

PAROLE OFFICER EMPLOYMENT INFORMATION

Pre-service Training: This three (3) week training is designed to introduce new correctional employees to the field of corrections and employment as a corrections professional with the Ohio Department of Rehabilitation and Correction. Pre-service provides basic, standardized training to all new employees prior to beginning duty at the location for which they have been employed. Students may stay in the dormitories at CTA each week Sunday through Thursday night and return home on weekends. They may check in at CTA on Sunday evenings from 3:00 p.m. to 9:00 p.m. Lodging and meals are free during the stay at CTA. Class hours are normally from 8:00 a.m. to 4:30 p.m. daily. Employees will receive regular wages while attending training.

Probation: All newly hired Parole Officers including promotions, transfers and demotions will serve a 365-day probationary period. During probation, Parole Officers are not permitted to transfer to another vacancy. However, probationary Parole Officers may be reassigned by management to another vacancy in the headquarter county.

1199 Collective Bargaining Member Transfer within the Department of Rehabilitation: All promotions, transfers and demotions will serve a 365-day probationary period. During this probationary period the employee may elect to return to his/her previous position, or if the employee fails to perform the job requirements of the Parole Officer position to the Employer's satisfaction, the Employer may place the employee back in the position the employee previously held.

Inter-Agency Transfer (within the 1199 Collective Bargaining Agreement): This is defined as an employee-requested movement to a posted vacancy in a different agency. Employees who accept an inter-agency transfer shall serve the 365 day probationary period. If the employee fails to perform the job requirements of the new position to the Employer's satisfaction, the Employer may remove the employee. The employee has the right to grieve such decision. The employee, at his or her option, may transfer leave balances except for compensatory time.

Cross-Collective Bargaining Agreement Rights: Employees who are in a classification outside of those covered by the 1199 Collective Bargaining Agreement and who accept the Parole Officer position must serve the 365-day probationary period. If the employee fails to perform the job requirements of the position to the Employer's satisfaction, the Employer may remove the employee. The employee may not challenge such removal.

Seniority: Parole Officers shall be credited with one seniority credit for each pay period of continuous service. Persons employed with the State of Ohio in a classification not covered by the 1199 agreement, who enter the Parole Officer position shall not carryover any seniority. Seniority credit accrual will begin the day the person is hired into the Parole Officer position.

Pay Scale Information: The Parole Officer pay range is A2 and the beginning hourly rate is Step 1, \$17.58 per hour, \$36,566.40 per year. Movement into Step 2, \$18.99, will occur after the completion of the 365-day probationary period.

Range A2	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	\$17.58	\$18.99	\$19.78	\$20.71	\$21.67	\$22.60	\$23.76

New Hires, Transfers, Demotions & Promotions all start at Step 1, \$17.58 per hour. (*1199 Collective Bargaining Agreement, Page 227 – Career Ladder.*)

Risk Supplement: Parole Officers are required to certify in unarmed self-defense, firearms and pepper spray. For doing so, you are eligible for a special supplement equal to five percent (5%) of the class base, step 1, (\$17.58). It is an additional \$.88 per hour, \$1,830.40 annually.

Longevity Pay: Beginning the first day of the pay period within which an employee completes five (5) years of total state service, each employee will receive an automatic salary adjustment equivalent to one-half percent (1/2%) times the number of years of service times the first step of the pay rate of the employee's classification up to a total of twenty (20) years. This amount will be added to the step rate of pay. Please note longevity calculations exclude any service time earned between July 1, 2003 and June 30, 2005.

Prior Service Credit: If a person has previous employment with any Ohio county, city, village or state university they are eligible to receive credit for prior service. Previous employment counts toward longevity. Prior service credit transfer is not eligible for the purpose of vacation accrual or seniority.

Service time with the Ohio National Guard, prior to employment with the State is considered public service and credit may be transferred. Federal Army, Navy, Marine or Air Force Reserve service credit is not eligible for transfer for the purposes of vacation accrual or longevity.

Please turn page to review remainder of document.

In addition, sick leave balances from Ohio counties, cities, villages or state universities, may be credited, if the person is re-employed within ten years of termination.

Employees wishing to receive credit for prior service or previous sick leave must submit a Prior Service Certification Form verifying prior service and/or sick leave balance to be transferred.

Wages for State of Ohio Employees were frozen between July 1, 2003 and June 30, 2005 therefore any service time earned during this period of time is not eligible for transfer.

Employee Benefits: Parole Officers are eligible for health insurance and have 31-days to submit an enrollment form from the date of hire. Health insurance is effective the first day of the month after enrollment. (Ex. Enroll during the month of October, effective November 1st.) Life, dental and vision insurance is received the first day of the month following one year of service (Ex. Begin employment and submit enrollment form February 23, 2007, effective March 1, 2007). Additional information regarding employee benefits will be provided during Parole Officer Orientation.

Ohio Public Employees Retirement System (OPERS): All employees are members of the Ohio Public Employees Retirement System and are required to make contributions to the system through payroll deductions. The current contribution rate is 10% of the employee's gross pay, with the employer contributing an additional 14%. These contributions are credited to the employee's individual OPERS account. Benefit payments are calculated based on length of public service, final average salary, age and payment plan selection.

With five years of service credit, OPERS members are eligible for a disability program. Additional benefits include a death benefit, survivor benefits (with one and one half years of service credit) and a cost-of-living adjustment (COLA).

Employees are guaranteed full recovery of all contributions they have made to the Retirement System. Upon leaving public employment in Ohio, an employee may apply for and receive, after 90 days from the last day worked, accumulated savings.

Travel Reimbursement:

Department Pre-Service Training

Ohio Revised Code, 5120-7-01(5) defines appointing authority as "The managing officer of the corrections training academy for all probationary employees while attending the academy for pre-service training. For the purposes of this rule, the corrections training academy shall be considered an institution under the control of the department."

Accordingly, during Pre-Service Training, your headquarters is considered the Corrections Training Academy located in Orient, Ohio. Therefore, you are not entitled to any overtime/compensatory time for travel. Additionally, you are not entitled to any mileage however it is the practice of the Division to reimburse the employee for mileage (\$.40 per mile) for one round trip per week or two round trips during holiday weeks. Therefore, you will be reimbursed accordingly once you have completed the necessary travel reimbursement request.

The Division is also willing to compensate you for overtime/compensatory time for one round trip per week or two round trips during holiday weeks. The Division is not willing to allow overtime/compensatory time for the other days of the week since you are afforded a place to stay at CTA while attending Parole Officer Orientation.

Union Dues: Parole Officers are covered by the SEIU/District 1199 bargaining unit. All bargaining unit employees must pay union dues or fair share contributions. The employee through payroll deduction will pay membership dues or fair share contributions. The rate for the 1199 bargaining unit is 1.75% of an employee's base rate. If an employee elects to become a member of a union, he/she must complete a payroll authorization card. If an employee does not complete a payroll authorization card, the employee will not be considered a member of a union and therefore will not have voting rights. In either case, the payroll deduction will begin after 60 days of employment and be for the same dollar amount.

Updated 01/2009