

**SECTION 4 - BENEFITS, LEAVES, PAYROLL TAXES AND DEDUCTIONS**

|   |    |
|---|----|
| SECTION 4.00 - OPERS AND OTHER PAYROLL DEDUCTIONS.....          | 2  |
| SECTION 4.01 - LONGEVITY PAY .....                              | 3  |
| SECTION 4.02 - HOLIDAYS AND PERSONAL DAYS .....                 | 3  |
| SECTION 4.03 - VACATION TIME ACCRUAL .....                      | 4  |
| SECTION 4.04 - SICK TIME ACCRUAL AND USE.....                   | 6  |
| SECTION 4.05 - SICK TIME CONTRIBUTION PROGRAM .....             | 6  |
| SECTION 4.06 - MEDICAL INSURANCE .....                          | 7  |
| SECTION 4.07 - HEALTH CARE COVERAGE FOLLOWING SEPARATION .....  | 7  |
| SECTION 4.08 - DENTAL INSURANCE .....                           | 7  |
| SECTION 4.09 - VISION CARE COVERAGE .....                       | 8  |
| SECTION 4.10 - GROUP TERM LIFE INSURANCE .....                  | 8  |
| SECTION 4.11 - UNPAID MEDICAL LEAVE.....                        | 8  |
| SECTION 4.12 - FUNERAL LEAVE.....                               | 9  |
| SECTION 4.13 - JURY DUTY AND COURT APPEARANCES .....            | 10 |
| SECTION 4.14 - MILITARY LEAVE .....                             | 10 |
| SECTION 4.15 - LEAVE OF ABSENCE WITHOUT PAY (NON-MEDICAL) ..... | 11 |
| SECTION 4.16 - UNEMPLOYMENT COMPENSATION .....                  | 13 |
| SECTION 4.17 - WORKER'S COMPENSATION .....                      | 13 |
| SECTION 4.18 - DISABILITY SEPARATION.....                       | 13 |
| SECTION 4.19 - EFFECT OF TERMINATION.....                       | 13 |
| SECTION 4.20 - EMPLOYEE CREDIT UNION .....                      | 14 |

## **SECTION 4 - BENEFITS, LEAVES, PAYROLL TAXES AND DEDUCTIONS**

This section summarizes information on employment benefits associated with working at the Office of the Council. It includes a brief summary of our benefit plans offered to eligible employees as well as employee benefit systems established by other laws. The summary of benefits set forth below is not intended to be a complete plan description. For additional information concerning these benefits, contact the Council Personnel and Human Resources Manager.

### **SECTION 4.00 - OPERS AND OTHER PAYROLL DEDUCTIONS**

The law requires that the Office of the Council make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes.

The Office of the Council offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover costs of participation in these programs.

If you have questions concerning deductions made from your paycheck or how they were calculated, please contact the Council Personnel and Human Resources Manager.

Deferred Compensation (Ohio) – Employees may elect to authorize regular payroll deductions to a Deferred Compensation Program authorized by state law for public employees. The salary or wages that are redirected through the deferred compensation program are tax exempt to the employee until time of withdrawal. The Ohio Public Employees Deferred Compensation Program offers a variety of investment options, including mutual funds, a guaranteed account, and a variable annuity with several underlying investment options. For further information, please contact the Ohio Public Employees Deferred Compensation Program, 6085 Emerald Parkway, Dublin, Ohio 43016 or toll-free 1-877-OHIO-457 or 1-877-644-6457. Web site address: [www.ohio457.org](http://www.ohio457.org).

Garnishment – A garnishment is a court order that requires an employer to withhold and redirect a certain amount of the employee's paycheck to pay a legally established debt or other monetary obligation. The Office of the Council is legally obligated to comply with any garnishment order.

Health care coverage – Employees may elect to have their contributions to their health care coverage deducted from their pay on a pre-tax basis. Forms to authorize this deduction can be obtained through the Council Personnel and Human Resources Manager.

Medicare taxes – Medicare is a program under the Social Security Administration providing health care for the elderly and other eligible personnel. Federal law requires that employees hired after 1986 must pay into Medicare, by payroll deduction, at the rate of 1.45% per pay period.

Ohio Public Employees Retirement System (OPERS) – OPERS is a public employee retirement system that is established and operated according to state law and state administrative regulations. Membership in the Public Employees Retirement System is, with certain exemptions, compulsory upon being employed and must continue as long as public employment continues. Both the employee and the employer are required to contribute to the retirement fund. State law establishes the percentage of a member's earnable salary that is required to be contributed to the system and requires a mandatory payroll deduction of your PERS contribution.

Social Security taxes – Not applicable. Since Office of the Council employees contribute by payroll deduction to OPERS, Council employees do not contribute through payroll deduction to Social Security.

#### SECTION 4.01 - LONGEVITY PAY

In accordance with Cleveland Codified Ordinance 171.07, all regular full-time employees shall receive longevity pay according to the following schedule:

|  |          |
|--|----------|
| 5 through 9 years of service completed   | \$300.00 |
| 10 through 14 years of service completed | \$475.00 |
| 15 through 19 years of service completed | \$575.00 |
| 20 through 24 years of service completed | \$700.00 |
| More than 25 years of service completed  | \$800.00 |

An employee must have completed the indicated years of service on or before March 1<sup>st</sup> of the year in which eligibility is achieved and the employee must have been an active employee at some time between January 2<sup>nd</sup> and March 1<sup>st</sup> of the year.

Longevity pay shall be based upon an employee's uninterrupted length of continuous service with the City of Cleveland. If an employee is discharged, resigns, or is laid off at any time and is rehired or reinstated at a later date, he or she shall be considered a new employee in respect to longevity. Authorized paid leaves of absence will not break an employee's service with the Office of the Council. Military leave time will be included in the computation.

#### SECTION 4.02 - HOLIDAYS AND PERSONAL DAYS

##### A. Holidays

In accordance with Cleveland Codified Ordinance 171.30 and 171.621, full-time employees of the Office of the Council shall be entitled to nine (9) paid holidays as follows:

New Year's Day (January 1)  
 Dr. Martin Luther King Day (Third Monday in January)  
 President's Day (Third Monday in February)  
 Good Friday (Friday before Easter)  
 Memorial Day (Fourth Monday in May)

Independence Day (July 4)  
 Labor Day (First Monday in September)  
 Thanksgiving Day (Fourth Thursday in November)  
 Christmas Day (December 25)

If a holiday falls on a Sunday, the following Monday shall be observed as the holiday. If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.

To be entitled to be paid for a holiday, an employee must be on the active payroll (that is, actually receives pay) on the last regular workday before and the first regular workday after the holiday.

If the Clerk determines that part-time employees may be eligible for holiday pay in particular circumstances, in accordance with Codified Ordinance 171.621, part-time employees will be notified of the applicable factors.

#### B. Personal Days

Regular full-time employees are entitled to sixteen (16) hours of paid personal holiday in each calendar year. Pursuant to Cleveland Codified Ordinance 171.621, part-time employees of the Office of the Council are entitled to paid personal holiday time at the rate of either 60% or 80% of the benefit provided to full-time employees.

Personal holidays will be granted contingent upon operational needs. Employees should submit requests to use personal holidays to their Manager at least forty-eight (48) hours in advance. Personal holiday requests are subject to the final approval of the Clerk of Council.

Personal holiday time cannot be carried over into the next year. Unused personal holidays will not be paid out upon an employee's separation from employment.

#### C. Religious Observances and Other Special Holidays

The Office of the Council recognizes that some employees may wish to observe certain days that are not included as paid holidays.

The Office of the Council will not refuse your request for time-off for religious observances, nor will you be penalized. You must, however, give advance notice to your Manager when you need the time-off. You may use available vacation time or personal holiday time or accrued compensatory time or request this time off unpaid.

### SECTION 4.03 - VACATION TIME ACCRUAL

#### A. Accrual of vacation time.

In accordance with Cleveland Codified Ordinance 171.28 and 171.29, all regular full-time employees who have completed at least one year of continuous service with the City of

Cleveland as of January 1<sup>st</sup> shall be entitled to 10 days vacation leave with full pay. Employees with eight or more years of service as of January 1<sup>st</sup> are entitled to vacation leave as follows:

| Years of Service | Vacation |
|------------------|----------|
| After 8 years    | 15 days  |
| After 12 years   | 20 days  |
| After 22 years   | 25 days  |

Regular full-time employees who have completed at least six months but less than 12 months continuous service as of January 1<sup>st</sup> shall be entitled to one day of vacation leave for each month of service, not to exceed 10 days.

Pursuant to Cleveland Codified Ordinance 171.621, part-time employees of the Office of the Council may accrue vacation benefits at the rate of either 60% or 80% of the benefit provided to full-time employees.

Vacation time does not generally accrue during authorized unpaid leaves of absence or periods of lay off. However, some types of leave, such as military service, are subject to special laws.

Transfers within the Office of the Council from one division to another, or to another position with the City of Cleveland do not affect an employee's vacation accrual. The employee transfers with the vacation earned from the previous year.

#### B. Effects of Prior Service on Accrual

Employees who were hired by the City of Cleveland prior to July 5, 1987, may be entitled to prior service credit from previous public employment in Ohio. Employees who were formerly elected officials of the City of Cleveland will be credited with the time served in such elected office for purposes of calculating accrual of vacation time. Some employees, such as retirees, are not eligible to earn prior service credit. Individuals who wish to request prior service credit should contact the Personnel and Human Resources Manager.

#### C. Use of Vacation Time

Use of vacation time is subject to the Office of the Council's staffing requirements. Employees should submit a vacation request form to their Manager and the Personnel and Human Resources Manager with as much notice as possible. Vacation requests are subject to the final approval of the Clerk of Council. With the exception of emergencies and other unforeseen circumstances, requests to use vacation time off should be made at least one week in advance.

The Office of the Council may limit the amount of vacation time that employees can carry over from previous years.

#### D. Payment for Unused Vacation Time

Upon separation from City service, employees are entitled to compensation for unused vacation

time carried over from previous years and for earned vacation time for each month of service in the year of separation, computed in accordance with the accrual rates set forth in Codified Ordinance 171.28 and referenced above. Compensation for vacation time upon separation shall be at the employee's current rate of pay. The Personnel and Human Resources Manager will prepare a voucher for the amount owed.

#### SECTION 4.04 - SICK TIME ACCRUAL AND USE

In accordance with Cleveland Codified Ordinance 171.31, all full-time regular employees shall accrue paid sick leave time at the rate of ten (10) hours per month. Accrued sick leave can be used for absence due to illness or other medical conditions that prevent attendance at work, health care appointments or treatment, exposure to contagious diseases that could be communicated to other employees, death or serious illness in the employee's immediate family, and obligations to attend to the medical needs of a dependent. The Office of the Council has the right to review claims for use of accrued sick time to determine whether the benefit can be properly applied to any particular absence.

Pursuant to Cleveland Codified Ordinance 171.621, part-time employees of the Office of the Council may accrue sick leave benefits at the rate of 60% or 80% of the benefit provided to full-time employees.

When an employee can anticipate use of sick time, he or she should provide advance notice through use of the sick leave form available from the Personnel and Human Resources Manager. For example, notice should be given for doctor or dental appointments, scheduled surgery or therapeutic appointments, or for maternity leave.

Through sick leave, the Office of the Council accommodates employees who, due to personal or family illness, cannot report to work. However, sick leave is not to be used as additional vacation or personal leave. Improper use of sick time will not be tolerated. In the event that that an employee's use of sick time is unusual or if the employee is absent for three or more consecutive days, documentation of the employee's need to use sick time, such as a physician's statement, may be required by the Clerk of Council. Such documentation may be required before the employee is allowed to resume work.

Employees generally are not entitled to compensation for accrued unused sick leave time. However, employees who separate from service through retirement or death are entitled to be paid for accrued unused sick leave time at a rate of one-third the employee's highest three-year average base salary rate.

#### SECTION 4.05 - SICK TIME CONTRIBUTION PROGRAM

In accordance with Cleveland Codified Ordinance 171.311, the Clerk of Council may, at the Clerk's discretion, authorize any employee of the Office of the Council to contribute accumulated paid sick leave to another employee of the Council in accordance with the

provisions of Section 171.311 and any additional rules adopted by the Clerk pursuant to that Section.

#### SECTION 4.06 - MEDICAL INSURANCE

In accordance with Cleveland Codified Ordinance 171.33 and 171.621, full-time and part-time employees hired by the Office of the Council will be provided with single or family health care coverage. However, if the employee and his or her spouse are both employees of the Office of the Council, or the City of Cleveland, no duplicate benefits will be provided. Dependent coverage will be provided to an employee as defined in each health care coverage contract.

The Council Personnel and Human Resources Manager will supply information and appropriate forms when the employee begins employment or needs to change coverage information.

Health care coverage begins on the first day of the month following the month of hire.

The health care benefit includes a requirement that employees contribute to their health care coverage through payroll deductions. Payroll deductions for health care coverage may be deducted on a pre-tax basis, which can favorably affect income tax liability. Should this choice be made, see the Council Personnel and Human Resources Manager for proper forms authorizing this deduction.

#### SECTION 4.07 - HEALTH CARE COVERAGE FOLLOWING SEPARATION

Under federal law, an employee who is separated from employment has the right to continue health care coverage, at his or her own expense, under the employer's plan. An employee must be notified of these rights, referred to as "COBRA" rights, at the time of separation. See the Council Personnel and Human Resources Manager for additional information.

#### SECTION 4.08 - DENTAL INSURANCE

In accordance with Cleveland Codified Ordinance 171.60 and 171.621, full-time and part-time employees of the Office of the Council are eligible for a dental coverage benefit. An employee's spouse and unmarried children under the age of twenty-three (23) are also covered. If any child is disabled when insurance terminates at age twenty-three (23), insurance coverage may be continued. Please notify the Council Personnel and Human Resources Manager within thirty-one (31) days of the child reaching age twenty-three (23), if not sooner, to obtain and complete the necessary forms to continue coverage.

Eligibility for dental coverage begins on the first day of the month following your date of hire, and coverage begins on this date.

Dental benefit coverage terminates on the date you leave employment with the Office of the Council. See the Personnel and Human Resources Manager regarding termination of dental coverage.

#### SECTION 4.09 - VISION CARE COVERAGE

Full-time employees of the Office of the Council will be provided with single or family vision care coverage. The Council Personnel Administrator will supply information and appropriate forms. Vision care coverage begins on the first day of the month following the month of hire.

#### SECTION 4.10 - GROUP TERM LIFE INSURANCE

In accordance with Cleveland Codified Ordinance 171.33 and 171.621, after ninety (90) days of service with the Office of the Council, all full-time and part-time employees are entitled to life insurance coverage in the amount of \$10,000.00.

Eligible employees must complete a beneficiary card to designate their beneficiary(ies). The employee must give this card to the Council Personnel and Human Resources Manager. If an employee wishes to change his or her beneficiary designation, a new card must be completed.

Conversion Privilege: Employees separated from Office of the Council employment have the option to convert their life insurance policy from a City-paid premium to a personally paid premium without a medical examination pending approval by the life insurance company no later than thirty-one (31) days from their last day of employment. Employees can obtain the necessary form from the Council Personnel and Human Resources Manager or from the Division of Employee Relations/Benefits in the Department of Personnel and Human Resources. It is the employee's responsibility to take the necessary steps for converting life insurance. The Council Personnel and Human Resources Manager will provide appropriate assistance if requested.

#### SECTION 4.11 - UNPAID MEDICAL LEAVE

The Office of the Council will permit regular full-time and part-time employees to take an Unpaid Medical Leave of Absence if they are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include the following:

- Inpatient care in a hospital, hospice, or residential medical care facility
- Continuing treatment by a health care provider
- Temporary disabilities associated with pregnancy, childbirth, and related medical conditions

Unpaid Medical Leave of Absence may be available to eligible employees who are required to miss more than one week of work due to their own non-work-related medical condition. Eligible employees should make requests for Unpaid Medical Leave of Absence to the Clerk of Council at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events.



The following guidelines apply to all unpaid medical leaves:

A. Exhaustion of paid leave: Employees are required to use any accrued paid leave time before taking an Unpaid Medical Leave of Absence.

B. Length of unpaid leave: Medical leave is granted for no more than the period of disability, up to a maximum of 12 weeks within any 12-month period. Consideration to extend the unpaid medical leave of absence for an additional period will be given if the initial period of approved absence proves to be insufficient. However, the total amount of leave may not extend beyond six (6) months in any rolling twelve (12) month period.

C. Medical certification: Employees must complete a Leave of Absence Request Form and provide medical certification of the condition that prohibits them from performing their job. The medical certification must state the commencement date and probable duration of the condition, the medical facts substantiating the condition, and that the employee cannot perform his/her employment duties. The employee has the obligation to promptly submit supplemental certification if the information on the original medical certification becomes outdated.

D. Continuation of Benefits: Subject to the terms, conditions, and limitations of the applicable plans, the Office of the Council will continue to provide health insurance benefits for the full period of the approved Unpaid Medical Leave of Absence. If the Unpaid Medical Leave of Absence extends past three months, the employee is eligible to sign up for COBRA, and the employee's participation in the City's health care plan may depend upon the employee's electing to exercise a COBRA election. Employees who are taking an unpaid leave of absence should contact the Personnel and Human Resources Manager for information about protecting their ability to participate in the City's health care plan while on leave.

E. Return to work: Employees returning from an Unpaid Medical Leave of Absence must submit a health care provider's verification of their fitness to return to work. It is the employee's responsibility to give the Clerk of Council two weeks advance notice of the date that the employee intends to return to work. If an employee fails to return to work on the agreed upon return date, the Office of the Council will assume that the employee has resigned.

An employee returning from an Unpaid Medical Leave of Absence will not necessarily return to the same position or a position with equivalent pay, benefits, and other terms and conditions of employment. If the Office of the Council has filled the employee's original position to provide adequate staffing, the Clerk of Council and the Council Personnel and Human Resources Manager will work with the employee to attempt to identify an available position that he or she is qualified to fill.

#### SECTION 4.12 - FUNERAL LEAVE

An employee may use accumulated paid sick leave for a leave of absence with pay in the event of the death of a member of the employee's immediate family. For purposes of this Funeral Leave policy, the employee's immediate family includes spouse, mother, father, mother-in-law, father-in-law, child, grandparent, grandchild, brother, sister, or an individual who stood in loco

parentis to the employee.

The maximum duration of the leave is five (5) working days if the funeral is within the State of Ohio, and seven (7) working days if the funeral is outside the State of Ohio. The employee must attend the funeral and provide the Office of the Council with a Funeral Leave Request Form and a Funeral Director's Notice.

If the employee does not have enough sick leave available to cover the duration of the funeral leave, that part not covered may be charged against any accumulated vacation time, personal time, or comp time, or may be unpaid, at the option of the employee.

#### SECTION 4.13 - JURY DUTY AND COURT APPEARANCES

A. Jury Duty Leave: The Office of the Council believes that its employees should fulfill their civic obligation to serve on jury duty if summoned. When called to serve jury duty, employees are required to promptly notify their Manager and the Clerk of Council, and to provide a copy of the court summons.

The Office of the Council will pay for up to four weeks of jury duty during a calendar year. The employee will be paid at his or her regular rate less any compensation received by the employee from the government for jury duty.

Employees who have been called for jury duty but do not have to serve on one or more of the scheduled days are obligated to promptly inform their Manager that they are available for work, or otherwise will be considered as absent without authority. The Office of the Council does not pay for jury duty leave for days that employees are not required to report to court for jury duty.

B. Court Appearances: An employee who is required to appear in court for reasons outside the scope of his or her employment, other than jury duty, shall be granted vacation time if available, or an unpaid excused absence or a combination. The request for an unpaid excused absence or vacation must be made to the appropriate Manager at least twenty-four (24) hours in advance.

If an employee is subpoenaed for a work-related court appearance, he or she must notify the Clerk of Council immediately. If a court appearance is a result of the employee's work for the Council, the employee's time for the court appearance will be treated as time worked, and the employee may be compensated for travel expenses. Documentation in the form of a subpoena or a letter from a participating attorney must be provided for the time involved and documentation must be provided for any expenses claimed.

#### SECTION 4.14 - MILITARY LEAVE

The federal Uniformed Services Employment and Re-Employment Rights Act (USERRA), 38 U.S.C. § 4301 et seq., provides substantial rights to reemployment to persons who are absent from work due to service obligations in the uniformed military services. USERRA also provides for continuation of health care benefits and pension benefit plans. This Section does not set out

all of the provisions of USERRA, and it is important for an employee who is in the military service to seek out comprehensive information about his or her current eligibility and the procedures necessary to enjoy the rights and protections available.

A military leave of absence will be granted to employees who are in the U.S. military, in accordance with the requirements of federal and Cleveland laws. The employee is responsible for providing advance notice to the Clerk of Council when military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Through Codified Ordinance 171.57, the Council has established a military pay benefit as follows: For a period of time not to exceed 31 days, if the employee's military pay or compensation is less than his or her pay from the Office of the Council would have been for such period, he or she shall be paid by the Office of the Council the difference in money between the City pay and his or her military pay for that period. If the leave exceeds 31 days, employees may use accrued vacation or personal paid time off during the absence.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer periods of military leave must apply for re-instatement in accordance with USERRA and all applicable laws.

In accordance with USERRA, employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or in a comparable position, depending on the length of military service. Such employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Codified Ordinance 171.57 provides that for purposes of hospitalization, life insurance, vacation leave, sick leave and longevity pay, a person on a military leave of absence shall be deemed to be in the service of the City. Under USERRA, an employee who performs service in the uniformed services for less than thirty-one (31) days is not required to pay more than his or her customary employee share, if any, for health care coverage. Employees who perform services for longer periods are entitled to continue coverage in the health care benefit for a limited period of time, at his or her own expense, and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Any questions regarding military leave and related issues should be direct to the Clerk of Council.

#### SECTION 4.15 - LEAVE OF ABSENCE WITHOUT PAY (NON-MEDICAL)

A. Personal Leave: The Office of the Council may authorize leave of absence without pay to eligible employees who need to take time off from work duties to fulfill personal obligations. Regular part-time and full-time employees are eligible to request personal leave as described in this policy.

Eligible employees may request personal leave if they have completed a minimum of thirty-five (35) calendar days of service. As soon as an employee become aware of the need for a personal leave of absence, he or she should notify the Clerk of Council to request such a leave.

The Clerk of Council shall evaluate the request for personal leave based on a number of factors, including but not limited to anticipated workload-staffing requirements; staffing considerations during the proposed period of absence; and reason for the request for a personal leave of absence.

B. Educational Leave: The Office of the Council may authorize educational leave without pay to eligible employees who wish to take time off from work duties to pursue academic course work that is applicable to their work duties. Regular part-time and full-time employees are eligible to request educational leave as described in this policy.

Eligible employees who have completed 365 calendar days of service may request educational leave for a period up to but not exceeding 12 weeks every two years. The Clerk of Council shall evaluate the request for educational leave based on a number of factors, including but not limited to anticipated workload-staffing requirements; staffing considerations during the proposed period of absence; and the reason for the request for the leave of absence.

C. Benefits and Reinstatement: Subject to the terms, conditions, and limitations of the applicable benefits plans, health insurance benefits will be continued by the Office of the Council for the first thirty (30) calendar days after an approved personal leave or educational leave begins. After that time, the employee on leave will be responsible for the full cost of these benefits if he or she wishes coverage to continue.

Benefit accruals such as vacation, sick leave, or holiday benefits, will be suspended during the leave but will resume upon the return to active employment.

When a personal leave or an educational leave ends, every reasonable effort will be made to return the employee to the same position, if it should be available, or to a similar position for which the employee is qualified. However, the Office of the Council cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly once the approved personal or educational leave period ends, the Office of the Council will assume that the employee has resigned.

#### SECTION 4.16 - UNEMPLOYMENT COMPENSATION

The Ohio laws concerning unemployment compensation apply to public employees in the State of Ohio, including employees of the Office of the Council. Under the law, employees who have been separated from Office of the Council employment and meet the eligibility requirements set by the Ohio Unemployment Compensation Law will be covered. This section is intended to note the existence of this potential benefit but it is not intended to give legal advice to an employee about whether or when he or she should apply for unemployment compensation benefits.

Eligibility for unemployment compensation is governed by State statutes and regulations. The determination of eligibility for benefits is made by the Ohio Bureau of Employment Services (OBES) and not by the Office of the Council. Factors for eligibility include whether the person has worked the minimum number of credit weeks; whether the present unemployment is involuntary or not the fault of the person who is unemployed; whether the person is able to work and actively seeking work, but is unable to obtain full-time employment.

Employees who have been laid off for lack of work or lack of funds or employees who have resigned or have been terminated from their position may apply for unemployment compensation by contacting the OBES, which is listed in the Government pages of the telephone book.

#### SECTION 4.17 - WORKER'S COMPENSATION

The Office of the Council is required by law to provide all employees with Workers' Compensation coverage in the event he or she is injured on the job. All employees are eligible for Workers' Compensation immediately upon hire. There is no cost to the employee.

All accidents or injuries that occur during work hours or on City property must be reported to a Manager. Reporting is mandatory regardless of the severity or circumstances of the injury and regardless of whether the injury will ultimately be covered by worker's compensation. All work-related injuries must be documented on an Employee Accident Report Form.

#### SECTION 4.18 - DISABILITY SEPARATION

Application for a disability benefit may be made by a member of OPERS, by a person acting in the member's behalf, or by the member's employer, provided the member has at least five years of total service credit and has disability coverage. The application must be made within two years after the member's continuing service terminated, unless the member's medical records demonstrate conclusively that at the time the two-year period expired, the member was physically or mentally incapacitated and unable to make application.

#### SECTION 4.19 - EFFECT OF TERMINATION

Different employee benefits are affected by employment termination in different ways. All accrued, vested benefits that are due and payable at termination will be paid. This includes accrued and earned vacation time and in case of retirement or death, includes a payment for 1/3 accrued sick leave. Some benefits may be continued at the employee's expense if the employee so chooses, such as health insurance or life insurance. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. See the Council Personnel and Human Resources Manager for detailed information.

If you have paid into OPERS and your membership has vested and been maintained, you may apply for retirement benefits such as pension or health care according to the state laws applicable to the date and the amount of time that you were a member. Whether or when you are eligible for benefits depends primarily on how many years of service credit you have and what your age

is. You should contact OPERS for information about your rights and status with respect to the fund.

#### SECTION 4.20 - EMPLOYEE CREDIT UNION

The City of Cleveland Credit Union is located in the basement of the City Hall Building in Room 3. Hours of operation are Monday, 9:30 a.m. - 7:00 p.m., Tuesday through Friday, 9:30 a.m. - 3:30 p.m. Application for membership can be obtained during these hours. For additional information, please call Ext. 2216 (216-664-2216).

