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NEGOTIATED AGREEMENT BETWEEN

*MINERVA LOCAL BOARD OF
EDUCATION*

AND

*OHIO ASSOCIATION OF PUBLIC SCHOOL
EMPLOYEES,
AFSCME/AFL-CIO
LOCAL 187*

JULY 1, 2011 – JUNE 30, 2014



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PREAMBLE

This Agreement is entered into by and between the Minerva Board of Education, hereafter referred to as the "Board", and the Ohio Association of Public School Employees Local #187 (OAPSE), hereinafter referred to as the "Union". The Association is affiliated with the American Federation of State, County, and Municipal Employee, AFL-CIO. This Agreement contained herein represents the entire agreement between the parties and supersedes and cancels all prior practices and agreements.

RECOGNITION

- A. The Board hereby recognizes OAPSE and Local #187 OAPSE as the sole and exclusive bargaining representative for all employees in the bargaining unit with respect to wages, hours, or terms and other conditions of employment and the continuation, modification or deletion of an existing provision of a collective bargaining agreement.
- B. The bargaining unit shall include employees employed on a regular basis and assigned to the following classifications:

Secretaries	Custodians and Maintenance
Aides	Food Service Personnel
Health Services Coordinator	Bus Mechanics
Attendants	Bus Drivers

Employees who shall be excluded from the bargaining unit are: secretaries to the Superintendent and the Treasurer, confidential employees, certified employees, district-wide supervisory employees and substitutes.

- C. In the event the Board establishes a new non-supervisory non-confidential classification which is to be included in the bargaining unit, the Board will notify the Union of this new position and of the proposed wage rate. If the Union disagrees with the wage rate, the Board shall meet with the Union in an attempt to resolve the dispute.

In the event the parties cannot agree on the wage rate, the Board may proceed to post and fill the position at the rate it has established. The Union may within ten (10) days following the meeting, file a grievance at the arbitration step of the grievance procedure of the Agreement.

- D. The recognition shall be for the term of this Agreement and thereafter without challenge as provided in Section 4117 of the Ohio Revised Code.

ARTICLE I - PERSONNEL FILES

All non-certified employees shall have the right, upon request, to review the contents of their personnel file and to receive a copy, at their expense, of any documents contained therein. The time of such review will be arranged by mutual agreement of the employee and Superintendent/designee.

All non-certified employees will have the right to indicate those documents and/or other materials in their file which they believe to be obsolete or otherwise inappropriate for retention. Said documents will be reviewed by the Superintendent, who shall make the final determination concerning retention of the document(s).

No detrimental material regarding a bargaining unit member's conduct, service, character, or personality will be placed in their personnel file unless the individual has had an opportunity to review such material by affixing their signature to the copy to be filed, with the expressed understanding that such signature in no way indicated agreement with the contents thereof. The bargaining unit member will also have the right to submit a written answer to such material, which will be reviewed by the Superintendent of schools and attached in the file copy. All documents placed in an employee's file after October 29, 1990 shall be dated and identified as to the source.

ARTICLE II - NEGOTIATION PROCEDURES

- A. Negotiation Teams - The Board or its designated representative(s) will meet with representative(s) designated by OAPSE for the purpose of discussing and reaching agreements. All negotiations shall be conducted exclusively between said parties, and in closed sessions. The number of designated representatives for each party shall be no more than seven (7). Neither party shall have control over the selection of the other party's representatives. While no final agreement shall be executed without ratification by OAPSE and adoption by the Board, the negotiating representatives will have the authority to make proposals, consider proposals, and determine items acceptable to both parties involved in negotiations.
- B. Consultants - Consultants, not to exceed three (3) to any one meeting, may be used by each of the parties in an advisory capacity at any of the negotiations meetings. Consultants will not be permitted to enter into discussions unless both parties agree to permit them to participate. The expense of such consultants shall be borne by the party requesting or hiring them.
- C. Meetings - A written request for negotiations shall be made by either party not more than 90 calendar days nor less than 60 calendar days prior to the expiration of the agreement on wages, benefits and working conditions. Within five (5) school days of the receipt of such request OAPSE and the Board shall agree upon a mutually acceptable meeting date.

- D. In order that meetings may be conducted in an orderly manner, each group shall be represented by a chairperson. There should be a time limit for any session. However, either party may caucus or be granted adjournment at any time. A subsequent meeting date and place shall be established by mutual agreement prior to the conclusion of each session if there is further business to conduct.
- E. The Board and OAPSE agree to provide to each other, upon request, all regularly and routinely prepared information concerning the issue(s) under consideration.
- F. As negotiated items are agreed upon they shall be reduced to writing and initialed by the chief negotiator of each party. Such initialing shall be construed as tentative agreement by both parties at that time, or issue subject to ratification by OAPSE and by the Board.
- G. When an agreement is reached through negotiations, the outcome shall be reduced to writing. Both parties shall review the agreement together to determine the accuracy of the transcript. If the agreement is then in proper form, it shall be submitted first to OAPSE for ratification and then to the Board for adoption.
- H. Prior to the negotiated agreement being presented to the Union and to the Board, each team shall recommend adoption of the tentative agreement.
- I. Protocol - No action to coerce, censure or penalize any participant in negotiations shall be made or implied by any member of either negotiation team. Both parties agree to conduct themselves in a professional, non-personal manner.

ARTICLE III - IMPASSE PROCEDURE

- A. In the event that agreement is not reached by May 1, or a mutually agreed to date, impasse can be declared by either party during the negotiation procedures. When impasse is reached during negotiations, the matter will be submitted to an impasse panel within thirty (30) days after the request of either party to the other. Only items not tentatively agreed to by both parties will be submitted to the panel and their decision must be made within the boundaries of each side's last position. After the declaration of impasse, the Board will name one (1) panel member and the Union will name one (1) panel member. A third member, who shall be chairperson, shall be named by the first two (2) named members. If the two (2) named members cannot agree on selection of the third member within ten (10) calendar days, then the chairperson shall be selected through the FMCS.
- B. All hearings conducted by the Impasse Panel shall be in closed sessions, and no news releases shall be made concerning progress of hearings.
- C. The parties have seven (7) calendar days after receipt to accept the recommendation of the Impasse Panel. If either party chooses not to accept, the

recommendation shall be made public within twenty-four (24) hours after the vote is taken with the dissenting parties giving their reasons for refusal to accept the recommendation.

ARTICLE IV - GRIEVANCE PROCEDURE

A. Definitions

1. A “grievance” shall be any alleged violation, misinterpretation, or misapplication of the master contract between OAPSE and the Board of Education.
2. A “grievant” shall be a member(s) of the bargaining unit initiating a grievance or the OAPSE.
3. “Days” shall mean work days except during summer recess when the term shall refer to calendar days.
4. A grievance must contain a statement concerning the part of the contract violated and the remedy suggested.

B. Rights

1. A grievant may be accompanied at all steps of the grievance procedure by a representative of the Union or counsel.
2. All parties agree that the grievance shall be kept as confidential as is appropriate and shall be processed as expeditiously as possible.
3. If a grievance is not processed within the time lines given, unless they have been extended by mutual agreement, the grievance shall be deemed ended on the basis of the disposition of that step.
4. If the grievance is not initiated within the twenty-one (21) working days of the alleged violation upon which it is based, the grievance shall be considered waived.
5. The written grievance and copies of all communication, decisions, or records dealing with the grievance shall be furnished to all parties to a grievance upon request. In addition, no records, documents, or communications concerning a grievance shall be placed in the personnel file of any of the participants.
6. No adjustment or resolution of a grievance will be inconsistent with the terms and conditions of this contract without the acceptance of the Union and the Board.

C. Procedure

Informal procedure:

1. An employee having a complaint or problem shall first discuss the matter informally with the principal, supervisor, or Superintendent through normal channels of communication.
2. He/she may request that a representative of the OAPSE accompany him/her in approaching the administrator, and the OAPSE representative may speak on behalf of the grievant if desired. The administrator shall not initiate any consultation with the grievant prior to the scheduled meeting at which the OAPSE representative may be present.
3. The above grievance need not be in writing and will remain confidential.
4. The informal procedure shall be concluded within 14 calendar days of the grievable event.

Formal procedure:

Level I.

1. If the informal discussion does NOT resolve the employees problem, he/she can then put his/her complaint in the form of a written grievance and submit it to his/her immediate supervisor. This written grievance must be submitted no later than ten (10) calendar days after the conclusion of the informal procedure in order to be considered timely.
2. Within five (5) days of the receipt of the grievance, the immediate administrator/supervisor shall meet with the grievant.
3. Within ten (10) days of the meeting the immediate administrator/supervisor shall write a disposition of the grievance and return a copy to the grievant and the Superintendent.
4. If the grievant is not satisfied with the disposition of the grievance at Level I, the grievant may pursue the grievance further by proceeding to Level II.

Level II.

1. The grievant shall within ten (10) days of the disposition at Level I, submit his/her grievance in writing to the Superintendent or his/her designee.
2. Within ten (10) days of the receipt of the written grievance the Superintendent or his/her designee shall meet with the grievant.

3. Within ten (10) day of this meeting the Superintendent or his/her designee shall write a disposition of the grievance and forward copies to the grievant, OAPSE and the immediate administrator/supervisor.
4. If the grievant is not satisfied with the disposition of the grievance at Level II, the grievant may pursue the grievance further by proceeding to Level III.

Level III.

1. Within fifteen (15) days of the receipt of the disposition of the grievance at Level II, the grievant will submit the grievance to OAPSE.
2. If the OAPSE agrees to the submission of the grievance to arbitration, a written request shall be sent to the Superintendent by certified mail with return receipt requested within ten (10) days after receipt of the Level II disposition.
3. Within five (5) days following the receipt of the written request for arbitration, the Superintendent or designee and OAPSE or representative shall mutually petition the American Arbitration Association (AAA) to provide both parties with a list of seven (7) names from which an arbitrator will be selected by the alternate strike method and notified in accordance with the rules of the AAA.
 - A. A second list of seven (7) names may be requested by either party.
 - B. The toss of a coin shall determine who strikes the first name.
4. Once the arbitrator has been selected, they shall conduct a hearing on the grievance in accordance with the rules and regulations of the AAA.
5. The arbitrator shall hold the necessary hearing promptly and issue a decision within such time as may be agreed upon by the parties involved.
6. The decision shall be in writing and a copy sent to all parties present at the hearing.
7. The decision of the arbitrator shall be binding of the Board, OAPSE, and the grievant.
8. The arbitrator shall have no power to add to, subtract from, disregard, alter or modify any terms of the written provisions of this agreement nor shall he/she make any decision contrary to law.
9. The cost of the arbitrator shall be shared equally by OAPSE and the Board.

D. Miscellaneous

1. Nothing contained in this procedure shall be construed as limiting the individual right of an employee having a complaint or problem to discuss the matter informally with members of the administration through normal channels of communication.
2. In the event the Association determines, at any level of the grievance procedure, that a grievance should not be carried further, the grievance will be withdrawn.
3. A grievance may be withdrawn at any level without prejudice or record.
4. No reprisals of any kind shall be taken by or against any party of interest or participant in the grievance procedure by reason of such participation.
5. No release of information to the news media shall be given unless mutually agreed upon by both parties.
6. No employee may be represented by any other organization other than OAPSE/AFSCME, AFL-CIO if he/she chooses to be represented by any organization at all, in any grievance procedure initiated pursuant to this agreement.

ARTICLE V - DISCIPLINE PROCEDURE

Sequence of Progressive Discipline

The normal progression of discipline for each occurrence of the same violation shall begin with documentation of the violation and will be as follows:

- Step 1: The supervisor shall meet with the employee and attempt to reach a solution to the problem. Counseling/written documentation of counseling within ten (10) work days of the alleged infraction.
- Step 2: Written warning letter placed in personnel file, which must explain the problem.
- Step 3: Three (3) day suspension without pay.
- Step 4: Ten (10) day suspension without pay.
- Step 5: Further discipline up to and including discharge.

Although the above sequence will normally be followed, the Board may issue discipline at any step in the procedure if the seriousness of the situation requires it. Seriousness

may include, but not be limited to, legal issues, safety and well being of students, staff and public. If step five (discharge) is to be implemented, this would include the issuance of up to a three (3) day suspension without pay for investigation of pending charges.

Seniority will be automatically broken, and an employee will be terminated if he/she is absent more than three (3) consecutive working days without notifying his/her supervisor.

Procedures

Disciplinary interviews and reprimands shall be made in private. For all disciplinary hearings or actions, an affected employee may, if he/she deems it necessary, request the presence of a representative of the Union; and when such a request is made, the hearing or action shall not proceed until the representative is in attendance. The Union agrees to provide representation in a timely fashion. The Union President or Grievance Chairperson will be notified in advance of any pending disciplinary interviews or reprimands.

The Superintendent will be involved at Step 3 and throughout the remainder of this procedure.

Employees shall be disciplined in accordance with the procedures detailed in this Article V. Should the procedure in this Article V fall short in handling a particular situation ORC 3319.081 shall apply.

ARTICLE VI - PAID HOLIDAYS

Paid holidays which are included in the annual salary of all nine and ten month classified personnel will include New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day. Twelve month classified personnel shall have, in addition to the previously stated holidays, President's Day and Independence Day. These are holidays on which no employee will work and if they are asked, they would receive their regular pay in compensation or equivalent time off. Also, these days will be used as the divisor for calculating pay to be deducted for days off not covered by Board policy or that which does not fall under sick leave.

Employees who are required to work for a twelve month period and who are under contract will receive in addition to their regular vacation period five (5) extra vacation days which will be Good Friday, the Monday after Easter, the Friday after Thanksgiving, and the day before and the day after Christmas Day.

ARTICLE VII - EMPLOYEE RIGHTS

A. Transfer

All employees will have the opportunity to change within the department and/or schools at the discretion of the Superintendent.

B. Representation

An Employee, upon request, shall have a right to a Union representative at an investigatory interview which, based on objective considerations, the employee reasonably believes may result in disciplinary action.

C. Dispensing medicine

No employee shall have added to their job description "the dispensing of medicine", but may be designated to do so by their principal.

D. School aides shall be provided an inservice meeting for the purpose of explaining the duties of their position and insight into helpful ways of performing said duties. Aides shall also be included in staff meetings which pertain to their job.

E. Time spent attending mandatory inservice meetings above and beyond the normal inservice requirements of the job classification and outside of the work day shall be paid at the employee's regular rate of pay.

F. The Board will attempt to offer inservice in the employee's school district.

G. The Board shall provide all specialty tools required to work on Board owned equipment. Requests for such equipment shall be made through the supervisor. The Board agrees to pay for the replacement of non warranted tools broken on Board owned equipment.

ARTICLE VIII - SENIORITY

Types of Seniority:

District Seniority is defined as the length of continuous employment as a regular employee with the school district from the last date of hire. This shall include all regular employment in or outside the bargaining unit, except for substitute or temporary employment.

Bargaining Unit Seniority is defined as the length of continuous employment from the last day of hire in the bargaining unit.

Job Classification Seniority is defined as the length of continuous employment in the job classification without a break in bargaining unit seniority.

Leaving the Bargaining Unit: Seniority shall be frozen if a member transfers outside the bargaining unit but remains an employee of the district. Upon returning to the bargaining unit without a break in service the employee shall get credit for his/her previous bargaining unit and job classification seniority.

Breaking Ties in Seniority:

Job Classification Seniority: When two (2) or more employees have the same job classification seniority, the employee with the most bargaining unit seniority shall be the most senior.

Bargaining Unit Seniority: When two (2) or more employees have the same bargaining unit seniority, the most senior bargaining unit employee shall be determined by alphabetical order.

Breaking Seniority: All seniority shall be broken and employment shall be terminated when an employee:

- a) Quits or retires from the school district.
- b) Is discharged for just cause.
- c) Is non-renewed.
- d) Exceeds any leave of absence provided for in this agreement without an approved extension by the Superintendent.
- e) Is off the active payroll (not being paid) for a period of twenty-four (24) consecutive months, unless on approved leave of absence.
- f) Fails to report for work under the time limits specified under recall from layoff (Article XI) without an approved extension by the Superintendent (i.e. return from major surgery).
- g) Fails to report to work for three (3) consecutive days without notifying supervisor.

Seniority List

Each November the Union shall be given a copy of the seniority list for all bargaining unit members. This list shall show district seniority and job classification seniority for each employee in the bargaining unit. This list may be posted by the Union and an employee may review said list and will have until December 1 of the same year to

challenge the list. A corrected list will be sent to the Union President as soon as the correction(s) can be made.

ARTICLE IX - ASSOCIATION DUES/SERVICE FEE

Payroll deductions and authorization shall not be revocable except during a ten (10) day period from August 22 to August 31, 1991. This revocation is effective upon the unit member sending notification to the OAPSE Local President with a copy being sent to the Board of Education Treasurer.

1. All employees in the bargaining unit covered by the contract who are members of the Union on the effective date of this agreement and all other employees in such bargaining unit who become members of the Union at any time in the future shall, for the term of this contract, continue to be members of the Union; and the Board shall not honor dues deduction (check off) revocations from such employees.
2. All employees hired after the effective date of this Agreement, who fail voluntarily to acquire or maintain membership in the Association, shall be required as a condition of employment, to pay to the Association a share fee, which shall not exceed the dues paid by members of the Association who are in the bargaining unit covered by this Agreement.
3. The Association shall notify the Board of fair share fee amount and of any changes in the amount of dues deduction, and shall concurrently provide to each non-member employee a notice of the amount of the fee, adequate explanation as to how the fee was determined, a statement that the employee may file an objection as to the amount and how to receive a rebate, and an explanation as to the procedure which the employee must follow to challenge the amount of the fee under the Association's internal rebate policy.
4. Fair share fee shall be deducted through the payroll deduction in the same manner as dues deductions, except that written authorization for fair share fee deduction is not required. Both dues and fair share fees shall be forwarded to the State Association with notices of name, address and amounts.
5. The Treasurer of the Board shall deduct from the employee's pay all dues deduction. The Association shall forward to the Treasurer by September 1, each year, the amount to be deducted for the year, if changed from the previous year. Deductions shall be made in 26 equal installments beginning with the first pay in September and ending in August.
6. The Board Treasurer shall forward the OAPSE State Treasurer the amount of State Dues/Fees, along with a complete description by name and amount for each employee. A copy of this description shall be forwarded to the Local Treasurer. The

Board Treasurer shall forward directly to the Local Treasurer the amount deducted for the Local dues. This shall be done within ten (10) days following each deduction.

7. The Union agrees that it will indemnify and hold the employer harmless from any claims, actions, demands, suits, damages, awards, fines, and court costs by an employee(s) arising from deductions made by the employer pursuant to this article.
8. Should the OAPSE, Local 187 attain a membership of 83% of all eligible employees in the bargaining unit, the following will become effective:

All members of the bargaining unit who are not members of the Association and its Local 187 shall pay to the Association a fair share fee as a condition of their continued employment with the Minerva Local School District. Such fair share fee shall not exceed dues paid by members of the Association and its Local 187.

ARTICLE X - PAYDAY

Twenty-six (26) pay checks will be issued on alternate Fridays. If a payday falls on a holiday, the employee will be paid on the preceding Thursday.

During the years when accumulation of days causes an extra pay period, the Board Treasurer shall give notification of the pending problem prior to the first day of the year in question. The employee's yearly wages for the year shall be divided into 27 equal pay periods.

ARTICLE XI - REDUCTION IN FORCE

- A. When the Board determines it necessary to reduce the number of bargaining unit positions for financial reasons, lack of work, building closure, or because of job abolishment, the following procedures shall apply:
 1. The Board shall attempt to minimize the number of people to be laid off through not replacing employees who leave the employment of the district.
 2. The employees and the Union will be given at least a two (2) week written notice of layoff.
- B. In making a reduction in force, job classification seniority within payroll status shall be used to determine who shall be laid off. Board approved leaves of absence shall not constitute an interruption of continuous service in computing seniority.
- C. When the Board determines that a reduction in force within classification in a department or building is necessary, new employees shall be laid off first. Additional reductions shall begin with the least senior employee in a classification within a

payroll status, within a department or building continuing in order of seniority until the reduction is complete.

- D. Any employee affected by such a reduction shall be granted bumping rights. Bumping shall be exercised on the basis of job classification seniority. Such employee will be given three (3) work days from the date he/she is notified of lay off to exercise his/her bumping rights otherwise he/she will be laid off.
- E. Any employee affected by such a reduction may displace a less senior employee within the same classification and payroll status in another building or department. However, if bumping rights affect more than one employee, the Superintendent and the Local Union President shall mutually agree on a date for all affected employees to meet and exercise their bumping rights. Forty-eight (48) hours prior to the scheduled meeting the employees shall be given a list of all positions in that classification.
- F. If an employee cannot bump anyone in his/her classification, he/she may exercise his/her bargaining unit seniority to bump the least senior employee in a lower paying classification providing: The employee formerly held this position as a regular employee in the school district, and he/she is still qualified to perform the work without any training.

The employee has more bargaining unit seniority than the least senior employee in the lower rated classification.

- G. No new employee will be hired into a classification and no one currently employed by the Board will be placed into a classification if there are laid off employees who are subject to recall under this Article.
- H. Recall From Layoff: Notices of recall will be sent to the employee's last known address (according to Board records) by certified or registered mail. The recall notice shall state the time and date the employee is to report back to work. An employee will be given ten (10) work days to report to work from the date the notice was received. An employee who refuses a recall or fails to report back to work within ten (10) work days shall forfeit all recall rights and be subject to Article VIII. Employees shall retain recall rights for a period of two (2) years from the effective date of layoff.
- I. An employee who is recalled to his/her former position from layoff shall retain all previously accumulated seniority prior to layoff, as well as placement on the appropriate step in his/her pay scale. Benefits shall also be re-established at the time the employee returns to work. However, time spent on layoff shall count toward accumulation of seniority.

ARTICLE XII - MEDICAL EXAMINATION

The Board shall pay the full cost of any medical examination which it requires of any employee. When the Board approves an employee to be examined by a physician other than the one designated by the Board, the employees shall be reimbursed for the cost of such examination up to the cost of such services from the Board designated physician upon presentation to the Treasurer a paid receipt from the physician.

ARTICLE XIII - TRANSPORTATION DEPARTMENT REGULATIONS

- A. A bulletin board shall be maintained in the bus garage showing a seniority list of bus drivers. Extra trips will be taken in rotation according to the seniority list. If for any reason, except contractual obligation, a driver cannot take a run, a "no" is placed by their name; and the normal process continues.
- B. A department meeting must be called by the transportation supervisor. They must be held every four weeks at 9:30 A.M. not to exceed 30 minutes. Attendance shall be mandatory. These departmental meetings shall meet the inservice requirements. Suggested topics: new laws, safety, district policy, etc. Attendance at inservice outside the district shall not be chargeable to the district
- C. If a driver shows up for a run and the trip is canceled, the driver will be paid the show up rate of two (2) hours and the next driver on the seniority list will be assigned the next trip.
- D. On any overnight trip each day is limited to eight hours, (for example: Should a driver be required to make a trip to any city and remain overnight, he/she would be paid for two (2) eight hour days).
- E. The cap for bus mechanics uniforms will be up to \$975.00 per year and up to five per week for each mechanic.
- F. Drivers requesting repairs on their assigned bus shall fill out a repair form provided by the transportation coordinator.
- G. Handicap vehicle driver. It is agreed that the handicap vehicle driver remain in the bus driver category. It is understood that this position will pick up and deliver the JVS drivers each day when scheduling permits and does not extend the run beyond the 4 1/2 hour day.
- H. Bus drivers shall have the right to request the use of their own bus for away trips when bad weather conditions prevail recognizing safety, distance, and fuel cost will be primary considerations.

- I. CDL - The Board agrees to pay \$25.00 toward CDL license. The Board will not pay any portion of the license fee for drivers who have lost their CDL certification.
- J. All forms shall be in mailbox slots or easily accessible in the bus garage.
- K. Transportation of children identified as handicapped will be an important consideration. Meetings between the driver, special education coordinator, and transportation supervisor will occur on an as needed basis to determine the best practice.
- L. Drivers who are selected for random drug and/or alcohol testing will be compensated at their hourly pay rate for up to two (2) hours.
- M. In the event that a drug test is necessary because of an accident while driving a bus, the driver affected will report to work in the transportation department for his/her work day until the testing results are completed.
- N. An additional one (1) hour per week shall be paid to wash and clean the interior and exterior of the drivers' assigned bus. If a driver is assigned to wash more than one bus, payment shall be at the extra trip rate. In instances where an individual run is in excess of four and one-half hours, the driver will be paid for time worked.

ARTICLE XIV - WORK DAY AND OVERTIME

- A. Overtime - Members of the bargaining unit shall be paid at the rate of time and one half (1-1/2) for all hours worked in excess of eight (8) hours per day and 40 hours per week or compensatory time off, at the employees discretion, subject to paragraph D-3 of this article.
- B. When cafeteria kitchens are used by various non-school groups for cooking purposes, a cook must be employed at time and one half (1-1/2) of their regular hourly rate of pay. Head cooks will not be responsible if circumstances of a previous evening's activity have an impact on the food served or the cafeteria operation the following day.
- C. Temporary classification - If an employee performs a work assignment in a higher classification, the employee shall receive the higher rate of pay for every full day worked in that assignment. If a part time cafeteria worker substitutes for a staff member, who works more hours, they shall be paid at their per hour rate for the additional time worked. However, if a cook performs a work assignment as a head cook, the employee shall receive the higher rate of pay for every hour worked in that assignment. The number of hours to be mutually agreed upon by the cook and the head cook.

- D. The Board may grant compensatory time in lieu of overtime. Any employee taking compensatory time off in lieu of overtime shall have prior approval of such accrued time by his/her supervisor.
1. Such compensatory time shall be accrued and granted at time and a half for all overtime worked.
 2. Compensatory time shall be taken within the school year (July 1 - June 30) the overtime was worked.
 3. An employee may not accrue more than 40 hours of unused compensatory time for overtime hours worked.
 4. Employees who have accrued compensatory time up to these limits must be paid in cash for additional overtime.
- E. Exchange time: Exchange time does not have to occur in the week it is earned. Exchange time may be accrued and used at a time that is mutually agreeable to the employee and his/her immediate supervisor.
- F. Report pay - The Board agrees that any time an employee reports to work at its request and work is not available, he/she shall be paid for two (2) hours at his/her regular rate of pay or compensatory time off.
- G. The normal work week shall be five (5) consecutive work days, Monday through Friday.

ARTICLE XV - CALAMITY DAYS, EPIDEMICS, OR "SNOW DAYS"

If schools are closed due to public calamity or epidemic, bargaining unit employees shall suffer no loss of pay, for the period of closure. Employees who are required to work during a calamity period shall receive "exchange time" on an hour for hour basis. Employees will, if possible, report to work only if notified by their immediate supervisor.

ARTICLE XVI - WORKERS COMPENSATION

The Board of Education will follow applicable State statues regarding worker's compensation.

ARTICLE XVII - ACTIVITY PASS FOR RETIRED PERSONNEL

Upon retirement, the retiree will receive an activity pass to use for himself/herself and any other person of his/her choosing.

ARTICLE XVIII - INSURANCE

In order to be eligible for insurance, an employee, other than a bus driver, must be contracted for at least 25 hours per week. Bus drivers will be eligible with at least 22 ½ hours per week. Any bus driver hired on or after July 1, 2011, and who are contracted for at least 22 ½ hours per week, may elect the insurances by paying 40% of the premium.

However, any employee who was enrolled in the insurance programs on June 30, 2003 will continue to be covered by paying the one month's premium.

<u>Hours Worked Per Week</u>	<u>Amount Paid By Employee</u>
25 hours or more	one month's premium
22 1/2 hours - bus drivers	After July 1, 2011 – 40%

Employees may not be paid cash in lieu of insurance benefits.

Coverage Overview: See Plan Booklet for more detailed coverage information

Medical

A. Stark County Schools Council

The Board of Education may fully meet its obligations to provide health care benefits and services under this collective bargaining agreement by participating in the health benefits program of the Stark County Schools Council (COG). The Board shall provide health, dental and life insurance through the COG. The coverage shall be the standardized COG specifications.

B. Preferred Provider - Doctors/Hospitals

1. The parties agree that one or more Preferred Provider Organization (PPO) programs for hospital and physicians' services shall be provided through the Stark County Council of Governments (COG) Health Insurance Program. Anyone, as of August 1, 2009, who has the traditional Mutual Health Program instead of the PPO, may continue such participation.
2. The selection of the PPO(s), the types of benefits/programs, or any changes therein, shall be consistent with those adopted by the COG.

C. Preferred Provider - Prescription Drugs

The Board shall provide, through the Stark County Council of Governments, a preferred provider drug program that, if the employee chooses to utilize, will include the following:

1. The program will be available to employees and their dependents who have "primary" coverage under the District's insurance.
2. The employee will pay the 20% co-payment to the provider and the remaining 80% will be direct billed to the insurance company. If the yearly maximum has been reached, provisions will be made to refund the employee's 20% co-payment.
3. The deductible will be waived.
4. The list of covered expenses shall be consistent with those adopted by the COG.
5. Mail order prescription: Mail order must be used for maintenance drugs in order for the insurance provisions to apply.
6. Generic: Generic drugs must be substituted where applicable in order for the insurance provisions to apply.

D. Well Baby Care: \$1,000

E. Diabetic Management Program: will be part of all PPO programs

F. Early Retirement Incentive

Health Insurance benefits shall be provided to employees who participate in an ERI for the period between the effective ERI date and the retirement insurance eligibility date with SERS providing the participant pays 100% of the Board cost one (1) month in advance.

G. Specifications - PPO:

Maximum Benefits	Unlimited
Deductible	\$100/ individual \$200/family
Accumulation Period	Calendar Year
Co-Insurance Provision	In-System: 90% by the insurance carrier and 10% by the patient up to a yearly maximum out-of-pocket of \$500 per individual or \$1,000 for two or more family members. After the out-of-pocket has been met by the employee, 100% of eligible charges will be paid.

Out-of-System: 80% by the insurance carrier and 20% by the patient up to a yearly maximum out-of-pocket of \$1,000 per individual or \$2,000 for two or more family members.

Preventative - Routine Pap test mammogram, and prostate cancer test once per year shall be a covered expense (unless found by a physician to be necessary more often).

Routine Colonoscopy: shall be covered under the terms contained in the benefit booklet

Dependent Coverage - Unmarried dependent children from birth to age 19 (to age 26 if full-time student), provided the child is dependent upon the employee for support and maintenance in accordance with the Internal Revenue dependent guidelines.

Pre-Admission Certification - Under the Pre-Admission Certification/Concurrent Review Program, the doctor's recommendation for non-emergency hospitalization is reviewed and "pre-certified" before the individual is admitted to the hospital. Any elective non-emergency hospital stay (including maternity admissions) must be pre-certified. Failure to follow the pre-admission procedure may result in the patient paying the first two hundred dollars (\$200) of room and board charges.

The admission procedure must be followed for emergency care within forty-eight (48) hours after the emergency.

Life Insurance

The Board shall provide term life and accidental death and dismemberment coverage in the amount of \$40,000 for each employee.

Bargaining unit members may purchase additional term life insurance at the group rate, in \$5,000 increments, up to a maximum of \$50,000 coverage in addition to Board paid coverage. Modifications to this provision may be necessary to comply with requirements of the insurance carrier. The value of the life insurance reduces by 50% at age 65. The specific terms of the policy are contained in the life insurance contract.

Dental Insurance

Plan description (summary only):

1) Maximum benefits/covered person:

Class I, II or III \$2,500/person per year.

2) Deductible-Ind. \$25 per year

- 3) Deductible-Family \$75 per year
- 4) Co-insurance Amounts
 - a) Class I - Prevention 100% of Usual & Customary
(no deductible)
 - b) Class II - Basic 80% of Usual & Customary
 - c) Class III - Major 80% of Usual & Customary
 - d) Class IV - Orthodontia 60% of Usual & Customary
- Lifetime maximum
Orthodontia \$1200/per individual

Section 125-Tax Shelter

Tax sheltering of the individual’s contribution for health costs, unreimbursed medical expenses and dependent coverage will be provided, under IRS Section 125.

ARTICLE XIX - VACATION

- A. Normal vacation time is during the summer when schools are not in session, and should be completed by August 15. Exceptions to this general policy must be in writing from the Local Superintendent. Only in exceptional circumstances may vacations be deferred beyond December 31. In the event a paid holiday falls within a vacation period, the holiday can be added to the vacation period, or taken at a later date provided approval has been granted by the Local Superintendent.
- B. July 1 of each year shall be the anniversary date for determining the length of vacation for each twelve-month employee. One working day per month of employment is allowed for less than twelve months of employment. The following is the vacation schedule for twelve month employees.

After one year of service	10 working days
After six years of service	11 working days
After seven years of service	12 working days
After eight years of service	13 working days
After nine years of service	14 working days
After ten years of service	15 working days
After eleven years of service	16 working days
After twelve years of service	17 working days
After thirteen years of service	18 working days
After fourteen years of service	19 working days
After fifteen years of service	20 working days

- C. Unused Vacation Time to the Surviving Spouse - In case of the death of a non-teaching employee, the unused vacation leave to the credit of such employee, not to exceed the vacation leave accrued to his/her credit for two years immediately preceding his/her last anniversary date and the pro-rated portion of his/her earned unused vacation leave for the current year, shall be paid to the beneficiary of the life insurance policy.
- D. Any employee who may be hospitalized, becomes ill, or has a death in the family while on vacation, may request sick leave time in place of vacation time. Personal illness must be substantiated by a signed doctor's statement and filed with the Superintendent's office.
- E. All 12 month employees shall have the right to take up to five (5) days of their vacation during the school year providing the following conditions are met:
 - 1. A minimum advance notice of two (2) weeks notice is given, submitted in writing to the building administrator or supervisor for his/her approval.
 - 2. During the school year, there can be no more than one employee per building off during the same period of time. If two (2) or more employees request vacation for the same week, the employee with the greatest system seniority will be granted that week. The Superintendent, at his discretion, may permit more than one employee to take vacation during the school year.
 - 3. All work responsibilities and assignments should be able to be completed with the reduced staff.

ARTICLE XX - LEAVES

A. Sick Leave

- 1. Notification of Accumulated Sick Days. All non-certified employees will be notified by the Treasurer's Office of their total accumulated sick days.
- 2. Use of Sick Days

Standard reasons acceptable for sick leave:

 - a. Personal illness (to include emergency dental and medical appointments)
 - b. Injury
 - c. Absence due to illness, injury, or death in the employee's immediate family
 - d. Exposure to contagious disease which could be communicated to others
 - e. Pregnancy
- 3. a. For purposes of absence due to illness, injury or death in the employee's immediate family, immediate family shall be defined to include bona fide

members of the employee's household and/or spouse, parent, child, brother, sister, mother or father-in-law, step children, step parents, foster children, and foster parents, grandparents and grandchildren shall also be considered immediate family for this purpose.

b. Death of a relative not included in the above may be considered by the Superintendent and leave chargeable to sick leave will be authorized if the situation appears to warrant such leave.

4. Certificate of Health. An employee who used more than his/her annual allowance of leave and thus receives pay for accumulated leave may be asked to present a doctor's certificate certifying the necessity of this action.
5. Sick leave is granted at the rate of 1 1/4 days for each calendar month or a total of 15 days per year for employees whose contract is for the school term of approximately a nine month period. One day of sick leave equals one "work day" and whatever earnings normally accrue for one "work day" will be the amount paid.

9 month contract	15 days	11 month contract	18 1/4 days
10 month contract	16 1/2 days	12 month contract	20 days
10 1/2 month contract	17 days		

Allowable sick leave accumulation will be 320 days for this contract period.

6. Anyone who is off or contemplates being off work due to illness must obtain a sick leave request form from the principal/supervisor's office, complete and submit the form to the principal/supervisor's office before sick leave is granted. If an emergency will not permit the required notice in advance, this form should be completed and submitted immediately thereafter. Questions concerning sick leave should be checked first with the immediate supervisor.
7. Employees shall be advanced up to five (5) days of sick leave. If necessary, such credit shall be deducted from an employees' final pay at his or her per diem rate if the employee leaves the employment of the Board before earning sufficient sick leave to repay the advance.

B. Maternity/Paternity Leave

1. An employee may use sick leave or advancements thereof for absence due to or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom (hereinafter collectively referred to as pregnancy). Maternity leave may be used in lieu of sick leave when the employee has exhausted sick leave, or when the employee has determined that a transfer from sick leave to maternity leave is necessary. An employee who is pregnant or adopting a child less than one (1) year of age may request and shall be entitled to a leave of absence

without pay for maternity or child care reasons to begin any time during pregnancy, or in the case of adoption the receipt of custody, for up to one (1) year for child care after the child is born or adopted. Such leave shall be for the remainder of the current semester or for the remainder of the school year and two (2) additional semesters.

2. Application for Leave - Application for maternity leave shall be filed on the Leave of Absence Form and shall contain a statement on the expected date of birth, or in the case of adoption, the date of obtaining custody, the date on which the leave of absence is to commence and the term of the leave. In the case of miscarriage or abortion, the employee shall be entitled to reinstatement at the beginning of the next school year. Request for reinstatement must be made in writing to the Superintendent by May 1 of the preceding year. In cases where the employee wishes to return early from a requested leave, he/she shall submit his/her request in writing to the Superintendent.
3. Rights While on Leave - An employee on maternity leave or child care leave shall be entitled to request and receive the right to continue to be covered by insurance and hospitalization, surgical benefits, major medical, dental and prescription drug providing the insurance company or hospital service association involved permits such continuance of coverage of the employee on leave of absence and the employee pays to the Treasurer of the Board in advance each month the full amount of the monthly group plan premium of such coverages. Any overpayment of premium shall be refunded to the employee upon termination of leave.
4. Reinstatement Rights - The employee shall be entitled to reinstatement at the expiration of the leave to the same classification and assignment held immediately prior to the leave unless the job has been eliminated or changed. Child Care Leave - child care leave provisions of Maternity Leave apply to either of the adopting or natural parents (father and/or mother).
5. Family Medical Leave Provision - Reference ARTICLE XX, F.

C. Personal Leave

1. Three (3) days of Personal Leave per year will be available to each individual limited only as follows:
 - a. No more than ten percent (10%) of the staff can be out of a given building on Personal Leave on the same day.
 - b. The Building Principal must be given as much advanced notice as possible prior to a Personal Leave day being taken. However, a minimum of two work days is required except in emergency situations.

- c. Individuals shall make every effort to schedule appointments at times other than the scheduled work day.
 - d. A Personal Leave day may not be used for recreation, partisan political activity, aiding or participating in strike activity, or engaging in gainful employment.
 - e. Unless otherwise provided herein, Personal Leave based on reason 2. (d) below shall not be granted during parent-teacher conference days, inservice days, during the first or last week of the school year, or one work day before or one work day after a school holiday.
2. Each individual shall, for good cause shown, be entitled to three (3) days non-accumulative Personal Leave per school year at the individual's regular compensation. An individual's request for Personal Leave shall be made to the Superintendent on the appropriate form as far in advance of the absence as is practicable with a minimum of two work days notice required. The two day notice may be waived by the Superintendent in cases of emergency.

If circumstances make the advance requests impossible, the individual shall notify the Superintendent of the reasons for Leave under this policy as soon as is practicable, and approval by the Superintendent or the Superintendent's designee will, when appropriate, be granted after the fact.

"Good cause shown" under this policy is when Personal Leave is requested by reason of:

- a. Death or severe illness of a close personal friend or relative not covered under sick leave;
 - b. Court appearances as litigant or witness;
 - c. Observance of a religious holiday;
 - d. Legal transactions or personal business that cannot be taken care of on off-school days, or during off-school hours, except for one (1) day referred to in 3. below, specific reasons must be given;
 - e. Attendance at graduation exercises for a member of the individual's immediate family; or
 - f. Participation in the wedding of a member of the individual's immediate family.
3. One (1) day of the three (3) days may be used for personal reasons under 2 (d) above with no reason given except "Personal". This one (1) day is not subject to 1 (c) or (d) but may not be used for aiding in or participating in strike activity. 1

(e) applies except the one (1) day may be taken the day before or day after a school holiday.

4. The Superintendent may extend the provisions of Personal Leave.
5. Falsification of leave forms/reasons may be grounds for discipline, including termination.

D. Assault Leave

An employee, who is physically assaulted during the performance of his/her duty, shall receive assault leave under the following conditions: The assault was during the employee's working hours, the assault resulted in a physical injury to the employee, and the physical injury is substantiated by medical evidence from the employee's physician.

The leave shall be granted with full pay and benefits and shall not be charged against any other leaves. This leave shall be granted up to a maximum of 60 working days. The Board may periodically require the employee to provide additional medical evidence confirming his/her continued inability to work.

E. Jury Duty

An employee who is summoned for jury duty or who is appearing before a court or agency as a witness or party to a civil or criminal proceeding shall be granted all necessary leave.

An employee receiving remuneration for juror services shall remit the remuneration to the Board Treasurer. The employee shall receive his/her regular per diem pay for the day.

F. Family Medical Leave

1. An employee, who has been employed for one school year or the equivalent, may take up to twelve (12) workweeks of leave in a twelve (12) month period for the following reasons:
 - a. Birth of a child of the employee or placement of child with the employee by way of adoption or foster care.
 - b. Care for a new born, adopted child, or foster child within one year of the child's arrival.
 - c. Care for members of the employee's household and/or spouse, parent, child, brother, sister, mother or father-in-law, step children, step parent, foster

children, and foster parents and grandparents shall also be considered immediate family for this purpose.

- d. Serious health condition of employee which prevents him/her from doing his/her job.
 2. An employee may use this leave in an intermittent/reduced manner for the reasons listed in 3 and 4. If the employee wishes to use the reasons listed in 1 and 2 in an intermittent/reduced manner, they must have the Superintendent's approval.
 3. During such leave the employee will be entitled to continuation of insurance benefits with the same level of Board contributions as exists during work time.
 4. The employee may choose to use maternity/paternity leave, sick leave, personal leave, family leave or combination thereof for this twelve workweek leave.
 5. To qualify for use of the leave for care of a spouse, child or parent, the employee must submit certification containing the date the illness/condition began, possible duration, and if applicable, appropriate medical fact regarding the condition. This certification will be submitted thirty (30) days prior to said leave to the extent practicable.
 6. If a spouse is employed with the district, the employer may limit aggregate leave to 12 workweeks for birth, adoption, foster care, and a serious health condition of parent.
 7. Upon return from this leave, the employee shall be entitled to reinstatement to the same position or to an equivalent position with the same contractual status which was held prior to the leave.
 8. Any areas not covered by the above language will be covered by the provision of the Family and Medical Act.
 9. An employee may apply for Family Medical Leave in lieu of other paid leaves.
- G. The employee may appeal the denial of a leave to a committee consisting of the Superintendent, building principal or supervisor, employee and his/her representative. The appeal must be made by the employee within five (5) working days of the denial. The committee will meet within five (5) working days of the appeal. The Superintendent will make the final decision by the end of the fifth day.
- H. Organizational Wellness
1. If an employee does not use any personal or sick leave combined in a given year, he/she shall be paid \$150.

2. If no more than one day of personal or sick leave combined in a given year is used, the payment shall be \$75.
3. If no more than two days of personal or sick leave combined in a given year is used, the payment shall be \$50.

ARTICLE XXI - RETIREMENT SEVERANCE PAY

The Minerva Local Board of Education shall grant retirement severance pay to those eligible for retirement under qualifications established by the SERS. The amount to be determined by multiplying the daily rate of pay at the time of retirement times 25% of unused but accrued leave up to a maximum of eighty-three (83) days. Payment of this sum may be deferred for up to ninety (90) days.

ARTICLE XXII - TUITION REIMBURSEMENT

The Board of Education, through the Treasurer's Office, shall appropriate a fund of \$10,000 for each year of the contract for classified employees who have earned college or technical school credit, subject to the following conditions:

- A. The college/technical school accredited course must be approved by the Superintendent. Approval is at the discretion of the Superintendent.
- B. The employee shall submit written proof in the form of an official transcript from the college/technical school. The employee must complete the course with at least a (B) grade, or a "pass" if on a pass/fail basis. Evidence of successful completion must be submitted at the conclusion of the term in which the course was taken.
- C. Employees will be paid within sixty (60) days after submission of transcripts, receipts and verification for the coursework taken in a contractual year.
- D. In order to receive this reimbursement, the employee must submit all transcripts and receipts to the Superintendent's office within sixty (60) days of completing the coursework.
- E. The rate of reimbursement will be a maximum of up to:
 - \$550 per year, per individual for the 2011-2012 school year
 - \$650 per year, per individual for the 2012-2013 school year
 - \$750 per year, per individual for the 2013-2014 school year

Under no circumstances shall an applicant be reimbursed more than the actual tuition bill.

ARTICLE XXIII - EARLY RETIREMENT/RETIREMENT INCENTIVE

A. A Retirement Incentive Plan will be implemented for members of the SERS within the Minerva Local School District with the following conditions:

1. Participation is open to all eligible SERS members who are first time eligible.
2. An SERS member shall be first eligible if:
 - a. He/she has thirty (30) years of service.

An SERS member may declare him/herself first time eligibly if:

- a. Is age fifty-five (55) and has 25 years of service.
 - b. Is age sixty (60) and has five (5) years of service.
3. A one-time cash amount will be paid to a retiring employee. Proper notification and proof of SERS retirement criterion are required. This payment does not affect one's severance arrangement. See the below listed schedule:

<u>POSITION</u>	<u>INCENTIVE AMOUNT</u>
Custodian	\$11,320
Cafeteria Worker - Head Cook	\$ 7,190
Cafeteria Worker - 7 hours	\$ 6,430
Cafeteria Worker - 4 hours	\$ 3,140
Cafeteria Worker - 2 hours	\$ 2,360
Transportation - Mechanic	\$12,280
Transportation - Bus Driver	\$ 5,745
Secretary - 10 month	\$ 7,350
Secretary - 10 1/2 month	\$ 7,605
Secretary - 12 month	\$ 9,535
Health Services Coordinator	\$ 9,895
Educational Aide/Library Aide	\$ 6,920
School Aide - 4 hour	\$ 3,930
School Aide - 2 hour (hired prior to 7/1/82)	\$ 2,475
School Aide - 2 hour (hired after 7/1/82)	\$ 1,660

B. Employees wishing to participate in this plan must indicate their desire by submitting a letter to the Office of the Treasurer by April in the year they become first time eligible. Failure to meet this deadline shall make the employee ineligible to participate in the plan.

ARTICLE XXIV - OAPSE RIGHTS

OAPSE shall have the following rights:

- A. The right to meet with members of the bargaining unit before or after their work day or during employee's lunch periods. A meeting may be scheduled during the work day with the approval of the building principal or supervisor.
- B. The use of the inter-school mail system and school mail boxes.
- C. No more than two (2) OAPSE Local delegates shall be granted professional leave time to attend the OAPSE annual conference. Each delegate may be granted up to three (3) days. OAPSE shall pay expenses and the Board will pay for substitutes.
- D. The Board shall provide one (1) copy of the Board Policy Book and the Union shall receive all additions, corrections and changes.
- E. The Union shall be permitted to use school buildings for Union meetings in accordance with Board Policy. Such use shall not interfere with school activities or result in additional cost to the Board.
- F. Agenda outline, modified Board packet and official minutes that are used by Board members during official Board meetings shall be provided upon request, at no charge, to the Union President at the same time they are provided to the Board members.
- G. Each year the Association shall be provided, upon request, at no charge, copies of the following forms (ten [10] days after the due date):
 - 1. Annual tax budget (form 622).
 - 2. Annual appropriation resolution (form 623).
 - 3. Annual auditors report (form 659).
 - 4. Amended official certificates of estimated resources.
 - 5. Treasurer's official report for December.
 - 6. Other official documents
- H. The Association shall be furnished a copy of the current MLEA Contract.
- I. The Board shall allow a Union representative to address new employees for a reasonable period of time not to exceed 20 minutes. The meeting will be held on Convocation Day each year in a designated area in the same building that convocation is held.

ARTICLE XXV - JOB VACANCIES

- A. When the Board determines a vacancy exists, whether newly created positions, or vacancies which need to be filled resulting from resignations, retirements, or termination of an employee, a vacancy notice will be posted as follows:

During the school year the vacancy notices shall be posted for a period of five (5) work days in all buildings and the bus garage.

During the school year, job vacancies will be posted no later than 30 calendar days of the position becoming vacant.

All vacated positions will be filled no later than sixty (60) calendar days of the position becoming vacant. Substitute employees may be used to fill the position during this sixty (60) day period.

The initial vacancy notice shall contain the shift, school, or route number of the vacancy. Positions within the same classification which become vacant as a result of the filling of the initial vacancy may be filled without posting. Positions which become vacant in different classifications, resulting from filling the initial vacancy will be posted. Employees interested in these potential openings should submit letters of interest in writing to the Superintendent within the posting period.

During the summer recess vacancy notices shall be distributed with paycheck or by mail at the Board's option. The five (5) day posting will begin with the date of mailing.

The post period shall be waived two weeks prior to the opening of school with the Board being able to fill the vacancy after posting for two (2) working days.

- B. Employees who wish to bid on a vacancy shall do so in writing within the time period of the posting. Late bids will not be accepted unless there are no qualified bidders who applied within the posted time limits. All timely bids will be reviewed, and all timely bidders shall be interviewed for the position.
- C. Vacant positions and assignments shall be offered to a qualified employee within the same classification. Qualifications will be based upon:
1. Past and present work performance
 2. Technical skills
 3. Physical and mental ability
 4. Capacity for proper public relations
 5. Capacity for satisfactory relationships with students and staff
 6. Licensing when required
 7. Attendance

Employees who are relatively equal in these areas will be awarded the job on the basis of bargaining unit seniority.

- D. Employees interested in position changes shall have a letter on file, updated annually, in the Superintendent's Office. These letters shall be considered in the selection process.
- E. Bargaining unit members not selected for a position may request a conference with the building administrator or supervisor. This conference includes a discussion of the process used to select the new hire.
- F. An employee who is granted the job shall be placed on a thirty (30) work day qualification period to determine his/her ability to perform the work. If the employee or the Board feels the job performance is unsatisfactory (prior to or at the end of the qualification period), the employee will be placed back in the job classification position and salary which he/she left. The transportation department's qualification period for an employee who is granted the job in this department will be ten (10) working days.
- G. The Board must interview applicants from the bargaining unit prior to interviewing outside applicants if scheduling permits. If there are no qualified bidders from the bargaining unit, the Board may hire from outside the bargaining unit. This shall not limit the Board from advertising the position to attract outside applicants at any time.
- H. A description of the qualifications of the person hired to fill the vacancy shall be provided to the President of the Union upon request.

ARTICLE XXVI - LABOR MANAGEMENT COMMITTEE

The Board and the Union agree to form an Advisory Committee for the purpose of improving communications and promoting cooperation among the employees of the administration and the bargaining unit. This advisory committee is not a bargaining unit or grievance committee and will not negotiate matters that are within the scope of the bargaining unit or resolve issues that are the subject of a pending grievance. The recommendations of this committee may be reviewed by the Board and the Union when appropriate and shall be in compliance with this agreement. Specifically, this committee is designed to address day-to-day problems in the district to include such things as safety, better and more efficient work methods, improving the work environment, and dealing with other anticipated changes in the district which will affect employees.

The Union agrees to the concept of joint meetings between MLEA and OAPSE on district-wide issues. Each party will choose their representatives each meeting.

The Board and the Union agree to form a Labor Management Committee for the purpose of improving communications and promoting cooperation among the

employees of the administration and the Bargaining Unit. The committee will be made up of not more than four (4) employees from the bargaining unit and two (2) from management. The purpose of the committee will be to review management's execution of the labor agreement in an attempt to eliminate grievance related matters. It will also address day-to-day problems in the district including safety, more efficient work methods, improving the work environment, harassment, and other problems arising from the management labor relationship. The committee will meet four (4) times during the school year with the first meeting no later than October 31 and the last meeting no later than the end of May. The parties will mutually agree to the remaining two (2) meeting dates.

ARTICLE XXVII - ASSOCIATION MEMBERSHIP

- A. The board and the administration take a neutral position on the question of Union membership.
- B. If the Union has reason to believe that a supervisor/administrator is encouraging bargaining unit members to not join the Union or resign from the Union membership, the Union may request a hearing to be held with the Personnel Committee of the Board within ten (10) working days of the complaint.
- C. The supervisor/administrator involved shall be required to appear at the hearing along with the Union. At the hearing, the Union will present its information and the supervisor/administrator will be required to respond to the information presented. The Superintendent shall be present during the hearing.
- D. If the Personnel Committee of the Board finds that Section A of this article has been violated, it will take the necessary corrective action with the supervisor/administrator.
- E. No reprisals of any kind will be taken against any bargaining unit members who participate in above hearings.

ARTICLE XXVIII - COMPENSATION

- A. Effective July 1, 2011, the amount of the pickup without reduction in Article XX, 3.25%, shall be added to each individual's 2010-2011 wages.

A lump sum of \$400 will be applied to the 25 Step Index to be paid on each of the following dates:

1. Wednesday prior to Thanksgiving recess 2011, 2012, and 2013.
2. The first Friday in March.
3. The last day of school for 2012, 2013, and 2014.

2011-2012: Base \$28,560
2012-2013: Same base percentage increase as MLEA
2013-2014: Same base percentage increase as MLEA

- B. Shift pay: \$.30 per hour
- C. Extra trips: 2011-2014 \$11.00
- D. Attendant: eligible for benefits
- E. All members of the bargaining unit who travel as a condition of employment or travel on or for official school business shall be reimbursed at the current Internal Revenue Service rate.
- F. Each custodian will be granted a \$250 per year clothing allowance to be paid in a single, separate check on the first pay day of each employee's work year.
- G. Each cook will be granted a \$100 per year clothing allowance to be paid in a single, separate check on the first pay day of each employee's work year.
- H. Each library aide will be granted \$500 per year for extra duties performed, to be paid in a single, separate check on the first pay day of each employee's work year.

ARTICLE XXXIX - PRINTING OF CONTRACTS

The Board of Education will print and provide copies of the current collective bargaining agreement for all classified employees. Contracts shall be ready for distribution to personnel on Convocation Day.

ARTICLE XXX - AFSCME PEOPLE

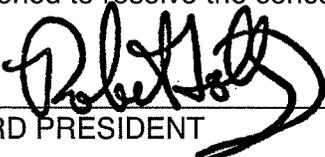
The employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union 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.

ARTICLE XXXI - EFFECTS OF CONTRACT

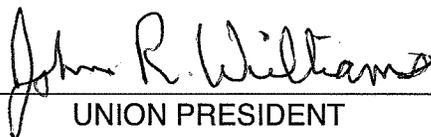
- A. All non-money items of mutual interest have been discussed and agreed upon and this agreement shall become effective with the contract year beginning July 1, 2011 and remain in effect until June 30, 2014 and all money items of mutual interest have been discussed and agreed upon and this agreement shall become effective with the contract year beginning July 1, 2011 and remain in effect until June 30, 2014.
- B. Negotiations shall be initiated as per the Procedure section of the Recognition and Negotiation Procedure contained herein.
- C. Both parties agree to comply with the provisions of the contract and the Board shall give it the full force of Board policy.
- D. This agreement shall be the base from which future negotiations shall proceed.

ARTICLE XXXII - RE-OPENER CLAUSE

When any article of our present contract presents a concern, upon mutual agreement between the Minerva Local Board of Education and OAPSE, Local 187, negotiations will be opened to resolve the concern.



BOARD PRESIDENT



UNION PRESIDENT



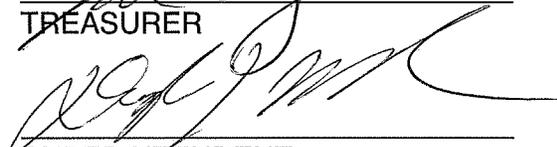
BOARD NEGOTIATOR



UNION NEGOTIATOR



TREASURER



SUPERINTENDENT

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

CUSTODIANS

Full time 8 hours per day, 40 hours per week, 260 days per contract year, 8 paid holidays, 5 extra paid vacation days

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM</u>
			<u>AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.91150	\$26,032	\$1,094
1	0.94400	\$26,961	\$1,133
2	0.97650	\$27,889	\$1,172
3	1.00900	\$28,817	\$1,211
4	1.04150	\$29,745	\$1,250
5	1.07400	\$30,673	\$1,289
6	1.10650	\$31,602	\$1,328
7	1.13950	\$32,544	\$1,367
8	1.14900	\$32,815	\$1,379
9	1.15873	\$33,093	\$1,390
10	1.16609	\$33,304	\$1,399
11	1.17345	\$33,514	\$1,408
12	1.18081	\$33,724	\$1,417
13	1.18817	\$33,934	\$1,426
14	1.19550	\$34,143	\$1,435
15	1.20290	\$34,355	\$1,443
16	1.21020	\$34,563	\$1,452
17	1.21760	\$34,775	\$1,461
18	1.22490	\$34,983	\$1,470
19	1.23230	\$35,194	\$1,479
20	1.23970	\$35,406	\$1,488
21	1.24700	\$35,614	\$1,496
22	1.25440	\$35,826	\$1,505
23	1.26170	\$36,034	\$1,514
24	1.26910	\$36,245	\$1,523
25	1.27650	\$36,457	\$1,532

Shift differential for P.M. custodians to be \$0.30 per hour from September 1 through May 31 including calamity days, holidays, and all days not in excess of five successive days worked on the A.M. shift.

Substitutes: \$7.40 (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Additional Vacation Days: Good Friday, the Monday after Easter, the Friday after Thanksgiving and the day before and after Christmas.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

CAFETERIA WORKERS – HEAD COOKS (7 ½ HOURS PER DAY)
188 days per contract year, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.49750	\$14,209	\$597
1	0.52260	\$14,925	\$627
2	0.54770	\$15,642	\$657
3	0.57280	\$16,359	\$687
4	0.59790	\$17,076	\$717
5	0.62300	\$17,793	\$748
6	0.64810	\$18,510	\$778
7	0.67360	\$19,238	\$808
8	0.68330	\$19,515	\$820
9	0.69300	\$19,792	\$832
10	0.70039	\$20,003	\$840
11	0.70775	\$20,213	\$849
12	0.71511	\$20,424	\$858
13	0.72247	\$20,634	\$867
14	0.72983	\$20,844	\$876
15	0.73719	\$21,054	\$885
16	0.74455	\$21,264	\$893
17	0.75191	\$21,475	\$902
18	0.75926	\$21,684	\$911
19	0.76662	\$21,895	\$920
20	0.77398	\$22,105	\$929
21	0.78134	\$22,315	\$938
22	0.78870	\$22,525	\$946
23	0.79606	\$22,735	\$955
24	0.80342	\$22,946	\$964
25	0.81078	\$23,156	\$973

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

CAFETERIA WORKERS – HELPERS (7 HOURS PER DAY)

188 days per contract year, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.39900	\$11,395	\$479
1	0.41410	\$11,827	\$497
2	0.42920	\$12,258	\$515
3	0.44430	\$12,689	\$533
4	0.45940	\$13,120	\$551
5	0.47450	\$13,552	\$569
6	0.49060	\$14,012	\$589
7	0.50490	\$14,420	\$606
8	0.51459	\$14,697	\$618
9	0.52431	\$14,974	\$629
10	0.53167	\$15,184	\$638
11	0.53903	\$15,395	\$647
12	0.54639	\$15,605	\$656
13	0.55375	\$15,815	\$665
14	0.56110	\$16,025	\$673
15	0.56846	\$16,235	\$682
16	0.57582	\$16,445	\$691
17	0.58318	\$16,656	\$700
18	0.59054	\$16,866	\$709
19	0.59790	\$17,076	\$717
20	0.60526	\$17,286	\$726
21	0.61261	\$17,496	\$735
22	0.61997	\$17,706	\$744
23	0.62733	\$17,917	\$753
24	0.63469	\$18,127	\$762
25	0.64205	\$18,337	\$770

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

CAFETERIA WORKERS – HELPERS (6 HOURS PER DAY)

188 days per contract year, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.34200	\$9,768	\$410
1	0.35508	\$10,141	\$426
2	0.36810	\$10,513	\$442
3	0.38070	\$10,873	\$457
4	0.39370	\$11,244	\$472
5	0.40678	\$11,618	\$488
6	0.42078	\$12,017	\$505
7	0.43285	\$12,362	\$519
8	0.44108	\$12,597	\$529
9	0.44925	\$12,831	\$539
10	0.45555	\$13,011	\$547
11	0.46185	\$13,190	\$554
12	0.46811	\$13,369	\$562
13	0.47485	\$13,562	\$570
14	0.48115	\$13,742	\$577
15	0.48745	\$13,922	\$585
16	0.49370	\$14,100	\$592
17	0.50000	\$14,280	\$600
18	0.50625	\$14,459	\$608
19	0.51255	\$14,638	\$615
20	0.51885	\$14,818	\$623
21	0.52510	\$14,997	\$630
22	0.53140	\$15,177	\$638
23	0.53770	\$15,357	\$645
24	0.54395	\$15,535	\$653
25	0.55025	\$15,715	\$660

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

CAFETERIA WORKERS – HELPERS (4 HOURS PER DAY)

186 days per contract year, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.22520	\$6,432	\$270
1	0.23370	\$6,674	\$280
2	0.24220	\$6,917	\$291
3	0.25070	\$7,160	\$301
4	0.25920	\$7,403	\$311
5	0.26770	\$7,646	\$321
6	0.27720	\$7,917	\$333
7	0.28520	\$8,145	\$342
8	0.29004	\$8,284	\$348
9	0.29488	\$8,422	\$354
10	0.29855	\$8,527	\$358
11	0.30223	\$8,632	\$363
12	0.30591	\$8,737	\$367
13	0.30959	\$8,842	\$372
14	0.31327	\$8,947	\$376
15	0.31695	\$9,052	\$380
16	0.32063	\$9,157	\$385
17	0.32431	\$9,262	\$389
18	0.32799	\$9,367	\$394
19	0.33167	\$9,472	\$398
20	0.33534	\$9,577	\$402
21	0.33903	\$9,683	\$407
22	0.34271	\$9,788	\$411
23	0.34638	\$9,893	\$416
24	0.35007	\$9,998	\$420
25	0.35375	\$10,103	\$425

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

CAFETERIA WORKERS – HELPERS (2 HOURS PER DAY)

186 days per contract year, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.11260	\$3,216	\$135
1	0.11680	\$3,336	\$140
2	0.12100	\$3,456	\$145
3	0.12520	\$3,576	\$150
4	0.12940	\$3,696	\$155
5	0.13380	\$3,821	\$161
6	0.13860	\$3,958	\$166
7	0.14260	\$4,073	\$171
8	0.14733	\$4,208	\$177
9	0.15222	\$4,347	\$183
10	0.15590	\$4,453	\$187
11	0.16326	\$4,663	\$196
12	0.17062	\$4,873	\$205
13	0.17798	\$5,083	\$214
14	0.18534	\$5,293	\$222
15	0.19269	\$5,503	\$231
16	0.20005	\$5,713	\$240
17	0.20741	\$5,924	\$249
18	0.21477	\$6,134	\$258
19	0.22212	\$6,344	\$267
20	0.22949	\$6,554	\$275
21	0.23684	\$6,764	\$284
22	0.24420	\$6,974	\$293
23	0.25156	\$7,185	\$302
24	0.25892	\$7,395	\$311
25	0.26628	\$7,605	\$320

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

TRANSPORTATION DEPARTMENT – BUS MECHANICS

260 days per contract year, 8 paid holidays, 5 extra paid vacation days

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.97900	\$27,960	\$1,175
1	1.01730	\$29,054	\$1,221
2	1.05560	\$30,148	\$1,267
3	1.09390	\$31,242	\$1,313
4	1.13220	\$32,336	\$1,359
5	1.17050	\$33,429	\$1,405
6	1.20880	\$34,523	\$1,451
7	1.24720	\$35,620	\$1,497
8	1.25700	\$35,900	\$1,508
9	1.26675	\$36,178	\$1,520
10	1.27411	\$36,389	\$1,529
11	1.28147	\$36,599	\$1,538
12	1.28883	\$36,809	\$1,547
13	1.29619	\$37,019	\$1,555
14	1.30354	\$37,229	\$1,564
15	1.31091	\$37,440	\$1,573
16	1.31826	\$37,650	\$1,582
17	1.32562	\$37,860	\$1,591
18	1.33298	\$38,070	\$1,600
19	1.34034	\$38,280	\$1,608
20	1.34770	\$38,490	\$1,617
21	1.35505	\$38,700	\$1,626
22	1.36241	\$38,910	\$1,635
23	1.36977	\$39,121	\$1,644
24	1.37713	\$39,331	\$1,653
25	1.38449	\$39,541	\$1,661

Holidays: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Additional Vacation Days: Good Friday, the Monday after Easter, the Friday after Thanksgiving and the day before and after Christmas.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

TRANSPORTATION DEPARTMENT – BUS DRIVERS

4 ½ hours per day, 186 days per contract year, A minimum of 40 miles per day to be considered full-time, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.38290	\$10,936	\$459
1	0.40110	\$11,455	\$481
2	0.41930	\$11,975	\$503
3	0.43750	\$12,495	\$525
4	0.45570	\$13,015	\$547
5	0.47390	\$13,535	\$569
6	0.49210	\$14,054	\$591
7	0.51050	\$14,580	\$613
8	0.52011	\$14,854	\$624
9	0.52983	\$15,132	\$636
10	0.53719	\$15,342	\$645
11	0.54455	\$15,552	\$653
12	0.55191	\$15,763	\$662
13	0.55926	\$15,972	\$671
14	0.56662	\$16,183	\$680
15	0.57398	\$16,393	\$689
16	0.58134	\$16,603	\$698
17	0.58870	\$16,813	\$706
18	0.59606	\$17,023	\$715
19	0.60342	\$17,234	\$724
20	0.61078	\$17,444	\$733
21	0.61813	\$17,654	\$742
22	0.62549	\$17,864	\$751
23	0.63285	\$18,074	\$759
24	0.64021	\$18,284	\$768
25	0.64757	\$18,495	\$777

Substitutes pay for full routes: \$37.40 per day

Auxiliary runs: driver's daily rate of pay per hour

Extra trips: \$11.00 per hour

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

SECRETARIES – 10 MONTH POSITIONS

210 days per contract year, 7 hours per day, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.55885	\$15,961	\$671
1	0.58715	\$16,769	\$705
2	0.61545	\$17,577	\$739
3	0.64375	\$18,386	\$773
4	0.67205	\$19,194	\$806
5	0.70035	\$20,002	\$840
6	0.72865	\$20,810	\$874
7	0.75735	\$21,630	\$909
8	0.76717	\$21,910	\$921
9	0.77689	\$22,188	\$932
10	0.78425	\$22,398	\$941
11	0.79161	\$22,608	\$950
12	0.79897	\$22,819	\$959
13	0.80633	\$23,029	\$968
14	0.81369	\$23,239	\$976
15	0.82105	\$23,449	\$985
16	0.82841	\$23,659	\$994
17	0.83576	\$23,869	\$1,003
18	0.84312	\$24,080	\$1,012
19	0.85048	\$24,290	\$1,021
20	0.85784	\$24,500	\$1,029
21	0.86520	\$24,710	\$1,038
22	0.87256	\$24,920	\$1,047
23	0.87992	\$25,131	\$1,056
24	0.88727	\$25,340	\$1,065
25	0.89463	\$25,551	\$1,074

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

SECRETARIES – 10 ½ MONTH POSITIONS

220 days per contract year, 7 hours per day, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.58550	\$16,722	\$703
1	0.61460	\$17,553	\$738
2	0.64370	\$18,384	\$772
3	0.67280	\$19,215	\$807
4	0.70190	\$20,046	\$842
5	0.73100	\$20,877	\$877
6	0.76010	\$21,708	\$912
7	0.78970	\$22,554	\$948
8	0.79950	\$22,834	\$959
9	0.80920	\$23,111	\$971
10	0.81660	\$23,322	\$980
11	0.82390	\$23,531	\$989
12	0.83130	\$23,742	\$998
13	0.83860	\$23,950	\$1,006
14	0.84600	\$24,162	\$1,015
15	0.85330	\$24,370	\$1,024
16	0.86070	\$24,582	\$1,033
17	0.86810	\$24,793	\$1,042
18	0.87540	\$25,001	\$1,050
19	0.88280	\$25,213	\$1,059
20	0.89020	\$25,424	\$1,068
21	0.89740	\$25,630	\$1,077
22	0.90490	\$25,844	\$1,086
23	0.91220	\$26,052	\$1,095
24	0.91960	\$26,264	\$1,104
25	0.92700	\$26,475	\$1,112

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

SECRETARIES – 12 MONTH POSITIONS

260 days per contract year, 7 hours per day, 8 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.69280	\$19,786	\$831
1	0.72780	\$20,786	\$873
2	0.76280	\$21,786	\$915
3	0.79780	\$22,785	\$957
4	0.83280	\$23,785	\$999
5	0.86780	\$24,784	\$1,041
6	0.90280	\$25,784	\$1,083
7	0.93810	\$26,792	\$1,126
8	0.94770	\$27,066	\$1,137
9	0.95742	\$27,344	\$1,149
10	0.96478	\$27,554	\$1,158
11	0.97214	\$27,764	\$1,167
12	0.97950	\$27,975	\$1,175
13	0.98686	\$28,185	\$1,184
14	0.99422	\$28,395	\$1,193
15	1.00160	\$28,606	\$1,202
16	1.00895	\$28,816	\$1,211
17	1.01630	\$29,026	\$1,220
18	1.02365	\$29,235	\$1,228
19	1.03100	\$29,445	\$1,237
20	1.03839	\$29,656	\$1,246
21	1.04575	\$29,867	\$1,255
22	1.05310	\$30,077	\$1,264
23	1.06045	\$30,286	\$1,273
24	1.06780	\$30,496	\$1,281
25	1.07515	\$30,706	\$1,290

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Additional Vacation Days: Good Friday, the Monday after Easter, the Friday after Thanksgiving and the day before and after Christmas.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

HEALTH SERVICES COORDINATOR

186 days per contract year, 6 ½ hours per day, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.80450	\$22,977	\$965
1	0.82930	\$23,685	\$995
2	0.85410	\$24,393	\$1,025
3	0.87890	\$25,101	\$1,055
4	0.90370	\$25,810	\$1,084
5	0.92850	\$26,518	\$1,114
6	0.95330	\$27,226	\$1,144
7	0.97830	\$27,940	\$1,174
8	0.98791	\$28,215	\$1,185
9	0.99763	\$28,492	\$1,197
10	1.00500	\$28,703	\$1,206
11	1.01235	\$28,913	\$1,215
12	1.01970	\$29,123	\$1,224
13	1.02705	\$29,333	\$1,232
14	1.03445	\$29,544	\$1,241
15	1.04180	\$29,754	\$1,250
16	1.04915	\$29,964	\$1,259
17	1.05650	\$30,174	\$1,268
18	1.06385	\$30,384	\$1,277
19	1.07120	\$30,593	\$1,285
20	1.07860	\$30,805	\$1,294
21	1.08595	\$31,015	\$1,303
22	1.09330	\$31,225	\$1,312
23	1.10065	\$31,435	\$1,321
24	1.10800	\$31,644	\$1,330
25	1.11540	\$31,856	\$1,338

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

LIBRARY AIDES

188 days per contract year, 7 hours per day, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.51570	\$14,728	\$619
1	0.54200	\$15,480	\$650
2	0.56860	\$16,239	\$682
3	0.59470	\$16,985	\$714
4	0.62120	\$17,741	\$745
5	0.64740	\$18,490	\$777
6	0.67390	\$19,247	\$809
7	0.70010	\$19,995	\$840
8	0.71050	\$20,292	\$853
9	0.72120	\$20,597	\$865
10	0.72920	\$20,826	\$875
11	0.73720	\$21,054	\$885
12	0.74520	\$21,283	\$894
13	0.75320	\$21,511	\$904
14	0.76120	\$21,740	\$913
15	0.76920	\$21,968	\$923
16	0.77720	\$22,197	\$933
17	0.78530	\$22,428	\$942
18	0.79330	\$22,657	\$952
19	0.80130	\$22,885	\$962
20	0.80930	\$23,114	\$971
21	0.81730	\$23,342	\$981
22	0.82540	\$23,573	\$990
23	0.83340	\$23,802	\$1,000
24	0.84130	\$24,028	\$1,010
25	0.84930	\$24,256	\$1,019

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

EDUCATIONAL AIDES

186 days per contract year, 6 ½ hours per day, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.47380	\$13,532	\$569
1	0.49800	\$14,223	\$598
2	0.52220	\$14,914	\$627
3	0.54640	\$15,605	\$656
4	0.57060	\$16,296	\$685
5	0.59480	\$16,987	\$714
6	0.61900	\$17,679	\$743
7	0.64320	\$18,370	\$772
8	0.65283	\$18,645	\$783
9	0.66255	\$18,922	\$795
10	0.66991	\$19,133	\$804
11	0.67727	\$19,343	\$813
12	0.68463	\$19,553	\$822
13	0.69198	\$19,763	\$830
14	0.69934	\$19,973	\$839
15	0.70670	\$20,183	\$848
16	0.71406	\$20,394	\$857
17	0.72142	\$20,604	\$866
18	0.72878	\$20,814	\$875
19	0.73614	\$21,024	\$883
20	0.74350	\$21,234	\$892
21	0.75085	\$21,444	\$901
22	0.75821	\$21,654	\$910
23	0.76557	\$21,865	\$919
24	0.77293	\$22,075	\$928
25	0.78029	\$22,285	\$936

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

TECHNOLOGY AIDES

188 days per contract year, 7 hours per day, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.49130	\$14,032	\$590
1	0.51610	\$14,740	\$619
2	0.54060	\$15,440	\$649
3	0.56500	\$16,136	\$678
4	0.58950	\$16,836	\$707
5	0.61400	\$17,536	\$737
6	0.63840	\$18,233	\$766
7	0.66290	\$18,932	\$795
8	0.67260	\$19,209	\$807
9	0.68240	\$19,489	\$819
10	0.68990	\$19,704	\$828
11	0.69730	\$19,915	\$837
12	0.70480	\$20,129	\$846
13	0.71220	\$20,340	\$855
14	0.71960	\$20,552	\$864
15	0.72710	\$20,766	\$873
16	0.73450	\$20,977	\$881
17	0.74200	\$21,192	\$890
18	0.74940	\$21,403	\$899
19	0.75680	\$21,614	\$908
20	0.76430	\$21,828	\$917
21	0.77170	\$22,040	\$926
22	0.77920	\$22,254	\$935
23	0.78650	\$22,462	\$944
24	0.79400	\$22,677	\$953
25	0.80140	\$22,888	\$962

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

SCHOOL AIDES – 4 HOURS PER DAY

186 days per contract year, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>LUMP SUM AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.21180	\$6,049	\$254
1	0.22530	\$6,435	\$270
2	0.23880	\$6,820	\$287
3	0.25230	\$7,206	\$303
4	0.26580	\$7,591	\$319
5	0.27930	\$7,977	\$335
6	0.29280	\$8,362	\$351
7	0.30630	\$8,748	\$368
8	0.31590	\$9,022	\$379
9	0.32562	\$9,300	\$391
10	0.33298	\$9,510	\$400
11	0.34034	\$9,720	\$408
12	0.34770	\$9,930	\$417
13	0.35506	\$10,141	\$426
14	0.36242	\$10,351	\$435
15	0.36978	\$10,561	\$444
16	0.37714	\$10,771	\$453
17	0.38449	\$10,981	\$461
18	0.39185	\$11,191	\$470
19	0.39921	\$11,401	\$479
20	0.40657	\$11,612	\$488
21	0.41393	\$11,822	\$497
22	0.42129	\$12,032	\$506
23	0.42865	\$12,242	\$514
24	0.43601	\$12,452	\$523
25	0.44336	\$12,662	\$532

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

**MINERVA LOCAL SCHOOL DISTRICT
CLASSIFIED EMPLOYEES SALARY SCHEDULE**

Effective 2011-2012 School Year
Nearest Multiple of \$1.00 on Annual Salary

SCHOOL AIDES – 2 HOURS PER DAY

186 days per contract year, 6 paid holidays

<u>STEP</u>	<u>INDEX</u>	<u>SALARY AMOUNT</u>	<u>AMOUNT PAID 3 EQUAL PAYMENTS</u>
0	0.10590	\$3,025	\$127
1	0.11248	\$3,212	\$135
2	0.11932	\$3,408	\$143
3	0.12589	\$3,595	\$151
4	0.13272	\$3,790	\$159
5	0.13929	\$3,978	\$167
6	0.14612	\$4,173	\$175
7	0.15296	\$4,369	\$184
8	0.15538	\$4,438	\$186
9	0.15779	\$4,506	\$189
10	0.15963	\$4,559	\$192
11	0.16147	\$4,612	\$194
12	0.16331	\$4,664	\$196
13	0.16515	\$4,717	\$198
14	0.16699	\$4,769	\$200
15	0.16883	\$4,822	\$203
16	0.17067	\$4,874	\$205
17	0.17251	\$4,927	\$207
18	0.17435	\$4,979	\$209
19	0.17619	\$5,032	\$211
20	0.17803	\$5,085	\$214
21	0.17987	\$5,137	\$216
22	0.18171	\$5,190	\$218
23	0.18355	\$5,242	\$220
24	0.18539	\$5,295	\$222
25	0.18723	\$5,347	\$225

Substitutes: \$7.40 per hour (minimum wage)

Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.