

Ordinance for the Command
Staff Personnel of the City of
Gahanna

January 1, 201~~0~~**1** through
December 31, 201~~0~~**1**

EXHIBIT A

AN ORDINANCE FOR THE CHIEF AND DEPUTY CHIEF OF THE GAHANNA POLICE DEPARTMENT

Section 1. Agreement. This Agreement is made between the City of Gahanna, hereinafter referred to as the "City," and the Chief/Deputy Chief, hereinafter referred to as the "Chief", except where otherwise specified.

ARTICLE I MANAGEMENT RESPONSIBILITIES

The Chief of Police is the Chief Executive Officer of the Police Department and shall enjoy all the rights and responsibilities thereof. He shall have full authority to carry out the duties of the Police Department subject to the Safety Director and the Charter and Ordinances. The City shall provide the Chief of Police full legal representation in all aspects related to his job as Chief of Police.

In the absence of the Chief of Police, the Deputy Chief will assume the Chief's duties.

ARTICLE II RIGHTS DURING INVESTIGATION

Section 1. Corrective Action for Cause. The Chief shall not be reduced in pay or position, suspended, removed, or reprimanded except for just cause.

Section 2. If the Chief is notified to report for an investigation, and upon his request, he shall be provided the opportunity to contact an individual of his choice for the purpose of representation.

Section 3. The City shall inform the Chief of the nature of any investigation prior to any questioning and, to the extent known at that time, whether the investigation is focused on the Chief. If the Chief requests it, he shall be given a brief time prior to any questioning to locate and review any written documents he possesses regarding the event(s) being investigated in order to fully prepare himself to accurately and completely respond to the questioning. An investigating officer may accompany the Chief during the brief search for and review of such documents.

Section 4. If the Chief is to be questioned as a suspect in an internal investigation that may lead to criminal charges against him, he shall be advised of his constitutional rights in accordance with the law.

Section 5 If the Chief is suspected of a violation and is being interrogated in an internal investigation, such interrogation shall be recorded by the Police Department at the request of the City or the Chief.

Section 6. If the Chief is charged with violating Police Rules and Regulations he, and his attorney when one is involved, shall be provided access to transcripts, records, written statements, and video tapes. Such access shall be provided reasonably in advance of any hearing.

Section 7. At the request of the City or the Chief, interviews, or portions thereof, with the Chief conducted during the course of an inquiry shall be taped (audio). The Chief and his attorney will be afforded the opportunity, upon written request, to listen to and make personal notes or verify the accuracy of a transcript regarding a tape made of his interview. If a transcript of the tape is made by the City, the Chief will be provided a copy of such transcript upon written request.

Section 8. Prior to any disciplinary actions being taken against the Chief based on complaints or charges, the Director of Public Safety shall conduct an independent hearing at which the Chief or his representative shall have the opportunity to confront and cross-examine his accuser(s), and offer testimony and other evidence on his own behalf. Reasonable advance notice of a hearing date and time, as well as the charges to be heard, witnesses to be called or whose testimony will be used, and copies of any pertinent evidentiary documents will be provided to the Chief in advance of any hearing on the charge.

ARTICLE III WAGES AND SERVICE CREDIT

Section 1. Wages.

A. The following chart represents the class allocation codes for the Chief and Deputy Chief.

CLASS CODE										
EEO	ORG	GRP	CLASS TITLE	DEPT	FLSA	ED	EXP	LIC	REPORTS TO	GRD
2	2	ne	Deputy Chief of Police	Police	E	3	7	DC	Chief Police	40
1	1	tm	Chief of Police	Police	E	3	10	DC	Dir Pub Sfty	43

LEGEND

EEO

Codes

- 1 = Officials and Administrators
- 2 = Professionals
- 3 = Technicians Protective Service Workers
- 4 = Paraprofessionals
- 5 = Administrative Support
- 6 = Skilled Craft Workers
- 7 = Service-Maintenance
- 8 =

Licenses Codes

- D = Drivers License or CDL required
- L = Licenses required
- C = Certifications required

FLSA Codes

- N = Non-exempt (e.g., is covered)
- E = Exempt from FLSA

Education Codes

- 1 = High School
- 2 = Associates Degree or advanced training
- 3 = Bachelor Degree
- 4 = Masters or JD Degree
- 5 = Ph.D. or beyond

Org Codes

- 1 = Department Head
- 2 = Assistant Department Head
- 3 = Manager Level
- 4 = Supervisor Level
- 5 = Lead Worker
- 6 = Line Worker

Group (GRP) Codes

- ce = Classified Supervisors, Exempt
- nn = Non-represented Non-exempt
- ne = Non-represented Exempt
- tm = Top Managers

The following chart represents the 2010~~1~~ salary range corresponding to the above class allocation codes for each full time position:

<u>Open Range Plan—20101 Implementation</u>					
Grade	90%	95%	MKT/MIDPT	125%	Range Width
39	\$68,881	\$72,707	\$76,534	\$95,668	39%
40	\$73,946	\$78,054	\$82,162	\$102,703	39%
41	\$81,036	\$85,539	\$90,041	\$112,551	39%
42	\$84,076	\$88,747	\$93,418	\$116,772	39%
43	\$86,862	\$91,687	\$96,513	\$120,641	39%

The following chart represents the salary for 2010~~1~~ for both full time positions:

<u>Exempt Positions</u>	<u>Grade</u>	<u>Pay—20101</u>
Chief of Police	43	\$106,735
Deputy Chief of Police	40	\$93,873

The new pay schedule for 2010~~1~~ results in a pay adjustment as described below:

- a. All Wage Schedules/Ranges will be adjusted in the Open Range Plan for 2010~~1~~ by 0% to reflect the local market.
- b. Any employee who is not at or above their market rate as of 1/1/2010~~1~~, and who is not within their probationary period, will be adjusted per the Salary Policy¹. In addition to the anniversary date adjustments they receive during the year, the employee will receive the applicable market increase upon passage of the ordinance.
- c. Any employee at or above the market rate who is not in their probationary period is receiving the pay adjustment reflected in the Salary Chart. Each position will receive raises that are strictly merit increases and based upon the performance appraisal received for the rating period ending September 30, 2009~~10~~.
- d. Any employee at market rate who is within their probationary period will receive an applicable merit increase approved by the Department Director and Director of Human Resources in 2010~~1~~ upon successful completion of their probationary period.

Section 2. Annual Service Credit. The Chief shall receive, in addition to other pay called for herein, an Annual Service Credit payment based on completed years of service according to the following table for 2010~~1~~:

5 through 9 years	\$750.00
10 through 14 years	\$950.00
15 through 19 years	\$1,150.00
20 or more years.	\$1,350.00

Payment of Service Credit shall be made in a lump sum, in a separate check, and will accompany the first regular paycheck in December of each calendar year. Payment shall be based upon continuous years of active service as a full-time officer in the Gahanna Police Department as of the date of payment.

For the purpose of this section, continuous active service shall include approved military leave.

Section 3. Pay Plan Administration. Any employees newly hired to a position under this ordinance will start at the 90th percentile of the market range for their class allocation unless the new employee brings prior experience beyond the requirements of the class specification. Based

¹ An employee hired at the 90th percent of their salary range will move to 92% after the successful completion of their probationary period. The employee will then move to 93% at their one year anniversary date, 95% at their two year anniversary date, 97% at their three year anniversary date, 99% at their four year anniversary date, and 100% (midpoint/market) at their five year anniversary date upon satisfactory performance each year documented by their Department Head.

upon recommendation from the supervisor and approval from the Director of Human Resources and Mayor, the new employee may be paid between the 90th percentile and the Midpoint of the market range for their class allocation. All new hire rates and probationary raises are subject to the guidelines of the City of Gahanna Salary Policy.

Any salary or hourly rate paid to a new hire above the Midpoint/Market of their range must be approved by Council.

No increases shall be granted during the first six months of hire or promotion. Employees shall receive the applicable increase upon completion of this probationary period.

No salary increase can exceed the top of the range.

ARTICLE IV RATES FOLLOWING CERTAIN PERSONNEL ACTIONS

Section 1. Notwithstanding the foregoing provisions of Article III, the Chief's rate of pay after the personnel actions listed below shall be as follows:

- A. Demotion (Voluntary and Physical Disability). Whenever a Chief with permanent status requests and is granted a voluntary demotion, or is required to accept a demotion because of physical disability, his rate of pay shall be at the rate which corresponds to the rate previously received for his position in the higher range, if such rate exists; or at the rate in the lower range which requires him to take the least reduction in salary and he shall be eligible for his next Step increase, if any, six (6) months from the date of his last Step increase.

ARTICLE V UNIFORMS, EQUIPMENT AND ALLOWANCES

Section 1. Damaged Uniform Parts or Equipment. The Chief shall be allowed to turn in uniform parts or equipment which are damaged in the line of duty and these items will be replaced by the City at no cost to the Chief.

Section 2. Damaged Personal Property. The Chief shall be allowed to turn in personal property which is damaged in the line of duty and these items will be repaired or replaced by the City at no cost to the Chief. The following rules will apply: \$250.00 maximum per personal item damaged (excluding personal weapon); \$400.00 maximum per incident; and total actual cost of repair or replacement of personal weapon. An A/I Report will accompany all requests for reimbursements with written approval by the Director of Public Safety.

ARTICLE VI VACATION LEAVE

Section 1. Vacation Year. The vacation year for all employees other than full-time elected officials shall end at midnight on December 31 of each year.

Section 2. Conditions for Accrual. The Chief in paid status shall accrue vacation by pay period at the annual rate of workdays based on years of completed service as a full-time employee of the City of Gahanna, or other full-time employment covered by P.E.R.S. or OP&F, as established in the schedules contained in Section 3 of this Article. However, any Chief who has retired

under a state retirement plan must have service start as of latest date hired or rehired. To induce employees to work in public service, the Mayor may grant credit for comparable service up to a maximum of eight (8) years. In computing years of completed service, the higher rate of accrual shall begin on the first day of the first pay period in which a year of service is completed.

Section 3. Accrual Schedule of Vacation. The following vacation accrual schedules are established.

<u>Years of Service Hrs./Year</u>	<u>Paid Vacation</u>	<u>Paid Vacation Days /Year</u>
Date hired But Fewer Than 4 Yrs.	104 Hours	13 Days
4 Years But Fewer Than 8 Years	136 Hours	17 Days
8 Years But Fewer Than 12 Years	152 Hours	19 Days
12 Years But Fewer Than 16 Years	176 Hours	22 Days
16 Years But Fewer Than 20 years	192 Hours	24 Days
20 Years or More	200 Hours	25 Days

In computing years of service, the higher rate of accrual will begin on the first day of the first pay period following the bi-weekly pay period in which a year of service is completed.

Section 4. Vacation Carry-Over. The Chief may carry into the following year a maximum of two hundred forty (240) hours.

Section 5. Additional Considerations.

- A. At the end of each year, a Chief in full-time status may be paid for vacation balances in excess of the maximum fixed by the Article. This is subject to certification by the appointing authority to the Director of Finance and the approval by City Council, that due to a bona fide emergency work requirement, it was not in the best interest of the City to permit an employee to take vacation leave which would otherwise be forfeited as provided in Section 4. Failure to secure prior approval shall result in forfeiture of hours in excess of two hundred forty (240) hours.
- B. A Chief who is to be separated from City service shall be paid in a lump sum for unused vacation leave.
- C. In the event a Chief dies while in paid status in the City service, any unused vacation leave to his credit shall be paid in a lump sum to the surviving spouse, or to the estate of the deceased, in accordance with Section 2113.04 of the Ohio Revised Code.
- D. All vacation leaves shall be taken with the approval of the Director of Public Safety.

ARTICLE VII
HOLIDAYS

Section 1. Paid Holidays.

The following are designated as paid holidays.

New Year's Day, January 1
Martin Luther King Day, the third Monday in January
Presidents' Day, the third Monday in February
Memorial Day, the last Monday in May
Independence Day, July 4
Labor Day, the first Monday in September
Columbus Day, the first Monday in October
Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
Day after Thanksgiving
Christmas Eve, December 24
Christmas Day, December 25

ARTICLE VIII
INSURANCE

Section 1. Medical Insurance.

- A. The City will continue to provide comprehensive hospitalization, surgical, major medical, and additional physicians' service coverage with the City paying all of the monthly premium for both single and family coverage, except for the member contributions set forth as follows:

EFFECTIVE DATE	NETWORK PLAN	
	Single	Family
01/01/101	15%*	15%*

*20101 rates at 15% will be ~~\$73.25~~ **80.58**/month for single and ~~\$189.71~~ **207.12**/month for family. One-half of these amounts will be deducted out of the employees' paychecks two times per month.

Employees and spouses, if applicable, who participate in and meet the requirements of the Healthy Merits Health Incentive Program will receive a 9% discount on the member contribution rate and pay 6% of the monthly premium.

- B. Prescription Drugs. The City shall provide prescription drug coverage. Details regarding your plan may be obtained through the Human Resources Department in addition to your Summary Plan Description.
- C. Physicians' services, hospital services and other services as detailed in the plan booklet are to be provided to all covered members.
- D. Cost containment:

1. The plan utilizes a hospital utilization review which requires a pre-admission certification for all inpatient hospital admissions as detailed in the plan booklet. Failure to comply will cause a non-compliance penalty.
2. Second surgical opinion details are provided in the plan booklet.

Section 2. Dental Insurance. The City will continue to provide, at no cost to the member or his family, a fully paid dental insurance plan.

Section 3. Life Insurance. The City will continue to provide fully paid life insurance for the Chief in an amount equal to twice the member's annual wage rate with a provision for double that coverage in the event of accidental death or dismemberment.

Section 4. Vision Insurance. The City will provide, at no cost to the member or his family, a fully paid vision care insurance plan to cover the member and his family.

Section 5. Modifications. The employer agrees to notify the Chief of any modifications in the insurance plan prior to the time any modifications are implemented.

ARTICLE IX SICK AND INJURY LEAVE

Section 1. Sick Leave Accumulation. The Chief shall be entitled to sick leave with pay as established in Section 2 of this Article. Unused sick leave shall be cumulative without limit. When sick leave is used, it shall be deducted from the Chief's credit on the basis of one half hour for every one half hour of absence from previously scheduled work.

Section 2. Sick Leave Accumulation Schedule. The Chief shall accumulate sick leave at the following rates for full-time service with the City:

<u>Years of Service</u>	<u>Sick Leave Hours Per Year</u>
Date of hire up to 6 years	120 hours per year
6 up to 11 years	128 hours per year
11 up to 15 years	136 hours per year
16 years or more	144 hours per year

In computing years of service, the higher rate of accrual will begin on the first day of the first pay period following the bi-weekly pay period in which a year of service is completed.

Section 3. Sick Leave Usage. The Chief may use sick leave, upon approval of the Director of Public Safety, for the following reasons:

- A. Sickness.
- B. Injury, except where injury leave may apply.
- C. Medical, dental or optical consultation or treatment, providing the person rendering such treatment is licensed to practice his profession by the State of Ohio.

- D. Sickness of a member of the Chief's immediate family, whether or not the member is living in the Chief's household.
- E. For the purpose of interpreting this section of the Ordinance, pregnancy shall be considered to be sickness entitled to the same benefits as any other form of such leave.
- F. If the Chief is absent without leave for a period of three (3) work days, he is considered to have resigned; however, such resignation may be rescinded, at the discretion of the Director of Public Safety, within thirty (30) calendar days of the date the Chief became absent.
- G. A doctor's certificate may be required by the Director of Public Safety for any absence permitted by this section of the Ordinance, and shall be required for all absences of more than five (5) work days.
- H. Any period to be charged to sick leave shall be actual time used.
- I. No sick leave with pay shall be accredited or allowed except that accredited for service as a Chief of the City of Gahanna Police Department.

Section 4. Cash Payment for Sick Leave Credit.

The Chief shall receive payment, based on the employee's rate of pay for 60% of the accumulated sick leave, up to a maximum of one thousand two hundred (1,200) sick leave hours, but not less than that accumulated as of December 31, 1990. After one thousand two hundred (1,200) hours, payment shall be at twenty-five percent (25%) of accumulated sick leave. All severance pay shall be paid at the employee's current rate of pay. In the event an employee dies, his/her estate shall be paid on a day-for-day basis for his/her unused sick leave, as provided in Section 2113.04 of the Ohio Revised Code.

Section 5. Major Medical Leave Schedule. The Chief shall be entitled to 18 months of Major Medical leave at full pay with an additional six months at three quarters of full pay after five (5) years of full-time employment with the City. "Major Medical" shall be defined as any physical debilitating non-duty related disease or injury (Including but not limited to cancer and heart disease) that requires a lengthy confinement or convalescence sufficient to exhaust an employee's accrued sick leave and vacation. Major Medical leave may only be used after other benefits from Article X have been used and all accrued paid leave has been exhausted. The City will require verification from a physician to substantiate the need for this leave. Previous full time service that qualified for P.E.R.S. or OP&F will be considered in the initial five (5) year requirement. This leave will be granted one time only in any five year period.

Section 6. Coordination of Workers' Compensation. If the Chief receives disability duty-injury leave benefits, he cannot receive and retain workers' compensation temporary total disability benefits for the same period of time, arising out of the same injury. However, if the Chief is injured while on duty, he shall file for workers' compensation benefits according to the Ohio Workers' Compensation Act. The Chief shall receive duty-injury leave for verified duty-related injuries for nine (9) months, subject to re-evaluation at any time. An employee on duty-injury leave shall not accrue sick leave or vacation time.

ARTICLE X SPECIAL LEAVES

Section 1. Jury Duty Leave. The Chief, while serving upon a jury in any court of record in Franklin County, or any adjoining county, will be paid his regular salary for each of his workdays during the period of time so served. Time so served shall be deemed active and continuous service for all purposes.

Section 2. Military Leave.

- A. Paid Leave. Subject to O.R.C. 5923.05, the Chief shall be granted military leave of absence with pay in addition to vacation leave when ordered to temporary active duty or when ordered to military training exercises for a period not to exceed ten (10) calendar days during each year. When the Chief Executive Officer of the State of Ohio or the Chief Executive Officer of the United States declares that a state of emergency exists, the Chief, if ordered to active duty for purposes of that emergency, shall be paid pursuant to this section for a period, or periods, whether or not consecutive, not to exceed twenty-one (21) days during each calendar year. The Chief shall be paid his regular salary for the period of time so served.
- B. Military Leave Without Pay. The Chief shall be granted a leave of absence without pay to serve in the Armed Forces of the United States of America or any branch thereof. Such leave of absence shall be governed by the following principles:
 - 1. The Chief shall not lose his rank, grade, or seniority enjoyed at the time of his enlistment or induction into the active service of the Armed Forces of the United States of America or any branch thereof.
 - 2. The term "Armed Forces of the United States" as used in this section shall include the Army, Air Force, Navy and Marines.
 - 3. Where service in the Armed Forces results from induction or call to active duty, leave shall be granted for the duration of such call.
 - 4. Where service in the Armed Forces results from enlistment, leave shall be granted for not more than one (1) voluntary enlistment.
- C. Return From Military Leave. Whenever the Chief returns from military leave, and it is determined that his physical and mental condition has not been impaired to the extent of rendering him incompetent to perform the duties, he shall be restored in his former position and shall be granted any increases to which he would have been entitled had he not entered military service.

Section 3. Funeral Leave. The Chief shall be entitled to three (3) consecutive work days with pay at his regular straight hourly rate for funeral leave for a death in the immediate family. Two additional days may be granted for special hardship, at the pleasure of the Director of Public Safety.

ARTICLE XI
TUITION REIMBURSEMENT

Section 1. Reimbursement Program. The Chief shall be eligible for a reimbursement of tuition of job related courses of instruction at an accredited college or university voluntarily undertaken by him. Tuition reimbursement shall be subject to a maximum limit of \$5,000 for Bachelor Degrees and \$7,000 for Master Degrees, per employee, per calendar year. Employees enrolled in a reimbursable degree program as of November 1, 2007 will not be subject to the \$5,000 and \$7,000 limit up until completion of that degree for courses taken in connection with that degree. This reimbursement amount is calculated based upon the dates checks are issued to the Chief from the City. The Chief must submit the grade and appropriate documentation displaying the cost of the course within 60 days of the course completion. Job related advanced training given by recognized organizations and educational facilities shall be included to assist the Chief in professional development. These courses may be taken towards a degree or degrees. This advanced training is not subject to the maximum limits.

- A. All courses must be taken during other than scheduled working hours. All scheduled hours for courses of instruction must be filed with the Director of Public Safety and with the Department of Human Resources along with a detailed listing of costs that will be incurred and are expected by the employee to be reimbursed. All scheduled times of courses and reimbursement for costs incurred by the employee must be approved by the Director of Public Safety and the Director of Human Resources. Request for approval for tuition assistance must be accompanied by a signed Professional Reimbursement Agreement form (Exhibit A) which may be obtained in the Human Resources Department or on the Intranet. Any situation, in the discretion of the Director of Public Safety, which would require the Chief's presence on the job shall take complete and final precedence over any times scheduled for courses.
- B. Any financial assistance from any governmental or private agency available to the Chief, whether or not applied for and regardless of when such assistance may have been received, shall be deducted in the entire amount from the full tuition reimbursement he is eligible for under this section. If the Chief's tuition is fully covered by another governmental or private agency, then he is not entitled to any payment from the City.
- C. No reimbursement will be granted for books, paper, supplies of whatever nature, transportation, meals, or any other expense connected with any course except the cost of tuition.
- D. Reimbursement for tuition will be made when the Chief presents an official certificate or its equivalent and a receipt of payment from the institution confirming satisfactory completion of the approved course with a grade of "C" or above.
- E. Employee must obtain their purchase order prior to enrollment from the Human Resources Department. Reimbursement for courses will only occur after all items required are submitted to Human Resources. Human Resources will then process the purchase order for reimbursement. This same requirement applies when reimbursement is being made directly to the school.

ARTICLE XII PERSONAL EXPENSES

Section 1. Personal Expenses. The following shall apply to personal expenses the Chief incurs related to City business:

- A. The Chief, whenever authorized by the Director of Public Safety to engage in or upon official daily business for or on behalf of the City, will be reimbursed for all expenses incurred. The Chief shall submit a statement of expenses to the Director of Finance with such supporting data as the Director requires.
- B. This reimbursement for any expenses shall include but not be limited to the pay for the use of private automobiles at the rate allowed by the I.R.S.

Section 2. Prepayment. The Chief may request prepayment of any expenses. Such request shall be authorized by the Director of Public Safety and submitted to the Director of Finance for approval with such supporting data as the Director of Finance requires. Such prepayment shall be accounted for to the Director of Finance within thirty (30) days following the expenditure.

ARTICLE XIII MISCELLANEOUS ECONOMIC

Section 1. Physical Fitness Incentive Payment. The Chief is eligible to qualify for a lump-sum, non-wage rate payment, payable in the first pay period after June 1 and in the first pay period after November 1 in each year covered by this Ordinance, under the following conditions:

- A. If the Chief, before November 15 of a year covered by this Ordinance, meets military, age-graded fitness guidelines as agreed to by the City (with testing done on paid time) he shall receive, for that year, lump sum payment of Six Hundred Dollars (\$600). If the Chief meets the guidelines after either or both of these dates, he shall receive the appropriate payment in the first pay period after he meets the guidelines.

Section 2. Compensatory Time Earned As A Non-Exempt Employee.

Should a non-exempt employee be moved to an exempt position, any accrued unused compensatory leave accumulated will be paid at the final hourly rate of pay received in the non-exempt position before being moved. These hours will be paid in the first paycheck of the first full pay period following the move to the exempt position.

Section 3. Employee Wellness Incentive Program.

The City reserves the right to change the following program and/or amount of payment at any time:

Each employee covered by this agreement will be allocated a \$400 amount; Spouses enrolled in the City health insurance program may access the employee's \$400 allocation as well.

Employees may receive the allocation as follows, but no reimbursement or payment will ever exceed the annual \$400 allotment:

#1--Items Eligible for Reimbursement:

- Healthy Eating
 - Reimbursed up to \$20 for one time program
 - Reimbursed 50% of cost for ongoing programs; 75% attendance rate required
- Health and Fitness Programs
 - Reimbursed up to \$20 for one time program
 - Reimbursed 50% of cost for ongoing programs; 75% attendance rate required
- Weight Watchers
 - 50% of cost reimbursed; 10 of 13 weeks attendance required
- Gym Memberships
 - \$25 per month reimbursed; 8 times per month attendance required
- City of Gahanna Walking **and Running** Program
 - \$25 per month incentive; 8 times per month attendance required
- Smoking Cessation
 - 50% reimbursed
- Flu Shot
 - Reimbursed at full cost

NO REIMBURSEMENT WILL EXCEED THE COST OF THE ORIGINAL ITEM

#2--Items Eligible for Incentive Payments:

- Annual Physicals
- Annual Dental Exam
- Annual Eye Exam
- 6 Month Blood Screen Re-Check through Lab Corp
- PSA
- Annual Mammogram
- Annual Gynecological Exam

EACH ITEM IS ELIGIBLE FOR A \$25 INCENTIVE PAYMENT PER CALENDAR YEAR

With the exception of smoking cessation products, tangible items such as equipment or physical fitness apparatus, aerobic videos, and food items are not reimbursable.

The HR Director will make any decisions regarding reimbursement eligibility.

Employees/Spouses may appeal the decision to the Employee Committee who will be the final decision.

This \$400 allotment is only reimbursable to an active employee with the City of Gahanna. The ending date of the service, program, exam, etc. that the employee is participating in or has received MUST fall on or before the last date of paid active work by the employee. All items for which the employee is expecting reimbursement or an incentive payment must be completed between January 1 and ~~November 30~~ **December 31, 2011**. The employee must submit for reimbursement/payment by ~~December~~ **January 7, 2012** for payment to the employee by

~~December~~ **January 31, 2010**~~2~~. Any item not completed by ~~November 30~~ **December 31,**
2010~~1~~ and not submitted by ~~December~~ **January 7, 2010**~~2~~ WILL NOT BE REIMBURSED OR
PAID. All reimbursements and payments are subject to applicable Federal, State, and local
taxes.

ARTICLE XIV DEFINITIONS

Immediate Family - Spouse, son, daughter, brother, sister, parent, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-father, step-mother, step-sister, step-brother, step-son, step-daughter, half-brother, half-sister, grandchild and grandparent-in-law.

Professional Development Reimbursement Agreement

NAME : _____ JOB TITLE: _____

COURSE: _____

DATES: _____ COST: _____

In consideration of the City of Gahanna's payment of the above referenced course, I hereby agree as follows:

If, prior to completion of 12 consecutive months of service following my completion of the above referenced course, I should voluntarily resign from the City of Gahanna, or if my employment at the City is terminated for cause, to be determined solely by the City, I will repay the City the cost of the course in accordance with the following schedule:

One Month	I will repay 100%	Seven Months	I will repay 65%
Two Months	I will repay 95%	Eight Months	I will repay 55%
Three Months	I will repay 90%	Nine Months	I will repay 45%
Four Months	I will repay 85%	Ten Months	I will repay 35%
Five Months	I will repay 80%	Eleven Months	I will repay 25%
Six Months	I will repay 75%	Twelve Months	I will repay 15%

Any repayment required under this agreement will be due and payable in full to the City of Gahanna no later than 5:00 p.m. on my last day of employment. If required, and in accordance with any applicable state law, I authorize deductions to be withheld from my wages, salary, bonus, or other sums due me for any reason for amounts due the City of Gahanna in accordance with the above schedule.

Payment by the City of Gahanna for this course does not constitute a commitment by the City with respect to the duration of employment.

I have read the above agreement and agree to the terms included.

Employee_____
Date_____
Department Head_____
Date_____
Director of Human Resources_____
Date