



12/07/10  
09-MED-01-0080  
3039-01  
K26758

## **Contractual Agreement**

**between the**

**Auburn Vocational School District Board of Education**

**and the**

**Career and Technical Association  
(C.A.T.A.)**

**Effective July 1 2009 to June 30 2012**

## Table of Contents

Article I	
Association Recognition.....	03
Article II	
Fair Share Fee .....	04
Article III	
Negotiations Process .....	05
Article IV	
Grievance Procedure .....	07
Article V	
Association Rights .....	09
Article VI	
Work Day.....	10
Article VII	
Personnel Files .....	14
Article VIII	
Working Conditions.....	15
Article IX	
Posting Vacancies .....	17
Article X	
Appraisals.....	18
Article XI	
Contract Types.....	20
Article XII	
Teaching Assistants.....	21
Article XIII	
Nonrenewals .....	22
Article XIV	
Reduction In Force .....	23
Article XV	
Termination of Contract .....	25
Article XVI	
Leaves.....	26
Article XVII	
Severance Pay.....	32
Article XVIII	
Salary Schedule .. . . . .	33
Article XIX	
Health Benefits and Insurance .....	35
Article XX	
Payroll Deductions... .. . . .	37
Article XXI	
Supplemental Duties .....	38
Article XXII	
Miscellaneous Provisions .. . . . .	39
Appendix	
Grievance Report .....	41
Memorandum of Understanding .....	43
Health Care Benefits & Salary Schedules .. . . . .	44

# ARTICLE I

## ASSOCIATION RECOGNITION

- 1.1 The Auburn Vocational Board of Education (BOE) shall recognize the Career and Technical Association known as C.A.T.A. as the exclusive representative for all classified and certified/licensed personnel employed or to be employed by BOE, for the purposes of negotiations, wages, hours, fringe benefits, terms and conditions of employment and matters of professional concern. Members of CATA may be referred to as "MOC" throughout this Agreement.
- 1.2 Classified MOC are those regular full-time and part-time school MOC holding positions for which the State Board of Education does not require teacher certification/licensure with the exception of teaching assistants and Enrollment Specialists, who hold licenses and are considered as Classified MOC.
- 1.3 The following positions are exempt from this Agreement in accordance with ORC 4117.01: confidential employees, supervisors, management level employees, and other personal noted in ORC 4117.01(C). Adult instructional staff and adult pupil support staff are also excluded from CATA.

## ARTICLE II FAIR SHARE FEE

- 2.1 The Treasurer will deduct a fair share fee from the pay of any employee who elects not to become or to remain members of CATA, as compensation for CATA representation during the terms of this Agreement. No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes not affiliated with CATA's work in the arena of collective bargaining. Payroll deduction of fair share fees will follow the payroll deduct schedule of membership fee payroll deduction. The amount of the annual fair share fee shall be equivalent to the membership fee of the Association.
- 2.2 CATA represents to the BOE that an internal rebate procedure has been established in accordance with Section 4117-11-01 of the Ohio Administrative Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each employee who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitution. Upon timely demand, nonmembers of CATA may apply to CATA for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.
- 2.3 CATA agrees to indemnify the BOE and Auburn Career Center for any cost of liability incurred as a result of the implementation and enforcement of this provision. The BOE and Auburn Vocational School District and its counsel will fully cooperate with CATA regarding any litigation concerning fair share fees. The BOE shall be notified in writing within ten (10) working days of any such claim made. A rebate procedure is on file and can be obtained by contacting a CATA officer.

## ARTICLE III NEGOTIATION PROCESS

### *3.1 Purpose*

3.1.1 The purpose of this Agreement is (1) to establish an orderly method of representation by both parties; (2) to indicate responsibilities of the parties; and (3) to provide a basis for settling matters of concern within the scope of the Agreement.

### *3.2 Initiation of Negotiation Process*

3.2.1 If either of the parties desires to negotiate changes in the Agreement, they shall notify the other party in writing no later than 180 days prior to the expiration date of the current Agreement. The notification shall be from designated agent to designated agent. The party initiating the intent to negotiate shall also notify SERB (State Employment Relations Board, State of Ohio) using the proper forms available from SERB.

3.2.2 Each party shall notify in writing the members of their team, no later than one hundred twenty (120) days prior to the expiration of the current Agreement.

3.2.3 Within thirty (30) days after notification of team members, an initial meeting of the two teams shall be held for the purpose of permitting an exchange of proposals for discussion. Additional items for discussion thereafter may be proposed by common consent of both parties.

3.2.4 All proposals submitted by either party shall be in desired final contract language so that without clarification or supplementation, the proposal, if agreed to by the parties, could be incorporated into the contract. If both parties are in agreement, another method of submitting proposals can be used.

3.2.5 Within fifteen (15) days of the initial exchange of proposals, the first negotiation session shall be held, unless such time frame is mutually extended.

### *3.3 Negotiations Meetings*

3.3.1 All negotiations meetings shall be between the established negotiation teams so notified. Meetings shall take place at times and place of mutual agreement. Sub-committees may be established upon mutual agreement of both parties to work on specific topics. All sub-committee work must be brought to the teams for any resolution.

3.3.2 If considered advisable by either group, outside consultants may be utilized for resource purposes.

3.3.3 All negotiations will be confidential and all information will be kept within the teams and the parties to the Agreement.

### *3.4. Impasse Procedure*

- 3.4.1 When the two sides are unable to come to an agreement ten (10) days before the end of the Agreement, a mediator may be requested by either party. This procedure automatically extends the Agreement until settlement is concluded. The mediator shall be obtained as soon as possible through the Federal Mediation and Conciliation Service according to their voluntary rules and regulations.
- 3.4.2 The mediator shall be used as a means of bringing the two parties to agreement and shall have the following authority: He shall call meetings, set a time and duration of said meeting, and set whatever ground rules deemed necessary. Location of the meetings shall be Lake County, Ohio.
- 3.4.3 The cost of mediation shall be shared equally by parties.

### *3.5 Agreement*

- 3.5.1 When a tentative agreement has been reached at any level during negotiations, it shall be reduced to writing and signed by both negotiation agents. When a tentative agreement has been reached on the entire Agreement, the total Agreement shall be reduced to writing, signed by both negotiation agents, and submitted to CATA and the BOE for ratification. Ratification shall take place within thirty (30) days of the tentative agreement, but no sooner than 7 days.
- 3.5.2 The BOE shall supply a copy of the signed agreement to SERB within sixty (60) days of ratification.
- 3.5.3 Copies of the ratified Agreement shall be made available to all MOC and BOE members. In addition, a copy of the ratified Agreement shall be placed on an electronic venue available to same parties.

## ARTICLE IV GRIEVANCE PROCEDURE

### 4.1 *Purpose*

The purpose of this procedure is to secure at the lowest possible administrative level an equitable and just solution to any claims of violations of a term or provision of this Agreement.

### 4.2 *Definition*

A grievance shall be defined as a written claim filed by a MOC, members of CATA, or the Association as a whole. Such grievance shall allege the violation of this Agreement by Article and Section Title. The parties shall recognize that the grievance procedure is not meant to be a punitive venture, but is a mechanism for ensuring communication between the parties regarding alleged violations of the above-mentioned terms.

### 4.3 *Filing*

Grievances filed by various individuals arising out of the same or similar circumstances and filed at or about the same time may be consolidated for hearing purposes, if suitable to both parties.

### 4.4 *Representation*

A grievant shall have the right of representation at all steps of the grievance procedure. Representation may include CATA Professional Rights Officer and/or another officer or a legal advocate of the grievant's own choosing.

4.5 It is most desirable that grievances be resolved at Level I.

4.6 It is the intent of both parties that the proceedings within this grievance procedure will be kept as informal, yet confidential, as may be appropriate.

4.7 Any MOC who files a grievance shall not have the grievance referred to in any written recommendation from the personnel office. All documents, communications, and records dealing with the processing of the grievance will be filed in a separate confidential file and will not be kept in the personnel file of an employee participating in a grievance.

### 4.8 *Level I - Initial Discussion*

A grievant who claims a non-compliance with the Agreement, within fifteen (15) days of alleged event, shall first discuss it with his or her immediate supervisor with the objective of resolving the matter.

#### *4.9 Level II - Written Grievance*

If the grievant is not satisfied with the result of Level I, he/she may file a written grievance on the form provided in this Agreement with his or her immediate supervisor within five (5) days following the meeting provided for in Level I. Within five (5) days after receiving the written grievance, the immediate supervisor will meet with the grievant and will render a written decision within five (5) days after such meeting.

#### *4.10 Level III - Superintendent*

Within ten (10) days after the Level II meeting, the grievant may file a written appeal with the Superintendent on the form provided in this Agreement. Within twenty (20) days after receiving the grievance appeal, the Superintendent will meet with the grievant and will render a written decision within ten (10) days of such meeting.

#### *4.11 Level IV - Board Of Education*

Within ten (10) days after the written decision of Level III meeting has been served, the grievant may file a written appeal with the BOE on the form provided in this Agreement. At the next regular Board Meeting, not earlier than ten (10) days after receipt of the grievant appeal, the Board will meet with the grievant in executive session and will render a written decision within ten (10) days after such meeting. If denied, the written disposition shall contain reasons for denial.

#### *4.12 Level V- Mediation*

Within ten (10) days after the Level IV decision, the grievant may file a written appeal on the form provided within this Agreement and submit it to the Federal Mediation and Conciliation Service. The mediator shall be used as a means of bringing the two parties to agreement and shall have the following authority: He/she shall call meetings, set the time, duration of said meeting, and set whatever ground rules are deemed necessary. Location of the meetings shall be Lake County, Ohio. The cost of mediation, if any, shall be shared by both parties.

#### *4.13 Time Limits*

The number of days indicated in each step are working days and are considered the maximum unless the time limits are extended by mutual agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to the parties involved, the time limits, including mediation may be modified by mutual agreement of the parties.

#### *4.14 Additional Information*

- 4.14.1 No reprisal of any kind shall be taken by or against a participant in the grievance procedure by reason of such participation.
- 4.14.2 Any MOC engaged during the school day on behalf of CATA in any professional grievance, including mediation, shall be released from regular duties without loss of salary or leave time.

## ARTICLE V ASSOCIATION RIGHTS

- 5.1 CATA shall be granted space for meetings to be held at the end of or prior to the start of a contract school day. The Superintendent shall be notified one week in advance of any CATA meetings occurring in the building or requiring dismissal of MOC members.
- 5.2 CATA shall be granted time during the opening in-service days outside of classroom preparation time allotted for Association business.
- 5.3 The BOE shall make available without charge all normal modes of communication for use by bargaining members to transmit Association business. Such venues shall be granted confidentiality and shall include but not be limited to local telephone conversations, email and other electronic communications, and inter-office mail.
- 5.4 The BOE shall provide two (2) copies of all Board agendas, board packets, financial statements and the previous board meeting minutes prior to the monthly BOE meeting. Hard copies or electronic format shall be delivered to the President of CATA when materials are made available and/or sent to members of the BOE.
- 5.5 The BOE shall provide a bulletin board or other suitable format in the mail room for exclusive use by CATA to post CATA business. CATA will be responsible to keep the CATA board current.
- 5.6 The BOE shall provide payroll deduction for membership and fair share dues.
- 5.7 Administration will not schedule nonteaching duties ( bus duty, lunch duty, parking lot duty) for any employee who is currently serving as CATA President. In the year prior to the expiration of the Agreement, administration will not schedule nonteaching duties for the Vice-Presidents of CATA.
- 5.8 The Superintendent will meet on a monthly basis with CATA officers to discuss the administration and implementation of the Agreement and/or other matters. This monthly meeting will be placed on the school calendar and posted for employee notification. If additional meetings are needed, requests will be submitted from the initiating party at least one week prior to the date of the intended meeting.

## ARTICLE VI WORK DAY

### *6.1 Licensed/Certified Staff*

- 6.1.1 The teacher work day is 7:30 am to 3:00 pm. Teachers and teacher assistants will be required to attend two (2) meetings per month that will extend their day to 4:00 p.m. In exchange for the extended day, teachers and teacher assistants may alter their end-of-day time on Fridays to 2:30 p.m.
- 6.1.2 In the event circumstances require staff to be present in the school or in attendance at required activities or to substitute teach or monitor classes during a planning period, the teacher shall make application for stipend pay or pro rated substitution pay. Application for a stipend in lieu of a planning period requires approval of the Superintendent.
- 6.1.3 Teachers are required to be in attendance at open house and sophomore orientation evenings. The day before Thanksgiving Day will serve as a compensatory day for teachers.

### *6.2 Classified Staff*

#### *6.2.1 Work Day*

The standard work day for a regular full-time classified MOC shall be eight (8) hours, with a one-half (1/2) hour lunch period which is included within the work day. The number of employee work days for each employee and the hourly rate of pay for each employee shall be established by the Board. The Board delegates to the Superintendent/ designee the authority to establish the number of scheduled work hours per workday. Classified staff required to be in attendance at open house and sophomore orientation evenings will be provided a compensatory day on the day before Thanksgiving Day.

#### *6.2.2 Shift Assignment*

Supervising personnel shall have the authority to make shift assignments for MOC members so long as notice of such change of shift and change of starting and quitting times is given one (1) week or more in advance of such change. In an emergency or time of special need, the Superintendent or his/her designee shall have authority to make a shift assignment change without the one (1) week notice requirement.

#### *6.2.3 Work Week*

The standard work week for all regular full-time Classified MOC shall be forty (40) hours.

#### *6.2.4 Overtime*

A classified MOC member may be required to work overtime where the need exists due to emergency or special circumstances. The Superintendent/ designee must approve all overtime in advance. At the discretion of the Board, hours worked by a classified staff employee over forty hours within any full week (Sunday through Saturday) shall be paid at one and one-half (1-1/2) the hourly rate of pay of the employee.

### 6.2.5 Alarm Call

When required, an employee, from a designated list given to the security monitoring company, will be called to respond to the security alarm. The employee will be paid the security check rate (for his/her travel and time) approved by the BOE, and overtime at his/her current rate for actual time spent in checking and securing the facility.

### 6.2.6 Calendar

The BOE shall determine the work calendar for MOC members. The BOE, at its discretion, may alter the calendar when conditions require a change.

### 6.2.7 Staff Meetings

Classified staff committee or departmental meetings, except in emergency or unusual situations, will conclude no later than thirty (30) minutes after the close of normal shift times. Staff may be required to attend two district meetings per month as directed by the Superintendent/designee. Extended meeting times will be exchanged for a Staff who are required to attend a meeting after their normal shift time has ended will be dismissed thirty (30) minutes prior to their normal dismissal time the following Friday. Notice for meetings will be given one (1) day in advance unless emergency situations prohibit.

### 6.2.8 In-Service Attendance

A regular MOC member who works less than twelve months may not be scheduled to work on an In-Service Day. Therefore, on a case-by-case, as-needed basis, the employee's Administrator/ Supervisory personnel may authorize said employee(s) to attend all or part of an In-Service Day when the topics to be covered are considered important to the employee's ability to perform his/her job in an acceptable and safe manner. The employee(s) will be paid at his/her regular hourly rate for attendance at an In-Service Day.

### 6.2.9 School Closings

When school is closed due to inclement weather, the administrators/supervisory personnel or the Superintendent will determine when an employee is required to report for work. If an employee is required to report, he/she will be paid one day of regular pay plus 1-1/2 times hours actually worked on the calamity day. If an employee arrives at work prior to notification of the building closing, he/she will be paid one-hour travel time (at calamity day rates) if he/she is sent home and the Superintendent/designee approves payment.

### 6.2.10 Paid Holidays

Paid holidays will be established by the Board on the employee calendar in compliance with ORC 3319.087. A MOC shall be paid only if such MOC accrued earnings on their next preceding and next following scheduled workdays before and after such holiday or were properly excused from attendance at work on either or both of those days.

<i>Twelve Months - Contracts 260 to 261 Days</i>	<i>12 Holidays</i>
<i>Ten and Eleven Months - 187 to 220 Days</i>	<i>10 Holidays</i>

### 6.2.11 *Years of service*

Years of Service will be based on the employee's first day of employment/position start date with Auburn.

### 6.2.12 *Vacation*

6.2.12.1 Vacation will be given to full-time, twelve (12) month MOC members annually on July 1<sup>st</sup> as follows:

- Two (2) weeks (10 days) of vacation after one (1) year of service;
- Three (3) weeks (15 days) of vacation after eight (8) years of service; and
- Four (4) weeks (20 days) of vacation after fifteen (15) years of service.

6.2.12.2 Part-time MOC working twelve (12) months a year and whose normal work schedule calls for them to work at least thirty (30) hours per week, shall earn vacation days as above, but those days, when taken, will be paid only in the number of hours at which the employee normally works. (For example, an employee who normally works a 30-hour week will be paid for thirty (30) hours when that employee takes one week of vacation.)

6.2.12.3 Requests for all vacation shall be submitted for approval to the Superintendent or Superintendent/designee at least two (2) weeks in advance. Designated forms for applying for vacation leave will be available from the Superintendent/designee.

6.2.12.4 Vacation requests will be approved if the use would not unduly disrupt the operations of the department/division the classified member is assigned to, or would leave an office/department insufficiently staffed. In addition, a maximum of five (5) days may be approved for days falling within the secondary school year (185 day calendar).

6.2.12.5 Full-time/12 month MOC member will be credited with five-sixth (5/6) of a year credit towards vacation for prior part-time (9 to 10 month employee working 40 hours a week) service at Auburn, provided that prior service was continuous with the employee assuming a full-time/twelve month position.

6.2.12.6 For contracts beginning on July 1 vacation must be used by June 30; If an employee's contract begins on August 1 then vacation must be used by July 31. Unused vacation time does not carry forward into the following year.

### 6.2.13 *Change of Job Classification*

A MOC member desiring to change their classification of employment must wait for a vacancy in a desired area, and may apply for a new position using the established procedures. Competency testing may be a part of the application process for a change in position. Job vacancy listings for openings that occur during the summer break will be emailed to all MOC members. The employee will maintain seniority in the area of original hiring.

### 6.2.14 *Temporary Job Assignment*

When needed, MOC members may be temporarily assigned to other areas in the school system. This assignment would be arranged with the employee through his/her immediate supervisor.

### *6.2.15 Flexible Work Schedule*

The BOE recognizes that the performance of duties in the educational setting may require that occasionally those duties be performed outside of the regular high school work day. The flexible work schedule provision requires prior approval by the Superintendent/designee before the employee performs such duties outside of the regular work day.

## ARTICLE VII PERSONNEL FILE

- 7.1 Personnel records will be kept in the Board office. There will be one file for each MOC member. Administrators will be permitted to maintain a working file on each MOC under their jurisdiction during the school year. At the end of each school year, the administrator's file contents must be dated and placed into the official file in the office of the Superintendent. Only items related to work performance, discipline, and routine financial or personnel data will be entered into a file. Working file disciplinary and performance items not acted upon will not be added to the personnel file. Examples of items found in the file would include the application for employment, letters of reference, the latest copy of the employee contract, copies of the Ohio teaching license(s) or certificate(s), college transcripts, performance evaluations, letters of commendation, and disciplinary letters. A copy of the MOC's current job description will also be held in the personnel file. MOC's will have the right to review contents of their personnel file on any day in which the BOE office is open. No disciplinary item may be placed into an MOC's file without the item being initialed by the MOC and the originating administrator. Initialing any item by the MOC does not indicate agreement, only knowledge of its existence. A MOC may respond in writing to any item in the personnel file, and have such responses placed in the file. A MOC examining their personnel files may do so with a CATA representative if they so choose. MOC's may make copies of their personnel files upon request.
- 7.2 The CATA Professional Rights Officer may examine the contents of a MOC's file if the MOC signs a written authorization to do so.
- 7.3 Any MOC who disputes the accuracy, relevancy, timeliness, or completeness of their personnel file may request that the Superintendent investigate the status of the file and determine whether the file is in compliance with ORC 1347.05 and the terms of this agreement. Such an investigation shall be processed through the grievance procedure and filed at Level III.

## ARTICLE VIII WORKING CONDITIONS

### *8.1 Disciplinary Interviews*

Any MOC who is subject to a disciplinary interview shall be notified twenty-four (24) hours in advance in writing of the reasons for the disciplinary interview, and shall have the option of attending the interview with the CATA Professional Rights Officer or another CATA officer of their choice. Disciplinary interviews shall be conducted during the MOC's normal work day, and if said MOC has student contact during that time, a substitute will be provided.

### *8.2 Students with Medical Issues*

CATA members shall not be required to assist a student with daily living skills that involve the potential for bodily fluid contact, or otherwise require medical knowledge. This could include but not be limited to feeding, toileting, administration of medication, wound cleaning, etc. The exception to this will be any MOC who has the proper medical credentials to perform such duties, for example an R.N. or other medical certified personnel. CATA members who perform such duties shall be compensated in accordance with compensation specified elsewhere in this Agreement. Medically fragile students who are technology-dependent will have appropriate medical personnel available.

### *8.3 Staff Input to Curriculum Development and Design*

The parties will develop an advisory and/or management team of employees who will direct strategic initiatives and pathways for program and curriculum. The intent of this team will be to ensure that curriculum and program development have authentic input at the level of implementation.

### *8.4 School Calendar*

The BOE shall consult CATA each year for input when developing the school calendar.

### *8.5 Electronic Communication with Students*

Technology support will be available at all times to address educational technology issues.

### *8.6 Special Need Students*

8.6.1 MOCs having contact with students on IEP (Individual Education Plan) directives will be provided with a current copy of the student's IEP within ten (10) days of the receipt of documents from the associate school. Administration will make every effort to ensure that documentation for special needs students is provided with the name and contact information of the Special Needs Coordinator who is responsible for that student at Auburn Career Center, and also be provided with the name and contact information for the Special Needs Coordinator who is responsible for that student at the associate school.

8.6.2 Updates in laws or regulations pertaining to special needs students (those on an IEP or 504 Plan) shall be discussed at annual in-services for MOCs having contact with those special needs students.

- 8.6.3 MOCs having students under an IEP, 504, or other special needs document shall be notified in a timely manner of any meetings. They shall have the opportunity to attend those meetings, or to provide input pertaining to student goals and objective completions for that student. The person responsible for chairing such meetings shall be responsible to contact MOCs with sufficient advance notice to provide opportunity for the MOC to attend or provide input. MOCs who attend special needs meetings during the school day will be provided with a substitute. MOCs who attend special needs meeting outside of the school day will be compensated in accordance with compensation rules specified elsewhere in this agreement.
- 8.6.4 As a minimum guideline, any MOC having five or more special needs students enrolled in their class may be provided a certified/licensed Special Needs staff associate or a Teaching Assistant a minimum of 3 days per week of school for a minimum of one class period (forty-five (45) minutes).
- 8.6.5 Any MOC having five or more special needs students enrolled in their class shall be exempt from being assigned routine out-of-class duties (lunch room supervision, bus duty, parking lot duty).
- 8.6.6 MOCs serving as Special Needs Staff will participate in a collaborative process of curriculum development that includes the Program/Academic Instructor, Program/Academic Supervisor and Special Needs Supervisor.
- 8.6.7 MOCs shall not be held liable for any negligence for failing to follow the directives of an IEP if they have not received a copy of the IEP for a student. The Special Needs Supervisor shall be responsible for ensuring that all staff in contact with a special needs student has received a copy of the student's IEP and understands the contents thereof.

## *8.7 Online Learning Issues*

- 8.7.1 MOCs delivering curriculum in primarily an online only delivery format shall expect a maximum of 120 students per semester. MOCs delivering online curriculum in a blended classroom situation shall expect a maximum of 90 students per semester. MOCs who deliver online learning or blended learning for half a day will have one half the load of a full time teacher per semester.
- 8.7.2 MOCs who are assigned non-Auburn students in addition to their current teaching load and within certification area shall receive a compensation of \$125 per student per class.
- 8.7.3 MOCs delivering online curriculum during the summer months (outside the normal 185 days) shall be compensated per hour at an adult hourly rate of pay.
- 8.7.4 MOCs developing new online curriculum, outside the normal 185 days of school contact, will be paid per hour at an adult hourly rate of pay for the negotiated time period. Teachers will not be expected to develop a new online course while teaching full time.
- 8.7.5 MOCs upgrading or updating current online curriculum requested by either online teacher or administrator and approved by the administration during the summer months will be compensated on a stipend basis per class.

## ARTICLE IX POSTING VACANCIES

- 9.1 The Superintendent will post a list of any vacancies including new positions in the district, including any required certification(s)/licensing requirements. The posting will be by electronic mail (email) communication to all district employees. Such postings shall include annual supplemental contractual positions that normally are available at the end of each school calendar year, i.e. summer school teaching positions or seasonal work. Auburn current contracted employees shall have first right of refusal prior to posting summer school vacancies.
- 9.2 If a vacancy arises and the BOE does not intend to fill the position, the President of CATA shall be so notified in a timely manner. If the BOE intends to fill the position, the position shall be posted in a timely manner.
- 9.3 No vacancy shall be filled until it has been posted a minimum of five (5) working days during the school year, or a minimum of ten (10) working days during the summer months. If a vacancy must be filled immediately due to an emergency situation, the hiring will be considered temporary until the postings and routine application and interviewing processes have occurred.
- 9.4 If a position becomes available for which a MOC who has been RIF'd is eligible to fill, there shall be no posting until said employee has been notified and provided the opportunity to accept the position. The employee shall make a decision to accept or reject the position no later than five (5) working days after notification.
- 9.5 An employee desiring a transfer to fill a vacancy that has been posted, shall submit a written request to the Superintendent within ten (10) days from the time of the posting. Vacancies will be filled with applicants meeting posted qualifications as determined by the Superintendent.
- 9.6 The hiring of several part time employees to fill the equivalent of one full time employee shall not be permitted.
- 9.7 MOCs who are in related employment areas will have the opportunity to participate in the initial interview process for potential employees.

## ARTICLE X APPRAISALS

### *10.1 Licensed/Certified Staff*

10.1.1 Appraisal of teachers shall be in accordance with the following procedures:

10.1.1.1 The formal program of appraisal for new teachers, candidates for tenure and limited contract teachers with deficiencies shall be accomplished by a pre-conference prior to the first observation to discuss the appraisal process.

10.1.1.2 The formal program of appraisal for continuing and limited contract teachers shall be accomplished by a minimum of one (1) formal appraisal conducted every three (3) years. The formal appraisal process includes a pre-conference and a minimum of two (2) formal observations of at least thirty (30) consecutive minutes in length. The teacher shall receive a record of the observation which is a confirmation of the date and length of time (must be at least thirty (30) consecutive minutes). A post conference will be held within fifteen (15) school days of the last observation. After the post conference, the teacher will receive a copy of the formal appraisal summary.

10.1.1.3 The observations and appraisal shall be conducted by a member of the Auburn administrative staff who is paid on the administrative salary schedule and is certified as an administrator or supervisor.

10.1.1.4 The first appraisal shall be conducted and completed no later than January 25. The second appraisal for teachers who may be non-renewed shall be conducted and completed no later than April 10. In the event of any absences during the four (4) weeks preceding the end of the appraisal period, the appraisal time line will be extended for the number of days of absence.

10.1.1.5 Whenever deficiencies are revealed through this appraisal process, the appraisal received by the teacher shall specifically address the deficiencies and shall contain specific suggestions for improvement of performance. The teacher shall be given a reasonable period of time (at least four weeks) to improve the areas revealed as deficient. The appraiser will further establish a plan of assistance which will diagnose and offer remedies to assist the teacher in improving his/her performance in the areas noted and specify a review process for evaluating the teacher's progress.

10.1.1.6 The appraisal normally will be based on direct observation of the teacher and the appraisal report shall not contain inaccurate or untruthful information. Unsubstantiated hearsay shall not be included in the appraisal. The appraisal may contain a record of non-classroom performance.

10.1.1.7 This article shall not be grievable except for procedural aspects. Procedural aspects shall be defined to include challenges to the accuracy, truthfulness and documentation of statements in the appraisal report.

10.1.1.8 The terms of this article shall prevail over the provisions of Revised Code Section 3319.11 and 3319.111 that pertain directly to a teacher's evaluation.

### *10.2 Classified Staff*

Annual evaluation of Classified MOC shall be completed by March 30th of each year. This establishment of an evaluation procedure shall not create an expectancy of continued employment, and nothing in this section shall prevent the Board from making the final determination regarding the renewal, non-renewal, or

suspension of the contract of a classified employee. See Memorandum of Understanding for additional information on this section.

## ARTICLE XI CONTRACT TYPES

### 11.1 Contract types currently in use at Auburn include:

Administrative:	Limited and may be either certificated or classified. (Two to five years) Supervisors and Other Classified Administrators excluded from CATA.
Certificated/Licensed Employees:	Limited (Three consecutive one year contracts) and Continuing.
Classified Employees:	Limited (One Year then Two Years) then Continuing.

A "Regular" contracted employee is one whose work schedule is permanent and essentially unchanging and may be full-time or part-time. A "Substitute" employee is one who is filling in for another employee on a short-term, temporary basis.

### 11.2 *Application for Certified/Licensed Continuing Contract*

- 11.2.1 To be eligible for a continuing contract, a teacher must hold an Ohio professional or permanent certificate/license, have three years of successful teaching in the Auburn Vocational School District, hold a Master Degree in the field in which they are working and be recommended by the Superintendent. If the teacher held a continuing contract elsewhere in Ohio, they may become eligible for a continuing contract after teaching two years in the school district. Recommendations for continuing contract are made at the April or May Board meetings. Teachers who are not to be recommended by the Superintendent for a continuing contract shall be notified in writing pursuant to the O.R.C. 3319.11 on or before April 30th. Benefits associated with the award of a continuing contract will be retroactive to the start of the new school year or the first day in February for transcripts received after September 30<sup>th</sup> but before February 28<sup>th</sup>.
- 11.2.2 Teachers that may become eligible for a continuing contract must have a certificate/license, plus a copy of the transcript submitted.

## ARTICLE XII TEACHING ASSISTANTS

- 12.1 A Memorandum of Understanding is attached to this contract dictating the responsibilities of CATA and the BOE regarding Teaching Assistants.

## ARTICLE XIII NON-RENEWALS

13.1 The non-renewal of limited contracts shall be subject to the following procedures:

13.1.1 A teacher whose limited contract is to be non-renewed shall be notified by the Board in writing no later than April 30 of its intent not to re-employ.

13.1.2 Prior to receiving such notice, the teacher shall have been appraised in accordance with the procedure described in the Appraisal section.

13.1.3 Supplemental contracts will be deemed to be automatically non-renewed at the conclusion of the school year for which the supplemental contract was issued. The Board will not be required to act by April 30 to non-renew such contracts and to notify the holder of the contract.

### *13.2 Non-Renewed Teachers' Rights*

13.2.1 Teachers who are on limited contract status, whose contracts are not going to be renewed, will be subject to the following rights and procedures:

13.2.1.1 The teacher will be notified in writing of any performance deficiencies and suggestions for improvement as set forth in the appraisal procedure.

13.2.1.2 The teacher will be given a reasonable time (not less than four (4) weeks) to correct the stated deficiencies, and will be reappraised based on previously stated deficiencies.

13.2.1.3 If a teacher is going to be non-renewed, then such teacher shall receive written notice from the Board, no later than April 30, of its intent not to re-employ.

13.2.1.4 The teacher may request a hearing before the Superintendent regarding the proposed non-renewal prior to official board action. At such hearing, the circumstances leading to the Superintendent's recommendation will be stated by the Superintendent. The teacher shall have the right to a representative at this hearing.

13.2.1.5 The non-renewal sections of this Agreement shall supercede ORC 3319.11 and 3319.111.

# ARTICLE XIV REDUCTION IN FORCE (RIF)

## 14.1 *Certified/Licensed Staff*

- 14.1.1 The Board of Education can institute a Reduction in Force due to decreased enrollment of pupils, low student job placement, return to duty of regular teachers after leaves of absence, by reason of suspension of schools or territorial changes affecting the district, or other due or just cause, including financial reasons. The method of reduction in forces shall be consistent with the ORC 3319.17. The Board shall suspend contracts in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference first to teachers on continuing contracts and then to teachers who have greater seniority.
- 14.1.2 A seniority list will be established for use in determining seniority of teachers. This seniority list shall be used for RIF decisions. This list will be published April 1 of each school year. The seniority listing shall include the name of each teacher, contract type, effective date of employment via board minutes and areas of certification/license.
- 14.1.3 Teachers that have their contracts suspended under the provisions of reduction in force will be placed on the recall list as listed below.

<u>CONTRACT</u>	<u>YEARS IN DISTRICT</u>	<u>RIGHT OF RECALL</u>
LIMITED	1 TO 2	NONE
LIMITED	3 TO 4	1 YEAR
LIMITED	5 OR MORE	2 YEARS
CONTINUING	N/A	4 YEARS

When a vacancy occurs, the most senior teacher on continuing contract, with the appropriate certification/license, will be offered the position. If there are no continuing contract teachers on the recall list in that area of certification/license, the most senior limited contract teacher on the list will be offered the position if appropriately certified/licensed. The Board may determine not to recall a teacher if the board clearly demonstrates that the qualifications of the teacher involved will have a significant impact on the delivery of educational services to students. The Board will not make such determination in an arbitrary or capricious manner.

- 14.1.4 It is the teacher's responsibility to keep the Board informed of his/her current address. All teachers are required to respond in writing to the district office within seven calendar days of receipt of notification. Any teacher who fails to respond within seven (7) calendar days, or who declines to accept the position, will forfeit all recall rights, unless reason can be shown why the teacher was unable to respond within the time limits. Such reasons must be presented within thirty (30) days of the above stated deadline.
- 14.1.5 A teacher, upon acceptance of the notification to resume active employment status, will return to active employment status with the same seniority, accumulation of sick leave (current status), and salary schedule placement as he/she enjoyed at the time of reduction in force.

## 14.2 *Classified Staff*

- 14.2.1 The Board and administration may reduce the number of positions in a job classification. The method of reduction in forces shall be consistent with ORC 3319.172. Within a classification, a MOC with limited contracts shall be released before one with a continuing contract. The Board may determine to retain a less

senior classified member holding either a limited or continuing contract if it can demonstrate the difference in individual qualifications of the staff members involved will have a significant impact on the services to the district.

## ARTICLE XV TERMINATION OF CONTRACT

### *15.1 Certified/Licensed Staff*

The BOE has the right to terminate a contract, whether it be a continuing or a limited one for good and just cause. Before terminating a teacher's contract, the Board will notify the teacher in writing of its intention to terminate the contract and will specify the reasons for such consideration. ORC 3319.16 and ORC 3319.08 provides that a teacher so notified may request, in writing within ten (10) days after the receipt of such notice, an opportunity to appear before the Board and offer reasons against such termination. Such a hearing will be granted by the Board in accordance with provision of the law. If no request for a hearing is received, the Board will proceed to terminate the contract.

### *15.2 Classified Staff*

Classified staff contracts shall be under the jurisdiction of ORC 3319.081.

## ARTICLE XVI LEAVES

### *16.1 Sick Leave*

16.1.1 Certified/licensed MOC shall qualify for sick leave absences with full pay during any school year for any of the following reasons:

- (1) Personal illness
- (2) Pregnancy\*
- (3) Injury
- (4) Exposure to contagious disease which could be communicated to others
- (5) Absence due to illness, injury or death in the employee's immediate family

\*Pregnancy does not refer to the state of being pregnant but refers only to pregnancy-related disability including pre and post delivery periods of inability to adequately perform job. Sick leave will be paid only during the time period in which a physician certified the employee to be physically disabled, and only to the extent of the number of days accumulated. It is not the intent of the law to sanction the use of sick leave for child care (as opposed to the child's illness).

16.1.2 "Immediate family" shall be interpreted to include father, mother, step-parents, brother, sister, husband, wife, child (includes step-children and foster children), domestic partner, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, uncle, aunt, and grandchild.

16.1.3 Such absences shall be approved by the Superintendent or his/her designated representative. Reasonable advance notice shall be given to the staff member's immediate supervisor or his/her designee indicating the date and reason for absences.

16.1.4 Upon return from sick leave, such employee of the Board of Education shall submit a signed sick leave form indicating that the employee was absent for just cause and shall give the name and address of an attending physician if medical attention was required.

16.1.5 A regular certified/licensed employee who is absent because of illness and whose position has not been terminated, as provided by law, is still in service of this district, and accumulates sick leave credit while absent on approved sick leave.

16.1.6 Fraudulent use of sick leave and/or falsification of the grounds for the use of sick leave shall be grounds for disciplinary action up to and including termination.

### *16.2 Sick Call-Off Procedure*

16.2.1 All MOC are required to notify their immediate supervisor/designee when they will not be reporting to work due to illness or other use(s) of sick leave.

16.2.2 When circumstances permit, notification should be given at least two (2) hours in advance of reporting time so that a substitute may be provided if needed.

16.2.3 For absences due to illness or injury in excess of five (5) consecutive days, the employee shall submit verification of the illness or injury from a physician to the Superintendent or his/her designee. For absence

due to illness or injury in the immediate family in excess of five (5) consecutive days, the employee shall provide the Superintendent or his/her designee with verification issued by a physician as to the condition of the relative.

### ***16.3 Accumulation of sick days***

- 16.3.1 For each completed month of service, each certified/licensed employee of the Board of Education shall be entitled to sick leave of one and one-fourth work days with pay, which totals fifteen (15) days per year.
- 16.3.2 The unused portion of sick leave may be accumulated up to three hundred (300) days.
- 16.3.3 A Certified/licensed MOC without accumulated sick leave shall be advanced five (5) days and may be advanced an additional ten (10) days of the maximum accumulation possible for the remainder of the current contract year with the provision that such advanced sick leave may be recovered from final settlement with any employee who departs or terminates prior to the completion of the current contract year.
- 16.3.4 The previously accumulated sick leave of an employee who has been separated from the public service may be recredited to his balance upon re-employment in the public service. An employee who transfers from one public agency to another shall be credited with the unused balance of his/her sick leave to a maximum of three hundred (300) days. It is the responsibility of the employee to secure a written statement from former employers as to the accumulated sick leave credit to be transferred.

### ***16.4 Sick day redemption***

MOC are eligible for the sick day redemption program when they have accumulated over three hundred (300) days. The sick days not used between August 1st and July 31st (12 months) will be redeemed at a rate of \$50.00 per day for the number of days over the three hundred (300) as of July 31st of each year. Reimbursement will be the number of sick days not used between three hundred (300) and three hundred eighteen (318) days. (Exception: The employee's remaining personal days, a maximum of three days will be converted to sick leave days on July 31st of each year. Thus, the maximum number of sick days that can be accumulated during the course of the contract year is 318 days. The maximum number of sick leave days that can be redeemed is 18 days.) Payment for the previous year's unused sick leave days will be made during the month of September. All days redeemed shall not count for any other purpose in the future.

### ***16.5 Extended Leave For Personal Health and Family Hardship***

- 16.5.1 Upon the recommendation of the Superintendent and consistent with state law as required by ORC 3319.13, the Board of Education may permit MOC to take unpaid leaves not in excess of two (2) years (certificated) or not in excess of one (1) year (classified) in length for rest, restoration of health, or the alleviation of hardship involving themselves or their immediate families. (The Extended Leave of Absence Request Form will be used for this leave.) The Superintendent may request verification of the health or hardship situation upon submission of the Extended Leave Request.

#### ***16.5.2 Reinstatement (certificated)***

- 16.5.2.1 Upon approval of an application for return from approved Extended Leave, the employee will be assigned to the same position if available, or to a substantially equivalent position to the one he or she held prior to the leave unless no such position is available, in which case he or she will be assigned to a position within

his or her area(s) of certification/license. However, a salary increment advancement will not occur without 120 days of teaching in the school year in which the leave commenced and each succeeding year.

16.5.2.2 A professional employee who desires to return to work prior to the beginning of the next school year shall inform the Superintendent in writing of such interest. If, however, the employee on leave was disabled under the Americans with Disabilities Act, and the leave was granted as a reasonable accommodation under the Act, the employee would have the right to come back immediately. The Superintendent will consider the placement of a professional employee for any position which becomes vacant and for which the professional employee has the proper and necessary qualifications. The professional employee has, however, no assurance of any position prior to the regularly established reinstatement time as defined herein, but will be given consideration in the filling of any position within his or her area(s) of certification/license.

### *16.5.3 Reinstatement (Classified)*

The Board of Education will not be obligated to return the employee to active status with pay and benefits prior to the expiration date of the leave. Upon expiration and return to work the employee shall resume the contract status and salary schedule placement held when the leave commenced.

### *16.5.4 Continuation of Health Benefits on Extended Leave*

The employee will be carried on the payroll records for the duration of such approved leave but any and all fringe benefits such as medical/hospitalization and term life insurance shall be maintained only at the expense of the employee on unpaid leave. The employee shall forward a check or checks to cover the full cost of said insurance program. Failure to forward premiums at stipulated times will terminate this benefit.

### *16.5.5 Family Medical Leave Act (FMLA)*

The Board shall provide Family and Medical Leave in accordance with federal law. An employee must substitute any of his/her accrued paid leave for Family and Medical Leave when such may be elected by the Board under the federal law. For purposes of this section, "Twelve (12) month period" is defined as the twelve (12) month period measured forward from the date a Members' first Family and Medical Leave begins (ie, the leave year is specific to each employee). An employee would be entitled to twelve (12) weeks of leave during the twelve (12) month period beginning on the first date Family and Medical leave is taken. The next twelve (12) month period would commence the first time Family and Medical leave is taken after completion of any previous twelve (12) month period. For additional information the following web site may be referenced by MOC ([www.dol.gov/esa/whd/fmla/](http://www.dol.gov/esa/whd/fmla/))

### *16.5.6 Maternity-paternity Leave of Absence*

16.5.6.1 MOC who become pregnant, who are adopting or rearing a child less than one year of age, and who desire to return to work at a specified future date may be granted a Maternity/Paternity Leave. A Maternity/Paternity Leave shall be a leave without pay and shall be in accordance with provisions of this policy. Maternity/Paternity Leave may commence at any time during the period between the commencement of pregnancy and the end of the pregnancy disability associated with the birth of the child or at the time of the adoption of the child.

- 16.5.6.2 Leave shall not be granted beyond the length of the existing contract between the individual staff member requesting leave and the Board of Education.
- 16.5.6.3 Application for Maternity/Paternity Leave shall be in writing, directed to the Superintendent, and shall contain the date on which the requested leave of absence is to commence and end. Application for Maternity/Paternity Leave shall be made at the earliest possible time but shall not be later than the sixtieth (60th) day before the beginning of the Maternity/Paternity Leave, except in an emergency.
- 16.5.6.4 MOCs on approved Maternity/Paternity Leave may participate in the hospitalization/health care insurance and group term life insurance programs by forwarding a check or checks to cover the full cost of said insurance programs. Failure to forward premiums at stipulated times will terminate this benefit.
- 16.5.6.5 An employee on a Maternity/Paternity Leave, until the end of the contract year, who desires to return to work shall file a letter for reinstatement by April 1 preceding the leave expiration date. The application must be accompanied by a physician's statement indicating the employee's medical condition is such that he/she is capable of returning to work. Failure to make timely application shall be a basis for a denial for reinstatement.
- 16.5.6.6 An employee who desires to return to work prior to the beginning of the next school year shall inform the Superintendent in writing of his/her interest. The employee will have no assurance of return prior to the return date established when his leave was originally approved. Also, a salary increment advancement will not occur without 120 days of teaching in the school year in which the leave commenced and each succeeding year.

## 16.6 *Personal Leave*

- 16.6.1 A MOC requesting personal leave shall state the purpose (legal, financial, etc.) in requesting approval on the proper form.
- 16.6.2 Personal leave must be approved in advance and shall be used only for such purposes or in connection with activities which cannot be accomplished during non-working hours.
- 16.6.3 Personal leave may not be used to extend any MOC regular vacation and/or holiday period.
- 16.6.4 Personal leave may not be used for recreational or vocational (other income) pursuits.
- 16.6.5 Personal leave shall continue to be non-accumulative and granted up to three days per contract year.
- 16.6.6 Days absent from assigned duties by personal choice, for personal business not covered by Personal Leave, or for private gain, are deductible from the regular salary on the basis of actual earnings per day in accordance with the Auburn Vocational District office school calendar each year.
- 16.6.7 Unused personal leave days at the end of a contract year will be converted to sick days.
- 16.6.8 The employee shall not be required to explain in detail the purpose of a request involving matters of a very personal or embarrassing nature. Any employee, if such a situation occurs, may report to their immediate supervisor that the absence is for "very personal" reasons which meet the provisions of the personal leave policy. The Superintendent/designee shall approve or deny such occasional requests on the same basis as would be applied when specific reasons are given. Regular or habitual use of the "very personal" purpose by any employee or the use of a "very personal" day for purposes not allowable under personal leave regulations will result in the denial of the request for such leave.

## *16.7 Physical Assault Leave*

16.7.1 Pursuant to and in accordance with Section 3319.143 of the Ohio Revised Code, assault leave shall be granted to an MOC who is absent from his/her assigned duties because of injury resulting from an assault. Said leave shall not be charged against sick leave earned or earnable under Section 3319.141, Ohio Revised Code, or leave granted under other rules adopted by the Auburn Vocational Board of Education pursuant to Section 3319.08, Ohio Revised Code. Said member shall be granted the aforementioned assault leave and shall be maintained on full pay status, including fringe benefits, during such absence.

16.7.2 A MOC shall be granted assault leave according to the following rules:

16.7.2.1 The absence resulted from a school related incident which must have occurred during the course of employment with Auburn Career Center during the contractual year or when on assignment for the Board.

16.7.2.2 Upon notice to Superintendent/designee that an assault upon a member has been committed, any employee having information relating to such assault shall, within a reasonable time period, prepare a written statement embracing all facts with the employee's knowledge regarding said assault, sign said statement, and present it to the Superintendent/designee.

16.7.2.3 If the MOC received medical attention and/or is absent from his/her assigned duties more than five (5) working days, a certificate from a licensed physician stating the nature of the disability and its duration will be required before assault leave payment is made. A certificate from a licensed physician may be required every thirty (30) days. Thereafter, the Board has the option of requesting a physician review by a physician of the Board's choice after sixty (60) days. The employee must use his or her sick days during the first five (5) days of an assault leave, but these sick days will be reinstated after assault leave is verified by a physician and other statements presented to the Superintendent.

16.7.2.4 A MOC may be required to submit an Assault Leave Form to qualify for payment.

16.7.2.5 Payment for assault leave shall be at the assaulted MOC's rate of pay in effect at the time of the assault, or at the rate for which the MOC becomes eligible in accordance with the Ohio Revised Code. Increases in pay, which may occur during the period of an assault leave, will be included according to the Agreement. Assault leave pay will include any supplemental contract payments which would have been contracted during the MOC normal time of employment.

16.7.2.6 Payment shall be discontinued when the MOC elects to retire or after ninety (90) working days, whichever occurs first.

## *16.8 Jury Duty Leave*

Any MOC required to serve on a jury shall be released with no loss of benefits for such duty. No deductions shall be made from accumulated sick leave or personal leave.

## *16.9 Professional Study Leave*

16.9.1 A leave of absence may be requested by a MOC for professional study and improvement. Professional Study Leave shall be a leave without pay and shall be in accordance with provisions of this Agreement. The MOC must hold a Professional certificate/license or be engaged in obtaining additional credentials to support their job responsibilities. The MOC must have served the Auburn Vocational School District five (5) years and possess continuing contract status. Final approval of Professional Study Leave shall be

submitted to the BOE. MOC's returning from Professional Study Leave shall be counted as though school service had been performed during such time. However, the employee shall remain on the same salary step initially, but will receive the difference of the next step at the end of one complete school year of service.

- 16.9.2 Members of the certified/licensed staff returning from Professional Study shall be assured an assignment commensurate with their prior certification/license. An effort will be made to return them to their previous position. The staff member will return at the same experience level on the salary schedule unless 120 days of teaching within a school year was completed prior to the granting of the leave. No credit will be given for the period in which he or she does not perform services for the school district.

### *16.10 Military Leave*

- 16.10.1 In accordance with ORC 3319.085 and ORC 3319.14 any MOC who, subsequent to September 1, 1962, has left, or leaves, the employ of a board of education for the purpose of entering on extended active duty in the armed services of the United States or the auxiliaries thereof, and within eight (8) weeks enters such service and who has returned, or returns, from such service with an honorable discharge or certificate of service shall be re-employed by the board of education of the district in which he held such school position, under the same type of contract as that which he last held in such district, if such MOC school employee applies, within ninety (90) days after such discharge, to such board of education for re-employment. Upon such application, such MOC shall be re-employed at the first of the next school semester, if such application is made not less than thirty (30) days prior to the first of such next school semester, in which case such MOC shall be re-employed the first of the following school semester, unless the board of education waives the requirement for such thirty (30) day period.
- 16.10.2 For the purposes of seniority and placement on the salary schedule, years of absence on extended active duty in the armed services of the United States or the auxiliaries thereof shall not exceed four (4), and shall be counted as though school service had been performed during such time.
- 16.10.3 The Board of Education of the district in which such MOC was employed and is re-employed under this section may suspend the contract of the MOC whose services become unnecessary by reason of the return of an MOC from service in the armed services or auxiliaries thereof.

## ARTICLE XVII SEVERANCE PAY

- 17.1 A MOC who qualifies and accepts retirement benefits under STRS/SERS shall qualify for a one-time severance payment. This payment shall be equal to the daily rate of pay, at the time of retirement, times 25% of the accumulated unused sick leave up to three hundred (300) days. The maximum severance payment shall be 25% of three hundred (300) days or seventy-five (75) days times the calculated daily rate.
- 17.2 For purposes of calculating the daily rate of pay, twenty working days per month shall be used to determine the divisor. For example, a MOC on a nine (9) month contract shall have the daily rate calculated with a divisor of 180 days.
- 17.3 The parties have agreed to pursue the implementation of a 403(b) tax sheltering mechanism for severance payments. Upon notification from the Treasurer that the establishment of an appropriate tax sheltering mechanism for severance payments has been finalized, a MOC shall have the option of sheltering all or a portion of his/her severance payment in a 403(b) annuity in conformance with the rules and regulations relating to same. Reasonable administrative costs incurred by the Board in providing this tax sheltering mechanism will be assumed by the MOC participating.

## ARTICLE XVIII SALARY SCHEDULE

### 18.1 Licensed/Certificated Employees

#### *18.1.1 Salary Rate*

Effective with the 2009-2010 school year, the base salary shall be \$ 38,879

Effective with the 2010-2011 school year, the base salary shall be \$ 39,268

Effective with the 2011-2012 school year, the base salary shall be \$ 40,053

(A current salary schedule can be found in the appendix of this Agreement)

#### *18.1.2 Operation Of Salary Schedules*

18.1.2.1 There shall be seven (7) levels of training: Temp., BA, BA+15, BA+30, MA, MA+15, and MA+30. The amount of trade experience and/or degree received from accredited institutions shall determine the placement on a level for salary purposes.

18.1.2.2 Teachers who have completed additional training from an accredited college or university and who qualify for a higher salary column must file with the Superintendent either before September 30th or February 28th and show satisfactory evidence of the completion of such additional training. Salary increases approved because of the additional training before September 30th will be retroactive to the start of the new school year or the first day in February for verification received after September 30th, but before February 28th of the school calendar.

18.1.2.3 Semester hours are used to calculate additional training for salary schedule advancement. These hours will be counted only for professional MOC who have bachelors degrees and/or a provisional certificate or license or higher. Hours accumulated by a MOC with a temporary certificate/license and working toward a provisional certificate or license will not be considered as hours for movement to a column other than from temporary to four year certificate or license.

18.1.2.4 To maintain continuity for all instructors who do not possess a degree or 5 year license, an instructor will remain on the salary schedule temporary column for no more than four (4) years. On the fifth year, the instructor will be placed on the Bachelor and will maintain the status until the instructor has earned a bachelor's degree and/or five (5) year license plus fifteen (15) semester hours of college credit.

#### *18.1.3 Longevity Steps*

There are six (6) longevity steps – 18L, 20L, 23L, 25L, 27L and 30L.

#### *18.1.4 Compensation For Certifications*

Any certified/licensed staff providing evidence of completion of a national accreditation and/or certification in a technical or academic career area shall be compensated at a rate of one thousand dollars (\$1,000) per school year, provided the certification is state funded. Such certifications shall include but not

be limited to National Board for Professional Teaching Standards accreditation and other certifications as developed by the terms of this Agreement.

### *18.1.5 Method Of Payment*

Teachers' salaries shall be paid in twenty-four (24) equal installments.

## *18.2 Classified Employees*

### *18.2.1 Initial Placement on Schedule*

18.2.1.1 Upon initial employment, the Superintendent and/or his/her designee shall grant one (1) year of employment credit for each year of employment in the same capacity in another educational institution. Related business and industrial experience may be credited at the rate of one (1) year of district credit for each two (2) years of related experience. Credit, via either means above, shall not exceed ten (10) years in total. Once the Superintendent and/or his/her designee determines initial placement on the proper step of the schedule of hourly rate of pay, no further adjustment shall be made.

18.2.1.2 A memorandum of understanding addressing additional action on this section is found in the appendix of this Agreement related to Teaching Assistant placement.

## ARTICLE XIX

### Health Benefits and Insurances

#### *19.1 Certified Eligibility*

For all regular certified/licensed personnel working less than full-time, the percentage of fringe benefits paid by the Board is equal to the percentage of their salary on the salary schedule. The above percentage of benefits paid by the Board of Education is allotted in each appropriation. If total benefit costs are increased beyond the Board's ability to afford the above cost, changes will be required for employee participation.

#### *19.2 Classified Eligibility*

For all regular 12 month classified personnel working less than forty (40) hours a week but a minimum of thirty (30) hours a week, the board portion of the benefits paid by the Board will be 50%.

#### *19.3 Premium Contributions:*

Employee monthly premium contributions for health care are as follows:

Plan	Single	Family
Standard I	\$ (33.65) **	\$ (89.67)**
Standard II	\$ 7.00	\$ 14.00
Standard III	\$ 43.28	\$ 106.56

\*\* Standard Plan I is a reimbursement to the employee

#### *19.4 Duplication of Health Care Benefits*

When two (2) MOC (spouses) from the same immediate family are employed by the Board of Education the need to duplicate in part or in whole health care coverage will not be honored. One family plan of health care will be purchased for that family.

#### *19.5 Health Insurance Waiver*

19.5.1 Those Auburn Vocational District MOC who are eligible for health insurance coverage and whose spouse also has health insurance coverage available may waive the District's health insurance coverage. Those staff members who waive family coverage will be compensated with a payment of \$5000; those staff members who convert family coverage to single coverage will be compensated with a payment of \$2000. These waivers will be done with the understanding that this additional compensation is subject to Federal, State, and other deductions that may apply. The waiver must be in writing.

19.5.2 Two payments will be made within the same school calendar year.

19.5.3 MOC may either waive insurance coverage or revoke a previous waiver and thereby seek reinstatement on an annual basis in accordance with the enrollment periods of the insurance providers.

## ***19.6 Health Care Consortium (Base Health Care Coverage)***

It is understood by both parties that provisions in the base health care policy may be altered to conform to a uniform policy that the Health Care Consortium, to which the BOE is a member, may negotiate with health care insurers. Notification of any changes in coverage will be communicated to staff.

## ***19.7 Insurances***

### ***19.7.1 SERS and STRS Deferment Retirement***

MOC entire SERS and STRS contributions shall be tax deferred and be deducted from all classified employee's salaries. The Board of Education, Treasurer's Office, shall forward tax-deferred contributions to SERS and STRS. These contributions will be designated as employee contributions for SERS and STRS purposes. It is understood that they are being forwarded by the Board in lieu of contributions otherwise taxable by the employee. It is understood that in the event such Board paid tax deferred contributions are determined to be taxable to the employee by IRS or another taxing authority, or ruled illegal by an Ohio court, the Board will begin forwarding such contributions as taxable and no longer as "tax deferred". In the event of determination of taxability the Board shall not be held liable for any previous "tax deferred" treatment of SERS and STRS contributions by the employee.

### ***19.7.2 Liability Insurance or Indemnification***

19.7.2.1 Under the provisions of Ohio Revised Code Section 2744, the Board shall indemnify and hold harmless a classified employee in the amount of any judgment, other than a judgment for punitive or exemplary damages, that is obtained against the employee in a state or federal court and that is for damages for injury, death, or loss to persons or property caused by an act or omission in connection with a governmental or proprietary function, if at the time of the act or omission the employee was acting in good faith and within the scope of his/her employment or official capacity. Under the foregoing conditions, the Board shall also provide for the defense of the classified staff employee unless the civil action is commenced by or on behalf of a political subdivision. The Board may provide for such indemnification and defense by securing liability insurance.

19.7.2.2 The above provisions are subject to and apply only to the extent authorized by the laws of Ohio and their interpretation by the courts.

### ***19.7.3 Health Deductible Fund***

19.7.3.1 For the period of this agreement, the parties agree to establish a Health Deductible Fund that will be utilized to reimburse employees for health plan deductibles. This fund balance will carry forward each year of the contract and the BOE will replenish the fund each year. A Health Benefit Committee will be established to set the guidelines for the fund and will meet at least quarterly to review the fund balances. The Treasurer will provide copies of the fund statements monthly to the President of CATA. The fund balance at the conclusion of the Agreement will be utilized for future health care programs.

19.7.3.2 Individual employee reimbursements from the Health Deductible Fund will not exceed \$100 Single Plan and \$200 Family Plan for Standard Plan 3 and \$250 Single and \$500 Family for Standard Plan 2 and Standard Plan 1.

## ARTICLE XX PAYROLL DEDUCTIONS

### *20.1 General Deductions*

Deductions shall be made from the wages of MOC for local, municipal, and state income tax, retirement contribution, federal income tax, and for any other deduction required by federal, state, and local laws.

### *20.2 Additional Payroll Deductions*

The Board shall also, at the discretion of the MOC, make deductions for chartered credit union members, for those participating in tax-sheltered annuities, and such other deductions as the Board approves. CATA membership fees shall also be deducted, in a joint agreement between the CATA Treasurer and Board Treasurer.

## ARTICLE XXI SUPPLEMENTAL DUTIES

### *21.1 Supplemental Contracts*

- 21.1.1** Supplemental contracts assign specific duties, compensation, and duration. Supplemental contracts are not contracts of full-time primary employment, and therefore, the automatic renewal provisions of ORC 3319.11 do not apply.
- 21.1.2** In the case of those duties that extend throughout the school year, two payments shall be made, one the first pay in December, and the other upon completion of duties. Compensation for supplemental duties shall be calculated at the rate of one percent (1%) of the base salary. The following supplementals are available during the tenure of this contract.

SkillsUSA	FFA
FCCLA	NTHS
BPA Advisor	DECA
SADD	

- 21.1.3** Additional supplemental contracts may be made available at the discretion of the Board of Education. Such positions shall be posted in accordance with the policies for posting positions.

### *21.2 Supplemental Stipends*

- 21.2.1** MOC approved to attend student competition days, field trips, and youth club functions shall receive a stipend of one-half percent (0.5%) of the base for such days that are not part of the regular teacher work year. The stipend also will be paid in the event the MOC travels to such an event and is required to supervise students attending such function, or is attending professional development activities as directed by the Superintendent or the Superintendent and/or his/her designee, for a period of at least five (5) hours after the end of a regular teacher work day.
- 21.2.2** Teachers must be pre-approved in writing before the event by the Superintendent and/or his/her designee in order to receive the stipend.

### *21.3 Extended Day Contracts*

Extended day contracts assigned by the Superintendent are calculated at the employee's current daily rate.

### *21.4 Eighth Period Stipend*

Teachers who are assigned classroom instruction duties in lieu of a planning period shall be compensated at a rate of 10% of the teacher's annual salary.

## ARTICLE XXII MISCELLANEOUS PROVISIONS

22.1 Any language of employment contained herein that is found to be contrary to law, either now or in the future, shall be considered null and void, but all other language shall continue in full force and effect until the end of this contract.

22.2 An employee handbook will be created and distributed to all MOC. See the Memorandum of Understanding in the Appendix of this Agreement.

### *22.3 Use of Physical Plant*

MOC may utilize the school facilities of the District in accordance with Board policy and such rules or regulations adopted thereafter.

### *22.4 Board Policy Manual*

A copy of the Board Policy Manual shall be available to all MOC.

# APPENDIX

GRIEVANCE REPORT

SALARY SCHEDULES

MEMORANDUMS OF UNDERSTANDING

LAKE COUNTY CONSORTIUM HEALTH CARE STANDARD PLANS

# GRIEVANCE REPORT

Distribution of Forms:

- Superintendent
- Building Principal
- Association President
- Grievant
- Association Grievance Chair

Name of Grievant(s) \_\_\_\_\_  
(If grievance is an Association filing, write "Association")

Date Grievance filed \_\_\_\_\_

Grievance Step Number \_\_\_\_\_

Alleged violation (be specific):

Date(s) of alleged violation \_\_\_\_\_

Relief or remedy requested:

Signature of Grievant(s) \_\_\_\_\_  
(Grievance Chair signs in event of Association Grievance)

Disposition rendered

Signature of person rendering decision \_\_\_\_\_

Date of rendering \_\_\_\_\_

Date decision received by grievant(s) \_\_\_\_\_

Grievant(s) initials \_\_\_\_\_

\*\*\*\*\*

Grievant accepts / declines the disposition. (Circle appropriate response).

Grievant(s) signature \_\_\_\_\_

Date \_\_\_\_\_

Note: If grievant(s) accept(s) the disposition, the grievance process is ended. If the grievant(s) does not accept the disposition, the grievance process moves to the next step.

## MEMORANDUMS OF UNDERSTANDING

The BOE and CATA agree to form the following committees with the defined purposes. The memberships of the committees will be jointly agreed to by the Superintendent and the CATA President. Each committee will have an assigned Chairperson who will be responsible for developing meeting dates and agendas to complete the assigned purpose and to submit minutes to the Superintendent and CATA president at the conclusion of each meeting. The committees' final drafts will be submitted to the Superintendent and CATA President no later than the last day of February 2010 for review and potential inclusion into the negotiated agreement, unless a mutually agreed alternative date is chosen.

- Teaching Assistants: Develop recommended levels of duties, required certifications, job descriptions and salary schedules. Schedules will focus on development of groupings and step schedules consistent with duties, certifications, education, experience, and other criteria to be determined by the joint committee.
- Employee Handbook: Develop a staff document that assists employees with operational guidelines and expectations not covered in the negotiated agreement.
- Classified Staff Evaluations: Develop a codified evaluation tool for classified staff that will reflect authentic job descriptions for the various categories of classified employees
- Curriculum Development and Design: Develop an advisory and/or management team of employees who will direct strategic initiatives and pathways for program and curriculum. The intent of this team will be to ensure that curriculum and program development have authentic input at the level of implementation.
- Insurance opt-out. Develop an insurance opt-out payment that is equitable to both CATA employees and the BOE
- Extended contracts and eighth period stipends. Develop a pay scale and needs assessment for extended contracts and eighth period stipends

## Lake County Schools Council Health Care Benefits Program Adopted Standard Plans

District:	PPO Plan C (#3)		New Standard PPO Plans		PPO Plan A (#1)	
	Network	Non-Network	Network	Non-Network	Network	Non-Network
Dependent Age Limit	19/25 if student		19/25 if student		19/25 if student	
Lifetime Maximum	Unlimited		Unlimited		Unlimited	
Deductible	\$100/\$200	\$200/\$400	\$250/\$500	\$500/\$1,000	\$500/\$1,000	\$1,000/\$2,000
Coinsurance	90%	70% UCR	90%	70% UCR	80%	60% UCR
Out of Pocket Maximum (Excluding Deductible)	\$500/\$1,000	\$1,000/\$2,000	\$1,000/\$2,000	\$2,000/\$4,000	\$2,000/\$4,000	\$4,000/\$8,000
<b>Physician/Office Services:</b>						
Medically Necessary Office Visit	\$15 Copay, then 100%	70% UCR	90%	70% UCR	80%	60% UCR
Urgent Care Facility	90%	70% UCR	90%	70% UCR	80%	60% UCR
Immunizations (inc. tetanus, rabies, meningococcal polysaccharide, HPV, influenza, VSV, Hepatitis B, MMR and pneumococcal polysaccharide)	90%	70% UCR	90%	70% UCR	80%	60% UCR
<b>Preventative Services (1/yr. unless otherwise specified):</b>						
Office Visit/Routine Physical Exam	100%	50% UCR	100%	50% UCR	100%	50% UCR
Well Child Care/Lab Tests and Immunizations to age 9	100% from 0-1, \$1000 max. From 1-9 \$300 max	50% UCR from 0-1, \$1000 max. From 1-9 \$300 max	100% from 0-1, \$1000 max. From 1-9 \$300 max	50% UCR from 0-1, \$1000 max. From 1-9 \$300 max	100% from 0-1, \$1000 max. From 1-9 \$300 max	50% UCR from 0-1, \$1000 max. From 1-9 \$300 max
Routine Mammogram/Pap Test	100%	50% UCR	100%	50% UCR	100%	50% UCR
Well Woman Office Visit	100%	50% UCR	100%	50% UCR	100%	50% UCR
PSA Exam	100%	50% UCR	100%	50% UCR	100%	50% UCR
Routine Endoscopies	100%	50% UCR	100%	50% UCR	100%	50% UCR
Routine lab, x-rays and medical tests	100%	50% UCR	100%	50% UCR	100%	50% UCR
<b>Outpatient Services:</b>						
Surgical Services	90%	70% UCR	90%	70% UCR	80%	60% UCR
Diagnostic Services	90%	70% UCR	90%	70% UCR	80%	60% UCR
Physical/ Chiropractic/ Occupational Therapies	90%: Combined Physical & Occ. 40 visits/yr, Chiro. 12 visits/yr.	70% UCR: Combined Physical & Occ. 40 visits/yr, Chiro. 12 visits/yr.	90%: Combined Physical & Occ. 40 visits/yr, Chiro. 12 visits/yr.	70% UCR: Combined Physical & Occ. 40 visits/yr, Chiro. 12 visits/yr.	80%: Combined Physical & Occ. 40 visits/yr, Chiro. 12 visits/yr.	60% UCR: Combined Physical & Occ. 40 visits/yr, Chiro. 12 visits/yr.
Speech Therapy	90%; 20 visits/yr.	70% UCR: 20 visits/yr.	90%; 20 visits/yr.	70% UCR: 20 visits/yr.	80%; 20 visits/yr.	60% UCR: 20 visits/yr.
Cardiac Rehabilitation	90%	70% UCR	90%	70% UCR	80%	60% UCR
Supplemental Accident Emergency Room	N/A	100%	N/A	100%	N/A	100%
Non-Emergency use of ER	\$50 Copay, then 90%	70% UCR	\$50 Copay, then 90%	70% UCR	\$75 Copay, then 80%	60% UCR
<b>Inpatient Services:</b>						
Semi-Private Room and Board	90%	70% UCR	90%	70% UCR	80%	60% UCR
Maternity	90%	70% UCR	90%	70% UCR	80%	60% UCR
Skilled Nursing	90%	70% UCR	90%	70% UCR	80%	60% UCR
Private Duty Nursing	90%	70% UCR	90%	70% UCR	80%	60% UCR
<b>Other Services</b>						
Ambulance	90%	70% UCR	90%	70% UCR	80%	60% UCR
Durable Medical Equipment	90%	70% UCR	90%	70% UCR	80%	60% UCR
<b>Mental Health and Substance Abuse:</b>						
Inpatient Services	90% up to 30 days/yr.	70% up to 30 days/yr.	90% up to 30 days/yr.	70% up to 30 days/yr.	80% up to 30 days/yr.	60% up to 30 days/yr.
Outpatient Services	90% up to 30 days/yr.	70% up to 30 days/yr.	90% up to 30 days/yr.	70% up to 30 days/yr.	80% up to 30 days/yr.	60% up to 30 days/yr.
<b>PRESCRIPTION DRUGS</b>						
Retail Copay (30 day supply)						
Generic		\$5.00		\$10.00		\$10.00
Preferred Brand		\$20.00		\$25.00		\$30.00
Non-Preferred Brand		\$30.00		\$40.00		\$50.00
Mail Order Copay (90 day supply)						
Generic		\$10.00		\$20.00		\$20.00
Preferred Brand		\$40.00		\$50.00		\$60.00
Non-Preferred Brand		\$60.00		\$80.00		\$100.00

# Certified Salary Schedule

SY2009-2010

BASE STEP	TEMP RATIO	TEMP	\$38,879		\$38,879		0.00%		MA		MA +15		MA +30	
			BA RATIO	BA	BA + 15 RATIO	BA + 15	BA + 30 RATIO	BA + 30	RATIO	MA	RATIO	MA + 15	RATIO	MA + 30
0	0.97099	\$ 37,751	1.000000000	\$ 38,879	1.032471210	\$ 40,141	1.065005349	\$ 41,406	1.085488641	\$ 42,203	1.126487	\$ 43,797	1.167484740	\$ 45,391
1	1.018092	\$ 39,582	1.051223963	\$ 40,871	1.086306714	\$ 42,235	1.121011894	\$ 43,584	1.141998616	\$ 44,400	1.182997	\$ 45,994	1.223994714	\$ 47,588
2	1.0651	\$ 41,410	1.102384998	\$ 42,860	1.140205148	\$ 44,330	1.177081367	\$ 45,764	1.198382732	\$ 46,592	1.239412	\$ 48,187	1.280473224	\$ 49,784
3	1.112076	\$ 43,236	1.153577497	\$ 44,850	1.194009188	\$ 46,422	1.233087911	\$ 47,941	1.254892707	\$ 48,789	1.295891	\$ 50,383	1.336983198	\$ 51,981
4	1.159084	\$ 45,064	1.204675603	\$ 46,837	1.247907621	\$ 48,517	1.289188849	\$ 50,122	1.311308288	\$ 50,982	1.352275	\$ 52,575	1.393493172	\$ 54,178
5	1.206217	\$ 46,897	1.255899566	\$ 48,828	1.301680196	\$ 50,608	1.345195394	\$ 52,300	1.367818262	\$ 53,179	1.408785	\$ 54,772	1.449971682	\$ 56,373
6	1.253194	\$ 48,723	1.307092065	\$ 50,818	1.355610094	\$ 52,705	1.401264867	\$ 54,480	1.424202379	\$ 55,372	1.4652	\$ 56,966	1.506481656	\$ 58,571
7	1.300201	\$ 50,551	1.358284564	\$ 52,809	1.409382669	\$ 54,795	1.457397269	\$ 56,662	1.480712353	\$ 57,569	1.521679	\$ 59,161	1.562991630	\$ 60,768
8	1.347272	\$ 52,381	1.409508527	\$ 54,800	1.463281103	\$ 56,891	1.513403813	\$ 58,840	1.537096470	\$ 59,761	1.578095	\$ 61,355	1.619470140	\$ 62,963
9	1.394311	\$ 54,209	1.460701026	\$ 56,791	1.517085143	\$ 58,983	1.569504751	\$ 61,021	1.593606444	\$ 61,958	1.634573	\$ 63,551	1.675980115	\$ 65,160
10	1.441319	\$ 56,037	1.511893525	\$ 58,781	1.570983576	\$ 61,078	1.625479831	\$ 63,197	1.649990561	\$ 64,150	1.69102	\$ 65,745	1.732490089	\$ 67,357
11	1.488295	\$ 57,863	1.562991630	\$ 60,768	1.624819080	\$ 63,171	1.681580769	\$ 65,378	1.706500535	\$ 66,347	1.747499	\$ 67,941	1.788968599	\$ 69,553
12	1.535397	\$ 59,695	1.614184129	\$ 62,758	1.678686049	\$ 65,266	1.737587314	\$ 67,556	1.762884652	\$ 68,539	1.803914	\$ 70,134	1.845478573	\$ 71,750
13	1.582405	\$ 61,522	1.665408093	\$ 64,749	1.732490089	\$ 67,357	1.793656787	\$ 69,736	1.819394626	\$ 70,736	1.860298	\$ 72,327	1.901988547	\$ 73,947
14			1.682493235	\$ 65,414	1.786419986	\$ 69,454	1.849789189	\$ 71,918	1.875778743	\$ 72,928	1.916808	\$ 74,524	1.958467057	\$ 76,143
15-L			1.699515449	\$ 66,075	1.813290542	\$ 70,499	1.877792461	\$ 73,007	1.932288717	\$ 75,125	1.973192	\$ 76,716	2.014977031	\$ 78,340
16			1.699515449	\$ 66,075	1.813290542	\$ 70,499	1.877792461	\$ 73,007	1.932288717	\$ 75,125	1.973192	\$ 76,716	2.014977031	\$ 78,340
17			1.699515449	\$ 66,075	1.813290542	\$ 70,499	1.877792461	\$ 73,007	1.932288717	\$ 75,125	1.973192	\$ 76,716	2.014977031	\$ 78,340
18-L			1.716569127	\$ 66,738	1.840192562	\$ 71,545	1.905795733	\$ 74,095	1.988704298	\$ 77,319	2.029702	\$ 78,913	2.071487005	\$ 80,537
19			1.716569127	\$ 66,738	1.840192562	\$ 71,545	1.905795733	\$ 74,095	1.988704298	\$ 77,319	2.029702	\$ 78,913	2.071487005	\$ 80,537
20-L			1.736989491	\$ 67,532	1.861714178	\$ 72,382	1.928198351	\$ 74,966	2.020703543	\$ 78,563	2.052294	\$ 79,791	2.094078409	\$ 81,416
21			1.736989491	\$ 67,532	1.861714178	\$ 72,382	1.928198351	\$ 74,966	2.020703543	\$ 78,563	2.052294	\$ 79,791	2.094078409	\$ 81,416
22			1.736989491	\$ 67,532	1.861714178	\$ 72,382	1.928198351	\$ 74,966	2.020703543	\$ 78,563	2.052294	\$ 79,791	2.094078409	\$ 81,416
23-L			1.757504248	\$ 68,330	1.883204329	\$ 73,217	1.950695362	\$ 75,841	2.052702788	\$ 79,807	2.074917	\$ 80,671	2.116701000	\$ 82,295
24			1.757504248	\$ 68,330	1.883204329	\$ 73,217	1.950695362	\$ 75,841	2.052702788	\$ 79,807	2.074917	\$ 80,671	2.116701000	\$ 82,295
25-L			1.777924611	\$ 69,124	1.904820339	\$ 74,058	1.973097980	\$ 76,712	2.084702033	\$ 81,051	2.097477	\$ 81,548	2.139324146	\$ 83,175
26			1.777924611	\$ 69,124	1.904820339	\$ 74,058	1.973097980	\$ 76,712	2.084702033	\$ 81,051	2.097477	\$ 81,548	2.139324146	\$ 83,175
27-L			1.797924611	\$ 69,902	1.924820339	\$ 74,835	1.993097980	\$ 77,490	2.104702033	\$ 81,829	2.117477	\$ 82,325	2.159324146	\$ 83,952
28			1.797924611	\$ 69,902	1.924820339	\$ 74,835	1.993097980	\$ 77,490	2.104702033	\$ 81,829	2.117477	\$ 82,325	2.159324146	\$ 83,952
29			1.797924611	\$ 69,902	1.924820339	\$ 74,835	1.993097980	\$ 77,490	2.104702033	\$ 81,829	2.117477	\$ 82,325	2.159324146	\$ 83,952
30-L			1.817924611	\$ 70,679	1.944820339	\$ 75,613	2.013097980	\$ 78,267	2.124702033	\$ 82,606	2.137477	\$ 83,103	2.179324146	\$ 84,730

Certified Salary Schedule

SY2010-2011

BASE STEP	TEMP RATIO	TEMP	BA RATIO	\$38,879	\$39,268	1.00%	BA + 15		BA + 30		MA		MA +15		MA + 30	
				BA	RATIO	BA + 15	RATIO	BA + 30	RATIO	MA	RATIO	MA + 15	RATIO	MA + 30		
0	0.97099	\$ 37,751	1.000000000	\$ 39,268	1.032471210	\$ 40,543	1.065005349	\$ 41,821	1.085488641	\$ 42,625	1.126487	\$ 44,235	1.167484740	\$ 45,845		
1	1.018092	\$ 39,582	1.051223963	\$ 41,279	1.086306714	\$ 42,657	1.121011894	\$ 44,020	1.141998616	\$ 44,844	1.182997	\$ 46,454	1.223994714	\$ 48,064		
2	1.0651	\$ 41,410	1.102384998	\$ 43,288	1.140205148	\$ 44,774	1.177081367	\$ 46,222	1.198382732	\$ 47,058	1.239412	\$ 48,669	1.280473224	\$ 50,282		
3	1.112076	\$ 43,236	1.153577497	\$ 45,299	1.194009188	\$ 46,886	1.233087911	\$ 48,421	1.254892707	\$ 49,277	1.295891	\$ 50,887	1.336983198	\$ 52,501		
4	1.159084	\$ 45,064	1.204675603	\$ 47,305	1.247907621	\$ 49,003	1.289188849	\$ 50,624	1.311308288	\$ 51,492	1.352275	\$ 53,101	1.393493172	\$ 54,720		
5	1.206217	\$ 46,897	1.255899566	\$ 49,317	1.301680196	\$ 51,114	1.345195394	\$ 52,823	1.367818262	\$ 53,711	1.408785	\$ 55,320	1.449971682	\$ 56,937		
6	1.253194	\$ 48,723	1.307092065	\$ 51,327	1.355610094	\$ 53,232	1.401264867	\$ 55,025	1.424202379	\$ 55,926	1.4652	\$ 57,535	1.506481656	\$ 59,157		
7	1.300201	\$ 50,551	1.358284564	\$ 53,337	1.409382669	\$ 55,344	1.457397269	\$ 57,229	1.480712353	\$ 58,145	1.521679	\$ 59,753	1.562991630	\$ 61,376		
8	1.347272	\$ 52,381	1.409508527	\$ 55,349	1.463281103	\$ 57,460	1.513403813	\$ 59,428	1.537096470	\$ 60,359	1.578095	\$ 61,969	1.619470140	\$ 63,593		
9	1.394311	\$ 54,209	1.460701026	\$ 57,359	1.517085143	\$ 59,573	1.569504751	\$ 61,631	1.593606444	\$ 62,578	1.634573	\$ 64,186	1.675980115	\$ 65,812		
10	1.441319	\$ 56,037	1.511893525	\$ 59,369	1.570983576	\$ 61,689	1.625479831	\$ 63,829	1.649990561	\$ 64,792	1.69102	\$ 66,403	1.732490089	\$ 68,031		
11	1.488295	\$ 57,863	1.562991630	\$ 61,376	1.624819080	\$ 63,803	1.681580769	\$ 66,032	1.706500535	\$ 67,011	1.747499	\$ 68,621	1.788968599	\$ 70,249		
12	1.535397	\$ 59,695	1.614184129	\$ 63,386	1.678686049	\$ 65,919	1.737587314	\$ 68,232	1.762884652	\$ 69,225	1.803914	\$ 70,836	1.845478573	\$ 72,468		
13	1.582405	\$ 61,522	1.665408093	\$ 65,397	1.732490089	\$ 68,031	1.793656787	\$ 70,433	1.819394626	\$ 71,444	1.860298	\$ 73,050	1.901988547	\$ 74,687		
14			1.682493235	\$ 66,068	1.786419986	\$ 70,149	1.849789189	\$ 72,638	1.875778743	\$ 73,658	1.916808	\$ 75,269	1.958467057	\$ 76,905		
15-L			1.699515449	\$ 66,737	1.813290542	\$ 71,204	1.877792461	\$ 73,737	1.932288717	\$ 75,877	1.973192	\$ 77,483	2.014977031	\$ 79,124		
16			1.699515449	\$ 66,737	1.813290542	\$ 71,204	1.877792461	\$ 73,737	1.932288717	\$ 75,877	1.973192	\$ 77,483	2.014977031	\$ 79,124		
17			1.699515449	\$ 66,737	1.813290542	\$ 71,204	1.877792461	\$ 73,737	1.932288717	\$ 75,877	1.973192	\$ 77,483	2.014977031	\$ 79,124		
18-L			1.716569127	\$ 67,406	1.840192562	\$ 72,261	1.905795733	\$ 74,837	1.988704298	\$ 78,092	2.029702	\$ 79,702	2.071487005	\$ 81,343		
19			1.716569127	\$ 67,406	1.840192562	\$ 72,261	1.905795733	\$ 74,837	1.988704298	\$ 78,092	2.029702	\$ 79,702	2.071487005	\$ 81,343		
20-L			1.736989491	\$ 68,208	1.861714178	\$ 73,106	1.928198351	\$ 75,716	2.020703543	\$ 79,349	2.052294	\$ 80,589	2.094078409	\$ 82,230		
21			1.736989491	\$ 68,208	1.861714178	\$ 73,106	1.928198351	\$ 75,716	2.020703543	\$ 79,349	2.052294	\$ 80,589	2.094078409	\$ 82,230		
22			1.736989491	\$ 68,208	1.861714178	\$ 73,106	1.928198351	\$ 75,716	2.020703543	\$ 79,349	2.052294	\$ 80,589	2.094078409	\$ 82,230		
23-L			1.757504248	\$ 69,014	1.883204329	\$ 73,950	1.950695362	\$ 76,600	2.052702788	\$ 80,606	2.074917	\$ 81,478	2.116701000	\$ 83,119		
24			1.757504248	\$ 69,014	1.883204329	\$ 73,950	1.950695362	\$ 76,600	2.052702788	\$ 80,606	2.074917	\$ 81,478	2.116701000	\$ 83,119		
25-L			1.777924611	\$ 69,816	1.904820339	\$ 74,798	1.973097980	\$ 77,480	2.084702033	\$ 81,862	2.097477	\$ 82,364	2.139324146	\$ 84,007		
26			1.777924611	\$ 69,816	1.904820339	\$ 74,798	1.973097980	\$ 77,480	2.084702033	\$ 81,862	2.097477	\$ 82,364	2.139324146	\$ 84,007		
27-L			1.797924611	\$ 70,601	1.924820339	\$ 75,584	1.993097980	\$ 78,265	2.104702033	\$ 82,647	2.117477	\$ 83,149	2.159324146	\$ 84,792		
28			1.797924611	\$ 70,601	1.924820339	\$ 75,584	1.993097980	\$ 78,265	2.104702033	\$ 82,647	2.117477	\$ 83,149	2.159324146	\$ 84,792		
29			1.797924611	\$ 70,601	1.924820339	\$ 75,584	1.993097980	\$ 78,265	2.104702033	\$ 82,647	2.117477	\$ 83,149	2.159324146	\$ 84,792		
30-L			1.817924611	\$ 71,386	1.944820339	\$ 76,369	2.013097980	\$ 79,050	2.124702033	\$ 83,433	2.137477	\$ 83,934	2.179324146	\$ 85,578		

## Certified Salary Schedule

SY2011-2012

BASE STEP	TEMP RATIO	TEMP	BA RATIO	\$39,268	\$40,053	2.00%								
				BA	BA + 15	BA + 15	BA + 30	MA	MA +15	MA + 30	MA + 15	MA + 30		
0	0.97099	\$ 37,751	1.000000000	\$ 40,053	1.032471210	\$ 40,543	1.065005349	\$ 41,821	1.085488641	\$ 42,625	1.126487	\$ 44,235	1.167484740	\$ 45,845
1	1.018092	\$ 39,582	1.051223963	\$ 42,105	1.086306714	\$ 43,510	1.121011894	\$ 44,900	1.141998616	\$ 45,740	1.182997	\$ 47,383	1.223994714	\$ 49,025
2	1.0651	\$ 41,410	1.102384998	\$ 44,154	1.140205148	\$ 45,669	1.177081367	\$ 47,146	1.198382732	\$ 47,999	1.239412	\$ 49,642	1.280473224	\$ 51,287
3	1.112076	\$ 43,236	1.153577497	\$ 46,204	1.194009188	\$ 47,824	1.233087911	\$ 49,389	1.254892707	\$ 50,262	1.295891	\$ 51,904	1.336983198	\$ 53,550
4	1.159084	\$ 45,064	1.204675603	\$ 48,251	1.247907621	\$ 49,982	1.289188849	\$ 51,636	1.311308288	\$ 52,522	1.352275	\$ 54,163	1.393493172	\$ 55,814
5	1.206217	\$ 46,897	1.255899566	\$ 50,303	1.301680196	\$ 52,136	1.345195394	\$ 53,879	1.367818262	\$ 54,785	1.408785	\$ 56,426	1.449971682	\$ 58,076
6	1.253194	\$ 48,723	1.307092065	\$ 52,353	1.355610094	\$ 54,296	1.401264867	\$ 56,125	1.424202379	\$ 57,044	1.4652	\$ 58,686	1.506481656	\$ 60,339
7	1.300201	\$ 50,551	1.358284564	\$ 54,403	1.409382669	\$ 56,450	1.457397269	\$ 58,373	1.480712353	\$ 59,307	1.521679	\$ 60,948	1.562991630	\$ 62,603
8	1.347272	\$ 52,381	1.409508527	\$ 56,455	1.463281103	\$ 58,609	1.513403813	\$ 60,616	1.537096470	\$ 61,565	1.578095	\$ 63,207	1.619470140	\$ 64,865
9	1.394311	\$ 54,209	1.460701026	\$ 58,505	1.517085143	\$ 60,764	1.569504751	\$ 62,863	1.593606444	\$ 63,829	1.634573	\$ 65,470	1.675980115	\$ 67,128
10	1.441319	\$ 56,037	1.511893525	\$ 60,556	1.570983576	\$ 62,923	1.625479831	\$ 65,105	1.649990561	\$ 66,087	1.69102	\$ 67,730	1.732490089	\$ 69,391
11	1.488295	\$ 57,863	1.562991630	\$ 62,603	1.624819080	\$ 65,079	1.681580769	\$ 67,352	1.706500535	\$ 68,350	1.747499	\$ 69,993	1.788968599	\$ 71,654
12	1.535397	\$ 59,695	1.614184129	\$ 64,653	1.678686049	\$ 67,236	1.737587314	\$ 69,596	1.762884652	\$ 70,609	1.803914	\$ 72,252	1.845478573	\$ 73,917
13	1.582405	\$ 61,522	1.665408093	\$ 66,705	1.732490089	\$ 69,391	1.793656787	\$ 71,841	1.819394626	\$ 72,872	1.860298	\$ 74,511	1.901988547	\$ 76,180
14			1.682493235	\$ 67,389	1.786419986	\$ 71,551	1.849789189	\$ 74,090	1.875778743	\$ 75,131	1.916808	\$ 76,774	1.958467057	\$ 78,442
15-L			1.699515449	\$ 68,071	1.813290542	\$ 72,628	1.877792461	\$ 75,211	1.932288717	\$ 77,394	1.973192	\$ 79,032	2.014977031	\$ 80,706
16			1.699515449	\$ 68,071	1.813290542	\$ 72,628	1.877792461	\$ 75,211	1.932288717	\$ 77,394	1.973192	\$ 79,032	2.014977031	\$ 80,706
17			1.699515449	\$ 68,071	1.813290542	\$ 72,628	1.877792461	\$ 75,211	1.932288717	\$ 77,394	1.973192	\$ 79,032	2.014977031	\$ 80,706
18-L			1.716569127	\$ 68,754	1.840192562	\$ 73,705	1.905795733	\$ 76,333	1.988704298	\$ 79,654	2.029702	\$ 81,296	2.071487005	\$ 82,969
19			1.716569127	\$ 68,754	1.840192562	\$ 73,705	1.905795733	\$ 76,333	1.988704298	\$ 79,654	2.029702	\$ 81,296	2.071487005	\$ 82,969
20-L			1.736989491	\$ 69,572	1.861714178	\$ 74,567	1.928198351	\$ 77,230	2.020703543	\$ 80,935	2.052294	\$ 82,201	2.094078409	\$ 83,874
21			1.736989491	\$ 69,572	1.861714178	\$ 74,567	1.928198351	\$ 77,230	2.020703543	\$ 80,935	2.052294	\$ 82,201	2.094078409	\$ 83,874
22			1.736989491	\$ 69,572	1.861714178	\$ 74,567	1.928198351	\$ 77,230	2.020703543	\$ 80,935	2.052294	\$ 82,201	2.094078409	\$ 83,874
23-L			1.757504248	\$ 70,393	1.883204329	\$ 75,428	1.950695362	\$ 78,131	2.052702788	\$ 82,217	2.074917	\$ 83,107	2.116701000	\$ 84,780
24			1.757504248	\$ 70,393	1.883204329	\$ 75,428	1.950695362	\$ 78,131	2.052702788	\$ 82,217	2.074917	\$ 83,107	2.116701000	\$ 84,780
25-L			1.777924611	\$ 71,211	1.904820339	\$ 76,294	1.973097980	\$ 79,028	2.084702033	\$ 83,499	2.097477	\$ 84,010	2.139324146	\$ 85,686
26			1.777924611	\$ 71,211	1.904820339	\$ 76,294	1.973097980	\$ 79,028	2.084702033	\$ 83,499	2.097477	\$ 84,010	2.139324146	\$ 85,686
27-L			1.797924611	\$ 72,012	1.924820339	\$ 77,095	1.993097980	\$ 79,830	2.104702033	\$ 84,300	2.117477	\$ 84,811	2.159324146	\$ 86,487
28			1.797924611	\$ 72,012	1.924820339	\$ 77,095	1.993097980	\$ 79,830	2.104702033	\$ 84,300	2.117477	\$ 84,811	2.159324146	\$ 86,487
29			1.797924611	\$ 72,012	1.924820339	\$ 77,095	1.993097980	\$ 79,830	2.104702033	\$ 84,300	2.117477	\$ 84,811	2.159324146	\$ 86,487
30-L			1.817924611	\$ 72,813	1.944820339	\$ 77,896	2.013097980	\$ 80,631	2.124702033	\$ 85,101	2.137477	\$ 85,612	2.179324146	\$ 87,288

**AUBURN VOCATIONAL SCHOOL DISTRICT**  
**Classified Salary Schedules**  
**2009-2010**  
(0% Base Increase)

	Maintenance 260 Days	9 Mo Admin Assistant** 220 Days	Teacher Assistant** Hourly	Kitchen Assistant** Hourly	12 Mo Admin Assistant 260 Days
Step 0	\$ 34,096.40	\$ 30,052.91	\$ 12.82	\$ 12.81	\$ 35,517.07
Step 1	\$ 34,859.20	\$ 30,712.59	\$ 13.13	\$ 12.94	\$ 36,296.70
Step 2	\$ 35,624.21	\$ 31,437.70	\$ 13.44	\$ 13.07	\$ 37,153.64
Step 3	\$ 36,390.34	\$ 32,036.40	\$ 13.75	\$ 13.18	\$ 37,861.20
Step 4	\$ 37,152.03	\$ 32,696.09	\$ 14.07	\$ 13.31	\$ 38,640.83
Step 5	\$ 37,918.15	\$ 33,356.89	\$ 14.39	\$ 13.43	\$ 39,421.77
Step 6	\$ 38,680.95	\$ 34,019.90	\$ 14.75	\$ 13.54	\$ 40,205.34
Step 7	\$ 39,448.18	\$ 34,679.59	\$ 15.06	\$ 13.68	\$ 40,984.97
Step 8	\$ 40,210.98	\$ 35,340.38	\$ 15.40	\$ 13.80	\$ 41,765.91
Step 9	\$ 40,977.10	\$ 36,002.29	\$ 15.76	\$ 13.91	\$ 42,548.16
Step 10	\$ 41,738.79	\$ 36,660.87	\$ 16.12	\$ 14.03	\$ 43,326.48
Step 11	\$ 42,506.03	\$ 37,323.88	\$ 16.49	\$ 14.15	\$ 44,110.04
Step 12	\$ 43,309.85	\$ 37,986.89	\$ 16.87	\$ 14.26	\$ 44,893.60
Step 13	\$ 44,119.21	\$ 38,647.69	\$ 17.26	\$ 14.39	\$ 45,674.54
Step 14	\$ 44,941.88	\$ 39,308.48	\$ 17.65	\$ 14.51	\$ 46,245.27
Step 15-L	\$ 45,778.96	\$ 39,970.39	\$ 18.05	\$ 14.62	\$ 47,237.73
Step 16	\$ 45,778.96	\$ 39,970.39	\$ 18.05	\$ 14.74	\$ 47,237.73
Step 17	\$ 45,778.96	\$ 39,970.39	\$ 18.05	\$ 14.86	\$ 47,237.73
Step 18-L	\$ 46,602.74	\$ 40,630.08	\$ 18.46	\$ 14.74	\$ 48,017.36
Step 19	\$ 46,602.74	\$ 40,630.08	\$ 18.46	\$ 14.74	\$ 48,017.36
Step 20-L	\$ 47,440.93	\$ 41,300.85	\$ 18.89	\$ 14.86	\$ 48,810.09
Step 21	\$ 47,440.93	\$ 41,300.85	\$ 18.89	\$ 14.86	\$ 48,810.09
Step 22	\$ 47,440.93	\$ 41,300.85	\$ 18.89	\$ 14.86	\$ 48,810.09
Step 23-L	\$ 48,295.75	\$ 41,981.60	\$ 19.32	\$ 14.98	\$ 49,614.62
Step 24	\$ 48,295.75	\$ 41,981.60	\$ 19.32	\$ 14.98	\$ 49,614.62
Step 25-L	\$ 49,164.99	\$ 42,674.55	\$ 19.76	\$ 15.10	\$ 50,433.56
Step 26	\$ 49,164.99	\$ 42,674.55	\$ 19.76	\$ 15.10	\$ 50,433.56
Step 27-L	\$ 50,049.74	\$ 43,378.59	\$ 20.21	\$ 15.22	\$ 51,265.60
Step 28	\$ 50,049.74	\$ 43,378.59	\$ 20.21	\$ 15.22	\$ 51,265.60
Step 29	\$ 50,049.74	\$ 43,378.59	\$ 20.21	\$ 15.22	\$ 51,265.60
Step 30-L	\$ 50,950.02	\$ 44,094.82	\$ 20.67	\$ 15.34	\$ 52,112.06

**260 DAY EMPLOYEE VACATION SCHEDULE\***

0 - 7 Years	2 Weeks
8 - 14 Years	3 Weeks
15 or More Years	4 Weeks

\* The vacation schedule represents the actual number of years employed full time by the Auburn Vocational School District. Placement on the salary schedule may represent the number of years of experience credited from another employer for the purposes of calculating salary.

\*\* No Vacation Eligibility

## 2010-2011

(1% Base Increase)

	Maintenance	9 Mo Admin	Teacher	Kitchen	12 Mo Admin
	260 Days	Assistant** 220 Days	Assistant** Hourly	Assistant** Hourly	Assistant 260 Days
Step 0	\$ 34,437.36	\$ 30,353.44	\$ 12.94	\$ 12.94	\$ 35,872.24
Step 1	\$ 35,207.79	\$ 31,019.72	\$ 13.26	\$ 13.07	\$ 36,659.67
Step 2	\$ 35,980.46	\$ 31,752.07	\$ 13.57	\$ 13.20	\$ 37,525.18
Step 3	\$ 36,754.24	\$ 32,356.77	\$ 13.88	\$ 13.31	\$ 38,239.82
Step 4	\$ 37,523.55	\$ 33,023.05	\$ 14.21	\$ 13.44	\$ 39,027.24
Step 5	\$ 38,297.33	\$ 33,690.45	\$ 14.53	\$ 13.57	\$ 39,815.99
Step 6	\$ 39,067.76	\$ 34,360.10	\$ 14.89	\$ 13.68	\$ 40,607.39
Step 7	\$ 39,842.66	\$ 35,026.38	\$ 15.21	\$ 13.81	\$ 41,394.82
Step 8	\$ 40,613.09	\$ 35,693.79	\$ 15.55	\$ 13.94	\$ 42,183.57
Step 9	\$ 41,386.87	\$ 36,362.31	\$ 15.91	\$ 14.05	\$ 42,973.64
Step 10	\$ 42,156.18	\$ 37,027.47	\$ 16.28	\$ 14.17	\$ 43,759.74
Step 11	\$ 42,931.09	\$ 37,697.12	\$ 16.65	\$ 14.30	\$ 44,551.14
Step 12	\$ 43,742.94	\$ 38,366.76	\$ 17.04	\$ 14.41	\$ 45,342.54
Step 13	\$ 44,560.40	\$ 39,034.16	\$ 17.43	\$ 14.53	\$ 46,131.29
Step 14	\$ 45,391.30	\$ 39,701.57	\$ 17.83	\$ 14.65	\$ 46,707.73
Step 15-L	\$ 46,236.75	\$ 40,370.09	\$ 18.23	\$ 14.76	\$ 47,710.11
Step 16	\$ 46,236.75	\$ 40,370.09	\$ 18.23	\$ 14.88	\$ 47,710.11
Step 17	\$ 46,236.75	\$ 40,370.09	\$ 18.23	\$ 15.01	\$ 47,710.11
Step 18-L	\$ 47,068.77	\$ 41,036.38	\$ 18.65	\$ 14.88	\$ 48,497.54
Step 19	\$ 47,068.77	\$ 41,036.38	\$ 18.65	\$ 14.88	\$ 48,497.54
Step 20-L	\$ 47,915.34	\$ 41,713.86	\$ 19.08	\$ 15.01	\$ 49,298.20
Step 21	\$ 47,915.34	\$ 41,713.86	\$ 19.08	\$ 15.01	\$ 49,298.20
Step 22	\$ 47,915.34	\$ 41,713.86	\$ 19.08	\$ 15.01	\$ 49,298.20
Step 23-L	\$ 48,778.71	\$ 42,401.42	\$ 19.52	\$ 15.13	\$ 50,110.77
Step 24	\$ 48,778.71	\$ 42,401.42	\$ 19.52	\$ 15.13	\$ 50,110.77
Step 25-L	\$ 49,656.64	\$ 43,101.30	\$ 19.96	\$ 15.25	\$ 50,937.90
Step 26	\$ 49,656.64	\$ 43,101.30	\$ 19.96	\$ 15.25	\$ 50,937.90
Step 27-L	\$ 50,550.24	\$ 43,812.37	\$ 20.41	\$ 15.38	\$ 51,778.26
Step 28	\$ 50,550.24	\$ 43,812.37	\$ 20.41	\$ 15.38	\$ 51,778.26
Step 29	\$ 50,550.24	\$ 43,812.37	\$ 20.41	\$ 15.38	\$ 51,778.26
Step 30-L	\$ 51,459.52	\$ 44,535.77	\$ 20.87	\$ 15.50	\$ 52,633.18

**260 DAY EMPLOYEE VACATION SCHEDULE\***

0 - 7 Years	2 Weeks
8 - 14 Years	3 Weeks
15 or More Years	4 Weeks

\* The vacation schedule represents the actual number of years employed full time by the Auburn Vocational School District. Placement on the salary schedule may represent the number of years of experience credited from another employer for the purposes of calculating salary.

\*\* No Vacation Eligibility

**AUBURN VOCATIONAL SCHOOL DISTRICT**  
**Classified Salary Schedules**

*Auburn Board of Education and Career And Technical Association Agreement*

## 2011-2012

(2 % Base Increase)

	Maintenance 260 Days	9 Mo Admin Assistant** 220 Days	Teacher Assistant** Hourly	Kitchen Assistant** Hourly	12 Mo Admin Assistant 260 Days
Step 0	\$ 35,126.11	\$ 30,960.50	\$ 13.20	\$ 13.19	\$ 36,589.69
Step 1	\$ 35,911.95	\$ 31,640.11	\$ 13.52	\$ 13.33	\$ 37,392.86
Step 2	\$ 36,700.07	\$ 32,387.11	\$ 13.84	\$ 13.46	\$ 38,275.68
Step 3	\$ 37,489.33	\$ 33,003.90	\$ 14.16	\$ 13.57	\$ 39,004.61
Step 4	\$ 38,274.02	\$ 33,683.51	\$ 14.49	\$ 13.71	\$ 39,807.79
Step 5	\$ 39,063.28	\$ 34,364.26	\$ 14.82	\$ 13.84	\$ 40,612.31
Step 6	\$ 39,849.11	\$ 35,047.30	\$ 15.19	\$ 13.95	\$ 41,419.54
Step 7	\$ 40,639.52	\$ 35,726.91	\$ 15.51	\$ 14.09	\$ 42,222.71
Step 8	\$ 41,425.35	\$ 36,407.66	\$ 15.86	\$ 14.22	\$ 43,027.24
Step 9	\$ 42,214.61	\$ 37,089.56	\$ 16.23	\$ 14.33	\$ 43,833.11
Step 10	\$ 42,999.30	\$ 37,768.02	\$ 16.61	\$ 14.46	\$ 44,634.94
Step 11	\$ 43,789.71	\$ 38,451.06	\$ 16.99	\$ 14.58	\$ 45,442.16
Step 12	\$ 44,617.80	\$ 39,134.10	\$ 17.38	\$ 14.69	\$ 46,249.39
Step 13	\$ 45,451.61	\$ 39,814.85	\$ 17.78	\$ 14.82	\$ 47,053.91
Step 14	\$ 46,299.12	\$ 40,495.60	\$ 18.18	\$ 14.95	\$ 47,641.88
Step 15-L	\$ 47,161.49	\$ 41,177.49	\$ 18.60	\$ 15.06	\$ 48,664.31
Step 16	\$ 47,161.49	\$ 41,177.49	\$ 18.60	\$ 15.18	\$ 48,664.31
Step 17	\$ 47,161.49	\$ 41,177.49	\$ 18.60	\$ 15.31	\$ 48,664.31
Step 18-L	\$ 48,010.14	\$ 41,857.10	\$ 19.02	\$ 15.18	\$ 49,467.49
Step 19	\$ 48,010.14	\$ 41,857.10	\$ 19.02	\$ 15.18	\$ 49,467.49
Step 20-L	\$ 48,873.65	\$ 42,548.14	\$ 19.46	\$ 15.31	\$ 50,284.16
Step 21	\$ 48,873.65	\$ 42,548.14	\$ 19.46	\$ 15.31	\$ 50,284.16
Step 22	\$ 48,873.65	\$ 42,548.14	\$ 19.46	\$ 15.31	\$ 50,284.16
Step 23-L	\$ 49,754.28	\$ 43,249.45	\$ 19.91	\$ 15.43	\$ 51,112.98
Step 24	\$ 49,754.28	\$ 43,249.45	\$ 19.91	\$ 15.43	\$ 51,112.98
Step 25-L	\$ 50,649.77	\$ 43,963.32	\$ 20.36	\$ 15.56	\$ 51,956.65
Step 26	\$ 50,649.77	\$ 43,963.32	\$ 20.36	\$ 15.56	\$ 51,956.65
Step 27-L	\$ 51,561.24	\$ 44,688.62	\$ 20.82	\$ 15.68	\$ 52,813.82
Step 28	\$ 51,561.24	\$ 44,688.62	\$ 20.82	\$ 15.68	\$ 52,813.82
Step 29	\$ 51,561.24	\$ 44,688.62	\$ 20.82	\$ 15.68	\$ 52,813.82
Step 30-L	\$ 52,488.71	\$ 45,426.48	\$ 21.29	\$ 15.81	\$ 53,685.84

**260 DAY EMPLOYEE VACATION SCHEDULE\***

0 - 7 Years	2 Weeks
8 - 14 Years	3 Weeks
15 or More Years	4 Weeks

\* The vacation schedule represents the actual number of years employed full time by the Auburn Vocational School District. Placement on the salary schedule may represent the number of years of experience credited from another employer for the purposes of calculating salary.

\*\* No Vacation Eligibility

