



Changes to Toledo Municipal Code § 2101

Eliminated Sections

- 2101.09 "Residency Requirement and Waiver" – Prohibited by ORC § 9.481 (2006)
- 2101.13 "Sick Pay Extensions" – No longer needed due to Paid Leave Donation Program
- 2101.15 "Injury at Work" – Consolidated with 2101.14 "Injury Pay"
- 2101.25 "Seniority During Industrial Disability" – Consolidated with 2101.14 "Injury Pay"
- 2101.30 "Bonus Days" – No longer needed due to changes made to 2101.36 "Vacations"
- 2101.75 "Annual Physical Examination – Executive Group"

General Clean Up

- 2101.01 “Classifications” – Eliminated classifications that no longer exist or that are covered by a bargaining unit
- 2101.33 “Public Employees Retirement System of Ohio” – Eliminated references to pension pick-up
- 2101.71 “Coverage – Executive Group Provisions” – Replaced E-4 with E-5 language where applicable.
- Removed all references to Fire Deputy Chiefs as those are covered by the TFCA bargaining unit. Affected sections include: 2101.01; 2101.59; 2101.60; 2101.61; 2101.62; 2101.63; 2101.64; 2101.66; 2101.70



**Consistency with the Collective
Bargaining Agreements and
Administrative Policies**

- 2101.03 “Direct Deposits and Credit Union Deductions” – Requires employees to be enrolled in the direct deposit program, which is consistent with most of the collective bargaining agreements.
- 2101.05 “Pledge Against Discrimination and Coercion” – Cleaned up language and references to policies
- 2101.11 “Sick Pay Usage” – Added legal guardian and in loco parentis to immediate family and a deadline to submit medical documentation, which is consistent with the collective bargaining agreements.
- 2101.12 “Reporting; Proof of Illness” – Requires employees to submit documentation if they are sick for three (3) days or more and they must submit the documentation within three (3) days of returning to work, which is consistent with AFSCME Local 7.
- 2101.14 “Injury Pay” – Added provisions of “2101.15 “Injury at Work” and 2101.25 “Seniority During Industrial Disability” and eliminated the procedural language, which is included in Administrative Policy and Procedure # 12 “Injury Leave.”

- 2101.17 “Excused Absences up to Five (5) Days and Personal Leave Applications” – Now states our requirement that employees have to use their paid time before being unpaid.
- 2101.23 “Parental Leave” – Updated this section in accordance with our new Administrative Policy.
- 2101.27 “Loss of Seniority and Job Rights” – Updated length of time for an employee to be on the recall list to be consistent with AFSCME Local 2058 and added a provision regarding terminating employees who are unsuccessful in their new position after a layoff.
- 2101.28 “Layoff and Recall Rights” – New language limits the number of positions a person can take following a layoff, as well as language that extends the thirty (30) day probationary period

- 2101.38 “Funeral Pay” – Added and removed family members and memorial service to be consistent with the bargaining units. Clarified that the funeral pay benefit is not payable if an employee is on any type of leave.
- 2101.44 “Termination and Severance Pay” – Added language pursuant to changes made to 2101.36 “Vacations.”
- 2101.48 “Probationary Period; Fringe Benefits – Administrative Groups 1-15” – Eliminated the separate probationary period for clerical employees. Fringe benefits are now available immediately upon hire instead of having to wait sixty (60) work days.
- 2101.51 “Promotions – Classified Employees” – Reduced the probationary period from forty-five (45) work days to thirty (30) work days. This will allow us to fill positions faster.
- 2101.68 “The Police and Firemen’s Disability and Pension Fund” – Removed language referencing pension pick-up.



Changes to the Disciplinary Process

- 2101.46 “Suspension Without Hearing – Classified Employees” – Added reasons for immediate suspension: Under the influence of alcohol or controlled substances and Gross misconduct. Also revised the timeframe for a return to work hearing from the next business day to the second business day.
- 2101.47 “Disciplinary Procedure – Classified Employees” – Added a written reprimand to the discipline options and email is now an option for service. Extended the timeframes for serving discipline charges (10 to 15 days) as well as for the hearing officer to make a recommendation to the Mayor or his/her designee (5 to 10 days). Limited the civil service appeal to include only suspensions, demotions, or terminations.



Economic Updates

- 2101.57 “Professional Development Allowance” – All exempt employees, including executive exempt employees but excluding Police Deputy Chiefs, who have served one (1) full year of service will now receive the \$550 professional development stipend, which is payable in January.
- 2101.58 “Base Annual Salaries – Administrative Groups 1 through 15” – Updated the pay charts. Removed the 75% and 85% step rates, references to pension pick-up, longevity pay, and hay rates. Transitioning to a start rate (95%) and a full rate. Employees will earn the start rate upon hire and the full rate upon successful completion of the probationary period, including any extension(s).
- 2101.70 “Base Annual Salaries – Police and Fire Deputy Chiefs” – Eliminated Fire Chief references, salary schedules and lump sum language from previous years.
- 2101.74 “Base Annual Salaries – Executive Group” – Updated the pay charts.

NEW: Police Deputy Chief Career Enhancement Program

- Consistent with Toledo Police Command Officers' Association with a cap at five percent (5%) of base pay.
- This is paid as a stipend and, like TPCOA's program, the stipend is not pensionable.
- The goal with implementing this type of program is to encourage Police Captains to become Deputy Chiefs.

NEW: Incentives for Water Licenses

- More aggressive stipend payouts than Teamsters Local 20.
- This is paid as a stipend and is not pensionable.
- The goal with implementing this type of program is to encourage exempt employees to get and maintain their water licenses.
- Different types of licenses can be combined, but employees are only paid for the highest level of license they achieved.



Vacation Accrual

2101.36 Vacations

- Effective January 1, 2024, we will transition from accrual on an annual basis to accrual on a pay period/per compensated hour basis.
- All vacation employees would have earned in 2023 will be deposited in their vacation bank in 2024 per the usual vacation accrual method. Then, after the end of every pay period, employees will be credited with vacation hours according to their employee classification and years of service.
- Employees may accumulate up to a maximum vacation accrual in their account, which is based on their years of service. After the employee hits the maximum number of vacation hours in their account, they will no longer accrue vacation hours until they use some of the hours. This will eliminate the “banked vacation” problem.
- Part time employees will earn vacation time on a pro-rated, per hour basis in accordance with the charts and the Administrative Policy and Procedure covering part time employees.

Full-time salaried employees shall be entitled to annual vacation with pay in accordance with the following table:

Length of Service	Accrual Rate per Pay Period	Maximum Accrual
Less than 19 years	7.7 hours (0.09625 per regular compensated hour)	200 hours/25 days
19 but less than 24 years	9.2 hours (0.115 per regular compensated hour)	240 hours/30 days
24 years or more	10.8 hours (0.135 per regular compensated hour)	280 hours/35 days

Full-time classified and unclassified hourly employees shall be entitled to annual vacation with pay in accordance with the following table:

Length of Service	Accrual Rate Per Pay Period	Maximum Accrual
Less than 4 years	4.6 hours (0.0575 per regular compensated hour)	120 hours/15 days
4 but less than 9 years	6.2 hours (0.0775 per regular compensated hour)	160 hours/20 days
9 but less than 19 years	7.7 hours (0.09625 per regular compensated hour)	200 hours/25 days
19 but less than 24 years	9.2 hours (0.115 per regular compensated hour)	240 hours/30 days
24 years or more	10.8 hours (0.135 per regular compensated hour)	280 hours/35 days

2101.36 Vacations

- If an employee runs out of paid time in the middle of the pay period, he or she will earn vacation time in accordance with the per hour rate and the number of hours the employee was compensated in that pay period.
- New employees will be allowed to advance up to ten (10) vacation days in their first calendar year of employment, depending on when they are hired.
- We will now accept prior service credit from an employee's service with another State of Ohio public entity. Employees and new hires have six (6) months to produce documentation proving their previous employment.



Thank you.

➔ toledo.oh.gov