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MASTER CONTRACT

Between the

**GOSHEN EDUCATION ASSOCIATION –
SCHOOL SUPPORT PERSONNEL**

An affiliate of the

OHIO EDUCATION ASSOCIATION

And the

NATIONAL EDUCATION ASSOCIATION

And the

**GOSHEN LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION**

EFFECTIVE:

AUGUST 1, 2010 TO JULY 31, 2015

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ARTICLE 1 – RECOGNITION

1.01 Association Recognition

- 1.0101 The Goshen Local School District Board of Education, hereinafter referred to as the Board, recognizes the Goshen Education Association-School Support Personnel, affiliated with the Ohio Education Association and National Education Association, hereinafter referred to as the Association, as the sole and exclusive agent representing the bargaining unit. The bargaining unit shall be defined as all full time and regularly employed short hour employees in the following positions or classifications and who are regularly assigned to a work schedule: cafeteria, custodial, clerical, aides, maintenance, head cook and night watchman.
- 1.0102 The following positions shall be excluded from the bargaining unit: Food Service Supervisor, Supervisor of Maintenance, Supervisor of Custodial Services, Secretary to the Superintendent and/or Assistant Superintendent, EMIS Secretary, Central Office Secretary/Special Ed Compliance Officer, Payroll Clerk (Central Office Staff), Treasurer and Assistant Treasurer of the Board, Secretary to the Treasurer, Food Service Secretary/EMIS Coordinator, and Central Office Staff.

1.02 Board Recognition

The Association recognizes the Board as the locally elected body charged with the establishment of policy for public education in the Goshen Local School District and as the employer of all personnel of the District. The Association further recognizes that the Board shall have the sole responsibility for the management and control of all the public schools of whatever name or character in the District, and is specifically delegated with the responsibility of making the rules and regulations by which the district will be governed as provided by Section 3312.20 and 3313.47 of the *Ohio Revised Code*. The Association further recognizes that the Board has the exclusive authority in all matters concerning supervision, evaluation, suspension, discipline, demotion, layoff, transfer and/or assignment, termination and hiring of all members of the bargaining unit except as limited by the specific provisions of this Contract.

ARTICLE 2 – PROFESSIONAL NEGOTIATIONS PROCEDURES

2.01 Definitions

- 2.0101 **Day** means calendar day unless otherwise indicated.
- 2.0102 **Good Faith** – The obligation of the parties to bargain with each other for the purpose of reaching an agreement on matters which are negotiable. All parties are obliged to deal openly and fairly with each other. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons and offer counterproposals. Such obligation shall not require either party to change its proposal on any matter being negotiated.
- 2.0103 **Party** – When used shall mean the Association and the Board.

2.02 Initiating Negotiations

- 2.0201 All requests for the initiation of negotiations shall be made in writing. The request initiated by the Association shall be directed to the Superintendent; the request initiated by the Board shall be directed to the Association President. The written request for negotiations shall include:
- A. Date of letter;
 - B. Statement of matters to be discussed.
- 2.0202 A written reply shall be sent by the receiving party within five (5) calendar days of receipt of said request. This letter shall include:
- A. Date of letter;
 - B. Time, place and date of three (3) proposed dates for the initial negotiation session.
- 2.0203 All negotiations shall be in accordance with the reopener provisions of this Contract.
- 2.0204 The requesting party shall serve a copy of the request and the current Contract upon the State Employment Relations Board (SERB).

2.03 Negotiation Sessions

- 2.0301 The parties shall meet at a time and place established under Section 2.0202 of this Article for the first negotiation session. A time, place and date for the next session shall be established before concluding the first and each successive negotiation session.
- 2.0302 All issues proposed for discussion shall be reduced to writing in comprehensive style by each party, the Board and the Association, and presented to the other party at the first meeting as a complete package. Written mutual consent shall be necessary for the parties to discuss any additional proposal not presented at the first meeting.

2.04 Negotiation Teams

- 2.0401 Each team shall be made up of six (6) people of the party's choice. Each team shall designate a chairperson. All bargaining shall be done exclusively by said teams.
- 2.0402 The parties may call upon consultants to assist in preparing for bargaining and utilize them for consultation during bargaining sessions. The expense of the consultants shall be borne by the party requesting such. A limit of two (2) consultants may be used by each party in any one (1) session.

2.05 Information

- 2.0501 The designated representatives of the Board and the Association agree to make available to each other upon written request within ten (10) days all available public information. The Board Treasurer shall provide the Association agent the following as they become available:
- A. List of all bargaining unit members, their placement on the salary schedule, the length of their Contract, and their hours worked each day;
 - B. District's Five Year Forecast;
 - C. SM-2;
 - D. Board Treasurer's monthly financial reports;
 - E. Any and all Auditor's Amended Certificates of Estimated Resources;
 - F. Annual Appropriations Resolution;
 - G. July Tax Budget; and
 - H. Annual Summary Report and rate increase data for all insurance coverage.

2.06 Caucuses

Either group shall have the right to recess for independent caucus at any time. Each caucus shall be limited to one (1) hour unless otherwise mutually agreed.

2.07 Item Agreement

As negotiations items receive tentative agreement, they shall be reduced to writing and initialed by each party. Such initialing shall not be considered binding or as a final agreement by the parties and it is expressly understood by the parties that the tentative agreement reached on any items may be withdrawn by either party at any time during the negotiations process.

2.08 Agreement

- 2.0801 When an agreement is reached by the teams, that agreement shall be reduced to writing and signed by the chairperson of each team. Each team will favorably recommend to its members the acceptance of the tentative agreement. The tentative agreement shall be submitted to the Association for possible ratification and the results of the ratification vote by the Association's membership shall be communicated to the Board in writing by the Association President. Upon receipt of notification that the Association has ratified the agreement, the Board shall meet within fourteen (14) days to consider the approval or non-approval of the tentative agreement.
- 2.0802 After the agreement is ratified and approved by both the Association and the Board, it shall be executed by the parties.

2.09 Impasse

- 2.0901 In the event that agreement cannot be obtained on all issues being negotiated within sixty (60) days of the first negotiation session, either party may declare impasse on issues being negotiated, except that the parties may mutually agree to withdraw any negotiation issues and submit them to ratification procedures as herein before described.
- 2.0902 If impasse is declared, the parties shall request the services of the Federal Mediation and Conciliation Service to assist in negotiations.
- 2.0903 Mediation shall last for twenty (20) calendar days from the parties' first meeting with the mediator. If no agreement is reached during the mediation period, the impasse procedure shall be deemed completed and an ultimate impasse shall exist. The time for mediation may be extended by mutual agreement of the parties. In addition, if an agreement has not been reached through the mediation process, the Association agrees that it will submit the Board's final offer to the bargaining unit for a vote. If the final offer of the Board is not rejected by a simple majority (50%+1) of those in attendance, then it shall be deemed accepted by the Association and be included in any contract between the parties.
- 2.0904 The Association and the Board agree that the impasse procedure above constitutes the parties' entire mutually agreed upon dispute settlement procedure and replaces the statutory impasse procedures of ORC 4117.

2.10 Right to Strike

- 2.1001 In the event all of the impasse procedures set forth in the Contract have been fully completed and no agreement has been reached between the parties and the effective date of the Contract provisions at issue have expired and the Association has given the statutory notice to strike required by Chapter 4117 of the ORC, then, in that event only, the Association may exercise its statutory right to strike.
- 2.1002 The Board agrees that this provision of the Contract provides the Association the contractual right to strike on issues that are negotiable under any reopener provision of this Contract.

ARTICLE 3 – GRIEVANCE PROCEDURE

3.01 Definitions

- 3.0101 **Grievance** - An alleged violation, misinterpretation or misapplication of the written provisions of this agreement.
- 3.0102 **Grievant** shall be defined as the person who has allegedly been harmed by the alleged violation, misinterpretation or misapplication of this Contract or the Association if it involves a violation of Article 4 (Association Rights) and/or two or more members of the bargaining unit who have allegedly been harmed by the same violation of the Contract.

3.0103 **Immediate Supervisor** shall be defined as the person who allegedly is responsible for the violation, misinterpretation or misapplication of this Contract.

3.0104 **Representation** - A grievant shall have the right of representation at any level of this procedure. This, however, shall be limited to a single representative at Steps One and Two of the procedure. If the grievant elects to be represented at these levels, the supervisor hearing the grievance may have an observer as well.

3.0105 **Day** shall mean work day.

3.02 Procedure

3.0201 Step One

Any person having a grievance shall first discuss such grievance with his/her immediate supervisor. The person shall indicate to the supervisor that this is Step One of the grievance procedure.

3.0202 Step Two

- A. If this discussion at Step One does not resolve the grievance to the satisfaction of the employee, such grievant shall have the right to file a written grievance with the supervisor involved in Step One. If said grievance is not filed within thirty (30) working days after the occurrence of the act or condition which is the basis of said grievance, said grievance shall be waived. This waiver shall prevent the grievant from filing a grievance at a later date on the same issue on the basis that there is a continuing violation of the Contract. The written grievance shall contain a statement of the alleged facts upon which the grievance is based and a reference to the specific provision of the Contract allegedly violated, misinterpreted or misapplied.
- B. A copy of said grievance shall be filed with the supervisor involved in Step One (Appendix A). The grievant shall have a right to request a hearing before the supervisor involved in Step One.
- C. A hearing shall occur within seven (7) days of receipt of the written grievance or at a time mutually agreeable to the grievant and his/her supervisor. If the grievant is accompanied by a representative at the hearing, the supervisor may likewise have a representative as a witness and/or observer at said hearing.
- D. The supervisor shall take action on the grievance within seven (7) days after the receipt of said grievance or if a hearing is requested, within seven (7) days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing by the supervisor and sent to the grievant.

3.0203 Step Three

- A. (If supervisor is other than the Superintendent.)

- B. If the action taken by the supervisor does not resolve the grievance to the satisfaction of the grievant, the grievant may appeal in writing to the Superintendent or his/her designee. Failure to file such appeal within seven (7) days from the receipt of the written decision of the supervisor shall be deemed a waiver of the right to appeal. Upon request, a hearing shall be conducted by the Superintendent or designee within seven (7) days of the receipt of the request or at a mutually agreed date. The grievant shall be advised in writing of the time, place and date of hearing and shall have the right to be represented at such hearing by a representative of the Association and the supervisor may be represented by a person of his/her choice.
- C. The Superintendent or designee shall take action on the appeal of the grievance within seven (7) days after the conclusion of said hearing or within seven (7) days of the receipt of the grievance if no hearing is requested. The action taken and the reasons for the action shall be reduced to writing and copies sent to the grievant and the supervisor.

3.0204 Step Four

- A. If the grievant is not satisfied with the decision of the Superintendent, the Association may within five (5) days of receipt of the written decision present the grievance to an arbitrator by giving written notice to the Superintendent.
- B. The arbitrator shall be chosen from a list provided by the American Arbitration Association (AAA). Selection and hearing shall be in accordance with the voluntary rules and regulations of the AAA. The arbitrator shall hold the necessary hearing promptly and issue the decision within such time as may be agreed upon. The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the arbitrator shall be binding upon the Board and the grievant.
- C. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching the determination. The arbitrator shall have no authority to add to, subtract from, modify, change or alter any provisions of this collective bargaining agreement. The arbitrator shall in no way interfere with management prerogatives involving Board discretion nor limit or interfere in any way with the powers, duties, and rules and regulations having the force and effect of law.
- D. The costs for arbitration shall be shared equally by the Board and the Association (hearing and arbitrator).
- E. If either party unilaterally withdraws the request for arbitration, the withdrawing party shall be responsible for all costs and fees unless the allocation of the costs and fees are mutually agreed to between the parties as a component of any settlement of the grievance. In that case the fees and costs shall be shared equally.

- F. No later than ten (10) work days prior to the scheduled arbitration hearing, a disclosure conference must be held either in person or by telephone conference between the representative of the Board and the representative of the Association. At this disclosure conference all documents, exhibits, evidence and names of witnesses and the nature of said witnesses' testimony must be disclosed. Failure to disclose any evidence ten (10) days prior to the hearing at this disclosure conference shall result in the exclusion of said evidence, exhibit or testimony from being introduced and/or utilized at the arbitration hearing.

ARTICLE 4 – ASSOCIATION RIGHTS

The Association shall have the rights and privileges as set forth hereafter.

4.01 Use of Buildings and Facilities

- 4.0101 The right to use, without charge, Board's bulletin boards in the faculty lounge, to post Association materials in the cafeteria and in the maintenance building, and the use of the school's mail system for the posting or transmission of information or notices concerning Association matters.
- 4.0102 Upon approval of the principal, the Association may use the regular school buildings of the District at reasonable times.
- 4.0103 Use of electronic mail system.

4.02 Board Policy Book

The Association President will be provided a copy of the Board policy and any amendments thereto.

4.03 Association Access to Members

- 4.0301 The Association President, if not on work time, or designee may meet with a bargaining unit member before or after the member's workday or on a bargaining unit member's lunch or scheduled break.
- 4.0302 The Association President or designee shall advise the building principal, supervisor, or designee of his/her presence in the building and the identity of the bargaining unit member he/she wishes to meet immediately upon arriving at the bargaining unit member's worksite.

4.04 Association Dues Deductions

- 4.0401 Bargaining unit members may thirty (30) days after the start of each semester or thirty (30) days after initial employment deliver to the Board an authorization form requesting that membership dues, assessments of the recognized Association and its affiliates, and contributions to the Ohio Education Fund for Children and Public Education be deducted from their pay.

Association dues will be deducted in equal amounts over the remaining pay periods of the school year.

- 4.0402 All money so deducted shall be remitted monthly to the Association Treasurer accompanied by a list of employees for whom deductions were made and the amount for each said employee

4.05 Notification of School Board Meeting

- 4.0501 The Association President will be notified of any change in the regularly scheduled meeting.
- 4.0502 The Association President shall be provided a copy of the Board minutes once they have been approved.

4.06 Association Leave

Whenever members are scheduled by the parties to participate during working hours in negotiations, grievances, meetings and/or conferences, they shall suffer no loss of pay.

4.07 Copies of Contract

- 4.0701 Within thirty (30) days after the execution of this Contract, the Association shall print or duplicate and provide ten (10) copies of this Contract to the Board.
- 4.0702 The Board agrees to split the cost of reproducing copies of the Contract or any amendments between the Association and the Board. Copies of the contract will be made for each principal, Board member, Association officers and building representatives. Copies of the contract will be made available for all members via internet.

ARTICLE 5 – LEAVES OF ABSENCE

5.01 Personal Leave

- 5.0101 The Board of Education recognizes its responsibility to provide quality education every day to all students in the school district. Certainly this requires that all employees be “on the job” each day it is humanly possible. However, it is also recognized that special/personal obligations may require an employee to be absent from work. In order to assist employees with these special/personal obligations, three (3) unrestricted days per year, non-accumulative, of personal leave are authorized with pay by the Board. Personal leave may not be used to extend vacation. It shall be granted in accordance with the following conditions:
- 5.0102 Personal leave will not be deducted from accumulated sick leave and may not substitute for sick leave.

- 5.0103 Request for personal leave shall be submitted to the building principal for approval with a copy to the Superintendent at least one (1) week in advance under normal circumstances. In unusual or emergency situations the one (1) week requirement may be waived by the administration.
- 5.0104 Personal leave may be granted for less than one (1) full day at the discretion of the supervisor.
- 5.0105 If the leave is an emergency and time does not permit the filing of the written request, verbal approval may be obtained and the written request completed immediately upon the employee's return.
- 5.0106 Except in cases of documented emergency and graduation of a member's child (to include persons over whom the member is legal guardian), personal leave shall not be taken as follows:
 - Cafeteria, clerical aids, head cook, night watchman** – During the first two (2) weeks or last two (2) weeks of the academic school year, on the day before or after a school vacation and/or holiday, on or during an in-service day, nor may it be taken if more than one (1) person per classification in each building is on a scheduled absence.
 - Custodian/Maintenance** – During the first two (2) weeks of the academic year and the two (2) weeks after the conclusion of the academic year, on the day before or after a school vacation and/or holiday, on or during an in-service day, nor may it be taken if more than one (1) person per classification in each building is on a scheduled absence.
- 5.0107 Unused personal leave shall be rolled into the employee's accumulated sick leave.

5.02 Sick Leave

- 5.0201 All personnel must present a signed affidavit for the use of sick leave.
- 5.0202 Each bargaining unit member who is employed by the Board shall be granted sick leave with pay at the rate of one and one-fourth (1-1/4) days per month of completed service to a maximum of fifteen (15) days per school year. Sick leave accumulation shall be earned by all employees whether scheduled to work or not during June, July, and August. Sick leave shall be cumulative to two hundred twenty-one (221) days for employees who work less than twelve (12) months and to two hundred twenty-five (225) days for employees who work twelve (12) months.
- 5.0203 Employees may use a reasonable number of sick days for absence due to personal illness, injury, exposure to contagious disease, pregnancy-related illness, complications and conditions of a pregnancy and for illness or death in the employee's immediate family. Immediate family is interpreted as meaning spouse, children (to include persons over whom the Association member is the legal guardian), father, mother, brother, sister, grandparents, step-children, step-parent, grandchildren, aunts, uncles, nieces, and nephews, spousal grandparents, cousins or corresponding in-laws, or any person who stands in the place of those relationships.

- 5.0204 If a school employee is absent for reasons covered by sick leave, and has never accumulated or has exhausted sick leave accumulation, the member shall be advanced up to five (5) days which shall be charged against sick leave earned in the future.
- 5.0205 Upon utilization of ten (10) days of sick leave per calendar year, the Board may require the employee to provide a written statement from his/her physician indicating the nature of his/her illness and the fact that he/she was medically unable to perform his/her contractual duties on the days sick leave was requested. In such event, the Board shall pay the full cost for the written statement.
- 5.0206 In the event an employee claims a need to be on sick leave for more than fifteen (15) consecutive days, the Board shall have the right to require the employee to submit to a medical examination by a physician of the Board's choice. In such event, the Board shall pay the full cost of the examination.

5.03 Holidays

- 5.0301 All employees meeting the conditions and eligibility requirements set forth in 3319.087 ORC shall be granted the following days as paid holidays: Labor Day; Veteran's Day; Thanksgiving Day; Christmas Day; New Year's Day; Martin Luther King, Jr. Day; Presidents Day; and Memorial Day.
- 5.0302 Twelve (12) month employees shall be granted Independence Day, Thanksgiving Friday, Christmas Eve and Good Friday as paid holidays.
- 5.0303 Holidays falling on a Saturday will be observed on the preceding Friday and holidays falling on a Sunday will be observed on the following Monday.
- 5.0304 Holiday pay shall be evenly distributed throughout the annual salary year.

5.04 Vacations

- 5.0401 Pursuant to 3319.084 ORC, eleven (11) and twelve (12) month employees shall be granted paid vacation based on the following schedule:
 - A. After service of one (1) year: Two (2) calendar weeks excluding holidays.
 - B. After service of seven (7) years: Three (3) calendar weeks excluding holidays.
 - C. After service of twenty (20) years: Four (4) calendar weeks excluding holidays.

Five (5) days of vacation must be used during the school year for those employees who qualify for more than two (2) weeks. Up to ten (10) days of vacation per year may be compensated in lieu of usage. The request for pay shall be made by May 30 and payable by June 15 and/or October 31 and payable by November 15.

5.05 Assault Leave

- 5.0501 Any service-connected case of physical assault on a member of the bargaining unit causing physical injuries to said member occurring while the member is performing his/her contractual duties shall entitle the member to use assault leave if he/she is

medically unable to perform his/her duties as a result of the assault. When an assault results in absence from duty for medical reasons, such absence shall be at no loss in pay and shall not be chargeable to sick leave to a maximum of thirty (30) days per member each work year. Assault leave is not accumulative.

5.0502 Medical verification shall be furnished to the Superintendent for all absences requiring more than three (3) days leave. The Board shall have the right to require a medical examination by a physician of its choice after the member has been absent for three (3) days per occurrence. In such event, the Board shall pay the full cost of the examination.

5.0503 Request for assault leave shall be accompanied by a detailed and thorough written account of the assault indicating the facts of the incident which led to the necessity for assault leave. Within a reasonable amount of time, the employee must report the assault to the applicable law enforcement jurisdiction and must provide the school district copies of any related police reports.

5.06 Medical Leave

5.0601 Each member of the bargaining unit who is unable to work because of illness and/or other disability, including, but not limited to, pregnancy and who has exhausted or chosen not to utilize his/her sick leave benefits, shall be placed on an unpaid medical leave of absence for the period of time said member is medically unable to perform his/her duties to a maximum of two (2) consecutive years at his/her request.

5.0602 The Board shall continue to provide and pay the insurance benefits of members in accordance with the requirements of the Family Medical Leave Act [FMLA]. After the expiration of any eligible FMLA leave, the member may elect to continue to maintain insurance benefits provided he/she pays to the Board Treasurer in advance one hundred percent (100%) of all his/her premiums of his/her choice.

5.0603 At the expiration of a medical leave, the Superintendent or designee shall require a returning member to provide a medical statement from his/her physician that he/she is able to resume his/her duties.

5.0604 Upon the return to service of the member at the expiration of such leave, he/she shall resume the contract status which he/she held prior to such leave.

5.07 Family and Medical Leave Act

The Family and Medical Leave Act [PL 10303] and corresponding regulations shall apply to all eligible members of the bargaining unit.

5.08 Military Leave

5.0801 Any member of the bargaining unit who has left, or leaves, a district position by resignation or otherwise, and within forty (40) school days thereafter has entered, or enters, the armed services of the United States or the auxiliaries thereof, or such other services as are specified in Section 124.29 of the Revised Code, and who has returned, or returns, from such service with a discharge other than dishonorable, shall be re-employed by the Board under the same type of contract

as that which he/she last held in the district, if such member shall, within ninety (90) days after such discharge, apply to the Board in writing for re-employment.

5.0802 Each member returning from military leave shall be returned to a position within his/her job classification area. For the purposes of seniority and placement on the salary schedule, years of absence in the service of the armed services of the United States or the auxiliaries thereof shall be counted as though service had been performed during such time.

5.09 Jury Duty

A member of the bargaining unit shall receive his/her regular rate of pay while serving on jury duty. An employee must, upon the day of return to work, submit written verification to the building principal regarding the days served on jury duty as well as a copy of the jury summons and/or subpoena.

5.10 Other Unpaid Leave

The Board may grant a leave of absence without pay for a period of not more than two (2) years for educational or professional or other purposes.

ARTICLE 6 – EMPLOYMENT PRACTICES

6.01 Job Descriptions

The Association shall be furnished with a copy of all job descriptions for bargaining unit members by August 1 of each year and any amendments thereto which may occur during the term of this Contract as soon as the amendments are made.

6.02 Bargaining Unit Member Reprimand

6.0201 Written reprimands shall not be issued until the supervisor has given the bargaining unit member the opportunity to meet with the supervisor to discuss the matter. Within twenty (20) working days after receipt of a written reprimand, a bargaining unit member shall have the right to submit a written rebuttal to any reprimand to be attached to the reprimand.

6.0202 The member shall be told the nature of the problem prior to the start of a meeting which could lead to a reprimand.

6.0203 A bargaining unit member shall be entitled to be accompanied by a representative of his/her choice at any reprimand conference or meeting.

6.03 Personnel Files

6.0301 There shall be one (1) official personnel file for each member and it shall be maintained in the office of the Superintendent. To the extent permitted by law, personnel files will be considered a confidential file, and the only official file of recorded information of bargaining unit members maintained by the Board and administration.

- 6.0302 A member shall be able to review his/her personnel file in the office of the Superintendent during the regular business hours of the Board. The file shall be reviewed in the presence of the Superintendent or designee. The member shall have the right to be accompanied by an Association representative. A representative of a member shall be given access to the file of said member upon presentation of written authorization from the member, including the signature of said member.
- 6.0303 In addition to the member, the individual members of the Board of Education, Superintendent, Assistant Superintendent, Supervisor and any other administrator who has a legitimate district-related reason for reviewing the file shall have access to same.
- 6.0304 Letters of commendation, evaluations and/or derogatory information placed in the bargaining unit member's personnel file shall include the initials of the bargaining unit member and the administrator placing material in the file, with the date of examination by the bargaining unit member and the date the material was placed in the file. If the bargaining unit member refuses to initial the material, it may be placed in his/her file as long as it has been shown to him/her first. Initialing of the material by the bargaining unit member does not indicate agreement with the content of the material but indicates it has been seen by him/her.
- 6.0305 A member shall have the right at any time to attach a written reply or rebuttal to any material being placed in his/her file and this reply shall be attached to the material in question. In order to utilize the right to attach a written rebuttal or reply to any material placed in a member's personnel file, the employee must provide the reply or the rebuttal within twenty (20) working days after receipt of notice that such information has or will be placed in the employee's file.
- 6.0306 Notwithstanding the above, anonymous letters or material shall not be placed in a bargaining unit member's file nor shall they be utilized in relation to any employment action to include but not limited to renewal, discipline and/or reprimand.
- 6.0307 Any member shall have the right to obtain a photostatic copy of any item in his/her file upon the payment of the reasonable cost of photocopying said material.
- 6.0308 The provisions of this section of the Contract shall not be construed as limiting the rights accorded to a member pursuant to Chapter 1347 of the *Ohio Revised Code*.

6.04 Renewal of Contract

- 6.0401 Non-renewal of a limited contract shall be in accordance with 3319.083 of the *Ohio Revised Code*.
- 6.0402 Termination of a limited contract during its term or a continuing contract shall be in accordance with 3319.081 of the *Ohio Revised Code*.

6.05 Notice and Bid Procedure

- 6.0501 When a vacancy occurs in a classification, it shall be posted in a conspicuous place for a period of seven (7) days. Any employee may request, in writing, to be considered as a candidate for the vacant position.
- 6.0502 If a vacancy occurs within a classification and two (2) or more employees within the classification desire the vacancy and have the qualifications to fill it, then the most senior employee will be offered the vacant position first.
- 6.0503 Given a written request for job vacancy information from employees, during the summer months, the Administration will provide all postings by U.S. mail to said employees with their paychecks. Job vacancies will also be posted in the Central Office and on the District website.
- 6.0504 Any employee may request, in writing, to be considered as a candidate for the vacant position.

6.06 Layoff and Recall

- 6.0601 If layoff becomes necessary in a job classification due to abolishment of positions, lack of funds or lack of work, the following procedure shall govern such layoff:
 - A. The number of people affected by reduction in force will be kept to a minimum by not employing replacements, insofar as practical, for employees who resign, retire or otherwise vacate a position.
 - B. Whenever it becomes necessary to layoff employees by reasons as stated above, affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first. Seniority shall be defined as the uninterrupted length of continuous service with the Board in a particular job classification computed from the latest date of appointment to the present classification. Authorized leaves of absence constitute a year of service for seniority purposes. In the event a layoff occurs, district seniority shall prevail to allow an affected employee to return to a previous classification.
 - C. The following classifications shall be used for the purpose of defining classification in the event of layoff; cafeteria, custodial, clerical, aides, maintenance, head cook, and night watchman.
 - D. The Board shall determine in which classification the layoff shall occur and the number of employees to be laid off. In the classifications of layoff, employees on limited contracts shall be laid off before any employee in that classification employed under a continuing contract is laid off.
 - E. Fourteen (14) days prior to the effective date of layoffs, the Board shall prepare and post for inspection in a conspicuous place, a list containing the names, seniority dates and classifications and indicate which employees are

to be laid off. Each employee to be laid off shall be given advance written notice of the layoff. Each notice of layoff shall state the following:

1. Reasons for the layoff or reduction;
 2. The effective date of layoff; and
 3. A copy of the layoff and recall provisions of this Contract.
- F. For the classification in which layoffs occur, the Board shall prepare a reinstatement list and the name of all employees whose contracts have been suspended shall be placed on a reinstatement list in the reverse order of layoff. The name of all employees employed on continuing status shall be placed on a separate reinstatement list in reverse order of layoff. Reinstatement shall be made from the continuing contract list before any new employees are hired in that classification or any employees reinstated from the limited contract list.
- G. Vacancies which occur in the classification of layoff shall be offered to and accepted within seven (7) days of receipt of notice by the employee standing highest on the layoff list. Any employee who declines reinstatement or fails to respond within seven (7) days of receipt of notice of recall, shall be removed from the reinstatement list.
- H. The notice of recall shall be made by certified mail to the last address on file with the Superintendent. If the notice is refused, unclaimed or not deliverable, the employee will be deemed to have declined reinstatement seven (7) days after postal delivery by certified mail was attempted.
- I. The employee's name shall remain on the appropriate list for a period of one (1) year from the effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previous accumulated seniority.
- J. Nothing herein prevents the Board from non-renewing a limited contract in accordance with Ohio law.

6.0602 This layoff and recall provision referenced above shall supersede and replace *Ohio Revised Code* 3319.081.

6.07 Liaison Committee

Upon request, the Association President and an additional bargaining unit member of the Association and the Superintendent and an additional administrator shall meet once a month to discuss matters of concern to the Association. Additional meetings may be requested by either party and shall be held with the consent of the other.

6.08 Evaluation Input

6.0801 In the event the Board is considering a change in the evaluation instruments, a committee will be formed of bargaining unit members and administrators who will study and make recommendations to the Board with regard to changes under consideration.

6.0802 The Board will consider the recommendations provided which will not be binding upon the Board and the Board shall make those revisions it deems best in its sole discretion.

6.09 Probationary Period

6.0901 All new employees shall serve a probationary period of one (1) year of work before receiving a seniority status. No hiring is final until the employee has satisfactorily completed his/her probationary period. The Board may terminate a probationary employee without cause during his/her probationary period. If terminated, the probationary employee shall have no right to appeal through the grievance procedure.

Lateral moves (i.e., another building, work area, or shift) will not be subject to a probationary period.

6.0902 An employee filling a vacancy within the bargaining unit shall be allowed a reasonable training period, if necessary. Said training period shall be for thirty (30) work days, unless a lateral move is involved (e.g., custodian in one building to custodian in another building). The training for a lateral move shall not exceed ten (10) work days.

6.0903 The probationary period for promoted or transferred employee will be thirty (30) work days. If the Board decides to remove the promoted or transferred employee and return the employee to the employee's previous position, the Board will give written notice to the employee before the expiration of the probationary period. A bargaining unit member holding the position vacated by the promoted or transferred employee shall be returned to his/her prior status if the promoted or transferred employee returns to his/her position.

6.0904 If during the probationary period the employee is unable to fill the position satisfactorily, or if the employee rejects the position, the employee shall be returned to his/her former job without loss of seniority rights previously accrued.

6.10 Seniority

The principle of seniority as hereinafter defined shall prevail for transfers, layoffs, and job bid.

6.1001 System Seniority

System seniority shall be defined as the length of employment by an employee with the Board as computed from the employee's most recent date of hire by the Board.

6.1002 Job Classification Seniority

Job classification seniority shall be defined as the length of employment by an employee in a particular job classification as computed by the employee's most recent date of entry into such job classification.

6.1003 Seniority List

- A. A seniority list will be sent to the Association President by September 1 of each school year.
- B. This seniority list will delineate both the system and job classification seniority dates of each bargaining unit employee.
- C. If two (2) or more employees have an identical seniority date, date of application shall be used in determining order of seniority.

ARTICLE 7 – WORKING CONDITIONS

7.01 Work Year, Work Week, Work Hours

The work year, work week, and work hours of employees of the bargaining unit shall be set by the Board in accordance with the law of the state of Ohio.

7.02 Assistance with Physically Handicapped Students

No member of the bargaining unit shall be required to provide extraordinary services to a handicapped child such as catheterization without being provided training by the Board.

7.03 Calamity Day

All employees shall be paid their appropriate rate of pay for all days or a part of a day when schools in which they are employed, are closed owing to an epidemic or other public calamity. Any employee who is required to work on a calamity day that closes school shall receive pay at one and one-half (1-1/2) their regular rate of pay for the day worked. Work performed by maintenance and custodial employees four (4) hours prior to the start of school when schools are open shall also be paid at the calamity rate of one and one-half (1-1/2) the regular rate of pay.

7.04 Elementary Secondary Education Act (ESEA)

The parties shall identify and discuss working conditions affected by the Elementary Secondary Education Act.

ARTICLE 8 – FRINGE BENEFITS

Beginning with the start of the fiscal year and throughout the Contract, the Board of Education shall provide the following fringe benefits for each member of the bargaining unit requesting same who is regularly scheduled to work twenty (20) hours or more per week.

8.01 Hospitalization, Medical & Dental Insurance

8.0101 The Board shall provide the medical insurance plan offered by the Clermont County Health Insurance Consortium with the Board paying an amount equal to ninety-two and one-half percent (92.5%) of the family premium and ninety-two and one-half percent (92.5%) of the single premium rate of the Clermont County Health

Insurance Consortium. New employees hired after July 1, 2006 shall receive ninety percent (90%) Board paid insurance for either family or single coverage through the Preferred Provider Organization (PPO). There shall be no option of a Health Maintenance Organization (HMO) for those hired after October 1, 2003.

Health insurance for current employees who work less than twenty (20) hours per week shall be prorated for Board paid coverage. Employees hired after June 1, 2003 shall not be eligible for prorated coverage and the threshold of twenty (20) hours per week shall apply.

The Board will establish a Section 125 program.

8.0102 The Board shall provide the Clermont County Health Insurance Consortium dental plan and contribute one hundred percent (100%) of the premium.

8.02 Term Life Insurance

The Board shall provide fifty thousand (\$50,000.00) dollars of term life insurance for each member of the bargaining unit. Such insurance shall include provisions for double indemnity in the case of accidental death and disability coverage benefits. Individual members of the bargaining unit may purchase additional amounts of coverage from the carrier through payroll deduction.

8.03 Free Admission to School Activities

Bargaining unit members shall have free admission to all school related activities and functions for which an admission is charged and which are held on Board premises.

8.04 Tuition Free Attendance at Goshen for Children of Bargaining Unit Members

Bargaining unit members who are not residents of the Goshen Local School District but who wish their children to attend the Goshen Local Schools shall, upon request prior to August 1, be permitted to enroll their children in the Goshen Local Schools based on the District's criteria used to determine eligibility for open enrollment, excluding the provision requiring student to live in contiguous districts. Any bargaining unit member's children currently attending Goshen Local Schools, along with any and all siblings of those children, shall be grandfathered under the tuition free attendance policy as stated in the Collective Bargaining Agreement dated August 1, 2003 – July 31, 2006. New hires must notify the Board in writing prior to October 1.

8.05 Electronic Check Deposit

The Board shall remove Social Security numbers from all payroll checks. All employees, as of January 1, 2007, shall be required to enroll in an automatic direct deposit program. Direct deposit can be authorized by an employee for more than one financial institution or account.

8.06 Perfect Attendance Incentive

Any employee who has perfect attendance and works each day of his/her contract year shall receive a bonus of three hundred dollars (\$300) at the end of his/her contract year. Any employee taking "dock" time during a given contract year shall not be eligible to qualify for this perfect attendance incentive.

ARTICLE 9 – COMPENSATION

9.01 Salaries

Hourly rates on the salary schedules shall be increased by one percent (1%) retroactive to Aug 1, 2010; zero percent (0%) in 2011-2012; and zero percent (0%) in 2012-2013. Step increases will be honored for the 2010-2011, 2011-2012, and the 2012-2013 contract years. The hourly rates in effect for the 2012-2103 contract year shall remain in effect for the 2013-2014 and 2014-2015 contract years. Employees shall remain at the same experience level as their placement for the 2012-2013 school year until July 31, 2015.

AFTER THE 2014-2015 SCHOOL YEAR, BARGAINING UNIT MEMBERS WILL THEN BE ADVANCED TO THE NEXT SEQUENTIAL EXPERIENCE STEP ON THE SALARY SCHEDULE.

EXAMPLES: (1) AN EMPLOYEE ON STEP 2 OF THE SCHEDULE FOR THE 2014-2015 CONTRACT YEAR WOULD ADVANCE TO STEP 3 FOR THE FOLLOWING CONTRACT YEAR. (2) AN EMPLOYEE ON STEP 10 OF THE SCHEDULE FOR THE 2014-2015 CONTRACT YEAR WOULD ADVANCE TO STEP 11 FOR THE FOLLOWING CONTRACT YEAR.

9.02 Pay When Transferred

If any employee is transferred to a higher classification, he/she shall be placed on the new salary schedule at the step which is nearest, but not less than, his/her hourly rate of pay at the time of transfer.

9.03 Transportation Allowance

All bargaining unit members required to travel as part of their contract duties shall be reimbursed monthly at the applicable IRS rate per mile for the use of their personal automobile. The Superintendent will recommend to the Board the personnel entitled to the transportation allowance. Employees shall not be reimbursed for routine commuting between home and school.

9.04 Overtime and Call-in Pay

- 9.0401 All hours over forty (40) in one week shall be paid at the rate of time and one-half.
- 9.0402 Any employee called into work on the day when the employee is not scheduled to work shall receive a minimum of two (2) hours pay at the appropriate rate of pay under this Contract.
- 9.0403 Holidays shall be considered as time worked in calculating a forty (40) hour week, but any other day not worked by an employee whether the result of being on unpaid leave, vacation, sick leave, personal leave, etc., shall not count as time worked for overtime purposes.
- 9.0404 An employee required to work on a holiday shall be paid at double the employee's regular daily rate of pay.

- 9.0405 All hours worked on Sundays will be compensated at double the employee's regular straight time hourly rate.
- 9.0406 Cafeteria employees who work during Christmas and Thanksgiving special lunch programs shall be compensated for such hours of employment at their regular hourly rate.

9.05 Uniform Allowance

All employees required to wear Board uniforms will receive a stipend in the amount of one hundred dollars (\$100) payable on October 30th of each school year for the purchase of Board approved uniforms and/or uniform components. The Board agrees to continue the practice of payroll deduction for maintenance of the uniforms.

9.06 Stipend for Head Cook

The person performing head cook duties shall receive an additional twenty-five percent (25%) added to his/her hourly rate of pay while performing head cook duties.

9.07 Communications Device for Night Watchman

The night watchman will be provided a communication device.

9.08 Severance Pay at Retirement

- 9.0801 Upon retirement from the district and the Board's receipt of the member's written confirmation of eligibility for and pending payment of benefits from the State Employees Retirement Fund, the member shall receive severance pay from the Board in an amount equal to twenty-five percent (25%) of his/her unused accumulated sick leave up to a maximum of 56.25 days for twelve month employees and 55.25 days for employees who work less than twelve months.
- 9.0802 Severance pay must be requested by that member no later than three hundred sixty-five (365) days following the member's last day of employment with the district.

9.09 SERS Pick-Up

- 9.0901 Effective with ratification of the Contract, the Board agrees to annuitize each member's total contribution to the State Employees Retirement System (SERS) by deducting that amount before each member is paid. The procedure shall be as follows:
 - A. The Board shall designate each bargaining unit member's mandatory contribution to the State Employees Retirement System of Ohio as "picked up" by the Board although they shall continue to be designated as employee contributions. The amount of the employee's income reported by the Board as subject to federal and state income tax shall be the employee's total gross income reduced by the then current percentage amount of the employee's mandatory SERS contribution. No employee's total salary shall be increased by such "pick-up", nor shall the Board's total contribution to the SERS be

increased thereby. There shall be no increased cost to the Board, except administrative costs necessary to implement this program.

- B. This pick-up plan is to be effective upon ratification of the Contract by the parties, with implementation for the pay following the above action of the parties. If there is an adverse determination by the courts, this pick-up provision shall be null and void.
- C. The members of the bargaining unit acknowledge that the Board is not liable as a result of the implementation of this program and that the employee shall assume any liability as the result of an adverse ruling by the Internal Revenue Service.

9.10 Pay Periods

Members of the bargaining unit shall be paid in twenty-four (24) pays and, to the extent possible, requested payroll deductions will be spread equally through twenty-four (24) pays. Pays will be made on the 15th and 30th of each month.

9.11 Super Severance

In the event an employee resigns his/her employment with the Board for retirement purposes effective the end of the work year he/she first becomes eligible to retire through the School Employees Retirement System (SERS), he/she shall receive a lump sum payment of fifty percent (50%) of his/her accumulated but unused sick leave. Payment of such severance shall be at the employee's daily rate of pay at the time of retirement.

Any employee who elects not to resign his/her employment with the Board at the end of the work year in which he/she first becomes eligible to retire through SERS shall forfeit his/her right to any payment pursuant to provision and shall be entitled to severance pay pursuant to Section 9.08 of this Contract upon retirement.

9.1101 Payment pursuant to this provision shall be made in two (2) equal installments as follows:

- A. The first payment shall be made within fifteen (15) days of the Board Treasurer's receipt of written confirmation from SERS that the employee is retired and receiving benefits.
- B. The second payment shall be made the following January.
- C. In the event an employee requests that this benefit be paid in one (1) payment, the Board may do so as its sole discretion.

9.1102 Employees must notify the Superintendent of intent to retire by April 1 of the school year in which the employee first becomes eligible.

- A. Qualifications for retirement under SERS are as follows:
 - 1. Five (5) years of service at sixty (60) years of age.
 - 2. Twenty-five (25) years of service at fifty-five (55) years of age.
 - 3. Thirty (30) years of service at any age.

9.12 Professional Development Fund

The Board shall establish a fund for professional development in the amount of five thousand dollars (\$5,000). The purpose of the fund is to pay registration fees and other costs for employee attendance at approved workshops, seminars and other professional development opportunities. Before enrolling in a workshop or other training, the employee must receive approval from his/her supervisor. Once approved, the supervisor shall forward the request along with registration information about the professional development opportunity to the Superintendent for her approval. The Superintendent shall process the request for payment of registration costs and any other relevant fees with the district paying fees directly to the workshop sponsor. Approval shall be granted on a first come, first serve basis.

ARTICLE 10 – FAIR SHARE FEE

10.01 Fair Share Fee

New employees hired during the 2010-2011 school year will either become a member or pay their fair share.

All employees will become a member or pay their fair share beginning with the 2011-2012 school year.

10.02 Payroll Deduction of Fair Share Fee

The employer shall deduct from the pay of members of the bargaining unit who elect not to become or not to remain members of the Goshen Education Association-School Support Personnel a fair share fee for the Association's representation of such non-members during the term of this contract. (No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Association's work in the realm of collective bargaining.)

10.03 Notification of the Amount of Fair Share Fee

Notice of the amount of the annual fair share fee, which shall not be more than 100% of the unified dues of the Association, shall be transmitted by the Association to the Treasurer of the Board on or about September 15 of each year during the term of this contract for the purpose of determining amounts to be payroll-deducted, and the employer agrees to promptly transmit all amounts deducted to the Association.

10.04 Schedule of Fair Share Fee Deductions

All Fair Share Fee Payers

Payroll deduction of such annual fair share fees shall commence on the first pay date which occurs on or after January 15 annually. In the case of unit employees newly hired after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after the latter of:

1. Sixty days employment in a bargaining unit position or
2. January 15.

10.05 Transmittal of Deductions

The employer further agrees to accompany each such transmittal with a list of the names of the bargaining unit members for whom all such fair share fee deductions were made, the period covered, and the amounts deducted for each.

10.06 Procedure for Rebates

The Association represents to the employer that an internal rebate procedure has been established in accordance with Section 4117.09(C) of the Revised Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit 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 Constitutions of the United States and the State of Ohio.

10.07 Entitlement to Rebate

Upon timely demand, non-members may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

ARTICLE 11 – CONCLUSION

11.01 Complete Agreement

This agreement constitutes the sole and complete agreement between the parties hereto and supersedes and controls over all prior agreements, written or oral, between the parties. The parties acknowledge that during the negotiations which resulted in this agreement, each of them had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the Board and Association, for the life of this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this agreement, including any subject matter which could have been collectively bargained but which was either not discussed in negotiations or which, if discussed, was not included in this agreement. However, this provision shall not operate to bar future negotiations over any subject(s) or matter(s) which the parties may mutually agree to negotiate.

11.02 Provisions Contrary to Law

11.0201 If any provision(s) of this Contract is/are determined to be contrary to law, the provision(s) shall be deemed null and void to the limits prescribed by law, with the remaining provisions to stay in effect.

11.0202 In the event a provision of this Contract is determined to be contrary to law, at the request of either party, negotiations shall begin with regard to the provision of the Contract determined to be contrary to law. Negotiations shall be conducted in accordance with the negotiations procedure set forth in this Contract.

11.03 Duration of Contract

11.04 Execution of Contract

This Contract is executed by the parties on the _____ day of _____, 2011.

FOR THE ASSOCIATION

FOR THE BOARD OF EDUCATION:

Association President

Board President

Association Treasurer

Board Treasurer

APPENDIX A

GRIEVANCE FORM

NAME OF GRIEVANT _____ DATE _____

BUILDING _____

STATEMENT OF CAUSE OF GRIEVANCE INCLUDING CONTRACT PROVISION VIOLATED (IF APPLICABLE):

REMEDY REQUESTED:

Signature of Grievant(s)

Signature of Grievance Chairperson

APPENDIX B

CLASSIFIED PERSONAL LEAVE REQUEST

Personal leave shall be subject to advanced approval by the Principal/Supervisor and the local Superintendent. The Board of Education recognizes its responsibility to provide quality education every day to all students in the school district. Certainly this requires that all employees be “on the job” each day it is humanly possible. However, it is also recognized that special/personal obligations may require an employee to be absent from work. In order to assist employees with these special/personal obligations, three (3) unrestricted days per year, non-accumulative personal leave are authorized with pay by the Board in accordance with the following conditions:

1. Personal leave will not be deducted from accumulated sick leave and may not substitute for sick leave.
2. Personal leave may be granted for less than one (1) day at the discretion of the supervisor.
3. Request for personal leave shall be submitted to the building principal or supervisor for approval with a copy to the superintendent at least one (1) week in advance under normal circumstances. In unusual or emergency situations the one (1) week requirement may be waived by the administration.
4. If the leave is an emergency and time does not permit the filing of the written request, verbal approval may be obtained and the written request completed immediately upon the employee’s return.
5. Except in cases of documented emergency and graduation of a member’s child (to include persons over whom the member is legal guardian), personal leave shall not be taken as follows:

Cafeteria, clerical, aides, head cook, night watchman – During the first two (2) weeks or last two (2) weeks of the academic school year, on the day before or after a school vacation and/or holiday, on or during an in-service day nor may it be taken if more than one (1) person per classification in each building is on a scheduled absence.

Custodians/Maintenance – During the first two (2) weeks of the academic year and the two (2) weeks after the conclusion of the academic year, on the day before or after a school vacation and/or holiday, on or during an in-service day nor may it be taken if more than one (1) person per classification in each building is on a scheduled absence.

PERSONAL LEAVE APPLICATION FORM

NAME _____

TODAY’S DATE _____

DATE LEAVE REQUESTED _____

BLDG _____

PRINCIPAL/SUPERVISOR

SUPERINTENDENT

DATE

Approved_____	Not Approved_____
Date _____	

APPENDIX C-1

COOKS

STEP	Effective August 1, 2010 RATE PER HOUR	Effective August 1, 2011 RATE PER HOUR	Effective August 1, 2012 RATE PER HOUR	Effective August 1, 2013 RATE PER HOUR	Effective August 1, 2014 RATE PER HOUR
0	\$14.71	\$14.71	\$14.71	\$14.71	\$14.71
1	14.94	14.94	14.94	14.94	14.94
2	15.07	15.07	15.07	15.07	15.07
3	15.21	15.21	15.21	15.21	15.21
4	15.34	15.34	15.34	15.34	15.34
5	15.56	15.56	15.56	15.56	15.56
6	15.70	15.70	15.70	15.70	15.70

7	15.84	15.84	15.84	15.84	15.84
8	16.07	16.07	16.07	16.07	16.07
9	16.20	16.20	16.20	16.20	16.20
10	16.35	16.35	16.35	16.35	16.35
13	16.98	16.98	16.98	16.98	16.98
15	17.18	17.18	17.18	17.18	17.18
18	17.81	17.81	17.81	17.81	17.81
20	18.02	18.02	18.02	18.02	18.02

APPENDIX C-2

CUSTODIANS

STEP	Effective August 1, 2010 RATE PER HOUR	Effective August 1, 2011 RATE PER HOUR	Effective August 1, 2012 RATE PER HOUR	Effective August 1, 2013 RATE PER HOUR	Effective August 1, 2014 RATE PER HOUR
0	\$15.73	\$15.73	\$15.73	\$15.73	\$15.73
1	15.97	15.97	15.97	15.97	15.97
2	16.17	16.17	16.17	16.17	16.17
3	16.33	16.33	16.33	16.33	16.33
4	16.51	16.51	16.51	16.51	16.51
5	16.75	16.75	16.75	16.75	16.75
6	16.88	16.88	16.88	16.88	16.88
7	17.10	17.10	17.10	17.10	17.10
8	17.28	17.28	17.28	17.28	17.28
9	17.49	17.49	17.49	17.49	17.49
10	17.69	17.69	17.69	17.69	17.69
13	18.33	18.33	18.33	18.33	18.33
15	18.50	18.50	18.50	18.50	18.50
18	19.14	19.14	19.14	19.14	19.14
20	19.31	19.31	19.31	19.31	19.31

APPENDIX C-3

HEAD MAINTENANCE

STEP	Effective August 1, 2010 RATE PER HOUR	Effective August 1, 2011 RATE PER HOUR	Effective August 1, 2012 RATE PER HOUR	Effective August 1, 2013 RATE PER HOUR	Effective August 1, 2014 RATE PER HOUR
0	\$17.94	\$17.94	\$17.94	\$17.94	\$17.94
1	18.17	18.17	18.17	18.17	18.17
2	18.40	18.40	18.40	18.40	18.40
3	18.67	18.67	18.67	18.67	18.67
4	18.96	18.96	18.96	18.96	18.96
5	19.30	19.30	19.30	19.30	19.30
6	19.53	19.53	19.53	19.53	19.53
7	19.84	19.84	19.84	19.84	19.84
8	20.11	20.11	20.11	20.11	20.11
9	20.43	20.43	20.43	20.43	20.43
10	20.64	20.64	20.64	20.64	20.64
13	21.27	21.27	21.27	21.27	21.27
15	21.57	21.57	21.57	21.57	21.57
18	22.21	22.21	22.21	22.21	22.21
20	22.51	22.51	22.51	22.51	22.51

APPENDIX C-4

LIBRARY ASSISTANT

STEP	Effective August 1, 2010 RATE PER HOUR	Effective August 1, 2011 RATE PER HOUR	Effective August 1, 2012 RATE PER HOUR	Effective August 1, 2013 RATE PER HOUR	Effective August 1, 2014 RATE PER HOUR
0	\$15.31	\$15.31	\$15.31	\$15.31	\$15.31
1	15.48	15.48	15.48	15.48	15.48
2	15.70	15.70	15.70	15.70	15.70
3	15.89	15.89	15.89	15.89	15.89
4	16.12	16.12	16.12	16.12	16.12
5	16.31	16.31	16.31	16.31	16.31
6	16.49	16.49	16.49	16.49	16.49
7	16.75	16.75	16.75	16.75	16.75
8	16.96	16.96	16.96	16.96	16.96
9	17.10	17.10	17.10	17.10	17.10
10	17.35	17.35	17.35	17.35	17.35
13	17.99	17.99	17.99	17.99	17.99
15	18.19	18.19	18.19	18.19	18.19
18	18.82	18.82	18.82	18.82	18.82
20	19.03	19.03	19.03	19.03	19.03

APPENDIX C-5

MAINTENANCE

STEP	Effective August 1, 2010 RATE PER HOUR	Effective August 1, 2011 RATE PER HOUR	Effective August 1, 2012 RATE PER HOUR	Effective August 1, 2013 RATE PER HOUR	Effective August 1, 2014 RATE PER HOUR
0	\$16.54	\$16.54	\$16.54	\$16.54	\$16.54
1	16.80	16.80	16.80	16.80	16.80
2	16.97	16.97	16.97	16.97	16.97
3	17.15	17.15	17.15	17.15	17.15
4	17.35	17.35	17.35	17.35	17.35
5	17.53	17.53	17.53	17.53	17.53
6	17.74	17.74	17.74	17.74	17.74
7	17.95	17.95	17.95	17.95	17.95
8	18.12	18.12	18.12	18.12	18.12
9	18.32	18.32	18.32	18.32	18.32
10	18.54	18.54	18.54	18.54	18.54
13	19.18	19.18	19.18	19.18	19.18
15	19.37	19.37	19.37	19.37	19.37
18	20.00	20.00	20.00	20.00	20.00
20	20.19	20.19	20.19	20.19	20.19

APPENDIX C-6

NIGHT WATCHMAN

STEP	Effective August 1, 2010 RATE PER HOUR	Effective August 1, 2011 RATE PER HOUR	Effective August 1, 2012 RATE PER HOUR	Effective August 1, 2013 RATE PER HOUR	Effective August 1, 2014 RATE PER HOUR
0	\$17.06	\$17.06	\$17.06	\$17.06	\$17.06
1	17.16	17.16	17.16	17.16	17.16
2	17.35	17.35	17.35	17.35	17.35
3	17.50	17.50	17.50	17.50	17.50
4	17.69	17.69	17.69	17.69	17.69
5	17.81	17.81	17.81	17.81	17.81
6	18.00	18.00	18.00	18.00	18.00
7	18.17	18.17	18.17	18.17	18.17
8	18.34	18.34	18.34	18.34	18.34
9	18.54	18.54	18.54	18.54	18.54
10	18.69	18.69	18.69	18.69	18.69
13	19.31	19.31	19.31	19.31	19.31
15	19.48	19.48	19.48	19.48	19.48
18	20.11	20.11	20.11	20.11	20.11
20	20.27	20.27	20.27	20.27	20.27

APPENDIX C-7

SECRETARIES

STEP	Effective August 1, 2010 RATE PER HOUR	Effective August 1, 2011 RATE PER HOUR	Effective August 1, 2012 RATE PER HOUR	Effective August 1, 2013 RATE PER HOUR	Effective August 1, 2014 RATE PER HOUR
0	\$15.21	\$15.21	\$15.21	\$15.21	\$15.21
1	15.56	15.56	15.56	15.56	15.56
2	15.84	15.84	15.84	15.84	15.84
3	16.20	16.20	16.20	16.20	16.20
4	16.51	16.51	16.51	16.51	16.51
5	16.85	16.85	16.85	16.85	16.85
6	17.16	17.16	17.16	17.16	17.16
7	17.50	17.50	17.50	17.50	17.50
8	17.81	17.81	17.81	17.81	17.81
9	18.17	18.17	18.17	18.17	18.17
10	18.52	18.52	18.52	18.52	18.52
13	19.16	19.16	19.16	19.16	19.16
15	19.52	19.52	19.52	19.52	19.52
18	20.17	20.17	20.17	20.17	20.17
20	20.52	20.52	20.52	20.52	20.52

APPENDIX C-8

TEACHER AIDES

STEP	Effective August 1, 2010 RATE PER HOUR	Effective August 1, 2011 RATE PER HOUR	Effective August 1, 2012 RATE PER HOUR	Effective August 1, 2013 RATE PER HOUR	Effective August 1, 2014 RATE PER HOUR
0	\$15.31	\$15.31	\$15.31	\$15.31	\$15.31
1	15.48	15.48	15.48	15.48	15.48
2	15.67	15.67	15.67	15.67	15.67
3	15.82	15.82	15.82	15.82	15.82
4	16.00	16.00	16.00	16.00	16.00
5	16.14	16.14	16.14	16.14	16.14
6	16.31	16.31	16.31	16.31	16.31
7	16.48	16.48	16.48	16.48	16.48
8	16.62	16.62	16.62	16.62	16.62
9	16.81	16.81	16.81	16.81	16.81
10	16.97	16.97	16.97	16.97	16.97
13	17.58	17.58	17.58	17.58	17.58
15	17.76	17.76	17.76	17.76	17.76
18	18.38	18.38	18.38	18.38	18.38
20	18.55	18.55	18.55	18.55	18.55

APPENDIX C-9

WEEKEND NIGHT WATCHMAN

Effective August 1, 2010 RATE PER HOUR	Effective August 1, 2011 RATE PER HOUR	Effective August 1, 2012 RATE PER HOUR	Effective August 1, 2013 RATE PER HOUR	Effective August 1, 2014 RATE PER HOUR
\$15.78	\$15.78	\$15.78	\$15.78	\$15.78