



09/27/11  
11-MED-05-0878  
2437-02  
K27649

**MASTER AGREEMENT**

**BETWEEN**

**THE VINTON LOCAL BOARD OF EDUCATION**

**AND THE**

**OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES**

**LOCAL #36**

**EFFECTIVE**  
**SEPTEMBER 1, 2011 TO AUGUST 31, 2014**

TABLE OF CONTENTS

	PAGE
<b><u>NEGOTIATIONS, GRIEVANCES, LABOR/MANAGEMENT, ETC.</u></b>	
Article 1	OVERVIEW .....3
Article 2	PROCEDURES FOR CONDUCTING NEGOTIATIONS.....5
Article 3	LABOR/MANAGEMENT COMMITTEE .....8
Article 4	GRIEVANCE PROCEDURE.....9
Article 5	JOB DESCRIPTIONS .....12
<b><u>EXPECTATIONS/DRUGS &amp; ALCOHOL TESTING/CALENDAR</u></b>	
Article 6	PERSONNEL .....12
Article 7	DRUG/ALCOHOL TESTING .....15
Article 8	PROFESSIONAL DEVELOPMENT.....15
Article 9	SCHOOL CALENDAR.....15
<b><u>CONTRACTS AND EVALUATIONS</u></b>	
Article 10	SEQUENCE OF CONTRACTS.....16
Article 11	EMPLOYEE EVALUATION .....16
Article 12	PHYSICAL EXAMINATION.....16
Article 13	DISCIPLINE.....17
<b><u>TRANSFERS/RIE</u></b>	
Article 14	BID PROCEDURE.....18
Article 15	LAYOFF AND RECALL.....19
<b><u>LEAVES</u></b>	
Article 16	SICK LEAVE .....21
Article 17	ASSAULT LEAVE .....23
Article 18	WORKMAN'S COMPENSATION.....23
Article 19	PERSONAL LEAVE.....23
Article 20	OAPSE LEAVE/WORKSHOPS .....24
Article 21	LEAVE OF ABSENCE .....24
Article 22	HOLIDAYS .....25
Article 23	VACATION.....25
<b><u>INSURANCE</u></b>	
Article 24	INSURANCE.....26

**FINANCIAL BENEFITS, SALARIES, ETC.**

Article 25 CLASSIFICATION PAY .....28  
Article 26 REPORT PAY .....28  
Article 27 CALAMITY DAYS.....28  
Article 28 OVERTIME.....29  
Article 29 SPECIAL ALLOWANCES.....29  
Article 30 SUPPLEMENTAL CONTRACTS.....30  
Article 31 RETIREMENT PICK-UP/RETIREMENT INCENTIVE.....30  
Article 32 WAGES .....30  
Article 33 PAY DATES/PAYROLL .....32  
Article 34 SEVERANCE PAY .....32  
Article 35 EDUCATIONAL TRAINING REIMBURSEMENT .....33  
Article 36 ATTENDANCE INCENTIVE BONUS.....34  
Article 37 BACKGROUND CHECKS.....34

**APPENDICES**

Salary Schedules .....35  
    Aides ..... 35  
    Cooks ..... 36  
    Head Cooks ..... 37  
    Janitors ..... 38  
    Head Janitor ..... 39  
    Bus Mechanics ..... 40  
    Head Bus Mechanic ..... 41  
    Secretaries ..... 42  
    Building Maintenance Man..... 43  
    Head Building Maintenance Man ..... 44  
    Bus Drivers ..... 45

## **ARTICLE 1 OVERVIEW**

### **A. TERMS**

The terms and conditions of the within Agreement are effective for the period commencing September 1, 2011 and terminating August 31, 2014.

### **B. RECOGNITION**

For the term of this Agreement, the Board of Education of the Vinton County Local Schools hereby recognizes the Ohio Association of Public School Employees on behalf of Local #36, as the sole and exclusive bargaining representative for all employees now employed or to be employed in the following described unit.

The bargaining unit includes all regular contract full time and regular short-hour employees in the following classifications which are regularly assigned to a work schedule:

- |                           |                               |
|---------------------------|-------------------------------|
| a. Bus Drivers            | f. High School Secretaries    |
| b. Cafeteria Workers      | g. Central Office Secretaries |
| c. Custodians             | h. Aides                      |
| d. Maintenance            | i. Bus Mechanics              |
| e. Elementary Secretaries | j. Account Clerk              |

Account Clerk classification will be a twelve month position. Salary schedule shall currently coincide with that of Secretary as per Contract with OAPSE Local #36.

Pursuant to Article 33 - Layoff and Recall, Section 5, in the event that it becomes necessary to lay off Employees, and for the purposes of defining classification seniority, the Account Clerk shall be included with Central Office Secretaries.

For the purpose of this Agreement, the following are excluded from the bargaining unit:

- a. Treasurer of the Board of Education
- b. Assistant to the Treasurer
- c. Administrative and Supervisory Personnel defined in Section 4117.01(f) ORC
- d. Substitutes
- e. Superintendent's Secretary
- f. Assistant Superintendent's Secretary

### **C. PRINCIPLES**

Regular contract full time or short term non-teaching personnel have the right to join in, participate in, and assist the Association and have the right to refrain from such; but membership shall not be a prerequisite for employment or continuation of employment of any employee.

The Board and the Association shall do everything required to comply with all the laws and regulations of the State of Ohio.

#### **D. BOARD (MANAGEMENT RIGHTS)**

The Board has the responsibility and shall exercise at all times its exclusive authority to manage and direct in behalf of the public, all the operations and activities of the school district to the full extent authorized by law. The exercise of these powers, rights, authority, duties and responsibilities by the Board and the adoption of such policies, regulations, and rules as it may deem necessary, shall be limited only by the specific and express terms of this Agreement, as entered in the Board minutes with the organization representing the negotiating unit provided the agreed terms are not contrary to law.

#### **E. REGULATORY RELIEF**

If any provision of this Agreement or the application thereof is in conflict with any Federal, State, Local, or Regulatory Agency, the relief of the provision will be dictated by the Regulatory Agency, unless the provisions of this Agreement expressly provide relief.

#### **F. NO STRIKE**

There shall be no strike, slow down or work stoppages sanctioned by the Association for the duration of the Agreement.

#### **G. PAYROLL DEDUCTIONS**

1. The Board agrees to deduct dues, fees, and assessments from the pay of employees. All dues/fair share fees shall be deducted over a twelve (12) month period beginning with the first pay in September.
2. The amount of dues to be deducted for the Union shall be filed by letter each August, if the amount has changed from the previous year.
3. Deductions normally will be sent to the State Association within fifteen (15) days after the deduction is made along with an accounting as to for whom the deduction was made and the amount of each deduction.
4. The Board of Education agrees to deduct from the wages of any bargaining unit member an OAPSE-PEOPLE deduction as provided for in a 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 the Treasurer.
5. During the term of this Agreement, no more than one (1) additional voluntary payroll deduction per year shall be added to a maximum of forty-six (46) voluntary payroll deductions. Additional voluntary payroll -deductions may be added upon mutual agreement between the Board and the Union.
6. Written authorization for payroll deduction must be made to the Treasurer by September 1 of each year.

## **H. AGENCY SHOP**

Each employee covered by this agreement, who fails voluntarily to acquire or maintain membership in the Union, shall be required as a condition of employment, to pay to the Union a fair share fee, which shall not exceed the dues paid by members of the bargaining unit covered by this agreement; provided that any employee who has been declared exempt for religious convictions by the SERB shall not be required to pay said fee. However, such employee shall pay, in lieu of such fee, on the same time schedule as Union dues are payable, an amount of money equal to such fair share fee to a non-religious charitable fund exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, mutually agreed upon by such employee and the OAPSE State Treasurer. Such employee shall furnish to the Union State Treasurer written receipts evidencing payment to such agreed upon non-religious charitable fund. Failure to make such payment or furnish such receipts as proof of payment shall subject such employee to the same sanctions as would non-payment of dues under the agreement.

The Union represents to the employer that an internal rebate procedure has been established and is in accordance with Section 4117.09(C) of the Revised Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Union and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitution of the United States and the State of Ohio.

In the event the laws governing union security are changed during the term of this agreement to permit other forms of union security, the employer agrees to meet with the Union, upon its request, for the purposes of negotiating a new union security provision to be incorporated in this agreement.

## **ARTICLE 2 PROCEDURES FOR CONDUCTING NEGOTIATIONS**

### **A. NEGOTIATION TEAMS**

1. The parties may mutually agree in advance to use a modified interest-based bargaining style.
2. The Board, or the designated representative for the Board, will meet with representatives designated by the Association for the purpose of discussing and reaching agreements. All negotiations shall be conducted exclusively between said teams. The Board's negotiating team and Association's negotiating team will be limited to a maximum of four (4) members or a mutually agreed upon like number. Neither party shall have control over the selection of the other party's team members. While no final agreement shall be executed without ratification by the Association and adoption by the Board, the negotiating teams will have the authority to make proposals, consider proposals and determine items acceptable to both parties involved in negotiations.
3. Up to two (2) consultants and/or two (2) observers may be included by each team and in any of the negotiations meetings in an advisory capacity. These persons will not be permitted to enter into discussions unless both parties agree to permit them to address the teams.

4. The expense of such consultants shall be borne by the party requesting or hiring them.
5. Necessary clerical assistance may be provided if both parties agree and if such is the case, the cost will be shared equally by the Board and the Association.
6. The scope of bargaining shall include all matter pertaining to wages, hours, or terms or other conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement except as otherwise specified in Section 4117.08 (B and C) ORC.

#### **B. EXCHANGE OF INFORMATION**

Prior to and during the period of negotiations, or impasse provisions, the Board and the Association agree to provide to each other upon request, all regularly and routinely prepared information concerning the issue(s) under consideration.

#### **C. REQUEST FOR NEGOTIATION MEETING**

A request for a meeting to initiate negotiations shall be submitted in writing by the Association to the Board through the local Superintendent. A request for a meeting to initiate negotiations from the Board shall be submitted in writing by the Superintendent to the Association through the President. Requests for negotiations may be submitted no earlier than ninety (90) days nor later than sixty (60) days before the expiration of the current Agreement unless otherwise agreed upon by both parties. A mutually convenient meeting date shall be set no later than fifteen (15) working days after the date of the request, unless both parties agree to a later date.

#### **D. SUBMISSION OF ISSUES**

At the first negotiations meeting, each party shall submit its complete list of articles in writing to be negotiated and the adoption of an agenda shall be the first order of business. No additional issues shall be submitted by either party following the first meeting, unless agreed to by both parties.

#### **E. NEGOTIATIONS PROCEDURE**

Following the initial meeting, as provided in Article 7, additional meetings shall be held as needed to reach an understanding on the issue. At each meeting the time length of the next session will be established and the time length can only be changed by mutual agreement. Time and place to be set prior to any meeting. All meetings shall be held in executive session.

#### **F. CAUCUS**

Upon request of either party, the negotiations meeting shall be recessed to permit the requesting party a reasonable period of time within which to caucus in privacy.

Caucus meeting should not last longer than thirty (30) minutes, but may be extended by mutual consent.

## **G. PROGRESS REPORTS**

During negotiations, interim reports may be made to the Association by its representatives and to the Board of Education by its representatives. Each party will be responsible for requesting that the information from such reports be regarded as only proposals and shall be confidential information within the organization concerned.

## **H. NEWS RELEASES**

News releases, either during negotiations or at the conclusion of negotiations, shall be made only by mutual agreement as to when and content of the releases.

## **I. PROTOCOL**

No action to coerce, censor or penalize any participant in negotiations shall be made or implied by any other negotiator or member of either party so represented. Both sides agree to conduct themselves in a professional and non-personal manner.

## **J. ITEM AGREEMENT**

When negotiated items are agreed upon, they shall be reduced to writing and initialed by the chief negotiator of each party. Such initialing shall be construed as tentative agreement by both parties on that item or issue, subject to finalization by ratification by the membership of the Association and adoption by the Board.

## **K. AGREEMENT**

When an agreement is reached through negotiations, the outcome shall be reduced to writing. Both parties shall review the agreement together to determine the accuracy of the transcript. If the agreement is then in proper form, it shall be submitted to the Association and the Board for ratification and adoption. When adopted by the Board, the agreement shall become part of the official Board minutes and binding on both parties. Said agreement shall be signed by the Board's representative and the Association's representative. It will be the responsibility of each side to try to fully and accurately inform each of its members and/or other affected district employees of the terms in this agreement. The Board shall provide a copy of the negotiated agreement to all newly hired employees at the time of their employment. Copies for this purpose will be provided by the Association.

## **L. INTENT TO RECOMMEND**

Prior to the negotiated agreement being presented to the Association and to the Board, each member of both negotiating teams shall pledge to recommend adoption of the tentative agreement.

## **M. DISAGREEMENT**

In the event the parties are unable to reach agreement, either party may declare impasse and request that all unresolved issues be submitted to mediation. Upon receipt of a written request by either party that an impasse has been declared, within five (5) calendar days, a joint request, signed by the President of the Association or his/her designee, and the local Superintendent or his/her designee, shall be submitted to the Federal Mediation and Conciliation Service to appoint a mediator to assist in the resolution of all remaining issues. Should the mediator declare that it appears that no more meaningful discussions can be accomplished, the Association may initiate the provisions of Section 4117.14 (D-2) of the Ohio Revised Code.

The cost of employing all mediation service shall be shared equally by the Association and the Board.

It is also agreed that the procedures outlined in this Agreement to negotiate and resolve disputes shall supersede the impasse requirements established in Section 4117.14 of the ORC.

## **ARTICLE 3 LABOR/MANAGEMENT COMMITTEE**

The Board and the Association agree to establish a Labor/Management Committee for the purposes of maintaining open communications between the parties and to discuss issues regarding employee safety and health and the deferred usage of compensatory time. The committee shall be comprised of four (4) members from the Association, the Superintendent, and three (3) members of the Board or its designated representatives. This committee shall not be utilized for the purposes of negotiations or the adjustment of grievances.

The Labor/Management Committee shall meet on a bi-monthly basis or as frequently as necessary at a mutually agreed time unless both parties agree a meeting is not necessary. Additional meetings shall be held upon mutual agreement of the parties.

**ARTICLE 4**  
**GRIEVANCE PROCEDURE**

1. A grievance is defined as a complaint involving an alleged violation, misinterpretation, or misapplication of the terms of the written Agreement entered into between the Vinton County Local Board of Education and OAPSE Local #36.

If any such grievance arises, there shall be no stoppage or suspension of work or concerted activity because of such grievances; but such grievance shall be submitted to the following grievance procedure.

2. Grievance Provisions

A written grievance shall be initiated by the grievant through the Association within 20 work days of the alleged violation. The Association also has the right to submit the grievance on behalf of the grievant(s). If the grievant initiates a written grievance, the grievant must contact the Association grievance representative who will then review the grievance and make a recommendation to the grievant as to the merits of the grievance. If the Association submits a grievance on behalf of member(s), it must be within twenty (20) days of the alleged violation. If either the grievant or the Association do not meet the deadline dates imposed in this paragraph, the grievance is then considered waived.

3. Informal Level

All alleged grievances must be initiated by a thorough and informal discussion with the employee's immediate supervisor in an effort to resolve the problem. The facts, details and possible solution will be discussed. If a satisfactory agreement cannot be reached, the grievance must be reduced to writing and submitted to Level 1 for possible resolution. Either party may have supporting representatives present.

4. Procedure

- A. Level I

1. The written grievance shall be submitted to the Association in accordance with Paragraph 2 and contain a concise statement of the facts upon which the grievance is based, with reference to the specific Article(s) of the Agreement violated, misinterpreted or misapplied, the date of the incident, the date of filing, and the relief sought. The Association will forward the grievance to the grievant's immediate supervisor in accordance with Paragraph 2.
2. A meeting shall be mutually agreed upon between the aggrieved, the supervisor and Association representative. Either the aggrieved or the supervisor may have other individuals present who may provide relative information concerning the grievance. Discussion at this meeting shall be limited to the issues as stated in the grievance and to relief sought.
3. The supervisor shall give the grievant and the Association representative written notice of the action taken within five (5) work days of the meeting.

B. Level II

1. If the grievant or the Association is not satisfied with the action taken at Level I, the employee or the Association may, within five (5) work days of such written notice, submit by dated endorsement, the written grievance together with the written notice of action taken by the supervisor to the Superintendent requesting a meeting between the grievant, the Association representative, and the Superintendent to discuss the grievance.
2. The meeting shall be within five (5) work days of the request, except when the Superintendent has two or more such meetings requested within that five (5) day period. Under no circumstances will the Superintendent be required to hold more than two (2) such meetings within a five (5) day period.
3. The meeting shall be conducted in a manner as outlined in Level I.
4. The Superintendent shall provide the grievant and the Association with a written notice of the action taken within seven (7) work days of the meeting.

C. Level III

1. If the grievant or the Association is not satisfied with the action taken at Level II, the employee or the Association may, within five (5) work days of receipt of such notice, submit by dated endorsement, his written grievance together with the written notices of actions taken by both the immediate supervisor and the Superintendent to the President of the Board of Education requesting an opportunity for the grievant to discuss the grievance at the next meeting of the Board.
2. The Board shall provide the grievant and the Association with a written notice of the action taken within ten (10) days of the meeting.

D. Level IV

If a satisfactory disposition of the grievance is not made as a result of the procedure provided for in Level III, the employer or the Association representative shall have the right to appeal the dispute to an impartial arbitrator under and in accordance with the rules of the American Arbitration Association. The Association representative shall have the approval of the Association's Grievance Committee before filing such an appeal. Such appeals must be taken within fifteen (15) working days from the date of the meeting provided in Level III by filing a notice with the "Statement of Grievance" attached thereto with the American Arbitration Association, and a copy of the notice served on the Administration's representative.

## 5. Grievance Forms

- A. Any grievance must be filed on the authorized grievance form agreed to between the parties to this Agreement.

Such forms must provide for naming of the alleged violation and shall state the contention of the employee of the Association, and shall indicate the relief requested.

- B. Any grievance not advanced to the next step by the Association within the time limit in that Level shall be deemed resolved by the Administration's last answer.
- C. Any grievance not answered by the Administration within the time limit in that step shall be deemed resolved by the relief requested by the employee or the Association.
- D. Time limits may be extended for a maximum period of ten (10) working days by either the Administration or the Association in writing; then the new date shall prevail.
- E. The agreed to grievance form shall be made available to any employee requesting such, either through his supervisor or Association representatives.
- F. If grievance hearings are scheduled during employee's regularly scheduled work hours, both the grievant and the Association representative, if necessary, shall be granted release time for the time needed for such hearings. A list of names of the Association representatives will be delivered to the Superintendent's office by the second Monday in October of each school year.

## 6. Power of the Arbitrator

- A. It shall be the function of the arbitrator and he shall be empowered, except as his powers are limited below, after due investigation, to make a decision in case of alleged violation outlined in Article 21, Section 1 of this Agreement.
- B. He shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
- C. He shall have no power to establish salary schedules or change salary schedules.
- D. He shall have no power to decide any question which, under this Agreement, is solely within the responsibility of management to decide. In rendering decisions, an arbitrator shall give due regard to the responsibility of management except as they may be conditioned by this Agreement.
- E. In the event that a case is appealed to an arbitrator on which he determines he has no power to rule, it shall be referred back to the Association, with a notification to the Administration without decision or recommendation on its merits.
- F. The arbitrator's decision, if within the scope of his authority as set forth above, shall be final and binding to the parties.

- G. The fees and expenses of the arbitrator shall be paid by the losing party. Any other expenses resulting from the grievance arbitration shall be borne by the party incurring them and neither party shall be responsible for the expense of witnesses, except where it is agreed to that such hearing is during a witness' regular hours of employment.

**ARTICLE 5  
JOB DESCRIPTIONS**

1. The Association shall be furnished with a copy of the job description of each classification covered under the terms of this Agreement.
2. Prior to any change in any job description covered under this Agreement, OAPSE shall be notified of such changes anticipated and the effective date of such change.

**ARTICLE 6  
PERSONNEL**

1. Secretaries
  - A. Job descriptions will be written to categorize secretaries into three (3) separate classifications: Central Office Secretaries, High School Secretaries, and Elementary School Secretaries.
  - B. All secretarial contracts will cover the hours to be worked and the number of days to be worked each school year. The Board agrees that full time secretaries will be hired for not less than eight (8) hours per day, normally for ten (10) months or 210 work days plus seven (7) paid holidays.
2. Bus Driver
  - A. Regular drivers shall have the option of an extra trip before they are offered to substitutes.
  - B. Trips shall be assigned as follows:
    - (1) Trips will be posted on the board at the bus garage on Monday for the following week. All drivers will have an opportunity to sign up for any and all trips through Thursday p.m. of that week.
    - (2) It will be the drivers' responsibility to check the trip board and sign up for desired trips.
    - (3) It will be the drivers' responsibility to check the trip board on Friday to see what trips they were awarded for the following week.

- (4) Trips will be scheduled and assigned the week prior to the trip. There will be a weekly rotation used to assign trips. This rotation will be based on an ongoing order of seniority. All full time drivers will be eligible for trips as long as they do not interfere with their normal route schedule. Their route must end within a time frame so as to allow the driver to arrive at the pickup location by the scheduled pickup time.
- (5) Assigned trips will stop with the last driver taking a trip that week and start the following week with the next senior driver in line.
- (6) All trips that are not signed up for by Thursday p.m. will be given to a sub driver.
- (7) There will be no trading of trips after they are assigned.
- (8) A driver canceling from a assigned trip will need to give 72 hours notice except in emergencies.
- (9) If a driver cancels from a assigned trip and there were other full-time drivers signed up for that trip it will be reassigned by seniority order. If no other full-time drivers were signed up, the trip will be assigned to a sub driver.
- (10) If a trip is canceled and is not rescheduled, the driver will return to the current rotation of scheduled trips.
- (11) If a trip is rescheduled, the driver assigned stays with that trip.
- (12) If a trip comes up unexpectedly in the same week it is to be taken, it will be announced on the bus radio and a time limit will be given to sign up. The driver can radio in or stop in to sign up for that trip. The ongoing order by seniority will determine that trip assignment.
- (13) Each driver is limited to one paid trip per rotation.
- (14) Under no circumstances will sick leave time usage be allowed for the purpose of taking trips.
- (15) Under no circumstances will a day without pay be allowed for the purpose of taking trips.
- (16) Under no circumstances will personal time be borrowed from the next school year for the purpose of taking trips.
- (17) Personal time usage at the drivers option may be used for taking trips.
- (18) These procedures may be reviewed and revised by the transportation committee during the term of this Agreement.

C. Extracurricular trips shall be paid as follows:

Up to 5 hours will be paid at a flat rate of \$40.00.  
Over 5 hours will be at a rate of \$8.00 per hour.

Drivers are told when to report to a location for transport of students.

Time for pay purposes starts at the location at the required reporting time.

Total trip time is time from pick-up at school to return to school.

D. When written discipline reports of student misconduct are submitted on approved forms to the building administrator, the bus driver will receive a written response of action taken as soon as possible.

E. At the beginning of the year, if routes within an area incur major changes (other than normal rerouting due to changes in normal pickups), then routes shall be put up for bid with drivers bidding only within their area.

F. All drivers shall be compensated for time spent with their bus for breakdown or maintenance repairs at the driver's regular rate of pay provided that:

1. the driver reports the breakdown within one-half (1/2) hour of the actual breakdown;
2. if a driver has no other transportation available; and
3. if the driver ends the route more than fifteen (15) minutes after the regularly scheduled end of that route.

G. In the event a driver is assigned an extra trip, the trip is cancelled, the driver is not notified, and the driver arrives at the scheduled pick-up point, the driver will be paid for two (2) hours of regular pay for that driver.

H. Bus drivers' overtime and extra driving will be listed separately.

I. The Board shall pay for the bus driver's abstract.

J. Bus Driver Licensing:

Each bus driver employed shall be required to comply with all licensing requirements of the State of Ohio and the Ohio Department of Education to be employed or to remain in the employment of the Vinton County Local Board of Education each contract year.

K. Bus drivers shall not be required to perform annual pre-inspection detailing at the end of the school year, and that job or jobs shall not be posted or bid. However, each driver shall sweep out the bus, flip all seats, and deliver the bus to the bus garage within 3 week days following the last day of school.

**ARTICLE 7  
DRUG/ALCOHOL TESTING**

**Random Test**

The Board will pay the cost of the test. The Board will pay the employee \$15.00 for the time involved with the testing.

**Confirmatory Test**

If the confirmatory test result is negative, then the Board will pay the cost of the test.

If the confirmatory test result is positive, then the employee will pay the cost of the test.

**Post-Accident Test**

If the employee is not cited for the accident, then the Board will pay the cost of the test.

If the employee is cited for the accident, then the employee will pay the cost of the test.

**Return-to-Work Test**

The employee will pay the cost of the test.

Administration will maintain a list of agencies to contact for assistance with substance abuse problems.

**ARTICLE 8  
PROFESSIONAL DEVELOPMENT**

The Board will make available applicable district-sponsored workshops and inservice opportunities to non-teaching employees.

**ARTICLE 9  
SCHOOL CALENDAR**

The Board agrees to allow the Association President and two (2) bargaining unit members to meet with the Superintendent and one other representative of the administration to discuss the annual school calendar. The union may provide input, however, the union recognizes that the Board retains the sole right to adopt the annual calendar.

**ARTICLE 10**  
**SEQUENCE OF CONTRACTS**

1. The initial contract shall be a probationary contract of up to one year.
2. The second contract shall be a two-year contract.
3. All employees new to the district shall serve a probationary period of one year, during which the employee may be terminated for any reason. An employee who is initially employed after the start of a school year shall continue to serve the one-year probationary period during a portion of his/her two-year contract.
4. The third contract shall be a continuing contract.

**ARTICLE 11**  
**EMPLOYEE EVALUATION**

1. An annual evaluation form made out on any employee's work record shall be examined by the employee and initialed by him prior to being placed in his file. Such signing or initialing does not mean that the employee agrees with the evaluation, only that the employee has examined the evaluation.
2. An employee may write his comments on any evaluation form examined by him.
3. Any employee can request to see and will be permitted to examine his personnel file, so long as the employee does not remove any article from the file.
4. Any evaluation form or record of a discipline incident which does not have the initials or signature of the affected employee must have included an explanation of the reason for this deficiency and a verification by a bargaining unit witness before it is placed in the employee's file and be considered valid.

**ARTICLE 12**  
**PHYSICAL EXAMINATION**

Board ordered physical exams for any employee will be paid at the rate set by the Board's designated physician. Permission to use any other doctor must be granted by the Superintendent or his designee and the rate will not exceed that of the Board's physician.

## **ARTICLE 13 DISCIPLINE**

No employee shall be subject to the provisions of this article without a conference being held between the employee and the immediate supervisor and/or the superintendent. The employee shall have the right to have union representation present at all conferences.

The conference shall occur within seven (7) days of the imposed discipline. Within seven (7) days after the conference is held, the immediate supervisor and/or superintendent shall submit to the employee a written statement concerning the results of the conference and what disciplinary action, if any, is to be taken.

Employees shall not be suspended and/or disciplined without compliance with the progressive discipline procedure set forth below:

- A. Oral reprimand - noted in personnel file
- B. Written reprimand
- C. Three-day suspension without pay
- D. Five-day suspension without pay
- E. Termination

Based upon the severity of the situation, disciplinary action may warrant deviation from the procedural order.

The employee's personnel file shall not include any record of discipline taken longer than the past twenty-four (24) months from the date of infraction. This record shall be considered null and void after twenty-four (24) months from the date of the infraction.

Any employee who has been indicted for a felony, is standing trial, or whose conviction is under appeal will have his salary and benefit payments placed in an escrow account. If the affected employee is acquitted, the employee may be returned to his previous classification with no loss of seniority and if not so returned, will have the right to appeal to the grievance process through the normal grievance procedure. All monies in the escrow account shall be released to him or to the appropriate board accounts. If acquitted, the affected employee shall be returned to the same job classification held at the time of indictment. In this instance, there would be no break in seniority.

If the affected employee is convicted, then the monies held in the escrow account shall be returned to the district.

Employee recourse for any disciplinary action may occur only through Article 4 (Grievance Procedure) of this agreement.

**ARTICLE 14**  
**BID PROCEDURE**

1. When a vacancy occurs in a classification, it shall be posted in a conspicuous place for a period of five (5) days, stating the school, the position, hours worked and the salary. Any employee may request the vacancy in writing. In selecting the replacement employee, the Superintendent shall apply the following formula.
  - A. The vacancy shall first be offered to the employee within the classification of vacancy.
    1. If an employee within the same classification requests the position in writing, the employee with the highest seniority date shall be considered first. There shall be a probationary period of five (5) work days during which the Board or the affected employee may request that the affected employee return to the position that he bid out of.
    2. The highest seniority date will be determined by the employee's last day of hire by the Board of Education.
  - B. Filling a vacancy from outside the classification. An employee may file a letter of intent at the Board offices if he/she is interested in a position in another classification. Job descriptions, including job qualifications, shall be available to interested employees and building reps at the board office. Hiring will consider:
    1. Qualifications of the bargaining unit member.
    2. If two (2) or more applicants are equally qualified, as determined by the Board, the unit member with the most district-wide seniority, shall be awarded the position.
    3. If no bargaining unit member is determined to be qualified by the Board for the position according to the qualifications as stated on the job descriptions then applicants outside the bargaining unit may be considered.
  - C. If an employee is not selected through the above process, then the Superintendent will recommend that the Board fill the vacancy with a newly hired employee.
  - D. Bus drivers will bid on routes within their area. Bus routes will be reviewed and revised each year. The Buckeye Hills shuttle routes will change each year and will be considered separately from regular routes. Buckeye Hills shuttle routes will be bid each year by seniority according to the following procedure:
    1. The shuttle must be within the driver's area.
    2. Within five (5) miles of the driver's first pick-up.
    3. Driver must be able to return to their regular route on time.

The parties agree that past practice shall not govern bus driving assignments.

- E. If a bargaining unit member is awarded a temporary position, such as a grant-funded position, and the temporary position is eliminated or funding expires, the bargaining unit member will be awarded a position, and that award shall be in accordance with the bidding procedures above.
- F. If a bargaining-unit member leaves the unit to accept a non-bargaining unit position, that person may apply for and return to the unit just as any other person outside the bargaining unit applicant could. Upon being reemployed in a bargaining unit position, the employee's classification and district-wide seniority shall be restored, so long as the return to the unit occurs with five (5) months of leaving the unit.

**ARTICLE 15  
LAYOFF AND RECALL**

If it becomes necessary to reduce the number of employees in a job classification due to abolishment of positions, lack of funds, or lack of work, the following procedure shall govern such layoff:

1. The number of people affected by reduction in the force will be kept to a minimum by not employing replacements insofar as practical. Affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first. If the abolished position was held by an employee other than the least senior employee in that classification, then the person laid off would have bumping rights to bump anyone less senior within the classification.
2. Authorized leaves of absence do not constitute an interruption in continuous service.
3. In the case of identical seniority, as determined by the effective date of hire as reflected in the Board minutes, the tie breaker shall be a coin toss with both bargaining unit members and a supervisor present.

For the purposes of this article, if a federal, state, or other specially funded grant is terminated or the guidelines have changed or otherwise not renewed, then this exhaustion of the grant monies shall qualify as "lack of funds."

Monetary compensation for grant positions will be commensurate with comparable positions unless funding guidelines dictate otherwise.

- B. The Board of Education shall determine in which classifications the layoff should occur and the number of employees to be laid off. In the classification of the layoff, the employees on probation shall be laid off before any employee in that classification employed under a continuing contract is laid off. The following classifications shall be used for the purpose of defining classification seniority in the event of layoff:

- a) Bus Drivers
- b) Cafeteria Workers
- c) Custodians
- d) Maintenance
- e) Elementary Secretaries
- f) High School Secretaries/Junior High School Secretary
- g) Central Office Secretaries/Account Clerk
- h) Aides
- i) Bus Mechanics

C. Ten (10) days prior to the effective date of layoffs, the Board of Education shall prepare and post for inspection, in a conspicuous place, a list containing the names, seniority dates, and classifications and indicate which employees are to be laid off. Each employee to be laid off shall be given advance written notice of the layoff. Each notice of layoff shall state the following:

- A. Reasons for the layoff or reduction.
- B. The effective date of layoff.
- C. A statement advising the employee of his rights of reinstatement from the layoff.

An employee scheduled for layoff in his/her current classification, shall have the right to bump a less senior employee in another classification. The employee may not displace employees in another classification if the employee does not meet the minimum qualifications of the classification as determined by the Superintendent.

D. For the classification in which the layoff occurs, the Board shall prepare a reinstatement list and name all employees under probationary contracts. They shall be placed on the reinstatement list in the reverse order of layoff, the name of all employees employed under the continuing contract status of employment shall be placed on a separate reinstatement list in reverse order of layoff. Reinstatement shall be made from this list before any new employees are hired in that classification or any employee is reinstated from the probationary list. Employees who are on the recall list shall be obligated to keep the Board informed in writing of the address to which recall notices are to be sent. Appropriate recall notices shall be sent to employees to be recalled at the most recent address furnished in writing by the employee.

Vacancies which occur in the classification of layoff shall be offered to or declined in writing by the employees standing highest on the layoff list before the next person on the list may be considered. A recalled employee must notify the Board of his/her acceptance of the position for which he/she is recalled within five (5) days after receipt of written notice of recall or be deemed to have waived his/her right to reinstatement. Any employee who declines reinstatement shall be removed from the reinstatement list.

Employees whose contracts have been suspended will lose all rights including restoration if he/she:

- a. resigns, or
- b. fails to return to work after being offered a position for which they are qualified.

All recall notices will be sent by certified mail, addressee only, return receipt requested.

The employee's name shall remain on the appropriate list for a period of two (2) years from the effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previous accumulated seniority.

**ARTICLE 16  
SICK LEAVE**

1. Each person employed by the Board shall be entitled to fifteen (15) days' sick leave with pay for each year under contract, which shall be credited at the rate of one and one-fourth (1 1/4) days per month.
2. Sick leave may be used for absence due to personal illness, illness related to pregnancy, pregnancy disability when certified by the member's attending physician, 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. Unused sick leave shall be accumulative for the period of time an employee works for the Board of Education.

Immediate family shall be defined as spouse, child(ren), parent(s), sibling(s), grandparent(s), grandchild(ren), in-laws, aunt(s), uncle(s), niece(s), nephew(s), and others as approved by the Superintendent.

3. Any accumulated sick leave of a person separated from any other public service shall be transferable.
4. Employees who render part-time, seasonal, intermittent, per diem, or hourly service shall be entitled to sick leave for the time actually worked at the rate of the full-time employee.
5. Sick leave annual cash-in provision:

Unused sick leave may be surrendered annually for payment under the following terms:

Annual Days Absent*	Maximum Days Eligible**	Daily Rate***
0	10%	35%
1	10%	30%
2	10%	25%
3	10%	20%
4	10%	15%

Requests for payment must be submitted in writing to the Board's Treasurer not later than ten calendar days after the close of the school year. Payment should be made within sixty days of the request.

Qualifications would be limited to those who have been employed by the Vinton County Local School District a minimum of five years and accumulated 260 days of sick leave. Sick leave days surrendered under this article shall be limited to those days earned while employed by Vinton County Local School District. An employee may elect either the Attendance Incentive Bonus (Article 36) or the sick leave annual cash-in provision, but not both.

Sick leave days surrendered under this policy shall be non-accumulative.

- \* Annual Days Absent indicates the number of days used as sick leave during any given school year.
  - \*\* Maximum Days Eligible indicates the percentage of all sick leave accumulated in the Vinton County Local School District which can be surrendered in any given year.
  - \*\*\* Daily Rate indicates the percentage of the per diem rate that each day surrendered under this policy is worth.
6. If sick leave is taken and medical attention was required, the Board may request a signed statement to justify the use of sick leave.
  7. Absenteeism Discipline Procedure
    - A. This disciplinary procedure shall be in effect for all bargaining unit members employed by the Vinton County Local Board of Education on or after November 21, 1996:
      - For all employees with less than thirty (30) days of service with the employer: One (1) day of unexcused absence will result in termination.
      - For all employees with less than six (6) months of service with the employer: Two (2) days of unexcused absence will result in termination.
      - For all employees with less than one (1) year of service with the employer: Three (3) days of unexcused absence will result in termination.
      - For all employees with less than five (5) years of service with the employer: Twelve (12) days of unexcused absence will result in termination.

Unexcused absence shall be defined as:

      - Absences not documented with a signed doctor's slip indicating that service was rendered on the date of the employee's absence, OR
      - Absences not documented with a death notice of a member of the employee's immediate family.
    - B. The disciplinary procedures of Article 13 shall be applied to abuse of sick leave. Under Ohio law, falsification of sick leave is a ground for termination.
    - C. An employee who has a documented long term illness of either him/herself or a member of his/her immediate family shall be considered exempt from this policy for the purpose of sick leave usage.
  8. Employees may transfer up to three (3) days sick leave in any one year to any other employee who has exhausted his/her accumulated sick leave as a result of an extended illness or injury. An employee may transfer an additional three (3) days to two other employees who have exhausted their accumulated sick leave as a result of an extended illness or injury, provided that following the transfer, the donating employee has a remaining balance of at least 45 days of sick leave.

**ARTICLE 17**  
**ASSAULT LEAVE**

1. In the event that an employee is required to be absent from his job as a result of physical assault, the employee shall be entitled to assault leave payment equivalent to his regular rate of pay, provided a physician's statement is presented to verify the employee's inability to perform his/her job.
2. Assault leave shall begin with the first day of absence from work due to the assault injury and continue for a period of ten (10) working days, and after which time, the employee will be placed on sick leave or Workman's Compensation at the employee's discretion.
3. To qualify for assault leave, an employee must file a claim with the Bureau of Workman's Compensation. All medical payments shall be applied for through the Bureau of Workman's Compensation.
4. Assault leave payments shall be the difference between Workman's Compensation payments and the employee's rate of pay.

An employee shall be entitled to accumulate sick leave for all time off which is designated assault leave.

**ARTICLE 18**  
**WORKMAN'S COMPENSATION**

1. All employees covered under this Agreement are protected under the State Workman's Compensation Act of Ohio in cases of injury or death incurred in the course of or arising out of their employment.
2. An injury incurred while performing assigned responsibilities shall be reported to the injured employee's supervisor or other designated representative and an application may be filed with the Bureau of Workman's Compensation.

**ARTICLE 19**  
**PERSONAL LEAVE**

1. Personal leave shall be granted to conduct personal matters which cannot be handled except during school hours. Personal leave shall be limited to three (3) days annually.
2. Personal leave cannot be used consecutively or on the day immediately before or after a Board-approved holiday.
3. Requests for personal leave shall be made in writing at least three (3) days in advance on a form filed with the immediate supervisor.
4. Only one employee per classification per building shall be granted personal leave on any one day. Only one bus driver per day shall be granted personal leave. Approval of personal leave shall be on a first-come, first-served basis.

5. An employee may cash in or convert to sick leave days any unused personal leave days by filing a written request with the Treasurer's Office on or before the last day of the school year. Payment will be made by the last pay in June and will be based upon \$60 per day of cashed-in personal leave days.

**ARTICLE 20**  
**OAPSE LEAVE/WORKSHOPS**

1. The Board agrees to permit two (2) duly elected delegates to OAPSE Local #36 leave of three (3) days to attend the OAPSE Annual Conference with continuity of salary.
2. The Board agrees to permit all twelve (12) month employees in the bargaining unit to attend OAPSE Workshops if held on OEA Day and to be paid for such. In order to be paid, employees must sign in at the beginning of the meeting. OAPSE shall keep a record of those attending and turn said record in to the payroll department on the next scheduled work day.

**ARTICLE 21**  
**LEAVE OF ABSENCE**

1. Upon a written request, the Board of Education may grant a leave of absence for a period of not more than two (2) years for education or professional or other purposes, and shall grant such leave where illness or other disability is the reason for the request.
2. The employee, upon return from leave of absence, within the same school year, will be permitted to return to his/her previous position. If the employee returns after the end of the school year during which the leave began, he/she will be permitted to return to a position in the same classification and, if possible, to a position with comparable hours from which the leave was taken.
3. Upon return of an employee from a leave of absence, the substitute or regular employee hired as a replacement will be laid off. If the Board cannot determine which employee was hired as a replacement for the employee on leave, then the least senior employee in the classification shall be laid off. If an employee on leave of absence resigns and does not return, then the position will be posted.
4. If after the return of the employee from leave, the person employed for the purpose of replacing an employee on leave is continued in employment as a regular employee, or if he is hired by the Board as a regular employee within a year after his employment as a replacement, he shall receive credit for his length of service with the Board during such replacement period.
5. Any credit awarded to an employee mentioned above shall be in compliance with 3319.081 of the Ohio Revised Code.

**ARTICLE 22  
HOLIDAYS**

1. All employees shall receive the following paid holidays:

New Year's Day	Veteran's Day
Christmas Day	Memorial Day
Thanksgiving Day	July 4th (except 9 month employees)
Day after Thanksgiving	
Labor Day	

2. Any employee required to perform work on a paid holiday shall be paid at the employee's regular or appropriate rate of pay in addition to his/her holiday pay.

**ARTICLE 23  
VACATION**

1. After one (1) year of service to the school district, 12 month employees shall be granted two (2) weeks of paid vacation.
2. After five (5) years of service to the school district, 12 month employees shall be granted three (3) weeks of paid vacation.
3. After ten (10) years of service to the school district, 12 month employees shall be granted four (4) weeks of paid vacation.
4. Employees may transfer a maximum of ten (10) days of earned, but unused vacation to be used in their next year of service.
5. Vacation is to be scheduled through the employee's supervisor.
6. An employee that moves from a nine-month contract to a twelve-month contract shall serve one year before being granted paid vacation. If the employee had at least five (5) years of service in the district before moving to the twelve-month contract, the employee shall be entitled to count five (5) years of service for purposes of vacation.

**ARTICLE 24  
INSURANCE**

**A. HOSPITALIZATION**

1. The Board shall provide for members of the classified staff a comprehensive major medical insurance program.
2. For all bargaining unit members employed by the Vinton County Local School District prior to November 21, 1996, the premium cost sharing shall be \$10.00 per month for a single coverage contract and \$20.00 per month for a family coverage contract.

For all bargaining unit members employed by the Vinton County Local School District on or after November 21, 1996, and before April 1, 2008, the Board shall pay ninety percent (90%) of the cost of a single coverage contract or family coverage contract. The employee will pay the remaining ten percent (10%) of the cost of the contract.

For all bargaining unit members employed by the Vinton County Local School District on or after April 1, 2008, the Board shall pay eighty-five percent (85%) of the cost of a single coverage contract or family coverage contract. The employee will pay the remaining fifteen percent (15%) of the cost of the contract.

3. The Board shall implement a Section 125 Plan to enable employees to pay for their premium contribution with pre-tax dollars.

The set-up fee and the annual administrative fee per participant for the Section 125 Plan will be paid by the Board.

4. Single/Family Plans. For spouses working in the district who opt to carry two single insurance plans versus one family plan, the Board of Education shall reimburse each employee at a rate of \$250.00 per year to be paid in June of the following year, through the District's 125 Plan.

5. Health Insurance Opt-Out Incentive Plan

- a. Eligible Participants

Bargaining unit members who are currently insured under the health insurance plan provided in this Agreement and, who may be insured under another health insurance plan, may elect to opt-out of the Board-approved health insurance plan for the following school year by completing the Application For Participation In Health Insurance Conservation Incentive Plan. The Board will make the triplicate copy form available to bargaining unit members. This form will be filled out by the bargaining unit member and delivered to the Treasurer's office for the Treasurer's signature and date stamp by the final work day of the school year. New members hired over the summer must fill out the form and deliver to the Treasurer's office for the Treasurer's signature by the date the new employee signs his/her contract. The bargaining unit member shall deliver one copy to the Association President, and shall retain a copy.

- b. Each eligible bargaining unit member electing to opt-out of (waive) the Board-approved health insurance plan shall receive an incentive payment equal to two thousand three hundred dollars (\$2,300). To be eligible, a bargaining unit member must produce (if requested) a copy of the opt-out request form with a timely date stamp of the Treasurer's office. A bargaining unit member will be paid an amount for the insurance opt-out with a reduction of one hundred and ninety-one dollars and 66 cents (\$191.66) for each month that an employee delayed in filing the required opt-out request form with the Treasurer's office. A bargaining unit member may not grieve any failure to pay an opt-out or failure to pay the full opt-out amount, unless he/she or the Association President can produce a copy of the request form with the two necessary signatures and a timely date stamp.
  
- c. Involuntary Changes In Insured Status

Any eligible bargaining unit member who elected to opt-out of the health insurance plan provided by this Agreement who involuntarily loses other insurance coverage through the unemployment of spouse, death of spouse, or divorce from spouse will be permitted to enroll in the Board approved health insurance plan(s). Notice of intent to enroll will be provided to the Treasurer not later than the third Monday of the month following a qualifying event with coverage to be effective the first day of the following month.
  
- d. Voluntary Changes in Insured Status

Subject to provisions of paragraph C above, any bargaining unit member who elected to opt-out of the Board approved health insurance plan provided in this Agreement may enroll in the Board approved health insurance plan(s) during the next annual enrollment period. Any such members shall notify the Treasurer that he/she intends to re-enroll in the Board approved health insurance plan(s).
  
- e. Reimbursement Date

Eligible members opting-out of the health insurance plan provided in this Agreement shall be reimbursed in accordance with the provisions of paragraph b. above in a lump sum payment the second pay in June on an annual basis.
  
- f. These waivers of coverage shall be treated as part of the District's qualified cafeteria plan subject to Section 125 of the Internal Revenue Code and shall be subject to all its requirements.
  
- 6. An Ad Hoc Insurance Committee, composed of the Association President; two (2) Association members appointed by the Association President; the Superintendent; and two (2) administrators appointed by the Superintendent; shall be appointed specifically for the purpose of reviewing the present insurance plan(s) to make recommendations to the members of the Association and the Board for approval of cost containment provisions designed to either stabilize and/or reduce the current cost of insurance.

7. The Board shall implement a Section 125 Plan to enable employees who so elect to pay for their premium contribution with pre-tax dollars.

The set-up fee and the annual administrative fee per participant for the Section 125 Plan will be paid by the Board.

#### **B. DENTAL INSURANCE**

The Board of Education shall pay one hundred percent (100%) of the monthly premium for dental insurance of both single and family policies.

#### **C. LIFE INSURANCE**

1. The Board agrees to pay the full cost of \$30,000 Life Insurance Plan for all employees within the bargaining unit. Effective September 1, 2011, the amount shall be increased to \$40,000.
2. Payroll Deductions for Insurance --The Board agrees that any employee that is required to pay a portion of an Insurance Plan may do so through payroll deduction.
3. Upon retirement an OAPSE employee may continue with life insurance benefits by paying the premium, provided the insurance company continues to permit this extended coverage.

### **ARTICLE 25 CLASSIFICATION PAY**

If any employee is requested by the building supervisor to perform and does perform all duties of the job description and all work that is normally performed by an employee holding a higher classification, such employee, after five (5) days of service as requested shall receive the rate of pay at the higher classification salary schedule for the previous five days and all consecutive days worked after those five days.

### **ARTICLE 26 REPORT PAY**

In the event an employee other than a bus driver is requested by his/her supervisor to report for work other than his normal schedule, he shall be paid at least two (2) hours' pay at his applicable rate or be given compensatory time off as soon as possible.

### **ARTICLE 27 CALAMITY DAYS**

The Board of Education shall pay for all calamity days approved by the State Board of Education. Any state approved calamity days shall be counted as days worked for the purpose of determining weekly hours to use in computing possible overtime pay. On the first five calamity days, 12-month employees will work 6 hours and be paid for 8 hours.

**ARTICLE 28**  
**OVERTIME**

1. All overtime shall be offered to employees on a rotation basis recognizing seniority using the following formula.
2. All overtime work shall be posted five (5) days in advance if possible. Employees shall be awarded overtime within their own job location before it is offered to an employee from another location.
3. If an employee within a job location declines overtime, it shall be offered to the senior employee within the job classification that the overtime is needed. Such overtime out of location shall be on a rotation basis.
4. All hours over forty (40) in one (1) calendar week shall be paid at the rate of time and one-half (1 1/2). Work performed on Sunday shall be paid at the rate of double time (2). Possible exceptions could include custodians (heating season), mechanics and building maintenance (emergency situations). Then, compensatory time will be provided as soon as possible.
5. Overtime must be authorized by the Superintendent or his designee to be eligible for payment.

**ARTICLE 29**  
**SPECIAL ALLOWANCES**

1. Employees who have regular assignments in more than one building or by nature of their assignment require travel during their regular day, shall be reimbursed at the IRS rate in effect on the previous July 1 (up to \$.56 per mile for 2008-09, up to \$.60 per mile for 2009-10, and up to \$.64 per mile for 2010-11) to be effective September 1 each year. Mileage will be measured daily from the first school to the final school. Employees will submit travel vouchers monthly and will be paid on the first pay of the month. If any employee is called from home to perform any authorized duties or service for the board, he/she shall be paid the applicable mileage rate from his/her home.
2. Compensation for use of employee's vehicle will depend on the type and/or size of authorized materials or equipment transported for use in the district. Normally, these would be items which could not be easily carried in a passenger car because of their weight, length, or bulk. The employee needs to inform his supervisor prior to using his truck-type vehicle for transporting items which qualify for reimbursement. The claim must be made on the approved form and the rate paid will be at five dollars (\$5.00) per day for use.
3. Each mechanic shall receive an allocation of \$500.00 per year for the purchase of tools from Snap-On. Tools shall remain the property of the individual bus mechanic and shall be purchased for and used in accordance with the mechanic's job description.

**ARTICLE 30  
SUPPLEMENTAL CONTRACTS**

In the event supplemental contracts are not filled or awarded to current certified staff, said contracts will be offered to non-teaching employees who are interested in the supplemental contract provided they would be qualified for the contract available.

**ARTICLE 31  
RETIREMENT PICK-UP/RETIREMENT INCENTIVE**

**Retirement Pick-Up**

The Board agrees to a salary reduction pick-up plan of employee contributions to the School Employees Retirement System. An individual employee's gross salary will be reduced by the amount of money contributed by the Board through the pickup plan.

**Retirement Incentive**

In the 2005-06 school year, OAPSE employees who retire with 30 or more years of service are eligible for a \$2,500 retirement bonus. In the 2006-2007 school year and thereafter, the retirement bonus of \$2,500 will be offered to each OAPSE employee who retires with thirty but less than thirty-one years of service.

To be eligible, the Bargaining Unit member must file a letter with the Treasurer stating retirement effective date. The letter must be filed at least 6 months before the retirement date.

**ARTICLE 32  
WAGES**

The salary schedule for each classification will be changed as follows:

- 2008-09 school year - 3% across the board increase for all classifications
- 2009-10 school year - 2% across the board increase for all classifications
- 2010-11 school year - 2% across the board increase for all classifications
- 2011-12 school year – 1.00% across the board increase for all classifications
- 2012-13 school year – 1.25% across the board increase for all classifications
- 2013-14 school year – 1.50% across the board increase for all classifications

Each bargaining unit member will be paid \$500 in December 2011.

**Head Cook:**

Each Head Cook will increase to a seven (7.0) hour day with an increase in work year to one hundred eighty-four (184) days plus 7 holidays.

**Cook:**

The work year for each cook will increase to one hundred eighty-four (184) days plus seven (7) holidays.

**Elementary Secretaries:**

The secretaries at the Elementary Schools will increase to an eight (8) hour work day and will work one (1) week before and one (1) week after the regular school year for students.

**NCLB Required Associates' Degree:**

Beginning with the 2006-07 school year, aides who hold a position that is required, as determined by the Treasurer and the Superintendent, to obtain highly-qualified status as a part of NCLB, and who have obtained a two-year Associates' Degree, shall receive \$6,000 above their regular yearly pay as per salary schedule. Such employees shall attend 15 hours of highly-qualified professional development each year.

The salary schedules for each classification are attached at the end of the contract.

**Longevity**

Provide a longevity scale for employees as follows:

- A. 12-15 years - \$300.00
- B. 16-19 years - \$400.00
- C. 20-24 years - \$650.00
- D. 25-28 years - \$750.00
- E. 29 & over - \$1,000.00

The bargaining team must explain to members: One check will be issued on the first pay in November for longevity and not prorated throughout the year as in the past.

Conditions for longevity pay:

- A. Classification annual base maximum of \$10,000.00.
- B. A limit of five years' experience from another school district or non-school employment may be used to compute longevity pay.

A separate check for longevity shall be issued in any year when the Treasurer determines that 90% of the Bargaining Unit utilizes direct deposit.

**ARTICLE 33  
PAY DATES/PAYROLL**

The Board and OAPSE Local 36 agree to a bi-weekly pay period schedule with no interruption of pay or alteration of an employee's hourly rate in a 27 pay period year.

The Treasurer shall take the following steps so that non-teaching employees are not overpaid and do not have three weeks between pay days: In any year when 27 pay periods (pay days) will occur, the annual salary of each employee shall be computed and then divided over 27 pays. The Treasurer's office shall check to see if 12-month employees are scheduled to work 261 or 262 days and if so, the employees will be compensated for the extra work day or days. Every year thereafter in which twenty-seven (27) bi-weekly pays would otherwise occur (approximately every seven (7) years), the same procedure shall be applied.

All new employees hired on or after July 1, 2005 shall use direct deposit.

All new employees hired before July 1, 2005 are strongly encouraged to use direct deposit and anyone who does not shall be required to sign for each of his/her checks. Any employee who wishes to pick up his/her paycheck during the summer months may do so provided the employee provides written notice to the Treasurer's office or signs a sign-up sheet to do so.

**ARTICLE 34  
SEVERANCE PAY**

1. Any employee that retires after six (6) years of service from the Board of Education shall be paid one-fourth (1/4) of his/her accrued sick leave up to a maximum of sixty-five (65) days.
2. The rate of pay shall be his/her rate of pay at the time of retirement.
3. Payment of severance pay shall be made no later than thirty (30) days after the approved retirement date and after a written request for severance pay has been received by the Treasurer of the Board of Education.
4. Maximum days eligible indicates the number of days of sick leave accumulated in Vinton County.

**ARTICLE 35**  
**EDUCATIONAL TRAINING REIMBURSEMENT**

The Board will allocate a total sum of \$10,000 in each of the 2002-03, 2003-04, 2004-05 school years for reimbursement of employee expenses for tuition and training. Reimbursement to employees shall be in accordance with the following procedures:

1. The employee must obtain prior written approval from the superintendent for the course, class, workshop, seminar, or other training. To be approved, the course or training must be applicable to a position within the district.
2. An employee may request reimbursement for up to 9 semester or 12 quarter hours in any one calendar year.
3. Documentation must be received in the Treasurer's Office by December 20th of each year of:
  - a. Successful completion and evidence of a "B" grade or for a pass/fail course a "pass."
  - b. Cost documentation, including a transcript and proof of payment.

Approved reimbursement will be paid to employees on the second pay date in January.

4. The Board shall reimburse 100% of employee's document expenses for current Title 1 funded aides or current employees where it is required by law for the employee's current position. The Board shall reimburse 75% of employee's documented expenses for other employees. If all reimbursements would exceed the total sum of \$10,000 allocated in any year, then each employee shall receive a pro-rata portion of his/her expense based upon total hours submitted for reimbursement.
5. An employee must stay actively employed by the Vinton County Local Schools (the district) a minimum of two (2) school years following the year of last reimbursement. If the employee does not remain actively employed in the district, the person must repay any reimbursement received within the two-year period before leaving active employment with the district.

**ARTICLE 36  
ATTENDANCE INCENTIVE BONUS**

This article shall be reviewed annually by the Labor/Management Committee and changes may be made by mutual agreement of the Board and OAPSE. This article automatically expires at the end of the contract and shall be reinserted only by mutual agreement of the Board and OAPSE.

<u>Days Missed</u>	<u>Bonus Amount</u>
0	\$775
1	575
2	475
3	375

Days missed shall include any used sick leave, donated sick leave over and above three (3) days, and/or used personal leave days. Personal leave that is cashed in or converted to sick leave does not count as days missed.

If an employee has fewer than 260 accumulated sick leave days, the employee is only eligible for the sick leave bonus and may not elect to cash in sick leave, pursuant to Article 16. An employee who has accumulated 260 sick leave days may elect either the Attendance Incentive Bonus or the sick leave annual cash-in provision in Article 16, but not both.

Beginning in 2008, the attendance Incentive Bonus shall be based on a July 1 to June 30 year with payment to be made by the first pay in September.

**ARTICLE 37  
BACKGROUND CHECKS**

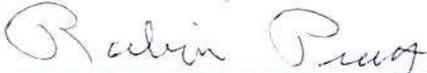
The Board will pay 50% of the total cost for required BCI and FBI background checks.

**MASTER AGREEMENT  
NON-TEACHING EMPLOYEES**

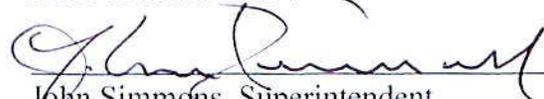
This Agreement is made and entered into this 18<sup>th</sup> day of August, 2011, by and between the Board of Education of the Vinton County Local School District, hereinafter referred to as the "Board" and the Ohio Association of Public School Employees (OAPSE) and its affiliate, the Ohio Association of Public School Employees Local #36, of which is hereinafter referred to as the "Association."

FOR THE ASSOCIATION:

  
\_\_\_\_\_  
Doris McFerren, OAPSE President

  
\_\_\_\_\_  
Robin Pratt, OAPSE Vice President

FOR THE BOARD:

  
\_\_\_\_\_  
John Simmons, Superintendent

  
\_\_\_\_\_  
Mary Ann Hale, Assistant Superintendent

**SALARY SCHEDULE - AIDES**

<b>Years of Experience</b>	<b>11-12 Annual Salary</b>	<b>11-12 Hourly Rate</b>	<b>12-13 Annual Salary</b>	<b>12-13 Hourly Rate</b>	<b>13-14 Annual Salary</b>	<b>13-14 Hourly Rate</b>
<b>0</b>	15,661	13.59	15,857	13.76	16,095	13.97
<b>1</b>	15,789	13.71	15,986	13.88	16,226	14.09
<b>2</b>	15,905	13.81	16,104	13.98	16,346	14.19
<b>3</b>	16,010	13.90	16,210	14.07	16,453	14.28
<b>4</b>	16,115	13.99	16,316	14.16	16,561	14.38
<b>5</b>	16,243	14.10	16,446	14.28	16,692	14.49
<b>6</b>	16,359	14.20	16,564	14.38	16,812	14.59
<b>7</b>	16,475	14.30	16,681	14.48	16,932	14.70
<b>8</b>	16,603	14.41	16,811	14.59	17,063	14.81
<b>9</b>	16,708	14.50	16,917	14.68	17,171	14.91
<b>10</b>	16,836	14.61	17,047	14.80	17,302	15.02
<b>11</b>	16,987	14.75	17,200	14.93	17,458	15.15
<b>12</b>	17,080	14.83	17,294	15.01	17,553	15.24
<b>16-19</b>	17,441	15.14	17,659	15.33	17,924	15.56
<b>*20-24</b>	17,802	15.45	18,024	15.65	18,295	15.88
<b>*25-28</b>	17,930	15.56	18,154	15.76	18,426	16.00
<b>*29 &amp; Over</b>	18,139	15.75	18,366	15.94	18,642	16.18

\*No more than five (5) years of experience from another school district or non-school employment may be used to compute longevity pay.

LONGEVITY:	12-15	Annual Salary +	\$300.00
	16-19	Annual Salary +	\$400.00
	20-24	Annual Salary +	\$650.00
	25-28	Annual Salary +	\$750.00
	29 & Over	Annual Salary +	\$1,000.00

One check will be issued on the 1st pay in November for longevity and not prorated throughout the year as in the past.

Note:

Experience credit may be granted for each year of service constituting a minimum of 120 days worked in one year under a regular contact (not substitute) as an aide in a public school and a maximum of five years of credit for duty served in another position within the school system if the service was concurrent with assignment as an aide. Also, the Board of Education may recognize job related experience for non-school employment but only to the record of experience explained above. A certified record of experience must be on file in the Superintendent's Office on the adopted form.

The above salaries must be pro-rated if an employee works less than a complete school year. The regular work week is to be 30 hours, normally at the rate of 6 hours per day. The position is for nine (9) months annually or 180 work days (plus 5 additional days), plus 7 paid holidays as follows: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day, Veteran's Day, and Memorial Day.

Note:

Clerical Aides will work eight (8) hours per day and one week before and one week after the regular school year for students.

All nine-month clerical aides and secretaries will work five days before the start of the school year and five days after the end of the school year for students.

**SALARY SCHEDULE - COOKS**

<b>Years of Experience</b>	<b>11-12 Annual Salary</b>	<b>11-12 Hourly Rate</b>	<b>12-13 Annual Salary</b>	<b>12-13 Hourly Rate</b>	<b>13-14 Annual Salary</b>	<b>13-14 Hourly Rate</b>
<b>0</b>	15,579	13.59	15,774	13.76	16,011	13.97
<b>1</b>	15,707	13.71	15,903	13.88	16,142	14.09
<b>2</b>	15,822	13.81	16,020	13.98	16,261	14.19
<b>3</b>	15,938	13.91	16,137	14.08	16,380	14.29
<b>4</b>	16,031	13.99	16,231	14.16	16,475	14.38
<b>5</b>	16,158	14.10	16,360	14.28	16,606	14.49
<b>6</b>	16,274	14.20	16,477	14.38	16,724	14.59
<b>7</b>	16,390	14.30	16,595	14.48	16,843	14.70
<b>8</b>	16,517	14.41	16,723	14.59	16,974	14.81
<b>9</b>	16,621	14.50	16,829	14.68	17,081	14.91
<b>10</b>	16,748	14.61	16,958	14.80	17,212	15.02
<b>11</b>	16,899	14.75	17,110	14.93	17,367	15.15
<b>12</b>	16,992	14.83	17,204	15.01	17,462	15.24
<b>16-19</b>	17,350	15.14	17,567	15.33	17,831	15.56
<b>*20-24</b>	17,709	15.45	17,931	15.65	18,199	15.88
<b>*25-28</b>	17,836	15.56	18,059	15.76	18,330	16.00
<b>*29 &amp; Over</b>	18,045	15.75	18,270	15.94	18,544	16.18

\*No more than five (5) years of experience from another school district or non-school employment may be used to compute longevity pay.

<b>LONGEVITY:</b>	12-15	Annual Salary +	\$300.00
	16-19	Annual Salary +	\$400.00
	20-24	Annual Salary +	\$650.00
	25-28	Annual Salary +	\$750.00
	29 & Over	Annual Salary +	\$1,000.00

One check will be issued on the 1st pay in November for longevity and not prorated throughout the year as in the past.

**Note:**

Experience credit may be granted for each year of service constituting a minimum of 120 days worked in one year under a regular contract (not substitute) as a cook in a public school and a maximum of five years credit for duty served in another position within the school system if the service was not concurrent with assignment as a cook. Also, the Board of Education may recognize job related experience for non-school employment but only to the extent of five years including experience explained above. A certified record of experience must be on file in the Superintendent's Office on the adopted form.

The above salaries must be pro-rated if an employee works less than a complete school year. The regular work week for regular cooks is to be 30 hours, normally at the rate of 6 hours per day. The position is for nine (9) months annually or 180 work days (plus 4 additional days), plus 7 paid holidays. The regular work week for Head Cooks is to be 32 1/2 hours, normally at the rate of 6 1/2 hours per day. The position is for nine (9) months annually or 180 work days (plus 4 additional days), plus 7 paid holidays as follows: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day, Veteran's Day, and Memorial Day.

Where only one cook is employed in the school, that person will usually be considered a Head Cook.

No employee will be paid overtime wages, unless approved by the Board of Education and/or Superintendent prior to the time service is performed and all employees must restrict their weekly time sheet to a maximum of 30/32 1/2 hours per week..

**SALARY SCHEDULE - HEAD COOKS**

<b>Years of Experience</b>	<b>11-12 Annual Salary</b>	<b>11-12 Hourly Rate</b>	<b>12-13 Annual Salary</b>	<b>12-13 Hourly Rate</b>	<b>13-14 Annual Salary</b>	<b>13-14 Hourly Rate</b>
<b>0</b>	19,729	14.76	19,976	14.94	20,275	15.16
<b>1</b>	19,837	14.84	20,085	15.02	20,386	15.25
<b>2</b>	19,945	14.92	20,194	15.10	20,497	15.33
<b>3</b>	20,107	15.04	20,358	15.23	20,664	15.46
<b>4</b>	20,242	15.14	20,495	15.33	20,802	15.56
<b>5</b>	20,404	15.26	20,659	15.45	20,969	15.68
<b>6</b>	20,539	15.36	20,796	15.55	21,108	15.79
<b>7</b>	20,647	15.44	20,905	15.64	21,219	15.87
<b>8</b>	20,782	15.54	21,042	15.74	21,358	15.97
<b>9</b>	20,904	15.63	21,165	15.83	21,482	16.07
<b>10</b>	21,093	15.78	21,356	15.97	21,677	16.21
<b>11</b>	21,201	15.86	21,466	16.06	21,788	16.30
<b>12</b>	21,322	15.95	21,589	16.15	21,913	16.39
<b>16-19</b>	21,781	16.29	22,054	16.49	22,385	16.74
<b>*20-24</b>	22,214	16.61	22,491	16.82	22,829	17.07
<b>*25-28</b>	22,470	16.81	22,751	17.02	23,092	17.27
<b>*29 &amp; Over</b>	22,632	16.93	22,915	17.14	23,259	17.40

\*No more than five (5) years of experience from another school district or non-school employment may be used to compute longevity pay.

<b>LONGEVITY:</b>	12-15	Annual Salary +	\$300.00
	16-19	Annual Salary +	\$400.00
	20-24	Annual Salary +	\$650.00
	25-28	Annual Salary +	\$750.00
	29 & Over	Annual Salary +	\$1,000.00

One check will be issued on the 1st pay in November for longevity and not prorated throughout the year as in the past.

**Note:**

Experience credit may be granted for each year of service constituting a minimum of 120 days worked in one year under a regular contract (not substitute) as a cook in a public school and a maximum of five years credit for duty served in another position within the school system if the service was not concurrent with assignment as a cook. Also, the Board of Education may recognize job related experience for non-school employment but only to the extent of five years including experience explained above. A certified record of experience must be on file in the Superintendent's Office on the adopted form.

The above salaries must be pro-rated if an employee works less than a complete school year. The regular work week for regular cooks is to be 30 hours, normally at the rate of 6 hours per day. The position is for nine (9) months annually or 180 work days (plus 4 additional days), plus 7 paid holidays. The regular work week for Head Cooks is to be 35 hours, normally at the rate of 7 hours per day. The position is for nine (9) months annually or 180 work days (plus 4 additional days), plus 7 paid holidays as follows: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day, Veteran's Day, and Memorial Day.

Where only one cook is employed in the school, that person will usually be considered a Head Cook.

No employee will be paid overtime wages, unless approved by the Board of Education and/or Superintendent prior to the time service is performed and all employees must restrict their weekly time sheet to a maximum of 30/32 1/2 hours per week.

### SALARY SCHEDULE - JANITORS

<b>Years of Experience</b>	<b>11-12 Annual Salary</b>	<b>11-12 Hourly Rate</b>	<b>12-13 Annual Salary</b>	<b>12-13 Hourly Rate</b>	<b>13-14 Annual Salary</b>	<b>13-14 Hourly Rate</b>
<b>0</b>	29,327	14.10	29,694	14.28	30,139	14.49
<b>1</b>	29,537	14.20	29,906	14.38	30,355	14.59
<b>2</b>	29,747	14.30	30,119	14.48	30,571	14.70
<b>3</b>	29,978	14.41	30,353	14.59	30,808	14.81
<b>4</b>	30,167	14.50	30,545	14.68	31,003	14.91
<b>5</b>	30,399	14.61	30,779	14.80	31,240	15.02
<b>6</b>	30,672	14.75	31,055	14.93	31,521	15.15
<b>7</b>	30,840	14.83	31,225	15.01	31,694	15.24
<b>8</b>	31,008	14.91	31,395	15.09	31,866	15.32
<b>9</b>	31,239	15.02	31,629	15.21	32,104	15.43
<b>10</b>	31,470	15.13	31,863	15.32	32,341	15.55
<b>11</b>	31,722	15.25	32,119	15.44	32,600	15.67
<b>12</b>	31,932	15.35	32,331	15.54	32,816	15.78
<b>16-19</b>	32,436	15.59	32,842	15.79	33,334	16.03
<b>*20-24</b>	32,920	15.83	33,331	16.02	33,831	16.26
<b>*25-28</b>	33,067	15.90	33,480	16.10	33,982	16.34
<b>*29 &amp; Over</b>	33,214	15.97	33,629	16.17	34,133	16.41

\*No more than five (5) years of experience from another school district or non-school employment may be used to compute longevity pay.

<b>LONGEVITY:</b>	12-15	Annual Salary	\$300.00
	16-19	Annual Salary	\$400.00
	20-24	Annual Salary	\$650.00
	25-28	Annual Salary	\$750.00
	29 & OVER	Annual Salary	\$1,000.00

One check will be issued on the 1st pay in November for longevity and not prorated throughout the year as in the past.

**Note:**

Experience credit may be granted for each year of service constituting a minimum of 120 days worked in one year under a regular contract (not substitute) as a janitor in a public school and a maximum of five years credit for duty served in another position within the school system if the service was not concurrent with assignment as a maintenance man. Also, the Board of Education may recognize job related experience for non-school employment but only to the extent of five years including experience explained above. A certified record of experience must be on file in the Superintendent's Office on the adopted form.

In additional to service credit, a policy on October 29, 1969 may recognize job related experience for non-school employment but only to the extent of five years including experience explained in the first paragraph.

The above salaries must be pro-rated if an employee works less than a complete school year. The regular work week is to be 40 hours, normally at the rate of 8 hours per day. This position is for 12-months annually or a maximum of 262 work days less 8 paid holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day, Veteran's Day, and Memorial Day.

Where only one janitor is employed in the school, that person will usually be considered a Head Janitor.

**SALARY SCHEDULE - HEAD JANITOR**

<b>Years of Experience</b>	<b>11-12 Annual Salary</b>	<b>11-12 Hourly Rate</b>	<b>12-13 Annual Salary</b>	<b>12-13 Hourly Rate</b>	<b>13-14 Annual Salary</b>	<b>13-14 Hourly Rate</b>
<b>0</b>	31,806	15.29	32,204	15.48	32,687	15.71
<b>1</b>	32,016	15.39	32,416	15.58	32,903	15.82
<b>2</b>	32,205	15.48	32,608	15.68	33,097	15.91
<b>3</b>	32,373	15.56	32,778	15.76	33,270	16.00
<b>4</b>	32,667	15.71	33,076	15.90	33,572	16.14
<b>5</b>	32,878	15.81	33,288	16.00	33,788	16.24
<b>6</b>	33,067	15.90	33,480	16.10	33,982	16.34
<b>7</b>	33,298	16.01	33,714	16.21	34,220	16.45
<b>8</b>	33,487	16.10	33,905	16.30	34,414	16.55
<b>9</b>	33,718	16.21	34,139	16.41	34,651	16.66
<b>10</b>	33,928	16.31	34,352	16.52	34,867	16.76
<b>11</b>	34,138	16.41	34,565	16.62	35,083	16.87
<b>12</b>	34,306	16.49	34,735	16.70	35,256	16.95
<b>16-19</b>	34,747	16.71	35,182	16.91	35,709	17.17
<b>*20-24</b>	35,167	16.91	35,607	17.12	36,141	17.38
<b>*25-28</b>	35,293	16.97	35,735	17.18	36,271	17.44
<b>*29 &amp; Over</b>	35,504	17.07	35,947	17.28	36,487	17.54

\*No more than five (5) years of experience from another school district or non-school employment may be used to compute longevity pay.

<b>LONGEVITY:</b>	12-15	Annual Salary	\$300.00
	16-19	Annual Salary	\$400.00
	20-24	Annual Salary	\$650.00
	25-28	Annual Salary	\$750.00
	29 & OVER	Annual Salary	\$1,000.00

One check will be issued on the 1st pay in November for longevity and not prorated throughout the year as in the past.

**Note:**

Experience credit may be granted for each year of service constituting a minimum of 120 days worked in one year under a regular contract (not substitute) as a janitor in a public school and a maximum of five years credit for duty served in another position within the school system if the service was not concurrent with assignment as a maintenance man. Also, the Board of Education may recognize job related experience for non-school employment but only to the extent of five years including experience explained above. A certified record of experience must be on file in the Superintendent's Office on the adopted form.

In additional to service credit, a policy on October 29, 1969 may recognize job related experience for non-school employment but only to the extent of five years including experience explained in the first paragraph.

The above salaries must be pro-rated if an employee works less than a complete school year. The regular work week is to be 40 hours, normally at the rate of 8 hours per day. This position is for 12-months annually or a maximum of 262 work days less 8 paid holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day, Veteran's Day, and Memorial Day.

Where only one janitor is employed in the school, that person will usually be considered a Head Janitor.

**SALARY SCHEDULE - BUS MECHANICS**

<b>Years of Experience</b>	<b>11-12 Annual Salary</b>	<b>11-12 Hourly Rate</b>	<b>12-13 Annual Salary</b>	<b>12-13 Hourly Rate</b>	<b>13-14 Annual Salary</b>	<b>13-14 Hourly Rate</b>
<b>0</b>	32,100	15.43	32,501	15.63	32,989	15.86
<b>1</b>	32,331	15.54	32,735	15.74	33,226	15.97
<b>2</b>	32,646	15.70	33,055	15.89	33,550	16.13
<b>3</b>	32,878	15.81	33,288	16.00	33,788	16.24
<b>4</b>	33,088	15.91	33,501	16.11	34,004	16.35
<b>5</b>	33,340	16.03	33,756	16.23	34,263	16.47
<b>6</b>	33,592	16.15	34,012	16.35	34,522	16.60
<b>7</b>	33,865	16.28	34,288	16.48	34,803	16.73
<b>8</b>	34,138	16.41	34,565	16.62	35,083	16.87
<b>9</b>	34,348	16.51	34,777	16.72	35,299	16.97
<b>10</b>	34,558	16.61	34,990	16.82	35,515	17.07
<b>11</b>	34,936	16.80	35,373	17.01	35,904	17.26
<b>12</b>	35,125	16.89	35,564	17.10	36,098	17.35
<b>16-19</b>	35,567	17.10	36,011	17.31	36,551	17.57
<b>*20-24</b>	35,987	17.30	36,437	17.52	36,983	17.78
<b>*25-28</b>	36,155	17.38	36,607	17.60	37,156	17.86
<b>*29 &amp; Over</b>	36,302	17.45	36,756	17.67	37,307	17.94

\*No more than five (5) years of experience from another school district or non-school employment may be used to compute longevity pay.

<b>LONGEVITY:</b>	12-15	Annual Salary +	\$300.00
	16-19	Annual Salary +	\$400.00
	20-24	Annual Salary +	\$650.00
	25-28	Annual Salary +	\$750.00
	29 & Over	Annual Salary +	\$1,000.00

One check will be issued on the 1st pay in November for longevity and not prorated employment may be used to compute longevity pay.

Note:

Experience credit may be granted for each year of service constituting a minimum of 120 days worked in one year under a regular contract (not substitute) as a bus mechanic in a public school and a maximum of five years credit for duty served in another position within the school system if the service was not concurrent with assignment as a maintenance man. Also, the Board of Education may recognize job related experience for non-school employment but only to the extent of five years including experience explained above. A certified record of experience must be on file in the Superintendent's Office on the adopted form.

In addition to service credit, a policy on October 29, 1969 may recognize job related experience for non-school employment but only to the extent of five years including experience explained in the first paragraph.

The above salaries must be pro-rated if an employee works less than a complete school year. The regular work week is to be 40 hours, normally at the rate of 8 hours per day. This position is for 12-months annually or a maximum of 262 work days less 8 paid holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day, Veteran's Day, and Memorial Day.

**SALARY SCHEDULE - HEAD BUS MECHANIC**

<b>Years of Experience</b>	<b>11-12 Annual Salary</b>	<b>11-12 Hourly Rate</b>	<b>12-13 Annual Salary</b>	<b>12-13 Hourly Rate</b>	<b>13-14 Annual Salary</b>	<b>13-14 Hourly Rate</b>
<b>0</b>	34,558	16.61	34,990	16.82	35,515	17.07
<b>1</b>	34,915	16.79	35,352	17.00	35,882	17.25
<b>2</b>	35,104	16.88	35,543	17.09	36,076	17.34
<b>3</b>	35,335	16.99	35,777	17.20	36,314	17.46
<b>4</b>	35,546	17.09	35,990	17.30	36,530	17.56
<b>5</b>	35,882	17.25	36,330	17.47	36,875	17.73
<b>6</b>	36,092	17.35	36,543	17.57	37,091	17.83
<b>7</b>	36,323	17.46	36,777	17.68	37,329	17.95
<b>8</b>	36,596	17.59	37,053	17.81	37,609	18.08
<b>9</b>	36,827	17.71	37,287	17.93	37,847	18.20
<b>10</b>	37,142	17.86	37,606	18.08	38,171	18.35
<b>11</b>	37,331	17.95	37,798	18.17	38,365	18.44
<b>12</b>	37,562	18.06	38,032	18.28	38,602	18.56
<b>16-19</b>	38,024	18.28	38,500	18.51	39,077	18.79
<b>*20-24</b>	38,424	18.47	38,904	18.70	39,487	18.98
<b>*25-28</b>	38,571	18.54	39,053	18.78	39,639	19.06
<b>*29 &amp; Over</b>	38,739	18.62	39,223	18.86	39,811	19.14

\*No more than five (5) years of experience from another school district or non-school employment may be used to compute longevity pay.

<b>LONGEVITY:</b>	12-15	Annual Salary +	\$300.00
	16-19	Annual Salary +	\$400.00
	20-24	Annual Salary +	\$650.00
	25-28	Annual Salary +	\$750.00
	29 & Over	Annual Salary +	\$1,000.00

One check will be issued on the 1st pay in November for longevity and not prorated throughout the year as in the past.

Note:

Experience credit may be granted for each year of service constituting a minimum of 120 days worked in one year under a regular contract (not substitute) as a bus mechanic in a public school and a maximum of five years credit for duty served in another position within the school system if the service was not concurrent with assignment as a maintenance man. Also, the Board of Education may recognize job related experience for non-school employment but only to the extent of five years including experience explained above. A certified record of experience must be on file in the Superintendent's Office on the adopted form.

In addition to service credit, a policy on October 29, 1969 may recognize job related experience for non-school employment but only to the extent of five years including experience explained in the first paragraph.

The above salaries must be pro-rated if an employee works less than a complete school year. The regular work week is to be 40 hours, normally at the rate of 8 hours per day. This position is for 12-months annually or a maximum of 262 work days less 8 paid holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day, Veteran's Day, and Memorial Day.

**SALARY SCHEDULE - SECRETARIES**

<b>Years of Experience</b>	<b>11-12 Annual Salary</b>	<b>11-12 Hourly Rate</b>	<b>12-13 Annual Salary</b>	<b>12-13 Hourly Rate</b>	<b>13-14 Annual Salary</b>	<b>13-14 Hourly Rate</b>
<b>0</b>	30,420	14.62	30,800	14.81	31,262	15.03
<b>1</b>	30,630	14.73	31,013	14.91	31,478	15.13
<b>2</b>	30,840	14.83	31,225	15.01	31,694	15.24
<b>3</b>	31,071	14.94	31,459	15.12	31,931	15.35
<b>4</b>	31,260	15.03	31,651	15.22	32,125	15.44
<b>5</b>	31,491	15.14	31,885	15.33	32,363	15.56
<b>6</b>	31,764	15.27	32,161	15.46	32,644	15.69
<b>7</b>	31,932	15.35	32,331	15.54	32,816	15.78
<b>8</b>	32,100	15.43	32,501	15.63	32,989	15.86
<b>9</b>	32,331	15.54	32,735	15.74	33,226	15.97
<b>10</b>	32,562	15.66	32,969	15.85	33,464	16.09
<b>11</b>	32,814	15.78	33,225	15.97	33,723	16.21
<b>12</b>	33,025	15.88	33,437	16.08	33,939	16.32
<b>16-19</b>	33,529	16.12	33,948	16.32	34,457	16.57
<b>*20-24</b>	34,012	16.35	34,437	16.56	34,954	16.80
<b>*25-28</b>	34,159	16.42	34,586	16.63	35,105	16.88
<b>*29 &amp; Over</b>	34,306	16.49	34,735	16.70	35,256	16.95

\*No more than five (5) years of experience from another school district or non-school employment may be used to compute longevity pay

<b>LONGEVITY:</b>	12-15	Annual Salary +	\$300.00
	16-19	Annual Salary +	\$400.00
	20-24	Annual Salary +	\$650.00
	25-28	Annual Salary +	\$750.00
	29 & Over	Annual Salary +	\$1,000.00

One check will be issued on the 1st pay in November for longevity and not prorated throughout the year as in the past.

**Note:**

Experience credit may be granted for each year of service constituting a minimum of 120 days worked in one year under a regular contract (not substitute) as a secretary or clerical worker in a public school and a maximum of five years of credit for duty served in another position within the school system if the service was concurrent with assignment as a secretary or clerical worker. A certified record of experience must be on file in the Superintendent's Office on the adopted form.

In addition to service credit, a policy on October 29, 1969 may recognize job related experience for non-school employment but only to the extent of five years including experience explained in the first paragraph.

The above salaries must be pro-rated if an employee works less than a complete school year. The regular work week is to be not less than 30 hours, normally at the rate of not fewer than 6 hours per day. This position is to be a minimum of 180 days or up to 12 months annually and a maximum of 262 work days less the appropriate paid holidays which could include the following. Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day, Veteran's Day, and Memorial Day.

**SALARY SCHEDULE - BUILDING MAINTENANCE MAN**

<b>Years of Experience</b>	<b>11-12 Annual Salary</b>	<b>11-12 Hourly Rate</b>	<b>12-13 Annual Salary</b>	<b>12-13 Hourly Rate</b>	<b>13-14 Annual Salary</b>	<b>13-14 Hourly Rate</b>
<b>0</b>	29,621	14.24	29,992	14.42	30,441	14.64
<b>1</b>	29,873	14.36	30,247	14.54	30,700	14.76
<b>2</b>	30,083	14.46	30,459	14.64	30,916	14.86
<b>3</b>	30,315	14.57	30,693	14.76	31,154	14.98
<b>4</b>	30,609	14.72	30,991	14.90	31,456	15.12
<b>5</b>	30,840	14.83	31,225	15.01	31,694	15.24
<b>6</b>	31,029	14.92	31,417	15.10	31,888	15.33
<b>7</b>	31,302	15.05	31,693	15.24	32,169	15.47
<b>8</b>	31,596	15.19	31,991	15.38	32,471	15.61
<b>9</b>	31,827	15.30	32,225	15.49	32,708	15.73
<b>10</b>	32,079	15.42	32,480	15.62	32,967	15.85
<b>11</b>	32,289	15.52	32,693	15.72	33,183	15.95
<b>12</b>	32,520	15.63	32,927	15.83	33,421	16.07
<b>16-19</b>	32,962	15.85	33,374	16.04	33,874	16.29
<b>*20-24</b>	33,403	16.06	33,820	16.26	34,328	16.50
<b>*25-28</b>	33,529	16.12	33,948	16.32	34,457	16.57
<b>*29 &amp; Over</b>	33,781	16.24	34,203	16.44	34,716	16.69

\*No more than five (5) years of experience from another school district or non-school employment may be used to compute longevity pay.

LONGEVITY:	12-15	Annual Salary +	\$300.00
	16-19	Annual Salary +	\$400.00
	20-24	Annual Salary +	\$650.00
	25-28	Annual Salary +	\$750.00
	29 & Over	Annual Salary +	\$1,000.00

One check will be issued on the 1st pay in November for longevity and not prorated throughout the year as in the past.

**Note:**

Experience credit may be granted for each year of service constituting a minimum of 120 days worked in one year under a regular contract (not substitute) as a maintenance man in a public school and a maximum of five years credit for duty served in another position within the school system if the service was not concurrent with assignment as a maintenance man. Also, the Board of Education may recognize job related experience for non-school employment but only to the extent of five years including experience explained above. A certified record of experience must be on file in the Superintendent's Office on the adopted form.

In additional to service credit, a policy on October 29, 1969 may recognize job related experience for non-school employment but only to the extent of five years including experience explained in the first paragraph.

The above salaries must be pro-rated if an employee works less than a complete school year. The regular work week is to be 40 hours, normally at the rate of 8 hours per day. This position is for 12-months annually or a maximum of 262 work days less 8 paid holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day, Veteran's Day, and Memorial Day.

**SALARY SCHEDULE - HEAD BUILDING MAINTENANCE MAN**

<b>Years of Experience</b>	<b>11-12 Annual Salary</b>	<b>11-12 Hourly Rate</b>	<b>12-13 Annual Salary</b>	<b>12-13 Hourly Rate</b>	<b>13-14 Annual Salary</b>	<b>13-14 Hourly Rate</b>
<b>0</b>	32,289	15.52	32,693	15.72	33,183	15.95
<b>1</b>	32,520	15.63	32,927	15.83	33,421	16.07
<b>2</b>	32,836	15.79	33,246	15.98	33,745	16.22
<b>3</b>	33,067	15.90	33,480	16.10	33,982	16.34
<b>4</b>	33,340	16.03	33,756	16.23	34,263	16.47
<b>5</b>	33,529	16.12	33,948	16.32	34,457	16.57
<b>6</b>	33,844	16.27	34,267	16.47	34,781	16.72
<b>7</b>	34,054	16.37	34,480	16.58	34,997	16.83
<b>8</b>	34,285	16.48	34,714	16.69	35,234	16.94
<b>9</b>	34,495	16.58	34,926	16.79	35,450	17.04
<b>10</b>	34,789	16.73	35,224	16.93	35,752	17.19
<b>11</b>	35,083	16.87	35,522	17.08	36,055	17.33
<b>12</b>	35,272	16.96	35,713	17.17	36,249	17.43
<b>16-19</b>	35,714	17.17	36,160	17.38	36,702	17.65
<b>*20-24</b>	36,155	17.38	36,607	17.60	37,156	17.86
<b>*25-28</b>	36,302	17.45	36,756	17.67	37,307	17.94
<b>*29 &amp; Over</b>	36,470	17.53	36,926	17.75	37,480	18.02

\*No more than five (5) years of experience from another school district or non-school employment may be used to compute longevity pay.

LONGEVITY:	12-15	Annual Salary +	\$300.00
	16-19	Annual Salary +	\$400.00
	20-24	Annual Salary +	\$650.00
	25-28	Annual Salary +	\$750.00
	29 & Over	Annual Salary +	\$1,000.00

One check will be issued on the 1st pay in November for longevity and not prorated throughout the year as in the past.

**Note:**

Experience credit may be granted for each year of service constituting a minimum of 120 days worked in one year under a regular contract (not substitute) as a maintenance man in a public school and a maximum of five years credit for duty served in another position within the school system if the service was not concurrent with assignment as a maintenance man. Also, the Board of Education may recognize job related experience for non-school employment but only to the extent of five years including experience explained above. A certified record of experience must be on file in the Superintendent's Office on the adopted form.

In additional to service credit, a policy on October 29, 1969 may recognize job related experience for non-school employment but only to the extent of five years including experience explained in the first paragraph.

The above salaries must be pro-rated if an employee works less than a complete school year. The regular work week is to be 40 hours, normally at the rate of 8 hours per day. This position is for 12-months annually or a maximum of 262 work days less 8 paid holidays as follows: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day, Veteran's Day, and Memorial Day.

**SALARY SCHEDULE - BUS DRIVERS**

<b>Years of Experience</b>	<b>11-12 Hourly Rate</b>	<b>12-13 Hourly Rate</b>	<b>13-14 Hourly Rate</b>
<b>0</b>	15.53	15.73	15.96
<b>1</b>	15.64	15.84	16.08
<b>2</b>	15.77	15.96	16.20
<b>3</b>	15.85	16.04	16.29
<b>4</b>	15.96	16.16	16.40
<b>5</b>	16.07	16.27	16.51
<b>6</b>	16.14	16.34	16.59
<b>7</b>	16.29	16.49	16.74
<b>8</b>	16.38	16.59	16.84
<b>9</b>	16.45	16.66	16.91
<b>10</b>	16.56	16.77	17.02
<b>11</b>	16.68	16.88	17.14
<b>12</b>	16.82	17.03	17.28
<b>16-19</b>	17.14	17.35	17.61
<b>*20-24</b>	17.46	17.68	17.95
<b>*25-28</b>	17.62	17.84	18.11
<b>*29 &amp; Over</b>	17.83	18.05	18.32

\*No more than five (5) years of experience from another school district or non-school employment may be used to compute longevity pay.

LONGEVITY:	12-15	Annual Salary +	\$300.00
	16-19	Annual Salary +	\$400.00
	20-24	Annual Salary +	\$650.00
	25-28	Annual Salary +	\$750.00
	29 & Over	Annual Salary +	\$1,000.00

One check will be issued on the 1st pay in November for longevity and not prorated throughout the year as in the past.

**Note:**

Drivers' daily work hours must be verified annually and the salary paid will be adjusted up or down accordingly when route assignments are made prior to the opening of school each year. Hours will be computed to the nearest quarter hour. Normal daily routes may also be timed and adjusted downward or upward on a quarterly basis (in September, January, and March), with the adjustments rounded to the nearest quarter hour.

Daily hourly time will include 1/2 hour for cleaning and warming up the bus.

Experience credit may be granted for each year of service constituting a minimum of 120 days worked in one year under a regular contract (not substitute) as a bus driver in a public school and a maximum of five years for duty served in another position within the school system if this service was not concurrent with assignment as a bus driver. A certified record of experience must be on file in the Superintendent's Office on the adopted form.

In addition to service credit, a policy adopted on October 29, 1969 may recognize job related experience for non-school employment but only to the extent of five (5) years including experience explained in the third paragraph.

This position is for 9 months annually or 180 work days plus 7 paid holidays as follows: Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day, Veteran's Day, and Memorial Day.