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**AGREEMENT**

**BETWEEN THE**

**MIAMI VALLEY CAREER TECHNOLOGY DISTRICT**

**AND THE**

**MIAMI VALLEY CAREER TECHNOLOGY CENTER**  
**EMPLOYEES' ASSOCIATION**  
**A.F.T. LOCAL 4575**

**CLASSIFIED STAFF**

**July 1, 2012 - June 30, 2015**

## TABLE OF CONTENTS

ARTICLE I .....	RECOGNITION.....	1
ARTICLE II .....	NEGOTIATIONS.....	1
ARTICLE III .....	ASSOCIATION RIGHTS.....	1
ARTICLE IV.....	INDIVIDUAL RIGHTS.....	3
ARTICLE V.....	MANAGEMENT RIGHTS.....	4
ARTICLE VI.....	INDIVIDUAL CONTRACTS.....	5
ARTICLE VII.....	RETIREMENT INCENTIVE.....	5
ARTICLE VIII.....	CALENDAR AND HOURS.....	7
ARTICLE IX.....	PERSONAL & COURT APPEARANCE LEAVES.....	9
ARTICLE X.....	SICKNESS, SICK LEAVE AND CONVERSION OF SICK LEAVE...	10
ARTICLE XI.....	LEAVES OF ABSENCE.....	13
ARTICLE XII.....	RETURN FROM LEAVE OF ABSENCE.....	15
ARTICLE XIII.....	VACATION AND HOLIDAYS.....	15
ARTICLE XIV.....	MILITARY LEAVE OF ABSENCE.....	16
ARTICLE XV.....	IMPROVEMENT LEAVE OF ABSENCE.....	16
ARTICLE XVI.....	EMPLOYEE EVALUATION AND PERSONNEL FILES.....	16
ARTICLE XVII.....	LAYOFF AND RECALL RIGHTS.....	17
ARTICLE XVIII.....	JURY DUTY.....	19
ARTICLE XIX.....	SERS PICKUP.....	19
ARTICLE XX.....	GRIEVANCE PROCEDURE.....	19
ARTICLE XXI.....	CALAMITY DAYS AND TIME LOST DUE TO ILLNESS.....	22
ARTICLE XXII.....	DISCIPLINE, PROGRESSIVE DISCIPLINE, DISCHARGE, ..... AND PROBATION PERIOD.....	23
ARTICLE XXIII.....	SALARIES.....	24
ARTICLE XXIV .....	INSURANCE BENEFITS.....	24
ARTICLE XXV .....	EFFECT OF CONTRACT.....	25
ARTICLE XXVI .....	HEADINGS AND TITLES.....	25
ARTICLE XXVII .....	DURATION.....	26
	SIGNATURES.....	27
APPENDIX A.....	SALARY SCHEDULES.....	28
APPENDIX B .....	GRIEVANCE FORMS.....	34
APPENDIX C .....	APPRAISAL FORMS.....	36
APPENDIX D .....	FMLA.....	40
APPENDIX E .....	COMPENSATORY TIME RECORD.....	44
APPENDIX F.....	REQUESTING DONATION OF SICK LEAVE FORM.....	45
APPENDIX G.....	DONATION OF SICK LEAVE FORM.....	46

**ARTICLE I**  
**RECOGNITION**

The Miami Valley Career Technology District Board of Education (hereinafter referred to as the "Board") recognizes the Miami Valley Career Technology Center Employees Association (hereinafter referred to as the "Association") as the sole and exclusive bargaining agent for all full and regular part-time secretaries, system specialists, accounts specialists, PBX operators, maintenance technicians, building service aides, clerks, I.T. technicians, and safety officers. Excluded from the bargaining unit are: "As needed" employees, confidential, and administrative personnel.

Whenever used herein, the term "employee" or "employees" shall mean members of the bargaining unit and shall exclude anyone not a member of the bargaining unit. No one who is not a member of the bargaining unit shall be a beneficiary of this Agreement.

This Agreement shall be subject to amendment or amendments by mutual consent of the parties hereto. Any such amendment or amendments shall be reduced to writing, state the effective date of such amendment or amendments, and be executed by the parties in the same manner as this Agreement.

**ARTICLE II**  
**NEGOTIATIONS**

The Board and the Association shall have the right of free choice in designating representatives for the purpose of conducting professional negotiations, provided neither team shall exceed five persons.

The parties mutually agree to the dispute settlement procedure as outlined in Section 4117.14 of the Ohio Revised Code.

The Board will be responsible for printing the final Agreement and the cost will be split evenly between the Association and the Board. The Board will provide to the Association a print ready copy of the Agreement within thirty days of the ratification of the agreement. The Board will distribute printed copies to all bargaining unit members. The Association will receive 25 additional copies.

**ARTICLE III**  
**ASSOCIATION RIGHTS**

Names and addresses of new unit members shall be made available to the Association by September 15.

In addition to any payroll deductions required by law, the Board will deduct the periodic dues of the Association, for purposes of prompt transmittal to the Association, from the pay of a unit member so long as the unit member presents a written "deduction

authorization" to the Treasurer. The Treasurer will cease such dues deduction if the authorization is revoked by the unit member. All deduction authorizations or revocations shall be presented to the Treasurer before September 30 of the year in which such authorization or revocation is to be effective. Additional deductions will include hospital and dental insurance premiums, one employee credit union and one tax sheltered annuity per employee.

The Association shall have the right to the use of staff/faculty bulletin boards. Such use shall be in an area not to exceed 24 inches by 24 inches in the upper right hand corner. Material placed on the bulletin boards shall be identified as having been authorized by the Association. Use of bulletin boards by any employees' organization (as that term is defined in O.R.C. Section 4117.01 [D]), other than the Association, shall be brought to the attention of the Chief Administrator of the building where such use occurs and thereafter the Administration and the Association shall take reasonable steps to cause the discontinuation of such use.

The Association shall have the right to the use of the school facilities for meetings that do not conflict with previously set teacher meetings, subject to the approval of the appropriate Administrator. Such approval shall not be unreasonably withheld. Classified employees may attend such Association meetings as do not conflict with essential duties. Such meetings shall take place either immediately before or immediately after the work day, except that five meetings per school year may be scheduled to begin at 2:45 p.m. If additional meetings are requested and approved appropriate adjustments to "compensatory" time referred to in Article VIII, Calendar and Hours, shall be made. All post-secondary staff are entitled to attend Association meetings if not scheduled for an appointment at the time of the meeting.

The Association may use the intra-school mail system, including electronic mail. The Association shall have the right to place materials in the mailboxes of employees. The Association president and liaison shall receive an advance copy of the board meeting agenda.

The Association shall be allowed to have its representatives, who are not employees of the district, enter buildings to conduct Association business with employees before and after school hours, so long as the instructional program is not interrupted.

The Association shall have the right to use the following school-owned equipment without charge so long as use is not made during the user's working hours: typewriters, calculators, computers, word processors, audio-visual equipment, and telephones for local calls only. Long distance calls shall be made only on the Association's credit card. The Association shall assume financial responsibility for loss or damage to said equipment while in use by the Association. Equipment may not be removed from the premises, and use of equipment in classroom and laboratory areas must have approval of the Supervisor or Director.

The Association may use the school copy machines with the following provisions:

- A. Only the Association President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms shall use the designated copy machine.
- B. Only the front office machines in each of the three buildings shall be used by the Association.
- C. A log of all copies run will be kept with the secretary closest to the machine. Said log will show the date, the number of copies run, and the person running the copies.
- D. The copy logs will be submitted to the Business Manager's secretary at the end of each school quarter for prompt payment by the Association at the designated cost per copy. Such rate shall be no more than the actual cost to the Board.

The Association shall be permitted to make a brief announcement during the initial orientation meeting of each school year and to present the Association scholarship at the Senior Recognition ceremonies. The Association will also be permitted to make a presentation during the new employee orientation.

The Board will provide the President or designee up to four (4) days of union leave per school year, to be approved in advance by the Director of Personnel, who will not unreasonably withhold approval. The association will reimburse the Board monthly for 50% of the per diem salary of the President or designee when a day of union leave is used. The board will pay for the President's and/or designee's fringe benefits and the salary and any fringe benefit cost of a substitute used in place of the President and/or designee.

#### **ARTICLE IV** **INDIVIDUAL RIGHTS**

The Board and the Association recognize that employees have the right to join, or not to join, any organization for their professional and/or economic improvement. Such membership or non-membership shall be without reprisal and shall not be required as a condition of employment. The Association shall not exclude employees as members on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status.

No reprisals shall be taken against any participant in the negotiations process.

An employee shall have the right to representation at any employer initiated interview or meeting which may reasonably appear to jeopardize job security.

The employer may initiate an interview concerning a written and complete job evaluation and conduct such without the presence of a representative of the employee. However, following the interview the employee may request and shall promptly be granted a second interview at a reasonable time and place in which the employee may be represented.

The right to representation does not extend to interviews or meetings which cannot be reasonably or objectively linked to discipline or jeopardy of job security unless otherwise specifically set out in this Agreement, such as representation rights during grievance proceedings.

The Association and the Board agree that the provisions of this Agreement shall be applied equally to all employees without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status. They also recognize their respective responsibilities, legal and moral, not to discriminate in any manner relating to employment on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status.

The immediately preceding paragraph shall not be enforceable by the grievance process, and the parties agree that questions of discrimination are to be directed to the appropriate state and/or federal agency(ies).

## **ARTICLE V**

### **MANAGEMENT RIGHTS**

The Board, by mutual agreement with the Association, commits itself to such Association recognition and other conditions of employment as incorporated in this Agreement; and the Board, on behalf of the electors of the district, retains and reserves unto itself the ultimate responsibilities for the proper management of the school district conferred upon and vested in it by the Revised Code of Ohio and the Constitution of the State of Ohio and the United States, including the responsibility for, and the right:

- A. To maintain executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees as related to the conduct of school affairs.
- B. To hire all employees and, subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment or their dismissal or demotion; and to promote, and transfer all such employees.
- C. To delegate authority through recognized administrative channels according to current Board policy.
- D. To determine job schedules, the hours of employment, and the duties, responsibilities, and assignments of employees with respect thereto, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices and furtherance thereof, and the use of judgment and discretion in connection herewith shall be limited only by the specific and expressed terms of this Agreement.

**ARTICLE VI**  
**INDIVIDUAL CONTRACTS**

Contracts for classified employees will contain the following:

- A. Name of classified staff member
- B. Type of contract (limited or continuing)
- C. Salary classification
- D. Number of days to be worked
- E. Salary
- F. The fact that the employee is hired for purposes of replacing another employee on a leave of absence, but only if such be the case.

The annual notice of salary issued to each classified employee will contain the following and will be issued no later than June 30 if determined, and if not determined, as soon thereafter when determined:

- A. Name of classified employee
- B. Salary classification
- C. Number of days to be worked
- D. Salary

The contract and salary notice mentioned above, and the information contained therein, will be presumed to be factually and legally correct unless either party notifies the other, in writing, of an alleged error on or before September 30 of the school year the contract or notice is effective.

Newly hired classified employees shall be given not more than a one-year written contract. If the same employee is rehired, the written contract will be for two years. After the termination of the two-year contract, if such a contract is renewed, the employee shall be hired on a continuing employment basis.

Any classified employee may terminate his/her contract of employment thirty days after filing a written notice of such intent with the Treasurer.

**ARTICLE VII**  
**RETIREMENT INCENTIVE FOR 2012-15**

The following retirement incentive policy is intended to provide an incentive for retirement. Participation in this plan is voluntary. This plan applies only to employees who retire prior to July 1, 2015.

In addition to and separate of severance pay, any qualifying employee who retires under any of Ohio's public employee retirement systems by no later than the year he/she first becomes eligible for full retirement, will receive a Retirement Incentive. The incentive will be pro-rated using the employee's attendance percentage (deducting for sick leave, paid and unpaid, personal leave, special unpaid leave and unpaid leaves of absence) during their final year of employment multiplied by the appropriate corresponding amount:

The employee has completed at least ten (10) years of service with MVCTC and retires by:

July 1, 2013 – Ten Thousand Dollars (\$10,000)

July 1, 2014 – Eight Thousand Dollars (\$8,000)

July 1, 2015 – Five Thousand Dollars (\$5,000)

The employee has completed at least twenty (20) years of service with MVCTC and retires by:

July 1, 2013 – Fifteen Thousand Dollars (\$15,000)

July 1, 2014 – Ten Thousand Dollars (\$10,000)

July 1, 2015 – Eight Thousand Dollars (\$8,000)

In this calculation, employees with an attendance percentage of 94.50% (rounded to the nearest 100<sup>th</sup>) will use a multiplier of 100%. All others will be calculated at their actual percentage rounded to the nearest 100<sup>th</sup>.

A. First becoming eligible for full retirement, for purposes of this bonus, means: the employee has 30 years of service credit, whether earned or purchased, with one or more of Ohio's public employee retirement systems.

B. In order to qualify for the incentive bonus, an employee must give written notice to the Superintendent by not later than March 30 of the year he/she first becomes eligible for full retirement.

C. Further qualifications for the Retirement Incentive are as follows:

1. The employee must have completed no less than 5 consecutive years in paid status employment with the district, immediately preceding the effective date of retirement, and must be on paid status at the time of retirement.
2. Persons on disability retirement will not be eligible for this bonus.
3. The employee must have completed no less than 10 years of service for the Miami Valley Career Technology Center District by the effective date of retirement.
4. The effective date of retirement must be no earlier than after the last work day of the given school year, and must be no later than by June 30 of the year the notice was given.

D. An employee who is eligible for retirement, as above, and misses his/her March 30 deadline for notice forfeits his/her right to receive this bonus. It shall be the responsibility of the employee to be aware of when he/she becomes eligible for full retirement. Lack of knowledge or "innocent" errors shall not extend an employee's deadline for written notice under paragraph B above.

E. The amount of the bonus will not be included in any calculations to determine the employee's salary for retirement purposes.

F. An employee shall forfeit his/her right to this Retirement Incentive if his/her contract is terminated, suspended pending termination, non-renewed, or otherwise discontinued involuntarily; or, non-renewed or suspended in accordance with a reduction in force.

G. An employee shall forfeit his/her right to this retirement incentive if they secure full time employment with the Miami Valley Career Technology Center at anytime during the year immediately following the year of retirement.

H. Any employee who retires and receives a pension based on more than 30 years service credit, earned or purchased, shall forfeit claim to this Retirement Incentive.

I. All eligibility and qualification requirements are subject to verification. An employee shall provide appropriate documentary evidence that he/she was not eligible for full retirement in any previous year or years. Such documentary evidence may include a certificate or letter to that effect issued by the retirement system under which the employee retires.

J. The Board shall pay the Retirement Incentive in the next calendar year by January 31<sup>st</sup>.

K. In the event of a death of the retiree after submitting their resignation for retirement, the incentive will be paid to the estate of the retiree.

## **ARTICLE VIII** **CALENDAR AND HOURS**

For classified employees the standard work week shall not exceed forty hours. Maintenance Technician, Building Service Aide, Warehouse/Supply Clerk, Shipping/Receiving Clerk, and Safety Officer personnel shall work an eight hour day. All other classified personnel under the Clerical/Secretarial Salary Schedules and the I.T. Technicians under the Classified Salary Schedules shall work a seven hour day.

Time, work and lunch schedules shall be fixed and adjusted by the administrator in charge and approved by the Superintendent or his designated representative. Meals do not count as hours worked unless required to work. Unpaid lunch time shall not exceed one hour.

Any assigned duties beyond the forty hour work week will be compensated for at one and one-half times the hours actually worked. Employees may choose to be paid for extra work or receive compensatory time. Hours for which an employee is compensated for sick leave, but during which he does not actually work, shall not be computed as "worked hours" for the purpose of determining compensatory time.

#### Compensatory Time Guidelines:

Classified compensatory time may be referred to as comp time, banked time, or adjusted schedule.

1. Accrued compensatory time will be in half-hour intervals, minimum, with prior approval of the supervisor.
2. Compensatory time may be accrued up to an employee's normal work day (7 or 8 hours).
3. The employee's request for time off will be given consideration to the extent it does not interfere with the operation of the school or department. If comp time cannot be used due to the above stated interference, the employee will be paid for that time.
4. Comp time will be used in increments of half hour intervals, minimum, with prior approval of the supervisor.
5. Individuals with unused comp time who are terminated or who terminate their employment will be paid for unused comp time at their hourly rate of pay.
6. Individuals covered by comp time are required to complete a daily time record showing actual hours worked and actual hours used, both are to be approved by the supervisor and sent to the Personnel Director at the end of the year.

When the school is closed by the Superintendent or the Board due to a calamity, the calamity article shall apply. Classified employees required to work by the administration shall be given compensatory time and those hours over forty shall be compensated at one and one-half times the hours actually worked.

Essential personnel may be required to work during released times as deemed necessary by the Maintenance Supervisor or the Business Manager.

The Association shall have the opportunity to have input before the school calendar is adopted for any school year, although calendars may be adopted for more than one school year. Except in the case of an emergency, there will be no changes in the adopted calendar without prior notification to the Association. As a general rule, sufficient time will be provided for input from the Association prior to Board adoption of changes to the adopted calendar.

**ARTICLE IX**  
**PERSONAL AND COURT APPEARANCE LEAVES**

**Personal Leave**

Employees will be granted two personal leave days per year. Beginning with the eleventh year of service, classified employees will be granted three days of personal leave per year. Personal leave days can be accumulated to a maximum of three per employee.

The request shall be made on an appropriate form to the Personnel Director, but need not state which of the following reasons is applicable. The applicant is contractually, as well as honor bound, not to request or take personal leave unless one of the following is the reason:

- A. Business appointment which can only be scheduled during working hours
- B. Required court appearances as a litigant or witness
- C. Religious holiday when abstinence from work is required
- D. Urgent family obligations over which the employee has no direct control, such as weddings, graduations, parent-teacher conferences involving the employee's child, or attendance at ceremonies where a member of the immediate family is receiving a reward of major significance
- E. College registration and activity related to college registration

Personal leave may also be granted for any one of the following emergency situations where advance notice or request cannot be given. In these following situations, the employee must indicate the reason for requesting personal leave and such personal leave is limited to the following reasons:

- A. Birth/adoption of the employee's child
- B. Funeral of a relative not in the immediate family or of a close friend
- C. Emergencies, natural or personal (state type) for the employee
- D. High school or college graduations for immediate family members
- E. Coaching (paid) an OHSAA sanctioned sectional, district, regional, or state athletic tournament event.

"Birth/adoption of a child" is not intended to be added to sick leave for maternity reasons or be added to a maternity leave.

Except for emergencies, requests shall be made at least 48 hours prior to the date of the leave.

“Non-emergency” personal leave may be taken on any day except:

- A. The first regular teacher day or first day of classes
- B. The last regular teacher day or last day of classes
- C. The day before or the day after vacation or holidays

Personal leave may be taken in one-quarter day increments.

Any classified employee of the MVCTD with ten or more years of service with the MVCTD may elect at the time of retirement from MVCTD or death while an employee of MVCTD to add accumulated personal leave days to the unused sick leave conversion formula for the purpose of severance/conversion. For the purpose of figuring conversion only, each year of employment through the 1989-90 school year shall count as three days of personal leave and each year of employment beginning with the 1990-91 school year shall count as two days of personal leave, and each year beginning with the 1996-97 school year (for those employees with eleven years of service) shall count as three days of personal leave. In addition, in order to be eligible for conversion and payment for such leave, the employee must have retired or died while an employee of MVCTD and a written application for such payment must be submitted by or on behalf of the employee with sixty (60) days of the last day actually worked as an employee of MVCTD.

#### Court Appearance Leave

Employees who are absent from work as a result of being subpoenaed as a witness in any court action, arbitration proceeding, or administrative proceeding, where neither the employee nor the Association are parties in a claim against the Board, shall be paid the difference between the court payment and his regular salary. The employee will receive his full daily wage from the Board by endorsing the witness payment to the Board.

Employees who are absent from work as a result of being subpoenaed as a witness in any court action, arbitration proceeding, or administrative proceeding in which the employee is the sole party in a claim against the Board, shall receive no pay for the period of absence except as allowed with personal leave.

### **ARTICLE X**

#### **SICKNESS, SICK LEAVE AND CONVERSION OF SICK LEAVE**

With the following exceptions, definitions, explanations, or modifications, Section 3319.41 O.R.C. shall govern compensation for absence due to illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee’s immediate family. Sick leave may be taken in increments of not less than one-quarter day.

A. "Immediate family" within the context of Section 3319.141 O.R.C. shall mean step children, foster children, exchange students, and those relatives, including spouses, domestic partner, living in the same household as the employee, for whom the employee is responsible, as well as children, brothers and sisters, and parents, regardless of where the children, brothers and sisters, and parents live.

Sick leave may be used for the serious illness or death of the following members of the employee's family: step-parents, mother-in-law, father-in-law, grandchildren, and grandparents. Sick leave may be used for the day of birth of a grandchild.

Definition of a Domestic Partner: An intimate, committed, family type relationship, of two unrelated partners who share the necessities of life, live together, and have an emotional and financial commitment to one another, and who have maintained a relationship for at least twelve months, intending to do so indefinitely.

B. The Board of Education shall require an employee to furnish a written, signed statement on forms prescribed by the Board to justify the use of sick leave, whether or not the use of sick leave is compensable. On said form the employee will indicate if he consulted a physician or practitioner of healing arts, and will authorize the Board of Education to verify the dates. In case of prolonged absence, the employee or person with power of attorney for the employee, will be required to report to the Personnel Director in person, by registered letter, or by phone call at least once a month.

C. Six weeks of paid sick leave may be used for maternity leave. Paid sick leave beyond six weeks will be approved upon receipt of a physician's note stating an inability to return to work for personal health reasons.

D. Absence due to death in the immediately family is not to exceed five (5) days.

E. Employees who have exhausted all their sick leave will be advanced a maximum of five paid sick leave days per year. The advanced sick leave days shall be subtracted from future credited sick leave.

F. Sick leave is earned at the rate of one and one-quarter days per month. Sick leave may accumulate to a maximum of 295 days.

G. All sick leave used for a purpose which would qualify for leave under the Family and Medical Leave Act of 1993 shall be counted against the amount of FMLA leave the employee is entitled to receive under Article XI, B.

H. Any employee of the MVCTD with ten or more years of certified service with the public schools of Ohio may elect at the time of retirement from MVCTD or death while an employee of MVCTD to convert accrued but unused sick leave credit to severance/conversion pay. In the event of the death of an employee of the MVCTC with ten or more years of certified service with the public schools of Ohio, any such conversion pay shall be paid to the estate of said employee.

The Board shall pay a classified employee 25% of his/her accrued but unused sick leave (up to 295 days) times his/her daily rate. In addition the Board shall pay a classified employee 15% of his/her accrued but unused sick leave for days beyond 295 days times his/her daily rate. The days that exceed the limits stated in "F" may not be used for actual sick leave.

Severance/conversion payment for sick leave shall be a one time payment and shall be considered to eliminate all sick leave credit accrued by the classified employee at that time.

Proof of retirement with the School Employees Retirement System must be submitted to the Treasurer before payment is made due to retirement. Payment shall be made by January 31<sup>st</sup> in the next calendar year after said proof has been submitted. In the event that payment is made because of death of the employee, payment shall be made to the employee's estate. In addition, in order to be eligible for conversion and payment for such sick leave, the employee must have retired or died while an employee of MVCTD and written application for such payment must be submitted by or on behalf of the employee within sixty (60) days of the last day actually worked as an employee of MVCTD.

I. The Association and the Board of Education recognize that chronic absenteeism is detrimental to the educational process. The Association and Board pledge to work together to improve employee attendance. Falsification of a statement for use of sick leave is grounds for suspension or termination of employment.

J. Sick Leave Fund

The purpose of the sick leave fund is to give additional days of sick leave to employees who experience catastrophic and/or life threatening illness. If the employee has exhausted all of their sick, personal and vacation leave, the employee may receive a donation of sick leave days.

Catastrophic and/or life threatening illness will be determined by the attending physician.

The Personnel Director in collaboration with the Employee Association President will be responsible for the management and record keeping of the sick leave fund. The decision of the Personnel Director and Employee Association President shall be final and binding and shall not be subject to the grievance procedure.

An employee may request a donation of sick leave days after they have been out for a minimum of twenty consecutive days for a catastrophic and/or life threatening illness. All requests will be made to the Personnel Director.

Each employee may donate one day of their sick leave per fiscal year. If more days are donated than requested, a lottery system will be used to determine which employee's donated days will be accepted and converted to sick leave for the requestor. Four donated sick leave days will convert to one day of sick leave donated to the employee.

An employee may only receive twenty donated sick leave days per fiscal year.

## **ARTICLE XI** **LEAVES OF ABSENCE**

A. Upon the written request of an employee, the Board shall grant a leave of absence, without pay, for the reasons listed below. Upon the return of an employee from a leave of absence, such employee shall be returned to the same position that he/she held at the time such leave commenced, if available; if not available, then the employee shall be returned to an equivalent position for which he/she is qualified. The leave shall be no shorter than the end of the semester in which the request for leave is made, nor longer than the end of the next full school year ending June 30, following the school year in which the request for leave is made; provided, however, that the maximum amount of leave to be granted under this Article XI, A, shall be coordinated with FMLA leave under Article XI, B, such that the amount of leave the employee would otherwise be entitled to take under Article XI, A, shall be reduced by the number of weeks (and/or days) of FMLA leave the employee has taken (or will take), during the twelve-month period described in Article XI, B.

- (1) illness
- (2) disability
- (3) child rearing leave: a leave of absence without pay for the care of a child, immediately following the birth or adoption of such child for the father, or immediately following the release to return to work by the attending physician for the mother.

The employee shall designate the length of leave in his/her written request. Once a leave of absence has been requested and granted, an employee may return to work from such leave earlier than the period of time for which such leave was granted only at the discretion of the Board, whose discretion shall not be subject to grievance.

Additionally, the Board may, in its discretion, grant leaves of absence for a period of not more than two consecutive school years for educational, professional, or other purposes.

B. The Board and employees shall have whatever rights, duties, discretion and responsibilities as are set forth in the Family and Medical Leave Act of 1993 (29 U.S.C. Sec. 2601, et seq.) as is or may be amended ("FMLA"), and in accordance with the following provisions of this section:

1. For purposes of determining the "12-month period" in which an eligible employee is entitled to twelve (12) weeks of leave, such 12-month period shall be a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

Example: The employee starts six weeks of FMLA leave on February 1, 1995 and takes another six weeks beginning October 10, 1995. The next available leave under FMLA would be February 1, 1996 when an employee would qualify for up to six weeks (only 12 weeks may be used between October 10, 1995 and October 10, 1996). If no leave was used from October 10, 1995 until October 10, 1996, then the employee could receive up to twelve weeks of FMLA leave.

2. An employee who takes FMLA leave and who wishes to continue participating in group insurance programs must state such intention along with their written request for leave of absence. Such an employee may continue to participate in the Board's group insurance program provided the employee pays his/her share of the premium for such insurance programs to the Treasurer by the 15th day of the month preceding the month in which the employee desires to have the insurance. Upon expiration of FMLA leave, the employee may continue dental and/or hospital insurance by making payments in accordance with COBRA regulations.
3. An employee that is on FMLA leave due to his/her own serious health condition which made the employee unable to perform his/her work duties may not return to work without furnishing a certification from the employee's health care provider that the employee is able to resume work.
4. An employee on FMLA leave shall, at not less than 14-day intervals, report to the Personnel Director in person, by registered letter, or by telephone call the employee's status and intent to return to work.
5. Upon expiration of FMLA leave, the employee shall be assigned to the same position held before taking the leave, if the position is available; if not, the employee will be assigned to a similar position. An employee, who, after being notified by the employer, does not return to work upon the expiration of FMLA leave shall have his/her employment terminated.
6. Whenever an employee is required to provide a certificate from a health care provider, the form attached hereto as Appendix D shall be used.

7. If an employee is placed on a leave of absence for physical or mental disability, with or without request by the employee, under O.R.C. Sec. 3319.13, then the employee shall first be placed on any available sick leave, in accordance with Article X. When sick leave has been exhausted, such employee shall then be placed on FMLA leave under Article XI, B. All sick leave used by the employee shall be counted against the amount of FMLA leave the employee is entitled to receive under Article XI, B. The employee may continue insurance in accordance with Article XI, B and COBRA regulations.

C. No employee granted a leave of absence by the Board shall secure other employment or be employed by another entity during the duration of the leave of absence. Employment in this paragraph shall be understood to include self employment.

## **ARTICLE XII** **RETURN FROM LEAVE OF ABSENCE**

Upon the return of an employee from a leave of absence, the Board may terminate the employment of any employee who was hired for the purpose of replacing the returning employee while he or she was on leave.

## **ARTICLE XIII** **VACATION AND HOLIDAYS**

Vacations and holidays shall be governed by Ohio Revised Code 3319.084 and 3319.087, respectively, with the following additional provisions:

1. Vacation eligibility will be calculated from the beginning to the ending of the employee contract. An employee hired in the middle of a contract year must be hired before November 1 for that first year to be calculated into vacation eligibility. However, any employee hired after the beginning of a contract year will receive vacation based on months worked. Vacation days may be carried six months beyond the contract year.
2. Vacation may be accumulated up to two years with prior approval of the Personnel Director.
3. Vacation schedules shall be approved by the immediate supervisor and the Personnel Director. Vacation leave may be taken in increments of not less than one-half day.
4. Employees must have worked six months before being granted vacation pay at the time of separation.

5. If school is closed on Presidents' Day and/or Good Friday by reason of the school calendar, then those days shall be paid holidays.
6. Christmas Eve and New Year's Eve shall be paid holidays. (Scheduled days off when any of the above fall on a weekend will be set with the school calendar.)
7. Vacation leave must be requested one work week in advance of the vacation to be taken.

**ARTICLE XIV**  
**MILITARY LEAVE OF ABSENCE**

Military leaves of absence shall be granted to each employee under the terms and conditions of the Ohio Revised Code including, but not limited to, Sections 3319.14 and 124.29.

**ARTICLE XV**  
**IMPROVEMENT LEAVE OF ABSENCE**

Any employee who has completed five consecutive years of service with the Miami Valley Career Technology District may apply for a one year unpaid leave of absence for study, travel, or other reasons related to self-improvement. The Board of Education may approve such leave of absence if recommended by the Superintendent.

**ARTICLE XVI**  
**EMPLOYEE EVALUATION AND PERSONNEL FILES**

There will be two formal evaluations per year for each limited contract employee. The first shall be completed by December 1 and the second by April 1. There will be one formal evaluation per year by April 1 for each employee on a continuing contract.

The person conducting the evaluation shall make a written report of the results of the evaluation. Such report shall include specific recommendations regarding any improvements needed in the performance of the employee being evaluated and provide assistance for continued growth such as providing workshops, written materials, tapes, videos, and so forth.

A joint committee of three members of the Association and three administrators shall, at the request of either the Association or the Superintendent, review the evaluation forms that are attached to and made a part of this contract and found in the Appendix. The committee shall, at the conclusion of its review, submit a report to the Superintendent. If there is an absence of mutual agreement, the report shall include all points of view. Upon receipt of the report, the Superintendent shall submit the report to the Board which shall act upon such report within 55 days of receipt from the Superintendent.

Any documentation other than evaluations (which are covered in previous paragraphs) which may be considered unfavorable and is intended to become a part of the personnel file of the employee, must bear the signature of the employee and the individual making the allegation. The employee may reply in writing to such documentation. The reply will be attached to the documentation. Grievance materials will not be kept in the employee's personnel file.

An employee shall be notified of the intent of the administration to place in his/her personnel file any material (other than evaluations which are covered in previous paragraphs) which may be considered critical of his/her conduct, service, character, or personality, and shall be provided the opportunity to read any such material prior to its being placed in his/her personnel file. Such opportunity shall be provided within 30 school days after receipt of such material.

An employee shall acknowledge that he/she has read the material by affixing his/her signature to the copy to be filed. The signature shall not indicate agreement with the content of the material, but it will indicate only that the material has been read by the employee. He/she shall also have the opportunity to reply to such critical material in a written statement to be attached to the filed copy.

Anonymous letters or materials shall not be placed in an employee's file nor shall they be made a matter of record.

Each employee shall have the right, upon request, to review the contents of his/her own personnel file, with the exception of confidential items, such as credentials and references, in the presence of a member of the administration. The employee may be accompanied by one other person in the review.

Materials will be removed from the employee's file pursuant to the Records Retention Commission. An employee shall be entitled to a copy of any material in his/her file except material, supplied to the Board from outside sources, considered as confidential.

## **ARTICLE XVII**

### **LAYOFF AND RECALL RIGHTS**

All layoffs shall be for lack of work, lack of funds, or abolishment of positions as such terms are defined in Section 124.321 of the Ohio Revised Code. Layoffs and reinstatements shall be on the basis of seniority within the job classification.

Any classified employee who is laid off while having unused sick leave shall have that sick leave credited to him/her upon reinstatement.

Vacancies within the District in classified areas shall be posted on the Central Office bulletin board, on the school web site and on school wide e-mail.

All timely filed applications will be reviewed by the Personnel Director. Selection for classified positions will be made on the basis of seniority, skill, experience, and the ability to perform the work in question. If the skill, experience, and ability to perform the work of two or more applicants are substantially equal, seniority shall govern.

Unless informed otherwise, the employee should apply in writing to the Personnel Director who will coordinate the initial screening of applications and schedule interviews for those being given further consideration.

For purposes of this Agreement, there are thirteen employee classifications within the unit as follows:

1. EMIS System Specialist
2. Payroll Specialist
3. Pupil Personnel System Specialist
4. Department/Principal/Director's Secretary
5. Accounts Payable/Receivable Specialist
6. PBX Operator
7. Secretary
8. Maintenance Technician
9. Building Service Aide
10. Shipping/Receiving Clerk
11. Warehouse/Supply Clerk
12. I.T. Technician
13. Safety Officer

In the event of a layoff, employees with more seniority may displace or bump employees with less seniority within the same classification. Additionally, employees with more seniority may displace or bump employees with less seniority in other classifications as follows:

1. Department/Principal/Director's Secretary, Secretary and PBX operator may bump into one another's classification.
2. Warehouse/Supply Clerk and Shipping/Receiving Clerk may bump into one another's classification.
3. EMIS/Payroll System Specialist/Pupil Personnel System Specialist may bump into one another's classification.
4. An employee shall be able to bump into another job classification which that employee has successfully held for at least one year as an employee of the Miami Valley Career Technology Center since that employee's last date of hire

For purposes of this Agreement, "seniority" shall mean the length of unbroken service since the most recent hire. Authorized leaves of absence shall not operate as a break in service, but neither shall the employee add to seniority during an authorized leave of absence.

**ARTICLE XVIII**  
**JURY DUTY**

The Board shall pay a full-time employee the difference between such employee's regular compensation and the remuneration received for serving as a juror. The employee shall endorse the check received as a juror to the MVCTC and receive his/her full daily rate.

**ARTICLE XIX**  
**SERS PICKUP**

The Board shall designate each employee's mandatory contributions to the State Retirement System as "picked up" by the Board as contemplated by Internal Revenue Service Revenue Rulings 77-464 and 81-86, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and state income tax shall be the employee's total gross income reduced by the then-current percentage amount of the employee's mandatory Retirement System contribution which has been designated as "picked up" by the Board, and that the amount designated as "picked up" by the Board shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up", nor is the Board's total contribution to the Retirement System increased thereby.

The pick up percentage shall apply uniformly to all members of the bargaining unit as a condition of employment. The pick up shall apply to all compensation including supplemental earnings.

The Board and the Association agree that should the rules and regulations of the Internal Revenue Service or the Retirement Systems change, making this procedure unworkable, the parties agree to return, without penalty, to the former method of employee/employer contributions.

It is the responsibility of each individual employee to make any necessary adjustments in any other tax sheltered annuities he/she has in order to be in compliance with tax laws and regulations.

The pick-up shall apply only to regular payroll and payroll requisitions.

**ARTICLE XX**  
**GRIEVANCE PROCEDURES**

A. Definitions:

1. A "grievance" is a complaint of an alleged violation, misinterpretation or misapplication of this Master Contract.

2. A "grievant" is any bargaining unit member alleging that some violation, misinterpretation, or misapplication of the aforementioned Agreement has adversely affected his or her rights under the Master Contract.

B. Grievance Procedures:

*Step One*--The grievant shall present a written request for a meeting to present the grievance orally to the administrator (level one administrator) responsible for the decision generating the grievance. The request must be within 15 working days after the grievant has knowledge of the facts which gave rise to the grievance.

*Step Two*--If the discussion does not resolve the grievance, the grievant shall present his or her grievance in writing by fully completing the prescribed Grievance Form I within five working days after the discussion in Step One and submitting it to the supervisor of the level one administrator identified in Step One (level two administrator). This level two administrator, or his or her designate, will investigate the grievance and the grievant may request a conference on the facts of the grievance. The request for conference will be noted on the form. Such conference will be held within seven working days and the grievant may be represented at such hearing by a person of his or her choice. The level two administrator will reply, in writing, to the grievance within five working days after the receipt of grievance or conference, whichever is applicable.

*Step Three*--If the level two administrator is not the superintendent and the answer does not resolve the grievance, then the grievant may refer the grievance to the Superintendent or his or her designate by fully completing the prescribed Grievance Form II within five working days after receipt of the reply in Step Two. The grievant may request a conference on the facts of the grievance. The conference shall be held within seven working days and the grievant may be represented at such a conference by a person of his or her choice. The Superintendent or his designate will reply within seven working days.

*Step Four*--If the Superintendent or his designate's reply does not resolve the grievance, the Association may request mediation in writing within seven working days of the receipt of the Superintendent's or his/her designee's response. Upon request for mediation, the Association and the Superintendent will jointly submit a request to the Federal Mediation and Conciliatory Services to provide a mediator. Each party will be responsible for the fees and expenses of its representative.

*Step Five* – If mediation does not resolve the grievance, the Association may request arbitration in writing within seven working days of the mediation process.

C. Arbitration:

1. Upon request for arbitration, the Association and the Superintendent will jointly submit a request to the American Arbitration Association to provide the parties with a panel of eleven arbitrators experienced in public employment disputes from which the parties can select an arbitrator in accordance with the Rules of the American Arbitration Association. Either party may reject one entire list submitted by the American Arbitration Association. The Arbitrator shall declare one party to have prevailed. The party that fails to prevail shall pay the fees and expenses of the arbitrator and any expenses incidental to the arbitration proceeding. Each party will be responsible for the fees and expenses of its representative. The filing costs with AAA will be split evenly between the Board and the Association.

If the Board subpoenas any school personnel as witnesses, it shall pay the cost of any substitutes necessary.

If the Association subpoenas any classified personnel as witnesses, it shall reimburse the Board for the costs of the substitutes employed for the witnesses.

2. The decision of the arbitrator shall be final and binding. The arbitrator shall not have the power to ignore, add to, subtract from or modify this Agreement. Any arbitrator's decision may not go beyond what is necessary for the interpretation or application of this Agreement, and the arbitrator may consider only the specific language of this Agreement. Only grievances as defined herein shall be subject to arbitration, and all issues of procedural arbitrability will be heard by the arbitrator in a hearing and award separate from a hearing to determine the substantive issues, or merits of a grievance.

D. Additional Considerations:

1. If the administrators, named herein to administer this grievance procedure, should fail to answer any grievance within the time limits established, then the grievance shall be advanced to the next step. Any grievance not referred to the next step by the employee will be considered termination of the grievance.
2. Grievances and all related correspondence and documentation will be retained separately from a grievant's personnel file. Only notations regarding arbitration results or grievance settlements which require a change to an entry or record in a personnel file may be attached to that item in the file.

3. Copies of grievance forms will be made available in all Building Director's offices and supplied on request to individuals or the Association. (The grievance forms referred to herein are attached to this Master Contract in the Appendix.)
4. No censure or other adverse action will be taken by either party against any grievant or administrators participating in this grievance procedure.
5. A class action grievance may be filed, but must include the names of all individuals participating.

**ARTICLE XXI**  
**CALAMITY DAYS AND TIME LOST DUE TO ILLNESS**

No classified employee shall lose pay because of an epidemic or public calamity when school is closed by the Superintendent or the Board. When the daytime high school is closed, the Adult Education Director, considering staff and student safety, will decide which adult programs will operate and which adult education personnel will report.

No classified employee shall be required to make up time lost due to an epidemic or public calamity, except that the Board reserves the right to re-schedule such days as are necessary to meet the minimum number of school days as may be required to be eligible for foundation funds or to otherwise comply with any laws or regulations of the state or federal governments setting forth a minimum number of days in a school year. The Association shall be consulted before the re-scheduling of the make-up days where scheduling would differ from the adopted school calendar for make-up days.

(For example, if three days are lost because of the school being closed due to an epidemic or public calamity, and it is not necessary to make up any of those days in order to comply with Ohio law on the minimum number of days, such days will not be scheduled. However, if seven days were lost because of school being closed because of an epidemic or public calamity, and it was necessary to make up two of those days in order to comply with Ohio law, then classified employees would be expected to report to work on the make up days inasmuch as they have previously been compensated for such days.)

All rights to pay for time lost due to illness shall be governed by Article X.

**ARTICLE XXII**  
**DISCIPLINE, PROGRESSIVE DISCIPLINE, DISCHARGE,**  
**AND PROBATIONARY PERIOD**

Each newly hired employee shall serve a probationary period of three full school years. A full school year shall mean a school year of no less than 120 working days.

The Superintendent, or his/her designee, shall have the right to reprimand, suspend with or without pay, discharge, or otherwise discipline an employee for just and proper cause. A probationary employee, during the term of his/her contract, may be discharged for less than just or proper cause. However, such discharge shall not be effective until the end of such probationary employee's then current contract.

Except in instances wherein the employee is found guilty of misconduct or if the employee's presence represents a clear and present danger to students, employees, or the public, discipline shall be applied in a progressive and corrective manner.

An employee who has been disciplined by suspension or discharge will be given a written statement describing in detail the reasons for which he has been suspended or discharged. A suspension in accordance with this Article shall be for a specific number of consecutive days on which an employee would be regularly scheduled to work. Paid holidays occurring during a period of suspension shall be counted as work days for the purposes of the suspension only and the employee shall not be paid for the holiday.

An employee (and, at the request of the employee, the Association president) shall be given a copy of any reprimand or other disciplinary action entered on his personnel record within three working days of action being taken.

Notwithstanding Article XX, Grievances, whenever the imposition of disciplinary action results in termination of employment, or in a direct economic loss of more than three days of pay in a school year, such disciplinary action will be subject to binding arbitration. The provisions of Article XX, Grievances, will be applicable as to procedure except that:

In the case of termination of employment, the terminated employee, as well as the Association, may request binding arbitration, using procedures to the extent applicable, under Step 4 and 5 of Article XX, Grievances. In the event the terminated employee requests arbitration and the Association does not request arbitration, then the terminated employee may act in place of the Association under paragraph C of Article XX, Grievances.

In arbitration matters involving discipline, the Board has the burden of proof and the arbitrator is expressly given the authority to modify (either by increasing or decreasing) the discipline which is the subject of the grievance.

The parties agree that in the event a grievance involving discipline is subject to binding arbitration, then the procedure of adjustment of such grievance is fair and complete and that it constitutes the sole and exclusive method for the adjustment of grievances.

**ARTICLE XXIII**  
**SALARIES**

Salaries shall be paid according to Appendix A which is attached to this Contract and made a part of this Contract. In addition, there will be a one-time \$300 lump-sum payment added to the December 10, 2012 pay for all full-time classified staff members.

Longevity ("L") is based on the number of years spent on the top step of a given salary schedule. Employees will qualify after they have spent four (4) years on the top step of the salary schedule.

All employees payroll checks will be direct deposited into the employee selected financial institution account.

**ARTICLE XXIV**  
**INSURANCE BENEFITS**

1. All full time employees are eligible for the benefits in this Article.

2. Hospitalization Insurance:

The Board will pay 88% of the hospitalization insurance costs for a point-of-service managed care medical plan up to a maximum monthly amount as follows:

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Family Plan	\$1573.00	\$1699.00	\$1835.00
Employee + Children Plan	\$999.00	\$1069.00	\$1155.00
Single Plan	\$592.00	\$634.00	\$685.00

3. Dental Insurance:

The Board will pay 88% of the dental insurance costs up to a maximum monthly amount as follows:

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Family Plan	\$100.00	\$100.00	\$100.00
Single Plan	\$46.00	\$46.00	\$46.00

4. Plan:

The primary health insurance plan shall be at the choice of the Board, provided that any change in carriers will not lessen the coverage in effect as of June 30, 2008, so long as such coverage is made available by the current insurance carrier. If the current insurance carrier will no longer offer all coverages in effect as of June 30, 2008, then the Board shall notify the Association at least thirty (30) days prior to the effective date of any change in carrier or coverage.

5. Selection:

When full time spouses are employed by the Board, either two single plans or one family plan may be selected, but there will not be an option of two family plans.

6. Change in Plans:

If the Board initiates any change in the plans or coverage, such will first have the advance agreement of the Association. However, changes initiated by the carriers will not be subject to negotiation if the Board does not have the means to control such changes.

7. Life Insurance:

A term life insurance policy will be purchased for each full time employee for coverage no less than one and one-half times the employee's annual salary.

8. Waiver:

Full-time employees who fulfill their regular contract days have the option to waive their hospitalization and/or dental coverage for a 12 month period. If the employee does not have insurance as of June 30 of the previous contract year, a stipend of \$2,000 for waived hospitalization and dental, a stipend of \$1,900 for waived hospitalization only, or a stipend of \$100 for waived dental insurance only will be paid to the employee by July 31<sup>st</sup> after the waived year.

**ARTICLE XXV**  
**EFFECT OF CONTRACT**

Should this Contract or any of its terms be in conflict with any of the terms of the Miami Valley Career Technology Center Teachers' Handbook, this Contract shall prevail. Should this Contract be in conflict with any Miami Valley Career Technology District Board of Education policy effective at the time this Contract is effective, this Contract shall prevail.

This Agreement represents the entire agreement between the Board and the Association.

**ARTICLE XXVI**  
**HEADINGS AND TITLES**

The headings, titles, subparagraph titles, and indices contained in this Agreement are for convenience purposes only. Such are not a part of the Contract nor are to be used in construction or interpretation of this Contract or Agreement.

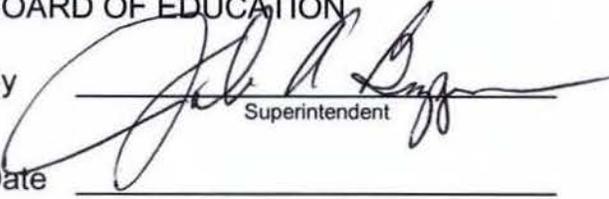
**ARTICLE XXVII**  
**DURATION**

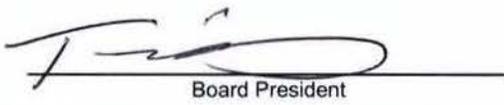
This Agreement shall be effective as of the 1st day of July, 2012, and shall remain in effect through June 30, 2015.

Additionally, either party may give written notice of its intention to negotiate not more than 120 days and not less than 90 days prior to June 30, 2015. Negotiations shall begin not later than May 1, 2015.

IN WITNESS THEREOF, the parties hereunto have set their hands for:

MIAMI VALLEY CAREER  
TECHNOLOGY CENTER DISTRICT  
BOARD OF EDUCATION

By   
Superintendent

By   
Board President

Date 6-12-12

By   
Board Treasurer

Date 6/12/12

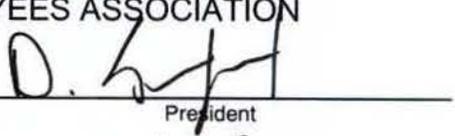
By   
Designated Employer Representative

Date 6/12/12

By   
Designated Employer Representative

Date 6-12-12

MIAMI VALLEY CAREER  
TECHNOLOGY CENTER  
EMPLOYEES ASSOCIATION

By   
President

Date 6-16-12

By   
Negotiations Committee Member

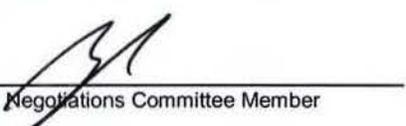
Date 8/16/12

By   
Negotiations Committee Member

Date 8/16/12

By   
Negotiations Committee Member

Date 8/16/12

By   
Negotiations Committee Member

Date 8/16/12

By \_\_\_\_\_  
Designated Association Representative

Date \_\_\_\_\_

**APPENDIX A  
CLASSIFIED SALARY SCHEDULES**

**Clerical/Secretarial Salary Schedules - Based on 260 Days**

**2012-13**

Schedule A			Schedule B			
Step	Per Day	Salary	Index	Per Day	Salary	Step
1	\$ 109.20	\$ 28,392	0.92	\$ 114.92	\$ 29,879	1
2	\$ 113.95	\$ 29,627	0.96	\$ 119.92	\$ 31,178	2
3	\$ 119.88	\$ 31,170	1.01	\$ 126.16	\$ 32,802	3
4	\$ 125.82	\$ 32,713	1.06	\$ 132.41	\$ 34,426	4
5	\$ 131.75	\$ 34,256	1.11	\$ 138.65	\$ 36,049	5
6	\$ 137.69	\$ 35,799	1.16	\$ 144.90	\$ 37,673	6
7	\$ 143.62	\$ 37,342	1.21	\$ 151.14	\$ 39,297	7
8	\$ 149.56	\$ 38,885	1.26	\$ 157.39	\$ 40,921	8
9	\$ 155.49	\$ 40,428	1.31	\$ 163.63	\$ 42,545	9
10	\$ 161.43	\$ 41,971	1.36	\$ 169.88	\$ 44,169	10
L/14	\$ 175.67	\$ 45,674	1.48	\$ 184.87	\$ 48,066	L/14

Schedule C			Schedule D			
Step	Per Day	Salary	Index	Per Day	Salary	Step
1	\$ 126.60	\$ 32,916	0.96	\$ 132.93	\$ 34,562	1
2	\$ 131.88	\$ 34,288	1.00	\$ 138.47	\$ 36,002	2
3	\$ 138.47	\$ 36,002	1.05	\$ 145.39	\$ 37,802	3
4	\$ 145.07	\$ 37,717	1.10	\$ 152.32	\$ 39,602	4
5	\$ 151.66	\$ 39,431	1.15	\$ 159.24	\$ 41,402	5
6	\$ 158.25	\$ 41,146	1.20	\$ 166.16	\$ 43,202	6
7	\$ 164.85	\$ 42,860	1.25	\$ 173.09	\$ 45,003	7
8	\$ 171.44	\$ 44,574	1.30	\$ 180.01	\$ 46,803	8
9	\$ 178.03	\$ 46,289	1.35	\$ 186.93	\$ 48,603	9
10	\$ 184.63	\$ 48,003	1.40	\$ 193.86	\$ 50,403	10
L/14	\$ 200.45	\$ 52,118	1.52	\$ 210.47	\$ 54,723	L/14

**2012-13**

**Maintenance Technician**

Step	Index	Per Day	260 Days
1	1.00	\$ 138.18	\$ 35,926
2	1.04	\$ 143.70	\$ 37,363
3	1.09	\$ 150.61	\$ 39,159
4	1.14	\$ 157.52	\$ 40,956
5	1.19	\$ 164.43	\$ 42,752
6	1.25	\$ 172.72	\$ 44,908
7	1.30	\$ 179.63	\$ 46,704
8	1.35	\$ 186.54	\$ 48,500
9	1.40	\$ 193.45	\$ 50,296
10	1.45	\$ 200.36	\$ 52,093
L/14	1.58	\$ 218.32	\$ 56,763

**Warehouse/Supply Clerk**

Step	Index	Per Day	260 Days
1	1.00	\$ 120.88	\$ 31,430
2	1.04	\$ 125.72	\$ 32,687
3	1.09	\$ 131.77	\$ 34,259
4	1.14	\$ 137.81	\$ 35,830
5	1.19	\$ 143.85	\$ 37,402
6	1.25	\$ 151.11	\$ 39,288
7	1.30	\$ 157.15	\$ 40,859
8	1.35	\$ 163.20	\$ 42,431
9	1.40	\$ 169.24	\$ 44,002
10	1.45	\$ 175.28	\$ 45,574
L/14	1.58	\$ 191.00	\$ 49,659

**Building Service Aide**

Step	Index	Per Day	260 Days
1	0.96	\$ 108.67	\$ 28,253
2	1.02	\$ 115.46	\$ 30,019
3	1.07	\$ 121.12	\$ 31,490
4	1.12	\$ 126.78	\$ 32,962
5	1.17	\$ 132.43	\$ 34,433
6	1.22	\$ 138.10	\$ 35,905
7	1.27	\$ 143.75	\$ 37,376
8	1.32	\$ 149.42	\$ 38,848
9	1.37	\$ 155.07	\$ 40,319
10	1.42	\$ 160.73	\$ 41,791
L/14	1.54	\$ 174.32	\$ 45,322

**Shipping/Receiving Clerk**

Step	Index	Per Day	260 Days
1	1.00	\$ 138.14	\$ 35,916
2	1.04	\$ 143.67	\$ 37,353
3	1.09	\$ 150.57	\$ 39,148
4	1.14	\$ 157.48	\$ 40,944
5	1.19	\$ 164.38	\$ 42,740
6	1.25	\$ 172.67	\$ 44,895
7	1.30	\$ 179.58	\$ 46,691
8	1.35	\$ 186.49	\$ 48,487
9	1.40	\$ 193.39	\$ 50,282
10	1.45	\$ 200.30	\$ 52,078
L/14	1.58	\$ 218.26	\$ 56,747

**I.T. Technician**

Step	Index	Per Day	200 Days
1	0.75	\$ 170.62	\$ 34,124
2	0.80	\$ 181.99	\$ 36,398
3	0.85	\$ 193.37	\$ 38,673
4	0.90	\$ 204.74	\$ 40,948
5	0.96	\$ 218.39	\$ 43,678
6	1.01	\$ 213.38	\$ 45,953
7	1.06	\$ 241.14	\$ 48,228
8	1.11	\$ 252.52	\$ 50,503
9	1.16	\$ 263.89	\$ 52,778
10	1.21	\$ 275.27	\$ 55,053
L/14	1.34	\$ 304.84	\$ 60,967

**Safety Officer**

Step	Index	Per Day	200 Days
1	0.96	\$ 108.67	\$ 21,734
2	1.02	\$ 115.47	\$ 23,093
3	1.07	\$ 121.13	\$ 24,225
4	1.12	\$ 126.79	\$ 25,357
5	1.17	\$ 132.45	\$ 26,489
6	1.22	\$ 138.11	\$ 27,621
7	1.27	\$ 143.77	\$ 28,753
8	1.32	\$ 149.43	\$ 29,885
9	1.37	\$ 155.09	\$ 31,017
10	1.42	\$ 160.75	\$ 32,149
L/14	1.54	\$ 174.33	\$ 34,866

2013-14

Schedule A				Schedule B		
Step	Per Day	Salary	Index	Per Day	Salary	Step
1	\$ 110.29	\$ 28,676	0.92	\$ 116.07	\$ 30,178	1
2	\$ 115.09	\$ 29,923	0.96	\$ 121.12	\$ 31,490	2
3	\$ 121.08	\$ 31,482	1.01	\$ 127.42	\$ 33,130	3
4	\$ 127.08	\$ 33,040	1.06	\$ 133.73	\$ 34,770	4
5	\$ 133.07	\$ 34,599	1.11	\$ 140.04	\$ 36,410	5
6	\$ 139.07	\$ 36,157	1.16	\$ 146.35	\$ 38,050	6
7	\$ 145.06	\$ 37,716	1.21	\$ 152.65	\$ 39,690	7
8	\$ 151.05	\$ 39,274	1.26	\$ 158.97	\$ 41,331	8
9	\$ 157.05	\$ 40,833	1.31	\$ 165.27	\$ 42,971	9
10	\$ 163.04	\$ 42,391	1.36	\$ 171.58	\$ 44,611	10
L/14	\$ 177.43	\$ 46,132	1.48	\$ 186.72	\$ 48,547	L/14

Schedule C				Schedule D		
Step	Per Day	Salary	Index	Per Day	Salary	Step
1	\$ 127.87	\$ 33,246	0.96	\$ 134.26	\$ 34,908	1
2	\$ 133.20	\$ 34,631	1.00	\$ 139.85	\$ 36,362	2
3	\$ 139.86	\$ 36,363	1.05	\$ 146.85	\$ 38,180	3
4	\$ 146.52	\$ 38,094	1.10	\$ 153.84	\$ 39,998	4
5	\$ 153.18	\$ 39,826	1.15	\$ 160.83	\$ 41,816	5
6	\$ 159.83	\$ 41,557	1.20	\$ 167.82	\$ 43,634	6
7	\$ 166.50	\$ 43,289	1.25	\$ 174.82	\$ 45,453	7
8	\$ 173.15	\$ 45,020	1.30	\$ 181.81	\$ 47,271	8
9	\$ 179.82	\$ 46,752	1.35	\$ 188.80	\$ 49,089	9
10	\$ 186.47	\$ 48,483	1.40	\$ 195.80	\$ 50,907	10
L/14	\$ 202.46	\$ 52,639	1.52	\$ 212.58	\$ 55,270	L/14

**2013-14**

**Maintenance Technician**

Step	Index	Per Day	260 Days
1	1.00	\$ 139.56	\$ 36,285
2	1.04	\$ 145.14	\$ 37,736
3	1.09	\$ 152.12	\$ 39,551
4	1.14	\$ 159.10	\$ 41,365
5	1.19	\$ 166.07	\$ 43,179
6	1.25	\$ 174.45	\$ 45,356
7	1.30	\$ 181.43	\$ 47,171
8	1.35	\$ 188.40	\$ 48,985
9	1.40	\$ 195.38	\$ 50,799
10	1.45	\$ 202.36	\$ 52,613
L/14	1.58	\$ 220.50	\$ 57,330

**Warehouse/Supply Clerk**

Step	Index	Per Day	260 Days
1	1.00	\$ 122.09	\$ 31,744
2	1.04	\$ 126.98	\$ 33,014
3	1.09	\$ 133.08	\$ 34,601
4	1.14	\$ 139.18	\$ 36,188
5	1.19	\$ 145.29	\$ 37,775
6	1.25	\$ 152.62	\$ 39,680
7	1.30	\$ 158.72	\$ 41,267
8	1.35	\$ 164.82	\$ 42,854
9	1.40	\$ 170.93	\$ 44,442
10	1.45	\$ 177.03	\$ 46,029
L/14	1.58	\$ 192.91	\$ 50,156

**Building Service Aide**

Step	Index	Per Day	260 Days
1	0.96	\$ 109.75	\$ 28,535
2	1.02	\$ 116.61	\$ 30,318
3	1.07	\$ 122.33	\$ 31,805
4	1.12	\$ 128.04	\$ 33,291
5	1.17	\$ 133.76	\$ 34,777
6	1.22	\$ 139.47	\$ 36,263
7	1.27	\$ 145.19	\$ 37,749
8	1.32	\$ 150.91	\$ 39,236
9	1.37	\$ 156.62	\$ 40,722
10	1.42	\$ 162.34	\$ 42,208
L/14	1.54	\$ 176.06	\$ 45,775

**Shipping/Receiving Clerk**

Step	Index	Per Day	260 Days
1	1.00	\$ 139.52	\$ 36,275
2	1.04	\$ 145.10	\$ 37,726
3	1.09	\$ 152.08	\$ 39,540
4	1.14	\$ 159.05	\$ 41,354
5	1.19	\$ 166.03	\$ 43,167
6	1.25	\$ 174.40	\$ 45,344
7	1.30	\$ 181.38	\$ 47,158
8	1.35	\$ 188.35	\$ 48,971
9	1.40	\$ 195.33	\$ 50,785
10	1.45	\$ 202.30	\$ 52,599
L/14	1.58	\$ 220.44	\$ 57,315

**I.T. Technician**

Step	Index	Per Day	200 Days
1	0.75	\$ 172.33	\$ 34,465
2	0.80	\$ 183.81	\$ 36,762
3	0.85	\$ 195.30	\$ 39,060
4	0.90	\$ 206.79	\$ 41,358
5	0.96	\$ 220.58	\$ 44,115
6	1.01	\$ 213.38	\$ 46,413
7	1.06	\$ 243.55	\$ 48,710
8	1.11	\$ 255.04	\$ 51,008
9	1.16	\$ 266.53	\$ 53,305
10	1.21	\$ 278.02	\$ 55,603
L/14	1.34	\$ 307.89	\$ 61,577

**Safety Officer**

Step	Index	Per Day	200 Days
1	0.96	\$ 109.76	\$ 21,951
2	1.02	\$ 116.62	\$ 23,323
3	1.07	\$ 122.34	\$ 24,467
4	1.12	\$ 128.05	\$ 25,610
5	1.17	\$ 133.77	\$ 26,753
6	1.22	\$ 139.49	\$ 27,897
7	1.27	\$ 145.20	\$ 29,040
8	1.32	\$ 150.92	\$ 30,183
9	1.37	\$ 156.63	\$ 31,326
10	1.42	\$ 162.35	\$ 32,470
L/14	1.54	\$ 176.07	\$ 35,214

**2014-15**

Schedule A				Schedule B		
Step	Per Day	Salary	Index	Per Day	Salary	Step
1	\$ 111.40	\$ 28,963	0.92	\$ 117.23	\$ 30,480	1
2	\$ 116.24	\$ 30,223	0.96	\$ 122.33	\$ 31,805	2
3	\$ 122.30	\$ 31,797	1.01	\$ 128.70	\$ 33,461	3
4	\$ 128.35	\$ 33,371	1.06	\$ 135.07	\$ 35,118	4
5	\$ 134.40	\$ 34,945	1.11	\$ 141.44	\$ 36,774	5
6	\$ 140.46	\$ 36,519	1.16	\$ 147.81	\$ 38,431	6
7	\$ 146.51	\$ 38,093	1.21	\$ 154.18	\$ 40,087	7
8	\$ 152.57	\$ 39,667	1.26	\$ 160.55	\$ 41,744	8
9	\$ 158.62	\$ 41,241	1.31	\$ 166.92	\$ 43,400	9
10	\$ 164.68	\$ 42,816	1.36	\$ 173.30	\$ 45,057	10
L/14	\$ 179.20	\$ 46,593	1.48	\$ 188.58	\$ 49,032	L/14

Schedule C				Schedule D		
Step	Per Day	Salary	Index	Per Day	Salary	Step
1	\$ 129.15	\$ 33,578	0.96	\$ 135.60	\$ 35,257	1
2	\$ 134.53	\$ 34,977	1.00	\$ 141.25	\$ 36,726	2
3	\$ 141.25	\$ 36,726	1.05	\$ 148.32	\$ 38,562	3
4	\$ 147.98	\$ 38,475	1.10	\$ 155.38	\$ 40,399	4
5	\$ 154.71	\$ 40,224	1.15	\$ 162.44	\$ 42,235	5
6	\$ 161.43	\$ 41,972	1.20	\$ 169.50	\$ 44,071	6
7	\$ 168.16	\$ 43,721	1.25	\$ 176.57	\$ 45,908	7
8	\$ 174.88	\$ 45,470	1.30	\$ 183.63	\$ 47,744	8
9	\$ 181.61	\$ 47,219	1.35	\$ 190.69	\$ 49,580	9
10	\$ 188.34	\$ 48,968	1.40	\$ 197.75	\$ 51,416	10
L/14	\$ 204.48	\$ 53,165	1.52	\$ 214.71	\$ 55,824	L/14

**2014-15**

**Maintenance Technician**

Step	Index	Per Day	260 Days
1	1.00	\$ 140.95	\$ 36,648
2	1.04	\$ 146.59	\$ 38,114
3	1.09	\$ 153.64	\$ 39,946
4	1.14	\$ 160.69	\$ 41,779
5	1.19	\$ 167.73	\$ 43,611
6	1.25	\$ 176.19	\$ 45,810
7	1.30	\$ 183.24	\$ 47,642
8	1.35	\$ 190.29	\$ 49,475
9	1.40	\$ 197.33	\$ 51,307
10	1.45	\$ 204.38	\$ 53,140
L/14	1.58	\$ 222.71	\$ 57,904

**Warehouse/Supply Clerk**

Step	Index	Per Day	260 Days
1	1.00	\$ 123.31	\$ 32,061
2	1.04	\$ 128.24	\$ 33,343
3	1.09	\$ 134.41	\$ 34,946
4	1.14	\$ 140.58	\$ 36,550
5	1.19	\$ 146.74	\$ 38,153
6	1.25	\$ 154.14	\$ 40,076
7	1.30	\$ 160.30	\$ 41,679
8	1.35	\$ 166.47	\$ 43,282
9	1.40	\$ 172.63	\$ 44,885
10	1.45	\$ 178.80	\$ 46,488
L/14	1.58	\$ 194.83	\$ 50,656

**Building Service Aide**

Step	Index	Per Day	260 Days
1	0.96	\$ 110.85	\$ 28,820
2	1.02	\$ 117.77	\$ 30,621
3	1.07	\$ 123.55	\$ 32,122
4	1.12	\$ 129.32	\$ 33,624
5	1.17	\$ 135.10	\$ 35,125
6	1.22	\$ 140.87	\$ 36,626
7	1.27	\$ 146.64	\$ 38,127
8	1.32	\$ 152.42	\$ 39,628
9	1.37	\$ 158.19	\$ 41,129
10	1.42	\$ 163.96	\$ 42,630
L/14	1.54	\$ 177.82	\$ 46,232

**Shipping/Receiving Clerk**

Step	Index	Per Day	260 Days
1	1.00	\$ 140.92	\$ 36,638
2	1.04	\$ 146.55	\$ 38,104
3	1.09	\$ 153.60	\$ 39,935
4	1.14	\$ 160.64	\$ 41,767
5	1.19	\$ 167.69	\$ 43,599
6	1.25	\$ 176.15	\$ 45,798
7	1.30	\$ 183.19	\$ 47,629
8	1.35	\$ 190.23	\$ 49,461
9	1.40	\$ 197.28	\$ 51,293
10	1.45	\$ 204.33	\$ 53,125
L/14	1.58	\$ 222.65	\$ 57,888

**I.T. Technician**

Step	Index	Per Day	200 Days
1	0.75	\$ 174.05	\$ 34,810
2	0.80	\$ 185.65	\$ 37,130
3	0.85	\$ 197.26	\$ 39,451
4	0.90	\$ 208.86	\$ 41,772
5	0.96	\$ 222.78	\$ 44,556
6	1.01	\$ 213.38	\$ 46,877
7	1.06	\$ 245.99	\$ 49,198
8	1.11	\$ 257.59	\$ 51,518
9	1.16	\$ 269.20	\$ 53,839
10	1.21	\$ 280.80	\$ 56,160
L/14	1.34	\$ 310.97	\$ 62,193

**Safety Officer**

Step	Index	Per Day	200 Days
1	0.96	\$ 110.86	\$ 22,171
2	1.02	\$ 117.79	\$ 23,557
3	1.07	\$ 123.56	\$ 24,712
4	1.12	\$ 129.33	\$ 25,866
5	1.17	\$ 135.11	\$ 27,021
6	1.22	\$ 140.88	\$ 28,176
7	1.27	\$ 146.66	\$ 29,331
8	1.32	\$ 152.43	\$ 30,485
9	1.37	\$ 158.20	\$ 31,640
10	1.42	\$ 163.98	\$ 32,795
L/14	1.54	\$ 177.83	\$ 35,566

**APPENDIX B**

**MIAMI VALLEY CAREER TECHNOLOGY CENTER  
STEP II GRIEVANCE (FORM 1) - CLASSIFIED**

DATE SUBMITTED: \_\_\_\_\_

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

BUILDING: \_\_\_\_\_

BUILDING DIRECTOR: \_\_\_\_\_

Briefly state the problem, indicating the date grievance occurred and provisions of contract allegedly violated:

Remedy Sought: \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Did you discuss this problem with your Supervisor prior to filing this grievance? \_\_\_\_ If so, please give date \_\_\_\_\_ and name of person you discussed it with \_\_\_\_\_

\*\*\*\*\*

STEP II RESPONSE:

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

STEP III (FORM 2)

NAME: \_\_\_\_\_ DATE \_\_\_\_\_

The disposition of this grievance at Step II has not been satisfactory. I find it necessary to appeal this grievance to Step III for the following reasons:

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

\*\*\*\*\*

STEP III RESPONSE:

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

APPENDIX C

MIAMI VALLEY CAREER TECHNOLOGY CENTER  
**Clerical Evaluation**

Name: \_\_\_\_\_

Building: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Attendance & Punctuality	Superior	Appropriate	Improvement Needed
Arrives at work on time			
Returns from breaks and/or lunch on time			
Arranges for lateness or time off in advance			
Begins work promptly			
Reports to work daily			
Comments:			

Knowledge of Work	Superior	Appropriate	Improvement Needed
Understands what to do daily			
Grasps instructions quickly			
Understands why certain functions are performed			
Strives to increase knowledge of job			
Comments:			

Quality of Work	Superior	Appropriate	Improvement Needed
Produces accurate work			
Is thorough in work			
Produces work that is neat			
Exhibits good skills in typewriting, shorthand, bookkeeping, filing, grammar, mathematics, spelling, office machines, capitalization, proofreading, punctuation, telephoning, and public relations (If not, underline the area where the employee needs help.)			
Comments:			

Quantity of Work	Superior	Appropriate	Improvement Needed
Produces the expected volume of work per task			
Meets the quantity standards you have set for the job			
Is efficient in use of time			
Comments:			



MIAMI VALLEY CAREER TECHNOLOGY CENTER  
**Maintenance Evaluation**

Name: \_\_\_\_\_

Building: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Attendance & Punctuality	Superior	Appropriate	Improvement Needed
Arrives at work on time			
Returns from breaks and/or lunch on time			
Arranges for lateness or time off in advance			
Begins work promptly			
Reports to work daily			
Comments:			

Knowledge of Work	Superior	Appropriate	Improvement Needed
Understands what to do daily			
Grasps instructions quickly			
Understands why certain functions are performed			
Strives to increase knowledge of job			
Comments:			

Quality of Work	Superior	Appropriate	Improvement Needed
Generally does the job right the first time			
Can see details and tries to do a complete job			
Knows when to ask questions			
Takes good care of equipment			
Work sat trying to improve skills			
Comments:			

Quantity of Work	Superior	Appropriate	Improvement Needed
Produces the expected volume of work per task			
Meets the quantity standards you have set for the job			
Is efficient in use of time			
Comments:			



Certification of Health Care Provider for  
Employee's Serious Health Condition  
(Family and Medical Leave Act)

U.S. Department of Labor  
Wage and Hour Division



OMB Control Number: 1235-0003  
Expires: 2/28/2015

**SECTION I: For Completion by the EMPLOYER**

**INSTRUCTIONS to the EMPLOYER:** The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: \_\_\_\_\_

Employee's job title: \_\_\_\_\_ Regular work schedule: \_\_\_\_\_

Employee's essential job functions: \_\_\_\_\_

Check if job description is attached: \_\_\_\_\_

**SECTION II: For Completion by the EMPLOYEE**

**INSTRUCTIONS to the EMPLOYEE:** Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: \_\_\_\_\_  
First Middle Last

**SECTION III: For Completion by the HEALTH CARE PROVIDER**

**INSTRUCTIONS to the HEALTH CARE PROVIDER:** Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

**PART A: MEDICAL FACTS**

1. Approximate date condition commenced: \_\_\_\_\_

Probable duration of condition: \_\_\_\_\_

**Mark below as applicable:**

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?  
 No  Yes. If so, dates of admission:

\_\_\_\_\_

Date(s) you treated the patient for condition:

\_\_\_\_\_

Will the patient need to have treatment visits at least twice per year due to the condition?  No  Yes.

Was medication, other than over-the-counter medication, prescribed?  No  Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?  
 No  Yes. If so, state the nature of such treatments and expected duration of treatment:

\_\_\_\_\_

2. Is the medical condition pregnancy?  No  Yes. If so, expected delivery date: \_\_\_\_\_

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition:  No  Yes.

If so, identify the job functions the employee is unable to perform:

\_\_\_\_\_

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART B: AMOUNT OF LEAVE NEEDED**

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery?  No  Yes.

If so, estimate the beginning and ending dates for the period of incapacity: \_\_\_\_\_

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition?  No  Yes.

If so, are the treatments or the reduced number of hours of work medically necessary?  
 No  Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

\_\_\_\_\_

Estimate the part-time or reduced work schedule the employee needs, if any:

\_\_\_\_\_ hour(s) per day; \_\_\_\_\_ days per week from \_\_\_\_\_ through \_\_\_\_\_

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions?  No  Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups?  
 No  Yes. If so, explain:

\_\_\_\_\_

\_\_\_\_\_

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency : \_\_\_\_\_ times per \_\_\_\_\_ week(s) \_\_\_\_\_ month(s)

Duration: \_\_\_\_\_ hours or \_\_\_\_\_ day(s) per episode

**ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**APPENDIX F**

**Miami Valley Career Technology Center  
Requesting Donation of Sick Leave Form**

I, \_\_\_\_\_, am requesting \_\_\_\_\_ days of donated sick leave to begin on \_\_\_\_\_.

Donation of sick leave will be in accordance with O.R.C. 3319.141 and Article X of the Miami Valley Career Technology Center Master Agreement.

The purpose of the sick leave fund is to give additional days of sick leave to employees who experience catastrophic and/or life threatening illness. If the employee has exhausted all of their sick, personal and vacation leave, the employee may receive a donation of sick leave days.

Catastrophic and/or life threatening illness will be determined by the attending physician.

The Personnel Director in collaboration with the Employee Association President will be responsible for the management and record keeping of the sick leave fund. The decision of the Personnel Director and Employee Association President shall be final and binding and shall not be subject to the grievance procedure.

An employee may request a donation of sick leave days after they have been out for a minimum of twenty consecutive days for a catastrophic and/or life threatening illness. All requests will be made to the personnel director.

Each employee may donate one day of their sick leave per fiscal year. If more days are donated than requested, a lottery system will be used to determine which employee's donated days will be accepted and converted to sick leave for the requestor. Four donated sick leave days will convert to one day of sick leave donated to the employee.

An employee may only receive twenty donated sick leave days per fiscal year.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPENDIX G**

**Miami Valley Career Technology Center  
Donation of Sick Leave Form**

\_\_\_\_\_ is requesting sick leave donations. If you wish to donate according the guidelines listed, please fill out this form and return it to the personnel director by \_\_\_\_\_.

Guidelines for Donating Days to the Sick Leave Fund

1. Employees are limited to donating one day per fiscal year.
2. Once an employee has donated a day it cannot be withdrawn.
3. Days cannot be donated for the purpose of increasing an employee's severance pay.

I, \_\_\_\_\_, agree to donate one day of my accumulated sick leave to  
(Print Name)

be used by \_\_\_\_\_. I have read the guidelines for donating to the sick  
(Print name of requesting employee)

leave fund and agree to the terms of donating the day. I further understand that if more days are donated than requested, that donations will be determined by lottery.

\_\_\_\_\_  
Signature of Donating Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
(For Office Use Only)

\_\_\_\_\_ Thank you for your donation. The day you have donated will be deducted from your accumulated sick leave balance.

\_\_\_\_\_ Thank you for your donation; however, your day was not needed. You may donate at a later time.