



**AGENDA
OXFORD CITY COUNCIL REGULAR MEETING**

COURTHOUSE

TUESDAY, DECEMBER 16, 2025 AT 7:30 PM

Michael Smith, Mayor

Alex French, Vice-Mayor
Jason Bracken
William Snavely

Amber Franklin
Roxanne Ornelas
Jim Vinch

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Recognition — Chantel Raghu and David Prytherch
 - B. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your

comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

- A. Minutes from the December 2, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. Report Regarding the December 3, 2025, Environmental Commission Meeting (Reena Murphy, Sustainability Coordinator)
- C. A Resolution Authorizing The City Manager To Close The Uptown Municipal Parking Lot Each Saturday In 2026 From 5:30 A.M. Until 1:00 P.M. To Permit The Operation Of The Farmers Market Within The Municipal Parking Lot And On East Park Place Between Main Street And 24 East Park Place During Said Times. (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution Adopting The City Of Oxford Cybersecurity Policy As Described In Exhibit A, In Accordance With Ohio Revised Code Section 9.64, As Enacted Through Ohio House Bill 96. (Jessica Greene, Assistant City Manager)
- B. A Resolution Approving The Contract Between The City Of Oxford, Ohio, And The Oxford Police Sergeants And Lieutenants, Fraternal Order Of Police, Lodge 38, Detailed In Exhibit A, And Authorizing The City Manager To Sign The Contract. (Jessica Greene, Assistant City Manager)
- C. A Resolution Approving The Contract Between The City Of Oxford, Ohio, And The Oxford Police Officers, Fraternal Order Of Police, Lodge 38, Detailed In Exhibit A, And Authorizing The City Manager To Sign The Contract. (Jessica Greene, Assistant City Manager)
- D. A Resolution Authorizing The City Manager To Enter Into A Lease Agreement With CSX Transportation, Inc. As Described In Exhibit A, For The Purpose Of Installing And Maintaining A New Amtrak Passenger Platform (Jessica Greene, Assistant City Manager)

- E. A Resolution Authorizing The City Manager And Law Director To Sign The Amended Subgrant Agreement Detailed In Exhibit A, Between Butler County, Ohio, And The City Of Oxford For \$1,000,000.00 Of American Rescue Plan Act/State And Local Fiscal Recovery Funds To Assist With Affordable Housing Infrastructure, As Allocated By The Butler County Board Of Commissioners. (Jessica Greene, Assistant City Manager)
- F. A Resolution Authorizing The Reallocation Of \$20,000 Of The City's American Rescue Plan Funds To Habitat For Humanity Of Greater Cincinnati For The Construction Of Housing. (Jessica Greene, Assistant City Manager)
- G. A Resolution Authorizing The City Manager To Enter Into A New Agreement With Milford Township, Butler County, Ohio, And Authorizing The City Of Oxford To Provide Emergency Medical Services To The Western Portion Of Milford Township Pursuant To The Agreement. (Douglas R. Elliott, Jr., City Manager)
- H. A Resolution Authorizing The City Manager To Enter Into An Agreement With Melink Solar For A Solar PV System At The Wastewater Treatment Plant. (Douglas R. Elliott, Jr., City Manager)
- I. A Resolution Authorizing The City Manager To Request Advanced Payment Of Property Taxes To The City In 2026 From Butler County. (Heidi Ridenour, Finance Director)

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

- 1. An Ordinance Amending Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1st, 2026, Through December 31st, 2026. (Jessica Greene, Assistant City Manager)

B. Second Reading

- 1. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 9 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE	Meeting		
1.	Dec 17 Board of Building Appeals	Courthouse	5:30 p.m.
	Dec 23 Board of Zoning Appeals - CANCELED	Courthouse	6:30 p.m.
	Dec 24 City Offices - CLOSED		
	Dec 25 City Offices - CLOSED		
	Jan 1 City Offices - CLOSED		
	Jan 6 City Council	Courthouse	7:30 p.m.
	Jan 7 Environmental Commission	Municipal Building	7:00 p.m.
	Jan 8 Housing Advisory Commission	College @Elm	5:00 p.m.
	Jan 12 Public Arts Commission of Oxford	Municipal Building	5:30 p.m.
	Jan 13 Planning Commission	Courthouse	7:00 p.m.
	Jan 14 Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
	Jan 19 City Offices - CLOSED		
	Jan 20 City Council	Courthouse	7:30 p.m.
	Jan 21 Board of Building Appeals	Courthouse	5:30 p.m.
	Jan 27 Board of Zoning Appeals	Courthouse	6:30 p.m.
	Jan 30 City Council Work Session Retreat	BCRTA Chestnut Station	10:00 St. a.m.
9.	Adjourn.		



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, DECEMBER 2, 2025 AT 7:30 PM

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

1. Roll Call.

Motion – To Enter Executive Session at 7:15 p.m. O.R.C. 121.22(G)(1) To Consider Appointments to Boards and Commissions

(Roll Call Vote) 1st Ms. Ornelas 2nd Mr. Snavely

AYE # 6

Ms. Franklin, Ms. French, Ms. Ornelas, Mr. Snavely, Mr. Vinch, and Mayor Smith.

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:27 p.m. O.R.C. 121.22(G)(1) To Consider Appointments to Boards and Commissions

(Voice Vote) 1st Mr. Snavely 2nd Ms. Franklin

AYE # 7

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Smith on Tuesday, December 2, 2025, at 7:30 p.m. Members in attendance were Roxanne Ornelas, Jim Vinch, Amber Franklin, William Snavely, Alex French, and Jason Bracken, who arrived at 7:16 p.m.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. Geoff Robinson,

Police Lieutenant; Ms. Heidi Ridenour, Finance Director; Mr. Chad Smith, Parks and Recreation Director; Mr. Sam Perry, Community Development Director; Mr. Ben Mazer, Assistant Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda.

(Voice Vote) 1st Ms. French 2nd Mr. Snavelly

AYE # 7

NAY # 0

ABS # 0

4. Public Participation.

A. Appointments to Boards & Commissions

Motion – To Nominate Mr. Jim Squance to the Police Community Relations and Review Commission, Becky Mathers to the Environmental Commission to fill an unexpired term ending in 2029, and Barbara Smyth to the Environmental Commission to an unexpired term ending in 2026.

(Voice Vote) 1st Ms. French 2nd Mr. Snavelly

AYE # 7

NAY # 0

ABS # 0

B. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

Public Comment - None

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

Motion – To Approve the Consent Agenda.

(Voice Vote) 1st Ms. French 2nd Mr. Snively

AYE # 7

NAY # 0

ABS # 0

A. Minutes from the November 18, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)

B. Minutes from the November 24, 2025, Organizational Meeting. (Heather Barbour, Clerk of Council)

C. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (d). (Heidi Ridenour, Finance Director)

6. Resolutions.

A. A Resolution Authorizing The City Manager To Waive Parking Meter Fees Throughout The City From 9:00 A.M. On Monday, December 15, 2025, Until 8:00 P.M. On Saturday, January 10, 2026, The Two-Hour And The Eleven-Hour Restrictions For Parking Meters Shall Remain In Effect. (John Jones, Police Chief)

Motion – To Adopt Resolution No. 7766.
(Voice Vote) 1st Mr. Snavelly 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

Lieutenant Robinson presented the staff report and addressed questions and comments from the Council.

Public Comment - None.

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

1. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 9 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

Ms. Ridenour presented her staff report and addressed questions and comments from the Council.

Public Comment - None.

B. Second Reading

1. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 8 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3849.
(Roll Call Vote) 1st Ms. French 2nd Mr. Snavelly

AYE # 7

Mr. Ornelas, Mr. Snavelly, Mr. Vinch, Mr. Bracken, Ms. Franklin, Ms. French, and Mayor Smith

NAY # 0

ABS # 0

Ms. Reidenour reviewed the changes since the first reading and offered to answer any questions.

Public Comment - None.

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE

Meeting

1.	Dec 3	Environmental Commission	Municipal Building	7:00 p.m.
	Dec 4	Housing Advisory Commission	College@Elm	5:00 p.m.
	Dec 8	Oxford Parking & Transportation Advisory Board	Municipal building	9:00 a.m.
	Dec 8	Oxford Recreation Board	College@Elm	12:00 p.m.
	Dec 8	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.

Dec 9	Planning Commission	Courthouse	7:00 p.m.
Dec 10	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Dec 11	Civil Rights Commission	Municipal Building	4:00 p.m.
Dec 16	City Council	Courthouse	7:30 p.m.
Dec 17	Board of Building Appeals	Courthouse	5:30 p.m.
Dec 23	Board of Zoning Appeals	Courthouse	6:30 p.m.
Dec 24	City Offices - CLOSED		
Dec 25	City Offices - CLOSED		
Jan 1	City Offices - CLOSED		

9. Adjourn.

Motion – To Adjourn at 8:04 p.m.
 (Voice Vote) 1st Ms. French 2nd Mr. Snavely
 AYE # 7
 NAY # 0
 ABS # 0



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Reena Murphy
DATE PREPARED:	12/9/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	Report Regarding the December 3, 2025, Environmental Commission Meeting (Reena Murphy, Sustainability Coordinator)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

Members present were: Jon Ralinovsky, Chair; Jason Bracken, Planning Commission and City Council Representative; Jim Vinch, City Council Representative; Michael Vanni; Peggy Branstrator; Becky Mathers. A quorum was present.

Staff present was Reena Murphy, Sustainability Coordinator.

Members of the public present were: Barbra Smyth; Sandi Hoy Hazelton; David Gorchov; Wendi VanBuren, ODNR Urban Forester; J.D. Wulforst, Director of Institute for the Environment and Sustainability

Student project team members present were: Olive Abram, August Daugherty, Devante Harris, Kimmy Kasarcik, Jules Swope, and Sarah Dumyahn, Professor.

The meeting was called to order at 7:04pm.
 Approval of the agenda: Mr. Backen
 2nd: Ms. Branstrator
 Vote: Unanimous approval

Approval of the November 5th 2026 Minutes

Motion: Mr. Vanni
2nd: Mr. Bracken
Vote: Unanimous approval

The student group shared their research and recommendations for changes to Oxford's Street Tree List. Following the presentation, key questions and discussion points included:

- Selecting a variety of trees with differing blooming windows for aesthetic purposes.
- Elm varieties, such as Pioneer Elm, are resistant but not immune to Dutch Elm Disease. It is still wise to follow the 10/20/30 rule and not plant Elms in clusters to prevent future issues.
- Climate projections included 40 and 80 years in the future.
- Utilizing the newly approved list as an opportunity for community education.
- Not every tree on the recommended list is Native to North America because many native trees are not projected to do well in future climate and urban environments.
- Pollination methods of the trees and if the City should be concerned about the pollination of fruit bearing trees.
- Deer resistance: if the recommended species grew quickly and were resistant to deer rubbing.

The commission unanimously appointed Mr. Bracken as Chair and Mr. Vinch as Vice-Chair. Both Mr. Bracken and Mr. Vinch accepted the nominations.

Nomination of Mr. Bracken as Chair: Ms. Branstrator
2nd: Ms. Branstrator
Mr. Bracken accepted the nomination.
Vote: Unanimous approval.

Nomination of Mr. Vinch as Vice-Chair: Mr. Vanni
2nd: Ms. Branstrator
Mr. Vinch accepted the nomination.
Vote: Unanimous approval.

City Council shared updates regarding the solar array at the WWTP and the electric aggregation program. OPTAB shared they are anticipating a recommendation to City Council regarding bike and pedestrian safety plan in 2026. No updates from Planning Commission. OCASC received an update of 2025 Council Goals.

Staff shared the final presentation times for another student presentation for access to public green spaces.

Motion to adjourn: Mr. Bracken
2nd: Ms. Branstrator
Vote: Unanimous approval
The commission adjourned at 8:14pm.



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	12/10/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Close The Uptown Municipal Parking Lot Each Saturday In 2026 From 5:30 A.M. Until 1:00 P.M. To Permit The Operation Of The Farmers Market Within The Municipal Parking Lot And On East Park Place Between Main Street And 24 East Park Place During Said Times. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Thriving and Resilient Year-Round Economy
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE THE UPTOWN MUNICIPAL PARKING LOT EACH SATURDAY IN 2026 FROM 5:30 A.M. UNTIL 1:00 P.M. TO PERMIT THE OPERATION OF THE FARMERS MARKET WITHIN THE MUNICIPAL PARKING LOT AND ON EAST PARK PLACE BETWEEN MAIN STREET AND 24 EAST PARK PLACE DURING SAID TIMES.

WHEREAS, the Oxford Farmers Market has operated in Uptown Oxford since 2004; and

WHEREAS, Council has determined that it is beneficial for the City to permit the Farmers Market to continue operating in the uptown municipal parking lot and on East Park Place on Saturdays in 2026 and that the closure of the municipal parking lot and East Park Place between Main Street and 24 East Park Place between the hours of 5:30 a.m. is required to permit this operation; and

WHEREAS, the City Manager recommends Council authorize the City Manager to close the uptown municipal parking lot on Saturdays in 2026 from 5:30 a.m. until 1:00 p.m. to permit the operation of the Farmers Market within the municipal parking lot and on East Park Place between Main Street and 24 East Park Place during said time.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the City Manager to close the uptown municipal parking lot and East Park Place on Saturdays in 2026 from 5:30 a.m. until 1:00 p.m. to permit the operation of the Farmer's Market within the municipal parking lot and East Park Place between Main Street and 24 East Park Place during said time.

SECTION 2: In all other respects, the City of Oxford traffic code shall remain in full force and effect.

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Saturdays

5:30 AM - 1 PM

Lot 52 and East Park Pl

ROW 01038

APPROVED
See stipulations below

Rev. 1/19



REQUEST FOR PUBLIC PARK PERMIT
REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 01 / 01 / 2026 through 12 / 31 / 2026 From: ___ PM To: ___ PM

Today's Date: 11 / 25 / 2025 Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:
(18 years of age or older)*

Madison Wetzel

Organization: Oxford Farmers Market Uptown Assn

Address:

121 Oakhill Dr

Advisor: Madison Wetzel, Market Manager

Oxford, OH 45056

Address: _____

Telephone: _____

Telephone: _____

Cellular: _____

Cellular: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

Non-Profit: Yes No

* Person in charge - Primary contact

PARK REQUESTED

- Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
- Leonard Howell Park (Bonham Road)
- Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
- Memorial Park (E. Park Place & N. Main Street – has pavilion)
- Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
- Other: Municipal Parking Lot (Lot 52) and East Park Place

TITLE OF EVENT (be specific and include projected attendance)

Oxford Farmers Market 2026 01038

Projected Attendance: _____ Has this event been held previously? Yes No If "YES", when? _____

Will food, goods, services or merchandise be sold at the event? Yes No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

DESCRIPTION OF EVENT

Place a description of the event, along with additional requests, on the appropriate attachment. If request is only for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: Madison Wetzel

Date: 11 / 30 / 2025



Public Health
Prevent. Promote. Protect.
Butler County
General Health District
Ohio

Butler County Health
Department notified

stand that acceptance of them is a condition
understand that the request will be reviewed
approval is granted. If additional

Note
 If your event is outside the boundaries of this map, either attach a separate map or contact the City for assistance.



Instructions for Applicant
 requested. Place a concise...
 necessary. **Note: Any work in the public right of way requires the submittal of a maintenance of traffic plan.**

sidewalk areas being

Saturday closure is 5:30 AM - 1:00 PM. Event 9 AM - Noon.

Farmers Market will post and remove NO PARKING signs as well close East Park Place.

Sidewalks will be utilized but passible.

Additional Requests:
 (Include details in narrative)

- No Parking Signs*
- Detour(s)
- Police Assistance

<u>Time Details</u>	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____

*Generally the responsibility of the applicant.

STIPULATIONS

1. Class III **ROAD CLOSED** barricades placed at the front and back of closed roadway.



2. Vehicles placed to block entrance and exit of closed roadway.

3. East Park Place to be used on Saturdays only after Lot 52 is full.

Area shall be cleaned at the end of each day

Road closure must comply with the Ohio Manual of Uniform Traffic Control.

The City of Oxford reserves the right to modify, suspend, or revoke this permit at the sole discretion of the City of Oxford.

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief: Approved Not Approved /

Fire Chief: Approved Not Approved /

Service Director: Approved Not Approved /

Jessica Greene, Asst. City Manager



Reason(s) event not approved:

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council.

(Ord. 3211. Passed 3-19-13.)



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	11/26/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	A Resolution Adopting The City Of Oxford Cybersecurity Policy As Described In Exhibit A, In Accordance With Ohio Revised Code Section 9.64, As Enacted Through Ohio House Bill 96. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	Jessica Greene DRE

DISCUSSION:

The Ohio General Assembly enacted HB 96 to strengthen cybersecurity readiness across Ohio’s local governments. The legislation requires each political subdivision to:

- Formally adopt a cybersecurity program.
- Ensure the program safeguards data, IT systems, and resources.
- Align the program with nationally recognized best practices, such as the National Institute of Standards and Technology (NIST) Cybersecurity Framework and the Center for Internet Security (CIS) Critical Security Controls.

The law also specifies that the cybersecurity program should include mechanisms to:

- Identify and address critical functions and risks.
- Assess potential impacts of a cybersecurity breach.
- Detect threats and cybersecurity events.
- Establish incident communication, containment, and analysis procedures.
- Provide recovery and repair of impacted infrastructure.

- Require role-based cybersecurity training for employees.

Exhibit A outlines this proposed cybersecurity policy and was discussed during the executive session. While the cybersecurity policy is public, the implementation procedures are not a public record under ORC 9.64.

The City of Oxford has long taken cybersecurity seriously and contracts with NextStep Networking to review and manage our security settings, data safety, and overall IT operations.

Staff recommends approval of this policy.

RESOLUTION NO.

A RESOLUTION ADOPTING THE CITY OF OXFORD CYBERSECURITY POLICY AS DESCRIBED IN EXHIBIT A, IN ACCORDANCE WITH OHIO REVISED CODE SECTION 9.64, AS ENACTED THROUGH OHIO HOUSE BILL 96.

WHEREAS, the State of Ohio enacted Ohio Revised Code (ORC) Section 9.64 through House Bill 96, establishing statutory requirements for cybersecurity preparedness, incident reporting, and ransomware response for political subdivisions; and

WHEREAS, ORC 9.64 requires political subdivisions to adopt and maintain a formal cybersecurity policy establishing a cybersecurity program and incident response procedures; and

WHEREAS, the City of Oxford recognizes the increasing frequency and complexity of cybersecurity threats and seeks to ensure the confidentiality, integrity, and availability of its information technology systems and data; and

WHEREAS, adoption of a formal cybersecurity policy strengthens the City's ability to prevent, detect, and respond to cybersecurity incidents and supports compliance with state-mandated reporting and operational requirements; and

WHEREAS, City staff has prepared the City of Oxford Cybersecurity Policy, attached hereto as *Exhibit A* and incorporated by reference, which establishes the required cybersecurity program, System Security Plan (SSP), Incident Response Plan (IRP), and Incident Response Team (IRT); and

WHEREAS, *Exhibit A* is not a public record pursuant to ORC 9.64, as it contains sensitive security and infrastructure information; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, OHIO:

SECTION 1: The City Council hereby adopts the City of Oxford Cybersecurity Policy, attached hereto as *Exhibit A* and incorporated herein by reference, as the official cybersecurity policy of the City of Oxford pursuant to ORC 9.64.

SECTION 2: The City Manager, or designee, is authorized and directed to implement and maintain the cybersecurity program, System Security Plan (SSP), Incident Response Plan (IRP), and Incident Response Team (IRT) as established in the policy, and to update and refine these components as needed to ensure compliance with state law and evolving cybersecurity best practices.

SECTION 3: This resolution shall take effect and be in full force from and after its passage in accordance with the Charter of the City of Oxford.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

City of Oxford Cybersecurity Policy

(Adopted in accordance with Ohio House Bill 96, September 2, 2025)

1. Purpose

The purpose of this policy is to establish a formal cybersecurity program that safeguards the City's data, information technology (IT), and IT resources. This program ensures the availability, confidentiality, and integrity of critical information while maintaining resilience against cybersecurity threats.

2. Scope

This policy applies to all City of Oxford employees, contractors, vendors, elected officials, and third parties who access or use City-managed IT systems, applications, or data.

3. Policy Framework

The City's cybersecurity program shall be consistent with generally accepted best practices, including but not limited to:

- [National Institute of Standards and Technology \(NIST\) Cybersecurity Framework \(CSF\)](#)
 - [Center for Internet Security \(CIS\) Critical Security Controls](#)
-

4. Cybersecurity Program Requirements

A. Identify and Address Critical Functions and Cybersecurity Risks

- Maintain an inventory of critical City services and the IT systems that support them.
- Conduct periodic risk assessments to evaluate vulnerabilities, threat likelihood, and potential impacts.
- Prioritize mitigation measures based on criticality and risk exposure.

B. Identify Potential Impacts of a Cybersecurity Breach

- Document the potential impacts of cyber incidents, including disruption of essential services, loss of public trust, financial costs, and legal liability.
- Develop business impact analyses for key systems.
- Establish Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs).

C. Mechanisms to Detect Potential Threats and Cybersecurity Events

- Deploy security monitoring systems such as intrusion detection/prevention systems (IDS/IPS), endpoint detection, and security information and event management (SIEM).

- Maintain log collection and analysis procedures.
- Subscribe to threat intelligence feeds to proactively monitor risks.

D. Procedures for Communication, Analysis, and Containment

- Establish an Incident Response Plan (IRP) aligned with NIST standards.
- Define communication protocols for notifying City leadership, employees, and law enforcement as required.
- Form an Incident Response Team (IRT) responsible for incident classification, containment, and escalation.

E. Infrastructure Repair and Post-Incident Security

- Implement disaster recovery and continuity of operations plans (COOP).
- Ensure rapid restoration of IT infrastructure and essential services after an incident.
- Conduct post-incident reviews to document lessons learned and strengthen future defenses.
- Apply necessary patch management and system hardening after recovery.

F. Cybersecurity Training Requirements

- All City employees must undergo cybersecurity awareness training upon hire and at least annually thereafter.
- Training content, frequency, and depth will correspond to employee roles:
 - General employees: phishing awareness, password hygiene, data handling basics.
 - IT staff: advanced threat response, vulnerability management, secure system administration.
 - Leadership and elected officials: governance responsibilities, breach impact scenarios, decision-making in cyber crises.
- Maintain training records and conduct periodic phishing simulations.

5. Actions in a cybersecurity event

A. The City is prohibited from paying a ransom or otherwise complying with a ransom demand in connection with a ransomware incident, unless Council formally approves the payment or compliance with the ransom demand in a resolution that specifically states why the payment or compliance with the ransom demand is in the best interest of the City. The City Manager, or

designee, will serve as the point of contact for the elected body and will draft a resolution if this action is recommended.

- i. "Ransomware incident" means a malicious cybersecurity incident in which a person or entity introduces software that gains unauthorized access to or encrypts, modifies, or otherwise renders unavailable a political subdivision's information technology systems or data and thereafter the person or entity demands a ransom to prevent the publication of the data, restore access to the data, or otherwise remediate the impact of the software.

B. The City Manager, or Designee, will report cybersecurity incidents within seven (7) days to the Ohio Homeland Security Division via the [Ohio Cyber Integration Center \(OCIC\)](#).

C. The City Manager or Designee will report cybersecurity incidents within thirty (30) days to the [Ohio Auditor of State](#).

6. Implementation Procedure: System Security Plan (SSP)

The City will implement this cybersecurity policy through its System Security Plan, which includes the following:

1. Governance and Oversight
 - o The City Manager, or designee, is responsible for policy oversight.
2. Risk Assessment and Documentation
 - o Conduct initial and annual cybersecurity risk assessments.
 - o Document critical assets, risks, and controls in the SSP.
3. Control Implementation
 - o Map existing City controls to NIST CSF and CIS best practices.
 - o Identify gaps and implement corrective measures.
 - o Apply multi-factor authentication (MFA), least-privilege access, and network segmentation where appropriate.
4. Incident Response Integration
 - o Incorporate the Incident Response Plan into the SSP.
 - o Maintain incident reporting channels (e.g., dedicated hotline/email).
 - o Conduct routine tabletop exercises to test preparedness.

5. System Recovery and Maintenance
 - Maintain backup and recovery procedures documented in the SSP.
 - Perform routine disaster recovery tests.
 - Update systems with patches and upgrades per SSP guidance.
6. Training and Continuous Improvement
 - Review and update training content annually.
 - Track compliance and include results in the SSP.
7. Review and Auditing
 - Review the SSP routinely and after major incidents.
 - Provide routine cybersecurity status report to City Council.



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	12/10/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	A Resolution Approving The Contract Between The City Of Oxford, Ohio, And The Oxford Police Officers, Fraternal Order Of Police, Lodge 38, Detailed In Exhibit A, And Authorizing The City Manager To Sign The Contract. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

2026-2028 OPD Union Negotiations Summary:

We have concluded our negotiations with both the Patrol and Sergeant/Lieutenant unions and propose the attached new contract language in Exhibit A.

These negotiations were conducted in good faith and with respect for the position of both sides.

When reviewing our wage scales against eight other Butler County jurisdictions, we determined that we have a strong starting pay for police officers; however, we began to slip to 5th place in wage rankings as officers advanced through steps. This wage adjustment maintains our strong start for new hires and moves us into 3rd place in the county's wage rankings.

A summary of changes is listed below, highlighting both non-economic and economic changes.

Non-Economic Issues:

Update to Overtime Language(OT):

- OT used to be competitive, and OT offered and declined was used to award/decline competitive OT shifts. OT is no longer competitive and must be assigned. This language was updated.

Training

- Added meals and study time as time worked for off-site trainings.

Weapon and Badge:

- Decreased years of service from 15 to 10 at retirement to keep badge and gun.

Discipline:

- After a suspension of less than 3 days and no subsequent behavior issues for 5 years, the suspension will be removed from the personnel record and cannot be used in progressive discipline. If any other discipline occurs in the 5-year period, the record remains.

Investigation of officers:

- The requirement for a notary for an official complaint has been removed.

Economic Issues:

Shift Supervisor Pay:

- Patrol: Increased from \$5.00 to \$6.00 per hour.

Vacation:

- May carry over 80 hours. (increase from 40 hours)

Sick leave conversion:

- May cash out sick leave at 1:4 conversion rate upon retirement, with a max payout of 300 hours.

Longevity:

- Will use the same longevity program as in the salary ordinance, paid in November in a lump sum. No longer rolled into base pay.

Tuition:

- We will increase the OPD tuition fund to \$20K per contract (\$40K total for both contracts) and maintain it until used.
- No additional payments each year. We will replenish the fund to \$20K per contract annually, if used.
- If they leave within 2 years of an education benefit, they will pay us back.

Healthcare:

- Starting in 2027, employee cost may be up to 1.75% of patrol wage for single coverage, up to 3.75% of patrol wage for family coverage.

Policy academy:

- For Patrol: If we pay for the academy and they leave within 3 years, they will pay us back in a tiered approach
 - Within 1 year: 100% repayment
 - Between year 1 and year 2: 67% repayment
 - Between year 2 and year 3: 33% repayment

Detective on call pay:

- Increased on call pay for Patrol \$625/ Sgt \$750 to be paid quarterly. It will no longer rolled into base pay.

Wages for Patrol

- 5% 2026
- 4% 2027
- 4% 2028

New steps:

Beginning salary without certification	80% of applicable rate above
Beginning salary with certification	85% of applicable rate above
With 12 months of service	90% of applicable rate above
With 24 months of service	95% of applicable rate above
With 36 months of service	100% of applicable rate above
With 60 months of service	102% of applicable rate above
With 96 months of service	104% of applicable rate above

Wages for Sgt/LT

- 5% 2026
- 4% 2027

- 4% 2028

New steps:

Beginning salary

With 60 months in grade

With 96 months in grade

100% applicable rate above

102% of applicable rate above

104% of applicable rate above

RESOLUTION NO.

A RESOLUTION APPROVING THE CONTRACT BETWEEN THE CITY OF OXFORD, OHIO, AND THE OXFORD POLICE OFFICERS, FRATERNAL ORDER OF POLICE, LODGE 38, DETAILED IN EXHIBIT A, AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT.

WHEREAS, the City Manager recommends Council authorize the City Manager to sign on behalf of the City the Contract referred to in substantially the same form as Exhibit "A" ("Contract") with the Oxford Police Officers, Fraternal Order of Police, Lodge 38. The term of this Contract is for three (3) years, from January 1, 2026, through December 31, 2028.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council hereby accepts the recommendation of the City Manager and authorizes the City Manager to sign the contract on behalf of the City.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MICHAEL SMITH
PREPARED BY: LAW (STAFF)

CONTRACT

Between

THE CITY OF OXFORD

And

THE OXFORD POLICE OFFICERS

January 1, ~~2023-2026~~ – December 31, ~~2025~~2028

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This agreement, made and entered into on July 8, 2020, in the City of Oxford, County of Butler, State of Ohio, by and between the City of Oxford, hereinafter called "City" and the Fraternal Order of Police, Lodge 38, hereinafter called "Police", has as its purpose the promotion of harmonious relations between the City and the Police, the formalization of the complete agreement between them on all matters pertaining to wages, hours, or terms and other conditions of employment, and the establishment of an equitable and peaceful procedure for the resolution of differences which may arise concerning those matters.

The parties hereto agree that each has had full and unrestricted right and opportunity to make, advance and discuss all matters properly within the province of collective bargaining. It is expressly understood that all matters not included in this agreement are by intention and design specifically excluded and fall, for the life of this agreement, within the powers, duties and responsibilities of the City. This agreement constitutes the full and complete agreement of the parties and there are no others, either oral, written, or by custom except those as herein expressly contained. Therefore, the Police and the City, for the life of this agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this agreement, or with respect to any subject or matter not specifically referred to or covered in this agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated and signed this agreement. Each of the parties to this agreement, for the term of this agreement, specifically waives the right to demand or request changes herein, whether or not the subjects were known to the parties at the time of execution hereof as proper subjects for collective bargaining and it is agreed that the City shall not be subject to provide additional wages, compensation, fringe benefits, or emoluments of any kind beyond that which is specified in this agreement.

ARTICLE I Recognition

1. The Fraternal Order of Police, Lodge 38, is recognized as the exclusive representative for collective bargaining purposes for all full-time sworn police officers below the rank of sergeant as established by certification, as amended, granted by the State of Ohio State Employment Relations Board, dated May 17, 1984, more specifically referred to as Case No. 84-VR-04-0454. The term "Police" when used in this agreement refers only to those employees, individually and collectively, included within that certification.

2. The bargaining unit also excludes part-time officers hired by the City who shall be certified peace officers to act as a law enforcement officers. Provided, however, that City expenditures for such part-time officers does not exceed \$100,000 per year and such individuals are not used to replace full-time bargaining unit officers for purposes of overtime on said full-time officers' regular schedule.

ARTICLE II
Dues Deduction

The City agrees to deduct and remit to the Police periodic dues, initiation fees, and assessments of members of FOP Lodge 38 upon presentation of written deduction authorization (see Appendix C) by the employee. It is agreed that the written deduction authorizations specified shall be irrevocable for the term of this agreement and that said authorizations shall stipulate that the same is irrevocable for the term of this agreement and that thereupon the City will treat the same as irrevocable during the term of this agreement irrespective of any attempts to negate said authorizations.

Should any member of the bargaining unit not become a member of FOP Lodge 38 within sixty (60) days of becoming a member of the bargaining unit, the City, upon written request and certification by the Police as to the facts, will deduct a fair share from said member's pay pursuant to and by virtue of the authority provided in the Ohio Collective Bargaining Law. The Police agree that any such fair share officer will be fully represented by the Police the same as if he or she were a member of the Police and will be entitled to attend and participate in meetings of the bargaining unit and will be entitled to vote on the contract with the City as well as any and all contract matters or provisions in the same manner as are members of the FOP Lodge 38.

The Police agree to indemnify and hold the City harmless against any and all claims and liability arising by virtue of its deduction from any Police Officer's pay made pursuant hereto and for disposition and use of deductions so made once they have been received by the Police.

ARTICLE III
Wages

The wage rates which shall be effective during the term of this agreement are set forth in Appendix A.

ARTICLE IV
Work Day and Work Period

1. The normal work day shall be ten (10) consecutive hours of work inclusive of a thirty (30) minute meal period, except that those officers assigned to special duty shall have a normal work day consisting of eight (8) consecutive hours of work inclusive of the thirty (30) minute meal period.
2. The normal work week shall be forty (40) hours per one week pay period.
3. A one week pay period begins at 7:00 a.m. on Monday and ends one hundred sixty eight (168) hours later.
4. A day begins at 7:00 a.m. and concludes twenty-four (24) hours later.

5. While remaining on duty and in communication with the Dispatcher's office, a police officer shall be entitled to two separate twenty (20) minute breaks per work day while working a ten (10) hour shift; officers working an eight hour shift shall be entitled to two separate fifteen (15) minute breaks per work day. Any officer requested to work beyond the end of his/her shift shall be entitled to a twenty (20) minute break if requested to work twelve (12) hours, or, should the officer be requested to work fourteen (14) hours, he/she shall be entitled to a thirty (30) minute meal period. Officers working other overtime shall be entitled to the following breaks: one fifteen (15) minute break if requested to work no less than four (4) hours; or one twenty (20) minute break if requested to work no less than five (5) hours; or one (30) minute meal period if requested to work no less than six (6) hours; or according to the normal schedule if requested to work a full eight (8) or ten (10) hour shift. Unless specifically approved by the shift supervisor, no two officers shall be on break at the same time. Before commencing a break, every officer shall notify the dispatcher of his/her intent and location and shall be subject to an order from the shift supervisor to return to duty. Upon completion of a break, the officer shall also notify the dispatcher.

6. Changes in an officer's work schedule when such officer is not being paid overtime therefore and when such change is not occasioned by sickness, funeral, injury, or attendance at schools, training sessions, lectures, meetings, jury duty or vacancy in the division wherein the City did not have thirty (30) days advance notice of said school, training session, lecture, meeting, jury duty or vacancy in the division or where the schedule change is occasioned by the cancellation of an officer's attendance at any school, training session, lecture, or meeting and the City desires to substitute and assign another officer to such school, training session, lecture, or meeting, shall require that thirty (30) days notice thereof be given to the affected officer. In order to assure the City's ability to comply with this Article, it shall be mandatory that an officer provide the City with written notice thirty-seven (37) days in advance of request for holiday time off, personal days, and compensatory time days off, unless the City does not reschedule another officer to work as a result of such request. Changes in an officer's work shift or working hours may be made with less than thirty (30) days notice by mutual agreement between the City (through the scheduling officer) and the affected officer(s).

7. Two police officers may exchange shift assignments with approval of the scheduling officer provided (1) both officers sign the shift trade agreement form in Appendix B; (2) each shift trade is scheduled in such a way that each officer is still scheduled for eighty (80) hours work within the two-week pay period described above; and (3) no officer may work more than six consecutive days through the use of shift trades.

8. Within thirty (30) days of both parties accepting this contract, the City will provide a schedule through December 31, 2017. For subsequent contract years, the City will provide the schedule for the next calendar year by October 1st of the current calendar year. Nothing herein shall restrict the rights of the City to change the schedule in accordance with the terms of this contract and the law.

ARTICLE V
Overtime

1. Overtime is defined as any time worked in excess of forty (40) hours during any one week pay period, but excluding any excess hours spent on jury duty. When directed by his/her supervisor to work overtime, a police officer will be compensated for all such hours actually worked at a rate of one and one-half (1-1/2) times his/her normal rate. Compensation will be in the form of pay or compensatory time off. Work assignments shall not be offered based solely on the officer's acceptance of compensatory time off. Compensatory time shall be taken as additional vacation subject to the approval of the officer's supervisor; however, no officer shall be permitted to accrue more than forty (40) hours of compensatory time or carry over more than forty (40) hours of compensatory time from one calendar year to the next calendar year. Officers are permitted to cash out their accrued compensatory time once per year. The officer must notify the City of the amount of compensatory time he or she wants to cash out before December 1st. The officer shall receive payment for the specified amount of compensatory time in his or her first paycheck of December of that year. The overtime rate of pay is applicable to any hours worked in addition to the forty (40) hours of straight-time compensation for any one week pay period. Such straight-time compensation may include hours actually worked, paid leave or sick leave, holiday time, or vacation, or jury duty hours, or a combination of hours actually worked, paid leave and/or jury duty hours. Additional rules and restrictions on the accumulation and use of compensatory time shall be agreed by the parties' Labor Management Committee and approved by the City Manager.

2. An officer who is called to duty following the completion of his/her normal work day and three (3) or more hours prior to the commencement of his/her next normal work day shall receive a minimum of three (3) hours compensation for such call-in at one and one-half (1-1/2) times his/her normal rate.

3. An officer who is required to appear in Court to testify as a witness on behalf of the State or City in a State or City case or pursuant to a subpoena in a civil case by reason of his/her duties and actions as an Oxford police officer, if not on duty at such time, shall receive a minimum of three (3) hours compensation at one and one-half times his/her normal rate. Court appearances in civil cases resulting from special duty employment shall not qualify for compensation pursuant to this section.

An officer who is called for jury duty will be scheduled to work an eight-hour day shift for those days which the officer serves as a juror. The officer shall report for duty at the Oxford Police Headquarters to work those hours of any day shift which is not spent as a juror. An officer shall remit to the Finance Department any funds received for serving as a juror, except that the officer shall be allowed to retain mileage fees. No officer shall be paid for more than forty (40) hours per work week for time actually spent as a juror.

4. The working of overtime is mandatory. Where possible, the City will post available overtime in advance and fill slots from the work force on a volunteer basis. On occasions when it is not possible to post overtime in advance, the City will contact officers in an attempt to fill the slot on a volunteer basis. An officer shall have the right to tentatively refuse such overtime if

he has personal plans and makes them known to the City. However, if the City is unable to fill a slot on a volunteer basis, the City will have the right to order an officer to work the required overtime.

5. Overtime will be allocated to officers in accordance with the following procedures:

A. Coverage for partial shift, i.e., 0300 to 0700 or 1700 to 2100:

1) Shift coverage overtime shall be offered to the officer(s) working the shift prior to the vacancy, being offered to the officer with the lowest overtime balance first.

2) If the officer(s) working the shift prior to the overtime decline the overtime, it shall be offered to the officer(s) working the shift immediately following the vacancy, being offered to the officer with the lowest overtime balance first.

3) If the above officers decline the overtime, then it shall be offered to officers not working, being offered to the officer with the lowest overtime balance first.

B. Coverage for an entire shift:

1) The shift shall be divided in half, with the first half being offered to the officer(s) working the shift prior to the vacancy, being offered to the officer with the lowest overtime balance first.

2) The second half of the shift will be offered to the officer(s) working the following shift, being offered to the officer with the lowest overtime balance first.

3) If the above officers decline the overtime, then it shall be offered to officers not working, being offered to the officer with the lowest overtime balance first.

4) In providing shift coverage, officers will not routinely work more than fifteen (15) consecutive hours.

C. Overtime balance:

The overtime balance referred to above shall be determined by the current sum of all overtime hours worked ~~plus hours offered and declined~~; however, only shift coverage overtime hours will be included in the balance.

D. Special duty overtime hours (from sign-up sheets):

Special duty (i.e., north end, uptown walking, litter, etc.) overtime hours will be separate from shift coverage overtime, with a list showing a current balance for each officer, regardless of rank. Assignments will be made based on the current balances, picking the officer with the lowest balance first, then the second lowest, etc., until the detail is filled.

E. Call out overtime hours:

When specialized skills are required, the supervisor will determine who shall be called out.

F. Assignments:

1) The overtime balance sheets will be maintained for one calendar year. The overtime records will be maintained by computer in the Sergeant's office and available for officers to inspect upon request.

2) At the beginning of the calendar year, assignments will be based upon the officer(s) length of service, being offered to the officer with the longest tenure first.

3) If two officers have the same overtime balance, the overtime will be offered first to the officer with the longer length of service.

4) The word "offered" used in the above items means that the City has attempted in good faith to contact the appropriate officer either in person or by telephone but actual contact is not required. Messages will be left on recording machines, if available.

5) The above procedure shall not be required in an emergency situation.

6) All shift coverage overtime necessitated by the absence of a police officer will be offered to the police officers first before being offered to any supervisor.

ARTICLE VI
Shift Supervisor Pay

Whenever there is no shift supervisor on duty and the Chief, a lieutenant or a sergeant has assigned in writing a police officer to serve temporarily as acting shift supervisor, said police officer will be compensated at his/her normal rate of pay plus the amounts set forth below. To qualify for assignment as an acting shift supervisor, an officer must meet the eligibility requirements for the promotional exam for sergeant. Assignments will be made from a rotating list set up in order of seniority. When no such assignment is made no police officer shall have the responsibility of shift supervisor and there shall be no acting shift supervisor unless the above required written assignment has been made.

Effective January 1, ~~2020~~2026 - ~~\$5.00~~\$6.00 per hour

ARTICLE VII
Holidays

For purposes of determining holiday pay, police shall be entitled to ten (10) designated paid holidays each year and sixty (60) hours of paid personal absence: Designated holidays are New Year's Day (January 1), Martin Luther King Jr. Day (third Monday of January), President's Day (third Monday in February), Memorial Day (last Monday in May), Independence Day (July 4),

Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Day After Thanksgiving, Christmas Eve (December 24), and Christmas Day (December 25).

Police officers scheduled to work on a designated holiday may with his/her supervisor's approval choose not to work on that holiday. Shift trades will be allowed on designated holidays as long as the shifts being traded are during the same pay period. Those who work will be compensated at a rate of pay two and one-half (2-1/2) times their normal hourly rate, or they can receive pay at one and one half (1-1/2) times their normal hourly rate with, instead of the additional pay, an additional ten (10) hours of leave at a date to be used later.

Designated holidays not worked and undesignated holidays may be taken on any scheduled working day, not a designated holiday, with the approval of the employee's supervisor. Officers who generally work an eight (8) hour shift, and who are scheduled to work a ten (10) hour shift during a holiday week (but not the holiday) shall accrue the holiday at ten (10) hours. When an officer does not work a designated holiday, the officer may with approval take that holiday on a scheduled working day or may turn in the holiday for straight time (non-overtime) pay. Designated holiday hours turned in for pay shall not be added to the forty (40) hour work week for purposes of determining overtime. All holidays shall be used within one year of the date earned except that no officer shall lose holidays because his/her request for specific days off was not approved.

In addition, New Year's Eve shall be compensated at one and one-half (1-1/2) times the base rate for all hours actually worked. This provision applies only to officers actually working. Officers not working this holiday are not entitled to any additional compensation or time off.

ARTICLE VIII Vacation

Police will be credited with accrued vacation annually on the anniversary date of their employment according to the following schedule:

1st thru 4th anniversary	80 hours
5th thru 9th anniversary	120 hours
10th thru 14th anniversary	160 hours
15th anniversary and subsequent	200 hours

Vacation credited but unused by the following anniversary date of the employee may be carried forward up to a maximum of ~~four (4) working days or forty (40) hours, whichever is greater~~ eighty (80) hours.

Any officer who is ordered to perform official duty during scheduled vacation shall be compensated at a rate of one and one-half (1-1/2) times his/her normal rate for any hours actually worked.

An officer may turn in up to eighty (80) hours of accrued vacation for pay, provided that such officer has used at least forty (40) hours of vacation time in the preceding fifty-two (52) week period.

ARTICLE IX
Leaves

1. Leaves of absence. A leave of absence without pay for a period of up to one (1) year may be granted upon approval of the City Manager. Return of the employee within the approved time period entitles the employee to reinstatement in the position held prior to the granting of the leave. Failure to return to work upon the termination of a leave of absence shall result in termination of employment. The City may require that any employee requesting leave under the provisions of the Family and Medical Leave Act of 1993 utilize accrued paid time off (vacation, personal or compensatory time off, and sick leave if a sickness is involved) before any non-paid time off shall be utilized. No benefits shall accrue during the period of the leave of absence, unless any such time is mutually designated Family Medical Leave time. During such 12 week period the City will provide health insurance coverage as required by law.

2. Funeral Leave. Police will be permitted to use up to three (3) days funeral leave per calendar year for such time as may be reasonably needed for the purpose of attending the funeral of a member of his/her immediate family. After exhausting this annual allowance, an officer will be permitted to use up to two working weeks of his/her sick leave for such time as may be reasonably needed for the purpose of attending the funeral of a member of his/her immediate family. An officer shall not use more than a combined total of three (3) days funeral and/or sick leave for a single funeral, except for the death of a spouse or child. Immediate family shall be construed to mean spouse, child, parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, spouse's grandparent or grandchild. Leave of absence without pay is allowed for other funerals when approved by the employee's supervisor.

3. Paid Parental Leave. The Employer will provide bargaining unit employees with up to twelve weeks of "Paid Parental Leave," the terms for which shall be pursuant to the City Employee Handbook effective December 1, 2022. Of the twelve weeks, eight (8) weeks is Paid Parental Leave paid by the City without the employee having to use her/his accrued paid leave followed by four (4) weeks of Unpaid Parental Leave during which an employee may substitute the unpaid leave with accrued paid leave.

The rules and limitations for the use of Paid Parental Leave set forth in the City Employee Handbook effective December 1, 2022 shall govern the use of Paid Parental Leave, where such provisions are not contrary to any provision of this labor agreement. The Paid Parental Leave benefit shall be in addition to the benefits otherwise set forth in this labor agreement. Nothing in the Paid Parental Leave policy shall be used or construed to prevent or inhibit the City from complying with the provisions of the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA), or any other form of protected leave established pursuant to federal or state law.

ARTICLE X
Sick Leave and Recuperative Leave

1. Sick Leave. Police officers shall earn sick leave at a rate of ten (10) hours per month. The amount of sick leave a Police Officer may accumulate is unlimited. Sick leave is used to compensate the employee at his/her regular rate when absent due to the illness of the officer. Sick leave is also charged when an employee leaves work for any medical appointment. Sick leave may also be used as follows:

A. A police officer may use accumulated sick leave balance each year for sickness in the immediate family requiring the employee's absence from work during the calendar year . Immediate family is defined as spouse or child of the officer, parent (including step-parent) of the officer, or any relative residing in the officer's household.

B. Sick leave may be used by an officer when an officer is unable to report to work due to a bonafide quarantine of a contagious condition afflicting a member of his/her household.

C. An officer may also use a day of sick leave when he/she cannot come to work due to snow conditions and when his/her supervisor has determined that snow conditions prevented the employee from reporting for work.

A police officer shall receive a bonus of three hundred ten dollars (\$310.00) per calendar quarter if the officer uses no sick leave during that quarter. Use of any hours of sick leave will result in the officer receiving no payment for that quarter. Any officer who uses no sick leave for a calendar year shall receive an additional three hundred sixty dollars (\$360.00). The police officer shall receive all such bonus payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state and local withholdings. Sick leave used for recuperative leave as defined in paragraph C-2 (below) shall not be considered sick leave used for purposes of this paragraph. This sick leave incentive will be part of any Employer absentee control policy, whether or not such policy is part of this contract.

In case of illness, officers shall be allowed to use accrued compensatory time, vacation hours or holiday hours in the same manner as presently prescribed for use of sick leave.

2. Recuperative Leave. A police officer who is disabled to the extent that he/she cannot perform regular duties as a result of injury sustained in an identifiable incident while in the course of public employment with the City, not through his/her own negligence, after exhaustion of fifteen (15) days of the employee's accumulated sick leave, shall continue to receive for a period not to exceed one calendar year from that date an amount of compensation equivalent to his/her full salary less any and all funds or monies received from public or private agencies by way of pension, compensation, or indemnity for such disability. The police officer shall make application for "temporary total" disability compensation under the Workers' Compensation Law of Ohio, provided that where the disability is of a type or nature which will prevent the police officer from returning to full police duties, the employee shall (mandatory) apply for such available benefits of said funds or money that may accrue to him/her and be payable from the Police and Firemen's Disability and Pension Fund. The City Manager shall cause the employee to be examined by a physician of the City's choice to determine the extent of the disability and may require subsequent examinations during the period of disability. In no case will the City pay a recuperative leave allowance for any period of time in excess of the "temporary total"

disability time as determined and awarded by the Ohio Bureau of Workers' Compensation. For purposes of eligibility for the Sick Leave Bonus in paragraph 1C, above, the use of sick leave for recuperative leave purposes as set forth in that paragraph shall not act to disqualify an employee who is otherwise eligible for a sick leave bonus.

3. Reinstatement. An employee absent from work because of any service connected occupational illness or injury as determined by the Ohio Industrial Commission shall be entitled to reinstatement at the same rate of pay received prior to the date of such illness or injury plus any contractual increases upon approval of his/her application to return to work.

4. Payment for Accrued But Unused Sick Leave Upon Retirement

A. Retirement means disability or service retirement from the City of Oxford, Ohio, under any State or Municipal retirement system applicable to the City of Oxford, from which the officer will begin drawing benefits immediately. Payment for accumulated unused sick leave of officers in the bargaining unit who retire shall be made as follows:

An officer who retires from the City with ten (10) or more full years of service with the State of Ohio and political subdivisions of the State of Ohio, or any combination thereof, shall be paid in cash for one-fourth (1/4) the value of the officer's accrued but unused sick leave credit. Payment under this section shall not exceed the value of three hundred (300) hours of accrued but unused sick leave.

A.B. Payments under the above section shall be based upon the officer's rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the officer at the time payment is made.

ARTICLE XI Life and Health Insurance

1. Life Insurance. The City will provide, at no cost to the police, group life insurance coverage on each officer in an amount equal to one and one-half (1-1/2) times the officer's annual base salary. In addition, eligible officers may contract with the City's insurance carrier for additional units of life insurance at the expense of the officer and at no cost to the City.

2. Health Insurance.

A. Effective January 1, 2027, the officer contribution will not exceed 1.75% of the 100% step patrol officer base wage for Single Coverage and the officer contribution will not exceed 3.75% of the 100% step patrol officer base wage for Family Coverage. The Employer will not reduce its own premium contributions or insurance benefit levels for the term of this Agreement.

A. Beginning on January 1, 2024, the employee's medical, dental, prescription and vision insurance premium may increase up to 10% over the 2023 employee contribution rates. The Employer will not reduce its own premium contributions or insurance benefit levels for the term of this Agreement in the event that employee contributions are increased. The possible 10%

~~increase is indicated below as a range. A dollar amount within the below range is to be withheld from the employee's bi-weekly paycheck, dependent on coverage level:~~

- ~~• Single Coverage: \$38.64 per pay up to \$42.50 per pay~~
- ~~• Family Coverage: \$100.78 per pay up to \$110.88 per pay~~

B. The City agrees to establish a health insurance advisory committee to annually review the health insurance coverage for full-time employees of the City. The committee shall be composed of: one police officer below the rank of sergeant, one sergeant or lieutenant, one non-sworn employee of the police division, one water division employee, one wastewater division employee, one streets division employee, one recreation department employee, one Municipal Building employee not employed in the Police Division, and one administrative officer of the City.

C. The committee shall review coverage and advise the City Manager on coverage issues with the goal of limiting the cost of the health insurance plan to the City's monthly contribution rate.

D. A majority of those appointed shall constitute a quorum and all votes shall require a majority of the committee membership to pass any proposal. It is the intent that all City employees have a voice in the health insurance afforded them and the Health Insurance Committee shall work to this end.

2.3. Other Insurance Coverage. Police officers may purchase, through payroll deduction, other insurance coverage as may be made available to police officers by the City through the mutual agreement of the City and the Police.

ARTICLE XII Longevity Pay

Police officers shall receive longevity pay each year, based on his/her anniversary date, according to the following schedule:

Effective January 1, ~~2023~~2026:

<u>Longevity Pay</u>	<u>Rate</u>
<u>After 5 years</u>	<u>\$800</u>
<u>After 6 years</u>	<u>\$825</u>
<u>After 7 years</u>	<u>\$850</u>
<u>After 8 years</u>	<u>\$875</u>
<u>After 9 years</u>	<u>\$900</u>
<u>After 10 years</u>	<u>\$925</u>
<u>After 11 years</u>	<u>\$950</u>

<u>After 12 years</u>	<u>\$975</u>
<u>After 13 years</u>	<u>\$1,000</u>
<u>After 14 years</u>	<u>\$1,025</u>
<u>After 15 years</u>	<u>\$1,050</u>
<u>After 16 years</u>	<u>\$1,075</u>
<u>After 17 years</u>	<u>\$1,100</u>
<u>After 18 years</u>	<u>\$1,125</u>
<u>After 19 years</u>	<u>\$1,150</u>
<u>After 20 years</u>	<u>\$1,175</u>
<u>After 21 years</u>	<u>\$1,200</u>
<u>After 22 years</u>	<u>\$1,225</u>
<u>After 23 years</u>	<u>\$1,250</u>
<u>After 24 years</u>	<u>\$1,275</u>
<u>After 25 years</u>	<u>\$1,300</u>
<u>After 26 years</u>	<u>\$1,325</u>
<u>After 27 years</u>	<u>\$1,350</u>
<u>After 28 years</u>	<u>\$1,375</u>
<u>After 29 years</u>	<u>\$1,400</u>
<u>After 30 years</u>	<u>\$1,425</u>

~~5th anniversary up to employee's 9th anniversary: 0.25% of base salary —
10th anniversary up to employee's 14th anniversary: 0.50% of base salary
15th anniversary up to employee's 19th anniversary: 0.75% of base salary
20th anniversary and above: 1.0% of base salary~~

~~Effective January 1, 2003-2026 and each year thereafter, the longevity pay shall be rolled into the base rate of pay paid as a one-time lump sum payment in November of the current contract year.~~

~~To be eligible for longevity pay an officer must accrue the required years of service on or before December 31 of the current contract year and be a full time employee of the City on or before December 31 of the current contract year. No partial or proportionate longevity pay will be paid. Credit will not be given for partial years of service.~~

ARTICLE XIII Uniforms and Cleaning

1. If the City should decide to change all or part of the standard uniform, the City will purchase the initial annual supply of new items for each officer except when the change in the uniform was made at the request of the employees.
2. Effective January 1, 2023, the officers will receive a uniform and cleaning allowance of one thousand dollars (\$1,000.00) for each year of this contract to purchase required and

necessary uniforms and equipment. The police officer permanently assigned as Detective shall receive an additional two hundred and fifty dollars (\$250.00) for each year of this contract, which shall not be reduced in any year the Employer replaces all patrol operation uniforms. If the Employer adopts new uniform standards and purchases new full sets of uniforms for every member of the bargaining unit, each employee will receive only fifty percent (50%) of their regular annual uniform and cleaning allowance on the following annual payment. The uniform and cleaning allowance will be paid separately from each officer's regular pay and the City will provide a separate paystub detailing the uniform and cleaning allowance only.

3. Special assignment such as motorcycle, bike, and equine patrol will be supplied uniforms on a replacement basis for required items as approved by the Chief of Police.

ARTICLE XIV Training Reimbursement

A "training day" is defined as a work day or part of a work day during which an officer is scheduled to attend a law enforcement training program and the officer is not responsible for routine calls.

1. The expenses for permanent, full-time police officers who are required, or requested, by the City to attend training programs, schools, or other instructional programs shall be reimbursed by the City as follows:

A. Registration fees or tuition.

B. Costs of lodging, meals and mileage shall be at the same terms and conditions as other City employees as set forth in the City of Oxford Travel Policy or as otherwise set by ordinance.

C. Other incidental expenses as approved in advance by the Chief of Police (when appropriate the Chief of Police may authorize a per diem to cover such expenses).

2. For training day(s) outside the City and Oxford Township, the City will attempt to schedule officers so that attendance at such training as well as related travel time will coincide with the officers normal work week.

~~A. The actual time designated as meal period during training shall not be counted as hours worked.~~

~~B. Study time necessitated by an officer's attendance at training shall not be counted as hours worked.~~

3. For training day(s) (including in-service or range training) within the City or Oxford Township, normal compensation rules apply. Officers shall work a combination of regular hours

plus instructional hours equal to their normal work day, either eight (8) hours or ten (10) hours. Officers working in excess of their normal hours on this type of training day shall be entitled to overtime.

ARTICLE XV Grievance Procedure

1. Scope of Grievance Procedure.

The purpose of this grievance procedure is to establish effective machinery for the fair, expeditious and orderly adjustment of grievances in the Oxford Police Department. A grievance is a complaint involving the alleged violation, misinterpretation or misapplication of the terms of this written agreement. The following matters shall not constitute a grievance under the provisions of this procedure:

- A. The interpretation, application or enforcement of Federal or State Law; or the City Charter, an ordinance, personnel policy or departmental regulation.
- B. Unsafe or unhealthy working conditions.
- C. Arbitrary, unreasonable, or inconsistent working conditions.

2. Representation, Class Grievances.

A grievance may be brought under this procedure by one or more grieving officers. The grieving officer may, at Steps 1 and 2 below, bring a grievance representative. The representative selected by the grieving officer(s) may consist of any of the following persons:

- A. An official of the Fraternal Order of Police.
- B. A delegate of the Fraternal Order of Police.
- C. An attorney of the grieving officer's choice.
- D. Any other person of the grieving officer's choice.

Any grievance brought by one or more officers that affects all officers shall be submitted directly to the Chief at Step One.

3. Time Limitations.

The grieving officer shall bring the grievance to his/her immediate supervisor at Step One below, within two (2) working days of its occurrence; or if at the time the officer is unaware of the grievance, within two (2) working days of his/her knowledge of its occurrence. A grievance not brought within the time limits prescribed for every step, shall not be considered timely and shall be void. The City's failure to respond to a grievance within the specified time limits shall automatically forward the grievance to the next higher step. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision. Time limit extensions beyond those stipulated in this agreement may be established by mutual agreement of the parties concerned.

For purposes of grievance filing times, immediate supervisor shall mean the highest ranking officer who is working at the time the grievance is filed. In the event that a grievance is filed with a lieutenant, a sergeant or officer of lesser rank under this section, the lieutenant, sergeant or such officer shall transmit the grievance to the Chief of Police or, in the absence of the Chief, to the day shift lieutenant to be processed pursuant to Step One below. The Chief of Police shall have five (5) days after his/her receipt of the grievance to rule in accordance with Step One below.

4. Steps.

Step One. The grieving officer shall submit the grievance in writing on a form provided by the City (see Appendix D) to the Chief of Police within two (2) working days as outlined above. The written grievance at this step and all steps thereafter, shall contain the following information: (1) a statement of the grievance; (2) the facts upon which it is based; (3) the remedy or adjustment sought; and (4) the signature of the grieving officer. The Chief of Police shall meet with the grieving officer(s) within five (5) working days of the Chief's actual receipt of the written grievance. The Chief of Police shall respond in writing to this grievance within five (5) working days of said meeting. The written response at this Step, and management responses at all steps thereafter, shall contain the following information: (1) an analysis of the facts upon which the grievance is based; (2) an analysis of the validity of the grievance; (3) the remedy or adjustment, if any, to be made; and (4) the signature of the appropriate management representative. The Chief of Police shall retain one copy of the grievance and disposition and forward one copy to the City Manager and one copy to the grieving officer.

Step Two. Should the grieving officer not be satisfied with the response he or she received in Step One within three (3) working days after his/her receipt thereof, the grieving officer may submit the written statement of the grievance prepared for Step One to the City Manager and request a meeting with the City Manager. Upon receipt of the grievance, the City Manager will schedule a meeting to be held within twenty (20) working days of his/her receipt of the request. Upon completion of such meeting, the City Manager shall determine whether the Step One response is consistent with this agreement. The City Manager shall render his/her decision thereon in writing within twenty (20) working days after his/her meeting with the grieving officer. If the City Manager does not render a decision in writing within twenty (20) working days as required and the cost to the City for the remedy or adjustment sought is less than one hundred dollars (\$100.00), the grievance will be considered decided in favor of the grieving officer. Such a default will not be binding on either party as to future grievances.

Step Three. This provision for binding arbitration shall be in lieu of any other recourse, including court action, and neither the City nor the FOP Lodge 38 nor any member thereof shall be entitled to file any court action relative to a grievance and binding arbitration is mandatory, subject to the approval of FOP Lodge 38, and any right to court action is expressly waived. However, arbitration awards and/or decisions are subject to court action.

If the grievance is not settled at Step Two, the matter shall be submitted to binding arbitration or the Manager's decision shall become final. A request for arbitration shall be made by either party to the other within ten (10) working days following the decision of the City Manager.

If the parties fail to agree on an arbitrator, the parties shall jointly contact the Arbitration and Mediation Service of Cincinnati, Ohio within ten (10) working days after the request to obtain a list of seven (7) arbitrators who maintain offices within 125 miles of Oxford, Ohio from which the parties shall select within ten (10) working days after receipt of the list, by the method of ranking and striking names off the list, an arbitrator. The arbitrator shall have no power to add to or subtract from any terms of this agreement. The decision of the arbitrator shall be final and binding upon the parties hereto. The costs and expenses of the arbitration shall be paid equally by the City and FOP Lodge 38. Arbitration shall commence within thirty (30) working days after selection of an arbitrator.

No individual member of FOP Lodge 38 shall have the right to invoke the arbitration procedure without the consent of FOP Lodge 38 and if such consent is refused, the member shall have no further recourse to, or against, FOP Lodge 38 or the City.

ARTICLE XVI Special Duty Employments

Police officers may work for private employers during off-duty hours while wearing City of Oxford uniforms and using City supplied equipment provided permission has been obtained from the Police Chief. Hours worked for private employers during off-duty hours shall not be included in determining eligibility for overtime pay or any other City benefits, rights, or privileges. A procedure developed by FOP Lodge 38, and approved by the Police Chief will be used for handling requests from private employers for off-duty employment opportunities.

1. Private employers requesting off-duty police officers for special duty employments will pay an officer a minimum of \$35.00 per hour with a three hour minimum, or such rate as may be established from time to time by the Police Officers, with the approval of the Police Chief.
2. The administration of this procedure will be handled through FOP Lodge 38. An officer will be notified of his assignment to an off-duty employment on a form provided by the FOP and all other details will be the responsibility of FOP Lodge 38.
3. The police officers agree to lieutenants and sergeants participating with them in special duty employment and the procedure and methods adopted shall be consistent with this purpose.
4. An officer who is called out from a special duty assignment shall have the right to submit a written request to the Police Chief for a written explanation and justification of that decision.

ARTICLE XVII Professional Liability Insurance

The City will provide, at no cost to the police, professional liability insurance equivalent to the City's current plan, provided that such a policy is readily available to Ohio municipalities at a reasonable price. Such a policy shall only be obtained from an insurance company authorized to do business in the State of Ohio.

ARTICLE XVIII Investigation of Officers

1. The parties recognize that the City has the right to expect a professional standard of conduct be adhered to by all police officers and, pursuant to the Charter, to investigate complaints or charges made by officials, officers or citizens. Internal investigations will be undertaken to inquire into any alleged misconduct of police officers at the sole discretion of the City. Standards of conduct and performance will be as prescribed by the Police Manual of Procedure prepared by, and revised from time to time by, the City. Reports of internal investigations of allegations of misconduct in which no further action is taken as a result of such investigation will be filed in a limited access file to which, and to the extent provided by law, only the City Manager, Chief of Police, Law Director, or the police officer investigated will have access for a period of two years. Final results of such investigation shall also be made available to the Complainant. After such two-year period, the reports will be destroyed, consistent with existing laws. Discipline and disciplinary procedures are expressly reserved to the City as management rights, are not negotiable and are not a subject of this contract.

2. Any time any individual, including but not limited to, a member of the general public, or an employee, agent or officer of the City of Oxford, makes a complaint about a police officer, said complaint shall be in writing, signed by the individual making the complaint, ~~before a notary public or other person authorized by law to administer oaths.~~ The form for the complaint shall specifically inform the individual making the complaint that he or she shall be subject to the penalties provided in Section 2921.13 for Falsification. Said complaint shall be forwarded to the Chief of Police who shall, if necessary, undertake an investigation. Said investigation shall proceed by the Chief of Police appointing an officer or officers or other agents as the City deems necessary. Any officer being investigated, before he is required to answer any questions or make any response in writing, shall be allowed to examine a copy of the complaint and to consult with a representative of his choosing. No disciplinary action will be taken based on charges not included in the written complaint. At the end of said investigation the Chief of Police shall issue a written report concerning the findings of the investigation, and give a copy of said report to the officer.

3. No officer ordered to investigate another officer shall be disciplined for the conduct of that investigation absent fraud or intentional misconduct by the investigating officer. The parties recognize that the City has the right to expect a professional standard of conduct be adhered to by all police officers. Internal investigations will be undertaken to inquire into any alleged misconduct of police officers at the sole discretion of the City. Standards of conduct and performance will be as prescribed by the Police Manual of Procedure prepared by, and revised from time to time by, the City. Reports of internal investigations of allegations of misconduct in which no further action is taken as a result of such investigation will be filed in a limited access file to which only the City Manager, Chief of Police, Law Director, or the police officer

investigated will have access for a period of two years. After such two-year period, the reports will be destroyed, consistent with existing law. Discipline and disciplinary procedures are expressly reserved to the City as management rights, are not negotiable and are not a subject of this contract.

4. The parties are agreed that during the term of this Agreement the above three paragraphs will be submitted to the parties' Labor Management Committee for the purpose of study and refinement consistent with the study and recommendation of the International Association of the Chiefs of Police submitted to the City of Oxford titled *Policing Oxford in the Twenty First Century*.

ARTICLE XIX Labor Management Committee

In the interest of furthering harmonious relations, a joint committee of not more than six (6) members, half from management and half from the police officers, will convene at least once every six (6) months, but not more than once per month, for purposes of discussing work related issues. Management members shall be selected by management and police members shall be selected by the police officers. Such meetings shall be arranged in advance and will convene at a time convenient to both parties but not later than ten (10) calendar days from the date a request for such meeting is made.

Such meetings shall be advisory, discretionary, non-binding, and not subject to the provisions of the grievance procedure. An agenda of items for discussion will be submitted at the time the conference is requested. Additional matters may be introduced by either side during such meetings. Either party may terminate a meeting at any time.

Police officers in attendance at such meetings will not be paid for time so spent, but insofar as possible meetings will be scheduled when designated police representatives are not on duty.

ARTICLE XX Miscellaneous Provisions

1. **Off-Duty Employment.** An officer may request to engage in off-duty employment by submitting a written request to the Chief of Police in person prior to engaging in such employment. Failure of the Chief to respond within five working days of, but excluding, the date received will constitute approval of the request. Denial of such a request shall be subject to the contract grievance procedure.

2. **Departmental Vehicles.** Any officer who is assigned a specialty unit (SWAT, Detective, K9) who is subject to call-in, shall be assigned a take-home vehicle to be used solely for City business in accordance with the Division's take home car program.

3. **Quotas.** The City agrees not to adopt a quota system. This provision in no way restricts the City's right to evaluate the productivity of police officers.

4. Tuition. The City will reimburse a police officer for fifty percent (50%) of the actual costs of required books, tuition and course-related fees provided the officer receives a final grade of no less than "B" or "Pass" in a course graded only on a "Pass-Fail" basis. An officer who receives a final grade of "A" will receive full reimbursement for tuition and course-related fees, per the terms of this Article. Officers will get full reimbursement unless there are multiple officers requesting tuition reimbursement and there are not enough funds to cover full reimbursement. Should there be more than one officer requesting tuition reimbursement at the same time, the funds will be distributed proportionately relative to cost of the officers' tuition among those officers who have completed their classes and received their final grades as noted above. Probationary officers are not eligible for tuition reimbursement. Should the officer leave City employment prior to the completion of a two year (twenty-four month) period following the reimbursement of tuition, the officer will be required to refund the City for said amount and the officer expressly agrees and acknowledges that the City may seek reimbursement of tuition by deducting the amount owed from the officer's final paycheck. The City will maintain the fund balance at twenty thousand dollars (\$20,000.00) and place sufficient funds into the fund balance to bring the total to twenty thousand dollars (\$20,000.00) as needed at the start of the new contract year, on January 1. The City will place ~~three thousand dollars (\$3,000.00)~~ in a fund for each contract year. ~~Officers will be limited to a maximum reimbursement of one thousand dollars (\$1,000.00) each per contract year.~~ The City will issue such reimbursement within fourteen (14) calendar days of receipt of proof of grade and itemized receipts, tuition and fees. All courses must be approved in advance, in writing, by the City Manager. Only job related course work and major fields of study may receive this benefit.

5. Weapon and Badge. Upon service retirement with at least ~~fifteen (15)~~ten (10) years of service with the City of Oxford, the City will give the retiring police officer his/her duty weapon and two uniform badges.

6. Light Duty. In the sole discretion of the Chief of Police, an officer whose physical/medical condition prevents him/her from performing his/her normal work assignments may be re-assigned to "light-duty" by the Chief of Police. The decision of the Chief shall not be grievable.

7. Assignments. To be eligible for assignment as a juvenile officer or detective, a police officer must meet the eligibility requirements for the promotional exam to the rank of sergeant and must have achieved an average or above average overall rating on his/her most recent performance evaluation. The Chief shall make these assignments in his sole discretion.

8. Discipline Review Committee. The City recognizes the right of the F.O.P. Lodge #38 to create a Discipline Review Committee. Whenever F.O.P. Lodge #38 feels that a disciplinary action taken by the City should be reviewed by a committee of the disciplined officer's peers (i.e., members of the same bargaining unit), the City, upon receipt of a signed release from the disciplined officer, agrees to provide to such a committee of three (3) peers (one bargaining unit member selected by the FOP President, one selected by the Chief and the remaining member to be selected by the first two members of the peer review committee) access to the investigative file used as a basis for the disciplinary action. After reviewing the file, the committee shall issue its comments in a report to the Chief of Police and City Manager. Meetings of such committees

and the preparation of such reports shall be conducted during off-duty time of the officers participating. Nothing in this paragraph shall restrict the City's right to take disciplinary action against any officer at any time. Further, the provisions of this paragraph are in no way intended to restrict the disciplined officer's rights to due process either under this contract or any other applicable laws, rules or regulations.

9. FMLA and ADA. Nothing in this Agreement will be used or construed to prevent or inhibit the Employer from complying with the provisions of the Americans With Disabilities Act (ADA) or the Family Medical Leave Act (FMLA).

10. After two years, a written reprimand shall be of no force and effect for purposes of discipline, provided no intervening discipline has occurred. Such documentation will be removed from the personnel file in accordance with law. After five years, a three day suspension or less shall be of no force and effect for the purposes of discipline, provided no intervening discipline has occurred. Such documentation will be removed from the personnel file in accordance with the law.

11. Academy Costs. The City may require, as a condition of hiring, that any police officer candidate will be required to repay all or a portion of his/her tuition for the Police Academy, paid by the City, in the event such candidate thereafter voluntarily terminates or resigns in lieu of termination his/her employment with the City during the three (3) years following certification as a police officer. Should an officer voluntarily terminate or resign in lieu of termination his/her employment during three (3) years following certification as a Police Officer, the officer will owe the City based on the following schedule:

- | | |
|--|-------------|
| <u>1. Within the first year</u> | <u>100%</u> |
| <u>2. Between the first year and second year</u> | <u>67%</u> |
| <u>3. Between the second year and third year</u> | <u>33%</u> |

ARTICLE XXI Term of Agreement

This agreement shall commence January 1, ~~2023~~2026, and shall continue in full force and effect until December 31, ~~2025~~2028, after which it shall continue in full force and effect from year to year thereafter unless written notice is given by one party to the other in accordance with applicable provisions of the Ohio Revised Code that a party desires to renegotiate this agreement.

ARTICLE XXII Management Rights

The management and direction of the affairs of the City are retained by the City. This includes, but is not limited to: the selection, transfer, assignment and layoff of employees, the termination of probationary employees, the termination for just cause of other employees; the making, amending and enforcing of work rules and regulations; the disciplining of employees; the

securing of revenues of the City; the exercise of all functions of government granted to the City by the constitution and the statutes of the State of Ohio and the City Charter and Ordinances; the determination from time to time as to what services the City shall perform; the establishment or continuation of policies, practices, or procedures for the conduct of its affairs and, from time to time, as to what services the City shall perform; the changing or abolition of such procedures; the determination of the number of hours per day or week any operation may be carried on; the

selection and determination of the number of employees required; the establishment and changing of work schedules and assignments; the contracting for the performance of such work as the City determines advisable and the taking of such other measures as the City and/or management may determine to be necessary for the orderly and efficient operation of the City; and the determination of the size and composition of the work force. The City retains all rights except to the extent this agreement specifically and expressly provides to the contrary. The City will not use this section to contravene rights granted by this agreement to members of the bargaining unit individually or collectively.

ARTICLE XXIII No Strike

Neither the Fraternal Order of Police nor any member of the bargaining unit included in this contract shall take part in, cause, or aid in any strike, slowdown, picketing or any other interference with the operations of the City during the term of this agreement. "Strike" means concerted action in failing to report to duty, willful absence from one's position, stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment. In addition to other rights and remedies prescribed by law, the City shall have the right to discharge or otherwise discipline any employee violating this section, in accordance with Civil Service rules and regulations.

If there is any violation of this section, the Fraternal Order of Police together with its officers and agents, shall publicly denounce said violation, disclaim approval, order those taking part in such violation to return to work immediately.

ARTICLE XXIV Modification

The provisions of this agreement shall be conclusive as to all bargainable matters relating to wages, hours of work, and working conditions. Therefore, the City and the Police for the term of this agreement each agree that the other shall not be obligated to bargain collectively with respect to any subject matter referred to or governed by this agreement unless the City and the Police mutually agree to alter, amend, supplement, enlarge or modify any of its provisions.

Should any provision of the agreement be found to be illegal or unenforceable by a court of competent jurisdiction, all other provisions of this agreement shall remain in full force and effect for the duration of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed by their authorized representatives.

Fraternal Order of Police,
Lodge 38

City of Oxford

FOP Attorney

City Manager

Labor Representative

Law Director

Labor Representative

Police Chief

Labor Representative

Original on file City of Oxford HR Department

APPENDIX A
WAGE SCHEDULE

Officers will be paid biweekly in accordance with the following schedule:

ALL PATROL OFFICERS WITH 36 MONTHS SERVICE IN POSITION

Patrol Officer wages will increase as follows: 5.0% effective January 1, ~~2023~~2026; ~~4.54.0%~~ effective January 1, ~~2024~~2027; and ~~4.54.0%~~ effective January 1, ~~2025~~2028.

<u>Contract Year</u>	<u>Salary</u>
January 1, 2023-2026 to December 31, 2023 <u>2026</u>	\$81,501 <u>\$93,452.10</u>
January 1, 2024-2027 to December 31, 2024 <u>2027</u>	\$85,169 <u>\$97,190.18</u>
January 1, 2025-2028 to December 31, 2025 <u>2028</u>	\$89,002 <u>\$101,077.79</u>

ALL PATROL OFFICERS WITH LESS THAN 36 MONTHS SERVICE DURING CONTRACT

Starting Salary <u>Beginning Police Officer without certification</u>	85% <u>80%</u> of applicable rate above
With 6 Mos. Service <u>Police Officer with certification</u>	87.5% <u>85%</u> of applicable rate above
With 12 Mos. Service	90% of applicable rate above
With 18 Mos. Service	92.5% of applicable rate above
With 24 Mos. Service	95% of applicable rate above
With 30 Mos. Service	97.5% of applicable rate above
With 36 Mos. Service	100% of applicable rate above
<u>With 60 Mos. Service</u>	<u>102% of applicable rate above</u>
<u>With 96 Mos. Service</u>	<u>104% of applicable rate above</u>

P.F.D.P.F. "PICK-UP" PLAN

During the term of the contract, the City and the Police Officers will maintain the I.R.S. approved "pick-up" plan to exclude employee pension fund contributions from taxable income.

MERIT PAY

If the City maintains a merit pay plan for other City employees after January 1, 2002, Police Officers will be eligible for merit pay raises recommended by the Police Chief and approved by the City Managers. If, for economic reasons, merit pay increases are not given or available to other City employees, Police Officers will not be eligible for merit raises during this same period of time. Performance standards for merit pay purposes may be recommended by the Labor Management Committee to the Police Chief. Merit pay issues are not subject to the grievance or arbitration procedures of this Agreement.

LATERAL HIRES

Patrol Officers will full-time sworn law enforcement service at another agency will enter at the appropriate step level based upon their prior years of full-time service.

DETECTIVE ON CALL PAY

Patrol officers assigned to be a detective and required to serve on call shall receive payment of ~~one thousand eight hundred (\$1,800)~~ six hundred twenty-five dollars (\$625.00) per quarter ~~rolled into the detective's base pay.~~

FIELD TRAINING OFFICER PAY

An authorized Field Training Officer (FTO) shall receive \$2.00 per hour in addition to the FTO's regular hourly rate of pay for all assignments involving direct training of a probationary or other officer assigned to the FTO.

SHIFT DIFFERENTIAL

During the period of the contract, Police Officers working 1700 to 0700 hours will receive shift differential pay in the amount of one dollar (\$1.00) per hour.

APPENDIX C
PAYROLL DEDUCTION AUTHORIZATION

The undersigned hereby authorizes the City of Oxford to deduct from his or her payroll checks such sums as are requested by the President and the Secretary of F.O.P. Lodge #38 in writing and representing dues, and/or initiation fees, and/or assessments, due to F.O.P. Lodge #38 from the undersigned. This authorization shall be effective from January 1, 2023 and shall continue in full force and effect until December 31, 2025 and once signed and submitted to the City of Oxford by the undersigned shall be irrevocable. The undersigned further agrees that the City may deduct the amount or amounts requested by F.O.P. Lodge #38 and may make said deductions in the time and manner requested by F.O.P. Lodge #38 and that any further complaint as to the amount or manner of deductions shall be resolved between the undersigned and F.O.P. Lodge #38. This authorization is made pursuant to Article II of the Contract between the City of Oxford and the Oxford Police Officers and that the amounts deducted hereunder shall be remitted by the City to F.O.P. Lodge #38.

Signature of Police Officer

Dated: _____

APPENDIX D
GRIEVANCE SUBMITTAL

STATEMENT OF GRIEVANCE: _____

PERTINENT FACTS: _____

REMEDY OR ADJUSTMENT SOUGHT: _____

Signature of Grieving Officer: _____

Date of Step One Submittal: _____

Date of Step Two Submittal: _____

(Note: Step Two Submittal must include Step One Response.)

Date of Step Three Submittal: _____

(Note: Step Three Submittal must include official consent to arbitrate signed by appropriate officials of FOP Lodge 38.)

If additional space is necessary, please attach additional sheets.



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	12/10/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	A Resolution Approving The Contract Between The City Of Oxford, Ohio, And The Oxford Police Sergeants And Lieutenants, Fraternal Order Of Police, Lodge 38, Detailed In Exhibit A, And Authorizing The City Manager To Sign The Contract. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

See discussion listed under Patrol Contract Resolution.

RESOLUTION NO.

A RESOLUTION APPROVING THE CONTRACT BETWEEN THE CITY OF OXFORD, OHIO, AND THE OXFORD POLICE SERGEANTS AND LIEUTENANTS, FRATERNAL ORDER OF POLICE, LODGE 38, DETAILED IN EXHIBIT A, AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT.

WHEREAS, the City Manager recommends that the Council authorize the City Manager to sign on behalf of the City the Contract referred to in substantially the same form as Exhibit "A" ("Contract") with the Oxford Police Sergeants and Lieutenants, Fraternal Order of Police, Lodge 38. The term of this Contract is for three (3) years, from January 1, 2026 through December 31, 2028.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council hereby accepts the recommendation of the City Manager and authorizes the City Manager to sign the contract on behalf of the City.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MICHAEL SMITH
PREPARED BY: LAW (STAFF)

CONTRACT
Between
THE CITY OF OXFORD
And
THE OXFORD POLICE
SERGEANTS AND LIEUTENANTS

FOP LODGE 38

January 1, ~~2023~~2026–December 31, ~~2025~~2028

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This agreement, made and entered into on the _____ day of _____, _____, in the City of Oxford, County of Butler, State of Ohio, by and between the City of Oxford, hereinafter called "City" and the Fraternal Order of Police, Lodge 38, hereinafter called "Police", has as its purpose the promotion of harmonious relations between the City and the Police, the formalization of the complete agreement between them on all matters pertaining to wages, hours or terms and other conditions of employment, and the establishment of an equitable and peaceful procedure for the resolution of differences which may arise concerning those matters.

The parties hereto agree that each has had full and unrestricted right and opportunity to make, advance and discuss all matters properly within the province of collective bargaining. It is expressly understood that all matters not included in this agreement are by intention and design specifically excluded and fall, for the life of this agreement, within the powers, duties and responsibilities of the City. This agreement constitutes the full and complete agreement of the parties and there are no others, either oral, written or by custom except those as herein expressly contained. Therefore, the Police and the City, for the life of this agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered in this agreement, or with respect to any subject or matter not specifically referred to or covered in this agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated and signed this agreement. Each of the parties to this agreement, for the term of this agreement, specifically waives the right to demand or request changes herein, whether or not the subjects were known to the parties at the time of execution hereof as proper subjects for collective bargaining and it is agreed that the City shall not be subject to provide additional wages, compensation, fringe benefits, or emoluments of any kind beyond that which is specified in this agreement.

ARTICLE I Recognition

The Fraternal Order of Police, Lodge 38, is recognized as the exclusive representative for collective bargaining purposes for all full-time Sergeants and Lieutenants of the City of Oxford Police Division as established by certification granted by the State of Ohio State Employment Relations Board, dated March 26, 2002, more specifically referred to as Case No. 1-REP-10-0244. The term "Police" when used in this agreement refers only to those employees, individually and collectively, included within that certification.

ARTICLE II Dues Deduction

The City agrees to deduct and remit to the Police periodic dues, initiation fees, and assessments of members of FOP Lodge 38 upon presentation of written deduction authorization by the employee. It is agreed that the written deduction authorizations specified shall be irrevocable for the term of this agreement and that said authorizations shall stipulate that the same is irrevocable for the term of this agreement and that thereupon the City will treat the same as irrevocable during the term of this agreement irrespective of any attempts to negate said authorizations. Should any member of the bargaining unit not become a member of FOP Lodge 38 within sixty (60) days of becoming a member of the bargaining unit, the City, upon written request and certification by the Police as to the facts, will deduct a fair share from said member's pay pursuant to and by virtue of the authority provided in the Ohio Collective Bargaining Law. The Police agree that any such fair share supervisor will be fully represented by the Police the same as if he or she were a member of the Police and will be entitled to attend and participate in meetings of the bargaining unit and will be entitled to vote on the contract with the City as well as any and all contract matters or provisions in the same manner as are members of the FOP Lodge 38.

The Police agree to indemnify and hold the City harmless against any and all claims and liability arising by virtue of its deduction from any Police Supervisor's pay made pursuant hereto and for disposition and use of deductions so made once they have been received by the Police.

ARTICLE III Salary

The salary rates which shall be effective during the term of this agreement are set forth in Appendix A.

ARTICLE IV
Work Day and Work Period

1. The normal work day shall be ten (10) consecutive hours of work inclusive of a thirty (30) minute meal period, except that those supervisors assigned to special duty shall have a normal work day consisting of eight (8) consecutive hours of work inclusive of the thirty (30) minute meal period.
2. The normal work week shall be forty (40) hours per one week pay period.
3. A one week pay period begins at 7:00 a.m. on Monday and ends one hundred sixty eight (168) hours later.
4. A day begins at 7:00 a.m. and concludes twenty four (24) hours later.
5. While remaining on duty and in communication with the Dispatcher's office, a police supervisor shall be entitled to two separate twenty (20) minute breaks per work day while working a ten hour shift; supervisors working an eight hour shift shall be entitled to two separate fifteen (15) minute breaks per work day.
6. Within thirty days of both parties accepting this contract, the City will provide a schedule through December 31, 2005. For subsequent contract years, the City will provide the schedule for the next calendar year by October 1st of the current calendar year. Nothing herein shall restrict the rights of the City to change the schedule in accordance with the terms of this contract and the law.

ARTICLE V
Overtime

1. Overtime is defined as any time worked in excess of forty (40) hours during any one week pay period, but excluding any excess hours spent on jury duty. Said forty (40) hours may include hours actually worked, paid leave or sick leave, holiday time, or vacation, or jury duty hours, or a combination of hours actually worked, paid leave and/or jury duty hours.

When directed to work overtime by the Chief of Police, a police sergeant or lieutenant will be compensated for hours actually worked at a rate of one and one-half (1-1/2) times the supervisor's normal salary rate. Said compensation for sergeants and lieutenants is applicable to any hours worked in addition to the forty (40) hours of straight-time compensation for any one week pay period.

Compensation for overtime as provided above, except as noted, for either lieutenants or sergeants will be in the form of pay or compensatory time off. Police supervisors may maintain up to forty (40) hours of compensatory time at any time provided that no police supervisor shall be permitted to carry over more than forty (40) hours compensatory time from one calendar year to the next calendar year. Compensatory time shall be taken as additional vacation subject to the approval of the supervisor's supervisor. Additional rules and restrictions on the accumulation and use of compensatory time shall be as agreed by the parties' Labor Management Committee and approved by the City Manager. Upon separation of service, an employee shall be paid for any compensatory time on the books at their current rate of pay.

2. A supervisor who is called back to duty following the termination of the supervisor's normal work day and three (3) or more hours prior to the commencement of the supervisor's next normal work day shall receive credit for a minimum of three (3) hours overtime for such call-in.
3. A supervisor who is required to appear in court to testify as a witness on behalf of the State or City in a State or City case or pursuant to a subpoena in a civil case by reason of the supervisor's duties and actions as an Oxford police supervisor, if not on duty at such time, shall receive credit for a minimum of three (3) hours overtime. Court appearances in civil cases resulting from special duty employment shall not qualify for compensation pursuant to this section.

A supervisor who is called for jury duty will be scheduled to work an eight-hour day shift for those days which the supervisor serves as a juror. The supervisor shall report for duty at the Oxford Police headquarters to work those hours of any day shift which is not spent as a juror. A supervisor shall remit to the Finance Department any funds received for serving as a juror, except that the supervisor shall be allowed to retain mileage fees. No supervisor shall be paid for more than forty (40) hours per work week for time actually spent as a juror.

4. A police lieutenant shall be compensated for overtime, at a rate one and one-half (1-1/2) times the supervisor's normal salary rate, for voluntary elective enforcement assignments and will be equally eligible for such special duty assignments. Any off-duty police lieutenant assigned overtime by the Chief of Police to work the north end detail, in addition to the Supervisor's normal work week, shall be paid overtime at a rate one and one-half (1-1/2) times the supervisor's normal salary rate for all overtime hours worked on the north end detail. The north end detail is that special detail authorized by the Chief of Police to deploy massive police manpower in the north end of the City in the fall when the students return to the community and in the spring as required and directed by the Chief of Police.

5. The working of overtime is mandatory. Where possible, the City will post available overtime in advance and fill slots from the work force on a volunteer basis. On occasions when it is not possible to post overtime in advance, the City will contact supervisors in an attempt to fill the slot on a volunteer basis. A supervisor shall have the right to tentatively refuse such overtime if the Supervisor has personal plans and makes them known to the City. However, if the City is unable to fill a slot on a volunteer basis, the City will have the right to order a supervisor to work the required overtime.

6. When it is determined by the Chief of Police that it is necessary to require a supervisor to work overtime, overtime will be allocated to supervisors in accordance with the following procedures. When it is necessary to call in a supervisor due to the absence of a supervisor, the overtime shall first be offered to supervisors in accordance with these procedures.

A. Coverage for partial shift, i.e., 0300 to 0700 or 1700 to 2100 (when the partial shift is caused by a scheduled supervisor taking time off resulting in no supervisor being scheduled to work):

1) Shift coverage overtime shall be offered to the supervisor(s) working the shift prior to the vacancy, being offered first to the sergeant(s) and then to the lieutenant(s) if the sergeant(s) decline.

2) If the supervisor(s) working the shift prior to the overtime decline the overtime, it shall be offered to the supervisor(s) working the shift immediately following the vacancy, being offered first to the sergeant(s) and then to the lieutenant(s) if the sergeant(s) decline.

3) If the above supervisors decline the overtime, then it shall be offered to supervisors not working, being offered first to all of the sergeants and then to the lieutenants.

4) Whenever two supervisors of equal rank are to be offered overtime under any of the above procedures, the overtime shall be offered first to the one with the lowest overtime balance.

B. Coverage for an entire shift (when the vacancy is caused by a scheduled supervisor taking time off resulting in no supervisor being scheduled to work):

1) The shift shall be divided in half, with the first half being offered to the supervisor(s) working the shift prior to the vacancy, being offered first to the sergeant(s) and then to the lieutenant(s) if the sergeant(s) decline.

2) The second half of the shift will be offered to the supervisor(s) working the following shift, being offered first to the sergeant(s) and then to the lieutenant(s) if the sergeant(s) decline.

3) If the above supervisors decline the overtime, then it shall be offered to supervisors not working, being offered first to all of the sergeants and then to the lieutenants.

4) Whenever two supervisors of equal rank are to be offered overtime under any of the above procedures, the overtime shall be offered first to the one with the lowest overtime balance.

5) In providing shift coverage, supervisors will not routinely work more than fifteen (15) consecutive hours.

C. Overtime balance:

The overtime balance referred to above shall be determined by the current sum of all overtime hours worked ~~plus hours offered and declined~~; however, only shift coverage overtime hours will be included in the balance.

D. Special duty overtime hours (from sign-up sheets):

Special duty (i.e., north end, uptown walking, litter, etc.) overtime hours will be separate from shift coverage overtime, with a list showing a current balance for each supervisor, regardless of rank. Assignments will be made based on the current balances, picking the supervisor with the lowest balance first, then the second lowest, etc., until the detail is filled.

E. Call out overtime hours:

When specialized supervisory skills are required, the Chief of Police will determine who shall be called out.

F. Assignments:

1) The overtime balance sheets will be maintained for one calendar year.

2) At the beginning of the calendar year, assignments will be based upon the supervisor(s) length of service, being offered to the supervisor with the longest tenure first.

3) If two supervisors have the same overtime balance, the overtime will be offered first to the supervisor with the longer length of service.

4) The word "offered" used in the above items means that the City has attempted in good faith to contact the appropriate supervisor either in person or by telephone but actual contact is not required.

5) The above procedure shall not be required in an emergency situation.

6) All shift coverage overtime necessitated by the absence of a supervisor will be offered to a supervisor of the same rank before being offered to any other supervisor.

ARTICLE VI Temporary Assignments

If a bargaining unit member is appointed/assigned in writing to an acting position by the Director of Safety or by the Chief of Police with the approval of the Director of Safety, the bargaining unit member shall, after one (1) day, receive additional compensation at the starting salary for that position. To qualify for such assignment, a supervisor must meet the eligibility requirements for the promotional exam for lieutenant or chief and have achieved an average or above average overall rating on the supervisor's most recent performance evaluation.

ARTICLE VII
Holidays

1. For purposes of determining holiday pay, police shall be entitled to ten (10) designated paid holidays each year and sixty (60) hours of paid personal absence:

Designated holidays are New Year's Day (January 1), Martin Luther King Jr. Day (third Monday of January), President's Day (third Monday in February), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Day After Thanksgiving, Christmas Eve (December 24), and Christmas Day (December 25). Police supervisors scheduled to work on a designated holiday may with the supervisor's approval choose not to work on that holiday. Shift trades will be allowed on designated holidays as long as the shifts being traded are during the same pay period. Those who work will be compensated at a rate of pay two and one-half (2-1/2) times their normal rate for the hours worked, including overtime pre-approved by the supervisor's supervisor, or they can receive pay at one and one half (1-1/2) times their normal hourly rate with, instead of the additional pay, an additional ten (10) hours of leave at a date to be used later. Designated holidays not worked and undesignated holidays may be taken on any scheduled working day, not a designated holiday, with the approval of the employee's supervisor. Supervisors who generally work an eight (8) hour shift, and who are scheduled to work a ten (10) hour shift during a holiday week (but not the holiday) shall accrue the holiday at ten (10) hours. When a supervisor does not work a designated holiday, the supervisor may with approval take that holiday on a scheduled working day or may turn in the holiday for straight time (non-overtime) pay. Designated holiday hours turned in for pay shall not be added to the forty (40) hour work week for purposes of determining overtime. All holidays shall be used within one year of the date earned except that no supervisor shall lose holidays because his/her request for specific days off was not approved.

2. In addition, New Year's Eve shall be compensated at one and one-half (1-1/2) times the base rate for all hours actually worked. This provision applies only to supervisors actually working. Supervisors not working this holiday are not entitled to any additional compensation or time off.

3. Employees who work a holiday shall not take time off for the holiday at a later date but will be permitted to bank the straight time hours for payment at a later date of the employee's choosing. The number of hours banked will be the actual number of hours worked on the designated holiday.

4. Supervisors wanting to bank the straight time hours for payment at a later date must notify payroll personnel in writing a minimum of fourteen (14) days prior to the holiday and this election is irrevocable. Banked holiday hours shall not be added to the normal forty (40) hour work week for the purpose of determining overtime.

ARTICLE VIII
Vacation

Police will be credited with accrued vacation annually on the anniversary date of their employment according to the following schedule:

1st thru 4th anniversary	80 hours
5th thru 9th anniversary	120 hours
10th thru 14th anniversary	160 hours
15th anniversary and subsequent	200 hours

Vacation credited but unused by the following anniversary date of the employee may be carried forward up to a maximum of ~~four (4) working days, or forty (40) hours, whichever is greater~~ eighty (80) hours.

Any supervisor who is ordered to perform official duty during scheduled vacation shall be compensated at a rate of one and one-half (1-1/2) times the supervisor's normal rate for any hours actually worked.

A supervisor may turn in up to eighty (80) hours of accrued vacation for pay, provided that such supervisor has used at least forty (40) hours of vacation time in the preceding 52 week period.

ARTICLE IX
Leaves

1. Leaves of absence. A leave of absence without pay for a period of up to one (1) year may be granted upon

approval of the City Manager. Return of the employee within the approved time period entitles the employee to reinstatement in the position held prior to the granting of the leave. Failure to return to work upon the termination of a leave of absence shall result in termination of employment. The City may require that any employee requesting leave under the provisions of the Family and Medical Leave Act of 1993 utilize accrued paid time off (vacation, personal or compensatory time off, and sick leave if a sickness is involved) before any non-paid time off shall be utilized. No benefits shall accrue during the period of the leave of absence, unless any such time is mutually designated Family Medical Leave time. During such 12 week period the City will provide health insurance coverage as required by law.

2. Funeral leave. Police will be permitted to use up to three (3) days funeral leave per calendar year for such time as may be reasonably needed for the purpose of attending the funeral of a member of the supervisor's immediate family. After exhausting this annual allowance, a supervisor will be permitted to use up to two working weeks of the supervisor's sick leave for such time as may be reasonably needed for the purpose of attending the funeral of a member of the supervisor's immediate family. A supervisor shall not use more than a combined total of three (3) days funeral and/or sick leave for a single funeral, except for the death of a spouse or child. Immediate family shall be construed to mean spouse, child, parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, spouse's grandparent, or grandchild. Leave of absence without pay is allowed for other funerals when approved by the employee's supervisor.

3. Paid Parental Leave. The Employer will provide bargaining unit employees with up to twelve weeks of "Paid Parental Leave," the terms for which shall be pursuant to the City Employee Handbook effective December 1, 2022. Of the twelve weeks, eight (8) weeks is Paid Parental Leave paid by the City without the employee having to use her/his accrued paid leave followed by four (4) weeks of Unpaid Parental Leave during which an employee may substitute the unpaid leave with accrued paid leave.

The rules and limitations for the use of Paid Parental Leave set forth in the City Employee Handbook effective December 1, 2022 shall govern the use of Paid Parental Leave, where such provisions are not contrary to any provision of this labor agreement. The Paid Parental Leave benefit shall be in addition to the benefits otherwise set forth in this labor agreement. Nothing in the Paid Parental Leave policy shall be used or construed to prevent or inhibit the City from complying with the provisions of the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA), or any other form of protected leave established pursuant to federal or state law.

ARTICLE X

Sick Leave and Recuperative Leave

1. Sick Leave. Police supervisors shall earn sick leave at a rate of ten (10) hours per month. The amount of sick leave a police supervisor may accumulate is unlimited. Sick leave is used to compensate the employee at the supervisor's regular rate when absent due to the illness of the supervisor. Sick leave is also charged when an employee leaves work for any medical appointment. Sick leave may also be used as follows:

A. A police supervisor may use their accumulated sick leave balance each year for sickness in the immediate family requiring the employee's absence from work during the calendar year. Immediate family is defined as spouse or child of the supervisor, parent (including step-parent) of the supervisor or any relative residing in the supervisor's household.

B. Sick leave may be used by a supervisor when a supervisor is unable to report to work due to a bonafide quarantine of a contagious condition afflicting a member of the supervisor's household.

C. A supervisor may also use a day of sick leave when the supervisor cannot come to work due to snow conditions and when the supervisor's supervisor has determined that snow conditions prevented the employee from reporting for work.

2. Sick Bonus.

A. A police supervisor shall receive a bonus of Three Hundred Ten Dollars (\$310.00) per calendar quarter if the supervisor uses no sick leave during that quarter. Use of any hours of sick leave will result in the supervisor receiving no payment for that quarter. Any supervisor who uses no sick leave for a calendar year shall receive an additional Three Hundred Sixty Dollars (\$360.00). The police supervisor shall receive all such bonus

payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state and local withholdings. Sick leave used for recuperative leave as defined in paragraph C-2 (below) shall not be considered sick leave used for purposes of this paragraph. This sick leave incentive will be part of any Employer absentee control policy, whether or not such policy is part of this contract.

3. **Recuperative Leave.** A police supervisor who is disabled to the extent that the supervisor cannot perform regular duties as a result of injury sustained in an identifiable incident while in the course of public employment with the City, not through the supervisor's own negligence, after exhaustion of fifteen (15) days of the employee's accumulated sick leave, shall continue to receive for a period not to exceed one calendar year from that date an amount of compensation equivalent to the supervisor's full salary less any and all funds or monies received from public or private agencies by way of pension, compensation, or indemnity for such disability excluding any monies received from personal insurance policies the premiums for which have been paid personally by the individual supervisor. The police supervisor shall make application for "temporary total" disability compensation under the Workers' Compensation Law of Ohio, provided that where the disability is of a type or nature which will prevent the police supervisor from returning to full police duties, the employee shall mandatorily apply for such available benefits of said funds or money that may accrue to the supervisor and be payable from the Police and Firemen's Disability and Pension Fund. The City Manager shall cause the employee to be examined by a physician of the City's choice to determine the extent of the disability and may require subsequent examinations during the period of disability. In no case will the City pay a recuperative leave allowance for any period of time in excess of the "temporary total" disability time as determined and awarded by the Ohio Bureau of Workers' Compensation. For purposes of eligibility for the Sick Leave Bonus in paragraph 1C, above, the use of sick leave for recuperative leave purposes as set forth in that paragraph shall not act to disqualify an employee who is otherwise eligible for a sick leave bonus.

4. **Reinstatement.** An employee absent from work because of any service connected occupational illness or injury as determined by the Ohio Industrial Commission shall be entitled to reinstatement at the same rate of pay received prior to the date of such illness or injury plus any contractual increases upon approval of the supervisor's application to return to work.

5. Payment for Accrued But Unused Sick Leave Upon Retirement

A. Retirement means disability or service retirement from the City of Oxford, Ohio, under any State or Municipal retirement system applicable to the City of Oxford, from which the supervisor will begin drawing benefits immediately. Payment for accumulated unused sick leave of supervisors in the bargaining unit who retire shall be made as follows:

A supervisor who retires from the City with ten (10) or more full years of service with the State of Ohio and political subdivisions of the State of Ohio, or any combination thereof, shall be paid in cash for one-fourth (1/4) the value of the supervisor's accrued but unused sick leave credit. Payment under this section shall not exceed the value of three hundred (300) hours of accrued but unused sick leave.

B. Payments under the above section shall be based upon the supervisor's rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the supervisor at the time payment is made.

ARTICLE XI
Life and Health Insurance

1. **Life Insurance.** The City will provide, at no cost to the police, group life insurance coverage on each supervisor in an amount equal to one and one-half (1-1/2) times the supervisor's annual base salary. In addition, eligible supervisors may contract with the City's insurance carrier for additional units of life insurance at the expense of the supervisor and at no cost to the City.

2. **Health Insurance.**

A. Effective January 1, 2027, the supervisor contribution will not exceed 1.75% of the 100% step patrol officer base wage for Single Coverage and the supervisor contribution will not exceed 3.75% of the 100% step patrol officer base wage for Family Coverage. The Employer will not reduce its own premium contributions or insurance benefit levels for the term of this Agreement.

A. ~~Beginning on January 1, 2024, the employee's medical, dental, prescription and vision insurance premium may increase up to 10% over the 2023 employee contribution rates. The Employer will not reduce its own premium contributions or insurance benefit levels for the term of this Agreement in the event that employee contributions are increased. The possible 10% increase is indicated below as a range. A dollar amount within the below range is to be withheld from the employee's bi-weekly paycheck, dependent on coverage level:~~

- ~~• Single Coverage: \$38.64 per pay up to \$42.50 per pay~~
- ~~• Family Coverage: \$100.78 per pay up to \$110.88 per pay~~

B. The City agrees to establish a health insurance advisory committee to annually review the health insurance coverage for full-time employees of the City. The committee shall be composed of: one police supervisor below the rank of sergeant, one sergeant or lieutenant, one non-sworn employee of the police division, one water division employee, one wastewater division employee, one streets division employee, one recreation department employee, one Municipal Building employee not employed in the Police Division and one administrative supervisor of the City.

C. The committee shall review coverage and advise the City Manager on coverage issues with the goal of limiting the cost of the health insurance plan to the City's monthly contribution rate.

D. A majority of those appointed shall constitute a quorum and all votes shall require a majority of the committee membership to pass any proposal. It is the intent that all City employees have a voice in the health insurance afforded them and the Health Insurance Committee shall work to this end.

E. Other Insurance Coverage. Police supervisors may purchase, through payroll deduction, other insurance coverage as may be made available to police supervisors by the City through the mutual agreement of the City and the Police.

ARTICLE XII
Longevity Pay

1. Police supervisors ~~longevity pay will be rolled in to the base salary each year pursuant to the following schedule. The amount of longevity pay is not subject to COLA increases~~shall receive longevity pay each year, based on his/her anniversary date, according to the following schedule:-

~~5th anniversary up to employee's 9th anniversary: 0.25% of base salary~~

~~10th anniversary up to employee's 14th anniversary: 0.50% of base salary~~

~~15th anniversary up to employee's 19th anniversary: 0.75% of base salary~~

~~20th anniversary and above: 1.0% of base salary~~

~~Effective January 1, 2026:~~

<u>Longevity Pay</u>	<u>Rate</u>
<u>After 5 years</u>	<u>\$800</u>
<u>After 6 years</u>	<u>\$825</u>
<u>After 7 years</u>	<u>\$850</u>
<u>After 8 years</u>	<u>\$875</u>
<u>After 9 years</u>	<u>\$900</u>
<u>After 10 years</u>	<u>\$925</u>

<u>After 11 years</u>	<u>\$950</u>
<u>After 12 years</u>	<u>\$975</u>
<u>After 13 years</u>	<u>\$1,000</u>
<u>After 14 years</u>	<u>\$1,025</u>
<u>After 15 years</u>	<u>\$1,050</u>
<u>After 16 years</u>	<u>\$1,075</u>
<u>After 17 years</u>	<u>\$1,100</u>
<u>After 18 years</u>	<u>\$1,125</u>
<u>After 19 years</u>	<u>\$1,150</u>
<u>After 20 years</u>	<u>\$1,175</u>
<u>After 21 years</u>	<u>\$1,200</u>
<u>After 22 years</u>	<u>\$1,225</u>
<u>After 23 years</u>	<u>\$1,250</u>
<u>After 24 years</u>	<u>\$1,275</u>
<u>After 25 years</u>	<u>\$1,300</u>
<u>After 26 years</u>	<u>\$1,325</u>
<u>After 27 years</u>	<u>\$1,350</u>
<u>After 28 years</u>	<u>\$1,375</u>
<u>After 29 years</u>	<u>\$1,400</u>
<u>After 30 years</u>	<u>\$1,425</u>

Effective January 1, 2026 and each year thereafter, the longevity pay shall be paid as a one-time lump sum payment in November of the current contract year.

To be eligible for longevity pay a supervisor must accrue the required years of service on or before December 31 of the current contract year and be a full time employee of the City on or before December 31 of the current contract year. No partial or proportionate longevity pay will be paid. Credit will not be given for partial years of service.

2. A police supervisor not actively employed on his/her anniversary date shall not be eligible for longevity pay. Supervisors separating prior to their annual anniversary date will be required to repay their longevity pay received since their last anniversary date.

ARTICLE XIII
Uniforms and Cleaning

1. If the City should decide to change all or part of the standard uniform, the City will purchase the initial annual supply of new items for each supervisor except when the change in the uniform was made at the request of the employees.

2. Effective January 1, 2023, the officers will receive a uniform and cleaning allowance of one thousand dollars (\$1,000.00) for each year of this contract to purchase required and necessary uniforms and equipment. The Detective Sergeant and administrative supervisors, as determined by the Chief of Police, in recognition that they must maintain a formal uniform and plain clothes, will receive an additional two hundred and fifty dollars (\$250.00) for each year of this contract, which shall not be reduced in any year the Employer replaces all police supervisor uniforms. If the employer adopts new uniform standards and purchases new full sets of uniforms for every member of the bargaining unit, each employee will receive only fifty percent (50%) of their regular annual uniform and cleaning allowance on the following annual payment. The uniform and cleaning allowance will be paid separately from each officer's regular pay and the City will provide a separate paystub detailing the uniform and cleaning allowance only.

3. Special assignment such as motorcycle, bike, and equine patrol will be supplied uniforms on a replacement basis for required items as approved by the Chief of Police.

ARTICLE XIV
Training Reimbursement

A "training day" is defined as a work day or part of a work day during which a supervisor is scheduled to attend a law enforcement training program and the supervisor is not responsible for routine calls.

1. The expenses for permanent, full-time police sergeants and lieutenants who are required, or requested, by the City to attend training programs, schools, or other instructional programs shall be reimbursed by the City as follows:

A. Registration fees or tuition.

B. Costs of lodging, meals and mileage shall be at the same rates and under the same terms and conditions as other City employees as set forth in the City of Oxford personnel handbook or as otherwise set by ordinance.

C. Other incidental expenses as approved in advance by the Chief of Police (when appropriate the Chief of Police may authorize a per diem to cover such expenses).

2. For training day(s) outside the City and Oxford Township, the City will attempt to schedule police supervisors so that attendance at such training as well as related travel time will coincide with the supervisors normal work week.

3. For training day(s) (including in-service or range training) within the City or Oxford Township, normal compensation rules apply. Supervisors shall work a combination of regular hours plus instructional hours equal to their normal work day, either eight (8) hours or ten (10) hours. Supervisors working in excess of their normal hours on this type of training day shall be entitled to overtime.

ARTICLE XV
Grievance Procedure

1. Scope of Grievance Procedure.

The purpose of this grievance procedure is to establish effective machinery for the fair, expeditious and orderly adjustment of grievances in the Oxford Police Department. A grievance is a complaint involving the alleged violation, misinterpretation or misapplication of the terms of this written agreement. The following matters shall not constitute a grievance under the provisions of this procedure:

A. The interpretation, application, or enforcement of Federal or State Law; or the City Charter, an ordinance, personnel policy, or departmental regulation.

B. Unsafe or unhealthy working conditions.

C. Arbitrary, unreasonable, or inconsistent working conditions.

2. Representation, Class Grievances.

A grievance may be brought under this procedure by one or more grieving supervisors. The grieving supervisor may, at Steps 2 and 3 below, bring a grievance representative. The representative selected by the grieving supervisor(s) may consist of any of the following persons:

A. An official of the Fraternal Order of Police.

B. A delegate of the Fraternal Order of Police.

C. An attorney of the grieving supervisor's choice.

D. Any other person of the grieving supervisor's choice.

3. Time Limitations.

The grieving supervisor shall bring the grievance to the Chief of Police at Step One below, within two (2) working days of its occurrence; or if at the time the supervisor is unaware of the grievance, within two (2) working days of the supervisor's knowledge of its occurrence. A grievance not brought within the time limits prescribed for every step, shall not be considered timely and shall be void. The City's failure to respond to a grievance within the specified time limits shall automatically forward the grievance to the next higher step. Failure to appeal a decision within the specified time limits shall be deemed an acceptance of the decision. Time limit extensions beyond those stipulated in this agreement may be established by mutual agreement of the parties concerned.

4. Steps.

Step One. The grieving supervisor shall submit the grievance in writing on a form provided by the City (see Appendix B) to the Chief of Police. The written grievance at this step and all steps thereafter, shall contain the following information: (1) a statement of the grievance; (2) the facts upon which it is based; (3) the remedy or adjustment sought; and (4) the signature of the grieving supervisor. The Chief of Police shall meet with the grieving supervisor(s) within five (5) working days of the Chief's actual receipt of the written grievance. The Chief of Police shall respond in writing to this grievance within five (5) working days of said meeting. The written response at this Step, and management responses at all steps thereafter, shall contain the following information: (1) an analysis of the facts upon which the grievance is based; (2) an analysis of the validity of the grievance; (3) the remedy or adjustment, if any, to be made; and (4) the signature of the appropriate management representative. The Chief of Police shall retain one copy of the grievance and disposition and forward one copy to the City Manager and one copy to the grieving supervisor.

Step Two. Should the grieving supervisor not be satisfied with the response the supervisor received in Step One within three (3) working days after the supervisor's receipt thereof, the grieving supervisor may submit the written statement of the grievance prepared for Step One to the City Manager and request a meeting with the City Manager. Upon receipt of the grievance, the City Manager will schedule a meeting to be held within twenty (20) working days of the Manager's receipt of the request. Upon completion of such meeting, the City Manager shall determine whether the Step One response is consistent with this agreement. The City Manager shall render a decision thereon in writing within twenty (20) working days after the meeting with the grieving supervisor. If the City Manager does not render a decision in writing within twenty (20) working days as required and the cost to the City for the remedy or adjustment sought is less than one hundred dollars (\$100.00), the grievance will be considered decided in favor of the grieving supervisor. Such a default will not be binding on either party as to future grievances.

Step Three. This provision for binding arbitration shall be in lieu of any other recourse, including court action, and neither the City nor the FOP Lodge 38 nor any member thereof shall be entitled to file any court action relative to a grievance and binding arbitration is mandatory, subject to the approval of FOP Lodge 38, and any right to court action is expressly waived. However, arbitration awards and/or decisions are subject to court action.

If the grievance is not settled at Step Two, the matter shall be submitted to binding arbitration or the Manager's

decision shall become final. A request for arbitration shall be made by either party to the other within ten (10) working days following the decision of the City Manager.

If the parties fail to agree on an arbitrator, the parties shall jointly contact the Arbitration and Mediation Service of Cincinnati, Ohio within ten (10) working days after the request to obtain a list of seven (7) arbitrators who maintain offices within 125 miles of Oxford, Ohio, from which the parties shall select within ten (10) working days after receipt of the list, by the method of ranking and striking names off the list an arbitrator. The arbitrator shall have no power to add to or subtract from any terms of this agreement. The decision of the arbitrator shall be final and binding upon the parties hereto. The costs and expenses of the arbitration shall be paid equally by the City and FOP Lodge 38. Arbitration shall commence within thirty (30) working days after selection of an arbitrator.

No individual member of FOP Lodge 38 shall have the right to invoke the arbitration procedure without the consent of FOP Lodge 38 and if such consent is refused, the member shall have no further recourse to, or against, FOP Lodge 38 or the City.

ARTICLE XVI Special Duty Employments

Police sergeants and lieutenants may work for private employers during off-duty hours while wearing City of Oxford uniforms and using City supplied equipment provided permission has been obtained from the Chief of Police. The procedure for handling requests from private employers and for establishing the rates to be charged shall be as set forth in the City's contract with police supervisors below the rank of sergeant effective at the time of such special duty employment. Hours worked for private employers during off-duty hours shall not be included in determining eligibility for overtime pay or any other City benefits, rights or privileges.

ARTICLE XVII Professional Liability Insurance

The City will provide, at no cost to the police, professional liability insurance equivalent to the City's current plan, provided that such a policy is readily available to Ohio municipalities at a reasonable price. Such a policy shall only be obtained from an insurance company authorized to do business in the State of Ohio.

ARTICLE XVIII Investigation of Supervisors

1. The parties recognize that the City has the right to expect a professional standard of conduct be adhered to by all police supervisors and, pursuant to the Charter, to investigate complaints or charges made by officials, supervisors or citizens. Internal investigations will be undertaken to inquire into any alleged misconduct of police supervisors at the sole discretion of the City. Standards of conduct and performance will be as prescribed by the Police Manual of Procedure prepared by, and revised from time to time by, the City. Reports of internal investigations of allegations of misconduct in which no further action is taken as a result of such investigation will be filed in a limited access file to which, and to the extent provided by law, only the City Manager, Chief of Police, Law Director, or the police supervisor investigated will have access for a period of two years. Final results of such investigation shall also be made available to the Complainant. After such two-year period, the reports will be destroyed, consistent with existing laws. Discipline and disciplinary procedures are expressly reserved to the City as management rights, are not negotiable and are not a subject of this contract.

2. Any time any individual, including but not limited to, a member of the general public, or an employee, agent or supervisor of the City of Oxford, makes a complaint about a police supervisor, said complaint shall be in writing, signed by the individual making the complaint, ~~before a notary public or other person authorized by law to administer oaths~~. The form for the complaint shall specifically inform the individual making the complaint that he or she shall be subject to the penalties provided in Section 2921.13 for Falsification. Said complaint shall be forwarded to the Chief of Police who shall, if necessary, undertake an investigation. Said investigation shall proceed by the Chief of Police appointing a supervisor or supervisors or other agents as the City deems necessary. Any supervisor being investigated, before he is required to answer any questions or make any response in writing, shall be allowed to examine a copy of the complaint and to consult with a representative of his/her choosing. No disciplinary action will be taken based on charges not included in the written complaint. At the end of said investigation the Chief of Police shall issue a written report concerning the findings of the investigation, and give a copy of said report to the supervisor.

3. No supervisor ordered to investigate another supervisor shall be disciplined for the conduct of that investigation absent fraud or intentional misconduct by the investigating supervisor. The parties recognize that the City has the right to expect a professional standard of conduct be adhered to by all police supervisors. Internal investigations will be undertaken to inquire into any alleged misconduct of police supervisors at the sole discretion of the City. Standards of conduct and performance will be as prescribed by the Police Manual of Procedure prepared by, and revised from time to time by, the City. Reports of internal investigations of allegations of misconduct in which no further action is taken as a result of such investigation will be filed in a limited access file to which only the City Manager, Chief of Police, Law Director, or the police supervisor investigated will have access for a period of two years. After such two-year period, the reports will be destroyed, consistent with existing law. Discipline and disciplinary procedures are expressly reserved to the City as management rights, are not negotiable and are not a subject of this contract.

4. The parties are agreed that during the term of this Agreement the above three paragraphs will be submitted to the parties' Labor Management Committee for the purpose of study and refinement consistent with the study and recommendation of the International Association of the Chiefs of Police submitted to the City of Oxford titled *Policing Oxford in the Twenty First Century*.

ARTICLE XIX Management Conferences

In the interest of furthering harmonious relations, police sergeants and lieutenants may from time to time request a joint meeting with the Chief of Police and the City Manager. Such meetings shall be arranged in advance and will convene at a time convenient to all parties but not later than ten (10) calendar days from the date a request for such meeting is made.

Such meetings shall be advisory, discretionary, non-binding, and not subject to the provisions of the grievance procedure. An agenda of items for discussion will be submitted at the time the conference is requested. Additional matters may be introduced by either side during such meetings.

ARTICLE XX Miscellaneous Provisions

1. Off-Duty Employment. A supervisor may request to engage in off-duty employment by submitting a written request to the Chief of Police in person prior to engaging in such employment. Failure of the Chief to respond within five working days of, but excluding, the date received will constitute approval of the request. Denial of such a request shall be subject to the contract grievance procedure.

2. Off-Duty Pay. Authorization to engage in all special duty employment originates with the City and any procedure approved by the Chief of Police shall be fair and equitable to all sworn personnel, regardless of which bargaining unit or bargaining agent they are affiliated with.

3. Residence. All supervisors shall reside within a twenty (20) mile radius of the Oxford Police Headquarters. This limitation shall not preclude any residence in Butler County, Ohio.

4. Quotas. The City agrees not to adopt a quota system. This provision in no way restricts the City's right to evaluate the productivity of police supervisors.

5. Tuition. The City will reimburse a police supervisor for fifty percent (50%) of the actual costs of required books, tuition and course-related fees provided the supervisor receives a final grade of no less than "B" or "Pass" in a course graded only on a "Pass-Fail" basis. A supervisor who receives a final grade of "A" will receive full reimbursement for tuition and course-related fees, per the terms of this Article. The City will place three thousand dollars (\$3,000.00) in a Police Supervisor Tuition Reimbursement fund for each contract year. Supervisors will be limited to a maximum reimbursement of one half of the current balance of the tuition reimbursement account per contract year. Supervisors will get full reimbursement unless there are multiple supervisors requesting tuition reimbursement and there are not enough funds to cover full reimbursement. Should there be more than one supervisor requesting tuition reimbursement at the same time, the funds will be distributed proportionately relative to the costs of the supervisors' tuition among those supervisors who have completed their classes and received their final grades as noted above. Probationary employees are not eligible for tuition reimbursement. Should the supervisor leave City employment prior to the completion of a two year (twenty-four month) period following the reimbursement of tuition, the supervisor will be required to refund the City for said amount and the supervisor expressly agrees and acknowledges

that the City may seek reimbursement of tuition by deducting the amount owned from the supervisor's final paycheck. The City will maintain the fund balance at twenty thousand dollars (\$20,000.00) and place sufficient funds into the fund balance to bring the total to twenty thousand dollars (\$20,000.00) as needed at the start of the new contract year, on January 1. The City will issue such reimbursement within fourteen (14) calendar days of receipt of proof of grade and itemized receipts, tuition and course-related fees. All courses must be approved in advance, in writing, by the City Manager or Human Resources Director. Only job related course work and major fields of study may receive this benefit.

6. **Weapon and Badge.** Upon service retirement with at least ~~fifteen (15)~~ ten (10) years of service with the City of Oxford, the City will give the retiring police supervisor the supervisor's duty weapon and two uniform badges.

7. **Light Duty.** In the sole discretion of the Chief of Police, a supervisor whose physical/medical condition prevents the supervisor from performing the supervisor's normal work assignments may be re-assigned to "light-duty" by the Chief of Police. The decision of the Chief shall not be grievable.

8. **Assignments.** To be eligible for assignment as a juvenile supervisor or detective, a police supervisor must meet the eligibility requirements for the promotional exam to the rank of sergeant and must have achieved an average or above average overall rating on his/her most recent performance evaluation. The Chief shall make these assignments in his/her sole discretion.

9. **Discipline Review Committee.** The City recognizes the right of the F.O.P. Lodge 38 to create a Discipline Review Committee. Whenever F.O.P. Lodge 38 feels that a disciplinary action taken by the City should be reviewed by a committee of the disciplined supervisor's peers (i.e., members of the same bargaining unit), the City, upon receipt of a signed release from the disciplined supervisor, agrees to provide to such a committee of three (3) peers access to the investigative file used as a basis for the disciplinary action. After reviewing the file, the committee shall issue its comments in a report to the Chief of Police and City Manager. Meetings of such committees and the preparation of such reports shall be conducted during off-duty time of the supervisors participating. Nothing in this paragraph shall restrict the City's right to take disciplinary action against any supervisor at any time. Further, the provisions of this paragraph are in no way intended to restrict the disciplined supervisor's rights to due process either under this contract or any other applicable laws, rules or regulations.

10. **FMLA and ADA.** Nothing in this Agreement will be used or construed to prevent or inhibit the Employer from complying with the provisions of the Americans With Disabilities Act (ADA) or the Family Medical Leave Act (FMLA).

11. The City shall have the right to use auxiliary supervisors to support and assist members of this bargaining unit. The auxiliary supervisors will not be used to patrol separate and apart from a member of the bargaining unit. Auxiliary supervisors will not be used when the primary impact of their usage is to eliminate overtime opportunities for the bargaining unit members. Auxiliary supervisors shall have similar police supervisor training and similar employment testing as required of entry level Oxford Police Supervisors.

11.12. ~~After five years, a three day suspension or less shall be of no force and effect for the purposes of discipline, provided no intervening discipline has occurred. Such documentation will be removed from the personnel file in accordance with the law.~~

ARTICLE XXI Detective Sergeant On Call Pay

Sergeants assigned to be a detective sergeant and required to serve on call shall receive a payment of ~~two thousand three hundred (\$2,300)~~ seven hundred fifty dollars (\$750.00) per quarter ~~rolled into the detective sergeant's base pay.~~

ARTICLE XXII Term of Agreement

This agreement shall commence January 1, ~~2023-2026~~ and shall continue in full force and effect until December 31, ~~2025-2028~~ after which it shall continue in full force and effect from year to year thereafter unless written

notice is given by one party to the other in accordance with applicable provisions of the Ohio Revised Code that a party desires to renegotiate the agreement.

ARTICLE XXIII
Management Rights

The management and direction of the affairs of the City are retained by the City. This includes, but is not limited to: the selection, transfer, assignment, and layoff of employees, the termination of probationary employees, the discipline, up to and including termination for just cause of other employees; the making, amending, and enforcing of work rules and regulations; the disciplining of employees; the securing of revenues of the City; the exercise of all functions of government granted to the City by the constitution and the statutes of the State of Ohio and the City Charter and Ordinances; the determination from time to time as to what services the City shall perform; the establishment or continuation of policies, practices or procedures for the conduct of its affairs and, from time to time, as to what services the City shall perform; the changing or abolition of such procedures; the determination of the number of hours per day or week any operation may be carried on; the selection and determination of the number of employees required; the

establishment and changing of work schedules and assignments; the contracting for the performance of such work as the City determines advisable and the taking of such other measures as the City and/or management may determine to be necessary for the orderly and efficient operation of the City; and the determination of the size and composition of the work force. The City retains all rights except to the extent this agreement specifically and expressly provides to the contrary. The City will not use this section to contravene rights granted by this agreement to members of the bargaining unit individually or collectively.

ARTICLE XXIV
No Strike

Neither the Fraternal Order of Police nor any member of the bargaining unit included in this contract shall take part in, cause or aid in any strike, slowdown, picketing, or any other interference with the operations of the City during the term of this agreement. "Strike" means concerted action in failing to report to duty, willful absence from one's position, stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment. In addition to other rights and remedies prescribed by law, the City shall have the right to discharge or otherwise discipline any employee violating this section, in accordance with Civil Service rules and regulations.

If there is any violation of this section, the Fraternal Order of Police together with its supervisors and agents, shall publicly denounce said violation, disclaim approval, and order those taking part in such violation to return to work immediately.

ARTICLE XX V
Modification

The provisions of this agreement shall be conclusive as to all bargainable matters relating to wages, hours of work, and working conditions. Therefore, the City and the Police for the term of this agreement each agree that the other shall not be obligated to bargain collectively with respect to any subject matter referred to or governed by this agreement unless the City and the Police mutually agree to alter, amend, supplement, enlarge, or modify any of its provisions.

Should any provision of the agreement be found to be illegal or unenforceable by a court of competent jurisdiction, all other provisions of this agreement shall remain in full force and effect for the duration of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed by their authorized representatives.

Fraternal Order of Police

City of Oxford

Representative

City Manager

Representative

Law Director

Representative

Chief of Police

Legal Counsel

APPENDIX A
SALARY SCHEDULE

Sergeants and lieutenants will be paid biweekly in accordance with the following annual salary schedule:

Sergeants and Lieutenants wages will increase as follows: 5.0% effective January 1, ~~2023~~2026; 4.0% effective January 1, ~~2024~~2027; and 4.0% effective January 1, ~~2025~~2028.

Contract Year	Salary
PAID FROM:	
January 1, 2023-2026 to December 31, 2023 2026	-\$98,981 \$112,411.95
January 1, 2024-2027 to December 31, 2024 2027	-\$102,941 \$116,908.43
January 1, 2025-2028 to December 31, 2025 2028	-\$107,059 \$121,584.77

LIEUTENANT

Lieutenants' pay rate shall be fifteen percent (15%) above the rate paid to Sergeants as set forth above.

ALL NEW POLICE SUPERVISORS DURING THE CONTRACT PERIOD

Starting Salary ~~96.25%~~100% of applicable rate for present supervisor

After ~~Twelve Months In Grade~~Sixty Months in Grade ~~100~~102% of applicable rate for present supervisor

After 96 Months in Grade 104% of applicable rate for present supervisor

Shift Bonus

Beginning January 1, 2023, supervisors shall receive an additional one dollar (\$1.00) per hour for all hours worked between 1700-0659.

P.F.D.P.F. "PICK-UP" PLAN

During the term of the contract, the City and the Police Supervisors will maintain the I.R.S. approved "pick-up" plan to exclude employee pension fund contributions from taxable income.

MERIT PAY

If the City maintains a merit pay plan for other City employees, supervisors will be eligible for merit pay raises recommended by the Chief of Police and approved by the City Manager. If, for economic reasons, merit pay increases are not given or available to other City employees, supervisors will not be eligible for merit raises during this same period of time. Performance standards for merit pay purposes may be recommended by the Labor Management Committee to the Chief of Police. Merit pay issues are not subject to the grievance or arbitration procedures of this Agreement.

APPENDIX B
GRIEVANCE SUBMITTAL

STATEMENT OF GRIEVANCE:

PERTINENT FACTS:

REMEDY OR ADJUSTMENT SOUGHT:

Signature of Grieving Supervisor: _____

Date of Step One Submittal: _____

Date of Step Two Submittal: _____
(Note: Step Two Submittal must include Step One Response.)

Date of Step Three Submittal: _____
(Note: Step Three Submittal must include official consent to arbitrate signed by appropriate officials of FOP Lodge 38.)

If additional space is necessary, please attach additional sheets.

APPENDIX C

PAYROLL DEDUCTION AUTHORIZATION

The undersigned hereby authorizes the City of Oxford to deduct from the supervisor's payroll check such sums as are requested by the President and the Secretary of F.O.P. Lodge 38 in writing and representing dues, and/or initiation fees, and/or assessments, due to F.O.P. Lodge 38 from the undersigned. This authorization shall be effective from January 1, 2023, and shall continue in full force and effect until December 31, 2025, and once signed and submitted to the City of Oxford by the undersigned shall be irrevocable. The undersigned further agrees that the City may deduct the amount or amounts requested by F.O.P. Lodge 38 and may make said deductions in the time and manner requested by F.O.P. Lodge 38 and that any further complaint as to the amount or manner of deductions shall be resolved between the undersigned and F.O.P. Lodge 38. This authorization is made pursuant to Article II of the Contract between the City of Oxford and the Oxford Police Sergeants and Lieutenants and that the amounts deducted

hereunder shall be remitted by the City to F.O.P. Lodge 38.

Signature of Police Supervisor

Dated:



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	12/10/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into A Lease Agreement With CSX Transportation, Inc. As Described In Exhibit A, For The Purpose Of Installing And Maintaining A New Amtrak Passenger Platform (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Safe and Efficient Travel for All Modes of Transportation
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

For several years, the City of Oxford and Miami University have worked with Amtrak to expand passenger rail service and improve multimodal transportation access within the community. The proposed Amtrak platform location lies within railroad right-of-way owned by CSX. Because CSX controls the use of this corridor, construction and operation of the platform require a formal lease agreement granting the City access to and use of the property.

Miami University has agreed to assist with half of all lease and future maintenance costs associated with the Amtrak platform.

Key Lease Terms:

Lease Duration

Initial Term: Twenty (20) years

Renewal: Automatically continues year-to-year following the initial term, unless terminated by either party pursuant to the lease provisions.

Annual Rent

Year 1: \$7,300

Annual Escalation: 2% increase applied each year throughout the initial term and any year-to-year extensions.

City Responsibilities

- **Installation & Construction:**The City is responsible for all improvements associated with the Amtrak platform, including installation, utilities, appurtenances, and any work required to meet federal or CSX standards.
- **Maintenance:**The City will assume responsibility for ongoing maintenance, repair, and upkeep of the platform and any improvements within the leased area.

Insurance

The City must obtain and maintain all insurance coverage required by CSX.

CSX must be listed as a co-insured / additional insured on all applicable policies for the duration of the lease.

Staff recommends that the City Council approve this Resolution authorizing the City Manager to execute a lease agreement with CSX Transportation, Inc.,

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT WITH CSX TRANSPORTATION, INC. AS DESCRIBED IN EXHIBIT A, FOR THE PURPOSE OF INSTALLING AND MAINTAINING A NEW AMTRAK PASSENGER PLATFORM.

WHEREAS, The Oxford Comprehensive Plan has the Goal of Safe and Efficient Travel for All Modes of Transportation; and

WHEREAS, the Oxford Comprehensive Plan has an action item M1-A4 to establish passenger rail service to and from Oxford; and

WHEREAS, the City of Oxford desires to improve passenger rail access and service within the City through the development of a new Amtrak platform; and

WHEREAS, CSX Transportation, Inc. (“CSX”) owns and controls the rail corridor and property on which the proposed platform must be located; and

WHEREAS, CSX is willing to enter into a lease agreement with the City of Oxford permitting the installation, operation, and maintenance of an Amtrak passenger platform under certain terms and conditions; and

WHEREAS, entering into this lease as described in Exhibit A is necessary to allow for the development of the Amtrak platform

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, OHIO:

SECTION 1: Authorization to Enter Lease Agreement

The City Manager is hereby authorized to execute a lease agreement with CSX Transportation, Inc. for property necessary for the installation and operation of a new Amtrak passenger platform.

SECTION 2: Key Lease Terms

The lease agreement shall include, at minimum, the following provisions:

1. Term:
 - o An initial term of twenty (20) years;
 - o The lease shall automatically continue year-to-year thereafter, unless terminated in accordance with the lease provisions.
2. Annual Rent:

- Annual rent of Seven Thousand Three Hundred Dollars (\$7,300.00) for the first year;
- Rent shall increase by two percent (2%) each subsequent year of the lease term.

3. City Responsibilities:

- The City shall be responsible for all installations, construction, improvements, and related work required for the Amtrak platform;
- The City shall be responsible for maintenance, repair, and upkeep of all improvements and the leased premises.

4. Insurance Requirements:

- The City shall maintain all insurance required by CSX, and shall name CSX Transportation, Inc. as an additional insured / co-insured on all applicable policies for the duration of the lease.

SECTION 3: Further Authority

The City Manager, Law Director, and necessary City staff are authorized to take all steps and execute any documents necessary to carry out the provisions of this Resolution, provided such documents do not materially alter the key terms approved herein.

SECTION 4: This Resolution shall take effect immediately upon its adoption.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	12/9/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager And Law Director To Sign The Amended Subgrant Agreement Detailed In Exhibit A, Between Butler County, Ohio, And The City Of Oxford For \$1,000,000.00 Of American Rescue Plan Act/State And Local Fiscal Recovery Funds To Assist With Affordable Housing Infrastructure, As Allocated By The Butler County Board Of Commissioners. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

In April 2024, we entered into a subgrant agreement with Butler County Commissioners for \$1,000,000.00 of ARPA funds for infrastructure for affordable housing for two developments:

- \$500K to Habitat for Humanity
- \$500K to Community Development Professionals

Since that time, the City of Oxford has withdrawn from our partnership with the Community Development Professionals. Following a new RFP process, the city is now working with Inclusive Housing Resources to develop housing at 5234 Hester Rd.

Butler County requested that we update our subgrant agreement to reflect this change.

Attached in Exhibit A, is an updated subgrant agreement that lists \$500K to Habitat for Humanity and \$500K to Inclusive Housing Resources.

All funds must be fully expended by September 30, 2026.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER AND LAW DIRECTOR TO SIGN THE AMENDED SUBGRANT AGREEMENT DETAILED IN EXHIBIT A, BETWEEN BUTLER COUNTY, OHIO, AND THE CITY OF OXFORD FOR \$1,000,000.00 OF AMERICAN RESCUE PLAN ACT/STATE AND LOCAL FISCAL RECOVERY FUNDS TO ASSIST WITH AFFORDABLE HOUSING INFRASTRUCTURE, AS ALLOCATED BY THE BUTLER COUNTY BOARD OF COMMISSIONERS.

WHEREAS, the availability of affordable housing has become a pressing issue in our community, adversely affecting the well-being and stability of many residents; and

WHEREAS, the 2020 Oxford Housing Needs Assessment listed a critical need for affordable housing, stating the need for an additional 323 units.

WHEREAS, the 2023 Oxford Comprehensive Plan has a goal of Housing for Everyone and an objective to ensure housing affordability and attainability for all income levels; and

WHEREAS, the Butler County Commissioners requested a program proposal from the City of Oxford for \$1,000,000.00 to be used for "disparate populations within the respective community and to mitigate the needs of the underserved"; and

WHEREAS, The City of Oxford submitted an application to assist with the cost of infrastructure for affordable housing and the County Commissioners approved this proposal.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council hereby authorizes the City Manager and Law Director to sign the amended subgrant agreement, detailed in Exhibit A, between Butler County, Ohio, and the City of Oxford for \$1,000,000.00 of ARPA state and local fiscal recovery funds to assist with affordable housing infrastructure, as allocated by the Butler County Board of Commissioners.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST: _____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

FIRST AMENDMENT TO SUBRECIPIENT AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS BUTLER COUNTY, OHIO AND CITY OF OXFORD CITY COUNCIL FOR FUNDING FOR THE CONSTRUCTION OF AFFORDABLE HOUSING IN THE CITY

This First Amendment is made and entered into as of the _____ day of 2025, by and between Board of County Commissioners Butler County, Ohio and City of Oxford City Council, collectively referred to as the "Parties", under the following circumstances:

WHEREAS, on April 29, 2024, the Butler County Board of Commissioners adopted Resolution No. 24-04-00601 to enter into a Subrecipient Agreement (the "Agreement") with the City of Oxford City Council for distribution of American Rescue Plan Act/State and Local Fiscal Recovery Funds, consistent with and through Resolution No. 23-09-01494, the Board of Commissioners' ARPA/SLFRF Funding - Local Community Allocation Plan, in the amount of \$1,000,000.00 to serve disparate populations and mitigate the needs of the underserved in City of Oxford and specifically for funding for construction of affordable housing in the City effective April 30, 2024 until terms and obligations were satisfactorily completed or September 30, 2026 whichever is later.

WHEREAS, the Parties wish to identify Inclusive Housing Resources as the Contractor to construct 12 - 16 tiny homes located at 5234 Hester Road, Oxford, Ohio 45056 and wish to remove any reference of or to Community Development Professionals as a contractor from the Agreement.

WHEREAS, the Parties agree all other terms and provisions of the Agreement shall remain unaffected by this Amendment and continue in full force.

NOW, THEREFORE, in consideration of the above objectives, the Parties express their intentions as following:

- A. The Agreement shall be amended to reflect Inclusive Housing Resources as Contractor to construct 12 - 16 tiny homes located at 5234 Hester Road, Oxford, Ohio 45056 and remove any reference of or to Community Development Professionals as a contractor from the Agreement.
- B. All terms and conditions of the Agreement remain in effect and continue in full force.
- C. This Amendment may be executed by both Parties in counterparts, each of which shall be deemed an original, but all of such counterparts taken together shall constitute one and the same Amendment.

IN WITNESS WHEREOF, the Parties have hereunto set their hands the day and year first above written.

SIGNATURE PAGE FOLLOWS

BOARD OF COUNTY COMMISSIONERS
BUTLER COUNTY, OHIO

CITY OF OXFORD

By: Judi Boyko
Its: County Administrator

By: Douglas Elliott, Jr.
Its: City Manager

APPROVED AS TO FORM

/s/ Stephen M. Wagner Date: November 24, 2025
Assistant Prosecuting Attorney



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	12/9/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	A Resolution Authorizing The Reallocation Of \$20,000 Of The City’s American Rescue Plan Funds To Habitat For Humanity Of Greater Cincinnati For The Construction Of Housing. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

The City of Oxford was able to decrease its contract with the code rewrite firm,McKenna, by \$20,000. We recommend reallocating these funds to Habitat for Humanity for housing construction.

The creation of housing is an allowed expense under ARPA rules.

Habitat for Humanity has experienced significant cost increases due to the need for a sewer realignment, tariff-related costs, and labor. Their project is already approved by Planning and Council and is awaiting a final building permit. We are confident they will complete their infrastructure by September 2026.

We recommend approval of this recommended reallocation of ARPA funds.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE REALLOCATION OF \$20,000 OF THE CITY’S AMERICAN RESCUE PLAN FUNDS TO HABITAT FOR HUMANITY OF GREATER CINCINNATI FOR THE CONSTRUCTION OF HOUSING.

WHEREAS, the availability of affordable housing has become a pressing issue in our community, adversely affecting the well-being and stability of many residents; and

WHEREAS, the 2020 Oxford Housing Needs Assessment listed a critical need for affordable housing, stating the need for an additional 323 units; and

WHEREAS, the 2023 Oxford Comprehensive Plan has a goal of Housing for Everyone and an objective to ensure housing affordability and attainability for all income levels; and

WHEREAS, on January 16, 2024, the City Council accepted the recommendation of the Housing Advisory Commission to partner with Habitat for Humanity to construct up to 38 units of housing to serve residents at or below 80% of the Area Median Income; and

WHEREAS, The City of Oxford must reallocate \$20,000 of American Rescue Plan funding that was returned from the code rewrite project; and

WHEREAS, the City Manager recommends Council reallocate \$20,000 of the City’s American Rescue Plan funds to Habitat for Humanity of Greater Cincinnati for the construction of housing.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council hereby reallocates \$20,000 of the City’s American Rescue Plan funds to Habitat for Humanity of Greater Cincinnati for the construction of housing.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST: _____

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MICHAEL SMITH
PREPARED BY: LAW (STAFF)



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Douglas Elliott
DATE PREPARED:	11/18/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into A New Agreement With Milford Township, Butler County, Ohio, And Authorizing The City Of Oxford To Provide Emergency Medical Services To The Western Portion Of Milford Township Pursuant To The Agreement. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Jessica, John, and I met with representatives of Milford Township to discuss a new agreement. The current one year agreement expires on 12-31-25. The current agreement provides for a payment of \$60,000 in FY 2025 for EMS service in the western portion of Milford Township. I provided a PPT which provided a basis for a new contract amount. Both parties reached an agreement for a new equitable five year contract. The new annual amount is \$225,800. The proposed agreement was ratified by the Milford Township Trustees at the December 2nd meeting. On the legislative agenda is a Resolution Authorizing the City Manager to sign a new five year agreement with the Milford Township Trustees.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A NEW AGREEMENT WITH MILFORD TOWNSHIP, BUTLER COUNTY, OHIO, AND AUTHORIZING THE CITY OF OXFORD TO PROVIDE EMERGENCY MEDICAL SERVICES TO THE WESTERN PORTION OF MILFORD TOWNSHIP PURSUANT TO THE AGREEMENT.

WHEREAS, the City Manager and the Fire Chief recommend Council authorize the City Manager to enter into a new agreement with Milford Township, Butler County, Ohio, and authorize the City of Oxford to provide Emergency Medical Services to the western portion of Milford Township pursuant to an agreement in a form substantially similar to the agreement attached hereto as Exhibit "A" and acceptable to the Law Director.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Fire Chief and hereby authorizes the City Manager to enter into a new agreement with Milford Township, Butler County, Ohio and authorizes the City of Oxford to provide Emergency Medical Services to the western portion of Milford Township, Butler County, Ohio, pursuant to an agreement in a form substantially similar to the agreement attached hereto as Exhibit "A" and acceptable to the Law Director.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

**AGREEMENT BETWEEN THE CITY OF OXFORD AND
MILFORD TOWNSHIP, BUTLER COUNTY, OHIO**

This **Agreement** is made and entered into this 17th day of December, 2025, by and between the City of Oxford and Milford Township, Butler County, Ohio.

WITNESSETH:

Whereas, Milford Township desires to avail itself of the emergency medical service offered and provided by the City of Oxford for the western 18 square mile portion of Milford Township and to fairly compensate the City of Oxford for such service; and

Whereas, the City of Oxford wishes to provide such services and to be fairly compensated.

Now, therefore, it is mutually agreed and undertaken by and between the parties as follows:

1. The City of Oxford, Ohio agrees to furnish Milford Township, Ohio emergency medical services in the western 18 square mile portion of Milford Township for a period beginning January 1, 2026 and continuing through December 31, 2030, unless sooner terminated by either party as provided hereafter.
2. The City of Oxford agrees to provide the above services on a twenty-four (24) hours per day, seven (7) days per week basis for the term of this agreement.
3. Milford Township agrees to compensate the City of Oxford a total sum of \$225,800 for the years 2025 to 2030. Payment for services will be due as follows: 50% of the annual amount on or before April 1 of the contract year and the remaining 50% on or before October 1 of the same year.
4. The City of Oxford shall be under no obligation to provide emergency medical service for Milford Township in the event that Milford Township defaults or intentionally terminates its payments under this agreement.
5. Oxford's response under this agreement will be limited to one squad with a minimum of two EMT's for emergency medical service (EMS) calls only. Oxford will not provide routine transportation that can be handled by private ambulance service.
6. All patient transportation will be to the McCullough-Hyde Memorial Hospital only, unless the responding Oxford Fire Division crew chief determines

transportation to Fort Hamilton Hospital is required for unique emergency care. The Oxford Fire Division will only provide transport to other facilities if there is an extreme medical need.

7. When an additional squad is required within the Milford Township service area, either at the same EMS emergency or another simultaneous EMS emergency; or when Oxford does not have adequate resources to respond due to a preceding fire or EMS incident within its coverage area, Oxford will request mutual aid response, first from the squad contracted for the Eastern half of Milford Township, then from surrounding departments. Oxford will not respond with a second squad into Milford Township except under an extreme circumstance or where mutual aid is not available.
8. Unless the initial dispatch indicates an on-scene injury or illness, Oxford will not automatically respond for stand-by on Milford Township fire dispatches within its response area except for reported structure fires. Subject to the limitations above, Oxford will respond to any fire scene for stand-by when the severity of the incident warrants as specifically requested by the Milford Township Fire Chief or officer-in-charge after their arrival on scene.
9. The Milford Township Fire Department will respond automatically on all motor vehicle accident or other rescue calls within Milford Township. The Milford Township Fire Department will respond as requested by Oxford for lifting assistance or other manpower assistance at any EMS emergency within Milford Township. The Milford Township Fire Department will be dispatched to all cardiac arrest calls for additional manpower.
10. The parties agree that negotiations for a new contract will begin no later than July 1, 2030.
11. The City agrees to provide general liability insurance with a limit of One Million Dollars (\$1,000,000) and to list Milford Township as an additional insured for any and all claims related to the services performed under this agreement. Milford Township agrees to carry general liability insurance with a limit of One Million Dollars (\$1,000,000) with the City of Oxford listed as an additional insured for any and all claims related to the services performed under this agreement. Each party shall be responsible for the cost of its own insurance.
12. The City of Oxford agrees to provide Milford Township with an annual report of all calls/runs in Milford Township including type of response.
13. The City of Oxford further agrees to provide Milford Township with a copy of the Comprehensive Annual Financial Report prepared by the City of Oxford, which shall include all income received and all expenses incurred by the Fire/EMS Division.

14. This Agreement constitutes the entire understanding between the parties concerning the City of Oxford's obligation to Milford Township for providing emergency medical service in the western 18 square mile portion of Milford Township, Butler County, Ohio. Any amendment or modifications to this Agreement shall only be effective when reduced to writing and signed by both parties.

15. In order to facilitate communications between the City of Oxford and Milford Township, the following individuals are designated as the persons to whom all inquiries or communication should be directed on behalf of their respective entity:

City of Oxford
Douglas R. Elliott Jr.
City Manager
15 South College Avenue
Oxford, OH 45056

Milford Township
Amy Butterfield, President
Milford Township Trustees
P.O. Box 68
Collinsville, OH 45004

16. This contract shall become effective upon its execution by both parties. Executed on the day and date first above written.

CITY OF OXFORD, OHIO

MILFORD TOWNSHIP

Douglas R. Elliott, Jr.
City Manager
Pursuant to Resolution
No.

Paul Gillespie
Trustee

Amy Butterfield
Board President

Mike Green
Trustee



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Douglas Elliott
DATE PREPARED:	12/4/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into An Agreement With Melink Solar For A Solar PV System At The Wastewater Treatment Plant. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

MUNICIPAL WASTEWATER TREATMENT FACILITY-SOLAR ARRAY PROJECT

The City released on October 17, 2025 a Request For Proposals for Design-Build Services to construct a 1 MW-AC Solar PV system at the City’s municipal wastewater treatment facility. The facility is the City’s largest user of electricity and used a total of 2.3 MWh’s in 2024 with an average monthly demand of 462.5 kW’s. Proposals were due on November 14, 2025. The City received five proposals which were reviewed and scored.

As a result of the reviewing and scoring of the proposals, the City Manager and staff are recommending Melink Solar as the lowest and best bidder. On the legislative agenda is Resolution Authorizing the City Manager to sign an agreement with Melink Solar for \$2.6 million plus a contingency of \$200,000 for a total cost of \$2.8 million.

It is estimated that the system will offset 76% of the facility’s annual electric consumption. The City plans to utilize the Investment Tax Credits (ITC) Direct Pay provisions which may

provide a reimbursement of 30% to 40% of capital costs. The payback period is estimated at 7.8 years with an annual electricity cost escalation rate of 6.6%

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MELINK SOLAR FOR A SOLAR PV SYSTEM AT THE WASTEWATER TREATMENT PLANT.

WHEREAS, the City of Oxford's Comprehensive Plan and Climate Action Plan include goals for onsite renewable energy generation and carbon-neutral water systems, which include Wastewater Treatment; and

WHEREAS, the Wastewater Treatment Plant is the City's largest electric user; and

WHEREAS, onsite renewable energy generation will reduce utility costs and emissions at the Wastewater Treatment Plant; and

WHEREAS, a 1 MW AC Solar PV System is estimated to cover 75% of the Wastewater Treatment Plant's electric usage; and

WHEREAS, the City of Oxford intends to maximize its eligibility for the federal Investment Tax Credit and Domestic Content Bonus to further reduce project net costs; and

WHEREAS, City staff recommend Council accept the bid from and authorize the City Manager to enter into an agreement with Melink Solar for a 1 MW-AC Solar PV System at the Wastewater Treatment Plant.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: City staff recommend Council accept the bid from Melink Solar for a 1 MW AC Solar PV System at the Wastewater Treatment Plant as the lowest and best bid.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Melink Solar at a cost not to exceed \$2,600,000 with a contingency of \$200,000 for a total cost not to exceed \$2,800,000 for the installation of a 1 MW AC Solar PV System at the Wastewater Treatment Plant.

SECTION 3: This Resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW STAFF



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	12/3/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	A Resolution Authorizing The City Manager To Request Advanced Payment Of Property Taxes To The City In 2026 From Butler County. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

This resolution is to request that Butler County remit 2026 property taxes which they have already received to the City earlier than their standard pay date in March. The early payment request can accelerate the receiving of a portion of the taxes by a month or more. To qualify for the early advance, the County requires the passage of a resolution each year.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO REQUEST ADVANCED PAYMENT OF PROPERTY TAXES TO THE CITY IN 2026 FROM BUTLER COUNTY.

WHEREAS, The City Manager and the Finance Director recommend that the City Manager be authorized to request advanced payment of property taxes, as much as available as soon as possible, from Butler County in order to maximize cash flow to meet the demands of financing operations and capital expenditures.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Council hereby finds that it is in the best interest of the City of Oxford to request payment of property taxes that Butler County has collected in advance of the normal payment date.

SECTION 2: Council further determines that the early receipt of said property taxes will result in additional interest income for the City.

SECTION 3: Council hereby accepts the recommendation of the City Manager and the Finance Director and hereby authorizes the City Manager to submit a request to Butler County for the advanced payment of property taxes, as much as available as soon as possible.

SECTION 4: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	12/10/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	An Ordinance Amending Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1st, 2026, Through December 31st, 2026. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

With the adoption of the police and sergeant/lieutenant collective bargaining agreements, the city intends to share the same cost-of-living adjustment (COLA) and benefits with other non-contract employees.

This amended salary ordinance will match the 5% COLA given to the police union members for non-contract staff. This amended ordinance also provides for the sick leave cash-out upon retirement provision for non-contract staff.

All other items remain the same.

We recommend approval of this amended salary ordinance.

ORDINANCE NO.

An Ordinance Amending Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1st, 2026, Through December 31st, 2026.

WHEREAS, the City Manager recommends the adoption of the amended 2026 Salary and Benefits Ordinance.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT THE SALARIES, WAGES, AND CERTAIN BENEFITS FOR OFFICIALS AND EMPLOYEES OF THE CITY OF OXFORD BE FIXED AS FOLLOWS:

SECTION 1: Full-Time Employees

Full-time positions are hereby established with respect to position title, authorized number, and pay range as listed in Exhibit A.

SECTION 2: Pay Bands 1 through 7

The compensation plan, setting forth the range of base pay bands for each position title (pay bands 1 through 7), is attached as Exhibit B and incorporated herein as the Base Pay Band Provisions.

Adoption of this Ordinance reflects a 5% increase, rounded up to the nearest penny, of all employees not covered by a collective bargaining agreement. The Finance Director and City Manager shall also receive the same increase to their current base salaries.

Except as otherwise provided in the charter, the City Manager is authorized to establish the starting salary based on a review of comparable positions in similar municipalities. Beginning January 1, 2024, new hires with equivalent experience and/or certification will be hired at the same rate as other employees in that classification. If the new hire does not have comparable experience or certification, they may be brought in at a lower starting wage and be provided with a 1-3 year pathway, contingent upon positive performance, to achieve equal pay with other employees in the same classification. This pathway will be outlined in the offer letter. If there are no other individuals in the same classification as a new hire, a market range based upon comparable municipalities may be used to determine a new hire salary.

The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.

The City Manager is hereby authorized to increase an employee's salary when a promotion occurs, where an employee moves to a higher job classification. The new salary range should be based on a review of comparable positions in similar municipalities. Promotional pathways are detailed in Exhibit C.

Where salaried employee(s) of the City of Oxford are traveling outside of Butler County, Ohio under O.R.C. 5502.35 and 5502.41; to work under local, state or federal declared emergency conditions, said employee will be entitled to overtime at a rate determined as follows: divide the employee's annual salary by the sum by 2080 hours and multiply that dividend by 1.5. This will equal the rate of expected reimbursement (from either OEMA, EMAC , FEMA, etc.) for any work exceeding 8 hours per day. Work hours are determined by employee(s) normal scheduled work hours. Salaried

employees will be paid the “overtime amount” in the form of a bonus. Furthermore, the City Manager authorizes employees to utilize either vacation time or comp time during EMAC / National deployments.

SECTION 3: Year-Round Part-Time Employees

Part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation as listed in Exhibit A. The City Manager is hereby authorized to increase an employee’s salary not to exceed 5.0% within the same position per calendar year.

Part-time is defined as working less than 1,560 hours per year, from October to November. This does not apply to PT Firefighter EMT and Firefighter/Paramedic staffing, who should refer to the Fire Part-Time policy in Exhibit D..

SECTION 4: Seasonal Part Time Employees

Seasonal part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation in Exhibit A. The City Manager is hereby authorized to increase an employee’s salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

SECTION 5: Department Heads and Supervisory Employees.

- A. Defined. The positions of City Manager, Assistant City Manager, Finance Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director, and Fire Chief are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant are considered supervisory employees.
- B. Overtime. Department heads are salaried employees and are not entitled to overtime.
- C. Vacation. Department heads shall accrue vacation leave monthly at the rates listed in the table below. The City Manager may adjust vacation accrual rates, at the time of hire, based on previous experience in the public, nonprofit, or private sector. The employee begins accruing vacation leave immediately, but may only take leave during the first year with City Manager approval.

After 12 months (1 year)	120 hours
After 84 months (7 years)	160 hours
After 156 months (13 years)	200 hours

The City Manager is authorized to grant up to 80 hours of vacation leave during the first year of employment of a department head based on extenuating circumstances.

The City Manager's vacation benefit shall be in accordance with the City Manager's contract.

- D. Other Benefits and Provisions. Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this Ordinance applicable to full-time employees of the City of Oxford.
- E. Sick Leave. The Police Chief shall receive a bonus of \$310 per calendar quarter if no sick leave is used during that quarter. If the Police Chief uses no sick leave for the calendar year, the Chief shall receive an additional \$360. The bonus payment shall be issued at the end of each calendar quarter.

SECTION 6: General Provisions

- A. Pay Periods. Employees shall be paid bi-weekly. Pay days shall be on Friday, except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.
- B. Hours of Work. Full-time, non-contract, and non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week.
- C. On Call Pay: Non-salaried, qualified staff who provide coverage to respond to alarms and emergency calls for service after regularly scheduled work hours will be paid one hour, at a rate of one and half times their normal pay rate, per 24 hours of coverage.
- D. Call In Pay: Staff who are called in for non-scheduled tasks, after the completion of their normal work day or 30 minutes prior to the start of their next normal work day, shall receive a minimum of three (3) hours compensation at one and a half times their normal rate of pay.
- E. Shift Differential Pay. The applicable rate of shift differential for the entire shift worked will be determined by the applicable rate for the majority of the hours in an assigned shift. If an assigned shift is evenly divided between two rates, the higher rate shall be applicable to all hours of the shift worked. A full-time employee who is assigned by their supervisor to work a shift after 4:00 p.m. and before 8:00 a.m. shall receive shift differential pay for all hours worked. The differential shall be twenty-five cents (\$0.25) per hour for all hours of a shift actually worked after 4:00 p.m. and before 12:00 midnight. The differential shall be forty-five cents (\$0.45) per hour for all hours of a shift actually worked after 12:00 midnight and before 8:00 a.m. Shift differential will be paid at its normal rate for scheduled hours worked on a holiday in addition to holiday pay. Overtime may be incurred for the work week (over 40 hours) attributable to working during a shift differential period (defined above). For purposes of calculating overtime pay, the base pay rate shall include the hourly shift differential amount. The shift differential rate used for overtime calculation will be the same rate used for shift differential as determined per the guidelines above.
- F. CDL Trainer Stipend: Staff who are qualified to provide CDL instruction and, with supervisor approval, offer program training to other employees, will be provided a stipend of up to \$1,000.

- G. Emergency Appointments. In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.

SECTION 7: Employee Benefits

- A. Uniforms. The Police Chief shall receive credit in the same manner as the Detective Sergeant, as specified in the Police Sergeants and Lieutenants contract. The City shall provide full-time employees in the Service Department and the Parks & Recreation Department, who wear a uniform in the performance of their duties, with a uniform rental service.
- B. Sick leave. Sick leave shall be earned by all full-time employees at the rate of ten (10) hours per month and may be accumulated without maximum. Previously accumulated sick leave may be transferred as allowed by law. Under extraordinary circumstances, the City Manager may approve the transfer of sick leave credits from one City employee to another.
- C. Sick Leave Incentive. A full-time, non-contract employee shall receive an incentive of two hundred dollars (\$200.00) per calendar quarter if the employee uses no sick leave during that quarter. Use of any hours, including partial hours, of sick leave will result in the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar (\$200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for Worker's Compensation leave as defined in the Employee Handbook shall not be considered sick leave used for purposes of this paragraph. As a part of the sick leave incentive, as .

D. Sick leave conversion:

Eligibility:

Employees hired before December 31, 2007, who had a sick leave balance will have those hours banked. Future accruals will not be added to the hours banked; however, all banked hours and any accruals will continue to appear on the individual's pay stub for use in the event of illness.

Employees who retire after January 1, 2026, and who have ten (10) or more full years of service with the State of Ohio and political subdivisions of the State of Ohio, or any combination thereof, and the employee must be retiring and begin drawing benefits immediately.

Conversion formula:

Before separation for employees hired before December 31, 2007: an employee with a *banked sick leave* balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment,

they may, within one year of reinstatement, repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.

At separation for employees hired before December 31, 2007, with banked hours: The banked hours will be held until voluntary departure, death, or lay off, at which time not more than 1,200 banked hours shall be converted to vacation time at the ratio of one-to-one for the first three hundred hours and three-to-one for the remaining nine hundred hours.

Employees who retire after January 1, 2026: Employees shall be paid in cash for one-fourth (1:4) of the value of the employee's accrued but unused sick leave credit. Payment shall not exceed the value of 300 hours.

Payment shall be based on the employee's rate of pay at retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made.

- E. Payment of Health Insurance Premiums. For each full-time employee who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes. The City may offer different health care program options at different employee contribution rates, and may offer an incentive to participate in the City's wellness program.
- F. Holiday Schedule. There shall be sixteen (16) paid days off for full-time employees as follows: (10 holidays/6 personal days)

New Year's Day (January 1)

Martin Luther King, Jr. Day (third Monday in January)

Washington/Lincoln Day (third Monday in February)

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

Thanksgiving Day (fourth Thursday in November)

Day after Thanksgiving

Christmas Eve (December 24)

Christmas Day (December 25)

Personal Hours - 48 Hours (Note: The Juneteenth holiday is granted as 8 personal hours within this total of 48 hours).

New employees hired during the year shall have their Personal Hours prorated based on their initial hire date. Personal Hours are earned at a rate of 4 hours per month, but are provided to the employee in a lump sum of 48 hours on January 1 each year. If an employee separates from the city having used Personal Hours before they have been accrued, the employee will be responsible for repaying the value of those hours, which will be deducted from their final paycheck in accordance with state and federal law.

With the exception of employees who work a continuous schedule, holidays falling on a Saturday shall be observed on the preceding Friday, and holidays falling on a Sunday shall be

observed on the following Monday.

- G. Pay for Work on Certain Holidays. Any full-time employee, department heads excluded, who is required by the employee's supervisor to work on a designated holiday as a part of the employee's regularly scheduled duty and within the employee's normal hours of work shall receive pay in an amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked by the employee between the hours of 12:01 a.m. and 12:00 midnight, inclusive, on the designated holiday. When such an employee works on a holiday, the employee shall be entitled to an additional day off in lieu of the holiday.

Employees called to work on a designated holiday (to perform a special project or emergency repair) may receive pay in the amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked on the holiday in addition to the eight hours straight time pay for the holiday at the discretion of the City Manager. (Employees working less than eight (8) hours on a holiday have two options: 1) the employee can claim the eight (8) hour holiday and overtime for the actual number of hours worked; or 2) the employee can claim overtime for the number of hours worked, and use personal, vacation or comp time to make up the remaining hours and receive the holiday off at another time.)

When a calendar holiday falls on either weekend day(s) (including Christmas Eve and Christmas), the following rules apply:

If an employee works the designated holiday, the employee is entitled to:

One and one-half (1-1/2) times their base hourly rate for the hours worked, and a paid day to be taken at another time.

If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

- H. Group Life and Accidental Death and Dismemberment Insurance.

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least forty (40) hours per week. The City will pay 100% of the premium group life insurance coverage on the Police Chief in an amount equal to one and one-half (1-1/2) times the Police Chief's annual salary to a maximum of \$175,000.

- I. Longevity Bonus Pay. Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 2025 and are full-time employees of the City on or before December 31, 2025. To be eligible for Longevity Bonus Pay an employee must meet both requirements. No partial or proportionate Longevity Bonus Pay will be paid. An employee shall accrue one year of service for twelve consecutive months of full-time employment. Part-time employees who become full-time employees may use hours worked as a part-time employee towards years of credit. Credit will not be given for partial years of service.

Full-time employees who leave the City’s employment and are eligible to receive longevity pay based on the anniversary date in 2026 shall be given their longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2026. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

Longevity Pay	Rate
After 5 years	\$800
After 6 years	\$825
After 7 years	\$850
After 8 years	\$875
After 9 years	\$900
After 10 years	\$925
After 11 years	\$950
After 12 years	\$975
After 13 years	\$1,000
After 14 years	\$1,025
After 15 years	\$1,050
After 16 years	\$1,075
After 17 years	\$1,100
After 18 years	\$1,125
After 19 years	\$1,150
After 20 years	\$1,175
After 21 years	\$1,200
After 22 years	\$1,225
After 23 years	\$1,250
After 24 years	\$1,275
After 25 years	\$1,300
After 26 years	\$1,325
After 27 years	\$1,350
After 28 years	\$1,375
After 29 years	\$1,400
After 30 years	\$1,425

- J. Vacation. An employee shall accrue vacation monthly at the following rates listed in the table below, unless otherwise covered by a collective bargaining unit. New hires with prior public sector experience may provide documentation of prior experience, be credited with years of service, and earn vacation at a higher rate. Upon written request, the City Manager may review documented prior experience in the nonprofit and private sectors and may adjust vacation accrual rates if the experience is deemed relevant to the current position. The employee begins accruing vacation leave immediately upon hire, but may only take leave during the first year with Supervisor approval. The City Manager is authorized to grant up to 40 hours of the employee’s vacation leave to be used in advance of their first-year anniversary on the basis of extenuating circumstances.

Tenure	Vacation Hours
After 12 months (1 year)	80
After 24 months (2 years)	88
After 48 months (4 years)	96
After 60 months (5 years)	104
After 72 months (6 years)	112
After 84 months (7 years)	120
After 96 months (8 years)	128
After 108 months (9 years)	136
After 120 months (10 years)	144
After 132 months (11 years)	152
After 144 months (12 years)	160
After 156 months (13 years)	168
After 168 months (14 years)	176
After 180 months (15 years)	184
After 192 months (16 years)	192
After 204 months (17 years)	200

- K. Reimbursement. Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals and other costs according to the travel policy.

L. Continuing Education/Tuition Reimbursement. For 2026, \$10,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a “B” average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of “A” will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of “A” for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Department.

SECTION 8: Applicability

Irrespective of any language or wording herein above, this Ordinance shall not be, and no provision or portion hereof shall be, applicable to any employee of the City of Oxford employed pursuant to a written contract relative to wages and working conditions. This entire Ordinance is effective and applicable only as to employees whose employment is not covered pursuant to the terms and conditions of a written contract with the City.

SECTION 9: Repeal of Conflicting Ordinances

All other ordinances and resolutions or parts of ordinances and resolutions in conflict with the provisions of this Ordinance be and the same are hereby repealed.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

EXHIBIT A: POSITIONS AND PAYBANDS

Full-Time Employees					
Position	Number of Employees Authorized	Pay Band	Pay Band Range Min	Pay Band Range Max	Notes
Office of the City Manager					
City Manager	1	By Contract			
Assistant City Manager/Human Resources & Economic Development	1	Pay Band 7	\$ 44.46	\$ 79.89	
Operations/HR Manager	1	Pay Band 6	\$ 34.59	\$ 61.39	
Clerk of Council/Administrative Assistant II	1	Pay Band 5	\$ 29.65	\$ 49.90	
Economic Development Specialist	1	Pay Band 5	\$ 29.65	\$ 49.90	
Sustainability Coordinator	1	Pay Band 5	\$ 29.65	\$ 49.90	
Administrative Assistant II/Deputy Clerk	1	Pay Band 3	\$ 23.61	\$ 39.80	
Finance Department					
Finance Director	1	By Contract			
Assistant Finance Director	1	Pay Band 6	\$ 34.59	\$ 61.39	
Payroll Specialist	1	Pay Band 5	\$ 29.65	\$ 49.90	
Finance Specialist	1	Pay Band 5	\$ 29.65	\$ 49.90	
Accounting Specialist	1	Pay Band 4	\$ 26.04	\$ 42.21	
Utility Collections Specialist	1	Pay Band 4	\$ 26.04	\$ 42.21	
Sr. Utility Collections Specialist	1	Pay Band 4	\$ 26.04	\$ 42.21	
Parks & Recreation					
Parks & Recreation Director	1	Pay Band 7	\$ 44.46	\$ 79.89	
Aquatics & Recreation Programs Supervisor	1	Pay Band 5	\$ 29.65	\$ 49.90	
Operations/Operatons Supervisor	1	Pay Band 5	\$ 29.65	\$ 49.90	Change title to Operations Supervisor o better reflect role.
Sports Activities Supervisor	1	Pay Band 5	\$ 29.65	\$ 49.90	
Aquatics & Recreation Programs Coordinator	1	Pay Band 3	\$ 23.61	\$ 39.80	

EXHIBIT A: POSITIONS AND PAYBANDS

Sports Coordinator	1	Pay Band 3	\$ 23.61	\$ 39.80	
Preschool Teacher	1	Pay Band 2	\$ 22.09	\$ 35.83	
Custodian	1	Pay Band 1	\$ 19.98	\$ 32.38	
Receptionist	1	Pay Band 1	\$ 19.98	\$ 32.38	
Community Development Department					
Community Development Director	1	Pay Band 7	\$ 44.46	\$ 79.89	
City Planner/GIS Coordinator	1	Pay Band 6	\$ 34.59	\$ 61.39	
Code Enforcement Officer	2	Pay Band 6	\$ 34.59	\$ 61.39	Increased 2nd code enforcement offer from PT to FT.
Safety Department – Fire Division					
Fire Chief/Inspector	1	Pay Band 7	\$ 44.46	\$ 79.89	
Assistant Chief	2	Pay Band 6	\$ 34.59	\$ 61.39	This staff is needed to train new FF and was included in Levy budget.
Fire Captains	3	By Contract			
Firefighter/Paramedics or EMT	15	By Contract			2026 will add +3 FT FF to get to 15 FT FF staff.
Office Manager	1	Pay Band 5	\$ 29.65	\$ 49.90	
Safety Department – Police Division					
Police Chief	1	Pay Band 7	\$ 44.46	\$ 79.89	
Police Lieutenant	2	By Contract			
Police Sergeant	6	By Contract			
Police Officer	22	By Contract			
Public Safety Assistant	3	By Contract			
Police Records Specialist	1	By Contract			
Dispatcher/Clerk	6	By Contract			
Office Manager	1	Pay Band 5	\$ 29.65	\$ 49.90	
Social Services Liaison	1	Pay Band 5	\$ 29.65	\$ 49.90	
Service Department					
Service Director	1	Pay Band 7	\$ 44.46	\$ 79.89	

EXHIBIT A: POSITIONS AND PAYBANDS

Deputy Service Director	1	Pay Band 6	\$ 34.59	\$ 61.39	
Environmental Specialist	1	Pay Band 5	\$ 29.65	\$ 49.90	
Office Manager	1	Pay Band 4	\$ 26.04	\$ 42.21	
Custodian	2	Pay Band 1	\$ 19.98	\$ 32.38	
Engineering Division					
City Engineer	1	Pay Band 6	\$ 34.59	\$ 61.39	
Engineering Technician	1	Pay Band 5	\$ 29.65	\$ 49.90	
Engineering Aide	1	Pay Band 4	\$ 26.04	\$ 42.21	
Streets and Maintenance Division					
Streets and Maintenance Manager	1	Pay Band 6	\$ 34.59	\$ 61.39	
Equipment Mechanic	1	Pay Band 5	\$ 29.65	\$ 49.90	
Grounds Maintenance Supervisor	2	Pay Band 5	\$ 29.65	\$ 49.90	
Street Operations Specialist	1	Pay Band 4	\$ 26.04	\$ 42.21	
Service Worker I	4	Pay Band 1	\$ 19.98	\$ 32.38	
Service Worker II	3	Pay Band 2	\$ 22.09	\$ 35.83	
Service Worker III	4	Pay Band 3	\$ 23.61	\$ 39.80	
Wastewater Division					
Collection					
Wastewater Collection Manager	1	Pay Band 6	\$ 34.59	\$ 61.39	
Wastewater Collections Operator I	1	Pay Band 2	\$ 22.09	\$ 35.83	Anticipated OEPA certification and promotion from SW II to Operator I.
Wastewater Collections Operator II	3	Pay Band 4	\$ 26.04	\$ 42.21	
Plant					
Wastewater Plant Manager	1	Pay Band 6	\$ 34.59	\$ 61.39	
WWTP Laboratory Technician	1	Pay Band 3	\$ 23.61	\$ 39.80	
Service Worker I	1	Pay Band 1	\$ 19.98	\$ 32.38	
Plant Mechanic I	1	Pay Band 3	\$ 23.61	\$ 39.80	

EXHIBIT A: POSITIONS AND PAYBANDS

Plant Mechanic II	1	Pay Band 4	\$ 26.04	\$ 42.21	
WWTP Operators II	2	Pay Band 4	\$ 26.04	\$ 42.21	
WWTP Operator III	2	Pay Band 5	\$ 29.65	\$ 49.90	
Water Division					
Distribution					
Water Distribution Manager	1	Pay Band 6	\$ 34.59	\$ 61.39	
Water Distribution Operator I	1	Pay Band 2	\$ 22.09	\$ 35.83	Will replace retiree at Operator II with a new Operator I
Water Distribution Operator II	3	Pay Band 4	\$ 26.04	\$ 42.21	1 anticipated retirement, and 3 anticipated staff OEPA certifications leading to promotions from Operator I to II
Plant					
Water Plant Manager	1	Pay Band 6	\$ 34.59	\$ 61.39	
Utility Maintenance Technician	1	Pay Band 2	\$ 22.09	\$ 35.83	
Utility Meter Reader	1	Pay Band 1	\$ 19.98	\$ 32.38	
Water Plant Operator II	1	Pay Band 4	\$ 26.04	\$ 42.21	
Water Plant Operator III	1	Pay Band 5	\$ 29.65	\$ 49.90	
TOTAL Full-Time Budgeted:	142				

EXHIBIT A: POSITIONS AND PAYBANDS

Year Round Part Time				
Position	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate	Notes
City Manager				
Community Outreach Specialist	1	\$ 31.51	\$ 38.86	
Parks & Recreation				
Recreation Technician	2	\$ 14.71	\$ 22.06	
Front Desk Receptionist	3	\$ 14.71	\$ 22.06	
Pre School Teacher Assistant	8	\$ 14.71	\$ 22.06	
Service Department				
Custodian	1	\$ 14.71	\$ 22.06	
Laborers	4	\$ 14.71	\$ 22.06	
Water Operators	2	\$ 24.24	\$ 35.35	
Safety Department – Fire Division				
Fire Inspector	2	\$ 31.51	\$ 38.86	
Fire Division Captains		\$ 23.11	\$ 30.46	Hours per year, not # of positions
Fire Division Lieutenants-EMT		\$ 22.06	\$ 29.41	Hours per year, not # of positions
Firefighter/EMT or Paramedic		\$ 22.22	\$ 30.30	Hours per year, not # of positions
Student EMTs		\$ 14.71	\$ 22.06	Hours per year, not # of positions
Safety Department – Police Division				
Property Custodian	1	\$ 31.51	\$ 38.86	
Police Officer	6	\$ 37.81	\$ 45.17	
Public Safety Assistant	4	\$ 26.26	\$ 33.61	
Dispatcher/Clerk	4	\$ 26.26	\$ 33.61	
Dispatcher/Clerk	4	\$ 26.26	\$ 33.61	
City-Wide				
Interns: High school, undergraduate, and graduate level students.	-	\$ 12.60	\$ 18.91	Hours per year, not # of positions
Total Year-Round PT Employees	42			
Number of hours budgeted for PT Fire	31,600			
Number of hours budgeted for PT interns	5,000			

EXHIBIT A: POSITIONS AND PAYBANDS

Seasonal Part-Time				
Positions	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate	Notes
Parks & Recreation Department				
Parks & Recreation Technician		\$12.00	\$19.00	Hours per year, not # of positions
Program Coordinator	3	\$15.00	\$22.00	
Service Department				
Street Department				
Laborer	7	\$12.00	\$20.00	
Wastewater Division				
Plant				
Laborer	1	\$12.00	\$20.00	
Collections				
Laborer	1	\$12.00	\$20.00	
Water Division				
Plant				
Laborer	1	\$12.00	\$20.00	
TOTAL Seasonal Part-Time:	13			

Number of hours budgeted for
Parks & Recreation Technicians 17,000

EXHIBIT A: POSITIONS AND PAYBANDS

2026 Rates Amended

Pay Bands:

Pay bands are classifications of jobs in a broad category. Each band demonstrates a minimum to maximum pay for a grouping of similar types of positions. It does not represent a minimum to maximum pay for any one position.

	Min Hourly	Min Annual	Max Hourly	Max Annual
Pay Band 7	\$44.46	\$92,476.80	\$79.89	\$166,171.20
Pay Band 6	\$34.59	\$71,947.20	\$61.39	\$127,691.20
Pay Band 5	\$29.65	\$61,672.00	\$49.90	\$103,792.00
Pay Band 4	\$26.04	\$54,163.20	\$42.21	\$87,796.80
Pay Band 3	\$23.61	\$49,108.80	\$39.80	\$82,784.00
Pay Band 2	\$22.09	\$45,947.20	\$35.83	\$74,526.40
Pay Band 1	\$19.98	\$41,558.40	\$32.38	\$67,350.40

EXHIBIT B: PAY BANDS

2026 Rates Amended				
<p>Pay Bands:</p> <p>Pay bands are classifications of jobs in a broad category. Each band demonstrates a minimum to maximum pay for a grouping of similar types of positions. It does not represent a minimum to maximum pay for any one position.</p>				
	Min Hourly	Min Annual	Max Hourly	Max Annual
Pay Band 7	\$44.46	\$92,476.80	\$79.89	\$166,171.20
Pay Band 6	\$34.59	\$71,947.20	\$61.39	\$127,691.20
Pay Band 5	\$29.65	\$61,672.00	\$49.90	\$103,792.00
Pay Band 4	\$26.04	\$54,163.20	\$42.21	\$87,796.80
Pay Band 3	\$23.61	\$49,108.80	\$39.80	\$82,784.00
Pay Band 2	\$22.09	\$45,947.20	\$35.83	\$74,526.40
Pay Band 1	\$19.98	\$41,558.40	\$32.38	\$67,350.40

EXHIBIT C: PROMOTIONAL PATHWAYS

City of Oxford Promotional Pathways:

Promotions may be granted based on certification, educational achievement, and additional responsibilities. An employee must have a positive performance evaluation and meet the criteria listed below.

Promotions Pathway-Water and Wastewater Divisions

Promotional opportunities will be aligned with staff certifications as follows:

- **Operator Roles:** Staff in operator positions will advance to the next classification upon achieving their next level of Ohio EPA certification.
- **Non-Operator Roles :** Staff outside operator roles who obtain Ohio EPA certification will receive a 5% raise to recognize their accomplishment.

Promotions Pathway- Streets & Maintenance Division

Staff in the Streets & Maintenance Division will have a structured ten-year, two-step pathway. Staff must become certified through the Ohio Department of Transportation's (ODOT) Road Scholars program **or** obtain an Ohio Department of Agriculture (ODA) Pesticide Commercial Applicator License and meet the criteria listed below. A supervisor must document and certify that this promotional pathway criterion has been accomplished and will forward the request to Human Resources for review and implementation.

SW I to SW II:

- Five (5) years as Service Worker I
- Road Scholar I Certification through ODOT **or** Pesticide Commercial Applicator License through the ODA at the following levels:
 - Core Pesticide Certification
 - Category 5-Industrial Vegetation Control
- CDL Class B with Airbrake

SW II to SW III:

- Five (5) years as SW II
- Road Scholar II Certification through ODOT **or** Pesticide Commercial Applicator License through the ODA at the following levels:
 - Core Pesticide Certification
 - Category 5 (Industrial Vegetation Control)
 - Category 6 (Ornamental weed/pest)
 - Category 8 (Turf)
- CDL Class A

EXHIBIT C: PROMOTIONAL PATHWAYS

Promotions Pathway-All other non-contract employees:

May be eligible for a promotion with the creation of a new position or vacancy in an existing position. Internal staff may apply for positions based on their experience and qualifications.

In addition to creating a new position or vacancy, a supervisor may recommend a raise of up to 5% for staff who have taken on significant new responsibilities or achieved an educational milestone, which must be approved by the City Manager.

EXHIBIT D: FIRE DIVISION PART-TIME HOURS POLICY

Fire Division: Part Time Employee Hours Policy

I. GENERAL ORDER

1. No Paid-On-Call or Part-time employee may be scheduled in excess of fifteen hundred fifty nine (1559) hours in any given year. For the purposes of calculating the 1559 hours, the period will begin on November 1 and end on October 31 (Fiscal Year).
2. No Paid-On-Call or Part-time employee may work in excess of one hundred-six (106) hours in any pay period without approval from the Fire Chief.
3. Part-time employees will only be scheduled for a maximum of 30 hours per week on average, or a maximum of 1559 hours annually.
4. Part-time employees who have documented health care insurance through another employer or provider may decline health insurance coverage from the City of Oxford. Those employees declining health care insurance may voluntarily sign up for additional hours once the schedule is posted, up to a maximum of 2,500 hours per year.
 - a. Should the part-time employee lose or cancel their insurance coverage for any reason, they will then be held to the 1559 hour limit for the current year. Should the employee already be in excess of 1559 they will not be eligible to work for the remainder of that fiscal year.
5. Any hours worked in the employee's hired capacity or similar function to their hired capacity shall be calculated as total hours worked for that pay period and year. Performing other sanctioned duties other than those for which the employee was hired shall not be included in total hours.
6. Due to employees working trades and picking up additional shifts, it is the responsibility of the employee to keep from working in excess of one hundred-six (106) hours in any given pay period, and fifteen hundred fifty-nine (1559) hours in any given fiscal year.
7. Any employee with a set schedule is ultimately responsible for all of their scheduled shifts. The employee must keep this in mind when picking up or covering shifts.
8. All employees assigned to "part-time" status are required to work a minimum of 12 hours in each two week pay period. Employees may have these hours waived by the Fire Chief if no shifts are available.

EXHIBIT D: FIRE DIVISION PART-TIME HOURS POLICY

Enforcement:

1. Any employee of this department working in excess of one hundred-six (106) hours in any given pay period without authorization from a Chief Officer, will be subject to disciplinary action as outlined in the City of Oxford Employee Handbook.
2. Should an employee work fifteen hundred fifty-nine (1559) hours within a given fiscal year, then that employee will immediately be placed on Administrative Leave without pay until November 1 of that year, unless they have waived health insurance.
3. Should an employee meet the fifteen hundred fifty-nine (1559) hour maximum prior to the end of the fiscal year, without waiving health insurance, each uncovered scheduled shift will be cause for disciplinary action as outlined in the City of Oxford Employee Handbook.



The City of Oxford
 (513) 524-5200
 15 S. College Ave.
 Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	11/21/2025
COUNCIL MEETING DATE:	December 16, 2025
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 9 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Issue 1: – General Fund 110

To make adjustment to budgeted revenue and appropriation for annual transfers to capital equipment and capital improvement Funds.

Revenue increase \$600,000

Appropriation for Capital Equipment \$626,300

Appropriation for Capital Improvement \$1,415,296

Issue 2: – Hotel Tax Fund 120 and Economic Development Fund

To make adjustment to budgeted revenue and appropriation for additional hotel tax revenue collected.

Revenue increase \$22,000

Transfer to Economic Development Fund \$22,000

Issue 3: (\$18,200,000)– Water Capital Improvement Fund 322

To make adjustment to budgeted revenue and appropriation for the OWDA loan funding of the Water Softening project at the Water Treatment Plant. While the OEPA is still reviewing the plans, the project funding and contract will not occur until 2026.

Issue 4: (\$5,700,000)- Wastewater Improvement Fund 332

To make adjustment to budgeted revenue and appropriation for the Biotower Media Replacement at the Wastewater Treatment Plant. The project funding and contract will not occur until 2026.

Issue 5: (\$905,489) – Capital Improvement Fund 141

To make adjustment to budgeted revenue and appropriation for the purchase of the EV charging station. Once released by ODOT, they will pay the contractor directly and the City will not receive not expend the funds.

Issue 6: - Capital Improvement Fund 141

To make adjustment to budgeted revenue (\$334,800) and appropriation of (\$240,000) for the Locust Street Sidewalk replacement. ODOT funding was paid to contractor directly.

Issue 7: (\$240,000) – Capital Improvement Fund 141

To reduce appropriation for the Skate Park replacement. In 2025 the project was budgeted as a fund-raising project. The City’s match is being carried forward and is incorporated into the 2026 Budget.

Issue 8: \$4,500 – General Fund 110

To increase appropriation for Oxford Cemetery. The anticipated concrete pours for headstones exceeded the 2025 budget.

Issue 9: \$75,000 – Water Fund and Water Improvement Fund

To transfer additional funding from the Water Fund to the Water Improvement Fund for future capital improvements.

Issue 10: \$156,684– Wastewater Fund and Wastewater Equipment Fund

To transfer additional funding from the Water Fund to the Water Improvement Fund for future capital improvements.

Issue 11: \$2,800,000 – General Fund/Wastewater Improvement Fund/ Wastewater CBC Fund’s

To make adjustments to these funds for appropriation, and revenue resulting in transfers, for the construction of a solar project at the Wastewater Treatment Plant.

General 110 - \$1,800,000 appropriation – transfer to Wastewater Improvement

Wastewater Capacity NE 391-\$430,000 appropriation- transfer to Wastewater Improvement

Wastewater Capacity NW 392-\$200,000 appropriation -transfer to Wastewater Improvement

Wastewater Capacity SE 393-\$120,000 appropriation -transfer to Wastewater Improvement

Wastewater Capacity SW 394-\$250,000 appropriation -transfer to Wastewater Improvement

Wastewater Improvement 332 -\$2,800,000 Revenue and Appropriation

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3783 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 9 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2025.

WHEREAS, additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds;

SECTION 2: The following increase/(decrease) in revenue be made:

General Fund 110	600,000.00
Hotel Tax Fund 120	22,000.00
Capital Improvement Fund 141	(905,489.00)
Capital Improvement Fund 141	(334,800.00)
Water Capital Improvement Fund 322	(18,200,000.00)
Wastewater Improvement Fund 332	(5,700,000.00)

SECTION 3: The following increase/(decrease) in expenditures be made:

General Fund 110	1,415,296.00
General Fund 110	626,300.00
General Fund 110	1,800,000.00
General Fund 110	4,500.00
Hotel Tax Fund 120	22,000.00
Capital Improvement Fund 141	(905,489.00)
Capital Improvement Fund 141	(240,000.00)
Capital Improvement Fund 141	(240,000.00)
Water Fund 321	75,000.00
Water Capital Improvement Fund 322	(18,200,000.00)
Wastewater Fund 331	156,684.00
Wastewater Improvement Fund 332	(5,700,000.00)
Wastewater Capacity Benefit Fund 391	430,000.00
Wastewater Capacity Benefit Fund 392	200,000.00
Wastewater Capacity Benefit Fund 393	120,000.00
Wastewater Capacity Benefit Fund 394	250,000.00

SECTION 4: The following transfers be executed:

General Fund 110	1,415,296.00
General Fund 110	626,300.00
General Fund 110	1,800,000.00
Hotel Tax Fund 120	22,000.00
Capital Equipment Fund 140	626,300.00

Capital Improvement Fund 141	1,415,296.00
Economic Development Fund 432	22,000.00
Water Fund 321	75,000.00
Water Capital Improvement Fund 322	75,000.00
Wastewater Fund 331	156,684.00
Wastewater Capital Equipment Fund 330	156,684.00
Wastewater Capital Improvement Fund 332	1,800,000.00
Wastewater Capital Improvement Fund 332	1,000,000.00
Wastewater Capacity Benefit Fund 391	430,000.00
Wastewater Capacity Benefit Fund 392	200,000.00
Wastewater Capacity Benefit Fund 393	120,000.00
Wastewater Capacity Benefit Fund 394	250,000.00

SECTION 5: The following increase/(decrease) in revenue
be made:

Capital Equipment Fund	626,300.00
Capital Improvement Fund	1,415,296.00
Water Capital Improvement Fund 322	75,000.00
Wastewater Capital Equipment Fund 330	156,684.00
Wastewater Improvement Fund 332	1,800,000.00
Wastewater Improvement Fund 332	1,000,000.00
Economic Development Fund 432	22,000.00

SECTION 6: The following increase/(decrease) in expenditures
be made:

Wastewater Improvement Fund 332	2,800,000.00
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SECTION 7: In all other respects, Ordinance No. 3783 shall
remain in full force and effect.

SECTION 8: This ordinance shall take effect immediately upon
its adoption.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)