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STATE EMPLOYMENT
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**Negotiations Agreement
between the
Alliance City Schools
Board of Education
and the
Ohio Association of Public School
Employees Local 265**

June 30, 2011 - June 30, 2015

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**NEGOTIATIONS AGREEMENT BETWEEN THE ALLIANCE BOARD OF EDUCATION AND
THE OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES CHAPTER 265**

I. PURPOSE

The intent of this AGREEMENT is to establish collective negotiations and grievance procedures. The parties understand and agree that the *Alliance Board of Education* is charged by law with the duty and responsibility of operating the *public schools* within the *Alliance City School District*. It shall be the function of the Superintendent or his designated representative, to meet, in accordance with the procedures established in Article IV of the AGREEMENT, with the representatives of the recognized non-teaching Association (as defined in Article II) in an effort to reach mutual understanding and agreement as to matters submitted for negotiations.

II. RECOGNITION

A. Recognition

1. The Alliance City Schools Board of Education hereinafter referred to as the "*Board*" recognizes the *Ohio Association of Public School Employees, AFSME/AFL-CIO Local Chapter 265*, hereinafter referred to as the "*Association*", as the sole and exclusive representative of the bargaining unit. The Association's exclusive bargaining unit includes only the following job classifications:

- a. Bus Drivers
- b. Cafeteria Employees (excluding student help)
- c. Maintenance Employees
- d. Shipping/Receiving and Delivery
- e. Custodians
- f. Cleaners
- g. Security Guard
- h. Food Service Driver
- i. Groundskeeper
- j. Library Aides
- k. Teacher Aides
- l. Handicap Aides
- m. School Bus Aides
- n. Secretaries and Clerical Employees (Refer to Exclusions)
- o. Graphic Arts
- p. Playground/Lunchroom Monitors
- q. Assistant Bus Mechanic
- r. Interpreter/Aide
- s. Learning Resource Center Technician
- t. Cafeteria Dishroom Aide
- u. Network Technician
- v. Long Distance Learning Technician
- w. Court Liaison
- x. Handicapped Attendant
- y. Network Manager
- z. Head Mechanic
- aa. Mechanic/Maintenance
- bb. School Health Aide

Administrators, Superintendent's Secretary, Ass't Superintendents' Secretaries, Secretary for Operations, Director's Secretary for Pupil Personnel, EMIS Secretary (Administrative Secretary/Data Processing), Assistant Treasurer, Payroll Accountant, Cafeteria Supervisor, the Maintenance Supervisor, the Transportation Supervisor, Building and Grounds Supervisor, the Food Service Supervisor, Court Liaison, Substitutes, Casual Employees, Seasonal Employees, the Telecommunications Technician, the Communications Coordinator, Custodial Supervisors, [who are assigned supervisory responsibilities], and any other administrative or supervisory personnel having the authority to hire, transfer, assign, promote, discharge, discipline or evaluate employees, are specifically excluded from the bargaining unit.

Nothing contained herein shall abridge the right of an individual employee, or groups of employees, to present their views and recommendations to the Board of Education regarding any subject.

2. Duration

This recognition shall be in accordance with the provisions of Ohio Revised Code Chapter 4117.

III. RIGHTS OF THE INDIVIDUAL

Nothing contained herein shall abridge the right of an employee to express his or her views to the Board at any regularly scheduled meeting of the Board of Education in accordance with Board Policy.

IV. NEGOTIATIONS

A. Scope of Bargaining

Negotiations as provided for in this Agreement shall be in accordance with ORC 4117 (limited to salaries, wages, hours; fringe benefits, and terms and conditions of employment).

B. Submission of Issues

If either party wishes to terminate, modify, or negotiate a successor agreement, it must serve written notice of that intention upon the other party not less than sixty (60) days prior to the expiration of this Agreement. Within ten (10) days after receipt of such notice, an initial meeting will be held at which both parties will submit, in writing, their proposals and thereafter additional items shall not be submitted by either party unless the other party consents thereto.

C. Negotiating Teams

1. Representation at negotiation meetings shall be limited to five (5) representatives of the Board, of which four (4) shall be Board Members and/or employees of the Board of Education, and five (5) representatives of the Association, of which at least four (4) shall be members of the bargaining unit of the Alliance City Schools. All Negotiations shall be conducted

exclusively between said teams. Representatives of the Board and the Association shall participate in negotiations freely without fear of penalty, sanction, reprisal or recrimination.

2. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals and to make concessions in the course of negotiations, provided however, it is understood and agreed that during the course of negotiations a team may expend all authority previously granted to it by the Board or Association and may need to seek further authority or direction from its respective party.
3. Both parties shall retain the right to call a caucus during any and all such meetings, at which time any advisor of their choice may be consulted.

D. Negotiating Meetings

1. The Superintendent or his designated representative shall meet at reasonable times with representatives of the Association for the purpose of effecting a free exchange of facts, opinions, proposals and counter proposals in a sincere effort to reach mutual understanding and agreement on all appropriate matters submitted for negotiations.
2. Negotiation meetings will not be conducted during the scheduled workday of the association employees who are members of the negotiating team unless the Association pays the full cost of the substitutes.

E. Exchange of Information

Upon reasonable request, the Superintendent, or his designee, shall make available to the Association all available information pertinent to the issue under negotiation. The Board and the Association will incur no special expense in providing such information to the other party. Nothing herein shall require the parties to make available any confidential information or reports expressly compiled for use of the negotiation team.

F. Progress Report

Periodic progress reports may be issued during negotiations to the public, employees, administrators and members of the Board of Education.

G. Agreement

1. When consensus is reached on those matters being negotiated, the understanding of the parties shall be reduced to writing and submitted to the Association for its consideration. If ratified, the total Agreement shall be submitted to the Board for its consideration. If approved, the Agreement shall be signed by both parties.
2. Any negotiations agreement reached and accepted by the Association and the Board shall supersede any and all other Negotiation Agreements between the parties.

H. Impasse Resolution

Pursuant to Sections 4417.14(C) and 4117.14(E) of the Ohio Revised Code the parties have established the following agreed upon dispute resolution procedures which supersede the procedures listed in Section 4417.14(C) (2-6) and any other procedure to the contrary.

If no agreement is reached by the forty-fifth (45th) calendar day preceding the expiration date of this Agreement, or some other mutually agreed date, either party may request the services of the Federal Mediation and Conciliation Service. When a successor agreement is reached by the representatives of the parties, it shall be submitted to the Association for ratification and then to the Board for approval. If the existing Agreement, or extension thereof has expired, the Association may proceed in accordance with Section 4417.14(D) (2) to the Ohio Revised Code.

I. Distribution of the Agreement

Upon ratification by both Parties, the completed Agreement will be signed by the duly authorized Officers of the Union and the Board. The Agreement will then be printed by the Board and distributed to the Classified Employees. The Board will split the cost of the printing with the OAPSE Union – the Board will pay 60% of the printing costs and the OAPSE Union will pay 40% of the printing costs.

V. GRIEVANCE PROCEDURES

A. Grievance Defined

A grievance is defined as a complaint by an employee, groups of employees, or the Association, involving the alleged violation, misinterpretation or misapplication of any of the provisions of this Agreement.

B. All grievances shall be filed at the "lowest level possible." The lowest level possible means that level of the grievance procedure at which the administrator deciding the grievance has authority to make a decision.

C. The fact that an employee files a grievance shall not be recorded in his/her personnel file or in any file used in the transfer, assignment, or promotion process; nor shall such fact be used in any recommendation for reemployment or recommendations for other employment; nor shall the grievant, the Association or its officers or employees of the district be placed in jeopardy or be the subject of reprisal or discrimination for having followed or participated in this grievance procedure.

D. Party of Interest

The lodging of any grievance shall be the exclusive right of the grievant.

The grievance procedure begins with the grievant and may move up through various levels of administration. Beginning at Step One, the grievant may request representation by the Association.

E. "Days" shall mean work days throughout this Article.

F. Procedure

INFORMAL

Within twenty-five (25) days of the time the grievance arises, the grievant will present the grievance to his/her Immediate Supervisor during non-school hours. Within five (5) days after the presentation of the grievance, the Immediate Supervisor shall give his/her answer orally to the grievant.

STEP ONE

- a. Within five (5) days of the oral answer, if the grievance is not resolved, it shall be stated in writing, signed by the grievant and lodged with the Immediate Supervisor on the form provided.
- b. The "Statement of Grievance" shall name the employee involved, shall state the facts giving rise to the grievance, shall identify all the provisions of this agreement alleged to have been violated, shall state the contention of the grievant with respect to these provisions, and shall indicate the specific relief requested.
- c. Within five (5) days after receiving the grievance, the Immediate Supervisor shall communicate his/her answer in writing.

STEP TWO

- a. Within ten (10) days after receiving the written decision of the Immediate Supervisor, an appeal from the decision may be made to the Superintendent. It shall be in writing and accompanied by a copy of the decision at Step One.
- b. No later than ten (10) days after receiving the appeal, the Superintendent shall investigate the grievance, meet with the grievant and their representative and give a written response to the grievant and the Association President.

STEP THREE

If the grievant is not satisfied with the disposition at Step Two and wishes to proceed with his/her grievance, he/she may secure approval of the Association's Grievance Committee to appeal to arbitration. Within five (5) days of the receipt of the written decision at Step Two, the Association may request that the grievance be referred to a disinterested third party for arbitration. Such request shall be in writing. Not later than ten (10) days after such notice is given, representatives of the Board of Education and the Association shall meet to select the third party; if unable to agree, either party or the parties jointly shall petition in writing to the Federal Mediation and Conciliation Service to provide a list of seven (7) names. An arbitrator shall be selected in accordance with FMCS rules. The person so selected shall hold the necessary hearings promptly and

issue his/her findings and recommendation in writing. Decisions of the arbitrator shall be binding on both parties. The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this Collective Bargaining Agreement, nor add to detract from or modify the language therein arriving at his/her decision concerning any issue presented that is proper within the limitations expressed herein. Nor shall the arbitrator have the authority to rule contrary to the law of the State of Ohio unless provided to the contrary by ORC 4117. The arbitrator shall expressly confine himself/herself to the precise issues(s) submitted for arbitration and shall have no authority to decide any other issue(s) not so submitted to him/her or to submit observation of opinion which are not directly essential in reaching his/her decision. The arbitrator shall not interfere with management prerogatives involving the Board's discretion, nor limit or interfere in any way with the powers, duties and responsibilities of the Board under its policies, applicable law, including ORC 4117.08, and rules and regulations having the force and effect of law except where limited or restricted by the terms of the Contract.

The cost for arbitration shall be paid by the loser.

G. TIME LIMITS

1. Any grievance not advanced from one step to the next within the time limits of that step, shall be deemed resolved at the previous step.
2. If the grievance procedure is initiated near the end of the school year, the number of days in the grievance steps may be reduced by mutual agreement.
3. A grievance may be withdrawn by the grievant at any step without prejudice. The withdrawing grievant shall state such in writing, with a copy to the local President and the Superintendent.
4. Before a grievance is taken to arbitration, the Association has the option of withdrawing its support and the grievance procedure stops.

VI. MANAGEMENT RIGHTS

- A. Except as limited by the express written terms of this agreement, the Board of Education retains the sole authority to determine the number and type of job classifications required to effectively operate the school district, including the right to create or abolish job classifications, and the sole authority to assign, transfer, discipline, suspend, discharge for just cause, lay off, promote or retain employees. In addition the Board reserves all rights granted under 4117.08(C) (1) through (9) of the Ohio Revised Code.

When a new bargaining unit position is created the Board will give notice to the Association of the new bargaining unit position and its intended wage rate. At the Association's request, the Board will negotiate the wage rate for the bargaining unit position.

VII. ASSOCIATION RIGHTS AND RESPONSIBILITIES

- A. The Association shall have the right to use bulletin boards in any work location to disseminate information to members, provided, however, that any materials posted shall neither advocate nor promote any actions which would tend to impede or disrupt the district's mission of educating children. Specifically excluded are partisan election materials and those materials which are defamatory, derogatory, or libelous in nature. The appropriateness of any such posted materials shall be determined by the Superintendent of Schools. All materials so posted shall be signed by the individual issuing such information. Those bulletin boards used will not be in areas generally frequented by the general public or students (e.g. in corridors, classrooms, etc.)
- B. The Association will be permitted to use the internal system of the school mail for distribution of Association bulletins, newsletters, and other circulars, provided a copy of such materials is provided in advance to the Superintendent. Such materials shall not be contrary to the public mission of the school district.
- C. The Board shall maintain an online policy manual of the Alliance City School District. When changes and revisions are made a copy of such changes shall be sent to the President of OAPSE. The Board's regular meeting agenda will be sent to the President of OAPSE prior to the Board meeting.

D. Released Time for Association Meetings

Members of OAPSE Local 265 that have been elected to represent their Association may be granted a maximum of six (6) days per year to attend Association meetings or conferences with pay.

If an Association officer or an appointed delegate is requested by the Association to attend a meeting or conference the following procedure must be followed:

1. Request for these meetings shall be submitted in writing to the Superintendent of schools ten (10) days prior to the meeting, and be limited to full day blocks of time. The written request must include the names of the Association members attending the meeting.
2. Not more than two (2) members shall be absent at any one time and no more than one (1) member shall be absent from the same school, unless they are the President and Vice President.
3. If, as a result of this released time, the Superintendent or his designee, determines that a substitute employee is necessary, OAPSE Chapter 265 shall reimburse the Board of Education the full cost of the substitute.

E. Association-Administration Meetings

The Superintendent and other administration, as needed, shall meet the President and his designated committee once each month, if requested by the Association or Superintendent. The main function of the meetings shall be to confer on all matters of mutual concern.

- F. Abuse of any of these rights may result in withdrawal of the rights by the Superintendent.

VIII. EFFECTIVE DATE OF AGREEMENT

This Agreement shall become effective as of June 30, 2011, for all twelve (12) month employees and at the beginning of the assigned work schedule for other employees.

IX. DURATION OF THE AGREEMENT

This agreement shall terminate at midnight, June 30, 2015. It supersedes any and all other negotiations agreements between the parties. The parties may commence negotiations for a new Agreement in accordance with this Agreement. Negotiations will not be opened until March 1, 2015.

X. SALARY AND HOURLY RATE INCREASE

Salary schedules shall be refigured and reflect the hourly rate of each classification as well as steps and yearly configuration. All years in the agreement shall be reflected in a separate table. This table will be included in the agreement same as teachers under an appendix. All stipends and field trip rates and longevity shall be included in the Appendix.

- A. Contract year 2011-2012 – 0% increase
- B. Contract year 2012-2013 – 0% increase
- C. Contract year 2013-2014 – 0% increase
- D. Contract year 2014-2015 – 0% increase

Should AEA negotiate a percentage increase, excluding STRS pickup without reduction being rolled over to salary during 2011-2015 contract years, OAPSE Local 265 shall receive the same without the requirement of negotiations.

- E. Stipends (Custodian/Skilled Maintenance)

Custodians who are currently receiving a \$289 boiler license stipend will have such amount added to their salary. All custodians hired after July 1, 1996 and those not presently receiving such stipend shall be paid at the standard classification rate. Those receiving the additional salary shall be designated by way of a footnote to the salary schedule. The skilled maintenance employee required to have a boiler license shall receive a \$500 stipend. Any custodians required to have a boiler license in the future shall receive a \$375 per year stipend.

- F. Cafeteria Dishroom Aide

Cafeteria Dishroom Aide classification at \$300 more per year than Cafeteria Aide classification

- G. All employees who exceed 260 contract days between July 1, and June 30th shall be paid for the extra day(s) at their regular rate of pay.

It will be the responsibility of the OAPSE President to certify the exact number of work days to the Superintendent by February 1st for any succeeding year.

H. Transportation, Field Trips, Athletic Trips and Extra Runs

1. The hourly rate paid for field trips, athletic trips and extra runs will be \$10.39 plus same yearly percent raises as defined in Article X salary and hourly rate increases.
2. Mid-day runs shall be bid separately on a yearly basis and then assigned to the driver with the greatest seniority.
3. All field trips and athletic extra runs shall include the scheduling date (date trip is initiated) prior to being forwarded to the Bus Garage/Board Office at which time they will be date stamped upon receipt. All postings (except late trips) must be on the Board by 6:00 AM in accordance with the following schedule:

All trips shall be posted on Monday morning of the week prior to the week in which the trip is scheduled. Drivers shall bid by seniority, on a rotating basis, their choice of posted trips.

For the purpose of this article a "late trip" shall be any trip that is initiated by the scheduling party too late to meet the posting date. Late trips may include, but are not limited to, the following reasons:

- Late information/notice about the trip
- Athletic scrimmages/games that must be scheduled around the weather and other districts
- Postponed games, usually weather related
- Postponed activities

EXCEPTION TO POSTING PERIOD:

1. Should a "late trip" be initiated that is to be run prior to the next posting date, it shall be offered to the next senior driver (next on the rotation list) at the end of the current posting period, and rotated accordingly until filled. Any driver with less than forty-eight (48) hours notice of a trip being run may turn the trip down without losing their turn until the next rotation. However, a driver accepting the trip shall be charged as a trip taken and their name shall rotate to the bottom of the list.
2. A driver must select a trip by 2:30 PM of the day of posting. The Transportation Supervisor shall post the trip assignments on the board by 6:00 AM of the next day.
3. The choice of the trips posted will be on a rotation basis. The next driver in line by seniority will have first choice of the trips posted provided they are available at the scheduled departure time. If a driver decides not to select a trip when it is his/her turn, they in effect lose their turn until the next rotation (except "late trips"). If a driver selects a trip and cancels on a day they have worked they will be eliminated from rotation for the following week. In the

event a driver would need to cancel a trip on a day they work, they may be excused without penalty, provided a twenty-four (24) hour notice is given. If it is determined a driver repeatedly cancels their trips, the penalty will be invoked. Pay shall be calculated from the time of departure from the garage to the time of return to the bus garage.

4. Summer trips. All drivers interested in summer trips shall inform the transportation supervisor by June 1, of each year. These trips shall be offered to these drivers on a seniority rotation basis.
5. All trips shall be posted for bidding no later than 6:00 AM on Monday morning for any trips scheduled to run Thursday, Friday, Saturday or Sunday immediately following the applicable posting day, and on Thursday for any trips scheduled to run on the Monday, Tuesday or Wednesday immediately following the applicable posting day which drivers shall bid by classification seniority on a rotating basis.
6. For the purpose of this article (double tripping), shall be defined as a trip that does not require layover time for the entire event. Double trips shall be paid at the driver's regular hourly wage for all driving time.
7. If the interior of a bus needs to be cleaned due to inclement weather conditions (which generally occur during football and baseball trips) the driver shall be reimbursed, at the established hourly rate, an additional 1 hour of time to perform the necessary cleaning.

This additional time must be reported on the time sheet provided by the Board of Education and approved by the Transportation Supervisor.

8. If a driver is required to make an overnight trip he/she shall be reimbursed at the established hourly rate for all time excluding actual lodging hours. All other expenses (i.e. lodging and food) shall be paid by the group requesting the transportation. The activity sponsor, supervisor or coach must validate the driver's time sheet on the form provided by the Board of Education.
9. Bus Drivers shall receive four (4) hours of pay for attending the annual in-service meeting.

I. Cafeteria Banquet Rate

All cafeteria employees that are approved by the Food Service Supervisor to work a banquet or other after school activities shall be assigned on a seniority, rotating basis and paid \$9.24 per hour plus same yearly percent raises as defined in the salary and hourly rate increases (Article X)

J. Paid Call Out Time

When an employee is called out for special duty, a minimum of one (1) hour time shall be paid the employee.

K. Overtime

Overtime shall be one and one-half (1 1/2) for all hours worked after eight hours on any day and after 40 hours per week (work week is defined as Saturday through Friday). The eight-hour provision excludes bus drivers and personnel involved in banquets. Overtime hours paid on a daily basis shall not be included in calculating overtime hours paid on a weekly basis. There shall be no pyramiding of overtime pay.

If requested by the employee and authorized by the Superintendent or designee, an employee may take compensatory time instead of overtime pay up to an accumulation of two hundred (240) hours of compensatory time.

L. Calamity Days

1. If an employee is required to work on a calamity day he or she will be paid straight time for the calamity day and the regular rate of pay for any hours worked. No other calamity day payments will be made.
2. If an employee is called out he shall be paid for a minimum of two hours.

In the event it is necessary to schedule make-up days for any calamity days, no additional payments will be made for working on a make-up day.

Clarification

The district believes the employees should arrive at work as safely as possible. In the event of a late arrival due to safety issues, the employee shall contact their supervisor as soon as possible. The following is agreed to as a method of resolving when school is called off on a calamity day.

- a. When school is closed for a calamity day and the calling chain notifies the custodians, there is no need of clarification.
- b. When school is closed for a calamity day after 5:45 am the district supervisors or designee will notify any employee who had already reported to work.
- c. If the employee is already at work, they may work the additional hour at the task assigned by the supervisor and claim the 1 hour of extra time as allowed for in Article S, N.3. or they may go home after securing the building and not collect the extra hour pay.
- d. In order to collect the extra hour the employee must be in the building at the time the notification is given and completes the assigned task.
- e. The administrator will develop a list of approved tasks to be completed for the extra hour time.
- f. The supervisors will assign the task. The custodian must complete the task and list the task on the pay sheet to claim the extra hour pay.

M. Meetings

Employees required to attend a meeting other than during their regular work hours will be compensated for their actual time or one (1) hour (whichever is greater) at their regular rate of pay.

N. Longevity

A longevity increment of \$300 per year at the completion of 15 years service and an additional \$200 per year at the completion of 20 years (total of \$500 at 20 years) will be given to employees.

An employee becomes eligible for longevity pay on the anniversary date of the first date worked as a permanent bargaining unit employee.

The fiscal year (July 1 – June 30) before an employee becomes eligible for longevity pay the employee must notify, in writing, the Office of Operations no later than March 1 of the date they will be eligible for longevity pay.

Longevity pay will be pro-rated by dividing the longevity amount by the employee scheduled number of work days, then, multiply that daily amount by the number of days from the anniversary date through the end of the work year (which is June 30).

Example:

Elmo works 260 days. Anniversary date is February 2; there are 107 days remaining in the work year.

$$\begin{aligned} \$300/260 &= \$1.15 \times 107 = \$123.05 \\ \$123.05 &\text{ will be divided over 26 regular pays} \end{aligned}$$

The prorated amount will be included in the employee annual salary notification the July before the employee is eligible for longevity and paid over the 26 annual pays.

The employee's failure to provide proper notification will result in the employee having to wait until the next contract year (starting July 1) to receive longevity pay.

At twenty years, this procedure will only involve the additional \$200.

O. Paychecks

Paychecks for all second and third shift custodians will be available for pick up at the Board Office by 2:00 p.m. on Thursdays. Employees who cash paychecks prior to the following day will lose this privilege.

P. Incentive Program

A perfect attendance incentive fund of \$2,550 will be available annually for classified staff.

Conditions:

1. Money does not carry over into the next fiscal year, but each fiscal year will be funded at \$2,550.
2. The current incentive program will remain the same unless mutually agreed upon by OAPSE and the Superintendent.

Q. Tuition Reimbursement

The Board of Education will reimburse any classified employee taking continuing education to maintain or improve job skills up to a total of \$300 per employee per year, with a district CAP of \$5,000.

The request for reimbursement must be submitted within 90 days of the completion of the class, along with proof of successful completion of course work and copy of canceled check or invoice indicating amount paid for class--course reimbursement cannot exceed the cost of the course.

Any training secured by grants or scholarships or paid for by other expense paid programs or correspondence courses will not be reimbursed.

Employee must render at least one year of service after reimbursement or the Board of Education has the right to reclaim the money paid for tuition.

XI. INSURANCE

Employees working under 180 days and 20 hours per week may not participate in the insurance programs. In any month where the district receives a premium holiday the employee shall receive a premium holiday.

Coverage Overview: See Plan Booklet for more detailed coverage information

A. Medical

1. Full-Time Employees

To qualify for medical benefits an employee must have a regularly assigned work schedule of 180 days per year requiring a minimum of 30 hours worked per week.

Effective July 1, 2011 the employee will pay 11.25% of the premium.
Effective July 1, 2012 the employee will pay 12.5% of the premium.
Effective July 1, 2013 the employee will pay 13.75% of the premium.
Effective July 1, 2014 the employee will pay 15% of the premium.

2. Part-Time Employees

To qualify for medical benefits an employee must have regularly assigned work schedule of 180 days per year requiring 20-29 hours work per week. The Board of Education will pay 50% of the premium and the employee shall pay 50% in advance, or by payroll deduction, the balance of the premium due to the carrier.

3. Husband and Wife Both Employees

If both husband and wife work for Alliance City Schools and are eligible for health care, only 1 (one) employee may carry a family plan or each may carry a single plan.

4. 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 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.

5. Preferred Provider – Doctors/Hospitals

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.

6. 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:

- a. The program will be available to employees and their dependents who have "primary" coverage under the District's insurance.
- b. 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.
- c. The deductible will be waived.
- d. The list of covered expenses shall be consistent with those adopted by the COG.
- e. Mail order prescription: Mail order must be used for maintenance drugs in order for the insurance provisions to apply.
- f. Generic: Generic drugs must be substituted where applicable in order for the insurance provisions to apply.

7. Well Baby Care: \$1,000

8. Diabetic Management Program will be part of all PPO Programs.

9. 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.

10. 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.

Preventive – Routine Pap test mammogram, and prostate cancer test once per year shall be 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.

B. Dental Insurance

1. Full-Time Employees

To qualify for dental benefits an employee must have a regularly assigned work schedule of 180 days per year requiring a minimum of 30 hours worked per week.

Effective July 1, 2011 the employee will pay 2% of the premium.

Effective July 1, 2012 the employee will pay 3% of the premium.

Effective July 1, 2013 the employee will pay 4% of the premium.

Effective July 1, 2014 the employee will pay 5% of the premium.

2. Part-Time Employees

To qualify for dental benefits an employee must have regularly assigned work schedule of 180 days per year requiring 20-29 hours work per week. The Board of Education will pay 50% of the premium and the employee shall pay 50% in advance, or by payroll deduction, the balance of the premium due to the carrier.

Plan description (summary only):

a.	Maximum Benefits/ covered person Class I, II, or III	\$2,500 per person per year
b.	Deductible - Individual	\$25.00 per year
c.	Deductible - Family	\$75.00 per year
d.	Co-Insurance Amounts	
i.	Class I – Preventative	100% UCR (no deductible)
ii.	Class II - Basic	80% UCR
iii.	Class III - Major	80% UCR
iv.	Class IV - Orthodontia	60% UCR
	Lifetime Maximum for Orthodontia:	\$1,200/per individual

C. Section 125 – Tax Shelter

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

D. Life Insurance

The Alliance Board of Education will provide a \$30,000 group term life insurance policy for all classified employees, based on stipulation in insurance contracts,

that have a minimum regular assigned work schedule of 180 days requiring a minimum of twenty (20) hours work per week. The benefit reduces 50% at age 70 and another 50% at age 75. The total premium will be paid by the Board of Education.

Where the group insurance carrier permits employees that have a regular assigned work schedule of 180 days or more but require less than thirty hours of work per week may participate in those benefits which are provided to other employees by payment to the Treasurer, in advance, the group rate for such insurance benefit.

E. Enrollment

In order to be entitled to participate in insurance plans under this Article, the employee must submit the appropriate application, specifying his/her intent to enroll in single or family coverage, in the manner and within the time limits prescribed by the Board.

F. Medical Information

Personnel information generated by the operation of this Plan shall be kept confidential to the extent possible and necessary and to the extent required by law. Identifiable information may be shared only with the chairperson of the Stark County Schools Council of Governments and/or his designee and the appropriate OAPSE Consultant, to the extent necessary to resolve problems and/or make decisions. Any designee will be agreed upon by the chairperson and the designated OAPSE Consultant.

G. 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 STRS/SERS/PERS providing the participant pays one hundred percent (100%) of the Board cost one (1) month in advance.

H. Mail Order Prescription

The mail order prescription program shall be in effect.

XII. SEVERANCE PAY

Classified employees shall become eligible for Severance Pay when they retire in compliance with the regulations of the School Employees Retirement System of Ohio.

Reimbursement will be made upon receipt of evidence that the State Retirement has been consummated. The following formula will be used to determine the amount of severance pay due a retiring employee:

Contract Salary Days

Effective: June 30, 2010 65 days

CONTRACT SALARY

ACCUMULATED DAYS

$$.6\% \times \text{CONTRACT} \times 65 \text{ DAYS} \times (\text{MAX. } \frac{120}{120}) = \text{SEVERANCE PAY}$$

EXAMPLE

$$.006 \times \$15,000 \times 65 \times \frac{120}{120} = \$5,850$$

Employees who retire before June 30 will have contract salary for severance pay prorated to the days actually worked.

XIII. HOLIDAYS

- A. Personnel - The employees' annual salary includes all State mandated holidays and holidays adopted by the Board of Education.
- B. Employees required to work on a holiday, shall be paid double-time for all hours worked. No additional holiday payments will be made. To be eligible for holiday pay employees must work their regularly scheduled work day immediately before and after the holiday unless the employee is on authorized sick leave, authorized vacation or authorized leave due to calamity.
- C. Employees whose yearly employment is for eleven (11) or more months shall be entitled to the following holidays, which are included in their annual salary.

When any of the following holidays fall on a Saturday, the preceding Friday will be observed as the holiday, except in the case of Christmas and New Years, then the preceding Thursday and Friday will be observed as the holidays. When any of the following holidays fall on a Sunday the following Monday will be observed as the holiday, except in the case of Christmas, then the following Monday and Tuesday will be observed as the holidays. When New Years falls on a Sunday or Monday the Local Union President and the Superintendent will meet to agree when the holiday will be observed.

- 1. Christmas Eve/Christmas Day and New Year's Eve/New Year's Day
- 2. Martin Luther King Day
- 3. Presidents' Day

This day shall be void if it becomes necessary to schedule a teacher in-service day or regular student day.

- 4. Good Friday
- 5. Memorial Day--Only when this day occurs on Monday through Friday.

6. July 4, Independence Day
7. Labor Day
8. Thanksgiving Day
9. The Friday immediately following Thanksgiving Day.

D. Employees whose yearly employment is for less than eleven (11) or more months shall be entitled to the following holidays, which are included in their annual salary:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day--This day shall be void if it becomes necessary to schedule a teacher inservice day or regular day.
4. Good Friday
5. Memorial Day--Only when this day occurs on Monday through Friday.
6. Labor Day
7. Thanksgiving Day
8. The Friday immediately following Thanksgiving Day
9. Christmas Day

E. Hourly rated employees will be paid their established hourly rate times the number of daily hours they are required to work for the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day--This day shall be void if it becomes necessary to schedule a teacher inservice day or regular student day.
4. Good Friday
5. Memorial Day--Only when this day occurs on Monday through Friday.
6. Labor Day
7. Thanksgiving Day
8. The Friday immediately following Thanksgiving Day
9. Christmas Day

- F. Building custodians may be required to check their buildings to insure that proper heat and security are being maintained when school is not in session and the buildings are not being used.

XIV. VACATION

- A. Classified employees who are regularly employed by the Alliance Board of Education on an eleven (11) months schedule (July 1 - June 30) shall be entitled to the following vacation schedule:

<u>Years of Employment</u>	<u>Weeks of Vacation Allowed</u>
1-7	2 Weeks
7-15	3 Weeks
15 or more	4 Weeks

Clarification:

Upon July 1, if an employee has completed 7 years of employment with the district, they are eligible for 3 weeks of vacation; if an employee has completed fifteen years of employment with the district they are eligible for 4 weeks of vacation.

- B. Vacation Schedules for Classified Employees hired after July 1 will be as follows:

July 1 to August 31	2 Weeks
September 1 to December 31	1 Week
January 1 to June 30	0 Week

- C. Vacation dates for classified employees shall be scheduled by the Superintendent or his designee. Vacation time can be taken any time school is not in session, with the exception of one week after the closing of school and two weeks prior to the reopening date. Five (5) days of vacation from the current fiscal year will be permitted to carry over into the next fiscal year and must be used no later than December 31st of that fiscal year or the carry over vacation days will be forfeited. Vacation time not taken in the fiscal year (with the exception of the carry over vacation days) in which it comes due shall be canceled at the close of the fiscal year.

Employees who wish to schedule vacation beyond the times indicated above must submit their request to the superintendent or his designee. Approval will be on a limited basis. All such written requests must be submitted five (5) days in advance.

- D. In case of death, the unused vacation leave to the credit of the deceased employee shall be paid to the surviving spouse or other dependents. An employee cannot accumulate vacation from one year to the next.
- E. Permission must be granted from the Superintendent or his designee for scheduled vacation time.

- F. An employee desiring to cancel a vacation day must notify the business office of the cancellation at least 24 hours before the scheduled vacation day. Failure to cancel will result in the loss of the vacation day.

XV. LEAVES OF ABSENCE

A. Personal Leave

1. Three (3) days per year of Personal Leave with pay in addition to Sick Leave may be granted in accordance with O.R.C. 3319.142 to all classified employees of the Alliance Board of Education upon written application to the Superintendent of Schools, or his designee, for the reasons outlined below:
2. Reasons for Personal Leave with Pay
 - a. A significant event involving the member or the member's immediate family such as a wedding, high school or college graduation, departure for college or military.
 - b. Funeral of friend or neighbor
 - c. Personal participation in court cases or other legal matters which cannot be taken care of during non-school hours.
 - d. Observance of religious holiday
 - e. Emergencies (must be outlined in writing).
(definition of emergency to include hospitalized grandchild)
 - f. Personal business. Upon the employee's request, leave shall be granted. (This shall be used one day per school year.)

Association affiliated meetings, conferences and conventions may not be requested under Personal Leave.

Leave shall not be requested for recreational purposes, gainful employment during school hours, or situations covered by Sick Leave.

3. Procedure for Personal Leave with Pay
 - a. Request for Personal Leave must be submitted to the Superintendent, or his designee, five (5) days in advance of the absence. In case of Emergency (e), written application must be made within five (5) days following the absence.
 - b. Standard absence notification procedure should be followed in all cases.
 - c. All requests must be submitted on the official form. The form for Personal Leave shall be conformed to the contract language.
 - d. Personal Leave shall not be cumulative from year to year.
 - e. Personal Leave Notification Forms must be completed for any day used.

Personal Leave shall not be taken on the first or last day of school nor the day before or after a school holiday or vacation except by the special permission of the Superintendent or his designee.

No more than five percent (5%) of the total classified employees shall be absent on Personal Leave on the same day. Special circumstances may be considered by the superintendent for waiving the restriction on the number of employees who may be absent on the same day.

The misuse of Personal Leave by an employee shall be grounds for disciplinary action.

4. The Board of Education will grant up to one (1) day of unrestricted Personal Leave for the purpose of "Personal Business Responsibilities Which Cannot Be Discharged Outside of Normal School Hours", to all full-time non-teaching employees (those who are scheduled eight (8) hours per day, two hundred-sixty (260) days per year) and to those non-teaching employees who have an assigned work schedule of one hundred-eighty (180) days or more per year requiring a minimum of twenty (20) hours of work per week.

a. THE FOLLOWING RESTRICTIONS APPLY TO THIS BENEFIT:

1. This day cannot be used for Association affiliated meetings, conferences, conventions, recreation, to seek employment or situations covered by Sections A (2) of the Article and Sick Leave contained in this Article.
2. This day shall not be approved on the first or last day of school, nor the day before or after a holiday or scheduled vacation.
3. No more than five percent (5%) of the qualified employees shall be given approval to be absent on the same day.
4. This day shall not be cumulative from year to year.
5. The misuse of this day shall be grounds for disciplinary action.

b. THE FOLLOWING PROCEDURES MUST BE OBSERVED:

1. Request for this leave must be submitted to the Superintendent, or his designee, five (5) days in advance of the absence.
 2. Upon return from the approved leave the employee must complete all required absence reporting forms.
5. In the event an employee does not use any personal leave for a given school year, the employee shall have the opportunity to utilize two personal business days the following school year or any school year thereafter until any personal leave is used.

If/when any personal leave is used, the following year, an employee will only be entitled to one (1) personal business leave day. Personal business days

shall not accumulate. The second personal business day is included in the three (3) days personal leave per year and the total personal leave days granted in a given year shall not exceed three (3) days.

B. Unpaid Leaves of Absence

1. Each eligible employee covered by this Agreement who has been employed by the Board for at least one year shall be entitled to up to twelve (12) consecutive weeks of unpaid leave each year for certain specified reasons, subject to the conditions and requirements set forth in this Section. To be eligible, an employee covered by this Agreement must have been employed for a continuous period of at least 12 months.
 - a. for the care of the employee's child (birth, or placement for adoption or foster care);
 - b. for the care of the employee's spouse, son or daughter, or parent, who has a serious health condition as defined in this Section; or
 - c. for a serious health condition as defined in this Section that makes the employee unable to perform his or her job;

To be eligible for a leave of absence under Paragraphs (1)(b) and (1)(c), an employee shall first have exhausted any Sick Leave provided in Section XV (C) of this agreement.

2. All leaves of absence taken pursuant to B (1)(a)(b) and (c) above shall be without pay. Employees who have worked 1250 hours in the preceding year shall remain covered under the employee's group health plan pursuant to the same conditions coverage would have been provided if the employee had continued working. Upon return from the leave, the employee shall be restored to his or her original or an equivalent position in the same classification with equivalent pay, benefits, and other employment terms.
3. An employee's entitlement to leave for a birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement. No such leave for a birth or placement may be taken after that date.

Additionally, if a husband and wife are employed by the Board and are both eligible for leave for a birth or adoption, the leave that may be taken by both is limited to a combined 12 weeks during the year.

4. For purposes of the leave set forth in Paragraphs (1)(b) and (1)(c) above, a serious medical condition is an illness, injury, impairment, or physical or mental condition that involves:
 - a. inpatient care in a hospital, hospice, or residential medical care facility; or

- b. a period of incapacity requiring absence from regular daily activities more than three (3) calendar days that also involves continuing treatment by a health care provider.

A leave of absence taken by an employee for a serious medical condition shall not be required to be taken for twelve consecutive weeks but, when medically necessary, may be taken on an intermittent basis. For purposes of leave taken due to a serious medical condition, the Board may require certification from the employee's medical provider and the Board shall be permitted to transfer the employee to an alternative position to accommodate any intermittent leaves.

5. In order to take leave under this Section, employees shall give thirty (30) days advance notice to the Board of the need for such leave when it is foreseeable for the birth or placement of a child for adoption or foster care or for planned medical treatment. When the circumstances do not permit such advance notice, the notice must be given within two (2) days of when the employee learns of the need for the leave.
6. The year for determining an employee's eligibility for unpaid leave under this Section shall be the Board's fiscal year, commencing on July 1st and ending on June 30th.
7. Upon thirty (30) day advance written request of an employee, the Board may grant a leave of absence without pay for a period of not more than two (2) consecutive years for educational or professional or other purposes and shall grant such leave where illness or other disability is the reason for the request. Upon subsequent request, such leave may be renewed by the Board. The thirty (30) day request for leave requirement pertains to those situations in which the need for leave is foreseeable. When circumstances do not permit such advance notice, the notice must be given as far in advance as is reasonable.

Upon return to service, such employee shall be assigned to his or her original or equivalent position in the same classification with equivalent pay, benefits and other employment terms. Time spent on approved leave shall not be considered for advance on the salary schedule. Failure to return to service upon the expiration of a leave of absence shall result in the employee's automatic termination of employment. When leave is for illness or disability, the Board may require medical certification of such illness or disability.

No leave shall be granted to an employee for the purpose of seeking, pursuing or engaging in gainful employment elsewhere and such activity, while on leave of absence, shall be grounds for immediate discharge.

In no event may any leave of absence exceed two (2) years duration unless approved by the Board.

C. Sick Leave

1. Sick leave is earned at the rate of one and one-quarter days per month (15 days per year) or as provided for in statute, whichever is less, and effective July 1, 2008 shall be accumulated to a maximum of 250 days.

Sick Leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family.

Immediate family is defined as: father, mother, husband, wife, sister, brother, son, daughter, parent-in-law, daughter in-law, son-in-law, step child, foster child, and step parent or other "family member" as determined by the Superintendent on an individual basis.

2. An employee shall be allowed one day under Sick Leave to attend the funeral of a near relative or to render such ministrations as the relationship may require. In exceptional cases, further days may be approved by the Superintendent of Schools. Time so lost will be counted as a part of leave allowed for sickness.

Near relative is defined as: uncle, aunt, first cousin, nephew, niece, brother-in-law, sister-in-law, grandparents and grandchildren.

3. An employee of the Alliance Board of Education who becomes pregnant shall notify the Superintendent in writing of the pregnancy as soon as possible. Sick Leave may be used for pregnancy leave purposes as authorized by 3319.141 of the Revised Code.
4. Falsification of Sick Leave statement is grounds for suspension or termination under Section 3319.16 of the O.R.C.
5. Reporting off work—an employee must report off work to the immediate supervisor a minimum of forty-five (45) minutes prior to start time. Employees will be given contact information for reporting off. If the absence is not reported before the forty-five minute minimum, the absence may be recorded as an unapproved absence without pay. If the absence is a result of an emergency it may be appealed to the Superintendent/Designee. The appeal must be in writing and explain in detail the emergency. The decision of the Superintendent/Designee is final.
6. If an employee moves from a short-hour position to a longer-hour position (or visa versa), sick leave days earned at the previous position will be converted to hours at the new position.

Example of short hour accumulation:

32 days sick leave x 4 hr. = 128 hrs.

conversion to longer hours - $128/8 \text{ hrs} = 16 \text{ days}$

Example of reverse accumulation:

16 days sick leave x 8 hr. = 128 hrs.

conversion to shorter hours - $128/4 \text{ hrs} = 32 \text{ days}$

D. Donation of Sick Leave

An employee, after three years of employment, may contribute one of his/her accumulated sick leave days to a designated bargaining unit member who is out

of sick leave and faces a catastrophic illness/injury as certified in writing by the employee's physician and approved by the Administration.

The operational procedure shall be as follows:

1. An employee must be employed at least three (3) years to contribute or one (1) year to receive this benefit.
2. The employee facing such illness shall request of the Superintendent that a plea be made to all classified employees to contribute to sick days.
3. The number of days requested and used by the employee shall not exceed a total of fifty (50). This benefit is available twice in a bargaining unit member's career.
4. Each employee willing to donate a day of sick leave shall notify the office of the Treasurer, in writing.
5. Donated days shall be deducted on a first come basis from the contributions of the donors (one (1) day of sick leave per donor at a time). Notice will be given by the Treasurer to the employee donating sick leave if such sick leave is used.
6. Donated sick leave days will not be repaid and will be permanently subtracted from the employee donating such days. Donation of sick days will count against the donor's perfect attendance.
7. Donor may donate one (1) sick day per year and a maximum of five (5) in his/her career.
8. The use of sick leave days by the donee will be limited to personal illness/injury only. Exception may be made by mutual agreement of Superintendent and OAPSE President.

E. Jury Duty/Court Leave

1. Any employee who is absent due to a court appearance to testify on behalf of the school or who is subpoenaed to testify because of an incident which arose out of the employee's being a witness to events at school, shall be granted paid professional leave upon the employee submitting to the Administration a copy of the subpoena as verification for the leave.
2. On those working days that an employee is required to serve as a juror, such employee will be excused from his/her regular work shift which commences on that date. When so required to serve as a juror, such employee will receive his normal rate of pay less any compensation paid to him/her as a result of having served as a juror. In the event an employee who is scheduled to work the 2nd or 3rd shift is excused from jury duty and wishes to work his/her shift on that day, he/she must call the Board office prior to 1:00 and advise the Board that he/she will be reporting for work at the start of his/her shift. In the event such employee works his/her second or third shift, the employee may retain any compensation paid to the employee by the court for that day.

F. Assault Leave

1. An employee of Alliance City Schools who, without fault, must be absent due to physical disability resulting from an assault which occurs in the course of Board employment while on duty on school grounds during school hours or where required to be in attendance at a school-sponsored function shall be eligible for Assault Leave.

Assault leave shall be granted for the period of physical disability not to exceed one-hundred eighty (180) school days upon the member's delivering to the Superintendent a signed statement indicating the nature of the injury, the date of its occurrence, the identify of the individual(s) causing the assault, if known, and the facts surrounding the assault. If medical attention is required, the member shall supply a certificate from a licensed physician stating the nature of the disability and its anticipated duration.

2. Full payment for assault leave, less Worker's Compensation, shall not exceed the member's per diem rate of pay exclusive of supplementary pay and will not be approved for payment unless and until the statement and certificate as provided above, are submitted to the Superintendent. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under Section 3319.16 of the Ohio Revised Code.
3. Where the member exhausts his/her assault leave, he/she may use sick leave for the period of physical disability. If sick leave and the assault leave provided for herein become exhausted, the member may apply for further assault leave. Whether such additional assault leave is granted shall be determined solely by the board in its discretion. Where the assaulted member becomes eligible for benefits under the School Employees Retirement System because of any disability or because of age or where the member's employment by the Board ceases for any reason whatsoever, this leave provision shall no longer apply and any assault leave payments shall automatically terminate.

XVI. DUES DEDUCTION

- A. All employees in the bargaining unit covered by this Agreement who are members of the Association on the date this Agreement is signed and all other employees in the bargaining unit become members of the Association and the Board shall not honor dues deduction (check off) revocations from such employees except as provided herein.
- B. The Board will make payroll deductions for the payment of Association dues from the pay of the employees covered by this Agreement upon receipt from the employee of written authorization cards voluntarily executed by the employee for that purpose and bearing his signature, submitted to the Board's Treasurer on or before September 23rd of any year the employee begins payroll deductions under this Agreement. New employees hired after September 23rd can submit written authorization after September 23 for dues deductions to take effect in the

next payroll after written authorization is submitted. Any employee shall have the right to revoke such authorization only by giving written notice to the Board Treasurer, OAPSE State Office and Association President 10 days prior to the expiration date of this agreement. Said written revocation must be received within the time specified above.

- C. The Board's obligation to make deductions shall terminate automatically upon timely receipt of revocation of authorization or upon termination of employment or transfer to a job classification outside the bargaining unit. The Association shall forward to the Treasurer of the Board by August 15 of each year the amount to be deducted for that year if changed from the previous year. Deductions shall be made in eighteen (18) or twenty-six (26) equal installments beginning with the first pay in September.

The Board's Treasurer shall forward to the Association's State Treasurer the amount of Dues within ten (10) days following each deduction. A master list of names and amounts deducted will be provided by November 15 of each year.

- D. The Board agrees not to honor any check off authorizations or dues deductions authorizations executed by an employee in the bargaining unit in favor of any other labor organization(s), representing employees of this bargaining unit for the purpose of collective bargaining for wages, terms and conditions of employment.
- E. The union agrees that it will indemnify and save the Board and Treasurer harmless from any action growing out of these deductions or which is in any way related to the deductions made in accordance with these provisions.
- F. 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.

XVII. VACANCIES

- A. When the Board determines that a vacancy exists, the Superintendent, or designee, shall post all bargaining unit vacancies, including newly created and promotional bargaining unit positions within three (3) days and for a period of five (5) working days. No vacancy exists until the person who vacated a position has completed 15 working days of their probationary period. The vacancy notices shall be posted in all buildings and shall contain a description and details of the opening, including location, hours/shift, and wage rate. During the summer a notice of vacancies will be posted on the district website. The term "working days" shall not include days falling during the annual Christmas or spring break."

During the summer months a notice of all vacancies will be entered into the "jetline" phone system and the auto call system.

- B. An employee must make a request for the vacant position, in writing, to the Superintendent or designee.
- C. All present employees, within the vacant job classification, bidding on the job shall be granted an interview with the Superintendent or his designee. Other employees bidding on the job shall be granted an interview only if the vacant position is not filled by an employee from within the classification.
- D. Factors to be used by the Superintendent, or designee, for evaluating the skills, eligibility and qualifications of job applicants shall include:
 - 1. Prior work record
 - 2. Skills
 - 3. Efficiency
 - 4. Conduct
 - 5. Capability
 - 6. Qualifications
 - 7. Education (if applicable)
 - 8. Examination grade (if applicable)
- E. Employees presently working in the classification of the posted position shall receive first consideration. If none of these employees are qualified, all other employees applying for the vacant position shall be considered. If no present employees are qualified, the vacant position may be filled with new hires. If the factors in paragraph D are determined to be equal by the Superintendent, the employee with the most seniority shall be awarded the job.
- F. An applicant who fills the vacancy in the manner set forth above shall take such position subject to the following:
 - 1. The applicant shall be subject to a probationary period of thirty (30) working days and may at any time during that period be removed and reassigned to his/her former position.
 - 2. During the thirty (30) working day probationary period the employee may request to be returned to his/her former position. An employee requesting to return to his/her former position will forfeit the right to bid on another opening for 60 days.
 - 3. Applicants bidding on the vacancy shall be notified if they are a successful or unsuccessful applicant.
- G. Nothing in this section on vacancies prohibits the Superintendent or designee from transferring an employee, that is, assigning or reassigning an employee to a different work location, job classification, or a different shift in accordance with the needs of the School District as permitted by law.
- H. Any employee bidding into a higher paying classification shall start at step 1 of that classification unless their present per hour rate is higher. Under such circumstances the employee will be placed at the nearest step at or above their hourly rate.

Any employee bidding into a lower paying classification shall be placed at their nearest step of their present rate of pay with the understanding that this may result in a salary reduction.

- I. Vacancies shall be filled within twenty-two (22) working days following the closing of the posting procedure provided the Superintendent and Board determine that it is necessary to fill such position.
- J. The administration will provide written notification to the successful bidder and a copy to the Union President.

XVIII. DISCIPLINARY PROCEDURES:

- A. Before implementing a suspension, discharge, demotion or reduction in hours of a non-probationary employee, the Superintendent or his/her designee shall hold a conference with the bargaining unit member to afford the member an opportunity of learning the reasons for the intended disciplinary action, and to challenge the reason for the intended action or otherwise attempt to explain the alleged misconduct or other cause. (The member has the right to be accompanied to the conference by one (1) Association representative.

The conference will be scheduled as promptly as possible by the Superintendent or his/her designee. The superintendent or designee may impose reasonable rules on the length of the conference and the conduct of the participants. If the Superintendent or designee determines that the employee's continued presence in employment prior to the conference poses a danger to persons or property or a threat of disrupting operations, he may suspend the employee with pay for up to two (2) work days pending the conference to determine disciplinary action.

- B. Subject to the exceptions in C., the first instance of misconduct by an employee shall result in an oral or written reprimand from his supervisor or an administrator. Further misconduct may result in suspension without pay, imposed by the Superintendent. Misconduct thereafter may result in additional suspensions by the Superintendent or discharge by the Board.
- C. Certain offenses are serious enough to warrant a possible discharge without regard to the previous disciplinary record of the employee. Such serious offenses include, but are not limited to, the following:
 1. Theft or damage to property of the Board of Education
 2. Theft or damage to the property of Board employees
 3. Insubordination, or the uttering or threatening or abusive language toward supervisory or management personnel, other Board personnel, students or the public.
 4. Intoxication, or being on duty under the influence of a controlled substance, or the sale, possession or use of any controlled substance (including alcohol) while on duty
 5. Falsifications of any records, including employment records

6. Assault
 7. Sleeping while on duty or repeated tardiness to work
 8. Discourteous treatment of the public
 9. Other serious offenses as determined by the Superintendent
- D. When implementing a suspension, discharge, demotion, or reduction in hours, the Superintendent shall provide notice to the affected member. The notice shall indicate the grounds for the action. Disciplinary action is effective according to the terms of the notice. The employee may file a grievance concerning his/her discipline, suspension (with or without pay) of more than two days or discharge in accordance with the time limits and procedures set forth in the grievance article.

XIX. SERS PICK-UP WITH REDUCTION

Annuitization of the entire employee's share of retirement shall be as follows:

The Alliance Board of Education shall designate each employee's mandatory contributions to the School Employees Retirement System of Ohio as "picked up" by the Board as interpreted by Internal Revenue Service Rulings 77-462 and 81-36. Contributions "picked up" shall continue to be designated as employee contributions as permitted by Attorney Generals Opinion 82-097. In order that the amount of the employee's income reported by the Board as subject to Federal and Ohio income tax shall be the employee's total gross income reduced by the then-current percentage amount of the employee's mandatory School Employees Retirement System contribution which has been designated as "picked-up" by the Board, and that the amount designated as "picked-up" by the Board shall be included in computing final average salary, provided that no employee's salary is increased by such "pick-up", nor is the Board's total contribution to the School Employees Retirement System of Ohio increased thereby.

The Board herewith agrees with the Association to pick-up (assume and pay) contributions to the school employees retirement system upon behalf of the individuals in the bargaining unit on the following terms and condition:

1. The amount to be picked-up and paid on behalf of each employee shall be the entire amount of the employee's contribution to the retirement system. The employee's annual compensation shall be reduced by an amount equal to the amount picked-up and paid by the Board.
2. The pick-up percentage shall apply uniformly to all members of the bargaining unit.
3. No employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.
4. The pick-up shall apply to all compensation including supplemental earnings.
5. For federal and state tax purposes, the W-2 form shall show the total amount of compensation reduced by the amount picked-up. For SERS purposes, the total amount of compensation shall not be reduced.

6. SERS pick-up shall in no way affect unemployment compensation, sick leave, workers' compensation, severance pay, daily rate of pay, or any other calculation based on current adopted salary schedule.

XX. TENURE IN SERVICE

- A. After an employee has successfully completed a 180 calendar day probationary period in one of the job classifications agreed upon in Article I, Recognition of this Agreement, employment shall be continuous until the employee:
 1. Resigns
 2. Retires
 3. Is discharged for cause
 4. Is laid off in accordance with the *Reduction in Force* procedures contained in this agreement.

Suspension or temporary layoff shall not constitute a break in service.

XXI. TEMPORARY CLASSIFICATION

If an employee is formally assigned by his or her supervisor to perform a work assignment in a higher classification on a temporary full-time basis for one or more weeks, the employee shall receive a higher rate of pay for every day worked in that assignment.

A temporary vacancy is a position vacant temporarily due to the absence of the employee regularly assigned to that position by reason of being on an approved leave of absence of ninety (90) working days or more.

Temporary vacancies shall be posted. Temporary positions created for 90 or more working days shall be posted. Temporary positions created for less than 90 working days need not be posted.

Temporary vacancies and any subsequent vacancies so created shall be filled in the manner provided in Article XVII. For the purpose of Temporary Vacancies only, this shall be limited to a maximum of one move before a person outside the bargaining unit may be used.

Upon return to duty of the regular employee, the employee assigned to fill the temporary vacancy shall be returned to his/her former assignment.

XXII. PERSONNEL FILES

- A. If a member of the bargaining unit wishes to make an inspection of his or her personnel file, he or she shall submit a written request to the Superintendent, or designee. The file will be made available for inspection within five work days of the receipt of the request. On payment of a reasonable fee for copying, the Superintendent, or designee, will provide the employee with a copy of all documents in the file exclusive of confidential letters of recommendation. An

employee inspecting his or her personnel file may be accompanied by another individual of his or her choice which may be an Association representative. The Superintendent, or designee, may likewise be accompanied by another individual.

- B. No anonymous documents shall be placed in an employee's file.
- C. If an employee disputes the accuracy, time limit, relevance or completeness of documents in his or her file, he or she may submit a statement to be attached to the disputed documents.
- D. When the Superintendent, or designee, approves the placement of a document that is derogatory to the employee in his or her personnel file, copies shall be given to the employee. Employees shall not be permitted to review their personnel files during assigned work hours.

XXIII. SENIORITY

- A. All bargaining unit employees, as defined in Article I Recognition shall earn seniority in the Alliance City School System provided they have successfully completed their probationary period.
- B. There shall be a probationary period of one hundred eighty (180) calendar days to allow the Board to determine the fitness of any new employee it may hire to do the work required. During such time a new employee shall have no seniority rights and no rights under this Agreement. Employees retained beyond this one hundred eighty (180) day period shall have their seniority computed according to Sections C and D of this Article.
- C. System seniority shall be defined as an employee's length of continuous service with the Board as determined by the first date worked as a permanent bargaining unit employee.
- D. Classification seniority shall be determined by the length of service in a classification series as those classification series are defined in Article XXVII.
- E. In the event of a tie, system seniority shall prevail. Should the system seniority of two or more employees be the same, then the tie breaker shall be the highest last four digits of the tied employee's social security numbers.
- F. Employees shall accrue seniority while on sick leave, and other approved paid leaves granted by the Board. Seniority shall not accrue during layoff or unpaid leaves, but such time shall not constitute a break in continuous service.
- G. The seniority list shall be given to the union president by December 31st of each year.

XXIV. WORK WEEK

The work week shall consist of five (5) consecutive days, Monday through Friday. This item shall not restrict the Board's right to extend the regular work day or week, on a mandatory basis, when such is necessary to carry on the business of the school district, as determined by the Superintendent or designee.

XXV. JOB DESCRIPTIONS

The Association shall be furnished with a current copy of the job description of each bargaining unit classification, or any changes thereto covered under the terms of this Agreement.

A comprehensive notebook of all current job descriptions shall be made available in each building and a copy will be given to the Union President by December 1, 1992.

XXVI. REDUCTION IN FORCE

In the event that it becomes necessary to reduce staff due to the abolishment of a position, lack of funds, lack of work or building closures, the following procedure shall govern such reductions:

- A. Reductions shall first be made through attrition resulting from resignations, retirements and transfers.
- B. When the Board has determined the need for reduction either system-wide or within a department or building, new employees in an initial probationary, temporary or provisional status shall be laid off first.
- C. Reductions shall be by classification. Shorter hour positions within a given classification shall be eliminated before other positions.
- D. Employees whose positions are eliminated shall have displacement (bumping) rights. Such employees may first bump within their classification. An affected employee may bump the least senior employee in the classification, providing she/he has more classification seniority.
- E. An employee who is displaced from the classification may bump the least senior employee in a lower classification within the classification series, providing he/she has more classification seniority and has the qualifications and ability to perform the essential functions of the job to which they are bumping. Such employee shall be given a ten (10) working day trial period to determine if he/she has the qualifications and ability to perform the essential functions of the job.* If the employee cannot successfully perform the job duties after this period then he/she shall be granted further displacement rights in accordance with this Article.
- F. Classification series are as follows:

TECHNOLOGY

Network Manager
Network Technician

OPERATIONS

Head Mechanic
Skilled Maintenance**Assistant Bus Mechanic
Assistant Mechanic/Maintenance

Head Custodian
General Maintenance/Custodian
Unlicensed Custodian
*Shipping/Receiving and Delivery
Food Service Driver
Cleaners
Groundskeeper

*If in the opinion of the Administration an employee does not possess the minimum qualifications for the Shipping/Receiving and Delivery position, the trial period may be denied.

INTERPRETER

Interpreter Aide

TRANSPORTATION

Bus Driver
Security Guard

LIBRARY

LRC Technician
Long Distance Learning Technician

CLERICAL

Admn. Secy
Computer Oper/Acct.
School Secretaries
Data Processing
Recept./PBX Oper.
Attendance Clerk
Clerk Typist
Court Liaison

EDUCATION AIDES

Teacher Aide/Handicapped Aide/Library Aide
School Health Aide
Handicap Attendant
Bus Aide
Playground/Lunchroom Monitor

FOOD SERVICE

Assistant Cook
Cashier-Accountant
Cafeteria Aide/H.S. Cashier

- G. Exception to bumping least senior employee in a classification: if bumping least senior employee requires affected employee to suffer a loss of hours/day or days/year, then the affected employee may bump the position held by the least senior employee having an equal number of hours/days or, if such a position does not exist, the least senior employee having the greatest number of hours/days that do not exceed what the affected employee had in the previously held position. The principle here is to allow employees to bump based on seniority into positions closest to their original position in terms of total hours.

- H. An employee may only bump another employee who has less classification seniority.
- I. At any point in the displacement process, an affected employee may bump back into a classification in which previously employed, on the basis of his/her classification seniority in the former classification.
- J. Any member laid off shall retain recall status for a period of twenty-four (24) months during which time the Board shall not hire any new employee or promote any present employee in any classification affected by a reduction until all employees reduced or laid off have been offered an opportunity to be reinstated. During any lay-off period, promotions will be granted only when they will not interfere with the recall of any laid-off employees.
- K. Ten (10) working days prior to effective date of any lay-off the Board will notify, in writing, each employee to be laid off, a copy of which will be given to the President of the Association. Employee notification shall include reason for lay off, recall and reinstatement rights.
- L. Vacancies which occur after any reduction shall be offered by certified mail to the highest seniority employee on the reinstatement list, if the vacancy is within the employee's classification, at which time employee must respond within three (3) workdays. In the event the position is declined, the employee's name will be removed from the reinstatement list and the next employee in line shall be offered the position. If, at the time of recall, the employee is physically unable to perform the job to which s/he is being recalled, his/her reinstatement rights will not be lost as a result thereof.
- M. It shall be the responsibility of any laid-off employee to provide the Board, during any lay-off period, their current mailing address. If the registered notice is returned unopened, that employee will be considered as resigned.

XXVII. CUSTODIAL STARTING TIMES

A. Regular School

When schools are in session the shift(s)/starting times for custodians shall be as follows:

- 1. All elementary buildings—Days - 6:00 AM - 2:30 PM
Afternoons – 2:30 PM - 10:30 PM
- 2. Middle School—Days—5:00 AM – 1:30 PM*
Days – 6:00 AM – 2:30 PM
Afternoons – 2:30 PM – 10:30 PM

*Note – Currently, two day custodians, one shift starts at 5:00 AM and the other at 6:00 AM

3. High School—Days – 6:00 AM – 2:30 PM

Afternoons – 2:30 PM – 10:30 PM

Or

Afternoons – 4:00 PM – 12:00 AM

Nights (if scheduled) – 10:00 PM – 6:00 AM

4. Third shift if reinstated, work week to begin on Sunday and end on Friday morning.

B. Summer Hours

When schools are closed for the summer the Superintendent or his designee shall determine an effective starting and ending date to initiate summer work hours which shall be from 6:00 AM to 2:30 PM unless otherwise mutually agreed between the Superintendent and the Union President.

C. During all holiday breaks (i.e. Christmas, spring break, etc.) the starting time for all custodians shall be 7:00 AM - 3:30 PM.

XXVIII. SUMMER EMPLOYEES

Qualified nine (9) month classified employees shall be given the opportunity to perform seasonal work, when schools are not in session, before hiring certified staff or residents of the community. Federal, state and locally funded youth and adult programs are excluded from this provision. Rates will be listed on postings.

Provisions of this contract will not apply to employees hired to perform summer seasonal work.

XXIX. MILITARY LEAVE

A military leave of absence shall be granted to any regular classified employee whose service with the Alliance City Schools has been interrupted by extended Active Duty Service in the Armed Forces of the United States per State of Ohio and Federal Government laws and regulations. Upon release from Active Duty, the employee must notify the Superintendent in writing, at least six weeks prior to the employee's intended date of return to work. The employee will be reinstated and may be given (at the discretion of the superintendent) years of service credit for military service performed.

XXX. SERVABILITY

1. This agreement shall be subject to all applicable laws. In the event any provision of this Agreement is contrary to law, it shall be of no further force and effect, but the remainder of this Agreement shall remain in full force and effect.
2. The Board and the Union agree to meet within thirty (30) days following notification by either party that any provision of this agreement has been determined unlawful, for the purpose of negotiating a lawful alternative provision on the same matter.

XXXI. RETIRE/REHIRE CLAUSE

The Board may, in its sole discretion, choose to hire/rehire individuals who have retired with any public retirement system (SERS, PERS, or STRS). If such individual is retired/rehired, the following terms and conditions shall apply:

1. The individual shall be issued a one year limited contract, which shall automatically expire as a condition of employment, the employee waives his/her right to anything other than a one year contract.
2. The employee must waive any rights he/she may have under ORC.
3. The employee agrees that the Board, at its sole discretion, may offer insurance benefits, except that dental insurance shall be offered if none is available through another plan.
4. The employee waives any rights he/she may have or accrue to severance pay either under Ohio law or Board policy.
5. The employee waives any right he/she may have or accrue to any type of retirement incentive program.
6. The employee agrees to be paid on the salary schedule at the step #3 column as if he/she was a new hire to the district, i.e. two years experience plus military service to a maximum of step #4 every year.
7. The following articles of the collective bargaining agreement shall NOT be applicable to individuals retired/rehired under this article:

Evaluation
Insurance (unless otherwise modified by #3)
Reduction in Force
Salary
Severance Pay

8. The maximum number of rehires that may be hired under the provision of this article shall not exceed 5% of the bargaining unit.

XXXII. EFFECTIVE DATES FOR IMPLEMENTATION

This contract shall be effective June 30, 2011 through June 30, 2015.

This agreement made and entered into this 21st day of June, 2011 by and between the ALLIANCE BOARD OF EDUCATION and the OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES/ AFSCME/AFL-CIO LOCAL 265 shall remain in full force and effect through June 30, 2015.

In witness whereof the parties hereto by their duly authorized representatives have executed this agreement on the day and year first above written.

FOR THE ALLIANCE BOARD OF EDUCATION:

Ohio Association of School Employees AFSCME AFL-CIO LOCAL 265:

Robt Baird Supr.

Don L Bell Pres.

Paul A. Heath Treasurer

Donna Fraser

RMM / U

Kelly Blaszman

Del & Lee

Deborah Davis

Sherrie Sieff

[Signature]

**ALLIANCE CITY SCHOOLS
CLASSIFIED EMPLOYEES SALARY and HOURLY RATE SCHEDULE**

**Effective July 1, 2011 through June 30, 2015 for Twelve Month Employees
and at the Beginning of the Assigned Work Schedule for All Other Personnel**

Credit for experience on the Salary Schedule shall be determined by the Superintendent.

In order to be eligible for step two of the salary schedule, a new employee must have worked two thirds (2/3) of the total number of days (including holidays) established for the employee's position.

CLASSIFICATION	YEARS OF EXPERIENCE									
	0	1	2	3	4	5	6	15	20	
HEAD MECHANIC HOURLY RATE	\$ 34,326	\$ 34,657	\$ 35,930	\$ 36,783	\$ 37,947	\$ 38,414	\$ 39,347	\$ 39,647	\$ 39,847	\$ 39,847
	\$ 16.50	\$ 16.66	\$ 17.27	\$ 17.68	\$ 18.24	\$ 18.47	\$ 18.92	\$ 19.06	\$ 19.16	\$ 19.16
	260 work days, 8 hours per day, vacation time & all agreed to paid holidays									
ASSISTANT BUS MECHANIC/GENERAL MAINTENANCE HOURLY RATE	\$ 33,296	\$ 33,627	\$ 34,900	\$ 35,752	\$ 36,917	\$ 37,384	\$ 38,317	\$ 38,617	\$ 38,817	\$ 38,817
	\$ 16.01	\$ 16.17	\$ 16.78	\$ 17.19	\$ 17.75	\$ 17.97	\$ 18.42	\$ 18.57	\$ 18.66	\$ 18.66
	260 work days, 8 hours per day, vacation time & all agreed to paid holidays									
SKILLED MAINTENANCE HOURLY RATE	\$ 33,296	\$ 33,627	\$ 34,899	\$ 35,752	\$ 36,917	\$ 37,383	\$ 38,317	\$ 38,617	\$ 38,817	\$ 38,817
	\$ 16.01	\$ 16.17	\$ 16.78	\$ 17.19	\$ 17.75	\$ 17.97	\$ 18.42	\$ 18.57	\$ 18.66	\$ 18.66
	260 work days, 8 hours per day, vacation time & all agreed to paid holidays									
ASSISTANT BUS MECHANIC HOURLY RATE	\$ 33,296	\$ 33,627	\$ 34,899	\$ 35,752	\$ 36,917	\$ 37,383	\$ 38,317	\$ 38,617	\$ 38,817	\$ 38,817
	\$ 16.01	\$ 16.17	\$ 16.78	\$ 17.19	\$ 17.75	\$ 17.97	\$ 18.42	\$ 18.57	\$ 18.66	\$ 18.66
	260 work days, 8 hours per day, vacation time & all agreed to paid holidays									
SHIPPING/RECEIVING AND DELIVERY HOURLY RATE	\$ 29,745	\$ 30,966	\$ 32,178	\$ 32,877	\$ 33,949	\$ 34,412	\$ 35,271	\$ 35,571	\$ 35,771	\$ 35,771
	\$ 14.30	\$ 14.89	\$ 15.47	\$ 15.81	\$ 16.32	\$ 16.54	\$ 16.96	\$ 17.10	\$ 17.20	\$ 17.20
	260 work days, 8 hours per day, vacation time & all agreed to paid holidays									
HEAD CUSTODIAN LICENSED HOURLY RATE	\$ 32,094	\$ 33,318	\$ 34,550	\$ 35,713	\$ 36,426	\$ 36,892	\$ 37,814	\$ 38,114	\$ 38,314	\$ 38,314
	\$ 15.43	\$ 16.02	\$ 16.61	\$ 17.17	\$ 17.51	\$ 17.74	\$ 18.18	\$ 18.32	\$ 18.42	\$ 18.42
	260 work days, 8 hours per day, vacation time & all agreed to paid holidays									
CUSTODIAN UNLICENSED HOURLY RATE	\$ 28,829	\$ 30,024	\$ 31,218	\$ 32,368	\$ 32,969	\$ 33,422	\$ 34,259	\$ 34,559	\$ 34,759	\$ 34,759
	\$ 13.86	\$ 14.43	\$ 15.01	\$ 15.56	\$ 15.85	\$ 16.07	\$ 16.47	\$ 16.61	\$ 16.71	\$ 16.71
	260 work days, 8 hours per day, vacation time & all agreed to paid holidays									
GEN. MAINTENANCE/CUSTODIAN HOURLY RATE	\$ 29,694	\$ 30,923	\$ 32,154	\$ 33,338	\$ 33,958	\$ 34,423	\$ 35,288	\$ 35,588	\$ 35,788	\$ 35,788
	\$ 14.28	\$ 14.87	\$ 15.46	\$ 16.03	\$ 16.33	\$ 16.55	\$ 16.97	\$ 17.11	\$ 17.21	\$ 17.21
	260 work days, 8 hours per day, vacation time & all agreed to paid holidays									
*CLEANERS HOURLY RATE	\$ 20,265	\$ 21,163	\$ 22,143	\$ 22,732	\$ 23,422	\$ 23,879	\$ 24,478	\$ 24,778	\$ 24,978	\$ 24,978
	\$ 9.74	\$ 10.17	\$ 10.65	\$ 10.93	\$ 11.26	\$ 11.48	\$ 11.77	\$ 11.91	\$ 12.01	\$ 12.01
	260 work days, 8 hours per day, vacation time & all agreed to paid holidays *Some Cleaner positions will be for 4-8 hours per day on an as needed basis									
BUS DRIVER HOURLY RATE	\$ 11,287	\$ 11,553	\$ 11,666	\$ 11,759	\$ 11,900	\$ 11,957	\$ 12,255	\$ 12,555	\$ 12,755	\$ 12,755
	\$ 14.93	\$ 15.28	\$ 15.43	\$ 15.55	\$ 15.74	\$ 15.82	\$ 16.21	\$ 16.61	\$ 16.87	\$ 16.87
	All Student days plus one day before & one day after school. (189) 4 hours per day and all agreed to paid holidays Does not include the 4 additional hours for inservice, paid by submitting time sheet									
ASSISTANT COOK HOURLY RATE	\$ 15,782	\$ 16,336	\$ 17,024	\$ 17,849	\$ 18,611	\$ 18,822	\$ 19,288	\$ 19,588	\$ 19,788	\$ 19,788
	\$ 10.17	\$ 10.53	\$ 10.97	\$ 11.50	\$ 11.99	\$ 12.13	\$ 12.43	\$ 12.62	\$ 12.75	\$ 12.75
	185 work days, 8 hours per day and agreed to paid holidays.									
CAFETERIA AIDE CASHIER ACCOUNTANT HOURLY RATE	\$ 9.93	\$ 10.23	\$ 10.60	\$ 10.96	\$ 11.17	\$ 11.34	\$ 11.55	\$ 11.86	\$ 12.06	\$ 12.06
	\$ 10.23	\$ 10.69	\$ 11.07	\$ 11.47	\$ 11.66	\$ 11.86	\$ 12.06	\$ 12.06	\$ 12.06	\$ 12.06
	180 work days - hours determined by need and all agreed to paid holidays Cafeteria Dishroom Aide will receive an additional \$300 per year stipend									
FOOD SERVICE DRIVER HOURLY RATE	\$ 22,854	\$ 23,817	\$ 24,746	\$ 25,277	\$ 26,106	\$ 26,438	\$ 27,103	\$ 27,403	\$ 27,603	\$ 27,603
	\$ 14.28	\$ 14.89	\$ 15.47	\$ 15.80	\$ 16.32	\$ 16.52	\$ 16.94	\$ 17.13	\$ 17.25	\$ 17.25
	191 work days, 8 hours per day or determined by need & all agreed to paid holidays									
GROUNDS KEEPER HOURLY RATE	\$ 18,735	\$ 19,558	\$ 20,439	\$ 21,001	\$ 21,632	\$ 22,065	\$ 22,614	\$ 22,914	\$ 23,114	\$ 23,114
	\$ 11.71	\$ 12.22	\$ 12.77	\$ 13.13	\$ 13.52	\$ 13.79	\$ 14.13	\$ 14.32	\$ 14.45	\$ 14.45
	191 work days, 8 hours per day or determined by need & all agreed to paid holidays									

**ALLIANCE CITY SCHOOLS
CLASSIFIED EMPLOYEES SALARY and HOURLY RATE SCHEDULE**

Effective July 1, 2011 through June 30, 2015 for Twelve Month Employees
and at the Beginning of the Assigned Work Schedule for All Other Personnel

Credit for experience on the Salary Schedule shall be determined by the Superintendent.

In order to be eligible for step two of the salary schedule, a new employee must have worked two thirds (2/3)
of the total number of days (including holidays) established for the employee's position.

CLASSIFICATION	YEARS OF EXPERIENCE									
	0	1	2	3	4	5	6	15	20	
SECURITY GUARD HOURLY RATE	\$ 13.36 180 work days, hours determined by need and all agreed to paid holidays									
INTERPRETER/T.A. HOURLY RATE	\$ 17,235	\$ 17,579	\$ 17,661	\$ 17,813	\$ 18,031	\$ 18,145	\$ 18,600	\$ 18,900	\$ 19,100	
	\$ 12.89	\$ 13.15	\$ 13.21	\$ 13.32	\$ 13.49	\$ 13.57	\$ 13.91	\$ 14.14	\$ 14.29	
	182 work days, 7 hours per day, & all agreed to paid holidays									
TEACHER AIDE HOURLY RATE	\$ 13,433	\$ 13,702	\$ 14,041	\$ 14,512	\$ 15,183	\$ 15,984	\$ 16,386	\$ 16,686	\$ 16,886	
	\$ 10.05	\$ 10.25	\$ 10.50	\$ 10.85	\$ 11.36	\$ 11.96	\$ 12.26	\$ 12.48	\$ 12.63	
	182 work days, 7 hours per day, & all agreed to paid holidays									
HANDICAP AIDE HOURLY RATE	\$ 13,433	\$ 13,702	\$ 14,041	\$ 14,512	\$ 15,183	\$ 15,984	\$ 16,386	\$ 16,686	\$ 16,886	
	\$ 10.05	\$ 10.25	\$ 10.50	\$ 10.85	\$ 11.36	\$ 11.96	\$ 12.26	\$ 12.48	\$ 12.63	
	182 work days, 7 hours per day, & all agreed to paid holidays									
LIBRARY AIDE HIGH & MIDDLE SCH HOURLY RATE	\$ 13,433	\$ 13,702	\$ 14,041	\$ 14,512	\$ 15,183	\$ 15,984	\$ 16,386	\$ 16,686	\$ 16,886	
	\$ 10.05	\$ 10.25	\$ 10.50	\$ 10.85	\$ 11.36	\$ 11.96	\$ 12.26	\$ 12.48	\$ 12.63	
	182 work days, 7 hours per day, & all agreed to paid holidays									
LONG DISTANCE LRNG TEACHER AIDE* HOURLY RATE	\$ 16,370	\$ 16,687	\$ 17,084	\$ 17,637	\$ 18,423	\$ 19,360	\$ 19,831	\$ 20,131	\$ 20,331	
	\$ 12.05	\$ 12.29	\$ 12.58	\$ 12.99	\$ 13.57	\$ 14.26	\$ 14.60	\$ 14.82	\$ 14.97	
	185 work days, 7 hours per day and all agreed to paid holidays									
LRC TECHNICIAN HOURLY RATE	\$ 16,370	\$ 16,687	\$ 17,084	\$ 17,637	\$ 18,423	\$ 19,360	\$ 19,831	\$ 20,131	\$ 20,331	
	\$ 12.05	\$ 12.29	\$ 12.58	\$ 12.99	\$ 13.57	\$ 14.26	\$ 14.60	\$ 14.82	\$ 14.97	
	185 work days, 7 hours per day and all agreed to paid holidays									
SCHOOL BUS AIDE HOURLY RATE	\$ 7.51	\$ 7.67	\$ 7.85	\$ 8.11	\$ 8.49	\$ 8.93	\$ 9.15			
	All student attendance days. Hours as needed and all agreed to paid holidays									
PLAYGROUND/LNCHRM MONITOR HOURLY RATE	\$ 7.51	\$ 7.67	\$ 7.85							
	All student attendance days. Hours as needed and all agreed to paid holidays									
ATTENDANT/SPECIAL NEEDS HOURLY RATE	\$ 8.80									
	All student attendance days. Hours as needed and all agreed to paid holidays									
DPPF RESOURCE MON. HOURLY RATE	\$ 7.52									
	All student attendance days. Hours as needed and all agreed to paid holidays									
HS GUID/STUDENT* SERVICES SECRETARY HOURLY RATE	\$ 20,332	\$ 21,048	\$ 23,072	\$ 23,831	\$ 24,594	\$ 25,214	\$ 25,844	\$ 26,144	\$ 26,344	
	\$ 11.88	\$ 12.29	\$ 13.48	\$ 13.92	\$ 14.37	\$ 14.73	\$ 15.10	\$ 15.27	\$ 15.39	
	205 work days, 8 hours per day, all agreed to paid holidays									
MS SECRETARY HOURLY RATE	\$ 20,332	\$ 21,048	\$ 23,072	\$ 23,831	\$ 24,594	\$ 25,214	\$ 25,844	\$ 26,144	\$ 26,344	
	\$ 11.88	\$ 12.29	\$ 13.48	\$ 13.92	\$ 14.37	\$ 14.73	\$ 15.10	\$ 15.27	\$ 15.39	
	205 work days, 8 hours per day, all agreed to paid holidays									
ELEMENTARY SECRET. HOURLY RATES	\$ 19,855	\$ 20,553	\$ 22,530	\$ 23,272	\$ 24,018	\$ 24,620	\$ 25,235	\$ 25,535	\$ 25,735	
	\$ 11.87	\$ 12.29	\$ 13.47	\$ 13.92	\$ 14.37	\$ 14.72	\$ 15.09	\$ 15.27	\$ 15.39	
	200 work days, 8 hours per day, all agreed to paid holidays									
ATTENDANCE CLERK HOURLY RATE	\$ 18,284	\$ 18,934	\$ 20,750	\$ 21,429	\$ 22,112	\$ 22,666	\$ 23,231	\$ 23,531	\$ 23,731	
	\$ 11.20	\$ 11.60	\$ 12.71	\$ 13.13	\$ 13.55	\$ 13.89	\$ 14.23	\$ 14.42	\$ 14.54	
	195 work days, 8 hours per day & all agreed to paid holidays									
NETWORK TECHNICIAN HOURLY RATE	\$ 36,356	\$ 36,924	\$ 37,490	\$ 38,056	\$ 38,623	\$ 39,189	\$ 39,757	\$ 40,057	\$ 40,257	
	\$ 17.48	\$ 17.75	\$ 18.02	\$ 18.30	\$ 18.57	\$ 18.84	\$ 19.11	\$ 19.26	\$ 19.35	
	260 work days, 8 hours per day, vacation & all agreed to paid holidays									
NETWORK MANAGER HOURLY RATE	\$ 42,299	\$ 46,654	\$ 48,431	\$ 50,208	\$ 51,986	\$ 53,761	\$ 55,537	\$ 55,837	\$ 56,037	
	\$ 20.34	\$ 22.43	\$ 23.28	\$ 24.14	\$ 24.99	\$ 25.85	\$ 26.70	\$ 26.84	\$ 26.94	
	260 work days, 8 hours per day, vacation & all agreed to paid holidays									

**ALLIANCE CITY SCHOOLS
CLASSIFIED EMPLOYEES SALARY and HOURLY RATE SCHEDULE**

Effective July 1, 2011 through June 30, 2015 for Twelve Month Employees
and at the Beginning of the Assigned Work Schedule for All Other Personnel

Credit for experience on the Salary Schedule shall be determined by the Superintendent.

In order to be eligible for step two of the salary schedule, a new employee must have worked two thirds (2/3)
of the total number of days (including holidays) established for the employee's position.

CLASSIFICATION	YEARS OF EXPERIENCE									
	0	1	2	3	4	5	6	15	20	
LIAISON-COMMUNITY/ FAMILY/COURT HOURLY RATE	\$ 17,785	\$ 18,440	\$ 20,241	\$ 20,942	\$ 21,647	\$ 22,188	\$ 22,742	\$ 23,042	\$ 23,242	
	\$ 10.90	\$ 11.30	\$ 12.40	\$ 12.83	\$ 13.26	\$ 13.60	\$ 13.93	\$ 14.12	\$ 14.24	
	195 work days, 8 hours per day and all agreed to paid holidays									
ADMINISTRATION SEC CENTRAL OFFICE HOURLY RATE	\$ 25,354	\$ 26,317	\$ 28,922	\$ 29,954	\$ 30,973	\$ 31,740	\$ 32,536	\$ 32,836	\$ 33,036	
	\$ 12.19	\$ 12.65	\$ 13.90	\$ 14.40	\$ 14.89	\$ 15.26	\$ 15.64	\$ 15.79	\$ 15.88	
	260 work days, 8 hours per day, vacation & agreed to paid holidays									
COMPUTER OPER/ ACCT/TREASURER OFF HOURLY RATE	\$ 25,354	\$ 26,317	\$ 28,922	\$ 29,954	\$ 30,973	\$ 31,740	\$ 32,536	\$ 32,836	\$ 33,036	
	\$ 12.19	\$ 12.65	\$ 13.90	\$ 14.40	\$ 14.89	\$ 15.26	\$ 15.64	\$ 15.79	\$ 15.88	
	260 work days, 8 hours per day, vacation & agreed to paid holidays									
CLERK TYPIST HOURLY RATE	\$ 22,778	\$ 23,618	\$ 25,925	\$ 26,821	\$ 27,725	\$ 28,417	\$ 29,128	\$ 29,428	\$ 29,628	
	\$ 10.95	\$ 11.35	\$ 12.46	\$ 12.89	\$ 13.33	\$ 13.66	\$ 14.00	\$ 14.15	\$ 14.24	
	260 work days, 8 hours per day, vacation & agreed to paid holidays									
HS PRINCIPAL'S SECRETARY HOURLY RATE	\$ 24,819	\$ 25,692	\$ 28,162	\$ 29,091	\$ 30,024	\$ 30,778	\$ 31,547	\$ 31,847	\$ 32,047	
	\$ 11.93	\$ 12.35	\$ 13.54	\$ 13.99	\$ 14.43	\$ 14.80	\$ 15.17	\$ 15.31	\$ 15.41	
	260 work days, 8 hours per day, vacation & agreed to paid holidays									
HS SECRETARY HOURLY RATE	\$ 21,286	\$ 22,035	\$ 24,155	\$ 24,950	\$ 25,750	\$ 26,397	\$ 27,056	\$ 27,356	\$ 27,556	
	\$ 11.88	\$ 12.30	\$ 13.48	\$ 13.92	\$ 14.37	\$ 14.73	\$ 15.10	\$ 15.27	\$ 15.38	
	215 work days, 8 hours per day, all agreed to paid holidays									
ASSIST/EMIS/DATA PROCESSING HOURLY RATE	\$ 20,808	\$ 21,541	\$ 23,613	\$ 24,391	\$ 25,172	\$ 25,806	\$ 26,450	\$ 26,750	\$ 26,950	
	\$ 11.88	\$ 12.29	\$ 13.48	\$ 13.92	\$ 14.37	\$ 14.73	\$ 15.10	\$ 15.27	\$ 15.38	
	210 work days, 8 hours per day, all agreed to paid holidays									
SCHOOL HEALTH AIDE HOURLY RATE - CMA	\$10.05	\$10.25	\$10.50	\$10.85	\$11.36	\$11.96	\$12.26	\$12.48	\$12.63	
HOURLY RATE - LPN	\$11.87	\$12.29	\$13.47	\$13.92	\$14.37	\$14.72	\$15.09	\$15.27	\$15.39	
	179 work days, 5 hours per day, all agreed to paid holidays (9 holidays) Health Aides possessing an RN License will receive a \$500 annual stipend to be paid at the completion of the school year.									
Field Trips, Athletic Trips and Extra runs HOURLY RATE	\$ 10.59									
Cafeteria Banquet Rate HOURLY RATE	\$ 9.42									

EFFECTIVE: JULY 1, 2011 THROUGH JUNE 30, 2015

STIPENDS:

Boiler Stipend, Skilled Maintenance (required): \$500.00

Boiler Stipend, Custodian, (not required): \$375.00

Boiler Stipend, Custodial, (not required): \$289.00

Custodians currently receiving this stipend will continue to do so.

Any custodian employed after July 1, 1996 & those currently NOT receiving it will not be eligible.

Longevity Stipend:

15 through 19 completed years: \$300.00

20 or more completed years: \$500.00

*adjustment to longevity stipend made effective July 1, 1999

Pro-rated Longevity Stipend:

Memorandum of Understanding adopted by the Board of Education: February, 2000- Notification Required: The year before an employee becomes eligible for longevity pay the employee must notify, in writing the Office of Operations no later than March 1st of the date they will be eligible for longevity pay.

Longevity pay will be prorated by dividing the longevity amount by the employee's scheduled number of work days, then, multiplying that daily amount by the number of days from the anniversary date through the end of the work year. The employee's failure to provide proper notification will result in the employee having to wait until the next contract year (starting July 1st) to receive longevity pay.

All employees who exceed 260 contract work days between July 1st and June 30th of any given year shall be paid for the extra days at their regular rate of pay. It is the responsibility of the OAPSE President to certify the exact number of days to the Superintendent by February 1st for any succeeding year.