

K# 29055

STATE EMPLOYMENT
RELATIONS BOARD

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**AGREEMENT
BETWEEN
THE
JEFFERSON TOWNSHIP LOCAL SCHOOL DISTRICT
AND THE
OHIO ASSOCIATION OF PUBLIC SCHOOL
EMPLOYEES
AND IT'S
LOCAL #674**

**EFFECTIVE
JULY 1, 2012
THROUGH
JUNE 30, 2015**

36

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ARTICLE 1 - RECOGNITION

- 1.1 The Board hereby recognizes the Ohio Association of Public School Employees, AFSCME, AFL-CIO and its Local #674 as the sole and exclusive representative for the unit described herein for the duration of the Agreement.
- 1.2 The Association will be recognized as the representative for the recognized unit which is defined to include those job classification reflected in Appendix A hereof and to exclude all certified employees, supervisors, confidential employees, guards and substitute employees.
- 1.3 Neither the Association nor the Board will engage in illegal discrimination on the basis of race, color, creed, sex, age, handicap or national origin.
- 1.4 The Association recognizes that the Board has the sole responsibility for the management and control of the Jefferson Township Local School District and that the Board is specifically vested by law with the authority and responsibility of making the rules and regulations by which the School District will be governed. The Association agrees that, unless such authority is specifically limited by a specific provision of the agreement, the Board has and retains all of its rights and authority to manage and control the School District which the Board of Education possesses including the following management rights:
 - A. Determine matters of inherent managerial policy as provided in the Ohio Revised Code which include, but are not limited to, areas of discretion of policy such as function and programs of the Board, standards of school activities, its overall budget, utilization of technology, and the school district organizational structure;
 - B. Direct, supervise, evaluate or hire employees;
 - C. Maintain and improve the efficiency and effectiveness of Board operations;
 - E. Determine the overall methods, process, means or personnel by which the school district operations are to be conducted;
 - F. Discipline, non-renew, demote, terminate for just cause, layoff, recall, transfer, assign, schedule, promote or retain employees; the superintendent may suspend a bargaining unit member without pay for just cause.
 - G. Determine the adequacy of the work force;
 - H. Determine the overall mission of the school district;
 - I. Effectively manage the work force in all aspects;
 - J. Take action to carry out the mission of the school district;

- L Make the rules and regulation by which the students and the employees of the Board will be governed.

The parties agree, notwithstanding any provisions of R.C. 4117.08, that the Board of Education may exercise any right or authority retained by it, pursuant to Section 1.4 of the contract and Ohio law, which is not specifically limited by the terms of this agreement, without bargaining with the Association with respect to the exercise of such right or authority, except that the Board shall bargain with respect to the effect of such exercise of authority may have on wages and working conditions.

The Union agrees, in the event a dispute arises during the term of this agreement over whether the Board has a duty to bargain over the exercise of a management right either permitted by the terms of this agreement or retained as a result of the provisions of this article, the grievance procedure established in this agreement shall be the sole and exclusive procedure for resolving such a dispute.

ARTICLE 2 - NEGOTIATIONS

- 2.1 When the Board and the Association representatives reach agreement on all negotiated matters, such agreement shall be submitted first to the Association for ratification and, if ratified, then to the Board for ratification.
- 2.2 Negotiation team members shall, with the prior approval of the Superintendent or his or her designee, be granted release time to participate in negotiation sessions when the scheduled meeting conflicts with an assigned work schedule of day or evening hours.

The Board, or the Designated Representative of the Board, will meet with the Representative designated by the Union for the purpose of discussing and reaching agreements. All Negotiations shall be conducted exclusively between said Teams. Neither Party shall have control over the selection of the other Party's Team Members. While no Final Agreement shall be executed without ratification by the Union and adoption by the Board, the Negotiating Teams will have the authority to make Proposals, consider Proposals and determine items acceptable to both Parties involved in Negotiations. Field Representatives of the Union shall be included in the Local's Negotiating Team.

- 2.3 In the event Agreement cannot be reached within sixty (60) days of the opening of negotiations, the Negotiating Teams shall accept jurisdiction of a Mediator from the Federal mediation and Conciliation Services (FMCS), and shall exclude fact-finding. Should the Parties be unable to reach agreement through the assistance of a Federal Mediator, then, and only then, shall the Union exercise its right to Strike. Said Strike will be in accordance with all established procedures of O.R.C. 4117.

ARTICLE 3 - DURATION

- 3.1 This Agreement shall be effective from July 1, 2012 through and including June 30, 2015, and thereafter for successive periods of twelve (12) months, unless either the Board or the Association, on or before ninety (90) days prior to the expiration of any such period, notifies the other of its desire to terminate, modify, or amend this Agreement.
- 3.2 The parties to this Agreement agree that there has been a full and complete opportunity to present and discuss proposals and that there are no other understandings than contained herein.
- 3.3 In the event a provision of this Agreement is found contrary to Federal, State or Local law, or valid rule or regulation adopted pursuant thereto, as determined by a court of competent jurisdiction, then such provision shall be null and void. All other provisions of the Agreement which are not found in conflict with any applicable Federal, State or Local law, or valid rule or regulation adopted pursuant thereto, shall continue in full force and effect.
- 3.4 If, during the term of this Agreement there is an amendment to, or new enactment of any Federal, State or Local law, or valid rule or regulation adopted pursuant thereto, which invalidates any provision of this Agreement, the parties will meet within thirty (30) days to determine the extent, if any, to which changes must be made.
- 3.5 The terms and procedures contained in this Agreement are fair and adequate to adjust disputes and differences between the parties, and thus, for the duration of this Agreement, the Board will not lockout any bargaining unit employees and neither the Association nor the bargaining unit employees will cause, engage in, instigate, authorize or give leadership to any slowdown, work stoppage, strike or job action.

ARTICLE 4 - PAYROLL AND DUES DEDUCTION

- 4.1 Employees desiring to have Association dues deducted from their payroll checks shall notify the Board Treasurer in writing on forms provided by the Association.
- 4.2 Beginning with the first or second payroll in September, dues shall be deducted in eighteen (18) consecutive and equal installments. Dues shall be sent to the State Association Treasurer by the Board Treasurer within fifteen (15) calendar days after the deduction is made. A list of all employees for whom deductions were made shall be included with the dues payment.
- 4.3 Dues deduction shall be continuous unless revoked by an employee during the period of June 20 through June 30 of the year this Agreement expires. A copy of the written revocation shall be promptly sent to the local President

and the employee shall be responsible for forwarding the written revocation to the OAPSE office in Columbus, Ohio.

4.4 AFSCME PEOPLE

The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to the provision monthly to the OAPSE State Treasurer together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

4.5 FAIR SHARE FEE

- A) Each person newly hired, who is not a member of the Union will be obligated to pay the Union, as a condition of employment, a "Fair Share" fee for the Union's efforts with respect to collective bargaining, labor contract enforcement, and grievance resolution. This obligation does not require any person in the bargaining unit to become a member of the Union, nor shall the Fair Share fee exceed Union dues covering the same period of time. Effective July 1, 2007, employees of the bargaining unit who are not currently members of the Union are not required to pay the Fair Share fee. However, if at some future time they join the Union and subsequently withdraw from the Union, they will be required to pay the Fair Share fee as a condition of employment.
- B) Fair share fees shall be deducted from the payroll checks of the employees in the same manner as regular membership dues are deducted and forwarded by the Employer to the Union in the same manner except that written authorization for deduction of fair share fees is not required.
- C) It shall be the responsibility of the Union to see that fair share fee payers are treated fairly by the Ohio Revised Code 4117.09 and that the Union is in compliance with all applicable State and Federal Laws and the Constitution of the United States and the State of Ohio.
- D) The Union agrees to indemnify and hold the Board harmless against any judgments, costs, expenses, or other liability the Board might incur as a result of the implementation and enforcement of this fair share fee sections.

4.6 PAY CHECKS AND DIRECT DEPOSIT

The employee shall have his/her salary paid in 26 bi-weekly installments (over 12 months) beginning with the first pay of a given contract year.

The first paycheck shall be issued not later than the last workday in the third work week after the beginning of the next school year. Such paycheck shall constitute payment for two full weeks of work.

The Board and the Association agree that the Board may require that all employees shall have their net salary paychecks electronically forwarded to an account or accounts selected by each employee (subject to the capacity of the payroll system). In the extraordinary event that the Association alleges that an employee cannot comply with the electronic transfer of salary checks due to severe hardship, such as an employee not being able to establish a checking or savings account with a bank or financial institution, then the Association shall request that the treasurer's office grant a direct deposit exemption. The treasurer's office will review the request and respond within 30 days of receiving such request. Denials of the direct deposit exemption request shall not be subject to the Agreement's grievance procedure.

ARTICLE 5 - GRIEVANCE PROCEDURE

5.1 Definition

A grievance is defined as a claim involving the alleged violation, misinterpretation or misapplication of a specific article or section or of the negotiated agreement setting forth the understanding of the parties upon those matters.

An individual employee may present his/her grievance to the Board or its designated representative and have the grievance adjusted without the intervention of the Association or its representatives, as long as the adjustment is not inconsistent with the terms of the Agreement. Grievant(s) shall have the right to have an Association representative present at all levels of this procedure (Steps 1 V). Grievances will be presented in the following steps:

5.2 Step I Informal Procedures (Immediate Supervisor)

If an employee believes there is a basis for a grievance, he/she may, within ten (10) days, present the alleged grievance to his/her immediate supervisor, by conference, outside school hours, in an effort to resolve the alleged grievance informally. If the employee does not present the alleged grievance to his/her supervisor within the ten (10) days after he/she knew of the act or conditions on which the alleged grievance is based, the alleged grievance shall be considered waived. A notice shall be signed and dated by both parties in interest that a conference regarding the alleged grievance was held. Copies shall go to each person involved. Within ten (10) days after presentation of the alleged grievance, the immediate

supervisor shall give his/her disposition orally to the employee. If the immediate supervisor does not respond by the seventh working day, it shall be presumed that the grievance is denied and the employee may go to Step II.

5.3 Step II Formal Procedure (Immediate Supervisor)

If, as a result of the informal discussion in Step I, the employee believes that a grievance still exists, he/she may submit, within ten (10) days of the disposition in Step I, Part I, a completed OAPSE Grievance Form designated Step II to the Principal or immediate supervisor in duplicate, showing the date of alleged grievance, a statement of the nature of the alleged grievance, the section of the negotiated agreement allegedly violated, and the relief sought. Within ten (10) days of the receipt of this Report Form, the Principal or immediate supervisor shall meet the Grievant in an effort to resolve the grievance. The Principal or immediate supervisor shall indicate his/her disposition of the grievance within ten (10) days after such meeting by completing OAPSE Grievance Form designated Step II and returning it to the Grievant.

5.4 Step III Formal Procedure (Superintendent)

If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made, he/she may, within ten (10) days of receipt of the disposition *in* Step II, complete OAPSE Grievance Form designated Step III, and submit it to the Superintendent. Within ten (10) days of the receipt of OAPSE Grievance Form designated Step III, the Superintendent or his/her designated representative shall meet with the grievant. Within ten (10) days of this meeting, the Superintendent shall indicate his/her disposition by completing OAPSE Grievance Form designated Step III and forwarding it to the employee.

5.5 Step IV Grievance Mediation

In the event the grievance is not satisfactorily resolved at Step III, the grievant may submit the grievance to grievance mediation through the Federal Mediation and Conciliation Service (FMCS) within ten (10) days after receiving the Step III decision. The mediator will be asked to establish a date within thirty (30) days of receiving the request for mediation.

5.6 Step V Arbitration

If the grievance is not settled to the satisfaction of the Association at Step IV, the Association may request arbitration. Within ten (10) days after notice requesting arbitration has been served on the Board, the parties shall meet to select an

impartial arbitrator. If no agreement is reached at this meeting, the parties immediately and jointly shall request the American Arbitration Association to submit a panel of ten (10) arbitrators from which the Board and the Association shall select an arbitrator by using the American Arbitration Association's Voluntary Rules of Selection. The decision of the arbitrator shall be final and binding on the grievant(s) and both parties. The arbitrator shall not have the power to add to, subtract from, or modify this Agreement. The Board will take action on the decision of the arbitrator within fourteen (14) calendar days or the next scheduled Board meeting, whichever comes later. The party not prevailing shall pay the fees and expenses of the arbitrator.

5.7 Additional Information

- A. If an employee desires to discuss a personal complaint with his/her Principal or immediate supervisor, he/she may do so without recourse to the grievance procedure.
- B. Administrative personnel shall have the right to have a representative present at all levels of this procedures (Steps I - V).
- C. The number of days indicated at each step is considered a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
- D. If a decision on a grievance is not appealed within the time limits specified at any step of the procedure, the grievance will be deemed settled on the basis of the disposition at that step and further appeal shall be barred.
- E. All notices to the grievant(s) of hearings and dispositions of grievances shall be hand delivered and an initialed receipt shall be given to the carrier by the receiver or sent by certified mail with return receipt.
- F. 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 any party, all parties shall use their best efforts to process such grievance prior to the end of the school year and not later than thirty (30) days after the end of the school year.
- G. "Working days" as used herein shall mean school work days.
- H. A copy of all written decisions resulting from a grievance shall be given to the Union President.

ARTICLE 6 - JOB VACANCIES, (SENIORITY, POSTING, BIDDING)

6.1 Seniority

- A. "Seniority" shall be defined as the length of continuous service in the Jefferson Township Local School District.
- B. New employees shall have no seniority until they have completed ninety (90) days of work, after which their seniority dates from the date of hire.
- C. "Continuous Service" is that time period unbroken continuous employment from the date of initial employment or most recent reemployment after a break in continuous service and shall include all time on sick leave, leave of absence (including military) approved by the Board and disability retirement up to five (5) years.
- D. "Break in continuous service" shall mean a termination of continuous employment due to resignation, retirement for other than disability reasons, or termination, or failure to return to work at the expiration of any leave of absence.
- E. Substitute employees shall not accumulate continuous service and are not considered as either regular full time or regular part time employees, subject to the terms of this provision. Only regular full time or regular part time employees shall accumulate continuous service.
- F. "Classification Seniority" shall be the length of time served in any given classification.
- G. A current up-to-date seniority list shall be given annually to the President of the Union no later than February 1st of each school year. Additionally, the Administration shall be responsible for posting such list in each building annually in a conspicuous location, preferably a bulletin board or other such area accessible to employees.

6.2 Qualifications of Bidding

- A. When vacancies occur in the classifications listed in Appendix A, those vacancies will be filled according to the procedure outlined herein.
- B. Only employees with seniority may bid. (Must have completed ninety (90) days of probationary period).
- C. A "vacancy" shall mean a position the Board has determined to fill in a classification covered under this Agreement, resulting from Board action to terminate or accept the resignation of an employee, the creation of a new position within the bargaining unit, or an opening in a classification

covered under this Agreement caused by the promotion of an employee.

- D. All positions filled in the eligible department classification will be made with seniority as a factor in selection if skill and ability are equal. Management may exercise its right to set the qualifications desired for the position in order or properly fill said position.

The order of consideration for filling a position shall be as follows:

1. All personnel within the given classification;
2. All employees outside of the given classification but within the bargaining unit;
3. Persons outside the bargaining unit.

- E. For purposes of this paragraph only, a change in position shall not be considered a promotion unless the pay scale for the new job classification is higher than the pay scale for the classification the employee is leaving.

6.3 Bidding Procedure

- A. A notice indicating that a permanent opening in a classification exists (or is expected to exist, if known ahead of actual vacancy), setting forth the classification, and the location of the job involved, shall be posted within five (5) business days of the date an opening in a classification exists on an appropriate bulletin board in each school, supervisor's office, maintenance office, Board of Education office, and drivers' lounge for ten (10) working days.
- B. During this period, all eligible employees who desire to bid will do so by properly filling out a bid card. All requested information will be completed and the card will be signed by the employee, during days that the classification openings are posted. This card may be obtained and shall be returned to the office of the Board of Education in the required time period. Unless the above requirements are complied with, the bid will not be honored.
- C. After ten (10) working days, the classification postings will be removed and no more bid cards will be accepted.
- D. The bid cards will be held for a period of ten (10) calendar days following the awarding of the job.
- E. Nothing in the foregoing procedure for filling job vacancies shall limit the

right of the Board of Education to temporarily fill job vacancies, without regard to seniority, until such time as a permanent replacement is secured through application of the appropriate procedure set forth. Within ten (10) working days of a vacancy within a classification, said vacancy shall be posted according to the foregoing procedure.

ARTICLE 7- TRANSPORTATION

7.1 Route Vacancies

Route vacancies shall follow the negotiated agreement bidding procedure.

7.2 Field Trips

All athletic, band, and educational trips:

- A. The field trip rotation list will be used to cover field trips except when an emergency exists or when a trip becomes available on short notice. The field trip rotation list shall be made from among those drivers who have signed up to take field trips. When field trips are not staffed by drivers from the rotation list, the trip may be run by either a substitute or any other person possessing a school bus driver's CDL.
- B. All regular contract drivers who are interested in driving these runs shall submit their interest in writing to the head of the transportation department by the end of the second week of school. These names will be put on a field trip rotation list with the most senior driver initially listed first. Thereafter, as the trips come up, a driver may either take the run or refuse, so long as such offered trip does not interfere with a driver's normal run. Drivers on paid sick leave will maintain their position on the field trip rotation list. If it is refused, it is the same as taking the trip and that driver's name is moved to the bottom of the list. If the trip is canceled, it is not considered a turn and the driver's name remains next in line. In the event all regular contract drivers who are on the field trip rotation list refuse a field trip, the field trip shall be assigned in reverse order of seniority. For example, upon the first occurrence in which all drivers on the field trip rotation list refuse a field trip assignment, it shall be assigned to the least senior driver. Upon the second occurrence, the field trip shall be assigned to the second least senior driver, etc. until all drivers in the bargaining unit have been assigned a field trip in reverse order of seniority.
- C. No trip permit may be altered or changed in any way without first consulting the bus supervisor. If, for any reason, the driver is unable to fulfill his/her obligation to drive the trip, the supervisor shall be notified as soon as possible and the trip be given to the next regular driver who is available.

- D. Whenever possible, drivers shall be notified of extra driving assignments no less than twenty-four (24) hours prior to the scheduled departure of such driving assignments. If, due to the circumstances beyond administrative control, twenty-four (24) hour notification is impossible, the driver offered the extra trip who refuses, shall not be charged a refusal for rotation purposes.
- E. When driving a field trip, the driver shall remain with the bus and stay in the general area of the scheduled field trip.
- F. If a driver does not follow the provisions of this Article, he/she is subject to have his/her name removed from the field trip list.
- G. Upon the third (P) refusal, the driver shall be removed from the list for the balance of the semester.

7.3 Permission of Supervisor

The bus shall not be taken home without the permission of the bus supervisor.

7.4 Working Day

Notwithstanding anything to the contrary contained herein, the typical workday for a full time bus driver will consist of a split shift with three (3) hours in each of the two (2) parts of the shift. The first part of the split shift will begin between 6:00 a.m. and 6:30 a.m. and last for three (3) hours. The second part of the split shift will begin between 12:30 p.m. and 1:30 p.m. and last for three (3) hours.

Thus, full time bus drivers working a five (5) day work week will be paid for no less than thirty (30) hours.

It is anticipated that once routes are assigned, starting times for each of the split shifts will remain uniform from day to day unless there is an emergency or substantial changes in bus stops require changes in beginning times.

Driving times outside of the split shift shall be paid at the bus driver's regular hourly rate except for those trips generally categorized "field trip" in which case the field trip rate shall prevail.

When it is practical and possible, "short hour" drivers (i.e., drivers whose regular assignments result in less than a forty (40) hour week) will be used on field trips or extra driving assignments to avoid work weeks that exceed forty (40) hours. If there are no short hour drivers available, substitute drivers may be used.

During the split shift, if a driver is not otherwise driving or performing their routine duties of a bus driver such as required inspections, the driver may be assigned to light

duty for which he/she is suited but which falls outside of duties in the transportation area.

7.5 Instructor's pay

When bus drivers are asked and agree to train new bus drivers, they will be paid their regular hourly rate for time spent outside their normal shift.

7.6 Field Trip Pay

The rate of pay for all field trips shall be one dollar (\$1.00) less than the Bus Driver. Step I rate.

7.7 Kindergarten and Preschool Routes

If available, Kindergarten and Preschool routes shall be offered to the senior drivers who apply for such routes during the first week of the school year. Drivers who apply for but do not receive a Kindergarten or a Preschool route shall be used as substitution for that year when needed.

7.8 Field Trip Posting

Exact field trip hours, after trips are taken, shall be posted on a monthly basis in the bus lounge.

7.9 Traffic Convictions

Drivers, as a condition of continued employment, shall file with the Central Office a notice listing all traffic convictions. Such notice shall be filed with ten (10) days following any conviction.

- 7.10 The Board shall have the right to eliminate transportation services for bus routes that do not transport students enrolled in the Jefferson Township Local School District for reasons of economy and efficiency and enter into a contract with an independent agent. Any driver displaced as a consequence of eliminating these services shall have all rights provided under R.C. § 3319.0810.

ARTICLE 8 - SICK LEAVE

8.1 Approved Absence

In the interest of effective operation of this school system, employees are obligated to report for the daily performance of their duties, except for

good and sufficient reason authorized by Board policy, Ohio Revised Code, or the provisions of this Agreement.

8.2 Accumulated Credit

- A. In accordance with the laws of this State, a contract employee of this school system shall receive one and one-fourth ($1\frac{1}{4}$) days sick leave credit for each month of employment to a maximum of fifteen (15) days per year.
- B. The maximum credit for sick leave shall be: Two Hundred and forty-five (245) days.
- C. The new employee who is employed a part of the year by reason of late entrance shall accumulate one and one-fourth ($1\frac{1}{4}$) days per month sick leave allowance for each remaining month.
- D. Each new employee, who had not been under an Ohio State Employees Retirement System, shall be entitled to five (5) days of sick leave at the beginning of a school year, regardless of whether that amount has accumulated. (Note: Total days accrued cannot exceed the maximum(s) set forth in paragraph B. above; these five (5) days shall constitute a part of the total days for which such employees are eligible during the year.)
- E. Sick leave, may be used in increments of one-fourth ($\frac{1}{4}$) days or more of the employee's regular work day. Kindergarten drivers who are on sick leave either on the morning or afternoon run, shall be permitted to drive the kindergarten route if said driver notifies the Transportation Supervisor that a substitute driver is not needed.

8.3 Availability of Sick Leave

Sick leave credit shall be made available to the contract employee immediately upon reporting to duty at the beginning of the school year.

8.4 Transferable Cumulative Sick Leave

Accumulated sick leave may be transferred to another school system in Ohio or credit from another school system up to the maximum allowable by this Agreement when the individual changes positions.

8.5 Conversion of Sick Leave at Retirement

The Board shall grant conversion pay upon proof of retirement from one of the state retirement systems in an amount to be determined multiplying the daily rate of the employee's base pay, exclusive of supplemental pay, by twenty-five

percent (25%) of the number of days of unused accumulated sick leave up to the maximum number of fifty-nine (59) days.

The employee, to be eligible for conversion pay, must apply to the Treasurer within ninety (90) days following retirement.

An employee, to be eligible for conversion pay, must be an employee of Jefferson Township Local Schools at the time of filing for retirement.

8.6 Notification Procedure

When employees are unable to report for duty, they shall notify the building principal, supervisor or administrator (cafeteria employees - supervisor, bus drivers - transportation coordinator). These administrators or supervisors shall be notified the day preceding the absence if possible, never later than seven O'clock (7:00) a.m. on the day of absence. If this is not followed, the employee shall not receive credit pay for the absence.

- 8.7 Sick leave may be used for absence due to serious illness or death in the employee's immediate family, defined as: parent, current spouse, brother, sister, child (step or foster) or other relative who is a permanent resident of the employee's legal residence.

8.8 Exemption Claims

If an employee is absent from duty for more than three consecutive days, it will be necessary for such employee, upon request, to provide a statement from a licensed physician.

8.9 Attendance

If an employee is absent for five (5) or more "occurrences" in a work year, beginning with the fifth occurrence, the following discipline may be administered at the Superintendent's discretion:

- A. Fifth (5th) occurrence, employee receives verbal reprimand.
- B. Sixth (6th) occurrence, employee receives written reprimand.
- C. Seventh (7th) occurrence, employee receives one (1) day suspension without pay.
- D. Eighth (8th) occurrence, employee receives three (3) days suspension Without Pay.
- E. After the eighth 8th occurrence, the Board may consider additional suspensions up to and including termination.

Definition of "Occurrence": An occurrence shall be defined as an absence from work for any part or all of the work day. Consecutive days absent from work as a result of the same illness or injury will count as a single occurrence. Absence from work for any of the following reasons shall not be considered an "occurrence:"

- A. Vacation
- B. Personal leave for reasons other than illness
- C. Bereavement leave
- D. Court leave
- E. As determined by Superintendent or Designee.

The work year shall be defined as July 1st through June 30th for the purpose of this provision. Each July 1st all employees shall start a new zero occurrences balance, and discipline shall start at the beginning of the progression table. However, any employee who receives a written reprimand or greater related to the absenteeism discipline procedures contained herein, shall begin the next work year with a balance of two (2) occurrences.

All disciplinary procedures related to this provision shall supersede the procedures and due process requirements prescribed by Ohio law. An employee may appeal discipline under this provision only through the Grievance process provided in Article 4. Any employee disciplined under this provision shall be given the right to an informal hearing with the superintendent or his/her designee at least twenty-four (24) hours prior to receiving a reprimand, suspension or termination. At such meeting the employee may provide written notice and/or documentation as to their illnesses and the purpose or the reason for the use of prior sick leave.

The Board reserves the right to accelerate disciplinary measures when an employee fraudulently reports the use of sick leave.

Unexcused absences are not acceptable and may result in disciplinary action including, but not limited to, termination from employment

8.10 Sick Leave Bank

The purpose of a sick leave fund is to give additional days of sick leave to employees who experience personal serious injury, emergency surgery, or a catastrophic illness. To this end, the Association shall within thirty (30) days from the start of each school year appoint not less than three (3) nor more

than five (5) of its members to serve on the sick leave bank committee (SLBC).

The appointees will serve for one (1) year. Any vacancies occurring that would cause the committee to fall below three (3) members must be filled immediately by the Association.

The SLBC shall be responsible for the development, administration and implementation of the sick leave bank guidelines. Prior to implementation such guidelines will be approved by the Association.

At the beginning of each school year, or within ten (10) days of the hiring of any employee after the beginning of the school year, the SLBC will ask each employee to contribute up to two (2) days of their accumulated sick leave to the sick leave bank. The donation of these days will be reflected on the sick leave fund form (Addendum H) and will not reflect upon the donor's attendance record. All donations, along with the donor's name, shall be reported to the treasurer's office, which will be responsible for the deduction of the donated sick leave from the donor.

There shall be no limit on the days that can accrue in the sick leave fund and all days contributed are nonrefundable and non-transferrable.

The SLBC will be responsible for maintaining the sick leave bank, keeping records of the sick leave days donated and awarded, preparing reports and keeping minutes of SLBC meetings.

At the end of each school year, the SLBC will prepare a report showing the status of the sick leave bank membership, usage, and sick leave day reserves. Such reports will be provided to members of the bank, the superintendent, and the treasurer.

If an employee has used all of his/her personal/sick leave, he/she may receive a gift of the number of sick leave days from the sick leave fund, as approved by the SLBC, provided that the employee has met the guidelines as established by the SLBC. The decision of the SLBC will be final and binding and not subject to the grievance procedure of this contract. Only employees who have contributed two (2) or more days and have completed the applicable part of Addendum H are eligible for a gift from the bank.

Each initial grant of sick leave days shall be limited to a maximum of ten (10) consecutive scheduled working days for each illness or injury. After the initial grant, an extension of up to twenty (20) sick leave days may be granted per illness or injury. The total leave granted to any one member shall not exceed

thirty (30) days for any one illness, accident or injury. Any unused gifts will be returned to the sick leave bank.

When the SLBC has determined that a gift of days will be awarded to an employee, a report of such award will be sent to the treasurer's office. The treasurer's office will be responsible for continuing the pay of the employee receiving the gift for such length of time as awarded by the SLBC.

ARTICLE 9 - PERSONAL LEAVE

- 9.1 Regular employees may use up to three (3) days personal leave per contract year for the reasons set forth herein. Employees who are scheduled to work less than five (5) days per week, per contract year may use personal leave on a pro rata basis of time worked compared to a regular employee. One (1) of the three (3) days shall be unrestricted.
- 9.2 Criteria for Personal Leave

An employee may apply for personal leave to cover certain personal matters enumerated below, which can only be scheduled during the normal school day:

- A. Personal business appointments, including by example, dental or doctor appointments, real estate closing, registration, licensing or filing documents with respect to personal property.
- B. Death of close friend or relative not covered under sick leave policy,
- C. Emergency occasions which the employee cannot control and which require immediate attention.
- D. Father's duties immediately before, at, or following the birth of a child,
- E. Graduation of employee, employee's parent, child or current spouse.
- F. College course registration where Saturday registration is not provided.
- G. Wedding of the employee or an immediate family member.
- H. Attend ceremonies where the employee or an immediate family member is receiving an award of major significance.

- I Religious holidays which require the employee's complete abstinence from work.
- J. Appearances as a party or subpoenaed witness for which leave is not otherwise provided in this Agreement.
- K. College examinations which cannot be scheduled at any other times.

9.3 Procedures for Requesting/Granting Personal Leave

- A. Item "I" may not be granted on the day prior to or following a regularly schedule holiday (week day or Saturday/Sunday).
- B. Request must be made to the immediate supervisor in advance.
- C. The proper request form must be submitted to the immediate supervisor.
- D. Personal Leave may be taken in half-day blocks.
- E. Personal Leave may be taken in succession, if necessary.

9.4 Personal Day Conversion

Two (2) unused Personal Leave days shall be converted into sick leave at the end of the fiscal year to a maximum allowable in Article 8.2(c).

ARTICLE 10- VACATIONS

10.1 Vacations shall be granted to eleven (11) and twelve (12) month employees as set forth below and in accordance with the Ohio Revised Code Section 3319.084.

After one (1) year of service with the Board	10 work days
After ten (10) yeas of service with the Board	15 work days
After eighteen (18) years of service with the Board	20 work days

Paid days off other than vacation shall not be charged against an employee's vacation credit.

10.2 Vacation requests must be submitted in writing at least 24 hours prior to taking vacation leave. Such requests must be submitted to the employee's supervisor for approval. Any request to take such leave during the term of the student year must be approved by the Superintendent or his/her designee.

ARTICLE 11 - HOLIDAYS

11.1 Employees in the unit shall receive the following paid holidays on the date designated by the Board:

A. Twelve or Eleven Month Employees:

New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Memorial Day	Day Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

B. Less than Eleven Month Employees:

New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving Day
Memorial Day	Christmas Day
Labor Day	

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

In order to receive pay for a holiday, an employee must, unless otherwise waived by his supervisor, be in an active pay status the day before and the day after the day on which the holiday falls.

ARTICLE 12 - CALAMITY DAYS

12.1 In the event of a public calamity which would necessitate the closing of schools, all classified employees will be excused from duty with pay unless directed to report for work by the Superintendent or his/her designee. A public calamity shall include:

- A. Tornado;
- B. Flood;
- C. Ice Conditions;
- D. Snow Storm;
- E. Other calamity situations as determined by the Superintendent.

A public calamity does not include any school or building closing

necessitated by:

- A . F i r e ;
- B . Power Supply interruption or reduction, and
- C . Lack of reduction of fuel or water.

In case of a closing not necessitated by public calamity, employees may be assigned at the direction of the Superintendent. All employees who are required to work and do in fact work on calamity days shall be paid at time and one-half (1^{1/2}) their regular hourly rate for each hour worked (in addition to calamity pay).

ARTICLE 13 - CONFERENCE TIME

- 13.1 Authorized delegates shall be permitted to attend the annual OAPSE Conference and other OAPSE official business without loss of pay. Notification of delegate's status and intent to attend shall be presented to the Superintendent at least two (2) weeks prior to the conference date. Official delegates shall be limited to:
- A. One (1) delegate for each one hundred (100) members and the Union President.
 - B. The number of days without loss of pay for each delegate shall be no more than three (3) days annually. Additional days may be taken from available Personal Leave days.

ARTICLE 14 - LONGEVITY COMPENSATION

- 14.1 All employees working a minimum of twenty (20) hours per week shall receive the following hourly wage additive:
- A. After ten (10) years of service with the Board, but less than fifteen (15) years ten cents (\$.10) per hour worked.
 - B. After fifteen (15) years of service with the Board, but less than twenty (20) years - fifteen cents (\$.15) per hour worked.
 - C. After twenty (20) years of service with the Board, but less than twenty-five (25) years - twenty cents (\$.20) per hour worked.
 - D. After twenty-five (25) years of service with the Board - twenty-five cents (\$.25) per hour worked.

ARTICLE 15 - EDUCATION REIMBURSEMENT

- 15.1 When the Board of Education requires an employee to obtain additional education to retain his/her current position, the employee shall be reimbursed for such training.
- 15.2 Education that qualifies an employee for a higher classification position shall not be reimbursed.
- 15.3 If an employee wishes to obtain additional training and/or education that is directly related to his/her current position, the employee may submit such request upon a form attached hereto as Appendix B to the employee's Building Principal or supervising Administrator. Such form shall be submitted in advance of any training/education the employee wishes to obtain. The Building Principal and/or supervising Administrator, in their sole discretion, shall approve or deny reimbursement by the Board for the cost of the requested training/education. The decision of the Building Principal and/or supervising Administrator is final, and is not subject to the grievance procedure.

ARTICLE 16 - SUBSTITUTING

- 16.1 Any regularly contracted employees (of the proceeding school year) signing a nine (9) month contract, while willing and able to substitute for any twelve (12) month contracted employee (except for reasons of illness or regular vacation time), will receive vacation time according to hours worked and, will receive his/her regular hourly rate on the first day of work.

ARTICLE 17 - ASSAULT LEAVE

- 17.1 If an employee covered hereunder suffers incapacitation from normal duties as a result of an unprovoked battery in performance of contracted duties, then such time off work may be a legitimate use of assault leave. Full pay status (days not charged to sick leave) under assault leave to be granted up to a maximum of the first five (5) days beginning with the first day of said leave. At the end of the five (5) days, the employee may use accumulated sick leave or receive Workers' Compensation (if eligible) for the period of disability. The Board may elect to continue an employee's wages through wage continuation in lieu of the Bureau of Workers' Compensation paying temporary total disability benefits or wage loss. If a claim has been approved by the Bureau of Workers' Compensation, the Board may pay the difference between the employee's regular pay and the weekly benefit paid under the Workers' Compensation Act. Such extended pay benefit shall be paid up to a maximum of an additional five (5) work days.

ARTICLE 18 - OVERTIME

- 18.1 Overtime payments shall be granted to all employees who are in an active pay status beyond forty (40) hours a week. Payment for such hours shall be at one and one-half (1 1/2) times the employee's hourly rate for all such time worked.

An employee called to work at a time disconnected from the employee's normal work hours shall receive a minimum of one (1) hour pay.

ARTICLE 19 - JOB DESCRIPTIONS

- 19.1 Employees shall receive job descriptions upon hire and at such other times as such description(s) are revised.
- 19.2 A brief description of job duties and qualifications shall be set forth on any posting for a vacancy.
- 19.3 A copy of all job descriptions for employees covered hereunder shall be made available to the Association President.
- 19.4 Job description(s) shall not be arbitrarily changed by the Superintendent.

ARTICLE 20 - TIMECLOCKS

- 20.1 Employees who do not leave their building or the premises during lunch shall not be required to clock in and out during a scheduled lunch period.

ARTICLE 21 - MILEAGE REIMBURSEMENT

- 21.1 Employees required to use their personal vehicle in the performance of their job duties shall be reimbursed at the maximum allowable rate offered by the IRS and not charged as additional income. Application for such reimbursement shall be made on the forms provided by the Board.
- 21.2 When an employee is asked to split work time between buildings, he/she shall be paid at the current mileage rate of travel.

ARTICLE 22 - REDUCTION IN FORCE

- 22.1 Whenever it becomes necessary to reduce the employees in a job classification due to economic reasons, closing of school buildings,

changes in district territory, or lack of work, the following shall exclusively govern such reductions in force:

- A. Affected employees shall be laid off according to classification seniority with the least senior employee first. If two or more employees have the same length of classification service, seniority will be determined by system seniority and then by lot.
- B. Each employee to be reduced shall be given ten (10) days advance written notice of the reduction. Each notice of reduction shall state the following:
 - 1. Reason for reduction;
 - 2. The effective date of reduction; and
 - 3. Statement advising the employee of his/her recall or reinstatement rights.

C. For the purpose of this section, the following job classification within the in-service classes shall be recognized:

I. Bus Drivers

Driver
Bus Aide

II. Custodians

Head Custodian
Custodian

III. Food Service

Head Cook
Regular Cook/Cashier
Short Hour Cook

VI. Transportation

Asst. to Mechanic/ Trans.
Coordinator

V. Secretarial

Principal's Secretary
Guidance Counselor's
Secretary
Support Secretary

IV. Para-professionals
(formerly called Aides)

22.2 Recall

An employee subject to layoff under this Article may elect to displace a less senior employee in a classification affected by the layoff. Employees who have been displaced shall be eligible to exercise their classification seniority in the same class series whether or not such employee held such lower rated classification. An employee subject to layoff in a classification may elect to displace a less senior employee in a different classification provided the employee has previously been employed by that classification, holds all proper certification for the position, and has more service in that position with the District than the displaced employee (Classification Seniority).

22.3 Any employee reduced in classification or laid off shall retain recall rights for a period of two (2) years during which time the Board shall not hire any new employee to any classification affected by a reduction until all employees within the classification who were reduced or laid off have been offered an opportunity to be reinstated. Reinstatement from the recall list shall be to the same or equivalent position and hours as previously held prior to layoff. However, an employee who may be offered lesser hours or a lesser position may refuse and shall not lose his/her standing on the recall list. If reinstated during this period, the employee shall resume all rights related to salary and fringe benefits. Notice of Reinstatement shall be made by personal service or by Registered or Certified Mail. Unclaimed, refused or non-deliverable notices shall be considered the same as if the employee refused the offer of re-employment.

22.4 It shall be the responsibility of a laid off employee to keep the Board informed of his/her current address and telephone number.

22.5 Laid off employees shall have the right to continue their group health insurance policies in accordance with the Federal COBRA regulations.

22.6 The provisions of Article 22 shall supersede and replace 3319.081 of the Ohio Revised Code.

ARTICLE 23 LIFE INSURANCE

23.1 The Board shall provide each employee, covered hereunder, a Forty Thousand Dollar (\$40,000.00) life and accidental death and dismemberment group insurance plan. Such benefits shall be provided at no cost to the enrolled employee.

ARTICLE 24 - HEALTH/DENTAL INSURANCE

24.1 The Board shall provide, on behalf of each requesting regular contract employee, a health insurance plan.

The percentage of the insurance premium to be paid by the Board shall be determined as follows:

- A. Class A Twelve (12) month employees working thirty-five (35) hours or more, per week - Board share: Eighty percent (80%) for single and family plans.
- B. Class B - Nine (9) to eleven (11) month employees working at least thirty-five (35) hours per week - Board share: Sixty-two percent (62%).
- C. Class C - Nine (9) to eleven (11) month employees who work at least twenty (20) hours per week, but less than thirty-five (35) hours per week - Board share: Forty percent (40%).

Any change in the plan of coverage will be made only after giving the Association at least a thirty (30) day prior notice and offering to negotiate the effects such a change would have.

24.2 The Board shall provide, on behalf of each requesting regular contract employee a plan of dental insurance.

The percentage of insurance program to be paid by the Board shall be as set forth in 25.1 above for the plan of medical/hospitalization, i.e., Class A - 80%; Class B - 62%; and Class C - 40%.

24.3 The Board agrees to implement a Section 125 Plan for the purpose of sheltering the medical and dental premium paid by employees.

ARTICLE 25 - BOARD MATERIALS

25.1 A copy of all Board Minutes and any Board Agenda for any regular or special meeting of the Board shall be sent to the OAPSE Chapter President at the same time such document is sent to Board members.

ARTICLE 26 - SERS PICK-UP
(UTILIZING THE SALARY REDUCTION METHOD)

- 26.1 The Board shall designate each employee's mandatory contributions to the School Employee Retirement System of Ohio as "picked up" by the Board as contemplated by Internal Revenue Service Revenue Rulings 77-464 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by the then-current percentage amount of the employee's mandatory School Employee Retirement System contribution which has been designated as "picked up" by the Board, and that the amount designated as "picked up" by the Board shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up", nor is the Board's total contribution to the State Teachers Retirement System increased thereby.
- A. The pick-up percentage shall apply uniformly to all members of the bargaining unit as a condition of employment. The pick-up shall apply to all compensation including supplemental earnings thereafter.
 - B. The parties agree that, should the rules and regulations of the IRS or retirement system change making this procedure unworkable, the parties agree to return, without penalty, to the former method of employer/employer contributions.
 - C. Payment for sick leave, personal leave, severance and supplementals, including unemployment and worker's compensation, shall be based on the employee's daily gross pay prior to reduction as basis (e.g., gross pay divided by the number of days in an employee's contract.)
 - D. Such salary reduction shall not result in a salary that is less than the salary available under the State minimum salary schedule. Should the reduction calculation result in a salary that is less than the State minimum salary schedule, pro rata reduction shall result with the employee contributing that portion which falls below such State minimum level.
 - E. It is understood that it is the responsibility of each individual employee to make necessary adjustment(s) in any other tax-sheltered annuities he/she has in order to be in compliance with IRS laws and regulations.

- F. The Board is not liable nor will it be held responsible for any related legal, IRS, SERS or any other agencies' penalties or decisions concerning this plan now or in the future.
- G. The Association and employees individually, agree to indemnify and save the Board harmless against any and all claims that shall arise out of or by reasons of any action taken by the Board in compliance with provisions of the Article.

ARTICLE 27 – WORKING CONDITIONS/DISCIPLINE

GENERAL WORKING CONDITIONS, JOB SECURITY, TENURE, DISCIPLINE
AND TERMINATION

- 27.1 A. All employees hired after September 1, 2002 shall serve a period of one (1) calendar year of probation from the date of hire. Termination during a probationary period need not be for just cause and are not subject to the grievance process.
- B. No employee who before September 1, 2002 was a continuing contract employee and no employee who continues to be employed beyond the probationary term applicable to him or her shall be terminated unless such termination is for just cause.

C. Discipline

The Board shall have the right to discipline, including suspension and/or discharge, for proper cause. The Board agrees that, in general, it will follow the principles of progressive discipline with respect to occurrences other than those listed below, that is, an employee cannot be suspended for an offense unless he has first received a written warning/reprimand for the same offense and an employee cannot be discharged for an offense unless he has first been suspended for the same offense. The standards of progressive discipline are:

- 1. Oral or written reprimand;
- 2. One (1), three (3), or five (5) day suspension;
- 3. Discharge.

It is understood that the above disciplinary steps do not apply to the more serious offenses and conduct listed below:

1. Insubordination.
2. Bringing intoxicants or controlled substances into, or consuming same, in the Board's vehicles and buildings or being under the influence of same while at work.
3. Fighting during work hours or the use of insulting or abusive language toward students, the public or other employees of the Board.
4. Dishonesty or stealing, either from the Board or its employees, and forging or falsifying time documents and/or reports.
5. Causing injury to a fellow employee or destruction of a fellow employee's property or Board property through deliberate action or gross negligence.
6. Any willful violation of safety rules and regulations.
7. Immoral conduct.
8. Any other offenses for which in the judgment of the Superintendent, the progressive discipline procedure is not appropriate.

Commission of any of the above listed offenses may be cause for immediate suspension and/or termination.

Representation - When an employee is called before a supervisor or administrator for a discussion that may lead to a result in disciplinary action against such employee, the employee shall be permitted to bring a representative if he/she so desires.

if an employee is suspended or terminated pursuant to this provision, he/she may initiate an appeal of said action by filing a grievance at step four (4) of the grievance procedure within seven (7) working days of receipt of the administrator's decision suspending and/or terminating him/her.

In the event a grievance over the suspension or termination of an employee is taken to arbitration, the arbitrator's decision shall be binding on all parties, provided, however, the arbitrator shall be limited to determining, in the case where the disciplinary action involved was taken pursuant to this provision, that said progressive discipline procedures were followed and that the event or incident upon which the disciplinary action being taken is based occurred; or determining, in the case where the disciplinary action is being taken for one of the reasons set forth in this contract as grounds for immediate suspension or discharge, that the event or incident upon which the disciplinary action is based occurred.

- D. Where an employee is promoted or by reason of mutual agreement between the parties, the employee changes classifications, the employee shall be afforded no less than sixty (60) day probationary period in the new job. If,

following the sixty (60) days probationary period, it is the decision of the Administration to return the employee to the status he/she held prior to the change of job, the employee must be so notified within the sixty (60) day probationary period. If the employee does not receive such notification from the Administration, then the employee's promotion or change of job is considered permanent subject to this Article and Article VI.

- E. It is the intention of the parties that the provisions of this Contract be substituted in place of whatever the statutes of Ohio would otherwise require by reason of Chapter 3319 of the Ohio Revised Code
- F. The parties agree that questions of discrimination are to be directed to the appropriate State and/or Federal agency(ies).
- G. Wages.

0% increase to each employee covered under this agreement effective July 1, 2012 through June 30, 2013.

2.00% increase to each employee covered under this agreement effective July 1, 2013 through June 30, 2014.

2.00% increase to each employee covered under this agreement effective July 1, 2014 through June 30, 2015.

ARTICLE 28 - ASSOCIATION RIGHTS

28.1 OAPSE Local 674 shall have the following rights and privileges:

- A. To use designated areas of school buildings with the prior approval of the building administrator which shall not unreasonably be withheld. The Association will not be charged a fee for said use and said use shall be confined to a time of day when school is not in session.
- B. Association materials may be sent from one building to another through the school mail system.
- C. Association materials may be posted on designated bulletin boards located in the employees' work rooms.
- D. The Association shall be provided, upon request, the names and addresses of newly employed classified staff members.

- E. Any member of the bargaining unit wishing to attend an OAPSE Local meeting during his/her regular work hours may do so with the prior approval of the Superintendent/designee provided the time that he/she spends in the meeting is made up during the same shift that the meeting occurs and it is made up immediately after the scheduled ending time for the employee's regular shift.
- F The Association may use the school office machines and materials with prior approval of the Building Principal.

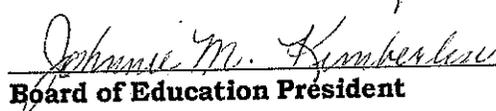
ARTICLE 29 - EXECUTION OF AGREEMENT

IN WITNESS WHERE OF, the parties hereto have set their hands this 30th day of July, 2012.

For Jefferson Township Board of Education



Richard Gates, Superintendent


Board of Education President

For Ohio Association of Public School Employees, Local #674



Jim Tackett, OAPSE Field Representative

**APPENDIX A - RATE SCHEDULE
2012-2014**

PARA-PROFESSIONAL

- 1. \$ 10.10
- 2. \$ 10.22
- 3. \$ 10.72
- 4. \$ 11,28
- 5. \$ 11.85
- 6. \$ 12,44

**GUIDENCE COUNSELOR
SECRETARY**

- 1.\$ 12.29
- 2. \$ 12.66
- 3.\$ 13.13
- 4.\$ 13.85
- 5.\$ 14.68
- 6.\$ 15.58

**SUPPORT SERVICE &
PRINCIPAL SECRET**

- 1. \$ 12.29
- 2. \$ 12,66
- 3. \$ 13.13
- 4. \$ 13.85
- 5. \$ 14.68
- 6. \$ 15.58

HEAD CUSTODIAN

- 1. \$ 12.93
- 2. \$ 13.33
- 3. \$ 13.98
- 4. \$ 14.51
- 5. \$ 15,11
- 6. \$ 15.72

CUSTODIAN

- 1. \$ 10.68
- 2. \$ 11.06
- 3. \$ 11.70
- 4. \$ 12.27
- 5. \$ 12.88
- 6. \$ 13.54

BUS DRIVER

- 1. \$ 12,83
- 2, \$ 13.34
- 3. \$ 14.09
- 4. \$ 14.61
- 5. \$ 15.19
- 6. \$ 15.79

HEAD COOK

- 1, \$ 10,27
- 2.& 10.48
- 3. \$ 10.81
- 4. \$ 11.40
- 5. \$ 12.10
- 6. \$ 12.82

**REGULAR COOK/
CASHIER**

- 1. \$ 9,32
- 2. \$ 9,60
- 3. \$ 9.76
- 4. \$ 10.35
- 5. \$ 10.99
- 6. \$ 11.65

SHORT HOUR COOK

- 1. \$ 9.49
- 2. \$ 9.73
- 3. \$ 9.95

BUS AIDE

- 1. \$ 9.15
- 2. \$ 9.52
- 3. \$ 9.89

**ASST TO MECHANIC/TRAN
COORDINATOR**

- 1. \$ 13.11
- 2. \$ 13.66
- 3. \$ 14.20
- 4. \$ 14.75
- 5. \$ 15.29
- 6. \$ 15.84

APPENDIX B
JEFFERSON TOWNSHIP LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEE CONTINUING TRAINING/EDUCATION FORM

IMPORTANT: Complete the pre-approval section of this form prior to the commencement of the scheduled activity and submit to the Building Principal and/or supervising Administrator for approval.

Name _____

Assigned School Building _____

Date Pre-Approval Form Submitted _____

Activity _____

Provider _____

Cost of Activity _____

Anticipated Trip Expenses:

Travel _____ mileage Cost of Lodging _____ Cost of Meals _____

Other Anticipated Professional Trip Expenses _____

Total Estimated Cost of Trip _____

Check One: _____ Course _____ Credit Hours
 _____ Conference/Workshop
 _____ Equivalent Activity

Objective of Professional Development Activity: _____

How does this Professional Development Activity support your continued development and improvement in your current position, and how does this activity benefit the School District?

Decision of Administrator

_____ Approved _____ Denied

Cost to be reimbursed _____

Signature of Administrator _____