the Employee's regular rate at the time of payment. Upon termination of employment, unused compensatory time shall be paid at the Employee's average regular rate for the last three (3) years of employment or the Employee's final regular rate, whichever is higher.
- B. Overtime shall only be worked upon the authorization of the Engineer or his designated representative.
- C. For purposes of this Article, "hours worked" shall include vacation leave, holiday leave, and compensatory time off used during the workweek in addition to the definition of "hours

worked" contained in the FLSA. Further, all time worked on a holiday shall be paid at the time-and-one-half rate, plus the holiday pay for that day, and Sick Hours used for appointments that have been previously scheduled at least 14 days prior (as evidenced by a blue sheet that has been turned in) that would otherwise reduce the number of overtime hours for that pay period irrespective of the number of hours worked during the remainder of that work week.

- D. It is the intention of the parties, for reasons of efficiency and economy, that the Employer is permitted to utilize work scheduling and compensatory time to minimize its overtime liability. For Employees who are called in to work early for purposes of snow and ice control, the Employees will not be sent home early in that same day under the provisions of this Section until the Employee has worked at least eight (8) hours at a straight-time rate; provided, however, that this does not bar the Employer from otherwise making other schedule adjustments during that Employee's work week.
- E. If the Employer decides to change the existing practice of assigning work on snow and ice control jobs through a schedule of two teams on a permanent basis, the Employer agrees to so notify the Labor Management Team and, consider alternative proposals and/or comments put forth by the Labor Management Team about the proposed change.
- F. Under this Article, a "work day" for which overtime will be paid if more than eight (8) hours is worked shall be a period of twenty-four (24) hours measured from 12:00 a.m. to 11:59 p.m. Notwithstanding this provision, if an Employee assigned to snow and ice control commences a period of continuous work prior to midnight, and is in overtime status because he or she has already worked at least eight (8) hours in that workday, then the Employee shall continue to be compensated at time-and-a-half rates (in compensatory time or cash) if the period of continuous work continues past midnight into the next workday.

#### **Section 1.4**

- A. In the scheduling of overtime, the Employer shall give priority to available full-time permanent Employees over temporary, seasonal, or casual employees. This section shall not be construed to require the Employer to reduce the normal work schedule of temporary, seasonal, casual, or part-time employees to create overtime for full-time permanent employees; provided, further, that this provision does not require the Employer to reassign a seasonal employee assigned to a work crew when that crew continues to work past the end of the normal workday.
- B. When assigning overtime work for snow and ice control, the Employer shall first offer the overtime work to the Employees in the classifications that normally perform that work before offering work to Employees in other classifications.

## **Section 1.5**

### **On Call Procedure**

Two Snow and Ice Teams have been established, A-Team and B-Team. Each team will be responsible to cover on-call (anything outside of normal working hours) for a two-week period. During that time the team will receive on-call pay as outlined. This usually begins the first week of November and ends the last week in March, ten weeks. Each team will be responsible to cover five two-week periods switching at the beginning of a new pay period. In the case that there is an event that required the team to be called in prior to switching on-call, that switch will be delayed until there has been eight hours between weather events.

Any employee that has worked a twelve (12) hour shift, he or she shall be released for eight (8) consecutive hours for rest purposes.

**SEE ADDENDUM FOR SUMMER ON-CALL AND NON-SNOW AND ICE WINTER ON-CALL POLICY**

### **Both Teams Must Show Up**

Drivers must understand, even if you are not on call and a storm goes through the weekend, they are expected to come in. Drivers need to watch the weather and stay in contact with their supervisor.

### **Full Call Out**

Supervisor will call the One Call System and drivers will be called in. Drivers must be in the garage 45 minutes after they receive the call or pay will start from the time they get to the garage.

- One Call Now will call out drivers. If driver does not answer the call, One Call will call back 2 more times in 5-minute increments.
- If driver still does not answer the One Call, the Supervisor will call the contact numbers that the driver provided.
- If there is still no answer the Supervisor will call an alternate driver.

No Show – Loose on call pay for that week and discipline

### **Partial Call Out**

A rotation list for each team will be made from those who sign up at the beginning of the snow season and up to six drivers will be on call for partial call outs. You must have a full-time route to be eligible. If you sign up and do not respond, you will lose your on-call pay for that week and be subject to disciplinary action per the BCEO Policy on missed on-call shifts. Additionally, you will be moved to the bottom of the Partial Call Out List. If you cannot come in for any reason you will be moved to the bottom of the list. The Voluntary Partial Call Out List will be arranged in order of seniority. When a partial call-out event occurs, the Supervisor will start at the top of the list. After the event, all employees receiving

overtime as a result of the partial Call Out will move to the bottom of the list and everyone else will move up on the list. If 4 or more drivers come in a Mechanic and Operator come in.

### **Partial Held Back**

For times between 3:30pm – 7:00pm where the event has already started and drivers are on their route, the drivers that are out in areas that need to be treated shall be asked by seniority if they would like to stay.

If no one wants to stay the least senior driver in the area will stay.

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### **Unable to Respond**

The driver is responsible to ask their partner to cover for them and tell their supervisor if they cannot cover a day or week. If their partner cannot cover for them an alternate may cover for them. The driver must get with the Snow & Ice supervisor to discuss an alternate covering for them. If there are no alternates available, they will be required to change their plans and be available.

If a driver agrees to cover for their partner who is on call, they will continue to work their partners shift until he returns. The driver's decision must be made at the point their partner becomes unavailable.

### **Hours**

If drivers are called out and finished before 1:30 a.m., they need to go home and come back at 7:00 a.m. and work until 3:30 p.m.

If drivers are called out after 12:00 a.m. and finish after 1:30 a.m., they need to stay until they have completed 8 actual hours worked. Once they have completed 8 actual hours worked, they will need to go home.

If an employee or supervisor is called out and works less than 2.66 hours, he shall receive four hours straight time. If he works more than 2.66 hours the time shall be calculated at 1.5 x the actual time worked. If the employee or supervisor is called out again within the four-hour period, the employee or supervisor shall **not** receive another four-hour minimum.

***Example: called out at 12:00 a.m. and works till 2:00 a.m. he receives (4 hours) and then call out at 3:00 a.m. and works until 4:00 a.m. he would then receive (1 hour x 1.5)***

If an employee goes home before lunch, they do not work the extra .50 hour to account for their lunch; their lunch will be the last half hour of the day. If they stay through lunch, they will stay the .50 hour to account for lunch.

## **Procedure**

Drivers need to help change the blades on their truck and do any other repairs that they can do themselves. Drivers need to get their trucks out of the mechanics bays as soon as possible, other trucks may be waiting to get in.

Drivers need to have their trucks ready for their partner on the other team. Make sure it is full of fuel, salt, and liquids. Make sure you remove any garbage from the cab and throw it away. Be respectful to your partner.

When drivers are loading liquids make sure to turn the pumps off at the fill stations.

If any drivers got any salt from the Townships or City Garages tell your supervisors.

Tell the Operator how much salt you brought back so that he can log it.

Drivers need to tell the supervisor if you got blades or any other parts from another township.

## **Non-Snow & Ice Control On-Call**

Non-Snow & Ice On-Call (*Other than Snow & Ice Control*)

Employees must show up. If they do not show up, they will lose on call pay for that week and discipline will occur. If an Employee cannot cover their Non-Snow & Ice On-Call shift, they must go to the On-Call Supervisor, who will find someone else to cover the shift from the sign-up list.

## **ARTICLE II**

### **OUT OF CLASS PAY**

#### **Section 2.1. Supervisor Out of Class Pay**

When a non-supervisory employee is temporarily assigned a supervisory role, they will be paid "Out-Of-Class" pay according to the following:

- A. Each Supervisor will designate, subject to the approval of the Operations Deputy and Operations Manager, one employee to be the Supervisor in his/her absence.
- B. That designee must (if they have not already done so) service in the role of Supervisor for a cumulative "trial" period of five (5) days (notwithstanding holidays and snow events).
- C. After having served the "trial" period (see above), they will receive Out-Of-Class pay each time they fill that role for a period of at least one (1) full day and will receive pay for time served in that role in full-day increments. (Partial days are not eligible to receive Out-Of-Class pay.)
- D. In the event both the Supervisor and the Designated Fill-In Supervisor are absent, and a third person fills that role, they are ONLY eligible for Out-Of-Class pay if they have served the "trial" period as outlined in (2) above.
- E. This rule applies to those filling in for Operators and Mechanics as well.

ADDED POLICY June 2025

## ARTICLE III

### UNIFORM

- A. The County Engineer will provide suitable work uniforms and footwear for Employees where determined appropriate and as reasonably required. Identification and determination of specific articles of clothing and footwear to be provided, sources of acquisition, and frequency of distribution remain at the sole discretion of the County Engineer.
- B. The County Engineer shall provide the following items of clothing as below described and in accordance with the schedule provided:

| <u>Article of Clothing</u>                                    | <u>Number</u> | <u>Distribution</u>              |
|---------------------------------------------------------------|---------------|----------------------------------|
| a. T-Shirts with BCEO logo                                    | 8             | On or about May 1 <sup>st</sup>  |
| b. Class III T-Shirts in lieu of above*                       | 5             |                                  |
| c. Work Uniforms (if desired)                                 | 11            | Provided through Uniform Service |
| d. Headgear: Ball Cap (Summer)                                | 1             |                                  |
| Sock Cap (Winter)                                             | 1             |                                  |
| e. Sweatshirts                                                | 2             |                                  |
| f. Long Sleeve T-Shirts in lieu of above                      | 2             |                                  |
| <i>or a combination of Long Sleeve T-Shirt and Sweatshirt</i> |               |                                  |

*\*Class II T-Shirts may be worn during the day. However, Class III is required at night, so employees are required to have Class III available anytime they work at night*

Be aware that the Butler County Engineer is required to pay for the uniform (c) each day whether worn by the employee or not. Employees that participate in the Uniform service program are advised to make sure they are being responsible with this expenditure of public funds and are wearing the Uniform each day.

The Employer may choose to replace items that have been damaged in the course of an Employee's work if they are determined to be unwearable. This is at the sole discretion of the Employer. This benefit is considered a taxable fringe benefit and will be handled accordingly.

- C. The Butler County Engineer will provide a voucher in the amount of \$450.00 each year on or about September 1<sup>st</sup> to be used at:

**Footworks  
10156 Reading Rd  
Cincinnati, OH 45241**

This is to be used for the purchase of footwear, outerwear, raingear, rubber boots and gloves as needed by the Employee. Employees will have an open window of time of 30 days to select the

items they wish to purchase. At the close of this 30 day period, the BCEO logo will be applied to all garments where applicable (generally shirts, jackets, coveralls), then returned to the Employee. Please be aware that safety-related items that are purchased under this program will not be considered a taxable fringe benefit, all other items will be. The amount provided for this purpose will be reviewed after 3 years.

- D. Due to the fact that some Employees prefer Red Wing Boots, which are not available at Footworks, the Engineer will arrange for a "Boot Truck" to be on site in advance of the 30-day window mentioned above. Employees will be allowed to allocate a portion of their voucher to be spent on this truck at the pre-arranged time. The amount spent for boots on this truck will be deducted from the Employee's voucher to be used at Footworks. This will be the only exception to the procedure outlined in Section ( C ) above.
- E. No badges, labels, advertisements, logos or other symbols or markings reflecting affiliation with, membership in, preference for or support of any activity, cause, product, business activity or social issue may be worn on any item of clothing by any Employee of the County Engineer while performing work for or representing the County Engineer other than that identifying the individual as an Employee of the County Engineer (this includes ball caps). Items of clothing not believed to properly represent the agency may be disapproved. All clothing items issued by the County Engineer or paid for by the County Engineer shall be clearly marked, where deemed appropriate, so as to identify the wearer as a County Engineer Employee.
- F. Uniforms provided under the Uniform Service in Section B above, are subject to the terms and conditions of the contract with the Butler County Engineer. Specifically, this stipulates that Uniforms replaced or repaired in the normal course of wear and tear and be provided for by the employer. Garments damaged as a result of excess wear and tear will be the responsibility of the Employee. This benefit is considered a taxable fringe benefit and will be handled accordingly.
- G. Employees will not engage in any activity while wearing the uniform or related items that may bring discredit upon the Office of the County Engineer.
- H. Probationary Employees newly hired or Employees who are transferred or reassigned positions requiring uniforms will be issued uniforms and appropriate outerwear as soon as feasible. For those Employees, the County Engineer will determine appropriate dress as the situation and season warrants.
- I. Employees who terminate their employment or transfer to a non-uniform position within the agency will turn into their supervisor all items of issued Uniforms Section B.

## **ARTICLE IV**

### **WAGES**

#### **Section 4.1.**

- A. Determination of wages, classifications, and steps is no longer a contractual issue between Management and Labor. With the decertification of the Union, these become matters of Management discretion.
- B. Management has elected to establish a Labor Management Team (herein referenced) for the purposes of having open discussions on sensitive issues such as wages, and to try to foster good relations between Management and Labor. The proposals of the Labor Management Team are not binding and must be approved by the Butler County Engineer.
- C. In the most recent contract, the wages were determined by Classification with 3 STEPS for each classification based upon years of service. The Labor Management Team considered several alternative wage structures and proposed to Management to retain the current structure, with Classification and STEPS and subject to the normal annual adjustments determined by the County Engineer.
- D. The wage summary on the following page shows the Classification and STEPS by year. Each year this chart will be updated based upon the annual adjustment as determined by the Butler County Engineer. This list will be posted for easy reference by Employees.

Hourly Wage Rates as Adjusted Annually

|                        | 2024  | 3/21/2024 - 6/30/2025 |       |       |       |       | 4.00%    | 7/1/2025 - 6/30/2026 |          |          |          |          |          | 7/1/2026 - 6/30/2027 |          |          |          |  |
|------------------------|-------|-----------------------|-------|-------|-------|-------|----------|----------------------|----------|----------|----------|----------|----------|----------------------|----------|----------|----------|--|
|                        | Entry | 1                     | 3     | 6     | 10    | 20    | Entry    | 1                    | 3        | 6        | 10       | 20       | Entry    | 1                    | 3        | 6        | 10       |  |
| Highway Service Worker | 22.59 | 24.62                 | 26.84 | 28.99 | 29.28 | 29.57 | \$ 23.49 | \$ 25.60             | \$ 27.91 | \$ 30.15 | \$ 30.45 | \$ 30.75 | \$ 23.49 | \$ 25.60             | \$ 27.91 | \$ 30.15 | \$ 30.45 |  |
| Mechanic/Operator      | 24.50 | 26.71                 | 29.11 | 31.44 | 31.75 | 32.07 | \$ 25.48 | \$ 27.78             | \$ 30.27 | \$ 32.70 | \$ 33.02 | \$ 33.35 | \$ 25.48 | \$ 27.78             | \$ 30.27 | \$ 32.70 | \$ 33.02 |  |
| Facility Specialist    | 26.50 | 28.89                 | 31.48 | 34.00 | 34.34 | 34.69 | \$ 27.56 | \$ 30.05             | \$ 32.74 | \$ 35.36 | \$ 35.71 | \$ 36.08 | \$ 27.56 | \$ 30.05             | \$ 32.74 | \$ 35.36 | \$ 35.71 |  |

|                        |       | 7/1/2027 - 6/30/2028 |      |      |      |      |       | 7/1/2028 - 6/30/2029 |      |      |      |      |       | 7/1/2029 - 6/30/2030 |      |      |      |  |
|------------------------|-------|----------------------|------|------|------|------|-------|----------------------|------|------|------|------|-------|----------------------|------|------|------|--|
|                        | Entry | 1                    | 3    | 6    | 10   | 20   | Entry | 1                    | 3    | 6    | 10   | 20   | Entry | 1                    | 3    | 6    | 10   |  |
| Highway Service Worker | \$ -  | \$ -                 | \$ - | \$ - | \$ - | \$ - | \$ -  | \$ -                 | \$ - | \$ - | \$ - | \$ - | \$ -  | \$ -                 | \$ - | \$ - | \$ - |  |
| Mechanic/Operator      | \$ -  | \$ -                 | \$ - | \$ - | \$ - | \$ - | \$ -  | \$ -                 | \$ - | \$ - | \$ - | \$ - | \$ -  | \$ -                 | \$ - | \$ - | \$ - |  |
| Facility Specialist    | \$ -  | \$ -                 | \$ - | \$ - | \$ - | \$ - | \$ -  | \$ -                 | \$ - | \$ - | \$ - | \$ - | \$ -  | \$ -                 | \$ - | \$ - | \$ - |  |

NOTE: All Annual adjustments become effective on the start date of the first full pay period following the date of attainment.  
All STEP increases will be effective on the employee's anniversary date upon which the level is attainment is reached.

## **ADDENDUM**

### **Proposed On-Call Policy for Summer On-Call and Non-Snow and Ice Control calls**

**June 11, 2024**

**Reason:** Due to the lack of interest in volunteers for summer on-call and the desire for winter non-snow and ice calls a policy has been developed and agreed on by Labor Management. This policy also includes how to rotate operators throughout the year.

**Policy:** Every winter and spring a new rotation list will be established. A volunteer sign-up sheet will be posted at the beginning of each season and those employees who sign up will be placed on the rotation list first, most senior to least. If there were not enough volunteers to cover all pay periods for the remaining weeks for the winter rotation and summer rotation, the rotation shall then be established from least senior to most senior. Every two weeks there will be an operator in the rotation with one Highway Service Worker/Mechanic. During the two weeks on-call the supervisor will rotate the two employees that are on-call using the laborer on the first call out then the operator (as a laborer) for the next call out. If the supervisor needs an operator for equipment (requiring an operator), he shall call in the operator. If both the laborer and operator are called in together, the supervisor shall go back to the laborer for the next call out.

**Operators:** The two designated operators for snow and ice shall remain operators during snow events for loading trucks for each team. All operators shall be in the rotation for both winter non-snow and ice and summer on-call. The rotation list will be reset (most senior to least senior) at the beginning of winter and the beginning of spring to avoid covering the same holidays. This also must be done due to splitting into teams during the winter.