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**MASTER AGREEMENT**

**BETWEEN**

**OHIO ASSOCIATION OF PUBLIC  
SCHOOL EMPLOYEES/AFSCME-AFL-CIO  
LOCAL #179**

**AND**

**SPRINGFIELD LOCAL  
BOARD OF EDUCATION**

**2012 - 2017**



# TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>ARTICLE</u>	<u>PAGE</u>
UNIT DESCRIPTION	1	4
NEGOTIATIONS PROCEDURE	2	5
UNION RIGHTS	3	5
Deduction Procedure		6
Union Time		7
Policy Book		7
MANAGEMENT RIGHTS	3B	7
CALAMITY DAYS	4	8
SEVERANCE PAY/RETIREMENT BONUS	5	8
Severance Pay		8
Retirement Bonus		8
VACATIONS	6	9
HOLIDAYS	7	10
PAY PROCEDURES	8	10
Premium Pay/Work		10
Payroll Checks		12
Mileage Reimbursement		12
Stipends		12
SERS Pickup		12
Salary Notice		12
Time Clocks		12
Number of Pays		13
Other Pay Procedures		13
GRIEVANCE PROCEDURE	9	13
INSURANCE	10	15
Hospitalization		15
Prescription Drug		17
Dental		18
Vision		18
Waiver of Insurance		18
Life Insurance		19
125 Plan		19
LEAVES		19
Sick Leave		19
Leave of Absence		20
Emergency Personal Leave		21
Assault Leave		21
Maternity/Paternity/Adoption Leave		22
Training Leave		23
Family Medical Leave Act		23
EMPLOYEE RIGHTS/OBLIGATIONS	12	23
Probationary Period		23

# TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>ARTICLE</u>	<u>PAGE</u>
EMPLOYEE RIGHTS/OBLIGATIONS cont'		
Lay-Off Procedure		24
Bumping		24
Reinstatement		24
Seniority		25
Discipline		25
School Directories		26
Job Descriptions		26
Right to Join or Not to Join		26
Non-Discrimination		26
Calendar Committee		26
Hiring Procedures		26
POSTING PROCEDURES	13	27
SAFETY	14	28
DEDUCTIONS	15	29
HEADINGS		30
GENDER AND PLURAL		30
CLASSIFICATION SERIES		31
RAISES/OTHER SALARY PROVISIONS		32
SIGNATURE PAGE		33
GLOSSARY		34
SALARY SCHEDULES		36
Appendix 1 - Medical Benefit		
Appendix 2 - Prescription Drug Benefit		
Appendix 3 - Dental Benefit		
Appendix 4 - Vision Benefit		
Appendix 5 - 4167.06 Good Faith refusal		
Letter of Intent		

## **ARTICLE 1 – UNIT DESCRIPTION**

- 1.1 The Ohio Association of Public School Employees AFSCME/AFL-CIO and OAPSE 179, shall be recognized as the sole bargaining agent for all employees in the Springfield District except the Superintendent, Treasurer, Business Manager, Certificated Staff, Supervisors of Transportation, Food Service, Maintenance/Custodial, Secretary to the Superintendent, Secretary to the Treasurer/Food Service Director, Secretary to the Business Manger/Special Services Director, all temporary/casual employees, students and all other employees that belong to another bargaining unit.

At such time that the Secretary to the Treasurer/Food Services Director or Secretary to the Business Manger/Special Services Director become separated, the Secretary to the Treasurer and the Secretary to the Business Manager will remain excluded. All other secretaries that result from the split shall become part of the bargaining unit.

- 1.2 **Substitute Employees** – employed for assignment as services are needed to take the place of regular employees who have the rights to return to work. Any assignment to a particular position as a substitute may be terminated whenever it is determined that the services of the substitute are no longer needed. They are not entitled to sick leave or other fringe benefits granted to regular employees. The rate of pay, for substitutes in each classification, is decided by the school district's Board of Education.
- 1.3 **Temporary/Casual Employees** – These employees are hired on a non-fixed time schedule for a period of time not to exceed forty-five (45) work days per year from the date of the employee's first assignment, exclusive of the period June through August. No temporary position shall be filled by temporary/casual employees longer than forty-five (45) work days unless the job is posted for permanent bid in accordance with Article 13 on the forty-sixth (46) day.
- 1.4 **New Jobs** – All newly created jobs within any classification series included with the bargaining unit and not excluded in 1.1 above, shall become a part of the bargaining unit and covered by and subject to the terms and provisions of this agreement.

The employer shall notify the union in writing when a new job/classification is created. Within fifteen (15) work days of such notice, the Union may request bargaining concerning the appropriate rate of pay and the rights for the classification. The employer retains the right to implement a proposed rate pending such negotiations.

## ARTICLE 2 – NEGOTIATIONS PROCEDURE

- 2.1 **Submission of Issues** – Upon request of either party for a meeting to open negotiations, a mutually accepted meeting date shall be set not more than fifteen (15) days following such request. Such request should be made no earlier than March 15<sup>th</sup> of the year of expiration of the contract. All issues proposed for discussion shall be submitted by the parties at the first or second meeting.
- 2.2 **Scope** – The Union has bargaining rights for the following issues:
- a. Wages, hours, fringe benefits, and other matters of economic welfare.
  - b. Working conditions.
  - c. Grievance Procedure.
  - d. Membership Deduction.
- 2.3 **Negotiating Teams** – The Board, or designated representative of the Board, will meet with representatives designated by the Union for the purpose of discussion and reaching, mutually satisfactory agreements. Each team shall have no more than four (4) members.
- 2.4 **Progress Reports** – The parties agree that during the period of negotiations and prior to reaching an agreement to be submitted to the Board and Union, the proceedings of the negotiations shall not be released to the media without the approval of both parties.
- 2.5 **Resolving Differences** – If after sixty (60) calendar days, or a number of days mutually agreed upon, tentative agreement on all items is not reached, either party may declare a bargaining impasse. Within five (5) days of a declaration of impasse, the parties shall jointly contact the Federal Mediation and Conciliation Service and request the assistance of a mediator.

## ARTICLE 3 – UNION RIGHTS

- 3.1 All members of the bargaining unit who are not members of the Union shall pay to the Union, a fair share fee, as a condition of their continued employment with the Springfield Local School District. Such fair share fee shall not exceed dues paid by members of the union.
- 3.2 The Union shall notify the Board of the fair fee amount and of any changes in the amount of dues deduction, if changed, and shall provide to each non-member employee a notice of the amount of the fee, explanation as to how the fee was determined, a statement that the employee may file an objection as to the amount and how to receive a rebate, and an explanation as to the procedure which the employee must follow to challenge the amount of the fee under the union's internal rebate policy.
- 3.3 Fair share fee shall be deducted through the payroll deduction in the same manner as dues deduction. The local president will provide a list of persons who will have fair

share fee deductions. Both dues and fair share fees shall be forwarded to the State Union with notices of names, addresses and amounts.

A. Deduction Procedure

1. The Board agrees to deduct from the pay of the school employees, dues for the Union when so authorized in writing by each employee.
  2. Each current bargaining unit member desiring Union membership shall submit an authorization form to the School Treasurer. Dues deduction authorization shall be continuous for the life of the contract unless such authorization is revoked during the final thirty (30) days of the contract.
  3. The deductions shall be in sixteen (16) consecutive payments starting with the second payroll in October. All monies deducted and a report of all deductions shall be sent to the State Union Treasurer. Copies of the reports shall be sent to the Local Treasurer.
  4. The Union hereby indemnifies and defends the Board against any and all claims, demands, suits, and any and all other forms of liability which may arise by reason of the Board's actions in deducting and forwarding union dues, initiation fees, assessment and/or fair share fees pursuant to this provision.
  5. The Union shall forward to the Treasurer by September 1<sup>st</sup> each year the amount to be deducted for that year if changed from the previous year.
  6. The Board agrees not to honor any check-off authorizations or dues deduction authorizations executed by an employee in the bargaining unit in favor of any other labor organization(s) representing employees for the purpose of collective bargaining for wages, terms and conditions of employment.
  7. Provisions of this article shall apply to all bargaining unit employees.
  8. The Local President shall be provided the names and job locations of all new employees within ten (10) work days of their date of hire by the Board of Education.
  9. A list of all unit employees will be made available to the State Union Treasurer by September 15<sup>th</sup>. The list will indicate the employee's classification, grade, step, hours, hourly rate, number of months employed and previous year's gross wages. Copies will be provided to the Local Union President.
- B. The Board of Education shall honor payroll deduction authorizations for the Union designated political action committee. The Board will process and transmit PAC contributions, with a report of contributors and a separate check, in the same manner as union dues.

### 3.4 Union Time

- A. Three (3) delegates from the Union shall be permitted to attend the annual OAPSE Conference as a professional meeting. A period of three (3) days off work shall be allotted to each attending delegate who shall lose no pay. Neither time nor pay may be counted against their personal days nor their absence record.
- B. Unit members holding state office positions in the union will be granted up to thirty (30) unpaid days leave per year for official business upon notice to the Superintendent.
- C. The right to paid release time will be granted for local president and/or unit member(s) for union business, including but not limited to, negotiations, contractual concerns, administrative contractual requested meetings and/or any other union and/or job related concerns between the Superintendent or his/her designee or the Board of Education and the Union held during employee's working hours.

3.5 Policy Book - A copy of the complete and up-to-date policy book shall be available to the President of the local union and shall be kept current with all additions and corrections through the District website.

3.6 The Superintendent/designee shall provide to the Union President a copy of the Board of Education packet including but not limited to agenda, addendums and exhibits prior to any Board of Education meeting.

## ARTICLE 3B – MANAGEMENT RIGHTS

The employer retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities conferred upon it and vested in it by the laws and constitution of the State of Ohio and the United States including, all of the rights defined in Revised Code Section 4117.08© 1-9. These include:

1. Determine matters of inherent managerial policy.
2. Direct, supervise, evaluate or hire support staff employees.
3. Determine the efficiency and effectiveness of the Employer's operations.
4. Determine the overall methods of operation and personnel needed.
5. Suspend, discipline, or discharge for just cause or layoff, transfer, assign, schedule, promote or retain support staff employees.
6. Determine the adequacy of the workforce.
7. Determine the overall mission of the Employer.

8. Effectively manage the work force.
9. Take such actions as are necessary to carry out the mission of the Employer.

The exercise of the foregoing management rights by the Employer shall be limited only by the terms of this agreement.

#### ARTICLE 4 - CALAMITY DAYS

- 4.1 One custodian in each building shall be responsible for checking the furnace, building (pipes, electrical appliances, etc.) on a calamity day. No other employees shall be required to work when school is closed because of a calamity day. Anyone who is asked to report to work and subsequently reports, shall be paid time and one half (1-1/2) compensatory time in addition to their regular pay for that day.
- 4.2 Any employee who has clocked in for their scheduled shift before the calamity day is declared will be paid their regular hourly rate plus the calamity day until the time the employee is notified to clock out for the day.
- 4.3 Employees must be in pay status on a calamity day to receive calamity day pay. If the employee is on an approved paid leave of absence, he/she will only receive the calamity day pay and the paid day of leave shall not be deducted from the employee's available paid leave.
- 4.4 *The number of Calamity days allowed each school year will be in accordance with the Ohio Revised Code.* Make-up calamity days will not be held on a holiday.

#### ARTICLE 5 – SEVERANCE PAY/RETIREMENT BONUS

- 5.1 The Board agrees that any employees covered by this agreement, leaving active service (unless discharged for cause), shall receive a payment for unused sick leave at the rate below:
  - A. Leaving active service with ten (10) or more years with the Springfield Local School District – one fourth (1/4) of unused sick leave to a maximum of forty-five (45) days.
  - B. Employees retiring from active service shall receive one *thirty percent (30%)* of *his/her* unused sick leave to a maximum of *sixty (60)* days.
- 5.2 Any employee who is rehired after previously leaving employment and who has benefited from the provisions in Section 5.1, shall not be eligible to receive this benefit again.

5.3 Any employee who has received a retirement bonus previously waives any opportunity for regular reemployment with the Board.

**ARTICLE 6 – VACATIONS**

6.1 All twelve (12) month (260 days) employees are entitled to vacation with pay on the following vacation schedule beginning with their first anniversary date.

Year 1 through 7. . . . .	2 weeks
Year 8 through 13. . . . .	3 weeks
Year 14 through 20. . . . .	4 weeks
Year 21 through 26. . . . .	5 weeks
Year 27 and above. . . . .	6 weeks

Each employee with one year of service or greater shall receive a vacation accrual per the above schedule. Thereafter, each of these employees will receive a monthly accrual of 1/12<sup>th</sup> of their annual vacation allowance. Once an employee reaches a new threshold of years of service per the above schedule, the Board of Education will immediately add one week of vacation accrual to their balance.

This schedule will apply to any current employee who becomes eligible for vacation. Any employee hired after January 1, 2011 who becomes eligible for vacation shall only be eligible for up to 5 weeks vacation.

6.2 Vacations may only be taken with the approval of the Superintendent or his/her designee. The employee who has made the request first will be granted the vacation for that period. If the requests are submitted at the same time, then seniority shall prevail. The maximum amount of vacation accrual will be limited as follows:

<u>Eligible For</u>	<u>Maximum Accrual</u>
2 weeks	20 days
3 weeks	25 days
4 weeks	35 days
5 weeks	40 days
6 weeks	50 days

The employee may not exceed the maximum accrual without prior approval of the Superintendent and the Board of Education. Failure to stay below the maximum accrual will result in a loss of any days in excess of the maximum without compensation.

This maximum accrual shall apply to any current employee who becomes eligible for vacation. Any employee hired after January 1, 2011 who becomes eligible for vacation shall only be eligible for up to 40 days of accrual.

6.3 Any employee who moves from a nine (9) or ten (10) month position into a twelve (12)

month position shall immediately become eligible for vacation and shall receive their pro-rated years' service based on months per year (example: 9 months/year =  $\frac{3}{4}$  year) in which the employee had been scheduled to work a minimum of five (5) hours per day in their previous position.

## **ARTICLE 7 – HOLIDAYS**

### **7.1 Paid Holidays**

- A. All twelve (12) month employees shall have the following: New Year's Day and two (2) additional days, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day and two (2) additional holidays. The additional holidays at New Year's and Christmas will be determined by the Superintendent each year and the employees will be notified of these days.
- B. Each nine/ten (9/10) month employee will receive the following days as paid holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day.
- C. For 10-month secretaries two (2) student non-attendance days shall be paid non-work days.

## **ARTICLE 8 – PAY PROCEDURES**

### **8.1 Premium Pay/Work Week**

- A. All employees shall receive one and one-half (1-1/2) times their regular hourly rate for all hours actually worked in excess of forty (40) hours in any one week. Compensatory time shall not be considered hours worked. Compensatory time is strictly on a voluntary basis. Holidays shall be counted as time worked.
  - 1. In lieu of receiving extra compensation during that pay period, an employee who is regularly scheduled to work seven (7) or eight (8) hours per day, may elect compensatory time off at the rate of straight time off or premium time for each extra hour worked based on whether or not the employee is in overtime status.
  - 2. If compensatory time is elected, the employee shall arrange with his/her Supervisor to use such time within the employee's current or next pay period.
  - 3. All compensatory time must be documented on time cards (actual clock in/out times). Absence sheets must be turned in for compensatory time used and time cards must be marked as such.

- B. All employees shall receive time and one half (1-1/2) on Sunday. The regular rate for Food Service employees working a banquet or other related activity invoiced to an outside group shall be time and one half (1-1/2) their hourly rate for all hours worked.
- C. All employees shall receive time and one half (1-1/2) their hourly rate for all work performed on a holiday in addition to their regular pay.

D. Overtime/Extra Time

1. Custodian Classification Series – Interested qualified unit employees at a facility shall have the first opportunity for all overtime/extra time in their classification series on a rotating basis followed by other interested qualified employees at other buildings. Such overtime/extra time shall be rotated as equally as possible. An ongoing record of such hours worked will be posted in each work location by classification. An employee's decline of an offer to work will be charged to the employee as overtime. Temporary vacant day shift assignments shall just be offered to other shift employees in the same classification within their building followed by other employees, within the classification series, by seniority when an advance notice of two (2) days is given.
  2. Other Classifications – Interested qualified unit employees at a facility shall have the first opportunity for all overtime/extra time in their classification series, based on seniority, followed by other interested qualified employees at other buildings.
  3. Any and all overtime/extra time must have the prior approval of the Superintendent or his designee.
- E. Any employee who is transferred from one classification series to another classification series shall be advanced to that step of the salary schedule of the new classification series, which reflects the minimum wage, increase.

Any employee temporarily or permanently promoted to a higher paid classification in their same classification series shall be advanced to their same step on the salary schedule in the new classification.

Any cafeteria worker filling the school manager's position shall be paid the manager's rate regardless of the number of hours assigned instead of the worker's regular rate.

- F. The regular work week shall be Monday through Friday.
- G. Any person employed prior to January 1<sup>st</sup> of any school year and who is in pay status or on Worker's Compensation leave at least 120 days shall be eligible to receive increments on the salary schedule as of July 1<sup>st</sup>, the succeeding year.

H. A substitute secretary should be called for all buildings when there is an absence if deemed necessary by the Principal or when there will be three (3) days or more absence. Educational Assistants with qualifications shall be given preference for filling in for secretaries before using substitutes.

The minimum regular work schedule for all employees shall be two (2) consecutive hours per day.

8.2 **Payroll Checks** – All payroll payments shall be made by direct deposit to the financial institutions of the employee’s choice (bank, savings and loan, credit union etc.) with the option of email notification. For Bargaining unit members who choose not to use e-mail notification the treasurer’s department will provide a paper copy.

8.3 **Mileage Reimbursement** – Any non-certified employee who is required to use his/her personal automobile to travel as part of his/her job assignment shall receive the IRS rate for each mile driven.

8.4 **Certifications** - A \$50.00 stipend to hourly cafeteria workers, educational assistants and teaching assistants after completion of three (3) years employment, another \$50.00 stipend after six (6) years employment, another \$50.00 after nine (9) years employment, and another \$50.00 after twelve (12) years.

Custodians/Maintenance with a boiler license will receive \$416.00 per year, payable in 26 pays. Employees required to maintain a boiler’s license shall be reimbursed for costs of maintaining said license.

8.5 **SERS Pickup** – Salary consists of a cash salary component and a pick-up component, which is equal to the amount of employee contribution being “picked-up” by the Board required contribution to SERS for the employee’s account.

8.6 **Salary Notice**

A. Salary notice for salary employees shall state the classification, step, annual rate of pay and bi-weekly amount.

B. Salary notice for hourly employees shall state the classification, step (if applies) and hourly rate of pay.

8.7 **Salary Schedules:** All salary schedules shall be affixed to the collective bargaining agreement and shall state the number of days of employment for all salary classifications.

8.8 If the Board of Education determines that time clocks are necessary then the issue of time clocks must apply equally to all employees, excluding secretaries and central office staff, including substitutes, temporary and casual employees in bargaining unit classifications.

- 8.9 All non-certified employees will be paid on a twelve (12) month basis, twenty-six (26) equal pays per contract year.
- 8.10 All four (4) hour positions to be paid at 50% of eight (8) hour schedule for the same classifications.

### **ARTICLE 9 – GRIEVANCE PROCEDURE**

- 9.1 **Definition**- For the purpose of this agreement, the term “grievance” is defined as a dispute between the Board and the Union or between the Board and an employee concerning the interpretation and/or application of, or compliance with, the provisions of this agreement.
- 9.2 **Procedure** – Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. Time limits may be extended, however, by mutual agreement. A grievance must be filed within fifteen (15) work days of the employee(s) having knowledge of or should have knowledge of the alleged violation or the grievance shall be deemed forever waived.
- 9.3 **Level One: Conference With Building Principal or Immediate Supervisor Regarding the Problem**
- A. Employee with a grievance shall notify his/her principal or immediate supervisor. Such immediate supervisor shall discuss the problem in good faith with the grievant with the object of resolving the matter informally within five (5) working days from the time he/she receives such notification. The president shall be notified of the grievance.
- B. The principal or immediate supervisor shall notify the employee orally of the disposition of the grievance with five (5) working days after such discussion.
- 9.4 **Level Two: Investigation and Review by Superintendent and/or Designee**
- A. In the event the grievant is not satisfied with the disposition of the grievance, a written grievance may be filed within ten (10) working days with the Superintendent, with a copy to the designated union representative.
- B. The Superintendent or designees shall represent the administration at this level of the Grievance procedure. Within the ten (10) work days after the grievance is filed, the Superintendent or designee shall hold a hearing on the grievance unless the grievant states in writing that he/she does not desire such a hearing. The Superintendent shall render a written decision of the grievance within the ten (10) days after the conclusion of the hearing and a copy of the decision shall be forwarded to the designated representative and grievant.

If there is no satisfactory disposition of the grievance at Level Two, the Superintendent's decision, the grievant may advance to grievance mediation with FMCS within five (5) working days of the receipt of the decision.

**9.5 Level Three: Grievance Mediation**

If, after receiving the decision of the Superintendent, the grievant remains unsatisfied, the grievant shall advance the matter to grievance mediation with the Federal Mediation and Conciliation Service (FMCS). This advancement shall be made within five (5) working days from the receipt of the decision of the Superintendent. The parties agree to participate in the mediation of all the issues set forth in the grievance(s) at the first meeting date available to the Mediator, but no later than thirty (30) days from the filing of the request for mediation. Each party shall bear their costs in the mediation process and equally divide the cost of the Mediator, if any is charged. If the mediation process is not successful or is not completed within thirty (30) days of the requested for mediation and the grievant remains unsatisfied, the grievance may proceed to the next level.

In the event FMCS charges for its' services, the parties agree to meet and discuss this matter to address that change

**9.6 Level Four: Review by the Springfield Board of Education**

- A. The grievant may submit a written request to the Board for a review of the decision as an extension of the original grievance form. The Board will review all records with the parties involved. Such conferences shall be informal and in Executive Session. The Board may establish a committee of the Board to carry out the provisions of this section.
- B. The board shall render a decision within ten (10) working days of receipt of the written appeal. A copy of this decision shall be forwarded to the designated representative and the grievant.

If there is no satisfactory disposition of the grievance at Level 4, the affected local union may submit the grievance to arbitration within thirty (30) days of receipt of the Board's decision.

**9.7 Level Five: Arbitration**

If the parties are unable to agree on an arbitrator, he/she shall be selected by the alternate strike method from a list of seven (7) names submitted by the Federal Mediation and Conciliation Service. The decision of the arbitrator shall be final and binding on all parties. Cost for services of the arbitrator will be borne equally by the Board of Education and the local union involved in the grievance. If the arbitration involves a disciplinary action under provisions of the agreement, the loser will assume the cost of the arbitrator.

- 9.8 No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any school representative of the grievance committee in the grievance procedure by reason of such participation.
- 9.9 All decisions shall be in writing setting forth the decision and the reasons therefore and shall promptly be transmitted to all parties of interest, including the Local President.
- 9.10 An employee may only be represented by the Union at all levels of the grievance procedure. Unit members may represent themselves at a grievance hearing, and if so, the union shall have the opportunity to be present at such hearings and any settlement of the grievance must be consistent with the contract.
- 9.11 In the event a problem as described in the definition affects a group, the Grievance Committee may file a grievance on behalf of the employees. Such class action shall be signed by the President or Chairperson of the Grievance Committee and shall begin at Level Two (2).

## **ARTICLE TEN – INSURANCE**

### **10.1 HOSPITALIZATION**

- A. The Springfield Local Board of Education shall provide a \$200.00 deductible and \$400.00 family deductible clause in the unlimited major medical coverage of the hospitalization policy for its classified employees. (See Appendix 1)
- B. Classified employees of the Board of Education may elect hospitalization coverage during open enrollment or upon a qualifying event.

Qualifying Events are as follows:

- Termination of employment
- Reduction in hours of employment
- Termination of other coverage
- Termination of employer contributions toward coverage
- The exhaustion of COBRA coverage
- The exhaustion of applicable lifetime benefits
- An individual ceases to be a dependent under a plan
- The plan terminates a benefit package option
- Your coverage is provided through a Health Maintenance Organization (HMO) or other arrangement, and you no longer live or work in the HMO's or other arrangement's service area (and there is no other coverage available under the plan)
- The plan no longer offers coverage to a class of similarly situated individuals that includes you (e.g., the plan terminates coverage for all part-time employees)
- Layoff
- The death of or divorce from your spouse

Notice of intent to enroll must be provided within 31 days of the event with coverage to be the effective date of the event. In addition, if you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and your Eligible Dependents provided you request enrollment within 31 days after the marriage, birth, adoption, or placement for adoption.

- C. The Board of Education shall finance *ninety-four percent (94%)* coverage for all non-certified employees requesting such coverage and for their dependents. Payroll deductions shall be provided for the remaining *six percent (6%)* at the non-certified employee's expense.
- D. All full-time non-certified employees shall be entitled to hospitalization, dental prescription and vision coverage. All other employees shall be entitled to hospitalization, dental, prescription and vision if they meet the following criteria:
  - 1. They hold a position scheduled more than five (5) hours per day. Hours by an employee in multiple positions cannot be accumulated towards qualifying.
  - 2. They submit an enrollment form to the Board Treasurer's office.

All other employees are eligible for said benefits by paying fifty percent (50%) of the premium for each listed coverage. Payroll deductions shall be provided for payment of this premium. Employees who do not receive pay during the summer months shall pay the remaining months' premium on their last pay of the school year, or by payment to the Treasurer's Office in each summer month. Failure to provide the employee's share of the premium, will result in loss of coverage during those months.

All employees who were scheduled to work 20 hours per week or more as of 8/31/93 and any eleven or twelve month position will be grand-fathered (eligible for coverage specified in 10.1 A-C above). This provision also applies to Dental and Prescription coverage.

E. Second Opinion

If an employee's physician recommends non-emergency surgery or procedure (on an in-patient basis), the employee may be required to receive another opinion, at no extra cost to that employee. If the second opinion does not confirm the need for surgery, the employee or dependent may elect to obtain a third opinion. The insurance program will pay for such third opinion.

F. Pre-Admission Review

- 1. When a physician schedules an elective hospital admission, the employee and his/her physician are required to complete pre-admission review procedural requirements prior to admission.
- 2. The employee and or physician are notified if the admissions is authorized or denied.

3. If the admission is not authorized, the pre-admission review center will furnish the reason for denial and suggest admission alternatives, such as out-patient programs.
- G. Initial hard copy of the insurance plan document shall be provided to all eligible employees and new hires. Additional copies shall be web-based.
- H. Employees on layoff status or Worker's Compensation shall receive their insurance benefits in accordance with this agreement beginning with the 1<sup>st</sup> month of layoff and for 90 additional days. Insurance benefits shall end if an employee rejects an offer of reinstatement to their classification series during the 90 day period.

## **10.2 Prescription Drug Insurance**

- A. The Springfield Board of Education shall provide prescription coverage by a carrier licensed by the State of Ohio (see Appendix 2).
1. Prescriptions for legend drugs, including contraceptives, ordered by a licensed physician, osteopath, dentist, or chiroprapist.
  2. Injectable insulin, with or without a prescription.
  3. Compound prescription drugs containing at least one (1) legend drug.
  4. Refills of covered prescriptions for a period of one (1) year following the date of the original prescription, at which time a new prescription will be required.
  5. Quantity drug prescriptions up to a 30-day supply, or 100-unit doses, whichever is greater.
- B. Classified employees of the Board of Education may elect prescription coverage during open enrollment or upon a qualifying event.
- C. For those that choose this insurance coverage, the Board shall provide full twelve (12) month coverage, commencing with the first day of school (or September 1, whichever is first), and ending twelve (12) months later (or August 31, whichever is last). This insurance shall continue in effect during absences of illness specified in the Ohio Revised Code, for which the employee may use sick leave. Employees on all other leaves of absence (maternity, paternity, sick, etc.), and employees that retire prior to MediCare- age qualifications, may choose to continue participation in this group insurance by remitting the premiums to the Treasurer of the Board. Such remittance shall not be required more than thirty (30) days in advance. When necessary, premiums on behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

D. Cost Shared

- 1. Board            **94%**
- 2. Employee       **6%**

**10.3 Dental Insurance**

A. The Springfield Board of Education shall provide dental insurance for its classified employees (see Appendix 3).

B. Classified employees of the Board of Education may elect dental coverage during open enrollment or upon a qualifying event.

C. Cost Shared

- 1. Board            **94%**
- 2. Employee       **6%**

**10.4 Vision**

A. The Springfield Board of Education shall provide vision insurance for its classified employees (see Appendix 4).

B. Classified employees of the Board of Education may elect vision coverage during open enrollment or upon a qualifying event.

C. Cost Shared

- 1. Board            **94%**
- 2. Employee       **6%**

**10.5 Waiver of Insurance Coverage**

In accordance with the Board's cafeteria plan, regular employees who were receiving full single or family group health coverage as of January 1, 1993 and who agree to waive in writing on or before November 15<sup>th</sup> the right to hospitalization insurance will receive a lump sum payment of Seven Hundred Dollars (\$700.00). Employees hired after the effective date of this contract shall receive a lump sum of Two Hundred Dollars (\$200.00) for the waiver of hospitalization coverage. Payment for this will be made on the first pay period following completion of the benefit year. An employee may rescind this waiver during the calendar year if the employee has a change in family status that would permit such recession under the applicable rules of Section 125 of the Internal Revenue Code and its regulation. Upon such rescission, coverage of the employee and the employee's dependents under the medical plan of the Board shall be determined solely in accordance with the terms and limitations of the medical plan. Any prior separated periods of

coverage under the plan will be applied in total towards this Plan's pre-existing conditions limitations. An employee who rescinds the waiver will receive no payment for the period of time in which the waiver was in effect.

*For employees newly hired to the district after June 30, 2012, the following shall apply. If two employees are married to each other, they shall be entitled to only one family plan if they have a dependent child or two single plans if there are no dependent children and neither employee is eligible for the waiver of insurance coverage.*

## **10.6 Life Insurance**

- A. The Board of Education shall provide for life insurance in the amount that always reflects a \$2,000.00 difference less than the certified staff.

## **10.7 125 Plan**

### **A. Right to Participate**

A plan under the Internal Revenue Code Section 125 shall be adopted for every member of the bargaining unit who qualifies. Each bargaining member who is qualified shall have the right to participate in the premium/salary reduction section only of Section 125.

### **B. Selection of Company/Forms**

The Board shall select a company to provide for the implementation of the plan and the Treasurer shall keep the OAPSE Local President informed. Forms provided by the Board shall be completed by the employee in order for him/her to be able to participate in the plan. The forms shall be submitted to the Treasurer on or before December 1 of each year.

### **C. Continuation of Participation**

Once an employee has volunteered to participate in the plan he/she must continue in the plan for the plan year except for reasons of death, divorce, resignation or retirement.

### **D. Plan 125 Flexible Spending Account (FSA)**

1. The Board will make available to any employee that requests, a 125 plan, which includes a Flexible Spending Account (FSA). This plan shall allow employees to use pre-tax dollars to pay expenses per IRS guidelines.
2. The Board will be responsible for the payment of the start-up cost for this plan and any monthly administration fee, if applicable.

## ARTICLE 11 – LEAVES

### **11.1 Sick Leave**

- A. Each employee of the Board of Education shall be entitled to sick leave credit of one and one fourth (1-1/4) workdays with pay for each completed month of service, and accruing an unlimited amount. Employees may use sick leave with advance notice for absence due to physical or mental illness, injury or exposure to contagious disease which could be communicated to others.
- B. Sick leave may be used for absence due to physical or mental illness, death, or injury in the immediate family.
  - 1. Immediate family shall consist of the following persons: husband or wife; mother or father; sister or brother; son or daughter; mother-in-law or father-in-law; brother-in-law or sister-in-law; daughter-in-law or son-in-law; aunt or uncle, and grandparents or grandchildren of the non-certified employee and employee's spouse.
  - 2. Maximum of five (5) days sick leave may be used for birth of employee's grandchild.
- C. Sick leave will be computed on the basis of twelve (12) months service per year, except in year of termination when sick leave will be computed to last day of service.

Computations are figured on fifteen (15) days per year.
- D. The previously accumulated sick leave of an employee who has been separated from the public service may be placed to his/her credit upon his/her re-employment to public service.
- E. Additional sick leave may be granted under provision of sections two (2) and three (3) with approval of the Superintendent.
- F. An employee who exhausts his/her sick leave as a result of Section 11.1A or 11.1B will be eligible for The Family Medical Leave Act.

### **11.2 Leaves of Absence**

- A. Leaves of absence may be authorized by the Board of Education upon the recommendation of the Superintendent. Unauthorized absence from duty following the expiration of a leave of absence from duty or a renewal thereof, or failure to comply with the provisions of the leave shall constitute grounds which may be considered by the Board of Education as the sole reason for termination of an assignment by employee.
- B. The application for leave of absence or an extension or renewal thereof, must be made in writing to the Superintendent, stating the purpose of the leave, and the period of the

leave, and must be accompanied by supporting statements concerning the need for or desirability of said leave.

- C. Employees of the Board shall be entitled to a leave of absence for a maximum of one (1) year of personal illness or other disability. Employees may be granted a leave of absence for a maximum of two (2) consecutive years for other reasons.
- D. Employees on leave of absence shall be responsible for paying all premiums on their benefits while on leave.

### **11.3 Emergency Personal Leave**

Employees shall be granted three (3) unrestricted personal days, as prescribed in the Ohio Revised Code. In extenuating circumstances the Superintendent has the discretion to grant additional restricted days.

- A. Personal Leave will not be granted for other employment except military or jury duty service, or as specified by law.
- B. Reasons for granting additional restricted personal leave may include, but not limited to, the following and may require further explanation:
  - a. Court appearance – Personal or Family
  - b. Death or illness of family or other persons not covered by sick leave
  - c. Emergency auto repair
  - d. Family obligations
  - e. Household emergencies
  - f. Religious days or obligations
  - g. Business which cannot be conducted at other times
- C. A request for personal leave shall be submitted through the building principal or immediate Supervisor and forwarded so as to reach the Superintendent's office at least two (2) days prior to the requested date.
- D. When an emergency exists a request may be submitted to the building principal with less than the above mentioned time. However, the Superintendent reserves the right to approve or disapprove.
- E. Personal absence on the day prior to or immediately following a "paid holiday" will not be approved unless emergency or unusual conditions warrant it. Personal leave shall not be used during the first and last three weeks of the student academic year unless an emergency or unusual condition warrant it. It will then be up to the discretion of the Superintendent.
- F. Unused Personal days shall be converted to sick leave days July 1 of each year.

#### **11.4 Assault Leave**

- A. An employee who is absent from work due to a physical disability resulting from an assault which has arisen from a situation or activity within the scope of his/her employment may be granted paid assault leave for a period not to exceed ninety (90) days, when said employee charges the assailant with a criminal offense.

The Director of Business should be notified immediately of any assault.

- B. If requested by the Superintendent, the employee shall also be examined by a physician selected and paid for by the District.
- C. Falsification of either the signed statement by the employee or the physician's statement may be grounds for suspension or termination of employment.
- D. The Superintendent shall review each assault leave request and cause further investigation of the incident as deemed appropriate.
- E. An employee who is physically assaulted shall cooperate with law enforcement agencies and school officials in the prosecution of the party or parties involved in the alleged assault.
- F. Approved assault leave shall not be deducted from an employees accumulated sick leave.

#### **11.5 Maternity/Paternity/Adoption Leave**

- A. An employee who becomes pregnant is expected to notify the Superintendent's office in writing as soon as practicable but no later than ninety (90) days prior to the anticipated delivery date. At the time the employee leaves her assignment, she may elect one (1) or more of the options listed below:

##### **1. Use of Sick Leave**

- a. The employee may elect to utilize her accumulated sick leave during her period of disability. It shall be up to the discretion for the employee and her doctor to determine suitable date of departure and return to work. Sick leave will be paid only during the time period in which a physician certifies the employee to be disabled, and only to the extend of the number of days accumulated.
- b. In the event an employee on such disability leave exhausts her accumulated sick leave days prior to termination of her disability, she will be granted a leave of absence without pay for the balance of the period of disability. For the first twelve (12) workweeks of unpaid maternity leave, the employee will continue to be covered under the Board's hospitalization/surgical insurance programs at Board cost. In the event the leave extends beyond twelve (12) workweeks, the employee will be eligible to continue to be covered under the Board's insurance but will be required to reimburse

the Board for any premiums during that period.

**2. Use of Long-Term Leave**

- a. Leave without pay for the year in which a birth/adoption occurs shall be granted to the parent requesting long-term leave for maternity/paternity/adoption. The maternity leave date established for the beginning of leave shall be determined by the employee and her physician. Requests for such leave shall be filed with the Superintendent's office at least six (6) weeks prior to the beginning of the requested leave.
- b. Request for one (1) additional year of leave may be filed with the Superintendent's office.
- c. Individuals on long-term maternity/paternity/adoption leave may continue hospitalization and surgical group insurance coverage available through the Board by reimbursing the Board for premium costs. Failure to forward premium payments to the Board at the stipulated times will terminate this option.
- d. Upon medical certification of their ability to perform their previous job responsibilities, the employee will be offered reinstatement, first to their previous assignment. If that assignment is unavailable, they shall be eligible to exercise rights under contractual layoff procedures.

**11.6** Upon request as per applicable conditions listed for long-term leaves (11.5, A.2), an employee who has requested a leave of absence for maternity, paternity, or adoption shall be granted a long-term leave of absence without pay. For the first twelve (12) work weeks of unpaid maternity, paternity, or adoption leave, the employee will continue to be covered under the Board's hospitalization/surgical insurance programs at Board percentage agreed to in this contract. In the event the leave extends beyond twelve (12) workweeks, the employee will be eligible to continue to be covered under the Board's insurance but will be required to reimburse the Board for any premiums during that period.

**11.7** Employees shall be granted paid leave for training that is deemed necessary by the employer.

**11.8 Family Medical Leave Act**

- A. The Board and the Union recognize that unit members are entitled to leave right Provided by the Family Medical Leave Act (FMLA).
- B. Eligible employees may elect to use FMLA Leave in place of Sick Leave at the employee's option.
- C. For purposes of this section, the "twelve (12) month period" shall start with the first day of FMLA leave used and extend for twelve (12) months.

## **ARTICLE 12 – EMPLOYEE RIGHTS/OBLIGATIONS**

### **12.1 Probationary Period**

- A. There shall be a probationary period of 120 work days to allow the Board to determine the fitness and adaptability of any new employee it may hire to do the work required. If the service of a probationary employee is unsatisfactory, the employee may be removed at any time during the period.
- B. During such time, a new employee shall have no layoff seniority rights. Disciplinary action or layoff may occur for any reason without cause. Dismissal will not be subject to the grievance procedure. Employees retained beyond the probationary period shall have their system seniority computed as of their date of hire; their job classification seniority computed as of their latest date of entry into the job classification. All new employees shall be evaluated during their probationary period.
- C. Provisions of this article do not supersede 3319.081 a-f ORC except as modified herein.
- D. There will be a probationary period of current employees whenever the employee is assigned to a different classification. Such period shall be for sixty (60) work days. The Superintendent may move the employee back to their former assignment at any time during this period. The employee may move back to their same classification at any time during this period.

### **12.2 Layoff Procedure**

- A. When a reduction in the number of employees is necessary the Board and the Administration shall determine the affected classification series and the effective date of the reductions. Local President shall be notified two (2) weeks in advance of any anticipated layoff.
- B. Reduction will be made for employees in each affected classification. Employees shall be placed on “inactive state” of employment. System seniority shall be used in determining which employee(s) shall be affected by a layoff.
- C. Bumping
  - 1. Bumping shall only occur down classification series.
  - 2. Bumping between/among classification series or “up” job lines is prohibited.
  - 3. The employee in an affected position may bump any employee with less seniority in his/her classification or may bump any employee with less seniority in a lower classification series.
- D. Reinstatement: This is to cover all regular employees as listed in Classification Series.

1. A recall list will be maintained. The list will contain the names of employees from each classification. The list will be in a "high to low" order by system seniority.
2. Employees on a recall list will retain rights for two (2) years (730 days) from the effective date of the layoff.
3. The employee will be recalled to any vacancy in his classification series at or below the job line which he filled prior to the layoff. The two (2) years (730 days) time limit applies. The employee will not be eligible for recall for vacancies and other classification series or classification above this line.
4. Employees will be notified by certified return receipt mail, to the address listed in the Board's payroll office, when a vacancy occurs for which they are eligible for reinstatement as per this article. The employee must accept the position in writing (registered letter) and reply to the Superintendent of Schools within seven (7) calendar days of the postmark. Failure to respond in writing shall be considered to be a "job refusal" by the employee.
5. Refusing to accept a vacancy for which the employee is eligible shall sever all rights and relations between the employee and the Board of Education.
6. Employees reinstated (called back) shall be paid at the rate for the classification they are called back to fill and shall be placed on their appropriate step of the salary schedule based on their years of service.
7. In filling temporary assignments, employees on layoff status shall be called to work within their classification of the bargaining unit where they have recall rights.
8. Employees recalled for temporary assignments within their classification series shall be paid at their last pay step. Employees recalled to temporary assignments outside of their classification series shall be paid at the Board adopted substitute rate.
9. Employees on call back list may be used as substitutes in their classification series. All sub-assignments shall expire the last day of any school year.

#### E. Seniority

1. Each classification shall contain a separate list of employees in rank order as per seniority.
2. Seniority shall begin the latest day of entry to a regular assignment with the school district.
3. When seniority dates for two (2) or more employees are equal, the Board appointment date shall be used to determine the most senior employee.
4. When seniority dates are still equal, the Board's application date shall be used.
5. If seniority dates are still equal, the most senior employee shall be determined by the flip of a coin. At this meeting a representative of the union and the affected person(s) shall be present for the seniority determination.
6. Seniority shall end with the Board's acceptance of the employee's termination date.

### 12.3 **Discipline**

- A. Members of the bargaining unit shall have the right to be only represented by the Union at conferences with the Administration when the focus of the conference is possible disciplinary action. Representation shall be upon request by the employee.
- B. When the Board seeks the imposition of any disciplinary action, notice of such discipline shall be made in writing and served in person or by certified mail upon the employee. The notice shall indicate:
  - 1. The specific charges.
  - 2. The penalty proposed.All disciplinary action excluding reprimands shall be subject to appeal to Level Two (2) of the grievance procedure.
- C. Employees shall be evaluated in writing a minimum of one time annually by their immediate supervisor. However, evaluations may be completed whenever the supervisor feels the quality of an employee's work falls below expected standards. The employee shall have a reasonable time to correct deficiencies before disciplinary action is taken against said employee. The employee has the right to attach a written rebuttal to the evaluation if he/she does not agree with some portion of the evaluation content before it becomes a part of his/her personnel file.
- D. The employee shall receive a copy of all evaluations or other correspondence that is to become a part of his/her personnel file.
- E. An employee may only be represented by the union at all disciplinary conferences or hearings. Unit members may represent themselves at the conferences or hearings, but the Union shall have the opportunity to be present, and any settlement must be consistent with contract.
- F. Disciplinary references in the personnel file(s) will be purged from the file(s) at the end of three (3) years if no repeat offenses are reported during this period.

12.4 **School Directories:** The school directory and school calendar are available on the District website ([www.springfieldspartans.org](http://www.springfieldspartans.org)). The employee access shall be password protected.

12.5 **Job Descriptions:** Every employee must have a copy of their job description. There should be a clarification of job descriptions in offices where there is more than one secretary employed.

12.6 **Right to Join or Not to Join:** It is further realized that the employees have the right to join, participate in, and assist the union and the right to refrain from such activities.

- 12.7 **Non-Discrimination:** Parties have agreed they will work together to prevent any discrimination as to race, color, religion, politics, sex, natural origin, ancestry, age or handicap in wages, hours, and conditions of employment.
- 12.8 Two voting representatives of Local 179 shall be on the yearly school calendar committee.
- 12.9 Board minutes shall record the hiring of all substitute employees as well as regular employees.

### **ARTICLE 13 – POSTING-PROMOTION PROCEDURE**

- 13.1 **Posting Promotion Procedure:** Vacancies shall be posted within five (5) working days of approval of the vacancy by the Board of Education. The Board shall have the right to declare whether a vacancy exists. If the Administration decides not to fill the vacancy, the Union shall be notified and no substitutes or temporary employees may be used in the position after it is vacated.
- 13.2 **Job Postings**
- A. Job openings shall be posted by the Board of Education for a period of five (5) working days at all school facilities in the kitchen, boiler room, main office, library and on the bulletin board in the main hall of the Administration Building. Positions will be posted with description of duties, salary range, work schedules and location. *Additionally, all job postings shall be posted online and on “on call” June 1<sup>st</sup> – Sept 1<sup>st</sup>.*
  - B. The President of the local union and the payroll clerk shall receive copies for informational purposes of the posting for all job vacancies.
  - C. Employees desiring to be considered for the position shall submit their request to the appropriate administrator within eight (8) working days of the initial posting.
  - D. Vacancies will be filled within fifteen (15) working days of the initial posting. Substitutes may not be used after fifteen (15) working days of the initial posting. The Administration will provide training to the employee assigned to the position.
- 13.3 Incumbent applicants in a classification series shall have first opportunity for additional work hours (1-1/2 hours or less) at their school facility as long as they are not scheduled to work during these hours.
- A. The additional work hours (1-1/2 hours or less) shall then be made available to interested, qualified and eligible unit members in the facility, followed by other unit members in the district who are interested, qualified and eligible.
  - B. Selection will be made by seniority if candidates are determined to be substantially

qualified.

C. Applicants for short hour jobs (1-1/2 hours or less) can be rejected if it would give them over eight (8) hours of work per day.

**13.4** Seniority which is defined as the right accrued to employees through length of service, shall entitle them to the job when qualifications as determined by the Board of Education are met.

A. Vacancies shall be filled in the following sequence:

1. Lateral movement – which is a job change within a particular class. The vacancy shall be offered to the interested senior employee in the classification. No probationary period shall be required.
2. Downward movement – which is a job change to a lower paying job within the employee's present classification series. The vacancy shall be offered to the interested senior employee in the classification series. No probationary period shall be required.
3. Promotional movement – which is a job change to a different classification higher than entry level in any classification series. The vacancy shall require a probationary period.
4. Employees in another classification series shall have the next opportunity for a job change based on their seniority and skills.
5. Positions cannot be accumulated towards the medical benefit package, nor will the Board reduce hours or split positions in the attempt to deny medical benefits on current positions.

**13.5** When it is necessary to move or reassign an employee because he/she is having difficulty performing the functions of his/her position, the Supervisor shall confer with the employee.

**13.6** The employee shall have the opportunity to meet with the Superintendent prior to the transfer, if requested. In all cases, the Superintendent's decision shall be final.

## ARTICLE 14 – SAFETY

**14.1** A. The Board agrees to:

1. Provide a safe, healthy, secure workplace within its capabilities.
2. Provide appropriate training on new equipment as required.
3. Provide safety protection for all employees within its capabilities.

- B. Safety Grievances shall begin at Level Two (2). This provision in no way prevents any employee from indicating a safety concern to their immediate supervisor at anytime.
- C. Employees who are injured on the job have a right to use either sick leave or Worker's Compensation Insurance.
- D. Employees injured on the job must notify an administrative personnel and complete an accident report at the first possible chance.

14.2 **Notice of Violation** - Before exercising his/her right under ORC 4167.06 (attached herein for reference as Appendix 5), it is recommended that an employee contact his/her principal or the Superintendent and review all existing facts. The employee has the right to review all existing facts. The employee has the right to OAPSE representation in connection with such review. The employee may be temporarily reassigned without regard to other provisions of the Agreement but shall suffer no loss of compensation as a result of the reassignment.

14.3 **Discrimination Claims** – In the event an employee wishes to actually assert a claim of discrimination of having filed an occupational safety or health violation as defined in ORC 4167.13, the Superintendent shall have the right to a meeting with OAPSE representatives in order to (1) review all existing facts and (2) to determine mutually whether or not the claim shall be remedied through the grievance procedure herein or by some other means.

14.4 **Internal Administration Procedure** – The parties desire to deal with safety and health complaints and to attempt to correct any safety or health violations internally to the extent possible. Accordingly, the Association agrees that it will not itself file a complaint alleging a health or safety violation with the Ohio Department of Industrial Relations pursuant to ORC 4167.10 without first having met the Superintendent to review all existing facts and possible corrective measures.

## **ARTICLE 15 – DEDUCTIONS**

### **15.1 Tax-Sheltered Annuity Deduction**

- A. The board of Education shall provide payroll deduction for a tax sheltered annuity plan.

### **15.2 United Way Deduction**

- A. The Board of Education shall adopt the policy that United Way contributions may be deducted a follows:

1. After pledges have been made, United Way contributions may be taken out with a minimum of \$5.00 per pay.

## **HEADINGS**

It is understood and agreed that the use of headings before articles or sections is for convenience and identification only and that no heading shall be used in the interpretation of said article or section nor effect any interpretation of any article or section.

The articles are to be referred to in standard numerical script.

## **GENDER AND PLURAL**

Whenever the context so requires, the use of words herein in the singular shall be construed to include the plural, and words in the plural, the singular, and words whether in the masculine, feminine or neuter gender shall be construed to include all of said genders. By the use of either the masculine or feminine genders it is understood that said use is for convenience purposes only and is not to be interpreted to be discriminatory by reason of sex.



## **CLASSIFICATION SERIES**

### **OPERATIONS CLASSIFICATION SERIES**

- |                             |                   |
|-----------------------------|-------------------|
| A. Skilled Maintenance      | A. Head Custodian |
| B. Semi-Skilled Maintenance | B. Custodian      |

### **LIBRARY CLERK CLASSIFICATION SERIES**

- A. Library Clerk – Class II
- B. Library Clerk – Class I

### **FINANCIAL/CLERICAL CLASSIFICATION SERIES**

- |  |                     |                            |
|--|---------------------|----------------------------|
| A. Account Clerk IV                      | A. EMIS Coordinator | A. Secretary III           |
| B. Account Clerk III/Assistant Treasurer |                     | B. Head Building Secretary |
| C. Account Clerk II                      |                     | C. School Secretary        |
| D. Account Clerk I                       |                     |                            |

### **FOOD SERVICE CLASSIFICATION SERIES**

- A. Manager High School/Junior High
- B. Manager Elementary
- C. Cook
- D. Cafeteria Worker – Hourly

### **SUPPORT CLASSIFICATION SERIES**

- |                             |                                |
|-----------------------------|--------------------------------|
| A. Teaching Assistant       | A. District Telephone Operator |
| B. Educational Assistant II |                                |
| C. Educational Assistant I  |                                |



### **Wages/Raises 2012-2013**

Head Building Secretaries \$.15 per hour on base

Secretaries \$.10 per hour on base

Teaching Assistants \$.15 per hour on base

All employees 1.5% wage increase

### **Wages/Raises 2013-2014**

Teaching Assistants \$.10 per hour on base

All employees 1.5% wage increase effective July 1, 2013

### **Wages/Raises 2014-2015**

Teaching Assistants \$.10 per hour on base

All employees 1.5% wage increase effective July 1, 2014

### **Contract Duration 2012 - 2015**

The provisions of the agreement shall remain in force for 2015-2016 and 2016-2017 school years with a reopener for wages and insurance

### **Add Letter of Intent for Circle Readers**



# TERM OF CONTRACT

The Articles of this contract shall become effective 12:01 a.m., July 1, 2012 and shall remain in full force and effective until 11:59 p.m. June 30, 2015.

Reopener: The parties agree that the provisions of this Agreement shall remain in force for the 2015-2016 and 2016-2017 school years and that the parties shall reopen negotiations over the issues of wages and insurance for those school years.

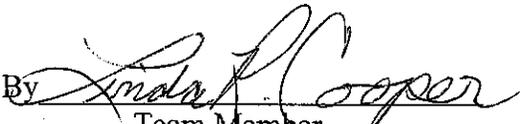
This agreement is made and entered into at Springfield Township, Ohio, on this 31st day of MAY 2012, by and between the Union and the Board of Education.

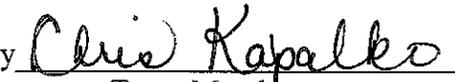
This contract between the parties is attested to by the representatives whose signatures appear below.

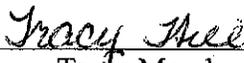
OAPSE/AFSCME-AFL-CIO

By   
President #179

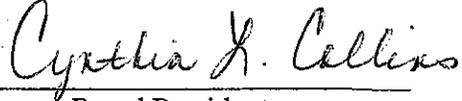
By   
OAPSE Field Rep

By   
Team Member

By   
Team Member

By   
Team Member

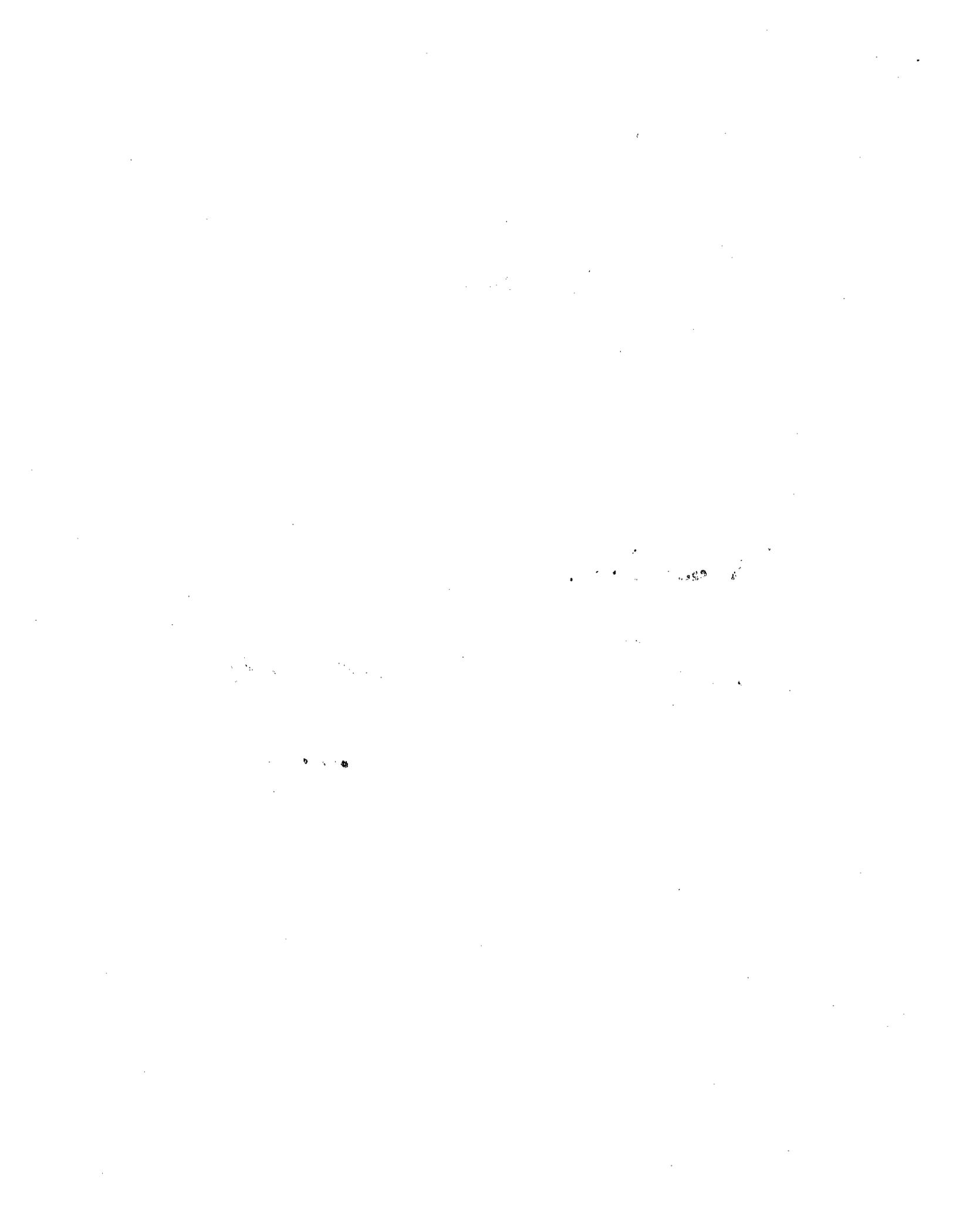
SPRINGFIELD LOCAL BOARD  
OF EDUCATION

By   
Board President

By   
Superintendent

By   
Treasurer

By   
Business Manager



## GLOSSARY

**ADMINISTRATION:** Refers to all persons collectively who are involved in supervising and evaluating personnel employed by the Springfield Local School System (not eligible for membership in the bargaining unit).

**ALL CALL:** *A telephone call to all classified employees placed by the superintendent or designee.*

**ASSOCIATION:** Means the Ohio Association of Public School Employees (OAPSE) or its affiliates.

**BARGAINING UNIT:** Refers to all classified employees of the Springfield Board of Education who are represented in negotiations by OAPSE. This includes all employees eligible for membership in OAPSE.

**BOARD OF EDUCATION:** The Springfield Board of Education duly elected by residents of the District to serve as the policymaking body of the Springfield Schools. Unless otherwise specified, the Board may be represented by a committee of two (2) or more Board members.

**CLASSIFIED EMPLOYEE/STAFF:** Refers to any member(s) of the bargaining unit.

**GOOD FAITH:** Willingness to consider, propose, make concessions, and counter proposals in an effort to reach a mutually agreeable position. "Good faith" requires the participants in the negotiations to provide good and sufficient reasons to proposals and counter proposals. "Good faith" does not mean that either negotiation team is given the authority to make final commitment for the Board or for the Association.

**IMPASSE:** A deadlock on a given item being negotiated. Impasse is reached when no further change of position by either negotiation team is taking place and agreement can not be reached.

**LAY-OFF:** The act of laying off an employee or a work force, usually temporary.

**MEDIATION:** The procedure for resolving impasse in negotiations as outlined by the Federal Mediation and Conciliation Services (FMCS).

**NEGOTIATE:** To confer, discuss, propose, consider, make concessions and counter proposals in "good faith" in an effort to reach mutual agreement on items under consideration. Such negotiations shall be conducted by representatives with the authority to negotiate. Final approval of any negotiated item shall be by action of the Association and official adoption by the Board.

**NEGOTIATIONS COMMITTEE:** Appointed representatives whose job is one of fact finding and research. The Negotiation Team is picked from these representatives.

**NEGOTIATIONS MEETING PERIOD:** That period of time negotiations has been initiated until agreement has been reached. The period of time when negotiations is recognized to be

taking place.

**NEGOTIATIONS PACKAGE:** Based on input from membership, the proposed contract language on all agenda items taken to formal negotiations.

**NEGOTIATIONS SESSION:** Refers to the actual meeting between the two (2) teams.

**NEGOTIATIONS SETTLEMENT:** Contractual language on/or resolutions of all agenda items tentatively agreed to and taken to the membership of the Board.

**NEGOTIATIONS TEAMS:** Those persons who officially sit at the bargaining table. The Board, or designated representative of the Board, will meet with representatives designated by the Union for the purpose of discussion and reaching mutually satisfactory agreements. Each team shall have no more than four (4) members.

**NEWS RELEASE:** A report on the status of negotiations given directly to the public news media personnel, i.e. the newspaper, radio, or television news bureaus.

**NON-CERTIFICATED STAFF:** Synonymous with classified staff.

**PROGRESS REPORTS:** Reports made to the Board or to the Association members while Negotiations are in progress. The proceedings of the negotiations shall not be released to the media without the approval of both parties.

**PROPOSAL:** Refers to the proposed contract language on any given agenda item to be negotiated.

**SOLE AND EXCLUSIVE REPRESENTATIVE:** The Ohio Association of Public School Employees granted such status shall be recognized by the Local Board as the official voice of all members of the classified staff. The exclusive representative shall further represent members of the classified staff regardless of their race, color, creed, national origin, politics, sex, age, or marital status.

**SUPERINTENDENT:** The Local Superintendent, the Chief Executive Officer of the Springfield Board of Education and the advisor to the Board of Education.

**Salary Schedule - Treasurer's Office**  
**Effective 07/01/12**

<b>ACTI</b>		<b>ACTII</b>		<b>ACTIII</b>		<b>ACTIV</b>		
<b>Acct Clerk I</b>		<b>Acct Clerk II</b>		<b>Acct Clerk III</b>		<b>Acct Clerk IV</b>		
<b>Step</b>	<b>Index</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
<b>0</b>	1.0000	32,570	<b>0</b>	33,804	<b>0</b>	35,044	<b>0</b>	38,461
<b>1</b>	1.0300	33,547	<b>1</b>	34,818	<b>1</b>	36,095	<b>1</b>	39,615
<b>2</b>	1.0500	34,199	<b>2</b>	35,494	<b>2</b>	36,796	<b>2</b>	40,384
<b>3</b>	1.0700	34,850	<b>3</b>	36,170	<b>3</b>	37,497	<b>3</b>	41,153
<b>4</b>	1.0900	35,501	<b>4</b>	36,846	<b>4</b>	38,198	<b>4</b>	41,922
<b>5</b>	1.1100	36,153	<b>5</b>	37,522	<b>5</b>	38,899	<b>5</b>	42,692
<b>6</b>	1.1300	36,804	<b>6</b>	38,199	<b>6</b>	39,600	<b>6</b>	43,461
<b>7</b>	1.1500	37,456	<b>7</b>	38,875	<b>7</b>	40,301	<b>7</b>	44,230
<b>8</b>	1.1700	38,107	<b>8</b>	39,551	<b>8</b>	41,001	<b>8</b>	44,999
<b>9</b>	1.1900	38,758	<b>9</b>	40,227	<b>9</b>	41,702	<b>9</b>	45,769
<b>10</b>	1.2100	39,410	<b>10</b>	40,903	<b>10</b>	42,403	<b>10</b>	46,538
<b>11</b>	1.2300	40,061	<b>11</b>	41,579	<b>11</b>	43,104	<b>11</b>	47,307
<b>12</b>	1.2500	40,713	<b>12</b>	42,255	<b>12</b>	43,805	<b>12</b>	48,076
<b>13</b>	1.2700	41,364	<b>13</b>	42,931	<b>13</b>	44,506	<b>13</b>	48,845
<b>14</b>	1.2700	41,364	<b>14</b>	42,931	<b>14</b>	44,506	<b>14</b>	48,845
<b>15</b>	1.3100	42,667	<b>15</b>	44,283	<b>15</b>	45,908	<b>15</b>	50,384
<b>16</b>	1.3100	42,667	<b>16</b>	44,283	<b>16</b>	45,908	<b>16</b>	50,384
<b>17</b>	1.3100	42,667	<b>17</b>	44,283	<b>17</b>	45,908	<b>17</b>	50,384
<b>18</b>	1.3100	42,667	<b>18</b>	44,283	<b>18</b>	45,908	<b>18</b>	50,384
<b>19</b>	1.3100	42,667	<b>19</b>	44,283	<b>19</b>	45,908	<b>19</b>	50,384
<b>20</b>	1.3500	43,970	<b>20</b>	45,635	<b>20</b>	47,309	<b>20</b>	51,922

## Salary Schedule - Custodial/Maintenance

Effective 07/01/12

CUST			CUSTHD		MTSEMI		MTSKLD	
Custodian			Head Custodian		Semi-Skilled Maint		Skilled Maint	
Step	Index	Salary	Step	Salary	Step	Salary	Step	Salary
0	1.0000	31,941	0	34,176	0	33,071	0	36,422
1	1.0300	32,899	1	35,201	1	34,063	1	37,515
2	1.0500	33,538	2	35,885	2	34,725	2	38,243
3	1.0700	34,177	3	36,568	3	35,386	3	38,972
4	1.0900	34,816	4	37,252	4	36,047	4	39,700
5	1.1100	35,455	5	37,935	5	36,709	5	40,428
6	1.1300	36,093	6	38,619	6	37,370	6	41,157
7	1.1500	36,732	7	39,302	7	38,032	7	41,885
8	1.1700	37,371	8	39,986	8	38,693	8	42,614
9	1.1900	38,010	9	40,669	9	39,354	9	43,342
10	1.2100	38,649	10	41,353	10	40,016	10	44,071
11	1.2300	39,287	11	42,036	11	40,677	11	44,799
12	1.2500	39,926	12	42,720	12	41,339	12	45,528
13	1.2700	40,565	13	43,404	13	42,000	13	46,256
14	1.2700	40,565	14	43,404	14	42,000	14	46,256
15	1.3100	41,843	15	44,771	15	43,323	15	47,713
16	1.3100	41,843	16	44,771	16	43,323	16	47,713
17	1.3100	41,843	17	44,771	17	43,323	17	47,713
18	1.3100	41,843	18	44,771	18	43,323	18	47,713
19	1.3100	41,843	19	44,771	19	43,323	19	47,713
20	1.3500	43,120	20	46,138	20	44,646	20	49,170

**Boiler License - \$416.00 per Year**

**SALARY SCHEDULE - EMIS COORDINATOR****Effective 07/01/12****260-Day****EMIS**

<b>Step</b>	<b>Index</b>	<b>Salary</b>
<b>0</b>	1.0000	34,784
<b>1</b>	1.0300	35,828
<b>2</b>	1.0500	36,523
<b>3</b>	1.0700	37,219
<b>4</b>	1.0900	37,915
<b>5</b>	1.1100	38,610
<b>6</b>	1.1300	39,306
<b>7</b>	1.1500	40,002
<b>8</b>	1.1700	40,697
<b>9</b>	1.1900	41,393
<b>10</b>	1.2100	42,089
<b>11</b>	1.2300	42,784
<b>12</b>	1.2500	43,480
<b>13</b>	1.2700	44,176
<b>14</b>	1.2700	44,176
<b>15</b>	1.3100	45,567
<b>16</b>	1.3100	45,567
<b>17</b>	1.3100	45,567
<b>18</b>	1.3100	45,567
<b>19</b>	1.3100	45,567
<b>20</b>	1.3500	46,958

EMIS Coordinator

2012-13

<b>Salary Schedule - 260-Day Secretaries</b>		
<b>Effective 07/01/12</b>		
<b>SECRETARY III</b>		
<b>Step</b>	<b>Index</b>	<b>Salary</b>
<b>0</b>	1.0000	31,333
<b>1</b>	1.0300	32,273
<b>2</b>	1.0500	32,900
<b>3</b>	1.0700	33,526
<b>4</b>	1.0900	34,153
<b>5</b>	1.1100	34,780
<b>6</b>	1.1300	35,406
<b>7</b>	1.1500	36,033
<b>8</b>	1.1700	36,660
<b>9</b>	1.1900	37,286
<b>10</b>	1.2100	37,913
<b>11</b>	1.2300	38,540
<b>12</b>	1.2500	39,166
<b>13</b>	1.2700	39,793
<b>14</b>	1.2700	39,793
<b>15</b>	1.3100	41,046
<b>16</b>	1.3100	41,046
<b>17</b>	1.3100	41,046
<b>18</b>	1.3100	41,046
<b>19</b>	1.3100	41,046
<b>20</b>	1.3500	42,300



**Salary Schedule - Reg 210 Day Secy**

**Effective 07/01/12**

**SECREG**

<u>Step</u>	<u>Index</u>	<u>Salary</u>
<b>0</b>	1.0000	22,551
<b>1</b>	1.0300	23,228
<b>2</b>	1.0500	23,679
<b>3</b>	1.0700	24,130
<b>4</b>	1.0900	24,581
<b>5</b>	1.1100	25,032
<b>6</b>	1.1300	25,483
<b>7</b>	1.1500	25,934
<b>8</b>	1.1700	26,385
<b>9</b>	1.1900	26,836
<b>10</b>	1.2100	27,287
<b>11</b>	1.2300	27,738
<b>12</b>	1.2500	28,189
<b>13</b>	1.2700	28,640
<b>14</b>	1.2700	28,640
<b>15</b>	1.3100	29,542
<b>16</b>	1.3100	29,542
<b>17</b>	1.3100	29,542
<b>18</b>	1.3100	29,542
<b>19</b>	1.3100	29,542
<b>20</b>	1.3500	30,444
<b>NOTE:</b>		
<b>2012-13 .. \$.10/HOUR + 1.5%</b>		

<b>Salary Schedule - Library Clerks</b>					
<b>Effective 07/01/12 .. 188 Days</b>					
<b>LIB I</b>			<b>LIB II</b>		
<b>Library Clerk I</b>			<b>Library Clerk II</b>		
<b>Step</b>	<b>Index</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	
<b>0</b>	1.0000	16,533	<b>0</b>	17,124	
<b>1</b>	1.0300	17,029	<b>1</b>	17,638	
<b>2</b>	1.0500	17,360	<b>2</b>	17,980	
<b>3</b>	1.0700	17,690	<b>3</b>	18,323	
<b>4</b>	1.0900	18,021	<b>4</b>	18,665	
<b>5</b>	1.1100	18,352	<b>5</b>	19,008	
<b>6</b>	1.1300	18,682	<b>6</b>	19,350	
<b>7</b>	1.1500	19,013	<b>7</b>	19,693	
<b>8</b>	1.1700	19,344	<b>8</b>	20,035	
<b>9</b>	1.1900	19,674	<b>9</b>	20,378	
<b>10</b>	1.2100	20,005	<b>10</b>	20,720	
<b>11</b>	1.2300	20,336	<b>11</b>	21,063	
<b>12</b>	1.2500	20,666	<b>12</b>	21,405	
<b>13</b>	1.2700	20,997	<b>13</b>	21,747	
<b>14</b>	1.2700	20,997	<b>14</b>	21,747	
<b>15</b>	1.3100	21,658	<b>15</b>	22,432	
<b>16</b>	1.3100	21,658	<b>16</b>	22,432	
<b>17</b>	1.3100	21,658	<b>17</b>	22,432	
<b>18</b>	1.3100	21,658	<b>18</b>	22,432	
<b>19</b>	1.3100	21,658	<b>19</b>	22,432	
<b>20</b>	1.3500	22,320	<b>20</b>	23,117	

**Salary Schedule - Cafeteria**

**Effective 07/01/12**

**188 Days**

		<b>COOK</b>			<b>CMELEM</b>			<b>CMMSHS</b>
<b>COOKS</b>			<b>ELEM MGR</b>			<b>HS/MdISchl MGR</b>		
<b>Step</b>	<b>Index</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
<b>0</b>	1.0000	15,697	<b>0</b>	17,725	<b>0</b>	18,107		
<b>1</b>	1.0300	16,168	<b>1</b>	18,257	<b>1</b>	18,650		
<b>2</b>	1.0500	16,482	<b>2</b>	18,611	<b>2</b>	19,012		
<b>3</b>	1.0700	16,796	<b>3</b>	18,966	<b>3</b>	19,374		
<b>4</b>	1.0900	17,110	<b>4</b>	19,320	<b>4</b>	19,737		
<b>5</b>	1.1100	17,424	<b>5</b>	19,675	<b>5</b>	20,099		
<b>6</b>	1.1300	17,738	<b>6</b>	20,029	<b>6</b>	20,461		
<b>7</b>	1.1500	18,052	<b>7</b>	20,384	<b>7</b>	20,823		
<b>8</b>	1.1700	18,365	<b>8</b>	20,738	<b>8</b>	21,185		
<b>9</b>	1.1900	18,679	<b>9</b>	21,093	<b>9</b>	21,547		
<b>10</b>	1.2100	18,993	<b>10</b>	21,447	<b>10</b>	21,909		
<b>11</b>	1.2300	19,307	<b>11</b>	21,802	<b>11</b>	22,272		
<b>12</b>	1.2500	19,621	<b>12</b>	22,156	<b>12</b>	22,634		
<b>13</b>	1.2700	19,935	<b>13</b>	22,511	<b>13</b>	22,996		
<b>14</b>	1.2700	19,935	<b>14</b>	22,511	<b>14</b>	22,996		
<b>15</b>	1.3100	20,563	<b>15</b>	23,220	<b>15</b>	23,720		
<b>16</b>	1.3100	20,563	<b>16</b>	23,220	<b>16</b>	23,720		
<b>17</b>	1.3100	20,563	<b>17</b>	23,220	<b>17</b>	23,720		
<b>18</b>	1.3100	20,563	<b>18</b>	23,220	<b>18</b>	23,720		
<b>19</b>	1.3100	20,563	<b>19</b>	23,220	<b>19</b>	23,720		
<b>20</b>	1.3500	21,191	<b>20</b>	23,929	<b>20</b>	24,444		

<b>Salary Schedule - Cafeteria</b>			
<b>Effective 07/01/12</b>			
<b>Hourly Wage</b>			
<b>YEARS</b>	<b>STEP</b>	<b>~ ~ ~</b>	<b>RATE</b>
1-5	1	~ ~ ~ ~ ~	11.79
6-10	2	~ ~ ~ ~ ~	12.01
11-15	3	~ ~ ~ ~ ~	12.22
16-20	4	~ ~ ~ ~ ~	12.42

Cafeteria Hourly

# SALARY SCHEDULE - Educ Assts I & II .... Teaching Assts

**Effective 07/01/12**

Educ Assts I				Educ Assts II				Teaching Assts			
YEARS	STEP		July Rate	YEARS	STEP		July Rate	YEARS	STEP		July Rate
1-5	1	~~~	10.20	1-5	1	~~~	10.95	1-5	1	~~~	12.24
6-10	2	~~~	10.46	6-10	2	~~~	11.20	6-10	2	~~~	12.50
				11-15	3	~~~	11.46	11-15	3	~~~	12.77
				16-20	4	~~~	11.72	16-20	4	~~~	13.03
<b>NOTE:</b>											
2012-13 .. Teaching Assistants get \$.15/hour + 1.5%											

## Salary Schedule - Treasurer's Office

Effective 07/01/13

<b>ACTI</b>		<b>ACTII</b>		<b>ACTIII</b>		<b>ACTIV</b>		
<b>Acct Clerk I</b>		<b>Acct Clerk II</b>		<b>Acct Clerk III</b>		<b>Acct Clerk IV</b>		
<b>Step</b>	<b>Index</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
<b>0</b>	1.0000	33,059	<b>0</b>	34,311	<b>0</b>	35,570	<b>0</b>	39,038
<b>1</b>	1.0300	34,051	<b>1</b>	35,340	<b>1</b>	36,637	<b>1</b>	40,209
<b>2</b>	1.0500	34,712	<b>2</b>	36,027	<b>2</b>	37,349	<b>2</b>	40,990
<b>3</b>	1.0700	35,373	<b>3</b>	36,713	<b>3</b>	38,060	<b>3</b>	41,771
<b>4</b>	1.0900	36,034	<b>4</b>	37,399	<b>4</b>	38,771	<b>4</b>	42,551
<b>5</b>	1.1100	36,695	<b>5</b>	38,085	<b>5</b>	39,483	<b>5</b>	43,332
<b>6</b>	1.1300	37,357	<b>6</b>	38,771	<b>6</b>	40,194	<b>6</b>	44,113
<b>7</b>	1.1500	38,018	<b>7</b>	39,458	<b>7</b>	40,906	<b>7</b>	44,894
<b>8</b>	1.1700	38,679	<b>8</b>	40,144	<b>8</b>	41,617	<b>8</b>	45,674
<b>9</b>	1.1900	39,340	<b>9</b>	40,830	<b>9</b>	42,328	<b>9</b>	46,455
<b>10</b>	1.2100	40,001	<b>10</b>	41,516	<b>10</b>	43,040	<b>10</b>	47,236
<b>11</b>	1.2300	40,663	<b>11</b>	42,203	<b>11</b>	43,751	<b>11</b>	48,017
<b>12</b>	1.2500	41,324	<b>12</b>	42,889	<b>12</b>	44,463	<b>12</b>	48,798
<b>13</b>	1.2700	41,985	<b>13</b>	43,575	<b>13</b>	45,174	<b>13</b>	49,578
<b>14</b>	1.2700	41,985	<b>14</b>	43,575	<b>14</b>	45,174	<b>14</b>	49,578
<b>15</b>	1.3100	43,307	<b>15</b>	44,947	<b>15</b>	46,597	<b>15</b>	51,140
<b>16</b>	1.3100	43,307	<b>16</b>	44,947	<b>16</b>	46,597	<b>16</b>	51,140
<b>17</b>	1.3100	43,307	<b>17</b>	44,947	<b>17</b>	46,597	<b>17</b>	51,140
<b>18</b>	1.3100	43,307	<b>18</b>	44,947	<b>18</b>	46,597	<b>18</b>	51,140
<b>19</b>	1.3100	43,307	<b>19</b>	44,947	<b>19</b>	46,597	<b>19</b>	51,140
<b>20</b>	1.3500	44,630	<b>20</b>	46,320	<b>20</b>	48,020	<b>20</b>	52,701

## Salary Schedule - Custodial/Maintenance

Effective 07/01/13

CUST			CUSTHD		MTSEMI		MTSKLD	
Custodian			Head Custodian		Semi-Skilled Maint		Skilled Maint	
Step	Index	Salary	Step	Salary	Step	Salary	Step	Salary
0	1.0000	32,420	0	34,689	0	33,567	0	36,968
1	1.0300	33,393	1	35,730	1	34,574	1	38,077
2	1.0500	34,041	2	36,423	2	35,245	2	38,816
3	1.0700	34,689	3	37,117	3	35,917	3	39,556
4	1.0900	35,338	4	37,811	4	36,588	4	40,295
5	1.1100	35,986	5	38,505	5	37,259	5	41,034
6	1.1300	36,635	6	39,199	6	37,931	6	41,774
7	1.1500	37,283	7	39,892	7	38,602	7	42,513
8	1.1700	37,931	8	40,586	8	39,273	8	43,253
9	1.1900	38,580	9	41,280	9	39,945	9	43,992
10	1.2100	39,228	10	41,974	10	40,616	10	44,731
11	1.2300	39,877	11	42,667	11	41,287	11	45,471
12	1.2500	40,525	12	43,361	12	41,959	12	46,210
13	1.2700	41,173	13	44,055	13	42,630	13	46,949
14	1.2700	41,173	14	44,055	14	42,630	14	46,949
15	1.3100	42,470	15	45,443	15	43,973	15	48,428
16	1.3100	42,470	16	45,443	16	43,973	16	48,428
17	1.3100	42,470	17	45,443	17	43,973	17	48,428
18	1.3100	42,470	18	45,443	18	43,973	18	48,428
19	1.3100	42,470	19	45,443	19	43,973	19	48,428
20	1.3500	43,767	20	46,830	20	45,315	20	49,907
<b>Boiler License - \$416.00 per Year</b>								

**SALARY SCHEDULE - EMIS COORDINATOR****Effective 07/01/13****260-Day****EMIS**

<u>Step</u>	<u>Index</u>	<u>Salary</u>
0	1.0000	35,306
1	1.0300	36,365
2	1.0500	37,071
3	1.0700	37,777
4	1.0900	38,484
5	1.1100	39,190
6	1.1300	39,896
7	1.1500	40,602
8	1.1700	41,308
9	1.1900	42,014
10	1.2100	42,720
11	1.2300	43,426
12	1.2500	44,133
13	1.2700	44,839
14	1.2700	44,839
15	1.3100	46,251
16	1.3100	46,251
17	1.3100	46,251
18	1.3100	46,251
19	1.3100	46,251
20	1.3500	47,663

<b>Salary Schedule - 260-Day Secretaries</b>		
<b>Effective 07/01/13</b>		
<b>SECRETARY III</b>		
<b>Step</b>	<b>Index</b>	<b>Salary</b>
0	1.0000	31,803
1	1.0300	32,757
2	1.0500	33,393
3	1.0700	34,029
4	1.0900	34,665
5	1.1100	35,301
6	1.1300	35,937
7	1.1500	36,573
8	1.1700	37,210
9	1.1900	37,846
10	1.2100	38,482
11	1.2300	39,118
12	1.2500	39,754
13	1.2700	40,390
14	1.2700	40,390
15	1.3100	41,662
16	1.3100	41,662
17	1.3100	41,662
18	1.3100	41,662
19	1.3100	41,662
20	1.3500	42,934

<b>Salary Schedule - Head Building Secys</b>		
<b>Effective 07/01/13</b>		
<b>Head Building Secretary</b>		
<b>210-Day</b>		
<u>Step</u>	<u>Index</u>	<u>Salary</u>
0	1.0000	25,216
1	1.0300	25,972
2	1.0500	26,477
3	1.0700	26,981
4	1.0900	27,485
5	1.1100	27,990
6	1.1300	28,494
7	1.1500	28,998
8	1.1700	29,503
9	1.1900	30,007
10	1.2100	30,511
11	1.2300	31,016
12	1.2500	31,520
13	1.2700	32,024
14	1.2700	32,024
15	1.3100	33,033
16	1.3100	33,033
17	1.3100	33,033
18	1.3100	33,033
19	1.3100	33,033
20	1.3500	34,042

Head Bldg Secretary

2013-14

**Salary Schedule - Reg 210 Day Secy****Effective 07/01/13****SECREG**

<b>Step</b>	<b>Index</b>	<b>Salary</b>
<b>0</b>	1.0000	22,889
<b>1</b>	1.0300	23,576
<b>2</b>	1.0500	24,033
<b>3</b>	1.0700	24,491
<b>4</b>	1.0900	24,949
<b>5</b>	1.1100	25,407
<b>6</b>	1.1300	25,865
<b>7</b>	1.1500	26,322
<b>8</b>	1.1700	26,780
<b>9</b>	1.1900	27,238
<b>10</b>	1.2100	27,696
<b>11</b>	1.2300	28,153
<b>12</b>	1.2500	28,611
<b>13</b>	1.2700	29,069
<b>14</b>	1.2700	29,069
<b>15</b>	1.3100	29,985
<b>16</b>	1.3100	29,985
<b>17</b>	1.3100	29,985
<b>18</b>	1.3100	29,985
<b>19</b>	1.3100	29,985
<b>20</b>	1.3500	30,900

<b>Salary Schedule - Library Clerks</b>					
<b>Effective 07/01/13 .. 188 Days</b>					
<b>LIB I</b>			<b>LIB II</b>		
<b>Library Clerk I</b>			<b>Library Clerk II</b>		
<b>Step</b>	<b>Index</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	
<b>0</b>	1.0000	16,781	<b>0</b>	17,381	
<b>1</b>	1.0300	17,284	<b>1</b>	17,902	
<b>2</b>	1.0500	17,620	<b>2</b>	18,250	
<b>3</b>	1.0700	17,956	<b>3</b>	18,598	
<b>4</b>	1.0900	18,291	<b>4</b>	18,945	
<b>5</b>	1.1100	18,627	<b>5</b>	19,293	
<b>6</b>	1.1300	18,963	<b>6</b>	19,641	
<b>7</b>	1.1500	19,298	<b>7</b>	19,988	
<b>8</b>	1.1700	19,634	<b>8</b>	20,336	
<b>9</b>	1.1900	19,969	<b>9</b>	20,683	
<b>10</b>	1.2100	20,305	<b>10</b>	21,031	
<b>11</b>	1.2300	20,641	<b>11</b>	21,379	
<b>12</b>	1.2500	20,976	<b>12</b>	21,726	
<b>13</b>	1.2700	21,312	<b>13</b>	22,074	
<b>14</b>	1.2700	21,312	<b>14</b>	22,074	
<b>15</b>	1.3100	21,983	<b>15</b>	22,769	
<b>16</b>	1.3100	21,983	<b>16</b>	22,769	
<b>17</b>	1.3100	21,983	<b>17</b>	22,769	
<b>18</b>	1.3100	21,983	<b>18</b>	22,769	
<b>19</b>	1.3100	21,983	<b>19</b>	22,769	
<b>20</b>	1.3500	22,654	<b>20</b>	23,464	

**Salary Schedule - Cafeteria**

**Effective 07/01/13**

**188 Days**

		<b>COOK</b>				<b>CMELEM</b>				<b>CMMSHS</b>	
		<b>COOKS</b>				<b>ELEM MGR</b>				<b>HS/MdISchi MGR</b>	
<u>Step</u>	<u>Index</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>	
<b>0</b>	1.0000	15,932	<b>0</b>	17,991	<b>0</b>	18,379	<b>0</b>	18,379	<b>0</b>	18,379	
<b>1</b>	1.0300	16,410	<b>1</b>	18,531	<b>1</b>	18,930	<b>1</b>	18,930	<b>1</b>	18,930	
<b>2</b>	1.0500	16,729	<b>2</b>	18,891	<b>2</b>	19,298	<b>2</b>	19,298	<b>2</b>	19,298	
<b>3</b>	1.0700	17,047	<b>3</b>	19,250	<b>3</b>	19,666	<b>3</b>	19,666	<b>3</b>	19,666	
<b>4</b>	1.0900	17,366	<b>4</b>	19,610	<b>4</b>	20,033	<b>4</b>	20,033	<b>4</b>	20,033	
<b>5</b>	1.1100	17,685	<b>5</b>	19,970	<b>5</b>	20,401	<b>5</b>	20,401	<b>5</b>	20,401	
<b>6</b>	1.1300	18,003	<b>6</b>	20,330	<b>6</b>	20,768	<b>6</b>	20,768	<b>6</b>	20,768	
<b>7</b>	1.1500	18,322	<b>7</b>	20,690	<b>7</b>	21,136	<b>7</b>	21,136	<b>7</b>	21,136	
<b>8</b>	1.1700	18,640	<b>8</b>	21,049	<b>8</b>	21,503	<b>8</b>	21,503	<b>8</b>	21,503	
<b>9</b>	1.1900	18,959	<b>9</b>	21,409	<b>9</b>	21,871	<b>9</b>	21,871	<b>9</b>	21,871	
<b>10</b>	1.2100	19,278	<b>10</b>	21,769	<b>10</b>	22,239	<b>10</b>	22,239	<b>10</b>	22,239	
<b>11</b>	1.2300	19,596	<b>11</b>	22,129	<b>11</b>	22,606	<b>11</b>	22,606	<b>11</b>	22,606	
<b>12</b>	1.2500	19,915	<b>12</b>	22,489	<b>12</b>	22,974	<b>12</b>	22,974	<b>12</b>	22,974	
<b>13</b>	1.2700	20,234	<b>13</b>	22,849	<b>13</b>	23,341	<b>13</b>	23,341	<b>13</b>	23,341	
<b>14</b>	1.2700	20,234	<b>14</b>	22,849	<b>14</b>	23,341	<b>14</b>	23,341	<b>14</b>	23,341	
<b>15</b>	1.3100	20,871	<b>15</b>	23,568	<b>15</b>	24,076	<b>15</b>	24,076	<b>15</b>	24,076	
<b>16</b>	1.3100	20,871	<b>16</b>	23,568	<b>16</b>	24,076	<b>16</b>	24,076	<b>16</b>	24,076	
<b>17</b>	1.3100	20,871	<b>17</b>	23,568	<b>17</b>	24,076	<b>17</b>	24,076	<b>17</b>	24,076	
<b>18</b>	1.3100	20,871	<b>18</b>	23,568	<b>18</b>	24,076	<b>18</b>	24,076	<b>18</b>	24,076	
<b>19</b>	1.3100	20,871	<b>19</b>	23,568	<b>19</b>	24,076	<b>19</b>	24,076	<b>19</b>	24,076	
<b>20</b>	1.3500	21,508	<b>20</b>	24,288	<b>20</b>	24,812	<b>20</b>	24,812	<b>20</b>	24,812	

<b>Salary Schedule - Cafeteria</b>			
<b>Effective 07/01/13</b>			
<b>Hourly Wage</b>			
<b>YEARS</b>	<b>STEP</b>	<b>~ ~ ~</b>	<b>RATE</b>
1-5	1	~ ~ ~ ~ ~	11.97
6-10	2	~ ~ ~ ~ ~	12.19
11-15	3	~ ~ ~ ~ ~	12.40
16-20	4	~ ~ ~ ~ ~	12.61

Cafeteria Hourly



**Salary Schedule - Treasurer's Office**

**Effective 07/01/14**

<b>ACTI</b>			<b>ACTII</b>		<b>ACTIII</b>		<b>ACTIV</b>	
<b>Acct Clerk I</b>			<b>Acct Clerk II</b>		<b>Acct Clerk III</b>		<b>Acct Clerk IV</b>	
<b>Step</b>	<b>Index</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
<b>0</b>	1.0000	33,555	<b>0</b>	34,826	<b>0</b>	36,104	<b>0</b>	39,624
<b>1</b>	1.0300	34,562	<b>1</b>	35,871	<b>1</b>	37,187	<b>1</b>	40,813
<b>2</b>	1.0500	35,233	<b>2</b>	36,567	<b>2</b>	37,909	<b>2</b>	41,605
<b>3</b>	1.0700	35,904	<b>3</b>	37,264	<b>3</b>	38,631	<b>3</b>	42,398
<b>4</b>	1.0900	36,575	<b>4</b>	37,960	<b>4</b>	39,353	<b>4</b>	43,190
<b>5</b>	1.1100	37,246	<b>5</b>	38,657	<b>5</b>	40,075	<b>5</b>	43,983
<b>6</b>	1.1300	37,917	<b>6</b>	39,353	<b>6</b>	40,798	<b>6</b>	44,775
<b>7</b>	1.1500	38,588	<b>7</b>	40,050	<b>7</b>	41,520	<b>7</b>	45,568
<b>8</b>	1.1700	39,259	<b>8</b>	40,746	<b>8</b>	42,242	<b>8</b>	46,360
<b>9</b>	1.1900	39,930	<b>9</b>	41,443	<b>9</b>	42,964	<b>9</b>	47,153
<b>10</b>	1.2100	40,602	<b>10</b>	42,139	<b>10</b>	43,686	<b>10</b>	47,945
<b>11</b>	1.2300	41,273	<b>11</b>	42,836	<b>11</b>	44,408	<b>11</b>	48,738
<b>12</b>	1.2500	41,944	<b>12</b>	43,533	<b>12</b>	45,130	<b>12</b>	49,530
<b>13</b>	1.2700	42,615	<b>13</b>	44,229	<b>13</b>	45,852	<b>13</b>	50,322
<b>14</b>	1.2700	42,615	<b>14</b>	44,229	<b>14</b>	45,852	<b>14</b>	50,322
<b>15</b>	1.3100	43,957	<b>15</b>	45,622	<b>15</b>	47,296	<b>15</b>	51,907
<b>16</b>	1.3100	43,957	<b>16</b>	45,622	<b>16</b>	47,296	<b>16</b>	51,907
<b>17</b>	1.3100	43,957	<b>17</b>	45,622	<b>17</b>	47,296	<b>17</b>	51,907
<b>18</b>	1.3100	43,957	<b>18</b>	45,622	<b>18</b>	47,296	<b>18</b>	51,907
<b>19</b>	1.3100	43,957	<b>19</b>	45,622	<b>19</b>	47,296	<b>19</b>	51,907
<b>20</b>	1.3500	45,299	<b>20</b>	47,015	<b>20</b>	48,740	<b>20</b>	53,492

**Salary Schedule - Custodial/Maintenance**

**Effective 07/01/14**

<b>CUST</b>			<b>CUSTHD</b>		<b>MTSEMI</b>		<b>MTSKLD</b>	
<b>Custodian</b>			<b>Head Custodian</b>		<b>Semi-Skilled Maint</b>		<b>Skilled Maint</b>	
<b>Step</b>	<b>Index</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
<b>0</b>	1.0000	32,906	<b>0</b>	35,209	<b>0</b>	34,071	<b>0</b>	37,523
<b>1</b>	1.0300	33,893	<b>1</b>	36,265	<b>1</b>	35,093	<b>1</b>	38,649
<b>2</b>	1.0500	34,551	<b>2</b>	36,969	<b>2</b>	35,775	<b>2</b>	39,399
<b>3</b>	1.0700	35,209	<b>3</b>	37,674	<b>3</b>	36,456	<b>3</b>	40,150
<b>4</b>	1.0900	35,868	<b>4</b>	38,378	<b>4</b>	37,137	<b>4</b>	40,900
<b>5</b>	1.1100	36,526	<b>5</b>	39,082	<b>5</b>	37,819	<b>5</b>	41,651
<b>6</b>	1.1300	37,184	<b>6</b>	39,786	<b>6</b>	38,500	<b>6</b>	42,401
<b>7</b>	1.1500	37,842	<b>7</b>	40,490	<b>7</b>	39,182	<b>7</b>	43,151
<b>8</b>	1.1700	38,500	<b>8</b>	41,195	<b>8</b>	39,863	<b>8</b>	43,902
<b>9</b>	1.1900	39,158	<b>9</b>	41,899	<b>9</b>	40,544	<b>9</b>	44,652
<b>10</b>	1.2100	39,816	<b>10</b>	42,603	<b>10</b>	41,226	<b>10</b>	45,403
<b>11</b>	1.2300	40,474	<b>11</b>	43,307	<b>11</b>	41,907	<b>11</b>	46,153
<b>12</b>	1.2500	41,133	<b>12</b>	44,011	<b>12</b>	42,589	<b>12</b>	46,904
<b>13</b>	1.2700	41,791	<b>13</b>	44,715	<b>13</b>	43,270	<b>13</b>	47,654
<b>14</b>	1.2700	41,791	<b>14</b>	44,715	<b>14</b>	43,270	<b>14</b>	47,654
<b>15</b>	1.3100	43,107	<b>15</b>	46,124	<b>15</b>	44,633	<b>15</b>	49,155
<b>16</b>	1.3100	43,107	<b>16</b>	46,124	<b>16</b>	44,633	<b>16</b>	49,155
<b>17</b>	1.3100	43,107	<b>17</b>	46,124	<b>17</b>	44,633	<b>17</b>	49,155
<b>18</b>	1.3100	43,107	<b>18</b>	46,124	<b>18</b>	44,633	<b>18</b>	49,155
<b>19</b>	1.3100	43,107	<b>19</b>	46,124	<b>19</b>	44,633	<b>19</b>	49,155
<b>20</b>	1.3500	44,423	<b>20</b>	47,532	<b>20</b>	45,996	<b>20</b>	50,656
<b>Boiler License - \$416.00 per Year</b>								

**SALARY SCHEDULE - EMIS COORDINATOR****Effective 07/01/14****260-Day****EMIS**

<u>Step</u>	<u>Index</u>	<u>Salary</u>
<b>0</b>	1.0000	35,836
<b>1</b>	1.0300	36,911
<b>2</b>	1.0500	37,628
<b>3</b>	1.0700	38,345
<b>4</b>	1.0900	39,061
<b>5</b>	1.1100	39,778
<b>6</b>	1.1300	40,495
<b>7</b>	1.1500	41,211
<b>8</b>	1.1700	41,928
<b>9</b>	1.1900	42,645
<b>10</b>	1.2100	43,362
<b>11</b>	1.2300	44,078
<b>12</b>	1.2500	44,795
<b>13</b>	1.2700	45,512
<b>14</b>	1.2700	45,512
<b>15</b>	1.3100	46,945
<b>16</b>	1.3100	46,945
<b>17</b>	1.3100	46,945
<b>18</b>	1.3100	46,945
<b>19</b>	1.3100	46,945
<b>20</b>	1.3500	48,379

<b>Salary Schedule - 260-Day Secretaries</b>		
<b>Effective 07/01/14</b>		
<b>SECRETARY III</b>		
<b>Step</b>	<b>Index</b>	<b>Salary</b>
<b>0</b>	1.0000	32,280
<b>1</b>	1.0300	33,248
<b>2</b>	1.0500	33,894
<b>3</b>	1.0700	34,540
<b>4</b>	1.0900	35,185
<b>5</b>	1.1100	35,831
<b>6</b>	1.1300	36,476
<b>7</b>	1.1500	37,122
<b>8</b>	1.1700	37,768
<b>9</b>	1.1900	38,413
<b>10</b>	1.2100	39,059
<b>11</b>	1.2300	39,704
<b>12</b>	1.2500	40,350
<b>13</b>	1.2700	40,996
<b>14</b>	1.2700	40,996
<b>15</b>	1.3100	42,287
<b>16</b>	1.3100	42,287
<b>17</b>	1.3100	42,287
<b>18</b>	1.3100	42,287
<b>19</b>	1.3100	42,287
<b>20</b>	1.3500	43,578

<b>Salary Schedule - Head Building Secys</b>		
<b>Effective 07/01/14</b>		
<b>Head Building Secretary</b>		
<b>210-Day</b>		
<b>Step</b>	<b>Index</b>	<b>Salary</b>
0	1.0000	25,594
1	1.0300	26,362
2	1.0500	26,874
3	1.0700	27,386
4	1.0900	27,897
5	1.1100	28,409
6	1.1300	28,921
7	1.1500	29,433
8	1.1700	29,945
9	1.1900	30,457
10	1.2100	30,969
11	1.2300	31,481
12	1.2500	31,993
13	1.2700	32,504
14	1.2700	32,504
15	1.3100	33,528
16	1.3100	33,528
17	1.3100	33,528
18	1.3100	33,528
19	1.3100	33,528
20	1.3500	34,552

<b>Salary Schedule - Reg 210 Day Secy</b>		
<b>Effective 07/01/14</b>		
<b>SECREG</b>		
<b>Step</b>	<b>Index</b>	<b>Salary</b>
<b>0</b>	1.0000	23,232
<b>1</b>	1.0300	23,929
<b>2</b>	1.0500	24,394
<b>3</b>	1.0700	24,858
<b>4</b>	1.0900	25,323
<b>5</b>	1.1100	25,788
<b>6</b>	1.1300	26,252
<b>7</b>	1.1500	26,717
<b>8</b>	1.1700	27,181
<b>9</b>	1.1900	27,646
<b>10</b>	1.2100	28,111
<b>11</b>	1.2300	28,575
<b>12</b>	1.2500	29,040
<b>13</b>	1.2700	29,505
<b>14</b>	1.2700	29,505
<b>15</b>	1.3100	30,434
<b>16</b>	1.3100	30,434
<b>17</b>	1.3100	30,434
<b>18</b>	1.3100	30,434
<b>19</b>	1.3100	30,434
<b>20</b>	1.3500	31,363

**Salary Schedule - Library Clerks**

**Effective 07/01/14 .. 188 Days**

<b>LIB I</b>			<b>LIB II</b>		
<b>Library Clerk I</b>			<b>Library Clerk II</b>		
<u>Step</u>	<u>Index</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>	
<b>0</b>	1.0000	17,033	<b>0</b>	17,642	
<b>1</b>	1.0300	17,544	<b>1</b>	18,171	
<b>2</b>	1.0500	17,885	<b>2</b>	18,524	
<b>3</b>	1.0700	18,225	<b>3</b>	18,877	
<b>4</b>	1.0900	18,566	<b>4</b>	19,230	
<b>5</b>	1.1100	18,907	<b>5</b>	19,583	
<b>6</b>	1.1300	19,247	<b>6</b>	19,935	
<b>7</b>	1.1500	19,588	<b>7</b>	20,288	
<b>8</b>	1.1700	19,929	<b>8</b>	20,641	
<b>9</b>	1.1900	20,269	<b>9</b>	20,994	
<b>10</b>	1.2100	20,610	<b>10</b>	21,347	
<b>11</b>	1.2300	20,951	<b>11</b>	21,700	
<b>12</b>	1.2500	21,291	<b>12</b>	22,053	
<b>13</b>	1.2700	21,632	<b>13</b>	22,405	
<b>14</b>	1.2700	21,632	<b>14</b>	22,405	
<b>15</b>	1.3100	22,313	<b>15</b>	23,111	
<b>16</b>	1.3100	22,313	<b>16</b>	23,111	
<b>17</b>	1.3100	22,313	<b>17</b>	23,111	
<b>18</b>	1.3100	22,313	<b>18</b>	23,111	
<b>19</b>	1.3100	22,313	<b>19</b>	23,111	
<b>20</b>	1.3500	22,995	<b>20</b>	23,817	

## Salary Schedule - Cafeteria

Effective 07/01/14

188 Days

		COOK				CMELEM				CMMSHS	
COOKS			ELEM MGR			HS/MdISchl MGR					
Step	Index	Salary	Step	Salary	Step	Salary					
0	1.0000	16,171	0	18,261	0	18,655					
1	1.0300	16,656	1	18,809	1	19,215					
2	1.0500	16,980	2	19,174	2	19,588					
3	1.0700	17,303	3	19,539	3	19,961					
4	1.0900	17,626	4	19,904	4	20,334					
5	1.1100	17,950	5	20,270	5	20,707					
6	1.1300	18,273	6	20,635	6	21,080					
7	1.1500	18,597	7	21,000	7	21,453					
8	1.1700	18,920	8	21,365	8	21,826					
9	1.1900	19,243	9	21,731	9	22,199					
10	1.2100	19,567	10	22,096	10	22,573					
11	1.2300	19,890	11	22,461	11	22,946					
12	1.2500	20,214	12	22,826	12	23,319					
13	1.2700	20,537	13	23,191	13	23,692					
14	1.2700	20,537	14	23,191	14	23,692					
15	1.3100	21,184	15	23,922	15	24,438					
16	1.3100	21,184	16	23,922	16	24,438					
17	1.3100	21,184	17	23,922	17	24,438					
18	1.3100	21,184	18	23,922	18	24,438					
19	1.3100	21,184	19	23,922	19	24,438					
20	1.3500	21,831	20	24,652	20	25,184					

<b>Salary Schedule - Cafeteria</b>			
<b>Effective 07/01/14</b>			
<b>Hourly Wage</b>			
<b>YEARS</b>	<b>STEP</b>	<b>~ ~ ~</b>	<b>RATE</b>
1-5	1	~ ~ ~ ~ ~	12.15
6-10	2	~ ~ ~ ~ ~	12.37
11-15	3	~ ~ ~ ~ ~	12.59
16-20	4	~ ~ ~ ~ ~	12.80

# SALARY SCHEDULE - Educ Assts I & II .... Teaching Assts

**Effective 07/01/14**

Educ Assts I				Educ Assts II				Teaching Assts			
YEARS	STEP		July Rate	YEARS	STEP		July Rate	YEARS	STEP		July Rate
1-5	1	~~~	10.51	1-5	1	~~~	11.28	1-5	1	~~~	12.82
6-10	2	~~~	10.78	6-10	2	~~~	11.54	6-10	2	~~~	13.08
				11-15	3	~~~	11.80	11-15	3	~~~	13.36
				16-20	4	~~~	12.08	16-20	4	~~~	13.63
<b>NOTE:</b>											
2014-15 .. Teaching Assistants get \$.10/hour + 1.5%											

**MEDICAL MUTUAL  
SuperMed Plus**

Benefits	Network	Non-Network
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>	
Dependent Age Limit	26 Removal upon End of Month	
Pre-Existing Condition Waiting Period (Does not apply to under the age of 19)	Initial Group Waived, All Others 3-3-12	
Blood Pint Deductible	0 pints	
Benefit Period Maximum	Unlimited	
3 month Deductible Carryover	Does Apply	
Benefit Period Deductible -- Single/Family*	\$200/\$400	\$500/\$1,000
Coinsurance	90%	70%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible) - Single/Family	\$935/\$1,870	\$1,500/\$2,500
<b>Physician/Office Services</b>		
Office Visit (Illness/Injury)	90% after deductible	70% after deductible
Urgent Care Office Visit	90% after deductible	70% after deductible
Immunizations (tetanus toxoid, rabies vaccine, and meningococcal polysaccharide vaccine are covered services)	90% after deductible	70% after deductible
<b>Preventive Services</b>		
Preventive Service, in accordance with state and federal law**	100%	70% after deductible
Routine Physical Exam (Age 21 and over) (One exam per benefit period)	100%	100%
Well Child Services including Exam, Routine Vision, Routine Hearing, Well Child Care Immunizations and Laboratory Tests (31 visits per Lifetime; Birth to age 21)	100%	70% after deductible
Well Child Care Laboratory Tests (To age nine)	100%	70% after deductible
Routine Mammogram (One per benefit period)	100%	70% after deductible
Routine Pap Test and related Physical Exam (One per benefit period)	100%	70% after deductible
<b>Outpatient Services</b>		
Surgical Services	90% after deductible	70% after deductible
Diagnostic Services	90% after deductible	70% after deductible
Physical Therapy - Facility and Professional (26 visits per benefit period)	90% after deductible	70% after deductible

Occupational Therapy - Facility and Professional (26 visits per benefit period)	90% after deductible	70% after deductible
Chiropractic Therapy - Professional Only (12 visits per benefit period)	90% after deductible	70% after deductible
Speech Therapy - Facility and Professional (26 visits per benefit period)	90% after deductible	70% after deductible
Cardiac Rehabilitation	90% after deductible	70% after deductible
Emergency use of an Emergency Room	90% after deductible	
Non-Emergency use of an Emergency Room	90% after deductible	70% after deductible
<b>Inpatient Facility</b>		
Semi-Private Room and Board	90% after deductible	70% after deductible
Maternity	90% after deductible	70% after deductible
Skilled Nursing Facility	90% after deductible	70% after deductible
Organ Transplants	90% after deductible	70% after deductible
<b>Additional Services</b>		
Allergy Testing and Treatments	90% after deductible	70% after deductible
Ambulance	90% after deductible	70% after deductible
Durable Medical Equipment	90% after deductible	70% after deductible
Infertility Services - including in-vitro fertilization, artificial insemination and all other infertility services	90% after deductible	70% after deductible
Home Healthcare (120 visits per benefit period)	90% after deductible	70% after deductible
Hospice	90% after deductible	70% after deductible
Private Duty Nursing	90% after deductible	70% after deductible
<b>Mental Health and Substance Abuse - Federal Mental Health Parity</b>		
Inpatient Mental Health and Substance Abuse Services	Benefits paid are based on corresponding medical benefits	
Outpatient Mental Health and Substance Abuse Services	Benefits paid are based on corresponding medical benefits	

Note: Deductible expenses incurred for services by a network provider will only apply to the network deductible out-of-pocket limits. Deductible expenses incurred for services by a non-network provider will only apply to the non-network deductible out-of-pockets limits.

Coinsurance expenses incurred for services by a network provider will only apply to the network coinsurance out-of-pocket limits. Coinsurance expenses incurred for services by a non-network provider will only apply to the non-network coinsurance out-of-pockets limits.

Non-Contracting and Facility Other Providers will pay the same as Non-Network.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

\* Maximum family deductible. Member deductible is the same as single deductible.

\*\* Preventive services include evidence-based services that have a rating of "A" or "B" in the United States Preventive Services Task Force, routine immunizations and other screenings, as provided for in the Patient Protection and Affordable Care Act



**Springfield Local Schools  
Prescription Drug Program**

<b>Benefits</b>	<b>Copay</b>	<b>Day Supply</b>
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>	
Dependent Age Limit	Same as Medical	
Lifetime Maximum Benefit	Unlimited	
<b>Retail Program with Oral Contraceptive Coverage</b>		
Generic Copayment	\$14	30
Brand Name Copayment	\$28	30
<b>Home Delivery Program with Contraceptive Coverage</b>		
Generic Copayment	\$28	90
Brand Name Copayment	\$56	90

Note: Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

**APPENDIX 2**

<b>Medical Mutual</b>	<b>Springfield Local Schools Prescription Drug Program</b>	
<b>Benefits</b>	<b>Co-Pay</b>	<b>Day Supply</b>
Benefit Period	January 1 <sup>st</sup> through December 31 <sup>st</sup>	
Dependent Age Limit	Same as Medical	
<b>Retail Program with Oral Contraceptive Coverage</b>		
Generic Co-payment	\$14	30 day
Single-Source Brand Name Copayment	\$28	30 day
Multi-Source Brand Name Copayment	\$28	30 day
<b>Home Delivery Program with Oral Contraceptive Coverage</b>		
Generic Co-payment	\$28	90 day
Single-Source Brand Name Copayment	\$56	90 day
Multi-Source Brand Name Copayment	\$56	90 day

Note: Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

**DENTAL SCHEDULE OF BENEFITS**

Benefit Period	Calendar Year
Benefit Period Deductible	\$25 single/\$75 family
Maximum Benefit Payable per Covered Person per Benefit Period	\$1,500
Dependent Age Limit	26 <sup>th</sup> birthday

It is important that you understand how the Claims Administrator, Medical Mutual, calculates your responsibilities under this coverage. Please consult the "HOW CLAIMS ARE PAID" section for necessary information.

Type of Service	Maximums and Limitations
Oral Exam	Two exams per Benefit Period
Bitewing x-rays	Two sets per Benefit Period
Full-mouth x-rays/Panorex	One every 36 months
Prophylaxis	Two per Benefit Period
Topical Fluoride Applications	One per Benefit Period
Space Maintainers	Available for all Covered Persons, regardless of age
Crowns	Once every five years per tooth
Prosthetics (Fixed)	Once every five years per tooth
Inlays	Once every five years per tooth
Onlays	Once every five years per tooth
Dentures (Complete and Partial)	Once every five years per tooth  Relining and rebasing is covered if done no less than six (6) months after initial placement but not more than once in any 36 month period.  One replacement of a temporary denture if a permanent denture is installed within 12 months of the installment of the temporary denture.

**DENTAL PAYMENT SCHEDULE**

Types of Service	You Pay the Following
<ul style="list-style-type: none"> <li>• oral examination/evaluations</li> <li>• bitewing x-rays</li> <li>• prophylaxis</li> <li>• space maintainers</li> <li>• fluoride applications</li> <li>• emergency palliative treatments</li> </ul>	<p>0% of the Usual, Customary and Reasonable Amount</p> <p>No deductible is required for these services</p>
<ul style="list-style-type: none"> <li>• inlays</li> <li>• onlays</li> <li>• crowns</li> <li>• dentures (complete &amp; partial)</li> <li>• prosthetics (fixed)</li> </ul>	<p>30% of the Usual, Customary and Reasonable Amount</p>
For all other Covered Services	30% of the Usual, Customary and Reasonable Amount

**ORTHODONTIC SERVICES**

Maximum Benefit Payable per Covered Person	\$1,000 per lifetime
Eligibility	Available for all Covered Persons, regardless of age
Your Payment Amount	30% of the Usual, Customary and Reasonable Amount

**BENEFIT VERIFICATION**

Required for any Course of Treatment exceeding \$500 or involving one or more crowns.



**MEDICAL  
MUTUAL  
OF OHIO**

**Springfield Local Schools  
Vision**

<b>Benefit Period</b>	<b>January 1<sup>st</sup> through December 31st</b>
<b>Dependent Age Limit</b>	<b>Same as Medical</b>
<b>Vision Examinations</b>	<b>\$40 per exam</b>
<b>Basic Frames</b>	<b>\$60 per frame</b>
<b>Single Vision Lenses</b>	<b>\$60 per pair</b>
<b>Bifocal Lenses</b>	<b>\$70 per pair</b>
<b>Trifocal Lenses</b>	<b>\$100 per pair</b>
<b>Lenticular Single Lenses</b>	<b>\$70 per pair</b>
<b>Lenticular Bifocal Lenses</b>	<b>\$90 per pair</b>
<b>Lenticular Trifocal Lenses</b>	<b>\$110 per pair</b>
<b>Medically Necessary</b>	<b>\$175 per pair</b>
<b>Cosmetic</b>	<b>\$100 per pair</b>

Note: Benefits will be determined based on Medical Mutual of Ohio's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual of Ohio may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered service.



## APPENDIX 5

### 4167.06 Good faith refusal to work under dangerous conditions.

- (A) A public employee acting in good faith has the right to refuse to work under conditions that the public employee reasonably believes present an imminent danger of death or serious harm to the public employee, provided that such conditions are not such as normally exist for or reasonably might be expected to occur in the occupation of the public employee. A public employer shall not discriminate against a public employee for a good faith refusal to perform assigned tasks if the public employee has requested that the public employer correct the hazardous conditions but the conditions remain uncorrected, there was insufficient time to eliminate the danger by resorting to the enforcement methods provided in this chapter, and the danger was one that a reasonable person under the circumstances then confronting the public employee would conclude is an imminent danger of death or serious physical harm to the public employee. A public employee who has refused in good faith to perform assigned tasks and who has not been reassigned to other tasks by the public employer shall, in addition to retaining a right to continued employment, receive full compensation for the tasks that would have been performed. If the public employer reassigns the public employee, the public employer shall pay him his full compensation as if he were not reassigned.
- (B) A public employee who exercises his right to refuse to work under division (A) of this section shall notify by a written statement that is signed by the public employee, as soon as practicable after exercising that right, the chief of the division of occupational safety and health of the condition that presents an imminent danger of death or serious harm to the public employee. Upon receipt of the notification, the chief or his designee immediately shall inspect the premises of the public employer. The chief and his designee shall comply with section 4167.10 of the Revised Code in conducting the inspection and investigation and in issuing orders and citations.
- (C) A public employee who refuses to perform assigned tasks under division (A) of this section and fails to meet all of the conditions set forth in that division for the refusal is subject to any disciplinary action provided by law or agreement between the public employer and public employee for nonpayment of wages for the duration of the refusal to work and discharge.



# LETTER OF INTENT

Whereas Springfield Board of Education and Ohio Association of Public School Employees Local 179 have entered into a Collective Bargaining Agreement for the classified employees of the district for wages, hours, benefits and working conditions. Both parties mutually agree to abide by said contract for the welfare of the district.

Whereas both parties understand the goal of the district is to provide the students with a positive, productive educational experience.

Whereas the District receives monies through Grants, Title I, DPIA and Parity Aid funds to institute programs to supplement the curriculum in targeted areas. The District, to effectively use the financial resources available and to target as many students as possible, implemented a Circle Reading program. The program provides assistance for a specific amount of days, less than a school year.

Therefore contracted employees currently in a classified position and working in the Circle Reading program shall receive wages and benefits as provided in the Collective Bargaining Agreement for both positions. Vacancies in said program will be filled in accordance with Article 13 of the Collective Bargaining Agreement, in the Educational Assistant classification.

Therefore calendars will be created with days worked and holidays paid. The minimum work calendar schedule for the Reading Circle Program shall be eighty (80) days, all consideration will be made to increase days worked.

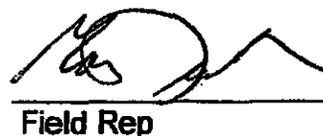
If this Letter of Intent is held unlawful by a court of competent jurisdiction, then said parties would convene to reach a settlement in compliance with the Collective Bargaining Agreement.

This Letter of Intent will not set a precedent or be used as a past practice.

  
Superintendent                      Date      5/20/05

  
Local President                      Date      5/19/05

  
Board President                      Date      5/25/05

  
Field Rep                      Date      5/17/05



## FOR YOUR INFORMATION

The National Labor Relations Act provides for union representation if an employee is called in for a conference with administration and the employee reasonably believes that what is said during the interview may result in the employee being disciplined. This right was formally recognized by the U.S. Supreme Court in the 1975 in NLRB vs. Weingarten.

In NLRB vs. Weingarten the Court determined that the right to representation applies to situations where there is "reasonable" belief that discipline may exist. The employee **MUST CLEARLY REQUEST** representation in order to claim this right. The administration has no duty to inform the employee of this unless the contact obligates them to do so (our contract does not). No employee may be disciplined for requesting this right. If an employee asks for union representation and the administration refuses to allow it, the employee may decline to comment until representation is provided. This refusal is also not subject to discipline.

As a reminder for assistance, please clip and carry this with you to an interview or conference you may suspect may be disciplinary or job threatening.

### WEINGARTEN RIGHTS

If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my Union representative be present at the meeting. Without representation, I choose not to answer any questions.

